

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF SUNBREAKER COVE
JUNE 21ST, 2021 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, May 17, 2021
 - SDAB Minutes, May 28, 2021

D. DELEGATION

- 1) Municipal Wastewater Line

E. INFORMATION ITEMS

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

F. REQUESTS FOR DECISION

1) Finance & Administration

- a) Metrix Group

2) Council & Legislation

- a) Sylvan Lake Regional Water Commission
- b) Drowning Prevention
- c) Municipal Wastewater Collection Bylaw #160-21

3) Planning & Development

- a) Plans Cancellation Bylaw #163-21
- b) Plans Cancellation Bylaw #164-21

G. COUNCIL, COMMITTEES AND CORRESPONDENCE

1) Council Reports

- a) Teresa Beets
- b) Jim Willmon
- c) Keith Kimball

2) Committee Reports

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

3) Upcoming Meetings

- a) Council Meeting – July 19, 2021
- b) Organizational Meeting – July 19, 2021

H. CLOSED SESSION

- 1) FOIP Section 16 – Business Interests of a Third Party

I. ADJOURNMENT

Summer Village of Sunbreaker Cove
Regular Meeting Minutes
May 17, 2021

C-1

9Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held May 17, 2021 in the Summer Village Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE

Mayor:	Teresa Beets via Zoom
Deputy Mayor:	Jim Willmon via Zoom
Councillor:	Keith Kimball via Zoom
CAO:	Tanner Evans via Zoom
Public Works Coordinator:	Chris Loov via Zoom
Development Officer:	Kara Kashuba via Zoom
Recording Secretary:	Carolyn Widmer via Zoom
Delegates:	Michael Wuetherick via Zoom
	Rhonda King via Zoom
	Kathryn Kolaczek via Zoom
Gallery:	Drew Schervan

CALL TO ORDER The Meeting was called to order at 9:00 a.m. by Mayor Beets.

AGENDA APPROVAL

SBC-21-079 MOVED by Mayor Beets that the agenda be adopted as amended:

E-5 Branding
F-2-C Wastewater
F-3-B Pathways

CARRIED

CONFIRMATION OF MINUTES

SBC-21-080 MOVED by Councillor Kimball that the minutes of the Regular Meeting of Council held on April 19, 2021, be approved as presented.

CARRIED

Brad Vander Heyden joined the meeting at 9:05 a.m.

DELEGATION

Municipal Wastewater Line
Michael Wuetherick the Wastewater Technical Advisor, Rhonda King Consultant, and Brad Vander Heyden from Stantec, joined Council to discuss next steps moving forward with the Municipal Wastewater Line.

Andrea Hunt joined the meeting at 9:11 a.m.

Jill Sarlius joined the meeting at 9:13 a.m.

Brad Vander Heyden, Rhonda King, Kathryn Kolaczek, and Michael Wuetherick left the meeting at 9:20 a.m.

INFORMATION ITEMS

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

SBC-21-081 MOVED by Deputy Mayor Willmon that Administration move the MOST Funding from Deferred Revenue to the following accounts:

\$ 6,329.91 to Office Supplies
\$ 359.84 to IT Expenses
\$ 198.63 to Facility Maintenance
\$ 922.58 to Other Revenue to offset uncollected taxation
CARRIED

SBC-21-082 MOVED by Mayor Beets that Administration move the Lacombe County Grant Funding from Deferred Revenue to the 2021 Lacombe Grant Operating Revenue Budget in the amount of \$539.
CARRIED

Tina Leer left the meeting at 9:40 a.m.

Drew Schervan left the meeting at 10:02 a.m.

- 3) Public Works Report

PUBLIC WORKS

SBC-21-083 Road Overlay Plan
MOVED by Councillor Kimball that Council accept the road overlay as information.
CARRIED

SBC-21-084 Pathway
MOVED by Deputy Mayor Willmon that Council accept the pathway discussion as information.
CARRIED

Chris Loov left the meeting at 10:15 a.m.

INFORMATION ITEMS CONTINUED

- 4) Development Update
- 5) Branding

SBC-21-085 MOVED by Councillor Kimball that the information items be received as information.
CARRIED

REQUEST FOR DECISION

FINANCE & ADMINISTRATION

SBC-21-086 Surplus Distribution
MOVED by Councillor Kimball that Council accept the 2020 surplus as information.
CARRIED

COUNCIL & LEGISLATION

SBC-21-087 Special Events Permit
MOVED by Deputy Mayor Willmon that Council approve the special events permit for a wedding in Glenn's Cove on September 11, 2021 with the condition that Covid protocols are enforced, and the event does not obstruct access to the Glenns Cove pathway.
CARRIED

Kara Kashuba left the meeting at 11:05 a.m.

SBC-21-088 Lot 10 Thevenaz Industrial Trail
MOVED by Deputy Mayor Willmon that Council accept Jarvis Bay's offer to provide a loan at 0% interest for the shared condo bay's cash call of \$7,000.00 from Sunbreaker Cove to be paid out of the sale proceeds from the shared condo before any further distributions.
CARRIED

SBC-21-089 Wastewater
MOVED by Deputy Mayor Willmon that Administration to reach out to Keith Boris for additional information.
CARRIED

PLANNING & DEVELOPMENT

Bylaw #161-21 Plans Cancellation Bylaw
SBC-21-090 MOVED by Deputy Mayor Willmon that Council give 1st reading to the Plans Cancellation Bylaw #161-21.
CARRIED

SBC-21-091 MOVED by Councillor Kimball that Council give 2nd reading to the Plans Cancellation Bylaw #161-21.
CARRIED

SBC-21-092 MOVED by Mayor Beets that Council give 3rd reading to the Plans Cancellation Bylaw #161-21 at this meeting.
CARRIED UNANIMOUSLY

SBC-21-093 MOVED by Deputy Mayor Willmon that Council give 3rd and final reading to the Plans Cancellation Bylaw #161-21.
CARRIED

Bylaw #162-21 Plans Cancellation Bylaw
SBC-21-094 MOVED by Deputy Mayor Willmon that Council give 1st reading to the Plans Cancellation Bylaw #162-21 as amended.
CARRIED

SBC-21-095 MOVED by Councillor Willmon that Council give 2nd reading to the Plans Cancellation Bylaw #162-21 as amended.
CARRIED

SBC-21-096 MOVED by Mayor Beets that Council give 3rd reading to the Plans Cancellation Bylaw #162-21 at this meeting as amended.
CARRIED UNANIMOUSLY

SBC-21-097 MOVED by Deputy Mayor Willmon that Council give 3rd and final reading to the Plans Cancellation Bylaw #162-21 as amended.
CARRIED

COUNCIL REPORTS

Mayor Beets
• No reports

Deputy Mayor Willmon
• No reports

Councillor Kimball
• No reports

Committee Reports

Julie Maplethorpe, Summer Village of Jarvis Bay
• Town of Sylvan Lake Library Board
Ann Zacharias, Summer Village of Birchcliff
• Parkland Regional Library Board

SBC-21-098 MOVED by Deputy Mayor Willmon to accept the Council reports, Committee reports and information items as information.
CARRIED

NEXT MEETING

SBC-21-099 MOVED by Mayor Beets that the next meeting of Council be held on June 21, 2021 at 9:00 a.m.
CARRIED

ADJOURNMENT

SBC-21-100 MOVED by Mayor Beets that being the agenda matters have been concluded, the meeting adjourned at 11:33 a.m.
CARRIED

MAYOR BEETS, MAYOR

TANNER EVANS, CAO

SUMMER VILLAGE OF SUNBREAKER COVE
SUBDIVISION AND DEVELOPMENT APPEAL BOARD
MAY 28, 2021
RECORD OF HEARING AND DECISION

PRESENT	Chair Member-at-Large Development Officer Interim CAO Recording Secretary Applicant	Teresa Beets Linda McLevin Kara Kashuba Tanner Evans Teri Musseau Rob Christen
CALL TO ORDER	Chair Beets called the hearing to order at 10:00 a.m.	
PURPOSE OF HEARING	The purpose of the hearing is to hear an appeal received on April 30, 2021, from Rob Christen appealing the April 12, 2021, decision of the Municipal Planning Commission, to deny a development permit for a detached garage with guest house for the property located at 805 Sunhaven Way, Lot 10, Block, 7, Plan 1823MC, in the Summer Village of Sunbreaker Cove.	
APPEAL FILED AND NOTICE GIVEN	Pursuant to Section 686(1) of the Municipal Government Act, the appeal was filed within the 21-day appeal period and notice was given by letter to the applicant and owners of property located within a 200' radius of the proposed development. The hearing is being convened 28 days after receipt of the letter of appeal and within 30 days as outlined in Section 686(2) of the Municipal Government Act.	
DEADLINE FOR DECISION	Pursuant to Section 687(2) of the Municipal Government Act, the Subdivision and Development Appeal Board must give its decision in writing together with reasons for the decision within 15 days of concluding the hearing.	
OBJECTIONS TO MEMBERS OF THE APPEAL BOARD	<p>The Members of the Subdivision and Development Appeal Board are appointed in accordance with the Subdivision and Development Appeal Board Bylaw #124-18.</p> <p>Members of the Subdivision and Development Appeal Board were asked if they felt they should disqualify themselves from hearing the appeal before them and no one felt they needed to disqualify themselves.</p> <p>Mr. Christen was asked if he had any objection to any of the members of the Subdivision and Development Appeal Board present hearing the case. He had no objection to any of the members hearing his case.</p>	
DISCLOSURE OF EVIDENCE FINDING OF FACTS	<p>The members of the Subdivision and Development Appeal Board were asked if they had sought, been given or reviewed any evidence prior to the hearing.</p> <p>Other than the agenda package that was sent to members a few days prior to the hearing, none of the members had sought, been given or reviewed any evidence prior to the hearing.</p>	

APPEAL LETTER READ	Teri Musseau, Secretary of the Subdivision and Development Appeal Board read the appeal letter received from Mr. Christen on April 30, 2021, into record.
HEARING PROCEDURES	Chair Beets reviewed the procedures to be followed for the hearing.
BACKGROUND OF APPEAL	<p>Kara Kashuba, Development Officer, provided the Subdivision and Development Appeal Board the background of the appeal.</p> <p>In March 2021, a development permit was applied for, for demolition of an existing detached garage and a new detached garage with guest house for the property of 805 Sunhaven Way. The application was presented to the Municipal Planning Commission for the following reasons:</p> <ol style="list-style-type: none"> 1. Guest House is listed as a discretionary use; therefore, the decision must come from the Municipal Planning Commission. 2. The proposed side yard setback of 0.91m (3ft.) does not meet the minimum requirement of 1m (3.28ft.) and required a 0.08m (0.28ft.) variance. 3. The proposed front yard setback of 1.82m (6ft.) does not meet the minimum requirement of 3.65m (12ft.) and required a 1.82m (6ft.) variance. <p>The Commission reviewed the application and decided the following:</p> <p>Deny the discretionary use/variance application for the construction of the detached garage and guest house for the following reasons:</p> <ol style="list-style-type: none"> 1. The proposed development is in contravention of the setbacks as defined in the Land Use Bylaw. 2. The proposed 50% reduction of the front yard setback in combination with the proposed building height is considered to be excessive and may cause sightline issues along Sunhaven Way. <p>On April 30, 2021, Administration received a letter of appeal from the Mr. Christen, which was submitted within the required timeframe set in the Municipal Government Act.</p>
APPLICANT PRESENTATION	Rob Christen addressed the board with the reasons for requesting a development permit for a side entry garage with guest house.
IN FAVOUR OF THE APPEAL	No written submissions were received. No one was present to speak in favour of the appeal.
AGAINST THE APPEAL	No written submissions were received. No one was present to speak in opposition of the appeal.
SUMMARY FROM APPELLANT	Mr. Christen had nothing additional to add.

**DEVELOPMENT
OFFICER
SUMMARY**

Kara Kashuba summarized her case stating the facts.

Discretionary Uses/Variance request applications are appealable to the Subdivision and Development Appeal Board, as provided in part 17 of the Municipal Government Act along with written statements relevant to the development and reasons for appeal. The Subdivision and Development Appeal Board may deny the appeal and refuse the permit or allow the permit and approve the application with variations to the permit.

**OPPORTUNITY
FOR A FAIR
HEARING
HEARING
CLOSED**

Chair Beets asked Mr. Christen if he felt he had an opportunity to state his case. Mr. Christen acknowledged he had.

Chair Beets thanked everyone for their attendance and presentations. A written decision of the Board will be made within 15 days. The hearing was declared closed at 10:45 a.m. No further submissions will be entertained by the board.

**FINDINGS
OF THE BOARD**

Upon hearing and considering the representations and the evidence of the parties concerned the Board find the facts in the matter to be as follows:

1. The proposed development would not interfere with sightlines.
2. The proposed development would not:
 - a. unduly interfere with the amenities of the neighborhood, or
 - b. materially interfere with or affect the use prescribed for that land or building in the land use bylaw.
3. The variance is warranted by the merits of the proposed development in response to site characteristics which create difficulties in siting the structure within the required setbacks.

DECISION

The Subdivision and Development Appeal Board grants approval for a detached side entry garage with a guest house subject to the following conditions being met to the satisfaction of the Development Officer:

- All parcels shall be graded to ensure that storm water is directed to a drainage ditch without crossing adjacent land, except as permitted by the Development Authority. All maintenance and upkeep shall be the responsibility of the property owner. A post construction lot grade certificate may be required at completion to ensure that proper drainage on the property exists.
- Exterior of the garage to be finished to match or compliment the finish of the existing dwelling.
- Completions Deposit of \$5,000.00.
- An accessory building erected or placed on a parcel shall not be used as a dwelling unit.

- Electrical power from the property line to any buildings situated on this parcel to be constructed underground.
- Trees to be replanted according to landscaping plan.
- Height of the garage with guest house shall not exceed 25ft.
- Footing check survey required from an Alberta Land Surveyor at the time of footings prior to continuation of construction to ensure compliant with setbacks.
- The guest house shall not have a kitchen or other cooking facilities.
- In situations where a detached dwelling is being rented out and there is a guest house on the parcel, the guest house shall not to be rented out to a separate party other than those renting the detached dwelling.
- A post construction plan must be submitted to the Development Officer.
- Applicant must tie into the septic system when available.
- Side yard setback to comply with the 3.28 ft. setback as per the Land Use Bylaw.

DATED AT THE TOWN OF SYLVAN LAKE THIS 28TH DAY OF MAY 2021.

**THE SUMMER VILLAGE OF
SUNBREAKER COVE SUBDIVISION AND
DEVELOPMENT APPEAL BOARD**

**Teresa Beets
SDAB Chair**

Summer Village of Sunbreaker Cove

June 21, 2021

Delegation

Information Item

Agenda Item: *Municipal Wastewater Line*

Background:

Delegates will be in attendance to discuss the next steps in moving forward with the Municipal Wastewater Line.

