

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF JARVIS BAY
JULY 6, 2021 @ 9:30 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions

- C. ADOPTION OF MINUTES**
- Regular Meeting Minutes, June 1, 2021
 - Municipal Planning Commission, June 1, 2021
 - Special Meeting Minutes, June 9, 2021

D. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Public Works Report
- 3) Development Update
- 4) Docks off Road Allowances
- 5) Disturbance Standards Policy

E. REQUESTS FOR DECISION

1) Council & Legislation

- a) Seasonal Docks
- b) Drowning Prevention Week
- c) Munis101 Council Orientation
- d) SDAB Member Training

2) Public Works

- a) Memorial Bench Donation Policy
- b) Medicine River Wildlife Center Donation

3) Planning & Development

- a) Subdivision Application

F. COUNCIL, COMMITTEES & CORRESPONDENCE

1) Council Reports

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

2) Committee Reports

- a) Ann Zacharias, Summer Village or Birchcliff
 - Parkland Regional Library Board

3) Upcoming Meetings

- a) Council Meeting – September 7, 2021

F. CLOSED SESSION

- a) FOIP Section 17 – Disclosure harmful to personal privacy

G. ADJOURNMENT

Summer Village of Jarvis Bay
Regular Meeting Minutes
June 1, 2021

C-1

Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held June 1, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE

Mayor:	Julie Maplethorpe via Zoom
Deputy Mayor:	Annabelle Wiseman via Zoom
Councillor:	Bob Thomlinson via Zoom
CAO:	Tanner Evans via Zoom
Finance Officer:	Tina Leer via Zoom
Public Works Coordinator:	Chris Loov via Zoom
Development Officer:	Kara Kashuba via Zoom
Recording Secretary:	Teri Musseau
Gallery:	Ron Link via Zoom John Cuthbertson via Zoom

CALL TO ORDER The Meeting was called to order at 9:31 a.m. by Mayor Maplethorpe.

AGENDA APPROVAL

JBC-21-066 MOVED by Deputy Mayor Wiseman that the agenda be adopted as amended:

- E-1-B Metrix Group
- D-5 Mooring & Disturbance Standards (Communal Docks)
- D-6 Annual Information Meeting
- D-7 Building Update

CARRIED

CONFIRMATION OF MINUTES

JBC-21-067 MOVED by Mayor Maplethorpe that the minutes of the regular meeting of Council held on May 4, 2021, be approved as presented.

CARRIED

JBC-21-068 MOVED by Mayor Maplethorpe that the minutes of the special meeting of Council held on May 11, 2021, be approved as presented.

CARRIED

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Public Works Report
- 3) Development Update
- 4) Noise Barrier

JBC-21-069 MOVED by Councillor Thomlinson that Administration engage an engineering company to provide an assessment of Highway 20 for noise abatement options.

CARRIED

5) Mooring & Disturbance Standards (Communal Docks)

JBC-21-070

MOVED by Mayor Maplethorpe that Council hold a special meeting on June 9, 2021, at 9:30 a.m. to further discuss communal docks.

CARRIED

- 6) Annual Information Meeting
- 7) Building Update

JBC-21-071

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

CARRIED

REQUEST FOR DECISION

FINANCE & ADMINISTRATION

JBC-21-072

Surplus Distribution

MOVED by Councillor Thomlinson that Council redistribute the \$34,289.76 surplus as follows with Administration to set up a Capital Replacement reserve for funds received from the sale of the current building with Administration to set up a Capital Replacement reserve for funds received from the sale of Lot 10.

General Contingency	\$29,289.76
Fleet	\$ 5,000.00

CARRIED

Tina Leer left the meeting at 10:44 a.m.

JBC-21-073

Metrix Group

MOVED by Mayor Maplethorpe that Council continue with Metrix Group to provide audit services for 2021 and 2022.

CARRIED

PUBLIC WORKS

JBC-21-074

Memorial Benches

MOVED by Mayor Maplethorpe that Council replace the 3 existing benches with the Larson Benches, without the arm rests or tables, in the sand colour.

CARRIED

Chris Loov left the meeting at 10:56 a.m.

PLANNING & DEVELOPMENT

JBC-21-075

Subdivision Application – 37 Jarvis Bay Drive.

MOVED by Mayor Maplethorpe that Council deny the subdivision application for 37 Jarvis Bay Drive as the lots would not be within the Land Use Bylaw requirements and the separation would leave lot 18 non-compliant in use, and further, there is no information provided regarding plans for development.

CARRIED

COUNCIL REPORTS

Mayor Maplethorpe

- Town of Sylvan Lake Library Board

Deputy Mayor Wiseman

- No reports

Councillor Thomlinson

- No reports

Committee Reports

Ann Zacharias, Summer Village of Birchcliff

- Parkland Regional Library Board

JBC-21-076

MOVED by Mayor Maplethorpe that the Council reports be accepted as information.

CARRIED

NEXT COUNCIL MEETING

JBC-21-077

MOVED by Mayor Maplethorpe that the next meeting of Council be held on July 6, 2021, at 9:30 a.m.

CARRIED

ADJOURNMENT

JBC-21-078

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

CARRIED

JULIE MAPLETHORPE, MAYOR

TANNER EVANS, CAO

Summer Village of Jarvis Bay
June 1, 2021
Municipal Planning Commission Minutes
Page 1 of 1

C-2

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held June 1, 2021, at the Summer Village Administration Office in Sylvan Lake, Alberta.

PRESENT

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

CALL TO ORDER Chair Maplethorpe called the meeting to order at 9:06 a.m.

AGENDA

MPC-21-004 Moved by Annabelle Wiseman to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. Fence

Application for fence at 186 Jarvis Bay Drive (Lot 2, Block 1, Plan 5104EO).

Written comments were received from the owners of 188 Jarvis Bay Drive expressing concerns over the height of the fence and concerns for vegetation.

MPC-21-005 Moved by Annabelle Wiseman to approve the application for fence at 186 Jarvis Bay Drive (Lot 2, Block 1, Plan 5104EO) subject to the following conditions being met to the satisfaction of the Development Officer:

- Completions Deposit of \$500.00
- Zero trees to be removed.
- Side yard fence shall not exceed 2m (6.56ft) in height.

CARRIED

ADJOURNMENT:

MPC-22-006 Moved by Chair Maplethorpe that the Municipal Planning Commission meeting of June 1, 2021, be adjourned at 9:18 a.m.
CARRIED

JULIE MAPLETHORPE, CHAIR

TANNER EVANS, CAO

Initials



Summer Village of Jarvis Bay
Special Meeting Minutes
June 9, 2021

C-3

Minutes of a Special Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held June 9, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE

Mayor:	Julie Maplethorpe via Zoom
Deputy Mayor:	Annabelle Wiseman via Zoom
Councillor:	Bob Thomlinson via Zoom
CAO:	Tanner Evans via Zoom
Recording Secretary:	Teri Musseau
Gallery:	Rhonda Wishart via Zoom
	Russell Crook via Zoom
	Judy Martin via Zoom
	John Cuthbertson via Zoom
	Rick Rathier via Zoom
	Luke Smith via Zoom
	Keith Laycock via Zoom
	Mary Moran via Zoom
	Pat Devlin via Zoom
	Brian Devlin via Zoom

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

AGENDA APPROVAL

JBC-21-079 MOVED by Mayor Maplethorpe that the agenda be adopted as amended:

C.3. Twin Rose

CARRIED

REQUEST FOR DECISION

COUNCIL & LEGISLATION

Communal Docks

Councillor Thomlinson declared a pecuniary interest in a specific shared dock in the municipality quoting MGA section 170(3)(k) as being applicable to this situation since the Council meeting was about policy for all docks and not just the specific one he has an interest in. The meeting continued with all Council members in attendance.

Council break at 10:45 a.m.

Reconvened at 10:54 a.m.

JBC-21-080 MOVED by Deputy Mayor Wiseman that Council have public works order and install no parking signs on both sides of the Spruce and Aspen tails, and at the road allowance between 210 & 214 Jarvis Bay Drive.

CARRIED

Summer Village of Jarvis Bay
Special Meeting Minutes
June 9, 2021

C-3

JBC-21-081 Lot 10 Thevenaz Industrial Trial
MOVED by Councillor Thomlinson that Council direction to Administration move the \$21,000 funds from the general contingency reserve to cover the costs, and move the proceeds of the sale into a Capital Replacement Reserve
CARRIED

JBC-21-082 Twin Rose Court
MOVED by Mayor Maplethorpe that Administration contact developer to discuss July dates to allow sufficient time for residents and Council to be available to attend.
CARRIED

ADJOURNMENT

JBC-21-083 MOVED by Mayor Maplethorpe that being the agenda matters have been concluded, the meeting be adjourned at 12:03 p.m.
CARRIED

JULIE MAPLETHORPE, MAYOR

TANNER EVANS, CAO

Summer Village of Jarvis Bay

Administration and Finance Council

Date: July 6, 2021

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 161,477.86
The following list identifies any payments over \$3,000:

1. SL Regional Wastewater Comm	\$	5,081.75
a. Wastewater Services April 2021		
2. Condo Corporation 0826272	\$	21,000.00
a. Purchase of Lot 10		
3. SL Regional Wastewater Comm	\$	5,081.75
a. Wastewater Services May 2021		
4. Summer Village of Norglenwold	\$	10,548.62
a. Election Costs		
b. May Shared Costs		
5. AB School Foundation Fund	\$	109,829.27
a. June 30 School Fund		

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Report Date
2021-06-24 10:19 AM

Summer Village of Jarvis Bay
List of Accounts for Approval
As of 2021-06-24
Batch: 2021-00052 to 2021-00063

Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: MAIN - General Bank				
Computer Cheques:				
898	2021-05-31	Ace Line Locating Ltd.	Line Locating	315.00
899	2021-05-31	G & M Graphics (Rockys) Ltd	Laser Cheques	290.85
900	2021-05-31	SL Regional Wastewater Comm	Wastewater Services April 2021	5,081.75
901	2021-05-31	TAR-IFIC Const Ltd	Remove culvert,shape ditch	1,097.25
902	2021-06-11	Condo Corporation 0826272	Purchase Lot 10 JB,HMB,SBC	21,000.00
903	2021-06-24	Black Press Group Ltd	Notice of Nomination	599.58
904	2021-06-24	Kevin and Pat Christiansen	Completions Deposit Refund	1,000.00
905	2021-06-24	Lacombe County	2021 Portion of Sylvan IDP	26.25
906	2021-06-24	Red Deer Lock & Safe Ltd	Replace Privacy Lever Petro	275.63
907	2021-06-24	SL Regional Wastewater Comm	Wastewater Services May 2021	5,081.75
EFT:				
145	2021-06-04	Alberta Parking Lot Services	Road Maintenance	1,757.70
146	2021-06-04	Alberta One-Call Corporation	Notifications	13.23
147	2021-06-15	Summer Villages of Norglenwold	Teri's Salary -Election Office	10,548.62
148	2021-06-24	Rugged West Maintenance Inc.	Fence Removal, Mowing & Trim	1,732.50
Other:				
2745-Man	2021-05-31	Epcor	Utilities	152.75
2746-Man	2021-05-31	Epcor	Utilities	31.41
2761-Man	2021-05-31	Red Deer County	Garbage Base-Withdrawn May 5	2,294.00
2763-Man	2021-06-24	AB School Foundation Fund	June 30 School Fund	109,829.27
2764-Man	2021-06-24	Epcor	Utilities	169.66
2765-Man	2021-06-24	Epcor	Utilities	149.55
2766-Man	2021-06-24	Epcor	Utilities	31.11
Total for MAIN:				161,477.86

Certified Correct This June 24, 2021

Mayor

Administrator

Summer Village of Jarvis Bay

July 6, 2021

Public Works

Information Item

Agenda Item: *Public Works Report*

Background:

The following will provide council with an update on Public Works projects and programs:

- Outhouses at Petro Beach have had ducks get into the holding tanks on two occasions. Vent caps have been added to the outhouse to ensure no more wildlife enters the holding tanks.
- The new speed sign has been installed. Administration will provide a report at the upcoming meeting with data collected from the sign.
- Dogs on leash signs are currently at the office. One will be installed at the entrance to the village from the Jarvis Bay Campground.
- No parking signs are scheduled to be installed along pathway access points to ensure safe foot travel in those areas and keep clear sightlines.
- Crack sealing has been completed.
- Administration is acquiring quotes for street repairs. The large bumps caused by the culverts at the end of Jarvis Glenn Way will be leveled and several manhole's will be lowered so they are flush with the existing asphalt.
- Posts along the edge of the road by Petro Beach will removed at the end of June.
- Summer staff are working to clean out deadfall and trim back vegetation along pathways in village reserves.

Options for Consideration:

Accept for information

Authorities:

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

Summer Village of Jarvis Bay

July 6, 2021

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 71 development permits issued in the Summer Villages (29 in Birchcliff, 1 in Half Moon Bay, 9 in Jarvis Bay, 19 in Norglenwold, and 13 in Sunbreaker Cove).

