

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF JARVIS BAY
SEPTEMBER 6, 2022 @ 9:30 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, July 5, 2022
 - Organizational Minutes, July 5, 2022
 - Municipal Planning Commission, June 27, 2022
 - Municipal Planning Commission, August 15, 2022
 - Meeting of the Whole Minutes, June 9, 2022

D. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Public Works Report
- 3) Development Update
- 4) CAO Report
- 5) Lacombe Regional Emergency Management Plan Field Exercise

E. REQUESTS FOR DECISION

1) Council & Legislation

- a) Association of Summer Villages of Alberta
- b) Animal Control Bylaw
- c) Procedural Bylaw

2) Planning & Development

- a) Land Use Bylaw Amendments Bylaw
- b) Fees Bylaw
- c) Sign Request

F. COUNCIL, COMMITTEES AND CORRESPONDENCE

1) Council Reports

- a) Mayor Maplethorpe
 - Parkland Regional Library Board
- b) Deputy Mayor Wiseman

c) Councillor Garratt

2) Upcoming Meetings

a) Council Meeting – October 4, 2022

G. ADJOURNMENT

Summer Village of Jarvis Bay
Regular Meeting Minutes
July 5, 2022

C-1

Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held July 3, 2022, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE Mayor: Julie Maplethorpe
Deputy Mayor: Annabelle Wiseman via Zoom
Councillor: David Garratt
CAO: Tanner Evans
Development Officer: Kara Kashuba
Public Works Coordinator: Robert Wood
Finance Officer: Tina Leer
Recording Secretary: Teri Musseau
Gallery: Michelle Bakke-Purnell via Zoom
Ron Link via Zoom
John Cuthbertson via Zoom
Tammy Leibel via Zoom
Shannon Harrington via Zoom

CALL TO ORDER The Meeting was called to order at 9:45 a.m. by Mayor Maplethorpe.

AGENDA APPROVAL

JBC-22-071 MOVED by Councillor Garratt that the agenda be adopted as amended:

E.7. Bylaw Officer

CARRIED

CONFIRMATION OF MINUTES

JBC-22-072 MOVED by Mayor Maplethorpe that the regular meeting minutes of Council held on May 3, 2022, be approved as presented.

CARRIED

JBC-22-073 MOVED by Deputy Mayor Wiseman that the regular meeting minutes of the Municipal Planning Commission meeting held on May 16, 2022, be approved as presented.

CARRIED

INFORMATION ITEMS

- 1) Action Items List
- 2) Accounts Payable
- 3) Quarterly Financial Report
- 4) Development Update
- 5) Annual Information Meeting
- 6) Public Works Report
- 7) Bylaw Officer

JBC-22-074 MOVED by Mayor Maplethorpe that Council accept the information items as presented.

CARRIED

REQUEST FOR DECISION

COUNCIL & LEGISLATION

JBC-22-075 Animal Control Bylaw
MOVED by Mayor Maplethorpe that Administration amend the Animal Control Bylaw as discussed and bring back to next meeting.
CARRIED

Council break at 10:47 a.m.

Council reconvened at 11:00 a.m.

PUBLIC HEARING

Mayor Maplethorpe declared the Public Hearing for Bylaw #183-22, Land Use Bylaw Amendment Bylaw, open at 11:00 a.m.

Mayor Maplethorpe provided the procedure for the public hearing.

Kara Kashuba, Development Officer, provided the background on the requested bylaw amendments.

Part One: General 1.3 Definitions

Proposed Regulation:

Add Definition:

“tourist home means a discretionary use wherein a dwelling unit is offered for rent to guests for less than thirty (30) days.”

Part One: General 1.7 Establishment of Fees

Proposed Regulation:

Development Permit application fees and fees for other matters arising through this Land Use Bylaw will be established by Council in the Summer Village of Jarvis Bay Fees Bylaw. Council may amend the bylaw to increase, decrease or establish new fees by an amendment bylaw.

Part Three: Supplementary Regulations 4(8)

Proposed Regulation

- (a) A development permit is required to operate a tourist home. Tourist Homes will be issued for twelve (12) months. Registered owners cannot operate more than one (1) tourist home in the Residential District (R), Residential A District (R-A), and Twin Rose Residential District (RTR).
- (b) Tourist homes shall be contained within the principal building and therefore garage suites shall not be used.
- (c) Notwithstanding part three, section 2(3), no recreation vehicle shall be used as accommodation for tourist home guests.
- (d) The maximum number of people staying overnight in a tourist home shall be two (2) times the number of bedrooms plus two (2). Floor plan is to be submitted at the time of application.

- (e) The operator of a tourist home shall provide the Summer Village Office with the name and phone number(s) of at least one person (adult) that is authorized to act on the owner/operator's absence. The owner/operator is responsible for informing the Summer Village Office of any changes in this information.
- (f) The tourist home shall always abide by the community standards bylaw regardless of who is occupying the home. This includes (noise, nuisance, and littering etc.). A summary of key bylaws will be provided by administration.
- (g) In residential districts tourist homes shall not display any sign advertising the tourist home.
- (h) Adequate parking must be in place on the property, of a minimum of one stall per bedroom.
- (i) Approval of a development permit does not exempt the owner/operator of a tourist home from complying with any federal, provincial, or other municipal legislation.

**Part Four: Land Use District (R) (R-A) (RTR)
Proposed Regulation**

Add the following to Discretionary Uses: Tourist Home

Written submissions received were read into the record by the Development Officer from:

Ron Link, 246 Jarvis Bay Drive
– not in support of tourist homes in Jarvis Bay

John Cuthbertson, 214 Jarvis Bay Drive
- not in support of tourist homes in Jarvis Bay

The floor was opened to comments from the public.

John Cuthbertson expressed his concerns about Tourist Homes in Jarvis Bay and how they could become a problem over time.

Shannon Harrington inquired about how many tourist homes a person can operate.

Ron Link is not in support and suggested canvassing tourist homeowners to make sure they understand the bylaw.

Tammy Leibel doesn't think it is fair to say homeowner must be onsite at all times and stated the parking issues at Petro Beach are not a result of tourist homes.

Mayor Maplethorpe asked if anyone else would like to speak. Seeing there were no further comments, Mayor Maplethorpe thanked everyone for coming and those who provided written and verbal comments.

Summer Village of Jarvis Bay
Regular Meeting Minutes
July 5, 2022

C-1

Mayor Maplethorpe declared the Public Hearing for Bylaw 183-22 closed at 11:17 a.m. and cautioned that no further comments or submissions would be received.

- JBC-22-076** Cheque Signing Policy
MOVED by Mayor Maplethorpe that Council adopt the amended Cheque Signing Policy allowing Administration to release EFTs in excess of \$10,000.
CARRIED
- JBC-22-077** Highway 20
MOVED by Councillor Garratt that Council accept the Highway 20 discussion as information.
CARRIED
- JBC-22-078** Alberta Municipalities Convention
MOVED by Councillor Garratt that Mayor Maplethorpe attend the Alberta Municipalities Convention on behalf of Council.
CARRIED
- Bylaw #185-22** Subdivision and Development Appeal Board
JBC-22-079 MOVED by Mayor Maplethorpe that Council give 1st reading to the Subdivision and Development Appeal Board Bylaw #185-22.
CARRIED
- JBC-22-080** MOVED by Deputy Mayor Wiseman that Council give 2nd reading to the Subdivision and Development Appeal Board Bylaw #185-22.
CARRIED
- JBC-22-081** MOVED by Councillor Garratt that Council by unanimous consent give 3rd reading to the Subdivision and Development Appeal Board Bylaw #185-22 at this meeting.
CARRIED UNANIMOUSLY
- JBC-22-082** MOVED by Mayor Maplethorpe that Council give 3rd and final reading to the Subdivision and Development Appeal Board Bylaw #185-22.
CARRIED
- Bylaw #184-22** Subdivision Authority Bylaw
JBC-22-083 MOVED by Deputy Mayor Wiseman that Council give 1st reading to the Subdivision Authority Bylaw #184-22.
CARRIED
- JBC-22-084** MOVED by Mayor Maplethorpe that Council give 2nd reading to the Subdivision Authority Bylaw #184-22.
CARRIED
- JBC-22-085** MOVED by Councillor Garratt that Council by unanimous consent give 3rd reading to the Subdivision Authority Bylaw #184-22 at this meeting.
CARRIED UNANIMOUSLY
- JBC-22-086** MOVED by Deputy Mayor Wiseman that Council give 3rd and final reading to the Subdivision Authority Bylaw #184-22.
CARRIED

PLANNING & DEVELOPMENT

- JBC-22-087

Land Use Bylaw Amendment Bylaw

MOVED by Mayor Maplethorpe that Council table the Land Use Bylaw Amendment Bylaw #183-22 and bring back to next meeting with minor amendments as discussed.

CARRIED
- JBC-22-088

Fees Bylaw

MOVED by Mayor Maplethorpe that Council table the Fees Bylaw until the next meeting for amendments.

CARRIED

COUNCIL REPORTS

- Mayor Maplethorpe

- Town of Sylvan Lake Library Board written report
 - Letter from Shannon Stubbs, M.P.
 - Invitation to Bentley Fair and Rodeo
- Deputy Mayor Wiseman

- No reports
- Councillor Garratt

- No reports

COMMITTEE REPORTS

- Joint Services Committee

- Meeting Minutes April 29, 2022
 - Meeting Minutes May 12, 2022
- JBC-22-089

MOVED by Mayor Maplethorpe that Council accept the Council reports as information.

CARRIED

NEXT COUNCIL MEETING

- JBC-22-090

MOVED by Mayor Maplethorpe that the next meeting of Council be held September 6, 2022, at 9:30 a.m.

CARRIED

ADJOURNMENT

- JBC-22-091

MOVED by Mayor Maplethorpe that being the agenda matters have been concluded, the meeting be adjourned at 12:48 p.m.

CARRIED

JULIE MAPLETHORPE, MAYOR

TANNER EVANS, CAO

SUMMER VILLAGE OF JARVIS BAY
ORGANZATIONAL MEETING MINUTES
JULY 5, 2022

Minutes of an organizational meeting of Council held on July 5, 2022, in the Summer Village Administration Office in the Town of Sylvan Lake.

- PRESENT:** Annabelle Wiseman via Zoom
Julie Maplethorpe
David Garratt
- STAFF PRESENT:** Tanner Evans, Administrator
Teri Musseau, Recording Secretary
Robert Wood, Public Works Coordinator
Kara Kashuba, Development Officer
Tina Leer, Finance Officer
- GALLERY:** Michelle Bakke-Purnell via Zoom
Ron Link via Zoom
John Cuthbertson via Zoom

CALL TO ORDER

Tanner Evans, C.A.O., called the meeting to order at 9:30 a.m.

AGENDA

- JBC-21-084** MOVED by Councillor Maplethorpe that the agenda be accepted as presented.

SELECTION OF MAYOR

Tanner Evans called for the nominations for Mayor.

- JBC-22-056** MOVED by Councillor Wiseman
Mayor THAT Councillor Maplethorpe be appointed as Mayor.

CARRIED

Tanner Evans turned the meeting over to Mayor.

SELECTION OF DEPUTY MAYOR

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

- JBC-22-057** MOVED by Mayor Maplethorpe
Deputy Mayor THAT Councillor Wiseman be appointed as Deputy Mayor.

