REGULAR MEETING AGENDA SUMMER VILLAGE OF SUNBREAKER COVE DECEMBER 11, 2023 @ 8:30 A.M.

A. CALL TO ORDER

B. AGENDA - additions/deletions - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, October 16, 2023

D. INFORMATION ITEMS

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

E. REQUESTS FOR DECISION

1) Finance

- a) 2024 Budget
- b) Tax Penalty Relief Policy
- c) Auditor Engagement

2) Council & Legislative

- a) Fire Pits on Sylvan Lake
- b) Range Road 2-2 Paving

3) Planning & Development

- a) Safety Codes Contract
- b) Encroachment Agreement Request

F. COUNCIL, COMMITTEES, AND CORRESPONDENCE

1) Council Reports

a) Mayor Willmon

- b) Deputy Mayor Kimball
- c) Councillor Beets

2) Committee Reports

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

3) Correspondence

- a) Municipal Indicators
- b) Association of Summer Villages of Alberta Annual Report
- c) Red Deer River Watershed Alliance

4) Upcoming Meetings

a) Council Meeting – January 8, 2024

G. ADJOURNMENT

Summer Village of Sunbreaker Cove Regular Meeting Minutes October 16, 2023

Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held October 16, 2023, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

| PRESENT | Mayor: | Jim Willmon |
|---------|-----------------------|---------------|
| | Deputy Mayor: | Keith Kimball |
| | Councillor: | Teresa Beets |
| | CAO: | Tanner Evans |
| | Development Officer: | Kara Hubbard |
| | Finance Manager: | Tina Leer |
| | Public Works Manager: | Justin Caslor |
| | Recording Secretary: | Teri Musseau |

CALL TO ORDER The meeting was called to order at 8:31 a.m. by Mayor Willmon.

AGENDA APPROVAL

SBC-23-162 MOVED by Mayor Willmon that the agenda be adopted as presented. CARRIED

CONFIRMATION OF MINUTES

SBC-23-163 MOVED by Deputy Mayor Kimball that the minutes of the Regular Meeting of Council held on September 18, 2023, be approved as presented.

CARRIED

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Public Works Report
- 3) Development Update
- 4) CAO Report
- 5) 3rd Quarter Report

SBC-23-164 MOVED by Mayor Willmon that Council accept the information items as presented.

CARRIED

REQUESTS FOR DECISION

FINANCE

SBC-23-165Parkland Regional Library Board 2024 Budget
MOVED by Deputy Mayor Kimball that Council approve the Parkland
Regional Library Board 2024 Budget with a \$0.43 increase from 2023.
CARRIED

C-1

Summer Village of Sunbreaker Cove Regular Meeting Minutes October 16, 2023

PUBLIC WORKS

SBC-23-166MSI Application AmendmentMOVED by Councillor Beets that Administration amend the MSI
application to reflect final costs for the Administration Building
improvements.

CARRIED

COUNCIL REPORTS

Mayor Willmon

- Joint Services Meeting
- Sylvan Lake Regional Wastewater Commission

Deputy Mayor Kimball

No reports

Councillor Beets

• No reports

COMMITTEE REPORTS

Julie Maplethorpe, Summer Village of Jarvis BayParkland Regional Library Board

SBC-23-167 MOVED by Mayor Willmon that Council accept the Council and Committee Reports as presented. CARRIED

CANNI

NEXT MEETING

SBC-23-168 MOVED by Mayor Willmon that the next meeting of Council be held on December 11, 2023, at 8:30 a.m.

CARRIED

ADJOURNMENT

SBC-23-169 MOVED by Mayor Willmon that being the agenda matters have been concluded, the meeting adjourned at 11:25 a.m. CARRIED

JIM WILLMON, MAYOR

TANNER EVANS, CAO

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Summer Village of Sunbreaker Cove Regular Meeting Minutes October 16, 2023

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Summer Village of Sunbreaker Cove

Administration and Finance

December 11, 2023

Information Item

Agenda Item: Accounts Payable Update

Background:

Total payables processed and presented to Council \$ 52,741.42 The following list identifies any payments over \$3,000:

| 1. Carey, Trista | \$ | 8,000.00 |
|--|----|-----------|
| a. Completions Deposit Refund 2. Lacombe County | \$ | 7,860.62 |
| a. Guard Service May to Sep 2023 | Ψ | 7,000.02 |
| 3. Urban Dirtworks Inc | \$ | 6,704.78 |
| a. Shape & Gravel Trail to Stairs | • | |
| 4. Schmidt, Barbara | \$ | 5,000.00 |
| a. Completions Deposit Refund | ሱ | 10 270 60 |
| 5. Summer Village of Norglenwold | Ф | 10,370.60 |
| a. Oct 2023 Muni Specific Costs | | |

b. Oct 2023 Shared Costs

Council Expense Claims Report:

Oct 2023

| Jim Willmon | \$2297.96 |
|---------------------------------|-----------|
|---------------------------------|-----------|

- Keith Kimball
 \$0
- Teresa Beets \$0

Administrative Recommendations:

Council to accept as information.

Authorities:

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

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Summer Village of Sunbreaker Cove List of Accounts for Approval Batch: 2023-00062 to 2023-00066

Page 1

Date Printed 2023-11-30 3:07 PM

Bank Code - MAIN - General Bank

| | COMPL | JTER CHEQUE | | |
|----------------------------|---|--|--------------------------------|----------------|
| Payment # Invoice # | Date Vendor Name GL Account | GL Transaction Description | Detail Amount | Payment Amount |
| 1116 6032 | 2023-10-31 Carey, Trista 461-000-520 - Completions Dep | Completions Deposit Refun | 8,000.00 | 8,000.00 |
| 1117 9014A | 2023-10-31 Sinclair, Richard 461-000-520 - Completions Dep | Completions Deposit Refun | 1,000.00 | 1,000.00 |
| 1118 555428 | 2023-10-31 Brownlee LLP 212-400-230 - Legal Fees 312-000-260 - GST Paid Refund | Wastewater Bylaw Review I GST Tax Code | 526.75 26.34 | 553.09 |
| 1119 54303 | 2023-10-31 Empringham Disposal Co 243-000-200 - Waste Removal (243-000-200 - Waste Removal (312-000-260 - GST Paid Refund | 240 Weekly Collection 2 Public Trash Can Collectio | 1,488.00 100.00 79.40 | 1,667.40 |
| 1120 5060 | 2023-10-31 Homestead Custom Carp 461-000-520 - Completions Dep | | 500.00 | 500.00 |
| 1121 IVC00044100 | 2023-10-31 Lacombe County 226-000-200 - Enforcement 312-000-260 - GST Paid Refund | Guard Service May to Septe GST Tax Code | 7,486.30 374.32 | 7,860.62 |
| 1122 1890 | 2023-10-31 Sylvan Lake Regional 242-000-260 - Useage Fees-WV | Sept 2023 WW Services | 1,538.72 | 1,538.72 |
| 1123 4563 | 2023-10-31 Urban Dirtworks Inc 232-000-270 - Pathway Program 312-000-260 - GST Paid Refund | Shape & Gravel Trail to Sta GST Tax Code | 6,385.50 319.28 | 6,704.78 |
| 1124 23-1001 | 2023-10-31 Xandal Backhoe Ltd. 242-000-256 - Wastewater Main 312-000-260 - GST Paid Refund | Turn Valve On 825 Sunhave GST Tax Code | 150.00 7.50 | 157.50 |
| 1125 1050 | 2023-11-30 Schmidt, Barbara 461-000-520 - Completions Dep | Completions Deposit Refun | 5,000.00 | 5,000.00 |
| 1126 19704 | 2023-11-30 Al's Bobcat & Trucking 232-000-255 - Plowing Program 312-000-260 - GST Paid Refund | Oct 23, 24 & 27th Sanding GST Tax Code | 2,195.00 109.75 | 2,304.75 |
| 1127 15168460 | 2023-11-30 Go Services Inc. 272-000-510 - Parks & Playgrou 312-000-260 - GST Paid Refund | Oct Portable Toilet Rental GST Tax Code | 458.00 22.90 | 480.90 |
| 1128 1897 | 2023-11-30 Sylvan Lake Regional 242-000-260 - Useage Fees-WV | Oct 2023 WW Services | 1,430.16 | 1,430.16 |
| 1129 1806 | 2023-11-30 Triangle Construction Ind 232-000-240 - Tree Removal 232-000-240 - Tree Removal 312-000-260 - GST Paid Refund | c. Trees at 1107 Briar Road Trees at 1106 & 1110 Breał GST Tax Code | 1,250.00 1,400.00 132.50 | 2,782.50 |
| 1130 454 | 2023-11-30 1473929 Alberta Ltd 232-000-240 - Tree Removal 312-000-260 - GST Paid Refund | Removal of Tree Next to Hc GST Tax Code | 1,500.00 75.00 | 1,575.00 |

2023-11-30 Xandal Backhoe Ltd.

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Summer Village of Sunbreaker Cove List of Accounts for Approval Batch: 2023-00062 to 2023-00066

Page 2

COMPUTER CHEQUE

| Payment # | Date | Vendor Name | | | |
|------------|-------|----------------------------------|-----------------------------------|----------------|----------------|
| Invoice # | | GL Account | GL Transaction Description | Detail Amount | Payment Amount |
| 23-1017 | | 242-000-256 - Wastewater Main | Turn on 10 Valves | 750.00 | |
| | | 312-000-260 - GST Paid Refund | GST Tax Code | 37.50 | 787.50 |
| | | | | Total EFT: | 42,342.92 |
| | | | EFT | | |
| Payment # | Date | Vendor Name | | | |
| Invoice # | | GL Account | GL Transaction Description | Detail Amount | Payment Amount |
| 266 | 2023- | 10-31 Summer Villages of Norg | lenwold | | |
| 2023-00151 | | 261-000-110 - Development Ser | Esri Canada-ArcGis Sept to | 59.00 | |
| | | 226-000-200 - Enforcement | Speedpro Bylaw Truck Deca | 70.46 | |
| | | 226-000-200 - Enforcement | UFA Sept Bylaw Fuel | 96.57 | |
| | | 226-000-200 - Enforcement | ATB MC-SL Registries New | 16.93 | |
| | | 226-000-200 - Enforcement | ATB MC-Intercon Messagin | 6.39 | |
| | | 261-000-110 - Development Ser | AB Land Title-48517883 | 10.00 | |
| | | 226-000-200 - Enforcement | UFA-Oct Bylaw Truck Fuel | 72.77 | 332.12 |
| 2023-00155 | | 212-100-110 - Salaries | Salaries | 7,790.53 | |
| | | 212-100-130 - Training | Training | 13.70 | |
| | | 212-100-140 - Benefits | Shared Benefits | 375.52 | |
| | | 212-100-210 - Travel & Subsiste | T&S | 194.93 | |
| | | 212-100-211 - WCB | WCB | 153.33 | |
| | | 212-100-266 - PW Fleet | Public Works Fleet | 57.63 | |
| | | 212-200-215 - Postage/Freight/C | Postage/Freight | 7.90 | |
| | | 212-200-500 - Printing Costs | Printing Costs | 257.54 | |
| | | 212-200-510 - Office Supplies | Office Supplies | 176.16 | |
| | | 212-300-217 - Phone/Fax/Intern | Phone/Fax | 113.22 | |
| | | 212-300-540 - Utilities | Utilities | 259.94 | |
| | | 212-300-250 - Facility Improvem | Facility Improvements | 12.13 | |
| | | 212-300-255 - Facility Maintenar | Facility Maintenance | 420.23 | |
| | | 212-300-263 - Condominium Co | Condominium Cost | 0.00 | |
| | | 212-300-240 - Computer Sofwar | Computer Software | 109.75 | |
| | | 212-300-242 - IT Equipment | IT Equipment | 41.08 | |
| | | 212-300-265 - Equipment Mainte | | 5.48 | |
| | | 212-300-270 - Equipment Renta | Equipment Rental | 39.20 | |
| | | 212-300-510 - Other Contingenc | Contingency | 10.21 | |
| | | 212-300-530 - Building Insurance | Building Insurance | 0.00 | 10,038.48 |
| | | č | | Payment Total: | 10,370.60 |
| | | | | Total EFT: | 10,370.60 |

OTHER

| Payment # | Date | Vendor Name | | | |
|-----------|-----------|-------------------------------|-----------------------------------|---------------|----------------|
| Invoice # | GL | Account | GL Transaction Description | Detail Amount | Payment Amount |
| 3643 | 2023-10-3 | 1 Receiver General/OTH | | | |
| CP10-23 | 31 | 2-000-262 - CRA Remuneratio | Council Oct Tax | 27.90 | 27.90 |
| | | | | Total Other: | 27.90 |

Total MAIN: 52,741.42

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Date Printed 2023-11-30 3:07 PM Date Printed 2023-11-30 3:07 PM

Summer Village of Sunbreaker Cove List of Accounts for Approval Batch: 2023-00062 to 2023-00066

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Certified Correct This November 30, 2023

Mayor

Administrator



Council Expense Claim Form

NAME: Jim Willmon

POSITION: Mayor

MONTH ENDING: September-2023

RECEIVED

Village Business

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

D-1

1. Save this document to your desktop.

2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

| DATE | EVENT | TIME SPENT | CLAIM | TOTAL |
|------------|---|---------------------------------------|------------------|-----------|
| 7/4/23 | Special Meeting | Ignore to compensate for prior SLRWWC | Title | \$0.00 |
| 7/17/23 | Regular Council | | Mayor | \$120.00 |
| 7/24/23 | Sylvan Lake Regional Wastewatre Commission | SLRWWC pays | Title | \$0.00 |
| 7/25/23 | ICF committee | | Mayor | \$120.00 |
| 8/17/23 | Joint Services Committee | | Mayor | \$ 120.00 |
| 9/8/23 | Burns Nature Park opening ceremony | not charging | Title | \$0.00 |
| 9/18/23 | Regular Council followed by public works tour | | Mayor +4 (2hour) | \$170.00 |
| | Select Event | | Title | \$0.00 |
| | Select Event | | Title | \$0.00 |
| | Select Event | ADT | Title | \$0.00 |
| event is o | ther please type it in. | | | \$ 530.00 |

Travel

| DATE | EVENT | RETURN TRIP TOTALS (KM) | RATE | TOTAL |
|---------|---|-------------------------|--------|---------|
| 7/4/23 | Special Meeting | | \$0.68 | \$0.00 |
| 7/17/23 | Regular Council | | \$0.68 | \$0.00 |
| 7/24/23 | Sylvan Lake Regional Wastewatre Commission | | \$0.68 | \$ 0.00 |
| 7/25/23 | ICF committee | | \$0.68 | \$0.00 |
| 8/17/23 | Joint Services Committee | | \$0.68 | \$0.00 |
| 9/8/23 | Burns Nature Park opening ceremony | | \$0.68 | \$ 0.00 |
| 9/18/23 | Regular Council followed by public works tour | | \$0.68 | \$0.00 |
| | Select Event | | \$0.68 | \$0.00 |
| | Select Event | | \$0.68 | \$ 0.00 |
| | Select Event | | \$0.68 | \$0.00 |
| | | | | \$0.00 |

Other Expenses

| DATE | EXPENSE | SUBTOTAL | G.S.T | TOTAL |
|------|---------|----------|-------|---------|
| | | | | \$ 0.00 |
| | | | | \$ 0.00 |
| | | | | \$ 0.00 |
| | | | • | \$0.00 |

| MAYOR: | |
|--------|--|
| C.A.O: | |

TOTAL PAYABLE: \$ 530.00

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Council Expense Claim Form

NAME: Jim Willmon POSITION: Mayor MONTH ENDING: October-2023 Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.

2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

| DATE | EVENT | TIME SPENT | CLAIM | TOTAL |
|------------|---|-----------------|------------------|------------|
| 10/13/23 | Joint Services Committee | | Mayor | \$ 120.00 |
| 10/16/23 | Regular Council | | Mayor | \$120.00 |
| 10/18/23 | Joint Services Committee | includes travel | Mayor +4 (4hour) | \$220.00 |
| 10/18/23 | Travel Calgary to Edm; picked up Keith near Blackfalds | | Title | \$0.00 |
| 10/19/23 | ASVA Annual Conference in Edm | | Mayor +4 (4hour) | \$220.00 |
| 10/20/23 | ASVA Annual Conference in Edm | includes travel | Mayor +4 (4hour) | \$220.00 |
| 10/20/23 | Travel Edm to Calgary; dropping Keith off in Sunbreaker | | Title | \$0.00 |
| 10/23/23 | IDP Committee | | Mayor | \$ 120.00 |
| | Select Event | | Title | \$0.00 |
| | Select Event | | Title | \$0.00 |
| event is o | ther please type it in. | | | \$1,020.00 |

OCT 7 7 7023

Travel

Village Business



| DATE | EVENT | RETURN TRIP TOTALS (KM) | RATE | TOTAL |
|----------|---|---|--------|----------|
| 10/13/23 | Joint Services Committee | | \$0.68 | \$0.00 |
| 10/16/23 | Regular Council | | \$0.68 | \$0.00 |
| 10/18/23 | Joint Services Committee | | \$0.68 | \$0.00 |
| 10/18/23 | Travel Calgary to Edm; picked up Keith near Blackfalds | 331.00 | \$0.68 | \$225.08 |
| 10/19/23 | ASVA Annual Conference in Edm | | \$0.68 | \$0.00 |
| 10/20/23 | ASVA Annual Conference in Edm | | \$0.68 | \$0.00 |
| 10/20/23 | Travel Edm to Calgary; dropping Keith off in Sunbreaker | 376.00 | \$0.68 | \$255.68 |
| 10/23/23 | IDP Committee | | \$0.68 | \$0.00 |
| | Select Event | | \$0.68 | \$0.00 |
| | Select Event | | \$0.68 | \$0.00 |
| | | ••••••••••••••••••••••••••••••••••••••• | | \$480.76 |

Other Expenses

| DATE | EXPENSE | SUBTOTAL | G.S.T | TOTAL |
|----------|--------------------------------|----------|-------|-----------|
| 10/18/23 | Hotel Room for ASVA Conference | 128.70 | 4.90 | \$ 133.60 |
| 10/19/23 | Hotel Room for ASVA Conference | 128.70 | 4.90 | \$ 133.60 |
| | | | | \$ 0.00 |
| | 1 | | | \$267.20 |

MAYOR: _____ C.A.O: _____

TOTAL PAYABLE: \$ 1,767.96



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TRADEMARK

Royal Hotel West Edmonton, Trademark Collection by Wyndham 10010 178 Street NW Edmonton, AB T5S 1T3 Tel: (780) 484-6000 Fax: (780) 489-2900 104464

| 44 | 64 | 55 | 7 | F | CI. | 0 | 0 | 0 | 2 | |
|----|----|----|---|---|-----|---|---|---|---|--|
| | | | | | | | | | | |

| Jim Willman | Room No. | : 119 |
|------------------------|-------------|-------------|
| 1 | Arrival | : 10/18/23 |
| CA | Departure | : 10/20/23 |
| | Page No. | : 1 of 1 |
| INFORMATION INVOICE | Cashier No. | : 226 |
| Membership No : | Folio No. | : 17738 |
| | Invoice # | |
| Group Code : 101823ASV | Conf. No. | : 33544152 |
| Company Name : | TA Record | : PRETENTED |
| | Locator: | 0.000 |

OCT 2 2 2023

| Date | Text | Charges | Credits |
|----------|-------------------|----------------------|---------|
| | | CAD | CAD |
| 10/18/23 | Room Charge | 119.00 | |
| 10/18/23 | ETF | 3.57 | |
| 10/18/23 | GST on Room & ETF | 6.13 | |
| 10/18/23 | AB Tourism Levy | 4.90 | |
| 10/19/23 | Room Charge | 119.00 | |
| 10/19/23 | ETF | 3.57 | |
| 10/19/23 | GST on Room & ETF | 6.13 | |
| 10/19/23 | AB Tourism Levy | 4.90 | |
| 10/20/23 | Mastercard | | 267.20 |
| | | | |
| Tota | al / Balance | 267.20 267.20 / 0.00 | |

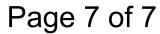
Thank You For Staying With Us

Merchant ID Transaction ID 2489386 **Approval Code Approval Amount** 267.20

Credit Card # **Credit Card Expiry Capture Method Transaction Amount**

XXXXXXXXXXXXX1383 XX/XX Manual 267.20

Please contact the Hotel Manager about any issues with your stay. Wyndham Hotels and Resorts or affiliates may contact you about goods and services unless you call 888-946-4283 or write Wyndham Worldwide Hotels, Inc. 22 Sylvan Way, Parsippany, NJ 07054 to opt out. View our Wyndham Hotels and Resorts website about our policy.



Summer Village of Sunbreaker Cove

Public Works

Information Item

Agenda Item: Sunbreaker Cove Public Works Update

Background:

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

Capital Projects:

- Road Pavement Analysis: Expect final report in Dec 2023
- GIS Implementation: project complete
- Administration Building Improvements: project complete.
- EOS stairs: PW completed a Request for Proposal (RFP) process to complete a condition assessment and replacement recommendation on the identified stairways. 4 submissions were received. Project is not yet awarded.

Operating Activities & Follow-up Items:

- Snow Plowing & Ice Control Sanding began on November 22, 2023, during the second snow event of the year. No public complaints or concerns were received.
- Tree removal and clean up was complete at 1107 Briar Road, 1106 & 1110 Breakers Way.
- Culvert maintenance was completed by Pidherneys along Antelope & Elk Street and Sunhaven Way in November 2023.
- Wastewater sewer flushing maintenance was completed by Pidherneys.

Administrative Recommendations:

That Council accepts this report as information.

Authorities:

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

Page 1 of 1

Summer Village of Sunbreaker Cove

December 11, 2023

Planning and Development

Information Item

Agenda Item: Development Update

Background:

Development Permit Update:

Currently there are 81 development permits issued in the Summer Villages (19 in Birchcliff, 3 in Half Moon Bay, 20 in Jarvis Bay, 14 in Norglenwold, and 25 in Sunbreaker Cove).

The following is the listing for Sunbreaker Cove:

| 1. | 669 Fox Crescent | Dwelling & Detached Garage | Issued in 2020 |
|-----|----------------------------|-----------------------------|----------------------|
| _ | (build required to be com | | |
| 2. | - | Demo & Detached Garage w GH | Issued in 2021 |
| | (final inspection complete | e) | |
| 3. | 711 Elk Street | Deck | Issued in 2021 |
| | (complete, SSC final outs | standing) | |
| 4. | 1130 Breakers Way | Dwelling | Issued in 2021 |
| | (build extension end of 20 | 023) | |
| 5. | 809 Sunhaven Way | Dwelling | Issued in 2021 |
| | (landscaping extension u | ntil April 2024) | |
| 6. | 1422 Aspen Close | Dwelling | Issued in 2022 |
| | 747 Elk Street | Dwelling | Issued in 2022 |
| 8. | 609 Fox Crescent | Dwelling | Issued in 2022 |
| 9. | 1213 Pine Road | Dwelling | Issued in 2022 |
| 10. | 1101 Larch Road | Dwelling Move – Demolition | Issued in 2022 |
| 11. | 717 Elk Street | Dwelling Addition | Issued in 2023 |
| 12 | 1301 Breakers Way | Detached Garage | Issued in 2023 |
| | 1101 Larch Road | Dwelling | Issued in 2023 |
| 14 | 1330 Balm Road | Dwelling Addition | Issued in 2023 |
| | 721 Elk Street | Demolition | Issued in 2023 |
| - | 1209 Breakers Way | Demolition & Dwelling | Issued in 2023 (NEW) |
| 10 | 1203 DICARCIS WAY | | |

Active development permits for the operation of a Tourist Home:

- 1. 753 Elk Street
- 2. 635 Fox Crescent
- 3. 1318 Balm Road
- 4. 1314 Balm Road
- 5. 641 Fox Crescent

- 6. 609 Fox Crescent
- 7. 1126 Breakers Way
- 8. 685 Fox Crescent
- 9. 1323 Birch Road

Closed development permits since last meeting:

| 1. | 1209 Pine Road | Detached Garage Addition | Issued in 2023 |
|----|------------------|--------------------------|----------------|
| 2. | 1119 Poplar Road | Dwelling Addition | Issued in 2021 |
| 3. | 701 Sunhaven Way | Demolition & Dwelling | Issued in 2021 |

Permit Summary:

<u>Year to date 2023:</u> 8 development permits. Estimated project cost \$1,725,000.00.

<u>2022 Jan.-Dec.:</u> 14 development permits. Estimated project cost \$2,191,500.00.

<u>2021 Jan.-Dec.:</u> 14 development permits. Estimated project cost \$2,404,000.00.

Open Administrative Files:

1210 Marine Drive 1117 Larch Road 1353 Balm Road 745 Elk Street

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #99/13.

Summer Village of Sunbreaker Cove

Finance

Request for Decision

Agenda Item: Budget 2024-2027

Background:

Administration would like to provide the following draft 2024 - 2027 Budget to Council.

Options for Consideration:

1) That Council review and discuss draft operating budget information provided and to provide the necessary input into the 2024 - 2027 Budget.