Options for Consideration:

- 1) Council accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

n/a

Summer Village of Sunbreaker Cove

Administration and Finance

Council Date: June 21, 2021

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 42,060.81

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

1. Neil & Valerie Dowell	\$	5,000.00
a. Completions Deposits Refund		
2. Tar-ific Const. Ltd	\$	4,011.00
a. Install Limestone Path		
3. Summer Village of Norglenwold	\$	8,238.66
a. MC Charges		
b. Election Expenses		
c. April Shared Costs		
4. Alberta Parking Lot Services	\$	3,517.50
a. Road Maintenance		
5. Stantec Consulting Ltd	\$	10,122.65
a. WW Stantec Sewer Servicing		

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Report Date
2021-06-10 1:26 PM

Summer Village of Sunbreaker Cove
List of Accounts for Approval
As of 2021-06-10
Batch: 2021-00039 to 2021-00045

Page 1

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
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Bank Code: MAIN - General Bank

Computer Cheques:

729	2021-05-31	Brownlee LLP	Wastewater Services Agreement		
514446		297-191-840 - Project - Wastewater	Wastewater Services Agree	1,006.25	
		312-000-260 - GST Paid Refundal	GST Tax Code	50.31	1,056.56
515483		297-191-840 - Project - Wastewater	Wastewater Services Agree	1,437.50	
		312-000-260 - GST Paid Refundal	GST Tax Code	71.88	1,509.38
				Payment Total:	2,565.94
730	2021-05-31	Neil & Valerie Dowell	Completions Deposit Refund		
2074		461-000-520 - Deposits Roads Re	Completions Deposit Refun	5,000.00	5,000.00
731	2021-05-31	Valerie Dowell	23 Buoys Put in Water		
5		272-000-500 - Buoys	23 Buoys Put in Water	2,521.50	2,521.50
732	2021-05-31	G & M Graphics(Rocky) LTD	Laser Cheques		
21115		212-400-220 - Council Mtg Expen:	Laser Cheques	277.00	
		312-000-260 - GST Paid Refundal	GST Tax Code	13.85	290.85
733	2021-05-31	Town of Sylvan Lake	FCSS 2021 Requisition		
IVC108914		212-403-220 - FCSS Town of Sylv	FCSS 2021 Requisition	877.00	877.00
734	2021-05-31	Tar-ific Const. Ltd	Install Limestone Path		
057643		232-000-270 - Pathway Program	Install Limestone Path	3,820.00	
		312-000-260 - GST Paid Refundal	GST Tax Code	191.00	4,011.00
735	2021-06-10	Black Press Group Ltd	Appeal and Nomination Notices		
34088662		261-000-215 - SDAB Costs	Appeal Notices	617.74	
		212-400-220 - Council Mtg Expen:	Nomination Notices	571.02	
		312-000-260 - GST Paid Refundal	GST Tax Code	59.44	1,248.20
736	2021-06-10	Lacombe County	2021 Portion of Sylvan IDP		
IVC00040564		261-000-115 - IDP	2021 Portion of Sylvan ID	26.25	26.25
EFT:					
194	2021-05-14	Summer Villages of Norglenwol	ATB MC Charges		
2021-00088		212-400-220 - Council Mtg Expen:	ATB MC-Ballot Boxes	24.82	
		232-000-200 - Green Space Progr	ATB MC-CND Tire-Pad Lock	14.99	
		261-000-110 - Development Servi	ATB MC-Registered Letter	10.82	50.63
2021-00084		212-400-220 - Council Mtg Expen:	OFF-Election Mail Out	24.60	
		212-400-220 - Council Mtg Expen:	PRI-Election Mail Out	24.60	
		212-400-220 - Council Mtg Expen:	POST-Election Mail Out	221.40	270.60
2021-00094		212-100-110 - Salaries	Salaries	6,339.33	

Report Date
2021-06-10 1:26 PM

Summer Village of Sunbreaker Cove
List of Accounts for Approval
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		212-100-130 - Training	Training	0.00	
		212-100-140 - Benefits	Shared Benefits	179.04	
		212-100-210 - Travel & Subsistence	T&S	0.00	
		212-100-211 - WCB	WCB	0.00	
		212-100-266 - PW Fleet	Public Works Fleet	74.21	
		212-200-215 - Postage/Freight/Com	Postage/Freight	70.55	
		212-200-500 - Printing Costs	Printing Costs	241.82	
		212-200-510 - Office Supplies	Office Supplies	187.05	
		212-300-217 - Phone/Fax/Internet	Phone/Fax	92.20	
		212-300-540 - Utilities	Utilities	155.06	
		212-300-250 - Facility Improvement	Facility Improvements	0.00	
		212-300-255 - Facility Maintenance	Facility Maintenance	67.02	
		212-300-263 - Condominium Cost	Condominium Cost	0.00	
		212-300-240 - Computer Software/	Computer Software	0.00	
		212-300-242 - IT Equipment	IT Equipment	596.93	
		212-300-265 - Equipment Maintenance	Equipment Maintenance	0.00	
		212-300-270 - Equipment Rental	Equipment Rental	40.04	
		212-300-510 - Other Contingency	Contingency	15.28	
		212-300-530 - Building Insurance	Building Insurance	0.00	7,917.43
				Payment Total:	8,238.66
195	2021-06-04	Alberta Parking Lot Services	Road Maintenance		
23105		232-000-250 - Road Maintenance	Road Maintenance	3,350.00	
		312-000-260 - GST Paid Refundal	GST Tax Code	167.50	3,517.50
196	2021-06-04	Empringham Disposal Corp	Bi Weekly Collection		
23158		243-000-200 - Waste Removal Co	Bi Weekly Collection	624.00	
		312-000-260 - GST Paid Refundal	GST Tax Code	31.20	655.20
197	2021-06-04	Go Services Inc.	Monthly Portable Toilet Rental		
15149298		272-000-510 - Parks & Playgroun	Monthly Portable Toilet R	212.50	
		312-000-260 - GST Paid Refundal	GST Tax Code	10.63	223.13
198	2021-06-04	Debbie Ricalton	Apr 12 MPC Rec'd May 25		
APR12/21MPC		261-000-220 - MPC Costs	Apr 12 MPC Rec'd May 25	100.00	100.00
199	2021-06-04	Stantec Consulting Ltd	Sewer Servicing		
113929451		297-191-842 - Project - WW Stant	Sewer Servicing	9,640.62	
		312-000-260 - GST Paid Refundal	GST Tax Code	482.03	10,122.65
200	2021-06-04	Water FX	Model 150t		
2106		272-000-500 - Buoys	Model 150t	1,311.12	
		312-000-260 - GST Paid Refundal	GST Tax Code	65.56	1,376.68
201	2021-06-10	Alchemy Communications Inc.	Public Relations Consultations		
2691		297-191-840 - Project - Wastewat	Public Relations Consulta	225.00	
		312-000-260 - GST Paid Refundal	GST Tax Code	11.25	236.25

Report Date
2021-06-10 1:26 PM

Summer Village of Sunbreaker Cove
List of Accounts for Approval
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
202 1175	2021-06-10	Rugged West Maintenance Inc. Mowing and Trimming			
		232-000-200 - Green Space Progr Mowing and Trimming		1,000.00	
		312-000-260 - GST Paid Refundal GST Tax Code		50.00	1,050.00
				Total for MAIN:	42,060.81

Certified Correct This June 10, 2021

Mayor

Administrator

Summer Village of Sunbreaker Cove**June 21, 2021****Public Works****Information Item****Agenda Item: *Public Works Report*****Background:**

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

- Bid's are coming in for drainage work near Larch. At the time of the upcoming Sunbreaker Cove Council meeting Administration hopes to have a confirmed contractor and timeline for construction.
- Crack sealing has been completed.
- Bollards at Sunset Cove and Glen's Cove have been removed for the spring. They will be re-installed on June 15th.
- The pathway coming off Elk Street has been surveyed and will require landscaping work to make sure it follows the municipally owned land.
- Additional beach sand has been delivered to Glenn's Cove and the beach area has been raked by summer staff.
- Ongoing roadside and pathway trimming is being done by summer staff.

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 Sunbreaker Cove

June 21, 2021

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 71 development permits issued in the Summer Villages (29 in Birchcliff, 1 in Half Moon Bay, 8 in Jarvis Bay, 21 in Norglenwold, and 12 in Sunbreaker Cove).

The following is the listing for Sunbreaker Cove:

- | | |
|----------------------|--------------------------------------|
| 1. 809 Sunhaven Way | Shed |
| 2. 1206 Marine Drive | Demolition |
| 3. 717 Sunhaven Way | Addition |
| 4. 1105 Larch Road | Dwelling |
| 5. 669 Fox Crescent | Dwelling & Detached Garage |
| 6. 1211 Pine Road | Garage with Guest House |
| 7. 917 Deer Street | Addition |
| 8. 1319 Birch Road | Shed |
| 9. 1119 Poplar Road | Dwelling Addition |
| 10. 633 Fox Crescent | Deck Addition & Hot Tub (NEW) |

Active development permits for the operation of a Tourist Home:

11. 1309 Breakers Way
12. 1126 Breakers Way

Development permits closed since last update:

1. 705 Elk Street Relocation of Dwelling

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #99/13.

Summer Village of Sunbreaker Cove**June 21, 2021****Finance****Request for Decision****Agenda Item: *Metrix Group Audit Fees*****Background:**

The auditors have reached the end of their three-year agreement and have offered to extend their services for 2021 and 2022. They have provided the Summer Villages with the following audit fee quotes (exclusive of GST):

2021 - \$30,500 (no increase from 2020)

2022 - \$31,000

Estimated out-of-pocket costs (e.g., mileage, meals, etc.), are not included in the above fee estimates, and will be \$1,000 annually. These quotes continue to be based on the assumptions identified in the original audit proposal of May 21, 2018.

Administration has found the Metrix Group amazing to work with, and they always seem eager to work with us.

Options for Consideration:

- 1) Continue with Metrix Group as the Auditor for the 2021 and 2022 audit.
- 2) Tender a three-year auditing commitment from auditing companies.

Administrative Recommendations:

That Council approve the Metrix Group to continue with the audit services for 2021 and 2022.

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.



May 6, 2021

Sylvan Summer Villages
 Bay 8
 14 Thevenaz Industrial Trail
 Sylvan Lake, AB T4S 2J5

Sent via e-mail: tevens@sylvansummervillages.ca

Attention: Mr. Tanner Evans, Chief Administrative Officer

Dear Mr. Evans:

RE: 2021 & 2022 AUDIT FEE QUOTES

Further to your recent request, we are pleased to provide the Sylvan Summer Villages with the following audit fee quotes (exclusive of GST):

2021	\$30,500	(no increase from 2020)
2022	\$31,000	

We estimate out-of-pocket costs (e.g., mileage, meals, etc.), not included in the above fee estimates, will be \$1,000 annually.

These quotes continue to be based on the assumptions we identified in our original audit proposal of May 21, 2018.

Should you require additional information please do not hesitate to contact me.

Yours truly,

METRIX GROUP LLP

Philip J. Dirks, CPA, CA
 Partner



Summer Village of Sunbreaker Cove

June 21, 2021

Council and Legislation

Request for Decision

Agenda Item: *Sylvan Lake Regional Water Commission Disestablishment*

Background:

At the April 4, 2021, Commission meeting, motions were passed for the disestablishment of the Sylvan Lake Regional Water Commission with transfer of all assets to the Sylvan Lake Regional Wastewater Commission.

A motion is required from each Council to proceed with the disestablishment of the Sylvan Lake Regional Water Commission.

Options for Consideration:

- 1) That the Council of the Summer Village of Sunbreaker Cove hereby approves the disestablishment of the Sylvan Lake Regional Water Commission.
- 2) That Council accepts as information.

Administrative Recommendations:

- 1) That the Council of the Summer Village of Sunbreaker Cove hereby approves the disestablishment of the Sylvan Lake Regional Water Commission.

Authorities:

Municipal Government Act

602.4 Disestablishing a Commission



Sylvan Lake Regional Water Commission

c/o Lacombe County

RR 3

Lacombe, AB T4L 2N3

May 14, 2021tevans@sylvansummervillages.ca

Tanner Evans
Sylvan Lake Summer Village Administration
Bay 8, 14 Thevenaz Industrial Trail
Sylvan Lake AB T4S 2J5

Dear Mr. Evans:

Re: Disestablishment of the Sylvan Lake Regional Water Commission (SLRWC)

At the April 26, 2021 meeting of the SLRWC the Board unanimously approved the following resolutions:

Moved by Mr. Ludwig that the Board agree to disestablish the Sylvan Lake Regional Water Commission and appoint CAO Keith Boras to wind up the affairs of the SLRWC and transfer any assets to the Sylvan Lake Regional Wastewater Commission.

Moved by Mr. Dufresne that the Board direct CAO Keith Boras to notify members of the disestablishment and inform them of their responsibilities under Bylaw No. 7.

With the Board's resolution to disestablish the Commission, a resolution is now required from each of the member municipalities authorizing the disestablishment. This resolution should read, "Council of [Municipality] hereby approves the disestablishment of the Sylvan Lake Regional Water Commission".

Once Administration has received resolutions from all of the member municipalities, the CAO will begin to initiate the conclusion of the SLRWC and transfer any assets to the Sylvan Lake Regional Wastewater Commission. A copy of the 2020 financial statements of the Commission is attached.

Also attached is a copy of Bylaw No. 7 pertaining to the process for disestablishment of the Commission.

Please feel free to contact me should you have any questions or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Keith Boras', written over a light blue horizontal line.

Keith Boras, CAO
SLRWC

/attachments

BYLAW NO. 7**SYLVAN LAKE REGIONAL WATER COMMISSION**

BEING A BYLAW OF THE SYLVAN LAKE REGIONAL WATER COMMISSION IN THE PROVINCE OF ALBERTA (THE "COMMISSION") RESPECTING THE PROCESS FOR DISESTABLISHMENT OF THE COMMISSION

WHEREAS pursuant to the provisions of the *Municipal Government Act* RSA 2000, c. M-26, the Board of the Commission must pass Bylaws respecting the process for disestablishment of the Commission, including the treatment of assets and liabilities on disestablishment

NOW THEREFORE the Board of Directors of the Sylvan Lake Regional Water Commission in the Province of Alberta, duly assembled, enacts the following:

1. DEFINITIONS

- 1.1. "Commission" means the Sylvan Lake Regional Water Commission, a continued commission pursuant to Part 15.1 of the *Municipal Government Act*;
- 1.2. "Members" means the Summer Village of Birchcliff, Summer Village of Half Moon Bay, Summer Village of Norglenwold, Summer Village of Sunbreaker Cove, Summer Village of Jarvis Bay, Town of Sylvan Lake, Lacombe County and Red Deer County.
- 1.3. "Director" means the representative of a Member on the Board appointed in accordance with Bylaw No. 1;

All other words in this Bylaw are as defined or used in the *Municipal Government Act*, if applicable.

2. DISESTABLISHMENT OF THE WATER COMMISSION

- 2.1. The Board of Directors may disestablish the Water Commission upon satisfaction of the following conditions:
 - (a) approval of the Board of Directors, and;
 - (b) the Councils of each of the Members having passed a resolution authorizing the disestablishment of the Commission.
- 2.2. The Commission shall, upon satisfaction of the conditions set out in Section 2.1 herein, cease to provide any services or begin the process of ceasing to provide services except to the extent that the Commission is required to do so or as required for the beneficial winding-up of the business or affairs of the Commission.
- 2.3. The Board of Directors shall, upon satisfaction of the conditions set out in Section 2.1, designate and direct a person or persons to take all such steps as are required to effect the beneficial winding-up of the business and affairs of the Commission and disposition of assets and liabilities referred to in Section 2.4 herein.
- 2.4. The Water Commission's remaining assets and liabilities, if any, at the time of disestablishment shall be transferred to the Sylvan Lake Regional Wastewater Commission.

3. SEVERABILITY

- 3.1. Every provision of the Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of the Bylaw shall remain valid and enforceable.

4. BYLAW IN FORCE

- 4.1. This Bylaw shall come into force and effect upon final passing thereof.

Received first and second readings, and by unanimous consent of the Board members present, a third and final reading this 26th day of April 2021.



