

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF JARVIS BAY
MAY 2, 2023 @ 9:30 A.M.
PUBLIC HEARING AT 10:30 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, April 4, 2023

D. INFORMATION ITEMS

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

E. REQUESTS FOR DECISION

1) Finance

- a) Surplus Distribution
- b) Administration Building Improvements

2) Council & Legislation

- a) Burning and Fire Pit Bylaw
- b) ASVA Conference
- c) ASVA Silent Auction

3) Planning & Development

- a) Municipal Development Plan

F. COUNCIL, COMMITTEES, AND CORRESPONDENCE

1) Council Reports

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

2) Upcoming Meetings

- a) Council Meeting – June 6, 2023

G. ADJOURNMENT

Summer Village of Jarvis Bay
Regular Meeting Minutes
April 4, 2023

C-1

Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held April 4, 2023, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE Mayor: Julie Maplethorpe
Deputy Mayor: Annabelle Wiseman via zoom
Councillor: David Garratt via zoom
Administrative Services Manager: Teri Musseau
Public Works Manager: Owen Olynyk
Development Officer: Kara Hubbard
Finance Manager: Tina Leer
Administrative Support Carolyn Widmer

CALL TO ORDER The Meeting was called to order at 9:30 a.m. by Mayor Maplethorpe.

AGENDA APPROVAL

JBC-23-052 MOVED by Mayor Maplethorpe that the agenda be adopted as presented.
CARRIED

CONFIRMATION OF MINUTES

JBC-23-053 MOVED by Deputy Mayor Wiseman that the regular meeting minutes of Council held on March 7, 2023, be approved as presented.
CARRIED

JBC-23-054 MOVED by Mayor Maplethorpe that the Municipal Planning Commission meeting minutes held on February 28, 2023, be approved as presented.
CARRIED

INFORMATION ITEMS

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

JBC-23- 055 MOVED by Deputy Mayor Wiseman that Council accept the information items as presented.
CARRIED

REQUEST FOR DECISION

FINANCE

Bylaw #193-23 2023 Mill Rate Bylaw
JBC-23-056 MOVED by Deputy Mayor Wiseman that Council give 1st reading to the 2023 Mill Rate Bylaw #193-23.
CARRIED

JBC-23-057 MOVED by Councillor Garratt that Council give 2nd reading to the 2023 Mill Rate Bylaw #193-23.
CARRIED

- JBC-23-058** MOVED by Mayor Maplethorpe that Council by unanimous consent give 3rd reading to the 2023 Mill Rate Bylaw #193-23 at this meeting.
CARRIED UNANIMOUSLY
- JBC-23-059** MOVED by Mayor Maplethorpe that Council give 3rd and final reading to the 2023 Mill Rate Bylaw #193-23.
CARRIED

COUNCIL & LEGISLATION

- JBC-23-060** Burning and Fire Pit Bylaw
MOVED by Mayor Maplethorpe that the Summer Village of Jarvis Bay adheres to the Alberta Fire Code Act, Part 5, Section 5.8, as amended or repealed from time to time.
CARRIED

PUBLIC WORKS

- Bylaw #196-23** Traffic Bylaw
JBC-23-061 MOVED by Mayor Maplethorpe that Council give 1st reading to the Traffic Bylaw #196-23 as amended.
CARRIED
- JBC-23-062** MOVED by Councillor Garratt that Council give 2nd reading to the Traffic Bylaw #167-23 as amended.
CARRIED
- JBC-23-063** MOVED by Deputy Mayor Wiseman that Council by unanimous consent give 3rd reading to the Traffic Bylaw #196-23 at this meeting as amended.
CARRIED UNANIMOUSLY
- JBC-23-064** MOVED by Deputy Mayor Wiseman that Council give 3rd and final reading to the Traffic Bylaw #196-23 as amended.
CARRIED
- JBC-23-065** Twin Rose Fence Style
MOVED by Mayor Maplethorpe that Administration proceed with the majestic ornamental design option for the environmental reserve fence with the layout as deliberated by Council.
CARRIED

COUNCIL REPORTS

- Mayor Maplethorpe
- Town of Sylvan Lake Library Board
 - Parkland Regional Library Board
 - Spring Municipal Leaders' Caucus
 - LREMP Meeting
- Deputy Mayor Wiseman
- No reports
- Councillor Garratt
- No reports

CORRESPONDENCE

- Association of Summer Villages of Alberta
- SRVS Invasive Species

JBC-23-066 MOVED by Mayor Maplethorpe that Council accept the Council reports and correspondence items as information.
CARRIED

NEXT COUNCIL MEETING

JBC-23-067 MOVED by Mayor Maplethorpe that the next meeting of Council be held May 2, 2023, at 9:30 a.m.
CARRIED

ADJOURNMENT

JBC-23-068 MOVED by Mayor Maplethorpe that being the agenda matters have been concluded, the meeting be adjourned at 10:55 a.m.
CARRIED

JULIE MAPLETHORPE, MAYOR

TANNER EVANS, CAO

Summer Village of Jarvis Bay**Administration and Finance****May 2, 2023****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 51,767.90

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

- | | |
|--|--------------|
| 1. Government of Alberta | \$ 19,086.00 |
| a. 2022 Police Funding - \$18,353.00 | |
| b. 2023 Polic Funding - \$733.00 | |
| 2. Sylvan Lake Regional Water/Wastewater | \$ 4,011.02 |
| a. March 2023 Wastewater Services | |
| 3. Summer Village of Norglenwold | \$ 17,786.20 |
| a. March 2023 - Muni Specific Costs | |
| b. March 2023 - Shared Costs | |

Council Expense Claims Report:**March Expenses**

- | | |
|---------------------|-----------|
| ▪ Julie Maplethorpe | \$1300.64 |
| ▪ Annabelle Wiseman | \$ 600.00 |
| ▪ 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
2023-04-24 9:16 AM

Summer Village of Jarvis Bay
List of Accounts for Approval (Detailed)
Batch: 2023-00034 to 2023-00036

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1139 2023	2023-03-31	McDermott, Scott & Hilary 461-000-520 - Completions Dep	Completions Deposit Refun	2,000.00	2,000.00
1140 19429	2023-03-31	Al's Bobcat & Trucking 232-000-255 - Plowing Program 312-000-260 - GST Paid Refund	Mar 1-9 Snow Remove/San GST Tax Code	1,483.00 74.15	1,557.15
1141 44893	2023-03-31	Empringham Disposal Corp 243-000-200 - Contracted Servic 312-000-260 - GST Paid Refund	Mar 2023 Bi Weekly Collect GST Tax Code	1,635.00 81.75	1,716.75
1142 1800033527	2023-03-31	Government of Alberta 412-000-270 - Trade Accounts F 225-000-200 - Policing Costs	2022 Police Funding-Audito 2023 Police Funding	18,353.00 733.00	19,086.00
1143 99515	2023-03-31	Raven Printing LTD 297-206-840 - Project MSI-Logo 312-000-260 - GST Paid Refund	New Logo Project-Letterhea GST Tax Code	251.00 12.55	263.55
1144 546697	2023-04-24	Brownlee LLP 212-400-230 - Legal Fees 312-000-260 - GST Paid Refund	Legal Fees-Regarding Dock GST Tax Code	537.50 26.88	564.38
1145 230254	2023-04-24	Parkland Regional Library 274-000-850 - Parkland Region 312-000-260 - GST Paid Refund	2nd Quarter Requisition GST Tax Code	468.13 23.41	491.54
1146 33745	2023-04-24	Penny Steamers 232-000-530 - Ditch and Culvert 312-000-260 - GST Paid Refund	Snake/Steam Multiple Culve GST Tax Code	750.00 37.50	787.50
1147 00081047	2023-04-24	Road Data Services Ltd 232-000-250 - Road Maintenanc 312-000-260 - GST Paid Refund	Road permits GST Tax Code	32.00 1.60	33.60
1148 1789	2023-04-24	Sylvan Lake Regional 242-000-260 - Useage Fees	Mar 2023 WW Services	4,011.02	4,011.02
1149 8966	2023-04-24	Wild Rose Assessment Service 212-400-232 - Assessment Fees 312-000-260 - GST Paid Refund	Assessment Fees-Apr.1-Jur GST Tax Code	1,650.00 82.50	1,732.50
Total Computer Cheque:					32,243.99

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
192 2023-00038	2023-03-31	Summer Villages of Norglenwold 226-000-200 - Enforcement 226-000-200 - Enforcement 226-000-200 - Enforcement 226-000-200 - Enforcement 212-400-232 - Assessment Fees 226-000-200 - Enforcement 226-000-200 - Enforcement	ATB MC-Fountain Tire-Brak ATB MC-911 Supply-Body A ATB MC-911 Supply-Tactica UFA-Feb Fuel for Bylaw Off RARB Membership ATB MC-Mobil 1 Lube-Oil C ATB MC-ESSO-Truck Wash	135.29 387.59 21.60 101.87 400.00 20.74 2.59	

Date Printed
2023-04-24 9:16 AM

Summer Village of Jarvis Bay
List of Accounts for Approval (Detailed)
Batch: 2023-00034 to 2023-00036

Page 2

EFT					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		226-000-200 - Enforcement	ATB MC-Intercon Messagin	17.85	1,087.53
2023-00043		212-400-231 - Audit Fees	Metrix-2nd Audit Billing-Yea	4,698.91	4,698.91
2023-00047		212-100-110 - Salaries	Salaries	10,194.96	
		212-100-130 - Training	Training	146.67	
		212-100-140 - Benefits	Shared Benefits	346.88	
		212-100-210 - Travel and Subsis	T&S	96.37	
		212-100-211 - WCB	WCB	0.00	
		212-100-266 - PW Fleet	PW Fleet	17.46	
		212-200-215 - Postage/Freight/C	Postage/Freight	0.00	
		212-200-500 - Printing Costs	Printing Costs	110.45	
		212-200-510 - Office Supplies	Office Supplies	186.61	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	118.88	
		212-300-540 - Utilities	Utilities	365.15	
		212-300-250 - Facility Improvem	Facility Improvements	0.00	
		212-300-255 - Facility Maintena	Facility Maintenance	254.48	
		212-300-263 - Condominium Co	Condominium Costs	0.00	
		212-300-240 - Computer Softwa	Computer Software	80.41	
		212-300-242 - IT equipment	IT Equipment	23.13	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	49.68	
		212-300-510 - Other Contingenc	Contingency	8.63	
		212-300-530 - Building Insuranc	Shared Building Insurance	0.00	11,999.76
			Payment Total:		17,786.20
			Total Other:		17,786.20

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
3431	2023-03-31	Receiver General/OTH			
CP3-23		312-000-262 - CRA Remunerati	CPP-Mar 2023 Remunerati	108.10	108.10
3434	2023-04-21	Waste Management of Canada			
1156802-0613-9		243-000-270 - Recycling Progra	Recycling	953.16	
		312-000-260 - GST Paid Refund	GST Tax Code	47.68	1,000.84
3442	2023-04-21	Epcor			
APR32023-7333		232-000-545 - Street Light Progr	Utilities-SE-09-039-01-5	231.07	
		312-000-260 - GST Paid Refund	GST Tax Code	15.30	246.37
3446	2023-04-21	Epcor			
APR62023-9909		242-000-255 - Maintenance Proq	Utilities-3100 50A Ave	196.31	
		312-000-260 - GST Paid Refund	GST Tax Code	9.82	206.13
3447	2023-04-21	Epcor			
APR62023-5503		232-000-545 - Street Light Progr	0040 VIRTUAL SITE ID 004	40.26	
		312-000-260 - GST Paid Refund	GST Tax Code	2.01	42.27
3449	2023-04-21	Weber, Rene			
SDAB-041823		261-000-215 - Subdivision Appe	April 18/23 SDAB Meeting	134.00	134.00
			Total Other:		1,737.71

Total MAIN: 51,767.90



Council Expense Claim Form

NAME: Julie Maplethorpe

POSITION: Mayor

MONTH ENDING: March-2023

RECEIVED

MAR 30 2023

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
3/1/23	Other (Budget / Minister Schultz/ AB Munis)	2.0	Mayor	\$ 120.00
3/1/23	Other (Electoral Boundary Changes / Blaine Calkins)	1.0	Mayor	\$ 120.00
3/2/23	Other (EOEP Corporate Finance Course)	2.0	Mayor	\$ 120.00
3/7/23	Regular Council	2.5	Mayor	\$ 120.00
2/8/23	Town of Sylvan Lake Library Board	3.0	Mayor	\$ 120.00
3/9/23	Other (EOEP Corporate Finance Course)	2.0	Mayor	\$ 120.00
3/21/23	Lacombe Regional Emergency Advisory Committee	3.0	Mayor	\$ 120.00
3/29/23	Lacombe Regional Emergency Advisory Committee	3.0	Mayor	\$ 120.00
3/30/23	Other (AB Munis Municipal Leaders Caucus)	4.0	Mayor	\$ 120.00
3/31/23	Other (AB Munis Municipal Leaders Caucus)	3.0	Mayor	\$ 120.00
If event is other please type it in.				\$ 1,200.00

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
3/21/23	Lacombe Regional Emergency Advisory Committee	74.00	\$0.68	\$ 50.32
3/29/23	Lacombe Regional Emergency Advisory Committee	74.00	\$0.68	\$ 50.32
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 100.64

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 1,300.64



Council Expense Claim Form

NAME: Annabelle WisemanPOSITION: Deputy MayorMONTH ENDING: March-2023

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

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

Village Business

MAR 29 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
2/7/23	Municipal Planning Commission	1 hour	Deputy Mayor	\$ 120.00
2/7/23	Regular Council	3 hours	Deputy Mayor	\$ 120.00
2/14/23	Meeting of the Whole	3 hours	Deputy Mayor	\$ 120.00
2/28/23	Municipal Planning Commission	1 hour	Deputy Mayor	\$ 120.00
3/7/23	Regular Council	3 hours	Deputy Mayor	\$ 120.00
	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
				\$ 600.00

If event is other please type it in.

COPY

Travel

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

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 600.00

Summer Village of Jarvis Bay

May 2, 2023

Public Works

Information Item

Agenda Item: *Public Works Report*

Background:

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

- Public Works has placed an order for necessary sign replacement and repair with the sign supplier.
- Petro Beach parking lot has been re-graveled and graded.
- Public Works has had a kick-off meeting with engineering teams for both the GIS implementation and Road Analysis capital projects.

Options for Consideration:

- 1) That Council accepts this report as information.

Administrative Recommendations:

That Council accept this report as information.

Authorities:

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

Summer Village of Jarvis Bay

May 2, 2023

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 96 development permits issued in the Summer Villages (26 in Birchcliff, 3 in Half Moon Bay, 19 in Jarvis Bay, 22 in Norglenwold, and 26 in Sunbreaker Cove).

The following is the listing for Jarvis Bay:

- | | |
|--|----------------------------|
| 1. 166 Jarvis Bay Drive | Demolition & Dwelling |
| 2. 210 Jarvis Bay Drive | Dwelling |
| <i>(Not compliant, inspection in spring when sod done)</i> | |
| 3. 165 Jarvis Bay Drive | Demolition & Tree Removal |
| 4. 184A Jarvis Bay Drive | Dwelling & Detached Garage |
| 5. 184B Jarvis Bay Drive | Demolition & Dwelling |
| 6. 11 Jarvis Bay Drive | Sunroom (Deck Addition) |
| 7. 37 Jarvis Bay Drive | Deck |
| 8. 10 Twin Rose Court | Dwelling |
| 9. 208 Jarvis Bay Drive | Dwelling |
| 10. 37 Jarvis Bay Drive | Garage w Guest House |
| 11. 234 Jarvis Bay Drive | Dwelling |
| 12. 234 Jarvis Bay Drive | Garage w Guest House |
| 13. 39 Jarvis Bay Drive | Garage w Guest House |
| 14. 191 Jarvis Bay Drive | Driveway & Culvert |
| 15. 19 Jarvis Bay Drive | Home Occupation |
| 16. 2 Twin Rose Court | Dwelling |
| 17. 152 Jarvis Bay Drive | Lakeside Retaining Wall |
| 18. 158 Jarvis Bay Drive | Demolition |
| 19. 44 Jarvis Bay Drive | Addition (Sunroom) & Deck |

Closed DP's since last Council meeting:

- | | |
|-------------------------|-----------------------|
| 1. 251 Jarvis Bay Drive | Roof Extension & Shed |
|-------------------------|-----------------------|

Permit Summary:

Year to date 2023:

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

2022 Jan.-Dec.:

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

2021 Jan.-Dec.:

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

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #125/13.

Summer Village of Jarvis Bay

April 21, 2023

Information

Agenda Item: *CAO Report*

Background:

- Mayor Dufresne and Administration met with the Climate Caucus on April 5 to discuss our next steps. We would like to host an online information session for residents, which would be followed up by a survey that can be submitted to administration. We will host this session with the other 2 Summer Villages who are creating a climate plan and Alex Lidstone from the Climate Caucus will make a presentation and run through the draft plan. Administration is currently working to set the date which will be a weekday evening during the summer.
- Attached is the climate plan in draft format for your information.
- The Sylvan Lake Regional Water and Wastewater Commission was successful in it's Water For Life grant application and has been awarded \$4,620,500 for the Stage 5 extension of the wastewater line from Sylvan Lake to Half Moon Bay. This is quite a bit short of the anticipated funding needed, and the SLRWWC will be following up with the Province.

