

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF JARVIS BAY
FEBRUARY 6, 2024 @ 9:30 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, January 9, 2024

D. DELEGATION

- 1) Jim Watson & Michelle Bakke-Purnell

E. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Quarterly Financial Report
- 3) Public Works Report
- 4) Development Update
- 5) CAO Report

F. REQUESTS FOR DECISION

1) Finance

- a) Capital Budget

2) Council & Legislation

- a) Ambulatory Care

G. 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) Alberta Lake Management Society
- b) Association of Summer Villages of Alberta LGFF Briefing
- c) JSC Meeting Minutes

3) Upcoming Meetings

- a) Council Meeting – March 5, 2024

H. CLOSED SESSION

- 1) FOIP Section 27- Privileged Information

I. ADJOURNMENT

Summer Village of Jarvis Bay
Regular Meeting Minutes
January 9, 2024

C-1

Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held January 9, 2024, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE	Mayor:	Julie Maplethorpe
	Deputy Mayor:	Annabelle Wiseman via Zoom
	Councillor:	David Garratt via Zoom
	CAO:	Tanner Evans via Zoom
	Public Works Manager:	Justin Caslor
	Development Officer:	Kara Hubbard
	Recording Secretary:	Teri Musseau
	Delegate(s):	Don Kitchener

CALL TO ORDER The Meeting was called to order at 9:36 a.m. by Mayor Maplethorpe.

AGENDA APPROVAL

JBC-24-001 MOVED by Councillor Garratt that the agenda be adopted as presented.
CARRIED

CONFIRMATION OF MINUTES

JBC-24-002 MOVED by Mayor Maplethorpe that the regular meeting minutes of Council held on December 5, 2023, be approved as presented.
CARRIED

DELEGATION

Don Kitchener from AMDSP Mapping provided Council information on the AMDSP mapping system and benefits this system would be to emergency responders when responding to a call.

Don Kitchener left the meeting at 9:47 a.m.

INFORMATION ITEMS

- 1) Accounts Payable Report

DELEGATION CONTINUED

Leanne Whiteley-Lagace joined the meeting at 9:50 a.m.

Leanne Whiteley from Stantec provided Council information on the Road Overlay Analysis that was conducted and noted the roads in Jarvis Bay are currently in good shape. The finding of this report suggests Jarvis Bay will need to plan to spend \$1.5 million in the next 10 years on roads. It was recommended that the Summer Village have a road analysis study done every 5 years.

Leanne Whiteley-Lagace left the meeting at 10:14 a.m.

INFORMATION ITEMS CONTINUED

- 2) Public Works Report
- 3) Development Update
- 4) CAO Report

JBC-24-003 MOVED by Councillor Garratt that Council enter into a 1-year contract with Klassic Kennels at a cost of \$350/month for kennel services.
CARRIED

Council recessed at 10:50 a.m.

Council reconvened at 10:58 a.m.

- 5) Climate Plan
- 6) CPO Structure

JBC-24-004 MOVED by Deputy Mayor Wiseman that Council accept the information items as presented.
CARRIED

TABLED ITEMS

PUBLIC WORKS

JBC-24-005 Memorial Bench Donation Policy Amendments
MOVED by Mayor Maplethorpe that Council adopt the Memorial Bench Donation Policy as presented.
CARRIED

REQUEST FOR DECISION

COUNCIL & LEGISLATION

JBC-24-006 Fire Services Agreement Renewal
MOVED by Councillor Garratt that Council direct the Mayor and CAO to sign the Fire Services Agreement renewal as presented.
CARRIED

JBC-24-007 SLIDPC Terms of Reference
MOVED by Deputy Mayor Wiseman that Council adopt the Sylvan Lake Intermunicipal Development Plan Committee Terms of Reference as presented.
CARRIED

COUNCIL REPORTS

- Mayor Maplethorpe
- Parkland Regional Library Board
 - Mayors and Reeves Meeting

- Joint Services Committee HR Subcommittee

Deputy Mayor Wiseman

- Sylvan Lake Regional Wastewater Commission

Councillor Garratt

- No reports

CORRESPONDENCE

- Minister of Environment and Protected Areas

JBC-24-008 MOVED by Mayor Maplethorpe that Council accept the Council and Correspondence reports as information.
CARRIED

NEXT COUNCIL MEETING

JBC-24-009 MOVED by Mayor Maplethorpe that the next meeting of Council be held February 6, 2024, at 9:30 a.m.
CARRIED

Council recessed at 11:38 a.m.

Council reconvened at 11:44 a.m.

CLOSED SESSION

JBC-24-010 MOVED by Mayor Maplethorpe that Council move to a closed session to discuss third party business as per FOIP Section 27, at 11:44 a.m.
CARRIED

JBC-24-011 MOVED by Mayor Maplethorpe that Council return to an open meeting at 12:05 p.m.
CARRIED

ADJOURNMENT

JBC-24-012 MOVED by Mayor Maplethorpe that being the agenda matters have been concluded, the meeting be adjourned at 12:05 p.m.
CARRIED

JULIE MAPLETHORPE, MAYOR

TANNER EVANS, CAO

Summer Village of Jarvis Bay

January 9, 2024

Council & Legislation

Delegation

Agenda Item: *Delegation – Petro Beach Area Parking*

Background:

Jim Watson and Michelle Bakke-Purnell are joining Council to address Council's decision to reduce parking on Jarvis Bay Drive in the Petro Beach area, in particular, enforcement and the impact of managing resident parking with day parking, on both sides of the road.

Options for Consideration:

1. Council accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

MGA Section 3 Municipal Purposes
(c) to develop and maintain safe and viable communities.

Summer Village of Jarvis Bay

Administration and Finance

February 6, 2024

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 33,060.29

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

1. Al's Bobcat & Trucking \$ 3,475.50
 - a. Accrued Dec 1 to 15 Sanding
 - b. Accrued Dec 18 to 27 Sanding
2. Sylvan Lake Regional Water/Wastewater \$ 4,634.95
 - a. Accrued 2023 Governance & Administration
3. Sylvan Lake Regional Water/Wastewater \$ 4,011.02
 - a. Accrued Dec WW Service
4. Summer Village of Norglenwold \$ 8,020.60
 - a. Accrued Remaining Dec 2023 - Muni Specific Costs
 - b. Accrued Remaining Dec 2023 - Shared Costs

Council Expense Claims Report:

Expenses(No Expenses at the Time of the Agenda Package was Submitted)

- 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
2024-01-23 2:38 PM

Summer Village of Jarvis Bay
List of Accounts for Approval
Batch: 2024-00002 to 2024-00013

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Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1235	2024-01-11	Al's Bobcat & Trucking			
19843	Accrual	232-000-255 - Plowing Program	Accrued Dec 1 to 15 Sandir	2,050.00	
		312-000-260 - GST Paid Refund	GST Tax Code	102.50	2,152.50
19851	Accrual	232-000-255 - Plowing Program	Accrued Dec 18 to 27 Sand	1,260.00	
		312-000-260 - GST Paid Refund	GST Tax Code	63.00	1,323.00
			Payment Total:		3,475.50
1236	2024-01-11	Empringham Disposal Corp			
57205	Accrual	243-000-200 - Contracted Servic	Accrued Dec Weekly 150 G	1,635.00	
		243-000-270 - Recycling Progra	Accrued Dec BiWeekly 150	585.00	
		312-000-260 - GST Paid Refund	GST Tax Code	111.00	2,331.00
1237	2024-01-11	Sylvan Lake Regional			
1929	Accrual	242-000-250 - SLR WasteWater	Accrued 2023 Govern & Adi	4,634.95	4,634.95
1238	2024-01-11	Xandal Backhoe Ltd.			
23--1221	Accrual	242-000-255 - Maintenance Proq	Accrued-Replaced Broken \	423.00	
		312-000-260 - GST Paid Refund	GST Tax Code	21.15	444.15
1239	2024-01-12	Sylvan Lake Regional			
1943	Accrual	242-000-260 - Useage Fees	Accrued Dec WW Services	4,011.02	4,011.02
1240	2024-01-19	Stantec Consulting Ltd			
1856434-JB	Accrual	297-209-840 - Project Rsv-GIS I	Accrued:Project GIS Implen	1,686.48	
		312-000-260 - GST Paid Refund	GST Tax Code	84.30	1,770.78
1241	2024-01-23	Metrix Group			
EPD4547	Accrual	212-400-231 - Audit Fees	Accrued 1st Audit Billing	1,800.00	
		312-000-260 - GST Paid Refund	GST Tax Code	90.00	1,890.00
1242	2024-01-23	Assoc of Summer Villages			
SI-128		211-302-220 - ASVA Membersh	2024 ASVA Membership	975.00	975.00
1243	2024-01-23	Association of Alberta Municipalities			
RG202401-046		211-301-220 - AB Munis Membe	2024 Alberta Municipalities	1,109.93	
		312-000-260 - GST Paid Refund	GST Tax Code	55.50	1,165.43
1244	2024-01-23	Parkland Regional Library			
240249		274-000-850 - Parkland Region	1st Quarter Requisition	502.61	
		312-000-260 - GST Paid Refund	GST Tax Code	25.13	527.74
1245	2024-01-23	Townsend Electrical LTD			
09416		232-000-545 - Street Light Progr	JB Estate Street Light Maini	1,222.90	
		312-000-260 - GST Paid Refund	GST Tax Code	61.15	1,284.05
1246	2024-01-23	Utility Safety Partners			
IN177211		242-000-255 - Maintenance Proq	2024 Annual Member Fee	74.48	
		312-000-260 - GST Paid Refund	GST Tax Code	3.80	78.28
1247	2024-01-23	Wild Rose Assessment Service			
9258		212-400-232 - Assessment Fees	Jan-Mar. 31/2024 Assessm	1,650.00	
		312-000-260 - GST Paid Refund	GST Tax Code	82.50	1,732.50
Total Computer Cheque:					24,320.40

