

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF JARVIS BAY
FEBRUARY 7, 2023 @ 9:30 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, January 10, 2023
 - Municipal Planning Commission, January 10, 2023

D. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Yearend Report (4th Quarter)
- 3) Development Update
- 4) CAO Report
- 5) Mayors & Reeves Membership Fees

E. REQUESTS FOR DECISION

1) Finance

- a) Capital Budget

2) Council & Legislation

- a) Community Standards Bylaw
- b) Bylaw Enforcement Officer Bylaw
- c) Municipal Leaders' Caucus

3) Planning & Development

- a) Municipal Development Plan

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) National Police Federation
- b) ASVA LGFF Briefing

3) Upcoming Meetings

- a) Council Meeting – March 7, 2023

G. ADJOURNMENT

Summer Village of Jarvis Bay
Regular Meeting Minutes
January 10, 2023

C-1

Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held January 10, 2023, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE Mayor: Julie Maplethorpe
Councillor: David Garratt via Zoom
CAO: Tanner Evans
Public Works Manager: Owen Olynyk
Development Officer: Kara Hubbard
Recording Secretary: Teri Musseau

REGRETS: Deputy Mayor: Annabelle Wiseman

CALL TO ORDER The Meeting was called to order at 9:35 a.m. by Mayor Maplethorpe.

AGENDA APPROVAL

JBC-23-001 MOVED by Mayor Maplethorpe that the agenda be adopted as presented.
CARRIED

CONFIRMATION OF MINUTES

JBC-23-002 MOVED by Councillor Garratt that the regular meeting minutes of Council held on December 6, 2022, be approved as presented.
CARRIED

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Public Works Report
- 3) Development Update
- 4) CAO Report
- 5) Audit Plan
- 6) Welcome Package Review

JBC-23- 003 MOVED by Mayor Maplethorpe that Administration amend the welcome package as discussed and send out link to all residents via email blast.
CARRIED

JBC-23-004 MOVED by Councillor Garratt that Council accept the information items as presented.
CARRIED

REQUEST FOR DECISION

PUBLIC WORKS

Bylaw #190-23 Waste Management Bylaw
JBC-23-005 MOVED by Mayor Maplethorpe that Council give 1st reading to the Waste Management Bylaw #190-23 as amended.
CARRIED

- JBC-23-006

MOVED by Councillor Garratt that Council give 2nd reading to the Waste Management Bylaw #190-23 as amended.
CARRIED
- JBC-23-007

MOVED by Mayor Maplethorpe that Council by unanimous consent give 3rd reading to the Waste Management Bylaw #190-23 at this meeting as amended.
CARRIED
- JBC-23-008

MOVED by Councillor Garratt that Council give 3rd and final reading to the Waste Management Bylaw #190-23 as amended.
CARRIED

COUNCIL REPORTS

- Mayor Maplethorpe
 - Parkland Regional Library Board
- CAO Evans on behalf of Deputy Mayor Wiseman
 - Sylvan Lake Regional Water and Wastewater Commission
- Councillor Garratt
 - No reports

CORRESPONDENCE

- Urgent Care Committee

- JBC-23-009

MOVED by Mayor Maplethorpe that Council accept the Council reports and correspondence items as information.
CARRIED

NEXT COUNCIL MEETING

- JBC-23-010

MOVED by Mayor Maplethorpe that the next meeting of Council be held February 7, 2023, at 9:30 a.m.
CARRIED

ADJOURNMENT

- JBC-23-011

MOVED by Mayor Maplethorpe that being the agenda matters have been concluded, the meeting be adjourned at 10:55 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 17, 2023, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT	Chair:	Julie Maplethorpe
	Member-at-Large:	Jim Watson
	CAO:	Tanner Evans
	Development Officer:	Kara Hubbard
	Recording Secretary:	Teri Musseau
REGRETS	Deputy Mayor:	Annabelle Wiseman

CALL TO ORDER Chair Maplethorpe called the meeting to order at 9:04 a.m.

AGENDA

MPC-23-001 Moved by Chair Maplethorpe to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATION(S)

152 Jarvis Bay Drive
An application was submitted on behalf of the registered owner for a lakeside retaining wall at the property located at 152 Jarvis Bay Drive (Lot 8 Block 5 Plan 7278AA) in the Summer Village of Jarvis Bay.

Kara Hubbard left the meeting at 9:09 a.m.

DEVELOPMENT DECISION(S)

MPC-23-002 **152 Jarvis Bay Drive**
Moved by Chair Maplethorpe that the Municipal Planning Commission approve the application for a lakeside retaining wall at 152 Jarvis Bay Drive with the following conditions being met to the satisfaction of the Development Officer:

- All parcels shall be graded to ensure that storm water is directed to a drainage ditch without crossing adjacent land, except as permitted by the Development Authority. All maintenance and upkeep shall be the responsibility of the property owner. A lot grade certificate may be required at completion to ensure that proper drainage on the property exists.
- Zero trees to be removed and landscaping to remain natural.
- \$1,000 completions deposit required.
- No work to be done on the shoreline or in the water without Provincial approval from Alberta Environment and Parks and is to be provided to the Development Authority prior to work commencing.

CARRIED

Initials

ADJOURNMENT:

MPC-23-003 Moved by Chair Maplethorpe that being the agenda matters have been concluded, the meeting of the Municipal Planning Commission be adjourned at 9:18 a.m.

CARRIED

JULIE MAPLETHORPE, CHAIR

TANNER EVANS, CAO

Initials

Summer Village of Jarvis Bay**Administration and Finance****Council Date: February 7, 2023****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 36,721.41

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

1. Al's Bobcat & Trucking \$ 5,014.80
 - a. Sanding-Dec 1st to 13th-Accrued
 - b. Sanding-Dec 19th to 29th- Accrued
2. Sylvan Lake Regional Water/Wastewater \$ 5,132.74
 - a. Wastewater Services-December 2022(Copy Given to Auditor for Accrual)
3. Summer Village of Norglenwold \$ 20,118.23
 - a. December 23, 2022 Shared Costs
 - b. December 2022- Remaining Muni Specific Costs-Accrued
 - c. December 2022- Remaining Shared Costs-Accrued

Council Expense Claims Report:**Expenses**

- Julie Maplethorpe \$ 0
- Annabelle Wiseman \$ 0
- David Garratt \$ 0

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Date Printed
2023-01-26 8:58 AM

Summer Village of Jarvis Bay
List of Accounts for Approval (Detailed)
Batch: 2022-00117 to 2023-00010

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1107	2023-01-13	Al's Bobcat & Trucking			
19137	Accrual	232-000-255 - Plowing Program	Sanding-Dec 1,5,7 & 13th	2,178.00	
		312-000-260 - GST Paid Refund	GST Tax Code	108.90	2,286.90
19155	Accrual	232-000-255 - Plowing Program	Sanding-Dec 19, 22 & 29th	2,598.00	
		312-000-260 - GST Paid Refund	GST Tax Code	129.90	2,727.90
			Payment Total:		5,014.80
1108	2023-01-26	Watson, James			
MPC011723		261-000-220 - Municipal Plannin	Jan 17, 2023 MPC meeting	100.00	100.00
1109	2023-01-26	Al's Bobcat & Trucking			
19217		232-000-255 - Plowing Program	Sanding-Jan 2 - 13th	1,032.00	
		312-000-260 - GST Paid Refund	GST Tax Code	51.60	1,083.60
1110	2023-01-26	Association of Alberta Municipalities			
20230046		211-301-220 - AB Munis Membe	Alberta Municipalities Memk	1,074.10	
		312-000-260 - GST Paid Refund	GST Tax Code	53.71	1,127.81
1111	2023-01-26	Parkland Regional Library			
230253		274-000-850 - Parkland Region	First Requisition of 2023	468.13	
		312-000-260 - GST Paid Refund	GST Tax Code	23.41	491.54
1112	2023-01-26	Sylvan Lake Regional			
1742		242-000-260 - Useage Fees	Wastewater Services-Dec--l	5,132.74	5,132.74
1113	2023-01-26	Utility Safety Partners			
IN175377		242-000-255 - Maintenance Pro	Annual Member Fee	72.44	
		312-000-260 - GST Paid Refund	GST Tax Code	3.70	76.14
1114	2023-01-26	Wild Rose Assessment Service			
8868		212-400-232 - Assessment Fees	Assessment Fees-Jan-Mar	1,650.00	
		312-000-260 - GST Paid Refund	GST Tax Code	82.50	1,732.50
			Total Computer Cheque:		14,759.13

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
188	2022-12-23	Summer Villages of Norglenwold			
2022-00164		212-100-110 - Salaries	Salaries	12,489.34	
		212-100-130 - Training	Training	50.09	
		212-100-140 - Benefits	Shared Benefits	317.61	
		212-100-210 - Travel and Subsis	T&S	810.71	
		212-100-211 - WCB	WCB	161.75	
		212-100-266 - PW Fleet	PW Fleet	188.27	
		212-200-215 - Postage/Freight/C	Postage/Freight	58.20	
		212-200-500 - Printing Costs	Printing Costs	50.22	
		212-200-510 - Office Supplies	Office Supplies	474.25	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	161.72	
		212-300-540 - Utilities	Utilities	174.25	
		212-300-250 - Facility Improvem	Facility Improvements	5.03	
		212-300-255 - Facility Maintena	Facility Maintenance	1,251.20	
		212-300-263 - Condominium Co	Condominium Costs	0.00	
		212-300-240 - Computer Softwa	Computer Software	69.19	

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Summer Village of Jarvis Bay
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EFT					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		212-300-242 - IT equipment	IT Equipment	0.00	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	50.22	
		212-300-510 - Other Contingenc	Contingency	115.17	
		212-300-530 - Building Insuranc	Shared Building Insurance	0.00	16,427.22
189	2023-01-17	Summer Villages of Norglenwold			
2022-00160	Accrual	212-400-230 - Legal Fees	Brownlee-Development Agr	1,015.85	1,015.85
2022-00168	Accrual	212-400-231 - Audit Fees	Metrix-First Audit Dec 31/22	1,700.00	1,700.00
2022-00172	Accrual	212-100-110 - Salaries	Salaries	0.00	
		212-100-130 - Training	Training	0.00	
		212-100-140 - Benefits	Shared Benefits	0.00	
		212-100-210 - Travel and Subsis	T&S	0.00	
		212-100-211 - WCB	WCB	0.00	
		212-100-266 - PW Fleet	PW Fleet	319.79	
		212-200-215 - Postage/Freight/C	Postage/Freight	-33.91	
		212-200-500 - Printing Costs	Printing Costs	74.22	
		212-200-510 - Office Supplies	Office Supplies	66.22	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	103.49	
		212-300-540 - Utilities	Utilities	131.78	
		212-300-250 - Facility Improvem	Facility Improvements	0.00	
		212-300-255 - Facility Maintenan	Facility Maintenance	251.41	
		212-300-263 - Condominium Co	Condominium Costs	0.00	
		212-300-240 - Computer Softwa	Computer Software	62.16	
		212-300-242 - IT equipment	IT Equipment	0.00	
		212-300-265 - Equipment Mainte	Equipment Maintenance	-12.34	
		212-300-270 - Equipment Renta	Equipment Rental	12.34	
		212-300-510 - Other Contingenc	Contingency	0.00	
		212-300-530 - Building Insuranc	Shared Building Insurance	0.00	975.16
				Payment Total:	3,691.01
				Total EFT:	20,118.23

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
3343	2023-01-13	Waste Management of Canada			
1151936-0613-0	Accrual	243-000-270 - Recycling Progra	Recycling	1,018.10	
		312-000-260 - GST Paid Refund	GST Tax Code	50.90	1,069.00
3348	2023-01-13	Epcor			
JAN32023-7333		232-000-545 - Street Light Progr	Utilities For Nov 23 to Dec 2	437.47	
		312-000-260 - GST Paid Refund	GST Tax Code	24.37	461.84
3349	2023-01-13	Epcor			
JAN62023-5503		232-000-545 - Street Light Progr	Utilities For Dec 1 to Dec 31	53.46	
		312-000-260 - GST Paid Refund	GST Tax Code	2.67	56.13
3350	2023-01-13	Epcor			
JAN62023-9909		242-000-255 - Maintenance Proq	Utilities-Dec 1 to 31st	244.84	
		312-000-260 - GST Paid Refund	GST Tax Code	12.24	257.08
				Total Other:	1,844.05

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2023-01-26 8:58 AM

Summer Village of Jarvis Bay
List of Accounts for Approval (Detailed)
Batch: 2022-00117 to 2023-00010

Total MAIN: 36,721.41

Summer Village of Jarvis Bay

Finance

Request for Decision

Agenda Item: *Yearend Financial Report*

Background:

Administration would like to provide the following Yearend Financial information to Council.

Please be aware that these reports have been prepared prior to the yearend audit, amortizations and yearend adjusting entries done by the Auditors.

Options for Consideration:

- The Operating Budget Report to December 31, 2022
- The Capital Budget Report to December 31, 2021
- Alberta School Foundation Report to December 31, 2022
-The ASFF Funding came in on Budget this year. The \$21.81 remaining is mostly from the Designated Industrial Tax that we collect for the Province, but we do not send it if it is under \$50.
- ATB Bank Account - December 31, 2022
- \$2,065,809.23
- Accumulated Surplus 10,000.00
- Completions Deposits 58,500.00
- Deferred Revenue (Grants) 111,406.25
- JSC IT Reserve 8,000.00
- Reserves Fleet Replacement .60
- Reserves Sewer 400,000.00
- Reserves General Operating 316,892.96
- Reserves Street Light 6,600.00
- Mill Rate Stabilization 70,000.00
- Reserves Environmental 257,317.50
- Reserves Twin Fawns Walkway 34,000.00
- Reserves Roads 400,000.00
- Capital Replacement Reserve 237,140.00
- Reserves Enforcement 6,339.28
- Reserve Infrastructure 20,000.00

- Unpaid Taxes
 - 6 Properties - \$16,051.86 (5 are under \$2000) and all are in their 1st year unpaid. No TAXservice assistance will be required this year.

Administrative Recommendations:

To accept the 4th Quarter Financial Report as information.

Authorities:

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

Report Date
2023-01-24 3:25 PM

Summer Village of Jarvis Bay
Operating Budget
For the Period Ending December 31, 2022

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-000-110 - Taxation	419,455.98	419,449.51	(6.47)
101-000-510 - Penalties	10,000.00	10,312.32	312.32
112-000-410 - Sale of Services & Su	246.97	575.00	328.03
112-000-540 - Interest Charges	105.66	247.79	142.13
112-000-550 - Return on Investments	8,000.00	48,321.42	40,321.42
112-000-570 - Other Revenue	1,069.63	5,597.53	4,527.90
112-000-740 - MSI Operational	10,636.00	10,636.00	
121-000-530 - Fines Provincial Coll	500.00	100.00	(400.00)
142-000-400 - Street Light Charges	7,000.00	6,970.00	(30.00)
142-000-410 - Wastewater Charges	58,000.00	58,800.00	800.00
142-000-411 - Transfer to WW Offset	12,095.00		(12,095.00)
161-000-410 - Certificates Complian	59.17	500.00	440.83
161-000-510 - Inspection Fees	1,584.96	3,782.99	2,198.03
161-000-520 - Development Permits/A	582.21	1,600.00	1,017.79
161-000-590 - Encroachment Fees	212.38	1,060.00	847.62
Total Revenue:	529,547.96	567,952.56	38,404.60
Expenditures			
Council and Legislation			
211-101-150 - Mayors Remuneration	5,200.00	8,540.00	(3,340.00)
211-101-210 - Mayor Travel and Sub	1,248.00	2,447.86	(1,199.86)
211-102-150 - Deputy Mayor Remun	3,640.00	2,520.00	1,120.00
211-102-210 - Deputy Mayor Travel &	624.00		624.00
211-103-150 - Councillor Remun	1,280.00	1,920.00	(640.00)
211-103-210 - Councilor Travel and	624.00		624.00
211-201-212 - ASVA Conference	1,081.60	540.00	541.60
211-202-212 - AB Munis Conference	1,144.00	600.00	544.00
211-203-212 - Council Education Opportunity	1,000.00	165.00	835.00
211-301-220 - AB Munis Membership	1,110.11	1,039.15	70.96
211-302-220 - ASVA Membership	1,014.00	975.00	39.00
211-303-220 - FCM Membership	150.89	133.47	17.42
211-304-220 - Mayors and Reeves Mem	100.00		100.00
Total Council and Legislation:	18,216.60	18,880.48	(663.88)
Administration			
212-100-110 - Salaries	103,417.93	107,076.80	(3,658.87)
212-100-130 - Training	1,870.98	2,110.29	(239.31)
212-100-140 - Benefits	3,487.40	3,730.86	(243.46)
212-100-210 - Travel and Subsistenc	2,245.50	2,327.85	(82.35)
212-100-211 - WCB	1,734.71	1,647.09	87.62
212-100-266 - PW Fleet	1,637.11	1,504.26	132.85
212-200-215 - Postage/Freight/Couri	1,879.24	1,659.80	219.44
212-200-500 - Printing Costs	1,245.98	1,801.53	(555.55)
212-200-510 - Office Supplies	3,040.34	3,339.20	(298.86)
212-300-217 - Phone/Fax/Internet	1,169.36	1,319.22	(149.86)
212-300-240 - Computer Software / M	2,451.92	3,998.32	(1,546.40)
212-300-242 - IT equipment	467.74	615.24	(147.50)
212-300-250 - Facility Improvements	1,403.23	819.70	583.53
212-300-255 - Facility Maintenance	4,972.59	5,371.18	(398.59)
212-300-263 - Condominium Costs	1,084.00	2,291.93	(1,207.93)
212-300-265 - Equipment Maintenance	116.94	116.29	0.65

