

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF JARVIS BAY
MARCH 5, 2024 @ 9:30 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, February 6, 2024

D. DELEGATION

- 1) Phil Dirks, Metrix Group

E. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Development Update
- 3) CAO Report

F. REQUESTS FOR DECISION

1) Council & Legislation

- a) Working Well Workshop
- b) Elections and Political Parties

2) Public Works

- a) Roads – Capital Budget
- b) Traffic Bylaw

G. 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 – April 2, 2024

H. ADJOURNMENT

Summer Village of Jarvis Bay
Regular Meeting Minutes
February 6, 2024

C-1

Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held February 6, 2024, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE	Mayor:	Julie Maplethorpe
	Deputy Mayor:	Annabelle Wiseman via Zoom
	Councillor:	David Garratt
	CAO:	Tanner Evans
	Public Works Manager:	Justin Caslor
	Development Officer:	Kara Hubbard
	Finance Officer:	Tina Leer
	Recording Secretary:	Teri Musseau
	Delegate(s):	Jim Watson Michelle Bakke-Purnell

CALL TO ORDER The Meeting was called to order at 9:29 a.m. by Mayor Maplethorpe.

AGENDA APPROVAL

JBC-24-013 MOVED by Mayor Maplethorpe that the agenda be adopted as presented.
CARRIED

CONFIRMATION OF MINUTES

JBC-24-014 MOVED by Councillor Garratt that the regular meeting minutes of Council held on January 9, 2024, be approved as presented.
CARRIED

DELEGATION

Jim Watson and Michelle Bakke-Purnell joined Council to address Council’s decision to reduce parking on Jarvis Bay Drive in the Petro Beach Area.

Jim Watson and Michelle Bakke-Purnell left the meeting at 9:45 a.m.

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Quarterly Financial Report
- 3) Public Works Report
- 4) Development Update
- 5) CAO Report

JBC-24-015 MOVED by Councillor Garratt that Council accept the information items as presented.
CARRIED

REQUEST FOR DECISION

FINANCE

JBC-24-016 Capital Budget
MOVED by Deputy Mayor Wiseman that Council adopt the Capital Budget as amended to include \$45,000 for roads and \$15,000 for tree removal.

CARRIED

Council recess at 10:44 a.m.

Council reconvened at 10:52 a.m.

COUNCIL & LEGISLATION

JBC-24-017 Ambulatory Care
MOVED by Mayor Maplethorpe that Council support the Sylvan Lake and Area Urgent Care Committee in forming of the Sylvan Lake and Area Health Foundation.

CARRIED

COUNCIL REPORTS

Mayor Maplethorpe

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

David Garratt left the meeting at 10:55 a.m.

- Joint Services Committee
- RCMP Summary of Calls
- AMDSP maps review with Kara

Deputy Mayor Wiseman

- No reports

Councillor Garratt

- No reports

CORRESPONDENCE

- Alberta Lake Management Society (ALMS)
- Association of Summer Villages of Alberta (ASVA) LGFF Briefing

JBC-24-018 MOVED by Mayor Maplethorpe that Council accept the Council and Correspondence reports as information.

CARRIED

NEXT COUNCIL MEETING

JBC-24-019 MOVED by Mayor Maplethorpe that the next meeting of Council be held March 5, 2024, at 9:30 a.m.

CARRIED

Council recessed at 11:03 a.m.

Council reconvened at 11:04 a.m. with Councillor Garratt

CLOSED SESSION

- JBC-24-020

MOVED by Mayor Maplethorpe that Council move to a closed session to discuss third party business as per FOIP Section 27, at 11:04 a.m.
CARRIED
- JBC-24-021

MOVED by Mayor Maplethorpe that Council return to an open meeting at 12:05 p.m.
CARRIED

ADJOURNMENT

- JBC-24-022

MOVED by Mayor Maplethorpe that being the agenda matters have been concluded, the meeting be adjourned at 12:05 p.m.
CARRIED

JULIE MAPLETHORPE, MAYOR

TANNER EVANS, CAO

Summer Village of Jarvis Bay**March 5, 2024****Finance & Administration****Request for Decision****Agenda Item:** *Delegation – Metrix Group***Background:**

The 2023 audit has now been completed. Phil Dirks from the Metrix Group will be zooming in to present the 2023 audited financial statements and answer any questions you may have.

Options for Consideration:

Council accept the 2023 audited financial statements as presented and authorize the Mayor to sign the financial return.

Administrative Recommendations:

Council accept the 2023 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.

March 5, 2024

Summer Village of Jarvis Bay
#2 Erickson Drive
Sylvan Lake, AB T4S 1P5

Attention: Council Members

Dear Council Members:

RE: 2023 AUDIT FINDINGS REPORT

The purpose of this report is to summarize certain matters arising from the audit that we believe would be of interest to Council. Additionally, during the course of our audit we identified matters that may be of interest to management.

The objective of our audit was to obtain reasonable assurance that the financial statements as a whole are free of material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Our audit was not designed for the sole purpose of identifying matters to communicate. Accordingly, our audit would not necessarily identify all such matters that may be of interest to Council and management and it is inappropriate to conclude that no such matters exist.

This communication should be read in conjunction with the financial statements and our report thereon, and it is intended solely for the use of Council and should not be distributed to external parties without our prior consent. Metrix Group LLP accepts no responsibility to a third party who uses this communication.

SIGNIFICANT FINDINGS FROM THE AUDIT

Our objective is to communicate appropriately to Council deficiencies in internal control that we have identified during the audit and that, in our professional judgment, are of sufficient importance to merit being reported to Council.

The audit findings contained in this letter did not have a material effect on the Summer Village's financial statements, and as such, our audit report is without reservation with respect to these matters.

Significant Qualitative Aspects of Accounting Practices

Management is responsible for determining the significant accounting policies. The choice of different accounting policy alternatives can have a significant effect on the financial position and results of the Summer Village. The application of those policies often involves significant estimates and judgments by management.

The Summer Village has made the following significant accounting estimates in preparing its financial statements.

Amortization of Tangible Capital Assets - \$95,943 (2022 - \$93,300)

The number of years the Summer Village's tangible capital assets are being amortized are estimates.

We are of the opinion that the significant accounting policies, estimates and judgments made by management do not materially misstate the financial statements taken as a whole.

Corrected and Uncorrected Misstatements

Corrected Misstatements

During the course of the audit, we identified ten (10) adjustments that were communicated to management and subsequently corrected in the financial statements. This type of assistance is common with our smaller local government clients.

Uncorrected Misstatements

There were no significant uncorrected misstatements aggregated by our Firm, for the year ended December 31, 2023.

After considering both quantitative and qualitative factors with respect to the uncorrected misstatements above, we agree with management that the financial statements are not materially misstated.

Significant Difficulties Encountered During the Audit

We encountered no significant difficulties during our audit that should be brought to the attention of Council. We had the full co-operation of Summer Village management and staff throughout our work and we received full access to all necessary records and documentation.

Management Representations

Management's representations are integral to the audit evidence we will gather. Prior to the release of our report, we will require management's representations in writing to support the content of our report.

AUDITOR INDEPENDENCE

We believe it is important to communicate, at least annually, with Council regarding all relationships between the Summer Village and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by CPA Alberta and applicable legislation, covering such matters as:

- (a) holding a financial interest, either directly or indirectly, in a client;
- (b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) economic dependence on a client; and
- (e) provision of services in addition to the audit engagement.

We are not aware of any relationships between the Summer Village and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence that have occurred from January 1, 2023 – March 5, 2024.

We appreciated the assistance of Tina Leer, Tanner Evans, and the other staff during the audit. We appreciate the opportunity to provide audit services to the Summer Village.

Yours truly,

METRIX GROUP LLP



Philip J. Dirks, CPA, CA
Partner

cc: Tanner Evans, Chief Administrative Officer

SUMMER VILLAGE OF JARVIS BAY
Financial Statements
For The Year Ended December 31, 2023

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, 2023, 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, 2023, 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 5, 2024

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

To 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, 2023

	2023	2022
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 2,183,776	\$ 2,051,500
Receivables (Note 2)	446,559	383,441
Due from other Sylvan Summer Villages (Note 3)	546,900	546,900
	<u>3,177,235</u>	<u>2,981,841</u>
LIABILITIES		
Accounts payable and accrued liabilities	55,235	46,244
Deposit liabilities	45,000	58,500
Deferred revenue (Note 4)	523,028	463,440
	<u>623,263</u>	<u>568,184</u>
NET FINANCIAL ASSETS	<u>2,553,972</u>	<u>2,413,657</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 5)	1,052,906	1,112,807
Prepaid expenses	137	-
	<u>1,053,043</u>	<u>1,112,807</u>
ACCUMULATED SURPLUS (Note 6)	<u>\$ 3,607,015</u>	<u>\$ 3,526,464</u>
Contingent liabilities (Note 8)		