EFT

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Summer Village of Jarvis Bay
List of Accounts for Approval
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Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
203	2024-01-12	Summer Villages of Norglenwold			
2023-00182	Accrual	226-000-200 - Enforcement	Accrued-UFA Dec Fuel for E	61.18	
		226-000-200 - Enforcement	Accrued-2023 CPO Monitor	1,127.78	
		226-000-200 - Enforcement	Accrued-Adj to CPO Inv# 36	-433.76	755.20
2023-00186	Accrual	297-205-840 - Project CCBF-Ro	Accrued-2023 Road Analysi	6,345.64	6,345.64
2023-00190	Accrual	212-100-110 - Salaries	Salaries	0.30	
		212-100-130 - Training	Training	84.04	
		212-100-140 - Benefits	Shared Benefits	0.01	
		212-100-210 - Travel and Subsi	T&S	0.00	
		212-100-211 - WCB	WCB	0.01	
		212-100-266 - PW Fleet	PW Fleet	0.00	
		212-200-215 - Postage/Freight/C	Postage/Freight	42.12	
		212-200-500 - Printing Costs	Printing Costs	0.00	
		212-200-510 - Office Supplies	Office Supplies	0.00	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	18.82	
		212-300-540 - Utilities	Utilities	18.69	
		212-300-250 - Facility Improvem	Facility Improvements	75.42	
		212-300-255 - Facility Maintena	Facility Maintenance	153.27	
		212-300-263 - Condominium Co	Condominium Costs	0.00	
		212-300-240 - Computer Softwa	Computer Software	5.04	
		212-300-242 - IT equipment	IT Equipment	426.82	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	0.00	
		212-300-510 - Other Contingenc	Contingency	95.22	
		212-300-530 - Building Insuranc	Shared Building Insurance	0.00	919.76
				Payment Total:	8,020.60
				Total EFT:	8,020.60

OTHER

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
3719	2024-01-29	Epcor			
JAN52024-9909		242-000-255 - Maintenance Proq	Utilities-3100 50A Ave	232.00	
		312-000-260 - GST Paid Refund	GST Tax Code	11.60	243.60
3720	2024-01-29	Epcor			
JAN52024-5500		232-000-545 - Street Light Progr	0040 VIRTUAL SITE ID 004	41.21	
		312-000-260 - GST Paid Refund	GST Tax Code	2.06	43.27
3721	2024-01-29	Epcor			
JAN22024-7333		232-000-545 - Street Light Progr	Utilities-SE-09-039-01-5	411.83	
		312-000-260 - GST Paid Refund	GST Tax Code	20.59	432.42
				Total Other:	719.29
				Total MAIN:	33,060.29

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Summer Village of Jarvis Bay
List of Accounts for Approval
Batch: 2024-00002 to 2024-00013

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Certified Correct This January 23, 2024

Mayor

Administrator

Summer Village of Jarvis Bay

Finance

Information Item

Agenda Item: *4th Quarter Financial Report*

Background:

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

Options for Consideration:

Detailed 4th Quarter Financial Report

Administrative Recommendations:

That Council accept this report as information.

Authorities:

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



SUMMER VILLAGE OF
JARVIS BAY

2023

Fourth Quarter Financial Report

Prepared by

Tina Leer, Finance Manager

Presented to Council February 6, 2024



2023 Operating Budget to December 31, 2023

As of December 31st, the operational budget shows targeted revenue as 100% collected with a much larger return on Investments than anticipated. As a result of this, the Transfer to WW Offset was not needed.

Municipal operating costs ended at 89% utilized, with \$55,988 remaining unspent.

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

Revenue:

Our Return on Investments is currently collecting 5.40% on the bank balance of \$2,186,775.70 as of December 31, 2023. This created a significant increase in year-to-date revenue. The yearend return on investments has earned \$110,816.

Development Permits collected earned \$3,800 and Encroachment Fees collected earned \$1,750 in 2023.

Expenditures

Council and Legislation:

78% of the Council and Legislation budget was used as of December 31, 2023. No Deputy Mayor or Councillor travel and subsistence was used.

Administration:

Administrative overall costs are over budget by 6.84% for 4th Quarter reporting. Most of these overages are from Shared Services. These overages have been reviewed and clarified to the Joint Services Committee.

Protective Services:

Protective Services was 66% utilized due to the remaining RCMP Policing costs of \$17,206 to be invoiced in April of 2024 due to the difference in financial yearends.

Public Works:

Public Works used 76% of their allocated budget with the road maintenance, plowing program, contacted solid waste, wastewater maintenance and useage fees coming in lower than anticipated for 2023.

Planning and Development:

Planning and Development used 53% percent of it's budget. The IDP was not used and other expenses are mainly for Municipal Planning Commission expenses.

Recreation:

Parks and Recreation used 99.64% of the allocated budget as of December 31st.

Environment:

Environmental budget was 100% utilized.

In Conclusion:

Overall, the Summer Village of Jarvis Bay operated at 89.97% utilization of their 2023 budgeted operational expenses.

2023 Capital Budget to December 31, 2023

Revenue:

The MSI Funded Administrative Building Improvement is fully completed with a final cost of \$24,205.16.

The DLO and Twin Rose Fence projects did not happen in 2023.

The Sign Project is moving forward with \$1,535 spent of the \$84,681.70 budget. An MSI Grant application has been submitted to Municipal Affairs, but has not been approved. Clarification as to why new signage is required in Jarvis Bay was necessary. Beautification updating of signage is no longer funded by MSI, therefore boundary identification for Community Peace and Bylaw Officer enforcement has been re-submitted for MSI review and approval.

Wastewater Flush out project is completed for 2023 and was on budget.

GIS Implementation is complete and came in under budget.

A CCBF grant was applied for the Road Analysis in the amount of \$10,718 in a shared application with the other 4 Municipalities. This grant was approved and \$10,780.45 was spent. Project is complete.

Expenditures:

Overall, \$54,199 was spent in the 2023 Capital Budget as of December 31, 2023.

Alberta School Foundation Budget to December 31, 2023

Per the *Education Act*, Section 167(1), the Lieutenant Governor is required to establish the education property tax mill rates, in any given year, by way of Order in Council. The 2023 rates were not yet passed, therefore, the December 2023 invoice continues to collect the requisition based on one-quarter the amount from 2022, as per the *Education Act*, Section 162(4). (email attached).

Based on the 4th Quarter Reporting, we have slightly over collected by \$193.08.