Report Date
2023-01-24 3:25 PM

**Summer Village of Jarvis Bay
Operating Budget**
For the Period Ending December 31, 2022

Page 2

	Budget	Year to Date	Budget Remain
212-300-270 - Equipment Rental	701.62	614.98	86.64
212-300-510 - Other Contingency	116.94	232.78	(115.84)
212-300-530 - Building Insurance	598.42	579.51	18.91
212-300-540 - Utilities	3,040.34	4,478.63	(1,438.29)
212-400-220 - Election Expenses/Mee	500.00	82.00	418.00
212-400-221 - Bank Fees	2,000.00	635.89	1,364.11
212-400-222 - Advertising	100.00	1,141.85	(1,041.85)
212-400-230 - Legal Fees	5,566.52	1,308.45	4,258.07
212-400-231 - Audit Fees	7,393.90	6,787.85	606.05
212-400-232 - Assessment Fees	7,000.00	6,882.50	117.50
212-400-275 - Municipal Insurance	4,910.07	3,933.29	976.78
212-400-910 - Taxation Changes	555.05	300.00	255.05
212-400-911 - Infrastructure Reserve	20,000.00	20,000.00	
212-402-220 - Donations to other Or	800.00	800.00	
Total Administration:	185,507.83	187,507.29	(1,999.46)
Protective Services			
223-000-200 - Contract Fire Service	13,594.00	14,978.80	(1,384.80)
224-000-200 - Emergency Management	2,220.21	2,530.65	(310.44)
225-000-200 - Policing Costs	15,000.00	619.00	14,381.00
226-000-200 - Enforcement	40,000.00	1,091.08	38,908.92
226-000-201 - Enforcement Reserve	3,230.32	3,230.32	
Total Protective Services:	74,044.53	22,449.85	51,594.68
Public Works			
232-000-200 - Green Space Program	24,000.00	22,924.40	1,075.60
232-000-250 - Road Maintenance Prog	15,000.00	3,775.00	11,225.00
232-000-255 - Plowing Program	24,544.00	21,908.75	2,635.25
232-000-265 - Sign & Bench Program	3,120.00	1,420.46	1,699.54
232-000-530 - Ditch and Culvert Pro	3,120.00	366.32	2,753.68
232-000-545 - Street Light Program	7,000.00	4,675.14	2,324.86
242-000-250 - SLR WasteWater Commis	7,285.00	6,881.66	403.34
242-000-251 - SLR Water Commission	832.00		832.00
242-000-255 - Maintenance Program-S	15,600.00	14,646.49	953.51
242-000-260 - Useage Fees	62,810.00	56,460.14	6,349.86
243-000-200 - Contracted Services Solid Waste	25,540.22	17,953.00	7,587.22
243-000-270 - Recycling Program-WM	11,101.06	12,998.78	(1,897.72)
Total Public Works:	199,952.28	164,010.14	35,942.14
Planning and Development			
261-000-115 - IDP (RDC,TSL,LC)	1,000.00		1,000.00
261-000-200 - Community Planning	500.00	1,437.98	(937.98)
261-000-215 - Subdivision Appeal Bo	936.00	(0.51)	936.51
261-000-220 - Municipal Planning Co	936.00	1,180.00	(244.00)
Total Planning and Development:	3,372.00	2,617.47	754.53
Recreation			
272-000-510 - Parks and Playgrounds	22,202.12	11,057.50	11,144.62
272-000-250 - Buoy Programs	4,500.00	3,626.00	874.00
274-000-850 - Parkland Regional Lib	1,821.00	1,947.80	(126.80)
212-403-220 - FCSS Sylvan Lake	3,438.60	3,438.60	

Report Date
2023-01-24 3:25 PM

Summer Village of Jarvis Bay
Operating Budget
For the Period Ending December 31, 2022

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	Budget	Year to Date	Budget Remain
274-000-510 - Operational Recreation Grants - ICF	15,975.00	15,975.00	
Total Recreation:	47,936.72	36,044.90	11,891.82
Environment			
243-102-150 - Red Deer River Waters	518.00	518.00	
Total Environment:	518.00	518.00	0.00
Total Expenditures:	529,547.96	432,028.13	97,519.83
Surplus / Deficit	0.00	135,924.43	135,924.43

Report Date
2023-01-24 3:25 PM

Summer Village of Jarvis Bay
Projects Budget
For the Period Ending December 31, 2022

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-201-840 - Project Reserves-Tree Planting/Care	14,500.00	2,682.50	(11,817.50)
197-202-840 - Project Reserves-Highway 20 Noise Impact	25,000.00		(25,000.00)
197-203-840 - Project Reserves-Twin Rose ERE Fence	25,000.00		(25,000.00)
197-199-840 - Project Reserves - Bench Replacements	11,000.00	10,860.00	(140.00)
Total Revenue:	75,500.00	13,542.50	(61,957.50)
Expenditures			
297-201-840 - Project Reserves-Tree Planting/Care	14,500.00	2,682.50	11,817.50
297-202-840 - Project Reserves-Highway 20 Noise Impact	25,000.00		25,000.00
297-203-840 - Project Reserves-Twin Rose ERE Fence	25,000.00		25,000.00
297-199-840 - Projects Reserves - Bench Replacements	11,000.00	10,860.00	140.00
Total Expenditures:	75,500.00	13,542.50	61,957.50
Surplus / Deficit	0.00	0.00	0.00

Report Date
2023-01-24 3:25 PM

Summer Village of Jarvis Bay
ASFF Budget Report
For the Period Ending December 31, 2022

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-000-130 - ASFF-Residential	452,546.84	452,546.84	
101-100-130 - ASFF-non-residential	1,360.79	1,355.50	(5.29)
101-103-130 - DI Designated Industrial	26.44	27.10	0.66
Total Revenue:	453,934.07	453,929.44	(4.63)
Expenditures			
201-100-130 - ASFF - Residential	452,546.84	452,546.84	
201-101-130 - ASFF Non-Residential	1,360.79	1,360.79	
201-300-130 - DI Desinated Industrial	26.44		26.44
Total Expenditures:	453,934.07	453,907.63	26.44
Surplus / Deficit	0.00	21.81	21.81

Summer Village of Jarvis Bay

February 7, 2023

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 96 development permits issued in the Summer Villages (27 in Birchcliff, 3 in Half Moon Bay, 20 in Jarvis Bay, 21 in Norglenwold, and 25 in Sunbreaker Cove).

The following is the listing for Jarvis Bay:

- | | |
|---|--------------------------------------|
| 1. 166 Jarvis Bay Drive
<i>(Complete, final inspection in the spring)</i> | Demolition & Dwelling |
| 2. 210 Jarvis Bay Drive
<i>(Not compliant, inspection in spring when sod done)</i> | Dwelling |
| 3. 165 Jarvis Bay Drive
<i>(dwelling plans being reviewed)</i> | Demolition & Tree Removal |
| 4. 184A Jarvis Bay Drive | Dwelling & Detached Garage |
| 5. 184B Jarvis Bay Drive | Demolition & Dwelling |
| 6. 11 Jarvis Bay Drive | Sunroom (Deck Addition) |
| 7. 251 Jarvis Bay Drive
<i>(inspection complete, close once Superior closed)</i> | Roof Extension & Shed |
| 8. 37 Jarvis Bay Drive | Deck |
| 9. 10 Twin Rose Court | Dwelling |
| 10.44 Jarvis Bay Drive | Detached Garage |
| 11.208 Jarvis Bay Drive | Dwelling |
| 12.37 Jarvis Bay Drive | Garage w Guest House |
| 13.234 Jarvis Bay Drive | Dwelling |
| 14.234 Jarvis Bay Drive | Garage w Guest House |
| 15.39 Jarvis Bay Drive | Garage w Guest House |
| 16.191 Jarvis Bay Drive | Driveway & Culvert |
| 17.19 Jarvis Bay Drive | Home Occupation |
| 18.2 Twin Rose Court | Dwelling |
| 19.152 Jarvis Bay Drive | Lakeside Retaining Wall (NEW) |
| 20.158 Jarvis Bay Drive | Demolition (NEW) |

Permit Summary:

Year to date 2023:

2 development permits. Estimated project cost \$30,000

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

February 7, 2023

Information

Agenda Item: *CAO Report*

Background:

- Administration has attached the 2023 CAO goals for your information. Each year the CAO has a list of goals for each individual municipality, along with another set for the Joint Services Committee.

Options for Consideration:

Council accept as information.

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Performance Appraisal Form

Name: Tanner Evans	Summer Village: Jarvis Bay	Position Title: CAO
Date of Review:		Present Job Since: November 2019
Check One: This is a <input type="checkbox"/> Self Review <input type="checkbox"/> Council Review <input type="checkbox"/> Combined Review		

Part 1 - MGA Primary Responsibilities:

Section 207

The chief administration office

- A. Is the administrative head of the municipality;*
- B. Ensures that the policies and programs of the municipality are implemented*
- C. Advises and informs the council on the operation and affairs of the municipality*
- D. Performs the duties and functions and exercises the powers assigned to the chief administrative officer by this and other enactments or assigned by council.*

Section 208

The chief administrative officer must ensure that:

- A. Minutes of each council meeting*
 - i. Are recorded in English language without note or comment*
 - ii. Include the names of the councilors present at the council meeting*
 - iii. Are given to council for adoption at a subsequent council meeting, and*
 - iv. Are recorded in the manner and to the extent required under section 230(6) when a public hearing is held*
- B. All bylaws, minutes of council meetings and other records and documents of the municipality are kept safe*
- C. The minister is sent a list of all the councilors and any other information the ministers requires within 5 days after the term of the councilors begins*
- D. The council is advised in written of its legislative responsibilities under this act*
- E. Subsection (1) applies to the chief administrative officer in respect of council committees that are carrying out the powers, duties and functions delegated to them by the council.*

Primary Responsibility Assessment

Referring back to your assessments in the results section of the goals, please rate your overall contribution to the Summer Village.

<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)	<input type="checkbox"/> Solid Contributor (SC)	<input type="checkbox"/> Outstanding Contributor (OC)
Performance that consistently does not meet job standards. Immediate and ongoing improvement required.	Performance that marginally meets but tends to be below acceptable job standards. These individuals contribute at a level requiring more supervision and direction than should be required. Employees at this level require improvement.	Performance that consistently meets and sometimes exceeds job standards. These are individuals who make valued contributions to Summer Villages.	Performance that consistently exceeds job standards by a significant degree. These individuals contribute above what is normally expected by overcoming exceptional challenges and/or applying unique solutions.

Strengths:

Opportunities:

Part 2 – Goal Setting:

Describe specific goals within your scope of responsibilities that will lead to Council achieving its goals. Your goals must drive results and should be directly aligned with those of Council.

Your Individual Goals for this Calendar Year	How will the work be accomplished?	How will this work be measured?	What was actually achieved?
1. JB Capital Plan	Items in capital plan are executed and constructed	Capital plan items are either complete by year end or significant progress has been made	
2. Environmental Plan	Continue working with Climate Caucus on an Environmental Plan for Jarvis Bay and template for other small communities which can eventually be shared with ASVA	Climate plan and template has key points and timelines established, with significant progress made, hoping for completion of JB plan in 2024	
3. Procurement Policy	Work with JSC and HRSC on a procurement policy for all 5 municipalities	Procurement Policy completed and adopted by JSC / all 5 councils.	
4. Pier program / policy pilot complete	Through discussions with residents and AEP, finalize a pier program including the Petro Beach area	Policy / bylaw complete by 2023 boating season	
5. Public Works / Sewer compliance with AEP requirements	Continue work with JSC to address AEP deficiencies	Solution decided on and implemented, goal to be fully compliant by 2024	

Goals Assessment

Referring back to your assessments in the results section of the goals above, please rate your overall contribution to the Summer Village.

<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)	<input type="checkbox"/> Solid Contributor (SC)	<input type="checkbox"/> Outstanding Contributor (OC)
Performance that consistently does not meet job standards. Immediate and ongoing improvement required.	Performance that marginally meets but tends to be below acceptable job standards. These individuals contribute at a level requiring more supervision and direction than should be required. Employees at this level require improvement.	Performance that consistently meets and sometimes exceeds job standards. These are individuals who make valued contributions to the success of the Summer Village.	Performance that consistently exceeds job standards by a significant degree. These individuals contribute above what is normally expected by overcoming exceptional challenges and/or applying unique solutions.

Part 3 – Key Leadership Competencies: To complete this section, please refer to the CAO Leadership Competency Model.

Thought Leadership	Assessment (UC / BC / SC / OC)				Demonstration of Competency (Please provide Specific Examples)
Analyze Issues and Solve Problems	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Identify Improvements	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Results Leadership	Assessment (UC / BC / SC / OC / NR)				Demonstration of Competency
Establish Plans	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Execute Efficiently	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Show Initiative	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
People Leadership	Assessment (UC / BC / SC / OC)				Demonstration of Competency
Solicit Support	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Communicate Effectively	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Relate Well to Others	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Select and Develop	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Personal Leadership	Assessment (UC / BC / SC / OC)				Demonstration of Competency
Demonstrates Credibility	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Readily Adapt	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Leadership Competencies Assessment Referring back to your assessments in the results section of the goals, please rate your overall contribution to the Summer Village.					
<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)		<input type="checkbox"/> Solid Contributor (SC)		<input type="checkbox"/> Outstanding Contributor (OC)
Does not demonstrate core competency behaviors at an acceptable level. Competency behavior demonstration is consistently below the basic level.	May demonstrate some competency behaviors at a solid level; however demonstration is inconsistent and/or majority of competencies are rated at the Basic level.		Consistently demonstrates competency behaviours required for the job. May demonstrate some competency behaviours at the Outstanding level; majority of competencies are rated at the Solid level.		Consistently demonstrates competency behaviors at an outstanding level. Demonstrates a unique set of behaviors that lead to superior results. Majority of competencies are rated at the Outstanding level.

Part 4 – Overall Performance Rating:

Overall Performance Assessment			
Council to select a rating that best describes your overall contribution by reviewing your demonstration and achievement of: <ul style="list-style-type: none"> The selected Key Leadership Competencies Performance Objectives / Goals 			
<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)	<input type="checkbox"/> Solid Contributor (SC)	<input type="checkbox"/> Outstanding Contributor (OC)
Performance falls short of expectations in quality and/or quantity; requires excessive supervision and/or demonstrate behaviors fall short of expectations.	Has the necessary ability to handle the current job, meets some expectations but may require assistance to perform assignments. Demonstration of competency behaviors needs to be more consistent.	Is a competent performer and valued team player. Meets the objectives and expectations of the position and effectively demonstrates the competency behaviors required to drive performance.	Is willing to go the extra mile, exceeds in key objectives, exhibits strong competency behaviors; is a self starter that continually seeks ways to improve. Is mission oriented vs. job/task oriented.

Part 5 – Development Planning:

Development Objectives	How will this objective be accomplished?	How will you know when you've successfully achieved this objective?	What was actually achieved?
1. FOIP training	Online courses	Courses complete	
2			

Part 6 – Signatures:

 CAO

 Mayor

 Council Member

 Date

 Date

 Date

Summer Village of Jarvis Bay**February 7, 2023****Council & Legislation****Request for Decision****Agenda Item:** *Central Alberta Mayors and Reeves Membership***Background:**

At the December 14th meeting of the Central Alberta Mayors and Reeves Caucus an increase to membership fees were discussed. The following fees for the next three years will be as follows:

2023 - \$150

2024 - \$175

2025 - \$200

The increase for 2023 will put Council slightly overbudget as only \$100 was budgeted for this membership.

Options for Consideration:

- 1) That Council accept as information.

Administrative Recommendations:

That Council accept as information.

Authorities:

2023 Budget

Summer Village of Jarvis Bay

Finance

Request for Decision

Agenda Item: *Capital Budget*

Background:

Proposed capital project budget items for 2023.

Options for Consideration:

1) That Council review and discuss the Capital Budget information provided and to provide any necessary input and projects into the 2023 Capital Budget.

A LIVE Capital Budget will be available for changes, amounts and discussion.

Administrative Recommendations:

1) That Council approve a 2023 Capital Budget.

Authorities:

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

Capital Projects		Total 2023 Budget	
Expenses Anticipated			
	Twin Rose Fence	\$ 24,000.00	
	WW Flushout Repairs	\$ 16,000.00	
	Road Analysis (JB portion)	\$ 10,718.00	
	logo/signage	\$ 60,000.00	
	Admin Bldg Improvements (JB portion)	\$ 14,760.00	
	Department License of Occupation	\$ 25,000.00	
Total Expenses		\$ 150,478.00	\$ 150,478.00
Funding Anticipated			
	Reserve - Twin Rose Fence	\$ 24,000.00	
	Reserve - WW flushout repairs	\$ 16,000.00	
	Reserve - Road Analysis	\$ 10,718.00	
	MSI - Logo/signage	\$ 60,000.00	
	MSI - Admin Bldg Improvements	\$ 14,760.00	
	Reserve-Department License of Occup.	\$ 25,000.00	
Total Funding		\$ 150,478.00	\$ 150,478.00
Amount Required from Taxation		\$-	\$ -

Summer Village of Jarvis Bay

February 7, 2023

Council & Legislation

Request for Decision

Agenda Item: *Community Standards Bylaw*

Background:

Administration has provided the Community Standards Bylaw #191-23 for Council's review and consideration. This bylaw addresses infractions, enforcement and penalties for noise, waste, and unsightly premises, and is consistent with the Community Standards Bylaws for the other Summer Villages.

Options for Consideration:

1. Council to discuss and give 1st, 2nd and 3rd reading to the Community Standards bylaw either as presented or amended.
2. Council table for amendments or further consideration.

Administrative Recommendations:

1. Council give 1st reading to the Community Standards Bylaw #191-23
2. Council give 2nd reading to the Community Standards Bylaw #191-23.
3. Council by unanimous consent give 3rd reading to the Community Standards Bylaw #191-23 at this meeting.
4. Council give 3rd and final reading to the Community Standards Bylaw #191-23.

Authorities:

Section 4, Part 2 (7) of the MGA – A Council may pass bylaws for municipal purposes respecting the following matters:

- (a) the safety, health and welfare of people and the protection of people and property;
- (b) people, activities, and things in, on or near a public place or place that is open to the public;
- (c) nuisances, including unsightly property.

**SUMMER VILLAGE OF JARVIS BAY
COMMUNITY STANDARDS BYLAW
BY-LAW 191-23**

BEING A BYLAW OF THE SUMMER VILLAGE OF JARVIS BAY IN THE PROVINCE OF ALBERTA TO PROHIBIT CERTAIN ACTIVITIES IN ORDER TO PREVENT AND COMPEL THE ABATEMENT OF NOISE, NUISANCE, UNSIGHTLY PREMISES AND PUBLIC DISTURBANCES

WHEREAS, the *Municipal Government Act*, R.S.A. 2000, c. M-26 as amended in the Province of Alberta provides that a Municipal Council may by bylaw provide for a system of licensing, permits and approvals and regulating business within the Municipality;

AND WHEREAS, the Council of the Summer Village of Jarvis Bay deems it expedient and in the public’s interest to pass a bylaw to regulate and control noise, nuisance, unsightly premises, and public disturbances.

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

1. TITLE

1.1 This bylaw may be cited as the “*Community Standards Bylaw*.”

2. DEFINITIONS

2.1 In this Bylaw, including this section, unless the context otherwise requires:

- (a) “Act” means the *Municipal Government Act*, R.S.A. 2000, c. M-26 as amended, and any amendment or substitutions thereof.
- (b) “Bullying” means verbal or physical abuse, threats, taunts, teasing, name calling and put downs, written, or electronically transmitted, or repeated abusive communication, direct or through any medium whatsoever.
- (c) “Chief Administrative Officer” means the Chief Administrative Officer of the Summer Village of Jarvis Bay appointed by Council.
- (d) “Council” means the Municipal Council of the Summer Village of Jarvis Bay.
- (e) “Graffiti” means the defacement or disfigurement of any property or object, through the performance of any of the following acts:
 - i. The application of any substance, including paint, ink, stain, or whitewash to any surface or;
 - ii. The affixing of any substance, including paper, fabric, or plastic, by any form of adhesion that does not remove cleanly when pulled away from the applied surface; or
 - iii. The marking, scratching, etching or other alteration or disfigurement of any surface.
- (f) “Minor” means an individual under 18 years of age.

