

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF JARVIS BAY
DECEMBER 5, 2023 @ 9:30 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, November 7, 2023

D. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Public Works Report
- 3) Development Update
- 4) Lions Club Service Agreement

E. REQUESTS FOR DECISION

1) Finance

- a) Tax Penalty Relief Policy
- b) Auditor Engagement

2) Council & Legislation

- a) Fire Pits on Sylvan Lake

3) Public Works

- a) Memorial Bench Policy Amendment
- b) Jarvis Bay Parking

4) Planning & Development

- a) Land Use Bylaw Amendments

F. COUNCIL, COMMITTEES, AND CORRESPONDENCE

1) Council Reports

- a) Mayor Maplethorpe
 - Town of Sylvan Lake Library Board
 - Parkland Regional Library Board
- b) Deputy Mayor Wiseman
- c) Councillor Garratt

2) Correspondence

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

3) Upcoming Meetings

- a) Council Meeting – January 9, 2024

G. ADJOURNMENT

Summer Village of Jarvis Bay
Regular Meeting Minutes
November 7, 2023

C-1

Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held November 7, 2023, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE	Mayor:	Julie Maplethorpe via Zoom
	Deputy Mayor:	Annabelle Wiseman via Zoom
	Councillor:	David Garratt via Zoom
	CAO:	Tanner Evans
	Public Works:	Justin Caslor
	Recording Secretary:	Carolyn Widmer

CALL TO ORDER The Meeting was called to order at 9:30 a.m. by Mayor Maplethorpe.

AGENDA APPROVAL

JBC-23-147 MOVED by Mayor Maplethorpe that the agenda be adopted as presented.
CARRIED

CONFIRMATION OF MINUTES

JBC-23-148 MOVED by Councillor Garratt that the regular meeting minutes of Council held on October 3, 2023, be approved as presented.
CARRIED

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Quarterly Financial Report
- 3) Public Works Report
- 4) Development Update
- 5) Town of Sylvan Lake Library Board
- 6) Petro Beach Public Engagement

JBC-23-149 MOVED by Deputy Mayor Wiseman that Council accept the information items as presented.
CARRIED

TABLED ITEMS

JBC-23-150 Special Events Policy
MOVED by Mayor Maplethorpe that Council adopt the Special Events Policy as amended to include ‘athletic event’ under the definitions terms.
CARRIED

REQUEST FOR DECISION

JBC-23-151 Approval to amend MSI application for Administration Building Improvements.
MOVED by Deputy Mayor Wiseman that Council amend the MSI grant application in the amount of \$1238.16.
CARRIED

JBC-23-152 Approval to amend project budget for Entrance Signage Design & Installation project
MOVED by Mayor Maplethorpe that Council approve this request based on administrative recommendations as follows:
• Removal of existing entrance signs
• Install of new signs at 4 locations
• Concrete base
• Grass landscaping (To be completed in 2024)
• Steel posts
• Aluminum letters
• Stone veneer base
• Warranty (2 year on material, manufacturing, installation defects)
CARRIED

FINANCE

JBC-23-153 Christmas Bureau
MOVED by Councillor Garratt that Council donate \$800 to the Christmas Bureau.
CARRIED

JBC-23-154 2024 Budget
MOVED by Mayor Maplethorpe that Council approved the 2024 Budget as presented.
CARRIED

Council break at 11:05 a.m.

Council reconvened at 11:12 a.m.

COUNCIL REPORTS

- Mayor Maplethorpe
- Town of Sylvan Lake Library Board written report
 - Parkland Regional Library Board written report
- Deputy Mayor Wiseman
- No reports
- Councillor Garratt
- No reports

JBC-23-155 MOVED by Mayor Maplethorpe that Council accept the Council reports as information.

CARRIED

NEXT COUNCIL MEETING

JBC-23-156 MOVED by Mayor Maplethorpe that the next meeting of Council be held December 5, 2023, at 9:30 a.m.

CARRIED

ADJOURNMENT

JBC-23-157 MOVED by Mayor Maplethorpe that being the agenda matters have been concluded, the meeting be adjourned at 11:58 a.m.

CARRIED

JULIE MAPLETHORPE, MAYOR

TANNER EVANS, CAO

Summer Village of Jarvis Bay

Administration and Finance

December 5, 2023

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 42,077.47

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

- | | |
|---|--------------|
| 1. Michelle Bakke-Purnell & James Purnell | \$ 3,318.00 |
| a. Completions Deposit Refund | |
| 2. Sylvan Lake Regional Water/Wastewater | \$ 4,011.02 |
| a. October 2023 WW Services | |
| 3. Triangle Construction Inc. | \$ 10,762.50 |
| a. Petro Beach Tree Removal | |
| 4. Summer Village of Norglenwold | \$ 13,673.78 |
| a. Oct 2023 - Muni Specific Costs | |
| b. Oct 2023 - Shared Costs | |

Council Expense Claims Report:

Oct Expenses

- | | |
|---------------------|-------------|
| ▪ Julie Maplethorpe | \$ 2,295.19 |
| ▪ Annabelle Wiseman | \$ 0 |
| ▪ David Garratt | \$ 240.00 |

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
2023-11-28 9:08 AM

Summer Village of Jarvis Bay
List of Accounts for Approval
Batch: 2023-00090 to 2023-00096

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1214 2038	2023-10-31	Michelle Bakke-Purnell & James Purnell 461-000-520 - Completions Dep	Completions Deposit Refun	3,000.00	3,000.00
1215 557374	2023-10-31	Brownlee LLP 212-400-230 - Legal Fees 312-000-260 - GST Paid Refund	Legal Fees-Review Environ GST Tax Code	2,667.20 133.36	2,800.56
1216 54300	2023-10-31	Empringham Disposal Corp 243-000-200 - Contracted Servic 243-000-270 - Recycling Progra 312-000-260 - GST Paid Refund	150 Weekly Garbage Collec 150 Bi Weekly Recycle Coll GST Tax Code	1,635.00 585.00 111.00	2,331.00
1217 5862	2023-11-28	Ace Line Locating Ltd. 242-000-255 - Maintenance Pro 312-000-260 - GST Paid Refund	Line Locating GST Tax Code	1,440.00 72.00	1,512.00
1218 25661	2023-11-28	Alberta Parking Lot Services 232-000-265 - Sign & Bench Prc 312-000-260 - GST Paid Refund	"Max 40" Sign GST Tax Code	800.00 40.00	840.00
1219 19703	2023-11-28	Al's Bobcat & Trucking 232-000-255 - Plowing Program 312-000-260 - GST Paid Refund	Oct 23 & 24, 2023 Sanding/ GST Tax Code	960.00 48.00	1,008.00
1220 00082506	2023-11-28	Road Data Services Ltd 232-000-250 - Road Maintenanc 312-000-260 - GST Paid Refund	Road permits GST Tax Code	16.00 0.80	16.80
1221 1895	2023-11-28	Sylvan Lake Regional 242-000-260 - Useage Fees	Oct 2023 WW Services	4,011.02	4,011.02
1222 DONATION2023	2023-11-28	Sylvan Lake Christmas Bureau 212-402-220 - Donations to othe	2023 Donation for Two Fam	800.00	800.00
1223 1807	2023-11-28	Triangle Construction Inc. 232-000-200 - Green Space Pro 312-000-260 - GST Paid Refund	Petro Beach Tree Removal GST Tax Code	10,250.00 512.50	10,762.50
1224 455	2023-11-28	1473929 Alberta Ltd 232-000-200 - Green Space Pro 312-000-260 - GST Paid Refund	Clean Up Fallen Tree Along GST Tax Code	400.00 20.00	420.00
Total Computer Cheque:					27,501.88