CARRIED

APPOINTMENT OF ASSESSOR AND AUDITOR FOR THE 2021 FINANCIAL YEAR

- JBC-22-058** MOVED by Deputy Mayor Wiseman
Assessor THAT Wild Rose Assessment be appointed Assessor for the Summer Village of Jarvis Bay.

CARRIED

JBC-22-059
Auditor

MOVED by Councillor Garratt
THAT the Metrix Group be appointed Auditors for the Summer Village of Jarvis Bay.

CARRIED

APPOINTMENTS TO VARIOUS COMMITTEES, COMMISSIONS AND BOARDS

JBC-22-060
MPC

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

- Council Representative – Annabelle Wiseman
- Council Representative – Julie Maplethorpe
- Member at Large – Jim Watson
- Member at Large – Ron Link
- Member at Large - Lenore Berkley
- Member at Large – Michelle Bakke-Purnell

CARRIED

JBC-22-061
SDAB

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

- Council Representative – David Garratt
- Citizen-at-Large Representative – Diane Hollingshead
- Citizen-at-Large Representative – Bob Thomlinson
- Citizen-at-Large Representative – Russell Crook
- Citizen-at-Large Representative – Rene Weber
- SDAB Secretary – Teri Musseau

CARRIED

APPOINTMENTS TO VARIOUS INTERMUNICIPAL COUNCIL COMMITTEES, COMMISSIONS AND BOARDS

JBC-22-062
Joint Services

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

CARRIED

JBC-22-063
Emergency
Advisory
Committee

MOVED by Mayor Maplethorpe
THAT Mayor Maplethorpe, Deputy Mayor Wiseman and Councillor Garratt be appointed as Council Representatives to the Emergency Advisory Committee.

CARRIED

JBC-22-064
LREMP

MOVED by Councillor Garratt
THAT Mayor Maplethorpe be appointed as Council Representative to the Lacombe Regional Emergency Management Advisory Committee with Deputy Mayor Wiseman as the alternate.

CARRIED

JBC-22-065
IDPC

MOVED by Mayor Maplethorpe
THAT Deputy Mayor Wiseman be appointed as Council Representative to the Sylvan Lake Intermunicipal Development Plan Committee with Mayor Maplethorpe as the alternate.

CARRIED

Initials

JBC-22-066
*Water/Wastewater
Commission*

MOVED by Deputy Mayor Wiseman
THAT Deputy Mayor Wiseman be appointed as Summer Village of Jarvis Bay Representative to the Sylvan Lake Regional Water & Wastewater Commission with Councillor Garratt as alternate.

CARRIED

APPONTMENT TO VARIOUS COMMITTEES AT LARGE

JBC-22-067
*Parkland Regional
Library Board*

MOVED by Councillor Garratt
THAT Mayor Maplethorpe be appointed as representative to the Parkland Regional Library Board for all 5 Summer Villages.

CARRIED

JBC-22-068
*Sylvan Lake
Library Board*

MOVED by Deputy Mayor Wiseman
THAT Mayor Maplethorpe be appointed as representative to The Town of Sylvan Lake Library Board for all 5 Summer Villages.

CARRIED

JBC-22-069
FCSS

MOVED by Mayor Maplethorpe
THAT a representative from the Summer Village of Norglenwold, be appointed as representative to the Family Community Support Services Board for all 5 Summer Villages.

CARRIED

ADJOURNMENT

JBC-22-070

MOVED by Mayor Maplethorpe that being the agenda matters have been concluded, the meeting be adjourned at 9:44 a.m.

Julie Maplethorpe, Mayor

Tanner Evans, Administrator

Initials

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held June 27, 2022, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT	Chair:	Julie Maplethorpe
	Deputy Mayor:	Annabelle Wiseman via Zoom
	Member at Large:	Ron Link
	CAO:	Tanner Evans
	Development Officer:	Kara Kashuba
	Recording Secretary:	Carolyn Widmer
	Gallery:	Susan Knopp – Bowood Homes
		Todd Zimmerman – Bowood Homes
		Shauna Willoughby – 232 Jarvis Bay
		Kathleen Smith – 232 Jarvis Bay Drive
		Sandi Smith – 232 Jarvis Bay Drive
		Dennis Wade – 238 Jarvis Bay Drive
		Don Allan – 234 Jarvis Bay Drive
		James Morrisroe – 236 Jarvis Bay Dr
		Colleen Finn – 236 Jarvis Bay Dr

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

AGENDA

MPC-22-007 Moved by Ron Link to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATION

234 Jarvis Bay Drive

An application was submitted on behalf of the registered owner for a dwelling at the property of 234 Jarvis Bay Drive (Lot 10A, Block 2, Plan 6735NY) in the Summer Village of Jarvis Bay.

The following spoke in opposition of the development:

Shauna Willoughby
Kathleen Smith
Sandi Smith
Dennis Wade
James Morrisroe)
Colleen Finn

The following spoke in favor of the development:

Susan Knopp
Todd Zimmerman
Don Allan

Kara Kashuba, Susan Knopp, Todd Zimmerman, Shauna Willoughby, Kathleen Smith, Snadi Smith, Dennis Wade, Don Allan, James Morrisroe and Colleen Finn left the meeting at 10:03 am.

Initials

MPC-22-008

CLOSED SESSION

MOVED by Mayor Maplethorpe to move to a closed session at 10:03 am.

Deputy Mayor Wiseman announced a break at 10:04 am.
Reconvened at 10:10 am.

MPC-22-009

Moved by Mayor Maplethorpe that Council return to an open meeting at 11:38 am.

CARRIED

DECISIONS

MPC-22-010

Moved by Mayor Maplethorpe that Municipal Planning Commission approve the application with conditions as amended.

- All parcels shall be graded to ensure that storm water is directed to a drainage ditch without crossing adjacent land, except as permitted by the Development Authority.
- All maintenance and upkeep shall be the responsibility of the property owner.
- A lot grade certificate will be required at completion to ensure that proper drainage on the property exists.
- The height of the dwelling shall not exceed 10m (32.81ft.) in building height measured from grade.
- Final as build reap property report from an Alberta Land Surveyor at completion of landscaping that includes parcel coverage.
- Replanting of trees/shrubs and exiting trees to remain according to landscaping plan.
- Future shop is not included in this approval.
- Development is to comply with the geotechnical report recommendations to ensure that the bank is protected and the development is safe.
- Metal construction fence panels including signage are to be erected around the perimeter of the property for the duration of construction.
- All retaining walls and hard landscaping to be included in the parcel coverage calculations and shown on the final Real Property Report Parcel.
- Completions deposit of \$5000.00.

CARRIED

ADJOURNMENT:

MPC-22-011

Moved by Chair Maplethorpe that the Municipal Planning Commission meeting be adjourned at 11:43 a.m.

CARRIED

JULIE MAPLETHORPE, CHAIR

TANNER EVANS, CAO

Initials

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held August 15, 2022, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT	Chair:	Julie Maplethorpe
	Deputy Mayor:	Annabelle Wiseman via Zoom
	Member at Large:	Lenore Berkeley via Zoom
	CAO:	Tanner Evans
	Development Officer:	Kara Kashuba
	Recording Secretary:	Teri Musseau
	Gallery:	Don Allen
		Todd Zimmerman, Bowood Homes
		Michelle Bakke-Purnell

Jim Purnell
Ron Link via Zoom

CALL TO ORDER Chair Maplethorpe called the meeting to order at 8:59 a.m.

AGENDA

MPC-22-012 Moved by Annabelle Wiseman to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATION(S)

39 Jarvis Bay Drive

An application was submitted on behalf of the registered owner for a garage with guest house at the property of 39 Jarvis Bay Drive (Lot 20, Block 1, Plan 2350EO) in the Summer Village of Jarvis Bay.

Jim Purnell and Michelle Bakke-Purnell left the meeting at 9:22 a.m.

234 Jarvis Bay Drive

An application was submitted on behalf of the registered owner for a garage with guest house at the property of 234 Jarvis Bay Drive (Lot 10A, Block 2, Plan 6735NY) in the Summer Village of Jarvis Bay.

Kara Kashuba, Todd Zimmerman, and Don Allen left the meeting at 9:28 a.m.

DEVELOPMENT DECISION(S)

MPC-22-113	<u>234 Jarvis Bay Drive</u>
	Moved by Annabelle Wiseman that the Municipal Planning Commission approve the application for a garage with guest house at 234 Jarvis Bay

Initials

Drive with the following conditions being met to the satisfaction of the Development Officer:

- An accessory building erected or placed on a parcel shall not be used as a dwelling unit
 - Electrical power from the property line to any buildings situated on this parcel to be constructed underground
 - The exterior of an accessory building must be finished to match or compliment the exterior finish of the main building
 - In situations where a detached dwelling is being rented out and there is a guest house on the parcel, the guest house shall not be rented out to a separate party than those renting the detached dwelling
 - Height of the accessory building shall not exceed 7.62m (25ft.)
 - Guest house means an accessory building containing sleeping facilities for temporary usage only and may have a bathroom but shall not have a kitchen or other cooking facilities
 - Final as build real property report from an Alberta Land Surveyor at completion of landscaping that includes parcel coverage
 - Metal construction fence panels including signage are to be erected around the perimeter of the property for the duration of construction
 - All parcels shall be graded to ensure that storm water is directed to a drainage ditch without crossing adjacent land, except as permitted by the Development Authority. All maintenance and upkeep shall be the responsibility of the property owner
 - Completions deposit of \$5,000.00
 - Landscaping to be done according to the landscaping plan
- CARRIED

MPC-22-014

39 Jarvis Bay Drive

Moved by Lenore Berkeley that the Municipal Planning Commission approve the application for a garage with guest house at 39 Jarvis Bay Drive with the following conditions being met to the satisfaction of the Development Officer:

- An accessory building erected or placed on a parcel shall not be used as a dwelling unit
- Electrical power from the property line to any buildings situated on this parcel to be constructed underground
- The exterior of an accessory building must be finished to match or compliment the exterior finish of the main building
- In situations where a detached dwelling is being rented out and there is a guest house on the parcel the guest house shall not be rented out to a separate party than those renting the detached dwelling
- Height of the accessory building shall not exceed 7.62m (25ft.)
- Guest house means an accessory building containing sleeping facilities for temporary usage only and may have a bathroom but shall not have a kitchen or other cooking facilities
- Final as build real property report from an Alberta Land Surveyor at completion of landscaping that includes parcel coverage
- All parcels shall be graded to ensure that storm water is directed to a drainage ditch without crossing adjacent land, except as permitted

Initials

by the Development Authority. All maintenance and upkeep shall be the responsibility of the property owner

- Completions deposit of \$3,000.00
 - Landscaping to be done according to the landscaping plan
 - Municipal land abutting the rear of the lot shall not be used as vehicular access to the lot
 - The two existing sheds shall be removed
- CARRIED

ADJOURNMENT:

MPC-22-115

Moved by Chair Maplethorpe that being the agenda matters have been concluded, the meeting of the Municipal Planning Commission be adjourned at 10:12 a.m.

