

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF JARVIS BAY
JUNE 1, 2021 @ 9:30 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions

C. ADOPTION OF MINUTES

- Regular Meeting Minutes, May 4, 2021
- Special Meeting Minutes, May 11, 2021

D. INFORMATION ITEMS

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

E. REQUESTS FOR DECISION

1) Finance & Administration

- a) Surplus Distribution

2) Public Works

- a) Memorial Benches

3) Planning & Development

- a) Subdivision Application

F. COUNCIL, COMMITTEES & CORRESPONDENCE

1) Council Reports

- a) Mayor Maplethorpe
 - Town of Sylvan Lake Library Board
- b) Deputy Mayor Wiseman
- c) Councillor Thomlinson

2) Committee Reports

- a) Ann Zacharias, Summer Village or Birchcliff

- Parkland Regional Library Board

3) Upcoming Meetings

- a) Council Meeting – July 6, 2021
- b) Organizational Meeting – July 6, 2021

G. ADJOURNMENT

Summer Village of Jarvis Bay
Regular Meeting Minutes
May 4, 2021

C-1

Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held May 4, 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: Carolyn Widmer via Zoom
Gallery: Keith Laycock via Zoom
Ron Link via Zoom

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

AGENDA APPROVAL

JBC-21-052 MOVED by Deputy Mayor Wiseman that the agenda be adopted as amended:

E.3. Dock Regulations
E.4. Sylvan Lake Regional Water/Wastewater Commission
E.5. Twin Fawn Open House
D.5 Lot 10 Thevenaz Industrial Trail
D.6 New Building Update and Branding
CARRIED

CONFIRMATION OF MINUTES

JBC-21-053 MOVED by Councillor Thomlinson that the minutes of the regular meeting of Council held on April 6, 2021, be approved as presented.

CARRIED

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Quarterly Financial Report

JBC-21-054 MOVED by Councillor Thomlinson that Council move Jarvis Bay's remaining MOST funding grant of \$19,992.65 from Deferred Revenue to the following accounts in order to offset Pandemic Costs as provided by the MOST Grant (report is attached):

- \$ 7,908.40 to Office Supplies 212-200-510
- \$ 449.57 to IT Expenses 212-300-242
- \$ 248.17 to Facility Maintenance 212-300-255
- \$ 11,836.51 to Other Revenue to offset uncollected taxation 112-000-570

CARRIED

Tina Leer left the meeting at 9:51 a.m.

- 3) Development Update
- 4) Petro Beach

Chris Loov left the meeting at 9:59 a.m.

- 5) Lot 10 Thevenaz Industrial Trail
- 6) New Building Update and Branding

JBC-21-055 MOVED by Mayor Maplethorpe that Council approve the information items as information.
CARRIED

Council break at 10:30 a.m.

Council reconvened at 10:35 a.m. with the same people as at the beginning of the meeting with the exception of Tina Leer and Chris Loov.

REQUEST FOR DECISION

FINANCE & ADMINISTRATION

JBC-21-056 Surplus Distribution
MOVED by Councillor Thomlinson that Council table until the next meeting.
CARRIED

PLANNING & DEVELOPMENT

JBC-21-057 Home Occupation
MOVED by Councillor Thomlinson that Council accept as information.
CARRIED

COUNCIL & LEGISLATION

JBC-21-058 Dock Regulations
MOVED by Mayor Maplethorpe that Council hold a Special Meeting on Tuesday, May 11th @ 12:30 a.m. to discuss the mooring and disturbance standards.
CARRIED

JBC-21-059 Sylvan Lake Regional Water/Wastewater Commission
MOVED by Deputy Mayor Wiseman that Council support the Sylvan Lake Regional Wastewater Commission’s direction to dissolve the Sylvan Lake Regional Water Commission and merge the 2 into one commission.
CARRIED

JBC-21-060 Twin Fawn Open House
MOVED by Deputy Mayor Wiseman that Council postpone the
Twin Fawn Open House until it can be shown that it will meet the
current provincial Covid restrictions.
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-21-061 MOVED by Mayor Maplethorpe that the Council reports be
accepted as information.
CARRIED

NEXT COUNCIL MEETING

JBC-21-062 MOVED by Mayor Maplethorpe that the next meeting of Council
be held on June 1, 2021, at 9:30 a.m.
CARRIED

CLOSED SESSION

JBC-21-063 MOVED by Mayor Maplethorpe that Council move to a closed
session to seek advice from officials as per FOIP Section 24, at
12:20 p.m.
CARRIED

JBC-21-064 MOVED by Mayor Maplethorpe that Council return to an open
meeting at 12:26 p.m.
CARRIED

ADJOURNMENT

JBC-21-065 MOVED by Mayor Maplethorpe that being the agenda matters
have been concluded, the meeting be adjourned at 12:35 p.m.
CARRIED

JULIE MAPLETHORPE, MAYOR

TANNER EVANS, CAO

Summer Village of Jarvis
Bay Special Meeting Minutes
May 11, 2021

C-2

Minutes of a Special Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held May 11, 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

CALL TO ORDER The Meeting was called to order at 12:33 p.m. by Mayor Maplethorpe.