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
200 2023-00150	2023-10-31	Summer Villages of Norglenwold 261-000-110 - Development Ser 226-000-200 - Enforcement 211-202-212 - AB Munis Confer 226-000-200 - Enforcement 226-000-200 - Enforcement 212-400-220 - Election Expense 226-000-200 - Enforcement	Esri Canada-ArcGis Sept to Speedpro Bylaw Truck Dec Chateau Lacombe-AB Muni UFA-Sept Bylaw Truck Fuel ATB MC SL Registries-New ATB MC-Coffee Public Cons ATB MC-Intercon Messagin	59.00 70.46 541.09 96.57 16.93 67.96 8.10	

Date Printed
2023-11-28 9:08 AM

Summer Village of Jarvis Bay
List of Accounts for Approval
Batch: 2023-00090 to 2023-00096

Page 2

EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
2023-00154		226-000-200 - Enforcement	UFA-Oct Bylaw Truck Fuel	92.22	952.33
		212-100-110 - Salaries	Salaries	9,872.71	
		212-100-130 - Training	Training	17.36	
		212-100-140 - Benefits	Shared Benefits	475.88	
		212-100-210 - Travel and Subsidiaries	T&S	247.03	
		212-100-211 - WCB	WCB	194.31	
		212-100-266 - PW Fleet	PW Fleet	73.03	
		212-200-215 - Postage/Freight/Carriage	Postage/Freight	10.01	
		212-200-500 - Printing Costs	Printing Costs	326.37	
		212-200-510 - Office Supplies	Office Supplies	223.25	
		212-300-217 - Phone/Fax/Internet	Shared Phone/Fax	143.48	
		212-300-540 - Utilities	Utilities	329.41	
		212-300-250 - Facility Improvements	Facility Improvements	15.37	
		212-300-255 - Facility Maintenance	Facility Maintenance	532.55	
		212-300-263 - Condominium Costs	Condominium Costs	0.00	
		212-300-240 - Computer Software	Computer Software	139.08	
		212-300-242 - IT equipment	IT Equipment	52.05	
		212-300-265 - Equipment Maintenance	Equipment Maintenance	6.94	
		212-300-270 - Equipment Rental	Equipment Rental	49.68	
		212-300-510 - Other Contingencies	Contingency	12.94	
		212-300-530 - Building Insurance	Shared Building Insurance	0.00	12,721.45
			Payment Total:		13,673.78
			Total Other:		13,673.78

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
3639	2023-10-31	Receiver General/OTH			
CP10-23		312-000-262 - CRA Remuneration	Council's Oct Tax and CPP	226.47	226.47
3655	2023-11-24	Epcor			
NOV12023-7333		232-000-545 - Street Light Program	Utilities-SE-09-039-01-5	381.10	
		312-000-260 - GST Paid Refund	GST Tax Code	19.06	400.16
3657	2023-11-24	Epcor			
NOV62023-9909		242-000-255 - Maintenance Program	Utilities-3100 50A Ave	225.81	
		312-000-260 - GST Paid Refund	GST Tax Code	11.29	237.10
3658	2023-11-24	Epcor			
NOV62023-5500		232-000-545 - Street Light Program	0040 VIRTUAL SITE ID 004	36.27	
		312-000-260 - GST Paid Refund	GST Tax Code	1.81	38.08
			Total Other:		901.81
			Total MAIN:		42,077.47

Date Printed
2023-11-28 9:08 AM

Summer Village of Jarvis Bay
List of Accounts for Approval
Batch: 2023-00090 to 2023-00096

Page 3

Certified Correct This November 28, 2023

Mayor

Administrator



Council Expense Claim Form

NAME: Julie MaplethorpePOSITION: MayorMONTH ENDING: October-2023

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

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

Village Business

OCT 26 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
10/3/23	Regular Council	4.0	Mayor	\$ 120.00
10/5/23	Other (Phone Meeting Mayor Hanson)	1.0	Mayor	\$ 120.00
10/11/23	Other (CAO Review)	3.0	Mayor	\$ 120.00
10/11/23	Town of Sylvan Lake Library Board	3.5	Mayor	\$ 120.00
10/12/23	Other (Petro Beach Public Consultation)	3.25	Mayor	\$ 120.00
10/13/23	Joint Services Committee	4.5	Mayor	\$ 120.00
10/13/23	Joint Services Committee (HRSC)	1.0	Mayor	\$ 120.00
10/18/23	Joint Services Committee	3.0	Mayor	\$ 120.00
10/25/23	Other (Highway 20 AECOM Meeting)	1.5	Mayor	\$ 120.00
10/25/23	Lacombe Regional Emergency Advisory Committee	3.0	Mayor	\$ 120.00
				\$ 1,200.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
10/25/23	Lacombe Regional Emergency Advisory Committee	72.00	\$0.68	\$ 48.96
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 48.96

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 1,248.96

Page 6 of 9



ROYAL HOTEL

TM

TRADEMARK
COLLECTION BY WYNDHAM

Royal Hotel West Edmonton, Trademark Collection by Wyndham

10010 178 Street NW

Edmonton, AB T5S 1T3

Tel: (780) 484-6000 Fax: (780) 489-2900

104464557RT0002

Julie Maplethorpe

Room No. : 120

Arrival : 10/18/23

Departure : 10/20/23

Page No. : 1 of 1

Cashier No. : 226

Folio No. : 17802

Invoice # :

Conf. No. : 30068333

TA Record :

Locator:

CA

INFORMATION INVOICE

Membership No : WR 157501814E

Group Code : 101823ASV

Company Name :