ATB Bank Balance to December 31, 2023 - \$2,186,775.70

Surplus and Reserve Balances to December 31, 2023

• Accumulated Surplus	0.00
• Completions Deposits	45,000.00
• Deferred Revenue (Grants)	426,919.75
• JSC IT Reserve	8,000.00
• Reserves Fleet Replacement	5,165.43
• Reserves Sewer	424,008.09
• 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	448,313.52
• Capital Replacement Reserve	237,140.00
• Reserve Enforcement	14,669.28
• Reserve Infrastructure	61,000.00

Property Taxes

The Summer Village of Jarvis Bay currently has 4 unpaid properties amounting to the small amount of \$1,785.61 on December 31, 2023.

1. \$416.00
2. \$738.25
3. \$629.20
4. \$2.16

Utilities

Any utilities that were owing from the May/23 billing, were transferred to the corresponding tax accounts on November 30, 2023 and are now considered taxes imposed.



Report Date
1/23/2024 2:10 PM

Summer Village of Jarvis Bay
Operating Budget
For the Period Ending December 31, 2023

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	Budget	Year to Date	Remaining	Var %
Revenue				
101-000-110 - Taxation	447,926	447,934	9	
101-000-510 - Penalties	10,300	7,168	(3,132)	30.40-
112-000-410 - Sale of Services & Su	241	600	359	149.46
112-000-540 - Interest Charges	109	266	157	144.42
112-000-550 - Return on Investments	8,268	110,816	102,548	1240.30
112-000-570 - Other Revenue	1,088	240	(848)	77.95-
112-000-740 - MSI Operational	10,636	21,272	10,636	100.00
121-000-530 - Fines Provincial Coll	500	100	(400)	80.00-
121-000-531 - Bylaw Enforcement		100	100	
142-000-400 - Street Light Charges	7,000	6,970	(30)	0.43-
142-000-410 - Wastewater Charges	58,800	59,270	470	0.80
142-000-411 - Transfer to WW Offset	10,738		(10,738)	100.00-
161-000-410 - Certificates Complian	100	300	200	200.00
161-000-510 - Inspection Fees	1,631	1,288	(342)	21.00-
161-000-520 - Development Permits/A	600	3,800	3,200	533.33
161-000-590 - Encroachment Fees	219	1,750	1,531	699.96
Total Revenue:	558,156	661,874	103,718	18.58
Expenditures				
Council and Legislation				
211-101-150 - Mayors Remuneration	7,000	8,880	(1,880)	26.86-
211-101-210 - Mayor Travel and Sub	1,285	1,145	140	10.91
211-102-150 - Deputy Mayor Remun	3,800	1,320	2,480	65.26
211-102-210 - Deputy Mayor Travel &	643		643	100.00
211-103-150 - Councillor Remun	1,400	1,680	(280)	20.00-
211-103-210 - Councilor Travel and	643		643	100.00
211-201-212 - ASVA Conference	1,114	299	815	73.16
211-202-212 - AB Munis Conference	1,178	1,161	17	1.46
211-203-212 - Council Education Opportunity	2,500	420	2,080	83.20
211-301-220 - AB Munis Membership	1,143	1,074	69	6.06
211-302-220 - ASVA Membership	1,044	975	69	6.65
211-303-220 - FCM Membership	155	135	20	13.14
211-304-220 - Mayors and Reeves Mem	100		100	100.00
Total Council and Legislation:	22,005	17,089	4,916	22.34
Administration				
212-100-110 - Salaries	123,521	135,430	(11,909)	9.64-
212-100-130 - Training	2,313	4,298	(1,985)	85.81-
212-100-140 - Benefits	4,280	4,777	(497)	11.61-
212-100-210 - Travel and Subsistenc	2,776	1,291	1,485	53.49
212-100-211 - WCB	1,767	1,687	80	4.54
212-100-266 - PW Fleet	925	1,003	(78)	8.44-
212-200-215 - Postage/Freight/Couri	1,394	1,865	(471)	33.76-
212-200-500 - Printing Costs	1,269	1,652	(383)	30.15-
212-200-510 - Office Supplies	2,313	1,796	517	22.33
212-300-217 - Phone/Fax/Internet	1,157	1,320	(163)	14.05-
212-300-240 - Computer Software / M	3,470	5,197	(1,727)	49.76-
212-300-242 - IT equipment	578	1,833	(1,255)	217.06-
212-300-250 - Facility Improvements	2,313	1,904	409	17.69
212-300-255 - Facility Maintenance	4,919	4,162	757	15.38
212-300-265 - Equipment Maintenance	347	411	(64)	18.49-

Report Date
1/23/2024 2:10 PM

Summer Village of Jarvis Bay
Operating Budget
For the Period Ending December 31, 2023

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	Budget	Year to Date	Remaining	Var %
212-300-270 - Equipment Rental	925	541	384	41.51
212-300-510 - Other Contingency	116	662	(546)	471.10-
212-300-530 - Building Insurance	694	428	266	38.30
212-300-540 - Utilities	2,082	3,714	(1,632)	78.38-
212-400-220 - Election Expenses/Mee	500	188	312	62.31
212-400-221 - Bank Fees	2,060	392	1,668	80.97
212-400-222 - Advertising	103	623	(520)	504.78-
212-400-230 - Legal Fees	5,717	7,870	(2,153)	37.65-
212-400-231 - Audit Fees	7,604	6,499	1,106	14.54
212-400-232 - Assessment Fees	7,210	7,000	210	2.91
212-400-275 - Municipal Insurance	5,057	5,003	54	1.08
212-400-910 - Taxation Changes	572	11	561	98.11
212-400-911 - Infrastructure Reserve	41,000	41,000		
212-402-220 - Donations to other Or	800	800		
Total Administration:	227,782	243,357	(15,575)	6.84-
Protective Services				
223-000-200 - Contract Fire Service	14,002	13,662	340	2.43
224-000-200 - Emergency Management	2,500	2,750	(250)	10.00-
225-000-200 - Policing Costs	17,939	733	17,206	95.91
226-000-200 - Enforcement		4,325	(4,325)	
226-000-201 - Enforcement Reserve	3,330	3,330		0.01
Total Protective Services:	37,771	24,800	12,971	34.34
Public Works				
232-000-200 - Green Space Program	30,000	30,007	(7)	0.02-
232-000-250 - Road Maintenance Prog	15,450	6,303	9,147	59.20
232-000-255 - Plowing Program	25,280	11,950	13,330	52.73
232-000-265 - Sign & Bench Program	3,214	4,180	(967)	30.08-
232-000-530 - Ditch and Culvert Pro	3,214	3,383	(169)	5.27-
232-000-545 - Street Light Program	7,210	5,118	2,092	29.02
242-000-250 - SLR WasteWater Commis	6,508	8,877	(2,369)	36.40-
242-000-251 - SLR Water Commission	371		371	100.00
242-000-255 - Maintenance Program-S	25,000	19,103	5,897	23.59
242-000-260 - Usage Fees	63,033	48,132	14,901	23.64
243-000-200 - Contracted Services Solid Waste	26,310	19,620	6,690	25.43
243-000-270 - Recycling Program-WM	11,434	8,528	2,906	25.42
Total Public Works:	217,024	165,201	51,823	23.88
Planning and Development				
261-000-115 - IDP (RDC,TSL,LC)	1,000		1,000	100.00
261-000-200 - Community Planning	500	55	445	89.00
261-000-215 - Subdivision Appeal Bo	900	134	766	85.11
261-000-220 - Municipal Planning Co	1,200	1,735	(535)	44.58-
Total Planning and Development:	3,600	1,924	1,676	46.56
Recreation				
272-000-510 - Parks and Playgrounds	22,868	24,253	(1,385)	6.06-
272-000-250 - Buoy Programs	4,635	3,599	1,036	22.35
274-000-850 - Parkland Regional Lib	1,920	1,873	48	2.47
212-403-220 - FCSS Sylvan Lake	3,542	3,542		

Report Date
1/23/2024 2:10 PM

Summer Village of Jarvis Bay
Operating Budget
For the Period Ending December 31, 2023

Page 3

	Budget	Year to Date	Remaining	Var %
274-000-510 - Operational Recreation Grants - ICF	16,454	15,975	479	2.91
Total Recreation:	49,419	49,242	177	0.36
Environment				
243-102-150 - Red Deer River Waters	555	555		
Total Environment:	555	555	0	0.00
Total Expenditures:	558,156	502,168	55,988	10.03
Surplus / Deficit	0	159,706	159,706	0.00

