

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

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, December 5, 2023

D. DELEGATION

- 1) Don Kitchener – AMDSP Mapping @ 9:30 a.m.
- 2) Leanne Whiteley-Lagace – Stantec @ 10:00 a.m.

E. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Public Works Report
- 3) Development Update
- 4) CAO Report
- 5) Climate Plan
- 6) CPO Structure

F. TABLED ITEMS

1) Public Works

- a) Memorial Bench Policy

G. REQUESTS FOR DECISION

1) Council & Legislation

- a) Fire Services Agreement
- b) SLIDPC Terms of Reference

H. COUNCIL, COMMITTEES, AND CORRESPONDENCE

1) Council Reports

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

2) Correspondence

- a) Minister of Environment and Protected Areas

3) Upcoming Meetings

- a) Council Meeting – February 6, 2024

I. CLOSED SESSION

- 1) FOIP Section 27- Privileged Information

J. ADJOURNMENT

Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held December 5, 2023, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE Mayor: Julie Maplethorpe
Deputy Mayor: Annabelle Wiseman via Zoom
Councillor: David Garratt via Zoom
CAO: Tanner Evans
Finance Manager: Tina Leer
Public Works Manager: Justin Caslor
Development Officer: Kara Hubbard
Recording Secretary: Teri Musseau

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

AGENDA APPROVAL

JBC-23-158 MOVED by Mayor Maplethorpe that the agenda be adopted as amended:

E.5.A. Dog Control

CARRIED

CONFIRMATION OF MINUTES

JBC-23-159 MOVED by Deputy Mayor Wiseman that the regular meeting minutes of Council held on November 7, 2023, be approved as presented.

CARRIED

INFORMATION ITEMS

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

JBC-23-160 MOVED by Mayor Maplethorpe that Council accept the information items as presented.

CARRIED

REQUEST FOR DECISION

FINANCE

JBC-23-161 Tax Penalty Relief Policy
MOVED by Councillor Garratt that Council adopt the Tax Penalty Relief Policy as presented.

CARRIED

JBC-23-162 Auditor Engagement
MOVED by Deputy Mayor Wiseman that Council agree to the Metrix Group LLP Auditor Engagement and sign the letter.

CARRIED

COUNCIL & LEGISLATION

JBC-23-163 Fire Pits on Sylvan Lake
MOVED by Mayor Maplethorpe that Council support the Town of Sylvan Lake proposal to advocate for the use of firepits on Sylvan Lake.

CARRIED

PUBLIC WORKS

JBC-23-164 Memorial Bench Donation Policy Amendments
MOVED by Mayor Maplethorpe that Administration write an amendment to the Memorial Bench Donation Policy stating Council will continue to maintain the existing benches but currently there are no available spots for additional benches.

CARRIED

JBC-23-165 Jarvis Bay Drive Parking
MOVED by Councillor Garratt that Council approve no-parking along the lake side of Jarvis Bay Drive in the Petro Beach area from the south property line in Jarvis Bay up to 56 Jarvis Bay Drive, and further, Administration to install “no-parking from May 15 – September 15” signs for that area.

CARRIED

PLANNING & DEVELOPMENT

JBC-23-166 Land Use Bylaw Quotes
MOVED by Deputy Mayor Wiseman that Council award the Land Use Bylaw Rewrite project to Municipal Planning Services.

CARRIED

JBC-23-167 Superior Safety Codes Contract
MOVED by Deputy Mayor Wiseman that Council enter into another 3-year contact with Superior Safety Codes.

CARRIED

ENFORCEMENT

JBC-23-168 Dog Control
MOVED by Deputy Mayor Wiseman that Administration revisit and bring back updated numbers from Classic Kennels to hold a kennel space for the Summer Village of Jarvis Bay.

CARRIED

COUNCIL REPORTS

- Mayor Maplethorpe
- Town of Sylvan Lake Library Board written report
 - Parkland Regional Library Board written report
 - Town Hall
- Deputy Mayor Wiseman
- Sylvan Lake Regional Wastewater Commission

Councillor Garratt

- No reports

CORRESPONDENCE

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

JBC-23-169 MOVED by Mayor Maplethorpe that Council accept the Council and Correspondence reports as information.
CARRIED

NEXT COUNCIL MEETING

JBC-23-170 MOVED by Mayor Maplethorpe that the next meeting of Council be held January 9, 2024, at 9:30 a.m.
CARRIED

ADJOURNMENT

JBC-23-171 MOVED by Mayor Maplethorpe that being the agenda matters have been concluded, the meeting be adjourned at 11:05 a.m.
CARRIED

JULIE MAPLETHORPE, MAYOR

TANNER EVANS, CAO

Summer Village of Jarvis Bay

January 9, 2024

Council & Legislation

Delegation

Agenda Item: *Delegation – Don Kitchener – AMDSP Mapping*

Background:

Don Kitchener from AMDSP Mapping will be joining Council to provide information on the mapping system from AMDSP and talk through the mapping specifics.

Options for Consideration:

1. Council accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

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

Summer Village of Jarvis Bay

January 9, 2024

Council & Legislation

Delegation

Agenda Item: *Delegation – Leanne Whiteley-Lagace - Stantec*

Background:

Leanne Whiteley-Lagace from Stantec is joining Council to provide an overview of the road analysis report for the Summer Village.

Options for Consideration:

1. Council accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

MGA Section 3 Municipal Purposes

(c) to develop and maintain safe and viable communities.

Summer Village of Jarvis Bay

Administration and Finance

January 9, 2023

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 177,469.11

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

- | | |
|---|--------------|
| 1. Pidherney's | \$ 13,091.60 |
| a. 2023 Sewer Force Main Flush | |
| b. 2023 Culvert Cleaning Program | |
| 2. Sylvan Lake Regional Water/Wastewater | \$ 4,011.02 |
| a. November 2023 WW Services | |
| 3. SL & District Lions Club | \$ 4,622.00 |
| a. 2023 Contract-Oct – Dec 2023 | |
| 4. Summer Village of Norglenwold | \$ 14,836.66 |
| a. Nov 2023 - Muni Specific Costs | |
| b. Nov 2023 - Shared Costs | |
| 5. Summer Village of Norglenwold | \$ 17,989.45 |
| a. Dec 19, 2023 - Muni Specific Costs | |
| b. Dec 19, 2023 - Shared Costs | |
| 6. AB School Foundation Fund | \$112,367.44 |
| a. 4 th Quarter School Funding | |

Council Expense Claims Report:

Nov Expenses

- | | |
|---------------------|-----------|
| ▪ Julie Maplethorpe | \$ 720.00 |
| ▪ Annabelle Wiseman | \$ 0 |
| ▪ David Garratt | \$ 120.00 |

Dec Expenses

- | | |
|---------------------|-----------|
| ▪ Julie Maplethorpe | \$ 294.40 |
| ▪ Annabelle Wiseman | \$ 960.00 |
| ▪ 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
2023-12-22 11:27 AM

Summer Village of Jarvis Bay
List of Accounts for Approval
Batch: 2023-00097 to 2023-00104

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1225	2023-11-30	Town of Sylvan Lake			
IVC123392-01		223-000-200 - Contract Fire Ser	Alarm-Detector Incident#23-	1,350.00	1,350.00
IVC124716		223-000-200 - Contract Fire Ser	Gas Leak-Incident#23-485/2	1,605.00	1,605.00
			Payment Total:		2,955.00
1226	2023-12-18	Ace Line Locating Ltd.			
5894		242-000-255 - Maintenance Proq	Line Locating	1,080.00	
		312-000-260 - GST Paid Refund	GST Tax Code	54.00	1,134.00
1227	2023-12-18	Al's Bobcat & Trucking			
19773		232-000-255 - Plowing Program	Nov 22, 23 & 27th Sanding	1,175.00	
		312-000-260 - GST Paid Refund	GST Tax Code	58.75	1,233.75
1228	2023-12-18	Empringham Disposal Corp			
56657		243-000-200 - Contracted Servic	Nov 150 Weekly Garbage C	1,635.00	
		243-000-270 - Recycling Program	Nov 150 Bi Weekly Recycle	585.00	
		312-000-260 - GST Paid Refund	GST Tax Code	111.00	2,331.00
1229	2023-12-18	Federation of Canadian			
INV-38707-D4G		312-000-410 - Prepaid Expense:	2024 - 2025 Membership R	136.56	
		312-000-260 - GST Paid Refund	GST Tax Code	6.83	143.39
1230	2023-12-18	Pidherney's			
144255		242-000-255 - Maintenance Proq	2023 Sewer Force Main Flu	9,835.25	
		312-000-260 - GST Paid Refund	GST Tax Code	491.76	10,327.01
144493		232-000-530 - Ditch and Culvert	2023 Culvert Cleaning Prog	2,632.94	
		312-000-260 - GST Paid Refund	GST Tax Code	131.65	2,764.59
			Payment Total:		13,091.60
1231	2023-12-18	Red Deer Catholic Regional			
2023-4		201-100-130 - ASFF - Residenti	Supplementary Tax Requist	1,363.05	1,363.05
1232	2023-12-18	Rugged West Maintenance Inc.			
1370		232-000-200 - Green Space Pro	Snow Fence Install	639.56	
		312-000-260 - GST Paid Refund	GST Tax Code	31.98	671.54
1233	2023-12-18	Sylvan Lake Regional			
1911		242-000-260 - Useage Fees	NOV 2023 WW Services	4,011.02	4,011.02
1234	2023-12-18	SL & District Lions Club			
3-2023		272-000-510 - Parks and Playgr	2023 Contract - Oct - Dec 2	4,622.00	4,622.00
			Total Computer Cheque:		31,556.35

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
201	2023-11-30	Summer Villages of Norglenwold			
2023-00161		226-000-200 - Enforcement	Bylaw Truck Wash	2.67	
		212-400-230 - Legal Fees	Brownlee-General Matters I	133.50	
		226-000-200 - Enforcement	Oct Intercon Messaging	8.10	
		226-000-200 - Enforcement	ATB MC-Phone Charger for	7.63	
		226-000-200 - Enforcement	Nov Fuel for Bylaw Truck	144.15	
		297-205-840 - Project CCBF-Ro	Project-2023 Pavement Ass	2,355.05	
		261-000-110 - Development Ser	ATB MC-AB Land Titles-491	10.00	
		212-400-910 - Taxation Change:	ATB MC-Reg.Mail for Over	10.82	2,671.92

Date Printed
2023-12-22 11:27 AM

Summer Village of Jarvis Bay
List of Accounts for Approval
Batch: 2023-00097 to 2023-00104

Page 2

EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
2023-00165		212-100-110 - Salaries	Salaries	10,084.48	
		212-100-130 - Training	Training	367.83	
		212-100-140 - Benefits	Shared Benefits	507.75	
		212-100-210 - Travel and Subsidiaries	T&S	0.00	
		212-100-211 - WCB	WCB	194.32	
		212-100-266 - PW Fleet	PW Fleet	0.00	
		212-200-215 - Postage/Freight/Carriage	Postage/Freight	0.00	
		212-200-500 - Printing Costs	Printing Costs	-64.13	
		212-200-510 - Office Supplies	Office Supplies	527.13	
		212-300-217 - Phone/Fax/Internet	Shared Phone/Fax	159.37	
		212-300-540 - Utilities	Utilities	242.75	
		212-300-250 - Facility Improvements	Facility Improvements	8.88	
		212-300-255 - Facility Maintenance	Facility Maintenance	58.56	
		212-300-263 - Condominium Costs	Condominium Costs	0.00	
		212-300-240 - Computer Software	Computer Software	81.47	
		212-300-242 - IT equipment	IT Equipment	80.97	
		212-300-265 - Equipment Maintenance	Equipment Maintenance	0.00	
		212-300-270 - Equipment Rental	Equipment Rental	-99.35	
		212-300-510 - Other Contingencies	Contingency	14.71	
		212-300-530 - Building Insurance	Shared Building Insurance	0.00	12,164.74
			Payment Total:		14,836.66
202	2023-12-19	Summer Villages of Norglenwold			
2023-00172		226-000-200 - Enforcement	Nov Intercon Messaging	8.10	
		226-000-200 - Enforcement	911 Supply-Notebook	4.39	12.49
2023-00177		212-100-110 - Salaries	Salaries	14,840.91	
		212-100-130 - Training	Training	123.08	
		212-100-140 - Benefits	Shared Benefits	507.75	
		212-100-210 - Travel and Subsidiaries	T&S	0.00	
		212-100-211 - WCB	WCB	388.62	
		212-100-266 - PW Fleet	PW Fleet	0.00	
		212-200-215 - Postage/Freight/Carriage	Postage/Freight	547.18	
		212-200-500 - Printing Costs	Printing Costs	0.00	
		212-200-510 - Office Supplies	Office Supplies	193.05	
		212-300-217 - Phone/Fax/Internet	Shared Phone/Fax	0.00	
		212-300-540 - Utilities	Utilities	327.24	
		212-300-250 - Facility Improvements	Facility Improvements	416.15	
		212-300-255 - Facility Maintenance	Facility Maintenance	243.85	
		212-300-263 - Condominium Costs	Condominium Costs	0.00	
		212-300-240 - Computer Software	Computer Software	123.60	
		212-300-242 - IT equipment	IT Equipment	34.47	
		212-300-265 - Equipment Maintenance	Equipment Maintenance	0.00	
		212-300-270 - Equipment Rental	Equipment Rental	0.00	
		212-300-510 - Other Contingencies	Contingency	231.06	
		212-300-530 - Building Insurance	Shared Building Insurance	0.00	17,976.96
			Payment Total:		17,989.45
			Total EFT:		32,826.11

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
3676	2023-12-14	AB School Foundation Fund			
15027		201-100-130 - ASFF - Residentia	4th Quarter School Funding	112,367.44	112,367.44

Date Printed
2023-12-22 11:27 AM

Summer Village of Jarvis Bay
List of Accounts for Approval
Batch: 2023-00097 to 2023-00104

Page 3

OTHER					
Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
3677	2023-12-14	Epcor			
DEC12023-7333		232-000-545 - Street Light Progr	Utilities-SE-09-039-01-5	381.90	
		312-000-260 - GST Paid Refund	GST Tax Code	19.10	401.00
3678	2023-12-14	Epcor			
DEC62023-5503		232-000-545 - Street Light Progr	0040 VIRTUAL SITE ID 004	37.42	
		312-000-260 - GST Paid Refund	GST Tax Code	1.87	39.29
3679	2023-12-14	Epcor			
DEC62023-9909		242-000-255 - Maintenance Progr	Utilities-3100 50A Ave	217.09	
		312-000-260 - GST Paid Refund	GST Tax Code	10.85	227.94
3680	2023-12-14	Receiver General/OTH			
CP11-23		312-000-262 - CRA Remunerati	Council's Nov Remunerati	50.98	50.98
				Total Other:	113,086.65
				Total MAIN:	177,469.11

Certified Correct This December 22, 2023

Mayor

Administrator



Council Expense Claim Form

NAME: Julie Maplethorpe

POSITION: Mayor

MONTH ENDING: November-2023

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

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2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

NOV 28 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
11/2/23	Town of Sylvan Lake Library Board	1.0	Mayor	\$ 120.00
11/7/23	Regular Council	2.5	Mayor	\$ 120.00
11/7/23	Other (Entrance Sign Field Meeting)	1.5	Mayor	\$ 120.00
11/8/23	Town of Sylvan Lake Library Board	1.5	Mayor	\$ 120.00
11/16/23	Parkland Regional Library Board	2.5	Mayor	\$ 120.00
11/30/23	Other (Alberta Municipalities Townhall)	1.0	Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 720.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
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	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 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: \$ 720.00

Council Expense Claim Form

NAME: David Garratt

POSITION: Councilor

MONTH ENDING: November-2023

RECEIVED

NOV 27 2023

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Village Business

<i>DATE</i>	<i>EVENT</i>	<i>TIME SPENT</i>	<i>CLAIM</i>	<i>TOTAL</i>
11/7/23	Regular Council	3	Councillor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 120.00

If event is other please type it in.

Travel

<i>DATE</i>	<i>EVENT</i>	<i>RETURN TRIP TOTALS (KM)</i>	<i>RATE</i>	<i>TOTAL</i>
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
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	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 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: \$ 120.00



Council Expense Claim Form

NAME: Julie Maplethorpe

POSITION: Mayor

MONTH ENDING: December-2023

RECEIVED

DEC 18 2023

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Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
12/5/23	Regular Council	3.0	Mayor	\$ 120.00
12/20/23	Other (Mayors and Reeves Caucus)	4.0	Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 240.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
12/20/23	Other (Conferences, etc.)	80.00	\$0.68	\$ 54.40
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 54.40

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 294.40



Council Expense Claim Form

NAME: Annabelle Wiseman

POSITION: Deputy Mayor

MONTH ENDING: December-2023

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

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

Village Business

DEC 11 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
8/2/23	Municipal Planning Commission	1	Deputy Mayor	\$ 120.00
8/15/23	Municipal Planning Commission	1	Deputy Mayor	\$ 120.00
9/5/23	Regular Council	2.5	Deputy Mayor	\$ 120.00
9/20/23	Municipal Planning Commission	1.5	Deputy Mayor	\$ 120.00
10/3/23	Regular Council	3.0	Deputy Mayor	\$ 120.00
10/12/23	Other (Petro Beach Consultation)	2.0	Deputy Mayor	\$ 120.00
11/6/23	Regular Council	2.5	Deputy Mayor	\$ 120.00
12/5/23	Regular Council	2.0	Deputy Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 960.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 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: \$ 960.00

Summer Village of Jarvis Bay

Public Works

Information Item

Agenda Item: *Jarvis Bay Public Works Update*

Background:

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

Capital Projects:

- Road Pavement Analysis: Stantec has completed an executive summary of the Village. Overall, the paved road network is in good condition with an average Pavement Quality Index of 61.
- Wastewater manhole repairs: Project complete
- Entrance Signage Installation: Sign removal is complete. New sign installs for the 4 locations to begin in 2024.

