

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF JARVIS BAY
FEBRUARY 2, 2021 @ 9:30 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions

C. ADOPTION OF MINUTES - Regular Meeting Minutes, January 12, 2021
- Municipal Planning Commission, January 12, 2021

D. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Quarterly Financial Report
- 3) Development Update

DI. REQUESTS FOR DECISION

1) Council & Legislation

- a) 2021 Census

2) Public Works

- a) Mowing Contract
- b) Speed Signs

DII. COUNCIL, COMMITTEES & CORRESPONDENCE

1) Council Reports

- a) Mayor Maplethorpe
- b) Deputy Mayor Wiseman
- c) Councillor Thomlinson

2) Correspondence

- a) Parkland Regional Library Board

3) Upcoming Meetings

- a) Council Meeting – March 2, 2021

DIII. ADJOURNMENT

Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held January 12, 2021 in the Summer Village Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE

Mayor:
Deputy Mayor:
Councillor:
CAO:
Finance Officer:
Public Works Coordinator:
Development Officer:
Recording Secretary:

Julie Maplethorpe via Zoom
Annabelle Wiseman via Zoom
Bob Thomlinson via Zoom
Tanner Evans via Zoom
Tina Leer via Zoom
Chris Loov via Zoom
Kara Kashuba via Zoom
Teri Musseau

CALL TO ORDER

The Meeting was called to order at 10:05 a.m. by Mayor Maplethorpe.

AGENDA APPROVAL

JBC-21-001

MOVED by Deputy Mayor Wiseman that the agenda be adopted as presented.

CARRIED

CONFIRMATION OF MINUTES

JBC-21-002

MOVED by Councillor Thomlinson that the minutes of the regular meeting of Council held on December 1, 2020, be approved as presented.

CARRIED

INFORMATION ITEMS

-
- 1) Accounts Payable Report

2) Financial Report

3) Development Update

4) Subdivision Authority

JBC-21-003

MOVED by Mayor Maplethorpe that Council approve the information items as information.

CARRIED

Kara Kashuba left the meeting at 10:19 a.m.

REQUEST FOR DECISION

FINANCE & ADMINISTRATION

JBC-21-004

2021 Budget

MOVED by Deputy Mayor Wiseman that Council approve 2021 – 2024 Operating Budgets as amended.

CARRIED

Tina Leer and Chris Loov left the meeting at 10:55 a.m.

Bylaw #173-20

JBC-21-005

Intermunicipal Development Plan

MOVED by Deputy Mayor Wiseman that Bylaw #173-20 being the Intermunicipal Development Plan Bylaw be given third reading.

CARRIED

COUNCIL REPORTS

- Mayor Maplethorpe
- Newsletter
 - Sylvan Lake Management Committee
- Deputy Mayor Wiseman
- No reports
- Councillor Thomlinson
- No reports

JBC-21-006 MOVED by Mayor Maplethorpe that the Council reports be accepted as information.

CARRIED

NEXT COUNCIL MEETING

JBC-21-007 MOVED by Mayor Maplethorpe that the next meeting of Council be held on February 2, 2021, at 9:30 a.m.

CARRIED

ADJOURNMENT

JBC-21-008 MOVED by Mayor Maplethorpe that being the agenda matters have been concluded, the meeting be adjourned at 11:23 a.m.

CARRIED

JULIE MAPLETHORPE, MAYOR

TANNER EVANS, CAO

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held January 12, 2021 at the Summer Village Administration Office in Sylvan Lake, Alberta.

PRESENT

Chair:	Julie Maplethorpe via Zoom
Deputy Mayor:	Annabelle Wiseman via Zoom
Member at Large:	Ron Link via Zoom
CAO:	Tanner Evans via Zoom
Junior Development Officer:	Kara Kashuba via Zoom
Recording Secretary:	Teri Musseau

CALL TO ORDER

Chair Maplethorpe called the meeting to order at 9:05 a.m.

AGENDA

MPC-21-001

Moved by Annabelle Wiseman to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. Landscaping/Mechanized Excavation

Application for landscaping/mechanized excavation at 250 Jarvis Bay Drive (Lot 17, Block 2, Plan 1981NY).

Brian Engel joined the meeting at 9:12 a.m.

Kara Kashuba and Brian Engel left the meeting at 9:35 a.m.

MPC-21-002

Moved by Annabelle Wiseman to deny the application for landscaping/mechanized excavation at 250 Jarvis Bay Drive (Lot 17, Block 2, Plan 1981NY) as it does not comply with the Land Use Bylaw or the Municipal Development Plan, as below, but will allow the applicants to remove the caragana as it is an invasive species:

- 1) Land located below Land located below the top of bank/top of escarpment should be in a natural state, a variance is required. The Municipal Development Plan, section 2.4 states that "Council supports the recommendation of the Alberta Lake Management Society that the edge between the lake and private property be kept as natural as possible for the lake to maintain its natural ecosystem".
- 2) Land Use Bylaw, part 3 section 4(5) states "The following standard of landscaping shall be required for all areas of a parcel not covered by buildings, driveways, storage and display areas: the retention in their natural state of land located below the top of bank of the lake, or any water body or water course".

CARRIED

ADJOURNMENT:

MPC-22-003

Moved by Chair Maplethorpe that the Municipal Planning Commission meeting of January 12, 2021, be adjourned at 10:00 a.m.

CARRIED

Initials



JULIE MAPLETHORPE, CHAIR

TANNER EVANS, CAO

Initials

Summer Village of Jarvis Bay**Administration and Finance****Council Date: February 2, 2021****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 32,684.25

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

- | | |
|---------------------------------------|--------------|
| 1. SL Regional Wastewater Comm | \$ 5,918.76 |
| a. Wastewater Services-Nov | |
| 2. Al's Bobcat & Trucking | \$ 6,696.38 |
| a. Sanding November/December 2020 | |
| 3. Summer Village of Norglenwold | \$ 16,756.20 |
| a. December 2020 Monthly Shared Costs | |

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Report Date
2021-01-25 8:38 AM

Summer Village of Jarvis Bay
List of Accounts for Approval
As of 2021-01-25
Batch: 2021-00004 to 2021-00007

Page 1

Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: MAIN - General Bank				
Computer Cheques:				
872	2021-01-14	Ace Line Locating Ltd.	Oct - Dec 2020 Calls	105.00
873	2021-01-14	SL Regional Wastewater Comm	Nov 2020 Wastewater Services	5,918.76
EFT:				
131	2021-01-15	Al's Bobcat & Trucking	Sanding November 2020	6,696.38
132	2021-01-15	Robert Thomlinson	Nov Remun. Portion not Paid	120.00
133	2021-01-15	Summer Villages of Norglenwold	Dec 2020 Monthly Shared Cost	16,756.20
Other:				
2613-Man	2021-01-15	Waste Management of Canada	Recycling-Dec 2020	1,243.41
2618-Man	2021-01-15	Red Deer County	Garbage Base Charge	1,844.50
Total for MAIN:				32,684.25

Certified Correct This January 25, 2021

Mayor

Administrator

Summer Village of Jarvis Bay

Finance

Request for Decision

Agenda Item: *Quarterly Financial Report*

Background:

Administration would like to provide the following 4th Quarter Financial information to Council.