Statement of Annual Surplus and Accumulated Surplus

For the Year Ended December 31, 2023

	2023 (Budget) (Note 14)	2023 (Actual)	2022 (Actual)
REVENUE			
Net municipal taxes (Schedule 2)	\$ 447,952	\$ 448,155	\$ 419,471
Interest	8,349	106,610	45,863
Sales and user charges (Schedule 4)	66,259	68,590	67,405
Government transfers for operating (Schedule 3)	21,354	31,990	10,636
Penalties and costs on taxes	10,300	7,168	10,312
Licenses and permits	2,333	5,389	10,883
Other	1,088	240	598
Fines	500	200	100
	558,135	668,342	565,268
EXPENSES			
Administration	211,783	200,569	177,487
Roads, streets, walks and lighting	97,386	116,963	97,417
Wastewater treatment and disposal	110,909	103,940	95,202
Parks and recreation	44,512	74,010	71,449
Protective services	14,002	32,397	16,070
Waste management	37,744	28,148	32,437
Policing	17,939	28,076	18,972
Legislative	22,006	17,470	19,247
Public health & welfare services	3,542	3,542	3,438
Disaster and emergency services	2,500	2,750	2,530
Environment	3,600	2,259	2,617
Library	1,920	1,872	1,948
	567,843	611,996	538,814
ANNUAL SURPLUS (DEFICIT) BEFORE OTHER INCOME	(9,708)	56,346	26,454
OTHER INCOME			
Government transfers for capital	108,887	24,205	
Gain on disposal of tangible capital assets	-	-	10,560
	108,887	24,205	10,560
ANNUAL SURPLUS	99,179	80,551	37,014
ACCUMULATED SURPLUS, BEGINNING OF YEAR	3,526,464	3,526,464	3,489,450
ACCUMULATED SURPLUS, END OF YEAR (Note 6)	\$ 3,625,643	\$ 3,607,015	\$ 3,526,464

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, 2023

D-1

	2023 (Budget) (Note 14)	2023 (Actual)	2022 (Actual)
ANNUAL SURPLUS	\$ 99,179	\$ 80,551	\$ 37,014
Acquisition of tangible capital assets	(148,887)	(36,042)	(23,975)
Amortization of tangible capital assets	-	95,943	93,300
Proceeds on disposal of tangible capital assets	-	-	72,073
Loss (gain) on disposal of tangible capital assets	-	-	(10,560)
	(49,708)	140,452	167,852
Use (acquisition) of prepaid expenses	-	(137)	133
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	(49,708)	140,315	167,985
NET FINANCIAL ASSETS, BEGINNING OF YEAR	2,413,657	2,413,657	2,245,672
NET FINANCIAL ASSETS, END OF YEAR	\$ 2,363,949	\$ 2,553,972	\$ 2,413,657

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, 2023

D-1

	2023	2022
OPERATING ACTIVITIES		
Annual surplus	\$ 80,551	\$ 37,014
Non-cash items not included in excess of revenue over expenses:		
Amortization of tangible capital assets	95,943	93,300
Gain on disposal of tangible capital assets	-	(10,560)
	<u>176,494</u>	<u>119,754</u>
Changes in non-cash working capital balances related to operations:		
Receivables	(63,118)	(341,589)
Due from Sylvan Summer Villages	-	(70,811)
Accounts payable and accrued liabilities	8,991	(17,455)
Deposit liabilities	(13,500)	36,500
Deferred revenue	59,588	352,034
Prepaid expenses	(137)	133
	<u>(8,176)</u>	<u>(41,188)</u>
Cash flow from operating activities	<u>168,318</u>	<u>78,566</u>
CAPITAL ACTIVITIES		
Purchase of tangible capital assets	(36,042)	(23,975)
Proceeds on disposal of tangible capital assets	-	72,073
Cash flow from (used by) capital activities	<u>(36,042)</u>	<u>48,098</u>
CHANGE IN CASH AND CASH EQUIVALENTS DURING YEAR	132,276	126,664
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>2,051,500</u>	<u>1,924,836</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 2,183,776</u>	<u>\$ 2,051,500</u>

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, 2023

D-1
(Schedule 1)

	2023	2022
BALANCE, BEGINNING OF YEAR	\$ 1,659,707	\$ 1,719,734
Acquisition of tangible capital assets	36,042	23,975
Amortization of tangible capital assets	(95,943)	(93,300)
Due from other Summer Villages	-	70,812
Net book value of tangible capital assets disposed of	-	(61,514)
BALANCE, END OF YEAR	\$ 1,599,806	\$ 1,659,707
Equity in tangible capital assets is comprised of the following:		
Tangible capital assets (net book value) <i>(Note 5)</i>	\$ 1,052,906	\$ 1,112,807
Due from other Sylvan Summer Villages	546,900	546,900
	\$ 1,599,806	\$ 1,659,707

SUMMER VILLAGE OF JARVIS BAY
Schedule of Property Taxes
For the Year Ended December 31, 2023

D-1
(Schedule 2)

	2023 (Budget) (Note 14)	2023 (Actual)	2022 (Actual)
TAXATION			
Real property taxes	\$ 447,952	\$ 902,316	\$ 873,379
REQUISITIONS			
Alberta School Foundation Fund	-	454,161	453,908
NET MUNICIPAL TAXES	<u>\$ 447,952</u>	<u>\$ 448,155</u>	<u>\$ 419,471</u>

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SUMMER VILLAGE OF JARVIS BAY
Schedule of Government Transfers
For the Year Ended December 31, 2023

D-1
(Schedule 3)

	2023 (Budget) (Note 14)	2023 (Actual)	2022 (Actual)
TRANSFERS FOR OPERATING			
Provincial government conditional transfers	\$ 21,354	\$ 31,990	\$ 10,636
TRANSFERS FOR CAPITAL			
Provincial government conditional transfers	108,887	24,205	-
TOTAL GOVERNMENT TRANSFERS	<u>\$ 130,241</u>	<u>\$ 56,195</u>	<u>\$ 10,636</u>

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SUMMER VILLAGE OF JARVIS BAY
Schedule of Segmented Information
For the Year Ended December 31, 2023

D-1
(Schedule 4)

	General Administration	Recreation & Culture	Protective Services	Roadways	Wastewater & Garbage	All Other	Total
REVENUE							
Taxation	\$ 60,494	\$ 46,254	\$ 62,193	\$ 64,389	\$ 54,012	\$ 160,813	\$ 448,155
Sales and user charges	600	-	-	-	66,240	1,750	68,590
Interest	106,610	-	-	-	-	-	106,610
All other	-	-	-	-	-	12,997	12,997
Government transfers	21,272	-	-	10,718	-	-	31,990
	188,976	46,254	62,193	75,107	120,252	175,560	668,342
EXPENSES							
Contracted and general services	52,740	46,254	48,813	75,107	120,252	9,142	352,308
Salaries, wages and benefits	129,805	-	13,380	-	-	14,129	157,314
Materials, goods, and supplies	6,431	-	-	-	-	-	6,431
	\$ 188,976	\$ 46,254	\$ 62,193	\$ 75,107	\$ 120,252	\$ 23,271	\$ 516,053
NET REVENUE, BEFORE AMORTIZATION	-	-	-	-	-	152,289	152,289
Amortization	(11,593)	(29,628)	(1,030)	(41,856)	(11,836)	-	(95,943)
NET REVENUE (DEFICIT)	\$ 11,593	\$ 29,628	\$ 1,030	\$ 41,856	\$ 11,836	\$ 152,289	\$ 56,346

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, 2022

D-1
(Schedule 4)

	General Administration	Recreation & Culture	Protective Services	Roadways	Wastewater & Garbage	All Other	Total
REVENUE							
Taxation	\$ 110,433	\$ 43,769	\$ 37,572	\$ 55,561	\$ 50,033	\$ 122,103	\$ 419,471
Sales and user charges	575	-	-	-	65,770	1,060	67,405
Government transfers	10,636	-	-	-	-	-	10,636
All other	-	-	-	-	-	21,893	21,893
Interest	45,863	-	-	-	-	-	45,863
	<u>167,507</u>	<u>43,769</u>	<u>37,572</u>	<u>55,561</u>	<u>115,803</u>	<u>145,056</u>	<u>565,268</u>
EXPENSES							
Contracted and general services	\$ 45,276	\$ 43,769	\$ 37,572	\$ 55,561	\$ 115,803	\$ 10,776	\$ 308,757
Salaries, wages and benefits	114,782	-	-	-	-	14,526	129,308
Materials, goods, and supplies	7,449	-	-	-	-	-	7,449
	<u>167,507</u>	<u>43,769</u>	<u>37,572</u>	<u>55,561</u>	<u>115,803</u>	<u>25,302</u>	<u>445,514</u>
NET REVENUE, BEFORE AMORTIZATION	-	-	-	-	-	119,754	119,754
Amortization	(9,980)	(29,628)	-	(41,856)	(11,836)	-	(93,300)
NET REVENUE (DEFICIT)	<u>\$ 9,980</u>	<u>\$ 29,628</u>	<u>\$ -</u>	<u>\$ 41,856</u>	<u>\$ 11,836</u>	<u>\$ 119,754</u>	<u>\$ 26,454</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) 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)**(d) Valuation of Financial Assets and Liabilities**

The Summer Village's financial assets and liabilities are measured as follows:

<u>Financial statement component</u>	<u>Measurement</u>
Cash	Cost and amortized cost
Trade and other receivables	Lower of cost or net recoverable value
Accounts payable and accrued liabilities	Cost
Deposit liabilities	Cost

(e) 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.

(f) 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.

(g) 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.

(continues)

1. ACCOUNTING POLICIES (continued)**(h) Asset Retirement Obligations**

During 2023, the Summer Village adopted PS 3280 Asset Retirement Obligations which provides guidance on how to account for and report liabilities for retirement of tangible capital assets. There was no impact on the Summer Village's financial statements as a result of this standard being adopted.