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

Administrative Recommendations:

- 1) That Council review and approve the 2024 budget as provided.
- 2) That Council amend and approve the 2024 budget.
- 3) That Council table item for further discussion and consideration in their January 2024 Council meeting.

Authorities:

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

| Account # | Department / Description | | 2022 YTD | 2023 Budget | 2023 Forecast | 2024 Budget | 2025 Budget | 2026 Budget | 2027 Budget |
|--------------------------------|---|----|---------------|---------------|---------------|---------------|---------------|------------------|-------------|
| | Administration | | | | | | | | |
| 101-000-110 | Taxation | \$ | 339,093.79 \$ | 359,438.99 \$ | 359,293.30 | \$ 370,717.36 | \$ 430,865.11 | \$ 446,677.93 \$ | - |
| 101-000-510 | Penalties | \$ | 10,350.21 \$ | 5,300.00 \$ | 10,192.80 | \$ 5,406.00 | \$ 5,514.12 | \$ 5,624.40 \$ | 5,736.89 |
| 101-103-130 | DI Designated Industrial Tax | | \$ | 12.06 | | \$ 12.31 | \$ 12.55 | \$ 12.80 \$ | 13.06 |
| 112-000-540 | Interest Charges | \$ | 263.26 | ç | 618.16 | | | | |
| 112-000-550 | Returns on Investments | \$ | 11,192.24 \$ | 5,000.00 \$ | 47,400.00 | \$ 15,000.00 | \$ 1,001.00 | \$ 1,001.00 \$ | 1,001.00 |
| 112-000-410 | Sales of Services and Suppiles | \$ | 375.00 \$ | 61.87 \$ | 600.00 | \$ 63.72 | \$ 65.63 | \$ 67.60 \$ | 69.63 |
| 112-000-840 | Grant Lacombe | \$ | 554.00 \$ | 549.78 \$ | 576.00 | \$ 566.27 | \$ 583.26 | \$ 600.76 \$ | 618.78 |
| 112-000-570 | Other Revenue | \$ | 680.92 \$ | - Ş | 75.51 | \$- | \$- | \$-\$ | - |
| 112-000-600 | Transfer from Reserve | | | | | \$- | \$- | \$-\$ | - |
| | | | \$ | - | | \$- | \$- | \$-\$ | - |
| 112-000-740 | LGFF | \$ | 8,502.00 \$ | 17,004.00 \$ | 17,004.00 | \$ 8,500.00 | \$ 8,500.00 | \$ 8,500.00 \$ | 8,500.00 |
| Total Administration | | \$ | 371,011.42 \$ | 387,366.70 \$ | 435,759.77 | \$ 400,265.66 | \$ 446,541.67 | \$ 462,484.50 \$ | 15,939.36 |
| | Protective Services | | | | | | | | |
| 121-000-530 | Collected Fines | \$ | 163.00 Ś | - | | \$- | \$- | \$\$ | - |
| Total Protective Services | | Ś | 163.00 \$ | - | | , \$- | | \$ - \$ | |
| | Public Works | | | | | | | | |
| | | | | | | | | | |
| 101-000-120 | Garbage Levy | \$ | 29,792.00 \$ | 33,836.00 \$ | 33,835.07 | \$ 34,293.08 | \$ 34,763.87 | \$ 35,248.79 \$ | 35,748.25 |
| | Transfer from Operating Reserves (rate rider revenue) | \$ | 11,831.31 \$ | 23,159.00 \$ | 14,003.78 | \$ 23,159.00 | \$ 26,935.00 | \$ 27,187.00 \$ | 27,439.00 |
| | Wastewater Utility Levy | \$ | 30,576.95 \$ | 57,600.00 \$ | 56,136.58 | \$ 75,240.00 | \$ 90,000.00 | \$ 99,090.00 \$ | 100,530.00 |
| | Transfer from Reserves | | \$ | - | | | | | |
| Total Public Works | | \$ | 72,200.26 \$ | 114,595.00 \$ | 103,975.43 | \$ 132,692.08 | \$ 151,698.87 | \$ 161,525.79 \$ | 163,717.25 |
| | | | | | | | | | |
| | Planning and Development | | | | | | | | |
| 161-000-410 | Compliance Certificates | \$ | 200.00 \$ | 200.00 \$ | 400.00 | \$ 204.00 | \$ 208.08 | \$ 212.24 \$ | 216.49 |
| 161-000-520 | Development Permits / Appeal Fees | \$ | 7,100.00 \$ | 7,000.00 \$ | 2,684.80 | \$ 7,140.00 | \$ 7,282.80 | \$ 7,428.46 \$ | 7,577.03 |
| 161-000-510 | Inspection Fees | \$ | 2,435.89 \$ | 1,500.00 \$ | 2,782.33 | \$ 1,530.00 | \$ 1,560.60 | \$ 1,591.81 \$ | 1,623.65 |
| 161-000-590 | Encroachment Fees | \$ | 850.00 \$ | 850.00 \$ | 650.00 | \$ 867.00 | \$ 884.34 | \$ 902.03 \$ | 920.07 |
| | | | \$ | - | | • | \$- | \$-\$ | · |
| Total Planning and Deve | lopment | \$ | 10,585.89 \$ | 9,550.00 \$ | 6,517.13 | \$ 9,741.00 | \$ 9,935.82 | \$ 10,134.54 \$ | 10,337.23 |
| Total Revenue | | \$ | 453,960.57 \$ | 511,511.70 \$ | 546,252.33 | \$ 542,698.74 | \$ 608,176.37 | \$ 634,144.82 \$ | 189,993.84 |
| iotal Nevenue | | Ŷ | -33,300.37 3 | 511,511.70 \$ | , 340,232.33 | - 5-2,038.74 | ÷ 000,170.37 | y 034,144.02 ; | 105,555.04 |

| Account # | Department / Description Council | 20 | 023 Budget | 20 | 23 Forecast | 2 | 024 Budget | 2 | 025Budget | 2 | 026 Budget | 20 | 27 Budget |
|----------------------------|-------------------------------------|----|------------|----|-------------|----|------------|----|-----------|----|------------|----|-----------|
| 211 | Remuneration | | | | | | | | | | | | |
| 211-101-150 | Mayor Remuneration | \$ | 7,000.00 | \$ | 4,000.00 | \$ | 7,210.00 | \$ | 7,426.30 | \$ | 7,649.09 | \$ | 7,878.56 |
| 211-102-150 | Deputy Mayor Remuneration | \$ | 4,000.00 | \$ | 2,500.00 | \$ | 4,120.00 | \$ | 4,243.60 | \$ | 4,370.91 | \$ | 4,502.04 |
| 211-103-150 | Councillor Remuneration | \$ | 2,000.00 | \$ | 1,500.00 | \$ | 2,060.00 | \$ | 2,121.80 | \$ | 2,185.45 | \$ | 2,251.02 |
| Total Remuneration | | \$ | 13,000.00 | \$ | 8,000.00 | \$ | 13,390.00 | \$ | 13,791.70 | \$ | 14,205.45 | \$ | 14,631.61 |
| | Travel and Subsistence | | | | | | | | | | | | |
| 211-101-210 | Mayor Trav & Sub | \$ | 2,500.00 | \$ | 1,200.00 | \$ | 2,575.00 | \$ | 2,652.25 | \$ | 2,731.82 | \$ | 2,813.77 |
| 211-102-210 | Deputy Mayor Trav & Sub | \$ | 1,500.00 | \$ | - | \$ | 1,545.00 | \$ | 1,591.35 | \$ | 1,639.09 | \$ | 1,688.26 |
| 211-103-210 | Councillor Trav & Sub | \$ | 1,000.00 | \$ | 100.00 | \$ | 1,030.00 | \$ | 1,060.90 | \$ | 1,092.73 | \$ | 1,125.51 |
| Total Travel and Subsister | nce | \$ | 5,000.00 | \$ | 1,300.00 | \$ | 5,150.00 | \$ | 5,304.50 | \$ | 5,463.64 | \$ | 5,627.54 |
| | Registration & Conventions | | | | | | | | | | | | |
| 211-201-212 | ASVA Conference | \$ | 1,800.00 | \$ | 600.00 | \$ | 1,854.00 | \$ | 1,909.62 | \$ | 1,966.91 | \$ | 2,025.92 |
| 211-201-212 | ABmunis Conference | \$ | 600.00 | \$ | - | \$ | 618.00 | \$ | 636.54 | \$ | 655.64 | \$ | 675.31 |
| 211-202-212 | Disaster Forum | | | | | \$ | - | \$ | - | | | | |
| | Council Education Opportunities | \$ | 450.00 | \$ | - | \$ | 463.50 | \$ | 477.41 | \$ | 491.73 | \$ | 506.48 |
| Total Registration and Co | nventions | \$ | 2,850.00 | \$ | 600.00 | \$ | 2,935.50 | \$ | 3,023.57 | \$ | 3,114.27 | \$ | 3,207.70 |
| | Memberships | | | | | | | | | | | | |
| 211-301-220 | ABmunis Membership | \$ | 1,007.76 | \$ | 964.00 | \$ | 1,037.99 | \$ | 1,069.13 | \$ | 1,101.21 | \$ | 1,134.24 |
| 211-302-220 | ASVA Membership | \$ | 1,034.28 | \$ | 975.00 | \$ | 1,065.31 | \$ | 1,097.27 | \$ | 1,130.19 | \$ | 1,164.09 |
| 211-303-220 | FCM Membership | \$ | 175.51 | \$ | 118.00 | \$ | 180.77 | \$ | 186.20 | \$ | 191.78 | \$ | 197.54 |
| 211-304-220 | Mayors & Reeves Membership | \$ | 116.63 | \$ | 150.00 | \$ | 120.13 | \$ | 123.73 | \$ | 127.44 | \$ | 131.27 |
| Total Memberships | | \$ | 2,334.18 | \$ | 2,207.00 | \$ | 2,404.20 | \$ | 2,476.33 | \$ | 2,550.62 | \$ | 2,627.14 |
| Total Council | | \$ | 23,184.18 | \$ | 12,107.00 | \$ | 23,879.70 | \$ | 24,596.09 | \$ | 25,333.97 | \$ | 26,093.99 |

| Account # | Department / Description Administration | 20 | 023 Budget | 20 | 023 Forecast | 2 | 2024 Budget | 2 | 025Budget | 2 | 026 Budget | 20 | 027 Budget |
|--------------------------|--|------|------------|----|--------------|----|-------------|----|------------|----|------------|----|------------|
| 121-1 | Personnel | | | | | | | | | | | | |
| 212-100-110 | Salaries | \$ | 97,472.00 | \$ | 107,525.00 | \$ | 113,701.00 | \$ | 117,112.03 | \$ | 120,625.39 | \$ | 124,244.15 |
| 212-100-130 | Training | \$ | 1,826.00 | \$ | 3,103.00 | \$ | 1,830.00 | \$ | 1,884.90 | \$ | 1,941.45 | \$ | 1,999.69 |
| 212-100-210 | Travel & Subsistence | \$ | 2,191.00 | \$ | 1,643.00 | \$ | 2,196.00 | \$ | 2,261.88 | \$ | 2,329.74 | \$ | 2,399.63 |
| 212-100-211 | WCB | \$ | 1,395.00 | \$ | 913.00 | \$ | 1,007.00 | \$ | 1,037.21 | \$ | 1,068.33 | \$ | 1,100.38 |
| 212-100-266 | PW Fleet | \$ | 730.00 | \$ | 913.00 | \$ | 915.00 | \$ | 942.45 | \$ | 970.72 | \$ | 999.85 |
| 212-100-140 | Benefits | \$ | 3,377.00 | \$ | 3,496.00 | \$ | 3,478.00 | \$ | 3,582.34 | \$ | 3,689.81 | \$ | 3,800.50 |
| Total Personnel | | \$ | 106,991.00 | \$ | 117,593.00 | \$ | 123,127.00 | \$ | 126,820.81 | \$ | 130,625.43 | \$ | 134,544.20 |
| 212-2 | Consumables | | | | | | | | | | | | |
| 212-200-215 | Postage / Freight / Courier | \$ | 1,100.00 | \$ | 1,278.00 | \$ | 1,190.00 | \$ | 1,225.70 | \$ | 1,262.47 | \$ | 1,300.35 |
| 212-200-500 | Printing costs | \$ | 1,002.00 | \$ | 1,460.00 | \$ | 1,464.00 | \$ | 1,507.92 | \$ | 1,553.16 | \$ | 1,599.75 |
| 212-200-510 | Office Supplies | \$ | 1,826.00 | \$ | 1,278.00 | \$ | 1,830.00 | \$ | 1,884.90 | \$ | 1,941.45 | \$ | 1,999.69 |
| Total Consumables | | \$ | 3,928.00 | \$ | 4,016.00 | \$ | 4,484.00 | \$ | 4,618.52 | \$ | 4,757.08 | \$ | 4,899.79 |
| 212-3 | Facilities & Equipment | | | | | | | | | | | | |
| 212-300-217 | Phone / Fax/ Internet | \$ | 913.00 | \$ | 1,050.00 | \$ | 1,052.00 | \$ | 1,083.56 | \$ | 1,116.07 | \$ | 1,149.55 |
| 212-300-540 | Utilities | \$ | 1,643.00 | \$ | 2,921.00 | \$ | 2,929.00 | \$ | 3,016.87 | \$ | 3,107.38 | \$ | 3,200.60 |
| 212-300-250 | Facility Improvements | \$ | 1,826.00 | \$ | 1,460.00 | \$ | 1,830.00 | \$ | 1,884.90 | \$ | 1,941.45 | \$ | 1,999.69 |
| 212-300-255 | Facility Maintenance | \$ | 3,881.00 | \$ | 3,377.00 | \$ | 3,478.00 | \$ | 3,582.34 | \$ | 3,689.81 | \$ | 3,800.50 |
| 212-300-240 | Computer Software / Mtnce Agreemer | ר \$ | 2,738.00 | \$ | 4,564.00 | \$ | 6,351.00 | \$ | 6,541.53 | \$ | 6,737.78 | \$ | 6,939.91 |
| 212-300-242 | IT Equipment | \$ | 455.00 | \$ | 986.00 | \$ | 549.00 | \$ | 565.47 | \$ | 582.43 | \$ | 599.91 |
| 212-300-265 | Equipment Maintenance | \$ | 274.00 | \$ | 329.00 | \$ | 366.00 | \$ | 376.98 | \$ | 388.29 | \$ | 399.94 |
| 212-300-270 | Equipment Purchase/Rental | \$ | 730.00 | \$ | 475.00 | \$ | 732.00 | \$ | 753.96 | \$ | 776.58 | \$ | 799.88 |
| 212-300-510 | Other | \$ | 91.00 | \$ | 365.00 | \$ | 366.00 | \$ | 376.98 | \$ | 388.29 | \$ | 399.94 |
| | Building Insurance | \$ | 548.00 | \$ | 465.00 | \$ | 458.00 | \$ | 471.74 | \$ | 481.17 | \$ | 490.80 |
| | Bylaw Officer | | | | | | | | | | | | |
| Total Facilities & Equip | ment | \$ | 13,099.00 | \$ | 15,992.00 | \$ | 18,111.00 | \$ | 18,182.59 | \$ | 18,728.07 | \$ | 19,289.91 |
| Total Shared Budget | | \$ | 124,018.00 | \$ | 137,601.00 | \$ | 145,722.00 | \$ | 149,621.92 | \$ | 154,110.58 | \$ | 158,733.89 |

| Account # | Department / Description | 2 | 023 Budget | 2 | 023 Forecast | 2 | 024 Budget | 2 | 025Budget | 2 | 026 Budget | 2 | 027 Budget |
|--------------------------|----------------------------------|----|------------|----|--------------|----|------------|----|------------|----|------------|----|------------|
| 212-4 | Muncipal Specific | | | | | | | | | | | | |
| 212-400-220 | Election Expenses/Meetings | \$ | 1,500.00 | \$ | 400.00 | \$ | 1,545.00 | \$ | 1,591.35 | \$ | 1,639.09 | \$ | 1,688.26 |
| 212-402-220 | Donations to other organizations | \$ | - | | | \$ | - | \$ | - | \$ | - | \$ | - |
| 212-400-221 | Bank Fees | \$ | 700.00 | \$ | 500.00 | \$ | 721.00 | \$ | 742.63 | \$ | 764.91 | \$ | 787.86 |
| 212-400-222 | Advertising | \$ | 500.00 | \$ | 650.00 | \$ | 515.00 | \$ | 530.45 | \$ | 546.36 | \$ | 562.75 |
| 212-400-230 | Legal Fees | \$ | 4,500.00 | \$ | 800.00 | \$ | 4,635.00 | \$ | 4,774.05 | \$ | 4,917.27 | \$ | 5,064.79 |
| 212-400-231 | Audit Fees | \$ | 7,500.00 | \$ | 7,500.00 | \$ | 7,725.00 | \$ | 7,956.75 | \$ | 8,195.45 | \$ | 8,441.32 |
| 212-400-232 | Assessment Fees | \$ | 7,400.00 | \$ | 7,400.00 | \$ | 7,622.00 | \$ | 7,850.66 | \$ | 8,086.18 | \$ | 8,328.77 |
| 212-400-231 | Accounting Software | \$ | - | | | \$ | - | \$ | - | \$ | - | \$ | - |
| 212-400-275 | Municipal Insurance | \$ | 4,382.25 | \$ | 3,748.00 | \$ | 4,513.72 | \$ | 4,603.99 | \$ | 4,742.11 | \$ | 4,884.38 |
| 212-400-910 | Tax Changes | \$ | 106.08 | \$ | - | \$ | 109.26 | \$ | 111.45 | \$ | 113.68 | \$ | 115.95 |
| 274-000-510 | General Operating Reserve | \$ | 15,000.00 | \$ | 15,000.00 | \$ | 10,000.00 | \$ | 10,000.00 | \$ | 8,000.00 | \$ | 8,000.00 |
| 247-000 | Infrastructure Reserve | \$ | 50,240.00 | \$ | 50,240.00 | \$ | 41,000.00 | \$ | 86,883.00 | \$ | 95,092.00 | \$ | 95,092.00 |
| 212-400- | Fleet Replacement Reserve | \$ | 1,000.00 | \$ | 1,000.00 | \$ | 2,500.00 | \$ | 2,500.00 | \$ | 2,500.00 | \$ | 2,500.00 |
| Total Municipal Specific | | \$ | 92,828.33 | \$ | 87,238.00 | \$ | 80,885.98 | \$ | 127,544.33 | \$ | 134,597.06 | \$ | 135,466.07 |
| Total Administration | | \$ | 216,846.33 | \$ | 224,839.00 | \$ | 226,607.98 | \$ | 277,166.25 | \$ | 288,707.63 | \$ | 294,199.96 |



| Account # | Department / Description Protective Services | 2 | 023 Budget | 20 | 023 Forecast | 2 | 2024 Budget | 2 | 2025Budget | 2 | 2026 Budget | 2 | 027 Budget |
|------------------------|--|----|------------|----|--------------|----|-------------|----|------------|----|-------------|----|------------|
| 223-000-200 | Contracted Fire Service | \$ | 9,765.70 | \$ | 10,020.00 | \$ | 10,058.67 | \$ | 10,360.43 | \$ | 10,671.24 | \$ | 10,991.38 |
| 226-000-200 | Enforcement | \$ | 8,000.00 | \$ | 10,205.00 | \$ | 11,200.00 | \$ | 11,536.00 | \$ | 11,882.08 | \$ | 12,238.54 |
| 224-000-200 | Emergency Management | \$ | 2,800.00 | \$ | 2,750.00 | \$ | 2,856.00 | \$ | 2,941.68 | \$ | 3,029.93 | \$ | 3,120.83 |
| 224-000-201 | Safety Equipment | \$ | 220.73 | \$ | - | \$ | 225.15 | \$ | 231.90 | \$ | 238.86 | \$ | 246.02 |
| 224-000- | Policing costs (RCMP) | \$ | 18,180.00 | \$ | 18,180.00 | \$ | 18,180.00 | \$ | 18,180.00 | \$ | 18,180.00 | \$ | 18,180.00 |
| Total Protective Servi | ces | \$ | 38,966.43 | \$ | 41,155.00 | \$ | 42,519.82 | \$ | 43,250.01 | \$ | 44,002.11 | \$ | 44,776.77 |
| | Public Works | | | | | | | | | | | | |
| | Maintenance Programs | | | | | | | | | | | | |
| 232-000-200 | Green Space Program | \$ | 10,608.00 | \$ | 9,300.00 | \$ | 10,926.24 | \$ | 11,254.03 | \$ | 11,591.65 | \$ | 11,939.40 |
| 232-000-201 | Tree Removal | \$ | 15,000.00 | \$ | 23,000.00 | \$ | 15,450.00 | \$ | 15,913.50 | \$ | 16,390.91 | \$ | 16,882.63 |
| 232-000-255 | Plowing Program | \$ | 27,580.80 | \$ | 27,580.00 | \$ | 28,408.22 | \$ | 29,260.47 | \$ | 30,138.28 | \$ | 31,042.43 |
| 232-000-250 | Road Maintenance Program | \$ | 20,400.00 | \$ | 8,500.00 | \$ | 21,012.00 | \$ | 21,642.36 | \$ | 22,291.63 | \$ | 22,960.38 |
| 232-000-530 | Ditch and Culvert Program | \$ | 2,198.66 | \$ | 500.00 | \$ | 2,264.62 | \$ | 2,332.55 | \$ | 2,402.53 | \$ | 2,474.61 |
| 232-000-265 | Sign Program | \$ | 2,220.21 | \$ | 2,378.00 | \$ | 2,286.82 | \$ | 2,355.42 | \$ | 2,426.09 | \$ | 2,498.87 |
| 232-000-270 | Pathway Program | \$ | 5,304.00 | \$ | 6,586.00 | \$ | 5,463.12 | \$ | 5,627.01 | \$ | 5,795.82 | \$ | 5,969.70 |
| Total Maintenance | | \$ | 83,311.67 | \$ | 77,844.00 | \$ | 85,811.02 | \$ | 88,385.35 | \$ | 91,036.91 | \$ | 93,768.02 |
| | Waste Water / Water | | | | | | | | | | | | |
| 242-000-250 | SLRWW Gov & Admin | \$ | 9,270.00 | \$ | 8,482.00 | \$ | 7,302.00 | \$ | 5,811.00 | \$ | 5,987.00 | \$ | 6,168.00 |
| | Wastewater Service Rate Charges | \$ | 27,893.00 | \$ | 20,500.00 | \$ | 19,854.00 | \$ | 23,520.00 | \$ | 28,428.00 | \$ | 29,508.00 |
| | Transfer to Reserves | \$ | 2,552.00 | \$ | 2,552.00 | \$ | 16,294.00 | \$ | 32,361.00 | \$ | 35,862.00 | \$ | 35,752.00 |
| | SBC WW Debenture - Principal | \$ | 28,949.00 | \$ | 14,213.00 | \$ | 14,648.00 | \$ | 15,096.00 | \$ | 15,557.00 | \$ | 16,033.00 |
| | SBC WW Debenture - Interest | | | \$ | 15,734.00 | \$ | 14,301.00 | \$ | 13,853.00 | \$ | 13,392.00 | | 12,916.00 |
| | SBC WW Maintenance Program Wastewater project costs | \$ | 25,000.00 | \$ | 19,500.00 | \$ | 35,000.00 | \$ | 26,520.00 | \$ | 27,050.00 | \$ | 27,591.00 |
| Total Wastewater | | \$ | 93,664.00 | \$ | 80,981.00 | \$ | 107,399.00 | \$ | 117,161.00 | \$ | 126,276.00 | \$ | 127,968.00 |
| | Waste and Recycle | | | | | | | | | | | | |
| 243-000-200 | Waste Removal Contract | \$ | 18,600.00 | \$ | 18,600.00 | \$ | 18,600.00 | \$ | 18,600.00 | \$ | 18,600.00 | \$ | 18,600.00 |
| 243-000-255 | Landfill | \$ | 15,236.00 | \$ | 15,236.00 | \$ | 15,693.08 | \$ | 16,163.87 | \$ | 16,648.79 | \$ | 17,148.25 |
| Total Waste | | \$ | 33,836.00 | | 33,836.00 | | 34,293.08 | \$ | 34,763.87 | | 35,248.79 | | 35,748.25 |
| Total Public Works | | \$ | 210,811.67 | \$ | 192,661.00 | \$ | 227,503.10 | \$ | 240,310.22 | \$ | 252,561.70 | \$ | 257,484.27 |

| Account # | Department / Description Planning and Development | 2 | 023 Budget | 20 | 023 Forecast | 2 | 2024 Budget | : | 2025Budget | 2 | 2026 Budget | 2 | 2027 Budget |
|------------------------------------|--|----|-------------------|----|--------------|----|-------------|----|------------|----|-------------|----|-------------|
| Me | emberships | | | | | | | | | | | | |
| 261-000-110 | Development Services | \$ | 1,000.00 | \$ | 385.00 | \$ | 1,030.00 | \$ | 1,060.90 | \$ | 1,092.73 | \$ | 1,125.51 |
| 261-000-215 | SDAB Costs | \$ | 600.00 | \$ | 119.00 | \$ | 618.00 | \$ | 636.54 | \$ | 655.64 | \$ | 675.31 |
| 261-000-220 | MPC Costs | \$ | 1,200.00 | \$ | 200.00 | \$ | 1,236.00 | \$ | 1,273.08 | \$ | 1,311.27 | \$ | 1,350.61 |
| 261-000-200 | Planning Projects | \$ | 500.00 | \$ | - | \$ | 515.00 | \$ | 530.45 | \$ | 546.36 | \$ | 562.75 |
| 261-000-115 | IDP | \$ | 1,000.00 | \$ | - | \$ | 1,030.00 | \$ | 1,060.90 | \$ | 1,092.73 | \$ | 1,125.51 |
| Total Planning and Develop | ment | \$ | 4,300.00 | \$ | 704.00 | \$ | 4,429.00 | \$ | 4,561.87 | \$ | 4,698.73 | \$ | 4,839.69 |
| | | | | | | | | | | | | | |
| | Recreation and Planning | | | | | | | | | | | | |
| 274-000-850 | Parkland Regional Library | \$ | 750.00 | \$ | 832.00 | \$ | 772.50 | \$ | 795.68 | \$ | 819.55 | \$ | 844.13 |
| 272-000-515 | Regatta/Canada Day | \$ | 3,000.00 | \$ | 2,792.00 | \$ | 3,060.00 | \$ | 3,151.80 | \$ | 3,246.35 | \$ | 3,343.74 |
| 212-403-220 | FCSS to Town of Sylvan Lake | \$ | 2,146.90 | \$ | 2,147.00 | \$ | 2,189.83 | \$ | 2,255.53 | \$ | 2,323.19 | \$ | 2,392.89 |
| | Buoys | \$ | 5 <i>,</i> 388.86 | \$ | 3,619.00 | \$ | 5,496.64 | \$ | 5,661.54 | \$ | 5,831.39 | \$ | 6,006.33 |
| 272-000-510 | Parks and Playgrounds (Sunset/Glen's) | \$ | 6,067.86 | \$ | 3,088.00 | \$ | 6,189.22 | \$ | 6,374.89 | \$ | 6,566.14 | \$ | 6,763.13 |
| Total Recreation and Planni | ng | \$ | 17,353.62 | \$ | 12,478.00 | \$ | 17,708.19 | \$ | 18,239.44 | \$ | 18,786.62 | \$ | 19,350.22 |
| | | | | | | | | | | | | | |
| | Environment | | | | | | | | | | | | |
| | emberships | | | | | 4 | | | | | | ~ | |
| 273-100-150 | Environmental Projects (SLMC & Lake S | | - | | | \$ | - | \$ | - | \$ | - | \$ | - |
| 243-102-150 | Red Deer River Watershed Society | \$ | 49.47 | Ş | 49.74 | \$ | 50.95 | \$ | 52.48 | \$ | 54.06 | \$ | 55.68 |
| 273-000-220 | Shoreline Restoration | \$ | - | | | Ş | - | Ş | - | Ş | - | \$ | - |
| Total Environment | | \$ | 49.47 | \$ | 49.47 | \$ | 50.95 | \$ | 52.48 | \$ | 54.06 | \$ | 55.68 |
| Total Operating Budget | | Ś | E11 E11 70 | ć | 483,993.47 | ć | 542,698.74 | ć | 608,176.37 | ć | 634,144.82 | ć | 646,800.59 |
| Total Operating Budget | Assumulated Cumlus | Ş | 511,511.70 | Ş | 403,333.47 | Ş | | Ş | • | Ş | | | |
| 412-000-900 | Accumulated Surplus | | \$0.00 | | | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 |
| 412-000-901 | Annual Surplus/Deficit | | \$0.00 | | | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 |