Options for Consideration:

- The Operating Budget Report to December 31, 2020
-The MOST funding grant of \$26,568 was moved into Other Revenue to offset the following Pandemic expenditures:
2020 Covid line of \$38,000
Office supplies \$697.43
IT expenses \$1,731.79
Work from home CAO \$608.01
Cleaning costs \$395.06
Covid barriers \$139.20
Computer hardware/software \$1,233.53
- The Capital Budget Report to December 31, 2020
-All Capital Funding has been moved over from Deferred Revenue per expenses with the exception of the Petro Beach MSP Project. Full funding for this project has not been deposited by the Province yet at this time.
- Alberta School Foundation Report to December 31, 2020
- Due to the late approval of the Provincial Order in Council, which sets the school mill rates for the year, the 2020 provincial education property tax requisitions were not released until June 15, 2020. Hence the March and June 2020 invoice amounts were based on the 2019 property tax requisitions. The invoices for September and December were adjusted to reflect Jarvis Bay's actual 2020 requisitions from March and June based on the new property tax requisitions. Due to the increase in 2020 school requisitions, we were only able to collect \$16,995.64 of the 2019 shortfall. \$10,775.96 remains uncollected.

- Council Remunerations to December 31, 2020
 - Julie Maplethorpe - \$480.00
 - Annabelle Wiseman - \$480.00
 - Bob Thomlinson - \$120.00
- ATB Bank Account - December 31, 2020
 - \$1,580,201.60
- Accumulated Surplus 10,000.00
- Completions Deposits 18,500.00
- Deferred Revenue (Grants) 114,604.18
- JSC IT Reserve 8,000.00
- Reserves Fleet Replacement 3,000.00
- Reserves Sewer 400,000.00
- Reserves General Operating 272,775.77
- Reserves Street Light 6,600.00
- Mill Rate Stabilization 50,000.00
- Reserves Environmental 260,000.00
- Reserves Twin Fawns Walkway 30,000.00
- Reserves Roads 400,000.00
- Unpaid Taxes as of Jan 22/21
 - 9 Properties - \$44,140.32 (5 are under \$1000, 1 is in it's 3rd year unpaid, 2 are in their 2nd year unpaid and will be sent to TAXervice for further collection).

Administrative Recommendations:

That Council determine which reserve accounts to use for the \$10,791 Petro Beach shortfall.

That Council direct Administration further regarding the \$10,775.96 ASFF shortfall from 2020 collection.

Authorities:

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

Summer Village of Jarvis Bay
Operating Budget
For the Period Ending December 31, 2020

	Budget	Year to Date	Budget Remain
Revenue			
101-000-110 - Taxation	358,185.35	358,187.83	2.48
101-000-120 - Taxes Local Improveme	2,060.00	2,000.05	(59.95)
101-103-130 - DI Designated Industrial	25.98	25.98	
101-000-510 - Penalties	8,000.00	12,697.53	4,697.53
112-000-410 - Sale of Services & Su	221.00	450.00	229.00
112-000-540 - Interest Charges	100.00	270.02	170.02
112-000-550 - Return on Investments	20,000.00	14,558.01	(5,441.99)
112-000-570 - Other Revenue	1,000.00	26,838.32	25,838.32
112-000-577 - Covid 19 Contingency Response	(10,000.00)		10,000.00
112-000-740 - MSI Operational	12,686.00	11,114.00	(1,572.00)
121-000-530 - Fines Provincial Coll	500.00	349.00	(151.00)
142-000-400 - Street Light Charges	3,400.00	3,400.00	
142-000-410 - Wastewater Charges	58,400.00	58,000.00	(400.00)
142-000-411 - Transfer to WW Offset	36,988.00	36,988.00	
161-000-410 - Certificates Complian	56.00	200.00	144.00
161-000-510 - Inspection Fees	1,500.00	1,426.74	(73.26)
161-000-520 - Development Permits/A	551.00	1,800.00	1,249.00
161-000-590 - Encroachment Fees	201.00	327.44	126.44
Total Revenue:	493,874.33	528,632.92	34,758.59
Expenditures			
Council and Legislation			
211-101-150 - Mayors Remuneration	3,264.00	4,830.00	(1,566.00)
211-101-210 - Mayor Travel and Sub	1,050.60		1,050.60
211-102-150 - Deputy Mayor Remun	3,264.00	3,505.00	(241.00)
211-102-210 - Deputy Mayor Travel &	632.40	75.76	556.64
211-103-150 - Councillor Remun	3,264.00	3,240.00	24.00
211-103-210 - Councilor Travel and	632.40	265.01	367.39
211-201-212 - ASVA Conference	520.20		520.20
211-202-212 - AUMA Conference	1,050.60		1,050.60
211-203-212 - Council Education Opportunity	450.00		450.00
211-301-220 - AUMA Membership	1,050.60	1,013.81	36.79
211-302-220 - ASVA Membership	948.60	975.00	(26.40)
211-303-220 - FCM Membership	142.80	120.58	22.22
211-304-220 - Mayors and Reeves Mem	100.00		100.00
Total Council and Legislation:	16,370.20	14,025.16	2,345.04
Administration			
212-100-110 - Salaries	111,950.57	108,665.71	3,284.86
212-100-130 - Training	2,637.13	2,797.77	(160.64)
212-100-140 - Benefits	5,060.44	3,439.52	1,620.92
212-100-210 - Travel and Subsistenc	2,833.09	91.11	2,741.98
212-100-211 - WCB	1,272.24	2,360.58	(1,088.34)
212-100-266 - PW Fleet	1,781.85	1,403.46	378.39
212-200-215 - Postage/Freight/Couri	2,035.58	1,942.17	93.41
212-200-500 - Printing Costs	2,035.58	1,022.96	1,012.62
212-200-510 - Office Supplies	2,391.95	2,080.53	311.42
212-300-217 - Phone/Fax/Internet	2,078.18	1,532.82	545.36
212-300-240 - Computer Software / M	1,526.69	1,844.89	(318.20)
212-300-242 - IT equipment	814.23	2,177.23	(1,363.00)
212-300-250 - Facility Improvements	814.23	743.55	70.68

