

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF JARVIS BAY
JUNE 7, 2023 @ 9:30 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, May 2, 2023
 - SDAB Minutes, April 18, 2023

D. INFORMATION ITEMS

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

E. REQUESTS FOR DECISION

1) Finance

- a) Resident Credit Card Request

2) Public Works

- a) Fleet Replacement Policy

F. COUNCIL, COMMITTEES, AND CORRESPONDENCE

1) Council Reports

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

2) Upcoming Meetings

- a) Council Meeting – July 4, 2023
- b) Organizational Meeting – July 4, 2020

G. ADJOURNMENT

Summer Village of Jarvis Bay
Regular Meeting Minutes
May 2, 2023

C-1

Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held May 2, 2023, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE Mayor: Julie Maplethorpe
Deputy Mayor: Annabelle Wiseman via zoom
Administrative Services Manager: Teri Musseau
Public Works Manager: Owen Olynyk
Development Officer: Kara Hubbard
Finance Manager: Tina Leer
Recording Secretary: Teri Musseau

CALL TO ORDER The Meeting was called to order at 9:32 a.m. by Mayor Maplethorpe.

AGENDA APPROVAL

JBC-23-069 MOVED by Mayor Maplethorpe that the agenda be adopted as amended:

E.2.D. Twin Rose Fence

CARRIED

CONFIRMATION OF MINUTES

JBC-23-070 MOVED by Deputy Mayor Wiseman that the regular meeting minutes of Council held on April 4, 2023, be approved as presented.

CARRIED

INFORMATION ITEMS

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

Councillor Garratt joined the meeting at 9:37 a.m.

- 3) Development Update
- 4) CAO Report

JBC-23-071 MOVED by Mayor Maplethorpe that Council accept the information items as presented.

CARRIED

REQUEST FOR DECISION

FINANCE

JBC-23-072 Surplus Distribution
MOVED by Mayor Maplethorpe that Council allocate \$110,466.46 of accumulated surplus as follows:

RESERVE	AMOUNT
Water & Sewer	\$40,000.00
Roads, Streets, etc.	\$50,000.00
Fleet	\$15,466.60
Enforcement	\$ 5,000.00
	CARRIED

JBC-23-073 Admin Building Improvements Capital Project Amendment
MOVED by Councillor Garratt that Council approve the increase to the capital budget for the Administrative Building improvements by \$2,967.00.

CARRIED

COUNCIL & LEGISLATION

Bylaw #198-23 Fire and Burning Bylaw
JBC-23-074 MOVED by Deputy Mayor Wiseman that Council give 1st reading to the Fire and Burning Bylaw #198-23.

CARRIED

JBC-23-075 MOVED by Councillor Garratt that Council give 2nd reading to the Fire and Burning Bylaw #198-23.

CARRIED

JBC-23-076 MOVED by Mayor Maplethorpe that Council by unanimous consent give 3rd reading to the Fire and Burning Bylaw #198-23 at this meeting.

CARRIED UNANIMOUSLY

JBC-23-077 MOVED by Councillor Garratt that Council give 3rd and final reading to the Fire and Burning Bylaw #198-23.

CARRIED

JBC-23-078 ASVA Annual Conference
MOVED by Deputy Mayor Wiseman that Mayor Maplethorpe attend the ASVA Annual Conference October 19th & 20th at the Royal Hotel West in Edmonton.

CARRIED

JBC-23-079 ASVA Donation
MOVED by Deputy Mayor Wiseman that Council purchase a silent auction item not to exceed \$100.00.

CARRIED

Council break at 10:30 a.m.

Council reconvened at 10:33 a.m.

PUBLIC HEARING

Mayor Maplethorpe declared the Public Hearing for the Municipal Development Plan, open at 10:34 a.m.

Mayor Maplethorpe provided the procedure for the public hearing.

Kara Kashuba, Development Officer, provided the background on the requested amendments.

ADD:
Part 4.0 Agricultural Operations

The Summer Village is a small seasonal municipality where the predominant land use in the Summer Village is residential. Undeveloped lands within the Summer Village are intended to facilitate low-impact recreational activities and support the ecological health of Sylvan Lake. Large-scale agricultural activities and natural resource development would be incompatible with the Summer Village’s current (and planned) community.

Land-intensive agricultural and natural resource developments occur in appropriate locations within the watershed. Large agricultural operations and confined feeding operations shall be prohibited within the Summer Village. Local small-scale agricultural activities such as non-commercial gardens and greenhouses will be encouraged. Aggregate resource extraction developments shall be prohibited within the Summer Village. The development of oil and gas infrastructure (e.g., well sites, pipelines) shall be discouraged within the Summer Village. In the event that oil and gas infrastructure is proposed to be developed within the Summer Village, the development authority shall work with the proponents to discourage locating oil and gas infrastructure in areas with important natural features.

There were no written submissions received. Support was provided by neighbouring municipalities.

The floor was opened to comments from the public. No comments were received.

Mayor Maplethorpe asked if anyone would like to speak. Seeing there were no comments, Mayor Maplethorpe thanked everyone for coming.

Mayor Maplethorpe declared the Public Hearing for the Municipal Development Plan closed at 10:39 a.m. and cautioned that no further comments or submissions would be received.

PLANNING & DEVELOPMENT

Bylaw #194-23 Municipal Development Plan
JBC-23-080 MOVED by Mayor Maplethorpe that Council give 2nd reading to the
Municipal Development Plan #184-23.
CARRIED

JBC-23-081 MOVED by Deputy Mayor Wiseman that Council give 3rd and final
reading to the Municipal Development Plan #194-23.
CARRIED

COUNCIL & LEGISLATION CONTINUED

JBC-23-082 Twin Rose Fence
MOVED by Mayor Maplethorpe to halt work on the Twin Rose fence
capital project, and Administration to come back with an alternate
location for the pathway to protect the reserve.
CARRIED

COUNCIL REPORTS

Mayor Maplethorpe

- Town of Sylvan Lake Library Board
- Parkland Regional Library Board
- Joint Services Committee

Deputy Mayor Wiseman

- No reports

Councillor Garratt

- Update on off-road vehicles speeding through the Summer Village

JBC-23-083 MOVED by Mayor Maplethorpe that Council accept the Council reports as information.

CARRIED

NEXT COUNCIL MEETING

JBC-23-084 MOVED by Mayor Maplethorpe that the next meeting of Council be held June 6, 2023, at 9:30 a.m.

CARRIED

ADJOURNMENT

JBC-23-085 MOVED by Mayor Maplethorpe that being the agenda matters have been concluded, the meeting be adjourned at 11:22 a.m.