Page 1 of 8

Summer Village of Sunbreaker Cove

December 11, 2023

Finance

Request for Decision

Agenda Item: Property Tax Penalty Relief Policy

Background:

Administration has prepared a Property Tax Penalty Relief Policy which gives clear direction to administration and also provides Council with guidelines, in the exercise of its discretion under section 347(1) of the Municipal Government Act, when considering requests from property owners for property Tax Penalty cancellations.

Council must always exercise discretion in an equitable and transparent manner, as any cancellation, reduction, refund or deferral has a financial consequence to the Municipality.

Options for Consideration:

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

Administrative Recommendations:

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

Authorities:

Municipal Government Act

Section 346 A penalty imposed under section 344 or 345 is part of the tax in respect of which it is imposed.

Section 347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax.



| Policy Title | Date | Resolution No. |
|------------------------------------|-------------------|----------------|
| Property Tax Penalty Relief Policy | December 11, 2023 | |

PURPOSE:

To provide a framework for Council, in the exercise of its discretion under section 347(1) of the Municipal Government Act, when considering requests from property owners for property Tax Penalty cancellations.

POLICY STATEMENT:

Section 347(1) of the Municipal Government Act permits Council the discretion to cancel, reduce, refund or defer tax arrears, if it considers it equitable to do so.

Council must exercise this discretion in an equitable and transparent manner, as any cancellation, reduction, refund or deferral has a financial consequence to the Municipality.

DEFINITIONS:

"Act" means the Municipal Government Act, R.S.A., 2000, c. M-26 and amendments thereto.

"Tax Relief" is the discretionary cancellation, reduction, refund or deferral of all or part of a property tax penalty by Council.

"Municipality" means the Summer Village of Sunbreaker Cove

"LTO" means Alberta Land Titles Office

RESPONSIBILITIES:

The administrative Finance Department is responsible for:

 Reporting to Council the request for property Tax Penalty Relief and the particulars of each request. Council is responsible for:

• Rendering a decision on each request for Tax Penalty Relief, as per the discretion granted to them by section 347(1) of the Act, and based on the service standards as articulated within this policy.

SERVICE STANDARDS/EXPECTATIONS:

General Tax Penalty Relief Principles

- 1. Administration retains the ability to cancel or refund all or part of a property tax penalty if it is determined that the Taxation Department has made an error, omission, or misrepresentation in the administration of the tax account in question.
- 2. Administration retains the ability to cancel the property tax penalty if there is a clear "post marked" payment time/date stamp which identifies it as being paid on or before the July 31st and or December 31st deadline due dates.
- 3. When considering a request for property tax reduction, cancellation, refund or deferral, Council shall take into consideration the following principles:
 - a. Fairness and equity to all taxpayers;
 - b. Sustainability of municipal revenues;
 - c. Predictability, stability and efficiency of the tax levy due date process.
- 4. All property owners seeking Tax Penalty Relief shall follow the prescribed administrative process which entails the following:
 - a. Property owners shall first dialogue with the administrative Finance Department as to the nature of their request for Tax Penalty Relief.
 - b. If the Finance Department is of the opinion that no error has occurred in the administration of the tax account, then the request for Tax Penalty Relief shall be referred to Council.
 - c. Property owners then must complete the standardized "Request for Property Tax Penalty Relief" application form, which is available via the Finance Department upon request; and
 - d. The tax penalty in question, should be paid by the property owner to avoid further penalties being incurred.

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F-1-B

- 5. Council shall not be bound by precedent for any prior decisions it has made relative to request for Property Tax Penalty Relief.
- 6. Council's decision on a request for Property Tax Penalty Relief is considered final. There is no further recourse available, and the matter is considered closed.

Permissible Property Tax Penalty Relief Categories

7. Compassionate Grounds:

Council may provide Property Tax Penalty Relief for property tax penalties incurred by the property owner. Tax Penalty Relief is typically only available for current taxation year penalties. The following extenuating circumstances may be considered by Council:

- a. Death or critical illness occurred in the Immediate Family of the property owner; and
- b. Any other extenuating circumstance, that in the opinion of Council merits compassionate Property Tax Penalty Relief, given the severity of the situation such as a bona fide need.

Non-Permissible Tax Relief Categories

While the granting of property Tax Penalty Relief remains at the discretion of Council, the following categories of requests generally are deemed to <u>not</u> qualify for Tax Relief:

- 8. Failure to Receive a Property Assessment and Tax Notice:
 - a. Non-receipt of a property assessment and tax notice is typically not a permissible reason for request for relief from a tax penalty.
 - Section 310 311 of the MGA stipulates that the Municipality only has the obligation to ensure notices have been sent. The Municipality is not under legislative obligation to ensure physical receipt of the notice by the property owner.
 - b. Common Examples include, but are not limited to:
 - i. Failure of receipt due to unanticipated Canda Post strike or other mail delivery disruption;
 - ii. Incorrect ownership or mailing address information was registered at LTO, regarding the property in question; and
 - iii. General disappearance of the notice due to mis-delivery, loss, theft or destruction.
- 9. Payment Errors or Delays:

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Page 4 of 8

- a. Payment errors and/or delays, resulting in late payment, are not typically a permissible reason for request for relief from a tax penalty.
- b. Common examples are not limited to:
 - Incorrect use of electronic information caused an error or delay in receipt of tax payment (ie: wrong email address used for e-transfer payments);
 - ii. Financial institution processed tax payment incorrectly or with delay;
 - iii. Use of unidentified payment terms that are not specified on back of property assessment and tax notice;
 - Errors, delays, misunderstanding or non-communications in the conveyancing, transfer of title, or property registration process, by property owners, lawyer, agents or LTO, resulting in late payment of property taxes;
 - Property owner was on vacation, out of country or similarly physically unable to make payment prior to tax payment deadline; and
 - vi. Payment was put in mail, but not picked up or post-marked on or before the July 31st and/or December 31st deadline due date.
 - vii. General late payment of property taxes, with no specific reason for lateness.
- 10. Tax Relief of Other Charges:
 - a. Charges, levies, or amounts added to the tax roll that do not relate to the annual property assessment and taxation process, are not a permissible reason for request for Property Tax Penalty Relief from a tax penalty.
 - b. Common examples include, but are not limited to:
 - i. Fees and charges arising from the tax recovery process;
 - ii. Service fees for returned tax payments;
 - iii. Unpaid municipal bylaw violation charges;
 - iv. Utility consumption or installation charges;

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- v. Fire/Emergency Services Fees charged to property (ie; false alarms, emergency response); and
- vi. Any penalties, interest, or other charges related to those amounts.

PROCEDURE:

Review of Property Tax Penalty Cancellation Requests

- 1. Administration shall present all requests for property tax penalty relief to Council at the next meeting of Council after it has been received. This shall be done at an open public meeting of Council as Council's decisions on these matters have an impact on all property owners due to financial consequences to the Municipality.
- 2. Once Council has made their decision under a recorded meeting resolution number, Administration will then advise the property owner of Council's decision in writing within 3 business days.

E-1-B



Property Tax Penalty Relief Request Form

| Important In | | |
|----------------|---|---|
| | | st under section 347(1) of the Municipal Government Act |
| | | f, in the form of a reduction, cancellation, refund, or |
| deferral, in | respect to municipal property tax penalties app | plied on the property as listed in Section B below. |
| | | |
| Section A | Information about whom is making the pro | perty tax penalty relief request |
| | | |
| | | |
| 1. Is the requ | uestor the: Property Owner | |
| 2. Requestor | Name: | 3. Requestor Phone: |
| | | |
| 4. Requestor | Address: | 5. Requestor E-mail: |
| | | |
| Section B | Property information (From your property tax | notical |
| Section D | | noncej |
| | | |
| 5. Tax Roll N | umber(s):,, | |
| 7 Duanantu | | |
| 7. Property A | Address(es): | |
| | | |
| Section C | Type of property tax penalty relief being req | uested (Please check ONE of the below boxes) |
| Tax | Penalty Reduction Penalty Refund | |
| Section D | \$ Amount of property tax penalty relief bei | ing requested (Enter dollar amount) |
| | | |
| \$ | | |
| Ş | | |
| | | |
| Section E | Reason(s) for property tay penalty relief re | quest (Please list the reasons, circumstances for your request) |
| Section L | Reason(s) for property tax penalty relief re | |
| | | |
| Please attac | h additional information to this form if you req | uire more space) |
| | | |
| | | |
| | | |
| | | |
| | | |
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| | | |

| Section E | Acknowledgement & Certification |
|-----------|---------------------------------|

By signing below, I acknowledge and certify that:

- i. I understand that for the purposes of MGA section 347(1), this request for property tax penalty relief is valid only for the properties identified in Section B of this form, and that this request applies only to tax penalties levied in respect of the *current* Taxation Year.
- ii. I understand that for the purposes of MGA section 347(1), that the decision of Council on the matter of property tax penalty relief is final, and there is no further recourse available on this matter.

Signature of Property Owner(s)

Date: ____

Г

Section F Form Submission Information

Please remit this completed form to:

FINANCE DEPARTMENT

Summer Village of Sunbreaker Cove #2 Erickson Drive Sylvan Lake, AB T4S 1P5 Phone: 403-887-2822 Email: finance@sylvansummervillages.ca

You will be contacted at a later date with details of Council's decision of your request.

| Date Received: | Received By: | Property Tax Verification: |
|---|--------------|--|
| | Dept: | Property Tax Roll # |
| Notification to Taxation: Y N Owner contacted: Y N | Comments: | Tax Penalty Totals: \$ Other: \$ TOTAL Outstanding: \$ |

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Summer Village of Sunbreaker Cove

Finance

Request for Decision

Agenda Item: Auditor Engagement

Background:

Metrix Group LLP serves as Municipal Auditors for the Summer Village of Sunbreaker Cove for the fiscal year ending December 31, 2023.

The purpose of this letter is to outline the terms of their engagement to audit the financial statements of the Summer Village of Sunbreaker Cove which comprise the statement of financial position as at December 31, 2023, and the statement of operations and accumulated surplus, changes in net financial assets, and cash flows. This letter must be signed by both Mayor and CAO.

Options for Consideration:

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

Administrative Recommendations:

1) Sign engagement letters as presented.

Authorities:

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

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



November 24, 2023

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

Attention: Mr. Tanner Evans, Chief Administrative Officer

Dear Mr. Evans:

Re: 2023 Audit Engagement Letter

The Objective and Scope of the Audit

Metrix Group LLP is pleased to serve as auditors for Summer Village of Sunbreaker Cove for the fiscal year ending December 31, 2023. The purpose of this letter is to outline the terms of our engagement to audit the financial statements of Summer Village of Sunbreaker Cove which comprise the statement of financial position as at December 31, 2023, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended. Philip Dirks, CPA, CA, will be responsible for the services that Metrix Group LLP performs for Summer Village of Sunbreaker Cove. He will, as considered necessary, call upon individuals at Metrix Group LLP to assist in the performance of our services.

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

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

The Responsibilities of the Auditor

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

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

Summer Village of Sunbreaker Cove November 24, 2023 Page 2



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

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

Form and Content of Audit Opinion

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

To the Mayor and Council of Summer Village of Sunbreaker Cove

Opinion

We have audited the financial statements of Summer Village of Sunbreaker Cove (the Summer Village), which comprise the statement of financial position as at December-31-23, and the statements of operations and accumulated surplus, changes in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Summer Village as at December 31, 2023 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

Those charged with governance are responsible for overseeing the Summer Village's financial reporting Page 3 of 8

process.

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

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

The Responsibilities of Management

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

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

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

Communications

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

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

Use of Information

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

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

Use and Distribution of Our Report

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

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

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

Reproduction of Auditor's Report

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





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

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

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

Preparation of Schedules

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

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

Ownership

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

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

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

File Inspections

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

Accounting Advice

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

Other Services

In addition to the audit services referred to above, we will, as allowed by the Alberta *Code of Professional Conduct* /*Code of Ethics*, prepare the Municipal Financial Information Return. Management will, on a timely basis, provide the information necessary to complete the Municipal Financial Information Return.

Dispute Resolution

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

Page 6 of 8

Summer Village of Sunbreaker Cove November 24, 2023 Page 6



Estimated Fees

We estimate that our fees for these services will be \$32,000 (for all 5 Summer Villages) for the financial statement audit, plus direct out-of-pocket expenses and applicable GST. This fee estimate is based on:

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

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

Costs of Responding to Government or Legal Processes

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

Termination

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

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

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

Not Liable For Any Failures or Delays Beyond Our Control

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

Metrix privacy

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

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

Metrix working papers

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



Summer Village of Sunbreaker Cove November 24, 2023 Page 7



Conclusion

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

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

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

Yours truly,

METRIX GROUP UP

Chartered Professional Accountants

Acknowledged and agreed to on behalf of Summer Village of Sunbreaker Cove by:

Mr. Tanner Evans, Chief Administrative Officer

Date signed

Mayor Jim Willmon

Date signed

Summer Village of Sunbreaker Cove

December 11, 2023

Request for Decision

Agenda Item: Fire Pits on Sylvan Lake

Background:

Administration has received the attached letter from Mayor Megson from the Town of Sylvan Lake inquiring if neighbouring municipalities would be interested in adopting a strategy similar to the Take it Off Program to promote responsible practices regarding fires on the ice. It is being proposed that everyone should start advocating for the use of fire pits rather than having fires directly on the ice which would enhance safety and contribute to preserving the condition of the lake.

Options for Consideration:

- 1) Council to discuss and support the proposal from Mayor Hanson.
- 2) Council accept as information.

Administrative Recommendations:

1) Council to discuss and support the proposal from Mayor Hanson.

Authorities:

MGA Section 3 Municipal Purposes The purposes of a municipality are (a.1) to foster the well-being of the environment.





Town of Sylvan Lake Municipal Government Building 5012 – 48 Avenue Sylvan Lake, AB, T4S 1G6 tsl@sylvanlake.ca T 403.887.2141 F 403.887.3660 sylvanlake.ca

Office of the Mayor

November 22, 2023

Summer Village of Sunbreaker Cove #2 Erickson Drive Sylvan Lake, Alberta T4S 1P5

Dear Mayor Willmon and Council,

Re: Fire Pits on Sylvan Lake

I am reaching out to discuss a matter of shared concern that has been brought to our attention by our residents. It pertains to the debris left on the lake after the conclusion of the ice fishing season.

I would like to commend all of us for the collective success we achieved when we collaborated to advocate for and communicate a specific date for the removal of ice fishing shacks from the lake and registration process of these shacks. Our joint efforts not only streamlined the process but also contributed significantly to maintaining the ecological balance of Sylvan Lake.

In light of this success, I am writing to inquire whether there is interest among our neighbours in adopting a similar strategy to promote responsible practices regarding fires on the ice. Specifically, we are considering advocating for the use of fire pits rather than having fires directly on the ice. This measure would not only enhance safety but also contribute to preserving the pristine condition of our beloved lake.

Furthermore, it is crucial for us to emphasize the importance of leaving no litter behind and the continuation of the 'leave no trace' campaign. We are all aware that the debris left on the ice can have detrimental effects on the lake's health once it melts. Therefore, I propose that we collectively encourage all residents and visitors to remove any litter they bring onto the lake.

To discuss these matters further and explore potential strategies, I suggest that we consider organizing a meeting for those that have a willingness to discuss. We would be happy to schedule a suitable meeting time for all involved parties.

I look forward to your thoughts on this proposal and the possibility of working together to ensure the continued well-being of Sylvan Lake. Please let us know if there is interest in pursuing this matter further, and we can take the next steps toward organizing a meeting.

Thank you for your attention to this important issue.

Sincerely,

Megan Hanson, Mayor Town of Sylvan Lake

Page 2 of 2

Summer Village of Sunbreaker Cove

December 11, 2023

Council & Legislative

Request for Decision

Agenda Item: Range Road 2-2 Paving to Boat Launch

Background:

As per the Intermunicipal Collaborate Framework agreement between the Summer Village of Sunbreaker Cove and Lacombe County, attached is the Memorandum of Understanding for the paving of Range Road 2-2 from Rainy Creek Road South to the Sunbreaker Cove Boat Launch. The cost of the paving will be split equally between the Summer Village and the County.

Options for Consideration:

- 1. Council review and sign the Memorandum of Understanding as presented.
- 2. Council accept as information.

Administrative Recommendations:

1. Council review and sign the Memorandum of Understanding as presented.

Authorities:

The Summer Village of Sunbreaker Cove and Lacombe County Intermunicipal Collaboration Framework.

Page 1 of 4

MEMORANDUM OF UNDERSTANDING

THIS ARRANGEMENT, made in duplicate as of the _____day of ______, 2023.

BETWEEN

Summer Village of Sunbreaker Cove #2 Erickson Drive Sylvan Lake, AB, T4S 1P5 (hereinafter referred to as the "Summer Village")

AND

Lacombe County RR 3 Lacombe, AB, T4L 2N3 (hereinafter referred to as the "County")

WHEREAS the Summer Village and the County agree to collaborate at such time as Range Road 2-2 (the Sunbreaker Cove Access Road), from the Rainy Creek Road south to the Sunbreaker Cove boat launch (Attached Schedule 'A'), needs to be paver overlaid; and,

WHEREAS the Summer Village and the County agree to fund all the paving and associated costs equally.

NOW THEREFORE, THE PARTICIPANTS INTEND AS FOLLOWS:

- 1. The project is tentatively scheduled for 2025 but may be extended based on the condition of the road, subject to an annual inspection.
- 2. The following sections will be included in the paving works (Schedule 'A'):
 - a. The County's portion from the Rainy Creek Road south to the Summer Village corporate limits 1.6 km.
 - b. The Summer Village portion from the south end of the County's portion south to the boat launch 0.5 km.
 - c. The boat launch parking area on the Summer Village reserve lands and the boat launch turnaround.
- 3. Any such portion of the paving project can be omitted provided both parties mutually agree and is stated in writing.

Page 2 of 4

- 4. Both parties agree that all costs will be shared on a 50/50 basis and will include thirdparty costs related, but not limited, to design, tender preparation, posting and awarding, project supervision, line painting and contractual obligations.
- 5. Project cost estimates will be provided one year in advance of the works to allow each municipality to make the necessary arrangements in their respective following year's budgets.
- 6. The County agrees to manage the project at no expense to the Summer Village and will make available copies of the tender documents before publishing.
- The County agrees to share all results of the tender process and provide a recommendation to the Summer Village for their review and comment before awarding the project.
- 8. If the Summer Village cannot pay its portion or a part of its portion at the time of project completion, the County will agree to finance the Summer Village's share for a term of not more than one year following project completion at prime plus one percent.

IN WITNESS WHEREOF the parties hereto have affixed their corporate seals duly attested by the proper officers in that behalf, the day and year first above written.

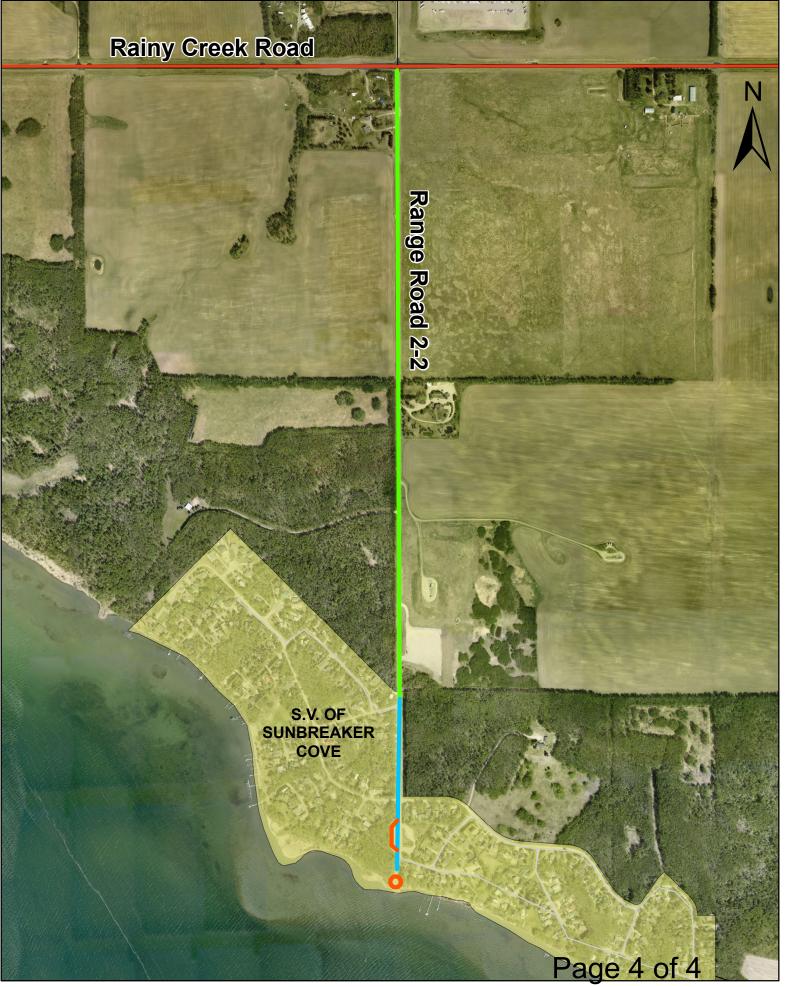
SUMMER VILLAGE OF SUNBREAKER COVE

LACOMBE COUNTY

TANNER EVANS CHIEF ADMINISTRATIVE OFFICER TIM TIMMONS COUNTY MANAGER

Schedule A

E-2-B



Summer Village of Sunbreaker Cove

December 11, 2023

Planning & Development

Request for Decision

Agenda Item: Superior Safety Codes Contract Renewal

Background:

The Safety Codes Services Agreement between the Summer Village and Superior Safety Codes expired December 31, 2022. Superior would like to enter into another 3-year agreement with the Summer Village.