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".



Village of Jarvis Bay Draft Climate Resilience Plan April 2023

- [1. Executive Summary](#)
- [2. Climate plan and vision](#)
- [3. Background](#)
 - [Key Terms](#)
 - [Sylvan Lake Region Changing Climate](#)
 - [Climate Impacts, Risks, and Opportunities](#)
- [4. Project Scope](#)
- [5. Methodology](#)
- [6. Key Data](#)
 - [Sylvan Lake Region Climate Trends](#)
 - [Sylvan Lake Region Climate Projections](#)
 - [Summer Village of Jarvis Bay Corporate Energy and Emissions Inventory](#)
 - [Community engagement input](#)
- [7. Climate risks and opportunities](#)
 - [Risk prioritization](#)
 - [Opportunity prioritization](#)
- [8. Action plan \(adaptation and mitigation\)](#)
 - [Themes](#)
 - [Eight Priority Areas for Action on Resilience \(DRAFT\)](#)
- [9. Implementation](#)
- [10. Monitoring and evaluation](#)
- [11. Conclusion](#)

1. Executive Summary

*** This section is to be completed after the plan is completed***

2. Climate plan and vision

This section is to be filled in after council determines the goals and objectives of the climate plan. See examples below

- Goals and Objectives of the Climate plan
 - Work with senior staff to identify initial goals and objectives
- Examples:
 - **Adaptation goal** : to ensure resilience
 - Objective 1: Mitigate the largest risks
 - Objective 2: Protect vulnerable populations
 - Objective 3: Integrate climate data into city planning and operations
 - Objective 4: Education the council and community about climate risks
 - **Mitigation goal**: to accelerate emissions reduction and limit global warming to 1.5 degrees
 - X%age of community wide emissions reductions
 - Net-zero emissions for municipal operations by X date

3. Background

Local governments are on the front lines of climate change. They are responsible for the impacts of climate change, such as fire, flood, drought, heat etc. Also, according to the Federation of Canadian Municipalities (FCM), 50% of emissions in Canada fall under local government control. This means it is important for communities across Canada to do their part in reducing emissions to mitigate the impacts of climate change while also taking steps to prepare for the impacts that are already inevitable due to current levels of GHGs in the atmosphere.

Climate impacts are already being felt in smaller communities and rural areas. Impacts include wildfires, increased flooding events, more frequent and intense storms, increased human health impacts, and more drought events.¹ Across the prairie provinces, biodiversity and ecosystems will shift as the climate warms, which could lead to decreased biodiversity, depending on how

¹ <https://www.ipcc.ch/assessment-report/ar6/>

quickly species can adapt.² A resilience plan will involve identifying the best ways to adapt to a changing climate and protect communities from any catastrophic impacts.

The United Nations *Framework Convention on Climate Change (UNFCCC)* defines *climate change* as, “a change of climate which is attributed directly or indirectly to human activity that alters the composition of the global atmosphere and which is in addition to natural climate variability observed over comparable time periods.”³ These changes are mainly due to the addition of greenhouse gasses (GHGs) in the atmosphere, which trap heat and lead to an increase in average global temperatures. This can be seen in the Canadian Prairies, which have experienced a higher rate of warming in comparison to other regions in Canada.⁴

According to the IPCC, “Widespread and rapid changes in the atmosphere, ocean, cryosphere and biosphere have occurred. Human-caused climate change is already affecting many weather and climate extremes in every region across the globe. This has led to widespread adverse impacts and related losses and damages to nature and people.”⁵

Climate change has led to impacts on biodiversity, the economy, infrastructure, human health, and more. Globally, climate change has led to “losses in terrestrial, freshwater, cryospheric, and coastal and open ocean ecosystems.”⁶ There are also impacts on food and water availability. Health related impacts include illness and morbidity related to extreme heat, an increase in vector borne diseases, and also mental health challenges, trauma from extreme events, and loss of livelihoods and culture.⁷

Responses to Climate Change

Community responses to climate change generally fall under the categories of mitigation or adaptation. **Mitigation** actions are to “reduce emissions or enhance sinks of GHGs”⁸, while

² Sauchyn, D., Davidson, D., and Johnston, M. (2020): Prairie Provinces; Chapter 4 in Canada in a Changing Climate: Regional Perspectives Report, (ed.) F.J. Warren, N. Lulham and D.S. Lemmen; Government of Canada, Ottawa, Ontario. Accessed on August 5, 2022:

<https://changingclimate.ca/site/assets/uploads/sites/4/2020/12/Prairie-Provinces-Chapter-%E2%80%93-Regional-Perspectives-Report-1.pdf>

³ UNFCCC Article 1

⁴ Sauchyn, D., et al. (2020)

⁵ [IPCC AR6 Synthesis Report, Summary for Policymakers, March 2023](#), p. 5

⁶ [IPCC AR6 Synthesis Report, Summary for Policymakers, March 2023](#), p. 5

⁷ AR6 Synthesis Report, p. 6

⁸ IPCC, 2018: Annex I: Glossary [Matthews, J.B.R. (ed.)]. In: *Global Warming of 1.5°C. An IPCC Special Report on the impacts of global warming of 1.5°C above pre-industrial levels and related global greenhouse gas emission pathways, in the context of strengthening the global response to the threat of climate change, sustainable development, and efforts to eradicate poverty* [Masson-Delmotte, V., P. Zhai, H.-O. Pörtner, D. Roberts, J. Skea, P.R. Shukla, A. Pirani, W. Moufouma-Okia, C. Péan, R. Pidcock, S. Connors, J.B.R. Matthews, Y. Chen, X. Zhou, M.I. Gomis, E. Lonnoy, T. Maycock, M. Tignor, and T. Waterfield (eds.)]. Cambridge University Press, Cambridge, UK and New York, NY, USA, pp. 541-562, doi:10.1017/9781009157940.008.

adaptation is “the process of adjustment to actual or expected *climate* and its effects, in order to moderate harm or exploit beneficial opportunities.”⁹

Key Terms

Adaptation

Measures a community takes to adapt to a changing climate and minimize catastrophic impacts. For example, communities may see increased risks of flood and wildfires and need to adapt.

Mitigation

Measures a community takes to lower greenhouse gas (GHG) emissions. For example, a community may support electric vehicles(EVs) or retrofit buildings.

Low-Carbon Resilience

Low Carbon Resilience is a framework for climate planning that coordinates actions that contribute to both adaptation and mitigation in local governments. It does so while working to advance other goals like health, biodiversity, the economy, and equity. This strategy leads to reduced costs and increased capacities to contribute to climate action, as well as results that benefit both the planet and people.¹⁰

Climate mitigation and adaptation plans should be done together to avoid maladaptation and promote systemic thinking.¹¹

Co-benefits

Climate co-benefits are beneficial outcomes from action that are not directly related to climate change mitigation. Such co-benefits include cleaner air, green job creation, public health benefits from active travel, and biodiversity. improvement through expansion of green space. These are “win-win” actions for the community that save money and time.

Multi-solving

Multi-solving is when people work together across sectors to address multiple problems with one policy or investment. This is a way to look at the whole picture and help everyone.

Future climate modelling

Global climate models provide information about what the climate will look like in the future.

Predicting the future is uncertain, partly because we do not know how much carbon dioxide we will emit into the atmosphere. To accommodate this uncertainty, projections of future climate change consider a range of plausible scenarios that represent GHG emissions, which are

⁹ IPCC, 2018: Annex I: Glossary

¹⁰ LCR Handbook, 2022

¹¹ LCR Handbook, 2022

known as RCPs (Representative Concentration Pathways). Scenarios have long been used by planners and decision-makers to analyse futures in which outcomes are uncertain.

Representative Concentration Pathways (RCPs) are the numbers input into climate projection models that represent the expected concentration of greenhouse gasses (GHGs; especially carbon dioxide) in the atmosphere as a result of human activity. **The High Carbon scenario (RCP8.5)** assumes that we continue to emit very large amounts of carbon dioxide from the burning of fossil fuels; **the Low Carbon scenario (RCP4.5)** assumes that drastic reductions of emissions in the coming decades will stabilize the concentration of GHGs in the atmosphere by the end of this century. In this report, we do not use RCP2.6, an even lower emissions scenario.¹²

Both show climate changes to the Sylvan Lake Region that will require adaptation; however, RCP 8.5 represents the worst case scenario.

Sylvan Lake Region Changing Climate

The impacts of climate change are already apparent in the Sylvan Lake Region. Climate change is forecasted to bring about increased temperatures, decreased summer precipitation, increased winter precipitation, and increased extreme weather events.

Sylvan Lake Regional Climate Data		2021-2050		2051-2080	
Variable	Baseline (1979-2005)	High Carbon Scenario (RCP 8.5)	Low Carbon Scenario (RCP 4.5)	High Carbon Scenario (RCP 8.5)	Low Carbon Scenario (RCP 4.5)
Mean Temperature °C (annual)	2.8	4.8	4.6	6.9	5.7
Annual Hot days (> 30°C)	3	9	8	23	14
Precipitation Annual (mm)	500	534	539	556	541
Frost Free Season (days)	120	139	135	157	144

(climateatlas.ca: [Sylvan Lake Region](#))

¹² Climateatlas.ca

Climate Impacts, Risks, and Opportunities

Changing climatic conditions result in **climate impacts**, which are either occurrences of weather related events (i.e. a flood or a wildfire) or a gradual change in circumstances (i.e. shift in local tree and plant composition).

Climate risk is a data-informed judgment on the combination of the consequence or severity of a climate impact event and the likelihood of it occurring.¹³

For example:

Risk = The consequence of a wildfire x the likelihood of it occurring

Opportunity is related to climate risks, but is where the consequences of a climate impact are beneficial to the community. For example, the climate impact of warmer winters would lead to the opportunity of less costs on snow removal.

This report will outline climate related hazards for the Summer Village of Jarvis Bay, and suggest options to adapt to these impacts within the context of Norglenwold's financial and staff capacity.

4. Project Scope

Timeline

While many climate plans have timelines until 2050, according to the IPCC, we only have a short period of time to make the changes needed to secure a safe climate for everyone.¹⁴ This is why this plan will focus on actions that can be implemented before 2030, and will highlight actions to be started now, and in the next few years.

Geographic scope

The scope for this climate plan is the geographic boundaries of the Summer Village of Jarvis Bay. However, with Sylvan Lake as the key natural asset and due to the Sylvan Lake Summer Villages being such small communities, it will be important to coordinate and work alongside the other five Summer Villages on Sylvan Lake, as well as the Town of Sylvan Lake.

This will help to make mitigation and adaptation actions more accessible.

Data scope

This climate plan includes a corporate emissions inventory for the Summer Village of Jarvis Bay, as well as regional climate projections until 2100 using the 8.5 RCP Pathway.

¹³ All One Sky Climate Resilience Express

¹⁴ Intergovernmental Panel on Climate Change. 2018. Global Warming of 1.5 °C. Special Report. Accessed 2020. <https://www.ipcc.ch/sr15/>

5. Methodology

Action Plan Development

[All One Sky Climate Resilience Express](#)

Climate Resilience Express is a high-level (“express”) screening process designed to support communities in beginning to identify and prioritize climate change risks and opportunities and develop a starter action plan. The overall approach is grounded in existing standards for risk management based on the International Organization for Standardization’s (ISO) 31000, Risk Management – Principles and Guidelines. It follows a four-step, iterative process.

Step 1: Establish the local context for climate resilience action planning;

Step 2: Assess potential climate-related risks and opportunities to establish priorities for action;

Step 3: Formulate actions to manage priority risks and opportunities; and

Step 4: Prepare and implement an Action Plan, review progress, and update the Plan to account for new information and developments.

Step 2 and Step 3 are covered in the workshop with local residents, Step 1 is undertaken in advance of the workshop, and preparing the Action Plan and Step 4 takes place after the workshop.

Corporate Emissions Inventories

[FCM’s Parters for Climate Protection \(PCP\) Protocol](#)

The PCP protocol is a set of guidelines based on international best practices in municipal GHG accounting that provides communities with a standardized approach to quantifying emissions.

The approach is beneficial for comparisons

across time and between different communities in a policy-relevant fashion. The PCP protocol is complementary to existing or foreseeable regulatory requirements and potential emissions reduction certification.¹⁵

6. Key Data

Sylvan Lake Region Climate Trends

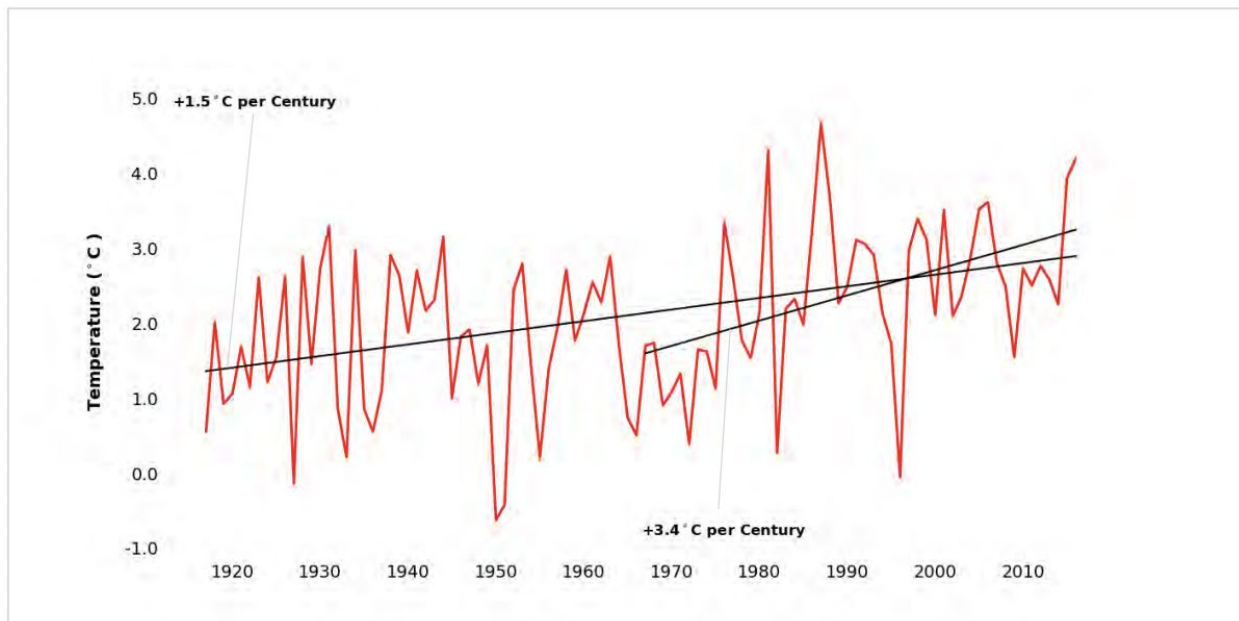
The Town of Sylvan Lake collected trends in the Sylvan Lake region. Data was collected and analyzed from ten climate stations in the region (Athabasca, Cold Lake, Campsie, Edmonton, Calmar, Camrose, Lacombe, Rocky Mountain House, Edson, and Whitecourt). They selected these climate stations because the data cover multiple decades, are high quality, and the stations span an area that is comparable to the same area for which climate projections are available.

