

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF JARVIS BAY
MARCH 1, 2022 @ 9:30 A.M.
PUBLIC HEARING @ 10:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions

C. ADOPTION OF MINUTES - Regular Meeting Minutes, February 1, 2022

D. DELEGATION

- 1) Metrix Group

E. INFORMATION ITEMS

- 1) Accounts Payable Update
- 2) Public Works Report
- 3) Development Update
- 4) Speed /Parking Comments
- 5) Lacombe Regional Emergency Management Plan Field Exercise
- 6) CAO Goals

F. REQUESTS FOR DECISION

1) Finance & Administration

- a) MSI Memorandum of Agreement

2) Council & Legislation

- a) Municipal Leaders' Caucus

3) Public Works

- a) Tree Policy

4) Planning & Development

- a) Land Use Bylaw Amendment (Public Hearing @ 10 a.m.)

G. COUNCIL, COMMITTEES & CORRESPONDENCE

1) Council Reports

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

2) Upcoming Meetings

- a) Council Meeting – April 5, 2022

H. ADJOURNMENT

Summer Village of Jarvis Bay
Regular Meeting Minutes
February 1, 2022

C-1

Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held February 1, 2022, in the Summer Village Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE Mayor: Julie Maplethorpe via Zoom
Deputy Mayor: Annabelle Wiseman via Zoom
Councillor: David Garratt via Zoom
CAO: Tanner Evans via Zoom
Public Works Coordinator: Chris Loov via Zoom
Development Officer: Kara Kashuba via Zoom
Finance Officer: Tina Leer via Zoom
Recording Secretary: Teri Musseau

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

AGENDA APPROVAL

JBC-22-009 MOVED by Mayor Maplethorpe that the agenda be adopted as amended:

D.4. - discuss tourist homes with development update
F.1. - policing update in Mayor’s Council report
D.6. - highway 20

CARRIED

CONFIRMATION OF MINUTES

JBC-22-010 MOVED by Deputy Mayor Wiseman that the regular meeting minutes of Council held on January 11, 2022, be approved as presented.

CARRIED

INFORMATION ITEMS

- 1) Accounts Payable
- 2) Quarterly Financial Report
- 3) Public Works Report

JBC-22-011 MOVED by Councillor Garratt that Administration change the existing stop sign at Jarvis Bay Drive and Jarvis Glen Way to a “stop ahead” sign and a create a 3-way stop.

CARRIED

- 4) Development Update
- 5) Speed Reduction Request
- 6) Highway 20

JBC-22-012 MOVED by Deputy Mayor Wiseman that Administration amend the letter to the minister as discussed, and send via email and by Canada post, with resident letters attached.

CARRIED

JBC-22-013 MOVED by Mayor Maplethorpe that Council approve the information items as presented.

CARRIED

REQUEST FOR DECISION

FINANCE & ADMINISTRATION

JBC-22-014 Capital Budget
MOVED by Mayor Maplethorpe that Council approve the 2022 Capital Budget as amended below:

Tree planting in reserve	\$10,000 from environmental reserves
Highway 20 noise impact study	\$25,000 from environmental reserves
Twin Rose fence on environmental reserve easement	\$25,000 from environmental reserves

CARRIED

COUNCIL REPORTS

- Mayor Maplethorpe
- Town of Sylvan Lake Library Board written report
 - Mayor Meghan Hanson, Town of Sylvan Lake
 - re: proposed women’s treatment facility in Lacombe County
 - Alberta Municipalities webinar
 - re: Provincial policing
- Deputy Mayor Wiseman
- No reports
- Councillor Garratt
- No reports

JBC-22-015 MOVED by Mayor Maplethorpe that Council accept the Council reports as information.

CARRIED

NEXT COUNCIL MEETING

JBC-22-016 MOVED by Mayor Maplethorpe that the next meeting of Council be held on March 1, 2022, at 9:30 a.m.

CARRIED

ADJOURNMENT

JBC-22-017 MOVED by Mayor Maplethorpe that being the agenda matters have been concluded, the meeting be adjourned at 11:53 a.m.

CARRIED

JULIE MAPLETHORPE, MAYOR

TANNER EVANS, CAO

Summer Village of Jarvis Bay

Finance & Administration

Request for Decision

Agenda Item: *Delegation – Metrix Group*

Background:

The 2021 audit has now been completed. Phil Dirks from the Metrix Group will be zooming in to present the 2021 audited financial statements and answer any questions you may have.

Options for Consideration:

Council accept the 2021 audited financial statements as presented and authorize the Mayor to sign the financial return.

Administrative Recommendations:

Council accept the 2021 audited financial statements as presented and authorize the Mayor to sign the financial return.

Authorities:

MGA Section 281(1)

The auditor for the municipality must report to the council on the annual financial statements and financial information return of the municipality.

SUMMER VILLAGE OF JARVIS BAY
Financial Statements
For The Year Ended December 31, 2021

DRAFT

INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of Summer Village of Jarvis Bay

Opinion

We have audited the financial statements of Summer Village of Jarvis Bay (the Summer Village), which comprise the statement of financial position as at December 31, 2021, and the statements of annual surplus and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Summer Village as at December 31, 2021, and the results of its operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

(continues)

Independent Auditors' Report to the Mayor and Council of Summer Village of Jarvis Bay *(continued)**Auditors' Responsibilities for the Audit of the Financial Statements*

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Summer Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Summer Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Summer Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

METRIX GROUP LLP

Chartered Professional Accountants

Edmonton, Alberta

March 1, 2022

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

To His Worship the Mayor and Members of Council of the Summer Village of Jarvis Bay

The integrity, relevance and comparability of the data in the accompanying financial statements are the responsibility of management.

The financial statements are prepared by management in accordance with Canadian public sector accounting standards. They necessarily include some amounts that are based on the best estimates and judgements of management.

To assist in its responsibility, management maintains accounting, budget and other controls to provide reasonable assurance that transactions are appropriately authorized, that assets are properly accounted for and safeguarded, and that financial records are reliable for preparation of financial statements.

Metrix Group LLP, Chartered Professional Accountants, have been appointed by the Summer Village Council to express an opinion on the Summer Village's financial statements.

Mr. Tanner Evans
Chief Administrative Officer

Statement of Financial Position

As At December 31, 2021

	2021	2020
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 1,924,836	\$ 1,571,358
Receivables (Note 2)	33,378	96,762
Due from other Sylvan Summer Villages (Note 4)	476,089	-
	<u>2,434,303</u>	<u>1,668,120</u>
LIABILITIES		
Accounts payable and accrued liabilities	63,699	60,151
Deposit liabilities	22,000	23,000
Deferred revenue (Note 3)	111,406	127,170
Due to other Sylvan Summer Villages (Note 4)	-	70,812
	<u>197,105</u>	<u>281,133</u>
NET FINANCIAL ASSETS	<u>2,237,198</u>	<u>1,386,987</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 5)	1,243,645	2,250,259
Prepaid expenses	133	20,876
	<u>1,243,778</u>	<u>2,271,135</u>
ACCUMULATED SURPLUS (Note 6)	<u>\$ 3,480,976</u>	<u>\$ 3,658,122</u>
Contingent liabilities (Note 8)		

The accompanying notes are an integral part of these financial statements.