- (g) "Municipal Ticket" means a ticket in a form as approved by the Chief Administrative Officer, issued by the Summer Village allowing for voluntary payment of a fine established under this Bylaw.
- (h) "Peace Officer" means:
 - i. a member of the Royal Canadian Mounted Police;
 - ii. a Bylaw Officer as appointed by the Summer Village to enforce bylaws of the Summer Village; or
 - iii. a Community Peace Officer as appointed by the Solicitor General of Canada.
- (i) "Premises" means the external surfaces of all buildings and the whole or part of any parcel of real property, including the land immediately adjacent to the building or buildings.
- (j) "Public Place" means any place, including privately owned or leased property, to which the public reasonably has or is permitted to have access.
- (k) "Roadway" means the part of a road/highway intended for use by vehicular traffic.
- (l) "Summer Village" means the Summer Village of Jarvis Bay.
- (m) "Youth" means an individual 12 to 17 years of age;

3. NOISE

- 3.1 No person shall cause or permit any noise that annoys or disturbs the peace of any other person.
- 3.2 No person shall permit property that they own or control to be used so that noise from the property annoys or disturbs the peace of any other person.
- 3.3 In determining what constitutes noise likely to annoy or disturb the peace of other persons, consideration may be given, but is not limited to:
 - 3.3.1. type, volume, and duration of sound;
 - 3.3.2 time of day and day of week;
 - 3.3.3. nature and use of the surrounding area.
- 3.4 Permissible Hours: Noise or disturbance that annoys or disturbs the peace of any other person is not allowed between 11:00 p.m. and 8:00 a.m. any day.

4. INDUSTRIAL/CONSTRUCTION NOISE

- 4.1 Nothing in this bylaw shall prevent the continual operation or carrying on of an industrial activity where the activity is one which:
 - 4.1.1. is a permitted use; or
 - 4.1.2. is an approved discretionary use; or

4.1.3. is a non-conforming, but not illegal, use as defined in the *Municipal Government Act*.

- 4.2 In the operation or carrying on of an industrial activity, the person operating or carrying on that activity shall make no more noise than is necessary in the normal method of performing or carrying on that activity.
- 4.3 With the exception of the activities referred to in section 4.1 herein, no person shall use, operate, or allow to be used or operated any tools, machinery, or equipment so as to create a noise, or disturbance which may be heard in a residential building between the house of 10:00 p.m. and 8:00 a.m. any day.
- 4.4 These provisions do not apply to work carried on by the Summer Village, or by a contractor carrying out the instructions of the Summer Village, providing it is work of an emergent nature of circumstance.

5. CONSTRUCTION WASTE

- 5.1 Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site.
- 5.2 No loose construction material is to be stored or accumulated on construction site unless it is not capable of being blown around the construction area.

6. NUISANCE AND UNSIGHTLY PREMISES

- 6.1 “Nuisance” for the purpose of this bylaw includes any use of or activity upon any property which is offensive to any person, or has or may have a detrimental impact upon any person or other property in the neighbourhood, and without limiting the generality of the foregoing, includes the following:

6.1.1. the failure to cut grass, weeds, shrubs, trees, or other landscaping features incidental to a landscaped area;

6.1.2. the failure to destroy restricted weeds, control noxious weeds, or prevent the spread or scattering of nuisance weeds;

6.1.3. the growth of trees or shrubs in such a manner that they interfere with utilities or endanger visibility to street signage, or roadway clearance;

6.1.4. the accumulation of any material that creates unpleasant odors, any material that attracts pests or any animal remains, parts of animal remains or animal feces;

6.1.5. the storage or accumulation of or failure to dispose of discarded dilapidated furniture or household appliances, loose garbage, rubbish, packaging material, scrap metals, scrap lumber, tires, parts of disassembled machinery, equipment or appliances and motor vehicle parts;

- 6.1.6. the causing of opaque or dense smoke and permitting such smoke to be emitted into the atmosphere for a period in excess of six (6) minutes in any one hour, or at a point other than the opening to the atmosphere of the flue, stack, or chimney, unless specifically authorized by Council;
- 6.1.7. the generation of excessive dust and permitting such dust to escape from the property;
- 6.1.8. the failure to maintain an accessory building, structure, or fence such that it deteriorates, becomes unsightly or becomes a safety hazard;
- 6.1.9. the failure to fence or secure an excavation, drain, ditch or other depression so that it does not become a danger to public safety;
- 6.1.10. the posting or exhibiting of posters, signs, billboards, placards, writings or pictures upon any light standard, bench, garbage receptacle, fence, or wall on any property, where the same are accumulated and become in a dilapidated and unsightly condition;
- 6.1.11. the burning of anything other than dry untreated clean wood in a residential wood fireplace.
- 6.2 No person being the owner, agent of the owner, lease, or occupier of any property within the Summer Village shall permit such property, or the activities upon such property to be or remain a nuisance or safety hazard.

7. **GRAFFITI**

- 7.1 No person shall place graffiti or cause it to be placed on any property.
- 7.2 Every property owner shall ensure that graffiti placed on their premises is removed, painted over, or otherwise permanently blocked from the public view.
- 7.3 A property owner who breaches the provisions of Section 7.2 where, following the issuance of and failure to comply with an Order under section 545 of the Municipal Government Act, shall be liable to payment of a penalty as prescribed in Schedule A.
- 7.4 In prosecuting for an offence under this Section, the consent of the property owner of any premises to place graffiti shall not be a defense under this bylaw.

8. **CONSTRUCTION WASTE**

- 8.1 Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site.
- 8.2 No loose construction material is to be stored or accumulated on a construction site unless it is not capable of being blown around the construction area.

9. LITTERING

- 9.1 No person shall place, deposit, or throw or cause to be placed, deposited, or thrown upon any Summer Village property, including any street, lane, ditches, park, other public place, or water course:
- 9.1.1 a cardboard or wooden box, carton, container, or receptacle of any kind;

9.1.2 a paper, wrapper, envelope, or covering of any kind, whether paper or not, from food or confectionery;

9.1.3 paper of any kind, whether or not containing written or printed matter thereon;

9.1.4 any human, animal or vegetable matter or waste;

9.1.5 any glass, crockery, nails, tacks, barbed wire or other breakable or sharp objects;

9.1.6 scrap metal, scrap lumber, tires, dismantled, wrecked, or dilapidated motor vehicles or parts there from;

9.1.7 any motor vehicle or any part of any motor vehicle which may, in whole or in part, obstruct any highway, street, lane, alley, bi-way or other public place;

9.1.8 dirt, filth, yard refuse or rubbish of any kind whether similar or dissimilar to the foregoing.
- 9.2 A person who has placed, deposited, or thrown or caused to be placed or thrown anything or any matter mentioned in subsection 9.1 upon any road, ditch, municipal reserve or other public place or water course shall forthwith remove it.

10. CAUSE A DISTURBANCE

- 10.1 No person located in a public place shall disturb the peace and enjoyment of other members of the public by:
- 10.1.1 screaming, shouting, or using loud, abusive, or grossly insulting language;

10.1.2 being intoxicated by alcohol or other substances; or

10.1.3 openly exposing or exhibiting an indecent act.

11. PARKING WITHIN THE SUMMER VILLAGE

- 11.1 The Traffic Bylaw covers a wide range of rules related to roads in the summer village and in particular states that no person shall park any vehicle on/in ditches, public parks or green spaces at any time and that Recreational vehicles or trailers shall not be parked on any road in the Summer Village of Jarvis Bay.
- 11.2 No Person shall park a vehicle on private property with any part of the Vehicle extending over a sidewalk or roadway.

12. RECREATIONAL FIRES

- 12.1 The Burning and Fire Pit Bylaw covers a wide range of rules that regulate and enforce burning within the Summer Village of Jarvis Bay on private property.
- 12.2 Open air recreational fires are only allowed in the Environmental Open Space District, designated beach areas adjacent to the lake and in close proximity to the two community beach shelters. These fires shall be contained within a suitable fire pit as provided by or approved by the Summer Village of Jarvis Bay.
- 12.3 No fires are permitted within the Environmental Open Spaces and public forested areas unless approved by the Summer Village of Jarvis Bay.

13. OFF-HIGHWAY VEHICLES

- 13.1 Nothing in this bylaw should be perceived as providing an exemption to provincial legislation including, but not limited to, the Traffic Safety Act, the Use of Highways and Rules of the Road Regulations.
- 13.2 “Off-Highway Vehicle” as defined in the Traffic Safety Act (Part 6, clause 117), means any motorized mode of transportation built for cross country travel on land, water, snow, ice, marsh or swamp land or on other natural terrain and, without limiting the generality of the foregoing, includes, when specifically designed for such travel,
 - a) 4-wheel drive vehicles
 - b) low pressure tire vehicles
 - c) motorcycles and related 2-wheel vehicles
 - d) amphibious vehicles
 - e) all-terrain vehicles
 - f) miniature motor vehicles such as golf carts, go-karts, electric scooters, and pocket bikes
 - g) snow vehicles
 - h) minibikes, and
 - i) any other means of transportation that is propelled by any power other than muscular or wind
- 13.3 Off-highway vehicle use is only permitted along designated primary pathways within the municipal reserves. The intent is to allow owners of these vehicles to transport people and equipment from their place of residence to their boats and docks or to the beach areas near the community beach shelters.
- 13.4 Off-highway vehicles must stay on designated pathways.
- 13.5 Off-Highway vehicles are not permitted to travel or operate along the shoreline adjacent to the lake; this area is reserved for pedestrian traffic only. The exemption to this rule is for approved shoreline and beach maintenance activities.
- 13.6 The maximum speed at which an off-highway vehicle shall be permitted to travel on a primary pathway within a municipal reserve is 15 km/hr.
- 13.7 The hours of operating an off-highway vehicle shall be restricted to the period of time between 8:00 a.m. and 11:00 p.m.

- 13.8 Operators of all vehicles and off-highway vehicles shall be responsible for all damage incurred by operation of their vehicles in any reserve or municipally owned public area.
- 13.9 The Summer Village of Jarvis Bay assumes no liability for any equipment, or its use by the Owner or the Public.

14. SIGNS

- 14.1 “Sign” means any word, letter, model, placard, board, notice, device, or representation, whether illuminated or not, in the nature of and employed wholly or in part for the purposes of advertisement, announcement or direction and its supporting structure.
- 14.2 No Person shall erect, remove, modify, or deface signs within the Summer Village of Jarvis Bay.

15. NUISANCE ENFORCEMENT

- 15.1 A Peace Officer may, after giving reasonable notice to the owner or occupier of the premises, enter upon the said premises and carry out an inspection.
- 15.2 Upon completion of the inspection, the Peace Officer may direct the owner or occupant of the property to:

15.2.1 cease the activity which causes the nuisance;

15.2.2 change the way in which such person is carrying out any activity;

15.2.3 direct any person to take any action or measure necessary to compel the elimination or abatement of the nuisance, including:

(a) the removal of any thing or matter from the property, which constitute the nuisance; and

(b) the construction or installation of a garbage bin or enclosure or the repair of an existing garbage enclosure;

(c) enter into a cleanliness agreement in a form to the satisfaction of the Peace Officer;

(d) specify the time within which such person must comply with the directions contained in the notice; and

(e) notify the owner or occupant that, if compliance with the notice is not affected within a specified time, the municipality will take the actions or measures specified in the notice to abate the nuisance, at the expense of the owner or occupier;

(f) offer the owner or occupant of the property an opportunity to enter into any other voluntary agreement with the Summer Village to keep the premises clean, tidy and free of nuisances.
- 15.3 Any person who refuses to allow an inspection of the premises under Section 15.1 is guilty of an offence.

- 15.4 Any person who fails to comply with a direction made under this section is guilty of an offence.
- 15.5 No person shall cause or permit or undertake any activity upon any Summer Village property which is a nuisance.

16. AUTHORITY TO REMOVE

- 16.1 The Chief Administrative Officer may authorize the removal and put in storage or destroy anything placed upon Summer Village property in contravention of this bylaw.

17. ORDER

- 17.1 A designated officer may, by written order, require a person responsible for the contravention to remedy the contravention.
- 17.2 The Order shall:

17.2.1 state a time within the owner must comply with the order;

17.2.2 state that if the owner does not comply with the order within a specified time, the Summer Village will take the action or measure at the expense of the owner.
- 17.3 the Summer Village may, in respect of an order, register a caveat under the Land Titles Act against the certificate of title for the land that is the subject of the order.

18. RIGHT TO REMEDY

- 18.1 The Summer Village may take whatever actions or measures are necessary to deal with any contraventions if:

18.1.1 the Summer Village has issued a written Order under Section 16 of this bylaw.

18.1.2 the Order contains a statement referred to in Section 16.2 of this bylaw.

18.1.3 the person to whom the Order is directed has not complied with the Order within the time specified in the Order, and

18.1.4 the appeal periods respecting the Order have passed or, if an appeal has been made, the appeal has been decided and it allows the Summer Village to take the action or measures.

19. PENALTIES

- 19.1 Any person who breaches any section of this Bylaw is guilty of an offence and liable to:

19.1.1 payment of the penalty specified in Schedule “A” hereto;

- 19.1.2 for any offence for which there is no penalty specified, to a penalty of not less than \$200.00 and not more than \$10,000.00;
- 19.1.3 and in default of payment of any penalty, to imprisonment for up to six (6) months.

20. MUNICIPAL AND PROVINCIAL TICKETS

- 20.1 Any Peace Officer or who has reasonable and probable ground to believe that any person has contravened any provision of this Bylaw, may issue, and serve:

20.1.1 A Municipal Ticket allowing payment of the specified penalty to the Summer Village; or

20.1.2 A Provincial Ticket according to the provisions of the *Provincial Offences Procedure Act*, as amended.
- 20.2 Service of a Municipal Ticket will be sufficient if it is:

20.2.1 personally served; or

20.2.2 served by regular mail to the person’s last known mailing address.
- 20.3 If a violation ticket is issued in respect of an offence, the violation ticket may:

20.3.1 specify the fine amount established by this Bylaw for the offence; or

20.3.2 require a person to appear in Court without the alternative of making a voluntary payment.
- 20.4 A person who commits an offence may:

20.4.1 If a violation ticket is issued in respect of the offence; and

20.4.2 If the violation ticket specifies the fine amount established by this Bylaw for the offence, make a voluntary payment equal to the specified fine by delivering the violation ticket and the specified fine to the Provincial Court Office specified on the violation ticket.

21. SEVERABILITY

- 21.1 If any part of this Bylaw is found to be invalid, then that part shall be severed, and the remaining Bylaw will continue to be in force.

That this bylaw shall take effect on the date of the third and final reading. Upon 3rd reading, bylaws #18-87, and #20-87 are hereby rescinded.

READ a first time this 7th day of February 2023.

READ a second time this 7th day of February 2023.

READ a third and final time this 7th day of February 2023.

Julie Maplethorpe, Mayor

Tanner Evans, C.A.O.

SCHEDULE “A”

Offence	Schedule “A” Schedule of Fines	Section	Fine
Make noise	a) first offence b) second offence within 1 year c) third and subsequent offences within 1 year	3.1	\$250.00 \$500.00 \$750.00
Permit noise	a) first offence a) second offence within 1 year b) third and subsequent offences within 1 year	3.2	\$250.00 \$500.00 \$750.00
Industrial or construction noises	a) first offence b) second offence within 1 year c) third and subsequent offences within 1 year	4.1 or 4.2	\$250.00 \$500.00 \$750.00
Permitting a nuisance on private property	a) first offence b) second offence within 1 year c) third and subsequent offences within 1 year	6.1	\$200.00 \$400.00 \$600.00
Placing graffiti on property	a) first offence b) a second offence within 1 year c) third and subsequent offences within 1 year	7.1	\$2,500.00 \$5,000.00 \$7,500.00
Failure to remove Graffiti	a) first offence b) second offence within 1 year c) third and subsequent offences within 1 year	7.2	\$250.00 \$500.00 \$1,000.00
Failure to comply with graffiti order		7.3	\$250.00 for each day that the breach continues
Failing to contain construction waste	a) first offence b) second offence within 1 year c) third and subsequent offences	8.1 or 8.2	\$250.00 \$500.00 \$1000.00
Depositing litter on Summer Village property	a) first offence b) second offence within 1 year	9.1	\$500.00 \$750.00
Failing to remove litter	a) first offence b) second offence within 1 year c) third and subsequent offences within 1 year	9.2	\$500.00 \$750.00 \$1,000.00

Cause a disturbance	10.1	
a) first offence		\$250.00
b) second offence within 1 year		\$500.00
c) third and subsequent offences within 1 year		\$1,000.00
Parking within HMB	11.2	
a) first offence		\$100.00
b) second offence within 1 year		\$250.00
c) third and subsequent offences within 1 year		\$500.00
Recreational fires	12.2	
a) first offence		\$250.00
b) second offence within 1 year		\$500.00
c) third and subsequent offences within 1 year		\$1,000.00
Recreational fires	12.3	
a) first offence		\$2,500.00
b) second offence within 1 year		\$5,000.00
c) third and subsequent offences within 1 year		\$10,000.00
Off-highway vehicles	13.3 to 13.7	
a) first offence		\$250.00
b) second offence within 1 year		\$500.00
c) third and subsequent offences within 1 year		\$1,000.00

Summer Village of Jarvis Bay

February 7, 2023

Council and Legislation

Request for Decision

Agenda Item: *Bylaw Enforcement Officer Bylaw*

Background:

Administration is bringing forward a new Bylaw Enforcement Officer Bylaw for Council's review and consideration. The current bylaw was passed in 1999 and needed some updating to reflect current practices.

The new bylaw is compliant with the Municipal Government Act and outlines the powers and duties of the Bylaw Officer and includes disciplinary procedures, infractions, and an appeal process.

Options for Consideration:

- 1) That Council give 1st, 2nd and 3rd readings to the Bylaw Enforcement Officer Bylaw.
- 2) That Council accept as information.

Administrative Recommendations:

That Council give 1st reading to the Bylaw Enforcement Officer Bylaw.

That Council give 2nd reading to the Bylaw Enforcement Officer Bylaw.

That Council by unanimous consent give 3rd reading to the Bylaw Enforcement Officer Bylaw at this meeting.

That Council give 3rd and final reading to the Bylaw Enforcement Officer Bylaw.

Authorities:

Municipal Government Act, Section 556

Every council must by bylaw

- (a) specify the powers and duties of bylaw enforcement officers, and
- (b) establish disciplinary procedures for misuse of power, including penalties, and an appeal process applicable to misuse of power by bylaw enforcement officers.

**SUMMER VILLAGE OF JARVIS BAY
BYLAW ENFORCEMENT OFFICER BYLAW
BYLAW #192-23**

A BYLAW OF THE SUMMER VILLAGE OF JARVIS BAY, IN THE PROVINCE OF ALBERTA, RESPECTING THE ENFORCEMENT OF BYLAWS.