¹⁵ [PCP Milestone 1](#)

The Town of Sylvan Lake determined climate records of temperature and precipitation for the Sylvan Lake region by averaging the individual records from these ten climate stations and using statistical techniques to assess the robustness of estimated trends.¹⁶

Temperature Records:

The Town of Sylvan Lake's historical temperature records for Sylvan Lake Region over the period 1917-2016 show that mean annual temperature has increased at a rate of +1.5C per century, and the rate of warming observed over the last 50 years is +3.4C per century.¹⁷



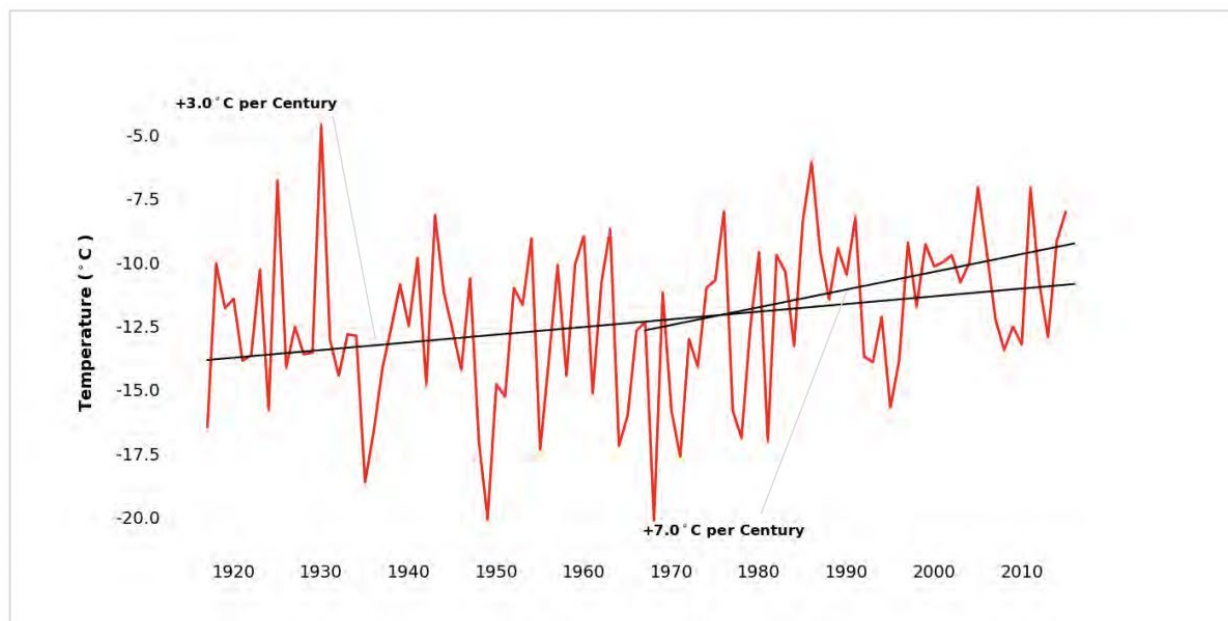
The largest seasonal increase in temperature in the Sylvan Lake Region occurred during the winter (December-February). The observed rate of warming in winter over the last 100 years is +3.0C per century (Figure 3). Over the last 50 years mean winter temperature increased at a rate of +7.0C per century, which is substantially greater than the mean annual rate of warming. In contrast, warming during the summer (June-August) over the last 100 years occurred at a slower rate of +1.2C per century, and +1.9C per century over the last 50 years.

Similar warming trends are also observed for mean spring and fall temperatures over the last 50 and 100 years.

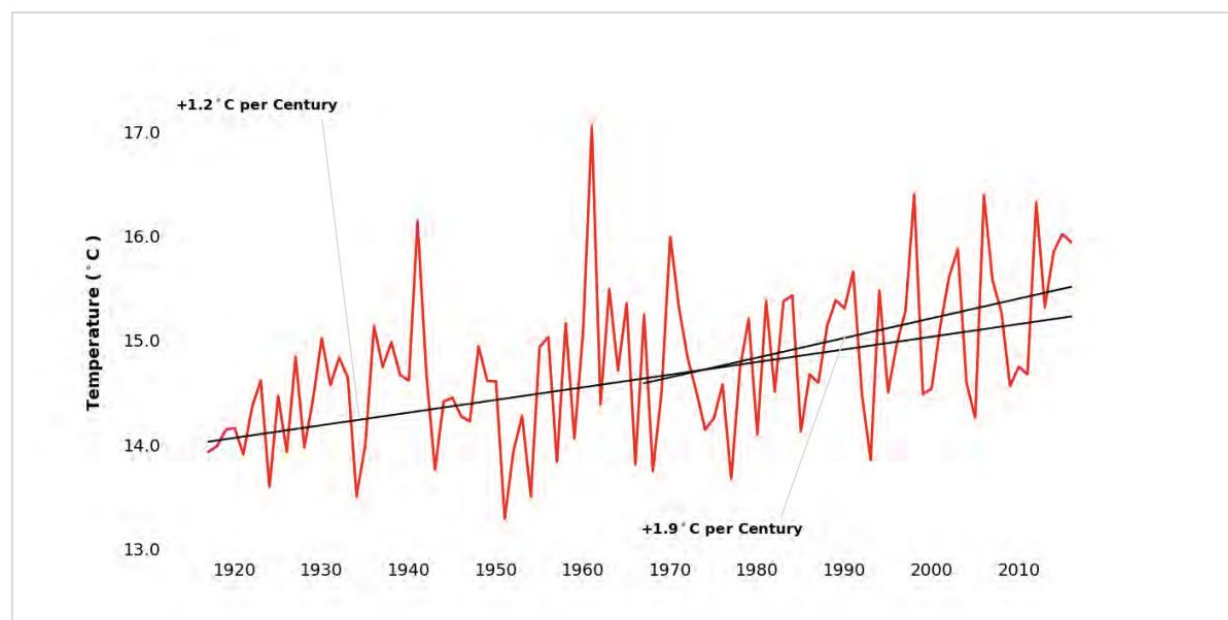
Mean winter temperature in Sylvan Lake Region (1917-2016)

¹⁶ [Town of Sylvan Lake Climate Resilience Express Action Plan](#), p. 7

¹⁷ [Town of Sylvan Lake Climate Resilience Express Action Plan](#), p. 8



Mean summer temperature in Sylvan Lake Region (1917-2016)



Annual Precipitation:

Over the last 100 years, mean annual precipitation in the Sylvan Lake region increased at a rate of less than 2 mm per century; this trend is not statistically significant. However, over the last 50 years, mean annual precipitation has declined at a rate of 231 mm per century.

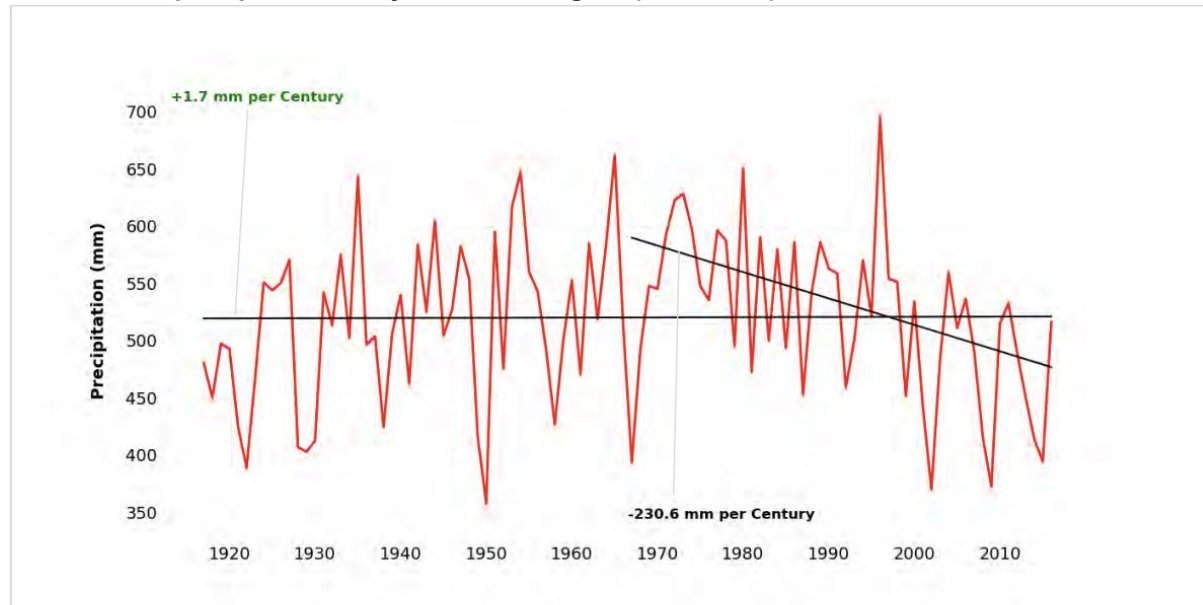
Changes in seasonal precipitation over the last 50 years show the following trends:

- +38 mm per century in spring;
- -29 mm per century in fall;

- -131 mm per century in summer; and
- -67 mm per century in winter.

Trends in summer and winter precipitation over the last 50 years are statistically significant at the 95% confidence level; trends in spring and fall precipitation are not statistically significant.¹⁸

Mean annual precipitation in Sylvan Lake Region (1917-2016):



Note: trends depicted in green font are not significant at the 95% confidence level

Sylvan Lake Region Climate Projections

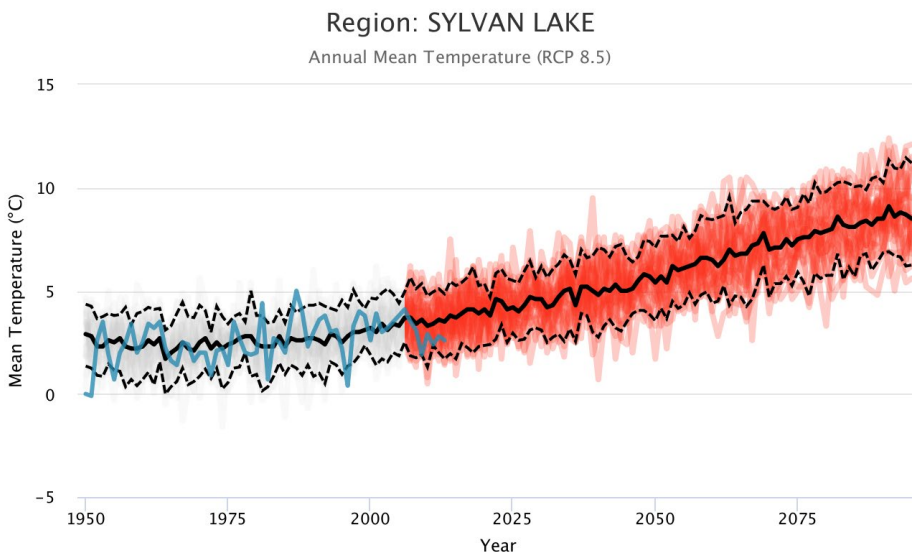
This data was collected from outputs of global climate models that tell us what the climate will look like in the future.

Annual Mean Temperature (°C):

Between 2021 and 2050, annual mean temperature is expected to range from **3.1 to 6.4°C** between 2021-2050 under the high emissions scenario (RCP 8.5), and it is expected to range from **2.9 to 6.3°C** under the low emissions scenario (RCP 4.5). The baseline of annual mean temperature from 1979 to 2005 is 2.8°C.

Between 2050 and 2080, annual mean temperature is expected to range from **4.9 to 8.8°C** between 2021-2050 under the high emissions scenario (RCP 8.5), and they are expected to range from **4 to 7.5°C** under the low emissions scenario (RCP 4.5).

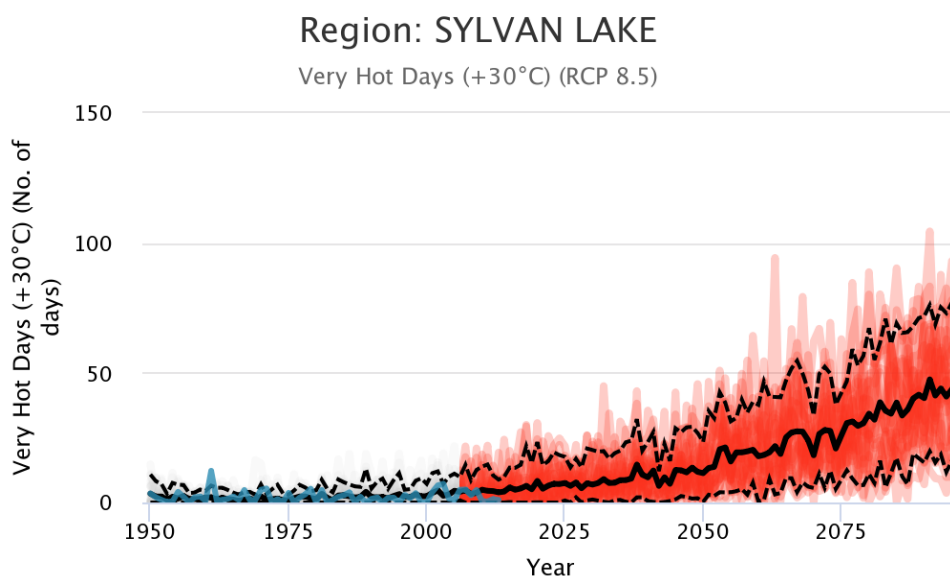
¹⁸ [Town of Sylvan Lake Climate Resilience Express Action Plan](#), p. 10



Very Hot Days (> 30°C):

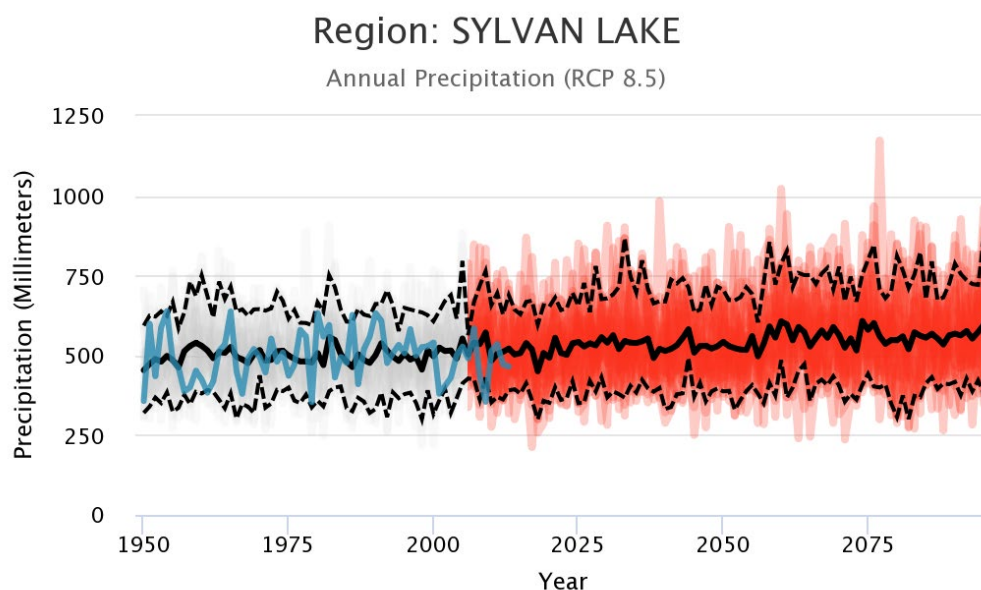
Between 2021 and 2050, very hot days (over 30) are expected to range from **1 to 21 days** between 2021-2050 under the high emissions scenario (RCP 8.5), and they are expected to range from **1 to 20 days** under the low emissions scenario (RCP 4.5). The baseline of very hot days from 1979 to 2005 is 2 days.

Between 2050 and 2080, very hot days (over 30) are expected to range from **6 to 44 days** between 2021-2050 under the high emissions scenario (RCP 8.5), and they are expected to range from **2 to 30 days** under the low emissions scenario (RCP 4.5).



Annual Precipitation:

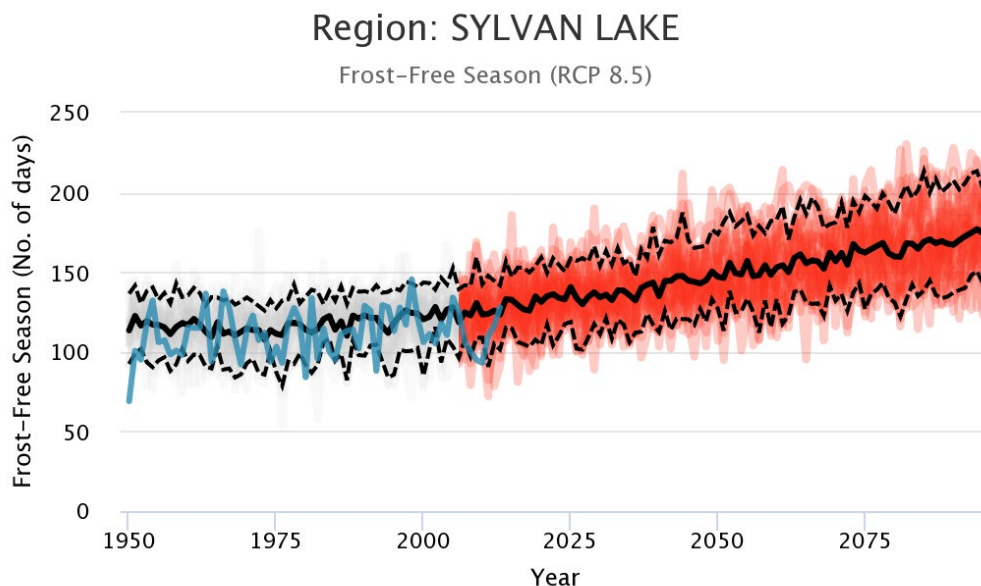
Mean annual precipitation is projected to increase by **6% to 9%** for the 'strong mitigation' (RCP 4.5) and 'business-as-usual' (RCP 8.5) scenarios, respectively. Larger increases in precipitation are projected for the winter, while summer precipitation is projected to decrease slightly. Note, there is a higher uncertainty associated with projections of future precipitation compared with those for temperature.



Frost-Free Days

Between 2021 and 2050, frost-free days are expected to range from **116 to 163 days** between 2021-2050 under the high emissions scenario (RCP 8.5), and they are expected to range from **110 to 160 days** under the low emissions scenario (RCP 4.5). The baseline of frost-free days from 1979 to 2005 is 120 days.

Between 2050 and 2080, frost-free days are expected to range from **130 to 186 days** between 2021-2050 under the high emissions scenario (RCP 8.5), and they are expected to range from **116 to 172 days** under the low emissions scenario (RCP 4.5).