Summer Village of Jarvis Bay
Operating Budget
For the Period Ending December 31, 2020

	Budget	Year to Date	Budget Remain
212-300-255 - Facility Maintenance	1,348.57	1,524.14	(175.57)
212-300-263 - Condominium Costs	1,068.68	882.45	186.23
212-300-265 - Equipment Maintenance	432.56		432.56
212-300-270 - Equipment Rental	839.68	782.23	57.45
212-300-510 - Other Contingency	2,494.58	2,509.53	(14.95)
212-300-540 - Utilities	1,068.68	1,630.16	(561.48)
212-400-220 - Election Expenses/Mee	1,581.00	175.39	1,405.61
212-400-221 - Bank Fees	6,000.00	5,416.47	583.53
212-400-222 - Advertising	1,468.80	61.38	1,407.42
212-400-230 - Legal Fees	5,253.00	3,760.25	1,492.75
212-400-231 - Audit Fees	6,798.00	6,044.69	753.31
212-400-232 - Assessment Fees	7,150.00	7,000.00	150.00
212-400-233 - Accounting Software	1,838.60	1,981.60	(143.00)
212-400-275 - Municipal Insurance	4,202.40	3,343.44	858.96
212-400-910 - Taxation Changes	525.30	1,000.00	(474.70)
212-401-220 - Urgent Care Contribut	1,050.60		1,050.60
212-402-220 - Donations to other Or	1,050.60	800.00	250.60
212-300-500 - Development Contingency	2,969.74	2,888.90	80.84
212-300-515 - Fleet Replacement Reserve	950.32		950.32
Total Administration:	185,322.87	169,902.93	15,419.94
Protective Services			
223-000-200 - Contract Fire Service	14,708.40	21,269.26	(6,560.86)
224-000-200 - Emergency Management	2,101.20		2,101.20
225-000-200 - Policing Costs	8,969.00		8,969.00
226-000-200 - Enforcement	26,997.50	20,005.64	6,991.86
226-000-201 - Enforcement Reserve	3,060.00		3,060.00
Total Protective Services:	55,836.10	41,274.90	14,561.20
Public Works			
232-000-200 - Green Space Program	26,000.00	22,261.22	3,738.78
232-000-250 - Road Maintenance Prog	7,000.00	12,824.00	(5,824.00)
232-000-255 - Plowing Program	23,600.00	21,142.50	2,457.50
232-000-265 - Sign & Bench Program	3,100.00	2,555.02	544.98
232-000-530 - Ditch and Culvert Pro	3,100.00	1,600.00	1,500.00
232-000-545 - Street Light Program	3,100.00	5,805.78	(2,705.78)
242-000-250 - SLR WasteWater Commis	9,975.00	4,163.03	5,811.97
242-000-251 - SLR Water Commission	1,500.00	1,166.48	333.52
242-000-255 - Maintenance Program-S	21,012.00	10,292.14	10,719.86
242-000-260 - Useage Fees	85,413.00	65,106.36	20,306.64
243-000-200 - Contracted Services Solid Waste	24,174.00	22,134.00	2,040.00
243-000-270 - Recycling Program-WM	10,506.00	10,050.24	455.76
Total Public Works:	218,480.00	179,100.77	39,379.23
Planning and Development			
261-000-110 - Development Services			
261-000-250 - Development Project	3,162.00		3,162.00
261-000-115 - IDP (RDC,TSL,LC)	10,200.00	721.88	9,478.12
261-000-200 - Community Planning	500.00		500.00
261-000-215 - Subdivision Appeal Bo	1,122.00	740.63	381.37
261-000-220 - Municipal Planning Co	1,122.00	220.00	902.00

Summer Village of Jarvis Bay
Operating Budget
For the Period Ending December 31, 2020

	Budget	Year to Date	Budget Remain
Total Planning and Development:	16,106.00	1,682.51	14,423.49
Recreation			
272-000-510 - Parks and Playgrounds	21,012.00	19,153.52	1,858.48
272-000-250 - Buoy Programs	3,677.10	2,468.00	1,209.10
274-000-850 - Parkland Regional Lib	1,821.00	1,821.15	(0.15)
212-403-220 - FCSS Sylvan Lake	1,227.06	1,227.06	
274-000-510 - Operational Recreation Grants - ICF	21,012.00		21,012.00
272-000-577 - Covid 19 Response	(48,000.00)		(48,000.00)
Total Recreation:	749.16	24,669.73	(23,920.57)
Environment			
243-102-150 - Red Deer River Waters	510.00	510.00	
273-100-150 - SLMC	500.00		500.00
Total Environment:	1,010.00	510.00	500.00
Total Expenditures:	493,874.33	431,166.00	62,708.33
Surplus / Deficit	0.00	97,466.92	97,466.92

Summer Village of Jarvis Bay
Projects Budget
For the Period Ending December 31, 2020

	Budget	Year to Date	Budget Remain
Revenue			
197-194-840 - Project Reserves - Petro Beach Security	10,000.00		(10,000.00)
197-195-840 - Project Grants - Drainage Improvements	10,000.00	1,585.00	(8,415.00)
197-196-840 - Project MSI - Administrative Building	850,000.00	752,613.00	(97,387.00)
197-197-840 - Project MSP - Petro Beach Park & Walk	20,000.00	9,209.00	(10,791.00)
197-198-840 - Project MSP - Drainage Improvement	17,000.00	7,791.00	(9,209.00)
Total Revenue:	907,000.00	771,198.00	(135,802.00)
Expenditures			
297-194-840 - Project Reserves - Petro Beach Security	10,000.00		10,000.00
297-195-840 - Project Grants - Drainage Improvements	10,000.00	1,585.00	8,415.00
297-196-840 - Project MSI - Administrative Building	850,000.00	752,613.00	97,387.00
297-197-840 - Project MSP - Petro Beach Park & Walk	20,000.00	20,000.00	
297-198-840 - Project MSP - Drainage Improvements	17,000.00	7,791.00	9,209.00
Total Expenditures:	907,000.00	781,989.00	125,011.00
Surplus / Deficit	0.00	(10,791.00)	(10,791.00)

Report Date
2021-01-22 11:39 AM

Summer Village of Jarvis Bay
ASFF Budget Report
For the Period Ending December 31, 2020

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-000-130 - ASFF-Residential	454,988.34	454,988.34	
101-100-130 - ASFF-non-residential	1,292.12	1,298.42	6.30
101-103-130 - DI Designated Industrial	25.98	25.98	
Total Revenue:	456,306.44	456,312.74	6.30
Expenditures			
201-100-130 - ASFF - Residential	454,988.34	438,055.52	16,932.82
201-101-130 - ASFF Non-Residential	1,292.12	1,261.58	30.54
201-300-130 - DI Designated Industrial	25.98		25.98
Total Expenditures:	456,306.44	439,317.10	16,989.34
Surplus / Deficit	0.00	16,995.64	16,995.64