Commission Chair



Commission CAO

SYLVAN LAKE REGIONAL
WATER COMMISSION

Financial Statements
Year Ended December 31, 2020

Sylvan Lake Regional Water Commission
Financial Statements
For the year ended December 31, 2020

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 www.bdo.ca

BDO Canada LLP
 Suite 100 179D Leva Avenue
 Red Deer County AB T4E 1B9
 Canada

Independent Auditor's Report

To the Members of the Board of the Sylvan Lake Regional Water Commission

Opinion

We have audited the financial statements of the Sylvan Lake Regional Water Commission, which comprise the statement of financial position as at December 31, 2020, and the statement of operations, statement of changes in net financial assets, and statement of 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 Commission as at December 31, 2020 and its financial performance and its cash flows for the year then ended in accordance with 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 Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Commission 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 these 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 these financial statements in accordance with 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 Commission's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Commission or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Commission's financial reporting process.

Auditor's 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 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.

Independent Auditor's Report, continued

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 Commission'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 Commission'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 auditor's report. However, future events or conditions may cause the Commission 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.


BDO Canada LLP

Chartered Professional Accountants
Red Deer, Alberta
April 26, 2021

Sylvan Lake Regional Water Commission
Statement of Financial Position

As at December 31	2020	2019
<hr/>		
Financial assets		
Cash	\$ 17,173	\$ 11,993
Accounts receivable	8,384	22,037
	<hr/>	<hr/>
	25,557	34,030
	<hr/>	<hr/>
Liabilities		
Accounts payable and accrued liabilities	2,000	10,474
	<hr/>	<hr/>
Net Financial Assets & Accumulated Surplus	23,557	23,556
	<hr/> <hr/>	<hr/> <hr/>

Chair



CAO



Sylvan Lake Regional Water Commission Statement of Operations			
For the year ended December 31	Budget 2020	2020	2019
Revenue			
Transfers from local governments (Note 3)	\$ 13,870	\$ 13,870	\$ 16,395
Other income		141	123
Total Revenue	<u>13,870</u>	<u>14,011</u>	<u>16,518</u>
Expenses			
Administrative fees	-	20	78
Contracted services	5,140	5,140	8,500
Management fees (Note 3)	6,730	6,730	5,850
Professional fees	<u>2,000</u>	<u>2,120</u>	<u>2,120</u>
Total Expenses	<u>13,870</u>	<u>14,010</u>	<u>16,518</u>
Excess of Revenue Over Expenses	-	1	-
Accumulated Surplus, Beginning of Year	<u>23,556</u>	<u>23,556</u>	<u>23,556</u>
Accumulated Surplus, End of Year	<u>\$ 23,556</u>	<u>\$ 23,557</u>	<u>\$ 23,556</u>

Sylvan Lake Regional Water Commission Statement of Cash Flows		
For the year ended December 31	2020	2019
Operating transactions		
Excess of revenues over expenses	\$ 1	\$ -
Changes in non-cash operating balances		
Accounts receivable	13,653	(9,779)
Accounts payable	(8,474)	7,030
	<u>5,180</u>	<u>(2,749)</u>
Change in Cash	5,180	(2,749)
Cash, Beginning of Year	<u>11,993</u>	<u>14,742</u>
Cash, End of Year	<u>\$ 17,173</u>	<u>\$ 11,993</u>

Sylvan Lake Regional Water Commission
Summary of Significant Accounting & Policies

December 31, 2020

The Sylvan Lake Regional Water Commission's financial statements are the representations of management, prepared in accordance with Public Sector Accounting Standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Sylvan Lake Regional Water Commission are as follows:

Revenue Recognition

Water services are recognized as revenue in the period in which the service is delivered or in which the transactions or events occurred that gave rise to the revenue.

The Commission follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

Use of Estimates

The preparation of financial statements, in conformity with Canadian public sector accounting standards, requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

Financial Instruments

The Commission measures its financial instruments initially at fair value and subsequently measures them at amortized cost.

The Commission's financial instruments consist of cash, accounts receivable, and accounts payable and accrued liabilities. It is management's opinion that the Commission is not exposed to significant interest rate, currency, credit, market or liquidity risk arising from these financial instruments.

Sylvan Lake Regional Water Commission
Notes to Financial Statements

December 31, 2019

1. Nature of Operations

Sylvan Lake Regional Water Commission is constituted under the Municipal Government Act. Alberta Regulation 54/2008 established the Commission in May 2008 for the purpose of constructing and managing a regional water supply system. On September 1, 2020, changes to the Municipal Government Act took effect and regulation 54/2008 was repealed. The Commission is now governed entirely by the provisions of the Municipal Government Act and its own bylaws.

The members of the Commission are the Town of Sylvan Lake, Lacombe County, Red Deer County, Summer Villages of Birchcliff, Half Moon Bay, Jarvis Bay, Norglenwold, and Sunbreaker Cove.

The Commission is exempt from income taxation under Section 149 of the Canada Income Tax Act.

2. Debt Limits

Section 602.01(1) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation for the Commission be disclosed as follows:

	2020	2019
	\$	\$
Total debt limit	28,022	33,036
Total debt	-	-
Amount of debt limit unused	<u>28,022</u>	<u>33,036</u>
Debt service limit	4,904	5,781
Total debt costs	-	-
Amount of debt servicing limit unused	<u>4,904</u>	<u>5,781</u>

The debt limit is calculated at 2 times revenue of the Commission (as defined in Alberta Regulation 76/2000), and the debt service limit is calculated at 0.35 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify commissions that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the commission. Rather, the financial statements must be interpreted as a whole.

Sylvan Lake Regional Water Commission
Notes to Financial Statements

December 31, 2020

3. Related Party Transactions

	2020	2019
	\$	\$
Amounts paid/payable to related parties:		
Lacombe County - Contract Management	6,730	3,300
Lacombe County - Contract Administration	5,140	2,520
	11,870	5,820

These transactions are in the normal course of operations and were measured at exchange amount which approximates fair market value. The Sylvan Lake Regional Wastewater Commission is controlled by the same municipalities who control the Water Commission. Lacombe County is a member of the Commission. Effective July 1, 2019, Lacombe County provides management and administrative services.

	2020	2019
	\$	\$
Amounts received/due from related parties:		
Lacombe County	3,467	4,099
Red Deer County	3,467	4,098
Town of Sylvan Lake	3,466	4,098
Summer Village of Birchcliff	694	820
Summer Village of Half Moon Bay	694	820
Summer Village of Jarvis Bay	694	820
Summer Village of Norglenwold	694	820
Summer Village of Sunbreaker Cove	694	820
	13,870	16,395

4. COVID-19

The COVID-19 outbreak was declared a pandemic by the World Health Organization in March 2020 and has had a significant impact worldwide. As the impacts of COVID-19 continue, there could be further impacts on the Commission and its related parties, suppliers and other third party business associates that could impact the timing and amounts realized on the Commission's assets and future profitability. At this time, the full potential impact of COVID-19 on the entity is not known. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of disruption and the related financial impact cannot be reasonably estimated at this time.

5. Approval of Financial Statements

The Board of Directors and Management have approved these financial statements

Summer Village of Sunbreaker Cove

June 21, 2021

Council and Legislation

Request for Decision

Agenda Item: *Drowning Prevention Week*

Background:

Administration has received a request from the Lifesaving Society asking Council proclaim July 18 - 24, 2021, as National Drowning Prevention Week.

Options for Consideration:

- 1) That Council accept as information.
- 2) That Council proclaim July 18 - 24, 2021, as National Drowning Prevention Week.

Administrative Recommendations:

- 1) That Council proclaim July 18 - 24, 2021, as National Drowning Prevention Week.

Authorities:

n/a



LIFESAVING SOCIETY®

The Lifeguarding Experts

F-2-B

May 28, 2021

Mayor Teresa Beets
Summer Village of Sunbreaker Cove
Bay 8, 14 Thevenaz Industrial Trail
Sylvan Lake, AB T4S 2J5

Dear Mayor Ludwig,

We are excited to announce the United Nations has adopted a Resolution on Drowning Prevention, of which Canada was a co-sponsor and lead supporter. This Resolution will not only bring more awareness to this preventable problem, but urgency for stakeholders to act. This will include policy development, research and support for community-based drowning prevention action.

Canada faces a major problem – and a preventable one: over 400 people die every year from drowning. On behalf of the Lifesaving Society Alberta and Northwest Territories Branch, I am writing to ask that you proclaim July 18-24, 2021 as NATIONAL DROWNING PREVENTION WEEK in the Summer Village of Sunbreaker Cove.

The Lifesaving Society is a national, charitable organization working to prevent drowning and reduce water-related injury through our training programs, Water Smart® public education, drowning research and aquatic safety standards. The Lifesaving Society also certifies Canada's National Lifeguards.

National Drowning Prevention Week is one of the Society's leading public education initiatives, with events taking place across the country to focus media and community attention on the drowning problem and drowning prevention. During this week, the Society urges individuals to:

- Supervise children in and around the water.
- Refrain from behaviors that may result in intoxication while participating in aquatic activities.
- Wear a lifejacket when boating.

If every Canadian followed these steps, we could greatly reduce Canada's drowning rate.

A proclamation from the Summer Village of Sunbreaker Cove would give greater exposure of our lifesaving efforts to the residents of the S.V. of Sunbreaker Cove. I hope you will consider our request. A template can be found here: [Proclamation Template 2021](#)

If you have any questions or would like to submit a proclamation, please contact our Drowning Prevention Coordinator at kelseyl@lifesaving.org.

Sincerely,

Kelly Carter
Chief Executive Officer

Summer Village of Sunbreaker Cove

June 21, 2021

Council and Legislation

Request for Decision

Agenda Item: *Municipal Wastewater Collection Bylaw*

Background:

Administration has attached the Municipal Wastewater Utility Bylaw#160-21 for Council review and consideration.

Options for Consideration:

1. Council review, discuss and give 2nd and 3rd reading as presented.
2. Council review, discuss and give 2nd and 3rd reading as amended.

Administrative Recommendations:

That Council give 2nd and 3rd reading to the Municipal Wastewater Collection Bylaw #160-21.

SUMMER VILLAGE OF SUNBREAKER COVE MUNICIPAL WASTEWATER COLLECTION BY-LAW ~~147-20160-21~~

A BYLAW OF THE SUMMER VILLAGE OF SUNBREAKER COVE, TO REGULATE THE CONNECTIONS AND OPERATIONS OF A MUNICIPAL WASTEWATER COLLECTION SYSTEM IN THE SUMMER VILLAGE OF SUNBREAKER COVE.

Being a Bylaw of the Summer Village of Sunbreaker Cove to provide for the connection to and provision of wastewater services to residents of the Summer Village of Sunbreaker Cove.

WHEREAS The Municipal Government Act, R.S.A. 2000, c. M-26 and amendments thereto provides a Municipal Council with the authority to pass bylaws respecting public utilities;

NOW THEREFORE the Council of the Summer Village of Sunbreaker Cove in the Province of Alberta, duly assembled, hereby enacts as follows:

1 TITLE AND GEOGRAPHIC SCOPE

- 1.1 This Bylaw will be referred to as the "Municipal Wastewater Utility Bylaw".
- 1.2 This Bylaw shall only be applicable within the boundaries of the Summer Village of Sunbreaker Cove as depicted in Schedule "A" attached hereto.

2 DEFINITIONS AND INTERPRETATION

2.1 In this Bylaw:

- a) "Annual Rate Rider" means that annual rate rider as described within Schedule "B", payable by each Owner who has not paid the Collection Fee in lump sum, as described within Schedule "B".
- b) "Bylaw Officer" means an individual employed by the Summer Village in the position of Bylaw Officer.
- c) "Charges" means those amounts charged to an Owner as contemplated within Section 5.2 and 10.1 of this Bylaw, as well as Schedule "C"
- d) "Chief Administrative Officer" means the chief administrative officer of the Summer Village or their delegate.
- e) "Collection Fee" means that fee payable by each Owner not later than upon connection to the Municipal Wastewater System, as described within Schedule "B".
- f) "Council" means the Council of the Summer Village of Sunbreaker Cove.
- g) "Curb Stop Valve" is the isolation valve placed by the Summer Village which controls the flow of wastewater from the property to the main line of the Municipal Wastewater System.
- h) "Customer" means any person who is the Owner of any lot connected to or provided with Wastewater Services pursuant to this Bylaw.
- i) "Force Majeure" means events arising from acts of God, strikes, lockout, or other industrial disturbances, acts of public enemy, acts of the Queen's enemies, wars, blockades, insurrections, riots, epidemics, landslides, lightning, floods, earthquakes, explosions, fires, civil disturbance, mechanical breakdowns, intervention of federal, provincial, state or local government or from any of their agencies or boards, the order or direction of any court, and any other causes whether of the kind herein enumerated or otherwise, not within the reasonable control of the Summer Village and which by the exercise of reasonable diligence and at a reasonable cost the Summer Village is unable to prevent or overcome;
- j) "Manager" means the Chief Administrative Officer for the Summer Village of Sunbreaker Cove or his or her designate.
- k) "Municipal Tag" means a tag or similar document issued by the Summer Village pursuant to the Municipal Government Act that alleges a bylaw offence and provides a Person with the opportunity to pay an amount to the Summer Village in lieu of prosecution for the offence, and

**Summer Village of Sunbreaker Cove
Municipal Wastewater Collection System Bylaw
By-law ____ - ____**

“Municipal Tags” means two or more of them.

- l) “Municipal Wastewater System” means the Sunbreaker Cove Municipal Wastewater Collection System operated by the Summer Village for the collection and treatment of wastewater.
- m) “Owner” means the registered Owner of land and includes the purchaser thereof, and where the context so requires the Owner of the land receiving Wastewater Services pursuant to this Bylaw
- n) “Peace Officer” means a Person employed by the Summer Village in the position of peace officer in accordance with the Provincial Offences Procedure Act, and includes a member of the Royal Canadian Mounted Police.
- o) “Person” means a human being, a corporation or other legal entity.
- p) “Regional Wastewater System” means the Sylvan Lake Regional Wastewater Commission System to which the wastewater collected within the Summer Village of Sunbreaker Cove is delivered for disposal.

q) “Secondary Servicing” means:

- i) servicing of any property located within the Summer Village for Wastewater Services, or any service similar to Wastewater Services, by or through any neighbouring property or Service Connection located upon any neighbouring property; and/or
- ii) connection of any building or improvement within any property located within the Summer Village to any piping that carries Wastewater to or through a neighbouring property;

except in the case of neighbouring property owned or under the direction, control and management of the Summer Village;

q)r) “Service Connection” means the piping that extends from the owners holding tank to the ~~main line of the Municipal Wastewater System~~ main ~~force main for the provision of wastewater services~~ and includes the grinder pump.

r)s) “Summer Village” means the Summer Village of Sunbreaker Cove.

s)t) “Violation Ticket” means a violation ticket as defined in the *Provincial Offences Procedures Act*, and “Violation Tickets” means two or more of them.

t)u) “Voluntary Payment” means a voluntary payment as defined in the Provincial Offences Procedure Act (Alberta).

u)v) “Wastewater” means all the composite of liquid and water-carried wastes associated with the use of water for drinking, cooking, cleaning, washing, hygiene, sanitation, or other domestic purposes and includes grey water.

j) “Wastewater Services” means the wastewater collection and disposal provided by the wastewater system.

2.2 The Preamble and Schedules attached to this Bylaw form part of this Bylaw.

2.3 In this Bylaw the reference to the male gender shall include the female, and the singular, shall include the plural and vice versa.

2.4 Where a word or term in this Bylaw is defined by this Bylaw, derivatives of that word or term shall be interpreted to have the same general meaning as the defined word or term, as the context may require.