Statement of Annual Surplus and Accumulated Surplus
For the Year Ended December 31, 2021

	2021 (Budget) (Note 14)	2021 (Actual)	2020 (Actual)
REVENUE			
Net municipal taxes (Schedule 2)	\$ 410,840	\$ 408,821	\$ 347,386
Sales and user charges (Schedule 4)	61,842	63,417	62,177
Government transfers for operating (Schedule 3)	11,300	30,629	26,280
Penalties and costs on taxes	8,128	11,220	12,698
Interest	15,102	9,261	13,917
Licenses and permits	2,154	6,968	3,427
Other	1,016	2,937	270
Fines	500	100	349
	<u>510,882</u>	<u>533,353</u>	<u>466,504</u>
EXPENSES			
Administration	175,370	185,219	171,538
Roads, streets, walks and lighting	71,700	125,579	153,563
Wastewater treatment and disposal	89,019	100,918	102,591
Parks and recreation	47,535	71,024	54,893
Waste management	35,235	36,951	34,029
Protective services	46,673	34,888	41,275
Legislative	21,327	16,930	14,025
Policing	8,969	13,464	8,969
Environment	4,550	2,430	6,983
Library	1,821	1,821	1,821
Public health & welfare services	3,439	1,433	1,227
Disaster and emergency services	2,135	-	-
	<u>507,773</u>	<u>590,657</u>	<u>590,914</u>
ANNUAL SURPLUS (DEFICIT) BEFORE OTHER INCOME	<u>3,109</u>	<u>(57,304)</u>	<u>(124,410)</u>
OTHER INCOME			
Government transfers for capital (Schedule 3)	122,706	1,371	779,989
Loss on disposal of tangible capital assets	-	(121,213)	-
	<u>122,706</u>	<u>(119,842)</u>	<u>779,989</u>
ANNUAL SURPLUS (DEFICIT)	<u>125,815</u>	<u>(177,146)</u>	<u>655,579</u>
ACCUMULATED SURPLUS, BEGINNING OF YEAR	<u>3,658,122</u>	<u>3,658,122</u>	<u>3,002,543</u>
ACCUMULATED SURPLUS, END OF YEAR (Note 6)	<u>\$ 3,783,937</u>	<u>\$ 3,480,976</u>	<u>\$ 3,658,122</u>

The accompanying notes are an integral part of these financial statements.

SUMMER VILLAGE OF JARVIS BAY
Statement of Changes in Net Financial Assets
For the Year Ended December 31, 2021

D-1

	2021 (Budget) (Note 14)	2021 (Actual)	2020 (Actual)
ANNUAL SURPLUS (DEFICIT)	\$ 125,815	\$ (177,146)	\$ 655,579
Acquisition of tangible capital assets	(144,706)	(88,758)	(781,989)
Amortization of tangible capital assets	-	124,069	127,721
Proceeds on disposal of tangible capital assets	-	850,090	-
Loss on disposal of tangible capital assets	-	121,213	-
	(18,891)	829,468	1,311
Use (acquisition) of prepaid expenses	-	20,743	(4,937)
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	(18,891)	850,211	(3,626)
NET FINANCIAL ASSETS, BEGINNING OF YEAR	1,386,987	1,386,987	1,390,613
NET FINANCIAL ASSETS, END OF YEAR	\$ 1,368,096	\$ 2,237,198	\$ 1,386,987

The accompanying notes are an integral part of these financial statements.

SUMMER VILLAGE OF JARVIS BAY
Statement of Cash Flows
For The Year Ended December 31, 2021

D-1

	2021	2020
OPERATING ACTIVITIES		
Annual surplus (deficit)	\$ (177,146)	\$ 655,579
Non-cash items not included in excess of revenue over expenses:		
Amortization of tangible capital assets	124,069	127,721
Loss on disposal of tangible capital assets	121,213	-
	<u>68,136</u>	<u>783,300</u>
Changes in non-cash working capital balances related to operations:		
Receivables	63,384	(39,810)
Due from Sylvan Summer Villages	(476,089)	-
Accounts payable and accrued liabilities	3,549	353
Deposit liabilities	(1,000)	(13,500)
Deferred revenue	(15,764)	348
Due to Summer Village of Norglenwold	(70,812)	-
Prepaid expenses	20,743	(4,937)
	<u>(475,989)</u>	<u>(57,546)</u>
Cash flow from (used by) operating activities	<u>(407,853)</u>	<u>725,754</u>
CAPITAL ACTIVITIES		
Purchase of tangible capital assets	(88,758)	(781,989)
Proceeds on sale of tangible capital assets	850,089	-
Cash flow from (used by) capital activities	<u>761,331</u>	<u>(781,989)</u>
CHANGE IN CASH AND CASH EQUIVALENTS DURING YEAR	353,478	(56,235)
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	1,571,358	1,627,593
CASH AND CASH EQUIVALENTS - END OF YEAR	\$ 1,924,836	\$ 1,571,358

The accompanying notes are an integral part of these financial statements.

SUMMER VILLAGE OF JARVIS BAY
Schedule of Equity in Tangible Capital Assets
For the Year Ended December 31, 2021

D-1
(Schedule 1)

	2021	2020
BALANCE, BEGINNING OF YEAR	\$ 2,179,447	\$ 1,525,179
Acquisition of tangible capital assets	88,758	781,989
Amortization of tangible capital assets	(124,069)	(127,721)
Due from Summer Village of Norglenwold	476,089	-
Cost of tangible capital assets disposed of	(971,304)	-
Due to Summer Village of Norglenwold	70,813	-
BALANCE, END OF YEAR	\$ 1,719,734	\$ 2,179,447
Equity in tangible capital assets is comprised of the following:		
Tangible capital assets (net book value) (Note 5)	\$ 1,243,645	\$ 2,250,259
Due from Sylvan Summer Villages	476,089	-
Due to Summer Village of Norglenwold	-	(70,812)
	\$ 1,719,734	\$ 2,179,447

SUMMER VILLAGE OF JARVIS BAY
Schedule of Property Taxes
For the Year Ended December 31, 2021

D-1
(Schedule 2)

	2021 (Budget) (Note 14)	2021 (Actual)	2020 (Actual)
TAXATION			
Real property taxes	\$ 838,027	\$ 835,981	\$ 786,703
REQUISITIONS			
Alberta School Foundation Fund	427,187	427,160	439,317
NET MUNICIPAL TAXES	<u>\$ 410,840</u>	<u>\$ 408,821</u>	<u>\$ 347,386</u>

DRAFT

SUMMER VILLAGE OF JARVIS BAY
Schedule of Government Transfers
For the Year Ended December 31, 2021

D-1
(Schedule 3)

	2021 (Budget) (Note 14)	2021 (Actual)	2020 (Actual)
TRANSFERS FOR OPERATING			
Provincial government conditional transfers	\$ 11,300	\$ 30,629	\$ 26,280
TRANSFERS FOR CAPITAL			
Provincial government conditional transfers	122,706	1,371	779,989
TOTAL GOVERNMENT TRANSFERS	<u>\$ 134,006</u>	<u>\$ 32,000</u>	<u>\$ 806,269</u>

DRAFT

SUMMER VILLAGE OF JARVIS BAY
Schedule of Segmented Information
Year Ended December 31, 2021

D-1
(Schedule 4)

	General Administration	Recreation & Culture	Protective Services	Transportation Services	Environmental Services	All Other	Total
REVENUE							
Taxation	\$ 130,517	\$ 44,303	\$ 48,352	\$ 55,701	\$ 64,633	\$ 65,315	\$ 408,821
Sales and user charges	1,000	-	-	-	61,400	1,017	63,417
Government transfers	30,629	-	-	-	-	-	30,629
All other	-	-	-	-	-	21,225	21,225
Interest	9,261	-	-	-	-	-	9,261
	<u>171,407</u>	<u>44,303</u>	<u>48,352</u>	<u>55,701</u>	<u>126,033</u>	<u>87,557</u>	<u>533,353</u>
EXPENSES							
Contracted and general services	50,251	44,303	48,352	55,701	126,033	5,847	330,487
Salaries, wages and benefits	110,564	-	-	-	-	14,946	125,510
Materials, goods, and supplies	10,592	-	-	-	-	-	10,592
	<u>\$ 171,407</u>	<u>\$ 44,303</u>	<u>\$ 48,352</u>	<u>\$ 55,701</u>	<u>\$ 126,033</u>	<u>\$ 20,793</u>	<u>\$ 466,589</u>
NET REVENUE, BEFORE AMORTIZATION	-	-	-	-	-	66,764	66,764
Amortization	(13,812)	(28,542)	-	(69,879)	(11,836)	-	(124,069)
NET REVENUE (DEFICIT)	<u>\$ 13,812</u>	<u>\$ 28,542</u>	<u>\$ -</u>	<u>\$ 69,879</u>	<u>\$ 11,836</u>	<u>\$ 66,764</u>	<u>\$ (57,305)</u>

The accompanying notes are an integral part of these financial statements.