Extreme precipitation

Extreme precipitation events have become a more frequent phenomenon in recent years around the globe. Recent studies have demonstrated that extreme rainfall intensity increases by about 7% for every degree increase in global atmospheric temperature. Models projections do not capture high-intensity, short-duration precipitation as well at the moment, but they are improving. As atmospheric temperatures increase, the capacity to carry water also increases, which will lead to increased intensity in single precipitation events. This is likely to be expected in the future for the Sylvan Lake region.¹⁹

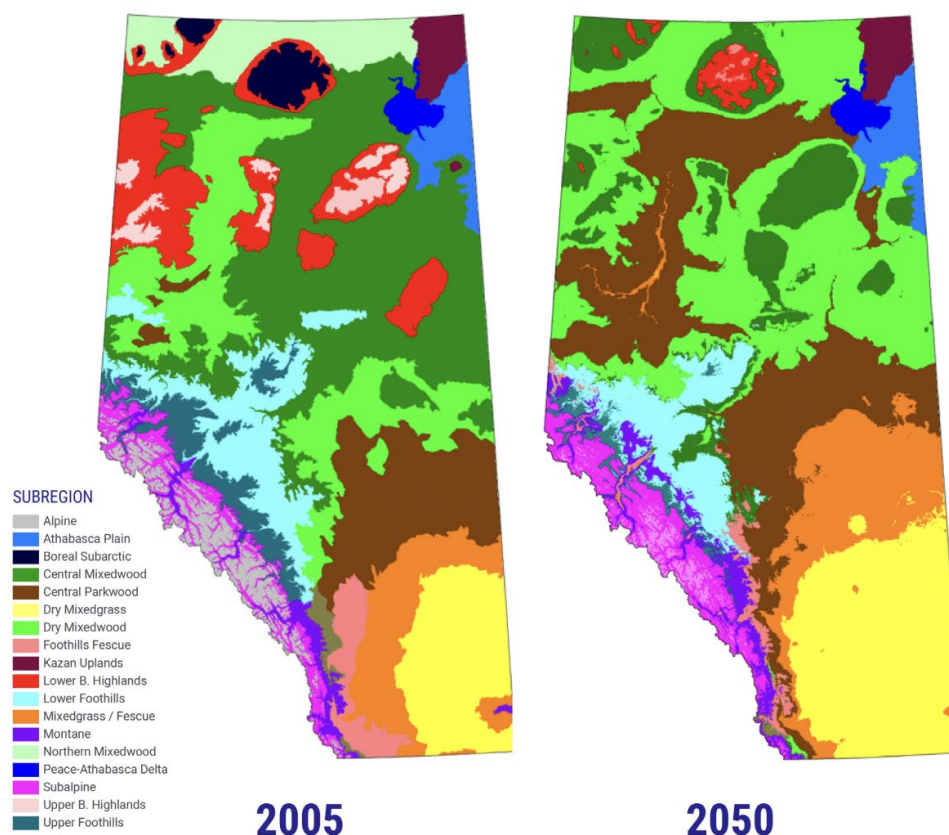
Soil Moisture

Soil moisture will decrease due to warmer temperatures leading to increased evaporation and transpiration during the growing season, unless it is offset by increases in seasonal precipitation. While annual precipitation is projected to increase across most of the region, much of this will occur early in the year and is likely to be insufficient for preventing the decrease in soil moisture by late summer.²⁰

Biodiversity and Ecosystems

¹⁹ [Town of Sylvan Lake Climate Resilience Express Action Plan](#)

²⁰ Sauchyn, D. et al. 2020



(Above): The distribution of Alberta's major ecosystem types in 2005 (left) and bioclimatic envelope model projections of these ecosystems for the 2050s (right), under a medium emissions scenario (ECHAM5-A2). Source: Sauchyn, D., et al. (2020).

Scientists use bioclimatic envelope model projections, such as those in the image above, to predict the equilibrium redistribution of ecosystems under future climatic conditions. They predict ecosystems will be complex mixtures of old and new elements, blurring ecosystem boundaries and increasing habitat diversity in most regions.²¹

Expected warmer and drier conditions will impact natural spruce and aspen forests making it more challenging for them to recover from the expected increases in wildfire and insect outbreaks. Predicted declines in summer precipitation and overall moisture, and more frequent droughts will reduce wetland area and depth, and permanence.²²

²¹ Sauchyn, D., et al. (2020)

²² [Town of Sylvan Lake Climate Resilience Express Action Plan](#), p. 19

Summer Village of Jarvis Bay Corporate Energy and Emissions Inventory

A **community inventory** includes buildings (residential, institutional, commercial, industrial), transportation, and solid waste sectors. A **corporate inventory** includes municipal buildings, fleet, street lighting, water and wastewater treatment, and corporate and/or community solid waste²³ ([PCP Protocol](#)). We used the [PCP protocol](#) to build the corporate emissions inventory.

- [Sample request for information to community](#)

We are currently working with data for a corporate emissions inventory, but we are waiting for access to an open-source community emissions inventory for Jarvis Bay, which is expected to be available in the next few months.

Community engagement input

- [Draft community engagement plan](#)

Will insert input from community engagement here

7. Climate risks and opportunities

Risks and opportunities were identified using methodology from AOS Express and then verified with input from staff and the community.

Section to be updated as needed following community engagement

Risk prioritization

High Priority Risks for Sylvan Lake summer villages:

- Increased wildfire risk due to hotter summers, increased extreme heat, and decreased precipitation
- Increase of wind storms from intense summer storms
- Increased overland flooding risk from extreme precipitation events
- Wildlife/habitat stress
- Increase in heat-related illness and disease from increased temperatures
- Increased shoreline erosion due to increased extreme precipitation in the summer

²³ If the land fill or waste disposal centre is owned and operated by the municipality, then all waste emissions should be accounted for under the corporate and the community inventory, as the municipality has direct operational control over the waste. This is not considered double counting, because the corporate inventory is a subset of the community inventory – the two inventories are not added together.

- Increased forest pests and diseases due to drier conditions and decreased extreme cold
- Increased space cooling from increased summer temperatures and extreme heat

See [Appendix 1](#) for details

Opportunity prioritization

High priority opportunities for Sylvan lake summer villages:

- Increased temperatures lead to increased summer tourism
- Milder winters lead to increased winter tourism

See [Appendix 1](#) for details

8. Action plan (adaptation and mitigation)

The next step is to identify actions to reduce or avoid the harmful consequences of priority climate risks and/or to capture the benefits presented by priority climate opportunities. These are based on best practice research, engaging subject matter experts, and community engagement.

We have identified 8 themes to adapt to the top risks and opportunities, while also reducing emissions in the key areas and bringing added co-benefits. We have divided the 8 themes into the broad categories of People, Property, and Planet. Our draft actions were selected to address each theme.

Themes

People

1. The community has robust and up to date social and emergency preparedness systems in place.
2. Council makes all decisions in line with climate mitigation and adaptation priorities.
3. People move around the lake and the community in a way that promotes safety, human health, and planetary health.

Property

4. Community buildings and property are energy efficient, low emissions, and resilient to the changing climate.
5. The summer village produces some of its own renewable energy on site.
6. Residents are encouraged and supported in making steps towards a Circular Economy.

Planet

7. The natural environment is restored, monitored and protected.
8. The community looks to natural solutions for adaptation.

Eight Priority Areas for Action on Resilience (DRAFT)

Details on these actions and relevant resources from other small communities will be filled in after the engagement session, where residents will determine priority focus areas and provide feedback on actions. See previous climate plan for examples of filled in actions.

1. The community has robust and up to date emergency preparedness systems in place

Risks: wildfire, wind storms, flooding, heat illness, summer tourism visitors

Actions:

- Up to date emergency response plans
- Educate residents on wildfire and smoke
- Early warning systems

Co-Benefits:

- Resident safety and mental health
- Costs savings on evacuations, disaster relief

2. Council makes all decisions in line with climate mitigation and adaptation priorities

Risks: ALL

Emissions reduction: Corporate emissions

Actions:

- Implement energy conservation measures in municipal building
- Develop a plan to transition fleet vehicles to electric.
- Work with other summer villages to develop and implement a social procurement policy for corporate purchases
- Add a climate lens to council decision making

Co-Benefits:

- Cost savings from lowered fuel uses and operating costs
- Cost savings from considering climate at the outset rather than as an add on
- Costs savings from bulk purchasing along with meeting other social goals such as buy local, equity considerations

3. People move around the lake and the community in a way that promotes safety, human health, and planetary health.

Emissions reduction: Community transportation emissions reductions

Actions:

- Install charging infrastructure
- Develop a map of routes between the Town of Sylvan Lake and villages and between villages, even if portions are on roads shared with vehicles.
- Pursue concept of a trail between the villages
- Investigate potential for collaboration with the Town of Sylvan Lake to incorporate their cycling routes and facilities and joint application to [Canada Summer Jobs](#) for a student to do this work, which could include connecting with local cyclists for input.
- Add signage in villages close to the Town of Sylvan lake to indicate, for example, 10 minute walk or 20 minute cycle to town.

Co-Benefits:

- Improved resident health from more active transportation, better air quality
- Additional opportunities for tourists
- Increased property values due to more amenities

4. Community buildings and property are energy efficient, low emissions, and resilient to the changing climate

Risks: Fire, wind storms, flooding, heat related illness, space cooling

Emissions reduction: community building emissions

Actions:

- Require fire safe landscaping
- Require fire safe new building materials
- Review bylaw maximums for non permeable surfaces
- Require clean runoff landscaping strategies in subdivision applications
- Ensure homes and residential buildings have the resources to achieve high efficiency cooling
- Increase opportunities for renewable energy to reduce buildings emissions
- Incentivise energy efficient HVAC systems
- Incentivise low emissions design
- Implement house size limitations
- Implement Alberta's CEIP program for residential retrofits
- Educate the community on available retrofit rebates

Co-Benefits:

- Lower insurance costs
- Protection of property and property values
- Lower heating costs for residents

- Better lake water quality

5. The summer village produces some of its own renewable energy on site

Risks: Wind storms, increased costs from space cooling,

Emissions reduction: corporate and community emissions reductions from energy use

Actions:

- Increase opportunities for residential solar
- Install local renewable energy supply to increase energy security

Co-Benefits:

- Lower heating and electrical costs
- Backup for power outages

6. Residents are encouraged and supported in making steps towards a Circular Economy.

Emissions reduction: community emissions from waste

Actions:

- Implement community share, reuse, repair initiatives
- Educate residents on separating recycling
- Educate residents on backyard composting
- Enhance demolition bylaws to go beyond dust management and reclamation to minimize construction waste from new construction and demolitions to encourage reuse and recycling of construction and demolition (C&D) waste, which can represent significant amounts of landfill waste.

Co-benefits:

- Creation of local jobs
- Reduced waste management costs
- Strengthened social ties

7. The natural environment is restored, monitored and protected

Risks: wildlife/habitat stress, flooding, wildfire, shoreline erosion

Actions:

- Conduct a community natural asset valuation and monitor natural assets over time
- Remove invasive species and plant native and naturalized species over ornamental varieties
- Conduct an analysis on strategies to protect native species

- Educate shoreline residents on conservation and restoration of riparian areas on privately owned lands
- Prioritize areas for riparian conservation and restoration projects on municipally owned lands.
- With setback requirements for riverine areas, determine what uses will be allowed and develop erosion control guidelines to ensure minimum loss of natural riparian vegetation with new and existing residential development.
- Consider amending the Lakeshore Residential Zoning category to include specific shoreline protection measures to cover sensitive areas above the high water mark not protected by [provincial laws](#).

Co-Benefits:

- Enhanced local access to natural areas and associated wellness benefits
- Increased summer tourism
- Stabilization of shorelines, protecting land and docks

8. The Community looks to natural solutions for water management

Risks: flooding, wildlife/habitat stress

Actions:

- Look into bioswales to reduce and treat stormwater runoff, also known as infiltration swales, grassed swales, or in-line
- Include a **stormwater management plan**, prepared by a qualified professional, which must be approved by Alberta Environment and Parks
- Consider create **storm ponds** to temporarily capture and contain stormwater
- Also consider how each of these response strategies either contributes to or reduces emissions and can be used to advance other co-benefits.

Co-Benefits:

- Lower costs of flood control
- Reduced insurance costs
- Preservation of natural areas

***** The rest, including adding in details and relevant case studies for priority actions(as in first draft plan) is to be completed after the community engagement session*****

9. Implementation

10. **Monitoring and evaluation**

11. **Conclusion**

Summer Village of Jarvis Bay

Finance

Request for Decision

Agenda Item: *Surplus Distribution*

Background:

The 2022 annual Audited Financial Statements are now complete and have been submitted to the Province.

The attached spreadsheet is for Council to review and determine how they would like the 2022 surplus funds to be distributed.

Options for Consideration:

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

Administrative Recommendations:

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

Authorities:

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

Summer Village of Jarvis Bay
Proposed Allocation of Surplus on May 2, 2023

Current Financial Surplus & Reserves	Current Balances	Council Targets	Over/Under Target
Unrestricted Surplus	110,466.46	10,000.00	100,466.46
Operating Reserves			
General Contingency Reserve	316,892.96	360,000.00	-43,107.04
Environment Reserve	257,317.50	260,000.00	-2,682.50
Mill Rate Stabilization Fund	70,000.00	50,000.00	20,000.00
Total Operating Reserves	644,210.46	670,000.00	-25,789.54
Capital Reserves			
Water & Sewer Reserve	400,000.00	400,000.00	0.00
Roads, Streets, etc. Reserve	400,000.00	400,000.00	0.00
Twin Fawns Walkway Bridge	34,000.00	30,000.00	4,000.00
Information Technology & Facilities Reserve	8,000.00	8,000.00	0.00
Capital Replacement Reserve	237,140.00	248,000.00	-10,860.00
Fleet Replacement Reserve	0.60	10,000.00	-9,999.40
Infrastructure Reserve	20,000.00	20,000.00	0.00
Enforcement Reserve	6,339.28	3,108.96	3,230.32
Jarvis Glen Street Light Reserve	6,600.00	10,000.00	-3,400.00
Total Capital Reserves	1,112,079.88	1,129,108.96	-17,029.08
TOTAL RESERVES	1,756,290.34	1,799,108.96	-42,818.62

Adjusted Financial Surplus & Reserves	Current Balances	Council Targets	Over/Under Target	Allocation	Revised Balances	Over/Under Target
Unrestricted Surplus	110,466.46	10,000.00	100,466.46	0.00	110,466.46	100,466.46
Operating Reserves						
General Contingency Reserve	316,892.96	360,000.00	-43,107.04	0.00	316,892.96	-43,107.04
Environment Reserve	257,317.50	260,000.00	-2,682.50		257,317.50	-2,682.50
Mill Rate Stabilization Fund	70,000.00	50,000.00	20,000.00	0.00	70,000.00	20,000.00
Total Operating Reserves	644,210.46	670,000.00	-25,789.54	0.00	644,210.46	-25,789.54
Capital Reserves						
Water & Sewer Reserve	400,000.00	400,000.00	0.00		400,000.00	0.00
Roads, Streets, etc. Reserve	400,000.00	400,000.00	0.00		400,000.00	0.00
Twin Fawns Walkway Bridge	34,000.00	30,000.00	4,000.00	0.00	34,000.00	4,000.00
Fleet Reserve	8,000.00	10,000.00	-2,000.00	0.00	8,000.00	-2,000.00
Information Technology & Facilities Reserve	237,140.00	8,000.00	229,140.00	0.00	237,140.00	229,140.00
Capital Replacement Reserve	0.60				0.60	0.60
Infrastructure Reserve	20,000.00					
Enforcement Reserve	6,339.28				6,339.28	6,339.28
Street Light Reserve	6,600.00	10,000.00	-3,400.00		6,600.00	-3,400.00
Total Capital Reserves	1,112,079.88	858,000.00	227,740.00	0.00	1,092,079.88	234,079.88
TOTAL RESERVES	1,756,290.34	1,528,000.00	201,950.46	0.00	1,736,290.34	208,290.34

Summer Village of Jarvis Bay

May 2, 2023

Finance

Request for Decision

Agenda Item: *Admin Building Improvements Capital Project Amendment*

Background:

Project planning tends to prove more difficult during winter months when snow and ice typically have everything buried making it harder for contractors to quote accurately on a project. In instances like this, they do a soft quote during the bidding process with a caveat that a site assessment happen in the spring to make sure the scope of work and subsequent cost is clearly defined. In April, the contractors assigned to this project came to do a site assessment since all the snow and ice receded and both companies revised their quote to encompass all necessary work needing done for their respective areas. The paving company assumes that there could potentially be an additional increase to their quote dependent on having to remove extra pavement due to more fragmenting with our mild winter freeze/thaw cycles and heavy truck traffic coming in and out of this parking lot. Also, some base stabilization might be necessary in order to pave the area in front of the sheds. The concrete company said due to there being a longitudinal crack running the entire length of the building and the parking lot side dropping into the ground, that void form should be installed to alleviate frost heaves and also not allow more water to seep through and collect essentially creating a void underneath which could lead to foundation problems in the future. There is also an additional cost for completely removing the cut-off bollards to make way for the void form installation and to address the western side of the sidewalk from the natural gas riser all the way to the western edge of the building where the eavestrough downspout has eaten away some of the concrete.