3 DELEGATION OF AUTHORITY

3.1 Council hereby delegates to the Manager authority to do all things necessary in order to fulfill the responsibilities and duties of the Summer Village with respect to the delivery of Wastewater Services under the Municipal Government Act and this Bylaw including the retention of contractors. The Manager is responsible for the operation of the Wastewater System in accordance with:

3.1.1 Provincial and Federal Statutes and Regulations.

**Summer Village of Sunbreaker Cove
Municipal Wastewater Collection System Bylaw
By-law ____ - ____**

3.1.2 This Bylaw and related Regulations.

3.2 The Manager may delegate to one or more Summer Village employees any of the duties hereby delegated to the Manager.

4 WASTEWATER SYSTEM

4.1 The Summer Village is hereby authorized to operate the Municipal Wastewater System for the purposes of supplying all properties within the Summer Village with Wastewater Services.

4.2 No person except the Summer Village may operate a wastewater collection or disposal system in the Summer Village except as permitted by this Bylaw or as specifically authorized in writing by the Manager. Without restricting the foregoing, except as permitted by this Bylaw or as specifically authorized in writing by the Manager, Secondary Servicing of property within the Summer Village is prohibited. Existing Septic fields and other wastewater systems will be considered illegal under this bylaw after 24 months from the commissioning of the Municipal Wastewater System.

4.3 All Owners of property within the Summer Village from which Wastewater is generated are required to connect to the Municipal Wastewater System within 24 months of the commissioning of the Municipal Wastewater System and if the property is connected to any other wastewater disposal system or septic field, disconnect from that wastewater disposal system or septic field prior to connecting to the Municipal Wastewater System.

4.4 The Manager may give to an Owner of a property located within the Summer Village who fails to connect to the Municipal Wastewater System within 24 months of the commissioning of the Municipal Wastewater System a notice requiring the Owner to connect to the Municipal Wastewater System within the time period specified in the notice, which period shall not be less than 30 days.

4.5 If an Owner of a property in the Summer Village fails to carry out the required steps and actions to the satisfaction of the Manager within the specified time period, the Summer Village may enter onto the property in question and take the necessary actions, including construction of the Service Connection, at the Owner's expense.

4.6 All Owners of property located within the Summer Village will be required to pay a Municipal Wastewater System Collection Fee as per the terms and conditions set out in Schedule "B" of this Bylaw.

4.7 All Owners must pay the Collection Fee on or before the deadline provided within Schedule "B", failing which the Owner will be subject to the Annual Rate Rider provided within Schedule "B".

4.8 All Wastewater generated on a property connected to the Municipal Wastewater System shall be contained in a watertight holding tank for transfer to the Municipal Wastewater System and the Regional Wastewater Commission trunk line.

4.9 Notwithstanding 4.8 above, the use of outdoor showers will be allowed provided any soap, shampoo, or other cleanser used contains no phosphates.

5 OPERATION OF WASTEWATER SYSTEM

5.1 Upon connection the Municipal Wastewater System and the commencement of Wastewater services, the Customer shall pay all Charges for Wastewater services performed by the Summer Village or its agents in accordance with this Bylaw, including as set out in Schedule "C". Unless otherwise indicated in the invoice issued by the Summer Village as to payment date, payment is due within 30 days of issuance of an invoice by the Summer Village.

5.2 Notwithstanding the foregoing and in addition to the payment of Charges, and the Collection Fee and/or Annual Rate Rider, the Customer shall be solely responsible for the construction, installation and maintenance of the Service Connection, and where required by the Summer Village utilizing contractors approved by the Summer Village. The Customer will be responsible for directly hiring and paying any contractor to construct and install the Service Connection.

5.3 The installation the Municipal Wastewater System, Service Connections and related facilities shall be in accordance with the standards and specifications set out in the engineering design and as updated from time to time.

5.4 Where the Summer Village undertakes work pursuant to this Bylaw the costs to be charged to and to be

**Summer Village of Sunbreaker Cove
Municipal Wastewater Collection System Bylaw
By-law ____-__**

payable by the Owners shall be calculated in accordance with costs and charges as set out in Schedule "C" of this Bylaw, or in the event that the Charges are not specifically contemplated by Schedule "C", in such amounts as the Manager may deem appropriate having regard to Schedule "C".

- 5.5 No Person shall install a Service Connection, including a grinder pump as approved by the municipality's engineers, without making an application for approval of such installation to the Summer Village and obtaining approval of such service.
- 5.6 No Service Connection shall be activated on the Municipal Wastewater System until a Wastewater Utility Services Agreement has been signed by the owner.
- 5.7 With respect to the Summer Village's liabilities and responsibilities in providing the Wastewater services:
 - 5.7.1 the Summer Village shall not be liable for any loss, injury, damage, expense, charge, cost or liability of any kind, whether of direct, indirect, special or consequential nature (except only as specifically provided for in this section) arising out of or in any way connected with any failure, defect, fluctuation, reduction or interruptions in the provision of Wastewater services by the Summer Village to its Customers howsoever caused;
 - 5.7.2 the Summer Village shall be liable only for direct physical loss, injury or damage to a Customer or Customer's property resulting from the willful act of the Summer Village, its employees or agents in relation the provision of Wastewater services to a Customer;
 - 5.7.3 for the purpose of defining the Summer Village's liability and restricting the generality thereof, "direct physical loss, injury or damage" shall not include loss of revenue, loss of profits, loss of earnings, loss of production, loss of contract, cost of capital and loss of use of any facilities or property or any other similar damage or loss whatsoever arising out of or in any way connected with the failure, defect, fluctuation, reduction or interruption in the provision of Wastewater services to a Customer;
 - 5.7.4 any claim filed by a Customer for direct losses, damages, expenses, charges, costs or other liabilities must be filed with the Summer Village within 180 days from the date of the occurrence of the incident that is the subject of the claim, failing which the claim is deemed to be settled by continuation of the Wastewater service;
 - 5.7.5 the Summer Village shall not be liable for damages
 - 5.7.5.1 caused by the break or failure of any portion of the Municipal Wastewater System;
 - 5.7.5.2 caused by the interference or cessation of Wastewater services in connection with the repair or proper maintenance of the Municipal Wastewater System; or
 - 5.7.5.3 generally for any accident or incident due to the operation of the Wastewater services unless such costs or damages have been shown to be directly due to the willful act of the Summer Village or its employees.

Without limiting the generality of the foregoing the Summer Village is not responsible or liable for costs or damages that are based on nuisance. All limitations, protections and exclusions of liability contained in any provincial or federal legislation shall be applicable to and shall benefit the Summer Village in respect of any action brought or contemplated in respect of the provision of the Wastewater services or anything else associated to these terms and conditions;

 - 5.7.6 the Summer Village shall endeavor to provide regular and uninterrupted operations of the Wastewater services as provided in the terms and conditions. However ~~breaks to mains and other Municipal Wastewater System are inherent to the normal operation of the Wastewater services.~~ The right to discontinue Wastewater services for any reason with or without notice is fundamental to the terms and conditions of this Bylaw;
 - 5.7.7 the Summer Village shall have the right to disconnect, interrupt or reduce Wastewater services at any time:
 - 5.7.7.1 for making repairs or improvements necessary to facilitate construction, installation, maintenance, repair, replacement or inspection of any part of the Municipal Wastewater System;
 - 5.7.7.2 to restrict and regulate the storage and disposal of Wastewater;

**Summer Village of Sunbreaker Cove
Municipal Wastewater Collection System Bylaw
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5.7.7.3 to maintain the safety and reliability of the Wastewater services;

5.7.7.4 due to any other reason, including non-payment of Rates and/or Charges, emergencies, forced outages, Force Majeure or potential shortage or interference with the normal delivery of the Wastewater service;

5.7.8 the Summer Village will use reasonable efforts to:

5.7.81 provide notice of any Wastewater service reduction or interruption;

5.7.82 minimize such interruption duration and occurrences;

5.7.83 schedule planned interruptions as much as possible at times convenient to Customers.

5.8 Should the Summer Village be rendered unable (wholly or in part) by Force Majeure to carry out its obligation to supply Wastewater services, the Summer Village's obligations so far as they are affected by Force Majeure shall be suspended. The Summer Village shall where practicable give notice of the occurrence of Force Majeure to Customers affected.

6 SYSTEM EXTENSIONS AND INSTALLATION OF SERVICE CONNECTIONS

6.1 Provision of Service Connections to the Municipal Wastewater System:

6.1.1 Owners or their agents shall submit Service Connection design plans, duly signed by a Professional Engineer, to the Summer Village for review and approval prior to the start of Service Connection construction. Each Owner's Service Connection will tie into the Municipal Wastewater System at a point provided by the ~~municipality-Summer Village~~ near the property line, and except as permitted by this Bylaw or as specifically authorized in writing by the Manager may not pass through any other private property before reaching the Municipal Wastewater System.

6.1.2 Property owners are required to have the condition of their existing septic / holding tank assessed by a qualified inspector to ensure there is no groundwater infiltration into the tank, or loss of fluids to the surrounding soils.

6.1.3 The Summer Village may require changes to the designs for the Service Connection to ensure acceptable standards in design, materials and construction.

6.1.3 The Summer Village has approved the engineering specifications for the installation of the Municipal Wastewater System and Service Connections during the initial construction phase. Installers are required to meet these specifications.

6.2 Service Connections on Summer Village Property or Owner's Property

6.2.1 The Owner of a property connected to the Municipal Wastewater System is responsible for all costs of constructing or installing Service Connection which services the Owner's property, regardless of whether it is within the Owner's property, or within the Summer Village owned or controlled property. The portion on Summer Village owned or controlled property is paid for by the Municipal Wastewater Collection Fee unless the property is a new subdivision.

6.2.2 The Summer Village may install the Service Connection within the Summer Village property to the Owner's property boundary only.

6.2.3 The Summer Village may cause the installation of Service Connections to be performed by a private contractor at the cost of the Owner of property for which the Service Connection is installed.

6.2.4 An Owner shall be responsible to arrange and pay for the materials and installation of the Service Connection within his or her own property.

6.2.5 Notwithstanding Section 6.2.4, if the Summer Village determines that a Service Connection will be installed by the Summer Village or if an Owner fails to carry out and install a Service Connection as required by this Bylaw, the Summer Village may install such Service Connection within the Owner's property, at the Owner's expense.

6.3 Owner provided Service Connections

6.3.1 Where the Summer Village does not install the Service Connection the Summer Village shall

**Summer Village of Sunbreaker Cove
Municipal Wastewater Collection System Bylaw
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require that all necessary permits are obtained and shall have the right of inspection.

- 6.3.2 The Owner shall advise the Summer Village of the time of installation of a Service Connection and shall allow the Summer Village reasonable opportunity to inspect the installation for conformance to Summer Village standards and specifications.
- 6.3.3 Persons excavating for installation of a new holding tank shall not backfill until a request for inspection has been made to the Plumbing and Safety Codes Officer and the Plumbing and Safety Codes Officer, appointed by the Summer Village of Sunbreaker Cove, has done an inspection and approved the installation of the tank, pump, and connection to service connection piping.
- 6.3.4 When making a request for an inspection, five working days' notice will be required by the Plumbing and Safety Codes Officer and inspection will only be done during regular work hours.
- 6.3.5 Persons backfilling before requesting and receiving an inspection may be required by the inspector to dig out and expose the Service Connection at the Owner's cost so that a proper inspection can be done.

~~6.4 — The Summer Village repairs to the Service Connections~~

~~6.4.1 — The Summer Village shall be responsible for the maintenance and repair of the Service Connection line located on Summer Village lands including the thawing of frozen lines from the force main up to the property line.~~

~~6.4.2 — Notwithstanding the foregoing, should damage to the Service Connection be caused by the negligence or improper action of the Owner or those for whom they are responsible, the costs for repairing or thawing lines and Curb Stop Valve will be charged to the Owner.~~

7 REPAIR AND MAINTENANCE OF SERVICE CONNECTIONS

- 7.1 The Owner or occupant of a property shall ensure that any Curb Stop Valve adjacent to their property remains accessible and exposed. Where the Owner or occupier damages or causes the Curb Stop Valve to become inoperative, the Owner shall be responsible for repairs, damages, and/or replacement costs.
- 7.2 Any obstructions restricting access to the curb stop valve will be removed. Removal of these obstructions shall be at the cost of the Owner.
- 7.3 The Owner shall be responsible for the maintenance and repair of the Service Connection line located on the Owner's property including the thawing of frozen lines from the holding tank to the property line.
- 7.4 The Owner shall be responsible for clearing any blockages in the portion of the wastewater lines from a building to the holding tank or from the holding tank and to the property line.
- 7.5 The Summer Village may inspect the holding tank, pumps and connections to ensure that they meet the engineering and operating standards.
- ~~7.6 The Summer Village shall be responsible for the maintenance and repair of the Service Connection line located on Summer Village lands including the thawing of frozen lines from the force main up to the property line.~~
- ~~7.7 Notwithstanding the foregoing, should damage to the Service Connection be caused by the negligence or improper action of the Owner or those for whom they are responsible, the costs for repairing or thawing lines and Curb Stop Valve will be charged to the Owner.~~

8. GOVERNING THE PROVISION AND USE OF THE WASTEWATER SYSTEM

- 8.1 Except where authorized by the Summer Village in writing no Person shall open, close or interfere with any line, valve or vent connected to the Municipal Wastewater System.
- 8.2 The Summer Village may shut off Wastewater Services at the Curb Stop Valve, in which case no person shall turn on or attempt to turn on the Wastewater Services except where authorized by the Summer Village in writing.

**Summer Village of Sunbreaker Cove
Municipal Wastewater Collection System Bylaw
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9 RESTRICTED MATERIALS

- 9.1 No Person shall connect, cause to be connected, or allow to remain connected to the Municipal Wastewater System any piping, fixture, fittings, container or appliance, in a manner which under any circumstances, may allow contaminated or polluted water or wastewater, including but not limited to those substances and limits described in Schedule "E", or any other liquid, chemical or substance to enter the Municipal Wastewater System.
- 9.2 The Manager may issue such order or orders to the Owner of the property as may be required to ensure compliance with Article 9.1 of this Bylaw.
- 9.3 No Person shall throw, deposit or leave in or upon the Municipal Wastewater System or any drain connected therewith, any material that may cause blockage of the Municipal Wastewater System, including its mains, Service Connections, or pumps.
- 9.4 No Person shall discharge into the Municipal Wastewater System or any drain connected therewith, any liquid or liquids that would prejudicially affect the Municipal Wastewater System, adversely affect the environment, cause pollution or be considered hazardous.
- 9.5 No Person shall make any connection with the Municipal Wastewater System or any drain or pipe connected therewith for the purpose of conveying any inflammable, explosive or hazardous material.
- 9.6 No Person shall make any connection with the Municipal Wastewater System or any drain or pipe connected therewith for the purpose of conveying any surface water collected by drainage in weeping tile, eaves troughs or roof spouts.
- 9.7 No Person shall discharge the contents of any privy vault or manure pit, directly or indirectly into the Municipal Wastewater System, or any drain connected to the Wastewater System.
- 9.8 No Person shall turn, lift, remove, raise or tamper with any ventilator of any Summer Village wastewater line, except where authorized in writing by the Summer Village.
- 9.9 No Person shall cut, break, pierce or tap into the Municipal Wastewater System.
- 9.10 In the event that the Summer Village feels they have reasonable grounds the Summer Village may upon reasonable notice and at reasonable times enter buildings or other places which have been connected to the Wastewater System to ascertain whether or not any improper material or liquid is being discharged in the Wastewater, and the Summer Village shall have the right to use any test or other means necessary to determine compliance with this Bylaw and to stop or prevent the discharge of any substances that are contrary to this Bylaw.
- 9.11 Discharges from "home occupation(s)" means any occupation, trade, profession, or craft carried on by an occupant of a residential building as a use secondary to the residential use of the building.
- 9.11.1 No Person shall discharge or allow to be discharged any waste, product or by-product created or resulting from any trade, industrial or manufacturing process, directly or indirectly into the Municipal Wastewater System without such pre-treatment as shall be prescribed by the Summer Village for each such case.
- 9.11.2 The necessary pre-treatment works so prescribed shall be installed by the Customer at his own expense, prior to construction of the Connection and shall be continuously maintained and operated by the Customer.
- 9.11.3 No person shall discharge or allow to be discharged into the Municipal Wastewater System any materials found listed in Schedule "E" to this Bylaw which exceed the levels listed in Schedule "E" of this Bylaw.
- 9.11.4 Any person who breaches Section 9.11.3 of this Bylaw shall, in addition to applicable Charge prescribed in Schedule "C" or penalty prescribed in Schedule "D" in this Bylaw, be liable for all costs incurred by the Summer village damage in remedying the situation caused by that breach, including all clean-up costs.
- 9.12 Grease traps of sufficient size and approved design shall be placed on the waste pipes from as the Summer Village may direct The Owner will be responsible for the installation and maintenance of the grease traps.