There have been no changes to the contract including the fees schedule since the last renewal in 2020.

Options for Consideration:

- 1. Council renew their agreement with Superior Safety Codes for another 3year term.
- 2. Council accept as information.

Administrative Recommendations:

1. Council renew their agreement with Superior Safety Codes for another 3year term.

Authorities:

Safety Codes Act

SAFETY CODES SERVICES AGREEMENT

THIS AGREEMENT MADE IN DUPLICATE THIS _____ DAY OF _____, 2023.

BETWEEN:

SUMMER VILLAGES OF BIRCHCLIFF, HALF MOON BAY, JARVIS BAY, SUNBREAKER COVE, AND NORGLENWOLD 2 Erickson Drive Sylvan Lake, AB T4S 1P5 "The Municipality"

-and-

SUPERIOR SAFETY CODES INC. 100. 14535-118 Avenue Edmonton, AB T5L 2M7 "The Agency"

RECITALS

- 1. The Summer Villages, hereafter known as "The Municipality", being an Accredited Municipality pursuant to the Safety Codes Act requires an Accredited Agency to provide Services within the corporate boundaries of the Municipality for the:
 - Building •
 - Electrical
 - Plumbing
 - Gas
 - **Private Sewage**

Disciplines in accordance with the Act and Schedule "A", being the Municipality's Quality Management Plans and Schedule "B", being the Municipality's Fee Schedule (attached).

Services included under this Fee Schedule are:

- Compliance
- Appeal
- Enforcement (no charge up to 8 hours; \$125.00/hour after 8 hours)

• Emergency Investigation

Costs for extra services, such as Consultative Services, (Non-Permitted Plans Reviews etc.) and Issuance of Variances, will be billed directly to the applicant by the Agency at the current rate.

2. The Agency agrees to provide those Services and has the right to conduct Services for the Municipality within the corporate boundaries of the Municipality and to be compensated for these services; and,

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3. The Municipality agrees to exclusively engage the Agency for the delivery of the Services listed in Recital Clause 1, pursuant to the provisions of this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the premises, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each of the parties hereto, the said parties covenant and agree as follows:

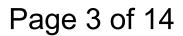
1 INTERPRETATIONS

1.1 Definitions

- a) "Accredited Agency "means a Corporation designated as an accredited agency under the Act;
- b) "Accredited Municipality" means a municipality that is designated as an accredited municipality under the Act;
- c) "Act" means the Safety Codes Act, as amended from time to time, including all regulations and codes enacted thereunder, or any other statute enacted in substitution therefore;
- d) "Agency" means Superior Safety Codes Inc. carrying on business as Superior Safety Codes Inc.;
- e) "Agreement" means this document, Schedule A (the Quality Management Plans for the Municipality) and Schedule B (the Fee Schedule) as amended from time to time;
- f) "Commencement Date" is the date this Agreement was accepted and executed by the Municipality, as indicated on this Agreement;
- g) "Events of Default" means any one or more of the Events of Default specified in Article 5 hereof;
- h) "Permit Regulation" means Alberta Regulations, A.R. 204/2007 as amended;
- i) "QMP Manager" means the person designated by the Municipality pursuant to Clause 3.21.a of this agreement and the "person responsible" under Schedule A;
- "Record" means an intelligible record of information in any form, including notes, books, documents, maps, drawings, photographs, letters, vouchers, permits, and papers and any other information that is written, photographed, recorded, or stored on any manner, but does not include software or any other mechanism that produces records;
- k) "Safety Codes Officer" (SCO) means an individual designated as a safety codes officer under the Act;
- "Services" means the functions, duties, tasks, and responsibilities as described in this Agreement and the Act, and without limiting the generality of the foregoing, includes the provisions of inspections and compliance monitoring services as listed in Clause 3.1.a.
- m) "Term" has the meaning attributed thereto in Clause 4.1.a

1.2 Rules of Interpretation

- a) In this agreement, unless expressly stated to the contrary or the context otherwise requires:
 - a reference by numerical or alphabetical designation or both to an Article, Clause, Section, Subsection, Paragraph or Schedule shall refer to the Article, Clause, Section, Subsections, Paragraph or Schedule bearing that designation in this Agreement;
- b) All monetary amounts refer to the lawful currency of Canada;
- c) Any reference to all or any part of any statute or regulation refers to the parts, statute or regulation as amended or re-enacted from time to time;
- d) References to "parties" shall mean the parties to this Agreement and a reference to a "party" shall mean one of the parties to this Agreement.



2 APPOINTMENT

Pursuant to the provisions of the Agreement, the Municipality hereby exclusively appoints the Agency for the purpose of performing Services, during the Term of this Agreement, in the discipline(s) listed in Recitals Clause 1. This agreement may include any other disciplines that the Municipality may adopt under the Safety Codes Act.

3 AGENCY SERVICES AND COMMITMENTS

3.1 Agency Duties

- a) The Agency shall:
 - i) provide effective and appropriate Services, in the Municipality, in accordance with the provisions of this Agreement and the Act. Further, the Agency acknowledges that it must render Services in accordance with the Municipality's Quality Management Plans attached as Schedule "A" to this Agreement. The Services shall be provided within the scope of the Agency's accreditation under the Act and the level of certification and designation of powers of the Safety Code Officers the Agency employs;
 - ii) establish and maintain management, administrative and technical expertise as required to provide the Services under this Agreement;
 - iii) complete the performance of all Services for all the permits issued under this Agreement on or before the date of expiry or termination of this Agreement; unless in the event of termination or expiry a transition plan has been executed in accordance with Clause 5.3.b of this Agreement;
 - iv) maintain a primary office location whose address is identified on page one of this Agreement where it shall securely store all records associated with this Agreement and the Services provided hereunder; and
 - v) maintain toll free telephone and facsimile numbers for the use by the Municipality and municipal residents.

3.2 Agency Performance

- a) The Agency shall, as outlined in this Clause:
 - i) perform the Services in an effective and timely manner in accordance with Clause 3.5;
 - endeavor to work co-operatively with the owner (the owner is the person/persons or company as listed on the certificate of title) and/or the owner's representative(s) to achieve compliance with the Act; and
 - iii) perform the Services with impartiality and integrity, and in a professional and ethical manner.

3.3 Agency Personnel

- a) The Agency shall, as outlined in this Clause:
 - i) employ persons knowledgeable about the applicable codes, standards, and regulations, relative to Services it provides;
 - employ or engage Safety Codes Officers (SCOs) who are certified and designated (received appropriate designation of powers) to provide compliance monitoring relative to the Services the Agency provides;
 - iii) maintain a registry of all SCOs they employ, and their level(s) of certification, and designation of powers.

3.4 Quality Management Plan Training

- a) The Agency shall:
 - train its SCOs in the requirements of the Municipality's QMP appropriate to their discipline and Services;
 - ii) maintain the training records on the Agency SCO file;
 - iii) ensure its SCOs have ongoing access to a current copy of the Municipality's QMP appropriate to their discipline and Services.

3.5. Compliance Monitoring

- a) The Agency shall monitor compliance through a program of plans examination (when applicable), site inspection and follow-up inspections or verification of compliance (when applicable), to provide a degree of assurance of compliance with the Act and associated codes and standards.
 - i) the Agency SCO shall:
 - endeavor to inspect by the second (2nd) working day following the date of receipt of a request for an inspection and will not exceed five (5) working days;
 - inspect to determine if the work under a permit complies with the Act and relevant codes and standards;
 - inspect at the stage(s) indicated in the discipline specific sections of the QMP; and,
 - inspect all work in place at the time of inspection.
- b) The time frame for required site inspections for the permit may be extended with written permission from the QMP Manager on an individual basis.
- c) The Agency SCO shall, for each inspection required by the QMP:
 - i) complete an inspection report as accepted by the QMP Manager;
 - ii) provide copies of inspection reports to the permit applicant, contractor, owner (if requested), Municipality and the Agency file;
 - iii) perform follow-up inspections as required by the QMP,
 - iv) upon confirmation that a thing, process, or activity to which the Act applies is in compliance with the Act, permanently affix a record of inspection to the installation in an obvious location.
- d) The Agency SCO shall record on the inspection report:
 - i) the stage(s) of work being inspected;
 - ii) a description of the work in place at the time of inspection; and





- iii) all observed Deficiencies or Unsafe Conditions.
- e) The Agency SCO shall take appropriate action to have Deficiencies or Unsafe Conditions corrected in a timely manner.
- f) A **deficiency** is any condition where the work does not comply with the Act and in the opinion of the SCO, is not an Unsafe Condition.
- g) An **unsafe condition** is any condition that, in the opinion of the SCO, could endanger the life, limb, or health of any person authorized or expected to be on the premises.
- h) A **completed file** is a file that may be considered complete when the conditions of the QMP are met and safety is no longer a concern.

3.6 Consultative Services

- a) The agency shall provide consultative services to municipal residents, including:
 - i) technical advice;
 - ii) advice and interpretation on related codes and standards.

3.7 Situations of Imminent Serious Danger

- a) If a situation of imminent serious danger to persons or property because of anything, thing, process, or activity to which the Act applies, is observed.
 - i) the Agency's SCO will immediately exercise any powers under the Act to mitigate the situation in a reasonable manner; and
 - ii) the Agency may apply to the QMP Manager for relief from the costs incurred when mitigating the situation pursuant to Section 47 of the Act. The decision of whether to grant relief shall be at the discretion of the QMP Manager.

3.8 Orders

- a) The Agency shall employ appropriately certified SCOs to issue orders in conformance with Part 5 of the Act. In addition to the requirements of Orders under Part 5 of the Act the Agency will:
 - i) first make every reasonable effort to facilitate conformance with the Act;
 - ii) issue an order in the format accepted by the QMP Manager;
 - iii) on issuance of an order, immediately provide a copy to the QMP Manager and the Technical Administrator in the appropriate discipline appointed under the Act;
 - iv) make the Agency SCOs available to attend appeal hearings with the Safety Codes Council on any orders issued; and
 - v) carry out an order in accordance with the Act.

3.9 Variances

- a) The Agency's SCOs may, upon written request from the owner, issue a variance. The Agency's SCO, when issuing a variance shall:
 - i) issue a variance in conformance with Section 38 of the Act and Safety Codes Council policy;
 - ii) issue a variance only on a project where the Municipality has issued a permit;
 - iii) issue a variance in the format accepted by the QMP Manager;
 - iv) ensure a variance provides an equivalent or greater level of safety;



- v) issue a variance only for site specific applications;
- vi) record the details of a variance in the project file;
- vii) provide copies of a variance to the person(s) requesting the variance, the QMP Manager, the owner, the Technical Administrator, and;
- viii) issue a variance only when the safety or rights of others is not compromised; and
- ix) issue a variance only when it does not have a broad scope or impact on provincial basis.

3.10 Records

- a) The Agency shall maintain a file system, to the satisfaction of the QMP Manager, for all the records associated with performing the Services including:
 - i) permit applications and permits;
 - ii) plans, specifications, and other related documents;
 - iii) plans review reports;
 - iv) requests for inspections;
 - v) inspection reports;
 - vi) verification of compliance;
 - vii) variance;
 - viii) orders;
 - ix) occupancy certificate, and;
 - x) related correspondence and/or other relevant information.

3.11 File Flow

a) Upon approval of a development application, the Municipality will submit the file to the Agency for review.

3.12 Ownership of Records

- a) All Records and other materials whatsoever related to the Services provided under this Agreement are the property of the Municipality and will be given to the QMP Manager immediately upon request.
- b) The Municipality has full and unfettered access to all records of the Agency relating to the provision of Services under this Agreement including the right to enter the Agency's premises at any reasonable time in order to inspect, review or retrieve such records.

3.13 <u>Records Management</u>

- a) The Agency shall:
 - abide by all provisions of the Freedom of Information and Protection of Privacy Act in the course of carrying out its Services under this Agreement. All requests for information initiated under that statute shall be conducted through the QMP Manager. The Agency shall immediately forward all requests for information under that statute to the QMP Manager;

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- ii) respond to any requests by the Municipality for records, to respond to a request, under the Freedom of Information and Protection of Privacy Act as directed by the QMP Manager within two days of a request being received by the Agency or Municipality;
- iii) disclose the information only with the consent of the QMP Manager; and
- iv) maintain all Records in a manner acceptable to the QMP Manager prescribed in Clause 3.10.
- b) The QMP Manager has the right to periodically audit the records management procedures of the Agency relating to the provision of Services pursuant to this Agreement at times to be determined by the QMP Manager. In the event that the QMP Manager performs an audit and is of the opinion that the Agency's records management system is inadequate, the QMP Manager may direct the Agency to take such steps that the QMP Manager views are necessary to remedy the inadequacy.
- c) The Agency shall keep and maintain in accordance with generally accepted accounting principles, complete and accurate books, records and accounts of all costs, expenditures and commitments relating to this Agreement and on demand provide to the Municipality these documents to examine, audit and take copies and extracts. The said books, records, and accounts shall be in the form acceptable to the QMP Manager and contain all information specified by the QMP Manager.
- d) The Agency and its Directors, Officers, employees, and agents shall keep strictly confidential all information concerning the Municipality or any third parties, or any of the business or activities of the Municipality or any third parties acquired as a result of participation in the Agreement and the Agency may only use, copy, or disclose such information upon written authorization of the QMP Manager.
- e) The Agency shall maintain security standards, including control of access to Records, data, and other information as required by the QMP Manager.

3.14 Collection and Payment of Fees

- a) The Agency covenants and agrees to perform Services as described in the Agreement in accordance with Schedule A of this Agreement (the Municipal Quality Management Plan).
- b) The Agency shall collect permit fees in accordance with Schedule B (the Municipality Fee Schedule). On a monthly basis, the Agency will pay the Municipality for their share of the issued permit fees.
- c) The Agency agrees to pay the Municipality remuneration in the amount of 20% of the permit fees set forth in Schedule B.
- d) The Agency will charge Goods and Services Tax (GST) on all services invoiced to the municipality in accordance with CCRA guidelines.
- e) Permit fees will be reviewed on an annual basis to factor in inflation.

3.15 Workers' Compensation Coverage

a) Prior to the Agency commencing the provision of Services under this Agreement, the Agency shall provide written certification of current and appropriate Worker's Compensation coverage through an account in good standing with the Alberta Worker's Compensation Board (WCB). The Agency shall maintain the account in good standing throughout this Agreement.

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3.16 <u>Regulatory Requirements</u>

a) The Agency shall comply with the requirements of the municipal, provincial, and federal legislation, which includes, but is not limited to, the provincial Employment Standards Code, Labour Regulations Codes, and the Occupational Health and Safety Act.

3.17 Insurance

- a) Without limiting or restricting any obligations, responsibilities or liabilities under this Agreement, the Agency shall provide, maintain, and pay for insurance coverage in accordance with the Alberta Insurance Act and be in a form acceptable to the Municipality.
- b) The Agency shall provide:
 - i) comprehensive or commercial general liability insurance within limits of not less than \$5,000,000.00 (Five Million Dollars) inclusive per occurrence, and annual aggregate, if any, of not less than that \$10,000,000.00 (Ten Million Dollars) insuring against personal injury, bodily injury, and property damage (including loss of use thereof).
 - ii) "All Risks" Valuable Papers and Records insurance on all such items pertaining to the Services under this Agreement in an amount adequate to enable their reconstruction; and
 - iii) "Professional Liability/Errors and Omissions" insurance with limits not less than \$2,000,000.00 (Two Million Dollars) inclusive per occurrence.
- c) The Agency shall provide the Municipality, prior to commencing to provide Services under this Agreement, acceptable evidence of all required insurance.

3.18 Acknowledgements

- a) The Agency acknowledges that:
 - i) the Municipality will contract with no more than one (1) accredited agency;
 - ii) the Municipality may change its accreditation status under the Act.
- b) The Agency and Municipality acknowledge that:
 - i) they will maintain the Municipality's present first rights over Accredited Corporations throughout the term of this contract.

3.19 Relationship of Parties

a) The Agency is an independent contractor and nothing contained herein shall be deemed or construed by the parties hereto nor by any third party as creating the relationship of principal and agent or of partnership, or of a joint venture agreement between the parties hereto, it being understood and agreed that none of the provisions contained herein nor any act of the parties hereto shall be deemed to create any relationship between the parties hereto other than an independent contractor agreement between two parties at arm's length.

3.20 Notices

a) Any notice to be made under this Agreement shall be deemed given to the other party if in writing and personally delivered, sent by prepaid registered mail, or sent by facsimile transmission, addressed as follows:

SUMMER VILLAGES OF BIRCHCLIFF, HALF MOON BAY, JARVIS BAY, SUNBREAKER COVE, AND NORGLENWOLD 2 Erickson Drive Sylvan Lake, AB T4S 1P5 Attention: Tanner Evans

- and -

SUPERIOR SAFETY CODES INC. 100, 14535-118 Avenue Edmonton, AB T5L 2M7 Attention: Laural Sheeler

b) The address of either party may be changed to any other address in Alberta by notice in writing to the other party. Notice personally served or sent by facsimile transmission shall be deemed received when actually delivered or transmitted, if delivered or transmitted on a business day between 8:30 a.m. – 4:30 p.m. Mountain Standard Time. All notices sent by prepaid registered mail shall be deemed to be received on the fourth business day following mailing in any Post Office in Canada, except in the case of postal disruption, and then any notice or payment shall be given a telegram, facsimile transmission or personally served. In this paragraph, "business day" means any day except a Saturday, Sunday, or a statutory holiday.

3.21 <u>Liaison</u>

a) The Municipality shall designate the QMP Manager as the Municipality's representative for this Agreement. The Agency will report and be accountable to the QMP Manager with respect to any activities performed under this Agreement.

3.22 <u>Reports</u>

a) The Agency shall provide the Municipality with a report on any aspect of the Services, in the form and manner specified by the Municipality, upon request by the Municipality.

3.23 Indemnity and Hold Harmless

- a) The Municipality shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever that may be suffered or sustained by the Agency or its employees in the performance of this Agreement, except if such damage or injury is caused by the Municipality, its agents, or employees.
- b) The Agency shall Indemnify the Municipality and all of the Municipality's Councilors, servants, agents, employees, and persons for whom the Municipality is in law responsible and shall hold each of them



harmless from and against any and all liabilities, claims, damages, losses, and expenses, including all legal fees (on a solicitor and own client basis) and disbursements due to, arising from or to the extent contributed to by any breach by the Agency of any provision of this, or any error, omission, negligent or unlawful act of the Agency, or the Agency's servants, agents, employees, contractors or persons for whom the Agency is in law responsible.

c) The Agency shall not admit liability to a third party without obtaining the prior written consent of the Municipality and agrees to obtain the prior written consent of the Municipality prior to any settlements being made with any third party.

3.24 Performance Review

- a) The Municipality may audit or monitor the performance of the Agency to establish the Agency's conformance with this Agreement.
- b) The Agency shall co-operate with the Municipality during the course of a performance review and provide all reasonable support and assistance at the Agency's own expense.

3.25 Termination or Suspension of Agreement

- a) In addition to any other provision in this Agreement, this Agreement may be terminated by the Municipality effective immediately, for cause, upon notice to the Agency.
- b) In addition to any other provision in this Agreement, this Agreement may be terminated by either the Municipality or the Agency for any reason whatsoever upon ninety (90) days notice to the other party.
- c) Before a termination notice is given per Clause 5.1 a), the Municipality will first give the Agency a written warning and thirty (30) days to correct the issue.

<u>4 TERMS</u>

4.1 <u>Term</u>

a) Subject to Clauses 3.25, 5.1 and 5.3 of this Agreement, this Agreement is in force on the Commencement Date of **January 1, 2023**, and expires on **December 31, 2025**, with a right of renewal upon written agreement of both parties. During the period that such renewal is being negotiated, the existing agreement shall remain in full force and effect.

5 EVENTS OF DEFAULT

5.1 <u>Cause</u>

- a) Cause for termination or suspension of this Agreement includes, but is not limited to:
 - i) failure of the Agency to observe or perform any covenant or provision to this Agreement for a period of five (5) days after written notice of same from the Municipality;
 - ii) without in any way limiting the provision of Clause 5.1.a.i, if in the opinion of the Municipality, the Agency repeatedly defaults in the timely performance of its obligations under this Agreement;
 - iii) if in the opinion of the Municipality, the Services performed by the Agency are unsatisfactory or are otherwise not in accordance with good industry practice, as determined by the Municipality acting reasonably;
 - iv) if in the opinion of the Municipality, the Agency is not or will not be in the position to perform all or any of the Services which are required or will be required during a specific period of time;
 - v) if the Agency becomes insolvent or commits an act of bankruptcy or makes an unauthorized assignment or bulk sale of its assets or if proceeding for the dissolution, liquidation, reorganization, arrangement or winding up of the Agency or the suspension of the operation of this business;
 - vi) if in the opinion of the Municipality, the Agency conducts itself in a manner that may harm the Municipality's image;
 - vii) non-performance or inadequate performance by the Agency of the Services;
 - viii) if in the opinion of the Municipality, the Agency fails to comply with the Act; or
 - ix) an inability of the Agency to provide effective and appropriate Services;
 - x) each of the events is hereby called an "Event of Default" and the Municipality may, by written notice to the Agency, forthwith terminate this Agreement, and except as otherwise provided all rights and obligations arising pursuant to this Agreement, shall be wholly terminated.
- b) In the event this Agreement is terminated, the Agency shall, upon the Municipality's request, within fifteen (15) days of the termination date, deliver to the Municipality all Records and Materials in its possession and control related to the provision of Services under this Agreement.
- c) The Agency shall immediately notify the Municipality in the event that:
 - i) its accreditation under the Act is suspended or cancelled;
 - ii) it ceases to carry on business, becomes insolvent, files for bankruptcy, makes a voluntary assignment for the benefit of creditors, or a trustee or receiver and manager or liquidator is appointed for the Agency; or
 - iii) it ceases to provide the Services under this Agreement.
- d) Upon the occurrence of any of the events referred to in Clause 5.1.c, this Agreement is immediately terminated, and the Agency shall immediately cease providing Services pursuant to this Agreement and deliver to the Municipality, at its own cost, all Records, systems, and materials related to the provision of Services. Written confirmation of termination shall be forwarded to the Agency as soon as possible after the termination date.

5.2 Survival of Terms

a) Notwithstanding any other provision of this Agreement, those clauses which by their nature continue after the expiry or termination date of this Agreement shall continue after such expiry or termination.

5.3 Transition Services

- a) The Agency shall perform the Services for all permits issued under any prior Authorization Agreement in the form and manner and within the time frames prescribed by the Authorization Agreement in effect on the date the permit was issued.
- b) Prior to or on the expiry or termination date of this Agreement, the Municipality shall forward a transition plan to the Agency that details how the Agency is to resolve these matters that may be outstanding as of the date of expiry or termination of this Agreement. Upon receipt of the transition plan, the Agency shall take the necessary steps to resolve those matters in accordance with the requirements of the transition plan (to the Municipality's satisfaction).

5.4 Amendment Provisions

- a) The parties shall not change this Agreement except by written mutual agreement, however the Municipality or its designate may add to, delete, vary, or amend Schedule "A" or "B" by giving notice to the Agency in accordance with Clause 3.20 of this Agreement.
- b) The Municipality and the Agency agree that this Agreement will be amended as required to accommodate any changes to the Act, or Permit Regulation.

5.5 <u>General</u>

- a) Time is of the essence in this Agreement.
- b) The Agency shall ensure that its employees, subcontractors, and agents comply with the provisions of this Agreement.
- c) Notwithstanding any other provisions in this Agreement, if the Agency fails to comply with the provisions of this Agreement, the Municipality may, without prejudice to any other remedy, correct such defaults at the expense of the Agency.
- d) The rights, remedies and privileges of the Municipality under this Agreement are cumulative and any one or more may be exercised.
- e) The waiver by the Municipality of the strict performance of any provision of this Agreement will not constitute a waiver or abrogate such or of any other provision of this Agreement nor will it be deemed a waiver of any subsequent breach of the same or any other provision Agreement.
- f) This Agreement shall be interpreted and applied in the courts and according to the laws in force in the Province of Alberta.
- g) Should any provision of this Agreement be void, voidable or unenforceable for any reason whatsoever, it will be considered separate and severable from the remaining provisions of this Agreement, which will remain in force and binding as though the said provision had not been included.
- h) This Agreement shall not be assigned, in whole or in part, by the Agency without prior written consent of the Municipality.
- i) This Agreement shall be for the benefit of and binding upon the successors and permitted assigns of the parties.