OCT 26 2023

Thank You For Staying With Us

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

COPY

Merchant ID
Transaction ID 2253840
Approval Code
Approval Amount 267.20

Credit Card #
Credit Card Expiry
Capture Method
Transaction Amount

Manual

267.20

D-1

JARVIS BAY EXPENSE ✓

*****YOUR ORDER #
871*****
*****Edo Japan
104, 5311 Discovery Way
Leduc, AB
(780) 980-9272
GST # 848891669RT0001

Table Q#2

Trans #: 510871 Serv: Ella
10/18/2023 7:03 PM # Cust: 1

Quan	Descript	Cost
1	Bottled Water	\$3.05
1	Bottle Deposit Charge	\$0.10
1	recycling Fee	\$0.03
1	Kami Platter	\$12.50
1	Nigiri Salmon	\$2.25
1	Nigiri Salmon	\$2.25
Net Total:		\$20.18
GST		\$1.00

TOTAL: \$21.18

Debit\Credit \$21.18

Download the
My EDO App,
Skip the line,
Earn Free Meals!

www.edojapan.com/contact-us

JARVIS BAY EXPENSE ✓
Tim HortonsAlways Fresh
5203 Discovery Way, Leduc AB T9E 6N4
Phone 780-986-9341Take Out
Order #: 471

1	1 Iced Capp	\$4.19
1	1 Cream	\$6.79
1	1 RG Turkey Club	
1	1 Artisan-Style Bun	
1	1 NO Mayo	
1	1 *Special Order*	
1	1 Points Earned	

Subtotal:	\$10.98
GST:	\$0.55
Total Tax:	\$0.55

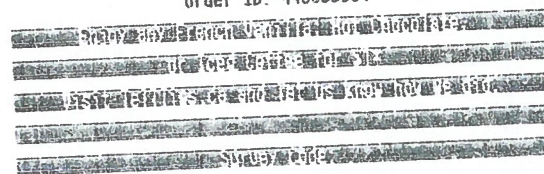
Grand Total: \$12.08

Cash: \$20.00

Change Due: \$0.47

Receipt # 443616404

Cashier: SHIFT 2

GST #819982919
10-20-2023 02:46:22 PM
Receipt #: 443616404
Order ID: 445899304

4392-0530-4140-5281-30159

Upon survey completion enter validation code
here:And return this receipt to a participating Tim Hortons
in Canada to receive offer.

*Plus tax. See website for full Terms and Conditions

Guest Copy
RECEIPT REPRINT



Council Expense Claim Form

NAME: David Garratt

POSITION: Councillor

MONTH ENDING: October-2023

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

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

Village Business

RECEIVED
OCT 28 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
10/3/23	Regular Council	3	Councillor	\$ 120.00
10/12/23	Other (Conference, etc.) Public Meeting	2	Councillor	\$ 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
	Select Event		Title	\$ 240.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 240.00

Summer Village of Jarvis Bay

Public Works

Information Item

Agenda Item: *Jarvis Bay Public Works Update*

Background:

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

Capital Projects:

- Road Pavement Analysis: Expect final report in Dec 2023
- GIS Implementation: project complete
- Administration Building Improvements: project complete.
- Wastewater manhole repairs: Project complete
- Entrance Signage Installation: Sign removal to begin on Friday Dec 1, 2023, new sign installs for the 4 locations to begin in 2024.

Operating Activities & Follow-up Items:

- Sanding began on November 22, 2023 during the second snow event of the year.
- Tree trimming and removal is complete along 100 block and Petro beach area.
- PW has moved the 40 km/h sign on Nov. 17
- Rugged West Maintenance has installed the snow fence at Petro Beach during week of Nov 13-17.
- New reflective posts have been installed at the Aspen trail entrance on Nov. 17
- Large pothole has been fixed adjacent to #240 Jarvis Bay Drive.

Administrative Recommendations:

That Council accepts this report as information.

Authorities:

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

Summer Village of Jarvis Bay

December 5, 2023

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 82 development permits issued in the Summer Villages (20 in Birchcliff, 3 in Half Moon Bay, 20 in Jarvis Bay, 14 in Norglenwold, and 25 in Sunbreaker Cove).

The following is the listing for Jarvis Bay:

1. 184B Jarvis Bay Drive	Demolition & Dwelling
2. 37 Jarvis Bay Drive	Deck
3. 10 Twin Rose Court	Dwelling
4. 208 Jarvis Bay Drive	Dwelling
5. 37 Jarvis Bay Drive	Garage w Guest House
6. 234 Jarvis Bay Drive	Dwelling
7. 234 Jarvis Bay Drive	Garage w Guest House
8. 191 Jarvis Bay Drive	Driveway & Culvert
9. 19 Jarvis Bay Drive	Home Occupation
10. 2 Twin Rose Court	Dwelling
11. 158 Jarvis Bay Drive	Demolition
12. 165 Jarvis Bay Drive	Dwelling
13. 308 Jarvis Glen Way	Tourist Home Operation
14. 3 Jarvis Bay Drive	Tourist Home Operation
15. 116 Jarvis Bay Drive	Demolition
16. 41 Jarvis Bay Drive	Structural Front Entry Reno
17. 17 Jarvis Bay Drive	Tourist Home Operation
18. 216 Jarvis Bay Drive	Tourist Home Operation
19. 116 Jarvis Bay Drive	Dwelling
20. 243 Jarvis Bay Drive	RV Pad Expansion

Closed since last Council meeting:

1. 39 Jarvis Bay Drive	Garage with Guest House
------------------------	-------------------------

Permit Summary:

Year to date 2023:

12 development permits. Estimated project cost \$1,280,800.00.

2022 Jan.-Dec.:

11 development permits. Estimated project cost \$4,266,500.00

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

Public Works

Information Item

Agenda Item: *Sylvan Lake Lions Club Operations Service Agreement Information Update*

Background:

Back in 2022, The Village entered into a service agreement with the Sylvan Lake Lions Club for maintenance services at Petro Beach.

The term of the contract is from Jan 2022 – Dec 31, 2024. (2-year term)

The maintenance services includes:

- Grass cutting 22 weeks.
- Garbage pick-up & disposal
- Washroom check & clean (May – October) & supplies.
- Normal parking lot maintenance, toilets, garbage cans, and tables.
- Toilet tank pumping
- Beach sand maintenance

Financial information:

- Payment of services in 2022 - \$17,910
- Payment of services in 2023 - \$18,448
- Payment of services for 2024 - \$19,000

Administrative Recommendations:

That Council accepts this report as information.

Authorities:

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

Summer Village of Jarvis Bay

December 5, 2023

Finance

Request for Decision

Agenda Item: *Property Tax Penalty Relief Policy*

Background:

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

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

Options for Consideration:

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

Administrative Recommendations:

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

Authorities:

Municipal Government Act

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

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

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



Policy Title	Date	Resolution No.
Property Tax Penalty Relief Policy	December 5, 2023	

PURPOSE:

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

POLICY STATEMENT:

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

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

DEFINITIONS:

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

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

“Municipality” means the Summer Village of Jarvis Bay

“LTO” means Alberta Land Titles Office

RESPONSIBILITIES:

The administrative Finance Department is responsible for:

- Reporting to Council the request for property Tax Penalty Relief and the particulars of each request.