SUMMER VILLAGE OF JARVIS BAY
Schedule of Segmented Information
For the Year Ended December 31, 2020

D-1
(Schedule 4)

	General Administration	Recreation & Culture	Protective Services	Roadways	Wastewater & Garbage	All Other	Total
REVENUE							
Taxation	\$ 137,847	\$ 28,172	\$ 50,244	\$ 62,098	\$ 63,439	\$ 5,586	\$ 347,386
Sales and user charges	450	-	-	-	61,400	327	62,177
Government transfers	17,689	-	-	8,591	-	-	26,280
All other	-	-	-	-	-	16,744	16,744
Interest	13,917	-	-	-	-	-	13,917
	<u>169,903</u>	<u>28,172</u>	<u>50,244</u>	<u>70,689</u>	<u>124,839</u>	<u>22,657</u>	<u>466,504</u>
EXPENSES							
Contracted and general services	\$ 41,785	\$ 28,172	\$ 50,244	\$ 70,689	\$ 124,839	\$ 6,735	\$ 322,464
Salaries, wages and benefits	114,557	-	-	-	-	12,611	127,168
Materials, goods, and supplies	13,561	-	-	-	-	-	13,561
	<u>169,903</u>	<u>28,172</u>	<u>50,244</u>	<u>70,689</u>	<u>124,839</u>	<u>19,346</u>	<u>463,193</u>
NET REVENUE, BEFORE AMORTIZATION	-	-	-	-	-	3,311	3,311
Amortization	(4,523)	(28,542)	-	(82,875)	(11,781)	-	(127,721)
NET REVENUE (DEFICIT)	<u>\$ 4,523</u>	<u>\$ 28,542</u>	<u>\$ -</u>	<u>\$ 82,875</u>	<u>\$ 11,781</u>	<u>\$ 3,311</u>	<u>\$ (124,410)</u>

The accompanying notes are an integral part of these financial statements.

1. ACCOUNTING POLICIES

The financial statements of the Summer Village of Jarvis Bay (the "Summer Village") are the representations of management, prepared in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Summer Village are as follows:

(a) Reporting Entity

The financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The entity is comprised of the municipal operations and all the organizations that are owned or controlled by the Summer Village and are, therefore, accountable to Summer Village for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education that are not part of the reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties

(b) Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. Revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers are recognized in the financial statements as revenues in the period that the events giving rise to the transfer occurred, providing the transfers are authorized, the Summer Village has met any eligibility criteria, and reasonable estimates of the amounts can be made.

Expenses are recognized in the period the goods and services are acquired and a liability is incurred or transfers are due.

(c) Cash and cash equivalents

Cash and cash equivalents include items that are readily convertible to known amounts of cash, are subject to an insignificant risk of change in value, and have a maturity of 90 days or less at acquisition. Cash consists of an operating account at a financial institution.

(d) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

The Village has used estimates to determine the useful lives of tangible capital assets.

(continues)

1. ACCOUNTING POLICIES (continued)**(e) Tax Revenue**

Property tax revenue is recognized as revenue in the year it is levied.

Construction and borrowing costs associated with local improvement projects are recovered through annual special assessments during the period of the related borrowings. These levies are collectable from property owners for work performed by the municipality and recognized as revenue in the year the local improvement tax is levied.

(f) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

Land improvements	30 years
Engineered structures:	
Wastewater system	75 years
Roadway system	10 years
Machinery, equipment and furnishings	10 years
Buildings	25 years

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

Works of art for display are not recorded as tangible capital assets but are disclosed.

(g) Contaminated Sites

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. A liability for remediation on contaminated sites is recognized, net of any recoveries, when an environmental standard exists, contamination exceeds the environmental standard, the Summer Village is directly responsible for or accepts responsibility for the liability, future economic benefits will be given up, and a reasonable estimate of the liability can be made.

(h) Over-levy and Under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

(continues)

Notes to Financial Statements

December 31, 2021

1. ACCOUNTING POLICIES (continued)*(i) Non-Financial Assets*

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets for the year.

(j) New Accounting Standards not yet Adopted

Effective for fiscal years beginning on or after April 1, 2022, PS 3280 Asset Retirement Obligations provides guidance on how to account for and report liabilities for retirement of tangible capital assets.

Effective for fiscal years beginning on or after April 1, 2023, PS 3400 Revenue provides guidance on how to account for and report revenue, and specifically, it addresses revenue arising from exchange transactions and unilateral transactions.

2. RECEIVABLES

	2021	2020
Taxes and grants in place of taxes	\$ 24,443	\$ 40,475
Trade and other	4,979	14,374
Goods and Services Tax rebate	3,956	41,709
Local improvement taxes	-	204
	\$ 33,378	\$ 96,762

3. DEFERRED REVENUE

	2020	Funds Received	Funds Utilized	2021
Municipal Sustainability Initiative	\$ 98,082	\$ 981	\$ -	\$ 99,063
Canada Community-Building Fund	9,095	91	-	9,186
Municipal Stimulus Program	-	4,528	(1,371)	3,157
Municipal Operating Support	19,993	-	(19,993)	-
	\$ 127,170	\$ 5,600	\$ (21,364)	\$ 111,406

4. DUE TO (FROM) OTHER SYLVAN SUMMER VILLAGES

During 2013, the Summer Villages Jarvis Bay, Norglenwold, Halfmoon Bay, Sunbreaker Cove, and Birchcliff entered into a Co-ownership Agreement ("the Agreement") for the purchase of an Administration Building. Under the terms of this Agreement each of the five Summer Villages has a 20% interest in the Administration Building.

(continues)

Notes to Financial Statements

December 31, 2021

4. DUE TO (FROM) OTHER SYLVAN SUMMER VILLAGES (continued)

During 2021, the Summer Villages of Jarvis Bay, Norglenwold, Halfmoon Bay, Sunbreaker Cove, and Birchcliff entered into a Co-ownership Agreement ("the Agreement") for the purchase of a new Administration Building. Under the terms of this Agreement each of the five Summer Villages has a 20% interest in the new Administration Building.

In the event that any of the Summer Villages elect to sell either of the buildings, each of the Summer Village will proportionately receive a return of their initial contribution and all remaining proceeds will be divided equally.