CARRIED

JULIE MAPLETHORPE, CHAIR

TANNER EVANS, CAO

Initials

Minutes of a Meeting of the Whole for the Summer Village of Jarvis Bay, Province of Alberta, held June 9, 2022, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE Mayor: Julie Maplethorpe
Deputy Mayor: Annabelle Wiseman
Councillor: David Garratt
CAO: Tanner Evans
Public Works Coordinator: Robert Wood
Gallery: Bob Thomlinson
John Cuthbertson via Zoom
Daphne Dittler via Zoom

CALL TO ORDER The Meeting was called to order at 9:41 a.m. by Mayor Maplethorpe.

AGENDA APPROVAL

JBW-22-001 MOVED by Mayor Maplethorpe that the agenda be adopted as presented.
CARRIED

COUNCIL & LEGISLATION

Interim Dock and Mooring Policy
Council discussed the Interim Dock and Mooring Policy and options for mooring in front of the Petro Beach area. Council debated location options for a good mooring area, how many lifts should be allowed, and how it could be regulated. No dock will be permitted at Petro Beach. A tag system was discussed with regards to being able to identify boats to their owners and this would potentially apply to all boats permitted to be moored in any part of the Summer Village of Jarvis Bay.

Council discussed the notification of adjacent landowners prior to a dock being permitted to be installed on a road allowance. Ideally each road allowance would be prescriptive in the policy moving forward so that specific requirements such as environmentally sensitive areas are protected. It would also help to specify which road allowances are for public/walking access only as opposed to personal watercraft and boat traffic access.

Council break at 11:10 a.m.

Council reconvened at 11:19 a.m.

Animal Control
Council discussed recent complaints about dogs running loose in the Summer Village. The Animal Control bylaw was reviewed by Council.

Council break at 12:22 p.m.

Council reconvened at 12:24 p.m.

NEXT COUNCIL MEETING

JBW-22-002 MOVED by Mayor Maplethorpe that the next meeting of Council be held on July 5th, 2022, along with the Organizational meeting, commencing at 9:30 a.m.

CARRIED

ADJOURNMENT

JBW-22-003 MOVED by Mayor Maplethorpe that being the agenda matters have been concluded, the meeting be adjourned at 12:43 p.m.

CARRIED

JULIE MAPLETHORPE, MAYOR

TANNER EVANS, CAO

Summer Village of Jarvis Bay

Administration and Finance

Council Date: September 6, 2022

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 130,216.16

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

- | | |
|---------------------------------------|--------------|
| 1. SL Regional Water/Wastewater Comm. | \$ 3,235.85 |
| a. Governance & Admin Costs | |
| 2. Town of Sylvan Lake | \$ 32,538.60 |
| a. 2022 Recreation Cost Sharing | |
| b. 2022 Fire Requisition | |
| c. 2022 FCSS | |
| 3. Rugged West Maintenance Inc. | \$ 3,712.81 |
| a. Snow Fence Removal | |
| b. Buoy Installation | |
| c. Mowing & Trimming- May | |
| 4. Rugged West Maintenance Inc. | \$ 3,307.50 |
| a. Mowing & Trimming - June | |
| 5. Sylvan Lake Regional | \$ 10,265.48 |
| a. May 2022 Wastewater Service | |
| b. April 2022 Wastewater Service | |
| 6. SL & District Lions Club | \$ 8,955.00 |
| a. Petro Park Maintenance | |
| 7. SL Regional Water/Wastewater | \$ 5,132.74 |
| a. June 2022 Wastewater Services | |
| 8. Tar-ific Const Ltd | \$ 11,403.00 |
| a. Supply & Install 3 Memorial | |
| 9. Rugged West Maintenance Inc. | \$ 3,276.00 |
| a. Mowing & Trimming - July | |
| 10. Summer Village of Norglenwold | \$ 26,704.14 |
| a. June 2022 Muni Specific Costs | |
| b. June 2022 Shared Costs | |
| c. July 2022 Muni Specific Costs | |
| d. July 2022 Shared Costs | |

Council Expense Claims Report:**June Expenses**

▪ Julie Maplethorpe	\$ 360.00
▪ Annabelle Wiseman	\$ 1320.00
▪ David Garratt	\$ 120.00

July Expenses

▪ Julie Maplethorpe	\$ 480.00
▪ Annabelle Wiseman	\$ 0
▪ David Garratt	\$ 120.00

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Date Printed
2022-08-25 11:12 AM

Summer Village of Jarvis Bay
List of Accounts for Approval (Detailed)
Batch: 2022-00057 to 2022-00074

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1045	2022-06-30	Al's Bobcat & Trucking			
18699		232-000-250 - Road Maintenan	Moved Barriers to Block La	125.00	
		312-000-260 - GST Paid Refund	GST Tax Code	6.25	131.25
1046	2022-06-30	SL Regional Water/Wastewater Commission			
1626		242-000-250 - SLR WasteWater	Governance & Admin Costs	3,235.85	3,235.85
1047	2022-06-30	Town of Sylvan Lake			
IVC115929		274-000-510 - Operational Rechr	2022 Recreation Cost Shari	15,975.00	15,975.00
FIRE-22		223-000-200 - Contract Fire Ser	2022 Fire Requisition	13,125.00	13,125.00
2022-FCSS		212-403-220 - FCSS Sylvan Lak	2022 FCSS	3,438.60	3,438.60
			Payment Total:		32,538.60
1048	2022-07-19	Rugged West Maintenance Inc.			
1238		232-000-200 - Green Space Pro	Snow Fence Removal	160.00	
		272-000-250 - Buoy Programs	Buoy Installation	1,876.00	
		312-000-260 - GST Paid Refund	GST Tax Code	101.81	2,137.81
1244		232-000-200 - Green Space Pro	Mowing and Trimming-May	1,500.00	
		312-000-260 - GST Paid Refund	GST Tax Code	75.00	1,575.00
			Payment Total:		3,712.81
1049	2022-07-31	Phillips, Kenneth			
2022		461-000-520 - Completions Dep	Completions Deposit Refun	500.00	500.00
1050	2022-07-31	Ace Line Locating Ltd.			
5373		242-000-255 - Maintenance Pro	Line Locating-1 Ticket	120.00	
		312-000-260 - GST Paid Refund	GST Tax Code	6.00	126.00
1051	2022-07-31	Alberta Parking Lot Services			
24318		232-000-250 - Road Maintenan	Cold Pour Crack Seal	1,725.00	
		312-000-260 - GST Paid Refund	GST Tax Code	86.25	1,811.25
1052	2022-07-31	Black Press Group Ltd			
34280888		212-400-222 - Advertising	Public Notice	617.74	
		312-000-260 - GST Paid Refund	GST Tax Code	30.88	648.62
1053	2022-07-31	Empringham Disposal Corp			
34782		243-000-200 - Contracted Servic	Weekly Collection	1,485.00	
		312-000-260 - GST Paid Refund	GST Tax Code	74.25	1,559.25
1054	2022-07-31	Parkland Regional Library			
220103		274-000-850 - Parkland Region	3rd Quarter Requisition	480.94	
		312-000-260 - GST Paid Refund	GST Tax Code	24.05	504.99
1055	2022-07-31	Parkland Nurseries & Garden			
2022064		232-000-200 - Green Space Pro	Brown Plastic Inserts Custo	161.80	
		312-000-260 - GST Paid Refund	GST Tax Code	8.09	169.89
1056	2022-07-31	Rugged West Maintenance Inc.			
1250		232-000-200 - Green Space Pro	Mowing and Trimming-June	3,150.00	
		312-000-260 - GST Paid Refund	GST Tax Code	157.50	3,307.50
1057	2022-07-31	Sylvan Lake Regional			
1646		242-000-260 - Useage Fees	May 2022 Wastewater Serv	5,132.74	5,132.74
1640		242-000-260 - Useage Fees	April 2022 Wastewater Serv	5,132.74	5,132.74
			Payment Total:		10,265.48
1058	2022-07-31	SL & District Lions Club			

Date Printed
2022-08-25 11:12 AM

Summer Village of Jarvis Bay
List of Accounts for Approval (Detailed)
Batch: 2022-00057 to 2022-00074

Page 2

COMPUTER CHEQUE

Payment #	Date	Vendor Name			
Invoice #	GL Account	GL Transaction Description	Detail Amount	Payment Amount	
1-July 4 2022	272-000-510 - Parks and Playgro	Petro Park Maint. Contract-	8,955.00	8,955.00	
1059	2022-07-31	SL Regional Water/Wastewater Commission			
1654	242-000-260 - SLR Water Comm	Wastewater Services	5,132.74	5,132.74	
1060	2022-07-31	TAR-IFIC Const Ltd			
058509	297-199-840 - Projects Reserve:	Supply & Install 3 Memorial	10,860.00		
	312-000-260 - GST Paid Refund	GST Tax Code	543.00	11,403.00	
1061	2022-07-31	Town of Sylvan Lake			
IVC116306	223-000-200 - Contract Fire Ser	Electrical Line Down-No Re:	1,300.00	1,300.00	
1062	2022-07-31	Townsend Electrical LTD			
08343	232-000-545 - Street Light Progr	Repair Street Lights	690.20		
	312-000-260 - GST Paid Refund	GST Tax Code	34.51	724.71	
1063	2022-07-31	Triangle Construction Inc.			
1581	232-000-200 - Green Space Pro	Clear Fallen Tree from Drain	150.00		
	312-000-260 - GST Paid Refund	GST Tax Code	7.50	157.50	
1064	2022-07-31	Wild Rose Assessment Service			
8681	212-400-232 - Assessment Fees	Assessment Fees July 1 to	1,650.00		
	312-000-260 - GST Paid Refund	GST Tax Code	82.50	1,732.50	
1065	2022-08-25	Ace Line Locating Ltd.			
5406	242-000-255 - Maintenance Pro	Line Locating-5 Tickets	600.00		
	312-000-260 - GST Paid Refund	GST Tax Code	30.00	630.00	
1066	2022-08-25	Empringham Disposal Corp			
35990	243-000-200 - Contracted Servic	Weekly Collection	1,485.00		
	312-000-260 - GST Paid Refund	GST Tax Code	74.25	1,559.25	
1067	2022-08-25	Parkland Nurseries & Garden			
20-1166	297-201-840 - Project Reserves-	Landscape Restoration	2,682.50		
	312-000-260 - GST Paid Refund	GST Tax Code	134.13	2,816.63	
1068	2022-08-25	Rugged West Maintenance Inc.			
1263	232-000-200 - Green Space Pro	Mowing and Trimming-July	3,120.00		
	312-000-260 - GST Paid Refund	GST Tax Code	156.00	3,276.00	
1069	2022-08-25	SL & District Lions Club			
2-2022	272-000-510 - Parks and Playgro	Petro Beach Maintenance	2,102.50	2,102.50	
1070	2022-08-25	Town of Sylvan Lake			
IVC116594	223-000-200 - Contract Fire Ser	Alarms-Dectector-Resident	2,140.00	2,140.00	
Total Computer Cheque:				100,441.32	

EFT

Payment #	Date	Vendor Name			
Invoice #	GL Account	GL Transaction Description	Detail Amount	Payment Amount	
179	2022-06-30	Summer Villages of Norglenwold			
2022-00085	212-100-110 - Salaries	Salaries	8,012.14		
	212-100-130 - Training	Training	268.37		
	212-100-140 - Benefits	Shared Benefits	-368.35		
	212-100-210 - Travel and Subsis	T&S	0.00		
	212-100-211 - WCB	WCB	161.75		
	212-100-266 - PW Fleet	PW Fleet	181.85		

