

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF JARVIS BAY
NOVEMBER 2, 2021 @ 9:30 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions

C. ADOPTION OF MINUTES - Regular Meeting Minutes, October 5, 2021

D. INFORMATION ITEMS

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

E. REQUESTS FOR DECISION

1) Public Works

- a) Petro Beach Maintenance Contract

2) Finance & Administration

- a) Audit Engagement Letter
- b) Budget 2022 - 2025

3) Council & Legislation

- a) Fortis Franchise Fee
- b) Parking Concerns
- c) Sylvan Lake Christmas Bureau
- d) Councillor Training Opportunity

F. COUNCIL, COMMITTEES & 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 – December 7, 2021

G. ADJOURNMENT

Summer Village of Jarvis Bay
Regular Meeting Minutes
October 5, 2021

C-1

Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held October 5, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.

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

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

AGENDA APPROVAL

JBC-21-132 MOVED by Mayor Maplethorpe that the agenda be adopted as amended:

ADD:
D.5. Highway 20

CARRIED

CONFIRMATION OF MINUTES

JBC-21-133 MOVED by Mayor Maplethorpe that the regular meeting minutes of Council held on September 7, 2021, be approved as amended.

CARRIED

JBC-21-134 MOVED by Mayor Maplethorpe that the minutes of the Joint Services Committee Meeting held on September 2, 2021, be approved as presented

CARRIED

INFORMATION ITEMS

- 1) Quarterly Financial Report
- 2) Development Update
- 3) Accounts Payable Report
- 4) Public Works Report
- 5) Highway 20

JBC-21-135 MOVED by Deputy Mayor Wiseman that Council approve the information items as presented.

CARRIED

REQUEST FOR DECISION

FINANCE & ADMINISTRATION

- JBC-21-136

Tax Penalty Removal Request

MOVED by Councillor Garratt that Council deny the request to remove a tax penalty as the circumstance does not establish a bona fide need or extenuating circumstance and the penalty removal request is not a payment option that Jarvis Bay accepts.

CARRIED
- JBC-21-137

Parkland Regional Library Board Budget

MOVED by Deputy Mayor Wiseman that Council approve the Parkland Regional Library Board 2022 Budget as presented.

CARRIED

COUNCIL & LEGISLATION

- JBC-21-138

Signing Authority

MOVED by Mayor Maplethorpe that Council add Councillor Garratt to Group A and remove Bob Thomlinson from Group A.

CARRIED

Council break at 10:53 a.m.

Council reconvened at 10:55 a.m.

- JBC-21-139

Intermunicipal Development Plan Committee

MOVED by Deputy Mayor Wiseman that the Council of the Summer Village of Jarvis Bay support the decision to dissolve the Sylvan Lake Management Committee.

CARRIED
- JBC-21-140

MOVED by Mayor Maplethorpe that Council support the creation of the Intermunicipal Development Plan Committee (IDPC) with Deputy Mayor Wiseman as the elected official, Mayor Maplethorpe as the alternate, and Tanner Evans, CAO, as a non-voting member.

CARRIED

COUNCIL REPORTS

- Mayor Maplethorpe
- Town of Sylvan Lake Library Board
 - Parkland Regional Library Board
 - Joint Services Committee
- Deputy Mayor Wiseman
- Sylvan Lake Regional Wastewater Commission
- Councillor Garratt
- Munis 101

JBC-21-141 MOVED by Deputy Mayor Wiseman that Council accept the
Council reports as information.
CARRIED

NEXT COUNCIL MEETING

JBC-21-142 MOVED by Mayor Maplethorpe that the next meeting of Council
be held on November 2, 2021, at 9:30 a.m.
CARRIED

ADJOURNMENT

JBC-21-143 MOVED by Mayor Maplethorpe that being the agenda matters
have been concluded, the meeting be adjourned at 11:24 a.m.
CARRIED

JULIE MAPLETHORPE, MAYOR

TANNER EVANS, CAO

Summer Village of Jarvis Bay**Administration and Finance****Council Date: November 2, 2021****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 46,066.57

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

1. Marvin & Deborah Debelser	\$	5,000.00
a. Completions Deposit		
2. Town of Sylvan Lake	\$	13,580.00
a. 2021 Contract Fire Services		
3. SL Regional Wastewater Comm	\$	5,081.75
a. Wastewater Services September 2021		
4. SL & District Lions Club	\$	5,246.73
a. Petro Beach Maintenance July-Sept		
5. Summer Village of Norglenwold	\$	11,344.08
a. Sept Monthly Shared Costs		
b. Sept Municipal Specific Costs		

Council Expense Claims Year to Date Report:**January 2021**

▪ Julie Maplethorpe	\$	480.00
▪ Robert Thomlinson	\$	120.00
▪ Annabelle Wiseman	\$	480.00

February 2021

▪ Julie Maplethorpe	\$1,010.00
▪ Robert Thomlinson	\$ 120.00
▪ Annabelle Wiseman	\$ 240.00

March 2021

▪ Julie Maplethorpe	\$ 480.00
▪ Robert Thomlinson	\$ 120.00

April 2021

▪ Julie Maplethorpe	\$ 840.00
▪ Robert Thomlinson	\$ 120.00
▪ Annabelle Wiseman	\$ 480.00

May 2021

▪ Julie Maplethorpe	\$ 480.00
▪ Robert Thomlinson	\$ 120.00
▪ Annabelle Wiseman	\$ 240.00

June 2021

▪ Julie Maplethorpe	\$ 356.28
▪ Robert Thomlinson	\$ 240.00
▪ Annabelle Wiseman	\$ 240.00

July 2021

▪ Julie Maplethorpe	\$ 356.28
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August 2021

▪ Julie Maplethorpe	\$ 717.78
▪ David Garratt	\$ 120.00

September 2021

▪ Julie Maplethorpe	\$ 1320.00
▪ Annabelle Wiseman	\$ 480.00
▪ David Garratt	\$ 1080.00

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.