	2021	2020
Due from other Sylvan Summer Villages		
Half Moon Bay	\$ 157,523	\$ -
Sunbreaker Cove	157,523	-
Birchcliff	150,523	-
Norglenwold	10,521	-
	<u>\$ 476,090</u>	<u>\$ -</u>
	2021	2020
Due to other Sylvan Summer Villages		
Due to Norglenwold	\$ -	\$ 70,812

Notes to Financial Statements

December 31, 2021

5. TANGIBLE CAPITAL ASSETS

	2021 Net Book Value	2020 Net Book Value
Engineered structures		
Wastewater systems	\$ 423,564	\$ 434,029
Roadways	215,987	283,820
	639,551	717,849
Buildings	350,807	903,452
Land improvements	228,122	249,880
Machinery and equipment	18,065	9,765
Land	7,100	369,313
	\$ 1,243,645	\$ 2,250,259

	Cost Beginning of Year	Additions	Disposals	Write-downs	Cost End of Year
Engineered structures					
Roadways	\$ 1,045,988	\$ -	\$ -	\$ -	\$ 1,045,988
Wastewater systems	585,453	1,371	-	-	586,824
	1,631,441	1,371	-	-	1,632,812
Buildings	955,290	69,190	602,090	-	422,390
Machinery and equipment	17,772	11,197	-	-	28,969
Land	369,313	7,000	369,213	-	7,100
Land improvements	347,766	-	-	-	347,766
	\$ 3,321,582	\$ 88,758	\$ 971,303	\$ -	\$ 2,439,037

	Accumulated Amortization Beginning of Year	Current Amortization	Disposals	Write-downs	Accumulated Amortization End of Year
Engineered structures					
Roadways	\$ 762,168	\$ 67,833	\$ -	\$ -	\$ 830,001
Wastewater systems	151,424	11,836	-	-	163,260
	913,592	79,669	-	-	993,261
Buildings	51,838	19,745	-	-	71,583
Machinery and equipment	8,007	2,897	-	-	10,904
Land improvements	97,886	21,758	-	-	119,644
	\$ 1,071,323	\$ 124,069	\$ -	\$ -	\$ 1,195,392

Notes to Financial Statements

December 31, 2021

6. ACCUMULATED SURPLUS

	2021	2020
Unrestricted surplus	\$ 107,944	\$ 44,289
Restricted surplus		
Operating reserves (Note 7)	558,639	585,836
Capital reserves (Note 7)	1,094,659	848,550
Equity in tangible capital assets (Schedule 1)	1,719,734	2,179,447
	<u>\$ 3,480,976</u>	<u>\$ 3,658,122</u>

7. RESERVES

	2021	2020
Operating Reserves		
Environmental	\$ 260,000	\$ 260,000
General contingencies	248,639	275,836
Tax rate stabilization	50,000	50,000
	<u>\$ 558,639</u>	<u>\$ 585,836</u>
Capital Reserves		
Water & sewer	\$ 400,000	\$ 400,000
Roads, streets, walks, lighting	400,000	400,000
Reserves Capital Replacement Reserve	248,000	-
Twin Fawns walkway bridge	30,000	30,000
Jarvis Glen street lights	6,600	6,600
Reserves Fleet Replacement - scoreboard	3,950	3,950
Reserve Enforcement	3,109	-
Information technology & facilities	3,000	8,000
	<u>\$ 1,094,659</u>	<u>\$ 848,550</u>

8. CONTINGENT LIABILITIES

- a) The Summer Village is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of membership, the Summer Village could become liable for its proportionate shares of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

Notes to Financial Statements

December 31, 2021

9. DEBT LIMITS

Section 276(2) of the *Municipal Government Act* requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Summer Village be disclosed as follows:

	2021	2020
Total debt limit	\$ 800,030	\$ 699,756
Total debt	-	-
Total debt limit remaining	\$ 800,030	\$ 699,756
Service on debt limit	\$ 133,338	\$ 116,626
Service on debt	-	-
Total service on debt limit remaining	\$ 133,338	\$ 116,626

The debt limit is calculated at 1.5 times revenue of the Summer Village (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limits requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be a financial risk if further debt is acquired. The calculation taken alone does not represent the stability of the Summer Village. Rather, the financial statements must be interpreted as a whole.

10. FINANCIAL INSTRUMENTS

The Summer Village's financial instruments consist of cash, receivables, and accounts payable and accrued liabilities. It is management's opinion that the Summer Village is not exposed to significant interest, currency or credit risk arising from these financial instruments. Unless otherwise noted, the fair values of these financial instruments approximate their carrying values.

The Summer Village is exposed to credit risk with respect to receivables. Credit risk arises from the possibility that customers may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of customers minimizes the Summer Village's credit risk.

11. SEGMENTED INFORMATION

The Summer Village provides a range of services to its citizens. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Notes to Financial Statements

December 31, 2021

12. SALARIES AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for Summer Village officials, the Summer Village Chief Administrative Officer and designated officers are required by Alberta Regulation 313/2000 is as follows:

	Salary (1)	Benefits (2)	2021	2020
Mayor Maplethorpe	\$ 7,950	\$ 152	\$ 8,102	\$ 6,750
Councillors				
Wiseman	3,600	57	3,657	3,625
Garratt	1,800	47	1,847	-
Thomlinson	840	-	840	1,560
	\$ 14,190	\$ 256	\$ 14,446	\$ 11,935
Chief Administrative Officer				
Evans	\$ 22,398	\$ 1,790	\$ 24,188	\$ 24,332
Designated officer				
Assessor	\$ 6,800	\$ -	\$ 6,800	\$ 7,000

(1) Salary includes regular base pay, bonuses, overtime lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans, professional memberships and tuition.

(3) Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances and club memberships.

13. CONTRACTUAL OBLIGATIONS

- a) The Summer Village has entered into an agreement for basic assessment services for a five year term commencing April 2020 through March 2025. The cost of assessment services will be \$6,600 per year over the five years.

14. BUDGET FIGURES

The 2021 budget data presented in these financial statements is based on the operating and capital budgets approved by Council on January 12, 2021. The chart below reconciles the approved financial plan to the figures reported in these financial statements.

	2021 Budget	2021 Actual
Annual surplus (deficit)	\$ 125,815	\$ (177,146)
Purchase of tangible capital assets	(144,706)	(88,758)
Transfer (to) from reserves	18,891	(218,912)
	\$ -	\$ (484,816)

The Summer Village does not provide for amortization in its operating budget.

15. UNCERTAINTY DUE TO COVID

On March 11, 2020, the World Health Organization declared a global pandemic which has resulted in governments worldwide enacting emergency measures to combat the spread of the virus. These measures have caused significant disruptions to businesses, governments, and other organizations resulting in an economic slow-down and increased volatility. Governments have responded with significant monetary and fiscal interventions designed to stabilize economic conditions.

While COVID-19 has not significantly impacted the Village's operations or financial condition to date, the rapidly evolving event, including health and safety conditions, economic environment and resulting government measures, creates a high level of uncertainty and risk that may have a financial impact on the Village's activities, operations and financial condition in the future.

16. APPROVAL OF FINANCIAL STATEMENTS

These financial statements were approved by Council and management.

DRAFT

Summer Village of Jarvis Bay**Administration and Finance****Council Date: March 1, 2022****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 43,144.21

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

1. SL Regional Water/Wastewater Comm.	\$	5,081.75
a. Wastewater Services-Dec 2021		
2. Wild Rose Assessment Service	\$	3,465.00
a. Assessment Fees Jan 1 to Mar 31/22		
3. SL & District Lions Club	\$	4,347.28
a. Petro Beach Maintenance		
4. AMSC Insurance Services Ltd	\$	3,933.29
a. Municipal Insurance-Jan 1/22-Jan 1/23		
5. SL Regional Water/Wastewater Comm.	\$	5,132.74
a. Wastewater Services-Jan 2022		
6. Summer Village of Norglenwold	\$	11,495.16
a. Jan 2022 Muni Specific Costs		
b. Jan 2022 Shared Costs		

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Date Printed
2022-02-17 2:18 PM

Summer Village of Jarvis Bay
List of Accounts for Approval
Batch: 2022-00012 to 2022-00019

