

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF JARVIS BAY
JANUARY 10 @ 9:30 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, December 6, 2022

D. INFORMATION ITEMS

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

E. REQUESTS FOR DECISION

1) Public Works

- a) Waste Management Bylaw

F. COUNCIL, COMMITTEES, AND CORRESPONDENCE

1) Council Reports

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

2) Correspondence

- a) Urgent Care Committee

3) Upcoming Meetings

- a) Council Meeting – February 7, 2023

G. ADJOURNMENT

Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held December 6, 2022, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE Mayor: Julie Maplethorpe via Zoom
Deputy Mayor: Annabelle Wiseman via Zoom
Councillor: David Garratt via Zoom
CAO: Tanner Evans
Public Works Manager: Owen Olynyk
Recording Secretary: Teri Musseau

CALL TO ORDER The Meeting was called to order at 9:33 a.m. by Mayor Maplethorpe.

AGENDA APPROVAL

JBC-22-143 MOVED by Councillor Garratt that the agenda be adopted as amended:

D.5. CAO Report
E.2.A. Climate Plan

CARRIED

CONFIRMATION OF MINUTES

JBC-22-144 MOVED by Deputy Mayor Wiseman that the regular meeting minutes of Council held on November 1, 2022, be approved as presented.

CARRIED

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Public Works Report

JBC-22-145 MOVED by Mayor Maplethorpe that Administration send a letter to Alberta Transportation requesting the installation of signs prohibiting the use of engine retarder brakes along Highway 20 adjacent to the Summer Village of Jarvis Bay.

CARRIED

- 3) Development Update Report
- 4) Community Planning Association of Alberta
- 5) CAO Report

JBC-22-146 MOVED by Deputy Mayor Wiseman that Council accept the information items as presented.

CARRIED

REQUEST FOR DECISION

COUNCIL & LEGISLATION

JBC-22-147 Office Location
MOVED by Mayor Maplethorpe that Council proclaim the administrative office be located at 2 Erickson Drive, Sylvan Lake, Alberta.

CARRIED

JBC-22-148 Emerging Trends in Municipal Law
MOVED by Councillor Garratt that Council accept the Emerging Trends in Municipal Law session as information.

CARRIED

JBC-22-148 Climate Plan
MOVED by Deputy Mayor Wiseman that Council participate in the creation of a Climate Action Plan for the Summer Village of Jarvis Bay.

CARRIED

COUNCIL REPORTS

- Mayor Maplethorpe
- Town of Sylvan Lake Library Board
 - Parkland Regional Library Board
 - Winter newsletter
 - Association of Summer Villages of Alberta
- Deputy Mayor Wiseman
- No reports
- Councillor Garratt
- No reports

CORRESPONDENCE

- Red Deer River Watershed Alliance
- Fire services training program grant funding
- Sylvan Lake EMS proposed schedule change

JBC-22-149 MOVED by Mayor Maplethorpe that Council accept the Council reports and correspondence items as information.

CARRIED

NEXT COUNCIL MEETING

JBC-22-150 MOVED by Mayor Maplethorpe that the next meeting of Council be held January 10, 2023, at 9:30 a.m.

CARRIED

ADJOURNMENT

JBC-22-151 MOVED by Mayor Maplethorpe that being the agenda matters have been concluded, the meeting be adjourned at 10:43 a.m.
CARRIED

JULIE MAPLETHORPE, MAYOR

TANNER EVANS, CAO

Summer Village of Jarvis Bay

Administration and Finance

January 10, 2023

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 195,462.49

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

1. Al's Bobcat & Trucking	\$ 5,566.05
a. Sanding-Nov 2,3,6,8 & 10	
b. Sanding-Nov 17,21,23,24,25 & 28 th	
2. 1473929 Alberta Ltd	\$ 7,087.50
a. Removal of 10 Large Dead Trees	
3. Pidherney's	\$ 8,270.01
a. 2022 Sewer Force Main Flush	
4. Sylvan Lake Regional Water/Wastewater	\$ 8,778.55
a. Governance & Admin Costs	
b. Wastewater Services-November 2022	
5. Summer Village of Norglenwold	\$ 26,853.17
a. November 2022 Muni Specific Costs	
b. November 2022 Shared Costs	
c. December 13, 2022 Muni Specific	
6. AB School Foundation Fund	\$131,973.51
a. 4 th Quarter School Funding	

Council Expense Claims Report:

November Expenses

▪ Julie Maplethorpe	\$ 643.92
▪ Annabelle Wiseman	\$ 0
▪ David Garratt	\$ 120.00

December Expenses

▪ Julie Maplethorpe	\$ 275.99
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- Annabelle Wiseman \$ 600.00
- David Garratt \$ 120.00

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Date Printed
2022-12-21 3:04 PM

Summer Village of Jarvis Bay
List of Accounts for Approval (Detailed)
Batch: 2022-00104 to 2022-00115

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1097 AUG1522-MPC	2022-11-29	Lenore Berkeley 261-000-220 - Municipal Plannin	Aug 15 MPC	100.00	100.00
1098 19045	2022-11-30	Al's Bobcat & Trucking 232-000-255 - Plowing Program	Sanding-Nov 2,3,6,8 & 10	3,171.00	
		312-000-260 - GST Paid Refund	GST Tax Code	158.55	3,329.55
19065		232-000-255 - Plowing Program	Sanding-Nov 17,21,23,24,2	2,130.00	
		312-000-260 - GST Paid Refund	GST Tax Code	106.50	2,236.50
			Payment Total:		5,566.05
1099 IVC117589	2022-11-30	Town of Sylvan Lake 223-000-200 - Contract Fire Ser	Medical Assist-Incident#22-	650.00	650.00
1100 366	2022-11-30	1473929 Alberta Ltd 232-000-200 - Green Space Pro	Removal of 10 Large Dead	6,750.00	
		312-000-260 - GST Paid Refund	GST Tax Code	337.50	7,087.50
1101 5565	2022-12-21	Ace Line Locating Ltd. 242-000-255 - Maintenance Pro	Line Locating	360.00	
		312-000-260 - GST Paid Refund	GST Tax Code	18.00	378.00
1102 40799	2022-12-21	Empringham Disposal Corp 243-000-200 - Contracted Servic	Bi Weekly Collection-Nover	1,485.00	
		312-000-260 - GST Paid Refund	GST Tax Code	74.25	1,559.25
1103 138552	2022-12-21	Pidherney's 242-000-255 - Maintenance Pro	2022 Sewer Force Main Flu	7,876.20	
		312-000-260 - GST Paid Refund	GST Tax Code	393.81	8,270.01
1104 2022-4	2022-12-21	Red Deer Catholic Regional 201-100-130 - ASFF - Residenti	Supplementary Tax Requist	1,564.00	1,564.00
1105 1311	2022-12-21	Rugged West Maintenance Inc. 232-000-200 - Green Space Pro	Snow Fence Install & Zip-Ti	306.80	
		312-000-260 - GST Paid Refund	GST Tax Code	15.34	322.14
1106 1719	2022-12-21	Sylvan Lake Regional 242-000-250 - SLR WasteWater	Governance & Admin Costs	3,645.81	3,645.81
1726		242-000-260 - Useage Fees	Wastewater Services-Nover	5,132.74	5,132.74
			Payment Total:		8,778.55
			Total Computer Cheque:		34,275.50

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
185 2022-00144	2022-11-30	Summer Villages of Norglenwold 226-000-200 - Enforcement	New Toyota Truck Purchase	13,114.72	13,114.72
186 2022-00152	2022-11-30	Summer Villages of Norglenwold 212-400-222 - Advertising	ATB MC-LGAA-Ad Bylaw Ei	42.00	
		212-400-222 - Advertising	ATB MC-Alberta Municipalit	90.00	
		212-400-230 - Legal Fees	Brownlee Law-Legal fees	1.00	133.00
2022-00148		212-100-110 - Salaries	Salaries	8,455.72	
		212-100-130 - Training	Training	25.49	
		212-100-140 - Benefits	Shared Benefits	317.61	

Date Printed
2022-12-21 3:04 PM

Summer Village of Jarvis Bay
List of Accounts for Approval (Detailed)
Batch: 2022-00104 to 2022-00115

Page 2

EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
		212-100-210 - Travel and Subsidiaries	T&S	369.01	
		212-100-211 - WCB	WCB	161.76	
		212-100-266 - PW Fleet	PW Fleet	237.77	
		212-200-215 - Postage/Freight/Carriers	Postage/Freight	667.30	
		212-200-500 - Printing Costs	Printing Costs	97.45	
		212-200-510 - Office Supplies	Office Supplies	769.73	
		212-300-217 - Phone/Fax/Internet	Shared Phone/Fax	103.49	
		212-300-540 - Utilities	Utilities	447.77	
		212-300-250 - Facility Improvements	Facility Improvements	0.00	
		212-300-255 - Facility Maintenance	Facility Maintenance	484.70	
		212-300-263 - Condominium Costs	Condominium Costs	1,169.35	
		212-300-240 - Computer Software	Computer Software	218.89	
		212-300-242 - IT equipment	IT Equipment	0.00	
		212-300-265 - Equipment Maintenance	Equipment Maintenance	0.00	
		212-300-270 - Equipment Rental	Equipment Rental	50.22	
		212-300-510 - Other Contingencies	Contingency	0.00	
		212-300-530 - Building Insurance	Shared Building Insurance	0.00	13,576.26
			Payment Total:		13,709.26
187	2022-12-13	Summer Villages of Norglenwold			
2022-00156		212-400-222 - Advertising	ATB MC-Indeed Job Ad	29.19	29.19
			Total EFT:		26,853.17