Operating Activities & Follow-up Items:

- Sanding began on December 13, 2023, to maintain some icy patches in the Village.
- PW is working with Lakeview contracting on removal of items from municipal reserve. Contractor does have availability over next month.
- PW has replaced 5 bulbs that needed replacement, and 1 ballast has been replaced. These locations included 4 streetlights, and the entrance to Jarvis Bay estates. All bulbs are now working as of December 20, 2023.

Administrative Recommendations:

That Council accepts this report as information.

Authorities:

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

Summer Village of Jarvis Bay

January 9, 2024

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 84 development permits issued in the Summer Villages (20 in Birchcliff, 3 in Half Moon Bay, 20 in Jarvis Bay, 16 in Norglenwold, and 25 in Sunbreaker Cove).

The following is the listing for Jarvis Bay:

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

Permit Summary:

2023 Jan.-Dec.:

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

2022 Jan.-Dec.:

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

2021 Jan.-Dec.:

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

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #125/13.

Summer Village of Jarvis Bay

January 9, 2024

Information

Agenda Item: *CAO Report*

Background:

- Administration has been engaging contractors for the removal of structures on municipal reserves. As the ice is still thin, we do not have a timeline on this but hope to have something confirmed soon.
- Bylaw Enforcement Officer has engaged Klassic Kennels for updated costing. They have ensured us that they will reach out with something soon but have not given any updates over the holidays.
- Administration reached out to the FCSS director Allisa McDonald regarding the FCSS board. During the pandemic, all external grants were cut from the budget. Since that board only dealt with grant funding, the Town has continued to manage FCSS in house. There is a Community Hub meeting every 3rd Thursday of the month at 10:00 AM that 2 Town Council members sit on. It is held at the Flipside Youth Centre and is open to the public. The purpose is to provide the public and local agencies the opportunity to discuss the 5 pillars in our communities: Food, Safety, Housing, Transportation, and Youth.

Options for Consideration:

Council to discuss and accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

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

Summer Village of Jarvis Bay

January 9, 2024

Information Item

Agenda Item: *Climate Plan*

Background:

Last year Administration along with the Federal Climate Caucus created climate plans for 3 Summer Villages. As the health of the lake is paramount to our residents, Jarvis Bay Council opted to take advantage of the opportunity which was at no cost to the municipality. The idea behind the work done with the Climate Caucus was to create a template that other small communities could use to implement their own climate plans, as there are currently very few available resources in this field directed specifically towards small communities. The plan does not mandate any action from residents, but provides information, and may inform potential changes to other bylaws, our Land Use Bylaw being one of them.

Administration and Alex Lidstone from the Climate Caucus hosted an online information gathering meeting which was attended by residents from Birchcliff, Jarvis Bay, and Norglenwold. Responses from that session informed the plan, specifically the “Risks and Opportunities” section and Appendix 1.

As Council prepares for their upcoming Climate Plan discussion with Alex from the Climate Caucus and the Summer Villages of Birchcliff and Norglenwold, Mayor Maplethorpe wanted to have a discussion on what the priorities are for Jarvis Bay. The meeting with Alex will likely focus on the risks and opportunities seen at the end of the document in Appendix 1 which as mentioned above was put together after public input.

Attached is the final draft of the Climate Plan.

Options for Consideration:

- 1) Council to discuss and accept as information.

Administrative Recommendations:

- 1) Council to discuss and accept as information.

Authorities:

MGA Section 3 Municipal Purposes

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

Jarvis Bay Summer Village

CLIMATE PLAN

Roadmap to a Resilient and
Sustainable Community

2023

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1. Executive Summary

This draft plan has been prepared by [Climate Caucus](#) in collaboration with village staff for the village of Jarvis Bay. The plan focuses on actions that can be implemented before 2030, highlighting actions to be started now, and in the next few years.

Climate Caucus is a national, non-partisan network of over 650 locally elected officials in every province and territory leading the transformation needed for communities to thrive. Thrive means communities are resilient, healthy, regenerative, and socially just. Climate Caucus is funded by non-partisan foundations.

The goals of the climate planning process were to:

- create awareness on climate change and the mitigation needed locally to soften its impact on people, property and the environment,
- assess risks and opportunities created by climate change,
- prioritize preventative measures, and
- create a climate action plan.

Local governments are on the front lines of climate change. The impacts of climate change are already apparent in the Sylvan Lake Region. Climate change is forecasted to bring about increased temperatures, decreased summer precipitation, increased winter precipitation, and increased extreme weather events in this region.

The overall approach to developing this climate plan is grounded in existing standards for risk management and international best practices in municipal greenhouse gas (GHG) accounting.

Climate change creates both risks and opportunities. The highest risks for the Sylvan Lake summer villages include:

- More wildfires,
- More wind storms,
- Increased overland flooding,
- Increased wildlife/habitat stress,
- Heat-related illness,
- Increased shoreline erosion,
- Increased forest pests and diseases, and
- Increased space cooling needs.

Climate change will provide a few opportunities:

- Increased temperatures lead to increased summer tourism, and
- Milder winters lead to increased winter tourism.

A corporate energy and emissions inventory has been developed for municipal buildings, fleet, and waste management. A community emissions inventory will be available soon.

A community engagement process collected resident input on which risks, opportunities and actions are seen to be most important. Community input to the plan played an important role along with input from village staff and subject area experts.

The plan identifies actions to reduce or avoid the harmful consequences of priority climate risks and/or to capture the benefits presented by priority climate opportunities. These are organized around the following objectives.

1. The community has robust and up to date emergency preparedness systems in place
2. Council makes all decisions in line with climate mitigation and adaptation priorities
3. People move around the lake and the community in a way that promotes safety, human health, and planetary health.
4. Community buildings and property are energy efficient, low emissions, and resilient to the changing climate
5. The summer village produces some of its own renewable energy on site
6. Residents are encouraged and supported in making steps towards a Circular Economy.
7. The natural environment is restored, monitored and protected
8. The Community looks to natural solutions for water management

2. Background

Local governments are on the front lines of climate change. They are responsible for the impacts of climate change, such as fire, flood, drought, heat etc. Also, according to the Federation of Canadian Municipalities (FCM)¹, 50% of emissions in Canada fall under local government control. This means it is important for communities across Canada to do their part in reducing emissions to mitigate the impacts of climate change while also taking steps to prepare for the impacts that are already inevitable due to current levels of GHGs in the atmosphere.

Climate impacts are already being felt in smaller communities and rural areas. Impacts include wildfires, increased flooding events, more frequent and intense storms, increased human health impacts, and more drought events.² Across the prairie provinces, biodiversity and ecosystems will shift as the climate warms, which could lead to decreased biodiversity, depending on how quickly species can adapt.³ A resilience plan will involve identifying the best ways to adapt to a changing climate and protect communities from any catastrophic impacts.

The United Nations *Framework Convention on Climate Change (UNFCCC)* defines *climate change* as, “a change of climate which is attributed directly or indirectly to human activity that alters the composition of the global atmosphere and which is in addition to natural climate variability observed over comparable time periods.”⁴ These changes are mainly due to the addition of greenhouse gasses (GHGs) in the atmosphere, which trap heat and lead to an increase in average global temperatures. This can be seen in the Canadian Prairies, which have experienced a higher rate of warming in comparison to other regions in Canada.⁵

¹ FCM has been the national voice of municipal government since 1901. Our members include more than 2,100 municipalities of all sizes, from Canada's cities and rural communities, to northern communities and 20 provincial and territorial municipal associations. Together, they represent more than 92 percent of all Canadians from coast to coast to coast. Municipal leaders from across Canada assemble each year to set FCM policy on key issues.

² <https://www.ipcc.ch/assessment-report/ar6/>

³ Sauchyn, D., Davidson, D., and Johnston, M. (2020): Prairie Provinces; Chapter 4 in Canada in a Changing Climate: Regional Perspectives Report, (ed.) F.J. Warren, N. Lulham and D.S. Lemmen; Government of Canada, Ottawa, Ontario. Accessed on August 5, 2022:

<https://changingclimate.ca/site/assets/uploads/sites/4/2020/12/Prairie-Provinces-Chapter-%E2%80%93-Regional-Perspectives-Report-1.pdf>

⁴ UNFCCC Article 1

⁵ Sauchyn, D., et al. (2020)

According to the [Intergovernmental Panel on Climate Change](#) (IPCC),⁶, “Widespread and rapid changes in the atmosphere, ocean, cryosphere and biosphere have occurred. Human-caused climate change is already affecting many weather and climate extremes in every region across the globe. This has led to widespread adverse impacts and related losses and damages to nature and people.”⁷

Climate change has led to impacts on biodiversity, the economy, infrastructure, human health, and more. Globally, climate change has led to “losses in terrestrial, freshwater, cryospheric, and coastal and open ocean ecosystems.”⁸ There are also impacts on food and water availability. Health related impacts include illness and morbidity related to extreme heat, an increase in vector borne diseases, and also mental health challenges, trauma from extreme events, and loss of livelihoods and culture.⁹

Responses to Climate Change

Community responses to climate change generally fall under the categories of mitigation or adaptation. **Mitigation** actions are to “reduce emissions or enhance sinks of GHGs”¹⁰, while **adaptation** is “the process of adjustment to actual or expected *climate* and its effects, in order to moderate harm or exploit beneficial opportunities.”¹¹

Key Terms

Adaptation

Measures a community takes to adapt to a changing climate and minimize catastrophic impacts. For example, communities may see increased risks of flood and wildfires and need to adapt.

⁶ The Intergovernmental Panel on Climate Change (IPCC) is the United Nations body for assessing the science related to climate change. The IPCC prepares comprehensive Assessment Reports about the state of scientific, technical and socio-economic knowledge on climate change, its impacts and future risks, and options for reducing the rate at which climate change is taking place.

⁷ [IPCC AR6 Synthesis Report, Summary for Policymakers, March 2023](#), p. 5

⁸ [IPCC AR6 Synthesis Report, Summary for Policymakers, March 2023](#), p. 5

⁹ AR6 Synthesis Report, p. 6

¹⁰ IPCC, 2018: Annex I: Glossary [Matthews, J.B.R. (ed.)]. In: *Global Warming of 1.5°C. An IPCC Special Report on the impacts of global warming of 1.5°C above pre-industrial levels and related global greenhouse gas emission pathways, in the context of strengthening the global response to the threat of climate change, sustainable development, and efforts to eradicate poverty* [Masson-Delmotte, V., P. Zhai, H.-O. Pörtner, D. Roberts, J. Skea, P.R. Shukla, A. Pirani, W. Moufouma-Okia, C. Péan, R. Pidcock, S. Connors, J.B.R. Matthews, Y. Chen, X. Zhou, M.I. Gomis, E. Lonnoy, T. Maycock, M. Tignor, and T. Waterfield (eds.)]. Cambridge University Press, Cambridge, UK and New York, NY, USA, pp. 541-562, doi:[10.1017/9781009157940.008](https://doi.org/10.1017/9781009157940.008).

¹¹ IPCC, 2018: Annex I: Glossary

Mitigation

Measures a community takes to lower greenhouse gas (GHG) emissions. For example, a community may support electric vehicles(EVs) or retrofit buildings.

Low-Carbon Resilience

Low Carbon Resilience is a framework for climate planning that coordinates actions that contribute to both adaptation and mitigation in local governments. It does so while working to advance other goals like health, biodiversity, the economy, and equity. This strategy leads to reduced costs and increased capacities to contribute to climate action, as well as results that benefit both the planet and people.¹²

Climate mitigation and adaptation plans should be done together to avoid maladaptation and promote systemic thinking.¹³

Circular Economy

In our current economy, we take materials from the Earth, make products from them, and eventually throw them away as waste – the process is linear. In a circular economy, by contrast, we stop waste being produced in the first place. A circular economy decouples economic activity from the consumption of finite resources. It is a resilient system that is good for business, people and the environment.

Co-benefits

Climate co-benefits are beneficial outcomes from action that are not directly related to climate change mitigation. Such co-benefits include cleaner air, green job creation, public health benefits from active travel, and biodiversity. improvement through expansion of green space. These are “win-win” actions for the community that save money and time.

Multi-solving

Multi-solving is when people work together across sectors to address multiple problems with one policy or investment. This is a way to look at the whole picture and help everyone.

Future climate modelling

Global climate models provide information about what the climate will look like in the future.

¹² LCR Handbook, 2022

¹³ LCR Handbook, 2022

Predicting the future is uncertain, partly because we do not know how much carbon dioxide we will emit into the atmosphere. To accommodate this uncertainty, projections of future climate change consider a range of plausible scenarios that represent GHG emissions, which are known as RCPs (Representative Concentration Pathways). Scenarios have long been used by planners and decision-makers to analyse futures in which outcomes are uncertain.

Representative Concentration Pathways (RCPs) are the numbers input into climate projection models that represent the expected concentration of greenhouse gases (GHGs; especially carbon dioxide) in the atmosphere as a result of human activity. **The High Carbon scenario (RCP8.5)** assumes that we continue to emit very large amounts of carbon dioxide from the burning of fossil fuels; **the Low Carbon scenario (RCP4.5)** assumes that drastic reductions of emissions in the coming decades will stabilise the concentration of GHGs in the atmosphere by the end of this century. In this report, we do not use RCP2.6, an even lower emissions scenario.¹⁴

Both show climate changes to the Sylvan Lake Region that will require adaptation; however, RCP 8.5 represents the worst case scenario.

¹⁴ Climateatlas.ca

Sylvan Lake Region Changing Climate

The impacts of climate change are already apparent in the Sylvan Lake Region. Climate change is forecasted to bring about increased temperatures, decreased summer precipitation, increased winter precipitation, and increased extreme weather events.

Sylvan Lake Regional Climate Data		2021-2050		2051-2080	
Variable	Baseline (1979-2005)	High Carbon Scenario (RCP 8.5)	Low Carbon Scenario (RCP 4.5)	High Carbon Scenario (RCP 8.5)	Low Carbon Scenario (RCP 4.5)
Mean Temperature oC (annual)	2.8	4.8	4.6	6.9	5.7
Annual Hot days (> 30oC)	3	9	8	23	14
Precipitation Annual (mm)	500	534	539	556	541
Frost Free Season (days)	120	139	135	157	144

(climateatlas.ca: [Sylvan Lake Region](#))

Climate Impacts, Risks, and Opportunities

Changing climatic conditions result in **climate impacts**, which are either occurrences of weather related events (i.e. a flood or a wildfire) or a gradual change in circumstances (i.e. shift in local tree and plant composition).

Climate risk is a data-informed judgement on the combination of the consequence or severity of a climate impact event and the likelihood of it occurring.¹⁵

For example:

¹⁵ All One Sky Climate Resilience Express

Risk = The consequence of a wildfire x the likelihood of it occurring

Opportunity is related to climate risks, but is where the consequences of a climate impact are beneficial to the community. For example, the climate impact of warmer winters would lead to the opportunity of less costs on snow removal.

This report will outline climate related hazards for the Summer Village of Jarvis Bay, and suggest options to adapt to these impacts within the context of Jarvis Bay's financial and staff capacity.

3. Project Scope

Timeline

While many climate plans have timelines until 2050, according to the IPCC, we only have a short period of time to make the changes needed to secure a safe climate for everyone.¹⁶ This is why this plan will focus on actions that can be implemented before 2030, and will highlight actions to be started now, and in the next few years.

Geographic scope

The scope for this climate plan is the geographic boundaries of the Summer Villages of Birchcliff, Jarvis Bay and Norglenwold. However, with Sylvan Lake as the key natural asset and due to the Sylvan Lake Summer Villages being such small communities, it will be important to coordinate and work alongside the other five Summer Villages on Sylvan Lake, the Town of Sylvan Lake, Lacombe County, and Red Deer County.

This will help to make mitigation and adaptation actions more accessible.

Data scope

This climate plan includes a corporate emissions inventory for the Summer Village of Jarvis Bay, as well as regional climate projections until 2100 using the 8.5 RCP Pathway.