CARRIED

JULIE MAPLETHORPE, MAYOR

TANNER EVANS, CAO

SUMMER VILLAGE OF JARVIS BAY
SUBDIVISION AND DEVELOPMENT APPEAL BOARD
APRIL 18, 2023
RECORD OF HEARING AND DECISION

PRESENT	Chair Member-at-Large Member-at-Large Development Officer CAO Recording Secretary Appellant(s)	David Garratt Russell Crook Rene Weber Kara Kashuba Tanner Evans Teri Musseau Donovan Nielsen
CALL TO ORDER	Chair Garratt called the hearing to order at 10:00 a.m.	
PURPOSE OF HEARING	The purpose of the hearing is to hear an appeal received from Donovan Nielsen on March 20, 2023, appealing the denial of a Development Permit by the Municipal Planning Commission on February 28, 2023, for construction of a dwelling with attached garage for the property located at 165 Jarvis Bay Drive, Lots 1&2, Block1 , Plan 7878AA, in the Summer Village of Jarvis Bay.	
APPEAL FILED AND NOTICE GIVEN	Pursuant to Section 686(1) of the Municipal Government Act, the appeal was filed within the 21-day appeal period and notice was given by letter to the appellant and owners of property located within a 200’ radius of the proposed development. The hearing is being convened 28 days after receipt of the letter of appeal and within 30 days as outlined in Section 686(2) of the Municipal Government Act.	
DEADLINE FOR DECISION	Pursuant to Section 687(2) of the Municipal Government Act, the Subdivision and Development Appeal Board must give its decision in writing together with reasons for the decision within 15 days of concluding the hearing.	
OBJECTIONS TO MEMBERS OF THE APPEAL BOARD	<p>The Members of the Subdivision and Development Appeal Board are appointed in accordance with the Subdivision and Development Appeal Board Bylaw #185-22.</p> <p>Members of the Subdivision and Development Appeal Board were asked if he felt he should disqualify themselves from hearing the appeal before them and no one felt he needed to disqualify themselves.</p> <p>Mr. Nielsen was asked if he had any objection to any of the members of the Subdivision and Development Appeal Board present from hearing the case. He had no objection to any of the members hearing the case.</p>	
DISCLOSURE OF EVIDENCE FINDING OF FACTS	<p>The members of the Subdivision and Development Appeal Board were asked if they had sought, been given or reviewed any evidence prior to the hearing.</p> <p>Other than the agenda package that was sent to members a few</p>	

days prior to the hearing, none of the members had sought, been given or reviewed any evidence prior to the hearing.

**APPEAL LETTER
 READ**

Tanner Evans, Chief Administrative Officer, read the appeal letter received from Mr. Nielsen on May 20, 2023, into record.

I am the owner of the lot located at 165 Jarvis Bay Drive, Sylvan Lake. I am also the owner of the lot immediately across the street at 166 Jarvis Bay Drive. We have been part of the community for 8 years and my grandmother, and now my mother, have owned the property at 149 Jarvis Bay Drive for the past 25 years. We are proud property owners in the summer village and have decided to invest into the community so that our family, and eventually our kids' families, can enjoy the lake for generations to come.

We made an application on behalf of 1518577 Alberta Ltd for the development of the now bare lot located at 165 Jarvis Bay Drive. We purchased the lot a few years ago and demolished the decrepit and overgrown original development on the property. The application is to develop the property for use as a dwelling with an attached garage for storage of vehicles and seasonal lake equipment. The use of the property is in alignment with the zoning outlined by the Village. The development has been professionally designed and will be constructed by experienced contractors. Special steps have been taken to add to the character of the neighbourhood. This includes increasing the pitch of the roof to 12:12 from the standard 4:12, and upgrading the siding to a Hardie Board premium siding product. The landscaping has been designed to be consistent with the natural habitat in the area and will ensure that the development blends into the natural environment.

The garage is being located on the east side of the property to isolate the property from the immediate vicinity of the highway. The location of the property and the size and shape of the lot pose unique development challenges due to lack of privacy and noise from the road. Locating the garage on the east side will increase the quality of the dwelling. This development will reduce the overall impact of the highway on the community and will reduce the associated noise for the immediate neighbours.

The original Development Application for 165 Jarvis Bay Drive was submitted on October 2, 2022. The application was acknowledged on October 17, 2022. A series of correspondences then occurred between the summer village and myself, and I took steps to address all concerns as I interpreted them. A final revision to the application was submitted on January 16, 2023. Overall, it took 5 months to receive a decision on the application from the Summer Village. The final feedback that I received on January 16, 2023, was that the application was complete. I was then notified on January 31, 2023, that the application was being referred to the Municipal Planning Commission for review, which was under the impression was no longer a requirement with the changes that had been made. I thought that I had adequately addressed all questions and concerns that were communicated to me. The primary reason for the referral was that, in Administration's opinion, the development didn't go along with the character of the existing development in the district. A Notice of Decision was received on March 1, 2023, denying the application. The letter stated, "Where a structure is designed with the shop being more than twice the size of the living space, the principal use of the structure is not low density residential....". I do not agree with this opinion and at no point was

the ratio of dwelling to garage ever expressed as a concern. The only concern discussed in the MPC meeting was people's opinion on the appearance of the building.

According to the plans submitted with the development application, the actual dwelling to garage ratio is 1:1.57 (Dwelling = 1160 sq ft, Garage = 2400sqft), not over 2:1 as expressed in the Notice of Decision email. A request for further clarification on what an acceptable ratio for dwelling to garage is, was emailed to the Summer Village on March 14, 2023. No response was received to provide more clarity as to their opinion on the subject. It is still unclear to me what the acceptable threshold is in the opinion of officials.

The proposed development was designed by a local and reputable builder named Premier Built Structures. Inspiration for the dwelling and garage came from the property located at 166 Jarvis Bay Drive and similar developments highlighted in Architectural Publications such as Dwell.

The home located at 166 Jarvis Bay Drive was professionally designed by Actual Architecture in Omaha, Nebraska, and is featured on their website (<https://www.actual.ac/project/sylvan-lake-house/>). According to the architect, "The house is a composition of simple masses with spatial intersections that create a complex interior environment. This indoor porosity continues vertically through shafts that connect floors and provide a counterpoint to the monolithic stacked-box appearance of the exterior."

The inspiration for the dwelling and garage at 165 Jarvis Bay Drive is to be consistent with the development at 166 Jarvis Bay Drive and to emulate the simple yet elegant aspects of the structure. The existing development in the district is eclectic and includes a mix of age, size, and styles of homes. Most of the homes are typical architecture without any distinct or consistent style. The community includes homes with large, attached garages, oversized garage doors, stand-alone shops, and developments without dwellings. The main comment made during the Municipal Planning Commission meeting by a concerned neighbour was that they didn't like the tall garage door on the east side of the property, which faces the highway. There are many examples of this same size of door on dwellings throughout the community.

The Zoning Bylaws do not refer to a specific character required for future development, only that it should go along with the character of the existing development in the district.

The specific property located at 165 Jarvis Bay Drive poses significant challenges for future development. This is largely due to the size of the lot (12.5m or 41ft width at rear of lot) and proximity to the highway. The exposure to the highway makes the lot less desirable for development due to the noise, dust, and sight lines. This proposed development represents the best opportunity to develop the property, improve the character of the overall development in the district, and to reduce the associated highway noise for the community.