**Summer Village of Sunbreaker Cove
Municipal Wastewater Collection System Bylaw
By-law ____-____**

10 CHARGES & PENALTIES

- 10.1 Charges as prescribed in Schedule "C" will be imposed on any Customer issuing a payment to the Summer Village which is dishonored or returned with a notification of non-sufficient funds (N.S.F.) and those charges shall be added to the customer's account.
- 10.2 Any Person who breaches or contravenes any provision of this Bylaw is guilty of an offence, is subject to the procedures outlined within Schedule "D", and upon conviction is liable to pay a fine as prescribed in Schedule "D" of this Bylaw together with any further or other sanction a court may impose.

11 EFFECTIVE DATE

- 11.1 This Bylaw shall take effect as and from the third and final reading.
- 11.2 Bylaw 147-20 is repealed and replace with this Bylaw, all as of the date that this Bylaw comes into effect.

Read a first time this ____ day of _____, 2021.

Read a Second time this ____ day of _____, 2021.

Read a Third time this ____ day of _____, 2021.

Teresa Beets, Mayor

Tanner Evans, CAO

Summer Village of Sunbreaker Cove
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SCHEDULE "A"

Map of Sunbreaker Cove Sanitary Collection System



Summer Village of Sunbreaker Cove
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SCHEDULE "B"

Collection Fee

1. **Collection Fee Calculation** – Owners shall pay a Collection Fee that is determined as follows:

$$\frac{\text{Total of Costs of Construction Incurred by Summer Village (Net of Grant Funding and Reserves)}}{\text{Total Number of Lots Served}} =$$

2. **Estimated Collection Fee Calculation** – based upon the estimate costs of construction, the estimated Collection Fee is as follows:

$$\frac{\$1,165,007 \text{ } \$1,007,135}{267} = \text{Collection Fee per lot of } \$4,3803,772$$

3. **Payment Options** – Customers have the following payment options, and resulting applicable customer class, which selection will be confirmed within a customer service agreement:

- (a) **Lump Sum** – Pay the Collection Fee in full, at any time on or before _____, June 25, 2021. In the event of any change of the calculation of the Collection Fee amount, any balance owing by the Owner or any credit due to the Owner shall be payable within 30 days of the determination of final costs and the final Collection Fee amount; or
- (b) **Annual Rate Rider** – Pay an annual rate rider of \$240 in each of 25 years, due the last business day of July, beginning in 2022. Opting for the annual rate rider will require the Owner to have a caveat registered on title providing notice of the payment option, which is to be removed when the last payment is complete, or the remainder of the annual rate rider payments are paid in full. The cost of registering the caveat will be the responsibility of the lot owner.

4. **Rate Table** – Based upon the estimated costs of construction, the current rate table for the Collection Fee is as follows:

ITEM/DESCRIPTION	COST
ANNUAL RATED RIDER	
<ul style="list-style-type: none"> Wastewater – as per Wastewater Collection By-Law 25 years/25 Payments Commencing upon connection to the Wastewater System 	
ANNUAL RATE RIDER*	\$240.00
LUMP SUM CONNECTION FEE (OPTIONAL)	
<ul style="list-style-type: none"> Wastewater – as per Wastewater Collection By-Law 	
LUMP SUM CONNECTION FEE*	\$4,3803,772.00
LUMP SUM BALANCE CONNECTION FEE (OPTIONAL) RATE RIDER BALANCE	
<ul style="list-style-type: none"> Wastewater – as per Wastewater Collection By-Law Formula: 	
$\frac{\text{Number of Years/Annual Rate Rider Remaining} \times \$3,772.00}{25 \text{ years/25 Annual Payments 25 times the annual rate rider, less payments collected to that point}}$	
LUMP SUM BALANCE CONNECTION FEE RATE RIDER BALANCE *	As Per Formula
<p>* Collection Fees and costs of construction based upon current estimates, and may be subject to change. Any changes will be reflected in the Wastewater Collection Bylaw, and will result in changes to the lump sum or annual rate rider shown in this Schedule "A", and payable by the Customer in the same manner as above.</p>	

Summer Village of Sunbreaker Cove
Municipal Wastewater Collection System Bylaw
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SCHEDULE "C"

Charges

- ~~1.~~ ~~Annual Sewage Service Charge~~ ~~_____ \$ _____~~
- ~~2.1.~~ **Sewage Line Connection Rates** At Cost +25%
- ~~3.2.~~ **Pavement Restoration**
- To cut a patch At Cost +25%
- Sidewalk or curb cuts At Cost +25%
- ~~4.3.~~ **Repair to damaged standpipe** At Cost +25%
- ~~5.4.~~ **Cleaning plugged sewage** At Cost +25%
- ~~6.5.~~ **After hours** At Cost +25%
- ~~7.6.~~ **Reconnection fee** \$250.00
- ~~8.7.~~ **Administration fee (initiating account)** \$15.00
- ~~9.8.~~ **Late payment fees** 2% per month
- ~~10.9.~~ **N.S.F. Fee** \$150.00
- ~~11.10.~~ **Miscellaneous Items** - at costs +25% as determined by the Summer Village Chief
Administrative Officer.

**Summer Village of Sunbreaker Cove
Municipal Wastewater Collection System Bylaw
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SCHEDULE "D"

Penalties

1. A Person who contravenes any provision of this Bylaw is guilty of an offence.
2. A Person who is guilty of an offence is liable to a fine in an amount not less than \$250.00 and not exceeding \$10,000.00, and to imprisonment for not more than 6 months for non-payment of a fine.
3. Without restricting the generality of paragraph 2 the fine amounts established for use on Municipal Tags and Violation Tickets, if a voluntary payment option is offered, are:

OFFENSE	AMOUNT
1 st Offense	\$250.00
2 nd Offense	\$500.00
3 rd Offense	\$1,000.00

PLUS, the cost of remediation / rehabilitation required due to the nature of the offence.

4. Note that any penalty or remediation cost that remains unpaid will be transferred to the Property Tax account as per the conditions in Section 9 and late payment penalties will apply.
5. In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a Person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.
6. For the purposes of this Bylaw, an act or omission by an employee or agent of a Person is deemed also to be an act or omission of the Person if the act or omission occurred in the course of the employee's employment with the Person, or in the course of the agent's exercising the powers or performing the duties on behalf of the Person under their agency relationship.
7. When a corporation commits an offence under this Bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
8. If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.
9. A Peace Officer is hereby authorized and empowered to issue a Municipal Tag to any Person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
10. A Municipal Tag may be issued to such Person:
 - (a) either personally; or
 - (b) by mailing a copy to such Person at his last known post office address.
11. The Municipal Tag shall be in a form approved by the Chief Administrative Officer and shall state:
 - (a) the name of the Person;
 - (b) the offence;

**Summer Village of Sunbreaker Cove
Municipal Wastewater Collection System Bylaw
By-law ____ - ____**

- (c) the specified penalty established by this Bylaw for the offence;
 - (d) that the penalty shall be paid within 30 days of the issuance of the Municipal Tag; and
 - (e) any other information as may be required by the Chief Administrator.
12. Where a Municipal Tag is issued pursuant to this Bylaw, the Person to whom the Municipal Tag is issued may, in lieu of being prosecuted for the offence, pay to the Summer Village the penalty specified within the time period indicated on the Municipal Tag.
13. If a Municipal Tag has been issued and if the specified penalty has not been paid within the prescribed time, then a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*;
14. Notwithstanding subsection (1), a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act* to any Person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw;
15. If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
- (a) specify the fine amount established by this Bylaw for the offence; or
 - (b) require a Person to appear in court without the alternative of making a voluntary payment.
16. A Person who commits an offence may:
- (a) if a Violation Ticket is issued in respect of the offence; and
 - (b) if the Violation Ticket specifies the fine amount established by this Bylaw for the offence;
- make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.
17. No Person shall obstruct, hinder or impede any authorized representative of the Summer Village in the exercise of any of their powers or duties pursuant to this Bylaw.

Summer Village of Sunbreaker Cove
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SCHEDULE E 1

Restricted Substances

CONTAMINANTS	Mnt
Biological Oxygen Demand	1,00
Chemical QY\Inen Demand	2,00
Non-Filterable Residue	1,00
Oil and Grease	500
Suspended Solids	1
Total Kjeldahl Nitrogen	500
Ph less than 5.5 or greater than 10	0
Total Phosphorus as Phosphates	30
INORGANIC CONSTITUENTS	
Aluminum	50
Antimony	1
Arsenic	1
Barium	3
Boron	1
Cadmium	0.05
Cadmium	0.10
Chlorine /free chlorine\	5
Chromium	1
Chlorinated Hydrocarbons	0.02
Conner	0.5
Cyanide	1
Fluoride	1
Lead	1
Manganese	1
Mercury	0.1
Molybdenum	5
Nickel	1
Total Pesticides	0.1
Phosphorus	200
Phenolic Compounds	0.1
Selenium	1
Silver	1
Sulphate	1500
Sulphide	1
Thallium	0.5
Zinc	1
ORGANIC COMPOUNDS	
B.E.T.X (Benzene, Ethyl Benzene, Toluene, Xylene	1
Carbon Tetrachloride	0.2
Chloroform	0.2
Hydrocarbons	50
Pentachlorophenol	0.2
Phenols	1

**Summer Village of Sunbreaker Cove
Municipal Wastewater Collection System Bylaw
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**SCHEDULE E 2
Restricted Materials**

Prohibited Substances

1. Any liquid or vapor having a temperature higher than 75°C.
2. Any gasoline, solvents or similar products.
3. Any tar or other viscous material of mineral origin.
4. Any garbage that has not been shredded so as to pass through a 6mm screen.
5. Any ashes, cinders, wood, wood shavings, sawdust, rags, sand, mud, straw, metal, glass, fiberglass, plastics, eggshells, feathers and improperly shredded paper or other solids.
6. Any water or wastes which contain material that will solidify or become viscous at temperatures between 5°C and 80°C.
7. Animal parts or wastes including, but not limited to:
 - a. Any manure or intestinal contents from horses, cattle, sheep, swine or poultry,
 - b. Hooves or toenails;
 - c. Intestines or stomach casings or animal body parts;
 - d. Bones;
 - e. Bristles or hair;
 - f. Hides or parts thereof;
 - g. Fat or flesh in particles larger than will pass through a 6mm screen;
 - h. Fleshing and hair resulting from tanning operations.
8. Wastewater which is in or is capable of being transformed into two or more separate layers.
9. Substances other than those described herein that are prohibited or restricted from being discharged under any applicable Federal or Provincial Legislation and any amendments thereto.
10. Any noxious or malodorous gas or substance capable of creating a public nuisance Including but not limited to, hydrogen sulphide, mercaptans (thiols), carbon disulphides, other reduced Sulphur compounds, amines, and ammonia.
11. Lime slurry and residues.
12. Any substance which, in the opinion of the Manager or designate;
 - a. Is or *may* become harmful to any recipient watercourse or wastewater system or part thereof;
 - b. May interfere with the proper operation of the wastewater system or part thereof;
 - c. May impair or interfere with any wastewater treatment process; or
 - d. May become a hazard to persons, property or animals.

**Summer Village of Sunbreaker Cove
Municipal Wastewater Collection System Bylaw
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Schedule E-3

Permitted Materials

The only materials permitted to be discharged into the wastewater system are:

1. human waste and toilet paper;
2. grey water from showers, sinks, tubs and dishwashers;
3. conventional food wastes as processed through an In-sink garbage disposal unit; and,
4. laundry washing machine discharge.

All other materials are not permitted to be discharged into the wastewater system, as these materials can damage to the municipal system. This includes so-called “flushable” baby wipes, other cleaning wipes, feminine products, diapers, dental floss, plastics, latex and grease.

Summer Village of Sunbreaker Cove

June 21, 2021

Planning and Development

Request for decision

Agenda Item: *Plans Cancellation Bylaw Request #163-21*

Background:

The homeowners of 817 Sunhaven Way are requesting to consolidate two lots on their property into one to only have one wastewater connection for their property. As this bylaw is cancelling part of a parcel it requires subdivision approval.

The Plans Cancellation Bylaw provides the municipality with the ability to control the future development impacts on a lot as well. If or when the homeowners of these lots decide to separate them again, it will need Summer Village subdivision approval.

Options for Consideration:

- 1) That Council give 1st, 2nd and 3rd reading to the Plans Cancellation Bylaw as presented.
- 2) That Council give 1st, 2nd and 3rd reading to the Plans Cancellation Bylaw as amended.

Administrative Recommendations:

That Council give 1st reading to the Plans Cancellation Bylaw.
That Council give 2nd reading to the Plans Cancellation Bylaw.
That Council give 3rd reading to the Plans Cancellation Bylaw at this meeting.
That Council give 3rd and final reading to the Plans Cancellation Bylaw.

Authorities:

Section 658 of the MGA – empowers a municipality to cancel a plan of subdivision in whole or in part;

SUR-9 - Alberta Land Titles Procedures Manual – Plans Cancellation Bylaw

**SUMMER VILLAGE OF SUNBREAKER COVE
PLANS CANCELLATION BYLAW
BY-LAW 163-21**

BEING A BYLAW OF THE SUMMER VILLAGE OF SUNBREAKER COVE FOR THE PURPOSE OF CANCELLING A PORTION OF PLAN 1823MC.

WHEREAS, pursuant to Section 658 of the *Municipal Government Act*, empowers a municipality to cancel a plan of subdivision in whole or in part;

AND WHEREAS, the owners of the parcels of land in the portion of the plan to be cancelled have consented to the proposed cancellation;

AND WHEREAS, every person shown on the certificates of title of the lands in the plan of subdivision as having an estate or interest in it have consented to the proposed cancellation;

NOW THEREFORE, the Council of the Summer Village of Sunbreaker Cove, in the Province of Alberta, duly assembled, enacts the following:

- 1. That lots 7 & 8, Block 7, Plan 1823MC is hereby canceled in its entirety.
- 2 That the Registrar of Land Titles issue a new certificate of title for the land described as follows:

Lots: 7A
Block: 7
Plan: 1823MC

READ a first time this 21st day of June 2021.

READ a second time this 21st day of June 2021.

READ a third and final time this 21st day of June 2021.

Teresa Beets, Mayor

Tanner Evans, C.A.O.

Summer Village of Sunbreaker Cove

June 21, 2021

Planning and Development

Request for decision

Agenda Item: *Plans Cancellation Bylaw Request #164-21*

Background:

The homeowners of 1101 Breakers Way are requesting to consolidate two lots on their property into one to only have one wastewater connection for their property. As this bylaw is cancelling part of a parcel it requires subdivision approval.