AGENDA APPROVAL

JBC-21-066 MOVED by Mayor Maplethorpe that the agenda be adopted as presented.
CARRIED

REQUEST FOR DECISION

COUNCIL & LEGISLATION

JBC-21-067 AEP Disturbance Standards
MOVED by Deputy Mayor Wiseman that Council adopt the Interim Policy for New Provincial Dock & Mooring Regulations as amended, and Administration to edit the document into the correct policy format.
CARRIED

JBC-21-068 Lot 10 Thevenaz Industrial Trail
MOVED by Councillor Thomlinson that the Summer Village of Jarvis Bay agrees to temporarily cover the costs for the other Summer Villages' portion of the 1/8 purchase of Lot 10 Thevenaz Industrial Trail, to be paid back upon the sale of the current bay.
CARRIED

ADJOURNMENT

JBC-21-069 MOVED by Mayor Maplethorpe that being the agenda matters have been concluded, the meeting be adjourned at 1:57 p.m.
CARRIED

JULIE MAPLETHORPE, MAYOR

TANNER EVANS, CAO

Summer Village of Jarvis Bay**Administration and Finance****Council Date: June 1, 2021****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 25,172.57

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

- | | | |
|-----------------------------------|----|-----------|
| 1. SL Regional Wastewater Comm | \$ | 5081.75 |
| a. Wastewater Services March 2021 | | |
| 2. Summer Village of Norglenwold | \$ | 15,512.83 |
| a. Monthly Shared Costs-April | | |
| b. ATS Traffic/MC Charges | | |

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
2021-05-19 11:01 AM

Summer Village of Jarvis Bay
List of Accounts for Approval
As of 2021-05-19
Batch: 2021-00042 to 2021-00046

Page 1

Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: MAIN - General Bank				
Computer Cheques:				
895	2021-04-30	SL Regional Wastewater Comm	Wastewater Services March 2021	5,081.75
896	2021-04-30	Appollo Landscaping Ltd	Removal of Topsoil and Sod	1,890.00
897	2021-04-30	Town of Sylvan Lake	2021 Requisition FCSS	1,433.00
EFT:				
144	2021-05-14	Summer Villages of Norglenwold	ATS Traffic & ATB MC Charges	15,512.83
Other:				
2736-Man	2021-04-30	Epcor	Utilities	34.27
2737-Man	2021-04-30	Epcor	Utilities	153.06
2738-Man	2021-05-17	Epcor	Utilities	213.94
2739-Man	2021-05-17	Waste Management of Canada	Recycling	853.72
Total for MAIN:				25,172.57

Certified Correct This May 19, 2021

Mayor

Administrator

Summer Village of Jarvis Bay

June 1, 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:

- Public works applied for and received grant funding from the Federal government that will allow for the hiring of a second summer staff in 2021.
- Stakes along Petro Beach will be left in until the end of June to allow the sod to properly establish in that area.
- The second approach at 139 Jarvis Bay Drive has been removed and has been sodded by the owner of the property.
- Outhouses at Petro Beach have been vandalized with spray paint. Public Works will be working with summer staff to have the stall repainted.
- The new speed sign is scheduled to be installed early June.
- Buoys have been installed and the swim line at Petro Beach is scheduled to be installed early June.
- Spoke with the contractor who constructed Outlet Creek Bridge and there was no recommended maintenance other than the replacement of portions of the bridge as it deteriorates over the years.
- Dogs on leash signs have been ordered.
- No parking signs have been ordered for Petro Beach to prevent parking outside of hours of operation.
- Work is being in the ditch beside 228 Jarvis Bay Drive to improve drainage and establish grass in the ditch. Work will also be done on the driveway of 226 Jarvis Bay Drive to repair the settling of their driveway after the culvert work that was done last fall.

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

June 1, 2021

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 69 development permits issued in the Summer Villages (27 in Birchcliff, 1 in Half Moon Bay, 8 in Jarvis Bay, 20 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. 139 Jarvis Bay Drive | Driveway Expansion |
| 8. 196 Jarvis Bay Drive | Deck Addition |

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #125/13.