Report Date
1/23/2024 2:10 PM

**Summer Village of Jarvis Bay
Projects Budget**
For the Period Ending December 31, 2023

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-203-840 - Project MSI-Twin Rose Pathway/Fence	40,000.00		(40,000.00)
197-204-840 - Project Rsv-WW Flushout Repairs	16,000.00	15,991.91	(8.09)
197-205-840 - Project CCBF-Road Analysis	10,718.00	10,780.45	62.45
197-206-840 - Project MSI-Logo/Sign	84,681.70	1,535.00	(83,146.70)
197-207-840 - Project MSI-Admin Bldg Improvements	24,205.16	24,205.16	
197-208-840 - Project Rsv - DLO	25,000.00		(25,000.00)
197-209-840 - Project Rsv-GIS Implementation	2,300.00	1,686.48	(613.52)
Total Revenue:	202,904.86	54,199.00	(148,705.86)
Expenditures			
297-203-840 - Project MSI-Twin Rose Pathway/Fence	40,000.00		40,000.00
297-204-840 - Project Rsv-WW Flushout Repairs	16,000.00	15,991.91	8.09
297-205-840 - Project CCBF-Road Analysis	10,718.00	10,780.45	(62.45)
297-206-840 - Project MSI-Logo/Signage	84,681.70	1,535.00	83,146.70
297-207-840 - Project MSI-Admin Building Improvements	24,205.16	24,205.16	
297-208-840 - Project Rsv - DLO	25,000.00		25,000.00
297-209-840 - Project Rsv-GIS Implementation	2,300.00	1,686.48	613.52
Total Expenditures:	202,904.86	54,199.00	148,705.86
Surplus / Deficit	0.00	0.00	0.00

Report Date
1/23/2024 2:11 PM

Summer Village of Jarvis Bay
ASFF Budget Report
For the Period Ending December 31, 2023

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-000-130 - ASFF-Residential	453,025.35	453,023.76	(1.59)
101-100-130 - ASFF-non-residential	1,330.55	1,330.55	
101-103-130 - DI Designated Industrial	28.26	27.51	(0.75)
Total Revenue:	454,384.16	454,381.82	(2.34)
Expenditures			
201-100-130 - ASFF - Residential	453,025.35	452,830.68	194.67
201-101-130 - ASFF Non-Residential	1,330.55	1,330.55	
201-300-130 - DI Desinated Industrial	28.26		28.26
Total Expenditures:	454,384.16	454,161.23	222.93
Surplus / Deficit	0.00	220.59	220.59

Tina Leer

From: ASFF Information Management System (AIMS) <aims.sys.prod@gov.ab.ca>
<aims.sys.prod@gov.ab.ca>
Sent: Thursday, December 7, 2023 9:13 AM
Subject: AIMS: New ASFF Invoice is available

Follow Up Flag: Follow up
Flag Status: Flagged

ATTENTION:

Per the *Education Act*, Section 167(1), the Lieutenant Governor is required to establish the education property tax mill rates, in any given year, by way of Order in Council. The 2023 rates have not yet been passed, therefore, this invoice continues to collect the requisition based on one-quarter the amount from 2022, as per the *Education Act*, Section 162(4).

The Order in Council will be passed prior to December 1, 2023. This will approve the rates that have been communicated in the Statement of Intent and are also reflected by Municipal Affairs in MERO. December invoices will be in the amount indicated in the 2023 Statement of Intent, less the total amounts paid through the first three invoice periods (March, June, and September) of 2023.

Your understanding and cooperation on this matter is appreciated.

AIMS: New ASFF Invoice is available

The new ASFF Invoice is available for viewing, downloading, and printing. Please login to AIMS for your invoice.
[Organization Dashboard](#)

Thank you.



Alberta School Foundation Fund

Invoice **15027**
Date **7-Dec-23**

Tina Leer
Finance Manager
S. V. of Jarvis Bay
#2 Erickson Drive
Sylvan Lake, AB T4S 1P5

	Balance Forward from Previous Invoice(s)		\$112,085.45
7-Dec-23	Education Property Tax	\$112,367.44	
	Total Invoice Amount		\$112,367.44
29-Sep-23	Payment	(\$112,085.45)	
	Total Payments		(\$112,085.45)
	Balance Owing (Credits)		\$112,367.44

Payment Schedule

Schedule is updated every quarter with information from Municipal Affairs.

Due Date	Total Education Property Tax	Opted-out Payments	Your Payment
31-Mar-23	\$113,476.92	\$1,391.46	\$112,085.46
30-Jun-23	\$113,476.90	\$1,391.45	\$112,085.45
29-Sep-23	\$113,476.91	\$1,391.46	\$112,085.45
29-Dec-23	\$113,730.50	\$1,363.06	\$112,367.44
	\$454,161.23	\$5,537.43	\$448,623.80

This document lists the details of the 2023 Alberta School Foundation Fund property taxes. If you have questions about the assessments and calculations, please contact the Municipal Affairs Education Taxation Team at (780) 422-7125.

The late payment interest is calculated using an annual rate of Prime Rate plus 5.00%. Interest is charged daily against overdue balances.

If you have questions about your account, please contact Shanon Vergara at (780) 427-2172 or shanon.vergara@gov.ab.ca.

Requisition payments are due on the last banking day of March, June, September and December. Direct debits are completed on these dates. To sign up for direct debit, login to [AIMS](http://extranet.education.alberta.ca/aims/) (<http://extranet.education.alberta.ca/aims/>).

Alternatively, you may pay by cheque. For education property tax, please make it payable to Government of Alberta and send to Financial and Administrative Services, 10th Floor, 44 Capital Boulevard, 10044 – 108 Street, Edmonton, AB T5J 5E6. For opted-out payments, please make it payable to the name of the respective school boards and send to their respective school board addresses.

If you require changes to your address, contact information, or banking information, please login to [AIMS](http://extranet.education.alberta.ca/aims/).

Summer Village of Jarvis Bay

Public Works

Information Item

Agenda Item: *Jarvis Bay Public Works Update*

Background:

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

Capital Projects:

- Road Pavement Analysis: Report has been sent to Council.
- Entrance Signage Installation: Currently working with Alberta Transportation on TWP RD 391 location. Option to have stonework and breakaway posts is an option. This location will have no concrete and still be able to have the stone on the base cover and breakaway posts. Other 3 locations will remain as initially discussed.
- 2024-2033 10 Year Road Capital Plan: see attached Capital Plan. 2 Options presented for Council consideration.
 1. Maintain current PQI of 61 = Total ten-year costs \$1,209,214
 2. Achieve PQI of 55 = Total ten-year costs \$1,107,187
 3. Achieve PQI of 50 = Total ten-year costs \$586,298

2024 Costs Summary	Level of Service
\$42,833	Maintain PQI 61
\$0	Achieve PQI 55
\$0	Achieve PQI 50

Operating Activities & Follow-up Items:

- Sanding and snow removal was ongoing week of on Jan 8 – Jan 15 to maintain some icy patches in the Village.
- PW is working with Lakeview contracting on removal of items from municipal reserve. Initial Cost to remove items as per attached overview is \$4,987.50 from Lakeview Contracting. Letter of communication was sent back in July 2023 for Notice to Remove items on Municipal property.