Asset retirement obligations are legal obligations associated with the retirement of tangible capital assets. Asset retirement activities include all activities relating to an asset retirement obligation including, but not limited to, decommissioning or dismantling, remediation of contamination, post-retirement activities such as monitoring, and constructing other tangible capital assets to perform post-retirement activities.

A liability for asset retirement obligation is recognized when there is a legal obligation to incur retirement costs, the past transaction or event giving rise to the liability as occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made.

When a liability for asset retirement obligation is recognized, asset retirement costs related to recognized tangible capital assets in productive use are capitalized by increasing the carrying value of the related asset and are amortized over the estimated useful life of the underlying tangible capital asset. Asset retirement costs related to unrecognized tangible capital assets and those not in productive use are expensed.

(i) 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.

(j) 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.

(continues)

Notes to Financial Statements

December 31, 2023

1. ACCOUNTING POLICIES (continued)*(k) 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.

(l) New Accounting Standards not yet Adopted

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

	2023	2022
Government transfers	\$ 442,524	\$ 352,485
Goods and Services Tax rebate	5,443	10,137
Trade and other	1,302	5,186
Taxes and grants in place of taxes	(2,710)	15,633
	\$ 446,559	\$ 383,441

Notes to Financial Statements

December 31, 2023

3. DUE FROM OTHER SYLVAN SUMMER VILLAGES

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.

	2023	2022
Due from other Sylvan Summer Villages		
Due From Half Moon Bay	\$ 157,553	\$ 157,553
Due from Sunbreaker Cove	157,523	157,523
Due from Birchcliff	150,522	150,522
Due from Norglenwold	81,302	81,302
	\$ 546,900	\$ 546,900

4. DEFERRED REVENUE

	2022	Funds Received	Funds Utilized	2023
Municipal Sustainability Initiative	\$ 350,067	\$ 76,177	\$ (24,205)	\$ 402,039
Canada Community-Building Fund	113,373	18,334	(10,718)	120,989
	\$ 463,440	\$ 94,511	\$ (34,923)	\$ 523,028

Notes to Financial Statements

December 31, 2023

5. TANGIBLE CAPITAL ASSETS

	2023 Net Book Value	2022 Net Book Value
Engineered structures		
Wastewater systems	\$ 399,892	\$ 411,728
Roadways	138,991	177,489
	538,883	589,217
Buildings	257,467	273,380
Land improvements	207,198	206,364
Machinery and equipment	22,494	24,942
Vehicles	19,764	11,804
Land	7,100	7,100
	\$ 1,052,906	\$ 1,112,807

	Cost Beginning of Year	Additions	Disposals	Write-downs	Cost End of Year
Engineered structures					
Roadways	\$ 1,045,988	\$ -	\$ -	\$ -	\$ 1,045,988
Wastewater systems	586,824	-	-	-	586,824
	1,632,812	-	-	-	1,632,812
Buildings	326,579	-	-	-	326,579
Machinery and equipment	39,829	1,535	-	-	41,364
Land	7,100	-	-	-	7,100
Land improvements	347,766	24,205	-	-	371,971
Vehicles	13,115	10,302	-	-	23,417
	\$ 2,367,201	\$ 36,042	\$ -	\$ -	\$ 2,403,243

	Accumulated Amortization Beginning of Year	Current Amortization	Disposals	Write-downs	Accumulated Amortization End of Year
Engineered structures					
Roadways	\$ 868,499	\$ 38,498	\$ -	\$ -	\$ 906,997
Wastewater systems	175,096	11,836	-	-	186,932
	1,043,595	50,334	-	-	1,093,929
Buildings	53,199	15,913	-	-	69,112
Machinery and equipment	14,887	3,983	-	-	18,870
Land improvements	141,402	23,371	-	-	164,773
Vehicles	1,311	2,342	-	-	3,653
	\$ 1,254,394	\$ 95,943	\$ -	\$ -	\$ 1,350,337

6. ACCUMULATED SURPLUS

	2023	2022
Unrestricted surplus	\$ 124,102	\$ 110,466
Restricted surplus		
Operating reserves (Note 7)	644,211	644,211
Capital reserves (Note 7)	1,238,896	1,112,080
Equity in tangible capital assets (Schedule 1)	1,599,806	1,659,707
	\$ 3,607,015	\$ 3,526,464

7. RESERVES

	2023	2022
Operating Reserves		
General contingencies	\$ 316,893	\$ 316,893
Environmental	257,318	257,318
Tax rate stabilization	70,000	70,000
	\$ 644,211	\$ 644,211
Capital Reserves		
Roads, streets, walks, lighting	\$ 448,314	\$ 400,000
Water & sewer	424,008	400,000
Reserves Capital Replacement Reserve	237,140	237,140
Reserves Infrastructure Reserve	61,000	20,000
Twin Fawns walkway bridge	34,000	34,000
Reserve Enforcement	14,670	6,340
Information technology & facilities	8,000	8,000
Jarvis Glen street lights	6,600	6,600
Reserves Fleet Replacement - scoreboard	5,164	-
	\$ 1,238,896	\$ 1,112,080

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.
- b) The Summer Village is a member of the Sylvan Lake Regional Wastewater Commission. Under the terms of this membership, the Summer Village is liable for its proportionate share of any losses incurred by the Commission. Any liability would be accounted for in the year the losses are determined.

Notes to Financial Statements

December 31, 2023

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:

	2023	2022
Total debt limit	\$ 1,002,513	\$ 847,902
Total debt	-	-
Total debt limit remaining	\$ 1,002,513	\$ 847,902
Service on debt limit	\$ 167,086	\$ 141,317
Service on debt	-	-
Total service on debt limit remaining	\$ 167,086	\$ 141,317

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.

12. 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.
- b) The Summer Village has entered into an agreement for fire protection services for three years from 2024 to 2027. The cost of these services will be \$13,125 for each of the three years respectively.
- c) The Summer Village has entered into agreements for waste and recycle collections services for four years from 2023 to 2027. The cost of these services will be approximately \$28,100 for each of the four years respectively.

Notes to Financial Statements

December 31, 2023

13. SALARIES AND BENEFITS DISCLOSURE

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

	Salary (1)	Benefits (2)	2023	2022
Mayor Maplethorpe	\$ 9,480	\$ 376	\$ 9,856	\$ 9,726
Councillors				
Wiseman	1,920	-	1,920	3,018
Garratt	1,680	4	1,684	1,928
	\$ 13,080	\$ 380	\$ 13,460	\$ 14,672
Chief Administrative Officer				
Evans	\$ 24,958	\$ 2,158	\$ 27,116	\$ 25,524
Designated Officer (Assessor)	\$ 7,000	\$ -	\$ 7,000	\$ 6,883

(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.

14. BUDGET FIGURES

The 2023 budget data presented in these financial statements is based on the operating and capital budgets approved by Council on November 1, 2022. The chart below reconciles the approved financial plan to the figures reported in these financial statements.

	2023 Budget	2023 Actual
Annual surplus	\$ 99,179	\$ 80,551
Purchase of tangible capital assets	(148,887)	(36,042)
Transfer (to) from reserves	49,708	(126,816)
	\$ -	\$ (82,307)

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

15. APPROVAL OF FINANCIAL STATEMENTS

These financial statements were approved by Council and management.

Summer Village of Jarvis Bay

Administration and Finance

March 5, 2024

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 56,969.65

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

- | | |
|--|--------------|
| 1. Al's Bobcat & Trucking | \$ 5,822.25 |
| a. Jan. 2 to Jan. 15th Sanding | |
| b. Jan. 17 to Jan. 22nd Sanding | |
| 2. AMSC Insurance Services Ltd | \$ 5,742.00 |
| a. 2024 Municipal Insurance | |
| 3. Sylvan Lake Regional Water/Wastewater | \$ 3,509.64 |
| a. Jan WW Service | |
| 4. Town of Sylvan Lake | \$ 13,676.88 |
| a. 2024 Fire Requisition | |
| b. 2024 Fire Dispatch Fees | |
| 5. Summer Village of Norglenwold | \$ 19,055.24 |
| a. Jan 2024 Muni Specific Costs | |
| b. Jan 2024 Shared Costs | |

Council Expense Claims Report:

January Expenses

- | | |
|---------------------|-----------|
| ▪ Julie Maplethorpe | \$ 505.00 |
| ▪ Annabelle Wiseman | \$ 0 |
| ▪ David Garratt | \$ 120.00 |

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Date Printed
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Summer Village of Jarvis Bay
List of Accounts for Approval
Batch: 2024-00016 to 2024-00021