The initial cost of this project was approved and slated to be \$64,100. The revised number between both contractors increases the project cost to \$76,871. The request today is to get approval for an additional \$2,967, which is Jarvis Bay's contribution to the project, to be applied to the MSI grant in order to move forward fully with this capital project.

Options for Consideration:

- 1) That Council approve the request to increase the capital budget and grant application amount by \$2,967.
- 2) That Council deny the request to increase the capital budget and grant application amount.

Administrative Recommendations:

- 1) That Council approve the request to increase the capital budget and grant application amount by \$2,967.

Authorities:

Municipal Government Act, Section 153 (a)

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

Summer Village of Jarvis Bay**May 2, 2022****Council & Legislation****Request for Decision****Agenda Item: *Burning and Fire Pit Bylaw*****Background:**

With the addition of our Bylaw Enforcement Officer, Administration has been reviewing bylaws to ensure they are enforceable and cohesive between the 5 Summer Villages.

At the April Council meeting, Council discussed the use of fireworks and provided direction to Administration. Administration has updated the Burning and Fire Pit Bylaw and is bringing it forward for Council's review and consideration.

Options for Consideration:

1. Council to discuss and give 1st, 2nd and 3rd readings to the Burning and Fire Pit Bylaw either as presented or amended.
2. Council table for amendments or further consideration.

Administrative Recommendations:

1. Council give 1st reading to the Burning and Fire Pit Bylaw #198-23
2. Council give 2nd reading to the Burning and Fire Pit Bylaw #198-23.
3. Council by unanimous consent give 3rd reading to the Burning and Fire Pit Bylaw #198-23 at this meeting.
4. Council give 3rd and final reading to the Burning and Fire Pit Bylaw #198-23.

Authorities:

Municipal Government Act, Section 7

A Council may pass bylaws for municipal purposes respecting the following matters:

- (a) the safety, health and welfare of people and the protection of people and property.

SUMMER VILLAGE OF JARVIS BAY BURNING AND FIRE PIT BYLAW BY-LAW #198-23

A bylaw of the Summer Village of Jarvis Bay, in the Province of Alberta, for the purpose of regulating burning.

WHEREAS the Municipal Government Act, R.S.A. 2000, c. M-26 as amended of the Province of Alberta provides that a Municipal Council may by Bylaw provide for safety, health and welfare of people and the protection of people and property;

WHEREAS Council of the Summer Village of Jarvis Bay deems it expedient and in the public's interest to pass a bylaw to regulate and enforce burning within the Summer Village of Jarvis Bay;

NOW THEREFORE the Municipal Council of the Summer Village of Jarvis Bay duly assembled enacts as follows:

1. SHORT TITLE

- 1.1 This Bylaw shall be cited as “**Burning and Fire Pit Bylaw.**”

2. DEFINITIONS

- 2.1 In this Bylaw, including this section, unless the context otherwise requires:
- a) “**Act**” means the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, as amended, and any amendment or substitutes thereof.
 - b) “**Building Waste**” means any clean scrap wood produced in the process of constructing, altering, or repairing a building.
 - c) “**Consumer Fireworks**” means consumer fireworks classified as such under the Explosives Regulations, 2013, as amended from time to time, including outdoor, low hazard, consumer fireworks such as fireworks showers, fountains, golden rain, lawn lights, pin wheels, roman candles, volcanoes, and sparklers.
 - d) “**Council**” means the Municipal Council of the Summer Village of Jarvis Bay.
 - e) “**Director of Disaster Services**” means the person appointed by the Summer Village to that position and includes any person appointed by the Director of Disaster Services to act as such Director's delegate for the purposes of this Bylaw.
 - f) “**Discharge**” means to fire, ignite, explode, or set-off or cause to be fired, ignited, exploded or set-off.

- g) **“Extinguish”** means to apply something to make a fire stop burning by applying water, sand, or dirt until the hissing sound of the embers dies out entirely.
- h) **“Fire Ban”** means a prohibition on all burning, including the discharge of all fireworks within the summer village.
- i) **“Fire Department”** means any responding Fire Department.
- j) **“Fire Pit”** includes a permanently affixed outdoor fire receptacle.
- k) **“Fireworks”** means a device containing gun powder and other combustible chemicals that causes a spectacular explosion when ignited, used typically for display or in celebrations.
- l) **“Garden Waste”** means shrubbery and tree pruning, weeds, grass trimmings, roots, tree stumps, turf, and similar vegetation.
- m) **“Hazard”** means a risk of fire or damage to property and/or person(s) which may be caused by the burning or any waste and includes any nuisance.
- n) **“Municipal Ticket”** means a form prescribed by the Chief Administrative Officer of the Summer Village or his/her delegate allowing for voluntary payment to the Summer Village of a fine amount established by this Bylaw.
- o) **“Nuisance”** means causing smoke which unreasonably affects the comfort or convenience of an individual and includes interference with use and enjoyment of property.
- p) **“Open Fire”** means any fire that is not contained within a fire pit or stationary barbecue.
- q) **“Outdoor Fireplace”** means an enclosed and permanently affixed outdoor fire receptacle which incorporates a permanently affixed chimney or flue and is constructed of brick, rock, other masonry material or metal and has not been constructed as part of a building.
- r) **“Peace Officer”** means:
 - i) a member of the Royal Canadian Mounted Police;
 - ii) a Bylaw Officer as appointed by the Summer Village to enforce bylaws of the Summer Village; or
 - iii) a Special Constable as appointed by the Solicitor General of Alberta to enforce the

bylaws of the Summer Village of Jarvis Bay.

- s) **“Portable Fire Receptacle”** means an outdoor fire receptacle which is not permanently affixed.
- t) **“Summer Village”** means the Summer Village of Jarvis Bay.
- u) **“Waste”** includes:
 - i) any rubbish, refuse, garbage, paper, packaging, pallets, containers, bottles, cans, rags, clothing, petroleum products, manure, human or animal excrement, sewage or the whole or part of any animal carcass;
 - ii) the whole or part of any article, raw or processed material, vehicle or other machinery that is disposed of;
 - iii) animal or vegetable matter, including materials resulting from the handling, preparation, cooking, consumption, and storage of food;
 - iv) building waste;
 - v) garden waste;
 - vi) anything that is designated as waste in the regulation under the *Environmental Protection & Enhancement Act*, (1992) S.A., Chapter E 13.3.

3. **FIRE PITS, OUTDOOR FIREPLACE, PORTABLE FIRE RECEPTACLE & BBQ**

3.1 Fire pits should follow the below mentioned recommendations:

- a) the exception to these recommendations should be in areas where front and side areas are the only possible locations for a fire pit;
- b) a minimum of 3.4 meters (10 feet) clearance from buildings, property lines and combustible materials measured from the nearest fire pit edge or as recommended by the Administrator or Director of Disaster Services of their designates;
- c) be constructed of bricks, concrete blocks, heavy gauge metal or other non-combustible components;
- d) have a spark arrestor mesh screen of 1.30 centimetres (.50 inches) expanded metal (or equivalent) to contain spark over the fire at all times;
- e) be the sole responsibility of the owner or occupier of the property;
- f) burn only charcoal briquettes, propane, natural gas, or wood products that are not contaminated with glue, paint, stain, or other preservatives;

- g) have flames no higher than ninety (90) cm (approx. 3.5 ft) above the top of the surrounding grade of the fire pit.
- 3.2 Any person who starts a propane, natural gas or charcoal barbecue or starts a fire in a fire pit that complies with Section 3 herein, shall:
 - a) remain in charge, or keep a competent person in charge, of the barbecue or fire.
- 3.3 Any person in charge of a barbecue or fire pit shall ensure that the same:
 - a) does not create a risk or hazard to persons or to other properties;
 - b) does not create a nuisance, which is offensive to any other person;
 - c) is completely extinguished before supervision of the barbecue or fire ends.
- 3.4. Any person who starts a fire, or who is in charge of a fire, on property owned or occupied by that person, shall, upon demand, pay to the Summer Village any and all costs incurred by the Summer Village to extinguish such fire when, in the opinion of a Peace Officer, Director of Disaster Services or the Administrator, the fire is a hazard to persons or to other properties.

4. OPEN AIR FIRES

- 4.1 With the exception of propane, natural gas or charcoal barbecues, fire pits that comply with Section 3 herein, burning in provincial or municipal owned campgrounds and parks where fireplaces, stoves and fire pits are provided by or approved by the Summer Village of Jarvis Bay.

5. FIRE BANS

- 5.1 The Council or their delegates may enact a Fire Ban within the Summer Village at their discretion.
- 5.2 No person shall start a fire at any place within the corporate limits of the Summer Village at any time while a Fire Ban is in place.

6. FIREWORKS

- 6.1 The Summer Village of Jarvis Bay adheres to the provincial and federal regulations as outlined in the Alberta Fire Code Act, as amended, or repealed from time to time.

7. COST RECOVERY

- 7.1 Where the Fire Department has taken any action whatsoever for the purpose of extinguishing a fire or responding to a fire call, false alarm or incident for the purpose of preserving life or property from injury or destruction by fire or other incident on land, the Administrator, or his or her designate may, in respect of any costs incurred in taking such action, charge any cost so incurred to the person who caused the fire, or to the owner or occupier of the land in respect of which the action was taken, pursuant to this Bylaw.
- 7.2 In respect of any costs or fees levied or charged under this Bylaw:
- a) The Summer Village may recover such costs or fees as a debt due and owing to the Summer Village; and
 - b) In default of payment, where permitted by the Municipal Government Act, add the amounts to the tax roll of a parcel of land.

8. PENALTIES

- 8.1 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable to the penalties set out in Schedule "A" which is attached to and forms part of this Bylaw.
- 8.2 If a person is issued a Municipal Ticket in respect of an offence, they may pay the fine amount established by this Bylaw for the offence at the Summer Village Administration Office and if the amount is paid on or before the required date, the person will not be prosecuted for the offence.
- 8.3 A Peace Officer, Director of Disaster Services or the Fire Chief is hereby authorized and empowered to issue a violation ticket pursuant to the *Provincial Offences Procedure Act* to any person who the Peace Officer, Director of Disaster Services or the Fire Chief has reasonable grounds to believe has contravened any provision of this Bylaw.

9. SEVERABILITY & REPEAL

- 9.1. If any part of this Bylaw is found to be invalid, then that part shall be severed and the remaining Bylaw shall be maintained.
- 9.2 Bylaw #119-12 is hereby rescinded upon 3rd and final reading.

Read a First Time in Council assembled this 2nd day of May 2023.

Read a Second Time in Council assemble this 2nd day of May 2023.

Read a Third and final time in Council assembled and passed this 2nd h day of May 2023.

Julie Maplethorpe, Mayor

Tanner Evans, Administrator

SCHEDULE A

PENALTIES

SECTION	OFFICE DESCRIPTION	PENALTIES
3.2	Non-supervision of fire	
	1 st offence	\$250.00
	2 nd offence	\$500.00 + recovery costs as per Schedule A
	3 rd offence	\$1,000.00 + recovery costs as per Schedule A
3.3	Creating a risk, nuisance or not extinguishing fire	
	1 st offence	\$250.00
	2 nd offence	\$500.00 + recovery costs as per Schedule A
4	Open air fire	
	1 st offence	\$250.00
	2 nd offence	\$500.00 + recovery costs as per Schedule A
	3 rd offence	\$1,000.00 + recovery costs as per Schedule A
5	Fire during a Fire Ban	
	1 st offence	\$500.00
	2 nd offence	\$1,000.00 + recovery costs as per Schedule A
	3 rd offence	\$5,000.00 + recovery costs as per Schedule A
6	Purchase, possess, handle discharge, fire or set off fireworks	
	1 st offence	\$250.00
	2 nd offence	\$500.00
	3 rd offences	\$1,000.00

Summer Village of Jarvis Bay

May 2, 2023

Council and Legislation

Request for Decision

Agenda Item: *ASVA Annual Conference*

Background:

Administration has received information about the upcoming ASVA Conference. The ASVA Conference is being held October 19th & 20th at the Royal Hotel West in Edmonton. Registration for the conference opens September 15th but accommodations can be booked now to ensure accommodations at the conference hotel.

Options for Consideration:

Council has allocated \$1114 in the 2023 budget for this conference.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

2023 Budget



65 YEARS of SUCCESS TOGETHER

2023 ASVA ANNUAL CONFERENCE & AGM



SAVE-THE-DATE OCTOBER 19-20, 2023 THURSDAY & FRIDAY

- Meet the Ministers Municipal Affairs and Environment (TBC)
- MLA's (TBC)
- Alberta Emergency Management Updates – Friday October 20th -morning session
- Municipal Planning Services – Land Use Issues Summer Villages Face
- ALMS
- Updates from the Nurse Practitioners Association
- Broadband In Communities
- Firesmart
- Alberta Invasive Species
- Aquatic Invasive Species Specialist
- Municipal Affairs -MAP review (Municipal Accountability Program)
- And more

(Please note that Speakers may change due to unforeseen circumstances)

OCTOBER 19TH BANQUET VENUE

- ☐ Hot Buffet Dinner
- ☐ Awards
- ☐ Entertainment
- ☐ Silent Auction
- ☐ Cash Bar



Venue

**CONFERENCE REGISTRATION
BEGINS MID JULY ONLINE.
WATCH FOR UPDATES...**

CONFERENCE RATE:

\$299

Cancellations must be in writing via email to execdirector@asva.ca before September 15, 2023 for a full refund, less \$50 administration fee

**Conference
Registration
Deadline September
15th**

Royal Hotel West
10010-178 St
Edmonton, AB T5S 1T3
780-484-6000
to book your
accommodations
Ask for the ASVA Group
Booking Rate
Room Rates: Queen: \$119
+ Taxes

**Double Queen or King
\$129 + Taxes**

Please join us in listening to the exciting speakers with updates and information that can impact your Summer Villages. Network with Peers from all over Alberta.

**IT'S ALL ABOUT
REGIONAL
COLLABORATION**

**ASSOCIATION OF
SUMMER VILLAGES OF
ALBERTA**

www.asva.ca



Summer Village of Jarvis Bay

Council and Legislation

Request for Decision

May 2, 2023

Agenda Item: *ASVA Silent Auction*

Background:

The Association of Summer Villages of Alberta is celebrating 65 years of success together. Administration received a request from the ASVA asking for a cash sponsorship or to donate a silent auction item for the ASVA Convention being held October 19-20 at the Royal Hotel in Edmonton.

Council has allocated \$800 in the 2023 budget for donations.

Options for Consideration:

- 1) Council provide a donation to the ASVA Silent Auction.
- 2) Council accept as information.

Administrative Recommendations:

That Council review, discuss and provide direction to Administration.

Authorities:

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



Association of
SUMMER VILLAGES
 OF ALBERTA

April 14, 2023

Via Email: Original Will Remain on File

ATTENTION:

Dear _____,

I am the _____ of the Summer Village of _____ and a Director on the Association of Summer Villages of Alberta (ASVA) Board.

ASVA is excited to be hosting the Association's 65th Annual Conference October 19 & 20, 2023 at the Royal Hotel West, Edmonton, AB. We are celebrating **65 YEARS OF SUCCESS TOGETHER**, with the focus for this educational event being Regional Collaboration.

We are seeking your valued support, and are asking for your consideration to provide:

- a cash sponsorship and/or,
- a silent auction item for donation

The publicity you will receive from your contribution is substantial and consists of the following:

Exposure of your company to:

- the Mayors, Deputy Mayors and Councilors from 51 Municipalities (Summer Villages) of Alberta
- Reeves/Mayors from adjacent Municipalities
- DEMS and Deputy DEMS
- MLA's and Ministers from various areas/departments of Alberta



Association of
SUMMER VILLAGES
OF ALBERTA

Whether you choose to provide a Silent Auction item (please identify value of your item) or cash donation, below is how you will be recognized, when payment is received before September 1st, 2023. There is great value in being a Sponsor at the Conference.

Sponsorship Level	Amount	Provided with a Display Space	Number of Breakfast, snacks, lunch & banquet tickets provided with Sponsorship	Number of Breakfast, snacks, lunch provided with Sponsorship Level	Recognized as a Sponsor in the Agenda Pkg	Recognized on Power point	Self-Introduction of your Company to the delegates & intro of guest speaker (as part of	Sponsor Sign at Coffee Station	Logo in ASVA Annual Report	Company Logo place on ASVA Website as Sponsor
PLATINUM	\$2,000+	YES	4	0	YES	YES	YES	NO	YES	YES
GOLD	\$1,000+	YES	2	0	YES	YES	NO	NO	YES	YES
SILVER	\$500+	YES	0	2	YES	YES	NO	NO	YES	NO
BRONZE	\$300+	NO	0	0	YES	YES	NO	NO	YES	NO
COFFEE/HEALTH BREAK	\$250+	NO	0	0	YES	YES	NO	YES	NO	NO

Thank you in advance for your consideration to our request. As always, we appreciate your support.