Summer Village of Jarvis Bay**June 1, 2021****Council and Legislation****Information Item****Agenda Item:** *Noise Barrier***Background:**

Administration has received an email from some residents regarding the increase in traffic noise on highway 20 which has significantly increased over the last several years. With the redevelopment of the North intersection into the Summer Village, they are respectfully requesting that consideration be given to raising the berm to the intersection of Jarvis Bay Drive and Jarvis Glen Way. Further, they are requesting Council explore planting trees along this section as well as it would improve the noise barrier for all residents in this area of the community.

Council has discussed putting in trees after the completion of the work along Highway 20 is complete, but it might not have included this section of Jarvis Bay.

Options for Consideration:

Council accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

n/a

Summer Village of Jarvis Bay

Finance

Request for Decision

Agenda Item: *Surplus Distribution*

Background:

The 2020 annual Audited Financial Statements are now complete and have been submitted to the Province.

The attached spreadsheet is for Council to review and determine how they would like the 2020 surplus funds to be distributed.

Options for Consideration:

- Advise Administration where Council wishes accumulated surplus funds to be distributed.
- Create any new Reserve accounts for future growth as Council sees necessary for their 5 year plans.

Administrative Recommendations:

That Council discusses and redistributes surplus amount on the live Proposed Allocation spreadsheet.

Authorities:

MGA (Section 283.1) A new requirement in the MGA provides that municipalities must adopt, at a minimum, written three-year financial plan and a five-year capital plan and Council must review and update the plans annually.

Summer Village of Jarvis Bay
Proposed Allocation of Surplus on May 4, 2021

Current Financial Surplus & Reserves	Current Balances	Council Targets	Over/Under Target
Unrestricted Surplus	44,289.76	10,000.00	34,289.76
Operating Reserves			
General Contingency Reserve	275,835.77	360,000.00	-84,164.23
Environment Reserve	260,000.00	260,000.00	0.00
Mill Rate Stabilization Fund	50,000.00	50,000.00	0.00
Total Operating Reserves	585,835.77	670,000.00	-84,164.23
Capital Reserves			
Water & Sewer Reserve	400,000.00	400,000.00	0.00
Roads, Streets, etc. Reserve	400,000.00	400,000.00	0.00
Twin Fawns Walkway Bridge	30,000.00	30,000.00	0.00
Information Technology & Facilities Reserve	8,000.00	8,000.00	0.00
Fleet Replacement Reserve	3,950.32		
Jarvis Glen Street Light Reserve	6,600.00	10,000.00	-3,400.00
Total Capital Reserves	848,550.32	848,000.00	-3,400.00
TOTAL RESERVES	1,434,386.09	1,518,000.00	-87,564.23

Adjusted Financial Surplus & Reserves	Current Balances	Council Targets	Over/Under Target	Allocation	Revised Balances	Over/Under Target
Unrestricted Surplus	44,289.76	10,000.00	34,289.76	-34,289.76	10,000.00	0.00
Operating Reserves						
General Contingency Reserve	275,835.77	360,000.00	-84,164.23	29,289.76	305,125.53	-54,874.47
Environment Reserve	260,000.00	260,000.00	0.00		260,000.00	0.00
Mill Rate Stabilization Fund	50,000.00	50,000.00	0.00		50,000.00	0.00
Total Operating Reserves	630,125.53	680,000.00	-49,874.47	-5,000.00	625,125.53	-54,874.47
Capital Reserves						
Water & Sewer Reserve	400,000.00	400,000.00	0.00		400,000.00	0.00
Roads, Streets, etc. Reserve	400,000.00	400,000.00	0.00		400,000.00	0.00
Twin Fawns Walkway Bridge	30,000.00	30,000.00	0.00		30,000.00	0.00
Fleet Reserve	3,950.32	10,000.00	-6,049.68	5,000.00	8,950.32	-1,049.68
Information Technology & Facilities Reserve	8,000.00	8,000.00	0.00		8,000.00	0.00
Street Light Reserve	6,600.00	10,000.00	-3,400.00		6,600.00	-3,400.00
Total Capital Reserves	848,550.32	858,000.00	-9,449.68	5,000.00	853,550.32	-4,449.68
TOTAL RESERVES	1,478,675.85	1,538,000.00	-59,324.15	0.00	1,478,675.85	-59,324.15

Summer Village of Jarvis Bay

June 1, 2021

Public Works

Information Item

Agenda Item: *Memorial Benches*

Background:

Administration is proposing to Council the option of replacing all the existing memorial benches with synthetic low-maintenance benches mounted on concrete pads. To replace all the benches and install new memorial plaques Administration asks that Council budget \$9,000 for this capital project. Replacing all three benches at once will allow Administration to utilize village grant funding either through MSI grants or Federal Gas Tax grants. Options for bench styles and colours are on the attached document.