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1248	2024-01-31	Al's Bobcat & Trucking			
19895		232-000-255 - Plowing Program	Jan 2 to Jan 15 Sanding	3,955.00	
		312-000-260 - GST Paid Refund	GST Tax Code	197.75	4,152.75
19936		232-000-255 - Plowing Program	Jan 17 to 22 Sanding & Snc	1,590.00	
		312-000-260 - GST Paid Refund	GST Tax Code	79.50	1,669.50
			Payment Total:		5,822.25
1249	2024-01-31	AMSC Insurance Services Ltd			
44737		212-400-275 - Municipal Insuran	Municipal Insurance	5,742.00	5,742.00
1250	2024-01-31	DNA Plumbing & Heating			
56630		242-000-255 - Maintenance Proq	Call Out for Sewage Backup	145.45	
		312-000-260 - GST Paid Refund	GST Tax Code	7.27	152.72
1251	2024-01-31	Empringham Disposal Corp			
59492		243-000-200 - Contracted Servic	Jan Weekly 150 Garbage	1,635.00	
		243-000-270 - Recycling Progra	Jan BiWeekly 150 Recycling	585.00	
		312-000-260 - GST Paid Refund	GST Tax Code	111.00	2,331.00
1252	2024-01-31	Xandal Backhoe Ltd.			
24-117		242-000-255 - Maintenance Proq	Emergency Call Out	225.00	
		312-000-260 - GST Paid Refund	GST Tax Code	11.25	236.25
1253	2024-02-23	Ace Line Locating Ltd.			
5915		242-000-255 - Maintenance Proq	Line Locating	480.00	
		312-000-260 - GST Paid Refund	GST Tax Code	24.00	504.00
1254	2024-02-23	Alberta Parking Lot Services			
25662		232-000-265 - Sign & Bench Prc	Install 4 New Delineators	1,700.00	
		312-000-260 - GST Paid Refund	GST Tax Code	85.00	1,785.00
1255	2024-02-23	Red Deer River Watershed Allia			
RIVER-24		243-102-150 - Red Deer River V	2024 Contribution	572.00	572.00
1256	2024-02-23	Sylvan Lake Regional			
1957		242-000-260 - Useage Fees	Jan WW Services	3,509.64	3,509.64
1257	2024-02-23	Town of Sylvan Lake			
FIRE-24		223-000-200 - Contract Fire Ser	2024 Fire Requisition	13,125.00	13,125.00
IVC127206		223-000-200 - Contract Fire Ser	Fire Dispatch Fees	551.88	551.88
			Payment Total:		13,676.88
1258	2024-02-23	Town of Blackfalds			
IVC061758		224-000-200 - Emergency Mana	2024 LREMP Membership	2,750.00	2,750.00
			Total Computer Cheque:		37,081.74

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
204	2024-01-31	SV NGW			
2024-00016		212-400-232 - Assessment Fees	RARB MEM Fee-City of RD	400.00	
		226-000-200 - Enforcement	CPO Municipal Meeting-Tir	7.88	
		226-000-200 - Enforcement	CPO-Blue Line Fitness Test	28.98	
		226-000-200 - Enforcement	Intercon Messaging	8.11	
		261-000-200 - Community Plann	AB Land Title-49335971	40.00	

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Summer Village of Jarvis Bay
List of Accounts for Approval
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EFT					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
2024-00020		261-000-200 - Community Plann	AB Land Title-49335239	10.00	
		261-000-200 - Community Plann	AB Land Title-49343508	10.00	
		226-000-200 - Enforcement	CPO Training Uniform	141.35	
		226-000-200 - Enforcement	Washer Fluid for Bylaw Truc	1.75	
		226-000-200 - Enforcement	Towing of Bylaw Truck-City	23.18	
		226-000-200 - Enforcement	CPO Training Deposit-Lac L	231.81	903.06
		212-100-110 - Salaries	Salaries	10,554.07	
		212-100-130 - Training	Training	1,280.21	
		212-100-140 - Benefits	Shared Benefits	508.77	
		212-100-210 - Travel and Subsis	T&S	319.74	
		212-100-211 - WCB	WCB	202.65	
		212-100-266 - PW Fleet	PW Fleet	59.00	
		212-200-215 - Postage/Freight/C	Postage/Freight	42.19	
		212-200-500 - Printing Costs	Printing Costs	0.00	
		212-200-510 - Office Supplies	Office Supplies	286.83	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	119.18	
		212-300-540 - Utilities	Utilities	359.09	
		212-300-250 - Facility Improvem	Facility Improvements	532.19	
		212-300-255 - Facility Maintena	Facility Maintenance	404.51	
		212-300-263 - Condominium Co	Condominium Costs	0.00	
		212-300-240 - Computer Softwa	Computer Software	3,169.41	
		212-300-242 - IT equipment	IT Equipment	241.76	
		212-300-265 - Equipment Mainte	Equipment Maintenance	35.57	
		212-300-270 - Equipment Renta	Equipment Rental	23.18	
		212-300-510 - Other Contingenc	Contingency	13.83	
		212-300-530 - Building Insuranc	Shared Building Insurance	0.00	18,152.18
			Payment Total:		19,055.24
			Total Other:		19,055.24

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
3735	2024-01-31	Receiver General/OTH			
CP1-24		312-000-262 - CRA Remunerati	Jan Remuneration CPP Dec	25.38	25.38
3747	2024-02-23	Epcor			
FEB12024-7333		232-000-545 - Street Light Progr	Utilities-SE-09-039-01-5	500.81	
		312-000-260 - GST Paid Refund	GST Tax Code	25.04	525.85
3748	2024-02-23	Epcor			
FEB62024-9909		242-000-255 - Maintenance Proq	Utilities-3100 50A Ave	226.27	
		312-000-260 - GST Paid Refund	GST Tax Code	11.31	237.58
3749	2024-02-23	Epcor			
FEB62024-5503		232-000-545 - Street Light Progr	0040 VIRTUAL SITE ID 004	41.77	
		312-000-260 - GST Paid Refund	GST Tax Code	2.09	43.86
			Total Other:		832.67
			Total MAIN:		56,969.65

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Summer Village of Jarvis Bay
List of Accounts for Approval
Batch: 2024-00016 to 2024-00021

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Certified Correct This February 23, 2024

Mayor

Administrator



Council Expense Claim Form

NAME: Julie Maplethorpe

POSITION: Mayor

MONTH ENDING: ~~November 2023~~ January 2024

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

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

Village Business

JAN 26 2024

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
1/4/24	Joint Services Committee (HRSC)	1.5	Mayor	\$ 120.00
1/9/24	Regular Council	3.5	Mayor	\$ 120.00
1/10/24	Town of Sylvan Lake Library Board	2.5	Mayor	\$ 120.00
1/16/24	Joint Services Committee	4.5	+4 (1 Hour)	\$ 145.00
1/19/24	Other (AMDSP Mapping Project)	1.0	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
				\$ 505.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.70	\$ 0.00
	Select Event		\$0.70	\$ 0.00
	Select Event		\$0.70	\$ 0.00
	Select Event		\$0.70	\$ 0.00
	Select Event		\$0.70	\$ 0.00
	Select Event		\$0.70	\$ 0.00
	Select Event		\$0.70	\$ 0.00
	Select Event		\$0.70	\$ 0.00
	Select Event		\$0.70	\$ 0.00
	Select Event		\$0.70	\$ 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: \$ 505.00

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Summer Village of Jarvis Bay

March 5, 2024

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 81 development permits issued in the Summer Villages (21 in Birchcliff, 5 in Half Moon Bay, 19 in Jarvis Bay, 16 in Norglenwold, and 20 in Sunbreaker Cove).

The following is the listing for Jarvis Bay:

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

Permit Summary:

Year to date 2024:

0 development permits.

2023 Jan.-Dec.:

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

2022 Jan.-Dec.:

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

2021 Jan.-Dec.:

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

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #125/13.

Summer Village of Jarvis Bay

March 5, 2024

Information

Agenda Item: *CAO Report*

Background:

- CAO attended the Emerging Trends in Municipal Law conference hosted by Brownlee Law in Calgary. Sessions included topics such as teamwork between CAOs and Councils discussing the decreasing tenure of CAOs, Municipal Utility Bylaws, Just Cause and harassment free workplaces, MGA section 530 and 532 municipal defenses under the MGA dealing with systems of maintenance, and an informative bear pit session where lawyers answered questions from attendees. Overall, it was a very informative conference.
- CAO attended ICS training in Stettler on Feb 26-28. This satisfies the legislated requirement that the municipality's Direct of Emergency Management must have at minimum ICS 300 training.
- CAP met with Alberta Environment and Parks to discuss what type of provincial approval Jarvis Bay may need for the mooring field near Petro Beach. They are discussing options and will get back to use with an answer soon.
- Administration met with Alberta Emergency Management on February 20th to complete our annual Community Emergency Management Program (CEMP) review.

Options for Consideration:

Council to discuss and accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

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

Summer Village of Jarvis Bay

March 5, 2024

Council & Legislation

Request for Decision

Agenda Item: *Working Well Workshop*

Background:

Administration has received information on the Provincial Working Well Program which provides important water well management information to private water well owners across the province to ensure safe and secure groundwater supplies for water well users. They provide the following:

- Awareness: To help water well owners recognize that management of private wells is their responsibility, and to understand the potential impacts of human activities on groundwater.
- Knowledge: To help well owners gain a basic understanding of groundwater science, how a water well works, and how a well should be managed.
- Practice Change: To help well owners acquire the knowledge and skills to adopt recommended water well management practices.

The number of workshops is limited and will be scheduled on a first come first served basis. Administration has hosted these workshops in the past for residents in all 5 Summer Villages and thought Council may be interested and hosting another one either individually or with the other Summer Villages.

Options for Consideration:

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

Administrative Recommendations:

- 1) Council discuss and provide direction to Administration.

Authorities:

MGA Section 3 Municipal Purposes

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

Summer Village of Jarvis Bay

March 5, 2024

Council & Legislation

Request for Decision

Agenda Item: *Political Parties in Local Elections*

Background:

Mayor Maplethorpe has brought forward an email from Tyler Gandam, President of Alberta Municipalities, regarding Albertans not wanting political parties to be included on local election ballots. Mr. Gandam is asking for all municipalities to show their support for the Government of Alberta to abandon their plans to allow this practice through email, letters, or conversations with the local MLA.