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
3308	2022-12-31	AB School Foundation Fund			
13627		201-101-130 - ASFF Non-Resident	School Fund	1,360.79	
		201-100-130 - ASFF - Resident	School Fund	130,612.72	131,973.51
3314	2022-12-31	Epcor			
DEC12022-7333		232-000-545 - Street Light Program	Utilities	378.29	
		312-000-260 - GST Paid Refund	GST Tax Code	21.41	399.70
3317	2022-12-31	Receiver General/OTH			
CP11-22		312-000-262 - CRA Remuneration	CPP-November Remuneration	35.16	35.16
3318	2022-12-31	Waste Management of Canada			
1150459-0613-4		243-000-270 - Recycling Program	Recycling	1,586.61	
		312-000-260 - GST Paid Refund	GST Tax Code	79.35	1,665.96
3327	2022-12-31	Epcor			
DEC62022-5503		232-000-545 - Street Light Program	Utilities	40.90	
		312-000-260 - GST Paid Refund	GST Tax Code	2.05	42.95
3328	2022-12-31	Epcor			
DEC62022-9909		242-000-255 - Maintenance Program	Utilities	206.23	
		312-000-260 - GST Paid Refund	GST Tax Code	10.31	216.54
			Total Other:		134,333.82
			Total MAIN:		195,462.49



Council Expense Claim Form

NAME: Julie Maplethorpe

POSITION: Mayor

MONTH ENDING: November-2022

RECEIVED

Village Business

NOV 28 2022

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

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

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
11/1/22	Regular Council	1.5	Mayor	\$ 120.00
11/9/22	Town of Sylvan Lake Library Board	1.0	Mayor	\$ 120.00
11/17/22	Parkland Regional Library Board	2.0	Mayor	\$ 120.00
11/23/22	Other (Wireless Broadband Virtual Session)	1.5	Mayor	\$ 120.00
11/23/22	Lacombe Regional Emergency Advisory Committee	3.5	Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 600.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
11/23/22	Lacombe Regional Emergency Advisory Committee	72.00	\$0.61	\$ 43.92
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 43.92

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 643.92

Page 7 of 9



Council Expense Claim Form

NAME: Annabelle Wiseman

POSITION: Deputy Mayor

MONTH ENDING: December-2022

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
10/4/22	Regular Council	2.5 hours	Deputy Mayor	\$ 120.00
10/4/22	Municipal Planning Commission	1 hour	Deputy Mayor	\$ 120.00
10/24/22	Sylvan Lake Regional Wastewatre Commission	2.5 hours	Deputy Mayor	\$ 120.00
11/1/22	Regular Council	1.5 hours	Deputy Mayor	\$ 120.00
12/6/22	Regular Council	2 hours	Deputy Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 600.00

If event is other please type it in.

COPY

Travel

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

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 600.00

Page 9 of 9

Summer Village of Jarvis Bay

January 10, 2023

Public Works

Information Item

Agenda Item: *Public Works Report*

Background:

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

- Administration is seeking competitive quotes for road condition assessment from engineering firms.
- Garbage and recycling contracts are now signed. Administration will start sending notices to residents notifying them of the changes.
- Contractor responsible for Petro Beach indicated the snow fence design has been consistent for the last 3 years. Administration will look in spring to see what methods alternative methods can be used.

Options for Consideration:

That Council accepts this report as information.

Authorities:

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

Summer Village of Jarvis Bay

January 10, 2022

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 92 development permits issued in the Summer Villages (27 in Birchcliff, 3 in Half Moon Bay, 18 in Jarvis Bay, 20 in Norglenwold, and 24 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 |

Permit Summary:

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 10, 2023

Information

Agenda Item: *CAO Report*

Background:

- Administration has hired a new Bylaw Enforcement Officer, Zac Longstaff, who started working with us on January 5th. Zac has previous experience as a Bylaw Enforcement Officer for the Town of Innisfail and we are happy to welcome him to the team.
- Jarvis Bay Dock and Mooring plan to be discussed at January Meeting of the Whole, date to be determined.
- Administration has made the following suggestions for the 2023 capital plan. Should Council agree, pricing can be obtained for a more detailed capital plan in February.
 - Twin Rose Fence along Municipal Reserve
 - Jarvis Bay Estates sign / landscaping
 - Tree / shrub planting in open area on berm along JB drive
 - Drainage improvements moving water from under HWY 20
 - Road analysis, subject to pricing
 - Sewer repairs (faulty flush outs)

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”.

Summer Village of Jarvis Bay

January 10, 2023

Finance

Information Item

Agenda Item: *Audit Plan*

Background:

Administration has received the attached Auditor's plan outlining the services and responsibilities of the auditors for the 2022 Audit.

Options for Consideration:

- 1) That Council accept as information.

Administrative Recommendations:

That Council accept as information.

Authorities:

Municipal Government Act, Section 276(1)

Each municipality must prepare annual financial statements of the municipality for the immediately proceeding year in accordance with

- a) Canadian generally accepted accounting principles for municipal governments, which are the standards approved by the Public Sector Accounting Board included in the CPA Canada Public Sector Accounting Handbook, and
- b) any modification of the principles or any supplementary accounting standards or principles established by the Minister by regulation.



January 3, 2023

Sylvan Summer Villages
#2 Erickson Drive
Sylvan Lake, AB T4S 1P5

Sent via e-mail: tevans@sylvansummervillages.ca

Attention: Summer Village Council Members

Dear Summer Village Council Members:

Re: 2022 AUDIT PLAN

A. INTRODUCTION

The objectives of this letter are as follows:

- a) To communicate clearly with Council our responsibilities in relation to the financial statement audit, and provide an overview of the planned scope and timing of the audit;
- b) To obtain from Council information relevant to the audit;
- c) To provide Council with timely observations arising from the audit that are significant and relevant to Council's responsibility to oversee the financial reporting process; and
- d) To promote effective two-way communication between the auditor and Council.

Clear two-way communication between the auditor and those charged with governance (Council) is an integral part of every audit. After reviewing the audit plan, please advise us whether there are additional areas of concern to Council which we should consider.

This letter should not be distributed without the prior consent of Metrix Group LLP and Metrix Group LLP accepts no responsibility to a third party who uses this communication.

B. SERVICES TO BE PROVIDED

We have been engaged by Council to perform the following services:

a) Audit services

- Audit of the Summer Village financial statements.
- Audit of the Summer Village *Financial Information Return*.

b) Non-audit services

- We have not been engaged to provide any non-audit services.

C. AUDITOR INDEPENDENCE

At the core of the provision of external audit services is the concept of independence. Canadian Auditing Standards recommends that we communicate to Council, at least annually, all relationships between our firm and the Summer Village that, in our professional judgment, may reasonably be thought to bear on our independence.

We are currently not aware of any relationships between the Summer Village and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence. We will provide our annual letter confirming our independence up to the date of our report at the conclusion of the audit.

D. AUDITOR RESPONSIBILITIES

It is important for Council to understand the responsibilities that rest with the Summer Village and its management and those that belong to the auditor in relation to the financial statement audit.

Our audit of the Summer Village financial statements will be performed in accordance with Canadian Auditing Standards. These standards require that we plan and perform the audit to obtain reasonable about whether the financial statements as a whole present fairly, in all material respects, the financial position, results of operations and cash flows of the Summer Village in accordance with Canadian public-sector accounting standards. Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the financial statements taken as a whole, including illegal acts whose consequences have a material effect on the financial statements.

Canadian Auditing Standards do not require the auditor to design procedures for the purpose of identifying supplementary matters to communicate to Council.

E. MANAGEMENT RESPONSIBILITIES

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

F. PLANNED SCOPE AND TIMING OF THE AUDIT

In gathering our audit evidence, we will utilize an approach to the audit of the Summer Village that allows us to issue an audit opinion on the financial statements in the most cost-effective manner, while still obtaining the assurance necessary to support our audit opinion. In performing our audit, our work will be focused on, but not limited to, areas that we believe have a higher risk of being materially misstated.

To assess risk correctly, we will require a clear understanding of the Summer Village business and the environment it operates in. We will gain this understanding primarily through discussions with management and staff.

Audit Strategy

Based on our knowledge of the Summer Village operations, we anticipate utilizing an entirely *substantive* approach (analysis of data and obtaining direct evidence as to the validity of the items such as third-party confirmation). In obtaining the required audit evidence to support our report, we do not plan to place reliance on any internal controls that may exist at the Summer Village. This approach will allow us to issue an audit opinion on the financial statements in the most cost-effective manner, while still obtaining the assurance necessary to support our audit opinion.

Significant Risks

Significant risks are identified and assessed risks of material misstatement that, in the auditors' judgment, require special audit consideration. We have identified the following significant risks.

Revenue Recognition

Revenue recognition is presumed to be a significant risk in every financial statement audit. Our audit approach will include examining revenue recognition policies and reviewing grant agreements to ensure revenue is being recognized appropriately.

Management Override of Controls

Canadian Auditing Standards stipulates that management override of controls is considered a significant risk in every financial statement audit. To reduce this risk to an acceptable level, our audit approach will include substantive procedures including testing of manual journal entries, reviews of irregular transactions, and assessing key estimates for potential bias.

Materiality

Materiality in an audit is used as a guide for planning the nature and extent of audit procedures and for assessing the sufficiency of audit evidence gathered. It is also used in evaluating the misstatements found and determining the appropriate audit opinion to express.

A misstatement, or the aggregate of all misstatements in financial statements, is considered to be material if, in the light of surrounding circumstances, it is probable that the decision of a person who is relying on the financial statements, and who has a reasonable knowledge of business and economic activities (the user), would be changed or influenced by such misstatement or the aggregate of all misstatements. The materiality decision ultimately is based on the auditors' professional judgment.

Canadian Auditing Standards require the use of both quantitative and qualitative factors in determining materiality. In planning our audit, we have concluded that a materiality level of 2% of operating revenue is appropriate. However, we anticipate that management will record any adjustments that we propose that are of a non-trivial nature.