¹⁶ Intergovernmental Panel on Climate Change. 2018. Global Warming of 1.5 °C. Special Report. Accessed 2020. <https://www.ipcc.ch/sr15/>

4. Methodology

Action Plan Development

[All One Sky Climate Resilience Express](#)

Climate Resilience Express is a high-level (“express”) screening process designed to support communities in beginning to identify and prioritise climate change risks and opportunities and develop a starter action plan. The overall approach is grounded in existing standards for risk management based on the International Organization for Standardization’s (ISO) 31000, Risk Management – Principles and Guidelines. It follows a four-step, iterative process.

Step 1: Establish the local context for climate resilience action planning;

Step 2: Assess potential climate-related risks and opportunities to establish priorities for action;

Step 3: Formulate actions to manage priority risks and opportunities; and

Step 4: Prepare and implement an Action Plan, review progress, and update the Plan to account for new information and developments.

Step 2 and Step 3 are covered in the workshop with local residents, Step 1 is undertaken in advance of the workshop, and preparing the Action Plan and Step 4 takes place after the workshop.

Corporate Emissions Inventories

[FCM’s Parters for Climate Protection \(PCP\) Protocol](#)

The PCP protocol is a set of guidelines based on international best practices in municipal GHG accounting that provides communities with a standardised approach to quantifying emissions. The approach is beneficial for comparisons across time and between different communities in a policy-relevant fashion. The PCP protocol is complementary to existing or foreseeable regulatory requirements and potential emissions reduction certification.¹⁷

5. Key Data

Summer Village of Jarvis Bay Corporate Energy and Emissions Inventory

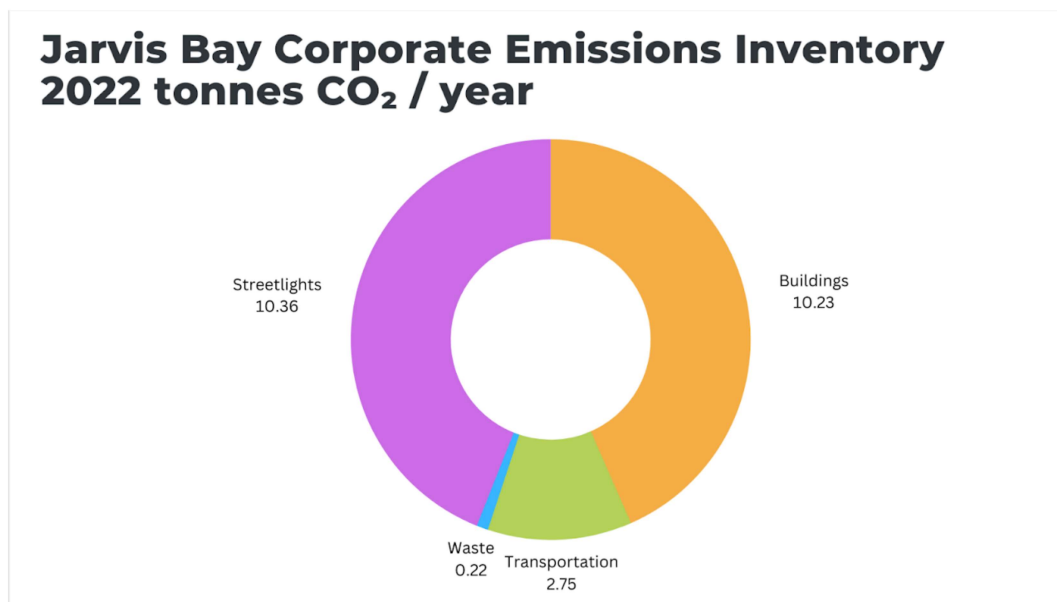
A **community inventory** includes buildings (residential, institutional, commercial, industrial), transportation, and solid waste sectors. A **corporate inventory** includes

¹⁷ [PCP Milestone 1](#)

municipal buildings, fleet, street lighting, water and wastewater treatment, and corporate and/or community solid waste¹⁸ ([PCP Protocol](#)).

We are currently only working with data for a corporate emissions inventory, but we are waiting for access to an open-source community emissions inventory,, which is expected to be available in the next few months.

- [PCP protocol](#)



Community Engagement

An online presentation was held to share and discuss the draft climate plan. Residents were able to watch the recording and complete an online survey. Input has been incorporated into this plan.

Sylvan Lake Watershed Future Population Projections

According to the Lacombe County Municipal Development plan, the county has plans to add 8500 units or dwellings within the county over the next 40 years with **intent to service 1,200 future Lacombe county units along the lake.**

¹⁸ If the landfill or waste disposal centre is owned and operated by the municipality, then all waste emissions should be accounted for under the corporate and the community inventory, as the municipality has direct operational control over the waste. This is not considered double counting, because the corporate inventory is a subset of the community inventory – the two inventories are not added together.

The Town of Sylvan Lake has plans to grow its population by about 50 thousand over the next 40 years in large part through annexation of Red Deer lands in the watershed. **The watershed's current population is about 20,000, and there are plans for 57 thousand by 2040 and 86 thousand by 2060.**

Sylvan Lake Region Past Climate Trends

The Town of Sylvan Lake collected trends in the Sylvan Lake region. Data was collected and analysed from ten climate stations in the region (Athabasca, Cold Lake, Campsie, Edmonton, Calmar, Camrose, Lacombe, Rocky Mountain House, Edson, and Whitecourt). They selected these climate stations because the data cover multiple decades, are high quality, and the stations span an area that is comparable to the same area for which climate projections are available.

The Town of Sylvan Lake determined climate records of temperature and precipitation for the Sylvan Lake region by averaging the individual records from these ten climate stations and using statistical techniques to assess the robustness of estimated trends.¹⁹

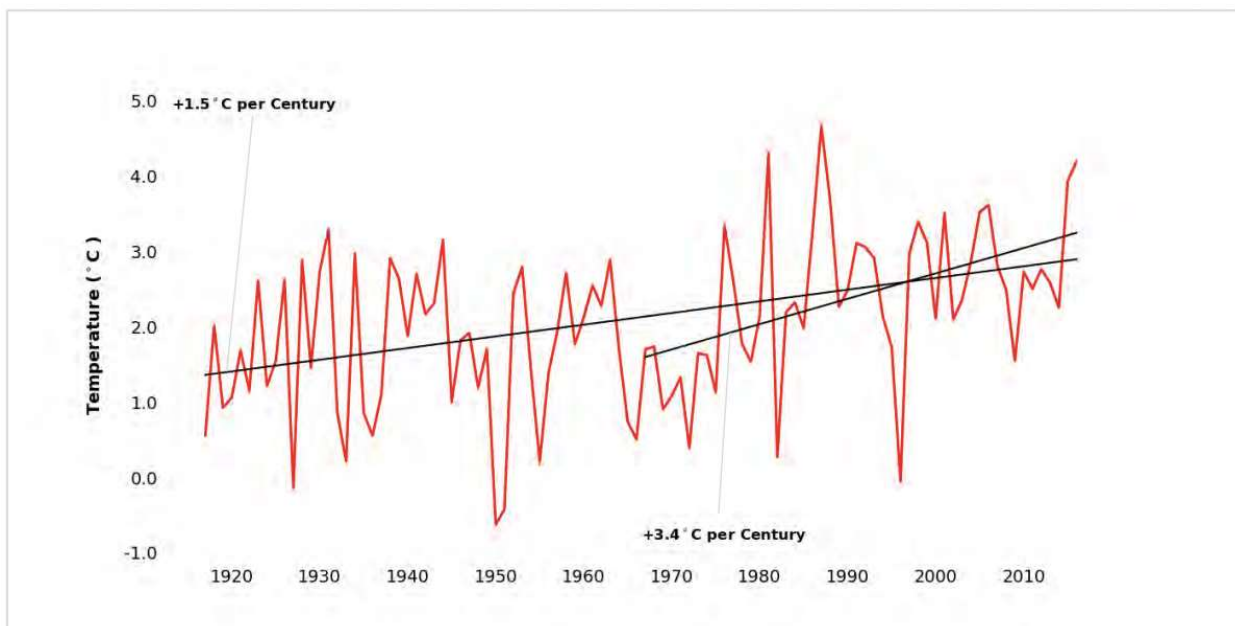
Temperature Records

The Town of Sylvan Lake's historical temperature records for Sylvan Lake Region over the period 1917-2016 show that mean annual temperature has increased at a rate of +1.5C per century, and the rate of warming observed over the last 50 years is +3.4C per century.²⁰

¹⁹ [Town of Sylvan Lake Climate Resilience Express Action Plan](#), p. 7

²⁰ [Town of Sylvan Lake Climate Resilience Express Action Plan](#), p. 8

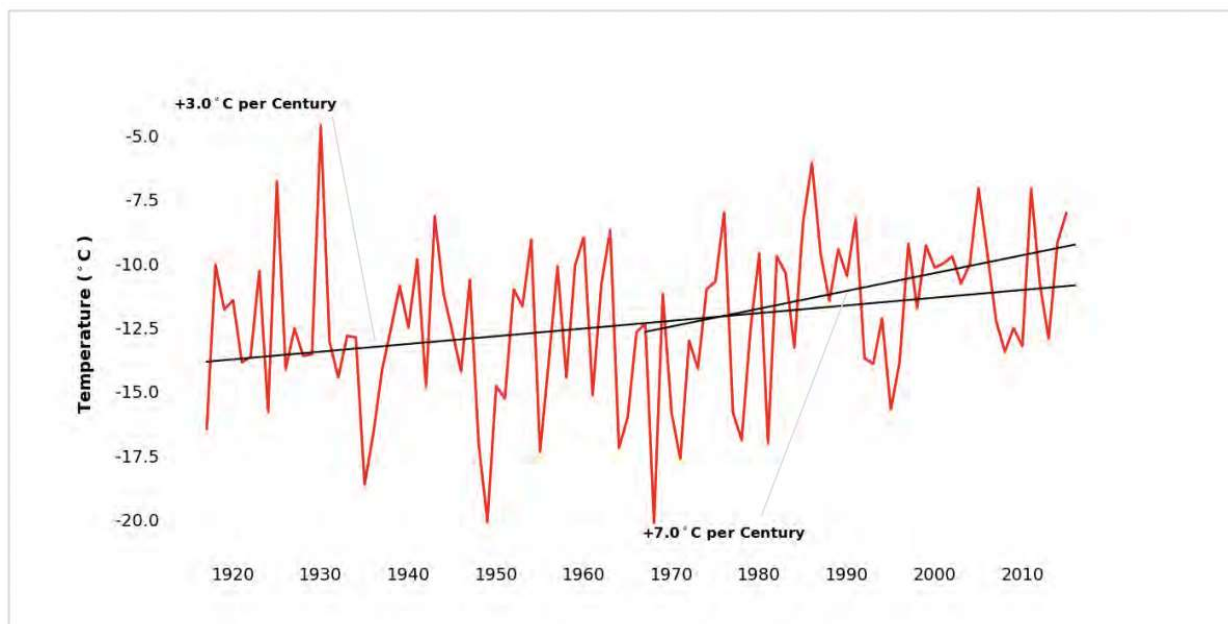
Mean annual temperature in Sylvan Lake Region (1917-2016)



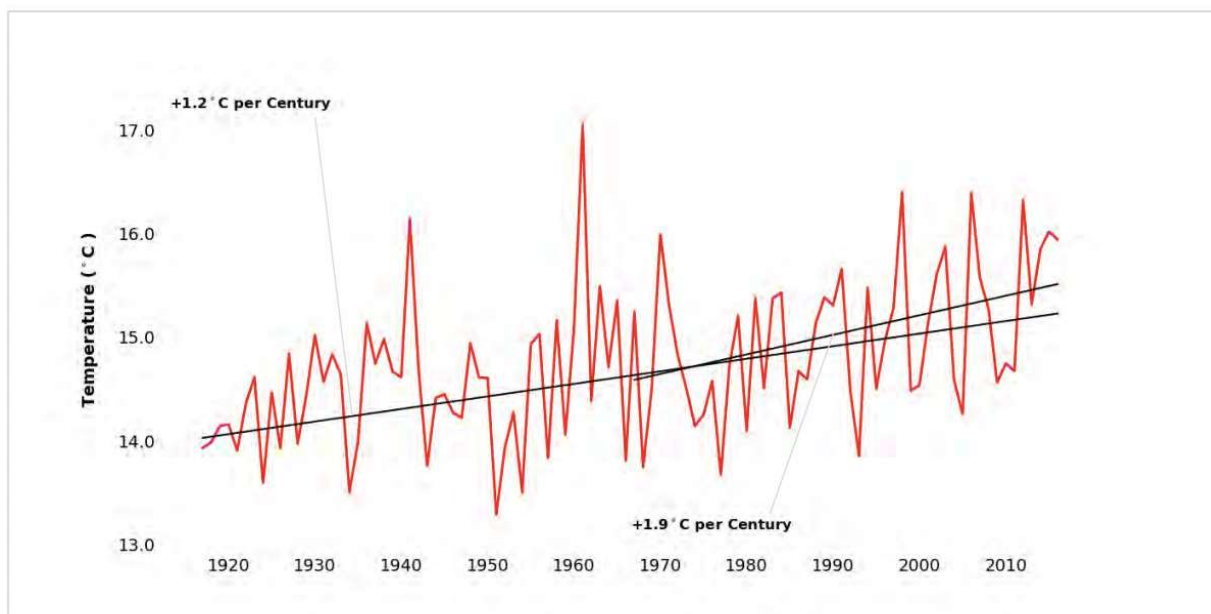
The largest seasonal increase in temperature in the Sylvan Lake Region occurred during the winter (December-February). The observed rate of warming in winter over the last 100 years is +3.0°C per century (Figure 3). Over the last 50 years mean winter temperature increased at a rate of +7.0°C per century, which is substantially greater than the mean annual rate of warming. In contrast, warming during the summer (June-August) over the last 100 years occurred at a slower rate of +1.2°C per century, and +1.9°C per century over the last 50 years.

Similar warming trends are also observed for mean spring and fall temperatures over the last 50 and 100 years.

Mean winter temperature in Sylvan Lake Region (1917-2016)



Mean summer temperature in Sylvan Lake Region (1917-2016)



Annual Precipitation

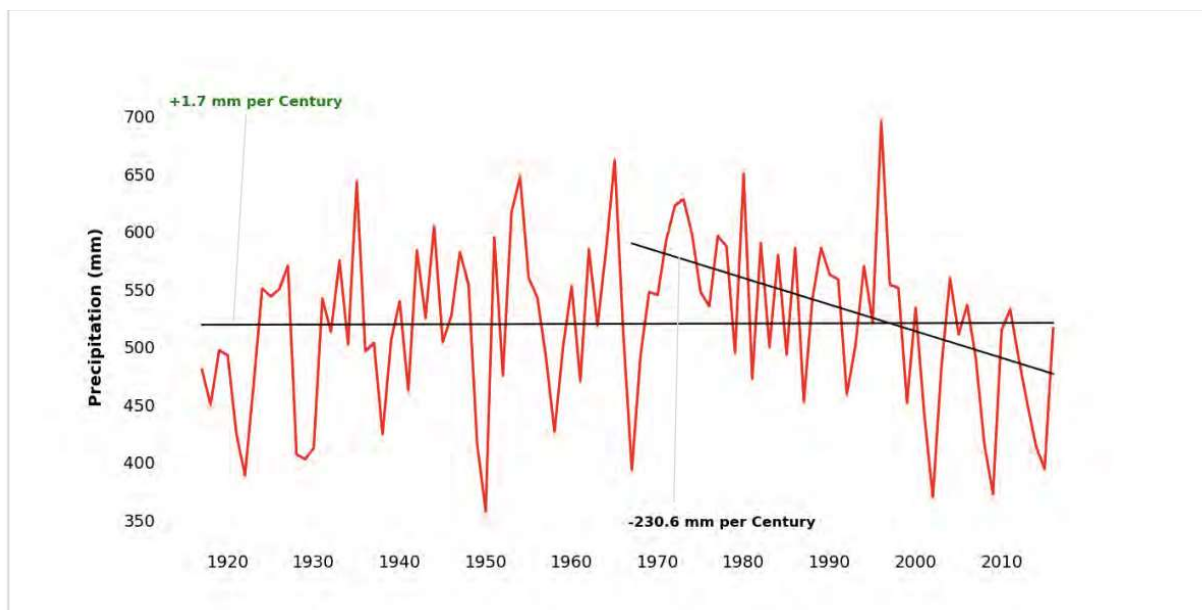
Over the last 100 years, mean annual precipitation in the Sylvan Lake region increased at a rate of less than 2 mm per century; this trend is not statistically significant. However, over the last 50 years, mean annual precipitation has declined at a rate of 231 mm per century.

Changes in seasonal precipitation over the last 50 years show the following trends:

- +38 mm per century in spring;
- -29 mm per century in fall;
- -131 mm per century in summer; and
- -67 mm per century in winter.