Council Expense Claim Form

NAME: Julie Maplethorpe

POSITION: Mayor

MONTH ENDING: December-2020

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
12/1/20	Regular Council	2.5 Hours	Mayor	\$ 120.00
12/2/20	Sylvan Lake Management Committee	1.5 Hours	Mayor	\$ 120.00
12/8/20	Other (Central Regional Mayors Caucus COVID-19)	0.5 Hours	Mayor	\$ 120.00
12/15/20	Other (Provincial Telephone Town Hall COVID-19)	1.0 Hours	Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 480.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 0.00

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 480.00



SUMMER VILLAGE OF
JARVIS BAY

Council Expense Claim Form

NAME: Annabelle Wiseman

POSITION: Deputy Mayor

MONTH ENDING: November-2020

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
12/1/20	Regular Council	2.5 hours	Deputy Mayor	\$ 120.00
12/3/20	Joint Services Committee	2.5 hours	Deputy Mayor	\$ 120.00
10/28/20	Sylvan Lake Regional Wastewater Commission	2.0 hours	Deputy Mayor	\$ 120.00
12/11/20	Regional Intermunicipal Development Plan Steering Committee	3.0 hours	Deputy Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 480.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 0.00

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 480.00



TOTAL PAYABLE: \$ 120.00

Summer Village of Jarvis Bay

February 2, 2021

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 54 development permits issued in the Summer Villages (21 in Birchcliff, 2 in Half Moon Bay, 7 in Jarvis Bay, 14 in Norglenwold, and 10 in Sunbreaker Cove).

The following is the listing for Jarvis Bay:

- | | |
|-------------------------|---------------------------|
| 1. 166 Jarvis Bay Drive | Demolition & Dwelling |
| 2. 210 Jarvis Bay Drive | Dwelling |
| 3. 165 Jarvis Bay Drive | Demolition & Tree Removal |
| 4. 228 Jarvis Bay Drive | Dwelling |
| 5. 312 Jarvis Glen Way | Landscaping |
| 6. 252 Jarvis Bay Drive | Addition |
| 7. 139 Jarvis Bay Drive | Driveway Expansion |

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #125/13.

Summer Village of Jarvis Bay

February 2, 2021

Council and Legislation

Request for Decision

Agenda Item: *2021 Census*

Background:

Council received the attached letter from Statistics Canada providing information on the upcoming 2021 Census taking place in May 2021. They are asking all residents to complete the census as this will have a direct impact on gathering data needed to plan, develop and evaluate programs and services.

Options for Consideration:

1. That the Council of the Summer Village of Jarvis Bay supports the 2021 Census and encourages all residents to complete their census questionnaire online at www.census.gc.ca.
2. Council accept as information.

Administrative Recommendations:

1. That the Council of the Summer Village of Jarvis Bay supports the 2021 Census and encourages all residents to complete their census questionnaire online at www.census.gc.ca.

Authorities:

Statistics Canada

Dear Mayor,

I am pleased to inform you that the next census will take place in May 2021. I am writing today to seek your support to increase awareness of the census among residents of your community.

For over a century, Canadians have relied on census data to tell them about how their country is changing and what matters to them. We all depend on key socioeconomic trends and census analysis to make important decisions that have a direct impact on our families, neighbourhoods and businesses. In response to the COVID-19 pandemic, Statistics Canada has adapted to ensure that the 2021 Census is conducted throughout the country in the best possible way, using a safe and secure approach.

Statistics Canada will be [hiring approximately 32,000 people](#) across the country to assist with census collection. We would like to work with you and your municipality to ensure that your residents are aware and informed of these job opportunities.

Furthermore, your support in encouraging your residents to complete the census will have a direct impact on gathering the data needed to plan, develop and evaluate programs and services such as schools, daycare, family services, housing, emergency services, roads, public transportation and skills training for employment.

If you would like to express your municipality's support for the census, please share the municipal council resolution text below with your residents:

Be it resolved that:

The Council of the Corporation of (NAME OF CITY/TOWN/MUNICIPALITY) supports the 2021 Census, and encourages all residents to complete their census questionnaire online at www.census.gc.ca. Accurate and complete census data support programs and services that benefit our community.

In the coming weeks, a member of our communications team may contact you to discuss ways in which we can work together. Should you have any questions, please contact us at statcan.censusoutreach.prairies-rayonnementdurec.prairies.statcan@canada.ca.

Thank you in advance for supporting the 2021 Census.

Yours sincerely,

Geoff Bowlby
Director General, Census Management Office
Statistics Canada / Government of Canada

Summer Village of Jarvis Bay

February 2, 2021

Public Works

Request for Decision

Agenda Item: *Mowing Contract*

Background:

Public Works has received 3 quotes for the mowing contract in Jarvis Bay. The quotes are for a three-year contract and based on a cost per mowing. Quotes are as follows:

Rugged West Maintenance (Current Contractor)

2021-2023 \$1500.00

Outback Lawn Maintenance

2021-2023 \$1,600.00

DS Yard Care

2021-2023 \$800.00

The 2020 contract was \$1,700.00 per cut.

Attached is a template of the contract that will be filled in and signed based on the awarded contract.

Options for Consideration

1. Council move to accept the quoted price from one of the listed contractors and sign onto a three-year agreement.
2. Council move that Administration provide additional information or quotes.
3. Council accepts as information.

Administrative Recommendations:

Council move to accept the quoted price from Rugged West Maintenance and sign onto a three-year agreement.

Authorities:

MGA

201 c)

“A council is responsible for

- a) Developing and evaluating the policies and programs of the municipality;”

SUMMER VILLAGE OF JARVIS BAY
ROADSIDE MOWING AND MAINTENANCE AGREEMENT

THIS agreement entered into this _____ day of _____, 2021.

BETWEEN:

The Summer Village of Jarvis Bay
Of Bay 8, 14 Thevenaz Industrial Trail
Sylvan Lake AB T4S 2J5
(hereinafter called the 'Village')

OF THE FIRST PART

- AND -

Contractor
Mailing address
Mailing Address

(hereinafter called the 'Contractor')

OF THE SECOND PART

WHEREAS The Authority operates a solid waste collection and disposal site for the benefit of its residents;

- A. The Village wants to be assured that the Summer Village of Jarvis Bay is pleasing to the eye of all residents and visitors by arranging for maintenance of the parks and green area within the boundaries of the Village;
- B. The Contractor has the necessary resources and expertise to undertake the maintenance of the parks and green area within the municipal boundaries of the Village as outlined in Schedule A attached here to.