Audit Team

Our team includes skilled professionals who have experience working on local government audits. We will provide the following team:

Engagement Partner	Philip Dirks, CPA, CA
Manager	Stephen Webber, CPA
Junior	Andrej Aleksic (CPA student)

Timing of the Audit

We performed audit planning and interim audit work in December 2022.

The year-end audit fieldwork is scheduled to take place the week of February 6, 2023.

We anticipate presenting the audited financial statements to Councils at the March or April 2023 Council meetings.

Management Representations

Management's representations are integral to the audit evidence we will gather. Prior to the release of our report, we will require management's representations in writing to support the content of our report.

G. AUDIT FEES

We understand that the Summer Village demands value and we strive to provide the highest quality services while working with the Summer Village to control costs.

We previously (letter dated May 6, 2021) provided the five (5) Summer Villages with an estimate of our audit fees for the 2022 fiscal year in the amount of \$31,000. This estimate, which does not include GST or out-of-pocket expenses, assumes that our responsibilities will be limited to the expression of an opinion on the Summer Villages financial statements. We will not be required to perform accounting work, prepare working papers, or provide any other non-audit responsibilities.

H. NEW AND REVISED PUBLIC SECTOR ACCOUNTING BOARD STANDARDS

The following is a summary of recently issued *Public Sector Accounting Board* pronouncements. We encourage the Summer Village accounting staff to review these to determine the potential impact to the Summer Village.

Effective Fiscal Years Beginning on or After April 1, 2022

PS 3280 – Asset Retirement Obligations (new)

- Establishes standard that addresses the accounting and reporting of legal obligations associated with the retirement of tangible capital assets.
- Includes obligations associated with solid waste landfill sites covered under *PS 3270 – Solid Waste Landfill Closure & Post-Closure Liability*.
- Earlier adoption is permitted.

Effective Fiscal Years Beginning on or After April 1, 2023

PS 3400 – Revenue (new)

- Establishes a standard that addresses the accounting and reporting of revenue not previously addressed in the CPA Canada Public Sector Accounting Handbook.
- Provides a framework for recognizing revenue by distinguishing between revenue that arises from transactions that include performance obligations from transactions that do not have performance obligations.
- Earlier adoption is permitted.

I. REQUESTS OF COUNCIL

During the course of your duties as the Council, you may become aware of additional areas of concern, from an audit perspective, that you would like us to address. We welcome discussion on any areas of audit concern that Council may have.

Additionally, we request that you inform us (prior to the commencement of our year-end work) whether Council has knowledge of any actual, suspected, or alleged fraud affecting the Summer Village.

J. COMMUNICATION OF THE RESULTS

At the completion of our audit, we will communicate to Council matters arising from the financial statement audit. Our communication will include the following:

- Matters required to be communicated to the Council under Canadian Auditing Standards including possible fraudulent activities, possible illegal acts, significant weaknesses in internal control and certain related party transactions;
- Our views about significant qualitative aspects of the Summery Village accounting practices, including accounting policies, accounting estimates, and financial statement disclosures;
- Other matters, if any, arising from the audit that, in our professional judgment, are significant to the oversight of the financial reporting process; and
- Any other matters previously agreed to with Council.

We trust this communication will provide you with an update on the current developments within the accounting profession as well as clarify our responsibilities and audit approach.

Please do not hesitate to contact us about any of the above items or other matters of concern to Council.

Yours truly,

METRIX GROUP LLP



Philip J. Dirks, CPA, CA
Partner

cc: Tanner Evans, Chief Administrative Officer

Summer Village of Jarvis Bay**January 10, 2023****Finance****Information Item****Agenda Item:** *Welcome Packages***Background:**

At the September 6, 2022, Council meeting, Mayor Maplethorpe requested Administration bring forward the welcome package that is sent out to new residents of the Summer Village for review by Council.

The welcome package contains information on key bylaws, lake health, contact information for staff, development, taxes, garbage, etc.

Options for Consideration:

- 1) That Council accept as information.

Administrative Recommendations:

That Council accept as information.

Authorities:

Communication Policy

Desired Outcomes

- Provide citizens with timely, accurate, clear, objective and complete information about policies, programs, services and initiatives.



Summer Villages Administration Office

#2 Erickson Drive
Sylvan Lake, AB T4S 1P5
Ph: 887-2822

Dear Resident:

The staff at the Sylvan Lake Summer Villages Administration Office would like to welcome you to the Summer Village of Jarvis Bay. We would like to take this opportunity to welcome you to our community and give you pertinent information that you should be aware of as a new resident. At any time, please visit our website for the most current information at <http://www.sylvansummervillages.ca/>.

The Summer Village of Jarvis Bay is exclusively a low density, single family residential community who is committed to being good and effective stewards of the environment and will act accordingly, providing municipal services that compliment a simple approach to community living, respects and shows pride with regard to public and private space, and will endeavor to communicate, cooperate and work towards creating a better lake environment with all municipalities surrounding Sylvan Lake.

As you are probably aware, the Summer Village of Jarvis Bay is a unique municipality. Municipal business is directed by an elected Council of three members and administered by the Administration Office. The Administration Office also administers four other Summer Villages; the Summer Villages of Half Moon Bay, Norglenwold, Birchcliff and Sunbreaker Cove.

Throughout the attached pages, you can find the information on the following topics:

- Administrative Contacts
- Elected Officials (Council)
- Protecting the Lake
- Landscaping & Invasive Species
- Bylaws
- Development
- Taxes
- Where to Pick up Your Mail
- Garbage & Recycling
- Snow Plowing
- Additional Information

Thank you for taking the time to read this welcome letter as we hope you find it informative. We want you to enjoy your new community and welcome you to contact our office anytime with questions or concerns.

Sincerely,

Tanner Evans

Chief Administrative Officer

ADMINISTRATIVE CONTACT INFORMATION

Mailing Address:

Summer Villages Administration Office
#2 Erickson Drive
Sylvan Lake, AB T4S 1P5

Phone: 403-887-2822

Email: information@sylvansummervillages.ca
development@sylvansummervillages.ca
finance@sylvansummervillages.ca
publicworks@sylvansummervillages.ca

Office Hours:

Monday – Friday (closed on Statutory Holidays)
8:30am – 4:30pm

Staff:

Tanner Evans – Chief Administrative Officer
Teri Musseau – Executive Assistant
Tina Leer – Finance Officer
Trudy Dubeau – Accounting Assistant
Owen Olynyk – Public Works Manager
Carolyn Widmer – Reception/Admin Support
Kara Kashuba – Development Officer

ELECTED OFFICIALS (COUNCIL)

Mayor: Julie Maplethorpe
Deputy Mayor: Annabelle Wiseman
Councillor: David Garratt

Please visit the website for their contact information.

If you wish to sit before Council, our delegation policy/form is located on the webpage.

PROTECTING OUR LAKE & SHORELINES

Chances are you moved to this Summer Village to enjoy the natural scenic beauty and to take part in recreational activities. When we focus on the waterfront, however, our activities can adversely affect water quality and the lives of many species of fish and wildlife. These adverse effects can be minimized when we practice stewardship as we enjoy lakefront property and participate in outdoor activities. Stewardship implies responsibility and obliges us to understand that what we do on the land and in the water affects the lake and our enjoyment of it. Our responsibility extends not just to our human neighbours, but also to all the plants and animals for which the lake is home, and whose presence enhances the quality and enjoyment of our time spend at the lake.

Before you start any work along the shoreline, remember that the shores and beds of the lake are public lands. Make sure you have a permit from Public Lands or Water Management Division. This permit requirement applies to anything you may want to build or alter on the bed or shore, including importing sand and controlling erosion. Unauthorized projects may be investigated, require restoration, and/or result in fines.

Please contact Alberta Environment and Parks (AEP) for more information at <http://aep.alberta.ca/>

Please visit the Caring for Shoreline Properties website to learn more information about the preservation and restoration of the natural state of the lake and the shore lands, while maintaining the value of your property. <http://aep/alberta.ca/lands-forests/shorelands/lakeshores/documents/CaringForShorelineProperties-1999.pdf>.

LANDSCAPING / INVASIVE SPECIES INFORMATION

Invasive alien species or invasive species are non-native species that have been introduced, intentionally or unintentionally, from other countries or ecosystems and threaten Alberta's ecosystems and biodiversity. When landscaping we strongly recommend checking the Alberta Invasive Species Council's Fact Sheets found on their website <https://www.abinvasives.ca/> to ensure you are not planting invasive species.