The development has the support of many of the adjacent neighbours because of the opportunity to improve the quality of life in the community and to reduce the noise pollution from the highway. A letter of support is included as an Appendix to this letter

from the homeowner of 164 Jarvis Bay Drive. I have forwarded the Development Permit application to several other neighbours in proximity and have received verbal support from many of them as well.

I believe that the proposed development at 165 Jarvis Bay Drive is consistent with the character of the existing development in the community and will provide a net benefit to the Summer Village of Jarvis Bay. I continue to be willing to make adjustments to the aesthetics of the development (window size, trees, etc.) but that is not the primary concern from the MPC as was indicated to me in the meeting.

DUTIES AND JURISDICTION

CAO Evans provided his report to the Board on duties and jurisdiction.

Chair Garratt called for a recess to determine if the board had jurisdiction to hear the appeal before them at 10:13 a.m.

Chair Garratt reconvened the meeting at 10:15 a.m. stating the Subdivision and Development Appeal Board determined it has jurisdiction to hear the appeal as a development permit was denied.

HEARING PROCEDURES

Chair Garratt reviewed the procedures to be followed for the hearing.

BACKGROUND OF APPEAL

Kara Kashuba, Development Officer, provided the Subdivision and Development Appeal Board with the background of the appeal. In October 2022, a development permit was applied for, for a dwelling for the property of 165 Jarvis Bay Drive. The application was presented to the Municipal Planning Commission for the following reasons:

1. The design, character, and appearance of any building to be erected must be acceptable to the Development Authority having due regard to the character of existing development in the district. In the administration’s opinion a variance is required.
2. Driveways on corner parcels shall be setback from the street intersection not less than 6m (19.69ft.). The proposed driveway setback is 1.7m (5.57ft.). Variance of 4.3m (11.12ft.) is required.

The Municipal Planning Commission reviewed the application and decided the following:

Each development permit stands on its own merit and therefore the Municipal Planning Commission denies the proposed structure as it does not align with the character of the existing development in the Summer Village.

Land Use Bylaw section 1(2) states that:

“The design, character and appearance of any building, or series of buildings, structures or signs proposed to be erected or located in any district must be acceptable to the Development Authority having due regard to the following:

b) The character of the existing development in the district.”

Where a structure is designed with the shop being more than twice the size of the living space, the principal use of the structure is not low density residential which is the purpose of the R-A district found in Part 4 of the Land Use Bylaw. In addition, while the Municipal Planning Commission understands this lot has irregular lot lines, the Summer Village of Jarvis Bay is a low-density single family residential municipality and does not support this type of building.

**APPELLANT
 PRESENTATION**

Mr. Nielsen presented his case to the board members.

He acknowledged he may have interpreted things differently than what was intended in the email communications he had with the Development Officer which is why his proposed driveway was moved around quite a bit in his application. Administration informed him he would not be able to use the laneway that runs behind the properties adjacent Highway 20, like the owner of 163 Jarvis Bay does.

He reviewed his proposed development with several neighbours soliciting their feedback on the design which he would consider during construction. Neighbours were supportive of his development and felt that having a structure built on his property would help mitigate noise from Highway 20.

Mr. Nielsen had professional drawing done to ensure his development was within the requirements of the Land Use Bylaw and the design was consistent with other developments in the Summer Village. He believes the proposed dwelling is consistent with the district characteristics.

Questions were asked by the board members for clarification on vegetation, reasons for the request for 2 garage doors, drainage and intended use of the proposed development.

**IN FAVOUR OF
 THE APPEAL**

Written submissions received in favour of the appeal were read into the record from the following:

Devon Bellavance, 152 Jarvis Bay Drive
 Mary Moran and Bruce Allford, 192 Jarvis Bay Drive
 Mace Mortimer, 164 Jarvis Bay Drive, and
 Sharon Nielson, 149 Jarvis Bay Drive.

No one was present to speak in favour of the appeal.

**AGAINST THE
 APPEAL**

A written submission was received in opposition of the appeal from:

Alf Moore of 163 Jarvis Bay Drive.

No one was present to speak in opposition of the appeal.

**SUMMARY FROM
 APPELLANTS**

Mr. Nielsen thanked the board for the discussion. He noted a lot of time was spent reviewing the bylaws prior to applying for the development. The property is intended to be developed as a residence with an attached garage. He will be willing to improve the

development to appease neighbour concerns and is committed to working with the residents in the community. He believes his proposed development meets the conditions and intentions of the Land Use Bylaw.

**DEVELOPMENT
OFFICER
SUMMARY**

Kara Kashuba summarized her case stating the facts.

Discussions regarding the development of 165 Jarvis Bay Drive began in October of 2022 when the administration office received an incomplete development permit application. The application was missing storm water disposal plans, grade elevations, parcel coverage, landscaping plan, and a letter of intent. After discussions with the applicant and 3 letters sent on October 17, November 15, and November 25, 2022, a complete development permit application was submitted and received. Through this process the applicant made amendments to the application to change the roof pitch, garage door sizes, change to the siding materials and add 2ft canopy roofs above the entrance and one garage door. It appears from the letter of appeal that Mr. Nielsen was under the impression that a completed application was an approval. However, it was the opinion of administration that while the application was complete, it still required a variance and therefore the decision would have to come from the Municipal Planning Commission (MPC). The MPC made the decision to deny the development permit application on February 18, 2023, as the proposed structure does not align with the character of the existing development in the Summer Village.

In the opinion of administration and as noted in the MPC's Notice of Decision, the proposed structure's aesthetics do not align with the character of the existing development in the village. The reason for this is that the proposed structure appears to be a large shop and not a residential home. Further, the proposed structure matches the house on the applicant's other property which was constructed without a garage directly across the street. This adds to the appearance that the structure's main use will be the storage of equipment, potentially for both properties.

While the square footage of the shop is not double that of the living space, that calculation does not take into account the fact that the proposed shop ceilings are 16 ft high. When considering the usable space in the shop, it is essentially double that of the usable living area. It is the opinion of administration that the main use of the proposed structure is not as a residential detached dwelling. Jarvis Bay Land Use Bylaw defines "main use" as "the principal purpose for which a building or parcel is used." 165 Jarvis Bay Drive is in the R - Residential District where the general purpose is "to provide an area for low density residential development in the form of detached dwellings and compatible uses". The main use of the proposed structure is not low density residential.

The letter of appeal states that administration did not clarify what the acceptable threshold is for a ratio of dwelling to garage space. It is true that administration does not have a hard number as the Land Use Bylaw does not state one. The appeal includes an aerial photo outlining other example garages in the area. However, while we cannot see the floor plans of the outlined houses or the dimensions, it is clear that in each case the size of the garage is subordinate to the main use on the example properties which is the detached dwelling. Again, it was the decision of MPC to deny the application

as, due to the overwhelming size of the garage in comparison to the living space, the principal use of the proposed structure is not low density residential.

**OPPORTUNITY
FOR A FAIR
HEARING**

Chair Garratt asked Mr. Nielsen if he felt he had an opportunity to state his case. He acknowledged he had.

**HEARING
CLOSED**

Chair Garratt thanked everyone for their attendance and presentations. A written decision of the Board will be made within 15 days. The hearing was declared closed at 10:59a.m. No further submissions will be entertained by the board.