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Summer Village of Jarvis Bay
List of Accounts for Approval (Detailed)
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EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
		212-200-215 - Postage/Freight/C	Postage/Freight	0.00	
		212-200-500 - Printing Costs	Printing Costs	131.00	
		212-200-510 - Office Supplies	Office Supplies	197.84	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	160.74	
		212-300-540 - Utilities	Utilities	322.53	
		212-300-250 - Facility Improvem	Facility Improvements	0.00	
		212-300-255 - Facility Maintena	Facility Maintenance	763.61	
		212-300-263 - Condominium Co	Condominium Costs	0.00	
		212-300-240 - Computer Softwa	Computer Software	382.77	
		212-300-242 - IT equipment	IT Equipment	0.00	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	50.22	
		212-300-510 - Other Contingenc	Contingency	7.72	
		212-300-530 - Building Insuranc	Shared Building Insurance	0.00	10,272.19
180	2022-06-30	Summer Villages of Norglenwold			
2022-00089		232-000-530 - Ditch and Culvert	ATB MC-Sand Bags for Flo	66.32	
		232-000-265 - Sign & Bench Prc	ATB MC-Speedpro Signs-D	83.46	149.78
181	2022-07-31	Summer Villages of Norglenwold			
2022-00099		212-400-220 - Election Expense	ATB MC-Muni 2022 Coventi	600.00	
		232-000-265 - Sign & Bench Prc	ATB MC-Speedpro Signs-Ti	79.48	
		232-000-265 - Sign & Bench Prc	ATB MC-Home Depot-Drill E	79.98	
		232-000-265 - Sign & Bench Prc	ATB MC-Chain Link Fence :	13.21	772.67
2022-00103		212-100-110 - Salaries	Salaries	12,822.16	
		212-100-130 - Training	Training	0.00	
		212-100-140 - Benefits	Shared Benefits	263.30	
		212-100-210 - Travel and Subsis	T&S	0.00	
		212-100-211 - WCB	WCB	161.76	
		212-100-266 - PW Fleet	PW Fleet	83.01	
		212-200-215 - Postage/Freight/C	Postage/Freight	7.80	
		212-200-500 - Printing Costs	Printing Costs	92.96	
		212-200-510 - Office Supplies	Office Supplies	3.81	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	103.49	
		212-300-540 - Utilities	Utilities	317.67	
		212-300-250 - Facility Improvem	Facility Improvements	0.00	
		212-300-255 - Facility Maintena	Facility Maintenance	301.66	
		212-300-263 - Condominium Co	Condominium Costs	1,122.58	
		212-300-240 - Computer Softwa	Computer Software	73.84	
		212-300-242 - IT equipment	IT Equipment	105.24	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	50.22	
		212-300-510 - Other Contingenc	Contingency	0.00	
		212-300-530 - Building Insuranc	Shared Building Insurance	0.00	15,509.50
				Payment Total:	16,282.17
				Total EFT:	26,704.14

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
3162	2022-07-11	Receiver General/OTH			
CP6-2022		312-000-262 - CRA Remunerati	Tax	1.94	
		312-000-262 - CRA Remunerati	CPP	7.80	9.74

Date Printed
2022-08-25 11:12 AM

Summer Village of Jarvis Bay
List of Accounts for Approval (Detailed)
 Batch: 2022-00057 to 2022-00074

Page 4

OTHER					
Payment #	Date	Vendor Name			
Invoice #	GL Account	GL Transaction Description	Detail Amount	Payment Amount	
3172	2022-07-31	Epcor			
JULY72022-990	242-000-255 - Maintenance Pro	Utilities	170.96		
	312-000-260 - GST Paid Refund	GST Tax Code	8.55		179.51
3173	2022-07-31	Epcor			
JULY42022-733	232-000-545 - Street Light Progr	Utilities	211.88		
	312-000-260 - GST Paid Refund	GST Tax Code	10.59		222.47
3188	2022-08-17	Epcor			
July52022-5503	232-000-545 - Street Light Progr	Utilities	31.16		
	312-000-260 - GST Paid Refund	GST Tax Code	1.56		32.72
3190	2022-08-17	Waste Management of Canada			
1142867-0613-9	243-000-270 - Recycling Progra	Recycling	1,027.58		
	312-000-260 - GST Paid Refund	GST Tax Code	51.38		1,078.96
3191	2022-08-25	Epcor			
AUG22022-7333	232-000-545 - Street Light Progr	Utilities	227.57		
	312-000-260 - GST Paid Refund	GST Tax Code	11.38		238.95
3192	2022-08-25	Epcor			
AUG52022-5503	232-000-545 - Street Light Progr	Utilities	33.40		
	312-000-260 - GST Paid Refund	GST Tax Code	1.67		35.07
3193	2022-08-25	Epcor			
AUG52022-9909	242-000-255 - Maintenance Pro	Utilities	193.05		
	312-000-260 - GST Paid Refund	GST Tax Code	9.65		202.70
3195	2022-08-25	Receiver General/OTH			
CP7-2022	312-000-262 - CRA Remunerati	CPP	21.48		21.48
3196	2022-08-25	Waste Management of Canada			
1144389-0613-2	243-000-270 - Recycling Progra	Recycling	999.14		
	312-000-260 - GST Paid Refund	GST Tax Code	49.96		1,049.10
			Total Other:		3,070.70
			Total MAIN:		130,216.16



D-1

Council Expense Claim Form

NAME: Julie MaplethorpePOSITION: MayorMONTH ENDING: June-2022

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

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

Village Business

June

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
6/8/22	Regular Council (Committee of the Whole)	3.25	Mayor	\$ 120.00
6/8/22	Town of Sylvan Lake Library Board	1.0	Mayor	\$ 120.00
6/27/22	Municipal Planning Commission	2.75	Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 360.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 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: \$ 360.00



Council Expense Claim Form

NAME: Annabelle WisemanPOSITION: Deputy MayorMONTH ENDING: May-2022

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

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

Village Business

RECEIVED

June MAY 31 2022

Remunerations due 30th

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
4/5/22	Regular Council	2 hours	Deputy Mayor	\$ 120.00
5/3/22	Regular Council	2 hours	Deputy Mayor	\$ 120.00
5/11/22	Highway Speed	1 hour	Deputy Mayor	\$ 120.00
5/12/22	EOEP Planning	2 hours	Deputy Mayor	\$ 120.00
5/12/22	ASVA Town Hall	1.5 hours	Deputy Mayor	\$ 120.00
5/16/22	Municipal Planning Commission	1.5 hours	Deputy Mayor	\$ 120.00
5/19/22	EOEP Planning	2 hours	Deputy Mayor	\$ 120.00
5/26/22	EOEP Planning	2 hours	Deputy Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 960.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 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: \$ 960.00



D-1

Council Expense Claim Form

NAME: Annabelle WisemanPOSITION: Deputy MayorMONTH ENDING: June-2022

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
6/2/22	EOEP Planning	2 hours	Deputy Mayor	\$ 120.00
6/8/22	Regular Council	3 hours	Deputy Mayor	\$ 120.00
6/27/22	Municipal Planning Commission	3 hours	Deputy Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 360.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 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: \$ 360.00



TOTAL PAYABLE: \$ 120.00



Council Expense Claim Form

NAME: Julie MaplethorpePOSITION: MayorMONTH ENDING: July-2022

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

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

RECEIVED

JUL 28 2022

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
7/5/22	Regular Council (Public Hearing)	3.5	Mayor	\$ 120.00
7/7/22	Town of Sylvan Lake Library Board	1.0	Mayor	\$ 120.00
7/8/22	Joint Services Committee (HRSC)	2.5	Mayor	\$ 120.00
7/18/22	Joint Services Committee	4.0	Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 480.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 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: \$ 480.00

JUL 29 2022

If event is other please type it in.

COPY

\$ 0.00

\$ 0.00

TOTAL PAYABLE: \$ 120.00

Summer Village of Jarvis Bay

September 6, 2022

Public Works

Information Item

Agenda Item: *Public Works Report*

Background:

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

- Tree planting in the reserve across from 125 Jarvis Bay Drive is complete. Watering to be done monthly for August, September and October.
- 3 Way and Stop Signs installed at intersection of Jarvis Bay Drive and Jarvis Glen Way. Post to be reinstalled. 'New' sign installed in advance of intersection.
- Quotes for tall grasses in ditch behind homes on Jarvis Bay Drive across from Petro Beach has been requested. Option is to cut or trim the grasses or to treat chemically
- Crack sealing is complete.
- Dogs on Leash sign installed at Jarvis Bay Provincial Campground entrance, near mailboxes across from Twin Rose Court and near mailboxes at the entrance to Jarvis Bay Country Estates.
- Community Notice Board is reinstalled.
- Estimates for installing a fence at Twin Rose Estates have been requested.
- Spruce Trail and Aspen Trail were maintained by contractor for overgrowth.
- Petro Beach has had significant activity and complaints. Extra garbage pickups and maintenance have been required to handle demand.
- Council Task List is being reviewed and followed up on.

Options for Consideration:

Accept for information

Authorities:

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

Summer Village of Jarvis Bay

September 6, 2022

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 94 development permits issued in the Summer Villages (30 in Birchcliff, 3 in Half Moon Bay, 13 in Jarvis Bay, 22 in Norglenwold, and 26 in Sunbreaker Cove).

The following is the listing for Jarvis Bay:

- | | |
|--|----------------------------|
| 1. 166 Jarvis Bay Drive
<i>(landscaping to be completed fall)</i> | Demolition & Dwelling |
| 2. 210 Jarvis Bay Drive
<i>(parcel coverage to be compliant, deadline fall)</i> | Dwelling |
| 3. 165 Jarvis Bay Drive
<i>(dwelling plans being submitted)</i> | Demolition & Tree Removal |
| 4. 184A Jarvis Bay Drive | Dwelling & Detached Garage |
| 5. 184B Jarvis Bay Drive | Demolition & Dwelling |
| 6. 11 Jarvis Bay Drive | Sunroom (Deck Addition) |
| 7. 251 Jarvis Bay Drive | Roof Extension & Shed |
| 8. 37 Jarvis Bay Drive | Deck |
| 9. 10 Twin Rose Court | Dwelling |
| 10. 44 Jarvis Bay Drive | Detached Garage |
| 11. 208 Jarvis Bay Drive | Dwelling |
| 12. 37 Jarvis Bay Drive | Garage w Guest House |
| 13. 234 Jarvis Bay Drive | Dwelling (NEW) |

Closed since last Council meeting:

- | | |
|-------------------------|-----------------|
| 1. 251 Jarvis Bay Drive | Home Occupation |
| 2. 23 Jarvis Bay Drive | Deck |

Permit Summary:

Year to date 2022:

7 development permits. Estimated project cost \$3,211,500.00

2021 Jan.-Dec.:

9 development permits. Estimated project cost \$1,518,000.00

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #125/13.