Report Date
2021-10-22 10:35 AM

Summer Village of Jarvis Bay
List of Accounts for Approval
As of 2021-10-22
Batch: 2021-00086 to 2021-00092

Page 1

Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: MAIN - General Bank				
Computer Cheques:				
925	2021-09-30	Marvin & Deborah Debelser	Completions Deposit Refund	5,000.00
926	2021-09-30	Town of Sylvan Lake	2021 Contract Fire Services	13,580.00
927	2021-10-22	Parkland Regional Library	4th Quarter Requisition	478.04
928	2021-10-22	SL Regional Wastewater Comm	Wastewater Services-September	5,081.75
929	2021-10-22	SL & District Lions Club	Petro Beach maint.July-Sept	5,246.73
930	2021-10-22	Wild Rose Assessment Service	Assessment Fees-Oct 1-Dec 31	1,732.50
EFT:				
162	2021-10-06	Summer Villages of Norglenwold	Sept 2021 Muni Specific	11,344.08
163	2021-10-21	Al's Bobcat & Trucking	Move Barricades for Lake Acces	131.25
164	2021-10-21	Rugged West Maintenance Inc.	Mowing and Trimming-Sept 7	1,575.00
165	2021-10-21	Urban Dirtworks Inc	Bring Curbstop to Ground Level	566.16
Other:				
2871-Man	2021-09-30	Robert Thomlinson	SDAB Training	400.00
2874-Man	2021-10-20	Waste Management of Canada	Recycling	931.06
Total for MAIN:				46,066.57

Certified Correct This October 22, 2021

Mayor

Administrator



Council Expense Claim Form

NAME: Julie Maplethorpe

POSITION: Mayor

MONTH ENDING: January-2021

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
1/5/21	Other (Subdivision Update)	0.5 Hours	Mayor	\$ 120.00
1/12/21	Municipal Planning Commission	1.0 Hours	Mayor	\$ 120.00
1/12/21	Regular Council	1.5 Hours	Mayor	\$ 120.00
1/13/21	Town of Sylvan Lake Library Board	1.0 Hours	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
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 480.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
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	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 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: \$ 480.00

Council Expense Claim Form

NAME: Annabelle Wiseman

POSITION: Deputy Mayor

MONTH ENDING: January-2021

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
1/12/21	Municipal Planning Commission	1.0 hour	Deputy Mayor	\$ 120.00
1/12/21	Regular Council	2.0 hours	Deputy Mayor	\$ 120.00
1/15/21	Joint Services Committee HR	3.0 hours	Deputy Mayor	\$ 120.00
1/26/21	Joint Services Committee	4.0 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
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 480.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
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	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 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: \$ 480.00

Council Expense Claim Form

NAME: Julie Maplethorpe

POSITION: Mayor

MONTH ENDING: February-2021

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
2/2/21	Regular Council	2.5 Hours	Mayor	\$ 120.00
2/4/21	Other (AUMA President's Summit on Policing)	2.5 Hours	Mayor	\$ 120.00
2/4/21	Other (Provincial Telephone Town Hall COVID-19)	1.5 Hours	Mayor	\$ 120.00
2/10/21	Town of Sylvan Lake Library Board	1.0 Hours	Mayor	\$ 120.00
2/11/21	Other (Emerging Trends in Municipal Law)	6.0 Hours	+4 (2 Hour)	\$ 170.00
2/17/21	Other (AUMA President's Summit on Policing)	3.0 Hours	Mayor	\$ 120.00
2/24/21	Other (Board Chair Training Webinar)	1.5 Hours	Mayor	\$ 120.00
2/25/21	Town of Sylvan Lake Library Board (Policy Sub-committee)	2.5 Hours	Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 1,010.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
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	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 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: \$ 1,010.00







Council Expense Claim Form

NAME: Julie MaplethorpePOSITION: MayorMONTH ENDING: March-2021

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
2/26/21	Other (Telephone Town Hall Re: Provincial Budget)	1.5 Hours	Mayor	\$ 120.00
3/2/21	Regular Council	2.5 Hours	Mayor	\$ 120.00
3/3/21	Sylvan Lake Management Committee	2.5 Hours	Mayor	\$ 120.00
3/10/21	Town of Sylvan Lake Library Board	2.0 Hours	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
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 480.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
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	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 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: \$ 480.00

Council Expense Claim Form

NAME: Bob Thomlinson

POSITION: Councillor

MONTH ENDING: March 2021

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
2/3/2021	Regular Council	4 hr	Councillor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
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	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 120.00

Travel

[illegible]

Other Expenses

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

MAYOR: _____

C.A.O:

TOTAL PAYABLE: \$ 120.00



Council Expense Claim Form

NAME: Julie Maplethorpe

POSITION: Mayor

MONTH ENDING: April-2021

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
4/6/21	Regular Council	2.5 Hours	Mayor	\$ 120.00
4/14/21	Other (PLSB Symposium)	3.0 Hours	Mayor	\$ 120.00
4/14/21	Other (AUMA Spring Municipal Leaders Caucus)	3.0 Hours	Mayor	\$ 120.00
4/14/21	Town of Sylvan Lake Library Board	1.0 Hours	Mayor	\$ 120.00
4/15/21	Other (AUMA Spring Municipal Leaders Caucus)	3.0 Hours	Mayor	\$ 120.00
4/15/21	Other (PLSB Symposium)	1.5 Hours	Mayor	\$ 120.00
4/16/21	Other (AUMA Spring Municipal Leaders Caucus)	3.0 Hours	Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 840.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
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	Select Event		\$0.59	\$ 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: \$ 840.00



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Council Expense Claim Form

NAME: Julie Maplethorpe

POSITION: Mayor

MONTH ENDING: May-2021

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
4/27/21	Other (Regional Mayors Caucus)	0.5 Hours	Mayor	\$ 120.00
5/4/21	Regular Council	3.0 Hours	Mayor	\$ 120.00
5/11/21	Other (Special Council)	1.5 Hours	Mayor	\$ 120.00
5/12/21	Town of Sylvan Lake Library Board	1.25 Hours	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
	Select Event		Title	\$ 0.00
				\$ 480.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
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	Select Event		\$0.59	\$ 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: \$ 480.00



Council Expense Claim Form

NAME: Annabelle WisemanPOSITION: Deputy MayorMONTH ENDING: May-2021

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
5/4/21	Regular Council	3 hours	Deputy Mayor	\$ 120.00
5/11/21	JB Special Meeting	1.5 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
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	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
				\$ 240.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
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	Select Event		\$0.59	\$ 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: \$ 240.00



Council Expense Claim Form

NAME: Julie MaplethorpePOSITION: MayorMONTH ENDING: June-2021

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
6/1/21	Municipal Planning Commission	0.5 Hours	Mayor	\$ 120.00
6/1/21	Regular Council	2.0 Hours	Mayor	\$ 120.00
6/9/21	Other (Special Council)	2.5 Hours	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
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 360.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
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	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 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: \$ 360.00



Council Expense Claim Form

NAME: Bob ThomlinsonPOSITION: CouncillorMONTH ENDING: June 2021

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
6/1/21	Regular Council	4 hr	Councillor	\$ 120.00
6/9/21	Special Council	2 hr	Councillor	\$ 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
	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
				\$ 240.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
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	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 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: \$ 240.00



Council Expense Claim Form

NAME: Annabelle Wiseman

POSITION: Deputy Mayor

MONTH ENDING: June-2021

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
6/1/21	Regular Council	2 hours	Deputy Mayor	\$ 120.00
6/9/21	JB Special Meeting	2.45 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
	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
				\$ 240.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 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: \$ 240.00