The following is the listing for Jarvis Bay:

- | | |
|-------------------------|------------------------------------|
| 1. 166 Jarvis Bay Drive | Demolition & Dwelling |
| 2. 210 Jarvis Bay Drive | Dwelling |
| 3. 165 Jarvis Bay Drive | Demolition & Tree Removal |
| 4. 228 Jarvis Bay Drive | Dwelling |
| 5. 312 Jarvis Glen Way | Landscaping |
| 6. 252 Jarvis Bay Drive | Addition |
| 7. 196 Jarvis Bay Drive | Deck Addition |
| 8. 186 Jarvis Bay Drive | Fence (NEW) |
| 9. 251 Jarvis Bay Drive | Concrete Pad/Swim Spa (NEW) |

Closed development permits since last Council meeting:

- | | |
|-------------------------|--------------------|
| 1. 139 Jarvis Bay Drive | Driveway Expansion |
|-------------------------|--------------------|

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #125/13.

Summer Village of Jarvis Bay

July 6, 2021

Council and Legislation

Information Item

Agenda Item: *Docks of Road Allowances*

Background:

Administration has received the attached letter from an elected Manager of the shared dock group operating at 210 Jarvis Bay Drive plus the adjacent road allowance providing information on the operation of his shared dock group over the past years.

Options for Consideration:

- 1) That Council accept as information.

Administrative Recommendations:

- 1) That Council accept as information.

Authorities:

n/a

June 22, 2021

Mayor and Council of the Summer Village of Jarvis Bay
Bay 8, 14 Thevenaz Industrial Trail
Sylvan Lake Alberta T4S 2J5

I noticed on the published Council Agenda package for the July 6th Special Council meeting, the issue of allowing back lot owners the opportunity to enjoy Sylvan Lake has surfaced once again. Please add this letter to the agenda for the next Council Meeting on July 6, 2021.

I am the elected Manager of the shared dock group operating at 210 Jarvis Bay Drive plus the adjacent road allowance. I have been a participant of this group for the past 17 years. During that time, we have done everything possible to appease the neighbours with their concerns, with the exception of vacating the lake! We agree that parking is an issue and in the past our group has tried to limit parking to the east side of Jarvis Bay Drive. We are very much in favour of the No Parking zone being planned for the east side of Jarvis Bay Drive by the road allowances.

During the past 17 years our group has operated with the consent of the Summer Village. The Summer Village initially issued tags for our boat lifts, then issued letters of consent for our shared dock permit applications to both Transport Canada in 2008 and the province in 2021.

In the past 17 years have any specific complaints about the activities on the shared docks been brought to your attention? We are all law abiding citizens following the law, why is this even being considered?

In the past 17 years there have been a total of 19 different participants in our shared dock, all of whom have been property owners in the Summer Village of Jarvis Bay. I would estimate that a similar number of residents have been able to participate in the other shared dock groups within Jarvis Bay. In addition to the shared dock participants, the other back lot residents of the Summer Village enjoy lake access from the road allowances for swimming and are able to use these shared docks to launch kayaks and paddle boards.

The issue of regulating docks has been ongoing for the past 13 years. There has been more than adequate public consultation and the process has been very transparent. The Province of Alberta issued new regulations in April 2021 regarding the installation of docks on public waterbodies. In order to comply with the new regulations, we changed our dock plan back to the same configuration we had in 2010 when the Federal Government granted us a 15 year permit to place our shared dock on Sylvan Lake. A permit that the Summer Village of Jarvis Bay gave a letter of consent for in 2008. A significant improvement from the 2010 plan is that we now have wide setbacks from the neighbouring property lines, so we don't need to cross into their waterfront areas to enter or leave the boat lifts. Our dock is a long dock, simply because of the water depth. At the outer edge of our dock, the water is only thirty-four inches deep. Provincial regulations allow us to go to 1.5 meters. We're keeping our dock as short as possible.

The lake and road allowance are public property owned by the Province of Alberta and administered by the local municipality. The road allowance is being used for the purpose it was intended – lake access. Our group have followed every federal, provincial, and municipal regulation in respect to the installation of our dock.

Up until 2017, all of the work to maintain the pathway on the road allowance was done and paid for by our shared dock participants. The Summer Village expended very little in maintaining this road allowance in the past, but finally took over the formal responsibility under Bylaw 158-18 passed in 2018. We are happy to give up that job.

We hear comments that all residents of Jarvis Bay should have an opportunity to have their boat on a dock that is accessed by public land. In fact most residents who are interested have had that opportunity. We currently only have one name on our waiting list.

In conclusion, we have been good stewards of the lake and the municipal reserves, and we have been good neighbours. We have never had a complaint that we did not immediately respond to and try to resolve. I might add, none of the problems were created by the dock participants but rather caused by other members of the public.

The facts of the matter are simple. The Lake is Provincial property, the province has set the regulations and we have followed them. The Summer Village has set out regulations in their Bylaws and Municipal Development Plan and our dock meets the requirements of that legislation.

The lake is not there simply for the enjoyment of lakefront property owners, it is there for the enjoyment of everyone!

Respectfully,

Ted Sherback

A black rectangular redaction box covering the signature area.

Summer Village of Jarvis Bay

July 6, 2021

Council and Legislation

Information Item

Agenda Item: *Disturbance Standards Policy*

Background:

Administration has received the attached letter from a resident from a resident regarding suggestions for the Disturbance Standards Policy.

Options for Consideration:

- 1) That Council accept as information.

Administrative Recommendations:

- 1) That Council accept as information.

Authorities:

n/a

Dear Council of Summer Village of Jarvis Bay,

We attended the Special Council meeting on June 9, 2021 which had as one of the agenda items, the new Disturbance Standards that will impact our Summer Village (SV).

It is clear by the number of interested residents who were wrote letters and/or were in the gallery, that this is an issue of significant importance to our community. It is no doubt fair to say that the new Disturbance Standards have been so recently issued by the Province (April 2021), that most residents are either completely unfamiliar with the provisions of the Disturbance Standards or are just now trying to understand the implications.

The key issue leading to the Special Meeting of June 9, 2021 was the concern raised by members of the community relating to the marina-like dock structure between 210-214 Jarvis Bay Drive. This dock structure involves the Road Allowance and in order for the dock owners to use it, the SV must provide consent as a necessary precondition before the province will issue a Temporary Field Authorization (TFA). The required consent from the SV has led to questions on what form and substance that consent should take. The SV Council has taken steps on drafting a Disturbance Standard policy for the SV, the terms of that policy being of obvious significant interest to the community.

We were pleased to hear at the June 9 meeting that the policy as drafted, is a draft only, and subject to revision. We offer our thoughts below as a summary of matters to be considered at this stage, both on a process and on matters to be considered as appropriate inclusions for the policy which would guide the SV on the provision of any such consent to a dock structure. We do not presume to know all the matters that may be relevant to all community members, but we offer these as a way of gathering key suggestions/considerations in one place.

Engagement and Transparent Process

We believe that further and broader engagement of the residents is needed for at least two reasons. The first is that there are other significant views that have not been adequately canvassed as evidenced by the number of written submissions

and the attendance at the Special Meeting. Second, the new SV policy should be the result of a transparent and fair process.

We believe the process to date has been compromised in that a Councillor with an admitted pecuniary interest in the dock structure has a conflict between his role, on the one hand, as a user and appointed “Dock Manager” of the dock structure and his role, on the other hand, as Councillor making final decisions on the very policy governing the terms of consent on that dock structure. The Councillor in question has served our SV very capably for many years and has invariably been diligent and well prepared and we appreciate his efforts. However, on this matter, we believe the Councillor should have taken steps to recuse himself from voting on any matter respecting this dock at 210-214 Jarvis Bay Drive.

The Councillor in question spoke, at the June 9 meeting, to the issue of whether or not he was in a position of conflict of interest. It seems very odd to us that a Councillor with a perceived conflict of interest is the person who decides himself whether or not his pecuniary interest “cannot reasonably be regarded as likely to influence the councillor” (Municipal Government Act s.170).

A publication by the AUMA (Alberta Urban Municipalities Association) entitled “Councillor Codes of Conduct”, provides useful commentary on the obligation of Councillors to promote public trust and not to use the influence of public office for private advantage.

Recusal offers the opportunity to avoid any claim of this nature.

Further Public Engagement

Some have mentioned a type of Public Engagement meeting, where residents have an opportunity ask questions and voice concerns. This would be helpful as would inviting the appropriate government representatives responsible for the Disturbance Standards.

Parking

Parking issues near the 210-214 Road Allowance (and elsewhere) was an issue considered at the June 9, 2021 meeting. We thank Council for recognising the problems near this particular Road Allowance and taking steps to try to resolve the issues. Council has proposed No Parking signage in a couple of stretches near the Road Allowance and we look forward to seeing if anticipated calmness results.

Size and Configuration

The **size** of any dock, the **number** of slips and their **mooring orientation** are all relevant considerations. These impact the ability of others to enjoy the lake (paddlers, swimmers) and affect the quiet enjoyment of adjacent and nearby property owners. Anyone who has spent time near the water, knows how voices on a dock are amplified many times by the water. Multiple users of a dock escalate that volume. Boats aligned parallel to the shoreline, instead of perpendicular, create issues of boats crossing adjacent properties while leaving and returning to their slips. This is a safety issue. And again, the effect is amplified with multiple users. The environmental footprint of particularly large structures may also be a concern to some.

Indemnity and Insurance

The Province requires that “holders” , which are defined in section 6(1) of the Disturbance Standard to **include the SV** and TFA applicants indemnify the Province (Disturbance Standard section 6(3)). Why wouldn't the SV require similar protection from the dock owners? The SV will undoubtedly be included as a named Defendant in any lawsuit arising from an unfortunate accident relating to the dock. On the insurance question, the SV may want to consider that it be a named insured on the policies of users of a dock on a road allowance. In addition, the SV might want to consider whether the current limits proposed by the dock owners of \$1mm liability is adequate in today's environment?

There was discussion at the Special Meeting about using the word “consent” as opposed to “approval” in the policy language. There seemed to be a view by council that “consenting” to a dock on a Road Allowance was some lesser engagement by the SV than “approval.” Based on Black's Law Dictionary and also

the Meriam Webster Dictionary, those terms are interchangeable and using one or the other is unlikely to shield the Summer Village from a third party claim that the Summer Village shares liability in the event of a mishap.

Nature of the SV Interest

When the SV gives its consent, they are acknowledging that they have a right (in this case, as a waterfront owner) which they are allowing may be used by others for a dock. The terms governing that consent to use will be contained in two documents-the ultimately approved SV Policy and the agreement among the dock owner themselves.

We were pleased to hear Council is actively considering the types of mandatory provisions that need to be contained in any agreement among the dock owners. Since the SV will not be a party to that agreement, we suggest one of the terms of such an agreement be that it cannot be amended without the consent of the SV. This will ensure the basis on which any consent by the SV is given is not amended in a way that may be detrimental to the SV.

Where Does the 210-214 Dock Fit in the Disturbance Standards

The Disturbance Standards describes various types of mooring structures and have published a “Shared Docks Fact Sheet” which discuss 3 scenarios:

- a. Docks shared by adjacent waterfront or semi-waterfront property owners
- b. Docks shared by waterfront or semi-waterfront and back lot owners
- c. Community docks and Marinas

So what category does the dock at 210-214 fall into? It is sort of a hybrid arrangement. It is backlot owners using the SV Road Allowance and then joining with an adjacent waterfront owner. In this case, it might well be considered a dock shared by adjacent waterfront or semi-waterfront property owners (i.e. a private resident and the SV). The reason for this arrangement is for the dock users to get a larger width to work with (i.e. 66’ from the road allowance plus 50’ from the adjacent waterfront owner instead of just the 66’ from the road allowance). Does this shared arrangement make the Summer Village an “owner”? Does the SV

require a written agreement with the owner of 210 Jarvis Bay Dr. in this shared dock scenario?

Costs, Fees

The SV levies annual encroachment fees on residents for various encroachments, some of which are very minor (i.e. the stone pillars at 235 Jarvis Bay Drive). Why would the SV not charge an annual fee to the dock users on a Road Allowance? The consent provided has commercial value (i.e. moorage and the ability to enjoy lake front access without the attendant tax burden paid by waterfront holders). Some guidance on comparable values can be obtained by looking at the moorage fees charged by the SV of Birchcliff for its different arrangement, a community dock, or for the cost of a slip at the Marina in the Town of Sylvan Lake. There is also an administrative cost. The SV administration staff spend time considering “consent” requests.

Exclusivity and Term

The draft policy would effectively enshrine, on an exclusive basis, the use of the Road Allowance for the 210-214 dock owners for 5 years! To that end, we believe that while people and SVs become more familiar with how any policy might function, any SV “consent” be for 1 year at a time only.

This would also be more equitable to other residents who may wish to use the Road Allowance access - perhaps in a completely different way such as a smaller footprint devoted to use for non motorized watercraft. Or for a different group to apply to use it for their own watercraft but for whatever reason, are not keen on joining the current applicants.

Further on the “exclusivity” issue, the draft policy on page 15, contains a clause (c) that Preference be given to applicants who have operated a previous dock at the same location prior to April 16, 2021. The SV will want to consider whether this gives as unfair advantage to those people.

Clause (d) on that page speaks to automatic approval and we suggest this be stricken since issues of size, configuration and number of slips are all relevant to

the SV and need to be considered on a qualitative basis before any consent is granted.