WHEREAS pursuant to:

Section 7 (i) of the *Municipal Government Act*, RSA 2000, C M-26, a Council may pass bylaws respecting the enforcement of bylaws;

Section 555 of the *Municipal Government Act*, a person who is appointed as a Bylaw Enforcement Officer is, in the execution of those duties, responsible for the preservation and maintenance of the public peace;

Section 556 of the *Municipal Government Act*, a Council must pass a bylaw specifying the powers and duties of Bylaw Enforcement Officers and establishing disciplinary procedures for misuse of power, including penalties and an appeal process applicable to misuse of power by Bylaw Enforcement Officers;

Part 13, division 4 of the *Municipal Government Act*, the municipality may carry out numerous enforcement powers and duties, which may be exercised by Bylaw Enforcement Officers;

Section 1(k)(vii) of the *Provincial Offences Procedure Act*, RSA 2008, c P-3, a person who is employed or retained by a municipality for the preservation and maintenance of the public peace in the exercise or discharge of their powers and duties will be considered a “peace officer” for the purposes of the Act;

The Council of the Summer Village of Jarvis Bay duly assembled enacts as follows:

PART 1 – TITLE, PURPOSE, DEFINITIONS, AND INTERPRETATION

- 1.1 This bylaw shall be known as the “*Bylaw Enforcement Officer Bylaw*.”
- 1.2 The purposes of the bylaw are to:

a) prescribe the requirements for appointing Bylaw Enforcement Officers;

b) delegate enforcement related powers, duties, and functions to the Chief Administrative Officer;

c) specify the powers, duties and functions that may be delegated to Bylaw Enforcement Officers;

d) establish disciplinary procedures for misuse of power by Bylaw Enforcement Officers; and

e) deal with other matters respecting the enforcement of bylaws and other enactments.

1.3 In this bylaw, unless the context otherwise requires:

(a) “*Administrator*” means the person appointed by Council to perform the duties of Administrator for the Municipality;
- 1 | Page
- Page 2 of 10

- (b) “By-Law” means by-laws of the Municipality;
- (c) “By-Law Enforcement Officer” means an employee of the Summer Village, or a person or company contracted by the Summer Village to execute the duties of enforcing Summer Village Bylaws and who has been appointed pursuant to this bylaw;
- (d) “CAO” means the Chief Administrative Officer of the Summer Village and the person who is appointed as such by the Summer Village Council, or anyone who is the action Chief Administrative Officer;
- (e) “Committee” means the By-Law Enforcement Committee established under this By-Law;
- (f) “Council” means the municipal council of the Summer Village of Jarvis Bay;
- (g) “Municipality” means the Summer Village of Jarvis Bay.
- (h) “Offence Ticket” means any ticket or tag which is authorized under the *Municipal Government Act*, the *Provincial Offences Procedures Act*, and any other enactment, and which is issued or any bylaw offence;
- (i) “Notice” means any notice authorized to be given under any municipal bylaws or enactment.

1.3 The headings in this bylaw are for reference purposes only.

PART 2 – CAO ROLE

- 2.1 The CAO may:
- a) appoint individuals as Bylaw Enforcement Officers in accordance with this bylaw;
 - b) take whatever actions or measures are necessary to eliminate an emergency in accordance with section 551 of the *Municipal Government Act*;
 - c) add any amounts owing to the Summer Village to a tax roll in accordance with the *Municipal Government Act* or other enactment;
 - d) authorize or require Bylaw Enforcement Officers to carry out any powers, duties, or functions necessary to fulfill their responsibility for the preservation and maintenance of the public peace;
 - e) delegate any of the CAO’s powers, duties, or functions contained in this section to any employees of the Summer Village, including the option to further delegate those powers, duties, or functions;
 - f) revoke, suspend, or modify appointments of Bylaw Enforcement Officers in accordance with this bylaw; and

- g) monitor and investigate complaints of misuse of power by Bylaw Enforcement Officers.

PART 3 – BYLAW ENFORCEMENT OFFICERS

- 3.1 In accordance with their appointment by the CAO, Bylaw Enforcement Officers may:
 - a) issue municipal tags and/or violation tickets for offences under bylaws:
 - b) exercise all the powers, duties, and functions of a designated officer to conduct any inspections, remedies, or enforcement authorized or required by a bylaw or enactment in accordance with section 542 of the *Municipal Government Act*;
 - c) exercise all the powers, duties, and functions of a designated officer to issue written orders pursuant to sections 545 and 546 of the *Municipal Government Act*;
 - d) take whatever actions or means are necessary to remedy a contravention or prevent a re-occurrence of a contravention of the *Municipal Government Act*, an enactment that the Summer Village is authorized to enforce, or a bylaw in accordance with section 549 of the *Municipal Government Act*;
 - e) take whatever actions or measures are necessary to eliminate a danger to public safety caused by a structure, excavation, or hole, or to deal with the unsightly condition of property in accordance with section 549 of the *Municipal Government Act*; and
 - f) issue notices not to trespass under the *Trespass to Premises Act*.
- 3.2 The appointment of an individual as a Bylaw Enforcement Officer in accordance with this bylaw is deemed to be written authorization to issue violation tickets for offences under bylaws specified in the appointment as the case may require.
- 3.3 To be eligible for appointment as a Bylaw Enforcement Officer, individuals must provide to the CAO:
 - a) a recent criminal record check acceptable to the CAO;
 - b) demonstrated commitment to good character;
 - c) proof of adequate training necessary for performing the powers, duties, and functions of a Bylaw Enforcement Officer; and
 - d) any other requirement specified by the CAO.
- 3.4 The CAO may impose terms and conditions on a Bylaw Enforcement Officer appointment.
- 3.5 Prior to commencing their duties, all Bylaw Enforcement Officers must take the official oath contained in Schedule A.
- 3.6 Bylaw Enforcement Officers are subject to the supervision of and accountable to the CAO and must comply with their appointment and all Summer Village policies, directives, and procedures.

PART 4 – DISCIPLINE

- 4.1 If, in the opinion of the CAO, based on reasonable grounds, a Bylaw Enforcement Officer has misused a power, contravened their appointment of this bylaw, including any terms or conditions, or acted contrary to the public interest, the CAO may issue a written reprimand, suspend with or without pay for a period not exceeding six months, or revoke or modify the Bylaw Enforcement Officer’s appointment.
- a) Prior to issuing a written reprimand, suspending, revoking, or modifying a Bylaw Enforcement Officer appointment, the CAO must provide the affected Bylaw Enforcement Officer with written notice of the proposed reprimand, suspension, revocation, or modification, including reasons.
 - b) The affected Bylaw Enforcement Officer may make written representation to the CAO respecting the proposed reprimand, suspension, revocation, or modification.
 - c) The CAO will provide the Bylaw Enforcement Officer, and the complainant, if any, with a written decision, including reasons, on the proposal to reprimand, suspend, revoke, or modify the Bylaw Enforcement Officer’s appointment.
- 4.2 If an individual appointed as a Bylaw Enforcement Officer is no longer employed or retained by the Summer Village, or if the individual’s role is modified such that the individual no longer requires appointment as a Bylaw Enforcement Officer or requires a modified appointment, the CAO may modify or revoke the Bylaw Enforcement Officer’s appointment.
- 4.3 Where it is alleged that a By-Law Enforcement Officer, in performing his duties as a Peace Officer has committed a disciplinary default as defined by this By-law, the Administrator shall hold a hearing to determine if the By-Law Enforcement Officer has committed a disciplinary default in performing his duties as a Peace Officer.
- 4.4 Where the Administrator intends to conduct a hearing to determine whether a By-Law Enforcement Officer has committed a disciplinary breach, the following procedure shall be followed:
- (a) Adequate notice (a minimum of 2 days) in writing shall be given to the By-Law Enforcement Officer who is alleged to have committed disciplinary breach and to such other parties that the Administrator considers to be affected by the alleged disciplinary breach.
 - (b) At the hearing, the Administrator shall give the By-Law Enforcement Officer a reasonable opportunity of furnishing relevant evidence.
 - (c) The Administrator shall inform the By-Law Enforcement Officer of the facts in his possession, or the allegation made to him in sufficient detail to:
 - i. Permit him to understand the facts or allegations; and
 - ii. Afford him a reasonable opportunity to furnish relevant evidence to contradict or explain the facts or allegations.
 - (d) The Administrator shall give the By-Law Enforcement Officer or his representative an adequate opportunity of making

representations by way of argument to the Administrator.

- 4.5 At the conclusion of a hearing to determine whether there has been a disciplinary breach, the Administrator may, by a decision in writing with reasons, do the following:
- (a) Reprimand in writing to the By-Law Enforcement Officer;
 - (b) Suspend the By-Law Enforcement Officer from acting as a By-Law Enforcement Officer for the Municipality, but such period of suspension shall not exceed 6 months;
 - (c) Recommend to Council that the appointment of the By-Law Enforcement Officer be terminated.

PART 5 – APPEAL PROCESS

- 5.1. An appeal from the decision of the Administrator may be commenced by the By-Law Enforcement Officer who is the subject of the disciplinary hearing by filing a written notice of the appeal with the Chairman of the Committee within 30 days of the receipt by the By-Law Enforcement Officer of the written decision of the Administrator.
- 5.2 The Committee shall hold a hearing into the appeal within 40 days of the receipt of the appeal by the Chairman of the Committee.
- 5.3. The Committee shall give reasonable notice of the hearing to the appellant, the Administrator, and to such other parties as the Committee consider to be affected by the hearing.
- 5.4. In conducting a hearing, the Committee shall follow, with necessary modification being made, the procedure as set out in Clause 7 of this By-Law.
- 5.5. In determining an appeal, the Committee may confirm, revoke, or vary the decision or any conditions attached to a decision by the Administrator and may,
- (a) Reprimand in writing the By-Law Enforcement Officer;
 - (b) Suspend the By-Law Enforcement Officer from acting as By-Law Enforcement Officer for the Municipality but such suspension shall not exceed 6 months;
 - (c) Terminate the appointment of the person as a By-Law Enforcement Officer for the Municipality.
- 5.6 The Committee’s decision shall be in writing with reasons and shall be made within 15 days of the conclusion of the hearing.

PART 6 – DISCIPLINARY DEFAULTS

- 6.1. For purposes of this By-Law, the following shall be disciplinary defaults:
- (a) *Discreditable conduct*, where the By-Law Enforcement Officer
 - i. acts in a disorderly or inappropriate manner, or in a manner prejudicial to discipline or likely to bring discredit

- ii. upon the reputation of By-Law Enforcement Officers;
 - ii. uses oppressive or tyrannical conduct towards an inferior in rank;
 - iii. uses profane, abusive, or insulting language to any member of a police force, special constable, or By-Law Enforcement Officer;
 - iv. willfully or negligently makes any false complaint or statement against a peace officer;
 - v. is guilty of an indictable offense under a federal statute or an offense punishable upon summary conviction under the Criminal Code of Canada;
 - vi. withholds or suppresses a complaint or report against a peace officer; or
 - vii. abets, connives or is knowingly an accessory to a general default described in the By-Law.
- (b) *Insubordination*, where the By-Law Enforcement Officer by way of action, and without lawful excuse, disobeys, omits or neglects to conduct any lawful order.
- (c) *Neglect of duty*, where the By-Law Enforcement Officer,
- i. without lawful excuse neglects or omits promptly and diligently to perform a duty as a By-Law Enforcement Officer;
 - ii. fails to work in accordance with orders, or leave an area, detail, or other place of duty without due permission or sufficient cause;
 - iii. fails, when knowing where an offender is to be found, to report him; or,
 - iv. fails to report a matter that it is his duty to report.
- (d) *Deceit*, where the By-Law Enforcement Officer,
- i. knowingly makes or signs a false statement in an official document or book;
 - ii. willfully or negligently makes a false, misleading, or inaccurate statement pertaining to official duties; or
 - iii. without lawful excuse destroys, mutilates, or conceals an official document or record or alters or erases any entries therein.
- (e) *Breach of confidence*, where the By-Law Enforcement Officer,
- i. divulges any matter which it is his duty to keep secret;
 - ii. gives notice, directly or indirectly, to any person against whom any warrant or summons has been or is about to be issued, except in the lawful execution of such warrant or service of such summons; or
 - iii. without proper authorization from a superior or in contravention of any rules of the Administrator communicates to the news media or to any unauthorized person any law enforcement matter which could be injurious to any person or investigation;
 - iv. without proper authorization from the Administrator shows to any person not a peace officer or any unauthorized member the By-Law Enforcement Officer group any book or written or printed paper, document or report relating to any law enforcement matter that is the property of or in the custody of the Municipality; or

- v. makes any anonymous communication to the Administrator.
- (f) *Miscellaneous*, where the By-Law Enforcement Officer,

i. fails to account for or to make a prompt, true return of money or property received in an official capacity;

ii. directly or indirectly solicits or receives a gratuity, present, pass, subscription, or testimonial without the consent of the Administrator;

iii. places himself under a pecuniary or other obligation to a person in respect of whose conduct or business operation or employment the member may have to report or give evidence; or

iv. improperly uses his position as a By-Law Enforcement Officer for private advantage.
- (g) *Unlawful or unnecessary exercise of authority*, where the By-Law Enforcement Officer is unnecessarily discourteous or uncivil to a member of the public.
- (h) *Consuming intoxicating liquor or drugs in a manner prejudicial to duty*, where the By-Law Enforcement Officer,

i. while on duty is unfit for duty through consuming intoxicating liquor or drugs;

ii. reports for duty and is unfit for duty through consuming intoxicating liquor or drugs;

iii. except with the consent of a superior or in the discharge of duty, consumes or receives from any other person intoxicating liquor or drugs while on duty; or

iv. demands, persuades, or attempts to persuade another person to give or purchase or obtain for a By-Law Enforcement Officer while on duty, any intoxicating liquor, or drugs.

PART 7 – SEVERABILITY PROVISION

- 7.1 Should any provision of this Bylaw be invalid, then such invalid provision shall be severed, and the remaining Bylaw shall be maintained.

PART 8 – REPEAL OF BYLAW

- 8.1 Upon third reading Bylaw #99-99 is hereby rescinded.

PART 9 – EFFECTIVE DATE

- 9.1 This Bylaw shall come into force and take effect on its passing.

INTRODUCED AND GIVEN FIRST READING this 7th day of February 2023.

GIVEN SECOND READING this 7th day of February 2023.

GIVEN THIRD AND FINAL READING this 7th day of February 2023.

Julie Maplethorpe, Mayor

Tanner Evans, C.A.O.

SCHEDULE "A"

OATH OF OFFICE

CANADA)
PROVINCE OF ALBERTA)

I, «First Name» «Last Name», swear that I will diligently, faithfully and to the best of my ability execute according to law the office of Bylaw Enforcement Officer as stipulated on my appointment as a Bylaw Enforcement Officer. So, help me God.

TAKEN and subscribed before me) At Sylvan Lake, Alberta)
This «Day», day of «Month» (A.D., «Year»)

--- OR ---

CANADA)
PROVINCE OF ALBERTA)

I, «First Name» «Last Name», solemnly and truly declare and affirm that I will diligently, faithfully and to the best of my ability execute according to law the office of Bylaw Enforcement Officer as stipulated on my appointment as a Bylaw Enforcement Officer.

TAKEN and subscribed before me) At Sylvan Lake, Alberta)
This «Day», day of «Month» (A.D., «Year»)

Summer Village of Jarvis Bay

February 7, 2023

Council and Legislation

Request for Decision

Agenda Item: *Municipal Leaders Caucus*

Background:

Administration has received information about the upcoming 2023 Alberta Municipalities Spring Municipal Leaders' Caucus being held at the Westin Edmonton March 29 & 30, 2023. The caucus is open to all mayors, council members and CAOs.

This year's Spring MLC is being held in conjunction with a President's Summit on the Future of Municipal Government which will run from March 29 to noon on March 30. The Summit will focus on opportunities and challenges related to intermunicipal collaboration.

Registration for both events will open in February.

Full Registration (Both events, in-person) - \$350

President's Summit Only (March 29 to March 30 at noon) - \$200

Municipal Leaders' Caucus Only (March 30 at noon - March 31) - \$200

Municipal Leaders' Caucus Virtual - \$100

Options for Consideration:

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

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

MGA Section 153(a)

Councillors have the following duties:

- (a)** To consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality.

2023 Spring Municipal Leaders' Caucus

Event Summary

Join us for the 2023 Spring Municipal Leaders' Caucus (MLC), taking place at the Westin Edmonton on March 30 and 31. This important event will cover key, top-of-mind issues facing your communities, and give you a chance to hear from government leaders ahead of the provincial election. The event will kick off with lunch on Thursday, March 30, and run until lunch on Friday, March 31.

This year's Spring MLC is being held in conjunction with a ***President's Summit on the Future of Municipal Government which will run from March 29 to noon on March 30***. The Summit will focus on opportunities and challenges related to intermunicipal collaboration. More details on the MLC and President's Summit will be available soon, including hotel booking details and overview agenda. Registration for both events will open in February.

Requests For Decision (RFD) - Deadline March 6

The Spring MLC also provides an opportunity for members to bring forward Requests for Decisions (RFDs) on issues that should be addressed in advance of the 2023 Convention in September.

Members interested in sponsoring an RFD are encouraged to reach out to advocacy@abmunis.ca, to determine if an RFD is the right tool to bring forward an issue for consideration by ABmunis members. An RFD template is also available that provides tips on how to draft an RFD. More information on the difference between RFDs and resolutions is available on our webpage on Requesting Action by Alberta Municipalities.

Cost

While the President's Summit and Municipal Leaders' Caucus are separate events, members are encouraged to attend both, but are not required to. Please note, due to the interactive nature of the President's Summit, it will **NOT** be available virtually.

In-person events include food and beverage. President's Summit registration includes an evening event on March 29 which will include dinner and entertainment.

Full Registration (Both events, in-person) - \$350

President's Summit Only (March 29 to March 30 at noon) - \$200

Municipal Leaders' Caucus Only (March 30 at noon - March 31) - \$200
 Municipal Leaders' Caucus Virtual - \$100

Event Category	Advocacy
Location	Westin Edmonton 10135 100 Street Edmonton AB T5J 0N7
Audience	This event is open to all elected officials and senior administrators from Alberta municipalities. Registrations outside of these parameters are not eligible and will be cancelled and refunded.
Ticket pricing	Full Registration (Both events, in-person) - \$350 President's Summit Only (March 29 to March 30 at noon) - \$200 Municipal Leaders' Caucus Only (March 30 at noon - March 31) - \$200 Municipal Leaders' Caucus Virtual - \$100
How to register and submit questions	Registration coming in February!

Cancellation/Refund Policy

Any cancellation made prior to 4:30 pm on Friday, March 17 will be eligible for a full refund minus a \$10 administrative fee. Any cancellation made between March 17 at 4:30 pm and March 24 at 4:30 pm will be eligible for a 50% refund. Any cancellations made after 4:30 pm on March 24 will not be eligible for a refund. Registrations are transferrable. Please send all cancellation requests or changes to registration@abmunis.ca.