Aquatic invasive Species currently affecting our lake:

- **Quagga and Zebra Mussels** move from lake to lake by attaching themselves to boats and other recreational equipment.
- **BOATERS! Clean, Drain & Dry your boat!**
The Alberta Government has recently enacted changes to legislation that will help to protect our provincial water bodies from of the infestation of aquatic invasive species. Effective immediately, when highway signage indicates that a watercraft inspection station is open, it is mandatory that all carriers of water-based vessels must report to the onsite inspectors to have their boats, trailers and other water-related equipment checked for invasive species such as the zebra and quagga mussels. It's the law.
- The **Prussian Carp** is a species of wild goldfish that has been illegally released into various waterbodies in Alberta. This invasive fish species has established breeding populations across the province, and presents a serious threat to local aquatic ecosystems and native fish habitats.
- More information on the above can be found on the AISC website <https://www.abinvasives.ca/>

“Prevention is Key”

BYLAW INFORMATION

The following bylaws are in effect in your Summer Village. We strongly recommend visiting the website to find out the full details:

- **Community Standards Bylaw** (To Prohibit certain activities in order to prevent and compel the abatement of noise, nuisance, unsightly premises and public disturbances)
- **Dog Bylaw** (Licensing, regulating and controlling of animals running at large)
- **False Alarm Bylaw** (In order to protect and preserve the safety and welfare of all its citizens that alarm systems be controlled so as to minimize false alarms)
- **Fee Bylaw** (Fees Administration charges to provide information regarding taxes,

assessment, development, and general office services)

- **Fire Bylaw** (For the purpose of regulating burning)
- **Land Use Bylaw** (To regulate and control the use and development of land and buildings)
- **Mill Rate Bylaw** (To authorize the rates of taxation for the taxation year)
- **Petro Beach Bylaw** (To control the use of the Petro Beach park)
- **Procedural Bylaw** (To define certain of the duties of Council)
- **Street Light Fee Bylaw** (street lighting and for the purpose of changing rates and fees)
- **Tax Penalty Bylaw** (Penalties with respect to the non-payment of taxes)
- **Traffic/Parking Bylaw** (For the purpose of regulating street, motor vehicle and pedestrian traffic)
- **Wastewater Fee Bylaw** (A system for the disposal of sewage waste and for the purpose of changing rates and fees)

DEVELOPMENT INFORMATION

A Development Permit is required for any developments including dwellings, accessory buildings (sheds, detached garages, etc.), decks, buildings demolitions, hot tubs, ponds, mechanized excavation, stripping and grading of a parcel, driveways, and home occupations.

There are also height restrictions on fences and maximum parcel coverage. Existing trees and shrubs on private property shall be conserved to the maximum extent possible and escarpments or riparian areas shall be left in their natural state.

Please note, RV's or accessory buildings cannot be placed on vacant lots.

Failing to obtain a Development Permit may result in a Stop Order and/or a penalty of \$1500.00.

Please contact the Development Department for more information.

TAX INFORMATION

The tax year is from January 1st to December 31st. Tax notices are mailed out in May and are due on July 31st. A Tax Installment Plan (TIPPS) is available and runs from January to December, with each of the first five monthly payments based on the previous year's tax levy. The remaining monthly payments will be adjusted in June to compensate for changes in taxes resulting from the annual tax levy. The annual tax notice will show the total amount of installments to date.

Please contact Tina Leer the Finance Officer for more information or check out our webpage for the application form/frequently asked questions.

WHERE TO PICK UP YOUR MAIL

Canada Post is in charge of delivering your mail. Please visit the Town of Sylvan Lake postal office located on 5010 50A Avenue or Canada Post's website at:

<https://www.canadapost.ca/web/en/home.page>

GARBAGE & RECYCLING

The scheduled pick up dates are attached or can be found on the website.

SNOW PLOWING INFORMATION

Our Public Works Department works closely with the snow removal contractor to ensure safe traffic movement and driving surfaces. Below are some items to keep in mind regarding snow removal:

- Sand filled containers are placed throughout the village for the convenience to the residents.
- Snow plowing shall be undertaken after a major snowfall within 12 hours of being contacted by our office or an on-site designate.
- Streets shall be sanded when driving conditions become a hazard to public safety.

OTHER INFORMATION THAT CAN BE FOUND ON THE WEBSITE

- Bylaws
- Complaint Form
- Council Meetings & Agendas/Minutes
- Current News
- Development Permits in Appeal Periods
- Newsletters
- Policies
- Register Ice Fishing Huts information
- Summer Village History

OTHER HEALTHY WATERSHED INFORMATION

- **Backyard Composting to Reduce Organic Waste**
Managing waste is everyone's business and the best place to begin is in your own backyard.
<http://aep.alberta.ca/waste/reports-data/documents/BackyardCompostingOrganicWaste-Dec2008.pdf>
- **Cows and Fish**
Strives to foster a better understanding of how improvements of riparian areas can enhance landscape health and productivity, for the benefit of landowners. We are available to help landowners to: Understand riparian area functions and values; Examine and monitor the health of their riparian areas; and Evaluate and suggest management strategies.
<http://cowsandfish.org/>
- **Clean water. Well protected**
Working well provides resources free of charge to water well owners interested in learning how to protect and maintain water wells. Visit <http://aep.alberta.ca/water/education-guidelines/working-well/default.aspx> for Working Well resources including e-learning modules, fact sheets and a schedule of upcoming workshops.
- **Discover Sylvan Lake**

Find information on campgrounds, golfing, accommodations, recreation, sports, festivals, events, shopping, restaurants, and services.
<https://www.sylvanlake.ca/en/index.aspx#>

- **Give Your Shoreline a Make-Over**

10 Environmental-friendly things to do to improve your shoreline.

<http://www.bcnature.ca/wp-content/uploads/2015/03/Makeover-Fold-out.pdf>

- **Living by Water/Living by Lake**

For more than 15 years, Nature Alberta has delivered the Living by Water (LBW) program, providing information to Alberta lake residents about healthy shoreline living.

<http://naturealberta.ca/programs/living-by-water/>

- **Low Impact Developments**

Designers have long known the toll that compacted turf-and-tree landscapes and hardened surfaces like roofs, roads and parking lots take on our lakes, rivers and streams. However, the tools to address these impacts in this complex system have only begun to be developed in the past decade or two.

<http://www.alidp.org/>

- **Respect Our Lakes**

The Respect Our Lakes (ROL) program was developed within the Government of Alberta and aims to support and engage Albertans in lake stewardship.

<http://aep.alberta.ca/water/programs-and-services/respect-our-lakes/default.aspx>

- **Saving the World Begins at Home**

A personal guide to managing household waste.

<http://aep.alberta.ca/waste/reduction-recycling/documents/SavingTheWorldBeginsAtHome-Apr2010.pdf>

- **Septic Sense**

Information, resources and support to help landowners responsibly manage their septic systems.

<http://www.landstewardship.org/septic-sense/>

- **Stepping Back from the Water**

A beneficial management practices guide for new development near water bodies in Alberta's settled region.

<http://aep.alberta.ca/land/programs-and-services/land-and-resource-planning/regional-planning/south-saskatchewan-region/subregional-plans/documents/PMP-SteppingBackWater-May2017.pdf>

- **The Dock Primer**

A cottager's guide to waterfront friendly docks.

<http://www.dfo-mpo.gc.ca/Library/337921.pdf>

- **Vermicomposting to Reduce Kitchen Waste**

Vermicomposting or worm composting is using red wiggler worms to decompose organic household wastes into a useful soil conditioner. It's easy! Fill a container with bedding material, worms and food waste. The worms do the rest.

<http://aep.alberta.ca/waste/reports-data/documents/VermicompostingReduceKitchenWaste-Dec2008.pdf>

- **Your Emergency Preparedness Guide**

Learn how quick and easy it is to become better prepared to face a range of emergencies – anytime, anywhere.

<https://www.getprepared.gc.ca/cnt/rsrscs/pblctns/yprprdnssgd/yprprdnssgd-eng.pdf>

Summer Village of Jarvis Bay

January 10, 2023

Council and Legislation

Request for Decision

Agenda Item: *Waste Management Bylaw*

Background:

As of December 2022, the Summer Village has signed a new services agreement with a service provider for waste and recycling collection and subsequent disposal for a five (5) year term. Bylaw #87-00 is not compliant as it does not include the carts or collection process and, at 23 years old, is outdated and needing revision.

Administration has amended the current bylaw to include the changes and is bringing a new updated bylaw forward for Council's review and consideration.

Options for Consideration:

- 1) That Council accept as information.
- 2) That Council give 1st, 2nd and 3rd reading to the Waste Management Bylaw #190-23.

Administrative Recommendations:

- 1) That Council give 1st reading to the Waste Management Bylaw #190-23.
- 2) That Council give 2nd reading to the Waste Management Bylaw #190-23.
- 3) That Council by unanimous consent give 3rd reading to the Waste Management Bylaw #190-23 at this meeting.
- 4) That Council give 3rd and final reading to the Waste Management Bylaw #190-23.

Authorities:

Municipal Government Act, Chapter M-26

A Municipal Council may pass Bylaws establishing and maintaining a waste management system throughout the municipality.

**SUMMER VILLAGE OF JARVIS BAY
WASTE MANAGEMENT BYLAW
BY-LAW 190-23**

A By-law of the Summer Village of Jarvis Bay in the Province of Alberta to provide for the supply of waste management service in the Summer Village of Jarvis Bay.

WHEREAS by authority of the Municipal Government Act, Chapter M-26, R.S.A. 2000, and amendments thereto, the Council of the Summer Village of Jarvis Bay may pass a bylaw for the establishment of public utilities, including a waste management system;

AND WHEREAS the Council of the Summer Village of Jarvis Bay deems it necessary and in the public interest to pass a bylaw for the establishment of waste collection services as a public utility, including fees and penalties;

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

This by-law may be referred to as the *Waste Management By-law*.