Finally, since clause (e) also relates to the historical and exclusivity concerns, we believe it should also be deleted. The SV, if for no other reason than to demonstrate its own best behavioural example, should be able to insist that any docks on road allowances conform, from the outset, to the provincial standards, in addition to any standards imposed by the SV.

We are more than willing to work on this issue with Council and Administration and would be happy to answer any questions or be involved in any way that might be constructive.

Please add our correspondence to the Agenda for the next Council meeting scheduled for this issue.

Regards,

John Cuthbertson and Rhonda Wishart



Summer Village of Jarvis Bay

July 6, 2021

Council & Legislation

Request for Decision

Agenda Item: *Seasonal Docks*

Background:

Council has been reviewing an interim policy and consent agreement for seasonal docks and mooring. Some changes have been made and administration has been asked to bring the item back to Council for further discussion and edits, along with a discussion about options for mooring at Petro Beach.

Options for Consideration:

1. Accept as information
2. Discuss and make recommendations to Administration

Administrative Recommendations:

1. Council discuss and provide direction to Administration.

Authorities:

n/a

Jarvis Bay Community Dock Operating Agreement

This AGREEMENT made this _____ day of _____, 2021

BETWEEN:

Participant #1- Name(s)

Participant #1- Address

and

Participant #2- Name(s)

Participant #2- Address

and

Participant #3- Name(s)

Participant #3- Address

and

Participant #4- Name(s)

Participant #4- Address

Hereinafter referred to, collectively or individually as “Participants”.

WHEREAS:

The Participants operate a Community Dock (hereinafter referred to as “the Dock”) on Sylvan Lake Alberta in the Summer Village of Jarvis Bay, terminating at a municipal footpath on the undeveloped road allowance located at LAT/LONG ___ N ___ ° ___ “ ___ W ___ ° ___ “.

IT IS AGREED THAT:

1. THE ASSET POOL

The Dock includes physical capital assets including dock sections, dock legs and other parts necessary to assemble the Dock. The total value of these assets is collectively owned by the Participants and financially managed as an asset pool. All other individually owned assets, including, but not limited to boat lifts and other mooring equipment, are the independent property and financial responsibility of the individual Participants.

- a) All physical assets are considered part of a pool (hereinafter referred to as the “Asset Pool”) and may not be separated or removed by any Participant except as part of an approved disposition described below.
- b) Each Participant shall own an equal share of the total value of the Asset Pool (hereinafter referred to as the “Asset Pool Value”).
- c) Management will maintain a separate sub-total value for each major category of dock assets.

- d) To assign a value to individual dock sections for purposes of disposition, a value (hereinafter referred to as the “Dock Section Value”) will be calculated based on the total value in each major category divided by the number of dock sections in that major category, regardless of any specific section configuration type differences.
- e) When dock section(s) are disposed of, for any reason, the Asset Pool Value will be reduced by the Dock Section Values of the sections being disposed of.
- f) When new dock section(s) are acquired, the Asset Pool Value will be increased by the total acquisition cost and the Dock Section Values will be recalculated for each major category.
- g) The assets in the Asset Pool are all reliable with a long expected life. No depreciation or amortization will be charged against the Asset Pool Value.
- h) The Asset Pool Value may be written down if approved by a majority vote of the Participants.
- i) When dock section(s) are disposed of, for any reason, the net proceeds will be distributed back to the Participants in equal shares, unless agreed by majority vote of the Participants that Management should hold the proceeds to apply against new acquisitions.
- j) When new dock section(s) are acquired, following approval based on a majority vote of the Participants, each Participant shall contribute an equal share of the net acquisition cost.

2. OWNERSHIP, LIABILITY AND FINANCIAL OBLIGATIONS

- a) Each Participant shall own an equal share of the Asset Pool Value. No Participant has ownership or other rights over specific or individual physical assets in the Asset Pool.
- b) The right to install the Dock in the water is granted under a Permit issued by the Province of Alberta and which must be approved by the Summer Village of Jarvis Bay. The permit is issued to the Dock and its collective Participants. No individual Participant has any rights beyond participation in the collective rights conferred by the Provincial permit and those included in this Agreement.
- c) The Participants acknowledge that The Dock has no physical damage insurance nor any liability insurance in respect to operations or ownership of The Dock. Participants are required to carry \$1,000,000 liability insurance for claims arising out of the use and ownership of The Dock.
- d) Participants must promptly pay any cash calls for capital asset purchases, when approved by the Participants by majority vote. Participants must also promptly pay any cash calls for the annual operating costs of the Dock as determined by Management. Management will have the right to make a cash call at the beginning of each boating season for an amount based on estimated operating costs for that season. Any surplus or shortfall may be rolled over to the following boating season as determined by Management.

3. PARTICIPATION REQUIREMENTS

- a) All Participants in this Agreement must be property owners or residents of The Summer Village of Jarvis Bay, as stipulated in the applicable Municipal Policy for approving temporary seasonal docks and mooring structures.
- b) In an event that individual Participants consist of joint owners, and one joint owner is no longer a resident of The Summer Village of Jarvis Bay, the resident owner shall be deemed to be the Participant.

4. MANAGEMENT

- a) The Dock shall be managed by one designated Participant and may be assisted by another Participant. At the time of original execution of this Agreement, _____ was designated as Manager (hereinafter referred to as the “Dock Manager”) and _____ was designated as an Assistant Manager.
- b) Management can be replaced by a majority vote of the Participants.
- c) The Dock Manager will have the authority to authorize amendments to this Agreement to record the transfer of Participant interests in the Dock, purchase of Participant interests back to the Dock group or for adding new Participants to the Dock group as further defined in Section 7.
- d) Management has the authority to attend to all financial and operational matters relating to the operation of the Dock, including but not limited to:
 - 1) Obtaining permits,
 - 2) Assignment of slips in consultation with the Participants,
 - 3) All maintenance of the Dock, including purchasing supplies and materials as required to safely operate the Dock,
 - 4) Provide annual financial information in respect to operating costs,
 - 5) Setting and collecting annual operating fees.

5. INSTALLATION AND REMOVAL OF THE DOCK

- a) Participants must be present and assist in the annual installation and removal of the Dock. If a Participant is unable to assist, they must provide a capable adult to replace them. If a Participant is unable to assist or to have a capable adult replace them, they will be subject to a \$500.00 charge for each time they are not present at the installation and/or removal of the Dock.

6. USE AND ENJOYMENT OF THE DOCK

- a) Participants must respect property owners around the Dock and their rights to peaceful enjoyment of their property.
- b) Participants must not allow drinking, use of drugs, loud noise, rude behavior, untidiness, or any partying on or around the Dock or on the public footpath and road allowance where the Dock terminates onshore.

- c) Participants shall normally only use their assigned slip on the Dock for their own personal boat.
- d) Any Participant who cannot use their slip on the Dock for their own personal boat for an entire boating season, may rent their slip to another resident of the Summer Village of Jarvis Bay, subject to the renter being approved by a majority vote of the Participants. Participants will remain responsible to ensure their renter abides by the terms of this Agreement.

7. TRANSFER OF PARTICIPANT OWNERSHIP

- a) A participant who wishes to sell their interest in the Dock must sell that interest back to the remaining Participants for an amount equal to the Participant's share of the Asset Pool Value.
- ~~b) Participants who sell their home may assign this agreement to the new owner of their home. If a Participant who does not assign their interest in this agreement to their house buyer, then they must sell their interest back to the remaining Participants for an amount equal to the Participant's share of the Asset Pool Value.~~
- c) Participants who do not utilize their slip on the Dock for a period of more than fourteen months or who do not rent their vacant slip on the Dock to residents or property owners of the Summer Village of Jarvis Bay, must sell their interest back to the remaining Participants for an amount equal to the Participant's share of the Asset Pool Value.
- d) Management of the Dock shall maintain a waiting list for residents of Jarvis Bay who wish to join the Dock. When a share of the ownership of The Dock becomes available, Management shall interview the first person on the waiting list to determine their compatibility for being a Participant of the Dock. If Management feels this individual (or couple) is compatible with the Dock's objectives and operating practices, Management shall make a recommendation to the other Participants. New Participants must be approved by a majority vote of existing Participants. If an individual (or couple) is determined to be incompatible, then the process shall move to the next name on the waiting list.

8. REMOVAL OF A PARTICIPANT

- a) Any Participant can be removed from the Dock by a vote of the majority of the Participants.
- b) A Participant who is removed from the Dock must sell their interest back to the remaining Participants for an amount equal to the Participant's share of the Asset Pool Value.

9. GOVERNMENT REGULATORY CHANGES

- a) The Participants acknowledge that government regulations can change over time and the Dock configuration may not meet future regulations when a permit renewal is required.
- b) If any future renewal of the Dock permit requires a reduction in the number of boat slips and/or Participants, then a group of Participants may be forced to buy out other individual Participants. Such buy outs shall be done for an amount equal to the departing Participant's share of the Capital Pooled Cost.

- c) In the event of a forced buy out, Participants may volunteer to be bought out.
- d) If there are insufficient volunteers to meet the number of forced buy outs required, the selection of Participants to be bought out will occur in the order of Last-In/First-Out. The identification of Last-In/First-Out will be based on the chronological timing of when Participants joined The Dock. Then interpretation of “Participants” in the previous sentence refers to the specific Participant named as a signatory to this Agreement. How a Participant obtained their interest in the Dock or the longevity of the person the interest was obtained from will not be a factor.
- e) The Participants acknowledge that the chronological sequence of Participants from oldest to most recent, at the time of the original execution of this Agreement is:
 - 1) _____
 - 2) _____
 - 3) _____
 - 4) _____

10. ARBITRATION

- a) If any dispute arises between the Parties relating to the application, interpretation, implementation or validity of this agreement, the Parties agree to resolve the dispute by arbitration using the Canadian Arbitration Association Expedited Arbitration Rules.
- b) The parties agree that the Arbitrators decision is final and binding on all parties. Cost of the arbitration shall be determined by the arbitrator.

Execution of this agreement may be done in two or more counterparts which together shall be deemed to be complete execution.

This Agreement shall be effective on the date stated thereon or on the latest date stated on any counterpart.

EXECUTED AND WITNESSED ON THIS _____ DAY OF _____, 2021

Participant #1 Name

Spouse or Partner's Name

WITNESS:

Witness Name (Printed)

Witness Signature

EXECUTED AND WITNESSED ON THIS _____ DAY OF _____, 2021

Participant #2 Name

Spouse or Partner's Name

WITNESSED BY:

Witness Name (Printed)

Witness Signature

EXECUTED AND WITNESSED ON THIS _____ DAY OF _____, 2021

Participant #3 Name

Spouse or Partner's Name

WITNESSED BY:

Witness Name (Printed)

Witness Signature

EXECUTED AND WITNESSED ON THIS _____ DAY OF _____, 2021

Participant #4 Name

Spouse or Partner's Name

WITNESSED BY:

Witness Name (Printed)

Witness Signature

EXECUTED AND WITNESSED ON THIS _____ DAY OF _____, 2021

Kevin Lapp

Nicole Safron

WITNESSED BY:

Witness Name (Printed)

Witness Signature



Policy Title	Date	Resolution No.
Interim Policy for New Provincial Dock & Mooring Regulations	May 4, 2021	JBC-21-067

General Provision for the 2021 Boating Season:

Due to timing, any dock, mooring structure, swim platform, etc. that is subject to the new regulations and was installed in the 2020 boating season may be installed the same way for the 2021 boating season.

For Waterfront Property Owners:

(Properties which DO NOT have a Municipal Reserve separating the property from the lake)

Waterfront property owners do NOT require Municipal ~~consent approval~~ for a provincial permit application.

- a) Waterfront property owners who self-assess that they comply with the new standard do NOT need to apply for a provincial permit.
- b) Waterfront property owners who do NOT comply with the new standard but have had a dock and/or mooring structures in the water prior to April 16, 2021 may apply for a "grandfathered" 5-year permit to allow time to be able to adapt and conform with the new standard.

Semi-Waterfront Property Owners:

(Properties which have a Municipal Reserve separating the property from the lake)

Semi-Waterfront property owners require Municipal ~~approval consent~~ for a permit application, if a permit application is required.

- a) Semi-Waterfront property owners who self-assess that they comply with the new standard will be granted automatic Municipal ~~approval consent~~ and do NOT need to apply for a provincial permit.
- b) Semi-Waterfront property owners who do NOT comply with the new standard but have had a dock and/or mooring structures in the water prior to April 16, 2021, may apply for a "grandfathered" 5-year permit to allow time to adapt and conform with the new standard. They will require written Municipal ~~approval consent~~, which will automatically be granted, provided a written explanation on how the applicant intends to achieve compliance is included.

Municipal Reserves and Road Allowance (Excluding Petro Beach):

The specific activities permitted on the various Municipal reserves and road allowances are regulated separately. This policy applies only to Municipal reserves and road allowances where docks and mooring structures are permitted.

A provincial permit will be required accompanied by written Municipal [consent approval](#) for the permit application. Only one dock may be installed on permitted municipal reserves and road allowances.