Summer Village of Jarvis Bay

February 7, 2023

Planning and Development

Request for Decision

Agenda Item: *Municipal Development Plan*

Background:

In September 2022, the Summer Village of Sunbreaker Cove had its Municipal Accountability Program (MAP) review. Municipal Affairs identified that the Municipal Development Plan does not contain provisions respecting the protection of agricultural operations as required by section 632(3)(f) of the *Municipal Government Act*.

Jarvis Bay's Municipal Development Plan does not contain the required provision and would need to be amended for compliance.

Administration is bringing forward the Municipal Development Plan for Council's review. This plan was passed in 2015 and Administration is wondering if this is still Council's vision. If Council is happy with the plan as passed, Administration will amend it to include the required provisions listed below:

"The Summer Village is a small seasonal municipality where the predominant land use in the Summer Village is residential. Undeveloped lands within the Summer Village are intended to facilitate low-impact recreational activities and support the ecological health of Sylvan Lake. Large-scale agricultural activities and natural resource development would be incompatible with the Summer Village's current (and planned) community.

Land-intensive agricultural and natural resource developments occur in appropriate locations within the watershed. Large agricultural operations and confined feeding operations shall be prohibited within the summer village. Local small-scale agricultural activities such as non-commercial gardens and greenhouses will be encouraged. Aggregate resource extraction developments shall be prohibited within the summer village. The development of oil and gas infrastructure (e.g., well sites, pipelines) shall be discouraged within the summer village. In the event that oil and gas infrastructure is proposed to be developed within the summer village, the development authority shall work with the proponents to discourage locating oil and gas infrastructure in areas with important natural features."

Options for Consideration:

- 1) That administration amend the policy to include the required provision.
- 2) That Administration obtain quotes to have the Municipal Development Plan rewritten.

Administrative Recommendations:

That Council discuss and provide direction to Administration.

Authorities:

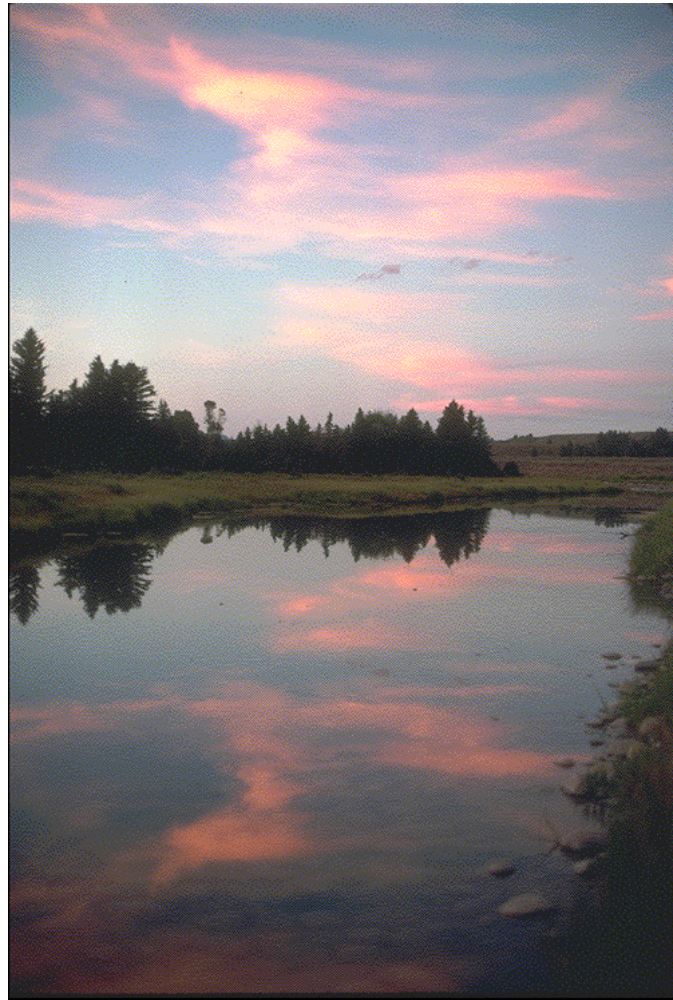
Municipal Government Act, Section 632(3)(f)

A municipal development plan

(f) must contain policies respecting the protection of agricultural operations.

Summer Village of **Jarvis Bay**

Municipal Development Plan



August 2015

Summer Village of **Jarvis Bay**

Municipal Development Plan

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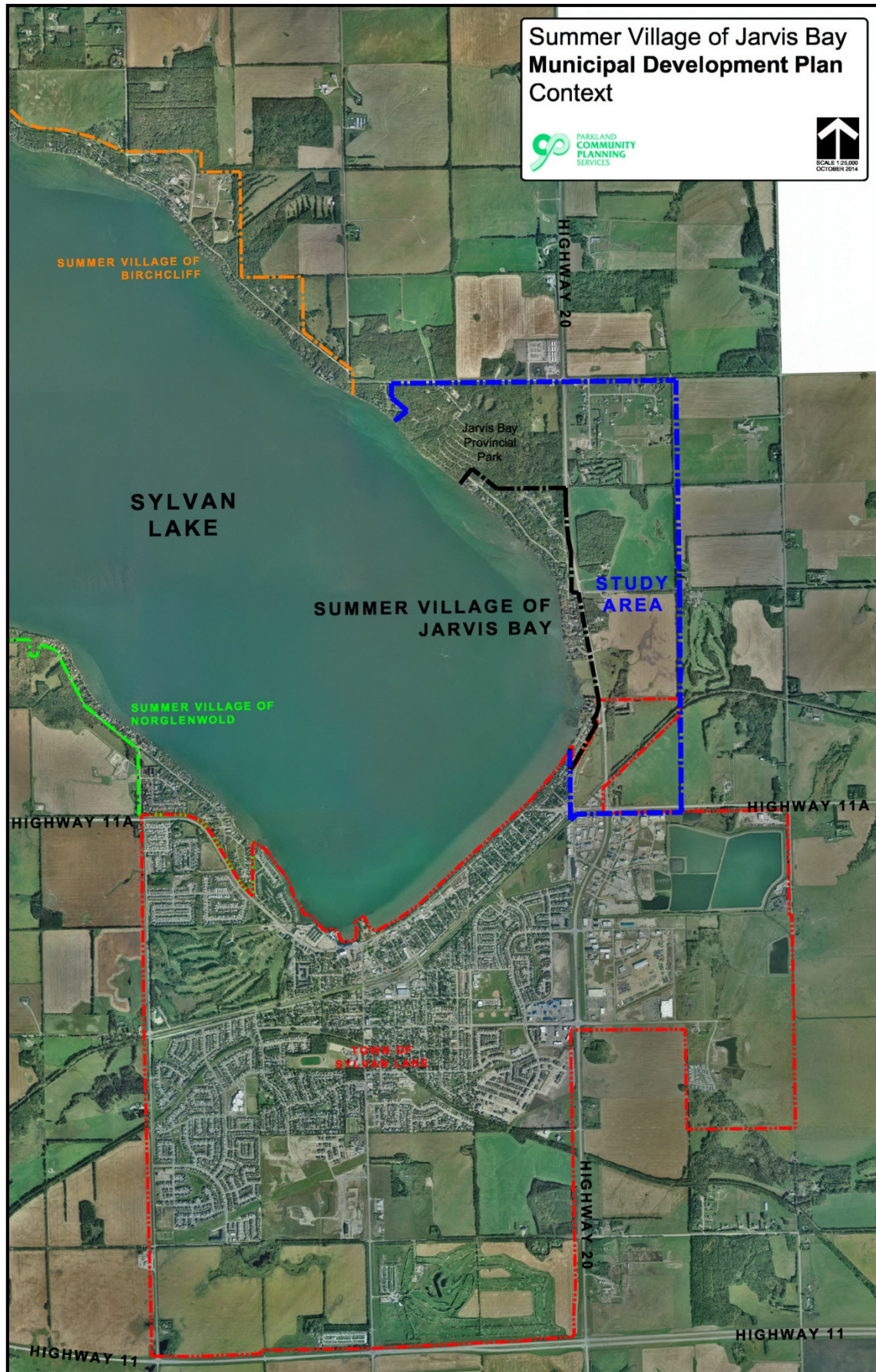


Figure 1: Municipal Context

Summer Village of **Jarvis Bay**

Municipal Development Plan

Introduction

The Summer Village of Jarvis Bay is a seasonal residential community located approximately 15 kilometers west of the City of Red Deer via Highway 11A at the southeast tip of Sylvan Lake. Its primary attraction is an alternative lifestyle for the many residents that make Jarvis Bay their secondary home or their principal residence. Recent years have shown a marked increase in new residential lots, redevelopment of properties as well as the introduction of municipal services. The Municipal Development Plan provides policy statements that clarify the context in which both public and private decision making will occur. Council can therefore assess development proposals as they arise within an overall, long-range plan, which will allow Council to maintain slow, high quality growth, as well as ensuring basic municipal services continue to be made available.

Purpose of the Plan:

To serve as a framework document that will guide future growth and development, to ensure that it is appropriate, orderly, complementary, sustainable, and that it reflects and enhances the quality of life for the residents of the Summer Village of Jarvis Bay while mindful of a larger lake community.

Process

The Plan was prepared by Council, with the support of administration staff and Parkland Community Planning Services. A steering committee was appointed that consisted of two Councilors, and four public members – two non-lakefront residents and two lakefront residents – in order to guide plan development. The plan was drafted with the close support of the steering committee before being presented to Council for further refinement of planning direction and policy statements. A public open house was held to seek the public's views on the draft plan. The plan was then revised to reflect those views and the process of adoption was implemented as per the *Municipal Government Act, 2000*. As part of this consultative process, involvement at key stages was provided to ratepayers, adjacent municipalities, various agencies, and interest groups.

Vision

The Municipal Development Plan sets out the future for the community for the next twenty years. The vision statements are used to facilitate a common understanding of the community in terms of what elements are important to the residents.

The following are community statements that define the Summer Village of Jarvis Bay:

- We are exclusively a low density, single family residential community
- We are committed to being good and effective stewards of the environment and will act accordingly
- We are committed to providing municipal services that compliment a simple approach to community living
- We are committed to a community that respects and shows pride with regard to public and private spaces
- We will endeavor to communicate, cooperate and work towards creating a better lake environment with all municipalities surrounding Sylvan Lake

The means of achieving these vision statements is expanded by the goals and policies contained in this plan.

Legislative Framework

The Municipal Development Plan (MDP) of the Summer Village of Jarvis Bay is a statutory document as defined by the *Municipal Government Act (Revised Statutes of Alberta 2000, Chapter M-26)* and has been adopted as a bylaw by the Summer Village municipal council.

As per *Section 632 of the Municipal Government Act* a municipality with a population of less than 3500 may adopt a municipal development plan. This plan must address: the future land use within the municipality; the manner of and the proposals for future development in the municipality; the coordination of land use, future growth patterns and other infrastructure with adjacent municipalities if there is no intermunicipal development plan with respect to those matters in those municipalities; the provision of the required transportation systems either generally or specifically within the municipality and in relation to adjacent municipalities and; the provision of municipal services

and facilities either generally or specifically. In addition, the MDP must contain policies concerning sour gas facilities, policies respecting the provision of municipal, school or municipal & school reserves, and policies respecting the protection of agricultural operations.

As per *Section 692 of the Municipal Government Act*, before giving second reading to a proposed bylaw to adopt a municipal development plan, or a proposed bylaw amending a statutory plan, a council must hold an appropriate public hearing after having given proper notice.

The Municipal Development Plan is a policy document that provides guidance to the Summer Village's Council and the community concerning future development. As per *Section 632 of the Municipal Government Act*, the plan must be consistent with the land use policies established by the Lieutenant Governor in Council and future municipal policy documents – such as an Area Structure Plan, an Area Redevelopment Plan, an Outline Plan, or a Land Use Bylaw – or amendments to current policy documents should conform to the vision expressed herein.

Public Participation

The Summer Village appreciates the potential contentiousness of changes occurring within the community. There is significant research showing that the quality of development improves, along with an improvement in attitudes towards development, when thorough and fair public processes are undertaken.

Council is fully committed to participation of the residents in the planning and development of Jarvis Bay. In order to ensure that local residents are able to contribute to the development process, Council, before issuing a development permit or entering into a development agreement, may require a developer to host – at their own expense – an open house or other participatory process.

1.0 Growth Management

1.1 Location

The Summer Village of Jarvis Bay is a residential community that seeks to maintain the quality of life they currently enjoy, seasonal and permanent residents alike, and is not considering growth, annexation or economic diversification. Its attraction is its recreational and open space atmosphere and basic amenities. The consumer needs of the community are met by the Town of Sylvan Lake and the City of Red Deer.

The study area of this Plan includes the lands contained within Jarvis Bay Provincial Park and lands within the County of Red Deer No. 23 which lie to the east of Highway 20. Map 1 shows the location of the study area in relation to the existing boundary of the Summer Village. The total land area within the municipal boundary is 0.61 km² (0.2 square miles) according to Statistics Canada, 1996 data.

1.2 Population

Population projections are very difficult to determine for small communities, as they are not large enough to influence the general economy, but are dependent on it and are impacted by the economic health of nearby urban centres. As with any seasonal residential community only the permanent population is recorded by Statistics Canada. The 2011 census information indicates a permanent population of 203, an increase of 11% from the 2006 census findings of 183 persons.

The past 15 years have shown significant population growth due to the development of previously vacant lands and conversion of seasonal dwellings to permanent residences; considering the implementation of new municipal utilities and high land values, this trend is expected to continue over the next 10 years.

GOAL: *To ensure that growth is measured to mitigate impacts on the environment, and quality of life for existing residents.*

I.3 Location of Growth

The Land Use Concept (Figure 2) generally outlines the location of existing land uses within the Summer Village and indicates where future settlement may be appropriate. The development pattern reflects the desires of the existing residents yet makes provision for new residents wishing to locate in the community. The boundaries are conceptual only and the actual road locations and land use patterns will be determined at the appropriate subdivision and development stages and through the land use redesignation process.

GOAL: *To ensure that growth is appropriate and complementary to the existing surrounding uses.*

POLICIES:

1.3.1 The Land Use Concept (Figure 2) divides the Summer Village into the following land use areas:

- (a) Residential Area
- (b) Open Space Area
- (c) Municipal Cooperation Area

The Municipal Cooperation Area is concerned with lands outside the municipal boundary and therefore the policies established in this plan are the subject of intermunicipal planning agreements between the County of Red Deer, the Town of Sylvan Lake and the Summer Village.

1.3.2 New subdivisions that create more than four (4) lots, or that require the dedication of a public road allowance, shall require an outline plan approved by Council before an application for subdivision may be considered.

2.0 Residential Development

Residential and Recreational land uses are the exclusive permitted land uses within Jarvis Bay. It is the intention of Council and the wishes of the residents that the community retains the character of a seasonal recreational community even as it slowly evolves into a more permanent residential community. It is also their desire to promote a high standard of residential development and open space both within the existing built areas and in any future development areas.

GOAL: *To encourage high standards for new and existing development that complements and protects the existing character of the Summer Village.*

POLICIES:

- 2.1 Single detached dwellings will be the main form of housing permitted within the Summer Village of Jarvis Bay.
- 2.2 Council does not approve of commercial operations within the Summer Village, with the exception of Council approved home based businesses. Conditions and considerations for discretionary commercial ventures will be addressed in the Summer Village's Land Use Bylaw.
- 2.3 All development shall conform to the provisions set forth in the Summer Village of Jarvis Bay Land Use Bylaw.
- 2.4 Council supports the recommendation of the Alberta Lake Management Society that the edge between lake and private property be kept as natural as possible for the lake to maintain its natural ecosystem.

3.0 Open Space and the Natural Environment

The majority of residents of Jarvis Bay have chosen the community because of the recreational lifestyle that the Sylvan Lake area offers. Although the current municipal owned land generally is left natural, it is Council's desire to provide an Open Space system that provides a variety of experiences for the residents. Additionally, Jarvis Bay faces pressures from outside users – ranging from parking, to private lessons on public property, to storage – that will require monitoring and, possibly, intervention.

New residential developments should incorporate alternative forms of recreational and open space lands that will meet the needs of the future residents. The lands that do not have direct lakeshore access require a more detailed and comprehensive plan.

Although traffic within the Summer Village does not, as yet, present problems for pedestrians or cyclists, the desire for a trail system that follows the general alignment of Highway 20 is seen as positive by the majority of the residents.

GOALS:

To maintain the privacy of all residents and ensure that negative impacts of non-resident users are mitigated.

To maintain and enhance the environmental integrity of the open spaces and provide a greater variety of passive recreational activities.

To ensure that the provision of open space and reserve land is in balance with the demands of the residents.

To ensure that public areas do not become an economic burden on local ratepayers.

POLICIES:

- 3.1 Open Space uses are generally expected to occur in accordance with the plan's Land Use Concept (Figure 2).

Open Space within the Summer Village will be designated as:

- (a) Recreation Area;
- (b) Conservation Area; or
- (c) Connectivity Area

as shown on Figure 3 – Open Space Map.

- 3.2 The following primary purpose shall guide the management of each designation of Open Space:

- (a) Recreation Area: environmental management, open play, and recreation;
- (b) Conservation Area: protection of the natural environment and landscape appreciation;
- (c) Connectivity Area: facilitation of movement throughout the Summer Village, landscape appreciation, and environmental management. These areas often conform to the Summer Village's undeveloped road allowances.

A list of permitted and discretionary amenities for each designation can be found in Table 1 – Open Space Amenities.

- 3.3 Council may require an environmental assessment/audit to be carried out on any site that has significant portions denoted Conservation Area that is the subject of a development proposal.
- 3.4 Council will discourage proposed developments that may have undesired environmental impacts.
- 3.5 As provided for in the *Municipal Government Act*, the Summer Village shall acquire the maximum allowable amount of municipal reserve, school reserve, or municipal and school reserve in order to obtain sufficient lands for local needs. The

evaluation of proposed reserve land shall be based on:

- (a) the size and configuration of the proposed reserve parcel(s);
- (b) the proposed reserve parcel(s) accessibility to users;
- (c) the proposed reserve parcel(s) characteristic; and
- (d) the proposed reserve parcel(s) development potential.

- 3.6 Council will take the full ten (10) percent of dedication of municipal reserve as reserve land save for exceptional circumstances where cash-in-lieu may be appropriate for part or all of the provision of municipal reserves.
- 3.7 Public trails and natural green spaces are acceptable uses of municipal reserves in the Summer Village of Jarvis Bay.
- 3.8 The Summer Village of Jarvis Bay may require that part of a parcel of land of a proposed subdivision be dedicated as environmental reserve if that part consists of:
 - (a) a swamp, gully, ravine, coulee or natural drainage course;
 - (b) land that is subject to flooding or is, in the opinion of the subdivision authority, unstable; or
 - (c) a strip of land, not less than 30 meters (of environmental reserve or a combination of environmental reserve and environmental reserve easement) in width, abutting the high water mark of any lake, river, stream or other body of water for the purpose of
 - i. preventing pollution, or
 - ii. providing public access to and beside the bed and shore.
- 3.9 For reasons of environmental integrity and to maintain the character of the community, the Summer Village supports that Conservation Areas:
 - (a) should be left in their natural condition as much as possible; and
 - (b) may be appropriate for low-impact trails to provide access where conditions are suitable.