The Plans Cancellation Bylaw provides the municipality with the ability to control the future development impacts on a lot as well. If or when the homeowners of these lots decide to separate them again, it will need Summer Village subdivision approval.

Options for Consideration:

- 1) That Council give 1st, 2nd and 3rd reading to the Plans Cancellation Bylaw as presented.
- 2) That Council give 1st, 2nd and 3rd reading to the Plans Cancellation Bylaw as amended.

Administrative Recommendations:

That Council give 1st reading to the Plans Cancellation Bylaw.
That Council give 2nd reading to the Plans Cancellation Bylaw.
That Council give 3rd reading to the Plans Cancellation Bylaw at this meeting.
That Council give 3rd and final reading to the Plans Cancellation Bylaw.

Authorities:

Section 658 of the MGA – empowers a municipality to cancel a plan of subdivision in whole or in part;

SUR-9 - Alberta Land Titles Procedures Manual – Plans Cancellation Bylaw

SUMMER VILLAGE OF SUNBREAKER COVE
PLANS CANCELLATION BYLAW
BY-LAW 164-21

BEING A BYLAW OF THE SUMMER VILLAGE OF SUNBREAKER COVE FOR THE PURPOSE OF CANCELLING A PORTION OF PLAN 5213MC.

WHEREAS, pursuant to Section 658 of the *Municipal Government Act*, empowers a municipality to cancel a plan of subdivision in whole or in part;

AND WHEREAS, the owners of the parcels of land in the portion of the plan to be cancelled have consented to the proposed cancellation;

AND WHEREAS, every person shown on the certificates of title of the lands in the plan of subdivision as having an estate or interest in it have consented to the proposed cancellation;

NOW THEREFORE, the Council of the Summer Village of Sunbreaker Cove, in the Province of Alberta, duly assembled, enacts the following:

- 1. That lots 1 & 2, Block 1, Plan 5213MC is hereby canceled in its entirety.
- 2 That the Registrar of Land Titles issue a new certificate of title for the land described as follows:

Lots: 1A
Block: 1
Plan: 5213MC

READ a first time this 21st day of June 2021.

READ a second time this 21st day of June 2021.

READ a third and final time this 21st day of June 2021.

Teresa Beets, Mayor

Tanner Evans, C.A.O.

Summer Village of Sunbreaker Cove

June 21, 2021

Council Reports

Information Item

Council Reports:

Teresa Beets
Jim Willmon
Keith Kimball

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board

Ann Zacharias, Summer Village of Birchcliff

- Parkland Regional Library Board

Information Items:

Upcoming Meetings:

Next Council Meeting – July 21, 2021
Organizational Meeting – July 21, 2021



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – MAY 12, 2021 – 6:30PM VIA ZOOM

1. Treasurer's Report

The Treasurer's Report was approved as presented.

2. Director's Report

The Director's Report was approved as presented.

With the library currently closed due to Provincial Restrictions, virtual programming and curbside pick-up continues for patrons. For exciting virtual options for all ages and to find the most up to date information please visit the library website at: <https://sylvanlibrary.prl.ab.ca/>

Since April is "Poetry Month" the library offered a new program called "Poetry Slams" where poets could showcase their original work. This virtual event was so well received that it will now be featured as a monthly program on the fourth Tuesday of every month.

The Sylvan Lake Municipal Library started submitting content to the Sylvan Lake News at the beginning of May. This content will be ongoing as a monthly feature in the newspaper.

3. New Items

The Bylaws of the Town of Sylvan Lake Library Board were approved at this meeting after second and third reading.

The Resource Sharing Policy was approved as presented.

Meeting adjourned at 7:19pm.

Next Regular Meeting – August 11, 2021 at 6:30pm



**PRLS Board Meeting Minutes
May 20, 2021**

The regular meeting of the Parkland Regional Library System Board was called to order at 10:06 a.m. on Thursday May 20, 2021 in the Small Board Room, Lacombe.

Present: Debra Smith (Board Chair)

Present via Zoom: Jackie Almberg, Alison Barker-Jevne, Doreen Blumhagen, Amanda Derksen, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Clark German, Barb Gilliat, Rick Manning (alternate for Jeanette Herle), Agnes Hoveland, Deborah Juch, Cora Knutson, Dana Kreil, Gord Lawlor, Stephen Levy, Daryl Loughheed, Josephine McKenzie, Philip Massier, Blair Morton, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Norma Penney, Rosella Peterman, Len Phillips, Lori Reid, Danny Rieberger, Heather Ryan, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Sharon Williamson, Bill Windsor, Mary Ann Wold, Bonita Wood

With Regrets: Trudy Kilner, Bill Rock, Ann Zacharias

Absent: Bill Chandler, Colleen Ebdon, Lonnie Kozlinski, Ricci Matthews, Rick Pankiw, Jas Payne, Heidi Pierce, Mike Yargeau

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

Guests: Joey Ingram, Lindsay Schmidt, Rebecca Slater from MNP

Call to Order

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

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

Motion by Janine Stannard to excuse Trudy Kilner, Bill Rock and Ann Zacharias from attendance at the board meeting on May 20, 2021 and remain members of the Parkland Board in good standing.

CARRIED
PRLS 14/2021

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Bruce Gartside to accept the agenda as presented.

CARRIED
PRLS 15/2021

1.2. Approval of Minutes

Smith asked if there were any amendments to the February 25, 2021 minutes.

Patricia Toone mentioned that her contribution to the Parkland Community Update was missing half of her statement. It should read: ***Pat Toone:** Sundre Library offered Zoom book clubs. Even though the doors were locked, the library stayed open the whole time, and will probably continue the book clubs after the pandemic.*

Motion by Janine Stannard to approve the minutes of the February 25, 2021 meeting as amended.

CARRIED
PRLS 16/2021

1.3. Business arising from the minutes of the February 25, 2020 meeting

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

2.5. Business Arising from the Consent Agenda

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

Motion by Heather Ryan to approve the consent agenda as presented.

CARRIED
PRLS 17/2021

3.1. Changes to Parkland's Amortization Policy – Page 31

Williams reviewed. Parkland's auditors have suggested a change to the amortization calculation of our building. This suggestion was due to both Parkland's intention to keep the headquarters building for the long term, and the large gain that was recognized from the sale of the old building.

In MNP's municipal audits, they have found municipal buildings are generally amortized over 50 years straight-line and recommended Parkland do the same. The auditors made the following policy suggestion:

The current policy:

4.4.3 Amortization of capital assets

Amortization is recorded as an expense in the current year. Capital assets are recorded at cost. Amortization is calculated using the diminishing balance method. Assets are amortized by group following the rates and classes as set by the Canadian Income Tax Act.

The new policy:

4.4.3 Amortization of capital assets

All amortization for assets will be recorded as an expense in the current year. Capital assets are initially recorded at cost.

Amortization for buildings only will be recorded as straight-line over 50 years with full amortization in the first year and with no amortization in the year of disposal. Buildings are amortized using rates from the Alberta Municipal Affairs Toolkit.

For all other capital assets, amortization is calculated using the diminishing balance method, with full amortization in the first year and with no amortization in the year of disposal. Assets are amortized by group following the rates and classes as set by the Canadian Income Tax Act.

Motion by Philip Massier to approve the new amortization of capital assets policy statement as presented.

CARRIED
PRLS 18/2021

3.2. Approval of 2020 Audit – Page 33

Lindsey Schmidt and Joey Ingram from Parkland's audit company, MNP, presented the audit.

The Parkland Regional Library System 2020 Audit Findings Report to the Board of Directors/Executive Committee for December 31, 2020, two additional letters to the board and the *Financial Statements December 31, 2020* was provided by PRLS's auditors MNP. In their report, the auditors state:

We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated December 15, 2020, for the preparation and fair presentation of the Library's financial statements in accordance with Canadian public sector accounting standards. We believe these financial statements are complete and present fairly, in all material respects, the financial position of the Library as at December 31, 2020, and the results of its operations and its cash flows, in accordance with Canadian public sector accounting standards.

Parkland received a clean audit. However, the auditors had two recommendations in their management letter, first, that employee timesheets should always be reviewed by immediate supervisors and approved by signature. Secondly, it was noted that reserve balances were below the recommended minimum outlined in the Governance Policies and Bylaws. They recommended that the board discuss transferring funds to these reserve accounts to meet minimum recommended levels or that the Governance policies be updated if the board believes these minimum levels should be reconsidered. They added that all other points from 2019 were rectified by management during the year.

Doreen Blumhagen entered the meeting at 10:43 a.m.

Motion by Elaine Fossen to approve the Parkland Regional Library System 2020 Audit Finding Report to the board of Directors/Executive Committee for December 31, 2020 as presented.

CARRIED
PRLS 19/2021

Joey Ingram, Lindsay Schmidt and Rebecca Slater left the meeting at 10:48 a.m.

3.3. Reserve Top-ups – Page 80

Smith reviewed. At the recommendation of the auditors, the Executive Committee reviewed the reserve levels. At the time of their April 22nd meeting, the Unrestricted Reserve was valued at \$418,860. Since not all Parkland's reserves were at the recommended minimum levels as stated

in PRLS policy, and as noted by MNP during the audit, staff requested to move funds from the Unrestricted Reserve to replenish four reserves. Parkland's Executive Committee is empowered to move reserve funds between board meetings.

Policy states the Building Reserve's recommended minimum level should be \$250,000. It had been at \$150,000. Staff recommended moving \$100,000 from the Unrestricted Reserve to the Building Reserve.

Amanda Derksen left the meeting at 10:50 a.m.

Policy states the Contingent Liability Reserve's recommended minimum level should be \$50,000 but its level had been at \$8,519 with more expenses likely to come in 2021. Staff recommended moving \$45,000 from the Unrestricted Reserve to the Contingent Liability Reserve.

Policy states that the Technology Reserve should carry a balance of between \$300,000 and \$500,000. When considering the current amount of \$291,716 and the additional purchases this year of \$131,000 it was estimated that this reserve will be valued at \$160,716 by the end of 2021. Staff therefore recommended that \$140,000 be moved from the Unrestricted Reserve to the Technology Reserve to leave an estimated balance at December 31 of \$300,716.

The Vehicle Reserve is an unfunded reserve that had been valued at \$74,347. It is only replenished in years when Parkland has surpluses. Staff are working to smooth out replacing the cargo vans with one purchase a year over the next three years. We currently run three cargo vans. Without additional funding, there would be insufficient funds to pay for new vehicles. Staff therefore recommended that \$50,000 be moved from the Unrestricted Reserve to the Vehicle Reserve. With this movement of monies, the Vehicle Reserve should be sufficiently funded to cover purchases through 2025.

After some discussion, the Executive Committee decided to move fewer funds to the Building reserve, and move more funds to the Technology Reserve and the Vehicle Reserve. They were aware of the policy stating that the Building Reserve be at a minimum of \$250,000, but with a new building, it was assumed that there will not be a need for major repairs in the next few years. The Executive Committee preferred to slowly bring the Building Reserve up to the minimum recommended amount of \$250,000 within the next 5 years.

At their meeting, the Executive Committee approved the:

- movement of \$25,000 to the Building Reserve,
- movement of \$45,000 to the Contingent Liability Reserve,
- movement of \$190,000 to the Technology Reserve, and
- the movement of \$75,000 to the Vehicle Reserve.

This left the balance of the Unrestricted Reserve at \$83,860

Motion by Janine Stannard to receive for information

CARRIED
PRLS 20/2021

3.4. Treasury Board and Finance Population Numbers – Page 82

Sheppard reviewed. According to clause 8.3 of Parkland's master agreement, when invoicing members for the requisition, "*The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*" However, according to the Government of Alberta's website "*The Municipal Affairs Population List has been discontinued and will be replaced by population estimates from Treasury Board and Finance in the future.*" The Government of Alberta (GOA) website further states that "*The Office of Statistics and Information at Treasury Board and Finance provides regular population estimates and projections for each census division in Alberta. Please note that population figures between the municipal population lists and the provincial population estimates and projections will differ due to different methodologies used to account for population.*"

The potential problem for Parkland is that the last updated official population list from Municipal Affairs uses 2019 population figures and, as stated, will no longer be updated. Instead, the only official population figures appear to be those from the Treasury Board. However, the population numbers are noticeably different.

At their March 25th meeting, the Executive Committee examined the issue. They recommended that for 2021, Parkland invoice municipalities using the updated 2019 population figures supplied by Alberta Municipal Affairs. For 2022, Parkland is to build the budget and invoice municipalities based on the population estimates supplied by Treasury Board and Finance. At the Executive Committee's direction, notice of this change was sent to all Parkland member municipalities and board members on March 31, 2021.

Due to some confusion, three municipalities responded to Parkland's communication on this subject. After Parkland staff provided clarification on the matter, the three municipalities were content with Parkland's position.

At the Executive Committee's direction, Parkland is building a budget for 2022 without increasing the per capita rate of the municipal requisition/levy. This will mean that the per capita levy will remain the same for three consecutive years.

Motion by Len Philips to receive for information

CARRIED

PRLS 21/2021

3.5. Purchase of Chairs from Reserves – Page 89

Sheppard reviewed. To equip the new meeting rooms with some new, comfortable furniture, staff purchased 30 new chairs. Since this was an unbudgeted expense, staff exercised the opportunity to pay for these chairs with funds from the Equipment/Furnishings Reserve. Cost for the chairs equaled \$4,899.33. The balance left in the Equipment/Furnishing Reserve equaled \$45,101

At their April 22nd meeting, the Executive Committee reviewed the purchase of chairs without concern.

Motion by Gord Lawlor to receive for information.

CARRIED

PRLS 22/2021

3.6. **2022 Strategic Plan** – Page 90

At the February board meeting, the Parkland Board made the decision to extend the current strategic plan for another year. This is because with the shutdowns and limitations on meetings, conducting a needs assessment in 2021 for a new plan in 2022 would be very difficult. Moreover, engaging in a new strategic plan that focuses on services Parkland provides to libraries is better conducted post-pandemic since what libraries require now will be very different from what they will require when we (hopefully) return to normal.

At the last meeting, motions were made to support the four goals of Parkland's current strategic plan and extend the plan for one more year.

In compliance with legislation, staff duly sent the strategic plan and workplan along with an explanation and motions made by the board to the Public Library Services Branch (PLSB) at Municipal Affairs. Unfortunately, the PLSB did not accept the extension of the strategic plan because there is no allowance to extend a plan of service in the legislation. To quote PLSB staff, *"PLSB needs to file a document that clearly indicates it is Parkland's 2022 strategic plan, not Parkland's 2019-2021 plan that has been extended for one year."* So, Parkland can use the same plan for another year, but the board had to approve it as the strategic plan for 2022 and not just extend the plan for another year. To fulfill legislative requirements, staff therefore proposed to approve the current strategic plan as the strategic plan for 2022.

Motion by Les Stulberg to endorse the 2019-2021 Strategic Plan document and approve it as Parkland's one-year strategic plan for 2022.

CARRIED

PRLS 23/2021

3.7. **Parkland Investments** – Page 98

Williams reviewed. According to Parkland's Annual Agenda policy, the Executive Committee is to review Parkland's investments at least twice a year.

In past years, Parkland only invested its funds in GICs and in a conservative, managed bond portfolio. RBC Wealth Management, Dominion Securities is the company managing PRLS' investment account. Our investor, Adam Lamb, reported that he does not think any changes are needed at this time but likely we will want to look at changes in the next 6-12 months before the Bank of Canada starts raising interest rates as that can hurt longer maturity bonds. At that point PRLS may want to own shorter term bonds as well as a bit of floating rate bonds to capitalize on raising interest rates. Lamb does not believe the Bank of Canada is in any rush to raise rates in the near future as the pandemic has created a lot of debt but higher interest rates are something to be aware of.