SECTION 1.0 – DEFINITIONS

- 1.1 “**CAO**” means the Chief Administrative Officer, or his/her designate, that is appointed by Council;
- 1.2 “**Collection Cart**” means the wheeled receptacle cart system that has been allocated to accept municipal solid waste or recycling from an eligible premise;
- 1.3 “**Council**” means the elected municipal Council of Jarvis Bay;
- 1.4 “**Development Improvement**” means any designed buildings and other structures situated on any owned or leased property approved by the Summer Village;
- 1.5 “**Hazardous Waste**” means a material that presents an unusual disposal problem or requires special handling including but not limited to explosives, poisons, caustics, acids, drugs, radioactive materials, or materials that contain pathogenic agents that could be harmful to people, plants, animals, or the environment;
- 1.6 “**Municipal Solid Waste**” means any solid material that is discarded from a premise that is eligible for the Summer Village’s waste management services that is pursuant to this bylaw and that complies with the requirements set out in any applicable provincial and/or federal environment regulations or guidelines but excludes any hazardous waste or other materials that the CAO deems unacceptable;
- 1.7 “**Occupant**” means a person or group of persons in actual or constructive possession of any premises either as registered owner or in actual possession by agreement with the registered owner;
- 1.8 “**Organic Waste**” means any material that is discarded from sources including but not limited to food scraps, yard and garden waste, leaves and grass clippings, and tree byproducts;

- 1.9 “**Peace Officer**” means a person who is but is not limited to a Royal Canadian Mounted Police Officer, Bylaw Enforcement Officer, or any other person appointed by Council to enforce the provisions of this Bylaw;
- 1.10 “**Premise**” means any parcel of land with development improvements within the municipal corporate limits of the Summer Village of Jarvis Bay for which there is an occupant as defined in this Bylaw;
- 1.11 “**Provincial Offences Procedure Act**” means the Provincial Offences Procedure Act, c P-34, R.S.A. 2000, as amended from time to time.
- 1.12 “**Recycling**” means any material that is accepted by the Service Provider for the purpose of reuse;
- 1.13 “**Service Provider**” means an agent or company authorized by the Summer Village to collect, remove, and dispose of municipal solid waste and/or recycling from an eligible premise;
- 1.14 “**Summer Village**” means the municipal corporation of the Summer Village of Jarvis Bay, the territory contained within the corporate limits, its administration, and staff;
- 1.15 “**Utility Bill**” means a bill which sets out the fees levied by the Summer Village on an annual, monthly, bi-monthly, or quarterly basis for utility services provided by the Summer Village;
- 1.16 “**Violation Ticket**” means a ticket issued pursuant to Part 2 of the Provincial Offences Procedure Act;
- 1.17 “**Waste Collection Service**” means the collection of municipal solid waste and recycling by an authorized agent or company as a public utility.

Section 2.0 – General

- 2.1 Any schedules attached to this Bylaw, will form a part of this Bylaw.
- 2.2 Nothing in this bylaw will operate to relieve any person from complying with any Provincial or Federal regulations, or other Summer Village Bylaws.
- 2.3 The Summer Village shall maintain a waste collection service for the collection, removal, and disposal of municipal solid waste and recyclables within its corporate limits at regularly scheduled intervals approved by the Summer Village.
- 2.4 Participation in the waste collection service is compulsory for all residential premises.
- 2.5 Days and times of waste collection service will be approved by the Summer Village and will be advertised on the Summer Village’s website and other methods.
- 2.6 The Summer Village shall administer and enforce the provisions of this Bylaw and for this purpose may:
 - a. delegate any of the Summer Village’s powers, duties, or functions under this Bylaw to an employee and/or Service Provider on behalf of the Summer Village;

- b. establish the location, particular date, and frequency of the waste collection service;
- c. designating which materials shall be accepted;
- d. managing and overseeing the contract between the Summer Village and Service Provider; and
- e. taking any recourse allowed under the Municipal Government Act to secure payment of any waste collection service utility bill.

Section 3.0 – Collection Carts & Responsibilities

- 3.1 One (1) solid waste cart and one (1) commingled recycling cart shall be provided to all residential premises and any other property that the CAO has approved to receive the waste collection service.
- 3.2 Each collection cart is supplied and assigned to each premise and not to the Occupant themselves.
- 3.3 The Service Provider shall supply and retain ownership of the collection carts at all times during the life of the services agreement that is established between the Summer Village and Service Provider.
- 3.4 Care, custody, and sanitary maintenance for the collection carts will rest with the Occupant of the premise.
- 3.5 The Service Provider will be responsible for the regular maintenance of the collection carts such as replacement of any wheels, as well as any damage which may be caused by the Service Provider carrying out the process of waste collection.
- 3.6 The Summer Village shall not be responsible for any damage or loss to the collection carts as a result of the use or storage or lack thereof.
- 3.7 The Service Provider must ensure that the equipment used for the waste collection service and the manner in which municipal solid waste and recycling are collected and disposed of complies with all applicable Provincial and Federal regulations.

Section 4.0 – Waste Collection & Disposal

- 4.1 All municipal solid waste and recycling shall be deposited in the respective collection cart designated by the Summer Village but limited to the capacity of the collection cart with the lid closed.
- 4.2 All Occupants shall move and position the collection cart in front of their premise to indicate the collection cart is ready to be collected by the Service Provider before 7:00 a.m. of the scheduled day of collection.
- 4.3 All Occupants shall at all times ensure that any accepted municipal solid waste and recycling materials are kept within the collection cart provided for that purpose and not allow any waste to spill over or accumulate on any public land or other private property. Furthermore, all accepted material must be placed in the collection cart so as to prevent their escape into the environment during the collection process.
- 4.4 The Occupant shall be responsible for the cleanup of waste spilled as a result of waste being stored improperly or if the capacity of the collection cart was exceeded for the collection process.

- 4.5 The Occupant shall remove their assigned collection cart from the collection location within a reasonable timeframe after the collection process is completed. No collection cart shall be left so as to encroach on any public roadway.
- 4.6 The collection cart will be collected on the roadway in front of the Occupant's premise in a way:
- a. that does not impede vehicle traffic;
 - b. a position that the front of the collection cart is facing out towards the street; and
 - c. where it has 1.0m clearance from any obstructions on all sides such that the Service Provider shall have direct access thereto and shall be able to conveniently collect the collection cart therefrom.

Section 5.0 – Restrictions on Waste Management

- 5.1 No person shall deposit any dead animal or parts, excrement, household waste, organic waste, liquid waste, or any other undesirable filth upon or onto any municipally owned land including but not limited to roadways, ditches, municipal reserves, and water courses.
- 5.2 No person shall ignite any nor deposit any burning material into a collection cart.
- 5.3 Any municipal solid waste or recycling not in the collection cart shall not be picked up by the Service Provider.
- 5.4 No person shall place, permit to be placed, or mix any hazardous waste into the collection cart.
- 5.5 The Service Provider, at their discretion, shall have the right to refuse the waste collection of a premise, only if the circumstance contravenes any part or all of this Bylaw.
- 5.6 Large residential items such as appliances, furniture, beds, wood, or any other material that cannot fit into the collection cart will not be collected and shall be the responsibility of the Occupant to be taken to a local landfill for proper disposal.
- 5.7 The Service Provider will not collect from a collection cart that has not supplied by the Service Provider.

Section 6.0 – Violations & Penalties

- 6.1 Any Peace Officer, in that Officer's sole discretion, is hereby authorized and empowered to issue a violation ticket to any person whom the Peace Officer has reasonable and probable grounds to believe has contravened or failed to comply with any provision of this Bylaw. In this Bylaw, Peace Officer shall have the same definition as contained in the Provincial Offences Procedure Act and all amendments thereto.
- 6.2 Any person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and is liable to a fine, as outlined in Schedule "A" of this Bylaw.

- 6.3 Service of such violation ticket shall be sufficient if it is personally served or mailed to the register owner of the premise.
- 6.4 Notwithstanding the foregoing, the minimum fine payable in respect of a contravention of this Bylaw for any offence is \$150.00.
- 6.5 A contravention of this Bylaw constitutes a separate offence in respect of each day on which it continues. A person guilty of such offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.
- 6.6 Notwithstanding the foregoing, the minimum fine and specified penalty payable in respect of a second or subsequent contravention of the same section of this Bylaw committed within six (6) months shall be double the minimum fine and specified penalty of the previous offence, up to a maximum of \$1,000.00.
- 6.7 Upon production of a violation ticket issued, pursuant to this Bylaw, within fourteen (14) consecutive days from the date of issue, together with the payment, to the Summer Village of the penalties as provided in Schedule A of this Bylaw, the person to whom the violation ticket was issued shall not be liable for prosecution for the contravention in respect of which the violation was issued.

AND THAT this Bylaw shall repeal Bylaw No. 87-00 and shall take full force and come into effect from and after the date of 3rd Reading thereof.

INTRODUCED AND GIVEN FIRST READING this 10th day of January 2023.

GIVEN SECOND READING this 10th day of January 2023.

UPON UNANIMOUS CONSENT, GIVEN THIRD AND FINAL READING this 10th day of January 2023.

Julie Maplethorpe, Mayor

Tanner Evans, CAO

SCHEDULE “A”

PENALTIES

Penalties that will be accepted by the Summer Village in lieu of prosecution.

The Penalties shall apply to:

Section	Offense	Penalty
All	Non-compliance with bylaw in general	\$125 per occurrence
5.1	Depositing prohibited material onto any municipally owned land including but not limited to roadways, ditches, municipal reserves, and water courses	Up to \$1,000 per occurrence
3 & 4	Improper storage of collection cart, except on collection day	\$125 per occurrence
5.2	Igniting or depositing a burning waste or recyclable material into the collection cart	Up to \$1,000 per occurrence
5.3	Depositing hazardous waste into the collection cart	Up to \$1,000 per occurrence

Summer Village of Jarvis Bay

January 10, 2023

Council Reports

Information Item

Council Reports:

Julie Maplethorpe

- Parkland Regional Library Board

Annabelle Wiseman

David Garratt

Committee Reports:

Correspondence:

- Urgent Care Committee

Upcoming Meetings:

Next Council Meeting – February 7, 2023



Parkland Update

Thursday, December 15, 2022

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

Congratulations to Deb Smith



The Queen Elizabeth II's Platinum Jubilee Medal commemorates the 70th anniversary of Her Majesty's accession to the throne as Queen. To celebrate this historic event, the Medal program recognizes outstanding service from Albertans who have dedicated themselves to family, community, and country. The Library Association of Alberta was invited to award Queen Elizabeth II's Platinum Jubilee Medal to deserving Albertans within the library community.

Deb Smith has been a passionate and vocal advocate for public library services for over 30 years. She was initially employed with a small rural library and realized the impact she could have on the political and advocacy side of the library once appointed to the Parkland Regional Library System board. Deb recently completed 11 years as the board chair, and even as she passes the torch, she continues to build relationships and partnerships to benefit libraries across Alberta.