Options for Consideration:

1. Council move to budget memorial benches as a 2021 capital project in the amount of \$9,000 with funding to come from MSI grants.
2. Council move that Administration obtain additional bench options or information for Council to review at the next scheduled Council meeting.
3. Council accept as information.

Administrative Recommendations:

Council move to budget memorial benches as a 2021 capital project in the amount of \$9,000 with funding to come from MSI grants.

Authorities:

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

LARSON BENCH

Model Number : 6ft LB-6, LBNA-6 (Without Armrests)
5ft LB-5, LBNA-5 (Without Armrests)



Table is Optional

DESIGNER NOTES

The Larson Bench sports a unique contemporary double pedestal leg design with a stately comfortable seat and back rest. It came about as a result of a 'happy mistake' on one of our other benches. (The seat and back supports had been welded on backwards). So, in an effort to salvage the project the lumber was re-spaced and another board was added. This created a new concept and it seemed like the right time to incorporate some new design features such as capped ends and limited board overhang. Voila!! The Larson. As with some of the other products, this bench shares the last name of a close friend. The bench is available with or without armrests and bistro style table.

AVAILABLE RECYCLED PLASTIC LUMBER COLOURS



Black Grey Redwood Sand Walnut

Wishbone
site furnishings

PRODUCT SPECIFICATIONS

100% Recycled Plastic Slats

This product will not rot, splinter, or warp reducing maintenance costs over the life of the product.

Colours Available: Black, Grey, Redwood, Sand, Walnut

10 YEAR LIMITED WARRANTY

Durable Powder Coated Aluminum Frame

Standard Colours: Brown Slate, Victor Ridge II, Nordic Lichen, Timeless Rust, Grey Gold, Textured Silver, Precious Sand, Groovy Red, Black Textured, Earth Clay, Noble Bronze, Modern Khaki

Long Lasting Stainless Steel Hardware

CUSTOMIZED SOLUTIONS

Custom Powder Coating (Setup Charges May Apply)

Gifting Program (Custom Inset Bronze Plaques)

LED Lighting built into the seat.

Set of 2 Weld on Arm rests Model #s LB-6 (6ft) LB-5 (5ft)

Center arm

Optional 30" Table, Model #LT-30

2 ft to 8 ft Lengths

Skate blocks

INST-1 Stainless Steel Bolt-Down Kit

PRODUCT DIMENSIONS

Total Height	30 inches / 762 mm
Seat Height	17.5 inches / 445 mm
Seat Depth	14.5 inches / 368 mm
Total Length	6 feet / 183cm
Weight	125 lbs / 57 kg

RECYCLED CONTENT

74% RECYCLED CONTENT BY WEIGHT
100% RECYCLABLE



100% Canadian Made



Wishbone Ltd. provides an extended
10 year limited warranty from the date
of invoice.



Visit us online at
www.Wishboneltd.com

Wishbone Site Furnishings | #210-27090 Gloucester Way | Langley, BC CANADA V4W 3Y5
1.866.626.0476 sales@wishboneltd.com

AYLESBURY PARK BENCH

Model Number : ANA-6 (6ft no Arm rests) , ANA-5 (5ft no Arm Rests)

A-6 (6ft with Arm Rests), A-5 (5ft with Arm rests)



ANA-6



DESIGNER NOTES

One of our distributors asked us to design a bench specifically for a tender they were awarded. The tender, however, had specifications that did not match any of the benches we had or at the required price point. We took on the challenge and came up with this design. The Aylesbury bench borrows design cues and components from a couple of our other benches allowing us to maintain a comfortable, stable seating surface while at the same time capitalizing on reduced fabrication time and material cost. The bench's name comes from an English town where the distributor's family lived before immigrating to Canada.

AVAILABLE RECYCLED PLASTIC LUMBER COLOURS



Black Grey Redwood Sand Walnut



100% Canadian Made



Wishbone Ltd. provides an extended 10 year limited warranty from the date of invoice.



Visit us online at www.Wishboneltd.com

Wishbone
site furnishings

PRODUCT SPECIFICATIONS

100% Recycled Plastic Slats

This product will not rot, splinter, or warp reducing maintenance costs over the life of the product.