Council Expense Claim Form

NAME: Julie Maplethorpe

POSITION: Mayor

MONTH ENDING: July-2021

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
7/6/21	Municipal Planning Commission	0.5 Hours	Mayor	\$ 120.00
7/6/21	Regular Council	3.0 Hours	Mayor	\$ 120.00
7/18/21	Other (Twin Fawn Development Open House)	3.0 Hours	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
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 360.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 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: \$ 360.00



Council Expense Claim Form

NAME: Julie MaplethorpePOSITION: MayorMONTH ENDING: August-2021

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
8/11/21	Town of Sylvan Lake Library Board	1.0 Hour	Mayor	\$ 120.00
8/23/21	Other (COVID-19 Provincial Town Hall)	1.0 Hour	Mayor	\$ 120.00
8/23/21	Town of Sylvan Lake Library Board (Director Review)	2.5 Hours	Mayor	\$ 120.00
8/28/21	Other (AIM Open House)	4.0 Hours	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
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 480.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 0.00

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
8/25/21	Walmart - AIM Supplies	17.62	0.27	\$ 17.89
8/28/21	Sobey's - AIM Refreshments	161.90	5.50	\$ 167.40
8/28/21	Tim Horton's - AIM Refreshments	49.99	2.50	\$ 52.49
				\$ 237.78

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 717.78

Pg 1 of 2

MONTH ENDING: September-2021

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

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
9/2/21	Joint Services Committee	4.0 Hours	Mayor	\$ 120.00
9/7/21	Regular Council	2.25 Hours	Mayor	\$ 120.00
9/8/21	Town of Sylvan Lake Library Board	0.5 Hours	Mayor	\$ 120.00
9/14/21	Other (Munis 101 Training)	2.0 Hours	Mayor	\$ 120.00
9/16/21	Parkland Regional Library Board	1.75 Hours	Mayor	\$ 120.00
9/17/21	Other (Telephone Town Hall Re: COVID-19)	1.0 Hours	Mayor	\$ 120.00
9/21/21	Other (Munis 101 Training)	2.0 Hours	Mayor	\$ 120.00
9/22/21	Other (Stronger Together Conference)	3.0 Hours	Mayor	\$ 120.00
9/23/21	Other (Stronger Together Conference)	1.5 Hours	Mayor	\$ 120.00
9/27/21	Town of Sylvan Lake Library Board (Director's Review)	1.50 Hours	Mayor	\$ 120.00
If event is other please type it in.				\$ 1,200.00

If event is other please type it in.

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 0.00

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

TOTAL PAYABLE: \$ 1,200.00



Council Expense Claim Form

NAME: Annabelle Wiseman

POSITION: Deputy Mayor

MONTH ENDING: September-2021

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
7/6/21	Regular Council	3 hours	Deputy Mayor	\$ 120.00
9/7/21	Regular Council	2.5 hours	Deputy Mayor	\$ 120.00
9/8/21	Sylvan Lake Management Committee	1 hour	Deputy Mayor	\$ 120.00
9/27/21	Sylvan Lake Regional Wastewater Commission	2 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
	Select Event		Title	\$ 0.00
				\$ 480.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 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: \$ 480.00



Page 27 of 28



Council Expense Claim Form *pg 2 of 2*

NAME: David GarrattPOSITION: CouncillorMONTH ENDING: September-2021

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
9/7/21	Regular Council	3	Councillor	\$ 120.00
9/14/21	Other (Muni101 Training)	2	Councillor	\$ 120.00
9/21/21	Other (Muni101 Training)	2	Councillor	\$ 120.00
9/22/21	Other (SDAB Refresher Training)	3	Councillor	\$ 120.00
9/23/21	Other (SDAB Refresher Training)	3	Councillor	\$ 120.00
9/24/21	Other (SDAB Refresher Training)	3	Councillor	\$ 120.00
9/25/21	Other (SDAB Final Test)	5	Councillor	\$ 120.00
9/28/21	Other (Muni101 Trainig)	2	Councillor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 960.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 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: \$ 960.00

Summer Village of Jarvis Bay

November 2, 2021

Public Works

Information Item

Agenda Item: *Public Works Report*

Background:

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

- Road repairs have been completed. Several manholes were lowered to remove bumps on Jarvis Glen Way and the bump caused by the culvert at the end of Jarvis Glen Way has been removed.
- Al-terra Engineering and Central City Paving have completed work near the upgraded intersection at Highway 20 to ensure historical drainage routes will continue to function properly.
- Public Works has reviewed several locations with a contractor for the removal of dead, dying and dangerous trees. Removal will likely be done in November.
- Administration has contacted Fortis, Telus and Shaw again about utility boxes that need repairs. Administration will continue contacting them until repairs have been completed.
- Sewer main flushing has been completed.
- Flower pots at the entrance to the Estates have been removed for the winter.
- Snow fence will be installed along Petro Beach to prevent snow from drifting onto the road from the lake.
- Community info boards have been re-positioned to make them more accessible during the winter months.
- Working with Fortis to determine a cost estimate to move all overhead utilities underground. Administration has determined that this project would be eligible for MSI grant funding should it go forward.

Options for Consideration:

Accept for information

Authorities:

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

Summer Village of Jarvis Bay

November 2, 2021

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 91 development permits issued in the Summer Villages (33 in Birchcliff, 1 in Half Moon Bay, 9 in Jarvis Bay, 26 in Norglenwold, and 22 in Sunbreaker Cove).

The following is the listing for Jarvis Bay:

- | | |
|--------------------------|--------------------------------------|
| 1. 166 Jarvis Bay Drive | Demolition & Dwelling |
| 2. 210 Jarvis Bay Drive | Dwelling |
| 3. 165 Jarvis Bay Drive | Demolition & Tree Removal |
| 4. 251 Jarvis Bay Drive | Concrete Pad/Swim Spa |
| 5. 251 Jarvis Bay Drive | Home Occupation |
| 6. 184A Jarvis Bay Drive | Dwelling & Detached Garage |
| 7. 184B Jarvis Bay Drive | Demolition & Dwelling |
| 8. 41 Jarvis Bay Drive | Deck |
| 9. 11 Jarvis Bay Drive | Sunroom (Deck Addition) (NEW) |

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #125/13.

Summer Village of Jarvis Bay**November 2, 2021****Public Works****Request for Decision****Agenda Item: *Petro Beach Maintenance Contract*****Background:**

The contract with the Lions Club for maintenance at Petro Beach expires at the end of 2021. The Lion's Club has expressed interest in extending the contract for another three years with a 3% increase every year as has been done in the past due to inflation and the increasing use of Petro Beach and its facilities. A draft of this contract as approved by the Lions Club has been attached and involves maintenance such as mowing, garbage removal, washroom cleaning and other general maintenance of the area.