PROPERTY TAX PENALTY RELIEF POLICY

Council is responsible for:

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

SERVICE STANDARDS/EXPECTATIONS:

General Tax Penalty Relief Principles

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

PROPERTY TAX PENALTY RELIEF POLICY

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

Permissible Property Tax Penalty Relief Categories

7. Compassionate Grounds:

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

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

Non-Permissible Tax Relief Categories

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

8. Failure to Receive a Property Assessment and Tax Notice:

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

9. Payment Errors or Delays:

- a. Payment errors and/or delays, resulting in late payment, are not typically a permissible reason for request for relief from a tax penalty.
- b. Common examples are not limited to:
 - i. Incorrect use of electronic information caused an error or delay in receipt of tax payment (ie: wrong email address used for e-transfer payments);
 - ii. Financial institution processed tax payment incorrectly or with delay;
 - iii. Use of unidentified payment terms that are not specified on back of property assessment and tax notice;
 - iv. Errors, delays, misunderstanding or non-communications in the conveyancing, transfer of title, or property registration process, by property owners, lawyer, agents or LTO, resulting in late payment of property taxes;
 - v. Property owner was on vacation, out of country or similarly physically unable to make payment prior to tax payment deadline; and
 - vi. Payment was put in mail, but not picked up or post-marked on or before the July 31st and/or December 31st deadline due date.
 - vii. General late payment of property taxes, with no specific reason for lateness.

10. Tax Relief of Other Charges:

- a. Charges, levies, or amounts added to the tax roll that do not relate to the annual property assessment and taxation process, are not a permissible reason for request for Property Tax Penalty Relief from a tax penalty.
- b. Common examples include, but are not limited to:
 - i. Fees and charges arising from the tax recovery process;
 - ii. Service fees for returned tax payments;
 - iii. Unpaid municipal bylaw violation charges;
 - iv. Utility consumption or installation charges;

PROPERTY TAX PENALTY RELIEF POLICY

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

PROCEDURE:Review of Property Tax Penalty Cancellation Requests

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



Property Tax Penalty Relief Request Form

Important Information:

The purpose of this form is for a property owner to request under section 347(1) of the Municipal Government Act (MGA), that Council consider property tax penalty relief, in the form of a reduction, cancellation, refund, or deferral, in respect to municipal property tax penalties applied on the property as listed in Section B below.

Section A Information about whom is making the property tax penalty relief request

1. Is the requestor the: ☐ Property Owner

2. Requestor Name: _____

3. Requestor Phone: _____

4. Requestor Address: _____

5. Requestor E-mail: _____

Section B Property information *(From your property tax notice)*

6. Tax Roll Number(s): _____, _____

7. Property Address(es): _____, _____

Section C Type of property tax penalty relief being requested *(Please check ONE of the below boxes)*

☐ Tax Penalty Cancellation

☐ Tax Penalty Deferral

☐ Tax Penalty Reduction

☐ Tax Penalty Refund

Section D \$ Amount of property tax penalty relief being requested *(Enter dollar amount)*

\$

Section E Reason(s) for property tax penalty relief request *(Please list the reasons, circumstances for your request)*

(Please attach additional information to this form if you require more space)

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

By signing below, I acknowledge and certify that:

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

Signature of Property Owner(s)

Date: _____

Section F	Form Submission Information
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Please remit this completed form to:

FINANCE DEPARTMENT

Summer Village of Jarvis Bay

#2 Erickson Drive

Sylvan Lake, AB T4S 1P5

Phone: 403-887-2822

Email: finance@sylvansummervillages.ca

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

<i>Date Received:</i>	<i>Received By:</i>	<i>Property Tax Verification:</i>
	<i>Dept:</i>	<i>Property Tax Roll</i> #
<i>Notification to Taxation:</i> Y N <i>Owner contacted:</i> Y N	<i>Comments:</i>	<i>Tax Penalty Totals:</i> \$ _____ <i>Other:</i> \$ _____ <i>TOTAL Outstanding:</i> \$ _____

Summer Village of Jarvis Bay

Finance

Request for Decision

Agenda Item: *Auditor Engagement*

Background:

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

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

Options for Consideration:

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

Administrative Recommendations:

- 1) Sign engagement letters as presented.

Authorities:

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

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



November 24, 2023

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

Attention: Mr. Tanner Evans, Chief Administrative Officer

Dear Mr. Evans:

Re: 2023 Audit Engagement letter

The Objective and Scope of the Audit

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

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

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

The Responsibilities of the Auditor

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

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

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

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

Form and Content of Audit Opinion

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

To the Mayor and Council of Summer Village of Jarvis Bay

Opinion

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

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

Basis for Opinion

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

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

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

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

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

process.

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

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

The Responsibilities of Management

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

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

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

Communications

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

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

Use of Information

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

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

Use and Distribution of Our Report

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

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

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

Reproduction of Auditor's Report

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

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

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

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

Preparation of Schedules

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

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

Ownership

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

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

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

File Inspections

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

Accounting Advice

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

Other Services

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

Dispute Resolution

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

Estimated Fees

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

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

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

Costs of Responding to Government or Legal Processes

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

Termination

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

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

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

Not Liable For Any Failures or Delays Beyond Our Control

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

Metrix privacy

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

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

Metrix working papers

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

Conclusion

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

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

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

Yours truly,

METRIX GROUP LLP

Chartered Professional Accountants

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

Mr. Tanner Evans, Chief
Administrative Officer

Date signed

Mayor Julie Maplethorpe

Date signed

Summer Village of Jarvis Bay

December 5, 2023

Request for Decision

Agenda Item: *Fire Pits on Sylvan Lake*

Background:

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

Options for Consideration:

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

Administrative Recommendations:

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

Authorities:

MGA Section 3 Municipal Purposes

The purposes of a municipality are (a.1) to foster the well-being of the environment.



Town of Sylvan Lake
Municipal Government Building
5012 – 48 Avenue
Sylvan Lake, AB, T4S 1G6

tsl@sylvanlake.ca
T 403.887.2141
F 403.887.3660
sylvanlake.ca

Office of the Mayor

November 22, 2023

Summer Village of Jarvis Bay
#2 Erickson Drive
Sylvan Lake, Alberta T4S 1P5

Dear Mayor Maplethorpe and Council,

Re: Fire Pits on Sylvan Lake

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

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

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

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

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

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

Thank you for your attention to this important issue.