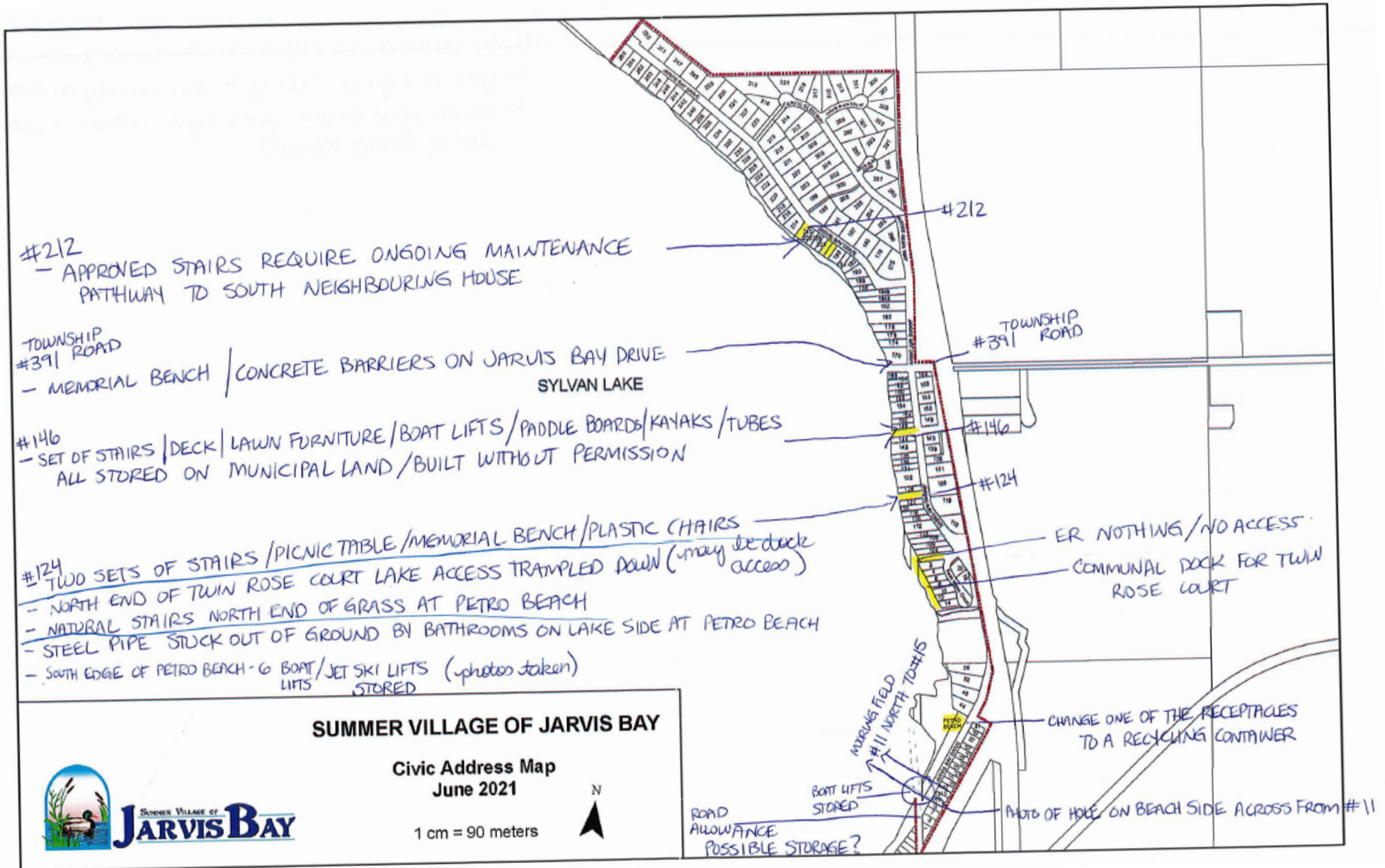
- Townsend Electrical will investigate a streetlight that remains on during the day. Near property # 287. Still looking into problem.

Administrative Recommendations:

That Council accepts this report as information.

Authorities:

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



JARVIS BAY - 10 Year Road Capital Plan	Costs to maintain current PQI - 61											
Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Jarvis Bay Drive - 0.42 km road ID # 191202	\$10,786										69	surface treatment
Jarvis Bay Drive - 0.14 km road ID # 191244	\$2,700										67	surface treatment
Jarvis Bay Drive - 0.038 km road ID # 191451	\$100										62	crack filling
Jarvis Bay Drive - 1.03 km road ID # 191647	\$26,247										72	surface treatment
JB Drive TWP road 391 area - 0.025 km road ID # 191334	\$1,000										57	surface treatment
JB Drive TWP road 391 area - 0.04 km road ID # 191617	\$1,000										57	surface treatment
JB Drive TWP road 391 area - 0.02 km road ID # 191398	\$1,000										79	surface treatment
Jarvis Glen Way - 0.356 km road ID # 191234		\$254,079									39	reconstruction
Township road 391 - 0.103 km road ID # 191596		\$151,702									41	reconstruction
Jarvis Glen Court - end - 0.326 km road ID # 191509			\$338,550								26	reconstruction
Jarvis Bay Drive - end - 0.423 km - road ID # 191202					\$11,675						69	surface treatment
Jarvis Glen Way - 0.356 km road ID # 191234					\$300						39	crack filling
Jarvis Glen Way - 0.040 km road ID # 191263					\$2,848						81	spray patching
Jarvis Glen Way - 0.659 km road ID # 191278					\$149,616						55	mill & overlay
JB Drive TWP road 391 area - 0.025 km road ID # 191334					\$600						57	surface treatment

JARVIS BAY - 10 Year Road Capital Plan	Costs to maintain current PQI - 61											
Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
JB Drive TWP road 391 area - 0.04 km road ID # 191617					\$1,000						57	surface treatment
JB Drive TWP road 391 area - 0.02 km road ID # 191398					\$1,000						79	surface treatment
Township road 391 - 0.103 km road ID # 191596					\$150						41	crack filling
Jarvis Bay Drive - end - 0.423 km road ID # 191202								\$12,390			69	surface treatment
Jarvis Bay Drive - 0.009 km road ID # 191406								\$600			98	surface treatment
Jarvis Glen Way - 0.356 km road ID # 191234								\$300			39	crack filling
Jarvis Glen Way - 0.040 km road ID # 191263								\$3,022			81	spray patching
Jarvis Glen Way - 0.659 km road ID # 191278								\$630			55	crack filling
Jarvis Glen Court - end - 0.326 km road ID # 191509								\$400			26	crack filling
JB Drive TWP road 391 area - 0.025 km road ID # 191334								\$650			57	surface treatment
JB Drive TWP road 391 area - 0.04 km road ID # 191617								\$100			57	crack filling
JB Drive TWP road 391 area - 0.02 km road ID # 191398								\$100			79	crack filling
Township road 391 - 0.103 km road ID # 191596								\$200			41	crack filling
Twin Rose Estates - 0.496 km road ID # 191644								\$179,192			64	mill & overlay
JB Drive - Petro Beach Area - 0.02 km road ID # 191389								\$57,277			71	mill & overlay
TOTAL COSTS	\$42,833	\$405,781	\$338,550	\$0	\$167,189	\$0	\$0	\$254,861	\$0	\$0		
TOTAL TEN YEAR COSTS (2024-2033)	\$1,209,214											

JARVIS BAY - 10 Year Road Capital Plan	Achieve PQI - 55											
Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Jarvis Glen Way - 0.356 km road ID # 191234			\$259,160								39	reconstruction
JB Drive TWP road 391 area - 0.02 km road ID # 191398			\$900								79	surface treatment
Township road 391 - 0.103 km road ID # 191596			\$154,736								41	reconstruction
Jarvis Glen Way - 0.040 km road ID # 191263					\$3,000						81	spray patching
Jarvis Glen Way - 0.659 km road ID # 191278					\$149,616						55	mill & overlay
Jarvis Bay Drive - 0.009 km road ID # 191406							\$600				98	surface treatment
Jarvis Glen court - 0.349 km road ID # 191409							\$392,778				43	reconstruction
Jarvis Glen Way - 0.356 km road ID # 191234							\$300				39	crack filling
Jarvis Glen Way - 0.055 km road ID # 191279							\$11,338				59	mill & overlay
JB Drive TWP road 391 area - 0.02 km road ID # 191398							\$1,000				79	surface treatment
Township road 391 - 0.103 km road ID # 191596							\$200				41	crack filling
Jarvis Bay Drive - 0.14 km road ID # 191244									\$22,486		67	mill & overlay
Jarvis Bay Drive - 0.038 km road ID # 191451									\$35,809		62	reconstruction

JARVIS BAY - 10 Year Road Capital Plan	Achieve PQI - 55											
Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Jarvis Glen Way - 0.040 km road ID # 191263									\$3,083		81	spray patching
Jarvis Glen Way - 0.659 km road ID # 191278									\$700		55	crack filling
JB Drive - Petro Beach Area - 0.02 km road ID # 191389										\$57,277	71	mill & overlay
Jarvis Glen court - 0.349 km road ID # 191409										\$500	43	crack filling
Jarvis Glen Way - 0.356 km road ID # 191234										\$310	39	crack filling
Jarvis Glen Way - 0.055 km road ID # 191279										\$100	59	crack filling
JB Drive TWP road 391 area - 0.025 km road ID # 191334										\$4,637	57	mill & overlay
JB Drive TWP road 391 area - 0.04 km road ID # 191617										\$7,457	57	mill & overlay
JB Drive TWP road 391 area - 0.02 km road ID # 191398										\$1,000	79	surface treatment
Township road 391 - 0.103 km road ID # 191596										\$200	41	crack filling
TOTAL COSTS	\$0	\$0	\$414,796	\$0	\$152,616	\$0	\$406,216	\$0	\$62,078	\$71,481		
TOTAL TEN YEAR COSTS (2024-2033)	\$1,107,187											