Summer Village of Jarvis Bay

September 6, 2022

Council and Legislation

Information Item

Agenda Item: *CAO Report*

- Preparations continue for the hiring of a Bylaw Enforcement Officer. This includes designing and ordering violation tags, municipal tickets, uniforms, crests, etc. A potential salary grid will be discussed at the next JSC meeting.
- Ministerial Order for the speed reduction on Highway 20 was signed last week. We are waiting to hear from their operations department as to when the signs will be changed.
- RCMP report from Aug 1-15 below:

2022-08-07 – Jarvis Bay – parking complaints – members attended to deal with any infractions

2022-08-07 – Jarvis Bay – suspicious vehicle around residential property
Members attended; driver having mechanical issues, nothing criminal

2022-08-10 – Jarvis Bay – theft of trailer hitch from vehicle

2022-08-11 – Jarvis Bay – abandoned vehicle – members attended; had mechanical issues, towed by owner

2022-08-12 – Jarvis Bay – noise complaint – members attended; parties spoken to

2022-08-13 – Jarvis Bay – noise complaint – members attend; parties spoken to

Options for Consideration:

Accept for information

Authorities:

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

Summer Village of Jarvis Bay**September 6, 2022****Council & Legislation****Information Item****Agenda Item: *LREMP Field Exercise*****Background:**

Administration has been informed that the Lacombe Regional Emergency Management Plan Field Exercise originally scheduled for October 26, 2022, has been cancelled due to unforeseen circumstances.

Lacombe County has decided to proceed with a tabletop exercise very similar to the one staff and Council attended in March but with staff only. Members will still receive full credit from the province.

Should any members of Council wish to attend as an observer, please email administration. To observe a more active ICS, members are welcome to attend and observe in Blackfalds.

Options for Consideration:

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

Administrative Recommendations:

- 1) That Council discuss and provide direction to Administration.

Summer Village of Jarvis Bay

September 6, 2022

Council and Legislation

Request for Decision

Agenda Item: *ASVA Annual Conference*

Background:

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

Options for Consideration:

Council has allocated \$1081 in the 2022 budget for this conference.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

2022 Budget

SAVE THE DATE: October 20 & 21st, 2022

ASVA Conference & AGM

“COME TOGETHER TO GROW TOGETHER AGAIN”



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

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

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

Day 1: Full day Program

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

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

Program 10:00 a.m. – 4:00 p.m.

Coffee Break 10:30 a.m. – 10:45 a.m.

AGM 4:00 p.m. – 4:45 p.m.

Cocktail Hour 5:00 p.m. – 6:00 p.m.

Dinner Banquet 6:00 p.m. – 7:00 p.m.

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

Day 2: ½ day Program

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

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

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

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

12 Noon Closing of Session

Featured Keynotes, Panels and Topics:

Day 1 –

Advocacy Panel

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

ALMS – Government of Alberta (Aquatic Species)

AB Municipalities - Future of Municipal Governments

RMA

Day 2 -

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

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

SLGM – Tools and Resources for CAO's

LGAA – Tools and Resources for CAO's

Topic 1: The Recipe for Productive CAOs

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

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

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

Summer Village of Jarvis Bay

September 6, 2022

Council & Legislation

Request for Decision

Agenda Item: *Animal Control Bylaw*

Background:

Administration brought forward the Animal Control Bylaw at the July Council meeting for review as Administration had received complaints about dogs running around the Summer Village off leash and not being kept on their owner's property.

After reviewing the bylaw, Council suggested small amendments to the current bylaw:

2(c) "restraint he" should read "restrain the"

3.6 (i) "shall not be permitted in the Summer Village of Jarvis Bay"

Schedule "A" increase in fees

3.2 The owner of a dog must not leave an animal chained up, in a kennel, or at large outside between the hours of 11:00 p.m. and 8:00 a.m. Animals must be kept indoors during these hours.

Options for Consideration:

- 1) Council give 1st, 2nd, and 3rd readings to the Animal Control Bylaw #187-22 as presented.
- 2) Council give 1st, 2nd, and 3rd readings to the Subdivision Authority Bylaw #187-22 as amended.
- 3) Council accept as information.

Administrative Recommendations:

- 1) That Council give 1st reading to the Animal Control Bylaw #187-22.
- 2) That Council give 2nd reading to the Animal Control Bylaw #187-22.
- 3) That Council by unanimous consent give 3rd reading to the Animal Control Bylaw #187-22 at this meeting.
- 4) That Council give 3rd and final reading to the Animal Control Bylaw #187-22.

**SUMMER VILLAGE OF JARVIS BAY
ANIMAL CONTROL BYLAW
BY-LAW # 187-22**

A Bylaw of the Summer Village of Jarvis Bay, in the Province of Alberta, to provide for the regulating, controlling and confinement of dogs.

WHEREAS pursuant to the provisions of sections 7 and 8 of the *Municipal Government Act*, 2000, Chapter M-26, as amended, a Municipal Council may pass By-laws respecting domestic animals and activities in relation to them;

AND WHEREAS, the Council of the Summer Village of Jarvis Bay deems it necessary to provide for the regulating, control and confinement of dogs running at large within the Summer Village;

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

1. TITLE

1.1 This By-law may be known as "The Animal Control By-law."

2. INTERPRETATION AND APPLICATION

2.1 In the By-law unless the context otherwise requires:

- a) **"Administrator"** means the Administrator for the Summer Village of Jarvis Bay and whatever subsequent title may be conferred on that officer by Council or Statute.
- b) **"By-law Enforcement Officer"** means a person or persons appointed as such by Council whose duties entail carrying out the provision of this By-law.
- c) **"Control of Dogs"** means that dogs are on a leash or otherwise restrained by a permitted leash held by a person, and that permitted leash is attached to a choke chain, collar or harness securely holding that animal. If it is difficult for a person to restrain the animal by a permitted leash, then the animal shall be deemed to be "at large" notwithstanding the presence of a permitted leash.
- d) **"Day"** means a continuous period of twenty-four (24) hours.
- e) **"Dog"** means either a male or female canine.
- f) **"Kennel"** shall mean a dwelling, shelter, room, or place so considered housing or keeping four (4) or more dogs over the age of four (4) months with the provisions of this By-law.

g) **“Owner”** means:

- i. a natural person or body corporate who has legal title to the dog
- ii. a person who has the care, charge, custody, possession, or control of a dog
- iii. a person who owns or harbors a dog
- iv. a person who claims and receives a dog from an animal shelter.

h) **“Peace Officer”** means:

- i. a member of the Royal Canadian Mounted Police
- ii. a member of a Municipal By-law Enforcement Officer
- iii. a Special Constable

i) **“Animal Shelter”** means a place of facility designated by the Administrator for the purpose of holding and caring for any dogs impounded under provision of this By-law.

j) **“Animal Shelter Keeper”** means the owner or operator of an animal shelter.

k) **“At Large”** means when a dog is off the premises of the owner and is not on a leash or under the immediate continuous and effective control of its owner or some competent person.

l) **“Summer Village”** means the Municipal Corporation of the Summer Village of Jarvis Bay, or the area contained within the boundary thereof as the context requires.

3. **REGULATIONS**

3.1 No dog shall be allowed to run at large in the Summer Village.

3.2 The owner of a dog must not leave an animal chained up, in a kennel, or at large outside between the hours of 11:00 p.m. and 8:00 a.m. Animals must be kept indoors during these hours so not to create a barking disturbance.

3.3 The owner of a dog shall not permit the dog to be or become a public nuisance by:

- a) biting, or chasing a person;
- b) biting, barking at, or chasing bicycles, automobiles, or other vehicles;

- c) barking, howling, or otherwise disturbing any neighbors;
 - d) causing damage to property or another dog; or
 - e) keeping a female dog which is in season at any location where the dog is a source of attention and accessible to other dogs.
- 3.4 An owner of a dog who permits the dog to defecate on property other than his own shall remove forthwith any defecated matter deposited.
- 3.5 No person shall:
- a) Untie, loosen, or otherwise free a dog which has been tied or otherwise restrained.
 - b) Negligently or willfully open a gate, door, or other opening in a fence or enclosure in which a dog has been confined and thereby allow a dog to run at large in the Summer Village.
 - c) No person shall tease, torment, or annoy any dog.
- 3.6 Breach of, or failure to comply with any of the requirements of Section 3 is an offence under this By-law which may result in prosecution or, in lieu thereof, require payment of a voluntary fine as set out in Schedule A attached hereto.
- 3.7 Kennel Operations
- i. shall not be permitted in the Summer Village of Jarvis Bay; and
 - ii. further, provided that if written complaints are received by the Summer Village or damage is proven as a result of the kennel, Council may direct the person operating the kennel to move or cease to operate the same;
 - iii. breach of, or failure to comply with Section 3.6 is an offence under this By-law which may result in prosecution or, in lieu thereof, require payment of a voluntary fine as set out in Schedule "A."

4. CAPTURE AND IMPOUNDMENT

- 4.1 By-law Enforcement Officer or Peace Officer may capture and impound any dog in respect of which the Officer believes an offense under this By-law is being or has been committed.

- 4.2 The Animal Shelter Keeper shall report any apparent illness, communicable disease, injury, or unhealthy condition of any dog to an SPCA Officer and shall act upon his recommendations. The owner, if known, shall be held responsible for all charges resulting.
- 4.3 When necessary, the By-law Enforcement Officer or Peace Officer may, in attempting to capture a dog found to be in contravention of this By-law, employ the use of bait or any device or other suitable means to apprehend the dog, provided that:
- i. it is not prohibited by law; and
 - ii. it is employed with due respect for humane treatment of the dog.
- 4.4 Where a dog is on any private property or premises without the permission of the owner or occupant, the By-law Enforcement Officer or Peace Officer may, with the permission of the property or premises to apprehend the dog.

5. INTERFERENCE AND OBSTRUCTION

- 5.1 No person, whether or not he is the owner of a dog which is being or has been pursued or captured, shall:
- i. interfere with or attempt to obstruct a By-law Enforcement Officer or a Peace Officer who is attempting to capture or who has captured a dog which is subject to being impounded pursuant to the provisions of this By-law.
 - ii. Unlock or unlatch or otherwise open the vehicle in which dogs are kept for impoundment or have been placed so as to allow or attempt to allow a dog to escape therefrom.
- 5.2 Breach of, or failure to comply with any of the requirements of Section 5 is an offence under this By-law which may result in prosecution or, in lieu thereof, require payment of a voluntary fine as set out in Schedule A which is attached hereto.

6. RECLAIMING OF IMPOUNDED DOG

- 6.1 An impounded dog may be kept at the shelter for a period of seventy-two (72) hours (Saturdays, Sundays and statutory holidays not included). During this period, the owner may reclaim the dog by paying the facility, during normal working hours, an impoundment fee and

boarding fee as set out in Schedule “B” of this By-law, and by paying the impound facility directly any veterinarian fees incurred during the impoundment.