Trends in summer and winter precipitation over the last 50 years are statistically significant at the 95% confidence level; trends in spring and fall precipitation are not statistically significant.²¹

Mean annual precipitation in Sylvan Lake Region (1917-2016):



Note: trends depicted in green font are not significant at the 95% confidence level

²¹ [Town of Sylvan Lake Climate Resilience Express Action Plan](#), p. 10

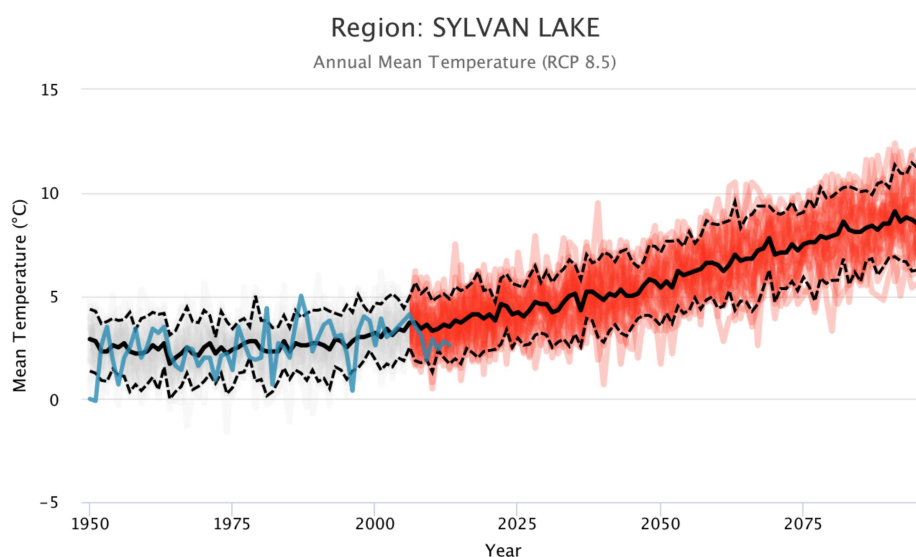
Sylvan Lake Region Future Climate Projections

This data was collected from outputs of global climate models that tell us what the climate will look like in the future.

Annual Mean Temperature (°C)

Between 2021 and 2050, annual mean temperature is expected to range from **3.1 to 6.4°C** under the high emissions scenario (RCP 8.5), and it is expected to range from **2.9 to 6.3°C** under the low emissions scenario (RCP 4.5). The baseline of annual mean temperature from 1979 to 2005 is 2.8°C.

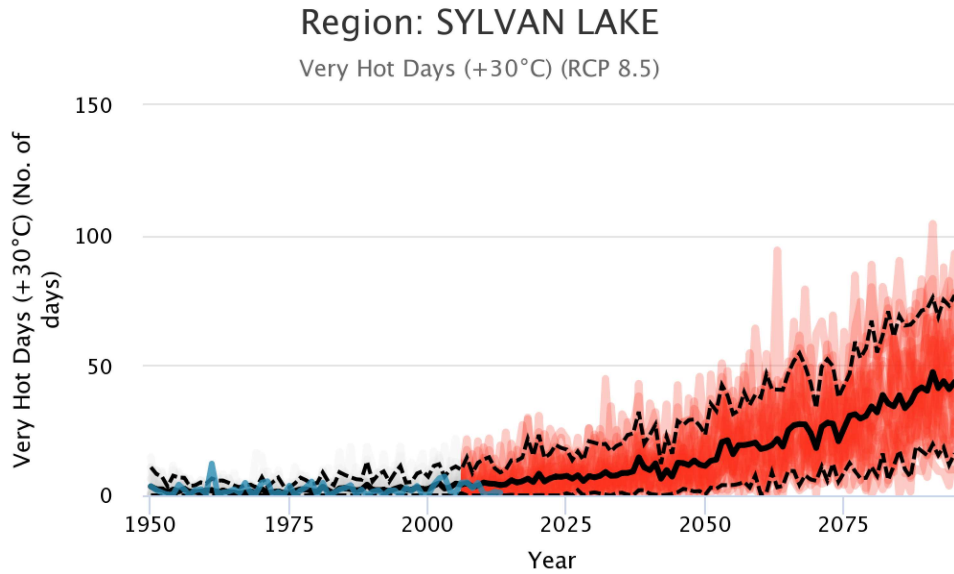
Between 2050 and 2080, annual mean temperature is expected to range from **4.9 to 8.8°C** between 2021-2050 under the high emissions scenario (RCP 8.5), and they are expected to range from **4 to 7.5°C** under the low emissions scenario (RCP 4.5).



Very Hot Days (> 30°C)

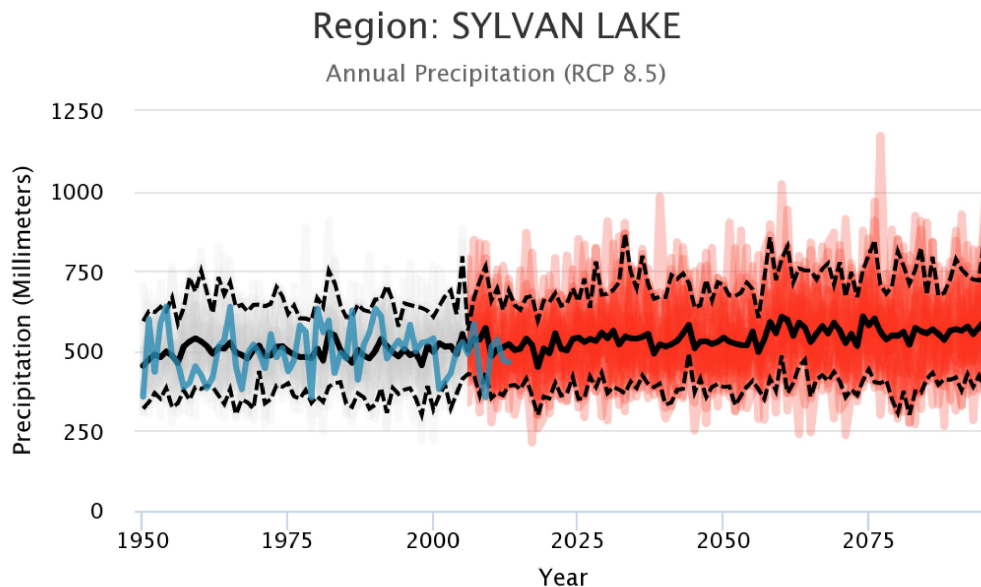
Between 2021 and 2050, very hot days (over 30) are expected to range from **1 to 21 days** under the high emissions scenario (RCP 8.5), and they are expected to range from **1 to 20 days** under the low emissions scenario (RCP 4.5). The baseline of very hot days from 1979 to 2005 is 3 days.

Between 2050 and 2080, very hot days (over 30) are expected to range from **6 to 44 days** between 2021-2050 under the high emissions scenario (RCP 8.5), and they are expected to range from **2 to 30 days** under the low emissions scenario (RCP 4.5).



Annual Precipitation

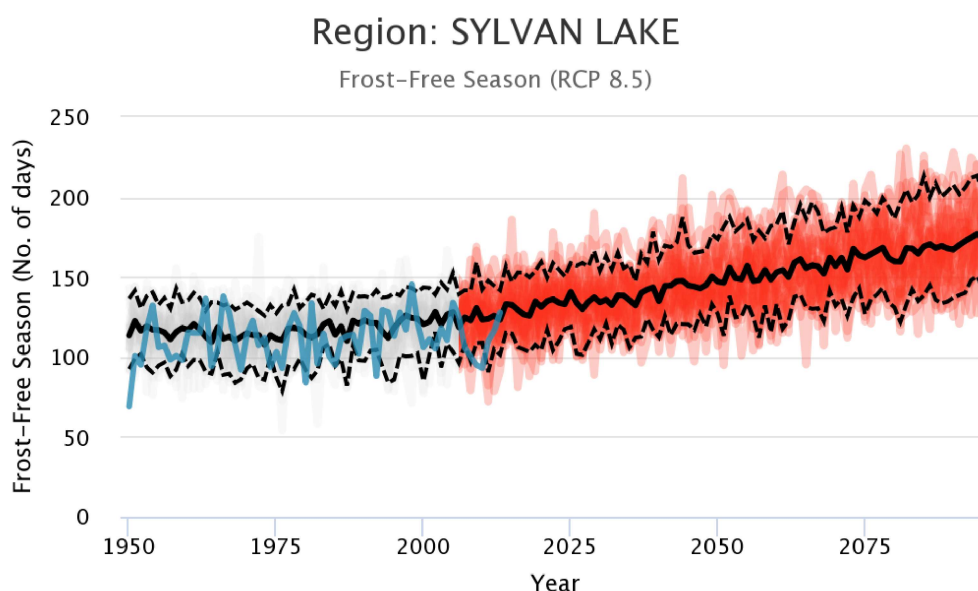
Mean annual precipitation is projected to increase by **6% to 9%** for the 'strong mitigation' (RCP 4.5) and 'business-as-usual' (RCP 8.5) scenarios, respectively. Larger increases in precipitation are projected for the winter, while summer precipitation is projected to decrease slightly. Note, there is a higher uncertainty associated with projections of future precipitation compared with those for temperature.



Frost-Free Days

Between 2021 and 2050, frost-free days are expected to range from **116 to 163 days** under the high emissions scenario (RCP 8.5), and they are expected to range from **110 to 160 days** under the low emissions scenario (RCP 4.5). The baseline of frost-free days from 1979 to 2005 is 120 days.

Between 2050 and 2080, frost-free days are expected to range from **130 to 186 days** between 2021-2050 under the high emissions scenario (RCP 8.5), and they are expected to range from **116 to 172 days** under the low emissions scenario (RCP 4.5).



Extreme precipitation

Extreme precipitation events have become a more frequent phenomenon in recent years around the globe. Recent studies have demonstrated that extreme rainfall intensity increases by about 7% for every degree increase in global atmospheric temperature. Models projections do not capture high-intensity, short-duration precipitation as well at the moment, but they are improving. As atmospheric temperatures increase, the capacity to carry water also increases, which will lead to increased intensity in single precipitation events. This is likely to be expected in the future for the Sylvan Lake region.²²

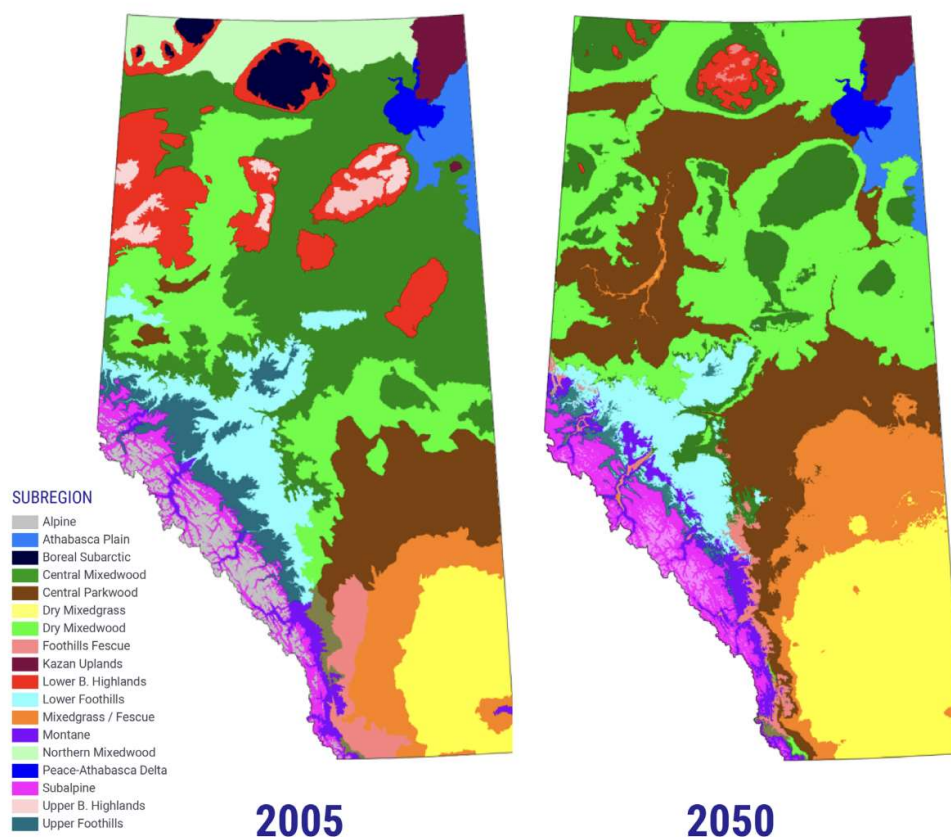
Soil Moisture

Soil moisture will decrease due to warmer temperatures leading to increased evaporation and transpiration during the growing season, unless it is offset by increases in seasonal precipitation. While annual precipitation is projected to

²² [Town of Sylvan Lake Climate Resilience Express Action Plan](#)

increase across most of the region, much of this will occur early in the year and is likely to be insufficient for preventing the decrease in soil moisture by late summer.²³

Biodiversity and Ecosystems



(Above): The distribution of Alberta's major ecosystem types in 2005 (left) and bioclimatic envelope model projections of these ecosystems for the 2050s (right), under a medium emissions scenario (ECHAM5-A2). Source: Sauchyn, D., et al. (2020).

Scientists use bioclimatic envelope model projections, such as those in the image above, to predict the equilibrium redistribution of ecosystems under future climatic conditions. They predict ecosystems will be complex mixtures of old and new elements, blurring ecosystem boundaries and increasing habitat diversity in most regions.²⁴

Expected warmer and drier conditions will impact natural spruce and aspen forests making it more challenging for them to recover from the expected increases in wildfire and insect outbreaks. Predicted declines in summer precipitation and

²³ Sauchyn, D. et al. 2020

²⁴ Sauchyn, D., et al. (2020)

overall moisture, and more frequent droughts will reduce wetland area sand depth, and permanence.²⁵

Climate Trends and Projections Summary

Climate Trend	Summary
Slight increase in annual temperature	<p>Between 2021 and 2050, annual mean temperature is expected to range from 3.1 to 6.4°C under RCP 8.5 and from 2.9 to 6.3°C under RCP 4.5. The baseline of annual mean temperature from 1979 to 2005 is 2.8°C.</p> <p>Between 2050 and 2080, annual mean temperature is expected to range from 4.9 to 8.8°C RCP 8.5 and from 4 to 7.5°C under RCP 4.5.</p>
Slight increase in very hot days over 30°C	<p>Between 2021 and 2050, very hot days are expected to range from 1 to 21 days under RCP 8.5 and from 1 to 20 days under RCP 4.5. The baseline of very hot days from 1979 to 2005 is 2 days.</p> <p>Between 2050 and 2080, very hot days are expected to range from 6 to 44 days under RCP 8.5 and from 2 to 30 days under RCP 4.5.</p>
Increased annual precipitation	<p>Mean annual precipitation is projected to increase by 6% to 9% for the 'strong mitigation' (RCP 4.5) and 'business-as-usual' (RCP 8.5) scenarios, respectively.</p>
Frost-Free Days	<p>Between 2021-2050, frost-free days are expected to range from 116 to 163 days under RCP 8.5 or from 110 to 160 days under RCP 4.5. The baseline from 1979 to 2005 is 120 days.</p> <p>Between 2050 and 2080, frost-free days are expected to range from 130 to 186 days under RCP 8.5 and from 116 to 172 days under RCP 4.5.</p>
Increased extreme precipitation events	<p>As atmospheric temperatures increase, the capacity to carry water also increases, which will lead to increased</p>

²⁵ [Town of Sylvan Lake Climate Resilience Express Action Plan](#), p. 19

	intensity in single precipitation events. This is likely to be expected in the future for the Sylvan Lake region.
Decreased soil moisture	Increased temperatures and evaporation will lead to decreased soil moisture. Increased rainfall will likely be insufficient to prevent this by late summer.
Shifting ecosystems	Ecosystems will be complex mixtures of old and new elements, blurring ecosystem boundaries and increasing habitat diversity in most regions.

6. Climate risks and opportunities

The highest priority risks and opportunities were identified using methodology from AOS Express. They will be verified with input from staff and the community through the community engagement process.

Risk prioritisation

High Priority Risks for Sylvan Lake summer villages:

- Increased wildfire risk due to hotter summers, increased extreme heat, and decreased precipitation
- Increase of wind storm risk from increased temperatures and increased intensity of summer storms.
- Increased overland flooding risk from extreme precipitation events
- Wildlife/habitat stress
- Increase in heat-related illness and disease from increased temperatures
- Increased shoreline erosion due to increased extreme precipitation in the summer
- Increased forest pests and diseases due to drier conditions and decreased extreme cold
- Increased space cooling from increased summer temperatures and extreme heatIncreased temperatures lead to increased summer and winter tourism

See [Appendix 1](#) for details

Opportunity prioritisation

High priority opportunities for Sylvan lake summer villages:

- None of the opportunities were selected as high priority in the community engagement.