Options for Consideration:

1. Council move to accept the proposed 3-year Petro Beach Maintenance Contract with the Lions Club.
2. Council move to accept the proposed Petro Beach Maintenance contract as amended.
3. Council accept as information.

Administrative Recommendations:

Council move to accept the proposed 3-year Petro Beach Maintenance Contract with the Lions Club.

Authorities:***Petro Beach Bylaw***

1. The objectives of Petro Beach are as follows:
 - (a) To preserve environmental lake-quality and the natural rural park setting of the Village.
 - (b) To provide parkland for day-use by the public at large.
 - (c) To provide public access to the lake.

**Operations
Service Agreement**

JARVIS BAY SERVICE AGREEMENT

BETWEEN:

Summer Village of Jarvis Bay

Herein referred to as “Summer Village”

And

Sylvan Lake & District Lions Club

Petro Park

Herein referred to as “The Provider”

In consideration of the payments to the Provider as set out below and the Provider’s undertaking provided Herein; the above parties agree as follows:

1.0 Services Provided and Project Description

The Summer Village of Jarvis Bay hereby retains the Provider to provide services and complete the project as set out for in Appendix “A” forming part of this Service Agreement (“the Services”).

2.0 Term

The Provider shall provide the Services to the Summer Village commencing on the 1st day of January, 2022 until the 31st of December, 2024.

3.0 Remuneration

The Summer Village will make payment of remuneration to the Provider as set out in Appendix “A”. The Provider represents and warrants to the Summer Village that the Provider has, and will continue to retain during the currency of this Agreement, the qualifications, approvals, expertise, skill, personnel, tools, equipment, vehicles and all other things necessary to provide the Services in accordance with this agreement, and that the Services will be provided in accordance with the requirements and standards set out herein.

3.1 Invoicing

Consistent with Appendix "A", the Provider shall invoice the Summer Village for the fees and disbursements associated with the provision of the Services as frequently as the Summer Village shall require, providing detail as required by the Summer Village and providing proof as required by the Summer Village that necessary deductions and remittances have been made by the Provider. Invoicing will be billed out at 3 equal payments throughout the year.

3.2 Extras

The Provider will not be remunerated for services provided or reimbursed for disbursements incurred which are not included in Appendices "A" unless the Provider has obtained in advance written confirmation that the Summer Village will pay for the service provided or the disbursement incurred.

4.0 No Other Benefits

The remuneration provided for Herein is the sole remuneration for the Services provided by the Provider and the Summer Village makes no other representations or warranties with regard to other benefits, whether written or unwritten, expressed or implied and accepts no responsibility for any statement or representation by any party not contained herein or attached hereto.

5.0 Control

The Provider acknowledges that they are in control of and responsible for the provision of the Services. The Provider hereby undertakes to complete the Services in such manner as they see fit, but in so doing agrees to accept and take direction from the Summer Village or their agents regarding the provision of the Services.

6.0 Reporting

The Provider shall report as to the provision of the Services as frequently as is required by the Summer Village providing such information as is requested by the Summer Village. Furthermore, the Provider shall report immediately any incident or occurrence which could result in a complaint to the Summer Village by a resident of the Summer Village or in the Summer Village, having legal liability for property damages, economic loss or personal injury.

7.0 Sub-Contracting

The Provider shall be responsible for meeting any legal requirements associated with the Providers employment of employees or sub-contracted service providers.

8.0 Notice

Any notice required under this Agreement or in any way affecting its services contracted for may be given:

TO THE SUMMER VILLAGE AT:

2 Erickson Drive
Sylvan Lake, AB, T4S 1P5
Phone: (403)887-2822

TO THE PROVIDER AT:

5119-50A Avenue
Sylvan Lake, AB. T4S 1E1
Phone: (403)887-3776 (Claus)
Fax: (403)887-5240

Via regular mail in which case notice shall be effective the 7th clear business days after the notice was mailed.

9.0 Termination

This agreement may be terminated as follows:

- a) In the event that the Provider, in the reasonable opinion of the Summer Village fails to perform its obligations pursuant to this agreement, the Summer Village may terminate this agreement by giving the Provider thirty (30) days notice in writing;
- b) In the event that the Provider, in the reasonable opinion of the Summer Village becomes incapable of performing the Services, for any reason whatsoever, either the Summer Village or the Provider may terminate this agreement upon providing the other party with ten (10) days notice in writing or
- c) Either party may terminate this agreement, for any reason, and without, cause, by giving the other party ninety (90) days notice in writing.

Upon termination, the Provider shall be entitled to submit an account for Services rendered up to and including the date of termination specified in the notice of termination. The Summer Village shall be obligated to pay for those services rendered up to and including the date of termination.

10.0 Confidentiality

The Provider acknowledges that the Freedom of Information and Protection of Privacy Act S.A. 2000, c. F-25 applies to all information and records relating to, or obtained, created or collected under this agreement.

11.0 Materials Property of Client

Upon expiration or termination of this Agreement, all materials and other information, including copyright, acquired or produced by the Provider in connection with the performance of this Agreement becomes the sole property of the Summer Village.

12.0 Trade Knowledge

Any trade knowledge acquired by the Provider as a result of the performance of this Agreement shall be held in strict confidence unless release is specifically authorized by the Summer Village and any benefits resulting for the development of trade knowledge shall accrue to the Summer Village.

13.0 Liability

Prior to commencement of the provision of the Services, the Provider shall provide proof as required by the Summer Village that it has in place for itself and its subcontractors if any Comprehensive General Liability Insurance, Professional Liability Insurance and Automobile Liability Insurance (including owned, non-owned and/or hired units) in the minimum amounts of Two Million Dollars (\$2,000,000.00).

14.0 Indemnity

The Provider, hereby warrants that the Services shall be provided in a skillful, diligent and competent manner and shall indemnify and save harmless the Summer Village, along with it's elected officials, officers, employees, representatives, agents and volunteers, from and against any or all injuries, damages, judgments, loss, actions, claims, demands, costs or proceedings by whosoever made, arising out of or related to the provision on non-provision of the Services by reason of any cause of action. The Summer Village may, in addition to any other remedies available to the Summer Village under the laws of Alberta, holdback or set off against remuneration and other amounts owing to the Provider any amounts which the Summer Village may be liable to pay as a result of any claim related to the provision of the Services. Such indemnification shall survive the expiry or termination of this agreement.

15.0 Arbitration

Should there be a disagreement or dispute between the Summer Village and the Provider with respect to this agreement, the same shall be referred to a single arbitration pursuant to the Arbitration Act, R.S.A. 2000, c. A-43, and the determination of such arbitrator shall be final and binding upon the parties hereto.