Sincerely,

Megan Hanson, Mayor
Town of Sylvan Lake

Summer Village of Jarvis Bay

Public Works

Request for Decision

Agenda Item: *Amendments to Memorial Bench Donation Policy*

Background:

Council has requested an improvement to the memorial bench application process and to streamline the process. As part of this process, an amendment of the existing memorial bench donation policy is needed.

Specifically, section 3.4 (Placement) of this policy will be amended to include the pre-approved locations from Council as outlined in the aerial map (see attached).

These locations will be the trail entrances of Aspen trail and Spruce trail.

Administrative Recommendations: That the Summer Village of Jarvis Bay council approve this amendment.

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





Summer Village of Jarvis Bay

December 5, 2023

Planning and Development

Request for Decision

Agenda Item: *Jarvis Bay Drive Parking*

Background:

At the recent public engagement session support was shown for restricting parking on Jarvis Bay Drive in the Petro Beach Area. Should Council decide to move forward, administration can order and install “no parking” signs for that area. Parking can be restricted for certain months, year-round, or certain times.



Administrative Recommendations:

Council to give direction to administration.

Authorities:

Summer Village of Jarvis Bay Traffic Bylaw #196-23.

Summer Village of Jarvis Bay

December 5, 2023

Planning and Development

Request for Decision

Agenda Item: *Land Use Bylaw Quotes*

Background:

Administration has received 6 quotes for a Land Use Bylaw re-write for Jarvis Bay. The quotes (all before GST) are as follows:

- B&A Planning Group
\$72,490.00
- Bluerock Planning/ProACTIVE Planning
\$35,000.00
- Clarity Development Planning
\$50,000.00 - \$65,000.00 (estimate)
- Green Space Alliance
\$23,800.00
- Invistec Consulting Inc.
\$33,222.00
- Municipal Planning Services
\$31,430.00

Administration has reviewed the submission packages from each company and recommends Municipal Planning Services (MPS) for our Land Use Bylaw rewrite. MPS has previously rewritten Norglenwold's Land Use Bylaw and is currently in the process of rewriting Half Moon Bay's Land Use Bylaw. They are also currently in the process of writing an Open Space Master Plan for Norglenwold. Due to these projects they have extensive knowledge of this area and the particular nuances of developing adjacent to Sylvan Lake. MPS specializes in smaller municipalities and we have a good working relationship with them. It is also useful for this office to have documents that are streamlined and formatted similarly across all 5 municipalities whenever possible.

Options for Consideration:

1. Council to accept a quoted price from one of the listed providers.
2. Council direct administration to provide additional information or quotes.
3. Council to accept as information.

Administrative Recommendations:

Council to award the project to Municipal Planning Services (MPS).

Authorities:

Land Use Bylaw #125/13.

Summer Village of Jarvis Bay

December 5, 2023

Council Reports

Information Item

Council Reports:

Julie Maplethorpe

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

Annabelle Wiseman

David Garratt

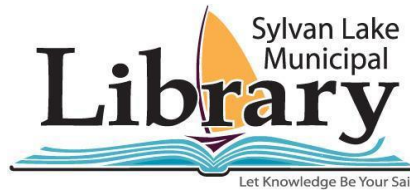
Committee Reports:

Correspondence:

- Red Deer River Watershed Alliance
- Association of Summer Villages of Alberta

Upcoming Meetings:

Next Council Meeting – January 9, 2024



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – NOVEMBER 8, 2023 – 6:30PM

1. Organizational Meeting and Elections

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

Congratulations to Carol Moore who was elected as the new Board Chair and Krista Anderson as Secretary.

Board meetings were set for 2024 and will be at 6:30pm on the following dates:

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

2. Treasurer's Report

The Treasurer's report was approved as presented.

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

3. Director's Report

The Director's Report was approved as presented.

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

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

4. Programming Report

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

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

5. Policy

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

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

Meeting adjourned at 7:57pm.

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

Parkland Update

Thursday, November 2, 2023

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

Stay up to date by visiting our [support site](#).

2024 Parkland Van Run Schedule

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

Media Best Practices

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

Parkland's 65th Anniversary Design Contest

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

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

LIBRARY NEWS

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

Recipe for a Successful Winter Reading Challenge

Winter reading challenges can demonstrate the role your library plays in building community during a time of year that can be isolating for some. [Check out this article](#) for tips and tricks on creating a successful reading challenge!

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

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

Library Programs for Homeschoolers Webinar

November 8

12pm

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

Crash Course in Crime, Mysteries, and Thrillers Webinar

November 14

12pm

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

How to Train Your Community on Libby Webinar

November 16

12pm

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

Library Marketing 101 Webinar

November 15

12pm

[This webinar](#) introduces learners to library marketing terminology and concepts. Learn about the library marketing "umbrella" and the differences between the terms outreach, marketing, promotions, communications, publicity, and public relations.

Living our Values Out Loud: Programs that Walk the Talk Webinar

November 28

12pm

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



Parkland Update

Thursday, November 16, 2023

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

Stay up to date by visiting our [support site](#).



October Marketing Activities Results

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

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

Website Homepage Feature Change Request

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

LIBRARY NEWS

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

A New Nonprofit Navigator

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

The 2024 Guide to Facebook for Libraries

Check out the [newest blog post from Super Library Marketing](#) for updated best practices for Facebook so that your library can get the most out of time spent using the platform!

The Get Ready, Stay Ready: Community Action Toolkit

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

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Library Managers Coffee Break** - November 22 at 10am

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

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

November 23

9am

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

Living our Values Out Loud: Programs that Walk the Talk Webinar

November 28

12pm

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

development, and even crisis management.

**Living Our Values Out Loud:
Programs that Walk the Talk
Webinar**

November 28

12pm

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

**Required Policies under the
Libraries Regulation for Municipal
and Intermunicipal Library
Boards Webinar**

November 28

7pm

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

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

- [Tuesday, November 28, 7:00pm](#)
- [Thursday, November 30, 1:30pm](#)



PRLS BOARD TALK

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

Organizational Meeting

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

Executive Committee

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

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

Parkland 2024 Budget

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

Advocacy Committee

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

Jul Bissell – Village of Elnora
Teresa Cunningham – Town of Penhold
Todd Dalke – Town of Sundre

Elaine Fossen – Village of Forestburg
Barb Gilliat – Village of Alix (ex-officio)
Gord Lawlor -Town of Stettler
Stephen Levy – Village of Sedgewick
Jordon Northcott – Clearwater County
Ray Reckseidler – Village of Delburne
Debra Smith – Village of Lougheed
Harvey Walsh – Town of Olds

Board Meeting Dates for 2024

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

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

Compensation Policy Working Group

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

Website Refresh Project

Parkland's new websites have launched! Check it out at [Parkland Regional Library System \(prl.ab.ca\)](http://prl.ab.ca)

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

Advocacy Report

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

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

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

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

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

Marketing Report

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

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

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

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

<https://www.youtube.com/watch?v=3AD6Wqu5HGY&list=PLNh8ewjLSG3JhONRtyUo612NKABgvcbEu>

Committee News from Trustees

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

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

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

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

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

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

Board Members Present

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

Regrets Alison Barker-Jevne

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

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

PRLS Board Meeting Minutes

November 16, 2023

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

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

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

With Regrets: Alison Barker-Jevne

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

Visitors: Jocelyn Baxter, Diane Elliott

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

Call to Order

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

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

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

CARRIED

PRLS 55/2023

1.1 Agenda

1.1.2 Adoption of the Agenda

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

Motion by Len Phillips to accept the agenda as presented.