**FINDINGS
OF THE BOARD**

Upon hearing and considering the representations and the evidence of the parties concerned the Board finds the facts in the matter to be as follows:

1. This property is located in the R District (Residential District) and the property currently is a vacant lot.
2. The proposed dwelling meets the height and setback requirements. The proposed parcel coverage is 49.1% and under the maximum 50%.
3. The design, character, and appearance of any building to be erected must be acceptable to the Development Authority having due regard to the character of existing development in the district.
4. Driveways on corner parcels shall be setback from the street intersection not less than 6m (19.69ft.). The proposed driveway setback is 1.7m (5.57ft.). A variance of 4.3m (11.12ft.) is required.

DECISION

1. Use

The proposed development has the appearance of a shop with small living quarters which is normally something that would be considered a suite or an accessory building. However, there is no regulation in the Land Use Bylaw of whether the amount of area used in the building is determinative of the Use. In this case, the definition of Detached Dwelling does not appear to preclude a building where more of the area is used for storage. Based on the Uses outlined in the Land Use Bylaw, the proposed development appears to be a detached dwelling.

2. Design, Character, and Appearance

Part 3, Section 1(2) of the Land Use Bylaw states the following:

“The design, character and appearance of any building, or series of buildings, structures or signs proposed to be erected or located in any district must be acceptable to the Development Authority having due regard to the following:

- a) Amenities such as daylight, sunlight, and privacy;
- b) The character of existing development in the district;
- c) Impact of proposed development on adjacent parcels;
- d) Crime Prevention Through Environmental Design (CPTED) principals to discourage crime by reducing concealment opportunities, providing lighting to minimize dark spaces, placing windows to maximize surveillance, and easily identifiable addresses;
- e) Proposed type of finish and use of building materials on all elevations and the roof;
- f) The exterior finish on all buildings shall be of permanent material satisfactory to the Development Authority;
- g) The roof pitch and width of the eaves;
- h) The depth of the main building shall not be greater than three (3) times it's width;
- i) The development Authority may require additional building setbacks in order to accommodate any local, area or natural drainage courses or over land drainage issues. Surface drainage from one (1) parcel may not be directed onto or over an adjacent Parcel without approval of the Development Authority."

When considering the proposed development, the SDAB contemplated the surrounding area and the design, character, and appearance of other homes in Jarvis Bay. While there are no strict architectural regulations for the Summer Village, homes are appropriately designed for smaller residential parcels. The proposed development has the design, character, and appearance of a large shop and is inconsistent with the surrounding developments. The stated intent was to match the existing development across the street at 166 Jarvis Bay Drive also owned by the appellant, but it is not consistent other than the color and siding. The home at 166 Jarvis Bay Drive was designed (as stated in the letter of appeal) as a composition of simple masses with spatial intersections, with a monolithic stacked-box appearance.

The proposed development is not consistent as it is a large barn-like structure that has the appearance of a commercial shop. This type of structure would be more acceptable in a rural or acreage type parcel, not in Jarvis Bay. While the principal use of the development can be considered a Detached Dwelling, the design, character, and appearance of the proposed development is not acceptable having due regard for the character of existing developments in the district.

3. Driveway

The location of the driveway does not comply with Land Use Bylaw Part 3 Section 3(1)(b). A driveway on a corner parcel requires a setback of 6m. The proposed setback is 1.7m requiring a 4.3m variance. The regulations for driveway setbacks on corner lots exist for the safety of vehicular traffic and pedestrians. While the lot does have an irregular shape, the proposed design of the building forces the need for a large and potential unsafe variance. A redesign of the dwelling and garage would allow for the driveway to conform to the Land Use Bylaw regulations with a

safe setback from the intersection.

Based on the evidence presented at the hearing and with consideration for the presentations made by both the Appellant and the Development Officer, it is the decision of the Subdivision and Development Appeal Board to uphold the decision of the Municipal Planning Commission and deny the development permit for a dwelling with attached garage at 165 Jarvis Bay Drive.

**DATED AT THE TOWN OF SYLVAN LAKE THIS 18TH DAY OF
APRIL 2023.**

**THE SUMMER VILLAGE OF
JARVIS BAY SUBDIVISION AND
DEVELOPMENT APPEAL BOARD**

**David Garratt
SDAB Chair**

Summer Village of Jarvis Bay**Administration and Finance****June 7, 2023****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 30,276.42

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

- | | |
|--|--------------|
| 1. Sylvan Lake Regional Water/Wastewater | \$ 4,011.02 |
| a. April 2023 Wastewater Services | |
| 2. Summer Village of Norglenwold | \$ 16,492.48 |
| a. April 2023 - Muni Specific Costs | |
| b. April 2023 - Shared Costs | |

Council Expense Claims Report:**March Expenses**

- | | |
|---------------------|-----------|
| ▪ Julie Maplethorpe | \$ 385.00 |
| ▪ Annabelle Wiseman | \$ 0 |
| ▪ David Garratt | \$ 240.00 |

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Date Printed
2023-05-29 9:13 AM

Summer Village of Jarvis Bay
List of Accounts for Approval (Detailed)
Batch: 2023-00040 to 2023-00043

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1150	2023-04-30	Alberta Parking Lot Services			
25048		232-000-250 - Road Maintenan	April 22nd-Roadway Sweep	1,710.00	
		312-000-260 - GST Paid Refund	GST Tax Code	85.50	1,795.50
1151	2023-04-30	Al's Bobcat & Trucking			
19475		232-000-250 - Road Maintenan	Crushed Gravel-Petro Beac	1,195.00	
		312-000-260 - GST Paid Refund	GST Tax Code	59.75	1,254.75
1152	2023-04-30	Townsend Electrical LTD			
08935		232-000-545 - Street Light Progr	Replaced Photoeye in Light	300.90	
		312-000-260 - GST Paid Refund	GST Tax Code	15.05	315.95
1153	2023-05-24	Ace Line Locating Ltd.			
5673		242-000-255 - Maintenance Pro	Line Locating	240.00	
		312-000-260 - GST Paid Refund	GST Tax Code	12.00	252.00
1154	2023-05-24	Black Press Group Ltd			
34414765		212-400-222 - Advertising	Ad on Apr 20 & 27th -Public	622.92	
		312-000-260 - GST Paid Refund	GST Tax Code	31.14	654.06
1155	2023-05-24	Empringham Disposal Corp			
46977		243-000-200 - Contracted Servic	Apr 2023 Bi Weekly Collecti	1,635.00	
		312-000-260 - GST Paid Refund	GST Tax Code	81.75	1,716.75
1156	2023-05-24	Rugged West Maintenance Inc.			
1319		232-000-200 - Green Space Pro	Snow Fence Removal	240.00	
		312-000-260 - GST Paid Refund	GST Tax Code	12.00	252.00
1323		272-000-250 - Buoy Programs	Buoy Installation	1,849.00	
		312-000-260 - GST Paid Refund	GST Tax Code	92.45	1,941.45
			Payment Total:		2,193.45
1157	2023-05-24	Sylvan Lake Regional			
1802		242-000-260 - Useage Fees	Apr 2023 WW Services	4,011.02	4,011.02
			Total Computer Cheque:		12,193.48