16.0 Total Agreement

This Agreement constitutes the entire Agreement between the parties and supercedes any previous agreements, verbal or written between the parties.

This agreement may be extended or amended by mutual written agreement of both parties.

Appendix A: Proposal/Cost of Services

Appendix “A”**SYLVAN LAKE & DISTRICT LIONS CLUB
PETRO PARK MAINTENANCE CONTRACT****PAYMENT TO LIONS BY SUMMER VILLAGE OF JARVIS BAY****INCLUDING:**

- **Grass cutting 22 WEEKS**
- **Garbage pickup & disposal & supplies on the following frequency:**
January through April, November & December – once weekly;
May, June, September & October – twice weekly;
and July & August – three times weekly
- **Washroom check & clean (May 1- October 15) & supplies**
- **Normal maintenance-parking lot, toilets, garbage cans, tables, etc.**
- **Toilet tank pumping**

Proposed payment for 2022		<u>\$17,910.00</u>
Proposed payment for 2023	+ 3%	<u>\$18,448.00</u>
Proposed payment for 2024	+ 3%	<u>\$19,000.00</u>

Additional Requested Services (rate per additional day requested):

Garbage Pick Up	2022 - \$65.00
	2023 - \$66.95
	2024 - \$68.96
Washroom Cleaning	2022 - \$45.00
	2023 - \$46.35
	2024 - \$47.74

**Operations
Service Agreement**

JARVIS BAY SERVICE AGREEMENT

This Agreement, dated this _____ day of _____, 2021

BETWEEN:

Summer Village of Jarvis Bay

Herein referred to as "Summer Village"

And

Sylvan Lake & District Lions Club
Petro Park

Herein referred to as "The Provider"

IN WITNESS WHEREOF the parties, through their authorized offices, have hereto executed this Agreement on the as of the day and year first mentioned above.

Per: _____
CAO Administration

Witness

Per: _____
Lions Club Representative

Summer Village of Jarvis Bay

Finance

Request for Decision

Agenda Item: *Auditor Engagement*

Background:

Metrix Group LLP have been chosen to serve as Auditors for the Summer Village of Jarvis Bay for the fiscal year ending December 31, 2021.

They have submitted two copies of the audit engagement letters for signing by both the CAO and Mayor. The purpose of this letter is to outline the terms of their engagement to audit the financial statements of the Summer Village of Jarvis Bay which comprise the statement of financial position as at December 31, 2021, and the statement of operations and accumulated surplus, changes in net financial assets, and cash flows.

Options for Consideration:

- 1) Agree by signing engagement letter.
- 2) Decline to sign if there are any concerns with engagement letter.

Administrative Recommendations:

- 1) Sign engagement letters as presented.

Authorities:

MGA 276(1) Each municipality must prepare annual financial statements of the municipality for the immediately preceding year in accordance with;

(a) Canadian generally accepted accounting principles for municipal governments, which are the standards approved by the Public Sector Accounting Board included in the CPA Canada Public Sector Accounting Handbook published by the Chartered Professional Accountants of Canada.



October 26, 2021

Summer Village of Jarvis Bay
Bay 8
14 Thevenaz Industrial Trail
Sylvan Lake AB T4S 2J5

Attention: Mr. Tanner Evans, Chief Administrative Officer

Dear Mr. Evans:

Re: 2021 Audit Engagement letter

The Objective and Scope of the Audit

Metrix Group LLP is pleased to serve as auditors for Summer Village of Jarvis Bay for the fiscal year ending December 31, 2021. The purpose of this letter is to outline the terms of our engagement to audit the financial statements of Summer Village of Jarvis Bay which comprise the statement of financial position as at December 31, 2021, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended. Philip Dirks, CPA, CA, will be responsible for the services that Metrix Group LLP performs for Summer Village of Jarvis Bay. He will, as considered necessary, call upon individuals at Metrix Group LLP to assist in the performance of our services.

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement and all services related thereto, by means of this letter (the "Engagement").

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

The Responsibilities of the Auditor

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a. Identify and assess the risks of material misstatement of the financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.
- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- d. Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- e. Evaluate the overall presentation, structure and content of the financial statements (including the disclosures) and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

Form and Content of Audit Opinion

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

To the Mayor and Council of Summer Village of Jarvis Bay

Opinion

We have audited the financial statements of Summer Village of Jarvis Bay (the Summer Village), which comprise the statement of financial position as at December-31-21, and the statements of operations and accumulated surplus, changes in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Summer Village as at December-31-21 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

process.

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

If we conclude that a modification to our opinion on the financial statements is necessary, we will discuss the reasons with you in advance.

The Responsibilities of Management

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with the Canadian public sector accounting standards;
- b. For the design and implementation of such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- c. To provide us with timely:
 - i. Access to all the information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;

- ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements;
 - iii. Additional information that we may request from management for the purpose of the audit; and
 - iv. Unrestricted access to persons within Summer Village of Jarvis Bay from whom we determine it necessary to obtain audit evidence.
- a. We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management [and, where appropriate, those charged with governance] written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
 - b. We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

Communications

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues, or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

Use of Information

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

Use and Distribution of Our Report

The examination of the financial statements and the issuance of our audit report are solely for the use of Summer Village of Jarvis Bay and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than Summer Village of Jarvis Bay.

For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our audit report should not be circulated (beyond Summer Village of Jarvis Bay) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

Reproduction of Auditor's Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Should some of the information in the annual report not be available until after the date of the auditor's report, we will request management to provide a written representation that the final version of the document(s) will be provided to us when available (and prior to its issuance) so we can complete our required procedures.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

Preparation of Schedules

We understand that your employees will prepare certain schedules and locate specified documents for our use before our Engagement is planned to commence.

This assistance will facilitate our work and help to minimize our costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or even withdraw from the Engagement.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

File Inspections

In accordance with professional regulations (and by our firm policy), our client files may be periodically reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm standards. File reviewers are required to maintain confidentiality of client information.

Accounting Advice

Except as outlined in this letter, this Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

Other Services

In addition to the audit services referred to above, we will, as allowed by the *Alberta Code of Professional Conduct / Code of Ethics*, prepare the Non-Profit Organization (NPO) Information Return and corporate tax return. Management will, on a timely basis, provide the information necessary to complete these federal and provincial income tax returns and will review and file them with the appropriate authorities on a timely basis.

Dispute Resolution

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this Engagement will, prior to resorting to litigation, be submitted to mediation.