JARVIS BAY - 10 Year Road Capital Plan	Costs for PQI of 50											
Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Jarvis Glen Way - 0.040 km road ID # 191263					\$2,848						81	spray patching
Jarvis Glen Way - 0.659 km road ID # 191278					\$149,616						55	mill & overlay
JB Drive TWP road 391 area - 0.02 km road ID # 191398					\$900						79	crack filling
Jarvis Bay Drive - 0.009 km road ID # 191406							\$600				98	surface treatment
Jarvis Glen Way - 0.055 km road ID # 191279							\$11,338				59	mill & overlay
Township road 391 - 0.103 km road ID # 191596							\$167,491				41	reconstruction
Jarvis Glen Way - 0.040 km road ID # 191263								\$3,022			81	spray patching
Jarvis Glen Way - 0.659 km road ID # 191278								\$700			55	crack filling
JB Drive TWP road 391 area - 0.02 km road ID # 191398								\$920			79	surface treatment
Twin Rose Estates - 0.496 km road ID # 191644								\$179,192			64	mill & overlay
JB Drive - Petro Beach Area - 0.02 km road ID # 191389										\$57,277	71	mill & overlay
Jarvis Glen Way - 0.055 km road ID # 191279										\$100	59	crack filling
JB Drive TWP road 391 area - 0.025 km road ID # 191334										\$4,637	57	mill & overlay
JB Drive TWP road 391 area - 0.04 km road ID # 191617										\$7,457	57	mill & overlay
Township road 391 - 0.103 km road ID # 191596										\$200	41	crack filling
TOTAL COSTS	\$0	\$0	\$0	\$0	\$153,364	\$0	\$179,429	\$183,834	\$0	\$69,671		
TOTAL TEN YEAR COSTS (2024-2033)	\$586,298											

JARVIS BAY ROAD ID OVERVIEW LOCATIONS (maintain PQI)

Summer Village of Jarvis Bay

February 6, 2024

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 79 development permits issued in the Summer Villages (20 in Birchcliff, 5 in Half Moon Bay, 19 in Jarvis Bay, 16 in Norglenwold, and 19 in Sunbreaker Cove).

The following is the listing for Jarvis Bay:

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

Closed DPs since last meeting:

1. 19 Jarvis Bay Drive	Home Occupation
------------------------	-----------------

Permit Summary:

Year to date 2024:

0 development permits.

2023 Jan.-Dec.:

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

2022 Jan.-Dec.:

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

2021 Jan.-Dec.:

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

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #125/13.

Summer Village of Jarvis Bay**January 9, 2024****Information****Agenda Item: *CAO Report*****Background:**

- The Lacombe Regional Emergency Management Partnership has suggested a 2024 tabletop exercise of a large-scale wildfire that would cause the evacuation of all of the summer villages. Administration will be participating in the required tabletop exercise sometime in 2024.
- The SV preliminary audit took place January 17 – 18. The full audit will be taking place on February 8-9.
- CAO will be attending the Emerging Trends in Municipal Law conference hosted by Brownlee Law in Calgary on February 7-8.
- Administration met with CAREERS, a not-for-profit foundation to discuss and apply for potential funding for summer students.
- Attached are the CAO goals for 2024.

Options for Consideration:

Council to discuss and accept as information.

Administrative Recommendations:

Council 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. Land Use Bylaw Rewrite	Work with Council and MPS to do community engagement and write new Land Use Bylaw	LUB complete and adopted by Council.	
4. 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 in 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. NACLAA (National Certificate of Local Authority Administration) level 2 complete	University of Alberta courses	Courses complete	
2 CLGM (Certified Local Government Manager) designation through SLGM (Society of Local Government Managers) after completion of NACLAA level 2.			

Part 6 – Signatures:

 CAO

 Mayor

 Council Member

 Date

 Date

 Date

Summer Village of Jarvis Bay

Finance

Request for Decision

Agenda Item: *Capital Budget*

Background:

Administration is providing a proposed capital project budget for 2024 attached.

Options for Consideration:

That Council review and discuss the Capital Budget and provide any necessary projects into the 2024 Capital Budget.

Administrative Recommendations:

- 1) That Council discuss and adopt the 2024 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 2024 Budget	
Expenses Anticipated			
MSI Logo/Signage (2023) na	\$	83,146.00	
Tree Planting (391, reserves)	\$	10,000.00	
LUB rewrite	\$	33,000.00	
144/148 JB Drive Stairs	\$	50,000.00	
Air release valve replacements	\$	14,500.00	
Roads			
Total Expenses	\$	190,646.00	\$ 190,646.00
Funding Anticipated			
MSI Logo/Signage (2023) na	\$	83,146.00	\$ -
Reserves Capital Replacement	\$	60,000.00	
Reserves Sewer	\$	14,500.00	
Reserves Environmental	\$	33,000.00	
Reserves Roads			
Total Funding	\$	190,646.00	\$ 190,646.00
Amount Required from Taxation		\$-	\$ -

Council Approved:

Summer Village of Jarvis Bay

February 6, 2024

Request for Decision

Agenda Item: *Ambulatory Care*

Background:

Administration has received a request from Susan Samson, Chair of the Sylvan Lake and Area Urgent Care Committee, looking for the Summer Villages to support the forming of the Sylvan Lake and Area Health Foundation.

The purpose of the foundation would replace functions performed by the Stettler Health Foundation on behalf of the Urgent Care Committee and allow the foundation to solicit and receive gifts for the benefit of the Sylvan Lake Advanced Ambulatory Care Service.

Please see attached letter from Chair Samson along with the 2023 Year in Review for the Sylvan Lake and Area Urgent Care Committee.

Options for Consideration:

- 1) Council support the Sylvan Lake and Area Health Foundation.
- 2) Council accept as information.

Administrative Recommendations:

- 1) Council support the Sylvan Lake and Area Health Foundation.

Authorities:

MGA Section 3 Municipal Purposes

The purposes of a municipality are (b) to provide service, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality.

Good Morning Mayors of the Sylvan Lake Summer Villages,

We would like to provide you with a brief update on the Sylvan Lake Advanced Ambulatory Care Service (AACS) and outline our plan to form a Health Foundation.

The AACS has been operational since 2018 and sees between 13,000 - 18,000 patients annually for the treatment of non-life threatening injuries. AACS is open 7 days a week, from 7:30am-10:00pm and is staffed by nurses and a medical doctor. Patients at the AACS come from the surrounding rural area but also visitors to our area and residents from Red Deer. Our most pressing concern is the shortage of doctors to cover the shifts at AACS and we have formed a separate committee, Sylvan Lake Health Professional Healthcare Attraction and Retention Committee (SLhPARC) to address this problem. In 2023, working closely with Alberta Health Services (AHS) this committee (SLhPARC) has attracted 5 international doctors and their families to relocate to Sylvan Lake and join family medicine clinics including working at AACS.

The Sylvan Lake and Area Urgent Care Committee (UCC) has been functioning since 2010. Our current main role is fundraising to support the needs of the AACS. These needs include purchasing medical equipment, additional training for doctors working at AACS and funding the SLhPARC committee. The UCC is a well recognized and respected fundraiser and we have been able to cover the above mentioned needs while still maintaining a healthy bank balance.

The immediate goal of the UCC is to form Sylvan Lake and Area Health Foundation. The overarching purpose of the health foundation is to be able to solicit and receive gifts, financial or otherwise for the benefit of the AACS. The Health Foundation would have its own board of directors including one seat for AHS. All donations would be eligible for a charitable receipt. These functions are currently performed on our behalf by the Stettler Health Foundation and we have outgrown their accounting service.

We are in the process of working with AHS to attract a board of qualified directors and to develop bylaws. We would like to include in the foundation bylaws identification of the communities and areas that have supported AACS over this past 13 year journey. Being identified as a health foundation would allow us to recognize the large area that AACS serves and provide rural residents the opportunity to donate to their local healthcare facilities that do not currently have their own health foundation. When a donation is made, the Foundation and Alberta Health Services will work closely together to direct those funds toward healthcare needs in the facility the donor wishes to support. The Foundation will manage tax receipting for any donations that are received.