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
193	2023-04-30	Summer Villages of Norglenwold			
2023-00058		226-000-200 - Enforcement	Brownlee Law-Enforcement	72.68	
		226-000-200 - Enforcement	ATB MC-ESSO-Bylaw Truck	2.59	
		297-207-840 - Project MSI-Admi	Accelerated-Land Title Plan	147.41	
		297-207-840 - Project MSI-Admi	Rite-Way Fencing-Fencing /	1,568.45	
		226-000-200 - Enforcement	UFA-Bylaw Officer-March F	126.06	
		226-000-200 - Enforcement	ATB MC-Intercon Messagin	7.35	
		261-000-200 - Community Plann	Gov of AB-Land Titles-E00C	35.00	
		226-000-200 - Enforcement	ATB MC-Amazon-Router for	150.00	
		226-000-200 - Enforcement	Fountain Tire-Bylaw Truck 1	14.99	
		226-000-200 - Enforcement	ATB MC-CO-OP-Bylaw Truc	2.60	
		226-000-200 - Enforcement	UFA-Bylaw Officer April Fue	87.69	2,214.82
2023-00062		212-100-110 - Salaries	Salaries	10,197.58	
		212-100-130 - Training	Training	892.95	
		212-100-140 - Benefits	Shared Benefits	379.57	

Date Printed
2023-05-29 9:13 AM

Summer Village of Jarvis Bay
List of Accounts for Approval (Detailed)
Batch: 2023-00040 to 2023-00043

Page 2

EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
		212-100-210 - Travel and Subsi	T&S	129.90	
		212-100-211 - WCB	WCB	80.96	
		212-100-266 - PW Fleet	PW Fleet	21.97	
		212-200-215 - Postage/Freight/C	Postage/Freight	2.51	
		212-200-500 - Printing Costs	Printing Costs	80.45	
		212-200-510 - Office Supplies	Office Supplies	120.65	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	118.88	
		212-300-540 - Utilities	Utilities	268.97	
		212-300-250 - Facility Improvem	Facility Improvements	0.00	
		212-300-255 - Facility Maintena	Facility Maintenance	11.57	
		212-300-263 - Condominium Co	Condominium Costs	0.00	
		212-300-240 - Computer Softwa	Computer Software	1,054.62	
		212-300-242 - IT equipment	IT Equipment	399.64	
		212-300-265 - Equipment Mainte	Equipment Maintenance	39.55	
		212-300-270 - Equipment Renta	Equipment Rental	49.68	
		212-300-510 - Other Contingenc	Contingency	0.00	
		212-300-530 - Building Insuranc	Shared Building Insurance	428.21	14,277.66
			Payment Total:		16,492.48
			Total Other:		16,492.48

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
3464	2023-05-24	Epcor			
MAY42023-9909		242-000-255 - Maintenance Pro	Utilities-3100 50A Ave	212.14	
		312-000-260 - GST Paid Refund	GST Tax Code	10.61	222.75
3465	2023-05-24	Epcor			
MAY42023-5503		232-000-545 - Street Light Progr	0040 VIRTUAL SITE ID 004	36.69	
		312-000-260 - GST Paid Refund	GST Tax Code	1.83	38.52
3467	2023-05-24	Epcor			
MAY22023-7333		232-000-545 - Street Light Progr	Utilities-SE-09-039-01-5	308.65	
		312-000-260 - GST Paid Refund	GST Tax Code	16.68	325.33
3468	2023-05-24	Receiver General/OTH			
CP4-23		312-000-262 - CRA Remunerati	April's Remuneration	19.24	19.24
3469	2023-05-24	Waste Management of Canada			
1157437-0613-3		243-000-270 - Recycling Progra	Recycling	937.72	
		312-000-260 - GST Paid Refund	GST Tax Code	46.90	984.62
			Total Other:		1,590.46
			Total MAIN:		30,276.42

Page 4 of 5



Council Expense Claim Form

NAME: Julie Maplethorpe

POSITION: Mayor

MONTH ENDING: April-2023

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

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

RECEIVED

APR 28 2023

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
4/4/23	Regular Council	3.0	Mayor	\$ 120.00
4/12/23	Town of Sylvan Lake Library Board	1.5	Mayor	\$ 120.00
4/27/23	Joint Services Committee	5.0	+4 (1 Hour)	\$ 145.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 385.00

If event is other please type it in.

COPY

Travel

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

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 385.00

Summer Village of Jarvis Bay**June 7, 2023****Public Works****Information Item****Agenda Item: *Public Works Report*****Background:**

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

- Stantec completed the road analysis of the five Summer Villages on May 8th.
- Public Works is currently looking at options and pricing for fire ban signs that can remain affixed to a traffic sign mount but remain hidden when fire bans are not active.
- Administration will be asking Council for input with respect to any road marking needed in the Summer Village ie 3-way intersection in Jarvis Bay Drive.
- Lion's Club has reported some graffiti in both Petro Beach bathrooms. Contractors are being diligent ensuring it is removed promptly.
- Public Works is still waiting for quotes from contractors for planting some trees in the empty spaces between Jarvis Bay Drive and the lakefront.

Options for Consideration:

- 1) That Council accepts this report as information.

Administrative Recommendations:

That Council accept this report as information.

Authorities:

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

Summer Village of Jarvis Bay

June 7, 2023

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 92 development permits issued in the Summer Villages (25 in Birchcliff, 2 in Half Moon Bay, 19 in Jarvis Bay, 21 in Norglenwold, and 25 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. 184A Jarvis Bay Drive | Dwelling & Detached Garage |
| 5. 184B Jarvis Bay Drive | Demolition & Dwelling |
| 6. 11 Jarvis Bay Drive | Sunroom (Deck Addition) |
| 7. 37 Jarvis Bay Drive | Deck |
| 8. 10 Twin Rose Court | Dwelling |
| 9. 208 Jarvis Bay Drive | Dwelling |
| 10. 37 Jarvis Bay Drive | Garage w Guest House |
| 11. 234 Jarvis Bay Drive | Dwelling |
| 12. 234 Jarvis Bay Drive | Garage w Guest House |
| 13. 39 Jarvis Bay Drive | Garage w Guest House |
| 14. 191 Jarvis Bay Drive | Driveway & Culvert |
| 15. 19 Jarvis Bay Drive | Home Occupation |
| 16. 2 Twin Rose Court | Dwelling |
| 17. 152 Jarvis Bay Drive | Lakeside Retaining Wall |
| 18. 158 Jarvis Bay Drive | Demolition |
| 19. 44 Jarvis Bay Drive | Addition (Sunroom) & Deck |

Permit Summary:

Year to date 2023:

3 development permits. Estimated project cost \$171,000.00

2022 Jan.-Dec.:

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

2021 Jan.-Dec.:

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

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #125/13.