Colours Available: Black, Grey, Redwood, Sand, Walnut

10 YEAR LIMITED WARRANTY

Durable Powder Coated Aluminum Frame

Standard colours: Black Super Texture, Bostwick Textured Brown, Cardinal Textured Black, Cardinal Textured Grey, Cold Textured Brown, Lakeside Textured Sand, Oil Rub Textured Bronze, Pewter, Bengal Textured Silver

Long Lasting Stainless Steel Hardware

Surface Mountable

CUSTOMIZED SOLUTIONS

Custom Powder Coating

(Setup Charges May Apply)

Custom lengths up to 8 ft

Optional Centre Arm

Stainless Steel Bolt-Down Kit

PRODUCT DIMENSIONS

Height	31 inches / 787mm
Depth	23 inches / 584mm
Length	72 inches / 1829mm
Seat Height	17.5 inches / 445mm
Seat Depth	17 inches / 432mm
Weight	126 lbs / 57 kg

RECYCLED CONTENT

75% RECYCLED CONTENT BY WEIGHT

100% RECYCLABLE

Wishbone Site Furnishings | #210-27090 Gloucester Way | Langley, BC CANADA V4W 3Y5
1.866.626.0476 sales@wishboneltd.com

BAYVIEW PARK BENCH

Model Number : BV-6



Table is Optional

DESIGNER NOTES

Style and elegance describe the Bayview bench. This "stepped up" design has melded the functionality of a standard bench look with a sleek, single angled leg giving it a very unique appearance. The wide lumber configuration on the backrest accommodates a wide variety of users and makes for an extremely comfortable sitting experience. Also intentional by design, this bench is perfect for a commemorative plaque. This bench is available in a variety of lengths with or without armrests.

AVAILABLE RECYCLED PLASTIC LUMBER COLOURS



Black

Grey

Redwood

Sand

Walnut

Wishbone
site furnishings

PRODUCT SPECIFICATIONS

100% Recycled Plastic Slats

This product will not rot, splinter, or warp reducing maintenance costs over the life of the product.

Colours Available: Black, Grey, Redwood, Sand, Walnut

10 YEAR LIMITED WARRANTY

Durable Powder Coated Aluminum Frame

Standard Colours: Brown Slate, Victor Ridge II, Nordic Lichen, Timeless Rust, Grey Gold, Textured Silver, Precious Sand, Groovy Red, Black Textured, Earth Clay, Noble Bronze, Modern Khaki

Long Lasting Stainless Steel Hardware

CUSTOMIZED SOLUTIONS

Custom Powder Coating (Setup Charges May Apply)

Gifting Program (Custom Inset Bronze Plaques)

LED Lighting built into the seat.

With-out arms (BVNA-6)

Optional 30" Table Model #RT-30

Center arm

4 ft and 5 ft Lengths

Skate blocks

Stainless steel bolt down kit

PRODUCT DIMENSIONS

Total Height	33 inches / 838mm
Total Depth	26 inches / 664mm
Seat Height	17.5 inches / 445mm
Seat Depth	18.5 inches / 470mm
Total Length	6 feet / 183cm
Weight	140lbs / 64kg

RECYCLED CONTENT

75% RECYCLED CONTENT BY WEIGHT
100% RECYCLABLE



100% Canadian Made



Wishbone Ltd. provides an extended
10 year limited warranty from the date
of invoice.



Visit us online at
www.Wishboneltd.com

Wishbone Site Furnishings | #210-27090 Gloucester Way | Langley, BC CANADA V4W 3Y5
1.866.626.0476 sales@wishboneltd.com

Summer Village of Jarvis Bay

June 1, 2021

Planning and Development

Request for Decision

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

Background:

On May 6, 2021 an application was received 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.

As the two lots are currently one property, the use of the property is compliant. If the separation of title is completed, the use of lot 18 will not be compliant as it will have only an accessory building on the parcel. The Land Use Bylaw states that the general purpose in the R-A District is “To provide an area for very low-density residential development in the form of detached dwellings and compatible uses, herein listed, which are connected to the municipal sewer system”.

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 and the separation would leave lot 18 non-compliant in use.

Authorities:

Land Use Bylaw No. 125/13 – June 2013
Municipal Government Act – March 31, 2021

Bemoco Land Surveying Ltd.
SUBDIVISION CONSULTANTS LAND SURVEYORS

Our File: S-018-21

April 19, 2021

Summer Village Office
Bay 8, 14 Thevenaz Industrial Trail
Sylvan Lake, Alberta
T4S 2J5

Attention: Planning & Development

Dear Sir/Madame:

RE: Proposed Subdivision
Lots 18 & 19, Plan 2350 EO
[REDACTED]
Separation of Titles

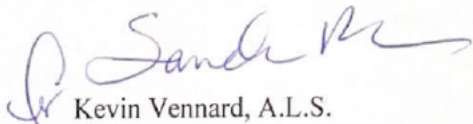
Please find enclosed our Application for Subdivision Approval for the above mentioned lands, together with the following:

- 1) Appointment of Agent Form
- 2) Photocopy of Title
- 3) Tentative Plan
- 4) AER Abandoned Well Locations Map

Trusting you will find the enclosed in order, I remain

Yours truly,

BEMOCO LAND SURVEYING LTD.