We would like to extend sincere congratulations to Deb, it is very exciting to see her recognized for her commitment to improving library service in Alberta.

Novelist is Ending December 31

A reminder that our last day with Novelist will be December 31st. It was decided at the June PLC Meeting that Parkland will no longer subscribe to Novelist.

LIBRARY NEWS

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

Sundre Library News Article

The Sundre Library was recently the subject of [an article by Mountain View Today](#). The article talks about how busy the library has been since re-opening after Covid restrictions, and congratulates the staff on receiving the 2022 Minister's Award for Municipal and Public Library Excellence for their mental health activity kits.

Young Canada Works

The Canadian Council of Archives is pleased to announce that the 2023-2024 campaign for the [Young Canada Works](#) (YCW) program for heritage organizations has launched.

All archival institutions, as well as libraries operating in English, can now [apply online](#) for short-term jobs for students, and internships for graduates via the official YCW website. The application deadline for short-term student jobs and internships is January 20, 2023.

It is important to note that the government priorities for 2023-2024 include Indigenous organizations, youth, and cultural heritage.

*If you have already submitted your application and would like to make changes based on these government priorities, please contact YCW so that they can unlock your application promptly.

Marigold Library System Conference: It Starts With Us

It can be easy to become disenchanted with the number of challenges confronting our society today. From combatting rampant misinformation to offering a safe haven to the most vulnerable, this year's conference theme offers a reminder that change starts with us! Whether providing verifiable sources to fight fake news, winning a grant to increase library accessibility, or running a new program aimed at an underserved audience, libraries can be a force for change. Let's learn more together about how it starts with all of us.

The 2023 [Marigold Library System Conference](#) will be held in person on Wednesday, May 10, 2023.

The Planning Committee invites session proposals that may benefit, support, or inspire library staff and board members. The deadline for [proposals](#) is end-of-day Friday, January 20, 2023.

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](#).

Communicating with Elected Officials About Your Library

**January 12
12pm**

The climate for libraries can be stressful. With polarizing politics and budget concerns, libraries must increasingly work and interact with their elected officials and the public. How do you communicate effectively in stressful times? How can you get the attention of your elected officials? And how can libraries better communicate all the positives they give to their community? [Register for this webinar](#) to find out. Registration fee \$49 USD.

**Personality Differences in the
Workplace****January 19
9am**

Personality differences often lead to miscommunication and conflict, which affect both our personal efficiency and team health. Utilizing the ACHIEVE Work Styles Assessment, participants will learn to better understand personality styles that are different from their own. Greater awareness of personality differences leads to improved personal effectiveness and group productivity. In [this webinar](#), participants will learn strategies for communicating more effectively based on their own personality strengths and the personality-based preferences of others. Registration fee \$119 (early rate).



PRLS Board Meeting Minutes November 17, 2022

The regular meeting of the Parkland Regional Library System Board was called to order at 10:19 a.m. on Thursday November 17, 2022 via Zoom in the Small Board Room, Lacombe.

Present: Debra Smith (Board Chair), Gord Lawlor, and Ray Reckseidler

Present via Zoom: Alison Barker-Jevne, Jul Bissell, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Jeff Eckstrand, Dwayne Fulton, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Joyce McCoy, Shawn Peach, Norma Penney, Leonard Phillips, Lori Reid, Teresa Rilling, Sandy Shipton, Justin Stevens (alt. for Les Stulberg), Michelle Swanson, Delaney Thoreson, Patricia Toone, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Janice Wing, Patricia Young

With Regrets: Elaine Fossen, Barbara Gibson, Marc Mousseau, Joy-Anne Murphy, Bill Rock, Diane Roth and Jackie Northey

Absent: Doug Booker, Amanda Derksen, Clark German, Michael Hildebrandt, Guy Lapointe, Darryl Motley, Doug Weir

Staff: Ron Sheppard, Tim Spark, Donna Williams, Kara Hamilton, Hailey Halberg, Olya Korolchuk, Jessica Dinan

Guests: Donna Engel

Call to Order

Meeting called to order at 10:19 a.m. by Smith.

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

Motion by Janice Wing to excuse Elaine Fossen, Barbara Gibson, Marc Mousseau, Joy-Anne Murphy, Bill Rock, and Diane Roth from attendance at the board meeting on November 17, 2022 and remain members of the Parkland Board in good standing.

CARRIED

PRLS 44/2022

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Barb Gilliat to accept the agenda as presented.

CARRIED

PRLS 45/2022

1.2. Approval of Minutes

Smith asked if there were any amendments to the September 15, 2022 minutes. There were none.

Motion by Stephen Levy to approve the minutes of the September 15, 2022 meeting as presented.

CARRIED
PRLS 46/2022

1.3. Business arising from the minutes of the September 15, 2022 meeting

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

2. Business Arising from the Consent Agenda

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

Motion by Len Phillips to approve the consent agenda as presented.

CARRIED
PRLS 47/2022

3.1. Election of Board Chair

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

Smith turned the meeting over to Sheppard, who asked for nominations from the floor for the position of Board Chair. Barb Gilliat nominated Debra Smith. Norma Penney nominated Barb Gilliat. Darren Wilson nominated Teresa Rilling. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Shannon Wilcox to cease nominations. A Zoom poll was presented and the results were: Deb Smith 9/35, Barb Gilliat 9/35, Teresa Rilling 17/35.

Teresa Rilling became the Board Chair. Rilling accepted the position and Smith resumed the duty of Chair until the end of the meeting. Sheppard turned the meeting back to Deb Smith.

Donna Engel left the meeting at 10:45 a.m.

3.2. Election of Executive Committee

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

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

Board Chair	Teresa Rilling – Town of Sylvan Lake
Seat 2	Joy-Anne Murphy – City of Camrose
Seat 3	Deb Coombs – Town of Bowden
Seat 4	Len Phillips – Town of Rocky Mtn. House
Seat 5	Jamie Coston – Town of Rimbey
Seat 6	Norma Penney – Village of Clive
Seat 7	Barb Gilliat – Village of Alix
Seat 8	Debra Smith – Village of Lougheed
Seat 9	Shannon Wilcox – Town of Carstairs
Seat 10	Janice Wing – Town of Innisfail

Motion by Len Phillips to accept the Executive Committee as appointed.

CARRIED

PRLS 48/2022

3.3 Marketing and Advocacy Report

Sheppard reviewed. Normally, Parkland's Advocacy Committee would have met once in October between the September and November board meetings. This meeting was cancelled to accommodate a meeting of the seven library systems to discuss a provincial advocacy strategy. The meeting occurred on October 13th and was co-chaired by PRLS Board Chair Deb Smith and YRL Board Chair Hank Smit.

Since 2017, provincial operating grants have been issued at \$4.70 per capita for systems and \$5.55 for municipal libraries using 2016 statistics. The seven systems are asking the provincial government for:

- An immediate increase in the per capita rate for funding
- Updated population figures for issuing grants and increase the base (minimum) rate for libraries serving smaller populations
- A commitment to look at COLA for library grants annually. Recently, the Government of British Columbia agreed in principle to do so.

The group agreed to include the following:

- A joint letter to be written from all seven system Board Chairs with our collective request.
- All seven system Directors and Board Chairs will visit all the MLAs in their respective areas. Where there is an overlap (one MLA has constituents in more than one system) visits by system representatives should be conducted jointly.
- Develop a step-by-step advocacy guide for member libraries in systems.
- Encourage municipalities to support provincial funding to support public libraries.

Subsequent to the systems meeting, a joint letter has been sent to Minister Rebecca Schulz with a specific funding request. Welcome letters for the new premier and Minister of Municipal Affairs have also been sent. For the welcome letters only Parkland and Yellowhead Regional Library agreed to a joint letter.

Details supporting the advocacy plan are currently under development.

Halberg continued. In September, Parkland delivered 3 advocacy workshops in Lougheed, Lacombe, and Olds. The workshops had 52 attendees total who learned about their role in advocacy and steps to create an advocacy plan for their library. The training was directed towards library and Parkland board members and library staff. Parkland has since solicited feedback from attendees and received positive reviews.

To celebrate Canadian Library Month, Parkland organized both a public and internal contest for the month of October for the second year. There were 7 prizes for patrons including Google Play gift cards, Bluetooth Headphones, and a Galaxy A7 Tablet. Prizes were distributed to patrons at the libraries in Sundre, Cremona, Water Valley, Penhold, Blackfalds, and Donalda. The library that signed on the most new members per capita was Bashaw Municipal library, getting 77 new members (3.25% of their population)! They have chosen to hold a magic show paid for by Parkland at their library as their prize.

Motion by Teresa Cunningham to accept the Marketing and Advocacy Report for information.

CARRIED
PRLS 49/2022

3.4. Election of Advocacy Committee

The volunteers for the Advocacy Committee for 2023 are:

Jul Bissell – Village of Elnora
 Deb Coombs – Town of Bowden
 Teresa Cunningham – Town of Penhold
 Barb Gilliat – Village of Alix
 Gord Lawlor -Town of Stettler
 Stephen Levy – Village of Sedgewick
 Joyce McCoy – Town of Didsbury
 Shawn Peach – Town of Castor
 Norma Penney – Village of Clive
 Debra Smith – Village of Lougheed

Motion by Ray Reckseidler to appoint Jul Bissell, Deb Coombes, Teresa Cunningham, Barb Gilliat, Gord Lawlor, Stephen Levy, Joyce McCoy, Shawn Peach, Norma Penney, and Debra Smith to the Advocacy Committee.

CARRIED
PRLS 50/2022

3.5. Board Signing Authorities

Sheppard reviewed. Parkland Regional Library System requires that two trustees act as cheque signing authorities for cheques valued at \$45,000 or more, or, if the Director is unavailable to sign. It is most convenient if the Board signing authorities live or work close to PRLS headquarters.