Director

Association of Summer Villages of Alberta

* The ASVA is nonprofit organization but is not registered as a charitable organization, so taxable receipts are not available.

Summer Village of Jarvis Bay

May 2, 2022

Planning and Development

Request for Decision

Agenda Item: *MDP Public Hearing*

Background:

Public Hearing will be held at 10:30 a.m. during the Council meeting regarding the Municipal Development Plan Amendment Bylaw #194/23.

Options for Consideration:

1. Council to discuss comments received from the public, then give second and third readings to Bylaw #194/23.
2. Council to discuss comments received from the public, make minor amendments to the Bylaw, then give second and third readings.
3. Council to discuss comments received from the public and make major amendments to the Bylaw, therefore rescinding first reading on Bylaw #194/23 and creating a new Bylaw to be presented at the next Council meeting for first reading (with public hearing to follow).

Administrative Recommendations:

Council to discuss comments received from the public, make minor amendments to the Bylaw, then give second and third readings to Bylaw #194/23.

Authorities:

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

Summer Village of Jarvis Bay



SUMMER VILLAGE OF
JARVIS BAY

Municipal Development Plan

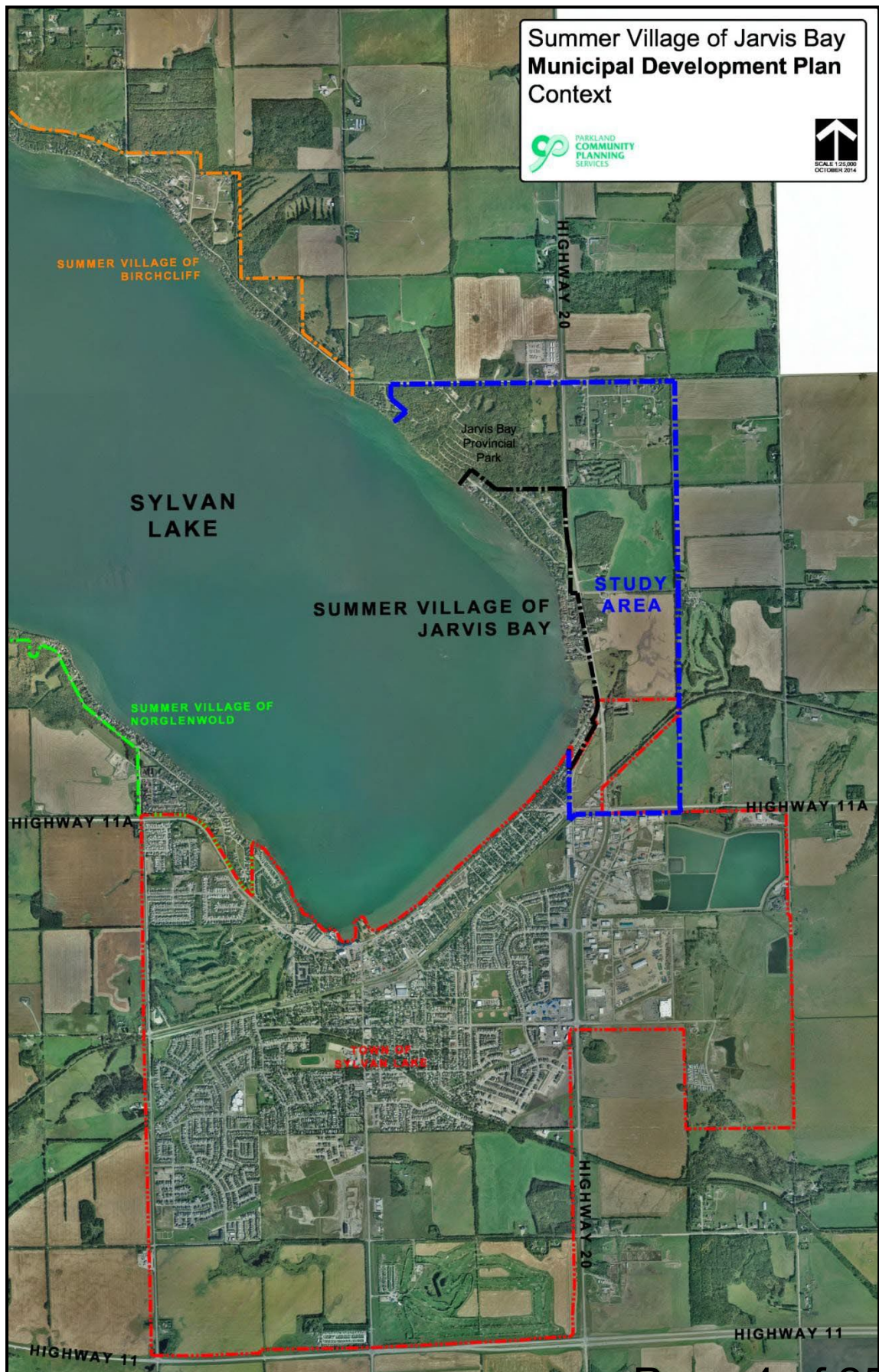
Revised 2023

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Introduction

The Summer Village of Jarvis Bay is a seasonal residential community located approximately 15 kilometers west of the City of Red Deer via Highway 11A at the southeast tip of Sylvan Lake. Its primary attraction is an alternative lifestyle for the many residents that make Jarvis Bay their secondary home or their principal residence. Recent years have shown a marked increase in new residential lots, redevelopment of properties, as well as the introduction of municipal services. The Municipal Development Plan provides policy statements that clarify the context in which both public and private decision making will occur. Council can therefore assess development proposals as they arise within an overall, long-range plan, which will allow Council to maintain slow, high-quality growth, as well as ensuring basic municipal services continue to be made available.

Process

The Plan was prepared by Council, with the support of Administration and Parkland Community Planning Services. A steering committee was appointed that consisted of two Councillors, and four public members – two non-lakefront residents and two lakefront residents – in order to guide plan development. The plan was drafted with the close support of the steering committee before being presented to Council for further refinement of planning direction and policy statements. A public open house was held to seek the public's views on the draft plan. The plan was then revised to reflect those views and the process involvement at key stages was provided to ratepayers, adjacent municipalities, various agencies, and interest groups.

Vision

The Municipal Development Plan sets out the future for the community for the next twenty years. The vision statements are used to facilitate a common understanding of the community in terms of what elements are important to the residents.

The following are community statements that define the Summer Village of Jarvis Bay:

- We are exclusively a low density, single family residential community.
- We are committed to being good and effective stewards of the environment and will act accordingly.
- We are committed to providing municipal services that compliment a simple approach to community living.
- We are committed to a community that respects and shows pride with regard to public and private spaces.
- We will endeavor to communicate, cooperate, and work towards creating a better lake environment with all municipalities surrounding Sylvan Lake.

The means of achieving these vision statements is expanded by the goals and policies contained in this plan.

Legislative Framework

The Municipal Development Plan (MDO) of the Summer Village of Jarvis Bay is a statutory document as defined by the *Municipal Government Act* (Revised Statutes of Alberta 2000, Chapter M-26) and has been adopted as a bylaw by the Summer Village municipal council.

As per Section 632 of the *Municipal Government Act*, a municipality with a population of less than 3500 must adopt a municipal development plan. This plan must address: the future land use within the municipality; the manner of and the proposals for future development in the municipality; the coordination of land use, further growth patterns and other infrastructure with adjacent municipalities if there is no intermunicipal development plan with respect to those matters in those municipalities; the provision of the required transportation systems either generally or specifically within the municipality and in relation to adjacent municipalities and; the provision of municipal services and facilities either generally or specifically. In addition, the MDP must contain policies concerning sour gas facilities, policies respecting the provision of municipal, school or municipal and school reserves, and policies respecting the protection of agricultural operation.

As per Section 692 of the *Municipal Government Act*, before giving second reading to a proposed bylaw to adopt a municipal development plan, or a proposed bylaw amending a statutory plan, a council must hold an appropriate public hearing after having given proper notice.

The Municipal Development Plan is a policy document that provides guidance to the Summer Village's Council and the community concerning future development. As per Section 632 of the *Municipal Government Act*, the plan must be consistent with the land use policies established by the Lieutenant Governor in Council and future municipal policy documents – such as an Area Structure Plan, an Area Redevelopment Plan, an Outline Plan, or a Land Use Bylaw – or amendments to current policy documents should conform to the vision expressed herein.

Public Participation

The Summer Village appreciates the potential contentiousness of changes occurring within the community. There is significant research showing that the quality of development improves, along with an improvement in attitudes towards development, when thorough and fair public processes are undertaken.

Council is fully committed to participation of the residents in the planning and development of Jarvis Bay. In order to ensure that local residents are able to contribute to the development process, Council, before issuing a development permit or entering into a development agreement, may require a developer to host – at their own expense – an open house or other participatory process.

1.0 Growth Management

1.1 Location

The Summer Village of Jarvis Bay is a residential community that seeks to maintain the quality of life they currently enjoy, seasonal and permanent residents alike, and is not considering growth, annexation, or economic diversification. Its attraction is its recreational and open space atmosphere and basic amenities. The consumer needs of the community are met by the Town of Sylvan Lake and the City of Red Deer.

The Study area of this Plan includes the lands contained within Jarvis Bay Provincial Park and lands within the County of Red Deer No. 23 which lie to the east of Highway 20. Map 1 shows the location of the study area in relation to the existing boundary of the Summer Village. The total land

area within the municipal boundary is 0.61 km² (0.2 square miles) according to Statistics Canada, 1996 data.

1.2 Population

Population projections are very difficult to determine for small communities, as they are not large enough to influence the general economy but are dependent on it and are impacted by the economic health of nearby urban centers. As with any seasonal residential community only the permanent population is recorded by Statistics Canada. The 2021 census information indicates a permanent population of 213, an increase of 5% from the 2011 census findings of 203 persons.

The past 10 years have shown significant population growth due to the development of previously vacant lands and conversion of seasonal dwellings to permanent residences; considering the implementation of new municipal utilities and high land values, this trend is expected to continue over the next 10 years.

GOAL: *To ensure that growth is measured to mitigate impacts on the environment, and quality of life for existing residents.*

1.3 Location of Growth

The Land Use Concept (Figure 2) generally outlines the location of existing land uses within the Summer Village and indicates where future settlement may be appropriate. The development pattern reflects the desires of the existing residents yet makes provision for new residents wishing to locate in the community. The boundaries are conceptual only and the actual road location and land uses patterns will be determined at the appropriate subdivision and development stages and through the land use redesignation process.

GOAL: *To ensure that growth is appropriate and complementary to the existing surrounding uses.*

POLICIES:

- 1.3.1 The Land Use Concept (Figure 2) divides the Summer Village into the following land use areas:

- a) Residential Area
- b) Open Space Area
- c) Municipal Cooperation Area

The Municipal Cooperation Area is concerned with lands outside the municipal boundary and therefore the policies established in this plan are the subject of intermunicipal planning agreements with the County of Red Deer, the Town of Sylvan Lake, and the Summer Village.

- 1.3.2 New subdivisions that create more than four (4) lots, or that require the dedication of a public road allowance, shall require an outline plan approved by Council before an application for subdivision may be considered.

2.0 Residential Development

Residential and Recreational land uses are the exclusive permitted land uses within Jarvis Bay. It is the intention of Council and the wishes of the residents that the community retains the character of a seasonal recreational community even as it slowly evolves into a more permanent residential community. It is also their desire to promote a high standard of residential development and open space both within the existing built areas and in any future development areas.

GOAL: *To encourage high standards for new and existing development that complements and protects the existing character of the Summer Village.*

POLICIES:

- 2.1 Single detached dwellings will be the main form of housing permitted within the Summer Village of Jarvis Bay. It is the intention of Council and the wishes of the residents that the community retains the character of a seasonal recreational community even as it slowly evolves into a more permanent residential community. It is also their desire to promote a high standard of residential development and open space both within the existing built areas and in any future development areas.

GOAL: *To encourage high standards for new and existing development that compliments and protects the existing character of the Summer Village.*

POLICIES:

- 2.1 Single detached dwellings will be the main form of housing permitted within the Summer Village of Jarvis Bay.
- 2.2 Council does not approve of commercial operations within the Summer Village, with the exception of Council approved home based businesses. Conditions and consideration for discretionary commercial ventures will be addressed in the Summer Village's Land Use Bylaw.
- 2.3 All development shall conform to the provisions set forth in the Summer Village of Jarvis Bay Land Use Bylaw.
- 2.4 Council supports the recommendation of the Alberta Lake Management Society that the edge between lake and private property be kept as natural as possible for the lake to maintain its natural ecosystem.

3.0 Open Space and the Natural Environment

The majority of residents of Jarvis Bay have chosen the community because of the recreational lifestyle that the Sylvan Lake area offers. Although the current municipal owned land generally is left natural, it is Council's desire to provide an Open Space system that provides a variety of experiences for the residents. Additionally, Jarvis Bay faces pressures from outside users – ranging from parking to private lessons on public property, to storage – that will require monitoring and possibly intervention.

New residential developments should incorporate alternative forms of recreational and open space lands that will meet the needs of the future residents. The lands that do not have direct lakeshore access require a more detailed and comprehensive plan.

Although traffic within the Summer Village does not, as yet, present problems for pedestrians or cyclists, the desire for a trail system that follows the general alignment of Highway 20 is seen as positive by the majority of the residents.

GOALS: *To maintain the privacy of all residents and ensure that negative impacts of non-residential users are mitigated.*

To maintain and enhance the environmental integrity of the open spaces and provide a greater variety of passive recreational activities.

To ensure that the provision of open space and reserve land is in balance with the demands of the residents.

To ensure that public areas do not become an economic burden on local ratepayers.

POLICIES:

- 3.1 Open Space uses are generally expected to occur in accordance with the plan's Land Use Concept (Figure 2).

Open Space within the Summer Village will be designated as:

- a) Recreation Areas;
- b) Conservation Areas; or
- c) Connectivity Areas

as shown on Figure 3 – Open Space Map.

- 3.2 The following primary purpose shall guide the management of each designation of Open Space:

- a) Recreation Areas: environmental management, open play, and recreation;
- b) Conservation Area: protection of the natural environment and landscape appreciation;
- c) Connectivity Area: facilitation of movement throughout the Summer Village, landscape appreciation, and environmental management. These areas often conform to the Summer Village's undeveloped road allowances.

A list of permitted and discretionary amenities for each designation can be found in Table 1 – Open Space Amenities.

- 3.3 Council may require an environmental assessment/audit to be carried out on any site that has significant portions denoted Conservation Area that is the subject of a development proposal.
- 3.4 Council will discourage proposed developments that may have undesired environmental impacts.
- 3.5 As provided for in the Municipal Government Act, the Summer Village shall acquire the maximum allowable amount of municipal reserve, school reserve, or municipal and school reserve, in order to obtain sufficient lands for local needs. The evaluation of proposed reserve land shall be based on:
 - a) the size and configuration of the proposed reserve parcel(s);
 - b) the proposed reserve parcel(s) accessibility to users;
 - c) the proposed reserve parcel(s) characteristic: and
 - d) the proposed reserve parcel(s) development potential.
- 3.6 Council will take the full ten (10) percent dedication of municipal reserve as reserve land save for exceptional circumstances where cash-in-lieu may be appropriate for part of all the provision of municipal reserves.
- 3.7 Public trails and natural green spaces are acceptable uses of municipal reserves in the Summer Village of Jarvis Bay.
- 3.8 The Summer Village of Jarvis Bay may require that part of a parcel of land of a proposed subdivision be dedicated as environmental reserve if that part consists of:
 - a) a swamp, gully, ravine, coulee or natural drainage course;
 - b) land that is subject to flooding or is, in the opinion of the subdivision authority, unstable; or
 - c) a strip of land, not less than 30 meters (of environmental reserve or a combination of environmental reserve and environmental reserve easement) in width, abutting the high water mark of any lake, river, stream or other body of water for the purpose of
 - I. preventing pollution, or
 - II. providing public access to and beside the bed

and shore.

- 3.9 For reasons of environmental integrity and to maintain the character of the community, the Summer Village supports that Conservation Areas:
- a) should be left in their natural condition as much as possible; and
 - b) may be appropriate for low-impact trails to provide access where conditions are suitable.
- 3.10 Tree cutting and pruning is prohibited on any open space areas, including but not limited to municipal reserves, environmental reserves (and environmental reserve easements) and undeveloped road allowances without the prior approval of the Summer Village.
- 3.11 The open space areas are meant for the enjoyment of residents and visitors, not for storage. The Summer Village recognizes the impacts of storage and parking on public property and will investigate how to best address these linked issues.
- 3.12 In order to address the encroachment of private facilities on the Summer Village's reserves the following policies will apply:
- a) For private facilities encroaching upon municipal reserves, landowners will be asked to remove unauthorized material and structures; the owner of any unauthorized structures may be able to enter into a license agreement to allow the structures to remain on municipal reserve land only in unusual or extenuating circumstance. Any private facilities that are allowed to remain shall be maintained in a safe – as regularly certified by a professional engineer – and environmentally responsible manner, and provide proof, and ongoing assurance, of proper liability insurance;
 - b) For private facilities encroaching upon environmental reserves, landowners will be asked to remove unauthorized structures and materials by a specific date.
- 3.13 The Summer Village of Jarvis Bay shall not dispose of

lakefront reserves, and disposition of other reserves may only occur under exceptional circumstances and after the careful consideration of Council.