Kevin Vennard, A.L.S.

/sb
Encls.

Bemoco Land Surveying Ltd.

100, 6040-47th Avenue, Red Deer, Alberta, T4N 1C2 Phone (403) 342-2611 Fax (403) 342-2910

Subdivision Consultants & Land Surveyors

Our File: S-018-21

April 14, 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


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

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

Regards


Kevin Vennard ALS
Bemoco Land Surveying Ltd.

37 Jarvis Bay Dr.

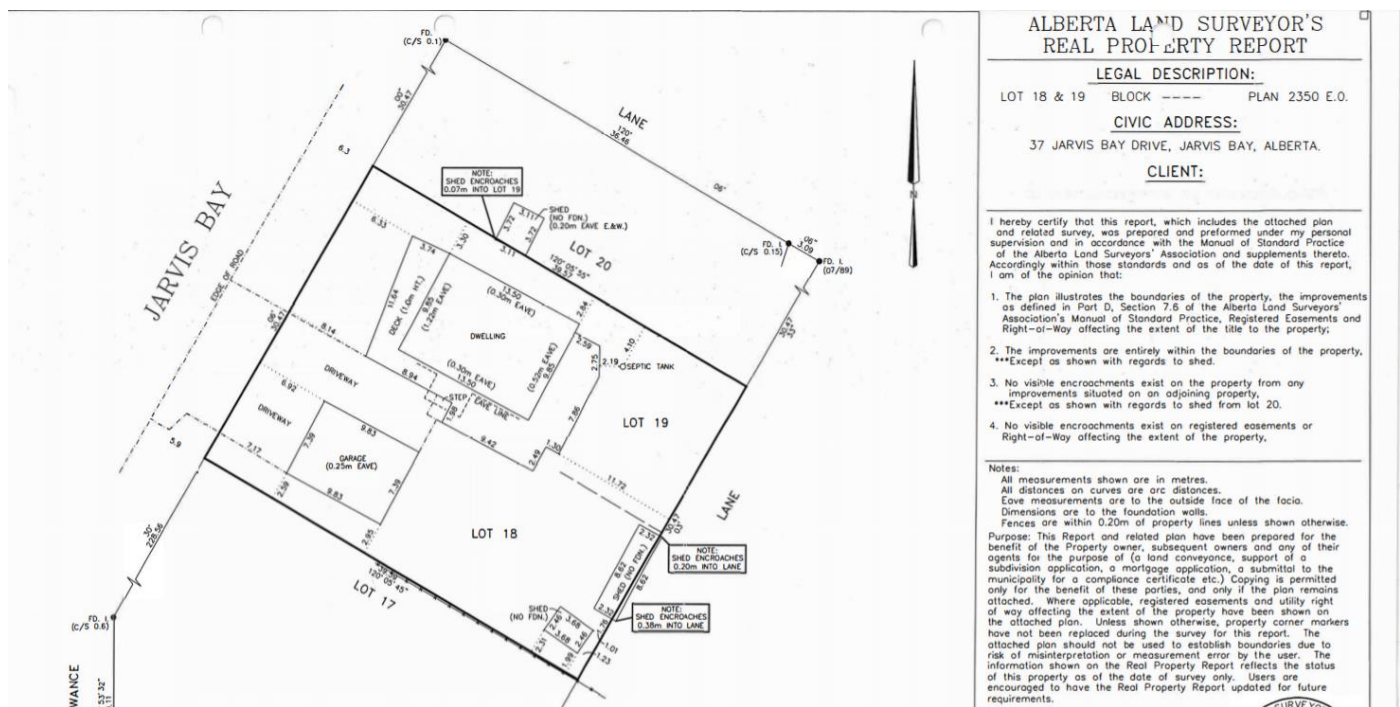
To: Board of Directors of Summer Villages – Jarvis Bay