- a) Municipal [consent approval](#) will only be given to docks operated by self-administered shared groups under a written sharing agreement. The Municipality will NOT administer groups.
- b) Participants in shared dock groups must be property owners or residents of the Summer Village of Jarvis Bay.
- c) Preference for Municipal [consent approval](#) will be given to applicants who have operated a previous dock, with or without mooring structures, at the same location prior to April 16, 2021.
- d) Docks, with or without mooring structures that fully comply with the provincial standard will be granted automatic municipal [consent approval](#) in writing to attach to their provincial permit application.
- e) Docks, with or without mooring structures, that DO NOT comply with the new standard, but have operated in the same location prior to April 16, 2021, may apply for a “grandfathered” 5-year provincial permit - to allow time to be able to adapt and conform with the new provincial standard. “Grandfathered” 5-year permit applications will require written Municipal [consent approval](#) which will automatically be granted, provided a written explanation on how the applicant intends to achieve compliance is provided.

Petro Beach:

No docks will be allowed at Petro Beach. Boat lifts will continue to be permitted under specific Municipal regulations which have not been finalized. For the 2021 boating season, see the General Provision above.

How to Apply for Permits

Provincial TFA Permit Application:

Links to information and the application process for the ***Alberta Disturbance Standard for temporary Seasonal Docks and other Mooring Structures for Personal Recreational Purposes*** are posted on the Summer Village of Jarvis Bay website. The Municipality can not provide advice or direction on how to interpret the regulations or how to apply.

Where required, written Municipal [consent approval](#) to accompany a provincial application, can be requested in writing from the Summer Village Administration office. A complete copy of the provincial TFA application must be included with all required attachments. The applicant must indicate if the application is for a fully compliant dock and/or mooring structure or for a “grandfathered” 5-year non-compliant permit. For “grandfathered” 5-year non-compliant applications, the request for Municipal [consent approval](#) must include a written explanation on how the applicant plans to become compliant.

|

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Summer Village of Jarvis Bay

July 6, 2021

Council and Legislation

Request for Decision

Agenda Item: *Drowning Prevention Week*

Background:

Administration has received a request from the Lifesaving Society asking Council proclaim July 18 - 24, 2021, as National Drowning Prevention Week.

Options for Consideration:

- 1) That Council accept as information.
- 2) That Council proclaim July 18 - 24, 2021, as National Drowning Prevention Week.

Administrative Recommendations:

- 1) That Council proclaim July 18 - 24, 2021, as National Drowning Prevention Week.

Authorities:

n/a



LIFESAVING SOCIETY®

The Lifeguarding Experts

E-1-B

May 28, 2021

Mayor Julie Maplethorpe
Summer Village of Jarvis Bay
Bay 8, 14 Thevenaz Industrial Trail
Sylvan Lake, AB T4S 2J5

Dear Mayor Maplethorpe,

We are excited to announce the United Nations has adopted a Resolution on Drowning Prevention, of which Canada was a co-sponsor and lead supporter. This Resolution will not only bring more awareness to this preventable problem, but urgency for stakeholders to act. This will include policy development, research and support for community-based drowning prevention action.

Canada faces a major problem – and a preventable one: over 400 people die every year from drowning. On behalf of the Lifesaving Society Alberta and Northwest Territories Branch, I am writing to ask that you proclaim July 18-24, 2021 as NATIONAL DROWNING PREVENTION WEEK in the Summer Village of Jarvis Bay.

The Lifesaving Society is a national, charitable organization working to prevent drowning and reduce water-related injury through our training programs, Water Smart® public education, drowning research and aquatic safety standards. The Lifesaving Society also certifies Canada's National Lifeguards.

National Drowning Prevention Week is one of the Society's leading public education initiatives, with events taking place across the country to focus media and community attention on the drowning problem and drowning prevention. During this week, the Society urges individuals to:

- Supervise children in and around the water.
- Refrain from behaviors that may result in intoxication while participating in aquatic activities.
- Wear a lifejacket when boating.

If every Canadian followed these steps, we could greatly reduce Canada's drowning rate.

A proclamation from the Summer Village of Jarvis Bay would give greater exposure of our lifesaving efforts to the residents of the S.V. of Jarvis Bay. I hope you will consider our request. A template can be found here: [Proclamation Template 2021](#)

If you have any questions or would like to submit a proclamation, please contact our Drowning Prevention Coordinator at kelseyl@lifesaving.org.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Carter', written in a cursive style.

Kelly Carter
Chief Executive Officer

Summer Village of Jarvis Bay

July 6, 2021

Administration

Request for Decision

Agenda Item: *Munis 101 Training*

Background:

Whether you are a new or returning councillor, developing your skills and knowledge of what it takes to effectively serve your constituents is always a good strategy.

Munis 101: The Essentials of Municipal Governance delivers the key information and strategies that you need to excel in your role. Munis 101 is completely updated to reflect recent changes made to the Municipal Government Act and includes best practices in everything from public participation to considering how to set tax rates.

Munis 101 will not only prepare you to excel in your role, but it also meets all Alberta Municipal Affairs requirements for mandatory post-election training by providing the fundamental strategies and concepts that new and returning elected officials can apply to learning about their own local municipal functions, plans, and financial information. In fact, the course has been endorsed by Alberta Municipal Affairs, so you can be confident that you have the baseline skills and knowledge you need to succeed.

Munis 101 is a 4-session course using Zoom and Google Classroom platforms with plenty of opportunities for reflection, discussion, and applying concepts and ideas to your own municipal context. The course is divided into four sections as follows:

Session 1 – Basics of Municipal Governance and Legislation in Alberta

- Review the role of municipalities in Alberta as legislated by the Municipal Government Act (MGA)
- Recognize municipal responsibilities in relation to service planning and delivery
- Differentiate between different forms of community planning – The Elected Official's Role in Municipal Leadership (pt. 1)
- Recognize the roles and responsibilities of council as a whole
- Understand council proceedings

Session 2 – The Elected Official’s Role in Municipal Leadership (pt. 2)

- Differentiate between the roles and responsibilities of individual councillors, the CAO, and municipal staff
- Evaluate the application of the Council Code of Conduct
- Identify instances of pecuniary interest
- Reflect on decision making process

Session 3 – Explore the Role of Municipal Planning and Development and Effective Collaboration

- Recognize how municipalities plan and grow
- Understand common planning and development processes
- Analyze and classify collaborative projects as opportunities or requirements
- Alleviate and resolve intermunicipal disputes
- Recognize tools for collaboration

Session 4 – Navigate the World of Municipal Finance

- Recognize important budgeting and financial administration processes
- Understand council’s role in financial statement and audit requirements
- Distinguish how municipalities are funded

The cost for this virtual event is \$275 per person and sessions run as follows:

- September 14 from 2:30 to 4:30 p.m.
- September 21 from 2:30 to 4:30 p.m.
- September 28 from 2:30 to 4:30 p.m.
- October 5 from 2:30 to 4:30 p.m.

Options for Consideration:

1. Accept as information.
2. Authorize Councillors to attend and have Administration make arrangements

Administrative Recommendations:

Authorize Councillors to attend and have administration make arrangements.

Authorities:

Bill 21 - 201.1(1) A municipality must, in accordance with the regulations, offer orientation training to each councillor within 90 days after the councillor has been elected.

Summer Village of Jarvis Bay

July 6, 2021

Council & Legislative

Request for Decision

Agenda Item: *Subdivision and Development Appeal Board Training*

Background:

Administration has received information on the upcoming Subdivision and Development Appeal Board (SDAB) Training.

In recent changes to the *Municipal Government Act*, Subdivision and Development Appeal Board training is mandatory before members can sit on the SDAB hearing and training must be completed every three years.

This course is for newly appointed SDAB members and clerks or yet to be certified members and clerks.

This course includes:

- administrative law principles
- introduction to planning and development in Alberta
- legislative and planning considerations
- roles and responsibilities of members, clerks and other parties
- SDAB appeals, process and authority
- decision making
- other issues

This course is now delivered in 4, 3-hour online sessions. Successful completion of an online exam within 7 days of the course date is required to obtain certification.

Administration has secured the following dates for our members:

- September 22-24 Member/Clerk Refresher AM
- October 12-15 New Member/Clerk AM

Options for Consideration:

- 1) Council authorize Administration to register the Chair and members-at-large for the upcoming training.

Administrative Recommendations:

Administration to register Mayor and members-at-large for training where available.

Authorities:

Subdivision and Development Appeal Board Regulation

2(2) A member of a subdivision and development appeal board must

- (a) before participating in any hearing as a member of a panel of the board, successfully complete a training program set or approved by the Minister, and
- (b) every 3 years successfully complete a refresher training program set or approved by the Minister.

Summer Village of Jarvis Bay

July 6, 2021

Public Works

Request for Decision

Agenda Item: *Memorial Bench Donation Policy*

Background:

Attached is the current version of the Jarvis Bay Memorial Bench Donation Policy. Administration has made one edit to remove the line suggesting that tax receipts can be given for bench donations (highlighted in yellow). This policy is being brought forward as requested by Council to discuss any possible amendments to be made.

Options for Consideration:

1. Council accept as information and advise Administration on desired changes to the Memorial Bench Donation Policy.
2. Council move to approve the Memorial Bench Policy as presented.
3. Council accept as information.

Administrative Recommendations:

Council accept as information and advise Administration on desired changes to the Memorial Bench Donation Policy.

Authorities:

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



Policy Title Memorial Bench Donation Policy	Date: December 6, 2016	Resolution No. 1018/16
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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:

3.3.1 Cost:

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.

~~3.3.2 Receipt to Sponsor:~~

~~As donations to Canadian Municipalities are tax deductible, each donation will be receipted.~~

3.4 Placement:

3.4.1 Location:

Placement of benches will be determined on an individual basis, with the consultation occurring between the sponsor and the Summer Village. Although staff will endeavor to place benches in requested areas, the Summer Village reserves the right to determine bench placement on pre-determined requirements.

The Summer Village reserves the right to relocate any bench for operational reasons which may include enhancing the life of the bench by reducing the risk of vandalism.

3.5 Plaque:

Plaque inscriptions will be provided to the Summer Village by the sponsor at the time of the application for memorial bench dedication and payment of donation. Standard plaques allow space for five lines of copy, 30 spaces per line (spaces between words are included in this figure). Letters will be 1/4" in height and width. The Summer Village reserves the right to edit inscriptions for appropriateness.

3.6 Maintenance:

The Summer Village will maintain each donated bench and its immediate surroundings for the life of the bench.

**SUMMER VILLAGE OF JARVIS BAY
MEMORIAL BENCH DONATION PROGRAM
APPLICATION PROCEDURE**

PURPOSE:

The purpose of the Memorial Bench Donation Program is to provide the opportunity for citizens to honor the deceased loved ones, families or groups by having a bench with a memorial plaque installed on municipal property.

PROGRAM OUTLINE:

- The Summer Village reserves the right to sell and install up to a maximum of two memorial benches per year on a first come first served basis of a completed application form. Completed application forms will be carried over to the next year in which the applicant will be asked to re-confirm their application to purchase a bench.
- Memorial benches complete with a plaque may only be purchased to commemorate a deceased individual, family, or group. The Summer Village reserves the right to refuse any application in memory of a publicly controversial individual; a controversial historical leader; a loved one that is not deceased; an animal or a pet.
- Plaques are limited to a standard size and shall not contain wording that is obscene or offensive in nature. A maximum of two plaques per bench may be purchased.
- All plaques must be purchased through the Summer Village of Jarvis Bay to ensure uniformity in design and appearance.
- The estimated cost of the memorial bench complete with plaque and installation fees is 150% of the actual cost depending on the bench and plaque costs, shipping and installation rates.
- Once purchased and installed, the Summer Village will assume ownership of the Memorial Bench. Repair and maintenance as well as life-cycle replacement of the bench will be completed as resources allow.

REPONSIBILITIES:

The Summer Village of Jarvis Bay is responsible for:

- Administering the Memorial Bench Donation Program in accordance with the procedures outlined below;
- Working with applicants to select appropriate sites for installation of benches;
- Care and maintenance of Memorial Benches.

Memorial Bench applicants are responsible for:

- Completing and submitting the required application form to the Summer Village Administration Office;
- Providing suggestion of three (3) sites for location of the bench;
- Paying for the full cost of the bench including shipping, memorial plaque engraving and installation;
- Working with the Summer Village to select appropriate sites for installation of benches.

**SUMMER VILLAGE OF JARVIS BAY
MEMORIAL BENCH DONATION PROGRAM**

MEMORIAL BENCH APPLICATION
Date: _____

APPLICANT INFORMATION

Name:	
Address:	
City/Town:	
Postal Code:	
Phone Number:	
In Memory of:	

BENCH LOCATION

Preferred Location

Alternate Location

Second Alternate Location

INVOICING

Name:	Address:	
City/Town:	Phone:	Postal Code:

Cost: 150% of Actual Cost, this is not an invoice. An invoice will be forwarded later.

In an event beyond the control of the Summer Village, the Summer Village reserves the right to relocate this Memorial Bench.