- 3.10 Tree cutting and pruning is prohibited on any open space areas, including but not limited to municipal reserves, environmental reserves (and environmental reserve easements) and undeveloped road allowances without the prior approval of the Summer Village.
- 3.11 The open space areas are meant for the enjoyment of residents and visitors, not generally for storage. The Summer Village recognizes the impacts of storage and parking on public property and will investigate how to best address these linked issues.
- 3.12 In order to address the encroachment of private facilities on the Summer Village's reserves the following policies will apply:
 - (a) For private facilities encroaching upon municipal reserves, landowners will be asked to remove unauthorized material and structures; the owner of any unauthorized structures may be able to enter into a license agreement to allow the structures to remain on municipal reserve land only in unusual or extenuating circumstance. Any private facilities that are allowed to remain shall be maintained in a safe – as regularly certified by a professional engineer – and environmentally responsible manner, and provide proof, and ongoing assurance, of proper liability insurance;
 - (b) For private facilities encroaching upon environmental reserves, landowners will be asked to remove unauthorized structures and materials by a specific date.
- 3.13 The Summer Village of Jarvis Bay shall not dispose of lakefront reserves, and disposition of other reserves may only occur under exceptional circumstances and after the careful consideration of Council.
- 3.14 Council will ensure that all development complies with the provisions of the Land Use Policies regarding the protection of, and consideration for, the natural environment.

- 3.15 The Summer Village recognizes the many water activities that occur on the lake, but that the development of a public boat launch is neither desirable nor practical within the community.
- 3.16 Council will participate in a regional approach to identifying appropriate locations for, and promoting, an additional boat launch for the lake. Council will work with Provincial Park authorities, Environmental Protection, Lacombe County, County of Red Deer, and the Town of Sylvan Lake, as well as the other summer villages in realizing this project.
- 3.17 The Summer Village will support a pedestrian/cyclist trail to provide a reasonable link from Petro Park to northeasterly limits of the Summer Village – without infringing on the privacy and security of the residents – and to connect to existing and future trails developed in Red Deer County and the Town of Sylvan Lake.
- 3.18 All trail designs must be reviewed and approved by Council before development may occur in order to ensure the trail's appropriateness for its context.
- 3.19 Surveyed and undeveloped road allowances throughout the Summer Village are considered a part of the Open Spaces system for the purpose of this plan. These road allowances are:
 - (a) to be left in their natural condition as much as possible;
 - (b) to provide pedestrian access to the lake shore;
 - (c) to provide access to, community docks where permitted by the Summer Village;
 - (d) to provide alternative methods for access, where appropriate, through the adoption of a bylaw or resolution by council; and
 - (e) to be kept in a reasonable state of repair by the Summer Village.
- 3.20 As emerging provincial legislation is brought online and clarified, the Summer Village shall continue to investigate, regulate, and enforce policy concerning the issue of community docks and boat lifts.

4.0 Utilities and Municipal Services

It is the intention of Council to maintain Municipal services currently contracted for by the Summer Village. They are snow removal, snow fencing, ditch mowing, garbage collection, police, fire, and general maintenance. There are contracts for the operations of the Summer Village Office, as well as the continued services of the administrator and other support staff. Growth of the Summer Village by development of new lands or by an increase of permanent residents will not affect the ability of the Summer Village to maintain these basic services.

Historically the Summer Village of Jarvis Bay was a minimally serviced, seasonal residential community. Over the years, as environmental concerns over lake water quality were raised, Council and ratepayers have chosen to implement solutions that address sewage disposal methods that respect the natural lake environment. To this end, Council approved the capital expenditure and secured grant monies for the installation of a municipal sewage collection system in 1996. The entire system was installed in the spring of 1997 and connected to treatment facilities in the Town of Sylvan Lake. Costs associated with this project are to be recovered by off-site levies for future growth areas and an improvement bylaw was utilized for the existing built area.

The private utility companies have facilities in place that will serve the future growth of the municipality. Their systems are monitored and will be upgraded as growth and markets dictate.

As permanent residency increases to levels where the addition of a municipal water distribution system is requested and warranted, Council will review the need to provide that service, and work with the water and sewer commission to ensure appropriate service.

GOALS:

To maintain and upgrade the sanitary sewer system as required.

To ensure an effective storm water drainage system is in place for future and existing developed areas.

To develop and maintain an adequate municipal water supply to meet domestic and firefighting requirements.

To ensure the orderly and economic extensions of the utility systems to all developing areas of Jarvis Bay.

POLICIES:

- 4.1 The Summer Village will continue to work with regional partners and the Regional Water Commission concerning the provision of a municipal water system.
- 4.2 Council does not support street lighting within the Summer Village, but will consider intersectional lighting where warranted for safety reasons.
- 4.3 Storm drainage plans shall be required for all new development areas, and Council will review and improve surface drainage in the existing built areas as needed, and as funds are allocated.
- 4.4 Jarvis Bay will work with provincial agencies, as necessary, to continue to address drainage issues and concerns within the Summer Village.
- 4.5 The development of new residential areas and roads shall not restrict the present water courses, or allow for the clearing of wooded and marsh areas.
- 4.6 All new developments are required to be connected to the municipal wastewater system.
- 4.7 Prior to any proposed development or redevelopment, confirmation must be obtained from the municipality that municipal services (e.g. sewage and water) have sufficient capacity to service the proposed development. If capacity is not present, the applicant shall be required to upgrade municipal services at their sole expense in order to obtain sufficient capacity.

- 4.8 Developers shall contribute to municipal service and utility upgrades if deemed necessary and to an extent deemed necessary.
- 4.9 New private water wells should be installed at least 60 m from any permanent body of water, as required by provincial legislation.
- 4.10 Within the plan area, no sour gas facilities exist and the Summer Village does not consider sour gas facilities, or other industrial and hazardous land uses, to be appropriate for the Summer Village.

5.0 Transportation System

The Summer Village of Jarvis Bay is essentially served by Jarvis Bay Drive, which consists of three separate municipal roads that have access unto Highway 20. From this one road, access is provided to 148 residential parcels. There are also four surveyed road allowances that were part of the subdivisions that created the Summer Village.

While the Summer Village of Jarvis Bay is in many ways reliant on automobiles, it is recognized that an effective transportation system considers not only automobiles, but also pedestrians, cyclists, and other alternative forms of transportation.

GOAL: *To establish and maintain an effective and safe road system for the movement of vehicles and pedestrians in Jarvis Bay.*

To foster alternative modes of travel locally and through the region.

POLICIES:

- 5.1 The Summer Village transportation system shall consist of local roads, which provide legal and physical access to the residential lots, and safe and effective highway access at the existing three locations.
- 5.2 The Summer Village shall establish safe, visible locations for pedestrian crossings on Jarvis Bay Drive where deemed necessary by Council.
- 5.3 In order to ensure the safety of all road users, the Summer Village shall provide traffic calming measures where warranted.
- 5.4 All municipal roads shall be developed to the following standard:
 - (a) that a 20.12 m right-of-way is provided;
 - (b) that a sub-base is constructed to serve the current and projected traffic volumes, as determined by an engineer;
 - (c) that a hot mix asphalt surface be a minimum of 35 mm in deep to an overall roadway width of 7.3 m pavement.

- 5.5 The Summer Village shall ensure that adequate maintenance of the existing roads is provided by consultation with professional engineer.
- 5.6 The Summer Village will continue to work with Alberta Transportation, and other pertinent partners, to address matters such as safety and noise reduction.
- 5.7 The Subdivision Authority shall require the owner of a parcel of land that is the subject of subdivision application to provide for the construction of a pedestrian trail, if and where appropriate.
- 5.8 Jarvis Bay shall provide on-going maintenance for existing trails within the Summer Village and explore linking the community to existing and planned trails in Red Deer County and the Town of Sylvan Lake.
- 5.9 For the purposes of this plan, undeveloped road allowances are considered open space and thus addressed in **Section 3.0 Open Space and the Natural Environment**.

6.0 Municipal Cooperation

The Summer Village of Jarvis Bay recognizes the mutual benefits of a consultative and cooperative planning approach with regard to land uses, common infrastructure, economic growth and environmental concerns.

GOAL: *To establish and maintain open dialogue with adjacent municipalities for the coordinated approach to matters of mutual interest.*

POLICIES:

- 6.1 The Summer Village supports consultative approaches with adjacent rural and urban municipalities regarding but not limited to the following matters:
 - (a) environmentally significant areas;
 - (b) subdivision and development of adjacent lands;
 - (c) transportation and utility linkages;
 - (d) economic development; and
 - (e) communication and issue resolution processes.

- 6.2 The Summer Village does not intend to annex the lands shown as the *Municipal Cooperation Area* (Figure 2) but the development of these lands should not materially or aesthetically impair the quality of life for the residents of Jarvis Bay, therefore consideration should be given to ensure compatible land uses. Similarly, the annexation of lands currently a part of the Jarvis Bay Provincial Park would only be pursued if park changes are made that compromise the lifestyle of the Summer Village's residents.

- 6.3 The *Sylvan Lake Management Plan: 2000* prepared for the Sylvan Lake area, is the principal tool for the implementation of policies that are envisioned for the residents and public users of the lake as a whole.

- 6.4 The Summer Village supports intermunicipal planning initiatives for the integrated planning of Sylvan Lake's shoreline, and the planning of the wider watershed in general.
- 6.5 Insofar as it is beneficial to residents and other municipal interests, the Summer Village of Jarvis Bay may enter into utility and/or service agreements for:
- (a) water utility;
 - (b) wastewater utility;
 - (c) waste management;
 - (d) road maintenance;
 - (e) protective and emergency services;
 - (f) administrative, recreation, social, cultural services; and
 - (g) any other services deemed necessary.
- 6.6 The Summer Village of Jarvis Bay will seek to collaborate with the Town of Sylvan Lake, Red Deer County, Lacombe County, and the Summer Villages of Birchcliff, Norglenwold, Half Moon Bay, and Sunbreaker Cove to ensure compatible and mutually acceptable land use and development policies.
- 6.7 In considering any amendments to the Summer Village's MDP, the adoption of an area structure plan or intermunicipal development plan, an amendment to the Land Use Bylaw or the approval of any land use development, which in the opinion of the Summer Village may impact agricultural operations within and/or adjacent to the Summer Village, the Summer Village may refer for comment and recommendation of the matter being considered to Red Deer County, Lacombe County, the agricultural operators who may be affected, and any other body the Summer Village deems appropriate.

7.0 Implementation and Review

As the overall planning document that provides direction for the subdivision and development, land use and road patterns within the Summer Village, Council's primary role is to administer the goals and policies of the Municipal Development Plan.

GOAL: *To promote the use of the Plan by policy implementation.*

POLICIES:

- 7.1 Council may require the preparation of an area structure plan or outline plan to provide the details of land use, utility servicing, road patterns, open space, storm drainage, and any other matters deemed necessary, prior to the consideration of any redesignation (zoning) proposal, subdivision or development application; and Council will require the preparation of an outline plan for proposed subdivisions that create more than four (4) lots, or that require the dedication of a public road allowance.
- 7.2 This Plan shall be interpreted with flexibility having regard to its purpose, objectives and policies. The Council's decisions on interpretation shall be final.
- 7.3 Council will observe the effect of this Plan after adoption and implementation, and if new ideas or changing circumstances warrant, will bring forward amendments to satisfy public concerns and aspirations.
- 7.4 Council will conduct a review of this Plan whenever it considers it no longer expresses the long-term goals of the Summer Village and in any event, within ten (10) years. The Plan will be amended in accordance with the procedures established in the *Municipal Government Act* (as amended).
- 7.5 Council will consider a Capital Works Plan in support of the policies of this plan for the future

municipal improvements, including costs, with the assistance of the Summer Village Engineer.

- 7.6 Council will undertake a review of the Land Use Bylaw within one (1) year of adopting this Plan.
- 7.7 The subdivision authority is instructed by Council to require the applicant for subdivision to submit a plan of survey for all subdivisions requiring endorsement, with the exception of boundary adjustment applications.

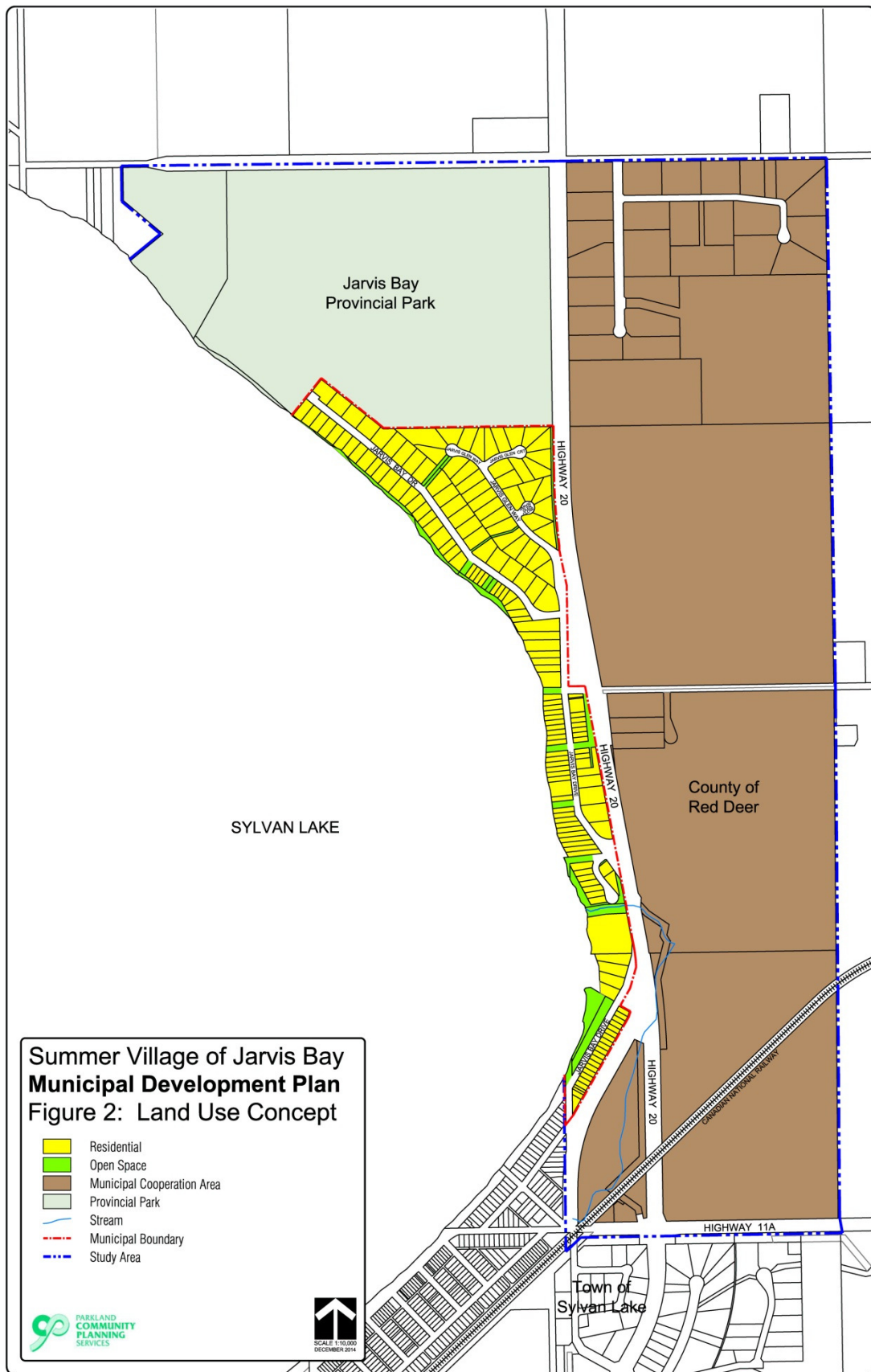


Figure 2: Land Use Concept

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Summer Village of Jarvis Bay Open Space Plan

Table 1: Open Space Amenities

	Recreation Area	Conservation Area	Connectivity Area
Amenity			
Play Equipment	Δ		
Restroom Facilities	Δ		
Cycle Racks	Δ		
Picnic Tables	○		
Benches	Δ		Δ
Lookout Areas	○		
Refuse Containers	○		
Bridge/Boardwalk		Δ	Δ
Pedestrian Lake Access	○	Δ	○
Motorized Lake Access	Δ		Δ
Walking and Biking Trail	○	Δ	○
Dock/Pier/Boat Lift	Δ	Δ	Δ

Δ Discretionary amenity when accompanied by an open space concept plan, as determined by the Council of the Summer Village

○ Appropriate amenity when accompanied by an open space concept plan

Summer Village of Jarvis Bay

February 7, 2023

Council Reports

Information Item

Council Reports:

Julie Maplethorpe

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

Annabelle Wiseman

David Garratt

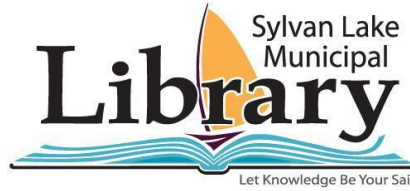
Committee Reports:

Correspondence:

- National Police Federation
- ASVA LGFF Briefing

Upcoming Meetings:

Next Council Meeting – March 7, 2023



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – JANUARY 11, 2023 – 6:30PM

1. Welcome New Board Members

Two new Board Members were welcomed to The Town of Sylvan Lake Library Board named Amanda and Carol. This is the first term for both of them and the Board is excited to have new perspectives!

2. Treasurer's Report

The Treasurer's Report was approved as presented.

As a course of regular business, signing authority is updated as necessary when Board Members finish a term or are elected to new positions.

3. Director's Report

The Director's Report was approved as presented.

The Lion's Club presented a cheque for \$1,000 to the Library Director on December 5 for use to replenish the Little Free Pantry. If you are interested in donating, please stop by the library during open hours.

The Library Director, Andrea, will be moving on to a position with Parkland Regional Library, her last day at the Sylvan Lake Municipal Library will be January 13. The Board wishes her all the best in this new endeavour and are incredibly appreciative for the wonderful creativity she has put into the library!

Postings for the Library Director position went out at the end of December and the hiring committee is currently reviewing resumes as they come in. In the interim Jeri, currently the Assistant Library Director, will step into this role.

4. Programming Report

In conjunction with National November Writing Month, the library hosted local author Teresa Rilling to talk about her book "Just Breathe: Hope Beyond Hurt". Participants were able to hear about her process of writing the book as well as her journey through her childhood and how she overcame the obstacles that she faced. Teresa is a Councillor for the Town of Sylvan Lake, sits as a Board Member on The Town of Sylvan Lake Library Board and recently got elected as Board Chair for the Parkland Regional Library.

Many of the popular programs continued to the end of the year including Sensory Story Time, Art Attack, Mystery Book Club and Pub Trivia Night. A full listing of all of the exciting programs can be found on the website.

5. Board Elections

Board elections took place to fill two vacant positions. Amanda was elected as Treasurer and will take over from Briana and Alex was elected as Vice Chair.