RE: Separation of Title Lot 19 and Lot 18

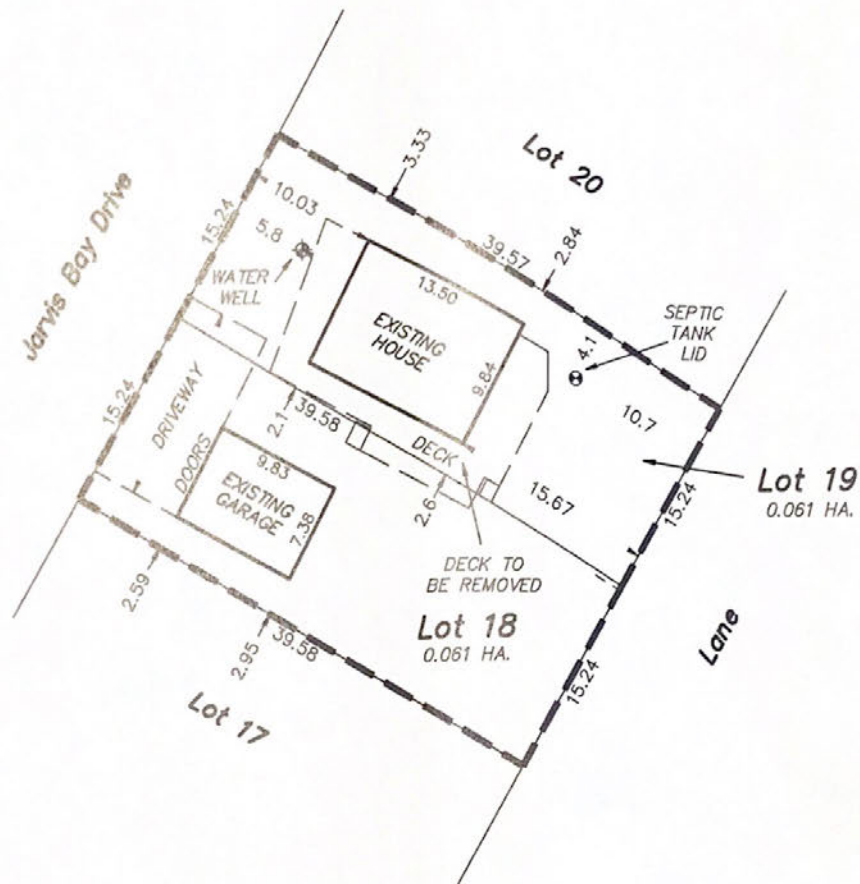
First off, our family would like to thank the board and Summer Village for the consideration in our request to separate the titles for Lot 18 and 19 as per the RPR picture below. Since purchasing this property, we have begun an extensive renovation to clean up the disheveled look of the property by updating the interior/exterior to match other cottages in the area (please see pictures of progress).

With your approval we are hoping to separate the titles to create two unique parcels allowing future development of Lot 18 that the current garage sits on. Our intention once the issues with COVID 19 subside and the supply chain balances out will be to remove the garage and build a new cottage/home. At this time economic conditions coupled with seasonal traffic and rising costs are creating a challenge to complete this in a short period. We are asking that the board consider entering into some type of development agreement that would allow the garage to stay on Lot 18 with a condition that when a new development permit is applied for the property be brought up to current conforming building standards or removal of some kind.

We are hopeful of a favorable response and welcome any comments or feedback. Thank you in advance.







SUMMER VILLAGE OF JARVIS BAY TENTATIVE PLAN

SHOWING

PROPOSED SUBDIVISION/
SEPERATION OF TITLES

OF


LOTS 18 & 19, PLAN 2350 E0

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.
- Distances shown are in metres.
- Area dealt with is bounded thus  and contains ± 0.121 HA. (± 0.298 AC.)

SCALE = 1:500

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

REV	DATE	DESCRIPTION
0	APR 13-21	Issued
FILE No: S-018-21 tent		

Summer Village of Jarvis Bay

June 1, 2021

Council Reports

Information Item

Council Reports:

Julie Maplethorpe

- Town of Sylvan Lake Library Board

Annabelle Wiseman

Bob Thomlinson

Committee Reports:

Ann Zacharias, Summer Village of Birchcliff

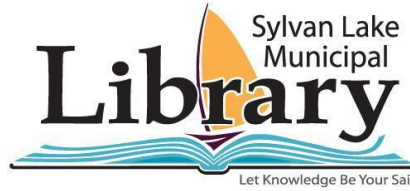
- Parkland Regional Library Board

Correspondence:

Upcoming Meetings:

Next Council Meeting – July 6, 2021

Organizational Meeting – July 6, 2021



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – MAY 12, 2021 – 6:30PM VIA ZOOM

1. Treasurer’s Report

The Treasurer’s Report was approved as presented.

2. Director’s Report

The Director’s Report was approved as presented.

With the library currently closed due to Provincial Restrictions, virtual programming and curbside pick-up continues for patrons. For exciting virtual options for all ages and to find the most up to date information please visit the library website at: <https://sylvanlibrary.prl.ab.ca/>

Since April is “Poetry Month” the library offered a new program called “Poetry Slams” where poets could showcase their original work. This virtual event was so well received that it will now be featured as a monthly program on the fourth Tuesday of every month.

The Sylvan Lake Municipal Library started submitting content to the Sylvan Lake News at the beginning of May. This content will be ongoing as a monthly feature in the newspaper.