See [Appendix 1](#) for details

Risk prioritisation table

	Increase in Annual Temperature	Increase in very hot days >30°C	Increased annual precipitation	Decreased summer precipitation	Decreased frost-free days	Increased extreme precipitation events	Decreased soil moisture	Shifting Ecosystems	Increased intensity of summer storms
Wildfire	X	X		X			X	X	
Wind Storms	X								X
Overland Flooding						X	X	X	
Heat-related illness	X	X							
Shoreline Erosion			X			X	X	X	
Forest Pests & Diseases	X	X			X		X	X	
Space Cooling	X	X							

7. Action plan

The next step is to identify actions to reduce or avoid the harmful consequences of priority climate risks and/or to capture the benefits presented by priority climate

opportunities. These are based on best practice research, engaging subject matter experts, and community engagement.

We have identified 8 themes to adapt to the top risks and opportunities, while also reducing emissions in the key areas and bringing added co-benefits. We have divided the 8 themes into the broad categories of People, Property, and Planet. Our draft actions were selected to address each theme.

Eight Priority Areas for Action on Resilience

1. The community has robust and up to date emergency preparedness systems in place



Risks:

- Wildfire
- Wind storms
- Flooding
- Heat illness
- Summer tourism

Emissions reductions:

- None

Co-Benefits:

- Resident safety and mental health

- Costs savings on evacuations, disaster relief

Actions:

Jarvis Bay has a good fire protection plan. Some other recommended actions:

- Ensure the community has up to date **emergency response plans**, communications protocols, and staff training.
 - Ensure the community has comprehensive early warning systems in place.
 - Keep fire plans updated and work on improving ratings
- Use covenants on new developments to require **fire safe landscaping and new building materials**
 - Nelson, BC provides [Development Permit Guidelines for wildfire landscaping and building materials](#).
 - [RDCK Wildfire Development Permit FAQs](#) provide permitting, bylaws, and guidelines.
- **Educate residents** on wildfire and smoke - See Resilient Rurals AB [wildfire advice](#) and [smoke advice](#).
 - Encourage all residents to use [Alberta Fire Smart home assessment tools](#).
 - See [More wildfire resources from AVSA](#).

Funding:

- [Disaster Mitigation and Adaptation Fund](#)
- [Climate Change Adaptation Program](#)
- [Alberta Community Resilience Program](#) - Flood and Drought Resiliency
- [Watershed Resiliency and Restoration Program](#) - Flood and Drought Resiliency

2. Council makes all decisions in line with climate mitigation and adaptation priorities

Buildings and transportation are major emission sources under municipal control, and corporate emissions are the easiest area in which to reduce emissions. It also has the “lead by example” advantage to help shift citizen behaviour.

Risks:

- All

Emissions reduction:

- Corporate emissions

Co-Benefits:

- Corporate cost savings (ie. cost savings for the summer village)
- Improved resilience of equipment and extended life, so reduced risk to capital assets;
- Decreased workload fixing equipment when well maintained
- Creation of local jobs from social goals like buy local and equity considerations

Actions:**General**

- Work with other summer villages to develop and implement a social procurement policy for corporate purchases.
- Add a climate lens to council decision making.
 - Or use this [simple online tool](#)
 - Example of simple checklist:

- Will it increase or decrease the use of fossil fuels by the village or its residents?
- Does it consider the full lifecycle costs of equipment and infrastructure?
- What are the impacts on:
 - loss of trees/natural areas
 - resilience to extreme weather
 - overland flooding and lake pollution

BUILDINGS

The easiest entry point is to tackle emissions from corporate buildings, so it is recommended that the villages work together to implement energy conservation measures in the municipal building.

- Install programmable **thermostats** to reduce energy use at night and other times that facilities are closed.
 - Reduce set points for temperature in HVAC, domestic water heating,

and sewage treatment.

- **Maintenance:** Implement a regular cleaning and filter replacement schedule for furnaces and air conditioning units to ensure they run at maximum efficiency - in too many municipal buildings poor maintenance significantly increases energy use and costs. It is worth training operators especially if a joint timing with neighbouring communities or other summer villages can be organised.
- Ensure **windows** stay well caulked and weather stripping is replaced as needed: keeping the cold air outside in winter and inside in summer saves on HVAC costs.
- Ensure **hot water pipes** are insulated to allow boilers to run at lower temperatures.
- Ensure all **street lighting** is LED to reduce energy use and costs.

Case Study

In Edson AB, implementing no-cost energy conservation measures saved 46 tonnes of greenhouse gas emissions and achieved 56% of the town's emissions reduction target. This result demonstrated the value of energy management and opened up a \$20,000 budget allocation to energy projects which further reduced annual emissions by over 40 tonnes.

TRANSPORTATION



Work with other villages to initiate a plan to electrify the village vehicles as equipment needs replacing.

- Assess and **monitor fuel consumption** by village owned vehicles.
 - Improve current monitoring regarding essential vs optional use, maintenance, and driver behaviour to ensure optimal fuel economy and emission reduction.
 - Operational changes, anti-idling, and maintenance improvements can result in 10% less fuel consumption across corporate fleet vehicles and equipment.
- Initiate a plan to **electrify as vehicles and equipment** need replacing.
 - This will help reduce operational costs; EV's have reduced maintenance costs compared to ICE vehicles as you no longer need to purchase fuel, particularly relevant as gas prices increase.
 - Replacement of the fleet vehicle with an electric version also provides the potential to use them for emergency power sources.
 - Evaluate costs from a total life cycle cost of ownership perspective. EV's will provide savings in the long-run, but will have a higher upfront cost.

Funding:

Buildings

- [FCM Green Municipal Fund - Community Buildings Retrofit](#)
- [Green and Inclusive Community Buildings Program](#)

Transportation

- [FCM Green Municipal Fund for Transportation](#)
- [MCCAC - Electric Vehicles for Municipalities](#)
- Watch for new funding from [NRCAN](#)

3. People move around the lake and the community in a way that promotes safety, human health, and planetary health.

For community transportation emissions, it is best to focus on mode shift, supporting EVs, and active transportation. In very small communities, the option to shift to transit and ride shares is not easily accessible and has not been included here.

Implement best practices for EV readiness, i.e. a requirement of 100% EV Ready for residential development. This is far more cost effective and simple than retrofitting buildings after construction is complete.

Risks:

- Increased summer and winter tourism

Emissions reduction:

- Community transportation emissions

Co-Benefits:

- Increased resident health
- Increased resident mental health
- Better air quality
- Additional opportunities for tourists
- Increased property values due to more amenities

Actions:

- Install **charging infrastructure** for residents and visitors.
 - Join the [Peaks to Prairies EV charging network](#)
- Amend local development bylaws to mandate the creation of **EV readiness in new developments**.
 - For example, in new subdivisions, require dwelling units to have EV chargers or be EV ready at Level 2 charging.
 - To be EV ready, infrastructure that enables the future installation of Electric Vehicle Supply Equipment (EVSE) must be provided at

the time of construction. This includes providing empty raceways starting in a junction box in the electrical room and terminating in a junction box central to each parking floor. Raceways will be empty to accommodate future wiring.

EV readiness examples:

- [Sample Bylaw and Council briefing note: City of Richmond Bylaw amendment for EV Ready Parking in New Residential Buildings](#)
- Smaller community sample [EV Charging Requirements for New Construction Builds](#)

Funding:

- [Zero Emission Vehicle Infrastructure Program \(ZEVIP\)](#)
- See Alberta municipal [funding here](#).
- See [FAQs here](#)

Active Transportation



Getting people out of cars will decrease community transportation emissions for the summer villages and for visitors, especially those from the Town of Sylvan Lake.

Increased use of active transportation can be boosted by enhancing local information on routes and facilities. Mapping of active transportation routes, even when this includes some road connections for cyclists, will change the culture around active transportation, increase use and improve village recreational opportunities.

The Town of Sylvan Lake has a map of 26 km of trails and some of their residents might like to cycle instead of driving to the summer villages.

Cyclists have posted [recommended routes](#) in the region. [Others](#) have highlighted this as a great cycling region, for example:

- “Circumnavigating Sylvan Lake on a 75-km (47 mi) loop through rolling farmland, the Sylvan Lake Half Ironman route feels wildly rural, yet it’s never far from either the resort town or one of five summer communities developed around the lake.”

Intermunicipal plan 2021: They will develop a regional trail plan: trails were identified as

an important recreation feature for the area. Results from the public survey show that nearly 65% of respondents support the development of a regional trail around the lake. Attendees at the open house also listed trail development as the top area of focus for the plan. The regional trail plan will address a variety of active transportation options. Primary consideration will be given to walking, cycling and similar modes of transportation. Regional trails shall not be designed for horseback riding, ATV usage, sledding, or similar activities.”

Actions:

Walking

- Enhance pathways within villages and post easily accessible **maps** of these on the website

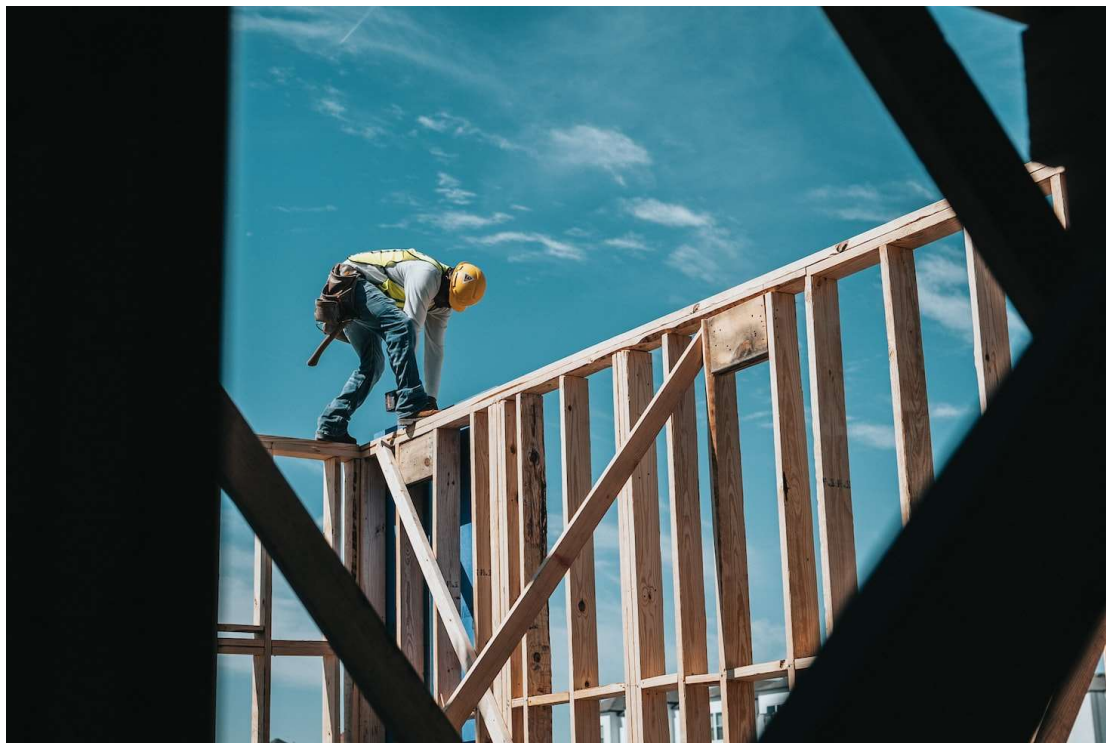
Cycling

- Develop a **map of routes** between the Town of Sylvan Lake and villages and between villages, even if portions are on roads shared with vehicles.
- Pursue concept of a **trail between the villages**.
- Investigate potential for **collaboration with the Town of Sylvan Lake** to incorporate their cycling routes and facilities and joint application to [Canada Summer Jobs](#) for a student to do this work, which could include connecting with local cyclists for input.
- Add **signage** to indicate, for example, 10 minute walk or 20 minute cycle to Sylvan lake.

Funding:

- [Infrastructure Canada Active Transportation Fund](#)
- [Rural Transit Solutions Fund](#)
- [Canada Summer Jobs](#)

4. Community buildings and property are energy efficient, low emissions, and resilient to the changing climate



Retrofit rebate programs are usually managed by the federal and provincial governments and large cities. Small communities can simply make sure citizens are aware of these opportunities.

Risks:

- Fire
- wind storms
- flooding
- heat related illness
- space cooling

Emissions reduction:

- Community buildings emissions

Co-Benefits:

- Reduced insurance costs
- Increased property values
- Increased resident safety

- Lower heating and cooling costs for residents

Actions:

- Work on implementing the province's **CEIP program**
 - Alberta municipalities that have CIEP:
 - [Town of Rocky Mountain House](#)
 - [Town of Devon](#)
 - [City of Edmonton](#)
 - [City of Leduc](#)
- Share **retrofit rebate information** from higher levels of government with residents and encourage uptake.
- Keep abreast of Alberta Municipal advocacy to the province to adopt the 2020 National Model Building code with the ability for municipalities to determine their own tier.
- Implement housing size limitations - see [Canmore House Size Limit](#) – House sizes are limited to a maximum of 325m² (3,500ft²) on lots under 930m².
- Offer **incentives for low emission designs** e.g. streamlined permitting, or mandate use of most energy efficient materials when building.
 - For insulation, this would include closed cell foam spray insulation, wool insulation, or foam board continuous insulation with high R values.
 - For windows, this would include double or triple glazing, using low-emissivity glass, insulated frames and sashes, and good air tightness.
 - As for best roofing materials to use, this would include metal roofing, asphalt shingles, or slate. Overall, use environmentally preferable building materials, high-renewable and recycled content building products, and certified sustainably harvested lumber.
- Require building to **highest level of new building code** to maximize energy efficiency.
- **Incentivise energy efficient HVAC** systems (an energy efficient option being air source or geothermal heat pumps, for example) as well as educate community members on ways to improve the energy efficiency of their current HVAC systems (consult with a local energy auditor, keep up with routine maintenance, upgrade thermostat to a SMART thermostat, seal home from drafts, add insulation, use curtains and blinds to help control temperatures, upgrade to an ENERGY STAR-rated HVAC system).

- Introduce **incentives for solar panels** on each residential building or develop and implement a rooftop and ground-mounted solar program across all sectors. See [best practices for solar permitting](#).
- Introduce a **construction waste bylaw**. See Waste section for details.

Funding:

- [Federal retrofit rebates for homeowners](#)
- [Alberta funding for facility enhancement](#)
- [Green and Inclusive Communities Buildings program \(GICB\)](#)
- [Clean Energy for Rural and Remote Communities Program](#)

5. The summer village produces some of its own renewable energy on site



Emissions can be reduced and energy security improved by producing some energy locally from renewable sources.

Risks:

- Wind storms causing power outages
- increased costs from space cooling

Emissions reduction:

- Corporate and community emissions reductions from energy use

Co-Benefits:

- Lower heating and cooling costs for residents
- Increased local energy security (eg. local supply during power outages)
- Corporate cost savings (ie. cost savings for the summer village)

Actions:

- Watch for new provincial funding to support community solar.
- Recently supported projects:

Village of Carmangay -population 274. As part of the MCCAC's Alberta Municipal Program (AMSP), the village installed a 146 kW solar PV ground mount system at the Carmangay Lift Station. The project produces enough energy, making the municipality's electricity net-zero in its operations.

- The village received a rebate of \$145,920 from AMSP, which covered the full upfront cost, and also reduced GHG emissions by 122 tonnes per year.

Village of Longview - population 272. The new net-zero solar PV installation at the Sewage Lagoon, a 115.2 kW solar PV system (256 panels) is conservatively estimated to generate 150,797 kWh per year. The system received a rebate through the MCCAC'S AMSP for \$101,089.38

Additional examples of small community solar:

→ Village of Ryley solar project - population 463

→ Village of Stirling solar project - population 1,064

- Support residential solar panel installation by providing **information on available rebates**
- Implement **best practices for solar permitting** including:
 - A land use bylaw that defines solar technology and exempts solar PV systems from requiring development permits for all types of land uses, i.e. defines it as a permitted use with potential restrictions on where PV modules can be placed to ensure they are not installed too close to the property line. (Height projection allowance should increase with roof slope.)
 - Expedite the building permit process.
 - To encourage, not penalize, the installation of solar PV systems, a municipality may choose not to levy property taxes on the solar PV premium as part of the property value.
 - See details here: [best practices for solar permitting](#)

Funding:

- Alberta funding ended for now
- Alberta [CEIP program](#)
- [Smart Renewables and Electrification Pathways Program](#)
- [Clean Energy for Rural and Remote Communities Program](#)
- [Canada Greener Homes Initiative](#)

6. Residents are encouraged and supported in making steps towards a Circular Economy



A gradual shift to a circular economy in construction and demolition, and through support of recycling, local sharing, and repair will decrease community waste emissions. Waste collection costs and landfill fees can be reduced and consumption emissions reduced if waste can be diverted. Waste diversion rates from residential areas can be as high as 60% with curbside pickup, so waste collection savings can offset some costs of recycling collection.