- j) The headings in this document have been included for convenience only and are not an aid in the interpretation for this document.
- k) In the case of conflicts, discrepancies, errors, or omissions among the documents forming part of this Agreement, this document takes precedence.
- I) In the case of a disagreement or dispute between the parties hereto with respect to this agreement, the same shall be referred to a single arbitrator pursuant to the Arbitration Act of Alberta, and the determination of such arbitrator shall be final and binding upon the parties hereto.
- m) This Agreement contains the entire agreement between the parties hereto relating to the subject matter hereof and subject to Clause 5.3, supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions, whether oral or written, of the parties and there are no general or specific warranties, representations or other agreements by or among the parties in connection with the entering into of this Agreement of the subject matter hereof except as specifically set forth herein.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first above written.

| Summer Village of Birchcliff | Summer Village of Half Moon Bay | |
|------------------------------------|---------------------------------|--|
| Per | Per | |
| Per | Per | |
| Summer Village of Jarvis Bay | Summer Village of Norglenwold | |
| Per | Per | |
| Per | Per | |
| Summer Village of Sunbreaker Cover | | |
| Per | | |
| Per | | |
| | Superior Safety Codes Inc. | |
| | Per | |
| | Per | |

Per

Summer Village of Sunbreaker Cove

December 11, 2023

Planning and Development

Request for decision

Agenda Item: Encroachment Agreement Request

Background:

The following property is requesting to be entered into an Encroachment Agreement, and requires Council approval:

1323 Birch Road

Encroaching brick retaining wall and brick sidewalk on road right of way.

In 2013 administration received a real property report for the property and noted in a certificate of compliance that the brick patio, and brick sidewalk were encroaching on the road right of way.

This property is in the process of change of ownership and has reached out to ensure an encroachment agreement is in place for any encroachments.

Encroachment Policy & extent of the encroachment attached.

Options for Consideration:

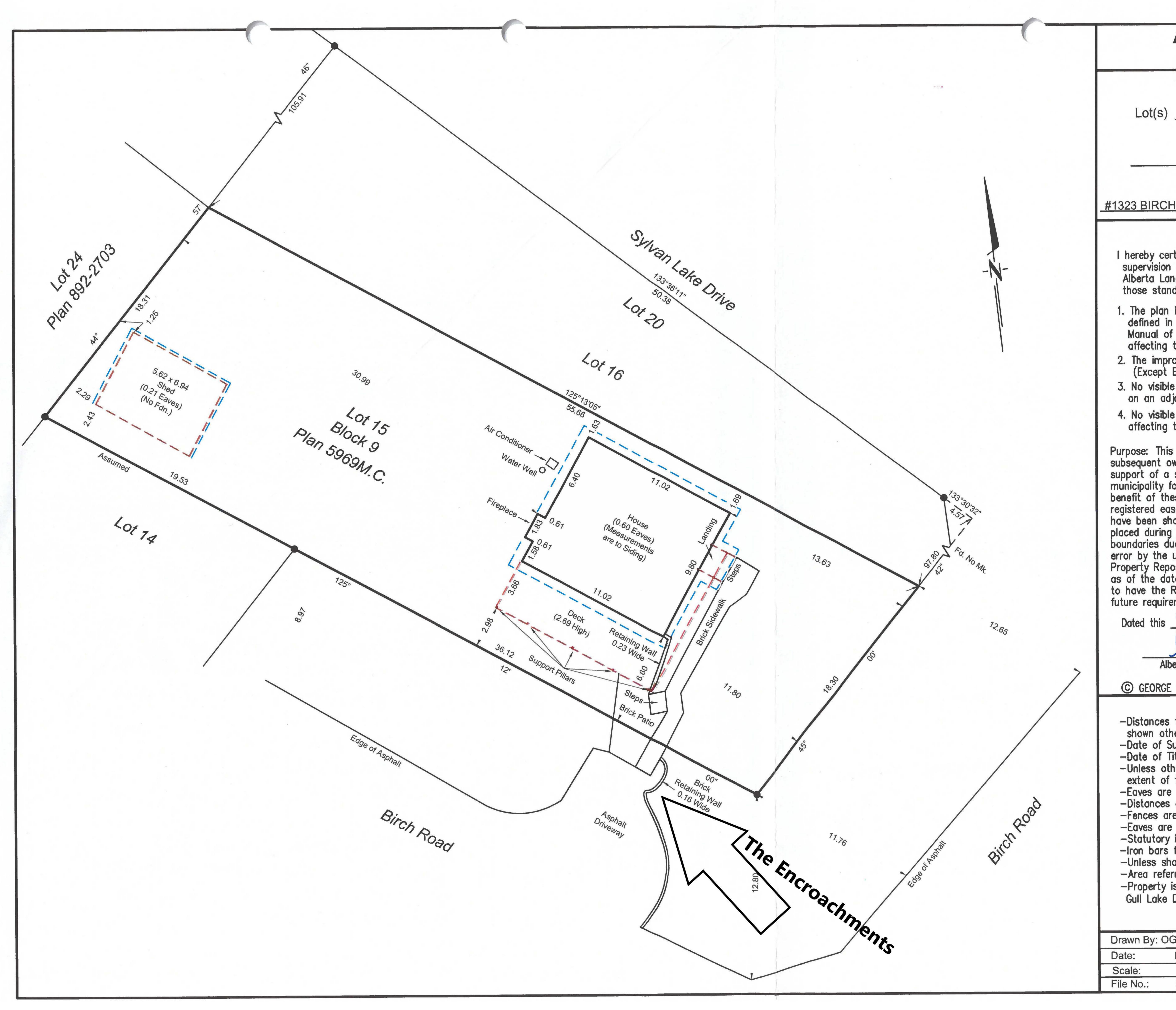
- 1. Approve the encroachment agreement for a 5 year term.
- 2. Deny granting an agreement and administration to notify residents that encroachments shall be removed within 30 days of letter.

Administrative Recommendations:

Council to provide administration direction.

Authorities:

Encroachment Policy - SBC-22-144



| Alberta L nd Surveyor's Real Property Report | | | | |
|--|--|--|--|--|
| LEGAL DESCRIPTION | | | | |
| 15 Block 9 Plan 5969M.C. | | | | |
| CLIENT | | | | |
| | | | | |
| MUNICIPAL ADDRESS | | | | |
| H ROAD, SUMMER VILLAGE OF SUNBREAKER COVE, ALBERTA | | | | |
| CERTIFICATION | | | | |
| rtify that this report was prepared and performed under my personal and in accordance with the Manual of Standard Practice of the and Surveyors' Association and supplements thereto. Accordingly within and and as of the date of this report, I am of the opinion that: | | | | |
| illustrates the boundaries of the property, the improvements as n Part D, Section 7.6 of the Alberta Land Surveyors' Association's f Standard Practice, registered easements and rights—of—way the extent of the title to the property: rovements are entirely within the boundaries of the property, Brick Patio, Brick Sidewalk, Driveway and Retaining Wall) e encroachments exist on the property from improvements situated Joining property, | | | | |
| e encroachments exist on registered easements or rights—of—way the extent of property, | | | | |
| s Report has been prepared for the benefit of the Property owner, owners and any of their agents for the purpose of (a land conveyance, subdivision application, a mortgage application, a submittal to the for a compliance certificate, etc.). Copying is permitted only for the ese parties, and only if the plan remains attached. Where applicable, isements and utility rights of way affecting the extent of the property hown. Unless shown otherwise, property corner markers have not been g the survey for this report. This report should not be used to establish user. The information shown on this Real out reflects the status of this property the of survey only. Users are encouraged Real Property Report updated for ements. | | | | |
| LEGEND | | | | |
| to building corners are at right angles from property lines, unless herwise. Survey: <u>April 30, 2013</u> Title Search: <u>April 26, 2013</u> therwise specified, the building dimensions shown relate to the greatest the exterior walls. e dimensioned to the line of the fascia. e are in metres and decimals thereof. re shown thus: found are | | | | |
| | | | | |
| May 7, 2013 Image: Strategic survey services up of the service | | | | |
| | | | | |

E-3-B

E-3-B Dec 1, 2023 at 09:39:30 1323 Birch Rd Sunbreaker Cove AB TOM 0H0 Canada

Page 3 of 1

1 244 A REAL PROPERTY OF THE R

Dec 1, 2023 at 09:39:16 1323 Birch Rd Sunbreaker Cove AB T0M 0H0 Cańada

Page 4 of 7

Dec 1, 2023 at 09:39:07 1323 Birch Rd Sunbreaker Cove AB TOM 0H0 Canada

Page 5 of 7



| Policy Title | Date: | Resolution No. |
|---------------------|------------------|----------------|
| Encroachment Policy | October 17, 2022 | SBC-22-144 |
| | | |

PURPOSE:

The Summer Village of Sunbreaker Cove has the responsibility to manage encroachments on municipal land within the boundaries of the municipality. The Summer Village of Sunbreaker Cove asserts its right of ownership to all lands owned, leased and managed by the municipality.

POLICY STATEMENT:

It is the policy of the Summer Village to work proactively with property owners to regulate and manage existing encroachments on all lands managed by the municipality. New encroachments on municipal land are discouraged.

DEFINITIONS:

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

"development" means:

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

"encroachment(s)" means a *building, development, water well* or any other object that illegally extends onto an adjacent property or is located entirely on municipal property.

GENERAL:

1. The Summer Village can require the removal of all *encroachments* from lands owned, leased or managed by the municipality. The owners of the *encroachment* shall be

required to remove the *encroachment* and restore the site to its original / natural state to the satisfaction of the municipality, and or

- Stairs, retaining walls, and other types of *development* encroaching onto Municipal property may be permitted by the Council provided the owner of the *encroachment*:
 - a. Enters into an Agreement with the municipality outlining the terms by which both parties shall manage the *encroachment*.
 - b. Agrees that the existence of the *encroachment* in no way affect the Municipality's ownership of or authority over the lands.
 - c. Agrees to remove the *encroachment* at the encroaching party's expense at any time such removal is required by the municipality.
 - d. Agrees that upon the removal of the *encroachment*, the site will be restored to a condition acceptable to the municipality.
 - e. Provides, at the request of the municipality, a survey plan illustrating the extent of the *encroachment* prepared by a land surveyor registered to practice in the province of Alberta to the satisfaction of the municipality prior to the execution of the agreement.
 - f. Pays all costs incurred by the municipality to facilitate the execution of the agreement.
 - g. Pays the annual *encroachment* fee of \$250.00 at time of agreement and reassessed every five years.
 - h. For stairs, provide an inspection report from Superior Safety Codes to ensure stairs are safe and up to code, every five years.

This policy replaces the Encroachment Policy SBC-20-044 and Development of Stairs and Decks on E.O.S. Lands Policy 60.2.

F-3-B

Summer Village of Sunbreaker Cove

December 11, 2023

Council Reports

Information Item

Council Reports:

Mayor Willmon Deputy Mayor Kimball Councillor Beets

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

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

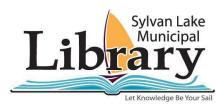
Correspondence:

- Municipal Indicators
- Association of Summer Villages of Alberta Annual Report
- Red Deer River Watershed Alliance

Upcoming Meetings:

Next Council Meeting - January 8, 2024

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THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS WEDNESDAY – OCTOBER 11, 2023 – 6:30pm

1. Treasurer's Report

The Treasurer's report was approved as presented.

The Library Director will deliver the budget presentation to the Sylvan Lake Town Council on November 14th; those who are able to attend and support the library are welcome.

2. Director's Report

The Director's Report was approved as presented.

As part of the Town of Sylvan Lake's 50th Avenue Redevelopment Phase 3 project, underground utility and roadway infrastructure is being upgraded. Staged road closures on 50th Avenue will be in effect during the performance of the work between 45th Street and 49th Street and detours around 50th Avenue will be provided. The parking lot to the west of the library will also be affected and access to the library may be limited to one side of the building. The majority of the project is anticipated to be completed this season and the remaining items such as a second lift of asphalt and permanent line painting the following year. This staged approach will allow for any settlement due to the excavation that may happen over the winter months. As per the Town of Sylvan Lake Community Standards ByLaw No. 1739/2017, the hours of construction shall be from 7:00am to 7:00pm Monday to Saturday. Sunday work and evening work my also be required as weather and schedule requirements dictate. For more information on the project, please visit the project webpage at:

https://www.sylvanlake.ca/en/business.development/SO-avenue.aspx

3. Programming Report

Fall programs are in full swing at the library and some offerings so far have included a "Paint 'N Sip" licensed event led by artist Melissa Hall, "Mess is Best" to the delight of both children and parents, a kickoff party for the "Hogwarts Reading Club" and in honour of National Truth and Reconciliation Day the library hosted a screening of "Ever Deadly", a documentary about Inuk throat singer Tanya Tagaq. Upcoming programs will include additional stained-glass workshops due to popular demand, family movie night, "Knit-Wits" a group for knitting, crocheting and conversation and the return of the Film Society. The Film Society works with Film Circuit, a division of the Toronto International Film Festival Group. These films are shown at Landmark Cinema on the last Monday of the month; the next showing is "Little Richard: I Am

Page 2 of 70

F-1,2,3,4

Everything" on October 30th from 7:00pm to 9:00pm. Tickets are \$10 + GST and can be purchased at the library or at the theatre on the night of the showing. Please note that only cash can be accepted at the theatre. To take advantage of many other events occurring at the library please check out the events page:

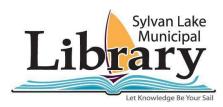
https://sylvanlibrary.prl.ab.ca/events?d=0

4. Policy

The Finance Policy and the Governance Policy were reviewed at this meeting and will come back to the November meeting for decision.

Meeting adjourned at 8:57pm.

Next Regular Meeting – November 8, 2023, at 6:30pm.



THE TOWN OF SYLVAN LAKE LIBRARY BOARD - REGULAR MEETING HIGHLIGHTS

WEDNESDAY – NOVEMBER 8, 2023 – 6:30PM

1. Organizational Meeting and Elections

Three members of the Board finished out their terms in October; a huge thank you to Teresa Rilling (Town of Sylvan Lake Councillor), Briana Darbyshire (Chair), and Sean McWade (Secretary) for their commitment to the Library Board. At the November meeting two new Board Members were welcomed, Jas Payne as the representative for the Town of Sylvan Lake Council and Wendy Savageau.

Congratulations to Carol Moore who was elected as the new Board Chair and Krista Anderson as Secretary. Board meetings were set for 2024 and will be at 6:30pm on the following dates:

January 10 / February 14 / March 5 / April 10 / May 8 / June 12 / September 11 / October 9 / November 13

2. Treasurer's Report

The Treasurer's report was approved as presented.

The Library Director will deliver the budget presentation to the Sylvan Lake Town Council at 6:30pm on November 14th; those who are able to attend and support the library are welcome.

3. Director's Report

The Director's Report was approved as presented.

As part of the Town of Sylvan Lake's 50th Avenue Redevelopment Phase 3 project, underground utility and roadway infrastructure is being upgraded. Staged road closures on 50th Avenue will be in effect during the performance of the work between 45th Street and 49th Street and detours around 50th Avenue will be provided. The parking lot to the west of the library will also be affected and access to the library may be limited to one side of the building. The majority of the project is anticipated to be completed this season and the remaining items such as a second lift of asphalt and permanent line painting the following year. This staged approach will allow for any settlement due to the excavation that may happen over the winter months. As per the Town of Sylvan Lake Community Standards ByLaw No. 1739/2017, the hours of construction shall be from 7:00am to 7:00pm Monday to Saturday. Sunday work and evening work my also be required as weather and schedule requirements dictate. For more information on the project, please visit the project webpage at:

https://www.sylvanlake.ca/en/business.development/SO-avenue.aspx



F-1,2,3,4

4. Programming Report

Fall programs continued with the inclusion of two trivia events, one of which was Pub Trivia at Bukz that showed a great turnout. Coming up on November 18 at 11:00am there will be a kids only shopping experience with Party Chef. Parents will hang out at the library and enjoy refreshments while the kids are escorted across the street to purchase presents at Party Chef. Eric Walters was hosted for a virtual author visit and attended by the Grade 6 students in Sylvan Lake. They were able to hear his stories and ask questions; this event was generously donated by Assistant Director Jeri Wolf. Other programs to note included the Downtown Trick or Treat, stained glass workshops and the wrap up of the Film Society season with "Little Richard: I Am Everything". The Film society will start up again in January. To take advantage of many other events occurring at the library please check out the events page:

https://prl.ab.ca/events?startDate=11%2F13%2F2023

5. Policy

The Finance Policy and the Governance Policy were passed at this meeting.

A new section in the Governance Policy allows for one Council representative from Red Deer County as well as one Council representative on behalf of the five summer villages on Sylvan Lake to sit on the Town of Sylvan Lake Library Board as an advisory, non-voting member.

Meeting adjourned at 7:57pm.

Next Regular Meeting – January 10, 2024, at 6:30pm.

F-1,2,3,4



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting SEPTEMBER 14, 2023

Parkland 2024 Budget

The board passed a motion to approve Parkland's 2024 budget with a 43-cent increase to the requisition level based on the most current population figures. This increase was mandated by the Parkland Executive Committee at their March 16th meeting.

Board members also want to revisit which population numbers Parkland uses for invoicing municipalities at the November board meeting. Lastly, the board wants Parkland to continue their advocacy with the provincial government to obtain regular increases to the library operating grants to help deal with inflationary pressure.

In 2022, 43% of Parkland libraries had deficit budgets.

Compensation Policy Working Group

The Compensation Policy Working Group held their first meeting on August 29th.

It was a productive first meeting with several recommendations being made. The next meeting of the committee will be a full day in the beginning of October.

Website Refresh Project

The website team continues to work diligently with Parkland's website developer Fishtank Consulting Corp. The launch of Parkland's new websites will occur near the end of October or early November.

It is of note that Parkland is the first region in Alberta to have accessibility programming in its website.

Community Services Recovery Fund

Parkland applied for a \$200,000 grant to offset costs for PRLS' website refresher project. The Community Services Recovery Fund is a \$400 million investment from the Government of Canada to support charities and nonprofits as they focus on how to adapt their organizations for pandemic recovery. Unfortunately, Parkland was unsuccessful in obtaining the grant. No particular reason was given.

Nordegg Library Move

The hamlet of Nordegg has been gaining in popularity over the past few years. The library, in turn, has also noticed an increase in usage and interest from the community. It was quickly recognized that they were outgrowing their existing space and needed to move.

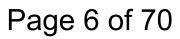
Clearwater County provided the Nordegg Library with the opportunity to move into the same building as the local museum. Extensive renovations took place. On September 2nd, in conjunction with Nordegg Days, the library officially re-opened to the public. Over the twoday celebration of Nordegg Days, 200+ people toured the new library space. The library was unofficially renamed the *Rolf & Cheri Adolph Library* to recognize the many years of contributions from Rolf Adolph and his wife Cheri. The library in Nordegg is run entirely by volunteers.

Indigenous Services

PRLS now has two women from the community of Maskwacis employed at the library. As a result, the decision was made to open the library five days per week, Monday through Friday. Colette Poitras (Indigenous Public Library Services Advisor) and Keri Anderson from the Public Library Services Branch visited the library on September 13th. They were extremely impressed with the little library.

In addition, the First Nations community of O'Chiese recently received a cheque from Parkland for \$20,000 to assist in developing a library in their community. Their vision is to offer literacy programming such as Elders story readings to the youth in the health centre tipi, book clubs, early years story time, and educational sessions.

These services are paid for through the On Reserve, On Settlement grant provided by the Public Library Services Branch.



Advocacy Report

For over a year now, the primary efforts of the Advocacy Committee were to achieve an increase in provincial operating funding for public libraries. This was achieved prior to the recent election. Three million dollars in new funding has been provided for operating grants. This has resulted in a five-cent increase in the per capita rates for operating grants for municipal and system boards and an adjustment so 2019 population figures are now being used to issue grants instead of 2016 population figures. A base grant of \$9,000 has also been added to all library board grants. These changes especially benefit library boards serving small populations. They only current advocacy effort not achieved was obtaining at least a philosophical commitment from the provincial government to consider an annual grant adjustment to account for inflation.

As the committee moves into its post-election advocacy phase, they set their advocacy priorities for the next few months. The want the system board and municipal boards to continue building relationships with their local MLAs.

Marketing Report

Parkland prepared and delivered a webinar in July to help library staff navigate important marketing-related topics. The presentation covered what to consider and how to create brand guidelines for libraries, how to identify potential copyright issues on social media, and best practices for the ever-changing social media landscape. Several libraries have requested these services since.

As part of the website re-design, logos were needed for all libraries. Staff collected logos from libraries that had them already and created 18 logos for our member libraries that did not have one.

Sue Heuman from Yellowhead Regional Library, along with Hailey Halberg are working on an advocacy workshop to be presented to library boards for advocating to their councils. It will be available by the end of October.

Committee News from Trustees

The **Innisfail Public Library** has a new library manager.

The **Amisk Public Library** has been in volved with Indigenous partnerships along with the Edmonton and Calgary libraries. The **Penhold & District Public Library** has involved local students to run several programs introducing kids to 3D printing, Lego creations, Maker space and Art classes. These local students held 25 separate classes engaging 161 children.

Their summer reading program was a success again this year. Young readers were issued beads for tracking their reading minutes. Over the Summer 1,525 beads were issued which represented an impressive 30,500 minutes of reading!

The **Camrose Public Library** had assistance from the city to add rooms to the library for greater efficiency of the building.

The **Stettler Public Library** is one of several other Stettler organizations that hosted Alberta Culture Days from September 1-30. Friends of the Stettler Library group have been successful in accessing grant funding the past few years for the event.

This year's focus was on the Asian culture, particularly the Filipino culture. When new Canadians come to Stettler they often find the library helpful with supports and skills. One Filipino mother and her son were frequent visitors to the library and she recently accepted a position on the Stettler Library Board.

Board Members Present

Teresa Rilling (Board Chair), Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barb Gilliat, Pam Hansen, Connie Hueslman, Rick Manning (undeclared alternate for Jeff Eckstrand), Joy-Anne Murphy, Jackie Northey, Leonard Phillips, Ray Reckseidler, Bill Rock, Diane Roth, Deb Smith, Les Stulberg, Michelle Swanson, Delaney Thoreson, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Bill Windsor, Janice Wing, Patricia Young

Regrets Alison Barker-Jevne, Amanda Derksen, Barbara Gibson, Twyla Hale, Kathy Hall, Cody Hillmer, Dana Kreil, Gord Lawlor, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Shawn Peach, Norma Penney, Pat Toone

Absent Jul Bissell, Jeff Eckstrand, Michael Hildebrandt, Stephen Levy, Sandy Shipton

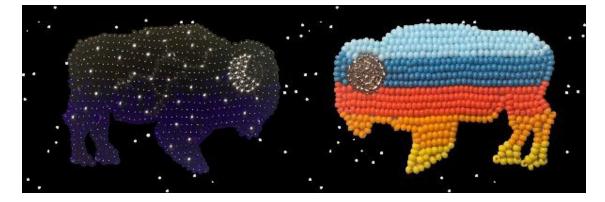
For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.



Parkland Update

Thursday, October 5, 2023

Get the latest Parkland updates, library news, training, events, and more! Stay up to date by visiting our <u>support site.</u>



Indigenous Bookmarks Coming Soon!

Maskwacis Library Coordinator, Maria Buffalo has created a variety of bookmarks and has graciously given us permission to print and distribute them to member libraries. These will come in the van run in the coming weeks. If libraries would like to order more of any of the designs, they have been saved as templates on our <u>Vistaprint Pro Shop</u> account. Contact Hailey at <u>hhalberg@prl.ab.ca</u> if you need assistance accessing your Pro Shop account.

Follow Maria on Instagram @osawapakwanis.creations to see more of her amazing artwork!

Parkland Libraries Council Meeting Highlights

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Thanks to everyone who attended our most recent PLC meeting! Here are some of the meeting highlights:

- Katrina Peachey, from the <u>Public Library Services Branch</u>, gave a presentation about the PLSB and its services. <u>Watch this video</u> for more information
- The member libraries in attendance voted to raise the borrowing limit for the 'Limited Borrower' patron type from 3 to 10 items. This decision is now reflected in Polaris
- PRLS shared the new, updated Collections Management Handbook with attendees, which can be found in the Q Drive in the Training and Manuals folder
- Attendees shared lots of great fundraising ideas! Please see PLC Meeting Notes for more information
- A recording of the Grant 101 Training hosted by PRLS staff, Emma McPherson, has been uploaded to <u>Niche Academy</u>

Whether you were able to attend or not, you will find the complete PLC Meeting Notes in the
Q Drive here: Q:\Administration\Parkland Libraries Council (PLC)\2023\September 252023PLCMeetingNotes.pdf.

LIBRARY NEWS

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

ALTA Symposium

<u>The Alberta Library Trustees Association (ALTA)</u> is hosting a symposium as part of the <u>2023</u> <u>Stronger Together Conference</u> on November 9th from 9am to 4pm. This is a day-long workshop for ALTA members filled with engaging and informative sessions focused on non-profits boards and governance. The event provides networking opportunities as well as sessions on a wide variety of topics. <u>Register deadline: October 27th</u>.