Location Approved: _____

Chief Administrative Officer Phyllis Forsyth

Summer Village of Jarvis Bay

July 6, 2021

Public Works

Request for Decision

Agenda Item: *Medicine River Wildlife Donation*

Background:

Administration is proposing to Council the option of sending a donation to the Medicine River Wildlife Center (MRWC). The MRWC is a not-for-profit organization that operates on money received by donation. They focus on caring for injured animals and finding them new homes as well as providing services and education to the public regarding wildlife. On several occasions Administration has utilized MRWC's services to assist summer village residents who have issues with skunks, foxes, and other wildlife on their properties in the summer villages. Recently MRWC assisted Administration in removing two ducks that somehow got into the holding tanks of the outhouse at Petro Beach. The person who came to assist with the removal was onsite for several hours dealing with unpleasant smells and was not willing to send Administration a bill for the services performed. Administration feels it would be appropriate to make an online donation to MRWC of \$500 to help support the service they provide to the village.

Options for Consideration:

1. Council move to donate \$500 to the MRWC with funds to come from the Parks & Playgrounds operating budget.
2. Council move to donate a specified amount to the MRWC with funds to come from a budget determined by Council.
3. Council accept as information.

Administrative Recommendations:

Council move to donate \$500 to the MRWC with funds to come from the Parks & Playgrounds operating budget.

Authorities:

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

Summer Village of Jarvis Bay

July 6, 2021

Planning and Development

Request for Decision

Agenda Item: Subdivision Application – Separation of Lots - 37 Jarvis Bay Drive

Background:

On May 23, 2021, a new application was received that was revised to show demolition and dwelling plans and to separate the two lots located at 37 Jarvis Bay Drive (Lot 18&19 Block - Plan 2350EO) and in the Residential A (R-A) District. The total area of lots to be separated is 0.122 hectares (0.30 acres). The existing use of the lands is a single-family dwelling. There is currently a single-family dwelling on lot 19 and an existing detached garage on lot 18. The proposed separation of lots would be two parcels of 6,492.68ft² each. The parcels would each have a width of 50ft. (15.24m) and a depth of 129ft.10 ¼ (39.58m). Lot 19 is connected to the main sewer line with a septic system installed. Lot 18 does not appear to have a curb valve.

In the Land Use Bylaw, it states that the parcel shall have a “width of not less than 30.5m (100.07 ft.)”, it also states that “parcels shall have an area of not less than 3,000m² (32,291.73 ft²)” therefore two variances for this proposed subdivision is required.

The demolition plans enclosed will make lot 18 compliant in use.

Options for Consideration:

- 1) Approve the application for subdivision (seperation of lots) with or without conditions.
- 2) Accept as information.

Administrative Recommendations:

When reviewing statutory documents, there is a hierarchy to language used. In the case of a Land Use Bylaw,

- a. “shall” and “must” means mandatory compliance;
- b. “should” means compliance in principle, but is subject to the discretion of the Development Authority where compliance is impracticable or undesirable because of relevant planning principles or circumstances unique to a specific application; and

c. “may” means discretionary compliance or a choice in applying regulation. The regulation can be applied, enforced or implemented if the Development Authority chooses to do so, depending on site specific circumstances.

Regarding the minimum parcel width and area, the Land Use Bylaw is clear that there "shall" have a width and area of not less than 30.5m (100.07ft.) and 3,000m² (32,291.73 ft²).

After reviewing all relevant planning documents, it is the recommendation of administration to deny the application for the separation of lots at 37 Jarvis Bay Drive as the lots would not be within the Land Use Bylaw requirements.

Authorities:

Land Use Bylaw No. 125/13 – June 2013

Municipal Government Act – March 31, 2021

Subdivision Consultants & Land Surveyors

Our File: S-018-21

June 22, 2021

Summer Village of Jarvis Bay
Bay 8, 14 Thevenaz Industrial Trail
Sylvan Lake, AB, T4S 2J5
Attention: Planning and Development Department

RE: Subdivision of
Lots 18 and 19, Plan 2350 EO
Separation of Titles

In response to our previous application I have provided the additional information.

We are writing this letter to clarify our intention of our subdividing/ separating lots 18 and 19 from one title into two titles. Due to the age of the lands involved, 1930 registration, Land Titles Office will require the separation of titles application to be processed by subdivision approval process under LTO procedure Manual procedure SEP-12.a.

We are applying to create two titles from the current title 212 070 377. There will be no additional lots being created and the lot sizes will remain as per the original registered plan 2350 EO.

All existing buildings will comply to the Land Use Bylaw and all setbacks will be maintained. Any improvements or amendments to the exiting deck and other structures will be done after approval to ensure all buildings and permanent structures are in accordance with the LUB.

Lot 18 will have the garage removed under a demolition permit as part of this application. This will ensure the newly separate lots will be in accordance with the Land Use Bylaw as it would be deemed vacant. Our intention is to apply for a separate development permit application for a new 2 story dwelling approximately 1400 sq./ft in size. We will be designing the building and submit for approval after the final registration of the separated lots.

We trust this meets all the discussed concerns and hope this allows the separation of titles to be supported. We would appreciate an opportunity to discuss this proposal at the next Council meeting.

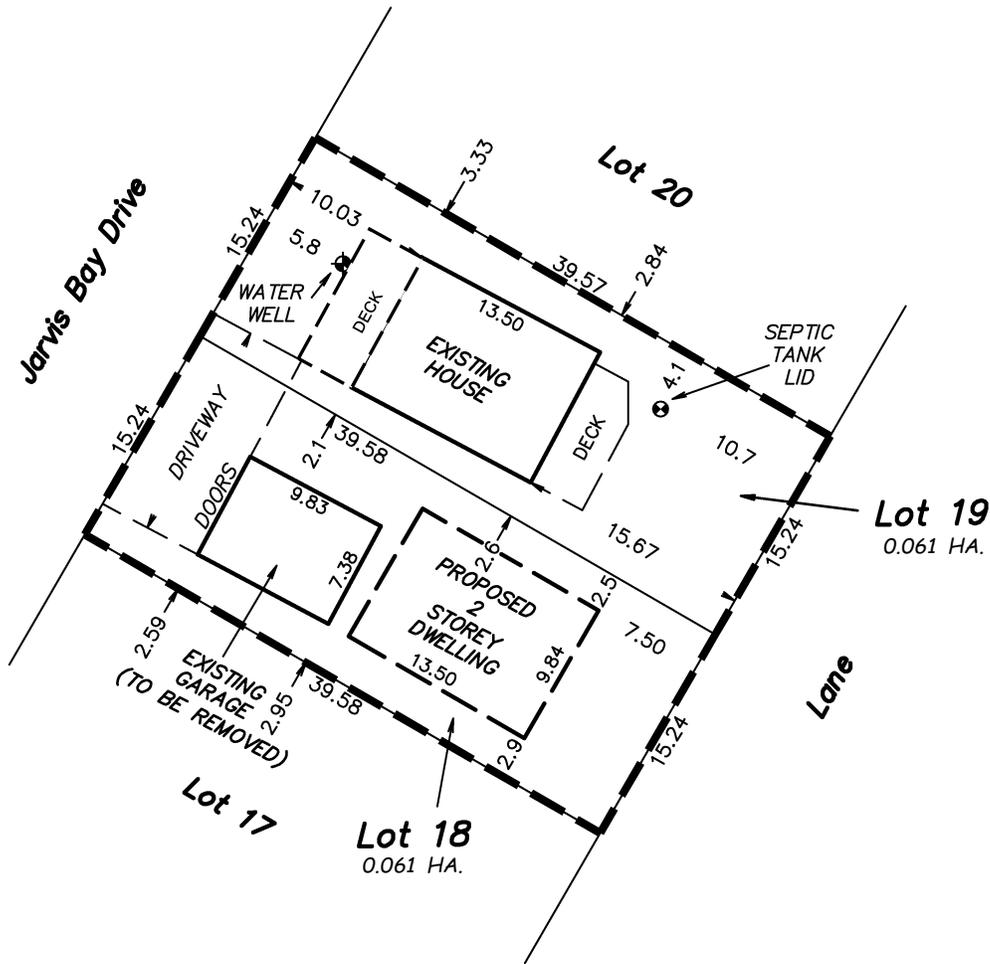
If you have any questions or concerns, please contact me at our office.

Regards

Kevin Vennard ALS
Bemoco Land Surveying Ltd.

Demolition Plan

The demolition contractor will first determine any hazards including utility ROW or overhead lines that could be problematic. On approved clearance the contractor will use a mid-size excavator to crush the structure. Dust control will be applied during the demolition using water from a storage tank to mitigate excessive dust. All materials will be hauled out in oversized dumpsters to a recycling facility or landfill. Any salvageable materials will be carefully removed prior to complete demolition. Protective fence and barriers will be installed to avoid pedestrian or bystander risk along with traffic control where necessary. Demolition will occur in the off season (Fall/Winter or Early Spring) to avoid heavy seasonal traffic associated with the Petro Beach access. At this time, no trees are being considered for removal unless at the time of the demolition they are deemed hazardous, diseased or dead. The reclamation plan will be to construct a new dwelling that meets municipal approval.



**SUMMER VILLAGE OF JARVIS BAY
TENTATIVE PLAN
SHOWING
PROPOSED SUBDIVISION/
SEPARATION OF TITLE
OF
LOTS 18 &: 19, PLAN 2350 EO
ALL WITHIN
S.W. 1/4 SEC. 3-39-1-5**



NOTES:

- Permanent Buildings are plotted from Real Property Report Dated June 10th, 1998 by George Smith A.L.S. and client changes to deck
- Distances shown are in metres.
- Area dealt with is bounded thus -----
- Final house plans will be provided for new dwelling, under separate development permit application. Subject to approval of separation of titles.

SCALE = 1 : 500

BEMOCO LAND SURVEYING LTD.
100, 6040-47th AVENUE
RED DEER, AB., PH. 403-342-2611
WWW.BEMOCO.COM

REV	DATE	DESCRIPTION
1	JUN 22-21	Revised
0	APR 13-21	Issued



Summer Village of Jarvis Bay

July 6, 2021

Council Reports

Information Item

Council Reports:

Julie Maplethorpe
Annabelle Wiseman
Bob Thomlinson

Committee Reports:

Ann Zacharias, Summer Village of Birchcliff

- Parkland Regional Library Board

Correspondence:

Upcoming Meetings:

Next Council Meeting – September 7, 2021



**PRLS Board Meeting Minutes
May 20, 2021**

The regular meeting of the Parkland Regional Library System Board was called to order at 10:06 a.m. on Thursday May 20, 2021 in the Small Board Room, Lacombe.

Present: Debra Smith (Board Chair)

Present via Zoom: Jackie AlMBERG, Alison Barker-Jevne, Doreen Blumhagen, Amanda Derksen, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Clark German, Barb Gilliat, Rick Manning (alternate for Jeanette Herle), Agnes Hoveland, Deborah Juch, Cora Knutson, Dana Kreil, Gord Lawlor, Stephen Levy, Daryl Loughheed, Josephine McKenzie, Philip Massier, Blair Morton, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Norma Penney, Rosella Peterman, Len Phillips, Lori Reid, Danny Rieberger, Heather Ryan, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Sharon Williamson, Bill Windsor, Mary Ann Wold, Bonita Wood

With Regrets: Trudy Kilner, Bill Rock, Ann Zacharias

Absent: Bill Chandler, Colleen Ebden, Lonnie Kozlinski, Ricci Matthews, Rick Pankiw, Jas Payne, Heidi Pierce, Mike Yargeau

Staff: Ron Sheppard, Donna Williams, Colleen Schalm, Tim Spark, Kara Hamilton, Haley Amendt, Olya Korolchuk

Guests: Joey Ingram, Lindsay Schmidt, Rebecca Slater from MNP

Call to Order

Meeting called to order at 10:06 a.m. by Smith.

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

Motion by Janine Stannard to excuse Trudy Kilner, Bill Rock and Ann Zacharias from attendance at the board meeting on May 20, 2021 and remain members of the Parkland Board in good standing.

CARRIED
PRLS 14/2021

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Bruce Gartside to accept the agenda as presented.

CARRIED
PRLS 15/2021

1.2. Approval of Minutes

Smith asked if there were any amendments to the February 25, 2021 minutes.

Patricia Toone mentioned that her contribution to the Parkland Community Update was missing half of her statement. It should read: *Pat Toone: Sundre Library offered Zoom book clubs. Even though the doors were locked, the library stayed open the whole time, and will probably continue the book clubs after the pandemic.*

Motion by Janine Stannard to approve the minutes of the February 25, 2021 meeting as amended.

CARRIED
PRLS 16/2021

1.3. Business arising from the minutes of the February 25, 2020 meeting

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

2.5. Business Arising from the Consent Agenda

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

Motion by Heather Ryan to approve the consent agenda as presented.

CARRIED
PRLS 17/2021

3.1. Changes to Parkland's Amortization Policy – Page 31

Williams reviewed. Parkland's auditors have suggested a change to the amortization calculation of our building. This suggestion was due to both Parkland's intention to keep the headquarters building for the long term, and the large gain that was recognized from the sale of the old building.

In MNP's municipal audits, they have found municipal buildings are generally amortized over 50 years straight-line and recommended Parkland do the same. The auditors made the following policy suggestion:

The current policy:

4.4.3 Amortization of capital assets

Amortization is recorded as an expense in the current year. Capital assets are recorded at cost. Amortization is calculated using the diminishing balance method. Assets are amortized by group following the rates and classes as set by the Canadian Income Tax Act.

The new policy:

4.4.3 Amortization of capital assets

All amortization for assets will be recorded as an expense in the current year. Capital assets are initially recorded at cost.