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
1008	2022-01-31	Ace Line Locating Ltd.	5184	Line Locationg-Nov-Dec 2021	210.00	210.00
1009	2022-01-31	Al's Bobcat & Trucking	18430	Sanding Jan 18 and 25th	1,519.35	1,519.35
1010	2022-01-31	Assoc of Summer Villages	2022 Dues	2022 ASVA Membership	975.00	975.00
1011	2022-01-31	Parkland Regional Library	220101	First Requisition of 2022	504.99	504.99
1012	2022-01-31	Sylvan Lake Regional	1571	Wastewater Services-Dec 2021	5,081.75	5,081.75
1013	2022-01-31	Utility Safety Partners	IN172998	Annual Member Fee	92.61	92.61
1014	2022-01-31	Wild Rose Assessment Service	8493	Assessment Fees Jan 1 to Mar. 31	3,465.00	3,465.00
1015	2022-01-31	SL & District Lions Club	3-2021	Petro Beach maintenance-	4,347.28	4,347.28
1016	2022-02-17	Al's Bobcat & Trucking	18458	Sanding Feb 1st, 2nd & 4th	1,117.99	1,117.99
1017	2022-02-17	AMSC Insurance Services Ltd	40141	Municipal Insurance-Jan 1/22-Jan	3,933.29	3,933.29
1018	2022-02-17	Sylvan Lake Regional	1584	Wastewater Services-Jan 2022	5,132.74	5,132.74
Total Computer Cheque:						26,380.00

EFT

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
174	2022-01-31	Summer Villages of Norglenwold	2022-00025	Newsletter	362.92	
			2022-00029	Jan 2022 Monthly Shared Cost	11,132.24	11,495.16
Total EFT:						11,495.16

OTHER

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
2974	2022-01-31	Epcor	JAN42022-7333	Utilities	350.43	350.43
2987	2022-01-31	Waste Management of Canada	1133564-0613-3	Recycling	949.38	949.38
2992	2022-01-31	Receiver General/OTH	CP12022	Council CPP	56.64	56.64
2998	2022-01-31	Epcor	JAN72022-9909	Utilities	188.45	188.45
2999	2022-01-31	Epcor	JAN72022-5503	Utilities	44.78	44.78
3001	2022-02-17	Waste Management of Canada				

Date Printed
2022-02-17 2:18 PM

Summer Village of Jarvis Bay
List of Accounts for Approval
Batch: 2022-00012 to 2022-00019

Page 2

OTHER

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
		Invoice #			
		1135118-0613-6	Recycling-Jan 2022	962.64	962.64
3005	2022-02-17	Epcor			
		FEB12022-7333	Utilities	422.73	422.73
3012	2022-02-17	Red Deer County			
		JAN2022	Jan 2022 Garbage Base Charge	2,294.00	2,294.00
			Total Other:		5,269.05

Total MAIN: 43,144.21

Certified Correct This February 17, 2022

Mayor

Administrator

Summer Village of Jarvis Bay

March 1, 2022

Public Works

Information Item

Agenda Item: *Public Works Report*

Background:

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

- The contract for garbage collection with Red Deer County and Waste Connections expires at the end of February. A new garbage collection contractor, Empringham Disposal, (the contractor used in Birchcliff, Sunbreaker Cove and Half Moon Bay) has been hired for collection starting in March until the end of 2022. Going forward the Summer Village will have their own garbage collection contract separate from Red Deer County. Going into 2023 Administration will get pricing for a new joint contract for all of the Summer Villages except Half Moon Bay who still have 3 years remaining on their current contract. This change will result in a budget reduction of approximately \$10,000 per year compared to going with the County in part due to the removal of administrative fees that the County was charging to manage the contract on the Villages behalf.
- Administration is working to collect proposals from engineering firms for a highway noise study in the summer village.
- The reserve across from 125 Jarvis Bay Drive has had the stumps cut down close to ground level and Administration will arrange for planting of native species in the area this spring.
- Benches very similar to the ones chosen by Council in 2021 have been ordered with built in memorial plaques and will be installed this summer.
- Administration has sent out tender documents for the installation removal, storage and overall management of buoys for a 5-year contract.
- The Province of Alberta is doing renovations and improvements on the Jarvis Bay Provincial Park lift station. Administration has asked that they make improvements to allow for effective wastewater metering and they have agreed to do so.

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

March 1, 2022

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 95 development permits issued in the Summer Villages (33 in Birchcliff, 3 in Half Moon Bay, 12 in Jarvis Bay, 24 in Norglenwold, and 23 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. 251 Jarvis Bay Drive | Concrete Pad/Swim Spa |
| 5. 251 Jarvis Bay Drive | Home Occupation |
| 6. 184A Jarvis Bay Drive | Dwelling & Detached Garage |
| 7. 184B Jarvis Bay Drive | Demolition & Dwelling |
| 8. 41 Jarvis Bay Drive | Deck |
| 9. 11 Jarvis Bay Drive | Sunroom (Deck Addition) |
| 10. 251 Jarvis Bay Drive | Roof Extension & Shed |
| 11. 37 Jarvis Bay Drive | Deck |
| 12. 234 Jarvis Bay Drive | Dwelling (NEW) |

Permit Summary:

Year to date 2022:

January - 1 development permit. Estimated project cost \$5,000.00.

February - 1 development permit. Estimated project cost \$1,800,000.00.

2021:

January – 1 development permit. Estimated project cost \$150,000.00

February – 0 development permits. Estimated project cost N/A.

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #125/13.

Summer Village of Jarvis Bay

March 1, 2022

Public Works

Information Item

Agenda Item: *Parking and Speeding Concerns*

Background:

Administration has received the attached letter from a resident expressing concerns over the speeding and parking infractions occurring on Jarvis Bay Drive, and the potential impact on the safety of the residents.

Options for Consideration:

- 1) Council accept as information.

Administrative Recommendations:


Council to accept as information.

Authorities:

Traffic Bylaw #112-11



Good afternoon Chris,

My name is  and I am one of the residents on Jarvis Bay Drive. I have been informed by my neighbours and have seen a document submitted in the past to council about the concerns around speeding on this street. I have also been informed that nothing has been done in the past and the frustration of this safety concern is an ongoing issue that really needs to be addressed. I am a mother of two, ages 3 and 5, and I have been concerned over the past two years since we have lived here about the excessive and dangerous speeding on this road. I realize there are signs of 30km/hr and last summer I saw a digital sign was placed, which did not deter people from speeding.

The major issue is that many families live on this street with young children under the age of 10 and they have all become close friends. We have all been very concerned of the fast vehicles who we constantly yell at to slow down only to be yelled back at and given the finger. Not only have we been yelled at but have cars made points by racing back down the road again and behind our homes. The concern is that our children are placed in a position of being injured by cars who do not see them. We all make sure to walk with them across the street but kids sometimes wander off and I cannot imagine the pain of losing a child. Is there any way possible to have speed bumps installed?

The second issue is the parking along the road. We understand many residents from Sylvan Lake want to use this beach, which many of us are not concerned with. The parking has caused issues of blocked views, which is why we purchased these homes, but also parking in our own driveways and people coming to our doors asking to pay to park on our properties. Last summer, I had someone park right on my front lawn until we approached them to move and they did. I am not sure of a solution, but perhaps parking only on the back service road?

The third issue is the parking lot at Petro Beach. This parking lot is great for non residents to use to sit and have coffee and unload for water activities and use of the beach, which is wonderful, but the problem is that this spot is used at night for parties, loud music, and speeding. Last summer, we had issues of loud music and asking the cars to be quiet only to be threatened and yelled at.

I understand that this road and beach is to be enjoyed by everyone, but I think it is imperative to make sure the residents along this road feel safe on their own properties and do not have to have worry about children being injured, being harrassed by those not obeying laws, and peaceful nights without nightly parties.

Please advise on what steps the residents on this street can take to make sure change is implemented, as the majority of us are tired of the issues that we endure throughout the spring and summer months and just want to enjoy the summer village of where we reside.

Sincerely,



Summer Village of Jarvis Bay**Administration****Information Item****Agenda Item: *LREMP Field Exercise*****Background:**

According to legislation, every municipality in Alberta must undergo a tabletop emergency exercise every year, and a larger field exercise every 4 years. This year, the LREMP (Lacome Regional Emergency Management Partnership) is planning a fairly large field exercise for municipalities involved, including Jarvis Bay and Norglenwold who will become LREMP members this year. This will take place on October 27 and will involve as many staff and Council that are available. We will be physically setting up a mock emergency service centre and moving people between communities.