The question we are asking is whether there is interest for the Sylvan Lake Summer Villages to be identified in the Sylvan Lake and Area Health Foundation? I can answer

further questions by email or if you would prefer me to answer any questions in person, I am available to do that as well. We look forward to your response.

Sincerely,
Susan Samson
Chair
Urgent Care Committee
Sylvan Lake and Area

2023 Year in Review Sylvan Lake and Area Urgent Care Committee

Since opening in June 2018, the Sylvan Lake Advanced Ambulatory Care Service (AACS) has been providing diagnosis and treatment for non-life-threatening injuries and illnesses for residents and visitors of Sylvan Lake. AACS continues to see high volumes of patients with 18,386 patients using this service in 2023. The Urgent Care Committee is a group of 11 volunteers who raise money to support the operations of the AACS. The following is an overview of the activities of the committee in 2023.

Medical Equipment Purchases

In 2023, an Oxygen Concentrator valued at \$2,467.00 and a Broselow Cart valued at \$3,500.00 were purchased and are in place at the AACS. Equipment or services are purchased as required to support the AACS and its staff in delivering healthcare.

Fundraising

Tim Hortons Smile Cookie

A major fundraising effort is the Tim Horton's Smile Cookie Campaign that took place in May 2023. During this week-long campaign, cookies were sold to Tim Horton's patrons and local business. The success of this campaign is credited to over 100 volunteers from the community, local businesses, fire, RCMP, Town Bylaw, local youth, service clubs and elected officials who spent a total of 48 hours in the drive-thru promoting the sale of cookies. The cookie sale raised \$18,146.66 for the future purchase of medical equipment for AACS.

Smile Cookie will continue in May 2024 and we are currently seeking volunteers for both cookie sales on site at Tim Hortons, cookie decorators during the campaign. Or if you have a flair for details, we would love to have you join us for the organization of the volunteers and hands on management during the week of cookie sales. Email Susan Samson susamson56@gmail.com

Golf Tournament

The Sylvan Lake and District Lion's Club Golf Tournament held in July 2023 was another resounding success. Started in 2015, the tournament continues to attract golfers to Meadowlands Golf Course to enjoy the game, camaraderie, food and support local community causes. In 2023 the tournament donated to the Urgent Care Committee and to the newly formed Lions Seniors Independent Affordable Housing Project. In 2024 the tournament will be held on July 5th. For further information contact: Klaas Van Veller kandmvanveller@yahoo.com

AHS 50/50

AHS employees have a 50/50 payroll raffle where employees choose a facility they would like the 50/50 proceeds to be directed to. In 2023 \$21,688.01 was directed to be sent to the Urgent Care Committee for the future purchase of equipment at the AACS. Another great reason to thank a healthcare employee!

Donations

Urgent Care regularly receives donations directed to the operations and equipment purchases to enhance and support AACS. Each donation received receives a CRA tax receipt that can be used as a deduction on your income tax. Donations can be made out to and mailed to:
Urgent Care Committee, Box 8985, Sylvan Lake, AB, T4S 1S6

Nurse practitioners added to Sylvan Lake ambulatory care service

Two nurse practitioners have been added to the care team at the Sylvan Lake Advanced Ambulatory Care Service, as part of ongoing efforts to support the health and wellness of community residents.

The nurse practitioners are working alongside nursing staff to provide care and support to residents in much the same way as physicians now do. Nurse practitioners are registered nurses with advanced

knowledge and skills who can provide health promotion and primary care through the diagnosis and treatment of acute illnesses and chronic conditions.

In a community-based setting, such as this advanced ambulatory care service, they will perform comprehensive assessment and diagnosis (including the ordering and interpretation of tests), prescribe medications, and provide specialist referrals for patients of all ages.

Sylvan Lake and Area Health Foundation

The UCC is taking steps to form a Health Foundation. The overarching purpose of the health foundation is to be able to solicit and receive gifts, financial or otherwise for the benefit of the AACS. The Health Foundation would have its own board of directors including one seat for AHS. All donations would be eligible for a charitable receipt. These functions are currently performed on our behalf by the Stettler Health Foundation and we have outgrown their accounting service.

If you are interested in applying to be a director on the Sylvan Lake and Area Health Foundation, please contact Susan Samson. Susamson56@gmail.com

Sylvan Lake Health Professional Attraction and Retention Committee or SLhPARC

SLhPARC was formed in 2023 and the committee's purpose is to recruit and retain healthcare professionals in our community. SLhPARC was funded by a generous anonymous donation and one-time matching funds from the Urgent Care Committee. New family doctors relocating to Sylvan Lake will help insure that AACS is open 7 days a week from 7:30am-10:00pm. To date, SLhPARC, working closely with AHS has attracted 5 International Medical Graduates to Sylvan Lake. Of the 5 doctors, 3 are currently practising in Sylvan Lake medical clinics and all the new doctors are contracted to work at AACS. This will help reduce the staffing pressures experienced at AACS.

On behalf of the volunteer Urgent Care Committee, we would like to thank Sylvan Lake and Area for your continued support. If you would like further information or would like to get involved, please reach out to us.

Susan Samson
Chair
Urgent Care Committee
Sylvan Lake and Area

Summer Village of Jarvis Bay

February 6, 2024

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:

- Alberta Lake Management Society
- Association of Summer Villages of Alberta LGFF Briefing

Upcoming Meetings:

Next Council Meeting – March 5, 2024



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – JANUARY 10, 2024 – 6:30PM

1. Audit

The Board reviewed three proposals from companies who perform audits. At this time the library will strive to continue their relationship with BDO for the 2023 library audit.

2. Treasurer’s Report

The Treasurer’s report was approved as presented.

3. Director’s Report

The Director’s Report was approved as presented.

The Director is working with the staff to create an action plan for achieving the Plan of Service. Some examples from this action plan would include collaborating with community groups or organizations to offer workshops or programs, establishing space for independent computer use, and ensuring the lending materials remain current with ongoing purchases made for each collection.

4. Programming Report

Prior to the holidays several interesting programs and events were held at the library. Some of these included the Schizophrenia Society of Alberta offering a community education presentation covering the stigmas and misconceptions about Schizophrenia, two “Come Write In” events where the doors were opened to people who wanted a quiet place to work, a wonderful photographic tour of time spent in Svalbard by Myrna Pearman, a drop in “Letters to Santa” event where children could write letters and have them mailed to the North Pole, “Winter Wonderland” celebration of many cultures and the wrap up of the Junior Book Club complete with a pizza party sponsored by JD Law. Continuing this year will be free legal clinics put on by JD Law, to find out dates and times please check out the events page:

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

The Film society will have its first showing of the year on January 29 at Landmark Cinemas featuring “Who’s Yer Father?” starting Chris Locke, Susan Kent, and Jess Salgueiro. Films screen the last Monday of the month in January, February, March, April, September, and October with doors opening at 6:00pm and the film starting at 7:00pm. Tickets are \$10 + GST and season passes are \$50 + GST (you get one film free); they

are available at the library for presale or at the theatre on the night of the film. Please note only cash can be accepted at the door for ticket sales.

5. Policy

The Personnel Committee Policy was passed at this meeting.

The Personnel Policy was discussed at this meeting and will be brought back with the suggested amendments for decision at the February meeting.

Meeting adjourned at 8:41pm.

Next Regular Meeting – February 14, 2024, at 6:30pm.

Parkland Update

Thursday, January 25, 2024

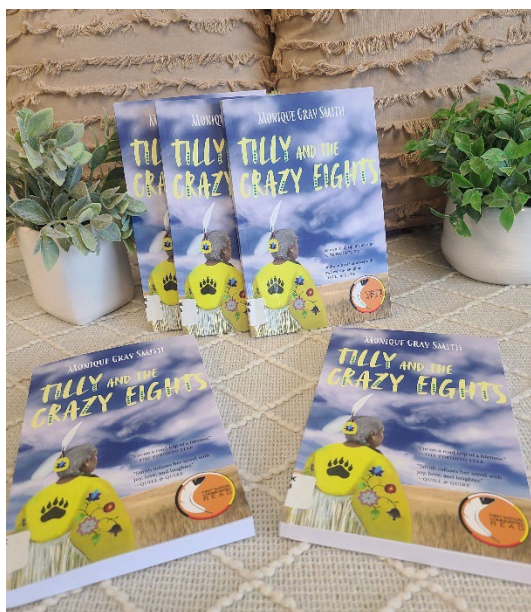
Get the latest Parkland updates, library news, training, events, and more!