NOW THEREFORE, THIS AGREEMENT WITNESSETH that in consideration of the covenants contained herein the parties agree as follows:

1. SERVICE TO BE PERFORMED

Subject to the other terms and conditions of this agreement the Contractor shall undertake the roadside mowing and maintenance as well as the duties of trimming around posts, culverts, and any other required objects. The Contractor shall be responsible to dispose, at his own expense, any refuse generated by the required maintenance work

2. SCHEDULING AND TIME

The contractor shall undertake to do the work on weekdays, being Mondays through Fridays every two (2) weeks. The work shall be undertaken in close consultation with the assigned Village representative. No work shall be undertaken on statutory holidays.

3. INSURANCE

- 3.1 The Contractor shall indemnify and save harmless the Summer Village from any claims which may arise from the maintenance work provided by the Contractor. For this purpose the Contractor shall maintain insurance in the amount of One Million Dollars (\$2,000,000.00).
- 3.2 The Contractor shall, during the term of this agreement, maintain Workers Compensation coverage in order to protect his employees and the Village, as required by law.

4. NOTICES

- 4.1 All notices required or permitted hereunder shall be sufficiently given if in writing, hand delivered or mailed by registered, prepaid post as follows:

Contractor:

Contractor

Mailing Address

Mailing Address

The Summer Village of Jarvis Bay:

The Administration Office

Bay 8, 14 Thevenaz Industrial Trail

Sylvan Lake, AB T4S 2J5

Mailed notices shall be deemed to be given four (4) working days after the date of the Postmark.

5. TERM

This agreement shall run for a period commencing May 15, 2021 through to September 15, 2023 inclusive.

6. REMUNERATION

Summer Village of Jarvis Bay
Roadside Maintenance Agreement
Page | 3

- 6.1 The remuneration for the service performed hereunder by the Contractor shall be, Dollars (\$0.00), excluding GST, per cut during the term of the contract.
- 6.2 The Village shall pay the Contractor monthly following receipt of an invoice from the Contractor for the serviced month.

7. SUCCESSOR AND ASSIGNS

This agreement shall tenure to the benefit of and be binding upon the parties hereto and shall not be assigned or transferred without the written consent of the Village.

8. TERMINATION

Notwithstanding Clause 5, the Village shall have the right to terminate this agreement on a Two (2) weeks written notice to the Contractor.

IN WITNESS WHEREOF the parties have signed this agreement on the day and year first written above.

SUMMER VILLAGE OF JARVIS BAY

ADMINISTRATOR

WITNESS

Contractor

Summer Village of Jarvis Bay

February 2, 2021

Public Works

Request for Decision

Agenda Item: *Speed Signs*

Background:

Due to concerns regarding speeding along Jarvis Bay Drive Administration is providing some information on speed signs.

Information sheets on speed sign options are attached. These would be purchased through Alberta Traffic Supply who offer discounts to municipalities through the RMA (Rural Municipalities of Alberta) program. Birchcliff has recently purchased two I-Safe 1 SL signs. These signs will collect data on the amount of traffic and the speed of traffic that pass by. Data can be collected via Bluetooth from the signs.

I-Safe 1 SL speed sign - \$5,330.00

I-Safe 2 SL speed sign - \$6,130.00

Both prices include:

- Speed sign
- Battery pack
- 80W solar panel with mounting kit
- Bluetooth card

Options for Consideration

1. Council moves that Administration purchase and install a speed sign at a specified location.
2. Council move that Administration investigate further options for speed signs.
3. Council accepts as information.

Administrative Recommendations:

Council moves that Administration purchase and install and I-Safe 1 SL speed sign to be installed at the entrance of Jarvis bay just past the mailboxes.

Authorities:

MGA

201 c)

“A council is responsible for

- a) Developing and evaluating the policies and programs of the municipality;”

I-SAFE 1 SL



Variable Message Sign (VMS) with alternating speed and text/images



The I-SAFE 1 sign links the speed information (green, orange or red displayed depending on driver's behavior) to a 768 LED matrix on which you can display personalized pictograms.

With its internal radar and removable battery, the I-SAFE 1 is mobile and easy to use. It can also be powered using a solar power kit or AC power.

Benefits

- Compact
- Light
- Predefined settings
- Calendar function (up to 4 periods/day)

User-Friendly

- Comprehensive software for data analysis
- Full standard kit including the fastening system

Multi-Purpose

- 1 product = 4 power possibilities (battery, solar, public lighting, mains power)
- Possibility to display 2 pictograms successively for one measure
- Anti-speeding record function
- Fully customizable settings

Features

- Vehicle activated traffic calming
- Amber LED or 3-LED display colours (green, orange, red)
- Personalized pictograms (or short messages)
- Set up using PC software and USB flash drive



Specifications

Adjustable Settings

Choice of predefined speed zones settings (digit encoder) & user-set zone (USB key)

- Min. and max. speed displayed thresholds
- Colour speed thresholds (green, orange, red)
- Blinking flash threshold
- Text or pictograms by the user
- Display intensity
- Working days/hours

Compact, Easy to Use, and Very Bright

- Large format display board (39 cm) (15.35")
- 768 LED matrix to display coloured pictograms (user definable)
- Mobile and very easy to handle
- Mounting system suitable to all pole type.

Options

- Bluetooth®
- GPRS



* The Bluetooth® word mark and logos are registered trademarks owned by Bluetooth SIG, Inc. and any use of such trademarks by International Road Dynamics Inc. is under license. Other trademarks and trade names are those of their respective owners.

Electromagnetic compatibility and electrical safety: the I-SAFE 2 complies with the essential requirements and other relevant provisions of the R&TTE Directive 1999/5/EC. FCC ID VECD6, IC ID CS20152

Specifications	
Displayed speed	From 5 to 199 km/h (3.1 to 123.65 mph)
Measured speed	From 5 to 250 km/h (3.1 to 155.34 mph)
Digits size	384 x 513 mm (15.1" x 20.19") (H x L)
Panel size	775 x 665 x 140 mm (30.5" x 26.18" x 5.5") (H x L x P)
Weight	12.4 kg (27.3 lb) (without battery)
Environmental protection	IP65
Mounting system	2 hooks at panel's rear + 2 specific pole brackets
Operating temperatures	From -35°C to +65°C (-31°F to +149°F)
Power supply	12 V DC - rechargeable 12V/24 Ah or 220 V (network or public lighting) or solar powered
Autonomy	Depending on power supply option selected (battery/AC)
Radar frequency	K band : 24.125 GHz
Transmitted power	< 5 mW
Communication set-up	USB (options : Bluetooth or GPRS)
Memory	540,000 measures
Software	
PC Running	Windows XP or higher, minimum 256 MB RAM
Disk Space	100 MB
Detection range	Car : 120 m (393.7 ft) Truck : 150 to 200 m (492.1 ft to 656.1 ft)



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I-SAFE 2 SL

Variable Message Sign (VMS) with alternating speed and text/images



The I-SAFE 2 sign links the speed information (green, orange or red displayed depending on driver's behavior) to an 832 LED matrix on which you can display personalized messages (single or double display lines) and/or pictograms.