CARRIED
PRLS 56/2023

1.2. **Approval of Minutes**

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

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

CARRIED
PRLS 57/2023

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

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

2. **Business Arising from the Consent Agenda**

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

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

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

CARRIED
PRLS 58/2023

3.1. **Election of Board Chair**

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

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

Motion by Ray Reckseidler to cease nominations.

CARRIED
PRLS 59/2023

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

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

3.2 Election of Executive Committee

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

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

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

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

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

CARRIED
PRLS 60/2023

3.3. Marketing and Advocacy Report

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

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

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

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

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

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

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

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

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

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

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

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

3.4. Election of Advocacy Committee

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

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

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

CARRIED
 PRLS 61/2023

3.5. Board Signing Authorities

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

Gilliat and Twyla Hale volunteered.

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

CARRIED
 PRLS 62/2023

3.6. Compensation Policy Working Group Report

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

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

CARRIED
 PRLS 63/2023

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

CARRIED

PRLS 64/2023

Twyla Hale left the meeting at 11:37 a.m.

Comfort break from 11:37 to 11:45 a.m.

3.7. Population Figures used by Parkland to Invoice Municipalities

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

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

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

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

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

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

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

3.8. Dates for 2024 Meetings

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

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

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

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

Motion by Deb Smith to receive for information.

CARRIED
PRLS 65/ 2023

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

3.9. Board Meetings – Virtual or in-Person?

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

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

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

CARRIED

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

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

CARRIED

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

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

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

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

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

WITHDRAWN

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

CARRIED
PRLS 66/2023

3.10. Budget Approval Update

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

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

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

CARRIED

PRLS 67/2023

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

3.11.1. Director's Report**3.11.2. I.T. Report****3.11.3. Library Services Report****3.11.4. Finance & Operations Report**

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

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

CARRIED

PRLS 68/2023

3.12. Parkland Community Update

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

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

Janice Wing left at 12:15 p.m.

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

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

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

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

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

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

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

4. Adjournment

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

CARRIED

PRLS 69/2023

Chair



PRLS BOARD TALK

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

Organizational Meeting

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

Executive Committee

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

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

Parkland 2024 Budget

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

Advocacy Committee

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

Jul Bissell – Village of Elnora
Teresa Cunningham – Town of Penhold
Todd Dalke – Town of Sundre

Elaine Fossen – Village of Forestburg
Barb Gilliat – Village of Alix (ex-officio)
Gord Lawlor -Town of Stettler
Stephen Levy – Village of Sedgewick
Jordon Northcott – Clearwater County
Ray Reckseidler – Village of Delburne
Debra Smith – Village of Lougheed
Harvey Walsh – Town of Olds

Board Meeting Dates for 2024

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

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

Compensation Policy Working Group

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

Website Refresh Project

Parkland's new websites have launched! Check it out at [Parkland Regional Library System \(prl.ab.ca\)](http://prl.ab.ca)

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

Advocacy Report

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

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

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

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

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

Marketing Report

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

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

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

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

<https://www.youtube.com/watch?v=3AD6Wqu5HGY&list=PLNh8ewjLSG3JhONRtyUo612NKABgvcbEu>

Committee News from Trustees

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

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

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

Board Members Present

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

Regrets Alison Barker-Jevne

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

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



November 8, 2023

Summer Village of Jarvis Bay
#2 Erickson Drive
Sylvan Lake, AB T4S 1P5

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

Dear Summer Village of Jarvis Bay,

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

Who We Are

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

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

An Ongoing Relationship

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

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



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

Update on Activities

Highlights from our [2022-2023 Annual Report](#) and upcoming activities include:

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

Mapping and assessing riparian areas for source water protection and flood and drought resilience

benefits: Over the last few years, the RDRWA has been working on several projects to map riparian condition along the Medicine, Blindman, Buffalo, Kneehills, Threehills, and Little Red Deer River, and more recently in the Rosebud, Raven and Michichi subwatersheds. The resulting technical reports, municipal summaries and [data](#), can be used to evaluate and support targeted restoration and conservation initiatives. The RDRWA will continue to work with partners, including the Summer Village of Jarvis Bay to develop materials and workshops in support of these projects and their associated benefits.

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

Sincerely,

Francine Forrest
Executive Director, RDRWA

Stay Connected and Regionally Informed

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

Happy Holidays from the Association of Summer Villages of Alberta



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

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

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

ASVA Executive
and Board of Directors

Kathy Krawchuk

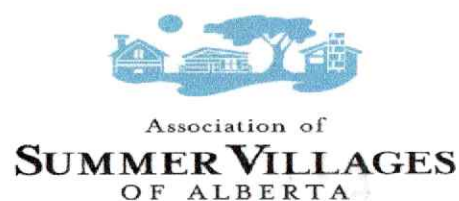
Executive Director
Association of Summer Villages of Alberta
780-236-5456
execdirector@asva.ca
www.asva.ca

ASSOCIATION OF SUMMER VILLAGES OF ALBERTA

2022-2023 ANNUAL REPORT



October 19 & 20, 2023 Annual Conference & AGM





MESSAGE FROM THE PREMIER OF ALBERTA

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

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

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

Best wishes for an excellent conference and annual general meeting.

A handwritten signature in black ink, reading "Danielle Smith".

Honourable Danielle Smith, Premier of Alberta





MESSAGE FROM THE PRESIDENT

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

Over those 65 years Summer Villages have changed. We are no longer just seasonal recreational communities operating for only a portion of the year. The growth in permanent year-round dwellings and Residents has been phenomenal. In the last decade there are many Summer Villages that have grown as fast as Alberta's large cities. Now, fifty percent of the Summer Villages are similar in size to a regular Village.

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

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

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

A handwritten signature in dark ink, appearing to read "Mike Pashak". The signature is fluid and cursive, written over a light background.