Emissions reduction:

- Community methane emissions from waste
- Community emissions from garbage disposal vehicles

Co-benefits:

- Creation of local jobs
- Corporate cost savings (ie. cost savings for the summer village)
- Community cost savings

Actions:

- **Local sharing/re-use:** Consider working with residents to reduce waste going to the landfill with a popup [Free Store](#) or Trash to Treasures days.
 - Support and post swap, share, and repair events on your website.
 - [RDCK example](#)

How to participate:

1. Collect unwanted items.
2. Place them by the curb where treasure hunters can access them without disrupting traffic.
3. Create a sign to let treasure hunters know that your items are up for grabs.
4. Remove all remaining items by 4:00 pm.

This 1-day event is your chance to help reduce waste by giving away your used household items and claiming old treasures from your neighbours!

- Request Villages' waste collection contractor to provide cost estimates for recycling pickup from **drop off sites vs curbside** bi-weekly collection.
- By providing **information** on benefits and cost savings, encourage residents to
 - separate recyclables and take these drop off sites or leave at curbside
 - do backyard composting
- Examples of small community recycling programs:
 - [Village of Irma recycling](#) - population 536
 - [Village of Breton compost drop off](#) - population 510
 - [Village of Foremost recycling](#) - population 574
 - [Village of Alliance recycling](#) - population 133
- Construction waste:
 - Enhance **demolition bylaws** to go beyond dust management and reclamation to minimise construction waste from new construction and demolitions to encourage reuse and recycling of construction and demolition (C&D) waste, which can represent significant amounts of landfill waste. Demolition bylaws have been shown to double percent of demolition waste being diverted from landfills.

Examples of construction and demolition bylaws:

- Vancouver Green Demolition By-Law: Between 2014 and 2018, the bylaw resulted in 86% of waste from pre-1940 home demolitions being recycled or reused, almost double the typical rate. A deconstruction requirement has also been added to the bylaw, mandating that at least three metric tonnes of materials must be salvaged from pre-1910 and heritage-listed homes. As a result, 20-30% of the deconstructed homes are reused in local construction and furniture making, which has helped grow the local downstream market and salvage industry.
- Banff Zero Waste Requirements for Building Permits for application to a smaller community requiring separation of demolition and construction waste.

Funding:

- [GMF Capital project: Waste reduction and diversion](#)
- [GMF Pilot project: Waste reduction and diversion](#)
- [Alberta Ecotrust - Environmental Grant Programs](#)

7. The natural environment is restored, monitored and protected

Village plans and the 2021 Intermunicipal Plan indicate a strong interest in protecting natural areas and in particular, keeping the shoreline as natural as possible. A key theme of the 2021 Intermunicipal Plan was protecting the environment, water quality and wildlife, and balancing future development with environmental objectives.

With climate change there will be increasing temperatures and changing precipitation patterns. Protection of the lake, shoreline, and riparian habitat will be increasingly important for biodiversity and for the cooling effect of native vegetation and a healthy lake for residents.

Risks:

- wildlife/habitat stress
- flooding
- wildfire
- shoreline erosion

Emissions reductions:

- none

Co-Benefits:

- Enhanced local access to natural areas and associated wellness benefits

- Preservation of natural areas
- Increased resident health
- Increased resident mental health

Actions:

Natural Asset Inventory and Condition Assessment

- This is a logical first step to protecting natural assets, but detailed, comprehensive inventories and condition assessments are not necessary to get started - any work is valuable, e.g. Identify a few key natural assets, do qualitative analysis of condition, and then track in a simple spreadsheet
- This is a logical first step to protecting natural assets, but detailed, comprehensive inventories and condition assessments are not necessary to get started - any work is valuable, e.g. Identify a few key natural assets, do qualitative analysis of condition, and then track in a simple spreadsheet
 - Lake shoreline
 - Riverine habitat
 - Meadows/Green spaces
 - Forested areas
- Quick start to **natural asset inventory**:

- Make a simple spreadsheet of your key natural assets: name, type, location, size, and condition.
- Select just one or two natural assets for measurement and condition assessments, e.g. an important riverine habitat or natural open spaces - any fairly intact ecosystem within your boundaries.
- Pick just a few metrics for condition assessment.
- Plan for regular updates (every 5-10 years is adequate).
- Measurement: use simple methods that you can replicate every year such as: I-tree for urban forests, Sampling and extrapolation for street tree counts, Hectares for wetland, meadows, riverine habitat

Natural Asset Condition Tracking



Figure B-1. Types of vegetation [adapted from OWES (MNRF 2014)].

Indicator	Good (5 points)	Fair (3 points)	Poor (1 point)
Canopy (see Figure B-4)	Generally greater than 75% cover with few canopy gaps	Cover 60-75% with many or few canopy gaps	Cover >60 with many canopy gaps
Sub-canopy	number of sub-canopy trees roughly equal to number of canopy trees	Canopy trees greatly outnumber sub-canopy trees	Sub-canopy generally absent
Saplings and Shrubs	Abundant and Widespread shrub layer	Occasional or localized	Sparse or absent
Ground Vegetation (see Error! Reference source not found.)	>50% cover	25-50% cover	<25% cover
Tree size	Mix of tree sizes with some exceeding 40cm	Most trees between 20-40	Most trees are under 20cm DBH
Sum of points () / 5 = Category Score ()			

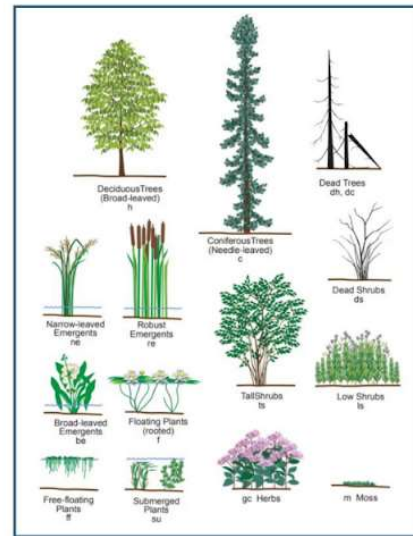
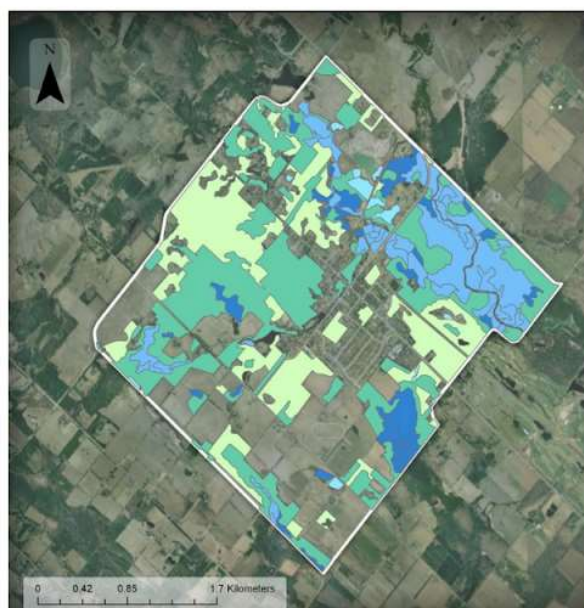


Figure B-2. The composition of an ecosystem and vegetation layers.

Indicator	Good (5 points)	Fair (3 points)	Poor (1 point)
Tree Crown Mortality	< 10 % of trees have severe canopy decline	10 – 25% of trees have severe canopy decline	> 25 % of trees have severe canopy decline
Standing Dead Wood	At least 10% of standing trees are dead (2 of 20 trees).	Approximately 5% of standing trees are dead (1 of 20 trees).	Less than 5% of standing trees are dead (fewer than 1 of 20 trees).
Downed Dead Woody	Enough downed wood is present that you are constantly stepping over it while walking through the forest	Occasional downed wood	Virtually no downed wood
Sum of points () / 5 = Category Score ()			
Unauthorized Trails	None or Few and Faint	Occasional and clearly visible	Many and clearly visible
Dumping	None or light Local or widespread	Moderate Widespread	Heavy Widespread
Encroachment	None or light Local or widespread	Moderate Widespread	Heavy Widespread
Browse	None or light Local or widespread	Moderate Widespread	Heavy Widespread

Source: [Credit Valley Conservation Authority Rapid Assessment Tool](#)

Stormwater management services (Alton)



Stormwater Quantity Reduction and Quality Improvement Assets in Alton

Alton Study Area Boundary
Isolated Wetland
Palustrine Wetland
Riverine Wetland
Woodland
Open Green Space

Table 11 equates the natural assets presented above into area (hectares) and value (millions of dollars).

Table 11. Area and Value of Stormwater Services Provided by Natural Assets in Alton

Asset Type	Count of Asset Polygon	Total Area of Assets (ha)	Value of Service (\$ Millions)
Woodland	52	278	52.9
Isolated Wetland	11	10	28.1
Palustrine Wetland	40	51	5.5
Riverine Wetland	50	108	93.0
Open Space	32	195	88.2

Figure 7. Stormwater Assets in Alton

Source: [Credit Valley Conservation Authority Rapid Assessment Tool](#)

Definition of Riparian Ratings

GOOD - riparian vegetation extends 30m or more from the top of bank

FAIR - riparian vegetation extends 15 m or less

POOR - riparian vegetation extends less than 5 metres

RATING OF REGULATED RIPARIAN SPEA ZONE				
	DISTANCE km	POOR < 5m	FAIR Up to 15m	GOOD > 30m
Within RDN	~8	62%	25%	13%
Within City	~7	49%	20%	31%
Combined	~15	56%	23%	21%

Source: [EAP methodology applied to Millstone Creek BC.](#)

Natural Asset Valuation

Valuation of natural assets is not essential, but it can:

- create a business case for nature and can help promote social buy-in for the protection of natural assets. This is key when development decisions arise.
- help ensure recognition and adequate budgets for restoration, operations and maintenance.
- inform decisions about service delivery, planning, engineering, operations, maintenance, and financial management.

Choice of valuation methodology isn't critical, but consistency year to year is very important for meaningful data, so sometimes the best

answer is to simply pick a method you can maintain, and stick with it.

- Use a simple valuation system and **begin to value natural assets.**
 - Based on [Climate Caucus evaluation of natural asset valuation techniques](#), the Ecological Accounting Process approach of using property value as an easy proxy for natural asset value is recommended.
 - Ecological Accounting Process approach:

Simply multiply the assessed property value by the hectares in the setback area (e.g. 30 metres) for a proxy capital replacement cost value. Research shows 1% of this value is a good rule of thumb starting amount for an annual O & M budget line

Example: [Bowker Creek in the Capital Region District used BC Property Assessment's value.](#)

Natural Asset Protection

Shoreline and lake:

- **Educate shoreline residents** on conservation and restoration of riparian areas on privately owned lands. In addition to Alberta resources, see the [Okanagan Collaborative Conservation Program](#) outreach public materials and [A Resource for Kootenay Lake Living](#).
- Prioritize areas for **riparian conservation and restoration projects** on municipally owned lands.
- With **setback requirements** for riverine areas, determine what uses will be allowed and develop erosion control guidelines to ensure minimum loss of natural riparian vegetation with new and existing residential development.
- Consider amending the Lakeshore Residential **Zoning** category to include specific shoreline protection measures to cover sensitive areas above the high water mark not protected by [provincial laws](#).

Example resources from a rural lake based BC local government:

- [Kootenay Lake Foreshore Integrated Management Planning 2022](#)
- [Kootenay Lake guidance document 2018](#) for a summary of priority conservation actions for shorelines
- [RDCK shoreline protection webpage](#)

Forests/tree canopy

Public lands:

- Develop a **tree and vegetation management plan**, including identification of drought and wind-tolerant tree species and a pruning program.
- Remove **invasive species** and plant native and naturalized species over ornamental varieties.
 - Conduct an analysis on strategies to protect native species.

Private lands:

- Every village should implement a **tree bylaw** to protect trees of a certain size on private land as is in place in [Birchcliff](#) or the Norglenwold bylaws
- New developments should require, as included in Norglenwold's new **bylaws for protection of treed areas**:
 - the Development Authority may impose conditions on the approval of a development permit requiring the retention of trees, or additional planting of such a type and extent that is considered necessary by the Development Authority;
 - a site plan detailing the protection of existing treed areas and site topography may be required prior to issuance of a permit for development.
- Consider introducing a **[Shelterbelt/Hedgerow Protection Bylaw](#)**.
 - Example: [Village of Warburg Bylaw](#), AB (pg. 13 under "Planting Strip")
- Educate residents regarding best **landscaping practices** in a changing climate (e.g. ornamental vs. native plants) - what will grow best in changing climate:
 - [Red Deer recommendations](#)
 - [Naturalize your lot from Pigeon Lake Watershed Association](#).

Land use planning

- Reconsider the limitation to detached residential housing to allow more **density** to limit loss of natural and agricultural lands - other summer villages in Alberta do encourage some densification and multi family dwellings.

Funding:

- Watch for new funding from Infrastructure Canada under the [Nature Smart](#)
- [Watershed Resiliency and Restoration Program](#)
- [Nature Smart Climate Solutions Fund](#)
- [2 Billion Trees Program - Capacity Building Grants](#)
- [Tree Canada](#)
- [Nature Infrastructure Fund](#)
- [FortisAlberta Community Grants](#)
- [Alberta Ecotrust - Environmental Grant Programs](#)

8. The Community looks to natural solutions for water management



Overland floods are a concern as the villages have very little stormwater retention, aside from some ditch systems. Runoff ends up in the lake, so ensuring development happens in a way that allows for natural absorption or filtering of water making its way to the lake is very important.

Risks:

- flooding
- wildlife/habitat stress

Emissions reductions: None

Co-Benefits:

- Corporate cost savings (ie. cost savings for the summer village) for stormwater management
- Reduced insurance costs
- Preservation of natural areas including lake water quality.

Actions:

- Review **bylaw maximums for non permeable surfaces**. Current requirements allowing up to 50% non-permeable surfaces creates greater potential for overland flooding. Provide incentives for use of permeable surfaces.
 - See: [Low Impact Development Stormwater Management Planning and Design Guide - Permeable Pavement](#), Credit Valley Conservation.
- The recent [land use bylaws](#) passed by Norglenwold regarding **requirements for new subdivision applications** should be in place for all villages:
 - to require clean runoff landscaping strategies in subdivision applications
 - to retain in their natural state:
 - wetlands, gullies and natural drainage courses;
 - unstable land;
 - land subject to flooding and/or located within a 1:100 year floodway or flood fringe area as determined by an engineer or flood study;
 - land with slope areas with a gradient of fifteen (15) percent or greater; and
 - land located below the top of the bank of the lake, or any water body or water course.
 - to include a stormwater management plan, prepared by a qualified professional, which must be approved by Alberta Environment and Parks including:
 - Topography;
 - Proposed minor drainage system (ditches/pipes/catch basin locations/flow rate);
 - Proposed major drainage systems (direction of surface drainage/flow rate);
 - Proposed on-site detention/retention facility (location/size/capacity);
 - Location of outflow/outfall structures;
 - Any related modeling and calculation information; and
 - If the land that is the subject of an application is located in a potential Flood Plain, a figure showing the 1:100-year Flood Plain or highest and most frequent rain event series relevant to flooding of the land.
 - See [Central Saanich's Stormwater Management Plan](#)

- Look into the use of **bioswales**: vegetated open channels that reduce and treat stormwater runoff, also known as infiltration swales, grassed swales, or in-line bioretention
 - Similar to open ditches, they move large volumes of stormwater to a discharge point but it also promotes cleansing and infiltration of the water.
 - Examples of bioswales:
 - [City of Coquitlam Parking Lot Bioswales](#), BC.
 - [City of Nanaimo Stormwater Presentation](#), BC.
 - [Saskatoon Low Impact Development Guide](#), (pg. 38), SK.
- Consider creating **storm ponds** to temporarily capture and contain stormwater
 - Storm ponds slow down water long enough to settle out sediments and pollutants or degraded by natural environmental processes helping return cleaner water to the rivers and streams.
 - Examples:
 - [Strathcona County, AB two minute video explanation](#)
 - [Moncton's Naturalized Stormwater Guidelines](#), NB

Funding:

- [Climate Solutions Fund](#)
- [Watershed Resiliency and Restoration Program](#)
- [Nature Infrastructure Fund](#)

8. Implementation

The next step will be for each village to prioritize which of the above actions they wish to proceed with and identify timelines for implementation.

9. Monitoring and Evaluation

Every initiative being implemented does not need constant monitoring, so we are recommending a few key metrics for critical areas to monitor progress, for example:

- Climate actions initiated
- Energy use for corporate vehicles, equipment and buildings: fuel use and cost
- Average size of new residential builds
- Estimated annual value of natural assets based on property value proxy for open spaces and shoreline areas
- Km of shoreline protected
- Km trails developed

- Waste diversion rates

Any cost savings that can be made through this work should be highlighted for ratepayers.

A short 1-2 page annual report to Council on progress on priorities will ensure accountability.