- 6.2 The dog be retained for longer than seventy-two (72) hours if, in the opinion of the Administrator, the circumstances warrant the expense.
- 6.3 Subject to Section 6.2, any dog not reclaimed by the owner within a period of seventy-two (72) hours from the date of the impoundment (Saturdays, Sundays and statutory holidays not included) may be sold by the Animal Shelter Keeper provided such sale is not for the purpose of medical research or to a research laboratory. Any proceeds from the sale of the impounded animals shall be the property of the Summer Village.
- 6.4 The purchaser of a dog from the Shelter Keeper pursuant to the provisions of this By-law shall obtain full right and title to it and the right and title of the former owner of the dog shall cease there upon on a cost recovery basis.
- 6.5 Any dog not reclaimed by the owner within a period of seventy-two (72) hours (Saturdays, Sundays and statutory holidays not included) from the date of the impoundment or sold by the Animal Shelter Keeper shall become the property of the Summer Village which will then instruct the Animal Shelter Keeper to destroy or otherwise dispose of the dog with no liability to the owner for the said disposition.

7. VIOLATION TAG

- 7.1 The By-law Enforcement Officer or Peace Officer is hereby authorized and empowered to issue a Violation Tag to any person the By-law Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this By-law.
- 7.2 The Violation Tag shall be in such form as determined by the Administrator and shall state:
 - i. the name and address of the offender if ascertainable
 - ii. the offence and location
 - iii. date of the offence
 - iv. the appropriate penalty for the offence as provided in Schedule “A” or this By-law
 - v. that the penalty must be paid within ten (10) days of the issuance of the Violation Tag
 - vi. any other information as may be required by the Administrator

7.3 The Violation Tag may be issued to the Offender or Owner

- i. either personally
- ii. by mailing a copy to such person at their last known address, or
- iii. by leaving it for the defendant at his residence with a person on the premises who appears to be at least eighteen (18) years of age
- iv. upon retrieval of such person's dog from the Shelter.

7.4 Where a Violation Tag is issued pursuant to Section 7.1 of this By-law, the person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the Summer Village the penalty specified on the Violation Tag.

7.5 Nothing in the By-law shall prevent the Summer Village By-law Enforcement Officer or Special Constable from immediately issuing a Violation Ticket.

8. **VIOLATION TICKETS**

8.1 In those cases where a Violation Tag has been issued and if the penalty specified on the Violation Tag has not been paid within the prescribed time, then a Summer Village By-law Enforcement Officer or Special Constable is hereby authorized to issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act*, 1988, Chapter P-21.5, as amended, to any person who the Summer Village By-law Enforcement Officer or Special Constable has reasonable grounds to believe has contravened any provision of this By-law.

8.2 Notwithstanding Section 8.1 of this By-law, a Summer Village By-law Enforcement Officer or Special Constable is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act*, supra, to any person who contravene any provision of this By-law.

8.3 Any person to whom a Violation Ticket has been issued may make voluntary payment in respect to the Violation Ticket by delivering the Violation Ticket along with an amount equal to that specified for the offence as set out in Schedule "A" of this By-law, to the Provincial Court office specified on the Violation Ticket.

9. GENERAL

- 9.1 Schedule A and Schedule B is attached hereto and shall form a part of this By-law.
- 9.2 Should any provision of this By-law be invalid, then such invalid provision shall be severed, and the remaining By-law shall be maintained.
- 9.3 This By-law shall come into effect on final reading and passing of the By-law.

By-law #122-12 is hereby rescinded.

READ a first time, this 6th day of September 2022.

READ a second time, this 6th day of September 2022.

READ a third and final time, this 6th day of September 2022.

Julie Maplethorpe, Mayor

Tanner Evans, Administrator

SCHEDULE “A”

Amount which will be accepted by the Summer Village of Jarvis Bay in lieu of prosecution:

Section 3 – Running at large & being a public nuisance, not removing defecated matter, causing a dog to run at large, teasing, tormenting, or annoying a dog\$100.00

Second or subsequent offense within a twelve (12) month period.....\$500.00

Not permitted kennel operations (Keeping four (4) or more dogs over the age of four (4) months \$200.00

Second or subsequent offense within a twelve (12) month period.....\$500.00

Keeping dog outside chained up, in a kennel, or loose between the hours of 11 p.m. – 8 a.m.\$200.00

Second or subsequent offense within a twelve (12) month period.....\$500.00

Section 5 – Interfering with an Animal Control Officer or with the capture and impoundment of a dog\$100.00

Second or subsequent offense within a twelve (12) month period.....\$500.00

SCHEDULE “B”

Impound Feesas per required fees

Care and sustenance – per dayas per required fees

Veterinary feesas per expended

Summer Village of Jarvis Bay

September 6, 2022

Request for Decision

Agenda Item: *Procedural Bylaw*

Background:

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

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

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

Options for Consideration:

- 1) Council give 1st, 2nd, and 3rd readings to the Procedural Bylaw #188-22.
- 2) Council accept as information.

Administrative Recommendations:

- 1) That Council give 1st reading to the Procedural Bylaw #188-22.
- 2) That Council give 2nd reading to the Procedural Bylaw #188-22.
- 3) That by unanimous consent Council give 3rd reading to the Procedural Bylaw #188-22 at this meeting.
- 4) That council give 3rd and final reading to the Procedural Bylaw #188-22.

Authorities:

MGA Section 145

**SUMMER VILLAGE OF JARVIS BAY
PROCEDURAL BYLAW
BY-LAW 188-22**

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

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

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

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

TITLE

- 1. This bylaw may be cited as “The Procedural Bylaw”.

DEFINITIONS

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

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

APPLICATION

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

MEETINGS

Regular Meetings

6. Unless Council by resolution from time to time otherwise determines, 10 regular meetings of Council per year shall be held in the Municipal Office Council Chambers and commence at 9:30 a.m. on the first Tuesday of every month.
7. When the date of a regular meeting of Council falls on a holiday, the Council meeting will be held at the discretion of Council by a resolution of Council.
8. A meeting of Council shall adjourn no later than 4 hours after the starting time, unless Council, agrees to an extension of the meeting beyond that time.

Committee of the Whole

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

Organizational Meeting

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

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

QUORUM

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

POWERS & RESPONSIBILITIES OF THE CHAIR

Person to Act as Chair

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

Duties of the Chair

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

ELECTRONIC DEVICES

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

ADJOURNMENT

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

AGENDA

Order of Business

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

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

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

Agenda Preparation and Delivery

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

Minutes

Council Meetings

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

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

Committee Meetings

43. Minutes shall be prepared for all Committee meetings and shall:

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

Delegations

Delegations at Council Meetings

44. Requests for an appointment to make a presentation to Council must be delivered to the Chief Administrative Officer and must:

- a) be in writing;
- b) be received by the Chief Administrative Officer no later than ten (10) days prior to the scheduled Council meeting at which the presentation is to be made;
- c) clearly identify the reason or purpose of the appointment and provide a brief explanation of the subject to be addressed;
- d) specifically identify any request that is intended to be made to Council, if applicable;
- e) identify the individual or primary contact for a group or organization; and
- f) include the contact information of the group or organization, including the current mailing address and daytime telephone number.

45. In questioning delegations, Councillors will ask only questions of clarification that are relevant to the subject matter of the presentation, as described in the written request submitted in accordance with Section 44 and will avoid repetition.

46. Approved delegations may, during their presentations to Council, only speak on the subject matter that has been described in the written request submitted in accordance with Section 44.

47. If a delegation has previously made a presentation before Council in relation to certain subject matter,

- a) that delegation shall not be permitted to make further presentation on the same subject matter, except to present additional information that
 - (i) was not presented during the previous presentation, and

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

Responsibilities of Chief Administrative Officer

- 48. If the standards set out in Section 44 are met and the Chief Administrative Officer determines the presentation is within the governance authority of Council, the Chief Administrative Officer will:
 - a) if it relates to an item already on the Agenda, delivery a copy of the request or a summary of it to the Councillors prior to or at the meeting at which the Agenda is being considered; or
 - b) acquire all information necessary for the matter to be included on a future council Agenda for consideration by Council.
- 49. If the standards set out in Section 44 are met and the Chief Administrative Officer determines the presentation is not within the governance authority of Council, the Chief Administrative Officer will:
 - a) refer the request to administration for a report and/or a direct response to the writer and provide a copy of the original request and the referral to Council; and
 - b) take any other appropriate action on the request.
- 50. If a Councillor objects to the process determined by the Chief Administrative Officer, a Councillor may make a request in accordance with Section 39, that the item be included for consideration on a Council or Committee of the Whole Agenda.
- 51. If the standards set out in Section 44 are not met, the Chief Administrative Officer may file the request, without any action being taken, after advising Council of his/her determination that the request did not meet the standards.

PROCEEDING AT MEETING

Voting

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

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

Bylaws

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

Proceedings at Public Hearings

Holding Public Hearings

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

Rules and Procedures for Public Hearings

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

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

Address to and Recognition by the Chair

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

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

Questions

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

Interruption of Speaker

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

Ruling on Proceedings

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

Challenging a Ruling

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

Motions

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

101. Members may speak only twice on any motion, once in debate and once to ask questions; however, Council or the Committee, as the case may be, may give permission, by Two-Thirds Vote, to speak again.
102. Each Member may speak for only five (5) minutes, unless Council or the Committee, as the case may be, gives permission, by Two-Thirds Vote, to speak for an additional five (5) minutes.
103. Each member present will be given an opportunity to speak to a motion before it is put to a vote unless a motion is passed to limit or end debate.
104. Except as otherwise provided, all motions are debatable and amendable.
105. Not more than one main motion, amendment thereto, and amendment to the amendment may be on the floor at the same time.
106. No amendment shall be allowed, the substance of which would substantially destroy the intent of the motion or amendment to which it is intended to apply, the purpose of which could be as readily attained by voting against the motion or amendment to which it is intended to apply.
107. Any amendment must be relevant to the motion or amendment to which it is intended to apply.
108. Voting on motions and amendment shall be conducted in the reverse of the order in which they were put, that is to say, firstly, upon the amendment to the amendment, if any, secondly, upon the amendment or amendments to the motion, as the case may be, if any, and lastly, upon the motion or the motion as amended as the case may be, except in the case of times and amounts in which case the longest time and the largest amounts shall be put first.
109. A motion to refer precludes all further amendments to the main motion unless it is decided in the negative.
110. A motion to postpone definitely another motion properly before the meeting,
 - a) shall contain a time certain or ascertainable for the duration of the postponement;
 - b) is not amendable; and
 - c) is only debatable as to the duration of the postponement.
111. Upon a reasonable opportunity for discussion of a motion, in the opinion of the Chair, being afforded, and when no other person is holding the floor, a motion may be made that the question be now put.
112. A motion that the question be now put is neither amendable not debatable and if such motion is passed, the main motion or amendment (as the case may be), shall be voted upon without further amendment or debate. If the motion is not passed, debate upon and amendment to the main motion may continue.
113. A motion to end debate shall be treated in the same manner as a motion that the question be now put as provided above.
114. A motion may, with the consent of the mover and a majority of the Members present, be withdrawn or the wording thereof may be changed.