2023 Alberta Book Publishing Awards Winners

The <u>Book Publishers Association of Alberta</u> is pleased to announce the winners of the <u>2023</u> <u>Alberta Book Publishing Awards</u>. These awards celebrate the essential role Alberta book publishers play in supporting authors and telling Alberta's Story. As the critical middle piece of the storytelling process, Alberta book publishers enrich and sustain the cultural and social landscape of our province and we are proud to highlight their achievements.

PLSB Training Seminar

The Public Library Services Branch is coordinating a full-day training seminar on governance, effective meetings, Robert's Rules of Order, and parliamentary procedure. We are pleased to invite all municipal library board, inter-municipal library board, and library system board members to participate!

The training will take place in person on October 27, 2023 in Lacombe at the LacombeMemorial Centre from 9:30am to 4:00pm. If you're interested in attending, please completetheonlineregistrationformbyOctober20th.

If you have any questions, please contact the PLSB at 780-427-4871 or libraries@gov.ab.ca.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

If you would like more information about these training opportunities, please contact <u>libraryservices@prl.ab.ca</u>. To watch past training sessions, visit <u>Niche Academy</u>.

Advocating Digital Citizenship in Libraries Webinar October 11 12pm

<u>Register for this webinar</u> to learn about strategies, lessons, standards alignment, and more to help you teach and advocate for digital citizenship in your library, and beyond.

Disability Inclusion in Library Services Webinar October 17 1pm

To best serve patrons with disabilities, we need to understand their community, culture, and needs. <u>In this webinar</u>, we will explore disability experiences, how to provide safe and inclusive spaces, and how to serve patrons through programming and collections. Although the examples will



Indigenous Peoples and Canada Micro-course October 11 - December 18

The University of Alberta has created a <u>6-</u> <u>module micro-course</u> that looks at Indigenous historical and contemporary experiences in order to understand the legacy of settler colonialism and affirm Indigenous self-determination. This course covers several topics such as worldview, resources and relations, governance and treaty, institutionalization, contemporary communities, and resistance and resiliency. \$175 be youth-focused, they can be adapted for any age. \$79 USD

Building Community Relationships for Better Library Services Webinar October 24 1pm

Explore strategies for finding community partners and building relationships with them with the goal of truly working in collaboration with the people they serve.

PARKLAND REGIONAL LIBRARY SYSTEM 4565 46 Street Lacombe, AB T4L 0K2 Stay up to date by visiting our <u>Support Site.</u> <u>Subscribe to this update email</u>



Want to change how you receive these emails? You can <u>update your preferences</u> or <u>unsubscribe from this list</u>.

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Parkland Update

Thursday, October 19, 2023

Get the latest Parkland updates, library news, training, events, and more! Stay up to date by visiting our <u>support site</u>.

Happy Canadian Library Workers Day!

October 20th is Canadian Library Workers Day. This is a day for Canadians to recognize the valuable contributions made by all those who work in and for the public, academic, school, government, academic, corporate, and private libraries that are integral to our communities.

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| Thank | you | for | all | that | you | do! |
|-------|-----|-----|-----|------|-----|-----|
|-------|-----|-----|-----|------|-----|-----|

2023 Stronger Together Conference Registration Deadline

Please note that the registration for the <u>2023 Stronger Together Conference</u> is coming to a close on **October 27, 2023**. If you wish to attend online conference on November 3, the inperson ALTA symposium on November 9, or the in-person conference on November 10, be sure to get <u>your registration</u> completed before the deadline.

Parkland's 65th Anniversary Design Contest

In 2024, Parkland will be celebrating 65 years of service! We have some fun celebrations planned and are starting with a design contest open to the public. Designs can be submitted throughout the month of November; the winning design will be featured on a tote bag to be printed and distributed to member libraries. Full details and rules can be found in the PRLS 65th anniversary folder in the Q drive. Social media promotional materials can be found in the Promotional Materials Links Document in the Q drive.

Physical entries can be sent on the van run to PRLS and digital files can be sent via email to hhalberg@prl.ab.ca. Entries must be received by the end of day on November 30, 2023.

LIBRARY NEWS

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

Big Library Read

The next Big Library Read(BLR) kicks off on Thursday, November 2 with a title you canreally sink your teeth into! Get your patrons excited about the next BLR selection, Artie andtheWolfMoonbyOliviaStephens.

<u>Download the free marketing materials</u> and use #BigLibraryRead on your social media channels. Stay tuned for more info on live author interviews, giveaways for readers, and more. Readers will also have a chance to win a BLR prize pack, including a Samsung Galaxy Tab S6 Lite Tablet, a cozy book blanket, a copy of Artie and the Wolf Moon, and a cool Libby



Mug! Simply use #biglibraryread on social media from November 2-16 to enter! Spread the word and enjoy this new selection from OverDrive and Libby!

Tapping into Ebooks: Ebook Use in Canada 2022

Take a look at this new study from Booknet Canada, <u>Tapping into Ebooks: Ebook Use in</u> <u>Canada 2022</u>. This study benchmarks ebook use in Canada, and reveals the buying, borrowing, and reading habits of Canadian ebook consumers. It also tracks the impact of the COVID-19 pandemic on ebook use, by comparing data from 2022 with past years. Start on Page 14 for the section on eBook borrowing trends

Ponoka Library is Hiring!

The Ponoka Library is hiring for a manager. If you or someone you know may be interested, please view the job posting and more information here.

PLSB Training Seminar

The Public Library Services Branch is coordinating a full-day training seminar on governance, effective meetings, Robert's Rules of Order, and parliamentary procedure. We are pleased to invite all municipal library board, inter-municipal library board, and library system board members to participate!

The training will take place in person on October 27, 2023 in Lacombe at the LacombeMemorial Centre from 9:30am to 4:00pm. If you're interested in attending, please completetheonlineonlineregistrationformbyOctober20th.

If you have any questions, please contact the PLSB at 780-427-4871 or libraries@gov.ab.ca.

Canadian Music Class Challenge

In support of making libraries a learning hub with many different kinds of experiences, <u>CBC</u> <u>Music</u> has created a new music initiative! It's called the <u>Canadian Music Class Challenge</u> and, for the first year, it is specifically open for public libraries to engage children aged 18 and under. By participating, your library could win \$1,000 to be invested back into your music programs!

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| Register for the Canadian Music Class Challenge, choose a Canadian song from the list of | | | | | | |
|---|----------------------|----------|--------|--------|------------|--|
| pre-approved songs, teach it to kids, film the performance, and submit the video to the CBC | | | | | | |
| Music Class Challe | enge by November | 22 for a | chance | to win | the prize! | |
| | | | | | | |
| Please email | musicclass@cbc.ca if | vou | have | anv | auestions. | |

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

Library Managers Coffee Break October 25th 10am

If you would like more information about these training opportunities, please contact <u>libraryservices@prl.ab.ca</u>. To watch past training sessions, visit <u>Niche Academy</u>.

Building Community Relationships for Better Library Services Webinar October 24 1pm

Many libraries are increasingly focused on planning library services collaboratively with their communities. In this webinar, <u>explore strategies for finding community</u> <u>partners</u> and building relationships with them with the goal of truly working in collaboration with the people they serve.

Canva and Design for Libraries Webinar

Crash Course in Crime, Mysteries, and Thrillers Webinar November 14 12pm

Crime fiction, mysteries, and thrillers are consistently popular. Whether your readers are fans of police procedurals or psychological suspense, join this webinar for a break down of the best that crime fiction, mysteries, and thrillers have to offer your readers — from the butler did it to missing memories.

November 1 12pm

There are so many options in design it can be overwhelming. <u>Register for this webinar</u> to learn skills and design principles that help you format and develop a design for print and digital media. You'll learn the basic skills to format your designs in various platforms, including Canva and Photoshop, as well as tips on stock photography.

Presenting Your Library's Budget to Council Webinar Recording

Parkland Regional Library System and Yellowhead Regional Library System have created a joint presentation on how to best present your library's budget to council. <u>View the webinar</u> to learn the 4P's of an effective presentation and hear stories and experiences from library staff and board members in Alberta.

Parkland Update

Thursday, November 2, 2023

Get the latest Parkland updates, library news, training, events, and more! Stay up to date by visiting our <u>support site</u>.

2024 Parkland Van Run Schedule

It is that time of year! Watch your van deliveries for next year's van delivery schedule. We are sending them out this week, and most of you will have received them by the time of this newsletter's release.

Media Best Practices

We never know when an issue is going to pop up, or when we will suddenly find media calling. Thanks to Yellowhead Regional Library for sharing some general guidelines for dealing with media and the public on issues (HR, labour relations, crime, lawsuits, etc.). These guidelines follow the best practices for handling sensitive matters. You can find this document on the Q drive in the Marketing Training folder.

Parkland's 65th Anniversary Design Contest

In 2024, Parkland will be celebrating 65 years of service! We have some fun celebrations planned and are starting with a design contest open to the public. Designs can be submitted throughout the month of November; the winning design will be featured on a tote bag to be printed and distributed to member libraries. Full details and rules can be found in the PRLS 65th anniversary folder in the Q drive. Social media promotional materials can be found in the Promotional Materials Links Document in the Q drive.

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Physical entries can be sent on the van run to PRLS and digital files can be sent via email to <u>hhalberg@prl.ab.ca</u>. Entries must be received by the end of day on November 30, 2023.

LIBRARY NEWS

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

Recipe for a Successful Winter Reading Challenge

Winter reading challenges can demonstrate the role your library plays in building communityduring a time of year that can be isolating for some.Check out this article for tips and tricks oncreatingasuccessfulreadingchallenge!

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

If you would like more information about these training opportunities, please contact <u>libraryservices@prl.ab.ca</u>. To watch past training sessions, visit <u>Niche Academy</u>.

Library Programs for Homeschoolers Webinar November 8 12pm

Join this webinar for a workshop on engaging homeschoolers and alternative learners in your community. Learn tips and tricks, proven programs, and so much more for this growing audience!

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Crash Course in Crime, Mysteries, and Thrillers Webinar November 14 12pm

Crime fiction, mysteries, and thrillers are consistently popular. Whether your patrons are fans of police procedurals or psychological suspense, <u>this webinar</u> breaks down what makes crime fiction, mysteries, and thrillers so appealing—from the butler did it to missing memories.

How to Train Your Community on Libby Webinar November 16 12pm

Training your users on how to use Libby is an easy and effective way to increase awareness and usage of your digital collection. Join OverDrive experts to get the tools and guidance to confidently lead your own Getting Started with Libby session.

Library Marketing 101 Webinar November 15 12pm

<u>This webinar</u> introduces learners to library marketing terminology and concepts. Learn about the library marketing "umbrella" and the differences between the terms outreach, marketing, promotions, communications, publicity, and public relations. Living our Values Out Loud: Programs that Walk the Talk Webinar November 28 12pm

This webinar is an inspiring discussion with a panel of practitioners who have found ways to design, implement, and evaluate library programs using frameworks that better represent their libraries' values, such as the triple bottom-line definition of sustainability and the United Nations' Sustainable Development Goals.



Parkland Update

Thursday, November 16, 2023

Get the latest Parkland updates, library news, training, events, and more! Stay up to date by visiting our <u>support site</u>.





October Marketing Activities Results

Our October marketing initiatives were very successful! We are pleased to report the following results.

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- **3rd annual Golden Ticket Contest:** We had 36 participating libraries and 601 total entries, which is a 26% increase from 2022. The winner was Martina from Clive, who was excited to receive the West Edmonton Mall Trip package.
- Library Card Sign-Up and Renewal Contest: For our library card sign-up and renewal contest we had 1,071 entries. We had 5 winners of \$100 visa gift cards from Stettler, Innisfail, Cremona, Water Valley, and Ponoka.
- Internal Membership Drive: We saw over 1,700 new cardholders for October 2023–a new record! The last highest was in September 2019 with 1,497 new cardholders. Alix Public Library won with 146 new members and renewals–over 10% of their population!

Website Homepage Feature Change Request

A new <u>Homepage Feature Change Request form</u> is available for library staff on the support site. This form will allow libraries to easily request new special features, change the book carousel, and key dates. We encourage you to customize your home page with this form with content that will suit your library and community!

LIBRARY NEWS

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

A New Nonprofit Navigator

The Government of Alberta has launched a new website that provides comprehensive information and resources to support nonprofits serving Albertans. It includes information on how to start, fund, and manage a nonprofit organization, grant details, learning and capacity-building opportunities, board member training, and so much more. Check out the <u>new site</u> and <u>access</u> the <u>grant search engine</u> today!

The 2024 Guide to Facebook for Libraries

Check out the <u>newest blog post from Super Library Marketing</u> for updated best practices for Facebook so that your library can get the most out of time spent using the platform!

The Get Ready, Stay Ready: Community Action Toolkit

<u>The Get Ready</u>, <u>Stay Ready</u>: <u>Community Action Toolkit</u> is an effort by a group of parents and librarians who believe that the power is in community, in togetherness, in a collective outcry, and a collective pushback against those who want to erase our stories, our history, our existence. Here you will find curated resources including scripts for public speaking and writing, fantastic video presentations, training materials equipping you to learn more about (and fight back) censorship's impact on education and society.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

Library Managers Coffee Break - November 22 at 10am

If you would like more information about these training opportunities, please contact <u>libraryservices@prl.ab.ca</u>. To watch past training sessions, visit <u>Niche Academy</u>.

The Healthy Board: Collaborative Communication for Nonprofit Boards and Teams Webinar November 23

9am

For nonprofit boards and leadership teams, effective communication is the bedrock of a thriving organization. This is especially true in today's landscape, where many team meetings are conducted online. Interpersonal communication skills can make or break a team's ability to effectively navigate all matters. Join this webinar to learn about running productive meetings, relationship building, working through changes in leadership, strategy

Living our Values Out Loud: Programs that Walk the Talk Webinar November 28 12pm

<u>This webinar</u> is an inspiring discussion with a panel of practitioners who have found ways to design, implement, and evaluate library programs using frameworks that better represent their libraries' values, such as the triple bottom-line definition of sustainability and the United Nations' Sustainable Development Goals. development, and even crisis management.

Living Our Values Out Loud: Programs that Walk the Talk Webinar November 28 12pm

From zero-waste events to upcycling, to refreshments, how we choose to carry out our work in libraries says a lot about our values. We can't just pay lip service to sustainability—we need to practice what we're talking about! <u>This webinar</u> will be an inspiring discussion around ways to design, implement, and evaluate library programs using frameworks that better represent their libraries' values.

Required Policies under the Libraries Regulation for Municipal and Intermunicipal Library Boards Webinar November 28 7pm

Municipal and intermunicipal library boards have a responsibility to govern public library service in their communities. One way that library boards do this is by creating and implementing policies. Under section 7 of the Libraries Regulation, library boards are required to establish specific policies to support board governance. In this session, we will review these 10 policies in detail, including what to incorporate into each policy.

The Public Library Services Branch is offering this webinar on the following dates. There is no registration – simply join on Zoom using the link below.

- Tuesday, November 28, 7:00pm
- <u>Thursday</u>, <u>November 30</u>, 1:30pm

Parkland Update

Thursday, November 30, 2023

Get the latest Parkland updates, library news, training, events, and more! Stay up to date by visiting our <u>support site</u>.

Welcome New Subscribers!

As the Parkland Board has had many new members appointed, we have updated our email lists. You can unsubscribe at any time at the footer of this email if we haven't earned our spot in your inbox. Feel free to forward the update email to anyone you think would be interested and they are welcome to <u>subscribe</u>.

Parkland has a New Board Chair



Parkland has a new board chair. Barb Gilliat previously served as vice-chair and was elected at Parkland's November 16th Board Meeting.

Barb is proud to represent Alix and feels her village has so much potential. She is amazed at how many people visit to walk Alix's amazing Nature Trail, and considers Alix to be a hidden gem in Central Alberta. Barb is on the Village of Alix Council and represents them on three Library Boards.

Learn More About Parkland's Rotating Collections

Did you know that Parkland maintains and stores rotating collections of <u>Audiobooks</u> and <u>Large Print Books</u>? These items can be expensive and space-consuming for libraries. Sign up by filling out the <u>rotating collections request form</u>.

Communications and Professional Development Survey

Parkland is currently gathering responses for two surveys to better serve our libraries. The first is about <u>communication and info-sharing</u> and the second will help us plan our <u>training</u> <u>offerings</u> for 2024. Please take a few minutes to have your say!

LIBRARY NEWS

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

2024 TD Summer Reading Program Sign Up

It's that time of year again—2024 TD Summer Reading Club Sign-up! This year's theme "To the Stars". If you'd like to participate in the 2024 TD Summer Reading Club, please fill out <u>this</u> <u>online form</u> by January 10, 2024.

Tracking Banned Books in Canada

Check out the latest blog postfrom Booknet Canadathat does a deep dive into the sales andcirculationofbannedbooks.

Orca Book Publishers Additional Materials

Orca Book Publishers is pleased to offer permission to share these gorgeous, informative, free, <u>downloadable resources</u> with your patrons! They include posters, discussion guides, coloring pages, and more!

The Get Ready, Stay Ready: Community Action Toolkit

<u>The Get Ready, Stay Ready: Community Action Toolkit</u> is an effort by a group of parents and librarians who believe that the power is in community, in togetherness, in a collective outcry, and a collective pushback against those who want to erase our stories, our history, our existence. Here you will find curated resources including scripts for public speaking and writing, fantastic video presentations, training materials equipping you to learn more about (and fight back) censorship's impact on education and society.

TRAINING & EVENTS

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Dates and registration information for upcoming library training and events.

Upcoming Webinars

If you would like more information about these training opportunities, please contact <u>libraryservices@prl.ab.ca</u>. To watch past training sessions, visit <u>Niche Academy</u>.

Climate Justice: Sustainable Libraries Initiative Resources

Everyone is affected by climate change and its impacts are not evenly distributed. That's why it is so crucial to consider the social and economic impact of our environmental choices in our responses to climate change. Learn more via this <u>series</u> <u>of resources and webinars</u> created by the <u>Sustainable Libraries Initiative</u> team, which supports libraries in creating a more sustainable future.

Plan and Assess Library Programs Like a Pro

In <u>this blog post</u>, learn how assessing and evaluating library programs can help you take your programming to the next level in person and online!



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting NOVEMBER 16, 2023

Organizational Meeting

Parkland's board has approximately 15 new members. Board members in attendance elected the new Executive Committee and a brand-new Board Chair. Welcome Barb Gilliat!

Executive Committee

The Executive Committee has several new faces, along with returning members. Welcome!

Deb Coombes – Town of Bowden Jamie Coston – Town of Rimbey Sarah Fahey Village of Clive Barb Gilliat – Village of Alix (Committee Chair) Dana Kreil – Lacombe County Len Phillips – Town of Rocky Mtn. House Debra Smith – Village of Lougheed Carlene Wetthuhn – Camrose County Shannon Wilcox – Town of Carstairs Janice Wing – Town of Innisfail

Parkland 2024 Budget

The Parkland budget has been approved by 68% of the municipalities representing 77% of the population, with four municipalities declining.

Advocacy Committee

The Advocacy Committee continues to enthusiastically serve PRLS. The volunteers for the Advocacy Committee for 2024 are:

Jul Bissell – Village of Elnora Teresa Cunningham – Town of Penhold Todd Dalke – Town of Sundre Elaine Fossen – Village of Forestburg Barb Gilliat – Village of Alix (ex-officio) Gord Lawlor -Town of Stettler Stephen Levy – Village of Sedgewick Jordon Northcott – Clearwater County Ray Reckseidler – Village of Delburne Debra Smith – Village of Lougheed Harvey Walsh – Town of Olds

Board Meeting Dates for 2024

Parkland will be holding board meetings virtually in 2024. Board meeting dates are subject to change, but are set as follows:

- February 22 Annual Report, Year in Review
- May 16 2023 Financial Statements presented
- September 12 Budget presentation for 2025
- November 14 Organizational Meeting

Compensation Policy Working Group

The Compensation Policy Working Group presented the results of their hard work to the board. Working group member Twyla Hale gave a short PowerPoint presentation regarding their recommendations for Parkland's new 9-step salary grid and Compensation Policy.

Website Refresh Project

Parkland's new websites have launched! Check it out at Parkland Regional Library System (prl.ab.ca)

It is of note that Parkland is the first region in Alberta to have accessibility programming in its website.

Advocacy Report

While Parkland continues to move ahead with its advocacy activities in conjunction with Yellowhead Regional Library (YRL), efforts to maintain advocacy momentum with the other library systems has proven more difficult.

One important note, at Parkland's September board meeting where the 2021 budget was approved by the board, the following motion was made:

Motion by Joy-Anne Murphy to advocate to the government that the GOA provide annual cost of living increases in the future as well as cost of living catch up funding for library operating grants.



After much discussion, the following collective actions were decided to be taken by PRLS and YRL at their Advocacy Committee meeting:

- YRL will book a table for the RMA and Alberta Municipalities trade shows. Parkland will be looking for board members to volunteer.
- YRL and PRLS will advocate the GOA for improved SuperNet. Parkland (or YRL) should send out a notice in January for a meeting in February 2024 to see if the other systems want to lobby the provincial government for increased SuperNet bandwidth
- PRLS' Director and Chair need to visit Parkland's MLAs
- The committee will pursue ongoing inflationary adjustments for library grants. The committee will send any letters produced to other systems to sign in support.

Marketing Report

Parkland's October marketing initiatives were very successful. Staff reported the following results:

- 3rd annual Golden Ticket Contest There were 36 participating libraries and 601 total entries, which is a 26% increase from 2022. The winner was Martina from Clive, who was excited to receive the West Edmonton Mall Trip package.
- Library Card Sign-Up and Renewal Contest The library card sign-up and renewal contest had 1,071 entries. There were 5 winners of \$100 visa gift cards from Stettler, Innisfail, Cremona, Water Valley, and Ponoka.
- Internal Membership Drive There were over 1,700 new cardholders for October 2023 – a new record! The last highest was in September of 2019 with 1,497 new cardholders. Alix Public Library won with 146 new members and renewals – Over 10% of their population!

In 2023 Parkland sent out 8,750 bookmarks, 275 brochures, 750 flyers, and 900 stickers to member libraries to help them market their services in a professional and appealing manner.

This last summer, Parkland staff visited Olds, Rimbey, Hughenden, and Sylvan Lake libraries with a professional photographer and videographer to take photos and videos for libraries to use in their marketing materials. <u>https://www.youtube.com/watch?v=3AD6Wqu5HGY&list</u> <u>=PLNh8ewjLSG3JhONRtyUo612NKABgvcbEu</u>

Committee News from Trustees

Stettler Public Library loaned 80,000 units in 2023. The Stettler friends of the library are also holding their annual wine survivor fundraiser in December.

Penhold and District Library is holding a Community Christmas on November 24th and are holding a book dedication and signing for a local resident, who has set the world record for blood donations (208) and has an entry in the *Guinness Book of World Records*.

The **Sedgewick and District Municipal Library** is holding two fundraisers; a pre-Christmas seafood sale, and a quilt fundraiser selling \$5 tickets until December 12th. The quilt has an estimated value of \$500.

Carstairs Public Library is hosted their first ever ComicCon, which was so popular that they will be holding it again next year with other partners.

Castor Municipal Library has a table at the local farmer's market and are partnering with the Elks on a raffle fundraiser. They have also been able to hire a summer student this past year, and hope to next summer as well.

Sundre Public Library is holding a Silent Auction from November 14 – 24th.

Board Members Present

Barb Gilliat (Vice-Chair), Twyla Hale, Gord Lawlor, Ray Reckseidler, **(Zoom)** Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Todd Dalke, Cal David, Dana Depalme, Amanda Derksen, Sarah Fahey, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Kathy Hall, Pam Hansen, Dana Kreil, Stephen Levy, Nancy Hartford, (alt. for Bryce Liddle) Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jordon Northcott, Jackie Northey, Jacquie Palm-Fraser, Jas Payne, Shawn Peach, Leonard Phillips, Diane Roth, Deb Smith, Les Stulberg, Harvey Walsh, Carlene Wetthuhn, Shannon Wilcox, Bill Windsor, Janice Wing **(Visitors)** Jocelyn Baxter, Diane Elliott

Regrets Alison Barker-Jevne

Absent Jeff Eckstrand, Doug Francoeur, Michael Hildebrandt, Cody Hillmer, Darryl Motley, Bill Rock, Sandy Shipton, Patricia Young

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.



PRLS Board Meeting Minutes

November 16, 2023

The regular meeting of the Parkland Regional Library System Board was called to order at 10:05 a.m. on Thursday November 16, 2023 in the Combined Board Room, Lacombe.

Present: Barb Gilliat (Vice-Chair), Twyla Hale, Gord Lawlor, Ray Reckseidler

Present via Zoom: Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Todd Dalke, Cal David, Dana Depalme, Amanda Derksen, Sarah Fahey, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Kathy Hall, Pam Hansen, Dana Kreil, Stephen Levy, Nancy Hartford, (alt. for Bryce Liddle) Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jordon Northcott, Jackie Northey, Jacquie Palm-Fraser, Jas Payne, Shawn Peach, Leonard Phillips, Diane Roth, Deb Smith, Les Stulberg, Harvey Walsh, Carlene Wetthuhn, Shannon Wilcox, Bill Windsor, Janice Wing

With Regrets: Alison Barker-Jevne

Absent:Jeff Eckstrand, Doug Francoeur, Michael Hildebrandt, Cody Hillmer, Darryl Motley, Bill
Rock, Sandy Shipton, Patricia Young

Visitors: Jocelyn Baxter, Diane Elliott

Staff: Hailey Halberg, Kara Hamilton, Emma McPherson, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Call to Order

Meeting called to order at 10:05 a.m. by Barb Gilliat.