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

Motion by Cal David to accept Barb Gilliat and Norma Penney as PRLS' board signing authorities.

CARRIED
PRLS 51/2022

3.6. Dates for 2023 Meetings

The Board reviewed the dates for PRLS' 2023 Board meetings. The Executive Committee will select their meeting dates at their December meeting.

February 23, 2023	10:00 a.m.- 12:00 p.m. (Annual Report, Year in Review)
May 18, 2023	10:00 a.m.- 12:00 p.m. (2022 Financial Statements presented)
September 14, 2023	10:00 a.m.- 12:00 p.m. (Budget presentation for 2024)
November 16, 2023	10:00 a.m.- 12:00 p.m. (Organizational meeting)

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 52/2022

3.7. Board Meetings – Virtual or in-Person?

Sheppard reported. Parkland staff sent out a survey to board members to measure their appetite for in-person board meetings in 2023.

When board members have been surveyed before, most prefer virtual meetings by a narrow margin. Virtual board meetings certainly save on travel time and cost, but some board members miss the dynamic and personal contact from in-person meetings. As a rule, the virtual meetings have resulted in higher attendance.

Unfortunately, Parkland does not have the technology to host hybrid board meetings. Board meetings need to be either in-person or virtual.

The results of the survey were:

- Zoom – 14 votes
- In-person – 4 votes
- Some in-person and some Zoom – 13 votes

After some discussion, the Executive Committee recommended holding the November and February meetings virtually, and the May and September meetings in-person. This would avoid requiring board members to travel during poor weather.

Motion by Stephen Levy to accept recommendations for the meeting Zoom/in-person schedule by the Executive Committee as presented.

CARRIED
PRLS 53/2022

3.8. Draft Strategic Plan 2023-2025

Sheppard reviewed. Included in the package was a draft copy of Parkland's new strategic plan. Also included were two documents prepared by Shari Hansen who facilitated the focus group meetings held earlier this year. In addition to the focus groups, Parkland conducted a system services survey, examined plans of service for our libraries, and examined the strategic plans, where available, of our member municipalities. After all the analysis and investigation, the new strategic plan is strikingly similar to the last ones since many of Parkland's libraries needs have not changed.

At their October 13th meeting, the Executive Committee reviewed the new plan and recommended its adoption by the board.

Motion by Stephen Levy to adopt Parkland's 2023-2025 strategic plan as presented.

CARRIED
PRLS 54/2022

3.9. Policy Revisions

Sheppard reviewed. Due to changes in some of Parkland's procedures, it was necessary to change some of our governance policies related to records retention.

In policy statement 4.4.20, references to having a safety deposit box have been removed since Parkland no longer has one.

Other changes are policy statement 4.7.2. – *Personal Information Banks* where responsibility for a variety of records have been transferred from the Finance and Operations Unit to "Parkland Administration".

The final change is the removal of section 4.7.2.6. – *Sign in Sheets*. Parkland no longer uses these for any reason.

The Executive Committee reviewed these changes at their October 13th meeting and recommended that the board approve the changes as presented.

Motion by Ray Reckseidler to approve policy statement 4.4.20, 4.7.2.1, 4.7.2.2, and 4.7.2.3 as amended and repeal policy statement 4.7.2.6.

CARRIED
PRLS 55/2022

3.10. Budget Approval Update

Sheppard gave the budget update. The Parkland budget has been approved by 76.56% of the municipalities representing 71.22% of the population, with five municipalities declining. 55 of 64 municipalities have responded.

3.11.1. Director & Library Services Report**3.12.2. Finance & Operations Report**

Smith asked if there were any questions regarding the Director & Library Services Report, or the Finance and Operations Report. There were none.

Motion by Barb Gilliat to receive the Director & Library Services Report and Finance and Operations Report for information.

CARRIED
PRLS 56/2022

3.12. Parkland Community Update

Sedgewick & District Municipal Library is excited to hold the grand opening of their new library building on November 24th.

Carstairs Public Library are partnering with the local high school and area FRN to offer free weekly tutoring for students K to 12. Also, Bob Green, a longtime advocate and board member, and past counsellor, has stepped down as of November from our local board to enjoy family time and retirement.

Innisfail Public Library has a new Board Chair

Penhold & District Public Library's manager won the QE2 Queen's Platinum Jubilee award. Their library also won the Minister's award. Also, one of their students won the golden ticket!

Hardisty Public Library has been working on wheelchair access to their facility.

Stettler Public Library gave a shout out to Parkland staff who all go above and beyond.

Delburne Municipal Library held a joint meeting of their library board and friends group with Ron Sheppard, who talked about the roles and responsibilities of the two groups. The library is also sponsoring a gingerbread house contest on December 10th.

Penhold & District Public Library is holding their community Christmas celebration on November 25th.

Motion by Stephen Levy to receive the Parkland Community Update for information.

CARRIED
PRLS 57/2022

4. Adjournment

Motion by Dana Kreil to adjourn the meeting at 11:46 a.m.

CARRIED
PRLS 58/2022

Meeting adjourned at 11:46 a.m.

Chair

Parkland Update

Thursday, December 1, 2022

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

2023 Annual Report Template Available

Parkland staff have adjusted the Annual Report Template for you to highlight your library's achievements. It is available [here](#) for library staff to access and edit to suit their library's needs.

Anime Streaming Opportunity for PRL Member Libraries

Do you have a pack of anime-obsessed tweens and teens at your library? Are you trying to figure out how to engage with the tween/teen/new adult demographic in your community? The anime streaming platform, [Crunchyroll](#) offers a **FREE** Library Outreach program which enables libraries to stream their massive anime collection for public performances AKA public library programming.

To sign up for this service, create a free account on Crunchyroll (no need to enter any credit card details), then email Crunchyroll at club@crunchyroll.com with the following information:

- The name of your library (please use your specific library and not PRL, as Crunchyroll limits accounts to one per organization)
- Library Manager's name
- Name of the club/program
- Size of the group attending
- How often the group will meet

Crunchyroll will provide you with more information and premium access once your request has been approved! If you'd like to check out their collection before signing up, you can do so [here](#).

LIBRARY NEWS

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

Sedgewick Library Grand Opening



Congratulations to our friends at the Sedgewick Public Library on their new space and a successful grand opening event!

Registration for the 2023 Southern Library Conference is Open!



For the past few years, libraries have been incredibly nimble at adapting to ever-changing community needs. Constantly having to think on our feet made future planning difficult - to say the least! As we move forward, many of us are excited to get Back to Our Future! Join

Chinook Arch Regional Library System at the 14th annual Southern Alberta Library Conference on Friday March 3, 2023 at the Sandman Signature Lethbridge Lodge. [Early bird registration](#) rates are available until January 20th, 2023.

DEI & Libraries Group

Parkland Libraries have been invited to join an informal working group on the topic of DEI and libraries. They have a virtual meeting monthly to talk about a topic, share ideas, and hopefully come away with actionable thoughts on DEI-related actions and practices. People are also welcome to just join the mailing list to get minutes or any discussions that happen. If you are interested in joining please email Jackson Longworth jlongworth@chestermerepubliclibrary.com the next meeting is December 15th from 2-3 PM MT.

Documentary Heritage Communities Program

The [Documentary Heritage Communities Program](#) is open and accepting applications! Organizations have until January 12, 2023, at 11:59 pm (Pacific Time) to submit their application.

Young Canada Works

The Canadian Council of Archives (CCA) is pleased to announce that the 2023-2024 campaign for the [Young Canada Works](#) (YCW) program for heritage organizations has launched. This program is funded by the Department of Canadian Heritage (PCH), supporting the Government of Canada's Youth Employment and Skills Strategy.

All archival institutions, as well as libraries operating in English, can now [apply online](#) for short-term jobs for students (YCW in Heritage Organizations), and internships for graduates (YCW at Building Careers in Heritage) via the official YCW website. The application deadline for short-term student jobs (HO) and internships (BCH) is January 20, 2023.

It is important to note the government priorities for 2023-2024.

Indigenous organizations, youth, and cultural heritage, including applications:

- from Indigenous employers (eligible projects);

- for a project aimed at Indigenous participants (Indigenous or a non-Indigenous employers);
- for a project focusing on Indigenous cultural heritage (Indigenous or a non-Indigenous employers); and
- underserved communities and populations (i.e. Indigenous communities, ethno-cultural communities, youth that are facing barriers to employment, etc.).

*If you have already submitted your application and would like to make changes based on these government priorities, please contact us so that we can unlock your application promptly.

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](#).

Disinformation and the Literacy

Landscape

December 14

[Register](#) for this Niche Academy webinar to learn about the collective battle against misinformation, disinformation, malinformation, and the related literacy concepts that can influence our interactions with information and help us intellectually thrive in a post-truth society.

Spark! Little Things that Attract Library Users and Increase Circulation

December 8

You're proud of your collection, programs, staff, and services, but the details of how your library looks and sounds might be what patrons remember. Can you look at your library workplace with fresh eyes and find ways to make it shine, even on a limited budget? Join presenter Pat Wagner from Library Works to learn how to create a memorable first impression, remove clutter, the importance of light and color, improve signage and so much more! Don't miss out and [register today](#).

Advocacy in a Polarized World

December 6

How can we effectively communicate with all decision-makers, and stakeholders about the important work happening at your library regardless of their political beliefs? In [this session](#) you will learn the principles of “The Three Languages” of politics, and how to apply them when communicating with people from across the political spectrum. The webinar will build upon these principles and learn how to effectively use data, stories, and research to craft compelling, resonant messages.