Mike Pashak

MESSAGE FROM THE EXECUTIVE DIRECTOR

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



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

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

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

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

A handwritten signature in blue ink that reads "Kathy Krawchuk". The signature is fluid and cursive.

KATHY KRAWCHUK
EXECUTIVE DIRECTOR, ASVA

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

Christine Holmes, Director
January 2023



Roger Montpelier, Director
February 2023



Dennis Evans, Director
July 2022



Fred Black, Director
September 2022



Dr. Peter Pellatt – Past President
Retired – November 2022



EXECUTIVE DIRECTORS
2022-2023

Deb Hamilton
Interim Executive Director – February 2023



2023 BOARD OF DIRECTORS

<u>EXECUTIVE</u>	<u>SUMMER VILLAGE</u>	<u>LAKE LOCATION</u>
	President – Mike Pashak	Half Moon Bay
	Vice President – Brian Waterhouse	Sundance Beach
	Treasurer – Rob Dickie	Betula Beach
	Executive Director – Kathy Krawchuk	

DIRECTORS

	Kim Bancroft	Island Lake	Baptiste Lake
	Gary Burns	Horseshoe Bay	Vincent Lake
	Kathy Dion	Val Quentin	Lac Ste. Anne
	Ren Giesbrecht	West Cove	Lac Ste. Anne
	Julie Maplethorpe	Jarvis Bay	Sylvan Lake
	Ian Rawlinson	Crystal Springs	Pigeon Lake
	Curtis Schoepp	Whispering Hills	West Baptiste Lake
	Marlene Walsh	Val Quentin	Lac Ste. Anne



ASVA - supporting the needs of Summer Villages:

Argentia Beach	Norris Beach
Betula Beach	Parkland Beach
Birch Cove	Pelican Narrows
Birchcliff	Point Alison
Bondiss	Poplar Bay
Bonnyville Beach	Rochon Sands
Burnstick Lake	Ross Haven
Castle Island	Sandy Beach
Crystal Springs	Seba Beach
Ghost Lake	Silver Beach
Golden Days	Silver Sands
Grandview	South Baptiste
Gull Lake	South View
Half Moon Bay	Sunbreaker Cove
Horseshoe Bay	Sundance Beach
Island Lake	Sunrise Beach
Island Lake South	Sunset Beach
Itaska Beach	Sunset Point
Jarvis Bay	Val Quentin
Kapasiwin	Waiparous
Lakeview	West Baptiste
Larkspur	West Cove
Ma-Me-O Beach	Whispering Hills
Mewatha Beach	White Sands
Nakamun Park	Yellowstone
Norglenwold	

ASVA - Who We Are

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

VISION

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

MISSION "ACE"

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

GOALS "ACE" – Advocacy, Communication, and Education

A - Advocacy

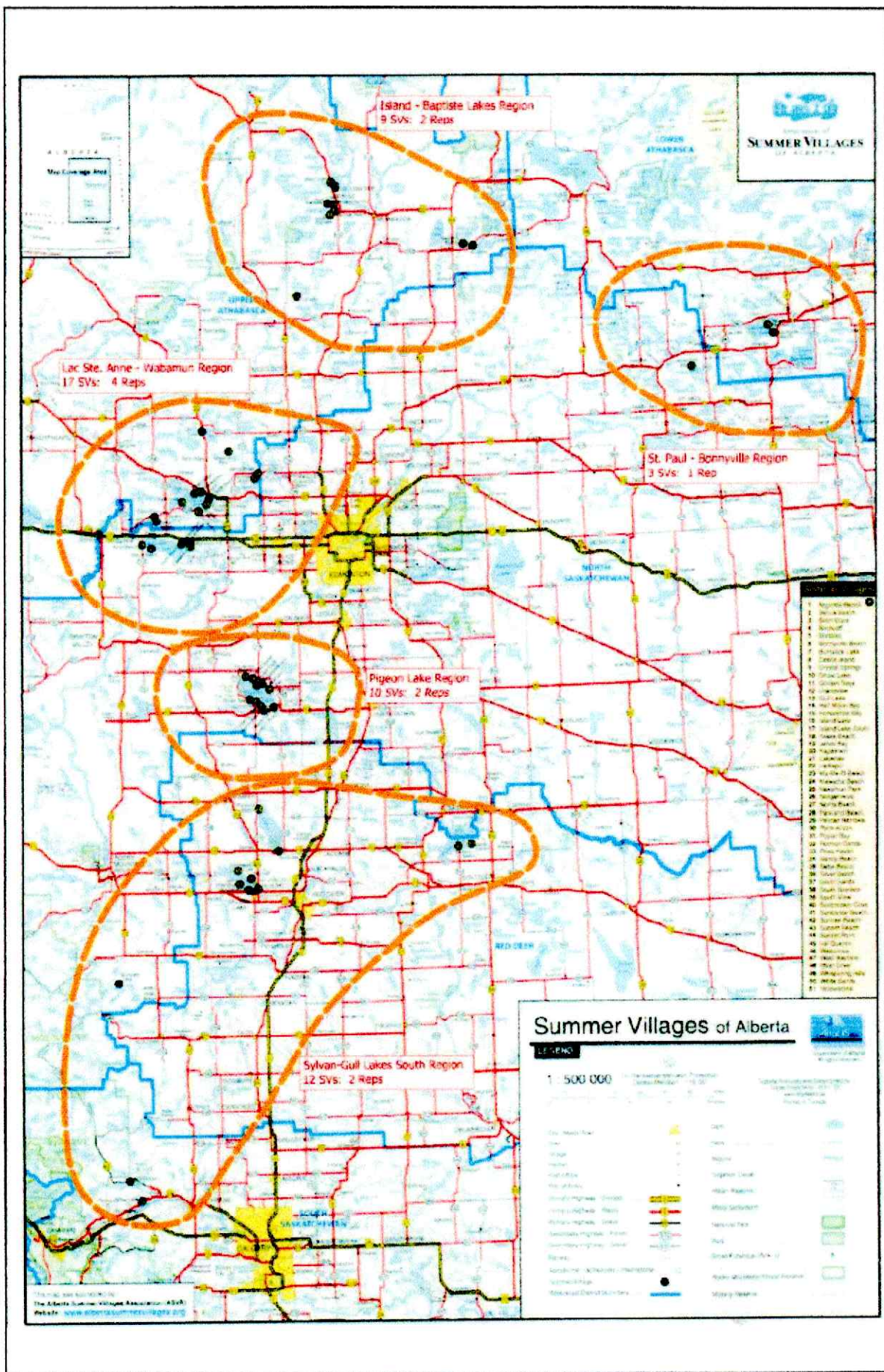
1. Advocacy / Liaison with Provincial Government – will meet with government to advocate for solutions that support summer villages and promotes the collective position of summer villages to decision makers, members and stakeholders.
2. Participation on Provincial Issues and Initiatives – ASVA partners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

C - Communication

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

E – Education

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



ASVA - 2022/2023 Accomplishments, Successes, and Challenges

Vision

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

Mission

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Colleen Ewashko, Chartered Professional Accountant**

PO Box 329
Thorhild, AB T0A 3J0

Phone: 780-398-2050
Cell: 780-349-1213
Email: cewashkocma@gmail.com

COMPILATION ENGAGEMENT REPORT

To Management of Association of Summer Villages of Alberta

On the basis of information provided by management, I have compiled the statement of financial position of the Association of Summer Villages of Alberta as at December 31, 2022, the statement of operations and changes in cash flow for the year then ended, and Notes 1 & 2, which describes the basis of accounting applied in the preparation of the compiled financial information.