This is a major undertaking by the LREMP and they are asking everyone to attend if possible. We will likely have an in-house exercise prior to the event to ensure everyone is comfortable with their roles. There will also be a cost of \$1,500 to be split between our 5 municipalities.

Options for Consideration:

Council to accept as information

Administrative Recommendations:

Council to accept as information

Authorities:

Summer Village of Jarvis Bay**Administration****Information Item****Agenda Item: *CAO 2022 Goals*****Background:**

Each year, as part of the CAO's Annual Review, the CAO sets goals that he would like to accomplish in the upcoming year, that will lead to Council achieving its goals.

Attached is a list of the CAO's goals for 2022.

Options for Consideration:

- 1) Council discuss and provide direction to CAO.
- 2) Council accept as information.

Administrative Recommendations:

That Council accept as information.

Performance Appraisal Form

Name: Tanner Evans	Summer Village: Jarvis Bay	Position Title: CAO
Date of Review:		Present Job Since: November 2019
Check One: This is a <input type="checkbox"/> Self Review <input type="checkbox"/> Council Review <input type="checkbox"/> Combined Review		

Part 1 - MGA Primary Responsibilities:

Section 207

The chief administration office

- A. Is the administrative head of the municipality;*
- B. Ensures that the policies and programs of the municipality are implemented*
- C. Advises and informs the council on the operation and affairs of the municipality*
- D. Performs the duties and functions and exercises the powers assigned to the chief administrative officer by this and other enactments or assigned by council.*

Section 208

The chief administrative officer must ensure that:

- A. Minutes of each council meeting*
 - i. Are recorded in English language without note or comment*
 - ii. Include the names of the councilors present at the council meeting*
 - iii. Are given to council for adoption at a subsequent council meeting, and*
 - iv. Are recorded in the manner and to the extent required under section 230(6) when a public hearing is held*
- B. All bylaws, minutes of council meetings and other records and documents of the municipality are kept safe*
- C. The minister is sent a list of all the councilors and any other information the ministers requires within 5 days after the term of the councilors begins*
- D. The council is advised in written of its legislative responsibilities under this act*
- E. Subsection (1) applies to the chief administrative officer in respect of council committees that are carrying out the powers, duties and functions delegated to them by the council.*

Primary Responsibility Assessment

Referring back to your assessments in the results section of the goals, please rate your overall contribution to the Summer Village.

<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)	<input type="checkbox"/> Solid Contributor (SC)	<input type="checkbox"/> Outstanding Contributor (OC)
Performance that consistently does not meet job standards. Immediate and ongoing improvement required.	Performance that marginally meets but tends to be below acceptable job standards. These individuals contribute at a level requiring more supervision and direction than should be required. Employees at this level require improvement.	Performance that consistently meets and sometimes exceeds job standards. These are individuals who make valued contributions to Summer Villages.	Performance that consistently exceeds job standards by a significant degree. These individuals contribute above what is normally expected by overcoming exceptional challenges and/or applying unique solutions.

Strengths:

Opportunities:

Part 2 – Goal Setting:

Describe specific goals within your scope of responsibilities that will lead to Council achieving its goals. Your goals must drive results and should be directly aligned with those of Council.

Your Individual Goals for this Calendar Year	How will the work be accomplished?	How will this work be measured?	What was actually achieved?
1. Highway 20 speed reduction review / sound review	Continue work with JB residents and Alberta Transportation to ensure a speed limit review is complete, with the goal of lowering the limit	AT completes review with consultation from us, hopefully with a reduction to speed / sound – Admin to conduct sound review	
2. Land Use Bylaw review / amendments	Work with both council and residents to ensure bylaw revisions (such as tourist home regulations, parking regulations) are complete	LUB is amended including public hearings and further consultation if needed	
3. Service Level Agreement	Work with JSC and HRSC on service level agreement for all 5 municipalities	Service level agreement completed and adopted by JSC / all 5 councils.	
4. Pier program / policy pilot complete	Through discussions with residents and AEP, finalize a pier program including the Petro Beach area	Policy / bylaw complete by 2023 boating season	
5.			

Goals Assessment

Referring back to your assessments in the results section of the goals above, please rate your overall contribution to the Summer Village.

<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)	<input type="checkbox"/> Solid Contributor (SC)	<input type="checkbox"/> Outstanding Contributor (OC)
Performance that consistently does not meet job standards. Immediate and ongoing improvement required.	Performance that marginally meets but tends to be below acceptable job standards. These individuals contribute at a level requiring more supervision and direction than should be required. Employees at this level require improvement.	Performance that consistently meets and sometimes exceeds job standards. These are individuals who make valued contributions to the success of the Summer Village.	Performance that consistently exceeds job standards by a significant degree. These individuals contribute above what is normally expected by overcoming exceptional challenges and/or applying unique solutions.

Part 3 – Key Leadership Competencies: To complete this section, please refer to the CAO Leadership Competency Model.

Thought Leadership	Assessment (UC / BC / SC / OC)				Demonstration of Competency (Please provide Specific Examples)
Analyze Issues and Solve Problems	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Identify Improvements	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Results Leadership	Assessment (UC / BC / SC / OC / NR)				Demonstration of Competency
Establish Plans	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Execute Efficiently	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Show Initiative	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
People Leadership	Assessment (UC / BC / SC / OC)				Demonstration of Competency
Solicit Support	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Communicate Effectively	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Relate Well to Others	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Select and Develop	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Personal Leadership	Assessment (UC / BC / SC / OC)				Demonstration of Competency
Demonstrates Credibility	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Readily Adapt	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Leadership Competencies Assessment Referring back to your assessments in the results section of the goals, please rate your overall contribution to the Summer Village.					
<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)		<input type="checkbox"/> Solid Contributor (SC)		<input type="checkbox"/> Outstanding Contributor (OC)
Does not demonstrate core competency behaviors at an acceptable level. Competency behavior demonstration is consistently below the basic level.	May demonstrate some competency behaviors at a solid level; however demonstration is inconsistent and/or majority of competencies are rated at the Basic level.		Consistently demonstrates competency behaviours required for the job. May demonstrate some competency behaviours at the Outstanding level; majority of competencies are rated at the Solid level.		Consistently demonstrates competency behaviors at an outstanding level. Demonstrates a unique set of behaviors that lead to superior results. Majority of competencies are rated at the Outstanding level.

Part 4 – Overall Performance Rating:

Overall Performance Assessment			
Council to select a rating that best describes your overall contribution by reviewing your demonstration and achievement of: <ul style="list-style-type: none"> The selected Key Leadership Competencies Performance Objectives / Goals 			
<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)	<input type="checkbox"/> Solid Contributor (SC)	<input type="checkbox"/> Outstanding Contributor (OC)
Performance falls short of expectations in quality and/or quantity; requires excessive supervision and/or demonstrate behaviors fall short of expectations.	Has the necessary ability to handle the current job, meets some expectations but may require assistance to perform assignments. Demonstration of competency behaviors needs to be more consistent.	Is a competent performer and valued team player. Meets the objectives and expectations of the position and effectively demonstrates the competency behaviors required to drive performance.	Is willing to go the extra mile, exceeds in key objectives, exhibits strong competency behaviors; is a self starter that continually seeks ways to improve. Is mission oriented vs. job/task oriented.

Part 5 – Development Planning:

Development Objectives	How will this objective be accomplished?	How will you know when you've successfully achieved this objective?	What was actually achieved?
1. Complete last NACLAAC course by year end	Online courses through University of Alberta	Courses complete	
2			

Part 6 – Signatures:

 CAO

 Mayor

 Council Member

 Date

 Date

 Date

Summer Village of Jarvis Bay

Finance

Request for Decision

Agenda Item: *Amending Memorandum of Agreement*

Background:

The Government of Alberta recognizes the importance of rebuilding Alberta's economy through investment in local infrastructure. Therefore, the government has extended the Municipal Sustainability Initiative (MSI) program for two years, until March 31, 2024, when it will be replaced with the Local Government Fiscal Framework (LGFF).