Estimated Fees

We previously (letter of May 6, 2021) estimated that our fees for these services will be \$30,500 (for all 5 Summer Villages) for the financial statement audit, plus direct out-of-pocket expenses and applicable GST. This fee estimate is based on:

- a. The anticipated cooperation from all your personnel in preparing the requested information on a timely basis;
- b. The ongoing assistance of personnel throughout the Engagement; and
- c. The assumption that unexpected circumstances will not be encountered.

If significant additional time is likely to be incurred, we will discuss the reasons with you and agree on a revised fee estimate before we incur the additional costs.

Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST) incurred.

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party [*not less than 30 calendar days before the effective date of termination*]. If early termination takes place, Summer Village of Jarvis Bay shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the audit or are unable to come to a conclusion on the financial statements, we may withdraw from the audit before issuing an auditor's report, or we may issue a denial of assurance on the financial statements. If this occurs, we will communicate the reasons and provide details.

Not Liable For Any Failures or Delays Beyond Our Control

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed-upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by your Summer Village of its obligations.

Metrix privacy

The privacy and security of the personal information you provide is important to us. We strive to ensure the strictest compliance with all applicable provincial and federal standards of protection and disclosure of personal information by any and all of our employees, agents, divisions and/or affiliates. You may review our privacy policy at www.metrixgroup.ca. We will not collect, use, or disclose any of your personal information without your knowledge and consent, or as may be required by law or our profession's Rules of Conduct.

By signing this engagement letter you agree that for the purposes of this engagement, Metrix Group LLP may collect, use, and disclose personal information in accordance with our privacy policy. You also agree that Metrix Group LLP may collect and use personal information from you for the purposes of providing other services or informing you of other opportunities from time to time. Personal information that is not relevant to the purposes of this engagement or any other matters will not be disclosed to anyone for any reason without your further prior consent.

Metrix working papers

Metrix Group LLP owns all working papers and files, other materials, reports and work created, developed or performed during the course of the engagement, including intellectual property used in the preparation thereof. We will provide management with a copy of all practitioner-prepared working papers necessary for the company's accounting records. Metrix Group LLP may develop software, including spreadsheets, documents, databases, and other electronic tools, to assist us with our assignment. As these tools were developed specifically for our purposes and without consideration of any purpose for which the company might use them, any such tools provided to the company, are made available on an "as is" basis only and should not be distributed to or shared with any third party.

Conclusion

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

The arrangements outlined in this letter will continue in effect from year to year unless changed by either party.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the attached copy of this letter in the space provided and return it to us. We appreciate the opportunity of continuing to be of service to the Summer Village.

Yours truly,

METRIX GROUP LLP

Chartered Professional Accountants

Acknowledged and agreed to on behalf of Summer Village of Jarvis Bay by:

Mr. Tanner Evans, Chief
Administrative Officer

Date signed

Mayor Julie Maplethorpe

Date signed

Summer Village Jarvis Bay

November 2, 2021

Finance

Request for Decision

Agenda Item: *Budget 2022 - 2025*

Background:

Administration would like to provide the following draft 2022 - 2025 Budget to Council.

Options for Consideration:

1) That Council review and discuss draft operating budget information provided and to provide the necessary input into the 2022 – 2025 Budget.

A live budget will be provided for any changes and recommendations.

Administrative Recommendations:

- 1) That Council review and approve the 2022 budget as provided.
- 2) That Council amend and approve the 2022 budget.

Authorities:

Section 242(1) of the Municipal Government Act, R.S.A. 2000, c M-26, provides that Council must adopt an operating budget for each calendar year.

Jarvis Bay

Budget 2022- 2025

First Prep Oct 1/21 - FO
CAO Input Oct 25/21
Council Review
Council Approved
Assessments/ASFF Reqs Added
DI Entered

Council Approved

Budget Summary**Revenue**

Taxation	\$	443,335.51
Administration	\$	30,422.26
Protective Services	\$	500.00
Public Works	\$	65,000.00
Planning and Development	\$	2,438.73
Taxation and Operating Revenue	\$	541,696.49
Alberta Requisitions	\$	-
Capital Revenue	\$	-
Total Revenue	\$	541,696.49

Expenses

Council & Legislative	\$	18,216.59
Administration	\$	209,012.75
Protective Services	\$	61,045.03
Public Works	\$	201,574.52
Planning & Development	\$	3,372.00
Recreation & Planning	\$	47,936.72
Environment	\$	538.89
Operating Expenses	\$	541,696.49
Alberta Requisitions	\$	-
Capital Projects	\$	-
Total Expenses	\$	541,696.49

Account #	Department / Description	2019 Actuals	2020 Actuals	2021 Year End Forecast	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Administration								
101-000-110	Taxation	\$ 393,573.30	\$ 358,187.83	\$ 408,787.36	\$ 443,335.51	\$ 423,896.40	\$ 433,235.77	\$ 465,125.99
101-000-120	Taxes Local Improvement - Completed in 2021	\$ -	\$ 2,000.05	\$ 203.85	\$ -	\$ -	\$ -	\$ -
101-103-130	DI Designated Industrial Tax	\$ 26.45	\$ 25.98	\$ 25.98	\$ 26.44	\$ 26.44	\$ 26.44	\$ 26.44
101-000-510	Penalties	\$ 12,892.96	\$ 12,697.53	\$ 11,220.38	\$ 10,000.00	\$ 10,200.00	\$ 10,404.00	\$ 10,612.08
112-000-540	A/R - UT Interest	\$ 723.19	\$ 270.02	\$ 136.82	\$ 105.66	\$ 107.78	\$ 109.93	\$ 112.13
112-000-550	Returns on Investments	\$ 33,079.50	\$ 14,558.01	\$ 6,001.05	\$ 8,000.00	\$ 8,160.00	\$ 8,323.20	\$ 8,489.66
112-000-410	Sales of Services and Supplies	\$ 780.00	\$ 450.00	\$ 750.00	\$ 233.52	\$ 238.19	\$ 242.95	\$ 247.81
112-000-570	Other Revenue	\$ 3,561.30	\$ 26,838.32	\$ 12,076.51	\$ 1,056.64	\$ 1,077.77	\$ 1,099.33	\$ 1,121.31
	COVID 19 Contingency			\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -
112-000-740	MSI Operational	\$ 12,686.00	\$ 11,114.00	\$ 10,636.00	\$ 11,000.00	\$ 12,686.00	\$ 12,686.00	\$ 12,686.00
Total Administration		\$ 457,322.70	\$ 426,141.74	\$ 449,837.95	\$ 473,757.77	\$ 456,392.58	\$ 466,127.62	\$ 498,421.43
Protective Services								
121-000-530	Fines Provincial Collected	\$ 200.00	\$ 349.00	\$ 100.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Total Protective Services		\$ 200.00	\$ 349.00	\$ 100.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Public Works								
142-000-400	Street Light Charges	\$ 3,400.00	\$ 3,400.00	\$ 3,400.00	\$ 7,000.00	\$ 3,400.00	\$ 3,400.00	\$ 3,400.00
142-000-410	Wastewater Charges	\$ 58,000.00	\$ 58,000.00	\$ 58,000.00	\$ 58,000.00	\$ 58,400.00	\$ 58,400.00	\$ 58,400.00
142-000-411	Transfer for Wastewater Offset	\$ 49,440.00	\$ 36,988.00	\$ 36,988.00	\$ -	\$ -	\$ -	\$ -
Total Public Works		\$ 110,840.00	\$ 98,388.00	\$ 98,388.00	\$ 65,000.00	\$ 61,800.00	\$ 61,800.00	\$ 61,800.00
Planning and Development								
161-000-410	Certificates of Compliance	\$ 200.00	\$ 200.00	\$ 400.00	\$ 59.17	\$ 60.36	\$ 61.56	\$ 62.79
161-000-520	Development Permits / Appeal Fees	\$ 800.00	\$ 1,800.00	\$ 5,600.00	\$ 582.21	\$ 593.85	\$ 605.73	\$ 617.84
161-000-510	Inspection Fees	\$ 3,520.15	\$ 1,426.74	\$ 493.60	\$ 1,584.96	\$ 1,616.66	\$ 1,648.99	\$ 1,681.97
161-000-590	Encroachment Fees	\$ 617.44	\$ 327.44	\$ 1,017.44	\$ 212.38	\$ 216.63	\$ 220.96	\$ 225.38
Total Planning and Development		\$ 5,137.59	\$ 3,754.18	\$ 7,511.04	\$ 2,438.73	\$ 2,487.50	\$ 2,537.25	\$ 2,587.99
Total Revenue		\$ 573,500.29	\$ 528,632.92	\$ 555,836.99	\$ 541,696.49	\$ 521,180.08	\$ 530,964.87	\$ 563,309.43