With its internal radar and removable battery, the I-SAFE 2 is mobile and easy to use. It can also be powered using a solar kit or AC power.

Benefits

- Compact
- Light
- Predefined settings
- Calendar function (up to 4 periods/day)

User-Friendly

- Comprehensive software for data analysis
- Full standard kit including the fastening system

Multi-Purpose

- 1 product = 4 power possibilities (battery, solar, public lighting, mains power)
- Possibility to display 3 messages successively for one measure
- Anti-speeding record function
- Fully customizable settings

Features

- Vehicle activated traffic calming
- Amber LED or 3-LED display colours (green, orange, red)
- 2 simultaneous text lines
- Set up using PC software and USB flash drive



Specifications

ADJUSTABLE SETTINGS

Choice of predefined setting speed zones (digit encoder) & user-setting zone (USB key)

- Min. and max. speed displayed thresholds
- Colour speed thresholds (green, orange, red)
- Blinking flash threshold
- User-defined text or pictograms with single or dual-line display
- Display intensity
- Working days/hours

COMPACT, EASY TO USE, AND VERY BRIGHT

- Large format display board (39 cm/15.35 in)
- 2 text lines of 9 to 10 characters (user-definable)
- Mobile and very easy to handle
- Mounting system suitable to all pole types

OPTIONS

- Bluetooth®
- GPRS



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Electromagnetic compatibility and electrical safety: the I-SAFE 2 complies with the essential requirements and other relevant provisions of the R&TTE Directive 1999/5/EC. FCC ID VECDF6, IC ID CS20152

Specifications	
Displayed speed	From 5 to 199 km/h (3.1 to 123.65 mph)
Measured speed	From 5 to 250 km/h (3.1 to 155.34 mph)
Digits size	345 x 520 mm (13.58" x 20.47") (H x L)
Matrix size	160 x 520 mm (6.3" x 20.47") (H x L)/832 LEDs
Panel size	775 x 665 x 140 mm (30.5" x 26.18" x 5.5") (H x L x P)
Weight	12.4 kg (27.3 lb) (without battery)
Environmental protection	IP65
Mounting system	2 hooks at panel's rear + 2 specific pole brackets
Operating temperatures	From -35°C to +65°C (-31°F to +149°F)
Power supply	12 V DC - rechargeable 12V/24 Ah or 220 V (network or public lighting) or solar powered
Autonomy	Depending on power supply option selected (battery/AC)
Radar frequency	K band : 24.125 GHz
Transmitted power	< 5 mW
Communication set-up	USB (options : Bluetooth or GPRS)
Memory	540,000 measures
Software	
PC Running	Windows XP or higher, minimum 256 MB RAM
Disk Space	100 MB
Detection range	Car : 120 m (393.7 ft) Truck : 150 - 200 m (492.1 to 656.1 ft)



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Road Dynamics Inc.



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Summer Village of Jarvis Bay

February 2, 2021

Council Reports

Information Item

Council Reports:

Julie Maplethorpe
Annabelle Wiseman
Bob Thomlinson

Committee Reports:

Correspondence:

Parkland Regional Library Board

Upcoming Meetings:

Next Council Meeting – March 2, 2021



PRL Board Meeting Minutes November 12, 2020

The regular meeting of the Parkland Regional Library System Board was called to order at 10:05 a.m. on Thursday November 12, 2020 in the Small Board Room, Lacombe.

Present: Debra Smith (Board Chair), Gord Lawlor

Present via Zoom: Jason Alderson, Jackie Almberg, Glen Carrit, Lana Curle (Alternate for Rick Pankiw), Colleen Ebdon, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Bruce Gartside, Barb Gilliat, Jeanette Herle, Agnes Hoveland, Cora Knutson, Stephen Levy, Daryl Loughheed, Josephine McKenzie, Philip Massier, Ricci Matthews, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Jas Payne, Norma Penney, Rosella Peterman, Bill Rock, Heather Ryan, Sharolyn Sanchez (Alternate for Mike Yargeau), Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Bill Windsor, Mary Ann Wold, Bonita Wood, Mike Yargeau, Ann Zacharias

With Regrets: Dana Kreil, Blair Morton

Absent: Alison Barker-Jevne, Doreen Blumhagen, Bill Chandler, Amanda Derksen, Sandy Gamble, Clark German, Deborah Juch, Trudy Kilner, Lonnie Kozlinski, Heidi Pierce, Sonia Temple, Sharon Williamson,

Staff: Ron Sheppard, Donna Williams, Colleen Schalm, Kara Hamilton, Haley Amendt

Call to Order

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

According to section 31 (1) of the Alberta Libraries Act,
Board member disqualification:

31(1) A person is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, 3 consecutive regular meetings of the board.

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

Motion by Cindy Trautman to excuse Dana Kreil and Blair Morton from attendance at the board meeting on November 12, 2020 and remain members of the Parkland Board in good standing.

CARRIED

PRLS 33/2020

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Heather Ryan to accept the agenda as presented.

CARRIED

PRLS 34/2020

1.2. Approval of Minutes

Smith asked if there were any amendments to the September 17, 2020 minutes. She noted that under Item 1.2, that the minutes were stated as September 17, 2020 and should be changed to May 28, 2020. Agnes Hoveland noted that she was at the May meeting and the minutes indicated otherwise.

Motion by Bruce Gartside to approve the minutes of the September 17, 2020 meeting as amended.

CARRIED

PRLS 35/2020

1.3. Business arising from the minutes of September 17, 2020 meeting

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

2.5. Business Arising from the Consent Agenda

Smith asked if there was any business arising from the consent agenda. Philip Massier requested to discuss the letter of correspondence from Stettler County. It was moved from Item 2.3.2. to Item 3.2.a just before the Election of the Executive Committee, which became 3.2.b.

Motion by Jason Alderson to approve the consent agenda as amended.

CARRIED

PRLS 36/2020

Sharolyn Sanchez entered the meeting at 10:12 a.m.

Cora Knutson entered the meeting at 10:16 a.m.