3. New Items

The Bylaws of the Town of Sylvan Lake Library Board were approved at this meeting after second and third reading.

The Resource Sharing Policy was approved as presented.

Meeting adjourned at 7:19pm.

Next Regular Meeting – August 11, 2021 at 6:30pm

Annual Report 2020

Parkland Regional Library System

Expanding opportunities for discovery, growth, and imagination for all Central Albertans

The Parkland Library Board thanks our member municipalities and the Government of Alberta for continued funding. With your help we supported our 49 public libraries throughout the pandemic.

2020 was a challenging year for everyone; face masks and hand sanitizer became daily routines and libraries were mandated closed to the public along with many other services. Libraries responded and continue to adapt service to meet evolving community needs. Perimeter Wi-Fi access, curbside pickup, virtual programming, take-away craft kits, and increased digital content are some ways our libraries met the changing needs brought about by the COVID-19 pandemic.

We Responded, We Innovated, We Adapted

Parkland stayed open to support our member libraries. We:



- Maintained all core services
- Increased eLibrary investment
- Increased communication
- Distributed masks for the GOA through libraries
- Installed 100+ computers
- Transitioned 37 libraries to SuperNet 2.0
- Increased digital collections by 20%
- Shared virtual resources for staff and patrons

2020 Impacts & Outcomes

- 25% increase in database use
- 47% increase in digital circulation
- 400% increase in remote support sessions
- Continued van deliveries to circulate library material
- 18 virtual meetings with libraries
- 59 updates delivered to stakeholders
- Website traffic increased by 7%



We delivered **59 email newsletters** to member municipalities and libraries between March and December.

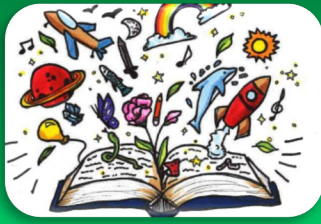
"The Parkland Updates were a lifeline!"

-PRLS library manager

We created a **COVID-19 Info** page on our website with current resources to support our members and the broader Alberta community. See it [here](#)

We reached out on **social media**, sharing online resources and supports for children, families, seniors, and workers. Followers increased by 25% and we averaged a **47% increase** in engagement.

Parkland Annual Report 2020



1st place winner

To keep people engaged with their libraries following physical closures, Parkland's Advocacy Committee held a **library card design contest** in July. We received over **100 submissions** from all ages across the whole region. The Advocacy Committee chose three winning designs through online, anonymized voting. These new cards were distributed to member libraries at the end of September.



3rd place winner



We cooperated with Yellowhead Regional Library, Peace Library System, and The

Alberta Library, to host our first **joint virtual conference, *Stronger Together***, on October 1 & 2. A tremendous success, we encouraged and educated **1,155 international registrants**.



You can stay up-to-date by visiting our website,

www.prl.ab.ca, or

follow us on

Facebook, Twitter,
and **Instagram**

Parkland headquarters completed construction and moved into a **new building**, on time, within budget, and without service disruption, during a pandemic! Still located in the City of Lacombe, this is the first time Parkland has moved to a new site in in our 60-year history.

Contact Us:

Parkland Regional Library System

4565 46th Street
Lacombe, AB T4L 0K2
403-782-3850

Board Chair Debra Smith

Vice Chair Janine Stannard

Executive Committee

Debra Smith (Chair)
Janine Stannard (Vice Chair)
Kevin Ferguson
Bruce Gartside
Philip Massier
Ray Olfert
Jas Payne
Leonard Phillips
Heather Ryan
Cindy Trautman

Advocacy Committee

Gord Lawlor (Chair)
Norma Penney (Vice Chair)
Jeanny Fisher
Barb Gilliat
Cora Knutson
Stephen Levy
Bill Rock
Debra Smith (ex officio)
Janine Stannard
Shannon Wilcox

Director - Ron Sheppard (ext. 230)

Manager of Library Services

Colleen Schalm (ext. 221)

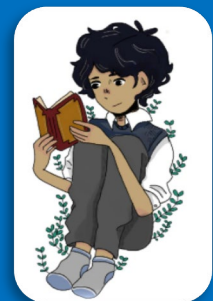
Manager of Finance & Operations

Donna Williams (ext. 141)

Manager of Technology Infrastructure

Tim Spark (ext. 212)

IT Helpdesk – (ext. 600)



2nd place winner

Complete Board and Municipality list [here](#).



Parkland Regional Library System is a municipal co-operative that supports 49 public libraries across central Alberta, serving over 220,000 residents in 64 municipalities

*Statistics based on 2020 Annual Report to PLSB Municipal Affairs