Amortization for buildings only will be recorded as straight-line over 50 years with full amortization in the first year and with no amortization in the year of disposal. Buildings are amortized using rates from the Alberta Municipal Affairs Toolkit.

For all other capital assets, amortization is calculated using the diminishing balance method, with full amortization in the first year and with no amortization in the year of disposal. Assets are amortized by group following the rates and classes as set by the Canadian Income Tax Act.

Motion by Philip Massier to approve the new amortization of capital assets policy statement as presented.

CARRIED
PRLS 18/2021

3.2. Approval of 2020 Audit – Page 33

Lindsey Schmidt and Joey Ingram from Parkland's audit company, MNP, presented the audit.

The *Parkland Regional Library System 2020 Audit Findings Report to the Board of Directors/Executive Committee for December 31, 2020*, two additional letters to the board and the *Financial Statements December 31, 2020* was provided by PRLS's auditors MNP. In their report, the auditors state:

We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated December 15, 2020, for the preparation and fair presentation of the Library's financial statements in accordance with Canadian public sector accounting standards. We believe these financial statements are complete and present fairly, in all material respects, the financial position of the Library as at December 31, 2020, and the results of its operations and its cash flows, in accordance with Canadian public sector accounting standards.

Parkland received a clean audit. However, the auditors had two recommendations in their management letter, first, that employee timesheets should always be reviewed by immediate supervisors and approved by signature. Secondly, it was noted that reserve balances were below the recommended minimum outlined in the Governance Policies and Bylaws. They recommended that the board discuss transferring funds to these reserve accounts to meet minimum recommended levels or that the Governance policies be updated if the board believes these minimum levels should be reconsidered. They added that all other points from 2019 were rectified by management during the year.

Doreen Blumhagen entered the meeting at 10:43 a.m.

Motion by Elaine Fossen to approve the Parkland Regional Library System 2020 Audit Finding Report to the board of Directors/Executive Committee for December 31, 2020 as presented.

CARRIED
PRLS 19/2021

Joey Ingram, Lindsay Schmidt and Rebecca Slater left the meeting at 10:48 a.m.

3.3. Reserve Top-ups – Page 80

Smith reviewed. At the recommendation of the auditors, the Executive Committee reviewed the reserve levels. At the time of their April 22nd meeting, the Unrestricted Reserve was valued at \$418,860. Since not all Parkland's reserves were at the recommended minimum levels as stated

in PRLS policy, and as noted by MNP during the audit, staff requested to move funds from the Unrestricted Reserve to replenish four reserves. Parkland's Executive Committee is empowered to move reserve funds between board meetings.

Policy states the Building Reserve's recommended minimum level should be \$250,000. It had been at \$150,000. Staff recommended moving \$100,000 from the Unrestricted Reserve to the Building Reserve.

Amanda Derksen left the meeting at 10:50 a.m.

Policy states the Contingent Liability Reserve's recommended minimum level should be \$50,000 but its level had been at \$8,519 with more expenses likely to come in 2021. Staff recommended moving \$45,000 from the Unrestricted Reserve to the Contingent Liability Reserve.

Policy states that the Technology Reserve should carry a balance of between \$300,000 and \$500,000. When considering the current amount of \$291,716 and the additional purchases this year of \$131,000 it was estimated that this reserve will be valued at \$160,716 by the end of 2021. Staff therefore recommended that \$140,000 be moved from the Unrestricted Reserve to the Technology Reserve to leave an estimated balance at December 31 of \$300,716.

The Vehicle Reserve is an unfunded reserve that had been valued at \$74,347. It is only replenished in years when Parkland has surpluses. Staff are working to smooth out replacing the cargo vans with one purchase a year over the next three years. We currently run three cargo vans. Without additional funding, there would be insufficient funds to pay for new vehicles. Staff therefore recommended that \$50,000 be moved from the Unrestricted Reserve to the Vehicle Reserve. With this movement of monies, the Vehicle Reserve should be sufficiently funded to cover purchases through 2025.

After some discussion, the Executive Committee decided to move fewer funds to the Building reserve, and move more funds to the Technology Reserve and the Vehicle Reserve. They were aware of the policy stating that the Building Reserve be at a minimum of \$250,000, but with a new building, it was assumed that there will not be a need for major repairs in the next few years. The Executive Committee preferred to slowly bring the Building Reserve up to the minimum recommended amount of \$250,000 within the next 5 years.

At their meeting, the Executive Committee approved the:

- movement of \$25,000 to the Building Reserve,
- movement of \$45,000 to the Contingent Liability Reserve,
- movement of \$190,000 to the Technology Reserve, and
- the movement of \$75,000 to the Vehicle Reserve.

This left the balance of the Unrestricted Reserve at \$83,860

Motion by Janine Stannard to receive for information

CARRIED
PRLS 20/2021

3.4. Treasury Board and Finance Population Numbers – Page 82

Sheppard reviewed. According to clause 8.3 of Parkland's master agreement, when invoicing members for the requisition, "*The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*" However, according to the Government of Alberta's website "*The Municipal Affairs Population List has been discontinued and will be replaced by population estimates from Treasury Board and Finance in the future.*" The Government of Alberta (GOA) website further states that "*The Office of Statistics and Information at Treasury Board and Finance provides regular population estimates and projections for each census division in Alberta. Please note that population figures between the municipal population lists and the provincial population estimates and projections will differ due to different methodologies used to account for population.*"

The potential problem for Parkland is that the last updated official population list from Municipal Affairs uses 2019 population figures and, as stated, will no longer be updated. Instead, the only official population figures appear to be those from the Treasury Board. However, the population numbers are noticeably different.

At their March 25th meeting, the Executive Committee examined the issue. They recommended that for 2021, Parkland invoice municipalities using the updated 2019 population figures supplied by Alberta Municipal Affairs. For 2022, Parkland is to build the budget and invoice municipalities based on the population estimates supplied by Treasury Board and Finance. At the Executive Committee's direction, notice of this change was sent to all Parkland member municipalities and board members on March 31, 2021.

Due to some confusion, three municipalities responded to Parkland's communication on this subject. After Parkland staff provided clarification on the matter, the three municipalities were content with Parkland's position.

At the Executive Committee's direction, Parkland is building a budget for 2022 without increasing the per capita rate of the municipal requisition/levy. This will mean that the per capita levy will remain the same for three consecutive years.

Motion by Len Philips to receive for information

CARRIED

PRLS 21/2021

3.5. Purchase of Chairs from Reserves – Page 89

Sheppard reviewed. To equip the new meeting rooms with some new, comfortable furniture, staff purchased 30 new chairs. Since this was an unbudgeted expense, staff exercised the opportunity to pay for these chairs with funds from the Equipment/Furnishings Reserve. Cost for the chairs equaled \$4,899.33. The balance left in the Equipment/Furnishing Reserve equaled \$45,101

At their April 22nd meeting, the Executive Committee reviewed the purchase of chairs without concern.

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 22/2021

3.6. 2022 Strategic Plan – Page 90

At the February board meeting, the Parkland Board made the decision to extend the current strategic plan for another year. This is because with the shutdowns and limitations on meetings, conducting a needs assessment in 2021 for a new plan in 2022 would be very difficult. Moreover, engaging in a new strategic plan that focuses on services Parkland provides to libraries is better conducted post-pandemic since what libraries require now will be very different from what they will require when we (hopefully) return to normal.

At the last meeting, motions were made to support the four goals of Parkland's current strategic plan and extend the plan for one more year.

In compliance with legislation, staff duly sent the strategic plan and workplan along with an explanation and motions made by the board to the Public Library Services Branch (PLSB) at Municipal Affairs. Unfortunately, the PLSB did not accept the extension of the strategic plan because there is no allowance to extend a plan of service in the legislation. To quote PLSB staff, *"PLSB needs to file a document that clearly indicates it is Parkland's 2022 strategic plan, not Parkland's 2019-2021 plan that has been extended for one year."* So, Parkland can use the same plan for another year, but the board had to approve it as the strategic plan for 2022 and not just extend the plan for another year. To fulfill legislative requirements, staff therefore proposed to approve the current strategic plan as the strategic plan for 2022.

Motion by Les Stulberg to endorse the 2019-2021 Strategic Plan document and approve it as Parkland's one-year strategic plan for 2022.

CARRIED
PRLS 23/2021

3.7. Parkland Investments – Page 98

Williams reviewed. According to Parkland's Annual Agenda policy, the Executive Committee is to review Parkland's investments at least twice a year.

In past years, Parkland only invested its funds in GICs and in a conservative, managed bond portfolio. RBC Wealth Management, Dominion Securities is the company managing PRLS' investment account. Our investor, Adam Lamb, reported that he does not think any changes are needed at this time but likely we will want to look at changes in the next 6-12 months before the Bank of Canada starts raising interest rates as that can hurt longer maturity bonds. At that point PRLS may want to own shorter term bonds as well as a bit of floating rate bonds to capitalize on raising interest rates. Lamb does not believe the Bank of Canada is in any rush to raise rates in the near future as the pandemic has created a lot of debt but higher interest rates are something to be aware of.

Staff did not recommend changing Parkland's overall investment strategy of keeping funds in a conservative, managed bond portfolio. PRLS does not currently have funds invested in GICs.

After reviewing the matter, the Executive Committee did not mandate any changes to Parkland's investment strategy.

Motion by Cindy Trautman to receive for information.

CARRIED
PRLS 24/2021

3.8. 2020 Outlet Annual Reports – Page 106

Sheppard reviewed. Included in the package was the annual reports for the four library service points for which the Parkland Board is the governing board. Under the Alberta Libraries Act, the PRLS Board must approve the annual reports for these service points. They are:

Brownfield Community Library – County of Paintearth
Nordegg Public Library – Clearwater County
Spruce View Community Library – Red Deer County
Water Valley Public Library – Mountain View County

There is usually a delay in bringing these reports forward for review since these four libraries usually do not have their reports completed in time for the February board meeting.

Staff have not attempted to make comprehensive statistical comparisons between 2019 and 2020 due to the unprecedented interruptions to library service caused by the COVID-19 pandemic. That Parkland's outlet libraries have worked so hard to adapt services during this difficult time is testimony to their adaptiveness, resilience and resolve.

The reports have already been submitted to the Public Library Services Branch in compliance with the February 28th deadline. There were no questions regarding the reports.

Motion by Shannon Wilcox to receive for information.

CARRIED
PRLS 25/2021

3.9. Advocacy Committee Report – Page 173

Barb Gilliat gave the Advocacy report verbally. She talked about how Library service has stayed the same over the years, but also has adapted and changed some of the ways those services are delivered. A video about the Parkland annual report was shared next, and then a video about Parkland services "Then and Now" which highlighted the similarities and differences between services from the 1970s and now. Norma Penney then spoke about the Parkland Municipal ROIs, which are found on the Parkland website.

Motion by Stephen Levy to receive for information

CARRIED
PRLS 26/2021

3.10. Parkland Community Update

Barb Gilliat – The Alix Public Library manager is doing book reviews and posting them online. They are very popular and useful because patrons can only do curbside pickup at this time.

Gord Lawlor – The Town and County of Stettler have created an intermunicipal library board. The Stettler Public Library is using a 3D printer to print items for senior hobby kits. One of the items printed are knitting bobbins for a Learn to Knit kit.

Les Stulburg – The Stettler Public Library is livestreaming on Facebook for new gardeners. They are also continuing their outreach to 3 seniors lodges and 3 Hutterite colonies, and producing early literacy kits for children.

Shannon Wilcox – Mountain View County libraries are working together to make sure that patrons of all the county libraries have equal access. They are focusing on mental health supports, early literacy and are holding a Teen Kindness awareness program that accepts nominations for a Kindness Award with prizes.

Doreen Blumhagen – The Castor Municipal Library has hired new staff and has had a big reset. Parkland staff have been a fantastic resource. They are looking for a book drop box that is weatherproof.

Heather Ryan – Before the recent restrictions, when the restaurants moved to outdoor seating the Olds & District Municipal Library thought to move outdoors also. They placed two computers outside for patrons as well as a rack of lending books and had a staff member outside to assist. It was well received but couldn't continue due to COVID restrictions.

Terilyn Paulgaard – The Provost Municipal Library held a silent auction, with sale items donated by local businesses. Pictures of items were posted on their Facebook page. The public was notified via Facebook, local Facebook groups and signs on Main Street. Bids were taken via phone. The event was very successful and brought in \$3,000.

Norma Penney – The Clive Public Library held their annual book sale virtually. It was as successful as in-person book sales have been in the past.

Motion by Norma Penney to receive for information.

CARRIED
PRLS 27/2021

3.11.1. Director's Report

3.11.2. Library Services Report

3.11.3. IT Report

3.11.4. Finance and Operations Report

3.11.5. ALTA Report

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

Motion by Gord Lawlor to receive the Director's, Library Services, IT, Finance and Operations, and ALTA Reports for information.

CARRIED
PRLS 28/2021

4. Adjournment

Motion by Barb Gilliat to adjourn the meeting at 11:38 a.m.

CARRIED
PRL 29/2021

Meeting adjourned at 11:38 a.m.

Chair

DRAFT



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

MAY 20, 2021

Audit Report Approved

Parkland's audit was presented to the board by MNPs Lindsey Schmidt and Joey Ingram.