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

Motion by Teresa Cunningham to excuse Alison Barker-Jevne from attendance at the board meeting on November 16, 2023 and remain a member of the Parkland Board in good standing.

CARRIED PRLS 55/2023

1.1 Agenda

1.1.2 Adoption of the Agenda

Gilliat asked if there were any additions or deletions to the agenda. There were none.



Motion by Len Phillips to accept the agenda as presented.

CARRIED PRLS 56/2023

1.2. Approval of Minutes

Gilliat asked if there were any amendments to the September 14, 2023 minutes. There were none.

Motion by Joy-Anne Murphy to approve the minutes of the September 14, 2023 meeting as presented.

CARRIED PRLS 57/2023

1.3. Business arising from the minutes of the September 14, 2023 meeting

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

2. Business Arising from the Consent Agenda

Gilliat asked if there was any business arising from the consent agenda. Joy-Anne Murphy asked to put the Budget Update on the active agenda as she had some questions. It was put on the agenda as *Agenda Item 2.4. - Business Arising from the Consent Agenda*.

Murphy sought and received some clarification regarding some lines found under the *"Support materials and Services Directly to Libraries"* section of the Budget Update.

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

CARRIED PRLS 58/2023

3.1. Election of Board Chair

Each year at Parkland's November board meeting, the board chairperson is elected for a twelvemonth term.

Gilliat turned the meeting over to Sheppard, who asked for nominations from the floor for the position of Board Chair. Stephen Levy nominated Barb Gilliat, who allowed her name to stand. Shannon Wilcox nominated Bill Windsor, who also allowed his name to stand. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Ray Reckseidler to cease nominations.

CARRIED PRLS 59/2023

A Zoom poll was presented and the results were: Barb Gilliat 34/40, and Bill Windsor, 6/40.

Barb Gilliat accepted the position of Board Chair. Sheppard turned the meeting back to Barb Gilliat.



3.2 Election of Executive Committee

Sheppard reviewed. PRLS' Executive Committee has the ten-member maximum allowed by the Libraries Regulation. The Board Chair accounts for one seat on the committee. In accordance with Parkland's master agreement with the municipalities, members of the Executive Committee shall be selected on a geographical basis. Such selection shall be made by PRLS Board members representing that geographical area.

Jordon Northcott entered the meeting at 10:29 a.m.

Members were divided into "breakout rooms" on Zoom and a representative was chosen from each area. The Executive Committee was appointed as follows:

Board Chair - Barb Gilliat Seat 2 - Carlene Wetthuhn Seat 3 - Deb Coombes Seat 4 - Len Phillips Seat 5 – Jamie Coston Seat 6 - Sarah Fahey Seat 7 – Dana Kreil Seat 8 – Debra Smith Seat 9 – Shannon Wilcox Seat 10 - Janice Wing

Motion by Gord Lawlor to accept the Executive Committee as appointed.

CARRIED PRLS 60/2023

3.3. Marketing and Advocacy Report

Gilliat turned the meeting over to Gord Lawlor, who gave a verbal report regarding Advocacy efforts since the last board meeting.

While Parkland continues to move ahead with its advocacy activities in conjunction with Yellowhead Regional Library (YRL), efforts to maintain advocacy momentum with the other library systems has proven more difficult.

Since Parkland and Yellowhead were the primary forces behind the Systems Advocacy Committee, Yellowhead Board Chair Hank Smit sent an email to the Chairs of the other five library systems to see if they still believed collective advocacy was desired or needed. Smit received no responses to his email.

One important note, at Parkland's September board meeting where the 2021 budget was approved by the board, the following motion was made:

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Motion by Joy-Anne Murphy to advocate to the government that the GOA provide annual cost of living increases in the future as well as cost of living catch up funding for library operating grants.

After much discussion, the following collective actions were decided to be taken by PRLS and YRL at their Advocacy Committee meeting:

- YRL will book a table for the RMA and Alberta Municipalities trade shows
- YRL and PRLS will advocate the GOA for improved SuperNet. Parkland (or YRL) should send out a notice in January for a meeting in February 2024 to see if the other systems want to lobby the provincial government for increased SuperNet bandwidth
- PRLS' Director and Chair need to visit Parkland's MLAs
- The PRL/YRL Advocacy Committee will invoice the other systems for material provided in the future
- The committee will pursue ongoing COLA for library grants. The committee will send any letters produced to other systems to sign in support
- Parkland Staff need to find and evaluate the trade show banners used by the systems to see if they need replacing
- For RMA in March 2024, Gord Lawlor and Stephen Levy will volunteer to work a systems booth at the trade show other volunteers are needed form the board

The Advocacy Committee also discussed strategies to engage Parkland board members to be effective advocates for the system in particular, and libraries in general.

Hailey Halberg then gave the Marketing Report. Parkland's October marketing initiatives were very successful Staff reported the following results:

- **3rd annual Golden Ticket Contest** There were 36 participating libraries and 601 total entries, which is a 26% increase from 2022. The winner was Martina from Clive, who was excited to receive the West Edmonton Mall Trip package.
- Library Card Sign-Up and Renewal Contest The library card sign-up and renewal contest had 1,071 entries. There were 5 winners of \$100 visa gift cards from Stettler, Innisfail, Cremona, Water Valley, and Ponoka.
- Internal Membership Drive There were over 1,700 new cardholders for October 2023 a new record! The last highest was in September of 2019 with 1,497 new cardholders. Alix Public Library won with 146 new members and renewals Over 10% of their population!

In 2023 Parkland sent out 8,750 bookmarks, 275 brochures, 750 flyers, and 900 stickers to member libraries to help them market their services in a professional and appealing manner.

This last summer, Parkland staff visited Olds, Rimbey, Hughenden, and Sylvan Lake libraries with a professional photographer and videographer to take photos and videos for libraries to use in their marketing materials. Halberg then showed the finished video to the board.

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3.4. Election of Advocacy Committee

The volunteers for the Advocacy Committee for 2023/2024 are:

Jul Bissell – Village of Elnora Teresa Cunningham – Town of Penhold Todd Dalke – Town of Sundre Elaine Fossen – Village of Forestburg Gord Lawlor – Town of Stetter Stephen Levy – Village of Sedgewick Jordon Northcott – Clearwater County Ray Reckseidler – Village of Delburne Deb Smith – Village of Lougheed Harvey Walsh – Town of Olds

Motion by Twyla Hale to appoint Jul Bissell, Teresa Cunningham, Todd Dalke, Elaine Fossen, Gord Lawlor, Stephen Levy, Jordon Northcott, Ray Reckseidler, Deb Smith, and Harvey Walsh to the Advocacy Committee.

> CARRIED PRLS 61/2023

3.5. Board Signing Authorities

Sheppard reviewed. Parkland Regional Library System requires that two trustees act as cheque signing authorities for cheques valued at \$45,000 or more, or, if the Director is unavailable to sign.

Gilliat and Twyla Hale volunteered.

Motion by Len Phillips to accept Barb Gilliat and Twyla Hale as PRLS' board signing authorities for 2023/2024.

CARRIED PRLS 62/2023

3.6. Compensation Policy Working Group Report

Twyla Hale, who was on the Compensation Policy Working Group, gave a PowerPoint presentation to the board regarding the work of the committee and their recommendations for Parkland's new salary grid and Compensation Policy. As a result of the review, and over a year's worth of work, the board decided to implement a new nine step salary grid. Before this could be done, it was necessary to rescind a previous motion which called for the reduction of the grid to seven steps.

Motion by Ray Reckseidler to rescind motion PRLS 35/2022.

CARRIED PRLS 63/2023

Page 33 of 70

Motion by Janice Wing to approve the 9-step salary grid for Parkland as well as the grids' corresponding compensation policy both to take effect January 1, 2025.

CARRIED PRLS 64/2023

Twyla Hale left the meeting at 11:37 a.m. Comfort break from 11:37 to 11:45 a.m.

3.7. Population Figures used by Parkland to Invoice Municipalities

Gilliat reviewed. In September, the following motion was passed by the board:

Motion by Joy-Anne Murphy for the Executive Committee to explore the implications of aligning the population figures used by Parkland for invoicing the municipalities with those used by the Government of Alberta for issuing public library operating grants.

After discussing the matter at length, Joy-Anne Murphy asked that this matter be brought back to the board in November to solicit input and assistance from board members to compile and present documents supporting amending the membership agreement. The idea would be to create a package to be presented to the board in February, which would allow the board to hear the pros and cons for opening the membership agreement. This request was supported by Smith who made the following motion which was passed by the Executive Committee:

Motion by Deb Smith to bring the issue of population figures for invoicing municipalities to the board for decision in February.

Deb Smith and Stephen Levy agreed to prepare documentation for supporting not opening the Parkland agreement for amendment. Shannon Wilcox, Carlene Wetthuhn, Todd Dalke, Bill Windsor, and Joy-Anne Murphy volunteered to present for opening the Parkland agreement for amendment.

Staff will assist all parties in document preparation, and will contact the volunteers so that presentations can be made to the board in February.

Joy-Anne Murphy left the meeting at 11:56 a.m.

3.8. Dates for 2024 Meetings

The board reviewed the dates for PRLS' 2024 board meetings.

| February 22, 2024 | 10:00 a.m. – 12:00 p.m. (Annual Report, Year in Review) |
|--------------------|---|
| May 16, 2024 | 10:00 a.m. – 12:00 p.m. (2023 Financial Statements presented) |
| September 12, 2024 | 10:00 a.m. – 12:00 p.m. (Budget presentation) |
| November 14, 2024 | 10:00 a.m. – 12:00 p.m. (Organizational meeting) |

The Executive Committee will select their 2024 meeting dates at their December meeting following the November organizational board meeting.

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Janice Wing suggested that in the future, the proposed Board meeting dates be brought to the board at their September 2025 meeting, to make it easier for board members to plan.

Motion by Deb Smith to receive for information.

CARRIED PRLS 65/ 2023

Cal David left the meeting at 12:06 p.m.

3.9. Board Meetings – Virtual or in-Person?

Sheppard reviewed. For 2023, the Parkland Board chose to hold two virtual meetings (February and November) and two in-person meetings (May and September).

At their October 19th meeting, the Parkland's Executive Committee made the following motion recommending that for 2024 the board hold two virtual and two in-person meetings as in 2023.

Motion by Jamie Coston to recommend to the board that board meetings for 2024 remain with the May and September meetings being in-person and the February and November meetings being virtual.

CARRIED

There are advantages and disadvantages to both in-person and virtual board meetings. In addition, from a desire to enhance the transparency of board discussions and decisions, the Executive Committee made the following motion requiring that all board meetings be recorded.

Motion by Janice Wing to recommend to the board that all board meetings be recorded and posted publicly.

CARRIED

If the board chooses to hold in-person meetings, there would be an extra cost to recording the meetings, as staff would have to purchase equipment to do so. If meetings are entirely virtual, then there would be no additional cost since Zoom meeting are recorded already.

Since library board meetings are public meetings there is no expectation of privacy.

Parkland's board meetings could be posted on our website just as many municipal councils do. Having Parkland's meetings online would be an excellent way to counter misinformation.

Jas Payne left the meeting at 12:10 p.m.

Motion by Stephen Levy to hold two virtual and two in-person board meetings in 2024. WITHDRAWN

Motion by Bill Windsor to hold all meetings in 2024 virtually.

CARRIED PRLS 66/2023

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3.10. Budget Approval Update

As of the date of the meeting, Parkland's budget was approved by 68% of the municipalities representing 77% of the population. The Parkland budget for 2024 has been passed.

Also included in the package was a letter of request from the Mayor of the Town of Didsbury requesting that the Parkland Board amend the PRLS 2024 budget. The board took no action to this request.

Motion by Dana Kreil to receive the budget update for information.

CARRIED PRLS 67/2023

Jamie Coston and Edna Coulter left the meeting at 12:13 p.m.

3.11.1. Director's Report

- 3.11.2. I.T. Report
- 3.11.3. Library Services Report

3.11.4. Finance & Operations Report

Gilliat asked if there were any questions regarding the Director's Report, I.T. Report, Library Services Report, or the Finance & Operations Report. There were none.

Motion by Stephen Levy to receive the Director's Report, I.T. Report, Library Services Report, and Finance & Operations Report for information.

CARRIED PRLS 68/2023

3.12. Parkland Community Update

Stettler Public Library loaned 80,000 units in 2023. The Stettler friends of the library are also holding their annual wine survivor fundraiser in December.

Penhold and District Library is holding a Community Christmas on November 24th and are holding a book dedication and signing for a local resident, who has set the world record for blood donations (208) and has an entry in the Guinness Book of World records.

Janice Wing left at 12:15 p.m.

Jul Bissell left the meeting at 12:16 p.m.

The Sedgewick and District Municipal Library is holding two fundraisers; a pre-Christmas seafood sale, and a quilt fundraiser selling \$5 tickets until December 12th. The quilt has an estimated value of \$500.

Jordon Northcott, the board representative from Clearwater County, asked about amalgamations and dissolutions of municipalities, particularly Caroline Municipal Library, and what the options were going forward for the municipality. Sheppard offered to meet with the Clearwater County council at a future date.

Carstairs Public Library is hosted their first ever ComicCon, which was so popular that they will be holding it again next year with other partners.



Castor Municipal Library has a table at the local farmer's market and are partnering with the Elks on a raffle fundraiser. They have also been able to hire a summer student this past year, and hope to next summer as well.

Sundre Public Library is holding a Silent Auction from November 14 – 24th.

Elaine Fossen and Bill Windsor left the meeting at 12:21 p.m.

4. Adjournment

Motion by Gord Lawlor to adjourn the meeting at 12:23 p.m.

CARRIED PRLS 69/2023

Chair



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting NOVEMBER 16, 2023

Organizational Meeting

Parkland's board has approximately 15 new members. Board members in attendance elected the new Executive Committee and a brand-new Board Chair. Welcome Barb Gilliat!

Executive Committee

The Executive Committee has several new faces, along with returning members. Welcome!

Deb Coombes – Town of Bowden Jamie Coston – Town of Rimbey Sarah Fahey Village of Clive Barb Gilliat – Village of Alix (Committee Chair) Dana Kreil – Lacombe County Len Phillips – Town of Rocky Mtn. House Debra Smith – Village of Lougheed Carlene Wetthuhn – Camrose County Shannon Wilcox – Town of Carstairs Janice Wing – Town of Innisfail

Parkland 2024 Budget

The Parkland budget has been approved by 68% of the municipalities representing 77% of the population, with four municipalities declining.

Advocacy Committee

The Advocacy Committee continues to enthusiastically serve PRLS. The volunteers for the Advocacy Committee for 2024 are:

Jul Bissell – Village of Elnora Teresa Cunningham – Town of Penhold Todd Dalke – Town of Sundre Elaine Fossen – Village of Forestburg Barb Gilliat – Village of Alix (ex-officio) Gord Lawlor -Town of Stettler Stephen Levy – Village of Sedgewick Jordon Northcott – Clearwater County Ray Reckseidler – Village of Delburne Debra Smith – Village of Lougheed Harvey Walsh – Town of Olds

Board Meeting Dates for 2024

Parkland will be holding board meetings virtually in 2024. Board meeting dates are subject to change, but are set as follows:

- February 22 Annual Report, Year in Review
- May 16 2023 Financial Statements presented
- September 12 Budget presentation for 2025
- November 14 Organizational Meeting

Compensation Policy Working Group

The Compensation Policy Working Group presented the results of their hard work to the board. Working group member Twyla Hale gave a short PowerPoint presentation regarding their recommendations for Parkland's new 9-step salary grid and Compensation Policy.

Website Refresh Project

Parkland's new websites have launched! Check it out at Parkland Regional Library System (prl.ab.ca)

It is of note that Parkland is the first region in Alberta to have accessibility programming in its website.

Advocacy Report

While Parkland continues to move ahead with its advocacy activities in conjunction with Yellowhead Regional Library (YRL), efforts to maintain advocacy momentum with the other library systems has proven more difficult.

One important note, at Parkland's September board meeting where the 2021 budget was approved by the board, the following motion was made:

Motion by Joy-Anne Murphy to advocate to the government that the GOA provide annual cost of living increases in the future as well as cost of living catch up funding for library operating grants.



After much discussion, the following collective actions were decided to be taken by PRLS and YRL at their Advocacy Committee meeting:

- YRL will book a table for the RMA and Alberta Municipalities trade shows. Parkland will be looking for board members to volunteer.
- YRL and PRLS will advocate the GOA for improved SuperNet. Parkland (or YRL) should send out a notice in January for a meeting in February 2024 to see if the other systems want to lobby the provincial government for increased SuperNet bandwidth
- PRLS' Director and Chair need to visit Parkland's MLAs
- The committee will pursue ongoing inflationary adjustments for library grants. The committee will send any letters produced to other systems to sign in support.

Marketing Report

Parkland's October marketing initiatives were very successful. Staff reported the following results:

- 3rd annual Golden Ticket Contest There were 36 participating libraries and 601 total entries, which is a 26% increase from 2022. The winner was Martina from Clive, who was excited to receive the West Edmonton Mall Trip package.
- Library Card Sign-Up and Renewal Contest The library card sign-up and renewal contest had 1,071 entries. There were 5 winners of \$100 visa gift cards from Stettler, Innisfail, Cremona, Water Valley, and Ponoka.
- Internal Membership Drive There were over 1,700 new cardholders for October 2023 – a new record! The last highest was in September of 2019 with 1,497 new cardholders. Alix Public Library won with 146 new members and renewals – Over 10% of their population!

In 2023 Parkland sent out 8,750 bookmarks, 275 brochures, 750 flyers, and 900 stickers to member libraries to help them market their services in a professional and appealing manner.

This last summer, Parkland staff visited Olds, Rimbey, Hughenden, and Sylvan Lake libraries with a professional photographer and videographer to take photos and videos for libraries to use in their marketing materials. <u>https://www.youtube.com/watch?v=3AD6Wqu5HGY&list</u> <u>=PLNh8ewjLSG3JhONRtyUo612NKABgvcbEu</u>

Committee News from Trustees

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Sundre Public Library is holding a Silent Auction from November 14 – 24th.

Board Members Present

Barb Gilliat (Vice-Chair), Twyla Hale, Gord Lawlor, Ray Reckseidler, **(Zoom)** Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Todd Dalke, Cal David, Dana Depalme, Amanda Derksen, Sarah Fahey, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Kathy Hall, Pam Hansen, Dana Kreil, Stephen Levy, Nancy Hartford, (alt. for Bryce Liddle) Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jordon Northcott, Jackie Northey, Jacquie Palm-Fraser, Jas Payne, Shawn Peach, Leonard Phillips, Diane Roth, Deb Smith, Les Stulberg, Harvey Walsh, Carlene Wetthuhn, Shannon Wilcox, Bill Windsor, Janice Wing **(Visitors)** Jocelyn Baxter, Diane Elliott

Regrets Alison Barker-Jevne

Absent Jeff Eckstrand, Doug Francoeur, Michael Hildebrandt, Cody Hillmer, Darryl Motley, Bill Rock, Sandy Shipton, Patricia Young

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.



From: Municipal Information Services <<u>ma.updates@gov.ab.ca</u>>
Sent: Monday, October 30, 2023 3:19 PM
To: Tanner Evans <<u>tevans@sylvansummervillages.ca</u>>
Cc: Municipal Information Services <<u>ma.updates@gov.ab.ca</u>>
Subject: 2022 Municipal Indicator Results: Summer Village of Sunbreaker Cove (0388)

Tanner Evans Chief Administrative Officer Summer Village of Sunbreaker Cove

Dear Tanner,

Alberta Municipal Affairs annually reports a performance measure that identifies the percentage of municipalities deemed to 'not face potential long term viability challenges based on their financial and governance indicators'. This performance measure is used as a benchmark for measuring the ministry's efforts to ensure Albertans live in viable municipalities and communities with responsible, collaborative and accountable local governments.

The performance measure is based on analysis of 13 municipal indicators. Each of the 13 municipal indicators has a defined benchmark. A municipality is 'not deemed to face potential long term viability challenges' as long as it does not flag a critical indicator or three or more non-critical indicators.

The ministry compiled and verified the data collected from Alberta's municipalities for the 2022 financial year and is pleased to inform you that your municipality did not flag any indicators for this year's municipal indicator results reporting.

Municipal indicator results are available on the online Municipal Indicator Dashboard (www.alberta.ca/municipal-indicators).

If you would like to discuss your results or the future release of these results on the Municipal Affairs website, please contact the Municipal Services Division at toll-free 310-0000, then 780-427-2225, or via email at <u>ma.advisory@gov.ab.ca</u>.

Thank you,

Gary Sandberg Assistant Deputy Minister

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Happy Holidays from the Association of Summer Villages of Alberta

HAPPY NEW YEAR

On behalf of the ASVA's Executive and Board of Directors, we like to thank you for all your support again this year. May your hearts and homes be filled with all of the joys the festive season brings. Here is a toast to a Merry Christmas and a prosperous New Year!

Attached you will find a copy of the 2023 Annual Report.

Best wishes for a healthy, happy and safe New Year!

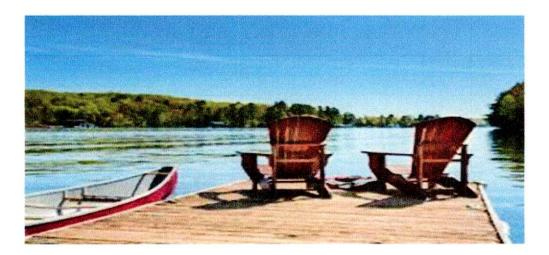
ASVA Executive and Board of Directors

Kathy Krawchuk Executive Director Association of Summer Villages of Alberta 780-236-5456 execdirector@asva.ca www.asva.ca

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ASSOCIATION OF SUMMER VILLAGES OF ALBERTA

2022-2023 Annual Report



October 19 & 20, 2023 Annual Conference & AGM



Association of SUMMER VILLAGES OF ALBERTA

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MESSAGE FROM THE PREMIER OF ALBERTA

On behalf of the Government of Alberta, it is my pleasure to welcome everyone to the 65th annual Association of Summer Villages of Alberta (ASVA) conference and annual general meeting.

Summer villages have played an important role in Alberta's history, and since its inception in 1958, the ASVA has been integral in lake stewardship. Summer villages have grown to offer year-round activities and amenities, and to help share vital information with their residents. That is clearly demonstrated in the focus on emergency management at this year's conference.

Congratulations to the current and former board members of the ASVA for 65 years of success as you continue to advocate for the 51 Alberta summer villages you serve. I am grateful for the hours you put in serving your communities.

Best wishes for an excellent conference and annual general meeting.

Honourable Danielle Smith, Premier of Alberta



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MESSAGE FROM THE PRESIDENT

The ASVA is celebrating its 65th year of existence and successful work on behalf of our members. It was back in 1958 that the Summer Villages got together to form the ASVA. The association came to life based on the successful advocacy work done by a few summer villages to increase infrastructure grant funding. Here we are 65 years later, still working together and advocating for changes to infrastructure funding on the new LGFF program.

Over those 65 years Summer Villages have changed. We are no

longer just seasonal recreational communities operating for only a portion of the year. The growth in permanent year-round dwellings and Residents has been phenomenal. In the last decade there are many Summer Villages that have grown as fast as Alberta's large cities. Now, fifty percent of the Summer Villages are similar in size to a regular Village.

As more people choose to live in Summer Villages, that drives the need for year-round infrastructure. Like all other municipalities, Summer Villages now require all-weather roads, water and waste water systems, municipal buildings, trail systems, recreational facilities, and broad band.

Today, Summer Villages are vibrant communities that have many residents living there yearround and with many more residents utilizing their lake home throughout the entire year. Summer Villages have become sustainable municipalities that are a well-respected, recognized level of government and stewards of our lakes.

In closing, I would like to take this opportunity to thank all of the past ASVA Board members and Executive Directors that came before us. Their work provided a strong foundation for the association. I also want to thank the current Board members for their dedication and hard work representing our members. We were fortunate to have Kathy Krawchuck join us this year as Executive Director. Her knowledge and experience in local municipal government will serve our members well. I am happy to say that all Summer Villages remain as ASVA members. The ASVA has never been stronger and we are well positioned for the future.

Racharle

Mike Pashak

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MESSAGE FROM THE EXECUTIVE DIRECTOR

For those of you who don't know me, my name is Kathy Krawchuk, the new Executive Director for the ASVA, as of March 01, 2023.

I have had a career in municipal government for 32 years, with the opportunity to work in many areas including, clerk duties, utilities, accounts payable, accounts receivable, overlooked the enforcement & public works departments, economic development and then CAO for 12 years.



It's nice to see that all 51 Summer Villages remain members of the ASVA. With this lasting support, it continually sends the message to our Province of how resilient, sustainable and resourceful Summer Villages really are.