Summer Village of Jarvis Bay

Finance

Request for Decision

Agenda Item: *Credit Card Payment Ability Request by Resident*

Background:

Administration has received a request from a resident for Council to reconsider allowing in person credit card payment for taxes and utilities.

This request is due to the time spent in e-transferring multiple payments over a number of days versus being able to pay in one lump sum on a credit card through the office. Resident correspondence with Administration is attached.

Options for Consideration:

- 1) Continue with current payment process for in-person Interac debit payments, cheques, e-transfer, exact cash, drop box and no in-person credit card payments. All credit card payments to be paid through the PaySimply online payment system, which charges the credit card processing fee directly to the user.
- 2) Allow in person credit card payments and budget for bank fee costs accordingly.

Administrative Recommendations:

As Council had previously decided to remove all in-person credit card payments due to high banking fees costing \$4,026.61 in July 2021 of which were:

- \$1,627.03 in VISA fees
- \$2,354.95 in MC fees

It is Administration's recommendation that Council deny this request due to the high fee costs of accepting in person credit card payments, which become an operational cost shared to all tax payers.

Authorities:

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

Tina Leer

From: [REDACTED] <[REDACTED]>
Sent: Thursday, May 25, 2023 11:35 AM
To: Finance
Subject: Re: Tax Instalment Plan Credit Card?

Thank you. Please see below and pass on to Jarvis Bay Council:

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

Please add the following new agenda item for discussion to the next council meeting for discussion:

Credit Card Payments for Property Taxes and Utility Bills

I understand that the Summer Village of Jarvis Bay previously removed the option to pay property tax and utility bills by credit card through the administration office due to concerns regarding credit card costs. I am wondering if this could be looked at again, in view of the possible increased administrative cost to process multiple e-transfer and debit payments.

In my case, due to bank e-transfer amount limits, I will need to pay my property tax and utility bills over a number of days using at least 5 separate e transfers. In the past, I was able to pay in one lump sum credit card payment through the office, which was simpler and saved a lot of time. I am wondering if this may be more cost effective as well.

Many thanks for considering,

[REDACTED]
 [REDACTED] Jarvis Bay Drive
 [REDACTED] Jarvis Bay Drive

On May 25, 2023, at 11:25 AM, Finance <finance@sylvansummervillages.ca> wrote:

Hi [REDACTED],

Yes, I understand what you are saying.

If you seriously would like this issue revisited by Council, you are welcome to send them an email, addressed to them, via myself and I would be happy to have it put on the next meeting Agenda as an item for discussion.

The Jarvis Bay Council is as follows:
 Mayor Julie Maplethorpe
 Deputy Mayor Annabelle Wiseman
 Councillor David Garratt

Kindest Regards,

Tina Leer

-----Original Message-----

From: [REDACTED] <[REDACTED]@gmail.com>
Sent: Thursday, May 25, 2023 11:15 AM
To: Finance <finance@sylvansummervillages.ca>
Subject: Re: Tax Instalment Plan - Credit Card?

Thanks for the information Tina.

Unfortunately this means I will need to send at least 5 separate e-transfers due to bank limits. Perhaps council could re-look at including no-fee credit card options in the future, as this may reduce administrative costs for all these separate payments?

Best,
[REDACTED]

On May 25, 2023, at 9:19 AM, Finance <finance@sylvansummervillages.ca> wrote:

Good morning [REDACTED],

Thank you for your email.

Unfortunately, we are not able to take credit card payments for Tax Installments, nor in person credit card payments. The only way we can accept credit card payments is through PaySimply which can be found on our website.

Council determined that the credit card fees/costs were just too high and were ultimately being passed onto all taxpayers at budget time.

Please let me know if you have any other questions or concerns.

Kindest Regards,

Tina Leer
Finance Manager

-----Original Message-----

From: [REDACTED] <[REDACTED]@gmail.com>
Sent: Wednesday, May 24, 2023 7:56 PM
To: Finance <finance@sylvansummervillages.ca>
Subject: Tax Instalment Plan - Credit Card?

Hello Tina

I was wondering if it is possible to set up the Tax Instalment Plan for the Summer Village of Jarvis Bay using a credit card (rather than a bank account)? Alternatively, is it possible to come into the office to pay with my Visa using the debit machine? (I would like to avoid credit card fees, so I suspect this may not be possible, but thought I would ask because I used to be able to pay with my Visa in the office a few years ago.

Thank you

E-1-A

Summer Village of Jarvis Bay

June 7, 2023

Council and Legislation

Request for Decision

Agenda Item: *Fleet Replacement Policy*

Background:

Administration has created a Fleet Replacement Policy in order to implement a procedure to follow that defines when a fleet unit or piece of power mobile equipment is to be considered for replacement and the mechanisms on how the replacement will be handled and brought forward to Council for funding approval. The initial draft was presented to the Joint Services Committee for feedback, and subsequent of that feedback, is being brought forward to Council for decision.

Options for Consideration:

- 1) That Council approve the Fleet Replacement Policy as presented.
- 2) That Council accept this request as information.

Administrative Recommendations:

- 1) That Council approve the Fleet Replacement Policy as presented.

Authorities:

Municipal Government Act, Section 153 (a)

“to consider the welfare and interests of the municipality as a whole and to bring to council’s attention anything that would promote the welfare and interests of the municipality.”



Policy Title: Fleet Replacement Policy	Date: June 7, 2023	Resolution No:
--	------------------------------	----------------

Purpose and Scope:

The purpose of this policy is to ensure the municipality maintains a modern and reliable vehicle and equipment pool, at the lowest overall cost, through establishing a standard of procurement, disposal, replacement and sustainable funding.

General Policy

- 1.0 Administration will recommend the type of equipment and vehicle(s) that will be required to be replaced on a regular basis, to ensure the service level and operations of the municipalities is maintained and will be brought forward to all Councils for funding approval.
- 2.0 Administration will endeavor to purchase the most economical and fuel-efficient vehicles and pieces of equipment available and will recommend for purchase the most basic vehicle to suit the department's needs.
- 3.0 Used vehicles and pieces of equipment may be considered for purchase.
- 4.0 All fleet acquisition and disposal will be conducted through the legislated procurement processes and in accordance with the approved tendering and purchasing policy.
- 5.0 Vehicles and equipment will be evaluated for replacement based on the following criteria:

Vehicle/Equipment Type	Service Parameters
Light Duty Vehicles (Trucks/SUV)	10 Years or 150,000km (whichever comes first)
Trailers	15 Years or Condition (whichever comes first)
Power Mobile Equipment	State of condition assessed annually

- 6.0 In circumstances where a vehicle or piece of equipment becomes cost prohibitive to maintain or operate, before the end of its established life cycle, it may be considered for early replacement.

Administrative Responsibilities

- 7.0 The Public Works Manager is responsible to recommend replacement of vehicles and equipment in accordance with the parameters of this policy.
- 8.0 Fleet replacement requests must be approved by the Chief Administrative Officer before being brought forward as a request for decision.