Parkland received a clean audit. However, the auditors had two recommendations in their management letter, first, that employee timesheets should always be reviewed by immediate supervisors and approved by signature. Secondly, it was noted that reserve balances were below the recommended minimum outlined in the Governance Policies and Bylaws. They recommended that the board discuss transferring funds to these reserve accounts to meet minimum recommended levels or that the Governance policies be updated if the board believes these minimum levels should be reconsidered. They added that all other points from 2019 were rectified by management during the year.

A copy of the Auditor's Report and Report to the Board will be sent to your municipality.

Treasury Board and Finance Population Numbers

According to clause 8.3 of Parkland's master agreement, when invoicing members for the requisition, "*The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*" However, according to the Government of Alberta's website "*The Municipal Affairs Population List has been discontinued and will be*

replaced by population estimates from Treasury Board and Finance in the future."

The last updated official population list from Municipal Affairs uses 2019 population figures and, as stated, will no longer be updated. Instead, the only official population figures appear to be those from the Treasury Board. However, the population numbers are noticeably different.

At their March 25th meeting, the Executive Committee recommended that for 2021, Parkland invoice municipalities using the updated 2019 population figures supplied by Alberta Municipal Affairs. For 2022, staff were instructed to build the budget and invoice municipalities based on the population estimates supplied by Treasury Board and Finance. At the Executive Committee's direction, notice of this change was sent to all Parkland member municipalities and board members on March 31, 2021.

Also, at the Executive Committee's direction, Parkland is building a budget for 2022 without increasing the per capita rate of the municipal requisition/levy. This will mean that the per capita levy will remain the same (\$8.55) for three consecutive years.

2022 Strategic Plan

At the February board meeting, the Parkland Board made the decision to extend the current strategic plan for another year. This is because with the shutdowns and limitations on meetings, conducting a needs assessment in 2021 for a new plan in 2022 would be very difficult.

In compliance with legislation, staff duly sent the strategic plan and workplan along with an explanation and motions made by the board to the Public Library Services Branch (PLSB) at Municipal Affairs. Unfortunately, the PLSB did not accept the extension of the strategic plan because there is no allowance to extend a plan of service in the legislation.

The board therefore approved the 2019-2021 Strategic Plan as Parkland's Strategic Plan for 2022.

Parkland Investments

Parkland reviewed its investment strategy and has decided to make no changes. Currently, all investments are in a conservative bond portfolio managed by Dominion Securities. Due to the potential change in interest rates, this matter will be re-examined in the fall.

Outlet Annual Reports

The board approved the Annual Reports for the four library service points for which the Parkland Board is the governing board. They are:

Brownfield Community Library – County of Paintearth

Nordegg Public Library – Clearwater County

Spruce View Community Library – Red Deer County

Water Valley Public Library – Mountain View County

Despite the many challenges of 2020, Parkland's outlets actually saw increases in areas such as cardholders and programming. That Parkland's outlet libraries have worked so hard to adapt services during this difficult time is testimony to their adaptiveness, resilience and resolve.

The reports have been submitted to the Public Library Services Branch in compliance with the February 28th deadline.

Advocacy Committee Report

The Advocacy Committee introduced the 2020 Return on Investments (ROI) for member municipalities. They can be found on Parkland's website: [Return on Investment - Parkland Regional Library System \(prl.ab.ca\)](https://prl.ab.ca)

Community News from Trustees

The **Alix Public Library** manager is doing book reviews and posting them online. They are very popular and useful because patrons can only do curbside pickup at this time.

Stettler Public Library is using a 3D printer to print items for senior hobby kits. One of the items printed are knitting bobbins for a Learn to Knit kit.

Stettler Public Library is livestreaming on Facebook for new gardeners. They are also continuing their outreach to 3 seniors lodges and 3 Hutterite colonies, and producing early literacy kits for children.

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Before the recent restrictions, when the restaurants moved to outdoor seating the **Olds & District Municipal Library** thought to move outdoors also. They placed two computers outside for patrons as well as a rack of lending books and had a staff member outside to assist. It was well received but couldn't continue due to COVID restrictions.

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Clive Public Library held their annual book sale virtually. It was as successful as in-person book sales have been in the past.

Board Members Present

Debra Smith (Board Chair)

Board Members Present via Zoom

Jackie AlMBERG, Alison Barker-Jevne, Doreen Blumhagen, Amanda Derksen, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Clark German, Barb Gilliat, Rick Manning (alternate for Jeanette Herle), Agnes Hoveland, Deborah Juch, Cora Knutson, Dana Kreil, Gord Lawlor, Stephen Levy, Daryl Loughheed, Josephine McKenzie, Philip Massier, Blair Morton, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Norma Penney, Rosella Peterman, Len Phillips, Lori Reid, Danny Rieberger, Heather Ryan, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Sharon Williamson, Bill Windsor, Mary Ann Wold, Bonita Wood

Guests

Joey Ingram, Lindsay Schmidt, Rebecca Slater from MNP

With Regrets

Trudy Kilner, Bill Rock, Ann Zacharias

Absent

Bill Chandler, Colleen Ebdon, Lonnie Kozlinski, Ricci Matthews, Rick Pankiw, Jas Payne, Heidi Pierce, Mike Yargeau

Next Meeting: September 16, 2021, 10:00 AM (Zoom)

PARKLAND REGIONAL LIBRARY SYSTEM
FINANCIAL STATEMENTS
DECEMBER 31, 2020

PARKLAND REGIONAL LIBRARY SYSTEM**Table of Contents***DECEMBER 31, 2020*

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MANAGEMENT'S REPORT**To the Members of Parkland Regional Library:**

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian generally accepted accounting principles. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The elected board is composed entirely of neither management nor employees of the Library. The board has the responsibility of meeting with management and external auditors to discuss the internal controls over the financial reporting process, auditing matters and financial reporting issues. The board is responsible for recommending the appointment of the Library's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by the board to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the board and management to discuss their audit findings. The accompanying financial statements are the responsibility of the management of Parkland Regional Library.



Independent Auditor's Report

To the Board of Directors of Parkland Regional Library Systems:

Opinion

We have audited the financial statements of Parkland Regional Library Systems (the "Library"), which comprise the statement of financial position as at December 31, 2020, and the statements of operations, changes in net financial assets, cash flows, changes in accumulated operating surplus, and remeasurement gains and losses for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2020, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Library in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

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

In preparing the financial statements, management is responsible for assessing the Library's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the

effectiveness of the Library's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Lacombe, Alberta

May 20, 2021

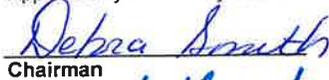
MNP LLP

Chartered Professional Accountants

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2020

	2020	2019
FINANCIAL ASSETS		
Cash and cash equivalents (note 3)	\$ 643,246	\$ 3,139,666
Accounts receivable	68,759	25,609
Investments (note 4)	795,560	753,850
TOTAL FINANCIAL ASSETS	1,507,565	3,919,125
LIABILITIES		
Accounts payable and accruals (note 5)	\$ 102,836	\$ 99,890
Book allotment	32,204	15,983
Deferred revenue (note 6)	78,839	2,458,167
TOTAL LIABILITIES	213,879	2,574,040
NET FINANCIAL ASSETS	1,293,686	1,345,085
NON-FINANCIAL ASSETS		
Inventory for consumption	\$ 19,587	\$ 9,263
Prepaid expenses	91,305	88,791
Tangible capital assets (schedule 1)	4,690,283	139,911
Tangible capital assets held for sale (schedule 1)	-	435,922
TOTAL NON-FINANCIAL ASSETS	4,801,175	673,887
COMMITMENTS (note 7)		
ACCUMULATED SURPLUS	6,094,861	2,018,972
ACCUMULATED SURPLUS CONSISTS OF:		
Accumulated operating surplus (note 8)	6,048,809	2,005,951
Accumulated remeasurement gain on investments	46,053	13,021
	6,094,862	2,018,972

Approved by the Library Board:


Chairman


Director

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF OPERATIONS
 FOR THE YEAR ENDED DECEMBER 31, 2020

	Budget	2020	2019
REVENUE			
Book and supply outside sales	\$ -	\$ 138,958	\$ 135,969
Investment income	35,000	32,329	33,037
Member fees	1,868,987	1,881,316	1,803,409
Miscellaneous and donations	-	1,301	1,480
Provincial funding (note 9)	1,565,171	1,486,330	1,575,249
	<u>3,469,158</u>	<u>3,540,235</u>	<u>3,549,144</u>
EXPENSES			
Administration and utilities	\$ 67,500	\$ 56,182	\$ 58,103
Amortization	-	159,575	56,170
Audit	15,200	15,815	14,900
Books and supply outside purchases	-	138,188	135,488
Communications, marketing and promotions	11,500	10,983	35,059
Continuing education	20,000	14,162	14,349
Dues, fees, and memberships	11,500	11,460	11,066
First Nations grant expense	78,839	-	105,252
Freight and postage reimbursement	6,500	4,347	8,818
Insurance	17,200	20,476	16,380
Investment fees	4,500	4,376	4,176
Library materials	372,716	382,652	378,018
Library service grant	428,738	428,738	428,738
Miscellaneous	800	800	800
Planned member technology purchases	65,580	85,151	41,068
Professional fees	-	40,778	352
Repairs and maintenance - building	50,500	59,398	37,607
Salaries and benefits	1,951,718	1,733,883	1,709,370
Supplies and stationary	55,000	50,952	46,409
Technology equipment, software and maintenance arrangements	207,367	181,177	304,143
Travel	12,000	2,137	7,834
Trustee	32,000	18,215	32,087
Vehicle	46,000	34,174	44,259
Workshops and advisory group	14,000	8,922	14,562
	<u>3,469,158</u>	<u>3,462,540</u>	<u>3,505,008</u>
Excess of revenue over expenses, before other expenses	-	77,695	44,136
OTHER INCOME (EXPENSES)			
Capital grant revenue	-	2,458,068	-
Loss on investments	-	-	(4,595)
Gain (loss) on disposal of tangible capital assets	-	1,507,094	(6,381)
	<u>-</u>	<u>4,042,857</u>	<u>33,160</u>
Accumulated operating surplus, beginning of year	2,005,951	2,005,951	1,972,791
Accumulated operating surplus, end of year (Note 8)	<u>2,005,951</u>	<u>6,048,808</u>	<u>2,005,951</u>

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2020

	2020	2019
Excess of revenue over expenses	\$ 4,042,857	\$ 33,160
Acquisition of tangible capital assets	(4,755,112)	(25,372)
Amortization of tangible capital assets	159,575	56,170
Proceeds on disposal of tangible capital assets	1,988,182	-
Loss (gain) on disposal of tangible capital assets	(1,507,094)	6,381
Change in prepaid expenses	(2,514)	59,124
Change in inventory for consumption	(10,324)	4,140
Change in accumulated remeasurement gain (loss) on long-term investments	<u>33,032</u>	<u>13,208</u>
Increase (decrease) in net financial assets	(51,399)	146,811
Net financial assets, beginning of year	<u>1,345,085</u>	<u>1,198,274</u>
Net financial assets, end of year	<u>1,293,686</u>	<u>1,345,085</u>

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF CASH FLOWS
 FOR THE YEAR ENDED DECEMBER 31, 2020

	2020	2019
OPERATING ACTIVITIES		
Cash receipts from membership fees, contracts, and sales	\$ 1,978,328	\$ 1,938,761
Cash receipts from grants	1,565,170	1,565,223
Investment income received	32,329	84,663
Cash paid for materials and services	(1,141,505)	(1,253,460)
Cash paid for salaries and benefits	(1,725,342)	(1,709,947)
Cash paid for library service grant	(428,738)	(428,740)
Interest paid	(1,050)	(1,487)
	279,193	195,013
CAPITAL ACTIVITY		
Purchase of tangible capital assets	(2,780,112)	(25,372)
Proceeds on disposal of tangible capital assets	13,179	-
	(2,766,933)	(25,372)
INVESTING ACTIVITY		
Purchase of investments	(91,623)	(96,449)
Proceeds on sale of investments	82,944	74,000
	(8,679)	(22,449)
Net increase (decrease) in cash	(2,496,420)	147,192
Cash and cash equivalents, beginning of year	3,139,666	2,992,474
Cash and cash equivalents, end of year	643,246	3,139,666

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF CHANGES IN ACCUMULATED OPERATING SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2020

	Unrestricted (Note 8)	Reserves (Note 8)	Equity in Tangible Capital Assets (Note 8)	2020	2019
Balance, beginning of year	380,367	1,049,750	575,834	\$ 2,005,951	\$ 575,832
Excess (deficiency) of revenue over expenses	4,042,857	-	-	4,042,857	33,160
Reserves used for (transferred from) operations	(63,067)	63,067	-	-	-
Reserves used for tangible capital assets	-	-	-	-	-
Purchases of tangible capital assets	(4,556,960)	(198,152)	4,755,112	-	-
Disposal of tangible capital assets	481,087	-	(481,087)	-	-
Annual amortization expense	159,575	-	(159,575)	-	-
Balance, end of year	<u>443,859</u>	<u>914,665</u>	<u>4,690,284</u>	<u>6,048,808</u>	<u>2,005,951</u>