I am looking forward to working with the Board on upcoming initiatives and being of assistance to all the Summer Villages.

Thank you for attending ASVA's 65th Anniversary Conference, October 19 & 20, 2023.

Katty Krawchuk

KATHY KRAWCHUK EXECUTIVE DIRECTOR, ASVA

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ON BEHALF OF THE ASVA THANK YOU AND FAREWELL TO OUTGOING BOARD MEMBERS 2022-2023

Christine Holmes, Director January 2023 Roger Montpelier, Director February 2023



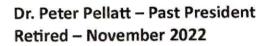
Dennis Evans, Director July 2022





Fred Black, Director September 2022







EXECUTIVE DIRECTORS 2022-2023

Deb Hamilton Interim Executive Director – February 2023





LAKE LOCATION

2023 BOARD OF DIRECTORS

EXECUTIVE



President – Mike Pashak

Half Moon Bay

SUMMER VILLAGE

Sylvan Lake

Vice Pres

Vice President – Brian Waterhouse

Sundance Beach

Pigeon Lake



Treasurer – Rob Dickie

Gary Burns

Kathy Dion

Ren Giesbrecht

Julie Maplethorpe

Ian Rawlinson

Betula Beach

Wabamun Lake



Executive Director – Kathy Krawchuk

DIRECTORS



SE

Kim Bancroft

Island Lake

Val Quentin

West Cove

Jarvis Bay

Crystal Springs

Whispering Hills

Baptiste Lake

Horseshoe Bay

Vincent Lake

Lac Ste. Anne

Lac Ste. Anne

Sylvan Lake

Pigeon Lake

West Baptiste Lake



E

Marlene Walsh

Curtis Schoepp

Val Quentin





ASVA - supporting the needs of Summer Villages:

Argentia Beach Betula Beach Birch Cove Birchcliff Bondiss Bonnyville Beach **Burnstick Lake** Castle Island **Crystal Springs** Ghost Lake Golden Days Grandview Gull Lake Half Moon Bay Horseshoe Bay Island Lake Island Lake South Itaska Beach **Jarvis Bay** Kapasiwin Lakeview Larkspur Ma-Me-O Beach Mewatha Beach Nakamun Park Norglenwold

Norris Beach Parkland Beach Pelican Narrows Point Alison Poplar Bay **Rochon Sands Ross Haven** Sandy Beach Seba Beach Silver Beach Silver Sands South Baptiste South View Sunbreaker Cove Sundance Beach Sunrise Beach Sunset Beach Sunset Point Val Quentin Waiparous West Baptiste West Cove Whispering Hills White Sands Yellowstone

ASVA - Who We Are

The Association of Summer Villages of Alberta was established in 1958 and later as a not-for-profit municipal organization in 1977. We have 100% membership of all 51 Summer Villages located in Alberta. We are here to serve and represent the interests of Summer Villages in Alberta.

VISION

Summer Villages are sustainable municipalities that are a wellrespected, recognized level of government and advocate on behalf of our lake and river environments.

MISSION "ACE"

Inspire and support Summer Villages to achieve strong and effective local government through advocacy, communication, and education.

GOALS "ACE" - Advocacy, Communication, and Education

A - Advocacy

- Advocacy / Liaison with Provincial Government will meet with government to advocate for solutions that support summer villages and promotes the collective position of summer villages to decision makers, members and stakeholders.
- Participation on Provincial Issues and Initiatives ASVA partners with all levels of government, municipalities, industry, stakeholder groups, to resolve issues / challenges, and promote opportunities for cooperation.
- ASVA will honour its duty to consult with indigenous peoples.
- ASVA will advocate summer villages working together to build common solutions.
- ASVA will effectively and transparently manage the ASVA as a high profile municipal association which is accepted and recognized by our sister associations, other municipalities, and the provincial government.

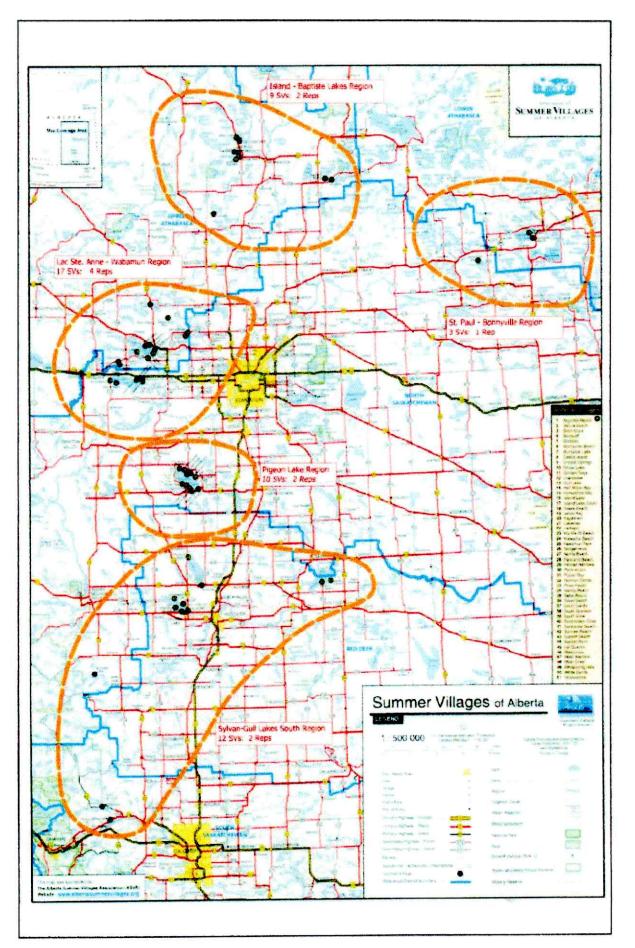
C - Communication

- ASVA provides useful 2-way communication and reliable information tailored to the specific needs of summer villages and all levels of government.
- ASVA utilizes a variety of communication techniques, including electronic and social media.

E - Education

- Through ASVA's Annual Conference and workshops, we bring together skills and provide expertise to advise on governance and stewardship
- ASVA provides access to a variety of resources and encourages networking opportunities.
- ASVA supports solutions that help members collaborate and meet their sustainable, viability objectives.
- ASVA facilitates educational opportunities to support members in governance and environmental stewardship responsibilities.

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ASVA - 2022/2023 Accomplishments, Successes, and Challenges

<u>Vision</u>

Summer Villages are sustainable, year-round municipalities that are a well-respected, recognized level of government and advocate on behalf of our lake and river environments.

Mission

Inspire and support Summer Villages to achieve strong and effective local government through advocacy, communication, and education.

The ASVA continues to work with our sister organizations, Alberta Municipalities (ABmunis) and Rural Municipalities Association (RMA), on common issues. We continue to educate them on key priorities for Summer Villages and to garner their support on those priorities.

This past year ASVA was very pleased to welcome Kathy Krawchuk as our new Executive Director. Kathy brings a wealth of knowledge to the role having been in local municipal government her entire career and with 12 years as a CAO.

Our largest advocacy work was the Local Government Fiscal Framework (LGFF). The ASVA President met multiple times with ABmunis, RMA, and the Minister of Municipal Affairs and department staff to share our thoughts on the issue. Last October, the ASVA submitted a proposal to Municipal Affairs on how the funds in the new LGFF program should be allocated between municipalities. This proposal was shared with members at the 2022 ASVA annual conference. This summer Municipal Affairs shared their preliminary proposal for the allocation formula and asked for feedback. Although ASVA agrees with the majority of their proposed allocation factors, the base funding for Summer Villages is significantly below what ASVA and ABmunis had proposed. The ASVA has provided comments on their proposal. Minister Ric McIver has indicated that the LGFF allocation formula will be finalized before year end.

The ASVA Board of Directors updated its strategic plan in 2022. This new plan focuses on these four goals:

- 1. ASVA is recognized as the primary advocate for and on behalf of Summer Villages.
- 2. ASVA plays a key role ensuring SVs are informed on critical issues and that SVs have the knowledge and skills that enhance their capacity to deliver municipal services.
- 3. ASVA will deliver projects to enhance the autonomous nature of SVs and strengthen the SVs' capacity to deliver municipal services within their communities.
- ASVA will model to ASVA members effective governance by actively improving its Board governance practices.

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The updated strategic plan had ASVA focus on its internal governance, protocol, and practices. That work allowed the ASVA to tweak its Vision and Mission statements to better support our members. We also updated a number of policies to strengthen our financial management and to provide succession planning.

The ASVA conducted a Board Effectiveness Survey. ASVA wanted to ensure that the ASVA Board continues to function effectively and will review its performance by conducting a formal assessment each year. The survey identified a number of opportunities for improvement. The Board has completed improvements. This work dovetailed nicely with our strategic plan.

The ASVA developed an Executive Director Performance Review Policy. This will be an annual activity for the ASVA Board and HR committee. It is important that the ASVA Board be aligned and provide the right support for the Executive Director.

The 2023 Alberta Election saw the UCP return to government. With the election over there are a number of familiar faces returning to key positions within the government. The majority of Summer Villages (44 of 51) have the same MLA returning.

The ASVA President also serves on ABmunis Board of Directors representing Summer Villages. He attended the Summer Municipal Leaders Conference meetings in Delburne and Spruce Grove. The topics included potable water issues in the province, future of intermunicipal collaboration policy, and a debrief on the Alberta election. Each meeting had approximately 60 participants. Local MLAs attended to give greetings. One of things noticed was the Summer Village attendance at these events is minimal. The topics are usually relevant to Summer Villages and future work will be done to encourage more attendance at this type of event.

ASVA supported the SV Half Moon Bay to create a golf cart resolution that was accepted by ABmunis for inclusion in the upcoming convention. The resolution states, "IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to make changes to the Alberta Traffic Safety Act and regulations plus the Use Of Highway And Rules Of The Road Regulation that would allow Municipalities, if they so desire, to approve the use of golf carts on certain approved roads and public lands within their municipality." Thanks to Curtis Schoepp, SV Whispering Hills, for bringing this issue forward and leading the charge for change. British Columbia and Ontario currently have pilot projects underway and earlier this year Saskatchewan went directly to allowing golf carts with Municipal bylaws approving their use.

ASVA Forest Health and Management pilot project was successfully completed this past year. The main purpose of this project was to provide direct education and professional support to Summer Villages about the value of proper management of trees and forests in a rural community setting. The project provided 11 Summer Villages with the opportunity to receive

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professional advice and assistance on tree and forestry management. Each Summer Village was provided a written report.

The Minister of Municipal Affairs released the new Municipal Census Regulation and Municipal Census Manual on April 11, 2023. The new Regulation and census manual will allow municipalities to conduct their own census starting in 2024. The Ministry will accept municipal census data going forward for the purposes of determining population and potentially for use in grant funding. The regulation includes the collection of Temporary Resident population. Further work by ASVA is required to understand how this classification will be used and if there a benefit for Summer Villages to conduct their own census.

Provincial Association of Resort Communities of Saskatchewan (PARCS), who knew there were other associations like us. The ASVA President had an opportunity this year to interact with the PARCS President. Their issues are similar to our issues. It was interesting to hear how similar our two organizations are including part-time Executive Directors. Saskatchewan has 40 resort villages that are typically located on the shoreline of a lake. Saskatchewan's largest and smallest resort villages are Candle Lake and Lumsden Beach with populations of 765 and 10 respectively. PARCS was founded in 1983, and like ASVA, it was a group that recognized the need for a collective voice for issues relating specifically to Resort Villages. The ASVA will continue to build the relationship with PARCS and looks forward to the benefits that will come from that relationship.

In the upcoming year, the ASVA will continue to work its key priorities such as LGFF, Municipal Census regulations, identification of future grant programs, Aquatic Invasive Species and lake health, the need for improved policing and bylaw enforcement, water and wastewater systems, and rural health issues. We will also follow the Government of Alberta's work related to reviewing the feasibility of amending the Education Property Tax to assist municipalities with retaining more funding for local priorities. We will continue to look for opportunities to participate on various committees that deal with provincial issues and initiatives.

Colleen Ewashko, Chartered Professional Accountant

PO Box 329 Thorhild, AB TOA 3J0 Phone: 780-398-2050 Cell: 780-349-1213 Email: cewashkocma@gmail.com

COMPILATION ENGAGEMENT REPORT

To Management of Association of Summer Villages of Alberta

On the basis of information provided by management, I have compiled the statement of financial position of the Association of Summer Villages of Alberta as at December 31, 2022, the statement of operations and changes in cash flow for the year then ended, and Notes1 & 2, which describes the basis of accounting applied in the preparation of the compiled financial information.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

I performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of the financial information.

I did not perform an audit engagement or a review engagement, nor was I required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an audit opinion or a review conclusion or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

la

July 3, 2023

Colleen Ewashko, Chartered Professional Accountant Thorhild, AB

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Association of Summer Villages of Alberta

Statement of Financial Position

As at December 31, 2022

| ASSET | S | | |
|----------------------------------|----------|--------|---------|
| | 202 | 2 | 2021 |
| CURRENT ASSETS | | | |
| Cash | \$ 90,3 | 347 \$ | 54,297 |
| Accounts Receivable | 12,9 | 990 | - |
| Grants Receivable | 3,9 | 925 | - |
| Term Deposits | | - | 52,000 |
| | 107,2 | 262 | 106,297 |
| Computer Equipment | | 794 | 794 |
| TOTAL ASSETS | \$ 108,0 |)56 \$ | 107,091 |
| | | | |
| | ES | | |
| CURRENT LIABILITIES | 22,2 | 244 | |
| Accounts Payable | 22,4 | | 76 |
| Visa Payable | | - | 11,775 |
| Deferred Revenues | 22,2 | - | 11,851 |
| LONG TERM LIABILITIES | 22,0 | | 11,001 |
| LONG TERM LIABILITIES | | | |
| TOTAL LIABILITIES | 22,2 | 244 | 11,851 |
| NET ASS | ETS | | |
| Unrestricted Net Assets | | | |
| Balance, beginning of year | 94,4 | | 89,499 |
| Surplus (deficit) | (9,4 | 29) | 4,947 |
| Balance, end of year | 85,0 |)18 | 94,446 |
| Net investment in capital assets | | 794 | 794 |
| TOTAL NET ASSETS | 85, | 312 | 95,240 |
| TOTAL LIABILITIES & NET ASSETS | \$ 108,1 | 056 \$ | 107,091 |

Approved By

Date August 8 2023

ashak President Mike

Name & Position

Signature

Colleen Ewashko Chartered Professional Accountant

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Association of Summer Villages of Alberta

Statement of Operations

For the Year Ending December 31, 2022

| | 2022 | 2021 |
|--|------------------|--------|
| REVENUE | | |
| ASVA Conference | \$ 38,387 \$ | 6,693 |
| Dues | 43,140 | 42,165 |
| Grants | 15,700 | - |
| Interest Income | 182 | 534 |
| Workshops | 2,000 | - |
| Total Operating Revenues | 99,410 | 49,393 |
| OPERATING EXPENSES | | |
| Administration | 33,437 | 30,875 |
| ASVA Conference | 40,664 | 1,870 |
| Bank Charges & Interest | 259 | 132 |
| Board Remuneration | 6,569 | 5,668 |
| Gifts | 762 | - |
| Courses, Workshops, etc | 5,972 | - |
| Insurance | 2,091 | 1,949 |
| Meeting Expenses | 1,403 | - |
| Memberships | R | 525 |
| Office & Telecommunication | 1,598 | 2,400 |
| Professional Fees | 1,155 | 656 |
| Project Costs | 14,825 | - |
| Website | 105 | 372 |
| Total Operating Expenses | 108,838 | 44,446 |
| Total Surplus (Deficit) for the period | \$ (9,429) \$ | 4,947 |

Approved By

st 8, 2023 Date

Signature

Mike Pachak, President Name & Position

> Colleen Ewashko Chartered Professional Accountant

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Association of Summer Villages of Alberta Statement of Changes in Cash Flows For the Year Ending December 31, 2022

| | | 2022 | | 2021 |
|---|----|----------|-------------------------|--|
| CASH FLOWS FROM OPERATING ACTIVITIES | | | | |
| Cash received from grants | \$ | - | \$ | 11,775 |
| Cash received from dues | | 43,140 | | 42,165 |
| Cash received for Conferences & Courses | | 18,897 | | 6,693 |
| Cash received from interest | | 182 | | 534 |
| Cash paid for materials and services | | (78,170) | | (43,463) |
| Cash provided by (used in) operating activities | | (15,950) | | 17,704 |
| | | | | |
| CASH PROVIDED BY (USED IN) INVESTMENT ACTIVITIES | | | | |
| Purchase of capital assets | | | | and the second |
| CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES | | | | |
| Net Cash Provided by (Used In) Financing & Investment | | | | - |
| NET INCREASE (DECREASE) IN CASH & INVESTMENTS | | (15,950) | | 17,704 |
| CASH AND INVESTMENTS, BEGINNING OF YEAR | | 106,297 | - and the second second | 88,593 |
| CASH AND INVESTMENTS, END OF YEAR | \$ | 90,347 | \$ | 106,297 |
| | | | | |
| Consisting of | 20 | | | |
| Operating Bank Account | \$ | 90,347 | \$ | 54,297 |
| Term Deposits | | - | | 52,000 |
| | \$ | 90,347 | \$ | 106,297 |

Approved By

President

Name & Position

Date 8,2023 August

Signature

Colleen Ewashko Chartered Professional Accountant

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Association of Summer Villages of Alberta

Notes to the Compiled Financial Information Year ended December 31, 2022

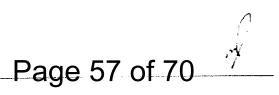
Note 1- Basis of Accounting

The basis of accounting to be applied in the preparation of the financial information is on the historical cost basis, reflecting cash transactions with the additions of:

- Investments are recorded at historical cost;
- Accounts payable and accrued liabilities;
- Accounts receivable;
- Capital assets recorded at historical cost with no amortization;
- Revenue is recognized using the deferral method and restricted contributions are recognized as
 revenue in the year in which the related expenses are incurred.

Note 2- Deferred Revenues

Deferred revenues consisted of funds received from the Alberta Real Estate Foundation for a project to provide advice and encourage proper forest management in Summer Villages.



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2023

SUMMER VILLAGE MILESTONE ANNIVERSARIES

110 YEARS

SV Gull Lake SV Lakeview 75 YEARS SV Ma-Me-O-Beach 70 YEARS

SV Crystal Springs SV Itaska Beach SV Silver Beach <u>65 YEARS</u>

SV Island Lake 60 YEARS

SV West Cove

45 YEARS SV Half Moon Bay

SV Man Moon Bay SV Mewatha Beach

40 YEARS

SV Bondiss SV Island Lake South SV South Baptiste SV West Baptiste

35 YEARS

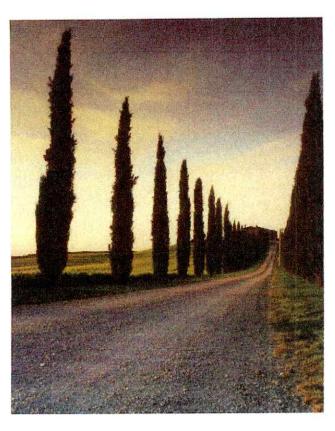
SV Birch Cove SV Norris Beach SV Sunrise Beach

30 YEARS SV Kapasiwin

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LIFE TIME MEMBERS

Chuck Dechene Leslie Ellis Dennis Evans Sue Evens Betty Forfylow Archie Grover Gordon Harris Art Lamoureux Marj Norris Sharon Plett Barry Virtue Peter Pellatt



ASVA THANKS ALL OF OUR SPONSORS FOR THEIR CONTINUED SUPPORT

On behalf of the ASVA, we sincerely thank each and everyone of our Sponsors in making our 65th Anniversary Conference a huge success. With your generous support, ASVA will continue supporting our 51 Summer Villages, in helping make a difference!

ASVA Executive and Board of Directors

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2023 TITLE SPONSOR

Alberta Municipalities Strength In Members

Page 61 of 70

2023 PLATINUM SPONSOR



2023 GOLD SPONSORS



PATRIOT



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2023 GOLD SPONSORS







2023 SILVER SPONSORS





Darcy Powlik

REMAX Associate

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Charette Pell Poscente

DECENTRALIZED WASTEWATER TREATMENT











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2023 BRONZE SPONSORS







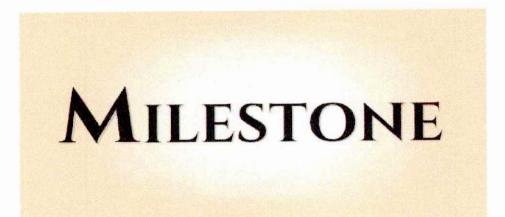


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2023 COFFEE BREAK SPONSORS



TABLE FLORAL CENTERPIECES SPONSORED BY:



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ASSOCIATION OF SUMMER VILLAGES OF ALBERTA



Association of SUMMER VILLAGES OF ALBERTA

> 2-51109 RR 271 Spruce Grove, AB T7Y 1G7 www.asva.ca

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F-1,2,3,4



November 8, 2023

Summer Village of Sunbreaker Cove #2 Erickson Drive Sylvan Lake, AB T4S 1P5

Re: Summer Village of Sunbreaker Cove's Municipal Support for the Red Deer River Watershed Alliance

Dear Summer Village of Sunbreaker Cove,

Thank-you for your ongoing support of the RDRWA, the designated Watershed Planning and Advisory Council for the Red Deer River Basin (RDRB). This letter provides an update on the RDRWA's recent activities and our municipal funding process for our 2024-2025 fiscal year.

Who We Are

The Red Deer River Watershed Alliance was established in 2005 and is one of 11 Watershed Planning and Advisory Councils (WPACs) which partner in the delivery of Alberta's Water for Life Strategy. We are a multi-sector, not-for-profit organization that facilitates watershed management. Our vision is that the watershed will be healthy, dynamic, and sustainable through the efforts of the entire community. Our renewed WPAC mandate and roles agreement (Environment and Protected Areas and RDRWA 2022) specifies RDRWA will lead and ongoing collaborative process to:

- report on the State of the Watershed,
- further develop and implement the Integrated Watershed Management Plan,
- inform, educate, and engage on Water Literacy and Watershed Stewardship, and
- serve as a Convenor and Collaborator on watershed issues.

An Ongoing Relationship

The Summer Village of Sunbreaker Cove plays a key role in the RDRWA both as a partner and funder. **We rely on funding from municipalities (50 cent per capita funding)**, and together, municipalities contribute approximately 20% of the RDRWA's annual funding. Our records show that the Summer Village of Sunbreaker Cove has been a longstanding supporter of the RDRWA, and we hope to see that relationship continue in 2024-2025. Consistent core funding from our partners is integral to the operations of WPACs and helps to directly support our ability to lead projects with adequate staff and resources.

The RDRWA recognizes the role of municipalities as major water and land-use decision-makers and community leaders. Over the past 19 years, our organization has developed many resources to







maintain and protect watershed health. The RDRWA's work benefits the Summer Village of Sunbreaker Cove by providing watershed assessment, programming and regional planning materials to assist with local decisions and planning with community health and prosperity benefits including source protection, flood and drought resiliency, recreational and ecosystem health.

Update on Activities

Highlights from our 2022-2023 Annual Report and upcoming activities include:

- **Fall Forum**: Members and the public enjoyed reconnecting at Sylvan Lake in a joint 2 -day <u>Fall Forum</u> and ALMS conference on Sept. 12 & 13.
- WPAC Summit in the Red Deer River Basin: On October 12 & 13 the RDRWA hosted other WPACs staff and directors along with watershed partners from across the province in Drumheller to shared and learn from each other.
- State of the Watershed Assessment: The RDRWA is working with partners to assess and update the <u>state of the watershed report</u> (2009) which will be helpful for regional decision making and to inform shared initiatives for Integrated Watershed Management Planning (<u>IWMP</u>).

Mapping and assessing riparian areas for source water protection and flood and drought resilience benefits: Over the last few years, the RDRWA has been working on several projects to map riparian condition along the Medicine, Blindman, Buffalo, Kneehills, Threehills, and Little Red Deer River, and more recently in the Rosebud, Raven and Michichi subwatersheds. The resulting technical reports, municipal summaries and <u>data</u>, can be used to evaluate and support targeted restoration and conservation initiatives. The RDRWA will continue to work with partners, including the Summer Village of Sunbreaker Cove to develop materials and workshops in support of these projects and their associated benefits.

Thank-you again for being a key partner in watershed management. We hope the Summer Village of Sunbreaker Cove will continue to help fund the work of the RDRWA while participating in key events and programs. If you would like the RDRWA to send you an invoice, please contact Kelly Dodds at info@rdrwa.ca or by phone at 403-340-7379.

Sincerely,

Francine Trut

Francine Forrest Executive Director, RDRWA

Stay Connected and Regionally Informed

- Sign up for our <u>monthly e-newsletter</u>
- Submit any water-related events to our community calendar
- Participate in our regular forums and workshops
- Request a presentation to Council and/or staff
- Engage with our outreach and technical committees
- Keep us informed of a primary contact for regular

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