6. Policy

The new Board Members were placed on sub-committees to update and review policies.

Meeting adjourned at 7:39pm.

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

Parkland Update

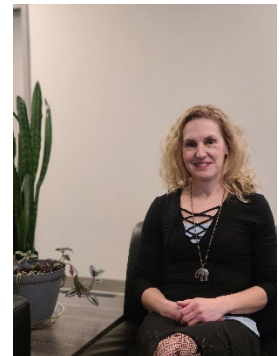
Thursday, January 26, 2023

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

Meet Parkland's New Manager of Library Services

We are excited to announce that Parkland has hired Andrea Newland as the new Manager of Library Services.

Andrea received her MLIS from Western in 2002. In recent years, she completed a Leadership Certificate in 2017 and a Management Certificate in 2018, both from the University of Regina. She has worked as a librarian in North Dakota, Ontario, Saskatchewan, and Alberta. Andrea comes (back) to Parkland from Sylvan Lake, where she served as Director for 3 years. She loves refinishing furniture, space planning, looking at funny Instagram posts over breakfast, and plonking down on the couch at the end of the day!



Click Here to Request Large Print or Audiobooks Today!

Did you know Parkland houses and manages a rotating large print and audiobook collection?

You can request bins of large print or audiobooks by genre via [Parkland's Support Site](#). Your requests can be ongoing so you will automatically receive a bin of our large print or audiobook collection at your specified interval. These materials will stay at your library until you send them back to Parkland. Parkland has created promotional material for large print and audiobooks to help you market the collections to your patrons. You can read our [latest support site article](#) for more information.

Volunteer Management Resources

Parkland has created a folder with resources related to volunteer management, including samples of volunteer handbooks, conflict resolution, the interview process, onboarding, and more! Library staff will have access to the Volunteer Resources and Information folder on the Q Drive.

LIBRARY NEWS

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

Upcoming Library and Literary Dates

Click the links to find out more about each of the celebrations. To plan further in advance, Library Staff can see our 2023 Notable Library and Literary dates document on the Q Drive.

February	1	- World	Read	Aloud	Day
February	14	- Library		Lovers	Day
February	19-25	- Freedom	to	Read	Week

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 recordings of past training sessions, visit [Niche Academy](#).

Graphic Novel Webinar

February 7
1pm

Looking for the hottest Graphic Novels for adults and young adults alike? It's all here in this #ReadGraphic webinar. Featuring Fantagraphics Books, Yen Press, Diamond Book Distributors, and Image Comics, attendees will hear about the best thought-provoking, educational, and adventurous titles for you or the graphic novel reader in your life! Whether you're introducing graphic novels into your library or expanding your #ReadGraphic shelves, you won't want to miss this [free, one-hour](#)

[webinar.](#)

Pitch Perfect 2023 Workshop **February 16** **1pm**

Would your library benefit from some tips for engaging with community partners and stakeholders? Join the Entrepreneurship & Libraries Conference on Thursday, February 16 at 1pm for an exciting opportunity to learn practical skills on creating a compelling pitch designed to generate engagement, excitement, and maybe even funding! [The workshop](#) will conclude with time for networking and conversation.

2023 Fundraising Trends On-Demand Webinar

[This on-demand webinar](#) will help you identify strategies to maintain and grow your organization's impact by capitalizing on the right trends. You'll leave feeling confident in your ability to evaluate your goals and determine if you have the right tools, approach, and technology to achieve them.

Privacy Audits for Public Libraries Webinar **February 8** **9am**

Unprecedented threats to the privacy and security of library patrons have emerged in recent years, from book challenges to online data and general AI advances that can prey on our communities. Participants completing [this webinar](#) will understand the value of the privacy audit and how to conduct one for their organization, whether large or small.

How to Train Your Community on Libby Webinar **January 31** **12pm**

With the OverDrive app soon to be a thing of the past, it's time to train your users on Libby, the library reading app! In this free webinar from Libby experts, you'll walk away with a step-by-step guide to hosting your training session and marketing materials to support your efforts in this engaging session. Don't miss out and [register](#) today!

Upcoming Community Development Webinars **Various**

The Community Development Unit of the Government of Alberta offers a variety of services such as strategic planning, board governance, building leadership capabilities, fund development and grant writing, evaluation, public and stakeholder engagement, developing partnerships, and collaborative relationships that are tailored to your community groups, non-profit organizations, and volunteer teams. Upcoming webinars of interest:

- February 1: [Board Development - Risk Management](#)
- February 7: [Grant Writing 101](#)
- February 8: [Board Development - Financial Responsibilities](#)

Upcoming Community Development Webinars **Feb 1-8**

The Community Development Unit of the Government of Alberta offers a variety of services such as strategic planning, board governance, building leadership capabilities, fund development and grant writing, evaluation, public and stakeholder engagement, developing partnerships, and collaborative relationships that are tailored to your community groups, non-profit

organizations, and volunteer teams.
Upcoming webinars of interest:

- February 1: [Board Development - Risk Management](#)
- February 7: [Grant Writing 101](#)
- February 8: [Board Development - Financial Responsibilities](#)

Intellectual Freedom Webinar

Feb 23

2pm

Register for this [free webinar](#) to learn how library workers can navigate commitments to intellectual freedom and social progress. Explore topics like information disorder and content warnings.



Parkland Update

Thursday, January 12, 2023

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

New Year, New Audience!

We have added the entire LibShare email group to receive our bi-monthly Parkland update email. Here are some things you should know:

- You can unsubscribe at any time, there is a button in the footer of this email
- Our contacts list will be updated each October to account for board and staff turnover
- If there are newcomers in between audience updates, invite them to subscribe! There is a button at the footer of this email.
- If you have suggestions for content, send an email to hhalberg@prl.ab.ca

Value of the Library Social Media Posts

As an Advocacy initiative, Parkland has created some social media posts to highlight the financial value of the library. You can find ready-to-post pictures and copy [here](#), or edit them to suit your library's branding [in Canva](#).

LIBRARY NEWS

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

Meet Parkland's New Outreach & Community Engagement Coordinator

We are excited to announce that Parkland has hired Emma McPherson as the new Outreach and Community Engagement Coordinator to help our member libraries with programming, find grants and enhance their social media presence.



Emma was our eContent Summer Student in 2017 as part of her degree program from Vancouver Island University where she got her Degree in Tourism Management, and Certificate in Event Management. She is excited to be back in her hometown after working as the Digital Content Specialist for Tourism Lethbridge. She enjoys traveling, hiking, and exploring new places with her two dogs Tiki and Ada. Her favorite book genres are mysteries and thrillers and she also enjoys listening to autobiographies. Emma is excited to be a part of the PRL team and help our member libraries engage and connect with their local community.

Upcoming Library Dates

January 27 is Family Literacy Day. Access promotional materials on their [website](#).

February 19 - 25 is Freedom to Read Week. Parkland has ordered bookmarks that will be distributed in the coming weeks. Here are [promotional materials](#) that organizers have created.

2023 Alberta Book Publishing Awards

The 2023 Alberta Book Publishing Awards are now open for submissions! The submission period will close on February 28, 2023.

This year, the Book Publishing Awards will introduce the Mystery and Thriller Book of the Year award, which will be awarded to a work of mystery, crime, noir, or thriller fiction published primarily for the trade or bookstore market.

Please pay close attention to the criteria in all categories and the submission checklist when putting together your submissions, as the criteria for some awards categories have been updated this year.

A full overview of this year's process is available on the [Book Publishing Association website](#), along with the jury criteria and forms.

Book Donation

Parkland has received communication regarding a large-scale book donation of a children's picture book by the London Drugs Foundation.

In April, Plumleaf Press will be publishing a children's picture book about the building of the Canadian Pacific Railway, titled *I Am Not a Ghost: The Canadian Pacific Railway* by author David Bouchard and illustrator Sean Huang.

Through David's words and Sean's breathtaking artwork, *I Am Not a Ghost* tells the story of a Chinese railway worker and the difficulties he faces as a newcomer from China working on the Canadian Pacific Railway. After a near-death experience, he is assisted by a fictionalized portrayal of real-life historical figure, Lady Amelia Douglas, a Métis woman and the wife of the first Governor of British Columbia, James Douglas.

The publisher is planning to distribute the books in April, in time to celebrate Asian Heritage Month, to receive a donated copy, please email: angela.paletta@plumleafpress.com.

Upcoming Webinars

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

Running Drag Storytime Programs
January 18 - 2pm

Level Up Your Book Displays
January 18 - 12pm

Peace Library System is excited to offer a [webinar on Running Drag Storytime Programs](#). Laura Applebee from Ontario's London Public Library will be discussing everything you need to know about this exciting program. The webinar will take place on Wednesday, January 18, 2023 at 2pm. If you have any questions please forward them to Mallory Bruinsma at mb Bruinsma@peacelibrarysystem.ab.ca.

Design for Libraries **January 19 - 1pm**

Learn valuable tools and principles to help you produce awesome designs for social media, flyers, and other media for library programs and services. [This webinar](#) is for librarians and library staff of any type that are involved in programming and services or promoting your library. If you run programs, then that means you create the hand-outs, the flyers, the social media. A hands-on approach lets you learn practical and invaluable skills that helps you develop design skills. Registration fee \$49/person.

Book displays are more than a simple tool for passive Readers' Advisory. A well-crafted display captures patrons' attention and sparks imagination. [This webinar](#) on Wednesday, January 18 at 12pm shares practical approaches for maximizing the impact of book and media displays.

Managing Mental Health in the Workplace **Available Until February 1**

Dealing with issues related to mental health in the workplace can be challenging and difficult to navigate. [This webinar](#) provides a roadmap to help managers participate in conversations with employees who may require support when experiencing difficulties related to mental health.

Pitch Perfect 2023 **February 16 - 1pm**

Would your library benefit from some tips for engaging with community partners and stakeholders? Join the Entrepreneurship & Libraries Conference on Thursday, February 16 at 1pm for an exciting opportunity to learn practical skills on creating a compelling pitch designed to generate engagement, excitement, and maybe even funding! [The workshop](#) will conclude with time for networking and conversation.

From: Maryanne King <mking@npf-fpn.com>
Sent: Friday, January 13, 2023 9:21 AM
To:
Cc: Information <information@sylvansummervillages.ca>
Subject: The NPF's Recommendations for a Safer Alberta - Budget 2023

Good morning Mayor Maplethorpe,

We hope you are well, and that the Summer Village of Half Moon Bay is looking ahead to a prosperous 2023.

We continue to push back against the government's unnecessary, expensive, proposed provincial police service transition that is both unpopular and unfounded.

I'm connecting to share the National Police Federation's 2023 provincial pre-budget submission that was sent to the Government of Alberta earlier this month with you. Instead of spending the proposed \$371 million for one-time transition costs, we have made specific investment recommendations of the same amount to the Government of Alberta. Our recommendations direct this funding into concrete steps that the government can take toward improving public safety across the province today and into the immediate future.

Some highlights of our submission's recommendations include:

- \$164M to increase Regular Member strength by 633 additional positions, plus 250 administrative support staff;
- \$38M invested in proactive initiatives to reduce rural crime across the province, with an additional \$100M invested into areas across the public safety continuum to support rural and remote community access to services; and,
- \$4M in grant funding to municipalities in support of the implementation of Police Advisory Committees.

A release on our recommendations is [available for your reference](#), and a copy of our submission can be [accessed on our website for your consideration](#).

As we move toward a pivotal time for Alberta, we are asking the Government to listen to Albertans and invest in the critical services and programs they care about most.

If you have any questions or comments, please don't hesitate to connect.

Kind regards,

Maryanne King
Policy Advisor | Conseiller Politique
National Police Federation | Fédération de la Police Nationale
(587) 672-0695
npf-fpn.com



**NATIONAL
POLICE
FEDERATION**

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NPF coffee table book
now available to pre-order!

***Why We Serve : Stories of
Today's RCMP Members
– Celebrating 150 Years***



Livre de prestige de la FPN maintenant
disponible en précommande !

***Pourquoi nous servons :
Histoires des membres de la GRC
d'aujourd'hui – Célébrons 150 ans***

The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP Members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des Membres de la GRC.

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NPF Recommends Timely, Necessary Investments to Bolster RCMP in Alberta



NEWS PROVIDED BY
[National Police Federation](#)

Jan 12, 2023, 10:30 ET

SHARE THIS ARTICLE

EDMONTON, AB, Jan. 12, 2023 /CNW/ - Earlier this week, the National Police Federation submitted its pre-Budget asks for 2023-2024 to the Government of Alberta, calling for strategic investments into policing to support Alberta's most impacted citizens and communities following a number of years of underfunding.

For too long, our Members have been called on to fill gaps left by diminishing social services. RCMP detachments have remained underfunded across the province, and our Members are consistently told to do more with less when they are already overworked, stressed, and not fully resourced.

"Modern policing requires pragmatic approaches to supporting and delivering effective public safety for communities and their residents – in particular, rural and remote areas that are served by the RCMP," said Brian Sauv , President of the National Police Federation. "Against the backdrop of a growing population and evolving criminal environment, we believe it's time to invest in both policing and public safety for the benefit of our communities and all its residents." Instead of redirecting taxes to an unpopular and costly proposed provincial police transition, the NPF recommends investing \$371 million over three years – money that the Government of Alberta indicated would need to be spent on one-time transition costs – as follows:

- **\$164M to increase Regular Member strength by 633 additional positions, plus 250 administrative support staff**
 - Chronic underfunding of the RCMP and hiring of police officers has not kept pace with population growth or expanding police mandates in the province. In fact, police hiring grew by about 5.7% between 2017 and 2021, while Alberta's population grew by about 7.3% over the same period.
- **\$45M to support modernized and sustainable equipment resources**

- Timely investments are required to address aging equipment, including body worn cameras, hard body armour, vehicle purchase, radios, aerial surveillance, and telecommunications.
- **\$20M to address effective and holistic responses to wellbeing and mental health related calls**
 - To bridge vulnerable Albertans' access to the full spectrum of social supports, \$15M should be invested in expanding Police and Crisis Teams, and an additional \$5M to expand the HealthIM pilot app in RCMP detachments across the province.
- **\$38M invested in proactive initiatives to reduce rural crime across the province**
 - Important funding towards the Gun and Gang Violence Action Fund, the Alberta Community Restorative Justice Program, the Call Back Unit, to Project Lock-Up, and ALERT, for example, would both stop and deter crime and address their root causes.
- **\$4M in grant funding to support the implementation of Police Advisory Committees**
 - This one-time grant would assist in offsetting costs of establishing the now-mandated community-based advisory committees.
- **\$100M invested with a focus on equitable access in rural and remote communities**
 - Addressing the root causes of crime also means investing into other areas of the public safety continuum such as housing, social services, and hospitals and treatment centres.
-

"It's no secret that affordability and prudence are top-of-mind for all Albertans and their families, and our cost-saving recommendations are respectful of that reality," said Kevin Halwa, Director, Prairie Region. "Policing is also no stranger to financial pressures, especially as communities' needs continue to evolve, and we believe these necessary investments will go farther to address immediate public safety concerns in our province than an unnecessary police transition would," he added.

A copy of our Pre-Budget Submission is available here: <https://npf-fpn.com/npf-alberta-pre-budget-2023-submission/>

About the National Police Federation:

The National Police Federation (NPF) was certified to represent ~20,000 RCMP Members serving across Canada and internationally in the summer of 2019. The NPF is the largest police labour relations organization in Canada; the second largest in North America and is the first independent national association to represent RCMP Members.

The NPF is focused on improving public safety in Canada by increasing resources, equipment, training, and other supports for our Members who have been under-funded for far too long. Better resourcing and supports for the RCMP will enhance community safety and livability in the communities we serve, large and small, across Canada.

For more information: <https://npf-fpn.com/> and KeepAlbertaRCMP.ca



NATIONAL
POLICE
FEDERATION

FÉDÉRATION
DE LA POLICE
NATIONALE

F-1,2,3

2023 PRE-BUDGET SUBMISSION

TO THE GOVERNMENT OF ALBERTA

JANUARY 2023



NPF Contact:

Sarah Nolan | Director, Government Relations & Policy | snolan@npf-fpn.com

INTRODUCTION

The National Police Federation (NPF) is the sole certified bargaining agent representing ~20,000 Members of the Royal Canadian Mounted Police (RCMP) across Canada, including ~3,500 in Alberta. The NPF is the largest police labour relations organization in Canada and is the first independent national union representing RCMP Members. The NPF is focused on improving public safety in Canada by focusing on increasing resources, equipment, training, and other supports for our Members.

As the Government of Alberta (GoA) has acknowledged, Albertans are facing significant financial pressures. Inflation and the rising cost-of-living will have the per-dollar-value of the GoA's priorities closely scrutinized. The government should not be prioritizing an expensive police transition that will burden Albertans with additional taxes for no proven public safety increases. The government should be focusing its expenditures on initiatives that matter the most to Albertans across the province.

Research conducted by Pollara Strategic Insights in July 2022ⁱ found that Albertans overwhelmingly support the RCMP:

- 84% want to keep the RCMP with improvements, and only 9% support a proposed transition.
- Albertans indicated their top three priorities are affordability (58%), the economy (49%), and healthcare (48%).
- When considering public safety in rural communities, their top priorities were reducing response times (21%), increasing police resources (20%), and increasing resources to tackle petty crime (15%).

Albertans oppose replacing the RCMP with a provincial police service and are asking for increased RCMP resources to improve public safety.

The GoA's proposal for a police transition includes spending \$371M in one-time transition costs, increasing annual operating costs by \$164M, and an additional \$185M annually in costs to cover the federal contribution loss. These costs over a five to eight-year transition period amounts to over \$2 billion in combined spending. This spending does not prove how a new police service would improve public safety. The Alberta (AB) RCMP and the GoA should continue to work together to enhance and strengthen services to tackle public safety priorities.

Prior to 2017, the GoA invested very little into policing and the RCMP, leading to high crime rates, resourcing challenges, and frustrated communities. Since 2017, the GoA has slowly made strategic investments into policing to address the most vulnerable communities. However, after years of underfunding, additional funds must be invested to meet current and future policing needs in Alberta.

The NPF recommends spending a fraction of the above-mentioned costs over a three-year period to significantly and immediately improve the public safety continuum in Alberta.

NPF RECOMMENDATIONS

Invest \$371 over three-years to bolster and enhance essential services across the public safety continuum.