Fleet Replacement Reserve

- 9.0 Administration and Council will establish a Fleet Replacement Reserve.
- 10.0 Administration will establish a fleet replacement rate, taking into consideration the life span of the existing equipment and vehicle(s) and the estimated replacement cost.
- 11.0 Fleet replacement charges will be transferred to the Fleet Replacement Reserve fund for equipment and vehicle replacement.
- 12.0 Fleet replacement due to obsolescence or end of life cycle will be financed through the Fleet Replacement Reserve or through potential grant funding, if available.
- 13.0 Fleet replacement due to physical damage will be financed through appropriate insurance procedures, with the balance for replacement coming from the Fleet Replacement Reserve.
- 14.0 Proceeds from the disposal of vehicles or equipment will either be allocated to the Fleet Replacement Reserve or used as a trade-in towards the purchase of a replacement if viable.
- 15.0 Council, by resolution, shall authorize the transfer of funds to and from the reserve.

Signed and Approved on this _____ day of _____, 20____

Mayor

CAO

Summer Village of Jarvis Bay

June 7, 2023

Council Reports

Information Item

Council Reports:

Julie Maplethorpe

- Town of Sylvan Lake Library Board
- Parkland Regional Library Board

Annabelle Wiseman

David Garratt

Committee Reports:

Correspondence:

Upcoming Meetings:

Next Council Meeting – July 4, 2023

Organizational Meeting – July 4, 2023



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – MAY 10, 2023 – 6:30PM

1. Roles and Responsibilities – Board Training

Ron Sheppard, Parkland Regional Library, attended to provide training to the Board on Roles and Responsibilities. This training acted as both an orientation and refresher training for Board Members.

2. Treasurer’s Report

The Treasurer’s Report was approved as presented.

The Q1 and Q2 payments have been received from the Town of Sylvan Lake totalling \$217,882.20.

3. Director’s Report

The Director’s Report was approved as presented.

There is currently a vacant Library Clerk position. The Library Director is investigating hiring a full-time staff member as the library is reaching pre-covid numbers and a busy summer is anticipated.

The library will be closed on May 29 for a staff meeting and professional development.

As part of the Town of Sylvan Lake’s 50th Avenue Redevelopment Phase 3 project, underground utility and roadway infrastructure is being upgraded. Staged road closures on 50th Avenue will be in effect during the performance of the work between 45th Street and 49th Street and detours around 50th Avenue will be provided. The majority of the project is anticipated to be completed this season and the remaining items such as a second lift of asphalt and permanent line painting the following year. This staged approach will allow for any settlement due to the excavation that may happen over the winter months. As per the Town of Sylvan Lake Community Standards ByLaw No. 1739/2017, the hours of construction shall be from 7:00am to 7:00pm Monday to Saturday. Sunday work and evening work may also be required as weather and schedule requirements dictate. For more information on the project, please visit the project webpage at:

<https://www.sylvanlake.ca/en/business.development/SO-avenue.aspx>

4. Programming Report

Maddie, Programmer with the library, took free library cards to the Grade 6 students of Beacon Hill Elementary School for the “My Library Card” program.

New programs for the summer are open for registration including the TD Summer Reading Club. This weekly program offers crafts, new connections, and a love of reading. More information can be obtained by phoning (403) 887-2130 or checking out the events page:

<https://sylvanlibrary.prl.ab.ca/events?d=0>

5. Policy

Work will continue with sub-committees to review policies as necessary.

Meeting adjourned at 8:44pm.

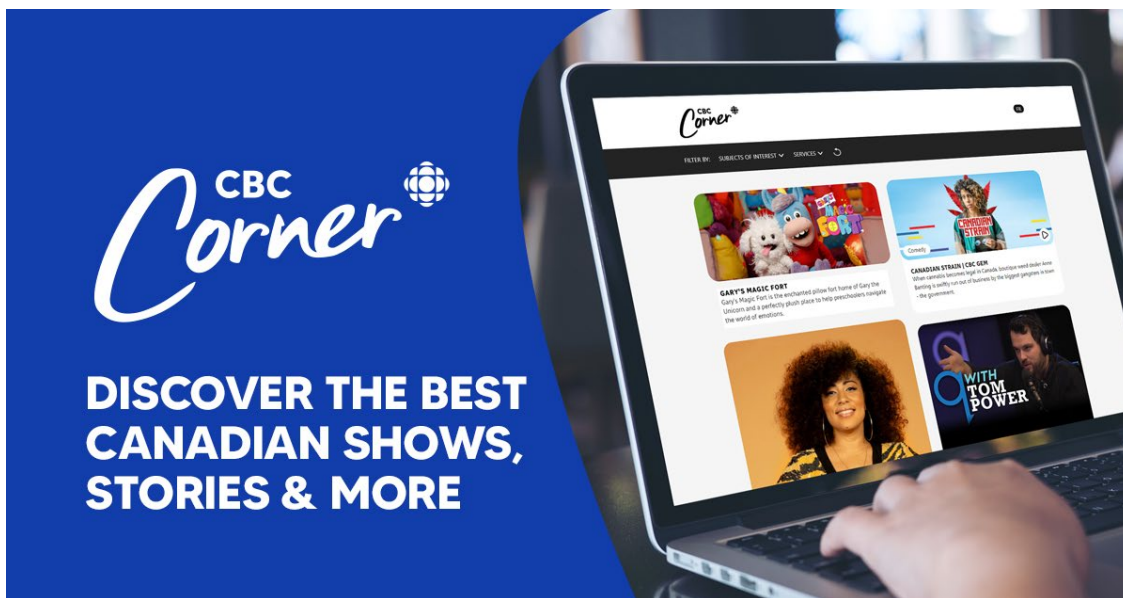
Next Regular Meeting – June 14, 2023, at 6:30pm.

Parkland Update

Thursday, March 4, 2023

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

Introducing the Newest Addition to eLibrary – CBC Corner



[CBC Corner](#) has introduced a program to partner with libraries to offer a one-of-a-kind portal to discover unique Canadian and local content, including news, TV and radio shows, podcasts, kids' content, a language learning app, and more.

Library staff can find more information and social media content in [this online PDF](#) or in our [latest blog post](#).

Congratulations to Donna on 25 Years!

Congratulations to Donna Williams on her anniversary of 25 years working at Parkland Regional Library System. Donna started with Parkland as an Accountant and advanced to the Assistant Director of Operations in 2003. Later, Donna advanced to her current position as Manager of Finance and Operations, Deputy Director.

Join us in thanking Donna for 25 years of service!



Stronger Together Call for Proposals Due June 1

The [Stronger Together](#) planning committee is currently seeking innovative and industry-leading proposals for in-person and virtual sessions as well as asynchronous poster presentations. Our target audiences are library trustees, library managers, and general library staff. The preferred topics are:

- Leadership
- Programming
- Advocacy
- Customer Service
- Diversity and Inclusion
- Library Technology
- Collection Development
- Board Development

Please [submit your application](#) by **June 1, 2023**, and all applicants will be contacted before we finalize our list of speakers in June. If you have additional questions before you submit your application, please contact us at librariesarestrongertogether@gmail.com.