115. Once Council has dealt with any matter, a motion that would have a similar result may not be made, subject to a motion to reconsider, motion to rescind or motion to renew a defeated motion being passed.
116. A Member who voted with the prevailing side may move to reconsider a motion only at the same meeting or during any continuation of the meeting at which it was decided.
117. A motion to reconsider may not be applied to:
- a) a vote which has caused an irrevocable action; or
 - b) a motion to reconsider.
118. A motion to reconsider is not amendable but is debatable when the motion being reconsidered is debatable.
119. A motion to rescind a motion which has been passed or to renew a defeated motion may be offered subsequent to the meeting at which the motion was passed or defeated if the motion to rescind or renew is:
- a) made by a Member who voted with the prevailing side which is, when a motion is lost on a tie vote, the side that voted against the motion;
 - b) brought more than one year after the date of the original motion; or
 - c) brought after a General Election which has taken place since the date of the original motion.
120. No motion to rescind may be made when:
- a) a vote has caused an irrevocable action; or
 - b) the same result could be achieved by reconsidering the motion.
121. No motion to rescind is not amendable but is debatable if the motion which is proposed to be rescinded was itself debatable.
122. Where a motion under consideration contains distinct propositions, which are not of necessity related to each other, the vote upon each proposition shall be taken separately when any Member so requests or when the Chair so directs.
123. Where a motion is lengthy, complicated, or controversial, a Member may move to divide the question so that each part may be voted upon individually.

CONDUCT IN MEETINGS

Public Conduct

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

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

Member Conduct

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

COMMUNICATIONS TO COUNCIL

Criteria for Submissions

135. Any communication intended for Council will be forwarded to the Chief Administrative Officer in writing and must:

- a) legible, coherent, respectful; and
- b) be able to identify the writer and the writer's contact information.

Responsibilities of Chief Administrative Officer

136. If the standards set out in Section 135 are met and the Chief Administrative Officer, determines the communication is within the governance authority of Council, the Chief Administrative Officer will:

- a) if it relates to an item already on the Agenda, deliver a copy of the communication or summary of it to the Councillors prior to or at the meeting at which the Agenda is being considered; or
- b) acquire all information necessary for the matter to be included on a future council Agenda for consideration by Council.

Decisions on Communications

137. If the standards set out in Section 135 are met and the Chief Administrative Officer determines the communication is not within the governance authority of Council, the Chief Administrative Officer will:

- a) refer the communication to administration for a report and/or a direct response to the writer and provide a copy of the original correspondence and the referral to the Councillors; and
- b) take any other appropriate action on the communication.

138. If a Councillor objects to the process determined by the Chief Administrative Officer, a Council member may make a request, that the item be included for Council consideration on a Council agenda.

139. If the standards set out in Section 135 are not met, the Chief Administrative Officer may file the communication, without any action being taken, after advising Council of his/her determination that the correspondence did not meet the standards.

CLOSED SESSION (IN CAMERA)

140. Council and Committees must conduct their meeting in public, subject to Section 141.

141. Council or a Committee may, by resolution, enter a Closed Session in accordance with the *Municipal Government Act*.

142. A resolution passed to authorize a Closed Session shall identify the legal basis, under the *Municipal Government Act*, for moving to a Closed Session.

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

COMMITTEES AND TASK FORCES

Committees

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

Standing Committee

154. Council may establish Standing Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Summer Village.
155. The Members of a Standing Committee shall be appointed by Council.
156. A Standing Committee shall have a minimum of one (1) Members who are Councillors, with one further Councillor designated as an alternate Member.
157. Citizen representative may be appointed as Members of a Standing Committee, in accordance its approved terms of reference.
158. No Councillor shall serve longer than two consecutive years on any one Standing Committee, unless his or her membership term is extended by a Two-Thirds Vote at the annual organizational meeting of Council;
159. A Standing Committee shall determine the frequency of its meetings, unless otherwise specified in its terms of reference or governing bylaw.
160. Council may establish such Task Forces that may be necessary to assist Council or a Standing Committee in considering a matter.
161. Bylaw #188-20 is hereby repealed.

READ a first time this 6th day of September 2022.

READ a second time this 6th day of September 2022.

READ a third and final time this 6th day of September 2022.

Julie Maplethorpe, Mayor

Tanner Evans, C.A.O.

Summer Village of Jarvis Bay

September 6, 2022

Planning and Development

Request for Decision

Agenda Item: *LUB Amendments*

Background:

A Public Hearing was held on July 5th, 2022 at 11:00 a.m. regarding the Land Use Bylaw Amendment Bylaw #183/22. Council discussed comments received from the public and made the motion to table the bylaw and administration to bring it back with minor amendments as discussed.

Options for Consideration:

1. Council to discuss amendments, then give second and third readings to Bylaw #183/22.
2. Council to discuss amendments, make further minor amendments to the Bylaw, then give second and third readings.
3. Council to discuss comments received from the public and make major amendments to the Bylaw, therefore rescinding first reading on Bylaw #183/22 and creating a new Bylaw to be presented at the next Council meeting for first reading (with public hearing to follow).

Administrative Recommendations:

Council to discuss amendments, then give second and third readings to Bylaw #183/22 as amended.

Authorities:

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

**SUMMER VILLAGE OF JARVIS BAY
LAND USE BYLAW
AMENDMENT BYLAW #183-22**

Being a Bylaw of the Summer Village of Jarvis Bay, in the Province of Alberta, to authorize amendments to the Summer Village of Jarvis Bay Land Use Bylaw 125-13.

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

WHEREAS the Council deems it desirable to amend Land Use Bylaw 125-13;

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

An amendment to the Land Use Bylaw 125/13:

1. Part One: 1.3 – Add “tourist home” definition: means a discretionary use wherein a dwelling unit is offered for rent to guests for less than thirty (30) days.
2. Part One: 1.7 Establishment of Fees – Revise to: Development Permit application fees and fees for other matters arising through this Land Use Bylaw will be established by Council in the Summer Village of Jarvis Bay Fees Bylaw. Council may amend the bylaw to increase, decrease or establish new fees by an amendment bylaw.
3. Part Three: 4(8), add the following:

Tourist Homes

- (a) A development permit is required to operate a tourist home. Tourist Homes will be issued for twelve (12) months. Registered owners cannot operate more than one (1) tourist home in the Residential District (R), Residential A District (R-A), and Twin Rose Residential District (RTR).
- (b) Tourist homes shall be contained within the principal building and therefore garage suites shall not be used.
- (c) Notwithstanding part three, section 2(3), no recreation vehicle shall be used as accommodation for tourist home guests.
- (d) The maximum number of people staying overnight in a tourist home shall be two (2) times the number of bedrooms plus two (2). Floor plan is to be submitted at the time of application.
- (e) The operator of a tourist home shall provide the Summer Village Office with their name and phone number(s) and of at least one person (adult) that is authorized to act in the owner/operator’s absence. The owner/operator is responsible for informing the Summer Village Office of any changes in this information. The operator shall provide adjacent landowners with this information.

- (f) The tourist home shall always abide by the community standards bylaw regardless of who is occupying the home. This includes (noise, nuisance, and littering etc.). A summary of key bylaws will be provided by administration.

(g) In residential districts tourist homes shall not display any sign advertising the tourist home.

(h) Adequate parking must be in place on the driveway, of a minimum of one stall per bedroom. Parking plan to be approved at the time of application.

(i) Approval of a development permit does not exempt the owner/operator of a tourist home from complying with any federal, provincial, or other municipal legislation.
4. Part Four: (R) (R-A) (RTR) District, add the following to Discretionary Uses:
Tourist Home

INTRODUCED AND GIVEN FIRST READING this 3rd day of May 2022.

Julie Maplethorpe, Mayor

Tanner Evans, C.A.O.

PUBLIC HEARING HELD this 6th day of September 2022.

GIVEN SECOND READING this 6th day of September 2022.

GIVEN THIRD AND FINAL READING this 6th day of September 2022.

Julie Maplethorpe, Mayor

Tanner Evans, C.A.O.



Summary of Key Bylaws

1. Burning & Fire Pit Bylaw

(Key Points)

- a. Any person who starts a propane, natural gas or charcoal barbecue or starts a fire in a fire pit that complies with Section 3 herein, shall remain in charge, or keep a competent person in charge, of the barbecue or fire.
- b. Any person in charge of a barbecue or fire pit shall ensure that it does not create a risk or hazard to persons or to other properties; does not create a nuisance, which is offensive to any other person; and is completely extinguished before supervision of the barbecue or fire ends.
- c. Any person who starts a fire, or who is in charge of a fire, on property owned or occupied by that person, shall, upon demand, pay to the Summer Village any and all costs incurred by the Summer Village to extinguish such fire when, in the opinion of a Peace Officer, Director of Disaster Services or the Administrator, the fire is a hazard to persons or to other properties.
- d. With the exception of propane, natural gas or charcoal barbecues, fire pits that comply with Section 3 of the bylaw, burning in provincial or municipal owned campgrounds and parks is permitted only where fireplaces, stoves and firepits are provided by or approved by the Summer Village of Jarvis Bay.

2. Community Standards Bylaw

(Key Points)

- a. No person shall cause or permit any noise that annoys or disturbs the peace of any other person. No person shall permit property that they own or control to be used so that noise from the property annoys or disturbs the peace of any other person. Noise or disturbance that annoys or disturbs the peace of any other person is not allowed between 11:00 p.m. and 8:00 a.m. any day.
- b. No person shall place litter, deposit or throw or cause to be placed, deposited or thrown upon any Summer Village property, including any street, lane, ditches, park, other public place or water course.



3. Off-highway & Snow Machine Bylaw

(Key Points)

- a. No person shall operate an Off-Highway Vehicle or a Snow Vehicle between the hours of 23:00 and 7:00 the next day succeeding.
- b. No person shall operate an Off-Highway Vehicle or a Snow Vehicle in any area marked with Prohibiting signage.
- c. The maximum speed limit for Off-Highway Vehicles and Snow Vehicles is 20 Kilometers per hour.
- d. A person who is less than 14 years old shall not drive an Off-Highway Vehicle or Snow Vehicle on public property unless the person is supervised by a person who is occupying the passenger seat on the Off Highway Vehicle or Snow Vehicle, or is in or on a vehicle that is travelling in close proximity to the Off-Highway Vehicle or Snow Vehicle, and the person supervising is 18 years old or older.

4. Petro Beach Bylaw

(key points)

- a. In Petro Beach no person or persons shall:
 - Park any motor vehicle overnight;
 - Park any vehicle in excess of 18 feet;
 - Light a fire;
 - Abandon any garbage or refuse of any kind including animal droppings;
 - Interfere with wildlife;
 - Have dogs on Petro Beach;
 - Behave in a noisy, abusive or threatening manner towards others;
 - Be in possession of a firearm;
 - Erect a structure of any kind;
 - Store or leave any device or equipment;
 - Use Petro Beach to launch trailered watercraft;
 - Use motorized vehicles or ATV's except for specific authorized tasks;
 - Cut or remove vegetation without Village approval;

5. Traffic Bylaw

(key points)

PARKING WITHIN THE SUMMER VILLAGE

- a. Parking on Private Property



No person shall park or leave any vehicles parked on private land without approval from the owner.

b. Parking on Summer Village Lands

No person shall park any vehicle on/in ditches or green spaces, exceeding a time period of 72 hours.

c. Trailers and Recreational Vehicles

Recreational vehicles or trailers shall not be parked on any road in the Summer Village of Jarvis Bay.

d. Prohibited Parking

No person shall park a vehicle in a “no parking zone.” All “no parking” zones shall be indicated by signs posted by the Summer Village of Jarvis Bay. Parking in a prohibited parking zone shall be permitted when standing in obedience to a peace officer.