Account #	Department / Description Council	2019 Actuals	2021 Budget	2020 Actuals	2021 YEF	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Remuneration									
211-101-150	Mayor	\$ 1,800.00	\$ 5,000.00	\$ 4,830.00	\$ 5,506.66	\$ 5,200.00	\$ 5,304.00	\$ 5,410.08	\$ 5,518.28
211-102-150	Deputy Mayor	\$ 4,875.00	\$ 3,500.00	\$ 3,505.00	\$ 2,080.00	\$ 3,640.00	\$ 3,712.80	\$ 3,787.06	\$ 3,862.80
211-103-150	Councillor	\$ 7,695.59	\$ 3,500.00	\$ 3,240.00	\$ 1,280.00	\$ 1,280.00	\$ 1,305.60	\$ 1,331.71	\$ 1,358.35
<i>Total Remuneration</i>		\$ 14,370.59	\$ 12,000.00	\$ 11,575.00	\$ 8,866.66	\$ 10,120.00	\$ 10,322.40	\$ 10,528.85	\$ 10,739.42
Travel and Subsistence									
211-101-210	Mayor	\$ -	\$ 1,200.00	\$ -	\$ 317.04	\$ 1,248.00	\$ 1,272.96	\$ 1,298.42	\$ 1,324.39
211-102-210	Deputy Mayor	\$ 318.78	\$ 600.00	\$ 75.76	\$ -	\$ 624.00	\$ 636.48	\$ 649.21	\$ 662.19
211-103-210	Councillor	\$ 1,925.14	\$ 600.00	\$ 265.01	\$ -	\$ 624.00	\$ 636.48	\$ 649.21	\$ 662.19
<i>Total Travel and Subsistence</i>		\$ 2,243.92	\$ 2,400.00	\$ 340.77	\$ 317.04	\$ 2,496.00	\$ 2,545.92	\$ 2,596.84	\$ 2,648.78
Registration & Conventions									
211-201-212	ASVA Conference	\$ 240.00	\$ 1,040.00	\$ -	\$ -	\$ 1,081.60	\$ 1,103.23	\$ 1,125.30	\$ 1,147.80
211-202-212	AUMA Conference	\$ 575.00	\$ 1,100.00	\$ -	\$ 750.00	\$ 1,144.00	\$ 1,166.88	\$ 1,190.22	\$ 1,214.02
211-203-212	Council Education Opportunities	Not Used	\$ 2,500.00	\$ -	\$ 825.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
<i>Total Registration and Conventions</i>		\$ 815.00	\$ 4,640.00	\$ -	\$ 1,575.00	\$ 3,225.60	\$ 4,770.11	\$ 4,815.51	\$ 4,861.82
Memberships									
211-301-220	AUMA Membership	\$ 1,013.81	\$ 1,067.41	\$ 1,013.81	\$ 924.83	\$ 1,110.11	\$ 1,132.31	\$ 1,154.95	\$ 1,178.05
211-302-220	ASVA Membership	\$ 900.00	\$ 975.00	\$ 975.00	\$ 975.00	\$ 1,014.00	\$ 1,034.28	\$ 1,054.97	\$ 1,076.06
211-303-220	FCM Membership	\$ 97.08	\$ 145.08	\$ 120.58	\$ 122.00	\$ 150.89	\$ 153.91	\$ 156.98	\$ 160.12
211-304-220	Mayors & Reeves Membership	\$ -	\$ 100.00	\$ -	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
<i>Total Memberships</i>		\$ 2,010.89	\$ 2,287.49	\$ 2,109.39	\$ 2,021.83	\$ 2,374.99	\$ 2,420.49	\$ 2,466.90	\$ 2,514.24
Total Council		\$ 19,440.40	\$ 21,327.49	\$ 14,025.16	\$ 12,780.53	\$ 18,216.59	\$ 20,058.93	\$ 20,408.10	\$ 20,764.27