LIBRARY NEWS

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

Occupational Health & Safety Toolkit

IntegralOrg has revised and updated an [Occupational Health and Safety \(OHS\) Toolkit](#) to provide organizations with an overview of Alberta's OHS Act.

Canadian Book Consumer Study 2022

Booknet Canada has released a study that shares insights into spending habits, reasons to buy books at specific places, and motivations behind borrowing vs. buying. This report is available for [download in PDF](#) and [EPUB format](#).

Global News Article: Violence in Libraries

Global News recently published a news story and article on the changing role of public libraries and the rise in violent incidents. This is particularly an issue in larger centers. Read the [full article here](#) or watch the [18-minute news story](#).

Update Your ALTA Profile Information

To ensure all trustees are current on all things [Alberta Library Trustees Association \(ALTA\)](#), you should confirm that your board information is up to date. We encourage library managers and board chairs to update their board profiles on a regular basis. Should you require any assistance, please reach out to president@librarytrustees.ab.ca.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

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

Support Your Users with Answers to Libby's Most Frequently Asked Questions Webinar

Tuesday, May 9
12pm

Are you looking for support as you field

Libby questions? [Join the experts](#) at OverDrive/Libby as they walk viewers through Libby's top FAQs, troubleshooting tips, and helpful resources.

Plan a Campaign to Draw People Into Your Libraries Webinar

Thursday, May 11
12pm

Many libraries have had to change their hours and their services numerous times during the past few years. This has led to public confusion about when and if you're really open, and what's available now. [This session](#) will show you how to plan communications that will draw people back into your buildings. \$49 USD

Non-Profit Leadership: It's All About Trust Podcast Episode

Buffeted on all sides from seemingly endless waves of controversies and challenges, nonprofit leadership in Canada finds itself increasingly under the microscope. Public trust in the sector has reached new lows in recent years, and donations are in decline. [Tune in](#) to find out strategies to combat these issues.

Intro to Fundraising: Effective Strategies for Nonprofits Webinar

Wednesday, May 17
1pm

For many nonprofits, fundraising is not only hard work, but it can be overwhelming—and the resources required to fundraise successfully can take away from your core work. But this does not have to be the case. [Register now](#) for this webinar to learn practical tools, tactics, and strategies for fundraising.

Community Development Unit Board Training Webinars

A [variety of webinars](#) are available from the Community Development Unit with topics such as strategic planning, board governance, building leadership, fund development and grant writing, evaluation, public and stakeholder engagement, developing partnerships, and collaborative relationships.

Parkland Update

Thursday, May 18, 2023

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

Promotional Materials Available to Borrow



Parkland has a variety of promotional materials available for your library to borrow. Promote your next program, event, or trade show with banners, prize wheels, a tablecloth, and more! Check out our [latest blog post](#) on why items like these are important to include in your marketing. Library staff can view photos of the materials in the Q Drive and fill out the [booking form](#) to reserve them.

Alberta Provincial Election Advocacy Resources

Prepared by the seven library systems in Alberta, the "Libraries—Value Beyond Words" toolkit can be used by libraries and library patrons who are advocating for local library services during the Provincial election campaign period. The provincial election is being held on Monday, May 29th. The toolkit can be accessed on the [PRLS Advocacy webpage](#).



LIBRARY NEWS

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

Updated OH&S Resources

Visit the [OHS Resource Portal](#) for bulletins, infographics, and recorded webinars supporting workplace health and safety in Alberta, or [subscribe](#) to the OHS eNews from the Government of Alberta. You'll find amazing and helpful resources to use in your library. Keep up to date and discover what changes are coming and things to watch for, including events, and so much more.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Library Managers Coffee Break** - May 24 at 10am. Join on Teams from the calendar invite.
- **PLC Meeting and Programming Workshop** - June 5 at 10am. Hybrid PLC meeting. Join virtually via the calendar invite, or email libraryservices@prl.ab.ca to RSVP for in-person by May 23.

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

**Book Ban and Censorship:
Managing Public Comment
Sections and Material
Challenges Webinar**

Tuesday, May 23
12pm

The 2021-2022 "Surge" of US library challenges marked the biggest number of reported attempts to remove library materials since the Office for Intellectual Freedom was founded. The technique shifted from quiet requests for reconsideration to public challenges at board meetings. [Register for this webinar](#) to learn tips, policy ideas, and more! \$49 USD

Occupational Health and Safety
Toolkit: OHS for Alberta
Nonprofits Webinar
On-Demand

This [instructional video](#) provides nonprofits and charities with an overview of Alberta's Occupational Health and Safety Act to help them get on the right track and comply with the legislation. A key point is that OHS regulations apply not only to employees but to volunteers as well.



2020 Return on Investment for S.V. of Jarvis Bay

S.V. of Jarvis Bay membership levy to Parkland Regional Library = \$1,821.15

(Based on official 2020 City population of 213 x \$8.55 requisition amount)

Direct financial return to Sylvan Lake Municipal Library

2020 materials allotment	\$240.69
2020 Rural Services Grant ¹	\$1,126.65
	\$1,367.34

Technology Savings to Sylvan Lake Municipal Library

Computers for library use	\$915.59
Software & licensing	\$8,938.04
SuperNet connection	\$10,776.00
	\$20,629.63

Residents can register at any PRLS library without paying the minimum \$60 non-resident fee

Potential non-resident savings for households in S.V. of Jarvis Bay

85 Households ²	\$5,100.00
----------------------------	-------------------

*Number of households from the 2016 Federal Census

Total financial benefits to libraries and patrons= \$27,096.97

S.V. of Jarvis Bay Return on Investment \$1= \$14.88

County libraries averaged a 42% discount on books purchased through PRLS

¹ The S.V. of Jarvis Bay assigned a rural population of 203 to Sylvan Lake Municipal Library

² Number of county families can save the \$60 non-resident fee

Strong Libraries, Strong Communities



System Membership Benefits:

- 680,000 items in the system collection
- eBooks, eAudiobooks, and eMagazines, plus shared eBooks from 4 other regional systems
- Subscription databases including Ancestry (genealogy), Solaro (Alberta curriculum support), Consumer Reports, Niche Academy, Grant Connect, and Novelist; Press Reader (newspapers & magazines) Pronunciator (language learning), and Alberta eBooks
- Broadband internet connection (SuperNet) and Wi-Fi
- SuperNet connection paid for by the Government of Alberta
- Centrally managed computers, network, and website
- 24/7 I.T. support included
- Shared library database to manage borrowers and materials (Integrated Library System) with public access for patrons to manage their own account
- 42% bulk discount on library books purchased through Parkland
- Cataloguing and shelf-ready processing of purchased and donated library material
- Library supplies (library cards, barcodes, etc.) included
- Shared specialty collections including:
 - Large print books
 - Audio books
 - Program kits (book-based, tech-based, gaming, virtual reality)
 - Technical equipment & promotional items
- Access to library collections across Alberta (in-person and through interlibrary lending) and throughout Canada
- Alternate format collections for visually impaired and print disabled
- Weekly or bi-weekly delivery of library materials
- Professional library expertise (consulting services) and shared regional knowledge
- Included training for staff and trustees