Staff did not recommend changing Parkland's overall investment strategy of keeping funds in a conservative, managed bond portfolio. PRLS does not currently have funds invested in GICs.

After reviewing the matter, the Executive Committee did not mandate any changes to Parkland's investment strategy.

Motion by Cindy Trautman to receive for information.

CARRIED

PRLS 24/2021

3.8. 2020 Outlet Annual Reports – Page 106

Sheppard reviewed. Included in the package was the annual reports for the four library service points for which the Parkland Board is the governing board. Under the Alberta Libraries Act, the PRLS Board must approve the annual reports for these service points. They are:

Brownfield Community Library – County of Paintearth

Nordegg Public Library – Clearwater County

Spruce View Community Library – Red Deer County

Water Valley Public Library – Mountain View County

There is usually a delay in bringing these reports forward for review since these four libraries usually do not have their reports completed in time for the February board meeting.

Staff have not attempted to make comprehensive statistical comparisons between 2019 and 2020 due to the unprecedented interruptions to library service caused by the COVID-19 pandemic. That Parkland's outlet libraries have worked so hard to adapt services during this difficult time is testimony to their adaptiveness, resilience and resolve.

The reports have already been submitted to the Public Library Services Branch in compliance with the February 28th deadline. There were no questions regarding the reports.

Motion by Shannon Wilcox to receive for information.

CARRIED

PRLS 25/2021

3.9. Advocacy Committee Report – Page 173

Barb Gilliat gave the Advocacy report verbally. She talked about how Library service has stayed the same over the years, but also has adapted and changed some of the ways those services are delivered. A video about the Parkland annual report was shared next, and then a video about Parkland services "Then and Now" which highlighted the similarities and differences between services from the 1970s and now. Norma Penney then spoke about the Parkland Municipal ROIs, which are found on the Parkland website.

Motion by Stephen Levy to receive for information

CARRIED

PRLS 26/2021

3.10. Parkland Community Update

Barb Gilliat – The Alix Public Library manager is doing book reviews and posting them online. They are very popular and useful because patrons can only do curbside pickup at this time.

Gord Lawlor – The Town and County of Stettler have created an intermunicipal library board. The Stettler Public Library is using a 3D printer to print items for senior hobby kits. One of the items printed are knitting bobbins for a Learn to Knit kit.

Les Stulburg – The Stettler Public Library is livestreaming on Facebook for new gardeners. They are also continuing their outreach to 3 seniors lodges and 3 Hutterite colonies, and producing early literacy kits for children.

Shannon Wilcox – Mountain View County libraries are working together to make sure that patrons of all the county libraries have equal access. They are focusing on mental health supports, early literacy and are holding a Teen Kindness awareness program that accepts nominations for a Kindness Award with prizes.

Doreen Blumhagen – The Castor Municipal Library has hired new staff and has had a big reset. Parkland staff have been a fantastic resource. They are looking for a book drop box that is weatherproof.

Heather Ryan – Before the recent restrictions, when the restaurants moved to outdoor seating the Olds & District Municipal Library thought to move outdoors also. They placed two computers outside for patrons as well as a rack of lending books and had a staff member outside to assist. It was well received but couldn't continue due to COVID restrictions.

Terilyn Paulgaard – The Provost Municipal Library held a silent auction, with sale items donated by local businesses. Pictures of items were posted on their Facebook page. The public was notified via Facebook, local Facebook groups and signs on Main Street. Bids were taken via phone. The event was very successful and brought in \$3,000.

Norma Penney – The Clive Public Library held their annual book sale virtually. It was as successful as in-person book sales have been in the past.

Motion by Norma Penney to receive for information.

CARRIED
PRLS 27/2021

3.11.1. Director's Report

3.11.2. Library Services Report

3.11.3. IT Report

3.11.4. Finance and Operations Report

3.11.5. ALTA Report

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

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

CARRIED
PRLS 28/2021

4. Adjournment

Motion by Barb Gilliat to adjourn the meeting at 11:38 a.m.

CARRIED
PRL 29/2021

Meeting adjourned at 11:38 a.m.

Chair

DRAFT

PARKLAND REGIONAL LIBRARY SYSTEM
FINANCIAL STATEMENTS
DECEMBER 31, 2020

PARKLAND REGIONAL LIBRARY SYSTEM**Table of Contents***DECEMBER 31, 2020*

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MANAGEMENT'S REPORT**To the Members of Parkland Regional Library:**

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian generally accepted accounting principles. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The elected board is composed entirely of neither management nor employees of the Library. The board has the responsibility of meeting with management and external auditors to discuss the internal controls over the financial reporting process, auditing matters and financial reporting issues. The board is responsible for recommending the appointment of the Library's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by the board to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the board and management to discuss their audit findings. The accompanying financial statements are the responsibility of the management of Parkland Regional Library.



Independent Auditor's Report

To the Board of Directors of Parkland Regional Library Systems:

Opinion

We have audited the financial statements of Parkland Regional Library Systems (the "Library"), which comprise the statement of financial position as at December 31, 2020, and the statements of operations, changes in net financial assets, cash flows, changes in accumulated operating surplus, and remeasurement gains and losses 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 Library as at December 31, 2020, and the results of its operations, changes in its net financial assets 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 Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Library 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 these 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 Library's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library's financial reporting process.

Auditor's 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 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.

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 Library'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 Library'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 auditor's report. However, future events or conditions may cause the Library 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.

Lacombe, Alberta

May 20, 2021

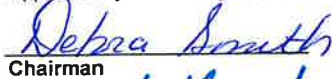
MNP LLP

Chartered Professional Accountants

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2020

	2020	2019
FINANCIAL ASSETS		
Cash and cash equivalents (note 3)	\$ 643,246	\$ 3,139,666
Accounts receivable	68,759	25,609
Investments (note 4)	795,560	753,850
TOTAL FINANCIAL ASSETS	<u>1,507,565</u>	<u>3,919,125</u>
LIABILITIES		
Accounts payable and accruals (note 5)	\$ 102,836	\$ 99,890
Book allotment	32,204	15,983
Deferred revenue (note 6)	78,839	2,458,167
TOTAL LIABILITIES	<u>213,879</u>	<u>2,574,040</u>
NET FINANCIAL ASSETS	<u>1,293,686</u>	<u>1,345,085</u>
NON-FINANCIAL ASSETS		
Inventory for consumption	\$ 19,587	\$ 9,263
Prepaid expenses	91,305	88,791
Tangible capital assets (schedule 1)	4,690,283	139,911
Tangible capital assets held for sale (schedule 1)	-	435,922
TOTAL NON-FINANCIAL ASSETS	<u>4,801,175</u>	<u>673,887</u>
COMMITMENTS (note 7)		
ACCUMULATED SURPLUS	<u>6,094,861</u>	<u>2,018,972</u>
ACCUMULATED SURPLUS CONSISTS OF:		
Accumulated operating surplus (note 8)	6,048,809	2,005,951
Accumulated remeasurement gain on investments	46,053	13,021
	<u>6,094,862</u>	<u>2,018,972</u>

Approved by the Library Board:


Chairman


Director

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF OPERATIONS
 FOR THE YEAR ENDED DECEMBER 31, 2020

	Budget	2020	2019
REVENUE			
Book and supply outside sales	\$ -	\$ 138,958	\$ 135,969
Investment income	35,000	32,329	33,037
Member fees	1,868,987	1,881,316	1,803,409
Miscellaneous and donations	-	1,301	1,480
Provincial funding (note 9)	1,565,171	1,486,330	1,575,249
	<u>3,469,158</u>	<u>3,540,235</u>	<u>3,549,144</u>
EXPENSES			
Administration and utilities	\$ 67,500	\$ 56,182	\$ 58,103
Amortization	-	159,575	56,170
Audit	15,200	15,815	14,900
Books and supply outside purchases	-	138,188	135,488
Communications, marketing and promotions	11,500	10,983	35,059
Continuing education	20,000	14,162	14,349
Dues, fees, and memberships	11,500	11,460	11,066
First Nations grant expense	78,839	-	105,252
Freight and postage reimbursement	6,500	4,347	8,818
Insurance	17,200	20,476	16,380
Investment fees	4,500	4,376	4,176
Library materials	372,716	382,652	378,018
Library service grant	428,738	428,738	428,738
Miscellaneous	800	800	800
Planned member technology purchases	65,580	85,151	41,068
Professional fees	-	40,778	352
Repairs and maintenance - building	50,500	59,398	37,607
Salaries and benefits	1,951,718	1,733,883	1,709,370
Supplies and stationary	55,000	50,952	46,409
Technology equipment, software and maintenance arrangements	207,367	181,177	304,143
Travel	12,000	2,137	7,834
Trustee	32,000	18,215	32,087
Vehicle	46,000	34,174	44,259
Workshops and advisory group	14,000	8,922	14,562
	<u>3,469,158</u>	<u>3,462,540</u>	<u>3,505,008</u>
Excess of revenue over expenses, before other expenses	-	77,695	44,136
OTHER INCOME (EXPENSES)			
Capital grant revenue	-	2,458,068	-
Loss on investments	-	-	(4,595)
Gain (loss) on disposal of tangible capital assets	-	1,507,094	(6,381)
Excess of revenue over expenses	-	4,042,857	33,160
Accumulated operating surplus, beginning of year	2,005,951	2,005,951	1,972,791
Accumulated operating surplus, end of year (Note 8)	2,005,951	6,048,808	2,005,951

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2020

	2020	2019
Excess of revenue over expenses	\$ 4,042,857	\$ 33,160
Acquisition of tangible capital assets	(4,755,112)	(25,372)
Amortization of tangible capital assets	159,575	56,170
Proceeds on disposal of tangible capital assets	1,988,182	-
Loss (gain) on disposal of tangible capital assets	(1,507,094)	6,381
Change in prepaid expenses	(2,514)	59,124
Change in inventory for consumption	(10,324)	4,140
Change in accumulated remeasurement gain (loss) on long-term investments	33,032	13,208
Increase (decrease) in net financial assets	(51,399)	146,811
Net financial assets, beginning of year	1,345,085	1,198,274
Net financial assets, end of year	1,293,686	1,345,085

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2020

	2020	2019
OPERATING ACTIVITIES		
Cash receipts from membership fees, contracts, and sales	\$ 1,978,328	\$ 1,938,761
Cash receipts from grants	1,565,170	1,565,223
Investment income received	32,329	84,663
Cash paid for materials and services	(1,141,505)	(1,253,460)
Cash paid for salaries and benefits	(1,725,342)	(1,709,947)
Cash paid for library service grant	(428,738)	(428,740)
Interest paid	(1,050)	(1,487)
	<u>279,193</u>	<u>195,013</u>
CAPITAL ACTIVITY		
Purchase of tangible capital assets	(2,780,112)	(25,372)
Proceeds on disposal of tangible capital assets	13,179	-
	<u>(2,766,933)</u>	<u>(25,372)</u>
INVESTING ACTIVITY		
Purchase of investments	(91,623)	(96,449)
Proceeds on sale of investments	82,944	74,000
	<u>(8,679)</u>	<u>(22,449)</u>
Net increase (decrease) in cash	(2,496,420)	147,192
Cash and cash equivalents, beginning of year	3,139,666	2,992,474
Cash and cash equivalents, end of year	<u>643,246</u>	<u>3,139,666</u>

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF CHANGES IN ACCUMULATED OPERATING SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2020

	Unrestricted (Note 8)	Reserves (Note 8)	Equity in Tangible Capital Assets (Note 8)	2020	2019
Balance, beginning of year	380,367	1,049,750	575,834	\$ 2,005,951	\$ 575,832
Excess (deficiency) of revenue over expenses	4,042,857	-	-	4,042,857	33,160
Reserves used for (transferred from) operations	(63,067)	63,067	-	-	-
Reserves used for tangible capital assets	-	-	-	-	-
Purchases of tangible capital assets	(4,556,960)	(198,152)	4,755,112	-	-
Disposal of tangible capital assets	481,087	-	(481,087)	-	-
Annual amortization expense	159,575	-	(159,575)	-	-
Balance, end of year	<u>443,859</u>	<u>914,665</u>	<u>4,690,284</u>	<u>6,048,808</u>	<u>2,005,951</u>

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF REMEASUREMENT GAINS AND LOSSES
FOR THE YEAR ENDED DECEMBER 31, 2020

	2020	2019
Accumulated remeasurement gain (loss) on investments, beginning of the year	13,021	(187)
Increase in market value	33,032	13,208
Accumulated remeasurement gain (loss) on investments, end of year	<u>46,053</u>	<u>13,021</u>

PARKLAND REGIONAL LIBRARY SYSTEM
SCHEDULE OF TANGIBLE CAPITAL ASSETS
 FOR THE YEAR ENDED DECEMBER 31, 2020
SCHEDULE 1

	Vehicles	Building - Held for sale (1)	Building	Land	Technology equipment and systems	Equipment	Furniture and fixtures	2020	2019
Original Cost:									
Balance, beginning of year	133,058	1,375,359	-	-	293,848	78,144	16,900	1,897,310	2,115,893
Acquisition of tangible capital assets	59,006	-	3,946,960	610,000	71,512	33,633	34,001	4,755,112	25,372
Disposals of tangible capital assets	(60,873)	(1,375,359)	-	-	(41,405)	(62,992)	(7,810)	(1,548,439)	(243,955)
Balance, end of year	131,191	-	3,946,960	610,000	323,955	48,784	43,091	5,103,982	1,897,310
Accumulated Amortization:									
Balance, beginning of year	86,787	939,437	-	-	221,438	57,866	15,949	1,321,477	1,502,880
Annual amortization	23,912	-	78,939	-	42,258	7,526	6,940	159,575	56,170
Disposals	(35,304)	(939,437)	-	-	(38,341)	(46,712)	(7,559)	(1,067,353)	(237,574)
Balance, end of year	75,395	-	78,939	-	225,354	18,680	15,330	413,699	1,321,477
Net Book Value	55,796	-	3,868,021	610,000	98,601	30,105	27,761	4,690,283	575,833

During the year property, plant and equipment was acquired at an aggregate cost of \$4,755,112 (\$25,372 in 2019), of which \$1,975,000 (\$0 in 2019) was from trade-in, and the remainder of \$2,780,112 (\$25,372 in 2019) was acquired through cash. Of the total cash, \$2,458,167 (\$0 in 2019) was from a government grant received in previous years.

(1) In 2019, there was a contract with Tricon for the sale of the existing building to occur after year-end.
 In 2020, the previous building was sold and a new building was purchased.

PARKLAND REGIONAL LIBRARY SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

1. Nature of activities

Parkland Regional Library System (the "Library") is an independent body established under the Alberta Libraries Act for the purpose of providing a variety of support services for the public libraries of rural Central Alberta.

The Library is exempt from tax pursuant to Section 149(1)(l) of the Income Tax Act of Canada.

2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards ("PSAS") and include the following significant accounting policies:

Cash and cash equivalents

Balances with original maturities of less than 3 months are included in cash and cash equivalents. Marketable securities with prices quoted in an active market are measured at fair value while those that are not quoted in an active market are measured at cost less impairment.

Revenue recognition

Member fees are recognized as revenue when the services have been provided.

Book and supply outside sales are recognized as product is shipped to the member library that placed the order through the Library.

Provincial funding and grants that are externally restricted are recorded as deferred contributions if the terms of the funding create a liability.

These funds are recognized as revenue in the year in which the related expenses are incurred and the terms of the funding are met.