To extend the MSI and continue to provide the funding, the current long-term MSI agreements must be amended. While the MSI allocation formula has been removed from the agreements, it will remain in the MSI program guidelines, and the process used to determine the 2022 and 2023 MSI allocations will remain the same.

The amending 2022 MSI Memorandum of Agreement is attached. Please note the 2022 MSI funding allocation cannot be released until the amending agreement is signed and returned.

Options for Consideration:

- 1) That Council sign the MSI Amending MOA.
- 2) Table for further information.

Administrative Recommendations:

- 1) That Council sign the MSI Amending MOA.

Authorities:

Municipal Affairs - The Municipal Sustainability Initiative (MSI) helps support local infrastructure priorities and build strong, safe and resilient communities.

Municipal Sustainability Initiative

AMENDING MEMORANDUM OF AGREEMENT

BETWEEN: HER MAJESTY THE QUEEN, in right of the Province of Alberta, as represented by the Minister of Municipal Affairs

(hereinafter called "the Minister")

and

the **Summer Village of Jarvis Bay**, in the Province of Alberta

(hereinafter called "the Municipality")

(hereinafter called "the Parties")

WHEREAS the Parties entered into a Municipal Sustainability Initiative Memorandum of Agreement (hereinafter called the "Original Agreement") dated November 21, 2007;

AND WHEREAS the Parties have, by written agreement, amended the Original Agreement on June 09, 2009, October 10, 2013, July 09, 2014, October 29, 2015, June 06, 2017, April 02, 2019, and February 14, 2020;

AND WHEREAS the Parties wish to further amend the Original Agreement;

THEREFORE the Parties agree as follows:

1. The Original Agreement, as previously amended, is amended by:
 - a. Deleting "a fourteen-year funding commitment" in the preamble and replacing it with "a sixteen-year funding commitment".
 - b. Deleting "fourteen-year term" in section 4 and replacing it with "sixteen-year term", and by deleting "in accordance with section 5" in section 4 and replacing it with "in accordance with the Program Guidelines".
 - c. Deleting the words "for Component A and 2014-2015 levels for Component B" in section 4.(i).
 - d. Deleting section 5.
 - e. Deleting "2021-22" in section 15 and replacing it with "2023-2024", and by deleting "March 31, 2027" in section 15 and replacing it with "March 31, 2029".
 - f. Deleting "March 31, 2022" in section 15.1 and replacing it with "March 31, 2024".

2. Except as amended herein, all other provisions of the Original Agreement as amended remain in full force and effect.
3. This Amending Memorandum of Agreement shall be effective as at April 1, 2022 following signing by the Parties' authorized representatives.

The parties have therefore executed this Agreement, each by its duly authorized representative(s), on the respective dates shown below.

HER MAJESTY THE QUEEN
in Right of the Province of
Alberta as Represented by
the Minister of Municipal Affairs

Per: _____

MINISTER, MUNICIPAL AFFAIRS

Date: _____

JAN 29 2022

Summer Village of Jarvis Bay

Witness

Per: _____

CHIEF ELECTED OFFICIAL

Date: _____

Witness

Per: _____

DULY AUTHORIZED SIGNING OFFICER

Date: _____

Summer Village of Jarvis Bay

March 1, 2022

Council and Legislation

Request for Decision

Agenda Item: *Municipal Leaders Caucus*

Background:

Administration has received information about the upcoming 2022 Alberta Municipalities Spring Municipal Leaders' Caucus being held at the Edmonton Convention Centre March 9 & 10, 2022. The caucus is open to all mayors, council members and CAOs.

The cost to attend in person is \$165 plus accommodations or \$125 to attend virtually.

Council has \$1,000 in their 2022 budget for Council Education Opportunities should anyone wish to attend.

Options for Consideration:

- 1) Council discuss and provide direction to Administration.
- 2) Council accept as information.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

2022 Budget

Draft Agenda for Spring 2022 Municipal Leaders' Caucus
 March 9 and 10, 2022
 Edmonton Conference Centre
 Subject to Change

Wednesday, March 9	
8:00 a.m.	Registration and Breakfast
9:00 a.m.	President's Opening Remarks
9:15 a.m.	Minister of Municipal Affairs' Remarks
9:30 a.m.	Ministers' Dialogue Session I
10:10 a.m.	Break
10:30 a.m.	Ministers' Dialogue Session II
11:10 a.m.	Premier's Remarks
11:30 p.m.	Lunch
12:30 p.m.	Education/Engagement Session I – Alberta Provincial Police Service
2:30 p.m.	Break
2:45 p.m.	Requests for Decision
3:15 p.m.	Education/Engagement Session II - EMS
4:15 p.m.	Closing Remarks
4:30 to 6:30 p.m.	Networking session

Thursday, March 10	
7:00 a.m.	Registration and Breakfast
8:00 a.m.	Education/Engagement Session III – Municipal Financial Health and LGFF
9:15 a.m.	Alberta Municipalities President's Report
9:30 a.m.	Executive Committee Dialogue Session
10:00 a.m.	Break
10:15 a.m.	Education/Engagement Session IV – Future of Municipal Governance
11:30 a.m.	Opposition Leader's Remarks
11:45 a.m.	Closing Remarks
12:00 p.m.	Lunch



2022 ALBERTA MUNICIPALITIES SPRING MUNICIPAL LEADERS' CAUCUS

MARCH 9 & 10, 2022
EDMONTON CONVENTION CENTRE

Join us for Alberta Municipalities spring Municipal Leaders' Caucus being held March 9 & 10 at the Edmonton Convention Centre.

The spring Caucus will open with a breakfast buffet on Wednesday, March 9 and will include a day-and-a-half of sessions on the proposed Alberta Provincial Police Service, EMS, municipal financial health, and more. Alberta Municipalities is also working with our provincial partners to schedule two Minister dialogue sessions, as well as addresses from Premier Jason Kenney and Opposition Leader Rachel Notley. Day one will conclude with a networking session for attendees and business and industry stakeholders.

Registration for RMA Members will open on February, 16.

2022 SPRING MLC AGENDA

IN-PERSON

Alberta Municipalities Regular Members: \$165

RMA Members (Alberta Municipalities Associate Members): \$165

RMA Members (Alberta Municipalities Non-members): \$215

VIRTUAL

Virtual: \$125

***In-person attendees**

Please note, all public health orders in place at the time of the event will be followed. This could include but it not limited to showing proof of vaccination or privately paid for negative test result within 72-hours, and masking while not actively eating or drinking.

***Virtual Attendees**

Virtual attendees will have access to watch all agenda items live. Eligible virtual attendees will have the ability to vote on Requests for Decisions. There will be no ability for virtual attendees to ask questions during any sessions.

Refund Policy

All cancellations must submitted via email to registration@abmunis.ca prior to 11:59 pm MST on March 1, 2022 to be eligible for a full refund, minus a \$10 administrative fee.

Any cancellations made after March 1, 2022 will not be eligible for a refund.

PLEASE NOTE, YOU MUST BE AN ELECTED OFFICIAL OR SENIOR ADMINISTRATOR FROM AN ALBERTA MUNICIPALITIES REGULAR MEMBER OR RMA MEMBER TO ATTEND THE EVENT. IF YOU HAVE ANY QUESTIONS, PLEASE EMAIL REGISTRATION@ABMUNIS.CA. ALBERTA MUNICIPALITIES RESERVES THE RIGHT TO REVIEW, CANCEL, AND REFUND REGISTRATIONS IF NECESSARY.