- 3.14 Council will ensure that all development complies with the provisions of the Land Use Policies regarding the protection of, and consideration for, the natural environment.
- 3.15 The Summer Village recognizes the many water activities that occur on the lake, but that the development of a public boat launch is neither desirable nor practical within the community.
- 3.16 Council will participate in a regional approach to identifying appropriate locations for, and promoting, an additional boat launch for the lake. Council will work with Provincial Park authorities, Environmental Protection, Lacombe County, County of Red Deer, and the Town of Sylvan Lake, as well as the other summer villages in realizing this project.
- 3.17 The Summer Village will support a pedestrian/cyclist trail to provide a reasonable link from Petro Park to northeasterly limits of the Summer Village – without infringing on the privacy and security of residents – and to connect to existing and future trails developed in Red Deer County and the Town of Sylvan Lake.
- 3.18 All trail designs must be reviewed and approved by Council before development may occur in order to ensure the trail's appropriateness for its context.
- 3.19 Surveyed and undeveloped road allowances throughout the Summer Village are considered a part of the Open Spaces system for the purpose of this plan. These road allowances are:
 - a) to be left in their natural condition as much as possible;
 - b) to provide pedestrian access to the lake shore;
 - c) to provide access to, community docks where permitted by the Summer Village;
 - d) to provide alternative methods for access, where appropriate, through the adoption of a bylaw or resolution by council; and
 - e) to be kept in a reasonable state of repair by the

Summer Village.

- 3.20 As emerging provincial legislation is brought online and clarified, the Summer Village shall continue to investigate, regulate, and enforce policy concerning the issue of community docks and boat lifts.

4.0 Agricultural Operations

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

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

5.0 Utilities and Municipal Services

It is the intention of Council to maintain Municipal services currently contracted for by the Summer Village. They are snow removal, snow fencing, ditch mowing, garbage collection, police, fire, and general maintenance. There are contracts for the operations of services of the administrator and other support staff. Growth of the Summer Village by development of new lands or by an increase of permanent residents will not affect the ability of the Summer Village to maintain these basic services.

Historically the Summer Village of Jarvis Bay was a minimally serviced, seasonal residential community. Over the years, as environmental concerns over lake water quality were raised, Council and ratepayers have chosen to implement solutions that address sewage disposal methods that respect the natural lake environment. To this end, Council approved the capital expenditure and secured grant monies for the installation of a municipal sewage collection system in 1996. The entire system was installed in 1997 and connected to treatment facilities in the Town of Sylvan Lake. Costs associated with this project are to be recovered by off-site levies for future growth areas and an improvement bylaw was utilized for the existing built area.

The private utility companies have facilities in place that will serve the future growth of the municipality. Their systems are monitored and will be upgraded as growth and markets dictate.

As permanent residency increases to levels where the addition of a municipal water distribution system is requested and warranted, Council will review the need to provide that service, and work with the water and sewer commission to ensure appropriate service.

GOALS: *To maintain and upgrade the sanitary sewer system as required.*

To ensure an effective storm water drainage system is in place for future and existing developed areas.

To develop and maintain an adequate municipal water supply to meet domestic and firefighting requirements.

To ensure the orderly and economic extensions of the utility systems to all developing areas of Jarvis Bay.

POLICIES:

- 5.1 The Summer Village will continue to work with regional partners and the Sylvan Lake Regional Water and Wastewater Commission concerning the provision of a municipal water system.
- 5.2 The Summer Village does not support additional street lighting within the Summer Village, but will consider intersectional lighting where warranted for safety reasons.

- 5.3 Storm drainage plans shall be required for all new development areas, and Council will review and improve surface drainage in the existing built areas as needed, and as funds are allocated.
- 5.4 Jarvis Bay will work with provincial agencies, as necessary, to continue to address drainage issues and concerns within the Summer Village.
- 5.5 The development of new residential areas and roads shall not restrict the present water courses or allow for the clearing of wooded and marsh areas.
- 5.6 All new developments are required to be connect to the municipal wastewater system.
- 5.7 Prior to any proposed development or redevelopment, confirmation must be obtained from the municipality that municipal services (e.g., sewage and water) have sufficient capacity to service the proposed development. If capacity is not present, the applicant shall be required to upgrade municipal services at their sole expense in order to obtain sufficient capacity.
- 5.8 Developers shall contribute to municipal service and utility upgrades if deemed necessary and to an extent deemed necessary.
- 5.9 New private water wells should be installed at least 60 m from any permanent body of water, as required by provincial legislation.
- 5.10 Within the plan area, no sour gas facilities exist and the Summer Village does not consider sour gas facilities, or other industrial and hazardous land uses, to be appropriate for the Summer Village.

6.0 Transportation System

The Summer Village of Jarvis Bay is essentially served by Jarvis Bay Drive, which consists of three separate municipal roads that have access unto Highway 20. From this one road, access is provided to 148 residential parcels. There are also four surveyed road allowances that were part of the subdivision that created the Summer Village.

While the Summer Village of Jarvis Bay is in many ways reliant on

automobiles, it is recognized that an effective transportation system considers not only automobiles, but also pedestrians, cyclists, and other alternative forms of transportation.

GOALS: *To establish and maintain an effective and safe road system for the movement of vehicles and pedestrians in Jarvis Bay.*

To foster alternative modes of travel locally and through the region.

POLICIES:

- 6.1 The Summer Village transportation system shall consist of local roads, which provide legal and physical access to the residential lots, and safe and effective highway access at the existing three locations.
- 6.2 The Summer Village shall establish safe, visible locations for pedestrian crossings on Jarvis Bay Drive where deemed necessary.
- 6.3 In order to ensure the safety of all road users, the Summer Village shall provide traffic calming measures where warranted.
- 6.4 All municipal roads shall be developed to the following standard:
 - a) that a 20.12 m right-of-way is provided;
 - b) that a sub-base is constructed to service the current and projected traffic volumes, as determined by an engineer;
 - c) that a hot mix asphalt surface be a minimum of 35 mm in depth to an overall roadway width of 7.3 m pavement.
- 6.5 The Summer Village shall ensure that adequate maintenance of the existing roads is provided by consultation with professional engineers.
- 6.6 The Summer Village will continue to work with Alberta Transportation, and other pertinent partners, to address matters such as safety and noise reduction.
- 6.7 The Subdivision Authority shall require the owner of a parcel of land that is subject of subdivision application to provide for the

construction of a pedestrian trail, if and where appropriate.

- 6.8 Jarvis Bay shall provide on-going maintenance for existing trails within the Summer Village and explore linking the community to existing and planned trails in Red Deer County and the Town of Sylvan Lake.
- 6.9 For the purposed of this plan, undeveloped road allowances are considered open space and thus addressed in Section 3.0 Open Space and the Natural Environment.

7.0 Municipal Cooperation

The Summer Village of Jarvis Bay recognizes the mutual benefits of a consultative and cooperative planning approach with regard to land uses, common infrastructure, economic growth, and environmental concerns.

GOALS: *To establish and maintain open dialogue with adjacent municipalities for the coordinated approach to matters of mutual interest.*

POLICIES:

- 7.1 The Summer Village supports consultative approaches with adjacent rural and urban municipalities regarding but not limited to the following matters:
- a) environmentally significant areas;
 - b) subdivision and development of adjacent lands;
 - c) transportation and utility linkages;
 - d) economic development; and
 - e) communication and issue resolution processes.
- 7.2 The Summer Village does not intent to annex the lands shown as the Municipal Cooperation Area (Figure 2), but the development of these lands should not materially or aesthetically impair the quality of life for the residents of Jarvis Bay, therefore consideration should be given to ensure compatible land uses. Similarly, the annexation of lands currently a part of the Jarvis Bay Provincial Park would only be pursued if park changes are made that compromise the

lifestyle of the Summer Village's residents.

- 7.3 The Town of Sylvan Lake Intermunicipal Development Plan prepared for the Sylvan Lake area, is the principal tool for the implementation of policies that are envisioned for the residents and public users of the lake as a whole.
- 7.4 The Summer Village supports intermunicipal planning initiatives for the integrated planning of Sylvan Lake's shoreline, and the planning of the wider watershed in general.
- 7.5 Insofar as it is beneficial to residents and other municipal interests, the Summer Village of Jarvis Bay may enter into utility and/or service agreements for:
- a) water utility;
 - b) wastewater utility;
 - c) waste management;
 - d) road maintenance;
 - e) protective and emergency services;
 - f) administrative, recreation, social, cultural services; and
 - g) any other services deemed necessary.
- 7.6 The Summer Village of Jarvis Bay will seek to collaborate with the Town of Sylvan Lake, Red Deer County, Lacombe County, The Summer Villages of Birchcliff, Half Moon Bay, Norglenwold, and Sunbreaker Cove to ensure compatible and mutually acceptable land use and development policies.
- 7.7 In considering any amendments to the Summer Village's MDP, the adoption of an area structure plan or intermunicipal development plan, an amendment to the Land Use Bylaw or the approval of any land use development, which in the opinion of the Summer Village may impact agricultural operations within and/or adjacent to the Summer Village may refer for comment and recommendation of the matter being considered to Red Deer County, Lacombe County, the agricultural operators who may be affected, and any other body the Summer Village deems appropriate.

8.0 Implementation and Review

As the overall planning document that provides direction for the

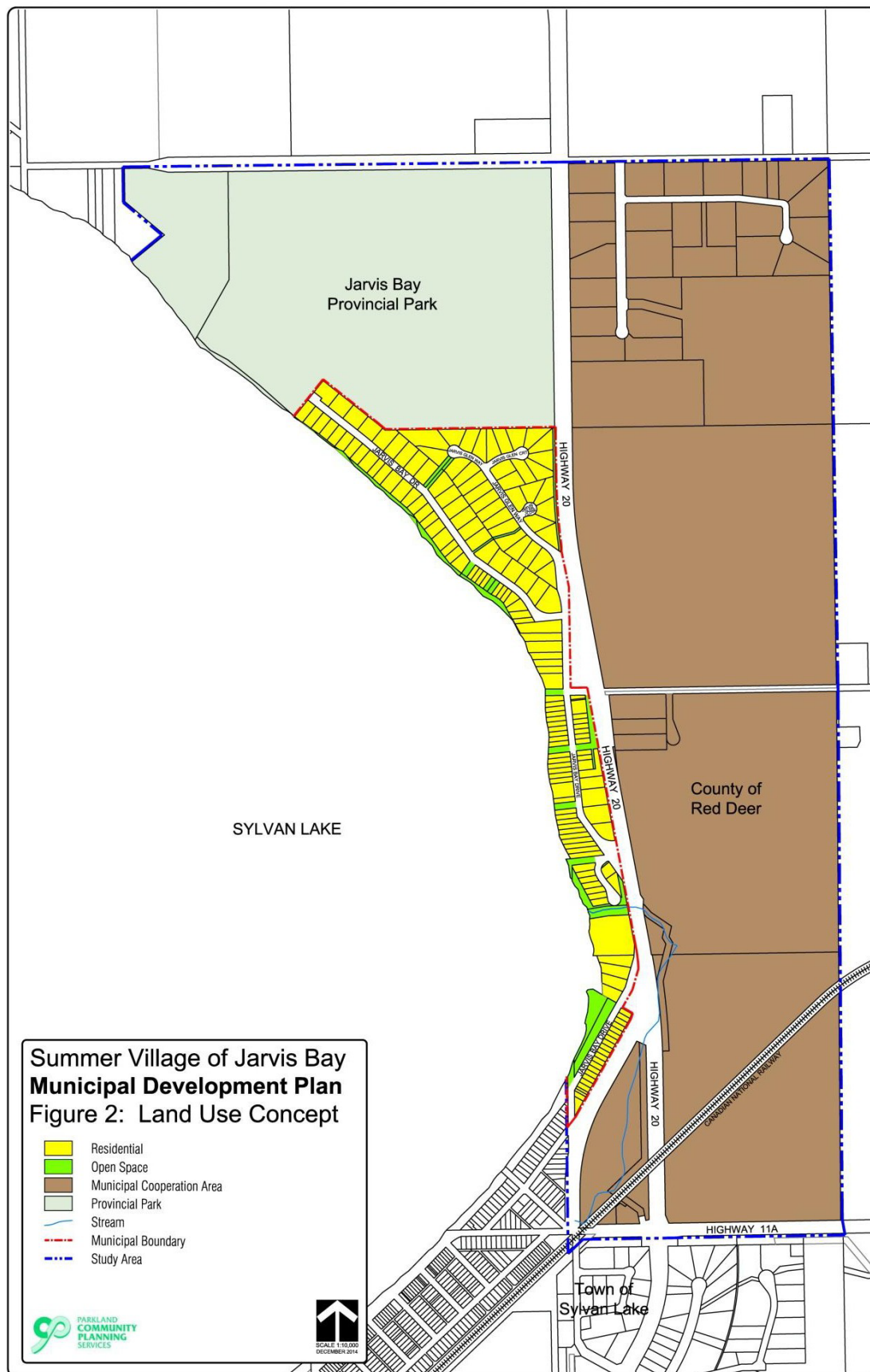
subdivision and development, land uses and road patterns within the Summer Village, Council's primary role is to administer the goals and policies of the Municipal Development Plan.

GOALS: *To promote the use of the Plan by policy implementation.*

POLICIES:

- 8.1 Council may require the preparation of an area structure plan or outline plan to provide the details of land use, utility servicing, road patterns, open space, storm drainage, and any other matters deemed necessary, prior to the consideration of any redesignation (zoning) proposal, subdivision or development application; and Council will require the preparation of an outline plan for proposed subdivisions that create more than four (4) lots, or that require the dedication of a public road allowance.
- 8.2 This Plan shall be interpreted with flexibility having regard to its purpose, objectives, and policies. The Council's decisions on interpretation shall be final.
- 8.3 Council will observe the effect of this plan after adoption and implementation, and if new ideas or changing circumstances warrant, will bring forward amendments to satisfy public concerns and aspirations.
- 8.4 Council will conduct a review of this Plan whenever it considers it no longer expresses the long-term goals of the Summer Village and in any event, within ten (10) years. The Plan will be amended in accordance with the procedures established in the *Municipal Government Act* (as amended).
- 8.5 Council will consider a Capital Works Plan in support of the policies of this plan for the future municipal improvements, including costs, with the assistance of the Summer Village Engineer.
- 8.6 Council will undertake a review of the Land Use Bylaw within one (1) year of adopting this Plan.
- 8.7 The subdivision authority is instructed by Council to require the applicant for subdivision to submit a plan of survey for all subdivision requiring endorsement, with the exception of boundary

adjustment applications.





Summer Village of Jarvis Bay Open Space Plan

Table 1: Open Space Amenities

	Recreation Area	Conservation Area	Connectivity Area
Amenity			
Play Equipment	Δ		
Restroom Facilities	Δ		
Cycle Racks	Δ		
Picnic Tables	○		
Benches	Δ		Δ
Lookout Areas	○		
Refuse Containers	○		
Bridge/Boardwalk		Δ	Δ
Pedestrian Lake Access	○	Δ	○
Motorized Lake Access	Δ		Δ
Walking and Biking Trail	○	Δ	○
Dock/Pier/Boat Lift	Δ	Δ	Δ

Δ Discretionary amenity when accompanied by an open space concept plan, as determined by the Council of the Summer Village

○ Appropriate amenity when accompanied by an open space concept plan

Summer Village of Jarvis Bay

May 2, 2023

Council Reports

Information Item

Council Reports:

Julie Maplethorpe

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

Annabelle Wiseman

David Garratt

Committee Reports:

Correspondence:

Upcoming Meetings:

Next Council Meeting – June 6, 2023



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – APRIL 12, 2023 – 6:30PM

1. Communications

A warm introduction was given to the new Library Director named Haley Amendt. She comes from Parkland Regional Library in Lacombe where she worked as a consultant. Her first day at the Sylvan Lake Municipal Library was April 10, 2023; please stop in to welcome her to the community.

2. Treasurer's Report

The Treasurer's Report was approved as presented.

3. Director's Report

The Director's Report was approved as presented.

There are a few changes in staff to note this month. Tammy will be leaving the library at the end of April after 18 years of service, she will be replaced with Vanessa who started on April 11. Martina's last day was March 31 and Susan moved from Sylvan Lake Library to join Parkland Regional Library as a consultant on April 11. These two open positions will be reviewed over the coming weeks to assess requirements for the summer season.

The auditor's attended the library on April 5 and 6 to complete the annual audit; an update will follow.