Unrestricted provincial funding, miscellaneous and donations, and other revenue are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

All investment income is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Expenses

Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or legal obligation to pay.

Non-financial assets

Non-financial assets are assets that are not available to discharge existing liabilities but held for use in Library operations. Such assets have useful lives extending beyond the current year and are not intended for sale in the normal course of Library operations. The change in non-financial assets during the year, together with the excess of revenue over expenses, provides the changes in net financial assets for the year.

Non-financial assets consist of the following:

i. Inventory for consumption

Inventory of materials and supplies for consumption is recorded in the financial statements at lower of the cost of the specific item or replacement cost.

ii. Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the assets. Contributed tangible capital assets are recorded in the financial statements at fair market value at the time of contribution.

	Method	Rate
Vehicles	declining balance	30%
Building *	straight-line	50 years
Technology equipment and systems	declining balance	30%
Furniture and fixtures	declining balance	20%
Equipment	declining balance	20%

A full year of amortization is calculated in the year of acquisition. No amortization is calculated in the year of disposal.

Tangible capital assets are tested for impairment whenever events or changes in circumstances indicate that their carrying amounts may not be fully recoverable. An impairment loss is recognized when and to the extent that management assesses the future useful life of an asset to be less than originally estimated.

* During the year, the old building, which was amortized on a declining balance basis at 4% was sold and a new building was put into use, which with the Library assessed a more appropriate amortization rate and method to be amortized straight line over 50 years.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2020

2. Significant accounting policies (continued from previous page)

iii. Prepaid expenses

Expenses paid in advance where services have not been performed or materials have not been received.

Use of estimates

The preparation of financial statements in accordance with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of financial position date, and the reported amounts of revenue and expenses during the reporting period. Key components of the financial statements requiring management to make estimates include the provision for doubtful accounts in respect of receivables, the cost and net realizable value of inventories, employee benefit obligations, the useful lives of long-lived assets and the potential impairment of assets. Actual results could differ from these estimates.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in excess of revenue over expenses in the periods in which they become known.

Long-term investment

investments are recorded at fair market value, based on quoted prices in an active market, including accrued interest. Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations.

Foreign currency translation

These financial statements have been presented in Canadian dollars, the principal currency of the Library's operations.

Transaction amounts denominated in foreign currencies are translated into their Canadian dollar equivalents at exchange rates prevailing at the transaction date. Carrying values of monetary assets and liabilities reflect the exchange rates at the balance sheet date. Gains and losses on translation or settlement are included in the determination of excess of revenue over expenditures for the current period.

Financial instruments

The Library measures its financial instruments initially at fair value and subsequently measures them at amortized cost, except for investments which are measured at fair value.

Transaction costs related to financial instruments recorded at amortized cost are added to the carrying value of the instrument. Transaction costs related to financial instruments recorded at fair value are expensed as incurred.

Reserves for future expenditures

Reserves are determined at the discretion of the board to set aside funds for future operating and capital expenditures. Transfers to and/or from reserves are reflected as an adjustment within accumulated surplus.

3. Cash and cash equivalents

	2020	2019
Unrestricted	\$ 643,246	\$ 681,598
Building renovation and maintenance	-	2,458,068
Total Cash	643,246	3,139,666

Cash accounts bear interest at bank prime rate of 2.45% (2019 - 3.95%) less a percentage based on balance held during the year. At year-end, the unrestricted cash balances bear interest at prime less 1.90% (2019 - prime less 1.6%) on \$650,449 (2019 - \$701,152) and prime less 1.90% (2019 - prime less 1.90%) on \$4,563 (2019 - \$2,842). The building account bore interest in 2019 at prime less 1.55%.

The building renovation and maintenance account is restricted for use in the maintenance, renovation or upgrade of the Library's current facilities (note 6).

4. Investments

	2020	2019
Bonds (original cost of \$746,789; 2019 - \$737,927)	795,560	753,850

Bonds bear interest at rates ranging from 2.10% to 3.80% and have maturity dates ranging from June 2021 to June 2030. Included in investments is \$2,718 (2019 - \$2,902) of accrued interest.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2020

5. Accounts payable and accruals

	2020	2019
Trade accounts payable and accruals	\$ 36,118	\$ 31,656
Employee benefit obligations	57,529	56,133
Goods and Services Tax payable	9,189	12,101
	102,836	99,890

Included in trade accounts payable and accruals is a balance of \$1,527 (2019 - \$4,556) on ATB Financial Mastercards with a total credit limit of \$15,000 (2019 - \$15,000).

Employee benefit obligation consist of estimated sick leave benefits of \$39,000 (2019 - \$35,000) that accumulate but do not vest, as well as vacation and lieu time of \$18,529 (2019 - \$20,801) that employees have earned and deferred to future years.

6. Deferred revenue

	2020	2019
Minister of Municipal Affairs building renovation and maintenance grant	\$ -	\$ 2,458,167
Minister of Municipal Affairs on-reserve/on-settlement population grant	78,839	-
	78,839	2,458,167

In 2017, the Library received \$2,400,000 from the Government of Alberta for maintenance and renovation of the Library's current headquarters or update of its existing facilities. No interest income (2019 - \$51,626) on the cash basis has been deferred during the year. No expenses related to this funding (2019 - \$4,679) were recognized in the year. This funding was spent on the new building purchased in 2020, and has therefore been recognized in income.

In 2020, the library received \$145,601 from the Government of Alberta to offer library services to on-reserve and on-settlement First Nations populations. Of this amount, \$78,839 was not spent before year-end.

7. Commitments

In 2018, the Library entered into a software license agreement from July 1, 2018 to December 31, 2023 in the amount of \$85,000 per year, subject to inflation increases.

The Library has a 3 year commitment for TAL core products, of which they only have 9 months remaining. The estimated commitment is \$18,677 subject to exchange rate changes.

The Library has a 3 year commitment for purchasing energy products from January 1, 2019 to December 31, 2021. Subsequent to year end, the Library has extended this until December 31, 2025.

Subsequent to year end, the Library entered into a 10 year agreement for maintenance on their elevator, platform for access eContent materials, and internet services.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2020

8. Accumulated operating surplus

	2020	2019
Unrestricted operating fund	443,859	380,367
Internally restricted		
Operating reserves		
Technology	291,718	357,712
Building	150,000	250,000
Contingent liability	9,223	50,000
	450,941	657,712
Capital reserves		
Amortization	339,378	221,864
Vehicle	74,346	120,174
Equipment/furnishings replacement	50,000	50,000
	463,724	392,038
Total reserves	914,665	1,049,750
Equity in tangible capital assets	4,690,284	575,834
	6,048,808	2,005,951

9. Provincial funding

	2020	2019
Government of Alberta - Municipal Affairs		
Operating grant	\$ 990,830	\$ 990,830
Library Service grant	428,738	428,738
Provincial First Nations grant	66,763	145,602
Provincial one time grant - Voice of Maskwacyi	-	10,079
	1,486,330	1,575,249

10. Local Authorities Pension Plan

Employees of the Library participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 274,151 people and 420 employers. The LAPP is financed by employee and employer contributions and by earning investment earnings in the LAPP fund.

Contributions for current service are recorded as expenses in the year in which they become due.

The Library is required to make current service contributions to the LAPP of 9.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan, and 13.84% on pensionable earnings above that amount.

Total service contributions by the Library to the LAPP in 2020 were \$131,830 (2019 - \$121,142). Total current service contributions by employees of the Library to the LAPP in 2020 were \$119,119 (2019 - \$104,683).

As at December 31, 2019, the LAPP disclosed an actuarial surplus of \$7.913 billion (2018 - \$3.469 billion). LAPP has not yet disclosed the actuarial surplus or deficiency as at December 31, 2020.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2020

11. Economic dependence

The Library is dependent on funding from government grants to maintain its operations. In 2020, the Province of Alberta contributed \$1,486,330 (2019 - \$1,575,249) of revenue to the Library, equalling approximately 42% (2019 - 44%) of total revenue. If funding is not received, its operations would be significantly reduced.

12. Financial instruments

The Library, as part of its operations, carries a number of financial instruments. The financial instruments consist of cash and cash equivalents, accounts receivable, investments, accounts payable and accruals, and book allotment. It is management's opinion that the Library is not exposed to a significant interest, currency, market, liquidity, or credit risks arising from these financial instruments except as otherwise disclosed.

Credit risk

The Library is exposed to credit risk as it grants credit to its members in the normal course of operations. The risk is mitigated by the fact that the receivables are from municipalities. The Library is exposed to credit risk as it has purchased bonds which are included in investments. The risk is mitigated by the fact that the Library has only purchased bonds issued by the Federal or Provincial governments.

Accounts receivable from one municipality and one vendor (2019 - two municipalities) in connection with trade receivables represents 60% (2019 - 46%) of total accounts receivable at December 31, 2020. The Library believes that there is minimal risk associated with the collection of these amounts. The balance of accounts receivable is widely distributed among the remainder of the Libraries municipality and customer base.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities known as price risk. In seeking to minimize the risks from interest rate fluctuations, the Library manages exposure through its normal operating and financing activities. The Library is exposed to interest rate price risk primarily through its fixed rate investments and variable rate cash.

Market rate risk

The Library is exposed to market rate risk on its investments due to changes in quoted market rates on investments.

Emerging risk

During the year, there was a global outbreak of COVID-19 (coronavirus), which has had a significant impact on businesses through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders. The Library's operations were impacted by COVID-19 due to required changes to operations of member libraries (i.e. closures and other restrictions on library operations), however this impact is not considered to have been significant on the Library's operations. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on Library as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

14. Contingencies

The Library has received a human rights complaint from an employee. This complaint remains at an early stage and is waiting on the Alberta Human Rights Commission. At this time, it is not possible to predict the ultimate outcome of this human rights complaint or to estimate any loss, if any, which may result.

15. Approval of financial statements

These financial statements were approved by the Library board on May 20, 2021



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

MAY 20, 2021

Audit Report Approved

Parkland's audit was presented to the board by MNPs Lindsey Schmidt and Joey Ingram.

Parkland received a clean audit. However, the auditors had two recommendations in their management letter, first, that employee timesheets should always be reviewed by immediate supervisors and approved by signature. Secondly, it was noted that reserve balances were below the recommended minimum outlined in the Governance Policies and Bylaws. They recommended that the board discuss transferring funds to these reserve accounts to meet minimum recommended levels or that the Governance policies be updated if the board believes these minimum levels should be reconsidered. They added that all other points from 2019 were rectified by management during the year.

A copy of the Auditor's Report and Report to the Board will be sent to your municipality.

Treasury Board and Finance Population Numbers

According to clause 8.3 of Parkland's master agreement, when invoicing members for the requisition, "*The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*" However, according to the Government of Alberta's website "*The Municipal Affairs Population List has been discontinued and will be*

replaced by population estimates from Treasury Board and Finance in the future."

The last updated official population list from Municipal Affairs uses 2019 population figures and, as stated, will no longer be updated. Instead, the only official population figures appear to be those from the Treasury Board. However, the population numbers are noticeably different.

At their March 25th meeting, the Executive Committee recommended that for 2021, Parkland invoice municipalities using the updated 2019 population figures supplied by Alberta Municipal Affairs. For 2022, staff were instructed to build the budget and invoice municipalities based on the population estimates supplied by Treasury Board and Finance. At the Executive Committee's direction, notice of this change was sent to all Parkland member municipalities and board members on March 31, 2021.

Also, at the Executive Committee's direction, Parkland is building a budget for 2022 without increasing the per capita rate of the municipal requisition/levy. This will mean that the per capita levy will remain the same (\$8.55) for three consecutive years.

2022 Strategic Plan

At the February board meeting, the Parkland Board made the decision to extend the current strategic plan for another year. This is because with the shutdowns and limitations on meetings, conducting a needs assessment in 2021 for a new plan in 2022 would be very difficult.

In compliance with legislation, staff duly sent the strategic plan and workplan along with an explanation and motions made by the board to the Public Library Services Branch (PLSB) at Municipal Affairs. Unfortunately, the PLSB did not accept the extension of the strategic plan because there is no allowance to extend a plan of service in the legislation.

The board therefore approved the 2019-2021 Strategic Plan as Parkland's Strategic Plan for 2022.

Parkland Investments

Parkland reviewed its investment strategy and has decided to make no changes. Currently, all investments are in a conservative bond portfolio managed by Dominion Securities. Due to the potential change in interest rates, this matter will be re-examined in the fall.

Outlet Annual Reports

The board approved the Annual Reports for the four library service points for which the Parkland Board is the governing board. They are:

Brownfield Community Library – County of Paintearth

Nordegg Public Library – Clearwater County

Spruce View Community Library – Red Deer County

Water Valley Public Library – Mountain View County

Despite the many challenges of 2020, Parkland's outlets actually saw increases in areas such as cardholders and programming. That Parkland's outlet libraries have worked so hard to adapt services during this difficult time is testimony to their adaptiveness, resilience and resolve.

The reports have been submitted to the Public Library Services Branch in compliance with the February 28th deadline.

Advocacy Committee Report

The Advocacy Committee introduced the 2020 Return on Investments (ROI) for member municipalities. They can be found on Parkland's website: [Return on Investment - Parkland Regional Library System \(prl.ab.ca\)](https://prl.ab.ca)

Community News from Trustees

The **Alix Public Library** manager is doing book reviews and posting them online. They are very popular and useful because patrons can only do curbside pickup at this time.

Stettler Public Library is using a 3D printer to print items for senior hobby kits. One of the items printed are knitting bobbins for a Learn to Knit kit.

Stettler Public Library is livestreaming on Facebook for new gardeners. They are also continuing their outreach to 3 seniors lodges and 3 Hutterite colonies, and producing early literacy kits for children.

Mountain View County libraries are working together to make sure that patrons of all the county libraries have equal access. They are focusing on mental health supports, early literacy and are holding a Teen Kindness awareness program that accepts nominations for a Kindness Award with prizes.

Castor Municipal Library has hired new staff and has had a big reset. Parkland staff have been a fantastic resource. They are looking for a book drop box that is weatherproof.

Before the recent restrictions, when the restaurants moved to outdoor seating the **Olds & District Municipal Library** thought to move outdoors also. They placed two computers outside for patrons as well as a rack of lending books and had a staff member outside to assist. It was well received but couldn't continue due to COVID restrictions.

Provost Municipal Library held a silent auction, with sale items donated by local businesses. Pictures of items were posted on their Facebook page. The public was notified via Facebook, local Facebook groups and signs on Main Street. Bids were taken via phone. The event was very successful and brought in \$3,000.

Clive Public Library held their annual book sale virtually. It was as successful as in-person book sales have been in the past.

Board Members Present

Debra Smith (Board Chair)

Board Members Present via Zoom

Jackie Almborg, Alison Barker-Jevne, Doreen Blumhagen, Amanda Derksen, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Clark German, Barb Gilliat, Rick Manning (alternate for Jeanette Herle), Agnes Hoveland, Deborah Juch, Cora Knutson, Dana Kreil, Gord Lawlor, Stephen Levy, Daryl Lougheed, Josephine McKenzie, Philip Massier, Blair Morton, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Norma Penney, Rosella Peterman, Len Phillips, Lori Reid, Danny Rieberger, Heather Ryan, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Sharon Williamson, Bill Windsor, Mary Ann Wold, Bonita Wood

Guests

Joey Ingram, Lindsay Schmidt, Rebecca Slater from MNP

With Regrets

Trudy Kilner, Bill Rock, Ann Zacharias

Absent

Bill Chandler, Colleen Ebdon, Lonnie Kozlinski, Ricci Matthews, Rick Pankiw, Jas Payne, Heidi Pierce, Mike Yargeau

Next Meeting: September 16, 2021, 10:00 AM (Zoom)