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

Welcome Back, Olya!

Olya has returned from her maternity leave and we are excited to welcome her back to Parkland! Library staff can view the Consulting Cohorts document in the Q drive to find out who their Consultant Librarian is.

New Book Clubs Kits Available



New book club kits are ready!

- *The First Rule of Punk* by Celia C. Pérez (8+ yrs)
- *Shine!* by J.J. & Chris Grabenstein (8+ yrs)

- *The Unicorn Rescue Society* by Adam Gidwitz (8+ yrs)
- *Grown* by Tiffany D. Jackson (Teen)
- *Tilly and the Crazy Eights* by Monique Gray Smith (Teen)

Reserve a kit for your book club program via the [booking form on the support site](#).

Parkland's Annual Report Workshop In Action



Parkland's 2023 Annual Report Workshop was held on January 22nd and it was a success. Attendees were able to work on the Annual Report for their library with PRLS staff handy to answer questions. Thank you to everyone who attended!

Professional Development Magazines Available to Borrow

Parkland receives several magazine subscriptions related to libraries. These magazines have been catalogued and are now available for library staff to borrow. Pick your next coffee break read from the list below!

[American](#)

[Libraries](#)

Booklist (also	available	through	Libby!)
Library			Journal
Public			Libraries
School	Library		Journal

LIBRARY NEWS

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

Southern Alberta Library Conference - Registration Open

The 15th annual [Southern Alberta Library Conference](#) will be held on Friday, April 26th in Lethbridge and is now open for [registration](#). The conference is themed "Navigating the Currents of Change," and explores how changes in today's fast-paced society affect libraries.

Public Library Grant for Skill Development in Rural Alberta

Public library boards serving populations of 20,000 or less could be eligible for one-time project funding to build capacity and skills for work, learning, digital literacy, and support for new Canadians. [Applications](#) are accepted until Friday, February 2nd, 2024.

2024 Alberta Book Publishing Awards

The [2024 Alberta Book Publishing Awards](#) are now open for submissions! The submission period will close on February 28, 2024. The winners of the 2024 Alberta Book Publishing Awards will be announced at an awards gala, scheduled for September 24, 2024 at the Varscona Theatre in Edmonton.

Libby Book Awards

OverDrive has announced the finalists for the 1st annual Libby Book Awards! [Vote for your favorite Book](#) of the Year in a variety of categories. Published in the past 12 months, finalists were nominated by OverDrive's Digital Content librarians—and will be voted on only by librarians and library staff.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Graphic Novels 101** February 5 at 10am - Virtual meeting
- **Friends of the Library Training** February 8 at 1pm - Virtual meeting

If you would like to RSVP or find out more information about these training opportunities, please contact libraryservices@prlab.ca. To watch past training sessions, visit [Niche Academy](#).

Building Authentic Relationships with Underserved Communities Webinar

January 30

12pm

[This webinar](#) will help you develop a plan for identifying, reaching, and building relationships with communities experiencing oppression.

Alberta Law Libraries Information Webinar

February 15

12pm

[Alberta Law Libraries](#) connects Albertans with reliable sources of legal information. [This webinar](#) introduces you to their system, highlights the most useful internal and open-access legal resources and websites, and explores ways of collaboration.

Trauma-Informed Librarianship: Centering Relationships and Care Course

April 11-25

Join Library Journal online and gain the knowledge and tools needed to create a

library environment that fosters healing, resilience, and empowerment. In [this course](#), you'll complete assignments over 3+ weeks in an interactive online classroom environment with personal coaching from an expert in the field. \$262 USD



Happy New Year from the team at ALMS!

We hope you had a relaxing Christmas season, had a chance to spend time with friends and family, and are heading into the new year feeling refreshed!

We've hit the ground running since being back at the office, with our winter programs finally taking off!



Our winter season is in full swing!

There has been so much interest in the Winter LakeKeepers Program since our lakes have *(finally)* frozen over late December.

If you would like to learn more about the program and find out how to volunteer, please check out our website below:





We're Hiring!

Applications are now open for our summer positions!

ALMS is looking for energetic, organized individuals to fill our seasonal LakeWatch and Recreational Water Technician vacancies.

Interested in finding out more and applying?
You can find the job postings to each position [HERE!](#)

Know someone that would be the perfect fit?
Please share all the details with them!

Applications will be accepted until **February 16, 2024 at midnight.**



LakeWatch Volunteer Callout

Calling all lake stewards!

Are you interested in volunteering with ALMS this coming summer with our LakeWatch Program? We're looking for volunteers to take us out on their watercraft to sample their lakes!

Please reach out to programs@alms.ca with your lake of interest, or reply to this email.



From: MIKE PASHAK <mike.pashak@shaw.ca>
Sent: Monday, January 15, 2024 11:16 AM
To: Mike Pashak <mike.pashak@shaw.ca>
Cc: Kathy Krawchuk ASVA, Executive Director <execdirector@asva.ca>
Subject: Follow Up: ASVA Briefing Note - LGFF Base Fund Issues

Good Morning CAOs,
Hope everyone is staying warm.

As promised in our original email on LGFF Base Funding, the ASVA has put together a briefing note on the issue. Please share with your Councils as it will provide speaking points and additional background on the issue. This could be beneficial if your Councils have an opportunity to interact with their local MLA, Alberta Cabinet Ministers, or other municipal elected officials.

We continue to work with Municipal Affairs to gain better understanding on the LGFF Program guidelines in the following areas:

- Clause 5a - time limits to use allocated funds
- Clause 8g - maximum project commitment limit
- Borrowing Costs
- Section 12 - project eligibility restrictions and, in particular, the two new measures introduced in that section.

Regards,
Mike Pashak
President, ASVA
(403) 620-1543

From: ASVA Exec Director <summervillages@gmail.com>
Sent: Wednesday, January 3, 2024 3:15 PM
To: Kathy Krawchuk (execdirector@asva.ca) <execdirector@asva.ca>
Cc: Mike Pashak <mike.pashak@shaw.ca>
Subject: ASVA response to Minister McIver Re: LGFF Capital Allocation Formula

Good afternoon,

Please see the email message below from ASVA's President, Mike Pashak, thank you.

Dear Members,

Happy New Year. Hope everyone enjoyed their Christmas season and the great winter weather we are having.

Attached you will find a letter to Minister McIver outlining the ASVA's concerns with the LGFF Capital Allocation formula and more specifically Base funding. Please share this information with all of your Council before January 12, which is 5 days before the ABmunis LGFF Town Hall. We will keep you up-to-date on any response we receive from the Minister's office. The ASVA is currently putting together speaking points and background information on the points made in the letter to the Minister for your use as needed. Our goal is to share that information with you in the next week or so.

The LGFF Capital Allocation program also introduced some new rules and changes from the old MSI program. In our initial review of the guidelines, we identified the following areas as possible concerns for Summer Villages:

- > **Clause 5a.** Funds are still able to be carried forward for five years. However, time extensions will no longer be permitted and any unspent amount will be reduced from future LGFF allocations
- > **Section 6.** Although not new this section may become more important as Summer Villages determine how Section 12 - Project Eligibility Restrictions may impact them.
- > **Section 7** discusses Asset Management planning and the need for a municipality to answer whether they have one or not.
- > **Clause 8g, Maximum Project Commitment Limit.** The ASVA is working with Municipal Affairs to understand how this and borrowing clauses might impact Summer Villages. We will provide updates as the information comes to us.
- > **Section 12, Project Eligibility Restrictions.** Two new measures are introduced that could impact the amount of LGFF received. This section also discusses core infrastructure, asset condition assessment, and asset management plan. It discusses the interplay between those items and eligibility restrictions.

There is still lots of work to do to fully understand the new LGFF program and the ASVA will continue to help Members through the process. If you have any specific areas that you would like ASVA to focus on, please send them to me and the Executive Director.

Regards,

Mike Pashak
President
Association of Summer Villages of Alberta
(403) 620-1543
mike.pashak@shaw.ca

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