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

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

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

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



July 3, 2023

Colleen Ewashko, Chartered Professional Accountant
Thorhild, AB

Association of Summer Villages of Alberta
Statement of Financial Position
As at December 31, 2022


ASSETS		2022	2021
CURRENT ASSETS			
Cash	\$	90,347	\$ 54,297
Accounts Receivable		12,990	-
Grants Receivable		3,925	-
Term Deposits		-	52,000
		107,262	106,297
Computer Equipment		794	794
TOTAL ASSETS	\$	108,056	\$ 107,091
LIABILITIES			
CURRENT LIABILITIES			
Accounts Payable		22,244	-
Visa Payable		-	76
Deferred Revenues		-	11,775
		22,244	11,851
LONG TERM LIABILITIES			
TOTAL LIABILITIES		22,244	11,851
NET ASSETS			
Unrestricted Net Assets			
Balance, beginning of year		94,446	89,499
Surplus (deficit)		(9,429)	4,947
Balance, end of year		85,018	94,446
Net investment in capital assets		794	794
TOTAL NET ASSETS		85,812	95,240
TOTAL LIABILITIES & NET ASSETS	\$	108,056	\$ 107,091

Approved By

Date

August 8, 2023

Mike Pashek, President
 Name & Position


 Signature

Colleen Ewashko
 Chartered Professional Accountant

Association of Summer Villages of Alberta
Statement of Operations
For the Year Ending December 31, 2022

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

Approved By

Date August 8, 2023Mike Pashak, President

Name & Position



Signature

Colleen Ewashko
Chartered Professional Accountant

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

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

Approved By

Date August 8, 2023

Mike Pashuk, President
 Name & Position


 Signature

Colleen Ewashko
 Chartered Professional Accountant

Association of Summer Villages of Alberta**Notes to the Compiled Financial Information**Year ended December 31, 2022

Note 1- Basis of Accounting

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

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

Note 2- Deferred Revenues

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

2023

**SUMMER VILLAGE
MILESTONE
ANNIVERSARIES**

110 YEARS

SV Gull Lake

SV Lakeview

75 YEARS

SV Ma-Me-O-Beach

70 YEARS

SV Crystal Springs

SV Itaska Beach

SV Silver Beach

65 YEARS

SV Island Lake

60 YEARS

SV West Cove

45 YEARS

SV Half Moon Bay

SV Mewatha Beach

40 YEARS

SV Bondiss

SV Island Lake South

SV South Baptiste

SV West Baptiste

35 YEARS

SV Birch Cove

SV Norris Beach

SV Sunrise Beach

30 YEARS

SV Kapasiwin



**LIFE TIME
MEMBERS**

Chuck Dechene

Leslie Ellis

Dennis Evans

Sue Evens

Betty Forfylow

Archie Grover

Gordon Harris

Art Lamoureux

Marj Norris

Sharon Plett

Barry Virtue

Peter Pellatt



**ASVA THANKS ALL OF
OUR SPONSORS FOR
THEIR CONTINUED
SUPPORT**

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

ASVA Executive and Board of Directors

2023 TITLE SPONSOR



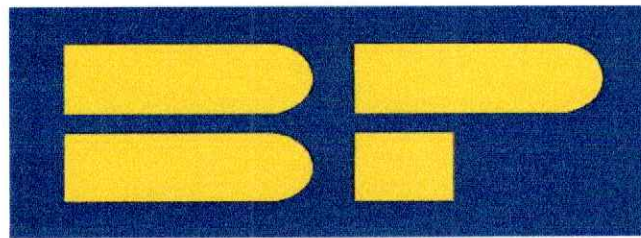
2023 PLATINUM SPONSOR



2023 GOLD SPONSORS



2023 GOLD SPONSORS



2023 SILVER SPONSORS



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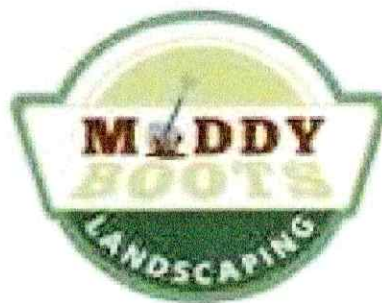
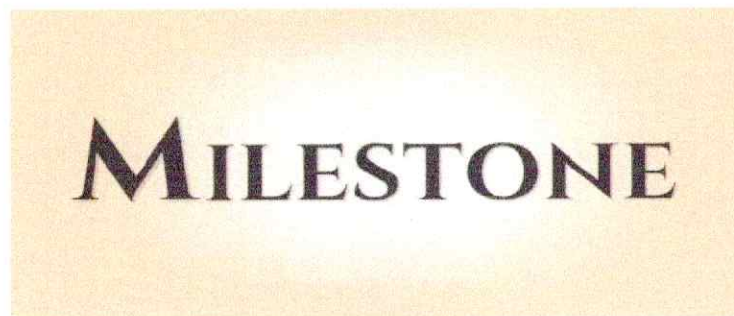
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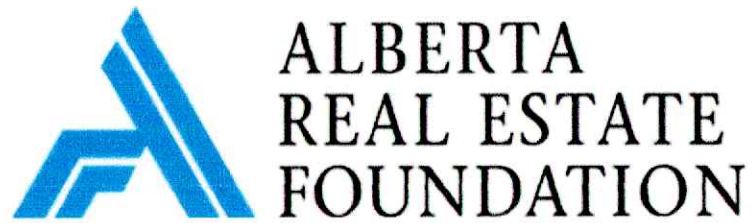


TABLE FLORAL CENTERPIECES SPONSORED BY:

The logo for Milestone, featuring the word 'MILESTONE' in a large, bold, black, serif, all-caps font. The text is centered within a rectangular area that has a light beige background with a subtle, circular, sunburst-like pattern behind the text.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



ASSOCIATION OF SUMMER VILLAGES OF ALBERTA



Association of
SUMMER VILLAGES
OF ALBERTA

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