Appendix 1

Summer Village of Jarvis Bay Potential Climate Impacts

Risks	Opportunities
<ul style="list-style-type: none"> • Increased space cooling • Increased lake water temperature • Increased blue-green algae • Increased pests and diseases • Reduced drinking water availability • Overland flooding • Shoreline erosion • Wildlife / habitat stress • Increased forest pests • Heat stress and heat-related illness • Wind storms • Wildfire • Reduced air quality from wildfire smoke • Freezing rain 	<ul style="list-style-type: none"> • Reduced winter snow maintenance costs • Reduced winter road maintenance costs • Increased winter tourism • Increased summer tourism • Increased winter recreation • Longer growing season • Decreased costs on space heating

Potential risk		Consequences for Jarvis Bay
Label	Description	
Water availability (4)(3)	Reduced water availability and reduced ability to meet water demands due to hotter summers with reduced precipitation	<ul style="list-style-type: none"> • Reduced availability of drinking water • Reduced lake levels and impacts on docks • Impacts on agriculture • Increased fire risk
Water temperature	Increase in water temperatures due to	<ul style="list-style-type: none"> • Increased potential for diseases • Increased stress on aquatic

(4)(3)	increased summer temperatures and decreased precipitation, meaning lower lake levels.	ecosystem <ul style="list-style-type: none"> • Water quality concerns for people and fish • Increased blue-green algae
Heat Illness (3)(4)	Increase in heat-related illness and disease from increased temperatures	<ul style="list-style-type: none"> • Increased potential for illness and fatalities • Increased demand on local health services
Space Cooling (2)(4)	Increased space cooling from increased summer temperatures and extreme heat	<ul style="list-style-type: none"> • Potentially increased emissions from air conditioners • Increased costs • Increased energy use in the summer
Summer tourism (3)(4)	Increased summer tourism from increased temperatures	<ul style="list-style-type: none"> • Increased traffic • Parking constraints • Increased lake pollution • Increased management costs • Increased emissions
Wildlife / habitat stress (3)(4)	Increased stress on local wildlife and habitats from warmer climate	<ul style="list-style-type: none"> • Decrease in natural species • Loss of biodiversity and ecosystem services
Pests (4)(3)	Increased forest pests and diseases due to drier conditions and decreased extreme cold	<ul style="list-style-type: none"> • Decrease in natural species • Increased wildfire risk
Flooding (3)(4)	Increased overland flooding risk from extreme precipitation events	<ul style="list-style-type: none"> • Costs for stormwater management • Damage to homes and property, flooding in basements • Increased runoff and contamination into Sylvan Lake • Increased shoreline degradation • Impacts on human health • Potential flooding on roads and

		highways
Shoreline erosion (3)(4)	Increased shoreline erosion due to increased extreme precipitation in the summer	<ul style="list-style-type: none"> • Damage to infrastructure • Damage to riparian areas • Reduction in beaches leading to quality of life and tourism impacts • Increased runoff contamination
Fire (4)(3)	Increased wildfire risk due to hotter summers, increased extreme heat, and decreased precipitation	<ul style="list-style-type: none"> • Increased fire mitigation costs • Damage to property • Damage to crops and agricultural products • Damage to ecosystems
Air quality (4)(4)	Increased air quality concerns due to drier conditions and wildfire smoke	<ul style="list-style-type: none"> • Increased illnesses, and fatalities • Increased demand on local health services • Lower quality of summer outdoor recreation
Wind storms (3)(4)	Increase of wind storms from intense summer storms	<ul style="list-style-type: none"> • Damage to property and infrastructure • Repair costs • Power outages, which leads to health and safety concerns
Ice storms (2)(2)	Freezing rain and ice storms caused by increasing temperatures and intense summer storms	<ul style="list-style-type: none"> • Damage to property • Power outages
Lake Pollution (5)(4)	Pesticides and fertilisers leeching into the lake	<ul style="list-style-type: none"> • Contamination to lake • Harm wildlife and habitats in and around the lake

LEGEND	
EXTREME RISK	
HIGH RISK	
MODERATE RISK	
LOW RISK	
NEGLIGIBLE RISK	
SPECIAL CONSIDERATION	

C O N S E Q U E N C E S	5 Major				Lake Pollution	
	4			Pests Water Availability Water temperature	Wildfire Air Quality Flooding	
	3 Moderate				Wind Storms Summer Tourism Wildlife/ habitat stress Heat Illness Shoreline Erosion Flooding	
	2		Ice Storms		Space Cooling	
	1 Negligible					
		1 Low	2	3 Moderate	4	5 High
		Likelihood				

Potential opportunity		Consequences for Jarvis Bay
Label	Description	
Summer tourism (2)(4)	Increased temperatures lead to increased summer tourism	<ul style="list-style-type: none"> • Economic benefits • Increased parking revenue • Increased local activities • Increase property values
Winter tourism (2)(3)	Milder winters lead to increased winter tourism	<ul style="list-style-type: none"> • Economic benefits • Increased parking revenue • Increased winter recreation opportunities • More year round residents
Reduced road maintenance (2)(3)	Reductions in snow removal costs and decreased freeze-thaw	<ul style="list-style-type: none"> • Cost savings • Reduced GHG emissions
Decreased space heating (2)(3)	Milder winters and warmer shoulder seasons lead to decreased space heating costs	<ul style="list-style-type: none"> • Potential GHG reductions • Cost savings

C O N S E Q U E N C E S	5 Major					
	4					
	3 Moderate					
	2			Winter tourism Reduced space heating Reduced road maintenance	Summer tourism	
	1 Negligible					
		1 Low	2	3 Moderate	4	5 High
		Likelihood				

Summer Village of Jarvis Bay**January 9, 2024****Information Item****Agenda Item: *CPO Structure*****Background:**

Mayor Maplethorpe has asked that this item be added to the agenda for discussion. The Joint Services Committee will be discussing this item on January 16, 2024. Prior to that, the HR subcommittee will be discussing it on January 4, 2024. Additional information will be circulated prior to this Jarvis Bay Council meeting after that January 4th meeting.

Options for Consideration:

- 1) Council to discuss and accept as information.

Administrative Recommendations:

- 1) Council to discuss and accept as information.

Authorities:

MGA Section 3 Municipal Purposes

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

Summer Village of Jarvis Bay

Public Works

Request for Decision

Agenda Item: *Amendments to Memorial Bench Donation Policy*

Background:

Council has requested an amendment to the existing memorial bench donation policy.

Specifically, section 3.4 (Placement) of this policy will be amended to include that Council will continue to maintain the existing bench locations, but currently there are no available spots for additional benches.

Administrative Recommendations:

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

Authorities:

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





Policy Title Memorial Bench Donation Policy	Date: September 9, 2024	Resolution No. JBC-24-
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1. Introduction:

The Memorial Bench Donation Program provides a means for individuals, businesses or organizations to donate funds to the Summer Village of Jarvis Bay specifically for memorial benches in order to enhance the community. Donations will be accepted when space is available for the placement of benches. Placement availability will be determined and monitored by the Summer Village.

2. Goal:

To provide guidelines for the addition of memorial benches in the Summer Village for the use and enjoyment of the public, and for the enhancement of the Summer Village.

3. Policy:

- 3.1 Sponsor:
Individuals, groups of individuals (such as families), businesses, other organizations.
- 3.2 Dedication:
A bench may be dedicated to a deceased person as an "in-memory" donation. More than one bench may be donated or dedicated at one time.
- 3.3 Financial Issues:
The cost to the sponsor the bench and plaque will be 150% of actual cost. This also includes other costs that are associated with delivering, installing, and locating and preparing the site for installation.
- 3.4 Maintenance:
The Summer Village will maintain each donated bench and its immediate surroundings for the life of the bench, **but currently there are no available spots for additional locations.**

Summer Village of Jarvis Bay

January 9, 2024

Request for Decision

Agenda Item: *Fire Services Agreement Renewal*

Background:

The Fire Emergency Response Agreement with the Town of Sylvan Lake expire at the end of the year. The base agreement has not changed, nor has the Annual Service Provision Fee of \$75 per parcel. The dispatch fees are proposed to remain constant at the existing amount of \$2.68 per capita. The Call Out / Response Rates have increased to reflect the current Alberta Infrastructure fee schedule and will continue to follow the Alberta Infrastructure fee schedule throughout the agreement.

Options for Consideration:

- 1) Council to discuss and direct the Mayor and CAO to sign the Fire Services Agreement renewal as presented.
- 2) Council accept as information.

Administrative Recommendations:

- 1) Council to discuss and direct the Mayor and CAO to sign the Fire Services Agreement renewal as presented.

Authorities:

MGA Section 3 Municipal Purposes

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

THIS AGREEMENT made this __ day of _____, A.D. 20__

BETWEEN:

TOWN OF SYLVAN LAKE
(Hereinafter called "the Department")

OF THE FIRST PART

-And -

SUMMER VILLAGE OF JARVIS BAY
(Hereinafter called "the Summer Village")

OF THE SECOND PART

IN THE MATTER OF FIRE EMERGENCY RESPONSE SERVICES PROVIDED BY THE DEPARTMENT

WHEREAS the Town of Sylvan Lake owns certain firefighting equipment and apparatus;

AND WHEREAS the Summer Village has requested that the Town provide fire emergency response services to the Summer Village;

AND WHEREAS the Town of Sylvan Lake is willing to provide fire emergency response services to the Summer Village subject to the terms, conditions and provisions of this agreement;

NOW THEREFORE this Agreement witnesseth that in consideration of the premises, covenants, agreements and mutual obligations herein contained, the parties hereto covenant and agree, each with the other as follows:

DEFINITIONS:

- (a) "Fire Protection Area" means that geographic area situated within the Summer Village of Jarvis Bay;
- (b) "Fire Protection Services" means the provision of fire services in all aspects and without limiting the generality of the foregoing, includes the responses to calls for assistance from the public involving the protection of life, property, rescue and the extinguishment of fires, and includes sufficient and adequate apparatus, personnel, and equipment to adequately provide the fire protection services as described;

The Department agrees to make available to the Summer Village the services of the Town of Sylvan Lake Fire Department under the following terms and conditions:

This agreement is for a 4 year term commencing on January 1, 2024 and expiring on December 31, 2027. This agreement supersedes any other agreement for fire service fees.

1. When the Department receives a call for assistance within the Summer Village, the Department shall not be required to verify the bona fides of such a call, and the Summer Village will pay the Department all amounts for services rendered regardless of the authenticity of such a call.

2. The Summer Village also acknowledges and agrees that the fire services being provided by the Department are based upon and dependant upon volunteer forces. The Department makes no representations or warranties in regard to the nature or level of fire services which will be available, and the Fire Chief, or his or her designate, retains a general discretion regarding the nature and scope of fire services which can be provided at any given time. However, the Department will endeavour to provide fire services to the Summer Village, within the limits of its abilities, in accordance with the same practices and policies which are applicable with the Town of Sylvan Lake.
3. The fire services contemplated hereunder and provided by the Department are solely and absolutely at the discretion of the Fire Chief, or his or her designate, and the Fire Chief may, without rendering the Department liable for any claims, penalties, damages or losses whatsoever incurred by the Summer Village or any Third Party, direct any of the following:
 - a. That there be dispatched in response to a call, as many fire vehicles, equipment or apparatus as the Fire Chief or his or her own designate, in their sole discretion deems to be necessary; or
 - b. That there be dispatched in response to a call such lesser number of units of fire vehicles, equipment or apparatus as, in the judgment of the Fire Chief, or his or her delegate, is appropriate in the circumstances.
4. It is understood and agreed that the Department shall not be liable for any penalties, damages or losses whatsoever for delay or for failure to respond to any call to a fire or for any breach of this Agreement committed by the Department.
5. The Summer Village covenants and agrees to indemnify the Department against and from all loss, costs, claims or demands, liability, damages and expense in respect of any injury, loss or damage caused by the fire fighting vehicles, the Town of Sylvan Lake Fire Department and its members including the personnel provided by the Department while in the course of their duties and the Summer Village agrees to carry liability insurance in respect thereof.
6. If available the Summer Village will maintain and service all fire hydrants, water lines and emergency fire pumps to ensure operability in case of emergency situations. The Summer Village will also ensure that adequate water and water pressure is available for fire service purposes, at no charge to the Department.
7. It is the responsibility of the property owner to ensure a permanent civic address is suitably affixed to each structure (min. size of 6" or 15.24 cm in height) and must contrast the colour of the dwelling. Secondary Suites / Garage Suites require an additional permanent civic address (house number and B) be suitably affixed to the front of the dwelling and at the entrance to the secondary suite (min. size of 6" or 15.24 cm in height), and must contrast the colour of the dwelling. The Fire Department is not responsible for an adequate response time if the house numbers are not suitably affixed, sized and in contrast to the house, as specified in the agreement.
8. The Department agrees to provide the Summer Village with at least 48 hours notice of any training exercise requiring the usage of the Summer Village's fire hydrants, or large quantities of water.
10. Any notice, payment or other communication required or permitted to be given or served pursuant to this Agreement shall be in writing and shall be delivered

personally or may be mailed by registered mail, postage prepaid, addressed as follows:

- a. Town of Sylvan Lake
5012-48 Avenue
Sylvan Lake, AB
T4S 1G6
- b. Summer Village of Jarvis Bay
#2 Erickson Drive
Sylvan Lake, AB
T4S 1P5

11. The Summer Village agrees to pay the Town of Sylvan Lake for emergency response services (Schedule A), an amount in accordance with Alberta Infrastructure's fee schedule that is in effect at the time service is provided by the Department to the Summer Village. Such fee will be subject to change from time to time to coincide with the applicable Alberta Infrastructure fee schedule. The charge for attending an incident in the Summer Village by the Department will commence from the time the Department fire fighting vehicles are dispatched from the Fire Station until said fire fighting vehicles are back in service at the Fire Station.
12. All costs incurred if mutual aid from an outside resource is required will be paid by the Summer Village.
13. The Summer Village shall pay the Town of Sylvan Lake within Thirty (30) days of receiving an invoice for emergency services.
14. The Summer Village agrees to pay the Town of Sylvan Lake an annual rate to maintain Fire Department service to the Summer Village which will be calculated on the cost per parcel based on the total number of vacant & / or occupied parcels. The cost per parcel will be \$75.00 per parcel (Schedule A).
15. The Summer Village agrees to pay the Town of Sylvan Lake the annual dispatching fees as per the Towns contract with Red Deer Emergency Services (Schedule A).
16. The Summer Village will provide the total # of parcels for the purpose of this agreement. The annual fee is due 30 days after the Summer Village property taxes are due, payable to the Town of Sylvan Lake.
17. This agreement may be terminated;
 - a. At any time by mutual agreement of both the parties;
 - b. By either party for any reason by providing six (6) months written notice to the other party.
18. If any controversy, claim, dispute or question arises out of, or is related to, the interpretation, performance, non-performance or breach of this Agreement or any provision thereof which the parties are unable to settle by mutual agreement within a reasonable period of time, the parties shall adhere to the following dispute resolution mechanism:

- a. The parties will make reasonable efforts to resolve disputes arising under this Agreement by amicable negotiations. They agree to provide frank, candid and timely disclosure of relevant facts, information and documents to facilitate these negotiations, without prejudice to their rights and recourses.
- b. If a dispute has not been resolved by negotiations, either party may notify the other party that it wishes the dispute to be resolved by mediation. If the parties are unable to agree upon the choice of a mediator, either party may apply to a superior court in the Province of Alberta to appoint a mediator.
- c. Should mediation not resolve the dispute within a reasonable time frame, the dispute shall be settled and determined by a Board of Arbitration consisting of three (3) arbitrators, one to be named by each of the parties hereto and the third to be selected by the two so named. Should either of the parties fail to appoint an arbitrator for themselves within ten (10) days after receipt of a written proposal for arbitration, or if the two so appointed arbitrators are unable to agree upon a third arbitrator within ten (10) days from their appointment, then the third arbitrator shall be selected and named by a Justice or Master of the Court of Queen's Bench of Alberta on application by either of the parties based on the recommendations of the parties thereto.
- d. Unless the parties otherwise agree, any arbitration under this Agreement will be conducted in accordance with the provisions of the Arbitration Act Revised Statutes of Alberta 2000 Chapter A-43, and the findings and conclusions of the majority of the said Board of Arbitration shall be binding on all parties to this contract.
- e. All costs incurred in arbitration proceedings shall be borne equally by the parties hereto unless a Justice or a Master of the Court of Queen's Bench of Alberta, in their sole discretion, should award costs to either of the parties if an application is required to the Court of Queen's Bench to name arbitrators.
- f. Any endeavour to resolve disputes arising out of this Agreement by negotiation, mediation or other means of dispute resolution, including arbitration, will be conducted on a confidential basis.

IN WITNESS whereof the parties hereto have affixed their corporate seals under the hands of their proper and duly authorized officers effective the day and year first written above, notwithstanding the actual date or dates of execution.