Options for Consideration:

- 1) Council provide a letter stating their position on the subject.
- 2) Council accept as information.

Administrative Recommendations:

- 1) Council discuss and provide direction to Administration.

Authorities:

Municipal Government Act, Section 3

The purposes of a municipality are

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

Messages on keeping local elections independent.

The following messages are provided for you to adapt and use in letters, emails or conversations with your MLA or communication with other interested Albertans. The messages are grouped into themes, and you are encouraged to select a couple that are most relevant to your audience.

- We all represent Albertans.
- Given the size of Alberta and Canada, political parties are necessary at the provincial and federal levels.
- However, at the local level, Albertans don't see political parties as adding value.

Survey Results

- Since 2020, Albertans have indicated through three surveys, two of which were conducted by the provincial government, that they do not want to see political parties introduced in local elections.
- Through a 2020 provincial government survey on the *Local Authorities Election Act* (LAEA), Albertans commented that they do not want to see increased partisanship or increased influence of campaign donations at the local level.
- The results of a public survey, conducted by Janet Brown Opinion Research on behalf of ABmunis in early September 2023, indicate that most Albertans do not support the introduction of political parties at the local level. Specifically:
 - Sixty-eight per cent (68%) of respondents indicated that they would prefer to see municipal candidates run as individuals. Only 24 per cent of respondents would prefer to see municipal candidates run as members of a political party.
 - More than 80 per cent (81%) agree that municipal officials who are part of a political party would vote along party lines and not necessarily in the best interest of the community.
 - Sixty-nine per cent (69%) of respondents think that political parties would make municipal governments more divisive and less effective.
- Results from the Government of Alberta's November 2023 survey on proposed changes to the LAEA show that 70 per cent of Albertans are opposed to the introduction of political parties at the local level.

Good Governance

- While political parties are an important part of the parliamentary system at the provincial and federal level, they are not a good fit with local government legislation and processes in Alberta.
- Political parties could contravene the *Municipal Government Act* (MGA) where it requires a councillor to consider the interests of the municipality as a whole and not the interests of the success of the party in decision making.

- Political parties would create an environment where all issues are discussed in private by party members resulting in a whipped vote versus the current system which encourages debate and openness to changing your mind based on public hearings and council discussion.
- In the United Kingdom, local elections are seen as referendums for higher levels of government, and we don't want to create that environment here.
- Parties could also lead to money being raised in one part of the province being used to influence the election in another region. This would again take the focus away from keeping local elections local.
- The Government of Alberta has spent years encouraging municipal governments to collaborate at a regional level to save money for Albertans. Introducing political parties at the local level could make regional collaboration an even more difficult task.
- Some councils have struggled with good governance, but political parties could make problems like split councils worse, not better.

Voter Turnout

- Vancouver and Montreal have political parties but have similar or sometimes lower voter turnout than comparable Canadian cities where political parties are not featured in local elections.

Trust and Integrity

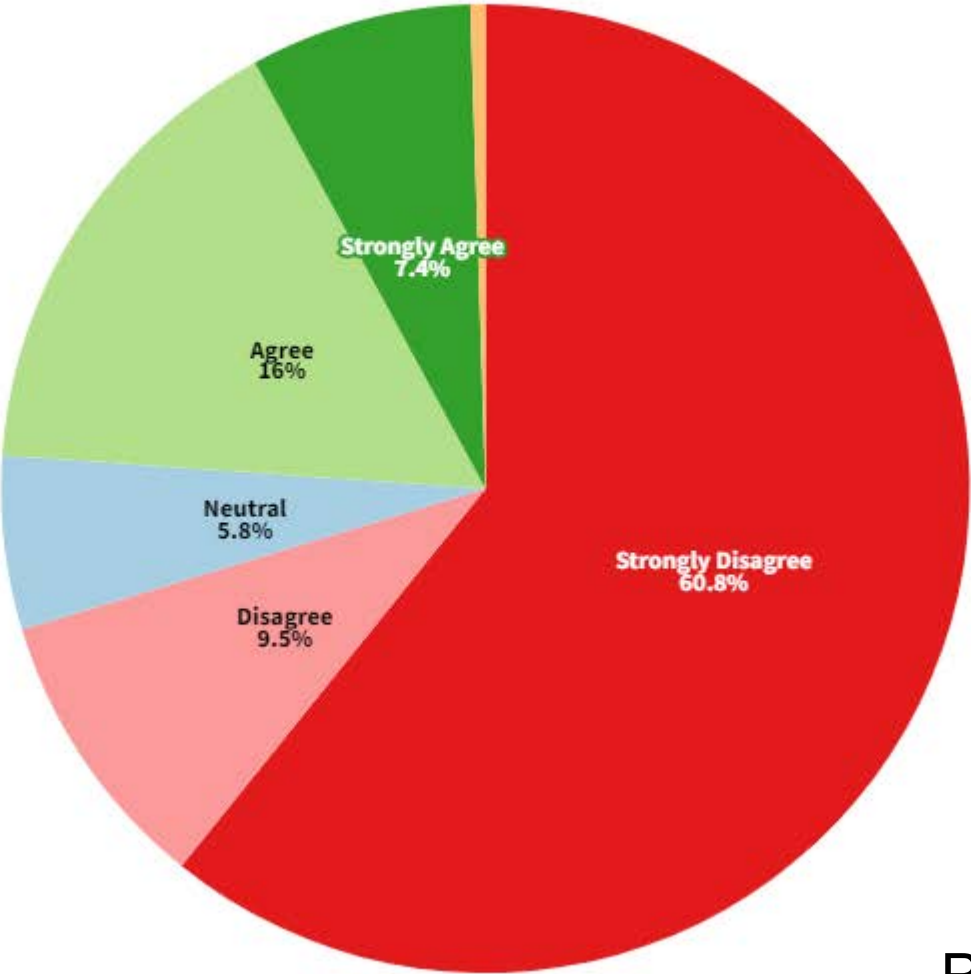
- We recognize there is currently nothing preventing candidates from running on slates or for political parties, other than an historic lack of success.
- However, changes to legislation could be made that might make it easier for political parties or slates of candidates to raise funds. We know from previous reviews of the election rules that Albertans want to see less money involved in local elections, not more.
- The [mandate letter](#) from Premier Danielle Smith to Minister of Municipal Affairs Ric McIver instructed him to collaborate with Minister of Justice Mickey Amery to review the *Local Authorities Election Act* (LAEA) and make recommendations for any necessary amendments to “strengthen public trust in and the integrity of our municipal election laws”.
- We believe the best way to strengthen trust and integrity is to listen to Albertans when they say they do not want political parties at the local level.

Survey Shows Little Appetite for Adding Parties to Municipal Election Ballots

F-1-B

Responses to Alberta government's online survey

"The electoral ballot should be amended to allow political parties to be listed by municipal candidates"



Social Media Post Examples

Example 1

The province's survey shows that over 70% of Albertans don't want political parties in municipal elections. To date, no one from the provincial government has explained what real or perceived problems the introduction of political parties to municipal elections would fix.

That is why I encourage you to write to our MLA <<NAME>> and tell <<her or him>> to listen to the majority of voters.

#ABmunis #ABpoli #ABleg

Example 2

70% of Albertans have said they do not want the divisiveness of political parties disrupting their communities. Municipal elected officials need to continue to work on local challenges and not focus on the interests of their parties.

I encourage you to write to our MLA <<NAME>> and tell <<her or him>> to listen to the majority of voters.

#ABmunis #ABpoli #ABleg

Example 3

Albertans don't want political parties in their municipal elections. Elected officials should stay focused on their community's challenges and not on political agendas.

That is why I encourage you to share this information with your network and write to our MLA <<NAME>> and tell <<her or him>> to listen to Albertans.

#ABmunis #ABpoli #ABleg

Example 4

Albertans don't want political parties in their municipal elections. Elected officials should stay focused on their community's challenges and not on political agendas.

Learn more about this topic in this Edmonton Journal article: [Opinion: Albertans don't want party politics in local elections | Edmonton Journal](#)

#ABmunis #ABpoli #ABleg

Summer Village of Jarvis Bay

Public Works

Request for Decision

Agenda Item: *Approval to adopt the 2024-2023 10-Year Roads Capital Plan*

Background:

- 2024-2033 10 Year Road Capital Plan: During last meeting, Council has directed PW to maintain current PQI of 61.
- For this option the Village will spend an average of \$120,921.4 over ten years to maintain current PQI of 61 (Good condition). This option recommends 13/30 (43%) of projects to complete surface treatments to protect surface and extend life.
- Surface treatments will vary depending on specific projects and will involve;
 - chip seal – (most common, mix of gravel applied to asphalt)
 - seal coat – thin layer of asphalt applied to protect surface
 - microsurface – thin layer applied with chemicals to protect surface

ATTACHMENTS: 2024-2033 10-Year Roads Capital Plan

Administrative Recommendations: That Council adopt the 2024-2033 Roads Capital Improvement plan as presented.