3.1. Election of Board Chair

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

Smith turned the meeting over to Sheppard, who asked for nominations from the floor for the position of Board Chair. Janine Stannard nominated Debra Smith. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Coleen Ebden that nominations cease.

CARRIED

PRLS 37/2020

Smith became the Board Chair by acclamation. Smith accepted the position and resumed the duty of Chair.

Leah Nelson entered the meeting at 10:32 a.m.

3.2. a Letter Regarding Stettler Library Board

Philip Massier inquired whether having the newly appointed Stettler Intermunicipal Board would affect the population of the seats on the Executive Committee, as the Town of Stettler and Stettler County are divided into different seats, seats 6 and 8, respectively. It was explained that the municipalities themselves are members, so it does not affect appointment to the Executive Committee. Both Board Representatives, Gord Lawlor (Town of Stettler) and Les Stulberg (Stettler County) were content with the current division of the population for the seats of the Executive Committee and did not want to see a change.

3.2. b Election of the Executive Committee

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 PRL Board members representing that geographical area.

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	Debra Smith – Village of Loughheed
Seat 2	Cindy Trautman – Camrose County
Seat 3	Philip Massier – Red Deer County
Seat 4	Jason Alderson – Town of Rocky Mtn. House
Seat 5	Kevin Ferguson – Town of Ponoka
Seat 6	Bruce Gartside – Village of Donalda
Seat 7	No Representative
Seat 8	Janine Stannard – Town of Coronation
Seat 9	Heather Ryan – Town of Olds
Seat 10	Jas Payne – Town of Sylvan Lake

Motion by Dwayne Fulton to accept the Executive Committee as appointed.

CARRIED

PRLS 38/2020

3.3. Advocacy Committee Report

Gord Lawlor, the current Chair of the Advocacy Committee, gave a verbal report to the board. He named the current volunteers from the Advocacy Committee, who all put their names forward to continue on the committee for another year. He talked about the meaning of being a library advocate and some of what the Advocacy Committee had accomplished in the last year.

The newest advocacy tools from the committee include key messages, examples of supporting data, and sample elevator speeches. The committee has also settled on 3 regional key messages that they recommend board members adopt and use when talking about the library.

1. The library is a wise investment. We provide a very good financial return on investment.
2. The library supports the financial well-being of all citizens.
3. The library provides an important point of social connection that supports mental health.

The Advocacy Committee has also provided a dozen elevator speeches demonstrating how to deliver a key message with supporting facts in about 30 seconds. These examples will be posted on Parkland Library's Support Site.

3.4. Election of Advocacy Committee

The current Advocacy Committee working group members are:

Gord Lawlor, Chair – Town of Stettler
Barb Gilliat, Vice Chair – Village of Alix
Bill Rock – Village of Amisk
Cora Knutson – Town of Bentley
Deb Smith, Ex Officio – Village of Lougheed
Janine Stannard – Town of Coronation
Jeanny Fisher – Town of Daysland
Norma Penney – Village of Clive
Shannon Wilcox – Town of Carstairs
Stephen Levy – Town of Sedgewick

Lawlor called for volunteers for the Advocacy Committee; there were no additional volunteers.

Motion by Bruce Gartside to appoint Gord Lawlor, Barb Gilliat, Jeanny Fisher, Cora Knutson, Stephen Levy, Norma Penney, Bill Rock, Deb Smith, Janine Stannard, and Shannon Wilcox to the Advocacy Committee for the next year.

CARRIED
PRLS 39/2020

Barb Gilliat entered the meeting at 10:39 a.m.

3.5. Board Signing Authorities

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. It is most convenient if the Board signing authorities live or work close to PRLS headquarters.

Smith asked for two board members that live close to Parkland to volunteer be signing authorities.

Ray Olfert entered the meeting at 10:44 a.m.

Motion by Colleen Ebdon to accept Barb Gilliat and Ray Olfert as PRLS' board signing authorities.

CARRIED
PRLS 40/2020

Motion by Janine Stannard to add Ray Olfert from the Town of Blackfalds to the Executive Committee Seat 7.

CARRIED
PRLS 41/2020

3.6. ALTA Board Alternate for Parkland

The Alberta Library Trustee Association (ALTA) board represents the trustees from all ALTA member libraries in the province of Alberta.

In addition to the President, and Past President, the board consists of 10 Directors. Currently, the Parkland Region is represented by Bob Green from the Carstairs Municipal Library. At present they are looking for an Alternate Director from the region.

Bill Windsor from the Town of Didsbury volunteered to let his name stand to be an Alternate Director representing the Parkland Region on the ALTA Board. Parkland will submit his name to ALTA for consideration. There were no other volunteers.

3.7. 2021 Alberta Library Conference

In the normal course of events, Parkland pays for three trustees, plus the Board Chair to attend the Alberta Library Conference. However, due to the COVID-19 pandemic, the conference has been cancelled for 2021.

3.8. Budget Approval Update

Smith shared that the 2021 Parkland budget has been approved by 68.75% of the municipalities representing 71.84% of the population. It was asked that staff share the exact details of the individual responses, which will be emailed to the Parkland board and the municipal administrators within the next week.

3.9. Review of PRLS Investments

According to Parkland's Annual Agenda policy, the Executive Committee is to review Parkland's investments at least twice a year. The meetings for the review of investments in 2020 occur in March and October.

In past years, Parkland only invested its funds in GICs and in a conservative, managed bond portfolio. RBC Wealth Management, Dominion Securities, is the company managing Parkland's investment account. Our investor, Adam Lamb, reported that Parkland's investments are up by 6% since the beginning of the year despite COVID-19 and a weak economy. This is due to PRLS' 10-year bond portfolio having higher interest rates than what has been available during the year.

At the October 8th Executive Committee meeting, staff did not recommend changing Parkland's overall investment strategy of keeping funds in a conservative, managed bond portfolio. Also, PRLS does not currently have funds invested in GICs. The Executive Committee decided to leave Parkland's investment strategy unchanged.

Motion by Ray Olfert to receive for information

CARRIED
PRLS 42/2020

3.10. Dates for 2021 Meetings

At present, Parkland is planning on holding board meetings virtually for 2021. Below are the suggested dates for PRLS' 2021 Board meetings.

February 25, 2021	10:00 a.m. – 12:00 p.m. (Annual Report, Year in Review)
May 20, 2021	10:00 a.m. – 12:00 p.m. (2019 Financial Statements presented)
September 16, 2021	10:00 a.m. – 12:00 p.m. (Budget presentation for 2021)
November 18, 2021	10:00 a.m. – 12:00 p.m. (Organizational Meeting)

Motion by Janine Stannard to receive for information.