SPEED LIMIT

- a. The maximum speed limit in the Summer Village of Jarvis Bay shall be 30 km/h unless authorized road signs order a lesser or greater speed. Every driver shall obey the speed limit fixed by signs.

6. Use of Reserves, Parks & Pathways Bylaw

(key points)

- a. On Village Reserves no person or persons shall:
- Light a fire;
 - Abandon any garbage or refuse of any kind including animal droppings;
 - Interfere with wildlife;
 - Yell, scream or swear;
 - Be in possession of a firearm or other weapon;
 - Use a Reserve to launch trailered watercraft;
 - Use motorized vehicles or ATV's except for specific authorized tasks. Off-highway vehicle use is permitted along the Township Road 391 right-of-way;
 - Cut or remove vegetation without Village approval;
 - Store any private property of any kind on Reserve land. Any private property found on Reserve land will result in the removal of the property at the owner's expense.



-
- b. No vehicles, off-highway vehicles or trailers are allowed in any reserve or park at any time.

For more information on the above bylaws please visit the Summer Village of Jarvis Bay website at: <http://www.sylvansummervillages.ca/bylaws--policies3.html>

Summer Village of Jarvis Bay

September 6, 2022

Planning and Development

Request for Decision

Agenda Item: *Fees Bylaw*

Background:

Administration has provided the amended Fees Bylaw to include the fee for Discretionary Uses/Variance Requests. For any development permit application that is considered a discretionary use (eg. Tourist Home Operation) or requires a variance, the total application fee will be \$400.00.

Added to the existing bylaw:

5. Discretionary Use/Variance Requests	\$200.00
--	----------

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

Further Amendments have been made since last Council meeting as discussed:

Remove: - #7 Amendments to Amendments to Development Permit \$200.00
Significant amendments to an existing development permit. Implementing the fee shall be at the discretion of the Chief Administrative Officer or delegate.

Options for Consideration:

1. Council give 1st, 2nd, 3rd, readings to Fees Bylaw #186-22.
2. Council accept as information.

Administrative Recommendations:

1. That Council give 1st reading to Bylaw #186-22.
2. That Council give 2nd reading to Bylaw #186-22.
3. Upon unanimous consent by Council to give 3rd reading at this meeting.
4. That Council give 3rd reading to Bylaw #186-22.

Authorities:

MGA Section 556.

**SUMMER VILLAGE OF JARVIS BAY
FEES BYLAW
BYLAW #186-22**

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

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

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

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

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

Bylaw #170-19 is hereby rescinded.

INTRODUCED AND GIVEN FIRST READING this 6th day of September 2022.

GIVEN SECOND READING this 6th day of September 2022.

GIVEN THIRD AND FINAL READING this 6th day of September 2022.

Julie Maplethorpe, Mayor

Tanner Evans, C.A.O.

SUMMER VILLAGE OF JARVIS BAY
BYLAW NO. 186-22
SCHEDULE "A"

- 1. Tax Certificates** **\$25.00**
Upon request in writing, the Administrator and/or their designate shall issue a certificate showing whether or not all taxes in respect of any assessable parcel of land or other property have been paid and if not, the amount of current taxes and arrears payable against the parcel or other property.
- 2. Tax Search** **\$25.00**
Upon request in writing for tax roll and/or assessment information, (including a legal description or civic address of the parcel by which it can be located) is obtained directly from the Summer Village's computer system.
- 3. Additional information** **\$25.00**
A customer requesting additional information and/or assessment information that is not readily available from the computer system.
- 4. Development Permit** **\$200.00**
An on-site inspection is required, \$200.00 shall be collected for a Development Permit application.
- 5. Discretionary Use/Variance Requests** **\$200.00**
Development applications for discretionary uses or variance requests submitted to the Municipal Planning Commission for approval/denial.
- 6. SDAB Appeal** **\$200.00**
Appeals made to the Subdivision and Development Appeal Board.
- 7. Compliance Certificate** **\$100.00**
Upon request in writing accompanied by a cheque in the amount of \$100.00, a compliance certificate shall be issued. RPR's must be dated within 30 days and have 2 copies.
- 8. Photocopy Charges** **\$0.50**
Upon request for photocopies of any documents retained at the Administration Office a fee of \$0.50 per copy shall be collected.
- 9. Fax Charges** **\$1.00**
Upon a request to receive or send a fax a fee of \$1.00 per page for an incoming fax, and \$2.00 per page for a local and long distance outgoing fax, and \$10.00 for the first page and \$2.00 for every page thereafter for an overseas outgoing fax shall be collected.
- 10. Special Information** **\$50.00**
Upon a request in writing for information other than tax roll and/or assessment that is not readily available a charge of \$50.00 per hour to compile the information shall be collected.

Summer Village of Jarvis Bay**September 6, 2022****Planning and Development****Request for Decision****Agenda Item: *EOS Sign Request*****Background:**

Administration has received a request from a real estate agent to erect a sign on municipal land (1MR Environmental Open Space). The sign proposed to be placed on the berm of the lands is a marketing sign for new development in Twin Rose Court. The proposed sign will consist of 4x4 posts (3 posts of treated wood) that would be dug into the ground with a 8x12 sign made out of crezone. The sign is proposed to be in place for 4 years or less if properties sell out.

The Land Use Bylaw states that the general purpose of an Environment Open Space is to provide an area for the preservation of municipal land in its natural state. Any development on municipal property requires expressed written approval from the municipality.

Administration has obtained information from the Government of Alberta, that approval is required before you can build or change a development adjacent to a provincial highway. A permit from Alberta Transportation is required for new or changes to roadside developments. The general minimum setback for all development is 70 metres from the highway centre-line or no closer than 40 metres from the highway right-of-way boundary, except where these distances must be increased to allow for highway widening. Approval from the municipality (Jarvis Bay) is required before proceeding with the application to Alberta Transportation.

Enclosed is a diagram of the sign design and a map of where the sign is to be located. Setbacks to the sign are as below:

- 10m from the top of berm (sign location) to approximate municipal boundary.
- 11m from the municipal boundary to the edge of the road and 7.5m from the edge of the road to the centerline.

Options for Consideration:

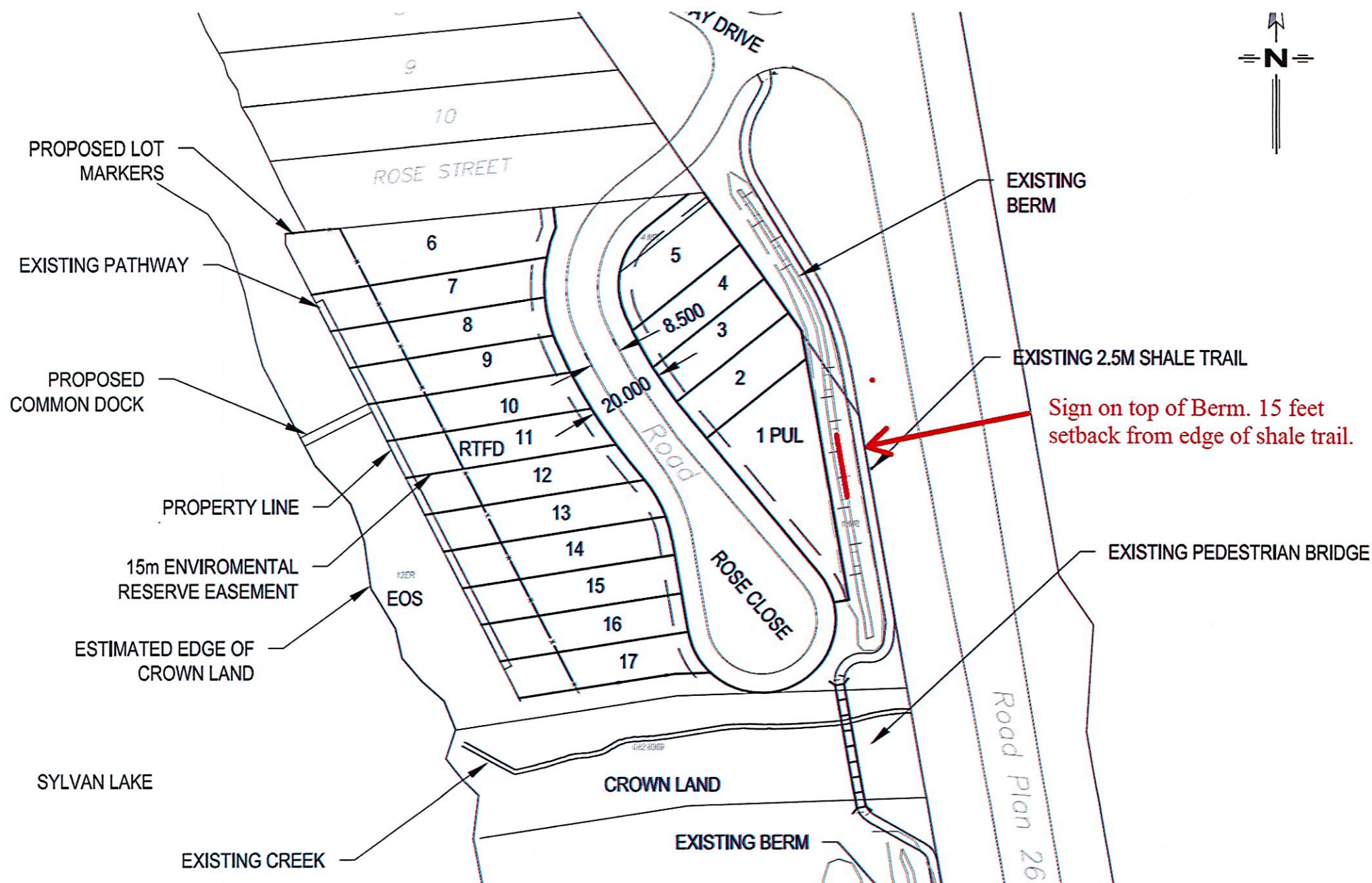
1. Council to approve the proposed sign for a term of 4 years or less. Approval from Alberta Transportation is to be obtained and provided to administration prior to development taking place.
2. Council accept as information.

Administrative Recommendations:

Council to discuss and provide administration with a motion.

Authorities:

Land Use Bylaw 125/13.



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INFO PACKAGE
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403-518-0604

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Real Estate Central Alberta

BLACK WOLF
CUSTOM HOMES

tre

TWIN ROSE ESTATES
AT JARVIS BAY

4x4 Posts
Dug into ground

Summer Village of Jarvis Bay

September 6, 2022

Council Reports

Information Item

Council Reports:

Julie Maplethorpe

- Parkland Regional Library Board

Annabelle Wiseman

David Garratt

Committee Reports:

Correspondence:

Upcoming Meetings:

Next Council Meeting – October 4th, 2022



Parkland Update

Thursday, July 14, 2022

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

Regional Marketing Campaign - Libraries as a Place of Connection

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



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

New Adult Programming Kit - Cricut EasyPress 3

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



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

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

[Click here to book now!](#)



Annual Report Statistics

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

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Parkland Summer Event

July 16

11am - 2pm

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

Advocacy: Whose Role is it Anyway

September 19, 22, 26

10am - 1:00pm

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

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

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

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

Sustainable Thinking for the Future of Libraries

July 20 12:00pm

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

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

2022 Stronger Together Virtual Conference

October 6 & 7

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

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