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

JARVIS BAY - 10 Year Road Capital Plan	Costs to maintain current PQI - 61											
Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Jarvis Bay Drive - 0.42 km road ID # 191202	\$10,786										69	surface treatment
Jarvis Bay Drive - 0.14 km road ID # 191244	\$2,700										67	surface treatment
Jarvis Bay Drive - 0.038 km road ID # 191451	\$100										62	crack filling
Jarvis Bay Drive - 1.03 km road ID # 191647	\$26,247										72	surface treatment
JB Drive TWP road 391 area - 0.025 km road ID # 191334	\$1,000										57	surface treatment
JB Drive TWP road 391 area - 0.04 km road ID # 191617	\$1,000										57	surface treatment
JB Drive TWP road 391 area - 0.02 km road ID # 191398	\$1,000										79	surface treatment
Jarvis Glen Way - 0.356 km road ID # 191234		\$254,079									39	reconstruction
Township road 391 - 0.103 km road ID # 191596		\$151,702									41	reconstruction
Jarvis Glen Court - end - 0.326 km road ID # 191509			\$338,550								26	reconstruction
Jarvis Bay Drive - end - 0.423 km - road ID # 191202					\$11,675						69	surface treatment
Jarvis Glen Way - 0.356 km road ID # 191234					\$300						39	crack filling
Jarvis Glen Way - 0.040 km road ID # 191263					\$2,848						81	spray patching
Jarvis Glen Way - 0.659 km road ID # 191278					\$149,616						55	mill & overlay
JB Drive TWP road 391 area - 0.025 km road ID # 191334					\$600						57	surface treatment

JARVIS BAY - 10 Year Road Capital Plan	Costs to maintain current PQI - 61											
Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
JB Drive TWP road 391 area - 0.04 km road ID # 191617					\$1,000						57	surface treatment
JB Drive TWP road 391 area - 0.02 km road ID # 191398					\$1,000						79	surface treatment
Township road 391 - 0.103 km road ID # 191596					\$150						41	crack filling
Jarvis Bay Drive - end - 0.423 km road ID # 191202								\$12,390			69	surface treatment
Jarvis Bay Drive - 0.009 km road ID # 191406								\$600			98	surface treatment
Jarvis Glen Way - 0.356 km road ID # 191234								\$300			39	crack filling
Jarvis Glen Way - 0.040 km road ID # 191263								\$3,022			81	spray patching
Jarvis Glen Way - 0.659 km road ID # 191278								\$630			55	crack filling
Jarvis Glen Court - end - 0.326 km road ID # 191509								\$400			26	crack filling
JB Drive TWP road 391 area - 0.025 km road ID # 191334								\$650			57	surface treatment
JB Drive TWP road 391 area - 0.04 km road ID # 191617								\$100			57	crack filling
JB Drive TWP road 391 area - 0.02 km road ID # 191398								\$100			79	crack filling
Township road 391 - 0.103 km road ID # 191596								\$200			41	crack filling
Twin Rose Estates - 0.496 km road ID # 191644								\$179,192			64	mill & overlay
JB Drive - Petro Beach Area - 0.02 km road ID # 191389								\$57,277			71	mill & overlay
TOTAL COSTS	\$42,833	\$405,781	\$338,550	\$0	\$167,189	\$0	\$0	\$254,861	\$0	\$0		
TOTAL TEN YEAR COSTS (2024-2033)	\$1,209,214											

Summer Village of Jarvis Bay

March 5, 2024

Council & Legislation

Request for Decision

Agenda Item: *Traffic Bylaw #199-24*

Background:

At the last Council meeting, it was discussed that Council allow a provision in the Traffic Bylaw for the towing of vehicles parking illegally along Jarvis Bay Drive near Petro Beach.

Administration has made amendments to the Traffic Bylaw to provide the authority for the towing of vehicles (Section 7) and is bringing forward today for Council's review and consideration.

Options for Consideration:

- 1) Council discuss and provide 1st, 2nd and 3rd reading to the Traffic Bylaw #199-24.
- 2) Council accept as information.

Administrative Recommendations:

- 1) Council give 1st reading to the Traffic Bylaw #199-24.
- 2) Council give 2nd reading to the Traffic Bylaw #199-24.
- 3) Council by unanimous consent give 3rd reading to the Traffic Bylaw #199-24 at this meeting.
- 4) Council give 3rd and final reading to the Traffic Bylaw #199-24.

Authorities:

Municipal Government Act, Section 7

A Municipal Council may pass Bylaws for municipal purposes regarding transport and transportation systems of all roads within the municipality.

**SUMMER VILLAGE OF JARVIS BAY
TRAFFIC BYLAW
BY-LAW #199-24**

A Bylaw of the Summer Village of Jarvis Bay in the Province of Alberta for the regulation and control of motor vehicle and pedestrian traffic within the boundaries of the Summer Village.

WHEREAS by authority of the Municipal Government Act, Chapter M-26, R.S.A. 2000, and amendments thereto, the Council of the Summer Village of Jarvis Bay may pass a bylaw for the health, safety, and welfare of people and protection of property in, on, or near public lands;

AND WHEREAS the Council of the Summer Village of Jarvis Bay deems it necessary and in the public interest to pass a bylaw to regulate and enforce all manner of traffic within the Summer Village, including penalties;

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

This Bylaw may be referred to as the *Traffic Bylaw*.

SECTION 1.0 – DEFINITIONS

- 1.1 “**Act**” means the Traffic Safety Act, R.S.A. 2000, Chapter T-6 as amended or repealed and replaced from time to time;
- 1.2 “**Bicycle**” means a mechanical device propelled by muscular power on which a person may ride;
- 1.3 “**Bus**” means a motor vehicle that is designed for carrying eleven (11) or more persons, including the driver;
- 1.4 “**CAO**” means the Chief Administrative Officer, or his/her designate, that is appointed by Council;
- 1.5 “**Crosswalk**” means any part of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by any other marking on the road surface;
- 1.6 “**Council**” means the elected municipal Council of the Summer Village of Jarvis Bay;
- 1.7 “**Ditch**” means any area that is designed or artificially shaped for water drainage;
- 1.8 “**Emergency Vehicle**” means a motor vehicle used:
 - a) for police/peace officer duty;
 - b) by a fire department;
 - c) as an ambulance; and
 - d) for purposes relating to maintenance of a public utility;

1.9 “**Gross Weight**” means:

- a) in respect of a single axle of a vehicle, the total weight that a single axle transmits to a roadway;
- b) in respect of an axle group of a vehicle, the sum of the weights transmitted to a roadway by all of the axles within the axle group;
- c) in respect of a tire of a vehicle, the total weight that the tire transmits to a roadway; and
- d) in respect of a vehicle, the total weight of a vehicle or combination of vehicles calculated as the sum of the weights transmitted to a roadway through each of the axles;

1.10 “**Heavy Vehicle**” means any vehicle with the exception of recreational vehicles, with or without a load, exceeding any of the following criteria:

- a) two (2) axles;
- b) six (6) meters in length;
- c) a gross weight of 4500 kilograms;

1.11 “**Motor Vehicle**” means any vehicle propelled by any power other than muscular power;

1.12 “**Municipal Land**” means any property owned by the Summer Village including but not limited to:

- a) ditches;
- b) parks;
- c) green spaces; and
- d) municipal reserve property;

1.13 “**Obstruction**” means an obstacle or event which interferes with, or prevents the vision, passage, or use of any public property by vehicles or pedestrians;

1.14 “**Off-Highway Vehicle**” means any motor vehicle that is designed for cross-country travel on natural terrain including but is not limited to land, water, snow, ice, marsh, or swamp land;

1.15 “**Operator**” means a person who drives or operates a vehicle as the owner thereof or as an agent, employee, or servant of the owner;

1.16 “**Peace Officer**” means a person who is:

- a) a Royal Canadian Mounted Police Officer;
- b) a Community Peace Officer;
- c) a Bylaw Enforcement Officer; and
- d) any other person appointed by Council to enforce the provisions of this Bylaw;

1.17 “**Pedestrian**” means any person on foot, using rollerblades, skateboards, non-motorized scooters, or any mobility assistance devices;

1.18 “**Person**” means any individual, business, partnership, firm, corporation, occupant of a residence, or owner of a vehicle;

1.19 “**Provincial Offences Procedure Act**” means the Provincial Offences Procedure Act, c P-34, R.S.A. 2000, as amended or repealed and replaced from time to time;

- 1.20 **“Recreational Vehicle”** means any vehicle designed for travel with temporary living accommodation for holidays or camping purposes;
- 1.21 **“Road Ban”** means the gross axle weight allowance permissible on public roadways within the boundaries of the Summer Village;
- 1.22 **“Roadway”** means any thoroughfare, street, road, trail, avenue, driveway, lane or any other place or part of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage of vehicles;
- 1.23 **“Special Event”** means any public or private event, gathering, celebration, festival, competition, contest or similar type of activity that takes place in whole or in part on a public roadway which may involve pedestrians, bicycles, or vehicles where traffic flow could be obstructed;
- 1.24 **“Speed Limit”** means the maximum allowable speed a motor vehicle is able to travel within the boundaries of the Summer Village indicated by a traffic control device;
- 1.25 **“Summer Village”** means the municipal corporation of the Summer Village of Jarvis Bay, the territory contained within the corporate limits, its administration, and staff;
- 1.26 **“Traffic Control Device”** means any sign, signal, marking, or device placed, marked or erected under the authority of the Summer Village and this Bylaw for the purpose of regulating, warning, or guiding traffic;
- 1.27 **“Trailer”** means a vehicle without motive power that is designed to transport property and is meant to be towed by another vehicle;
- 1.28 **“Vehicle”** means a mechanical device in, on or by which a person or property may be transported either under its own propulsion or drawn on a roadway and can include a combination of thereof;
- 1.29 **“Violation Ticket”** means a ticket issued pursuant to Part 2 of the Provincial Offences Procedure Act;

Section 2.0 – General

- 2.1 Any schedules attached to this Bylaw, will form a part of this Bylaw.
- 2.2 Nothing in this Bylaw will operate to relieve any person from complying with any Provincial or Federal regulations, or other Summer Village Bylaws.
- 2.3 The maximum allowable speed limit in the Summer Village of Jarvis Bay shall be 30km/h unless otherwise specified by a traffic control device.
- 2.4 Nothing in this Bylaw prohibits any emergency vehicle as well as vehicles engaged in roadway maintenance and inspection, or Summer Village staff from being parked on the roadways in the performance of their duties.