The NPF recommends that the GoA direct the allocated \$371M proposed for one-time transition costs for a new provincial police service to instead, over a three-year period, invest in priorities as set-out by Albertans and communities for immediate benefits and results. Investments should be made as follows:

1. \$164M to increase Regular Member strength by 633 additional positions

Due to chronic underfunding of the RCMP, hiring of police personnel has not kept pace with population growth or expanding police mandates. The Province has been investing in policing, but police personnel numbers has only increased by about 5.6% between 2017 and 2021, while at the same time, the population in Alberta grew by about 7.3%.ⁱⁱⁱⁱⁱ In 2019, the Province changed the Police Funding Model (PFM) so that communities who used the RCMP but hadn't paid for the service in the past would now be required to pay for a percentage of the costs. With the new PFM changes being implemented over four years, the GoA promised to hire an additional 275 Regular Members (RMs) in rural communities. However, this change isn't enough to tackle the cumulative human resource shortage resulting from years of underfunding to meet current and future policing needs. The government has estimated that the annual population growth rate will be about 1.5% steady until 2046, adding an additional 2.2 million residents.^{iv}

The NPF recommends investing \$164M into the hiring of 633 RMs, at a rate of about 211 RMs per year for three-years, including the hiring of 250 administrative support staff. The NPF has been working with the RCMP to improve and streamline the RCMP's recruiting process and the Experienced Police Officer (EPO) program to ensure the demand for recruits and training can be met. We are pleased to announce that we are awaiting the final signatures on changes to the EPO program that will see over 600 EPOs trained across Canada, including about 100 in Alberta.

2. \$45M to support modernized and sustainable equipment resources

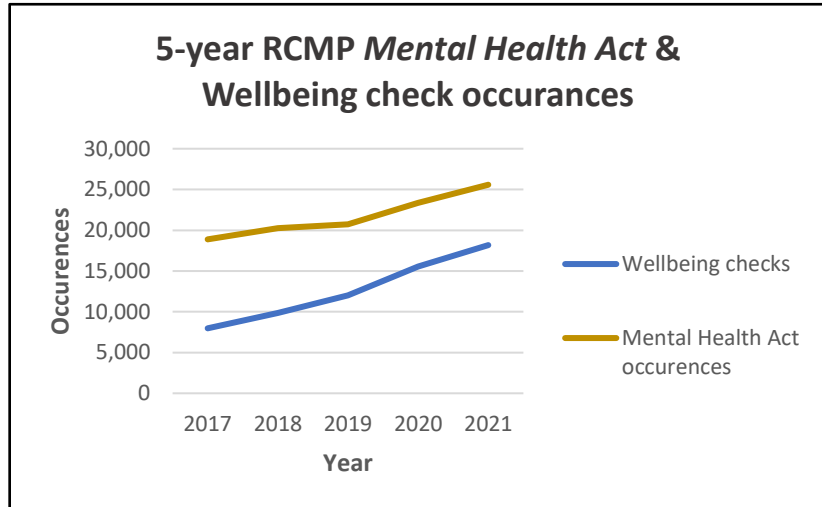
Alberta RCMP Members put their lives on the line every day to protect all Albertans. However, they currently rely on aging equipment to keep themselves safe. To address this aging equipment that becomes faulty through its extended lifespan, the RCMP has made significant investments in equipment modernization, with costs being spread out to contract partners over several years.

The NPF recommends that the GoA invest \$45M to its equipment plan that would include the purchase of replacement pistols; body worn cameras; tasers; hard body armour; vehicle purchase, repairs, and maintenance; radios; aerial surveillance and imaging equipment; and other telecommunications equipment.

3. \$20M to address effective and holistic responses to wellbeing and mental health related calls

Albertans have expressed ongoing concerns with the resources made available to vulnerable community members, including those struggling with mental illness and combatting addictions. We know that police services can and should not be the sole bridge between vulnerable Albertans and the complex resources they require. All public services must work together to ensure our most vulnerable have access to the full spectrum of supports and services they need.

Between 2017 and 2021,^v the number of wellbeing check occurrences that the Alberta RCMP responded to increased by 128%. During that same time, occurrences of calls responding to *Mental Health Act* related occurrences increased by 35%. The Province has made some progress in addressing the expanded scope of policing related to responding to calls where mental health must be considered.



The ongoing underfunding of critical services such as addictions and mental health treatment centres, housing programs, and other community supports for vulnerable Albertans will continue to exacerbate the problem. With nearly 80% of parents of youth aged fifteen and older reporting that their children's mental health is worse today than two years ago, and 70% of parents of youth between the ages of six and fourteen reporting the same, we can foresee that investment in social services will be crucial to the success of the next generation of Albertans.^{vi}

The NPF recommends that the GoA invest \$15M to expand Police and Crisis Response Teams (PACT) across RCMP detachments. The PACT program pairs police officers with a psychiatric nurse or mental health therapist to respond to mental health calls and wellbeing checks together. This joint response effectively addresses the needs of the individual and the community. The expansion of PACT across the province will bring cost savings and modest benefits. The demonstrated improvements resulting from this investment will be deferred hospitalizations, reduced inpatient referrals from jail, and avoiding costs associated with jail time and bookings.

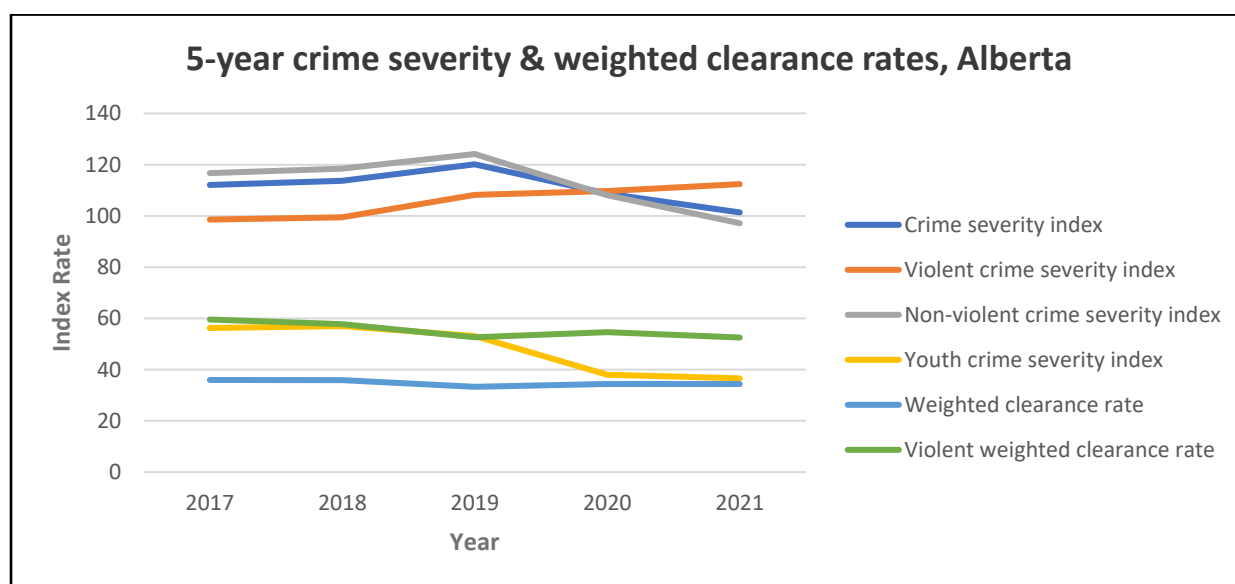
In addition, the GoA should invest \$5M to expand the HealthIM pilot to RCMP detachments across the province. The GoA invested in an initial pilot in 2021 of the HealthIM app. The HealthIM app is a digital risk-assessment tool which helps police screen, de-escalate, and track mental health-related calls. Given the app's proven track record, other provinces across Canada (Ontario, Manitoba, and Saskatchewan) have already adopted the tool. It has shown to contribute to significant reduction in involuntary arrests and police resources, as well as an increase in overall savings: all while ensuring

people in crisis get the appropriate help they need. As just one example, Manitoba recorded a 70 per cent reduction in involuntary arrests between February 2019 and February 2020.^{vii}

4. **\$38M invested in proactive initiatives to reduce rural crime across the province**

Our Members are committed to reducing crime in Alberta and have developed and implemented a Crime Reduction Strategy that has seen significant reductions in property crimes in 2021, including: break and enter (down 15%), vehicle theft (down 8%), theft over/under \$5,000 (down 10%) and possession of stolen goods (down 21%).^{viii}

Crime reduction success can be seen across Alberta when looking at Statistic Canada's crime severity index (CSI) and weighted clearance rates between 2017 and 2021.^{ix}



As the Government of Alberta has continued to invest in policing throughout successive budgets since 2017, the CSI has dropped 9.5%, primarily due to an almost 17% decrease in the non-violent CSI. Youth crime has also steadily decreased, with an accelerated decrease during the pandemic, though it is expected to increase slightly as we recover from the pandemic and continue to face economic uncertainties. Further improvements are demonstrated by the ability of officers to clear case files through a steady weighted clearance rate, and a significant decrease in the violent clearance rate of almost 12%. This demonstrates that Members are closing more violent crime cases.

However, even with a steady decline in CSIs, violent crime continues to rise across the province. Many rural communities are attributing this to prolific offenders who fall between the cracks of the justice system. The continual increased use of opioids, methamphetamines, other drugs, and firearms that continue to cross the provincial and international borders of Alberta every day, and the associated gang and crime syndicates associated with this illicit trafficking contribute further to these increases. Unfortunately, many rural and vulnerable communities fall prey to these violent crimes, and do not have sufficient resources to fight back.

The NPF recommends that the GoA invest \$38M to bolster the Crime Reduction Strategy, focus on rural and remote communities, and enhance access to services that stop and deter violent crime from taking place through:

- Investing \$10M to enhancing policing services and programs for communities with the highest CSI rates- Wetaskiwin, Cold Lake, Grande Prairie, Red Deer, and Leduc.
- Investing an additional \$5M to the Gun and Gang Violence Action Fund.
- Providing an additional \$2M to the Alberta Community Restorative Justice Program.
- Investing \$3M to expand the Call Back Units to more RCMP detachments across the province.
- Investing an additional \$3M to Project Lock-Up to enhance the response to repeat victims of property crime.
- Investing an addition \$15M to ALERT, specifically to combat opioids, methamphetamines, other drug and human trafficking, child pornography, and gang violence.

5. \$4M in grant funding to support the implementation of Police Advisory Committees.

The *Police Act* has been recently amended to include many of the NPF's previous recommendations. We are pleased that greater local governance on community policing priorities will be granted by making the optional Police Advisory Committees mandatory for communities served by the RCMP. To further ease the financial burden and financial hardships faced by municipalities, we recommended that the province provides \$4M toward a one-time grant program. Under this one-time grant, municipalities mandated to create a committee or smaller communities who wish to establish their own can apply to assist in offsetting start-up costs, while allowing additional time for those municipalities to plan for the full associated costs in future budgets.

6. \$100M should be invested into the public safety continuum with a focus on equitable access in rural and remote communities.

Over the past decade, RCMP officers are being asked to carry heavy burdens due to dwindling resources and increased demand. Albertans and our Members want more funding for the frontline services that help alleviate pressures on vulnerable Albertans and, by extension, the police. The GoA must do more to ensure that all communities have the front-line public safety and social services needed to help Albertans lead happy, healthy lives.

The remaining \$100M of the \$371M of one-time transition costs should be invested into other avenues of the public safety continuum that are of the highest priority for the reduction of crime across the province. These critical investment areas include:

- Housing
- Social services
- Hospitals and treatment centres
- Diversion programs, specifically in rural areas
- Indigenous communities
- Drug treatment courts

For too long, our Members have been called on to fill gaps between social services. At the same time RCMP detachments are underfunded across the province. Our Members are consistently told to “do more with less,” when they are already overworked, overstressed, and under-rested.

CONCLUSION

Albertans support their local RCMP and don’t want to see their government waste hundreds of millions of dollars on establishing a new provincial police service that will not improve policing in a tangible way or bring immediate improvements. During a time of significant pressures on our economy and all Albertans, increasing taxes to pay for a police transition is not the answer to increased public safety concerns.

There are better and more efficient ways to improve policing and the public safety continuum which will immediately address the real challenges identified by Albertans. The money earmarked for the proposed police transition should be invested as outlined above. These investments can be offset by public safety related revenues and cost saving measures, including:

- Revenues from the Police Funding Model, fines and surcharges related to public safety; and,
- Cost saving measures in relation to the implementation of PACT and investments into addressing prolific offenders, which will result in less police resources needed, booking, jail, court, and administrative costs.

In a time where affordability and prudence are top-of-mind for all Albertans and their families, it is important that Budget 2023 is strategic in effectively addressing the priorities identified by all communities in the province.

ⁱ August 2022. National Police Federation – Alberta W4. [Online] Available at: <https://npf-fpn.com/app/uploads/securepdfs/2022/08/NPF-Alberta-W4-July-2022-Final.Aug8-22.pdf>

ⁱⁱ April 2022. Police Personnel and Expenditures in Canada, 2021. [Online] Available at: <https://www150.statcan.gc.ca/n1/pub/11-627-m/11-627-m2022013-eng.htm>

ⁱⁱⁱ December 2020. Police Officers By Level of Policing, By Province and Territory, 2019. [Online] Available at: <https://www150.statcan.gc.ca/n1/pub/85-002-x/2020001/article/00015/tbl/tbl04-eng.htm>

^{iv} July 2022. Alberta Population Projections 2022-2046. [Online] Available at: <https://open.alberta.ca/dataset/45d8dc72-58d7-4b92-b3e6-589cf1869233/resource/c9785433-07f4-4431-be89-7e43696b909f/download/alberta-population-projections-infographic-2022-2046.pdf>

^v October 2022. RCMP Occurrence Report – 2021. [Online] Available at: <https://www.rcmp-grc.gc.ca/transparenc/police-info-policieres/calls-appels/occurrence-incident/2021/index-eng.htm>

^{vi} June 2022. More Than 70% of Teens Report Worse Mental Health Compared to Before COVID: Survey. [Online] Available at: <https://globalnews.ca/news/8882754/alberta-teens-mental-health-covid-survey/>

^{vii} May 2021. Alberta Police Pilot App to Help Assess, De-escalate and Track Mental Health Crisis Calls. [Online] Available at: <https://www.cbc.ca/news/canada/calgary/alberta-police-app-mental-health-crisis-calls-1.6015660>

^{viii} December 2022. Alberta RCMP Data. [Online] Available at: <https://www.rcmp-grc.gc.ca/ab/criminal-statistics-statistiques-criminelles/alberta-eng.htm>

^{ix} August 2022. Crime Severity Index and Weighted Clearance Rates, Police Services in Alberta. [Online] Available at: <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=3510019001&pickMembers%5B0%5D=1.1&cubeTimeFrame.startYear=2017&cubeTimeFrame.endYear=2021&referencePeriods=20170101%2C20210101>

ASVA - LGFF Briefing Note (15dec22)

Summer Villages have changed.

Summer Villages are no longer just seasonal recreational communities operating for only a portion of the year, as they were many decades ago. The growth in permanent year-round dwellings has been phenomenal.

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.

Forty five percent of the Summer Villages are now similar in size to a regular Village. This change has driven 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, and recreational facilities.

To ensure their long term viability and meet the needs and demands of their residents, Summer Villages are dependent on the base funding allocation under MSI and the future LGFF to provide that capital infrastructure.

The ASVA records show that the last increase in grant funding for Summer Villages came in 1957 when a Summer Village successfully advocated for an increase to the Municipal Assistance Grant. That success meant the Summer Village portion of that grant increased from 25% of what other municipalities got to 50% of what other municipalities got.

The ASVA LGFF proposal recognizes that Summer Villages have changed and, on average, the Summer Village Base Amount would increase from what it is today to 75 percent of what all other municipalities get.

The ASVA proposal for LGFF allocation factors provides support to municipalities that have more Tangible Capital Assets (TCA) to upgrade and maintain, less fiscal capacity to self fund capital additions, and those with a high reliance on base funding. It also uses Total Private Dwellings instead of Population to identify growth pressures and core infrastructure needs.

The amount of historical MSI funding related to Education Tax Requisition is removed and allocated between TCA and a municipality's fiscal capacity. This recommendation also increases the Base amount of funding to better support villages and summer villages; approximately 137 of 340 municipalities in Alberta.

This proposal also includes unique and innovative method to allocate a portion of base funding between Summer Villages to better support the larger Summer Villages; those that are similar in size to a Village.

Knowing that change is difficult and getting buy-in from all municipalities for a new LGFF allocation formula will be even more difficult, the ASVA has proposed staying with familiar allocation factors and percent splits with some updates to the allocation factors that may better represent the drivers of infrastructure needs. The percentages proposed for the various factors do result in replicating the historical split in funding between the urban and rural municipalities.

Table 1 – ASVA Recommendations for weighting of LGFF allocations factors

ASVA Recommendation		
Allocation Factors	MSI Capital & BMTG	LGFF
Population	58%	-
Total Private Dwellings (note 1)	-	58%
Education Tax Requisition/Assessment	30%	-
Roads (KM of local roads)	12%	12%
Tangible Capital Assets (TCA)	-	15%
Own-Source Revenue to Assessment	-	15%
Base Amount - Standard	\$110K	\$125K
Base Amount - Summer Villages (note 2)	\$63K	\$94K

Note 1 – Total Private Dwellings is a Statistics Canada data point in their Census of Population.

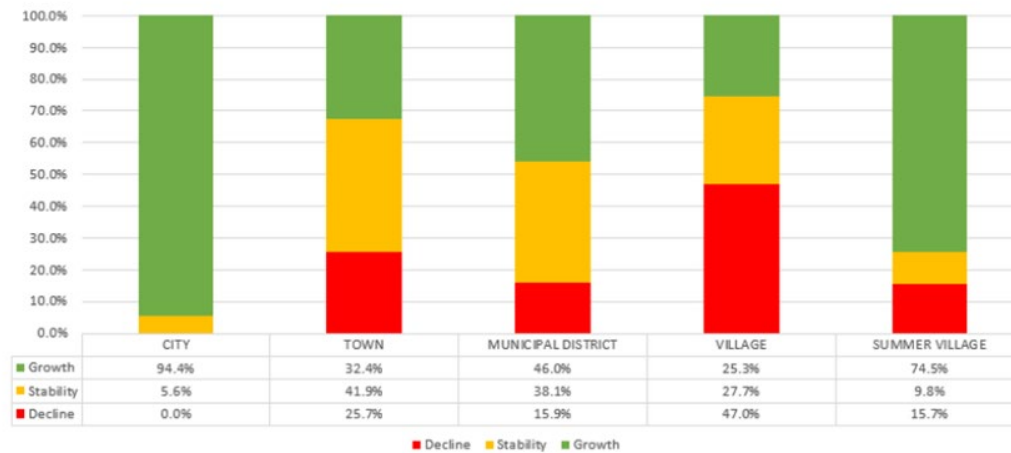
Note 2 – The Base Amount for Summer Villages in the above table is 75 percent of the standard amount and represents the average amount per Summer Village. More specifically, all Summer Villages get a base amount of \$72K and then an additional \$150 per Private Dwelling.



The following chart demonstrates how Summer Villages have changed and grown over the last decade. Summer Villages have experienced growth rates that are similar to Cities.

To review the full copy of the paper visit: <https://www.abmunis.ca/advocacy-resources/governance/future-municipal-government>

Percent of Municipalities Whose Populations Declined, Stayed Stable or Grew 2011-2021



Summer Villages (all 51) and small Villages (35 of 81) with less than 300 population are dependant on LGFF Base funding. Yet, Summer Villages only receive one half of the Base funding than what other municipalities receive.