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF REMEASUREMENT GAINS AND LOSSES
FOR THE YEAR ENDED DECEMBER 31, 2020

	2020	2019
Accumulated remeasurement gain (loss) on investments, beginning of the year	13,021	(187)
Increase in market value	33,032	13,208
Accumulated remeasurement gain (loss) on investments, end of year	46,053	13,021

PARKLAND REGIONAL LIBRARY SYSTEM
SCHEDULE OF TANGIBLE CAPITAL ASSETS
 FOR THE YEAR ENDED DECEMBER 31, 2020
SCHEDULE 1

	Vehicles	Building - Held for sale (1)	Building	Land	Technology equipment and systems	Equipment	Furniture and fixtures	2020	2019
Original Cost:									
Balance, beginning of year	133,058	1,375,359	-	-	293,848	78,144	16,900	1,897,310	2,115,893
Acquisition of tangible capital assets	59,006	-	3,946,960	610,000	71,512	33,633	34,001	4,755,112	25,372
Disposals of tangible capital assets	(60,873)	(1,375,359)	-	-	(41,405)	(62,992)	(7,810)	(1,548,439)	(243,955)
Balance, end of year	131,191	-	3,946,960	610,000	323,955	48,784	43,091	5,103,982	1,897,310
Accumulated Amortization:									
Balance, beginning of year	86,787	939,437	-	-	221,438	57,866	15,949	1,321,477	1,502,880
Annual amortization	23,912	-	78,939	-	42,258	7,526	6,940	159,575	56,170
Disposals	(35,304)	(939,437)	-	-	(38,341)	(46,712)	(7,559)	(1,067,353)	(237,574)
Balance, end of year	75,395	-	78,939	-	225,354	18,680	15,330	413,699	1,321,477
Net Book Value	55,796	-	3,868,021	610,000	98,601	30,105	27,761	4,690,283	575,833

During the year property, plant and equipment was acquired at an aggregate cost of \$4,755,112 (\$25,372 in 2019), of which \$1,975,000 (\$0 in 2019) was from trade-in, and the remainder of \$2,780,112 (\$25,372 in 2019) was acquired through cash. Of the total cash, \$2,458,167 (\$0 in 2019) was from a government grant received in previous years.

(1) In 2019, there was a contract with Tricon for the sale of the existing building to occur after year-end. In 2020, the previous building was sold and a new building was purchased.

PARKLAND REGIONAL LIBRARY SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

1. Nature of activities

Parkland Regional Library System (the "Library") is an independent body established under the Alberta Libraries Act for the purpose of providing a variety of support services for the public libraries of rural Central Alberta.

The Library is exempt from tax pursuant to Section 149(1)(l) of the Income Tax Act of Canada.

2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards ("PSAS") and include the following significant accounting policies:

Cash and cash equivalents

Balances with original maturities of less than 3 months are included in cash and cash equivalents. Marketable securities with prices quoted in an active market are measured at fair value while those that are not quoted in an active market are measured at cost less impairment.

Revenue recognition

Member fees are recognized as revenue when the services have been provided.

Book and supply outside sales are recognized as product is shipped to the member library that placed the order through the Library.

Provincial funding and grants that are externally restricted are recorded as deferred contributions if the terms of the funding create a liability.

These funds are recognized as revenue in the year in which the related expenses are incurred and the terms of the funding are met.

Unrestricted provincial funding, miscellaneous and donations, and other revenue are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

All investment income is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Expenses

Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or legal obligation to pay.

Non-financial assets

Non-financial assets are assets that are not available to discharge existing liabilities but held for use in Library operations. Such assets have useful lives extending beyond the current year and are not intended for sale in the normal course of Library operations. The change in non-financial assets during the year, together with the excess of revenue over expenses, provides the changes in net financial assets for the year.

Non-financial assets consist of the following:

i. Inventory for consumption

Inventory of materials and supplies for consumption is recorded in the financial statements at lower of the cost of the specific item or replacement cost.

ii. Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the assets. Contributed tangible capital assets are recorded in the financial statements at fair market value at the time of contribution.

	<i>Method</i>	<i>Rate</i>
Vehicles	declining balance	30%
Building *	straight-line	50 years
Technology equipment and systems	declining balance	30%
Furniture and fixtures	declining balance	20%
Equipment	declining balance	20%

A full year of amortization is calculated in the year of acquisition. No amortization is calculated in the year of disposal.

Tangible capital assets are tested for impairment whenever events or changes in circumstances indicate that their carrying amounts may not be fully recoverable. An impairment loss is recognized when and to the extent that management assesses the future useful life of an asset to be less than originally estimated.

* During the year, the old building, which was amortized on a declining balance basis at 4% was sold and a new building was put into use, which with the Library assessed a more appropriate amortization rate and method to be amortized straight line over 50 years.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2020

2. Significant accounting policies (continued from previous page)

iii. Prepaid expenses

Expenses paid in advance where services have not been performed or materials have not been received.

Use of estimates

The preparation of financial statements in accordance with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of financial position date, and the reported amounts of revenue and expenses during the reporting period. Key components of the financial statements requiring management to make estimates include the provision for doubtful accounts in respect of receivables, the cost and net realizable value of inventories, employee benefit obligations, the useful lives of long-lived assets and the potential impairment of assets. Actual results could differ from these estimates.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in excess of revenue over expenses in the periods in which they become known.

Long-term investment

investments are recorded at fair market value, based on quoted prices in an active market, including accrued interest. Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations.

Foreign currency translation

These financial statements have been presented in Canadian dollars, the principal currency of the Library's operations.

Transaction amounts denominated in foreign currencies are translated into their Canadian dollar equivalents at exchange rates prevailing at the transaction date. Carrying values of monetary assets and liabilities reflect the exchange rates at the balance sheet date. Gains and losses on translation or settlement are included in the determination of excess of revenue over expenditures for the current period.

Financial instruments

The Library measures its financial instruments initially at fair value and subsequently measures them at amortized cost, except for investments which are measured at fair value.

Transaction costs related to financial instruments recorded at amortized cost are added to the carrying value of the instrument. Transaction costs related to financial instruments recorded at fair value are expensed as incurred.

Reserves for future expenditures

Reserves are determined at the discretion of the board to set aside funds for future operating and capital expenditures. Transfers to and/or from reserves are reflected as an adjustment within accumulated surplus.

3. Cash and cash equivalents

	<u>2020</u>	<u>2019</u>
Unrestricted	\$ 643,246	\$ 681,598
Building renovation and maintenance	-	2,458,068
Total Cash	<u>643,246</u>	<u>3,139,666</u>

Cash accounts bear interest at bank prime rate of 2.45% (2019 - 3.95%) less a percentage based on balance held during the year. At year-end, the unrestricted cash balances bear interest at prime less 1.90% (2019 - prime less 1.6%) on \$650,449 (2019 - \$701,152) and prime less 1.90% (2019 - prime less 1.90%) on \$4,563 (2019 - \$2,842). The building account bore interest in 2019 at prime less 1.55%.

The building renovation and maintenance account is restricted for use in the maintenance, renovation or upgrade of the Library's current facilities (note 6).

4. Investments

	<u>2020</u>	<u>2019</u>
Bonds (original cost of \$746,789; 2019 - \$737,927)	<u>795,560</u>	<u>753,850</u>

Bonds bear interest at rates ranging from 2.10% to 3.80% and have maturity dates ranging from June 2021 to June 2030. Included in investments is \$2,718 (2019 - \$2,902) of accrued interest.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2020

5. Accounts payable and accruals

	2020	2019
Trade accounts payable and accruals	\$ 36,118	\$ 31,656
Employee benefit obligations	57,529	56,133
Goods and Services Tax payable	9,189	12,101
	102,836	99,890

Included in trade accounts payable and accruals is a balance of \$1,527 (2019 - \$4,556) on ATB Financial Mastercards with a total credit limit of \$15,000 (2019 - \$15,000).

Employee benefit obligation consist of estimated sick leave benefits of \$39,000 (2019 - \$35,000) that accumulate but do not vest, as well as vacation and lieu time of \$18,529 (2019 - \$20,801) that employees have earned and deferred to future years.

6. Deferred revenue

	2020	2019
Minister of Municipal Affairs building renovation and maintenance grant	\$ -	\$ 2,458,167
Minister of Municipal Affairs on-reserve/on-settlement population grant	78,839	-
	78,839	2,458,167

In 2017, the Library received \$2,400,000 from the Government of Alberta for maintenance and renovation of the Library's current headquarters or update of its existing facilities. No interest income (2019 - \$51,626) on the cash basis has been deferred during the year. No expenses related to this funding (2019 - \$4,679) were recognized in the year. This funding was spent on the new building purchased in 2020, and has therefore been recognized in income.

In 2020, the library received \$145,601 from the Government of Alberta to offer library services to on-reserve and on-settlement First Nations populations. Of this amount, \$78,839 was not spent before year-end.

7. Commitments

In 2018, the Library entered into a software license agreement from July 1, 2018 to December 31, 2023 in the amount of \$85,000 per year, subject to inflation increases.

The Library has a 3 year commitment for TAL core products, of which they only have 9 months remaining. The estimated commitment is \$18,677 subject to exchange rate changes.

The Library has a 3 year commitment for purchasing energy products from January 1, 2019 to December 31, 2021. Subsequent to year end, the Library has extended this until December 31, 2025.

Subsequent to year end, the Library entered into a 10 year agreement for maintenance on their elevator, platform for access eContent materials, and internet services.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2020

8. Accumulated operating surplus

	2020	2019
Unrestricted operating fund	443,859	380,367
Internally restricted		
Operating reserves		
Technology	291,718	357,712
Building	150,000	250,000
Contingent liability	9,223	50,000
	450,941	657,712
Capital reserves		
Amortization	339,378	221,864
Vehicle	74,346	120,174
Equipment/furnishings replacement	50,000	50,000
	463,724	392,038
Total reserves	914,665	1,049,750
Equity in tangible capital assets	4,690,284	575,834
	6,048,808	2,005,951

9. Provincial funding

	2020	2019
Government of Alberta - Municipal Affairs		
Operating grant	\$ 990,830	\$ 990,830
Library Service grant	428,738	428,738
Provincial First Nations grant	66,763	145,602
Provincial one time grant - Voice of Maskwacyi	-	10,079
	1,486,330	1,575,249

10. Local Authorities Pension Plan

Employees of the Library participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 274,151 people and 420 employers. The LAPP is financed by employee and employer contributions and by earning investment earnings in the LAPP fund.

Contributions for current service are recorded as expenses in the year in which they become due.

The Library is required to make current service contributions to the LAPP of 9.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan, and 13.84% on pensionable earnings above that amount.

Total service contributions by the Library to the LAPP in 2020 were \$131,830 (2019 - \$121,142). Total current service contributions by employees of the Library to the LAPP in 2020 were \$119,119 (2019 - \$104,683).

As at December 31, 2019, the LAPP disclosed an actuarial surplus of \$7.913 billion (2018 - \$3.469 billion). LAPP has not yet disclosed the actuarial surplus or deficiency as at December 31, 2020.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2020

11. Economic dependence

The Library is dependent on funding from government grants to maintain its operations. In 2020, the Province of Alberta contributed \$1,486,330 (2019 - \$1,575,249) of revenue to the Library, equalling approximately 42% (2019 - 44%) of total revenue. If funding is not received, its operations would be significantly reduced.

12. Financial instruments

The Library, as part of its operations, carries a number of financial instruments. The financial instruments consist of cash and cash equivalents, accounts receivable, investments, accounts payable and accruals, and book allotment. It is management's opinion that the Library is not exposed to a significant interest, currency, market, liquidity, or credit risks arising from these financial instruments except as otherwise disclosed.

Credit risk

The Library is exposed to credit risk as it grants credit to its members in the normal course of operations. The risk is mitigated by the fact that the receivables are from municipalities. The Library is exposed to credit risk as it has purchased bonds which are included in investments. The risk is mitigated by the fact that the Library has only purchased bonds issued by the Federal or Provincial governments.

Accounts receivable from one municipality and one vendor (2019 - two municipalities) in connection with trade receivables represents 60% (2019 - 46%) of total accounts receivable at December 31, 2020. The Library believes that there is minimal risk associated with the collection of these amounts. The balance of accounts receivable is widely distributed among the remainder of the Libraries municipality and customer base.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities known as price risk. In seeking to minimize the risks from interest rate fluctuations, the Library manages exposure through its normal operating and financing activities. The Library is exposed to interest rate price risk primarily through its fixed rate investments and variable rate cash.

Market rate risk

The Library is exposed to market rate risk on its investments due to changes in quoted market rates on investments.

Emerging risk

During the year, there was a global outbreak of COVID-19 (coronavirus), which has had a significant impact on businesses through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders. The Library's operations were impacted by COVID-19 due to required changes to operations of member libraries (i.e. closures and other restrictions on library operations), however this impact is not considered to have been significant on the Library's operations. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on Library as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

14. Contingencies

The Library has received a human rights complaint from an employee. This complaint remains at an early stage and is waiting on the Alberta Human Rights Commission. At this time, it is not possible to predict the ultimate outcome of this human rights complaint or to estimate any loss, if any, which may result.

15. Approval of financial statements

These financial statements were approved by the Library board on May 20, 2021