Section 3.0 – Traffic Control Devices

- 3.1 All “no parking” zones shall be indicated by traffic control devices installed by the Summer Village.
- 3.2 The Summer Village shall have appropriate traffic control devices installed and maintained to regulate traffic and speed limits.
- 3.3 The location, style, and placement of all traffic control devices shall be determined in accordance with standards derived from the Transportation Association of Canada.
- 3.4 No person shall contravene any traffic control device within the Summer Village under authority of this Bylaw.
- 3.5 No person shall be permitted to remove or tamper with any traffic control device that is installed or placed within the boundaries of the Summer Village.

Section 4.0 – Summer Village Parking

- 4.1 No operator of:
 - a) a heavy vehicle;
 - b) any type of construction machinery or heavy equipment;
 - c) a bus;
 - d) a recreational vehicle; or
 - e) a trailer;shall park or be permitted to be parked on any public roadway or municipal land within the boundaries of the Summer Village.
- 4.2 No person shall park a vehicle in a “no parking” zone unless authorized by the Summer Village for a special event.
- 4.3 Parking on a public roadway shall be permitted when standing in obedience to a peace officer.
- 4.4 A vehicle left parked in the same location on a public roadway or municipal land in excess of 72 hours shall be deemed to have been abandoned for the purposes of this Bylaw. A peace officer may cause the vehicle to be removed and impounded at the operator’s expense. In lieu of, or addition to, the removal and impounding of the abandoned vehicle, a peace officer may elect to issue a violation ticket to the operator of the vehicle.

Section 5.0 – Off-Highway Vehicles

- 5.1 A peace officer, Summer Village staff, or agent of the Summer Village may operate an off-highway vehicle on public roadways or municipal lands where such operation is required in performance of their duties.
- 5.2 No person shall operate an off-highway vehicle between the hours of 23:00 of any day until 08:00 the next day succeeding. Off-highway vehicles are only permitted to operate on public roadways within the Summer Village during the time period from December 1st until March 31st of each calendar year, with the

exception of using the off-highway vehicle to assist in installing or removing personal docks or boatlifts from Sylvan Lake.

- 5.3 No person shall operate an off-highway vehicle in any area marked by an off-highway vehicle prohibited sign.
- 5.4 All off-highway vehicles operated within the Summer Village must:
- a) have a certificate of registration issued under the Traffic Safety Act;
 - b) display a license plate issued under the Traffic Safety Act; and
 - c) be insured as defined under the Traffic Safety Act.
- 5.5 The maximum speed limit for off-highway vehicles within the Summer Village is 20km/h.
- 5.6 A person who is less than 14 years of age shall not drive an off-highway vehicle alone within the Summer Village unless accompanied or within close supervision of someone who is 18 years old or older.
- 5.7 A person shall not operate or ride as a passenger in an off-highway vehicle within the Summer Village without wearing head protection in the form of a helmet.
- 5.8 A person operating an off-highway vehicle cannot tow another vehicle within the Summer Village unless it pertains to Section 5.7.

Section 6.0 – Restrictions

- 6.1 No vehicle shall be permitted to operate engine retarder brakes within the boundaries of the Summer Village.
- 6.2 No operator shall exceed the vehicle weight restrictions, commonly referred to as the “Road Ban”, established by the Summer Village on all public roadways within the Summer Village of Jarvis Bay as outlined in Schedule “B” of this Bylaw.
- 6.3 No person shall place, pile, or store any snow, ice, gravel, dirt, or other obstruction on any public roadway or municipal land.
- 6.4 Any person placing or causing to be placed any snow, ice, gravel, dirt, or other obstruction on any public roadways and municipal lands shall remove or cause the removal thereof in any event no later than 24 hours after notification to do so by a peace officer or the CAO or his/her designate. After 24 hours, a peace officer may issue a violation ticket or elect to have the Summer Village remove the obstruction and perform all necessary repairs. The Summer Village’s expenses required to remediate the issue may be charged to the property tax of the land subject to the order under Section 553 of the Municipal Government Act.
- 6.5 No person shall operate a vehicle having spikes, metal tracks, chains, lugs, corks, grousers, skids, or bands that connects to their vehicle that will make contact on any public roadway. This prohibition does not apply to studded winter tires.

6.6 No person shall leave a vehicle unattended on a public roadway while it is supported by a jack or similar device.

Section 7.0 – Authority

7.1 Except as otherwise set out in this bylaw, Council hereby delegates to the Peace Officer the authority to regulate and control the use of all roads, trails and public places in the Summer Village as defined in this bylaw or the Traffic Safety Act. Examples of the authority to regulate and control include but are not limited to regulating and controlling access to and from roads and trails, including imposing local limits on roads.

7.2 Any Peace Officer or Bylaw Enforcement Officer is hereby authority to remove or cause to be removed any vehicle or trailer:

- a) parked or left at a standstill in contravention of this bylaw;
- b) where emergency conditions may require such removal from a road

7.3 Pursuant to Section 7.2, any vehicle or trailer may be removed by a towing company contracted by the Summer Village to perform such services to a place designed by the Peace Officer where it will remain impounded until claimed by the Owner thereof or their authorized agent.

7.4 Where a vehicle, include any goods being carried by the vehicle, is seized, immobilized, detained, removed, transported, or stored pursuant to the directions of a Peace Officer or Bylaw Enforcement Officer, all associated costs are a lien on the vehicle unless otherwise provided for by the Traffic Safety Act.

7.5 Any Peace Officer or Bylaw Enforcement Officer, when enforcing the provisions of the Traffic Safety Act or this bylaw, may place an erasable chalk mark on tread of the tire of a parked or stopped vehicle without that Peace Officer or Bylaw Enforcement Officer or the Summer Village incurring any liability for doing so.

7.6 No person shall remove an erasable chalk mark placed under section 7.5 while the motor vehicle remains parked in the location where it was marked.

Section 8.0 – Violations & Penalties

8.1 Any Peace Officer, in that Officer's sole discretion, is hereby authorized and empowered to issue a violation ticket to any person whom the Peace Officer has reasonable and probable grounds to believe has contravened or failed to comply with any provision of this Bylaw. In this Bylaw, Peace Officer shall have the same definition as contained in the Provincial Offences Procedure Act and all amendments thereto.

8.2 Any person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and is liable to a fine, as outlined in Schedule "A" of this Bylaw.

8.3 Service of such violation ticket shall be sufficient if it is:

- a) personally served;
- b) mailed to the address of the registered owner of the vehicle;
- c) attached to the vehicle in respect of which an offence is alleged to have been committed; or

d) mailed to the address of the registered owner of the property in respect of which an offence is alleged to have been committed.

8.4 Upon production of a violation ticket issued, pursuant to this Bylaw, within fourteen (14) consecutive days from the date of issue, together with the payment, to the Summer Village of the penalties as provided in Schedule A of this Bylaw, the person to whom the violation ticket was issued shall not be liable for prosecution for the contravention in respect of which the violation was issued.

AND THAT this Bylaw shall repeal Bylaw No. 196-23 and shall take full force and come into effect from and after the date of 3rd Reading thereof.

INTRODUCED AND GIVEN FIRST READING this 5th day of March 2024.

GIVEN second reading this 5th day of March 2024.

UPON UNANIMOUS CONSENT, GIVEN THIRD AND FINAL READING this 5th day of March 2024. .

Julie Maplethorpe, Mayor

Tanner Evans, CAO

SCHEDULE "A"

PENALTIES

Penalties that will be accepted by the Summer Village in lieu of prosecution.

The Penalties shall apply to:

Section	Offense	Penalty
2.3 & 5.5	Driving beyond posted speed limit	Traffic Safety Act
3.5	Illegal removal or tampering of traffic control devices	\$200 per occurrence
4.1 & 4.2	Illegal parking	\$100 per occurrence
4.4	Abandoned vehicle on public roadway or municipal land	\$350 per occurrence
5.2	Operating off-highway vehicle between 23:00 and 8:00	\$200 per occurrence
5.4	Licensing & Registration Non-Compliance	Traffic Safety Act
5.6	Underage/unsupervised minor operator	Traffic Safety Act
5.3 & 5.7	Operating off-highway vehicle in prohibited area or during prohibited time	\$250 per occurrence
5.8	Operator not using head protection	Traffic Safety Act
5.9	Using OHV as tow vehicle	\$250 per occurrence
6.1	Use of engine retarder brakes	\$250 per occurrence
6.2	Violation of vehicle weight restrictions	Traffic Safety Act & Commercial Vehicle Dimension and Weight Regulation Act
6.3	Depositing obstructions on public roadways and municipal lands	\$200 per occurrence
6.5	Use of prohibited tire/wheel accessories	\$150 per occurrence
6.6	Leaving a vehicle unattended on a jack or similar device	\$150 per occurrence

SCHEDULE “B”

ROAD VEHICLE WEIGHT RESTRICTION

Time of Year	Road Ban
March 15 – May 31	75% G.V.W.
June 1 – March 14	90% G.V.W.