4. Programming Report

A new partnership was created with "Tamarack Jack's Honey and Meadery" out of Caroline. On April 21 an adults only Mead Tasting event will take place from 7:00pm to 8:30pm and feature samples of the "True Taste of Alberta" alongside delicious charcuterie. This evening will also feature a musical guest "Bops n Moss" and tickets can be purchased at the library for \$15 + GST per person. The next day, April 22, there will be a family event for Earth Day "So You Want to be a Beekeeper" hosted by Tamarack Jack's Apiary. Running from 2:00pm to 4:00pm there will be crafts, an up-close look at a beehive and honey infused treats. Both events will be held at the library and more information can be obtained by phoning (403) 887-2130 or checking out the events page:

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

The Film Society screening of “The Whale” last month showed the best turnout ever for this program with many attending who had never been before. Any past screenings of the Film Society are purchased by the Sylvan Lake Library for future viewing by patrons, check one out on your next visit to the library!

5. Policy

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

Meeting adjourned at 7:25pm.

Next Regular Meeting – May 10, 2023, at 6:30pm.

Parkland Update

Thursday, April 20, 2023

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

Welcome Susan!

Join us in welcoming Susan Hall to Parkland as a new Finance Clerk. Susan grew up in Carbonear, Newfoundland, and moved to Alberta at 19. Susan then met her late husband in Alberta and was married for 31 years, they had three beautiful boys in that time. She now has three grandbabies; Jackson, Piper, and Paisley. Susan has worked at the Sylvan Lake Library for over eight years and is excited to learn in this new position.



Congratulations to Sara!

Sara has been with PRLS for almost 5 years, working at the Ponoka Jubilee Library until last fall when she moved to Maskwacis Library Services, where she will now be the Library Manager. Sara had been a classical musician, researcher, grant writer, archivist, veterinary technician, university professor, and Zellers toy department specialist. Her library experience includes corporate, academic, and public libraries in BC, Alberta, and Ontario. After work, she enjoys gardening, hiking, kayaking, and hanging out with her dog (Callie) and cat (Sunny Nutbar).



Radon Kits Recalled for the Summer

Due to the spring warm weather, the Radon Kits will be unavailable until September. During warmer months people open windows to allow natural airflow. This prevents the radon kits from screening an area properly. Because of this we will, temporarily, be changing the status of these items to “unavailable”. Please return them to Parkland where they will be put in storage until September. Please do not lend these out to patrons. The holds list will be maintained and reactivated in the fall.

LIBRARY NEWS

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

TAL Provincial Advocacy Tools



The Alberta Library has created resources including printables and postables to help your library advocate during provincial elections. You can [download this toolkit](#), or find it and other advocacy resources on the [Parkland Advocacy Page](#).

Although we have recently received a commitment for increased funding from the Minister of Municipal Affairs, Rebecca Schultz, further work is needed for ongoing funding increases. Library boards can still meet with MLAs and MLA candidates in their area to express gratitude for the funding increase and build relationships for additional advocacy work. We encourage you to schedule these appointments soon, as once the election is called, time with stakeholders will be difficult to get.

Big Library Read



The next [Big Library Read](#) kicks off on Wednesday, May 3, with its book selection, *Tastes Like War* by Grace M. Cho. Part food memoir, part sociological investigation, *Tastes Like*

War is about a daughter's search through intimate and global history for the roots of her mother's schizophrenia.

[Marketing materials](#) and a press release are available to promote this program to your patrons and community. Readers can use #biglibraryread on social media for a chance to win a selection of book-ish prizes and Libby swag any reader is sure to love!

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Library Managers Coffee Break** - April 26 at 10am. Join on teams from the calendar invite.

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

Display It! Kickstarting Library Exhibit Programs Webinar

Wednesday, April 26

12pm

Library collections are treasure troves of knowledge, and exhibits are fun and engaging opportunities to highlight resources and encourage discovery. [This one-hour webinar](#) will talk about ways to kickstart and grow an exhibit program.

Library Services to Homeschoolers Webinar

Wednesday, May 3

12pm

Are all learners welcome in your library? There are at-home learners in your community, and the library is the single most important resource to DIY educators. [Learn about](#) the history, methods, and growing diversity of home education. You will explore outreach opportunities and program inspirations to put into practice in your library.

So You've Been Appointed to the Board On-Demand Webinar

[This webinar](#) covers all you need to know after joining a board. Vic Mensch, Chair of Chinook Arch Library System and Kirk MacLeod, former President of the LAA, answer questions about Board ethics, how boards make decisions, what to do if you disagree, and more.

How to Craft and Utilize an Elevator Speech to Prove Your Library's Value Webinar

**Thursday, April 27
12pm**

Classic elevator speeches are 2- or 3-sentence statements that pack a punch. Some people refer to them as “value statements” or “soundbites.” When you have just a moment to make an important point, you must use it wisely. During [this webinar](#), you will learn how to speak efficiently and effectively when advocating for your library.

Library Safety and Security: A Holistic Approach Webinar

**Thursday, May 18
1pm**

Creating a safe environment for the public, staff, and collections is a top concern for libraries. As a public space, this sometimes means that library staff are faced with behavior or events that may feel unsafe, uncomfortable, or illegal. Although we can't predict or control every situation, we can be prepared to effectively respond to a range of scenarios. [This session](#) will present a holistic approach for creating safe environments through strong community relationships, inclusive policies, and empowered staff.



Parkland Update

Thursday, March 23, 2023

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

Parkland's New Application Support Technician

Janine has recently joined us from the City of Red Deer IT Department. She was born and raised in Forestburg, Alberta and moved to Red Deer after finishing her Business Diploma at RDC. This past summer Janine, her husband TJ, their one-year-old son Owen, and their dog Malibu moved to Blackfalds in search of a more small-town feeling and community. Janine is looking forward to delving more into the IT and Parkland Regional Library world.

Welcome

Janine!



— 2023 *ANNUAL CONFERENCE* Stronger Together

*PARKLAND REGIONAL LIBRARY SYSTEM + PEACE LIBRARY SYSTEM
NORTHERN LIGHTS LIBRARY SYSTEM + YELLOWHEAD REGIONAL LIBRARY*

The [Stronger Together](#) team is thrilled to share the dates for the 2023 Stronger Together Conference. Northern Lights Library System has joined the team this year to help put on what we hope will be the best Stronger Together conference to date!

This year the conference will be a hybrid model—one full conference day online and two in-person days at the River Cree Resort and Casino in Enoch, AB (west Edmonton). You can look forward to a variety of sessions suited for anyone who works with and loves libraries including a focused leadership development day for Library Trustees.

Save the date:

Online	Stronger Together Conference	–	November 3rd,	2023
In-Person	Leadership Development Day	–	November 9th,	2023
In-Person	Stronger Together Conference	–	November 10th,	2023

For any inquiries, please send questions to librariesarestrongertogether@gmail.com.

LIBRARY NEWS

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

Red Hot Science Continues into the Summer!

If you haven't had a chance to check out their programs there is still time to [register](#)—Red Deer Polytechnic, in partnership with Actua and CanCode, is continuing their free program [Red Hot Science](#) into the summer months this year! Check out their STEM programs for a variety of age ranges to offer at your library. You can find more information in the Red Hot Science Programming folder on the Q Drive.



TD Summer Reading Club Films

The National Film Board (NFB) has compiled a [list of films](#) for the 2023 TD Summer Reading Club *Check This Out* theme. Libraries can share these films with their patrons either by sharing the online streaming links or hosting in-person screenings (physical or digital copies can be requested from the NFB). For more information, please see the [TD Summer Reading Club](#) and [NFB](#) websites.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Polaris Training** - March 24, 10am–12pm. [Join online](#) or register with your consultant to attend in person.

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

Small Library Makes Big Impact through Community Networking Webinar

Wednesday, April 12 12pm

In [this webinar](#) learn how to improve your connection with the community you serve and make the most of your library's advocates. There will be tips, stories, and timelines on how to elevate the image and usage of your library. \$79 USD

Reluctant Leadership Webinar Thursday, March 30 12pm

You may have been thrust into leadership or placed in a position that you didn't anticipate or never wanted. Discover why being a reluctant leader is often the best leader and learn how to focus on the qualities that make you the best person for the job in [this webinar](#). \$49 USD

Grantseeking On-Demand Course

Grantseeking can be time-consuming and time-sensitive. It's important you have the appropriate planning tools, tracking system, and submission schedule in place. It's also important that you know the funder's motivations and if you have the capacity to deliver on them and fulfill their intentions for impact. [This course](#) is designed to help you do just that! \$99

PARKLAND REGIONAL LIBRARY SYSTEM
4565 46 Street
Lacombe, AB T4L 0K2

Stay up to date by visiting our [Support Site](#).



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Parkland Regional Library System

2022 Annual Report

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



Photo from Cremona Municipal Library

Thank you!

The Parkland Library Board thanks our member municipalities and the Government of Alberta for continued funding. With your help we supported 49 public libraries in 2022.



Photo from Caroline Municipal Library



Parkland Libraries have...

678,471 items in the physical collection and 1,256,988 physical circulations.

Virtual Library Services

- 248,922 website and online catalogue visits
- 91,259 eLibrary database sessions
- 134,981 digital checkouts
- 1,646,392 WiFi sessions at libraries

Parkland HQ

- Completed 23,757 interlibrary loans
- Provided an additional \$66,000 for additional eContent paid for from reserves
- Completed workshops, training, analysis, and reports on multiple topics for library staff.

2022 Annual Report



Photo from Caroline Municipal Library

Resource Sharing

- 883,300 items delivered in van runs in 2022.
- Purchased, processed, and added 30,594 items to the system catalogue.

Member Support

- 1,067 consulting activities by Parkland Staff
- Created training videos and documents on introduction to budgeting, trustee orientation, building rapport with CAO's, collection development, and marketing.

IT Support

- Implemented a new firewall at PRLS headquarters
- Increased network security to reduce exposure to external threats
- Purchased and replaced 66 desktop and 12 laptop computers
- Replaced one of the critical servers at PRLS
- Initiated the review of our current websites for libraries. The project is ongoing, but new websites will likely be implemented in 2023

Member Libraries Borrowed...

- 14,140 Large Print Books
- 3,310 Audiobooks
- 855 Software and Video Game Kits
- 1,955 Children, Teen, and Adult Programming Kits

2022 Annual Report

F-1,2



Advocacy Activity

The Parkland and Yellowhead Advocacy Committee was instrumental in creating a Systems Advocacy Committee. The Directors and Chairs from all 7 systems in Alberta have created a robust advocacy plan to increase funding from Municipal Affairs.

Stronger Together

Parkland participated in the second annual Stronger Together Conference. There were 13 sponsors, 20 sessions, and 4 keynote speakers. These were attended by over 1000 registrants.

Marketing Activity

- Partnered with Lacombe Days for a BBQ in July with over 850 attendees.
- Hosted the 2nd annual Canadian Library Month contest and membership drive. We had 481 contest entries and gained 875 new members.

Social Media

- Re-evaluated and implemented a new social media strategy.
- We saw a 271% increase in engagement and a 7% increase in reach.

Contact Us:

Parkland Regional Library System

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

Board Chair Teresa Rilling

Vice Chair Barb Gilliat

Executive Committee

Teresa Rilling (Chair)
Barb Gilliat (Vice Chair)
Deb Coombes
Debra Smith
Jamie Coston
Janice Wing
Joy-Anne Murphy
Leonard Phillips
Norma Penney
Shannon Wilcox

Director: Ron Sheppard (ext. 230)

Manager of Library Services: Andrea Newland (ext.221)

Manager of Finance and Operations: Donna Williams (ext. 141)

Manager of Technology Infrastructure: Tim Spark (ext. 212)

IT Helpdesk (ext. 600)

Advocacy Committee

Gord Lawlor (Chair)
Norma Penney (Vice Chair)
Barb Gilliat
Deb Coombes
Debra Smith
Joyce McCoy
Jul Bissell
Shawn Peach
Stephen Levy
Teresa Cunningham
Teresa Rilling

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

*Statistics based on 2022 annual report to PLSB Municipal Affairs

Strong Libraries, Strong Communities





PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

FEBRUARY 23, 2023

Parkland Annual Report

Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) at Municipal Affairs. System wide statistics indicate a return to pre-COVID levels of service. In 2022, many performance indicators were up.

Circulation - 1,256,988
Interlibrary loans - 23,757
WIFI Usage - 1,646,392
Van Run volume - 883,300 items
Collection size - 678,471
Cardholders - 38,366

An annual report infographic with more highlights from 2022 will be prepared and distributed to member municipalities in the coming weeks.

Outlet Annual Reports

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

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

Highlights from their annual reports are included below:

Brownfield Community Library Accomplishments

They had over 2,500 people visit the library this year. They were also pleased to have 10 volunteers involved in various library services and events. The library was closed for approximately two weeks in June as the library received some much-needed renovations and re-painting.

Nordegg Public Library Accomplishments

They were happy to be open 12 hours per week over 4 different days. They now have 12 volunteers helping run services in Nordegg. The library manager position is still vacant and they are looking forward to filling this position.

Spruce View Community Library Accomplishments

Their *1,000 Books Before Kindergarten* is still going strong with about 38 kids participating, and they have 10 children who have reached 1,000 books already! They are also partnering with the Innisfail and Area Family Resource Centre to bring an early literacy program to their library, which is very well attended.

Water Valley Public Library Accomplishments

The Water Valley Public Library and the local area has really grown in the last year. This year, the library has really been focusing on expanding their program offerings. They currently offer four full time children's programs, two regular adult program offerings, as well as additional programs being added as a one off.

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Gord Lawlor was re-elected as committee Chair and Norma Penney was re-appointed Vice-Chair.

The Advocacy Committee decided to carry over its workplan goals from 2022 through 2023. These goals are:

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2. Advocating for increased library funding from the Government of Alberta
3. Assisting libraries with the marketing of their services
4. The creation of a provincially unified, ongoing voice for public libraries
5. To continue to focus on advocacy to the system board
6. To continue to help libraries and library boards advocate for themselves at the local level

Given that library funding remains a major issue, keeping the goals from 2022 seemed logical since a provincial election is anticipated this spring.

As for the provincial election, in fulfillment of one of our six advocacy goals, Parkland and Yellowhead Regional Library (YRL) have been successful in creating a provincially unified, ongoing voice for public libraries by creating an Advocacy Committee of the seven library systems.

Website Refresh Project

On January 12, 2022, Parkland headquarters experienced a network compromise and the point-of-entry identified was through Parkland's website server, which was corrected. While a website refresh project had already been discussed internally, the network compromise forced the fact that staff need to update Parkland's existing Sitecore infrastructure.

Staff requested and were granted up to \$200,000 from the technology reserve to fund the Website Refresh Project based on the existing Sitecore license using Fishtank as the website developer.

Parkland and Parkland Outlet Bylaw Revisions

Parkland needed to revise a number of its bylaws related to in-house collections. All references to loan periods and fines have been removed from the Parkland Bylaws.

In addition, Parkland's Outlet bylaws were amended with regards to fees and fines, borrowing periods, and borrowing periods suspension or forfeiture.

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you would like to take his place as the ALTA Representative for Parkland.

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Delburne Municipal Library shared that Scotiabank has sponsored book called the Hockey Jersey that promotes inclusivity in hockey. They will give a copy to any library that asks.

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Penhold & District Public Library through their Friends of the Library group were able to purchase Wonderbooks, which is a print book with a ready-to-play audiobook inside.

Board Members Present

Teresa Rilling (Board Chair), Norma Penney, Ray Reckseidler, **(Zoom)** Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Amanda Derksen, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Barbara Gibson, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Guy Lapointe, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Darryl Motley, Joy-Anne Murphy, Jackie Northey, Shawn Peach, Tina Hutchinson (Alternate for Leonard Phillips), Lori Reid, Bill Rock, Deb Smith, Les Stulberg, Michelle Swanson, Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Janice Wing

Next Meeting: May 18, 2023 (in-Person)

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PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

FEBRUARY 23, 2023

Parkland Annual Report

Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) at Municipal Affairs. System wide statistics indicate a return to pre-COVID levels of service. In 2022, many performance indicators were up.

Circulation - 1,256,988

Interlibrary loans - 23,757

WIFI Usage - 1,646,392

Van Run volume - 883,300 items

Collection size - 678,471

Cardholders - 38,366

An annual report infographic with more highlights from 2022 will be prepared and distributed to member municipalities in the coming weeks.

Outlet Annual Reports

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

Brownfield Community Library – County of Paintearth

Nordeg Public Library – Clearwater County

Spruce View Community Library – Red Deer County

Water Valley Public Library – Mountain View County

Highlights from their annual reports are included below:

Brownfield Community Library Accomplishments

They had over 2,500 people visit the library this year. They were also pleased to have 10 volunteers involved in various library services and events. The library was closed for approximately two weeks in June as the library received some much-needed renovations and re-painting.

Nordeg Public Library Accomplishments

They were happy to be open 12 hours per week over 4 different days. They now have 12 volunteers helping run services in Nordeg. The library manager position is still vacant and they are looking forward to filling this position.

Spruce View Community Library Accomplishments

Their *1,000 Books Before Kindergarten* is still going strong with about 38 kids participating, and they have 10 children who have reached 1,000 books already! They are also partnering with the Innisfail and Area Family Resource Centre to bring an early literacy program to their library, which is very well attended.

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