Summer Village of Jarvis Bay

Town of Sylvan Lake

Per: _____

Per: _____

Per: _____

Per: _____

SCHEDULE "A" - EMERGENCY SERVICES FEESAnnual Service Provision Fee:

- \$75.00 per parcel (based on the total number of parcels)
- 175 parcels x \$75 /parcel= \$13,125

Dispatch Fees (with Red Deer Emergency Services)

2024 - \$2.68 per capita

2025 - \$2.68 per capita

2026 - \$2.68 per capita

2027 - \$2.68 per capita

Call Out / Response Rates:

- shall be in accordance with Alberta Infrastructure's fee schedule that is in effect at the time service is provided by the Department to the Summer Village and such fee will be subject to change from time to time to coincide with the applicable Alberta Infrastructure fee schedule.

Alberta Infrastructure Fee Schedule - Fire Callouts current at Dec. 1, 2023

Type of Unit	Comment	Hourly Rate
Ladder and Pumper Trucks	<ul style="list-style-type: none"> • Includes equipment costs, labour, and all materials. 	\$700
	<ul style="list-style-type: none"> • These are specialized pieces of equipment specifically designed and built to fight fires. 	
Light & Medium Rescue Vehicles	<ul style="list-style-type: none"> • Used to transport manpower & equipment not covered under the rate for ladder and pumper trucks. 	\$700
	<ul style="list-style-type: none"> • Rescue vehicles must meet the equipment requirements listed in Section 4, particularly Table 4.2.2, of NFPA 1901. 	
	<ul style="list-style-type: none"> • Light rescue vehicles are permanently rigged and equipped to do basic rescue tasks using hand & basic extrication tools (i.e. pry bars, air chisels, bolt cutters, stabilization equipment & cribbing, hand and power saws, lighting and portable hydraulic rescue tools) and medical aid equipment. 	
	<ul style="list-style-type: none"> • Medium rescue vehicles carry more equipment to handle regularly occurring rescue tasks plus specialized rescue equipment for at least one rescue specialty. 	
Command Vehicles		\$205

Summer Village of Jarvis Bay

January 9, 2024

Request for Decision

Agenda Item: *IDPC Terms of Reference*

Background:

On October 23, 2023, the Sylvan Lake Intermunicipal Development Plan Committee (SLIDPC) met for the first time. At their meeting the SLIDPC discussed their terms of reference (attached), and it was supported by all 8 municipalities.

Administration is bringing the terms of reference forward today and asking for a resolution by Council to adopt the Sylvan Lake Intermunicipal Development Plan Committee Terms of Reference as presented.

Options for Consideration:

- 1) Council to review and adopt the SLIDPC Terms of Reference.
- 2) Council accept as information.

Administrative Recommendations:

- 1) Council to discuss and adopt the SLIDPC Terms of Reference.

Authorities:

MGA Section 3 Municipal Purposes

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

SYLVAN LAKE INTERMUNICIPAL DEVELOPMENT PLAN COMMITTEE**Terms of Reference – March 2023**

BACKGROUND

- 1) The Sylvan Lake IDP (SLIDP) is a collaborative effort of the eight municipalities surrounding Sylvan Lake. Sylvan Lake continues to attract considerable interest from people wishing to pursue a variety of residential and recreational developments. The SLIDP confirms the shared vision for the Plan Area to protect the environmental assets, ensure development supports the region and honors the diversity and uniqueness of the five summer villages, two counties, and one town.
- 2) The SLIDP has been developed based on the following shared values, which were used to create the SLIDP priorities and policies in the areas of land use, environment, recreation, infrastructure, and shared municipal services:
 - Collaboration and strengthening of relationships towards shared goals;
 - Maintaining a high quality of life for residents;
 - Protecting the environmental and watershed features, and recognizing interdependency in these efforts;
 - Respecting the autonomy of each municipality's decision making;
 - Sustainability – for some municipalities it is about sustainable growth, for others sustainability of the current form;
 - Efficiency through shared services;
 - Agricultural viability; and
 - Respective economic development for each partner.
- 3) These terms of reference describe the role of the Committee and its operation in detail.

PURPOSE

- 4) The purpose of the SLIDP is to collectively protect the environment and watersheds, enable appropriate development, and support the diversity of municipalities in the Plan Area. A number of objectives and policies were created in the SLIDP.
- 5) The purpose of the Intermunicipal Development Plan Committee (IDPC) is to meet annually or on an as needed basis to monitor, review, discuss, and / or resolve any issues of mutual interest, or as opportunities arise (Policy 10.2.7).
- 6) According to Policy 10.2.8 of the SLIDP, the mandate of the IDPC shall include the following:
 - Oversight for the implementation of the SLIDP's policies and required follow-up studies/plans/initiatives;
 - Monitoring the SLIDP's progress;
 - Reviewing any proposed amendments to the SLIDP;
 - Reviewing any proposed annexations;
 - Discussing any other joint SLIDP opportunities that may arise; and
 - Assisting with the resolution of disputes.
- 7) Table 4 of the SLIDP is the Implementation Matrix. This is an assessment of the priorities within the SLIDP for follow-up action. Each of these actions will require funding and resources that will need to be determined and confirmed through the municipal budget approval process. For collaborative projects to proceed, the IDPC will confirm which projects will be pursued in any given year. All prioritized projects (collaborative and individual municipal) will be subject to municipal budget approvals and development standards in the year of implementation.

COMMITTEE COMPOSITION AND QUORUM

- 8) The Sylvan Lake IDPC shall be comprised of one Elected Official and one non-voting administrative staff member from each of the Partner Municipalities (Policy 10.2.6).
- 9) Quorum shall be five (5) voting members of the Committee.
- 10) The Partner Municipalities may appoint alternate Elected Officials for the Committee. It is the responsibility of the Elected Official who is not able to attend a meeting and requesting the alternate to fill in for them to ensure the alternate is up to date prior to the meeting.
- 11) Representatives from each municipality will be selected by their Council at their organizational meeting.

CHAIR OF COMMITTEE

- 12) The Chair and Vice Chair will be determined by vote at the first meeting following the municipal elections.
- 13) The Committee Chair and Vice Chair positions shall be elected by the members of the Committee from amongst the Elected Officials, and unless otherwise determined by the Committee shall normally serve for a term of four years with the position rotating between the Partner Municipalities.
- 14) If the position of Chair is held by a representative from the Town or Counties, the Vice Chair must be held by a representative of a Summer Village; and vice versa.
- 15) Meetings can be called by the Chair or Vice Chair.

DECISION MAKING AUTHORITY

- 16) The Committee is a recommendation making committee that advises each Council.
- 17) The Committee members acknowledge and agree that any issue agreed to in Committee discussions is an agreement in principle that is subject to approval by all Partner Municipalities Councils.

COMMITTEE DECISION MAKING PROTOCOL

- 18) The Committee shall make decisions and recommendations on a majority consensus basis. Decisions and recommendations will be made by a vote of the represented municipalities. The Chair will endeavor to ensure that all interests and needs have been heard and understood prior to a vote.
- 19) Each municipality has an equal contribution to the decision-making system.
- 20) Collaborative discussions are the intent – focus is on the SLIDP as mutually beneficial overall and understanding that it is okay to recognize that key issues for some partners may not be important or applicable to other partners. The general question will be whether the partners can live with the decisions and support the implementation even if they aren't fully in support of some elements.
- 21) It is recognized that individual municipal representatives may have to confer with their respective Councils and Administration from time to time before a decision can be reached. Opportunities for such consultations will be provided when requested by a Committee member with the understanding that they will be prepared to return for a discussion within 30 days. In the event that part or all of a recommendation is not supported by all members of the Committee, the rationale for the minority view will be communicated along with the recommendation.
- 22) Dispute resolution will take place as outlined in the SLIDP (Policies 10.2.32 – 10.2.34, Table 3 and Figure 5).

REPORTING TO COUNCILS

- 23) Committee members may report back to their respective Councils during in-camera meetings on condition that the content matter of the updates is not disclosed to the public or others by Council, individual Council members, municipal staff or any other person receiving the update.
- 24) Recommendations to individual Councils will occur when the Committee members have consensus on the advice, they wish to provide on a given issue. This may include:
- a) Recommendations on options for proceeding;
 - b) Recommendations on further review and discussion of a topic;
 - c) Advising no agreed upon recommendations have been reached in the allotted timeframe where a timeframe has been specified; or
 - d) Advising on moving to the Dispute Resolution process to resolve an issue where the Committee could not reach consensus.
- 25) The Committee's recommendations may be delivered to Councils by:
- a) A joint Council meeting;
 - b) A joint presentation to individual Councils;
 - c) A joint written submission agreed to by the Committee for delivery to individual Councils; or
 - d) A combination of the above.

RESPECTFUL DISCUSSION AND BEHAVIOUR

- 26) To build trust and foster open, honest, and effective discussion, Committee members agree to engage in respectful behavior at all times. As needed, any Committee member may call for a "time out" to address any lapse in decorum.

FREEDOM TO SPEAK, CONFIDENTIALITY, AND WITHOUT PREJUDICE DISCUSSIONS

- 27) Discussions of the Committee are to be kept confidential except:
- a) Where sharing information is necessary to keep Councils and municipal staff informed;
 - b) Information that the Committee has agreed to release to the public and is in the public domain;
 - c) When required to be shared with an outside party or consultant working with the Committee.
- 28) Committee members agree that all discussions are made "without prejudice" and cannot be used as evidence or information in any other process or proceeding without the express written agreement of the Committee.

CAUCUSING

- 29) The partner municipality members of the Committee agree that caucusing may be used as needed during the course of any Committee meeting.
- 30) Caucuses will be time limited, and the outcome will be shared with the entire Committee once the Committee has reconvened.

COMMUNICATION WITH THE PUBLIC AND THE MEDIA

- 31) Officially the Chair of the SLIDP will be responsible for communications on the activities of this committee and will sign any correspondence on behalf of the Committee.
- 32) Any consultation, communication or sharing of information with the public will be done jointly.

- 33) The Partner Municipalities may prepare and distribute joint media releases as deemed necessary by the Committee.
- 34) Any member is able to communicate the decision from the Committee to media and other interested parties if they fairly represent the decision.

ADMINISTRATIVE SUPPORT AND RECORD KEEPING

- 35) The municipality of the Chair will provide administrative support for agenda preparation, distribution of materials, meeting arrangements and record keeping.
- 36) After every Committee meeting confidential meeting notes will be prepared and distributed and these notes will summarize the Committee's discussion.
- 37) The Chair will summarize the consensus achieved, outstanding points of discussion, or agreed upon follow up actions at each meeting.
- 38) The recording secretary will record the meeting notes and the Chair will distribute them within 10 working days of the meeting.
- 39) Meeting notes will be reviewed at the start of each Committee meeting.
- 40) The Chair will create the agenda for each Committee meeting and the agenda and supporting materials will be distributed at least seven days prior to the meeting.

RESOURCES

- 41) The Committee will be given the authority to call upon any municipal resources or subject matter experts to support any decision-making activity and this will be supported by the members subject to sufficient budgetary approval to do so.
- 42) The IDPC shall also include a Technical Advisory Committee comprised of administrative staff members from each of the Partner Municipalities. The TAT will meet as needed. In fulfilling their responsibility to advise the IDPC, members of the TAT will first seek to obtain consensus on all recommendations put forth. It is not expected that members of the TAT will resolve all differences of opinion before forwarding a recommendation to the IDPC. In the event that part or all of a recommendation is not supported by all members of the TAT the rationale for the minority view will be communicated along with the recommendation.

REVIEW

- 43) A review of the Terms of Reference will occur every 4 years post-election.

ACCEPTANCE AND AGREEMENT TO ABIDE BY TERMS OF REFERENCE

LACOMBE COUNTY

Per: _____
Reeve

Per: _____
County Manager

Date: _____

RED DEER COUNTY

Per: _____
Mayor

Per: _____
County Manager

Date: _____

SUMMER VILLAGE OF BIRCHCLIFF

Per: _____
Mayor

Date: _____

SUMMER VILLAGE OF HALF MOON BAY

Per: _____
Mayor

Date: _____

SUMMER VILLAGE OF JARVIS BAY

Per: _____
Mayor

Date: _____

SUMMER VILLAGE OF NORGLNWOLD

Per: _____
Mayor

Date: _____

SUMMER VILLAGE OF SUNBREAKER COVE

Per: _____
Mayor

Date: _____

Per: _____
Chief Administrative Officer

Date: _____

TOWN OF SYLVAN LAKE

Per: _____
Mayor

Per: _____
Chief Administrative Officer

Date: _____

Summer Village of Jarvis Bay

January 9, 2024

Council Reports

Information Item

Council Reports:

Julie Maplethorpe

- Parkland Regional Library Board

Annabelle Wiseman

David Garratt

Committee Reports:

Correspondence:

- Minister of Environment and Protected Areas

Upcoming Meetings:

Next Council Meeting – February 6, 2024



Parkland Update

Thursday, December 14, 2023

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

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



The Last Parkland Update of 2023!

Wishing you all the best for the Holidays and New Year! The Parkland Update Team will be taking a break for the holidays. Update emails will resume on January 25, 2024.

Parkland Headquarters will be closed from December 25 - January 1. We will re-open on January 2nd.

New Kits Coming Soon!



Parkland Staff have been working hard to create new book club kits for member libraries to borrow for programming. They will be available before the New Year and can be booked on the [booking form on the support site](#).

Staff Training Academy

Did you know Parkland has a [staff training academy](#)? We have all sorts of topics and courses catered to help library staff and board members learn and improve skills.

LIBRARY NEWS

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

Home Bookshelves Article

The Globe and Mail readers love their books, and by extension, their bookshelves. They solicited information from their readers about organization, book hierarchy, and the joys of a home filled with books. [Read the full article here!](#)

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

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

Libraries Foster Social Connection Webinar

January 4

1pm

Libraries can play a vital role in building social cohesion and promoting community resilience, especially in challenging times. The epidemic of loneliness and isolation brings even greater urgency to the need for us to connect. [This engaging session](#) will explore ways to intentionally design for social connection in library services and programs, from passive to hosted.

PARKLAND REGIONAL LIBRARY SYSTEM

4565 46 Street
Lacombe, AB T4L 0K2

Stay up to date by visiting our [Support Site](#)
[Subscribe to this update email](#)



Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#).



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Elected Municipal Leaders,

Alberta is currently in a significant drought. During summer 2023, several water basins reached critical drought conditions due to low rainfall and high temperatures. The world is also experiencing El Niño, a global phenomenon occurring for the first time in seven years. It's causing less snow and rain, along with higher temperatures, heightening the potential for significant drought into spring and summer 2024, particularly in southern Alberta.

Alberta has five stages in its water management plan. Ranging from Stage 1, which is a minor drought, to Stage 5, which is a province-wide emergency. We are currently in Stage 4. The Government of Alberta is closely monitoring the situation and working to be prepared in case the province faces a similar – or worse – drought next year. Staff from Environment and Protected Areas, along with Agriculture and Irrigation, are working with water licence holders, major water users, and other partners to develop water conservation plans and water-sharing agreements.

Alberta has stood up a Drought Command Team in the event of an emergency and an early first draft of a 2024 Drought Emergency Plan has been completed and is now being refined. We have also initiated drought modelling work that will allow the province to determine how to maximize the province's water supply. Alberta is considering a wide range of tools and approaches to respond to an emergency situation, including both regulatory and non-regulatory tools.

The province will also be striking an advisory panel of leaders to help provide advice in the months ahead. And we are preparing for the future, looking at what long-term infrastructure is needed to help manage water supplies for future generations.

However, municipal action is also needed. In order to be fully prepared for a severe drought, municipal leaders throughout Alberta will need to take action. From my time as the Minister of Municipal Affairs, I have had the pleasure of meeting and working with many of you, and I am confident that Albertans will find their municipal leaders are ready and willing to deal with this challenge head-on.

That's why I am writing to all municipalities to ask that the following be undertaken in the coming months:

- 1.) Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
- 2.) Begin a review of the terms of your municipality's water licence so you are aware of any conditions that may limit your ability to withdraw water during a drought.
- 3.) Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water licence need to be triggered.
- 4.) Develop a water shortage plan so your municipality is prepared to respond if water availability decreases.

We are asking all water users to start planning now to use less water in 2024. We are committed to providing information and supporting any additional conservation efforts that your municipality may adopt in the future.

Stay up-to-date on precipitation and water levels through the Alberta Rivers app or the Alberta Rivers Basins web page at rivers.alberta.ca. To learn more about the impacts of drought on communities and the principles for sound water management, please visit alberta.ca/drought.

Environment and Protected Area would like to hear from your water management staff on perceived risks of drought in 2024, what impacts it could have on your operations, and how your municipality plans to mitigate risks. To connect with our team, please email epa.drought@gov.ab.ca.

Alberta has navigated many droughts before and has a long, proud history of coming together during tough times. I know we can count on our municipal partners to work together in the face of adversity.

Sincerely,



Rebecca Schulz
Minister of Environment and Protected Areas

cc: Honourable Ric McIver
Minister of Municipal Affairs

Honourable RJ Sigurdson
Minister of Agriculture and Irrigation

Stacey Smythe
Assistant Deputy Minister, Regulatory Assurance
Environment and Protected Areas