Summer Village of Jarvis Bay

March 5, 2024

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 – April 2, 2024



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – FEBRUARY 14, 2024 – 6:30PM

1. Appointment and Dismissal of Board Members

Appointment of Board Members is made by the Town of Sylvan Lake. The Town of Sylvan Lake bylaws do not allow a non-resident to serve on a Board as voting member, however, if a member is appointed to a board, they would be a non-voting member in a consulting role. The updated Policy and Bylaw manual for the Sylvan Lake Municipal Library states that the Board may appoint up to two non-voting board member representatives from the Councils of the five Summer Villages and / or the County of Red Deer for a one-year term from the date of appointment. This representative will not contribute to the overall count of Board members.

2. Treasurer's Report

The Treasurer's report was approved as presented.

3. Director's Report

The Director's Report was approved as presented.

The Director is preparing to apply for the Canada Post Community Foundation Grant. This grant focuses on projects that should increase an organization's capacity and create or expand services rather than maintaining existing ones. The focus will continue to work on creating a teen and junior game space.

4. Programming Report

Programming to suit a variety of interests continues at the library. Some highlights of last month's programs include Pub Trivia with 63 participants at Snake Lake Brewery, Vision Board making and a polymer clay workshop. Family Literacy Day was celebrated with a puppet show, life-sized games, a guest reading by Mayor Megan Hanson and prize draws. Library staff hosted a Girl Guides tour full of young readers excited to learn all about the library; they brought in enough donations to fill the shelves of the Little Free Pantry! All events, including the Film Society screenings can be found on the events page:

<https://prl.ab.ca/events?startDate=11%2F13%2F2023>

5. Policy

The Collection Development Policy and Programming Policy were discussed at this meeting and will be brought for decision at the March meeting. The Personnel Policy was passed at this meeting.

Meeting adjourned at 8:29pm.

Next Regular Meeting – March 5, 2024, at 6:30pm.



Sylvan Lake Municipal Library

G-1,2,3
Annual
Report
2023



The library had **3,100**
open hours in 2023!



1,762 people have a card
at our library



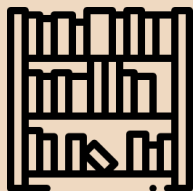
45,044 people walked
through our doors last year



In addition to **39,774**
website visits



The library added **2,471**
new items last year



Bringing the total
collection to **22,891**



There were **4,728**
downloads of e-Content



Contributing to a total of
84,556 checkouts!



We lent our items to
libraries outside of our
system **15,410** times



Our service is delivered
by **10** dedicated staff



And **19** amazing
volunteers



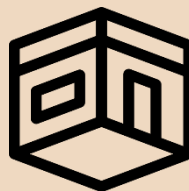
The library has **10** public
computers



And brought in **27,117**
items upon patron
request



We answered **4,316**
reference questions



And our meeting spaces
were booked **156** times



5 mobile devices
available for loan



We offered **803** in-
person programs



55 virtual
programs



And digital
literacy programs



16,396 people
attended in total



And our Wi-Fi had
84,651 connections!

Parkland Update

Thursday, February 8, 2024

Get the latest Parkland updates, library news, training, events, and more!
Stay up to date by visiting our [support site](#).

New Teen Kits Available



Parkland has two new teen kits available for libraries to borrow. You can reserve the new Dungeons and Dragons Game Kit (12+) or All Things Anime Kit (14+) via the [booking form on the support site](#).

Parkland's Turning 65!

SHARE
YOUR
STORY



Parkland's 65th Anniversary plans are in the works.

- On May 6-9 – We invite libraries to celebrate this milestone your way! Any excuse to have a party and brag about library service is a good one, right? Parkland will create some promotional templates and send out swag for libraries to use if they wish.
- On May 10, there will be an open house and light refreshments at Parkland HQ— invitations will be sent to library staff and board members closer to the time, but consider this your official save the date. We will be putting away a time capsule to open at the 100-year anniversary! Libraries are encouraged to bring something interesting that embodies what the future of libraries will look like, photos, or something your library has done that you are proud of.

We ask [library staff and board members to please share](#) how Parkland Regional Library System's services have positively impacted your libraries and patrons over the years.

LIBRARY NEWS

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

Book Publishers Association of Alberta Newsletters

Stay up to date on news from the [Book Publishers Association of Alberta](#) and [Read Alberta](#) with their newsletters!

- [Book Publishers Association of Alberta Newsletter](#)
- [Read Alberta Newsletter](#)

2024 TD Summer Reading Club Staff Website is Live

The [TD Summer Reading Club staff website](#) is live with fresh content to help guide your 2024 summer planning. This year's recommended reads are inspired by the 2024 theme, "[To the Stars.](#)" Check out new crafts, games, activity suggestions, and more. If you have any questions, contact libraryservices@prl.ab.ca.

Freedom to Read Week 2024

[Freedom to Read Week](#) is coming up fast and has never been so important! This year, Freedom to Read Week will be held from **Sunday, February 18 to Saturday, February 24**. Freedom to Read Week provides an opportunity for Canadians to focus on issues of intellectual freedom as they affect your community, your province or territory, our country,

and countries around the world.

TRAINING & EVENTS

Upcoming Webinars

- **Programming Workshop:** February 12, 1:30pm - PRLS, Registration required

If you would like to RSVP or find out more information about these training opportunities, please contact libraryservices@prl.ab.ca. To watch past training sessions, visit the [Staff Training Academy](#).

Switching it Up! Creating a Video Game Collection for Your Library Webinar February 22 1pm

[This webinar](#) will walk you through creating, maintaining, and promoting a new video game collection. Learn from those who have created successful collections and leave feeling ready to start creating what's sure to be one of your library's most well-circulating collections.

Intro to Governance: Principles of Good Governance for Nonprofits Webinar March 21 1pm

Understanding the principles of governance is integral to the smooth and effective running of any nonprofit or charitable organization. No matter the size or scope of your organization, taking the time to make sure the board is engaged and aligned is important. [This webinar](#) incorporates three interconnected areas of responsibility, along with the board's role in focusing on the entire organization and working together as a whole.

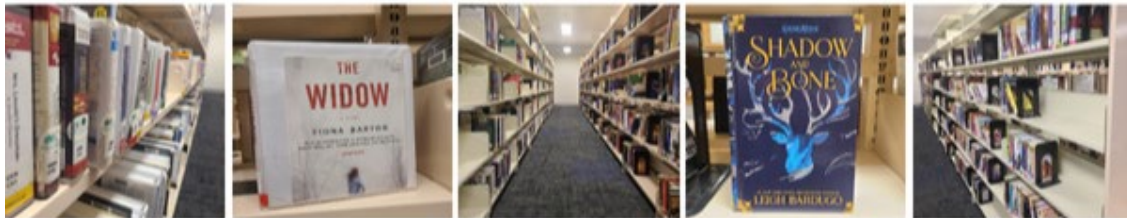
Parkland Update

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PRLS Audiobook and Large Print Collections



Parkland houses and manages Large Print and Audiobook collections intended for rotation among member libraries. Bins contain roughly 25 items and can be requested by libraries at regular intervals. Visit the [Rotating Collections Request Form](#) on the Support Site to learn more and submit requests!

Graphic Novels Collection Development 101 Recording Available

Earlier this month, Consultant Librarian Jessica Dinan delivered a training session on graphic novel collection development. This training session is [available as a recording](#) on the [PRLS Staff Training Academy](#).

LIBRARY NEWS

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

Best Selling Alberta-published Books of 2023

[Read Alberta](#) has compiled a list of the best-selling Alberta-published books of 2023. The [Alberta Bestsellers 2023 Year in Review](#) list includes the ten top-selling titles, brought to you by seven Alberta publishers.

Public Library Safety & Security Toolkit

Created from lessons learned by CULC/CBUC members, this [Safety and Security Toolkit](#) offers proven strategies to help public libraries more effectively manage and respond to safety and security incidents.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **PLC Meeting:** March 4, 10am - Hybrid, Registration required
- **Policy Writing Training:** March 4, 1pm - PRLS, Registration required

If you would like to RSVP or find out more information about these training opportunities, please contact libraryservices@prlab.ca. To watch past training sessions, visit the [Staff Training Academy](#).

Grant Proposal Writing Workshop

February 23

2pm

[This online event](#) will provide individuals with the skills needed to secure grants for their projects. Whether you're a non-profit leader or a social entrepreneur, this workshop is designed to demystify the grant writing process and equip you with practical tips and strategies. You will be guided through the essentials, from identifying potential funders to crafting compelling proposals. Don't miss this opportunity to learn how to fund your

Alberta Community Development Learning Opportunities

February is a fabulous time to pursue new learning opportunities to help you positively impact your non-profit organization. The Government of Alberta's Community Development Unit has a variety of live webinars, online self-directed courses, learning resources, and potential funding opportunities to support you in 2024! Check out the [various learning opportunities](#) coming up, ranging from grant writing workshops to board governance training to board leadership events and so much more.

Libby for Every Reader eLearning Module

[This module](#) covers ways that Libby supports users with various accessibility modes. As well, check out the [Library Staff Training section](#) of the OverDrive Resource Centre. You can find upcoming and on-demand webinars, short how-to videos, self-paced modules, training kits, and more!