CARRIED
PRLS 43/2020

3.11.1. Director's Report

3.11.2. Library Services Report

3.11.3. IT Report

3.11.4. Finance and Operations Report

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

Motion by Barb Gilliat to receive the Director's, Library Services, IT and Finance and Operations reports for information.

CARRIED
PRLS 44/2020

3.12. Parkland Community Update

Stettler Public Library is holding a "Christmas Wine Survivor Raffle" virtual elimination draw at the beginning of December. Cost to join is \$20 per ticket plus a bottle of wine.

4. Adjournment

Motion by Barb Gilliat to adjourn the meeting at 11:02 a.m.

CARRIED
PRL 45/2020

Meeting adjourned at 11:02 a.m.

Chair



PRLS BOARD TALK

Highlights of the Parkland Regional Library System Board Meeting

NOVEMBER 12, 2020

Organizational Meeting

Parkland's board has 8 new members. Board Members in attendance elected the new Executive Committee and Board Chair. Debra Smith was re-appointed Board Chair by acclamation.

Executive Committee

The Executive Committee has 3 new faces, along with returning members.

Debra Smith, Committee Chair (Village of Loughheed)

Bruce Gartside, (Village of Donaldia)

Cindy Trautman, (Camrose County)

Heather Ryan, (Town of Olds)

Janine Stannard, (Town of Coronation)

Jas Payne, (Town of Sylvan Lake)

Jason Alderson, (Town of Rocky Mtn. House)

Kevin Ferguson, (Town of Ponoka)

Philip Massier, (Red Deer County)

Ray Olfert, (Town of Blackfalds)

2021 Budget Approval

As of the date of the board meeting, PRLS' 2021 budget was approved by 68.75% of the municipalities representing 71.84% of the population. A list detailing municipal approval has been sent to Parkland's board members and municipalities.

Advocacy Committee

There were no new volunteers for the Advocacy Committee. All the current members chose to remain on the committee for another year.

Gord Lawlor, Committee Chair – Town of Stettler

Barb Gilliat, Vice Chair – Village of Alix

Bill Rock – Village of Amisk

Cora Knutson – Town of Bentley

Deb Smith, Ex Officio – Village of Loughheed

Janine Stannard – Town of Coronation

Jeanny Fisher – Town of Daysland

Norma Penney – Village of Clive

Shannon Wilcox – Town of Carstairs

Stephen Levy – Town of Sedgewick

The newest advocacy tools from the committee include key messages, examples of supporting data, and sample elevator speeches. The committee has also settled on 3 regional key messages that they recommend board members adopt and use when talking about the library.

1. The library is a wise investment. We provide a very good financial return on investment.
2. The library supports the financial well-being of all citizens.
3. The library provides an important point of social connection that supports mental health.

The Advocacy Committee has also provided a dozen elevator speeches demonstrating how to deliver a key message with supporting facts in about 30 seconds. These examples will be posted on Parkland Library's Support Site.

New Building Update

Parkland took ownership of the new headquarters building on September 30th and rented the old headquarters for \$1 for the month of October from the new owners, the City of Lacombe, until the new building was ready for occupancy.

Moving occurred in a three-stage process over the month of October. The final move, which included the transfer of Parkland's network and staff operations, began on Friday, October 16th and were completed on Monday October 19th. By Tuesday the 20th, Parkland was in full operation.

The final hand-over of the old building to the City of Lacombe occurred on the afternoon of October 28th, thus ending the presence of Parkland Regional Library at the old address of 5404-56 Avenue in Lacombe. Staff are working to establish a date for the new Minister of Municipal Affairs to tour the new building.

Since Parkland cannot hold an open-house to celebrate the new headquarters due to restrictions resulting from the COVID-19 pandemic, staff are preparing a virtual tour that can be put on Parkland's website. The virtual tour will allow stakeholders to get a sense of the new building until an in-person event can be held at some point in the future.

Stronger Together Conference

The 2020 *Stronger Together* Virtual Conference was a tremendous success. This event was created in cooperation with Yellowhead Regional Library, The Peace Library System, and The Alberta Library (TAL). There were 1,155 registrants from across the globe with 730 live participants, as many as, or more than, the number of delegates normally attending the Alberta Library Conference. We are very pleased with the outcomes of this event and plan on a similar conference in 2021.

ALTA Board Alternate for Parkland

The Alberta Library Trustee Association (ALTA) represents the trustees from all ALTA member libraries in the province of Alberta.

Currently, the Parkland Region is represented by Bob Green from the Carstairs Municipal Library. At present they are looking for an Alternate Director from the region. The region includes the City of Red Deer. Bill Windsor from the Town of Didsbury volunteered to let his name stand to be an Alternate Director representing the Parkland Region on the ALTA Board. Parkland will submit his name to ALTA for consideration.

Board Meeting Dates for 2021

At present, Parkland is planning on holding board meetings virtually for 2021.

February 25 - Annual Report, Year in Review

May 20 - 2019 Financial Statements presented

September 16 - Budget presentation for 2021

November 18 - Organizational Meeting

2021 Alberta Library Conference

In the normal course of events, Parkland pays for three trustees, plus the Board Chair to attend the Alberta Library Conference. However, due to the COVID-19 pandemic, the conference has been cancelled for 2021.

Community News from Trustees

Stettler Public Library is holding a "Christmas Wine Survivor Raffle" virtual elimination draw at the beginning of December. Cost to join is \$20 per ticket plus a bottle of wine.

Board Members Present

Deb Smith, Gord Lawlor

Board Members Present via Zoom

Jason Alderson, Jackie Almberg, Lana Curle (Alternate for Rick Pankiw), Colleen Ebden, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Bruce Gartside, Barb Gilliat, Jeanette Herle, Agnes Hoveland, Cora Knutson, Stephen Levy, Daryl Loughheed, Josephine McKenzie, Philip Massier, Ricci Matthews, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Jas Payne, Norma Penney, Rosella Peterman, Bill Rock, Heather Ryan, Sharolyn Sanchez (Alternate for Mike Yargeau), Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Bill Windsor, Mary Ann Wold, Bonita Wood, Mike Yargeau, Ann Zacharias

With Regrets

Dana Kreil, Blair Morton

Absent

Alison Barker-Jevne, Doreen Blumhagen, Glen Carrit, Bill Chandler, Amanda Derksen, Sandy Gamble, Clark German, Deborah Juch, Trudy Kilner, Lonnie Kozlinski, Sonia Temple, Sharon Williamson, Heidi Pierce

PRLS Staff

Ron Sheppard, Tim Spark, Donna Williams, Colleen Schalm, Kara Hamilton, Haley Amendt

Next Meeting: February 25, 2021

10:00 AM.

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