Summer Village of Jarvis Bay

March 1, 2022

Public Works

Request for Decision

Agenda Item: *Tree Removal Policy*

Background:

Council has requested that Administration bring forward the Tree Removal Policy for review.

Options for Consideration:

1. Accept as information
2. Amend the Policy

Administrative Recommendations:

That Council discuss and provide feedback to Administration

Authorities:

MGA 201 (c) "A council is responsible for
a) developing and evaluating the policies and programs of the municipality;"



Policy Title	Date	Resolution No.
Tree Removal Policy	September 5, 2017	

Purpose

The purpose of this policy is to provide a procedure for the safe removal of hazardous trees on Municipal Reserves and Pathways.

Policy Statement and Guidelines

1. On an annual basis, Public Works in conjunction with professional consultant if required, will review reserves and identify trees, as diseased, dead and /or hazardous that require removal.
2. The Summer Village administration is to remove identified issues and hire a certified faller to fall any trees that are in a dangerous location.
3. After the removal of visibly dead and precarious trees, the mulching, clearing and chipping will commence in accordance with the Fire Protection Plan.
4. No person should damage, destroy, cut down or otherwise harm any tree, shrub or land designated as the Reserve without the consent of Administration.
5. If a hazardous tree is at risk of falling on private property, the Summer Village Office will have the tree removed using a certified faller.
6. Penalties will be enforced if removal of trees on the Municipal Reserve or pathways is done by any individual not contracted or permitted by the Summer Village Administration.

Summer Village of Jarvis Bay

March 1, 2022

Planning and Development

Request for Decision

Agenda Item: *LUB Public Hearing*

Background:

Public Hearing will be held at 10:00 a.m. during the Council meeting regarding the Land Use Bylaw Amendment Bylaw #180/22.

Options for Consideration:

1. Council to discuss comments received from the public, then give second and third readings to Bylaw #180/22.
2. Council to discuss comments received from the public, make minor amendments to the Bylaw, then give second and third readings.
3. Council to discuss comments received from the public and make major amendments to the Bylaw, therefore rescinding first reading on Bylaw #180/22 and creating a new Bylaw to be presented at the next Council meeting for first reading (with public hearing to follow).

Administrative Recommendations:

Council to discuss comments received from the public, make minor amendments to the Bylaw, then give second and third readings to Bylaw #180/22.

Authorities:

Section 230(1) of the MGA – Council must hold a public hearing before second reading of a bylaw.

**SUMMER VILLAGE OF JARVIS BAY
LAND USE BYLAW
AMENDMENT BYLAW #180-22**

Being a Bylaw of the Summer Village of Jarvis Bay, in the Province of Alberta, to authorize amendments to the Summer Village of Jarvis Bay Land Use Bylaw 125-13.

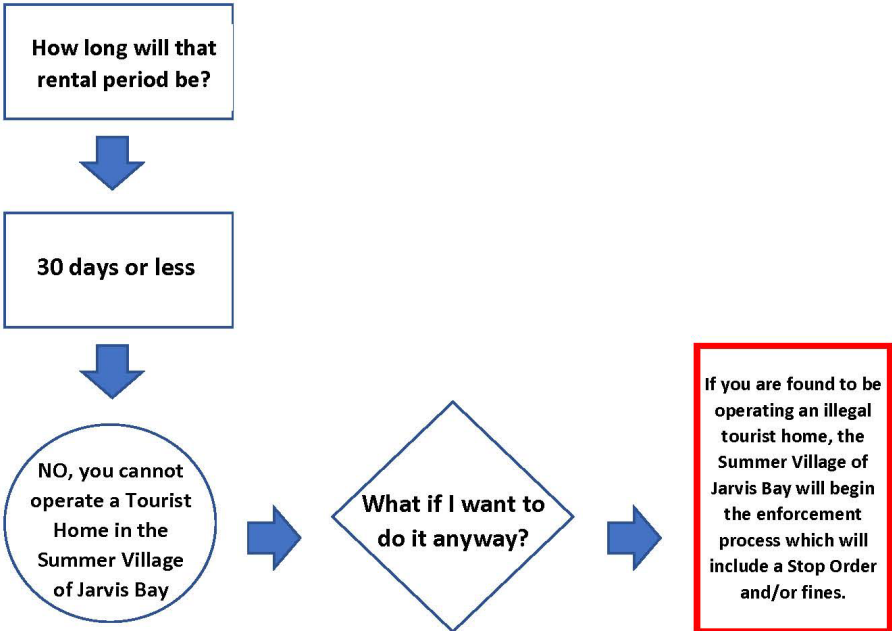
WHEREAS Section 692 of the Municipal Government Act, RSA 2000, authorizes a Council to amend a land use bylaw;

WHEREAS the Council deems it desirable to amend Land Use Bylaw 125-13;

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

An amendment to the Land Use Bylaw 125/13:

1. Part One: 1.3 – Add “tourist home” definition: means a dwelling unit operated as a temporary place to stay, with compensation, and includes all vacation rentals of a dwelling unit. The characteristics that distinguish a tourist home from a dwelling unit used as a residence may include any of the following: the intent of the occupant to stay for short-term (30 days or less) vacation purposes rather than use the property as a residence, the commercial nature of a tourist home, the management or advertising of the dwelling unit as a tourist home or “vacation rental”, on website such as but not limited to AirBnB or VRBO, the use of a system of reservations, deposits, confirmations, credit cards, or other forms of electronic payment etc.
2. Part Four: Land Use District (R) (R-A) (RTR), add the following:
Tourist Homes (1) Tourist Homes are not permitted within the Summer Village of Jarvis Bay. Can you rent out your home for an evening, a weekend, a week, or a few weeks at a time?



INTRODUCED AND GIVEN FIRST READING this 11th day of January 2022.

Julie Maplethorpe, Mayor

Tanner Evans, C.A.O.

PUBLIC HEARING HELD this 1st day of March 2022.

GIVEN SECOND READING this 1st day of March 2022.

GIVEN THIRD AND FINAL READING this 1st day of March 2022.

Julie Maplethorpe, Mayor

Tanner Evans, C.A.O.

Summer Village of Jarvis Bay

March 1, 2022

Council Reports

Information Item

Council Reports:

Julie Maplethorpe

- Town of Sylvan Lake Library Board

Annabelle Wiseman

David Garratt

Committee Reports:

Correspondence:

Upcoming Meetings:

Next Council Meeting – April 5, 2022



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – FEBRUARY 9, 2022 – 6:30PM

1. Treasurer's Report

The Treasurer's Report was approved as presented.

Over the course of the last year, due to COVID-19, the general cost of operations was lower. Many programs were cancelled, donations to the library helped to offset costs, and monetary assistance was received from the Town for safety supplies. The money that has been left over in the budget will be moved to a GIC for future use.

2. Director's Report

The Director's Report was approved as presented.

Many of the in-person programs resumed in the month of February. The book clubs have continued to meet at Lakeshore Café, which has been a great success for the Mystery Book Club and Bring Your Own Book Club. The partnership with Lakeshore Café has allowed the space to provide much needed in-person adult programming.

Due to ongoing Provincial restrictions, the hours of operation are as follows:

Sunday Closed / Monday 1:00pm-8:00pm / Thursday 10:00am-8:00pm

Tuesday / Wednesday / Friday / Saturday 10:00am-5:00pm

3. New Items

As the Sylvan Lake Municipal Library continues to innovate as a community hub for all demographics there have been some new additions to the collection. Several board games are now available to check-out in addition to five sets of snowshoes (2 adult and 3 youth). The library partnered with Alberta Parks Snowshoe Outreach Program to provide snowshoes for the patrons to check-out until March 31, 2022.

4. Policy

Work continues with sub-committees to update and review policies on an ongoing basis.

Meeting adjourned at 7:38pm.

Next Regular Meeting – March 9, 2022, at 6:30pm