Registration	Fee:	\$79
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Build Connections with Community Engagement

Today's engaged library workers inspire their communities and each other in countless ways. Whether sharing successful ideas with colleagues, or creating community events, outreach activities, and partnerships, *you make a difference*. OCLC offers resources that can help. Build connections, grow relationships, and increase your impact today with [community engagement tips and tools](#) from OCLC!





PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

NOVEMBER 17, 2022

Organizational Meeting

Parkland's board has approximately eight new members. Board members in attendance elected the new Executive Committee and a brand-new Board Chair. Welcome Teresa Rilling!

Executive Committee

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

Teresa Rilling - Town of Sylvan Lake (Committee Chair)

Joy-Anne Murphy – City of Camrose

Deb Coombs – Town of Bowden

Len Phillips – Town of Rocky Mtn. House

Jamie Coston – Town of Rimbey

Norma Penney – Village of Clive

Barb Gilliat – Village of Alix

Debra Smith – Village of Loughheed

Shannon Wilcox – Town of Carstairs

Janice Wing – Town of Innisfail

Budget 2023

The Parkland budget has been approved by 76.56% of the municipalities representing 71.22% of the population, with five municipalities declining.

Advocacy Committee

The Advocacy Committee continues to enthusiastically serve PRLS. The volunteers for the Advocacy Committee for 2023 are:

Jul Bissell – Village of Elnora

Deb Coombs – Town of Bowden

Teresa Cunningham – Town of Penhold

Barb Gilliat – Village of Alix

Gord Lawlor -Town of Stettler

Stephen Levy – Village of Sedgewick

Joyce McCoy – Town of Didsbury

Shawn Peach – Town of Castor

Norma Penney – Village of Clive

Debra Smith – Village of Loughheed

Teresa Rilling – Town of Sylvan Lake (ex-officio)

Board Meeting Dates for 2023

Parkland will be holding board meetings virtually in November and February, with the May and September meetings held in person at headquarters. Board meeting dates are subject to change, but are set as follows:

- **February 23** - Annual Report, Year in Review
- **May 18** - 2022 Financial Statements presented
- **September 14** - Budget presentation for 2024
- **November 16** - Organizational Meeting

Strategic Plan Update

In addition to three focus group sessions held by Shari Hansen, Parkland conducted a system services survey, examined plans of service for our libraries, and examined the strategic plans, where available, of our member municipalities. After all the analysis and investigation, the new strategic plan is strikingly similar to the last ones.

The new strategic plan has been approved by the board and is effective from 2023-2025.

Board Meetings, Virtual or in-Person?

Parkland staff sent out a survey to board members to measure their appetite for in-person board meetings in 2023. After some discussion, the Executive Committee recommended holding the November and February meetings virtually, and the May and September meetings in-person. This would avoid requiring board members to travel during poor weather.

Systems Advocacy Committee

Normally, Parkland's Advocacy Committee would have met once in October between the September and November board meetings. This meeting was cancelled to accommodate a meeting of the seven library systems to discuss a provincial advocacy strategy. The meeting occurred on October 13th and was co-chaired by PRLS Board Chair Deb Smith and YRL Board Chair Hank Smit.

The seven systems are asking the provincial government for:

- An immediate increase in the per capita rate for funding
- Updated population figures for issuing grants and increase the base (minimum) rate for libraries serving smaller populations
- A commitment to look at COLA for library grants annually. Recently, the Government of British Columbia agreed in principle to do so.

Subsequent to the systems meeting, a joint letter has been sent to Minister Rebecca Schulz with a specific funding request. Welcome letters for the new premier and Minister of Municipal Affairs have also been sent. For the welcome letters only Parkland and Yellowhead Regional Library agreed to a joint letter.

Marketing and Advocacy Report

In September, Parkland delivered three advocacy workshops in Lougheed, Lacombe, and Olds. The workshops had 52 attendees total who learned about their role in advocacy and steps to create an advocacy plan for their library. The training was directed towards library and Parkland board members and library staff. Parkland has since solicited feedback from attendees and received positive reviews.

To celebrate Canadian Library Month, Parkland organized both a public and internal contest for the month of October for the second year. There were seven prizes for patrons including Google Play gift cards, Bluetooth Headphones, and a Galaxy A7 Tablet. Prizes were distributed to patrons at the libraries in Sundre, Cremona, Water Valley, Penhold, Blackfalds, and Donalda. The library that signed on the most new members per capita was Bashaw Municipal library, getting 77 new members (3.25% of their population)! They have chosen to hold a magic show paid for by Parkland at their library as their prize.

Committee News from Trustees

Sedgewick & District Municipal Library is excited to hold the grand opening of their new library building on November 24th.

Carstairs Public Library are partnering with the local high school and area FRN to offer free weekly tutoring for students K to 12. Also, Bob Green, a longtime advocate and board member, and past counsellor, has

stepped down as of November from our local board to enjoy family time and retirement.

Innisfail Public Library has a new Board Chair

Penhold & District Public Library's manager won the QE2 Queen's Platinum Jubilee award. Their library also won the Minister's award. Also, one of their students won the golden ticket!

Hardisty Public Library has been working on wheelchair access to their facility.

Stettler Public Library gave a shout out to Parkland staff who all go above and beyond.

Delburne Municipal Library held a joint meeting of their library board and friends' group with Ron Sheppard, who talked about the roles and responsibilities of the two groups. The library is also sponsoring a gingerbread house contest on December 10th.

Penhold & District Public Library is holding their community Christmas celebration on November 25th.

Board Members Present

Debra Smith (Board Chair), Gord Lawlor, Ray Reckseidler, **(Zoom)** Alison Barker-Jevne, Jul Bissell, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Jeff Eckstrand, Dwayne Fulton, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Joyce McCoy, Shawn Peach, Norma Penney, Leonard Phillips, Lori Reid, Teresa Rilling, Sandy Shipton, Justin Stevens (alt. for Les Stulberg), Michelle Swanson, Delaney Thoreson, Patricia Toone, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Janice Wing, Patricia Young, (Guest) Donna Engel

With Regrets

Elaine Fossen, Barbara Gibson, Marc Mousseau, Joy-Anne Murphy, Bill Rock, Diane Roth and Jackie Northey

Absent

Doug Booker, Amanda Derksen, Clark German, Michael Hildebrandt, Guy Lapointe, Darryl Motley, Doug Weir

Next Meeting: February 23, 2023 (Zoom)

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

**Sylvan Lake and Area Urgent Care Committee
December 20, 2022 Update**

As we reflect back to the start of our UCC in 2022, we have to celebrate that we have come a long way with many successes.

Sylvan Lake Lion's Golf Tournament

The golf tournament was handed over to the Sylvan Lake and District Lions Club. Our last 5 tournaments had the Lions Club as the main tournament sponsor and also Lions Club members were our source of volunteers, so it was a natural fit for the club to take over. The tournament was held July 8th, 2022 at Meadowlands with 82 golfers. The tournament raised \$12,000 which was donated to UCC, Sylvan Spray Park and Camp He Ho Ha. On Oct 3, 2022 we were presented with a cheque for \$4,000 from the Lion's Club. The next Lion's Club tournament is scheduled for July 7th, 2023.

Tim Hortons Smile Cookie Campaign

This was our 11th year as the "Charity of Choice" for the Sylvan Lake Tim Hortons. We are honored to be in this partnership as the monies raised are spent on healthcare initiatives that benefit all residents including area partners. In 2022 we spent a total of 59 hours in the drive thru that was manned by 120 volunteers and the RCMP and local Fire Department. We raised \$21,521.93 which has been earmarked for efforts and action steps required to attract new doctors to Sylvan Lake. This also placed us as the 3rd highest Tim Hortons site for cookie sales in the province!

Sylvan Lake Health Professional Attraction and Retention Committee (SLhPARC)

This is a new committee formed with community members and town council to work together to help support the goal of recruiting and retaining health professionals to Sylvan Lake. The healthcare professional shortage, especially doctors, has caused unscheduled closures at the AACS. The SLhPARC consists of up to 9 members including Onzy Tawadrous as chair, Klaas VanVeller as Treasurer, Susan Samson, Mayor Megan Hanson and Councillor Teresa Rilling as committee members. Funding for the actions of this committee come from the Urgent Care Committee. The problems with the healthcare system are right across the country and there are no clear solutions. The committee has gathered the best people and resources available to guide the committee in its possible action steps.

Advanced Ambulatory Care Service (AACS)

The AACS is having many challenges with the most concerning being the Doctor shortage that causes the AACS to close its doors to patients. These closures can be either a half day closure or a full day closure. They are unscheduled, unexpected and continue to occur. From Jan-Nov 2021 (11 months) 13,023 patients used the AACS. This is down from Pre-COVID use. When the 2022 statistics become available, we will share them with you. There also has been no requests for medical equipment purchases for AACS. The last piece of equipment purchased was the medical stretcher for \$6034.00 received in 2021. With the AACS opening in 2018 and being fully stocked with new equipment, the need for replacement or additional medical equipment is not being requested at this time. All monies raised for medical equipment are held in trust.

Additional Funding for Sylvan Lake Health Professional Attraction and Retention Committee

Sylvan Lake and Area Urgent Care Committee is the recipient of \$100,000.00 donated anonymously. The conditions of the donation are that it will be used for the attraction and retention of health professionals and it be matched so that there is a total of \$200,000.00 to work with. The matching money is made up of the 2022 Smile Cookie Campaign and other unallocated funds banked by the Urgent Care Committee. The anonymous donor was a senior who moved to Sylvan to be with family and utilized the AACCS often over a period of 5 years and his family appreciated the services provided. The family has decided that health professional recruitment is critical to providing seniors with non-life-threatening services and to attract and retain newcomers to the town.

Thank you to all residents and our area partners for your support and work with the Sylvan Lake and Area Urgent Care Committee. We wish you joy and good health as we enter 2023.

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