Account #	Department / Description	2019 Actuals	2021 Budget	2020 Actuals	2021 YEF	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Administration									
212-1	Personnel								
212-100-110	Salaries	\$ 110,559.53	\$ 99,535.23	\$ 108,665.71		\$ 106,322.12	\$ 108,448.56	\$ 110,617.53	\$ 112,829.88
212-100-130	Training	\$ 2,807.02	\$ 2,637.69	\$ 2,797.77		\$ 1,870.98	\$ 1,908.40	\$ 1,946.57	\$ 1,985.50
212-100-210	Travel & Subsistence	\$ 1,961.78	\$ 3,416.11	\$ 91.11		\$ 2,104.85	\$ 2,146.95	\$ 2,189.89	\$ 2,233.68
212-100-211	WCB	\$ 1,463.34	\$ 2,381.05	\$ 2,360.58		\$ 1,734.71	\$ 1,769.40	\$ 1,804.79	\$ 1,840.89
212-100-266	PW Fleet	\$ 1,650.22	\$ 1,782.22	\$ 1,403.46		\$ 1,637.11	\$ 1,669.85	\$ 1,703.25	\$ 1,737.31
212-300-530	Building Insurance		\$ 518.36			\$ 598.42	\$ 610.39	\$ 622.60	\$ 635.05
212-100-140	Benefits	\$ 3,470.20	\$ 3,721.70	\$ 3,439.52		\$ 3,487.40	\$ 3,557.15	\$ 3,628.29	\$ 3,700.86
<i>Total Personnel</i>		<i>\$ 121,912.09</i>	<i>\$ 113,992.36</i>	<i>\$ 118,758.15</i>		<i>\$ 117,755.59</i>	<i>\$ 120,110.70</i>	<i>\$ 122,512.92</i>	<i>\$ 124,963.17</i>
212-2	Consumables								
212-200-215	Postage / Freight / Courier	\$ 766.20	\$ 1,817.47	\$ 1,942.17		\$ 1,879.24	\$ 1,916.82	\$ 1,955.16	\$ 1,994.26
212-200-500	Printing costs	\$ 1,452.44	\$ 2,036.01	\$ 1,022.96		\$ 1,245.98	\$ 1,270.90	\$ 1,296.32	\$ 1,322.24
212-200-510	Office Supplies	\$ 2,004.83	\$ 3,193.41	\$ 2,080.53		\$ 3,040.34	\$ 3,101.15	\$ 3,163.17	\$ 3,226.43
<i>Total Consumables</i>		<i>\$ 4,223.47</i>	<i>\$ 7,046.89</i>	<i>\$ 5,045.66</i>		<i>\$ 6,165.56</i>	<i>\$ 6,288.87</i>	<i>\$ 6,414.65</i>	<i>\$ 6,542.94</i>
212-3	Facilities & Equipment								
212-300-217	Phone / Fax/ Internet	\$ 1,391.15	\$ 2,078.62	\$ 1,532.82		\$ 1,169.36	\$ 1,192.75	\$ 1,216.60	\$ 1,240.93
212-300-540	Utilities	\$ 1,321.01	\$ 3,028.61	\$ 1,630.16		\$ 3,040.34	\$ 3,101.15	\$ 3,163.17	\$ 3,226.43
212-300-250	Facility Improvements	\$ 99.61	\$ 1,047.37	\$ 743.55		\$ 1,403.23	\$ 1,431.29	\$ 1,459.92	\$ 1,489.12
212-300-255	Facility Maintenance	\$ 1,298.09	\$ 3,678.56	\$ 1,524.14		\$ 4,972.59	\$ 5,072.04	\$ 5,173.48	\$ 5,276.95
212-300-263	Condominium Costs	\$ 855.75	\$ 1,068.90	\$ 882.45		\$ 1,084.00	\$ 1,105.68	\$ 1,127.79	\$ 1,150.35
212-300-240	Computer Software / Mtnc Agreement	\$ 1,932.25	\$ 1,527.02	\$ 1,844.89		\$ 2,451.92	\$ 2,500.96	\$ 2,550.98	\$ 2,602.00
212-300-242	IT Equipment	\$ 1,752.74	\$ 1,047.37	\$ 2,177.23		\$ 467.74	\$ 477.09	\$ 486.64	\$ 496.37
212-300-265	Equipment Maintenance	\$ 126.60	\$ 450.00	\$ -		\$ 116.94	\$ 119.28	\$ 121.66	\$ 124.10
212-300-270	Equipment Rental	\$ 743.38	\$ 839.85	\$ 782.23		\$ 701.62	\$ 715.65	\$ 729.97	\$ 744.56
212-300-510	Other Contingency	\$ 682.87	\$ 349.46	\$ 5,398.43		\$ 116.94	\$ 119.28	\$ 121.66	\$ 124.10
212-300-515	Fleet Replacement Reserve		\$ -			\$ -	\$ -	\$ -	\$ -
<i>Total Facilities & Equipment</i>		<i>\$ 10,835.60</i>	<i>\$ 15,115.76</i>	<i>\$ 16,515.90</i>		<i>\$ 15,524.68</i>	<i>\$ 15,835.17</i>	<i>\$ 16,151.88</i>	<i>\$ 16,474.91</i>
		<i>\$ 136,971.16</i>	<i>\$ 136,155.01</i>	<i>\$ 140,319.71</i>	<i>\$ 136,172.42</i>	<i>\$ 139,445.83</i>	<i>\$ 142,234.75</i>	<i>\$ 145,079.44</i>	<i>\$ 147,981.03</i>

Account #	Department / Description	2019 Actuals	2021 Budget	2020 Actuals	2021 YEF	2022 Budget	2023 Budget	2024 Budget	2025 Budget
212-4	Municipal Specific								
212-400-220	Election Expenses/Meetings	\$ 1,063.00	\$ 5,000.00	\$ 175.39	\$ 2,194.66	\$ 500.00	\$ 510.00	\$ 520.20	\$ 530.60
212-402-220	Donations to other organizations	\$ 800.00	\$ 1,000.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
212-401-220	Urgent Care Contribution	\$ 500.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
212-400-221	Bank Fees	\$ 6,076.62	\$ 6,000.00	\$ 5,416.47	\$ 5,797.33	\$ 6,240.00	\$ 6,364.80	\$ 6,492.10	\$ 6,621.94
212-400-222	Advertising		\$ 500.00	\$ 61.38	\$ -	\$ 100.00	\$ 102.00	\$ 104.04	\$ 106.12
212-400-230	Legal Fees	\$ 390.00	\$ 5,337.05	\$ 3,760.25	\$ -	\$ 5,550.53	\$ 5,661.54	\$ 5,774.77	\$ 5,890.27
212-400-231	Audit Fees	\$ 8,125.45	\$ 6,906.77	\$ 6,044.69	\$ 6,293.85	\$ 7,383.00	\$ 7,383.00	\$ 7,383.00	\$ 7,383.00
212-400-232	Assessment Fees	\$ 6,950.00	\$ 6,800.00	\$ 7,000.00	\$ 6,866.70	\$ 7,000.00	\$ 7,595.00	\$ 7,595.00	\$ 7,595.00
212-400-233	Accounting Software	\$ 1,500.00	\$ 1,868.02	\$ 1,981.60	\$ 1,868.02	\$ -	\$ -	\$ -	\$ -
212-400-275	Municipal Insurance	\$ 3,224.33	\$ 4,269.64	\$ 3,343.44	\$ 4,889.33	\$ 4,910.08	\$ 5,008.29	\$ 5,108.45	\$ 5,210.62
212-400-910	Tax Changes	\$ 0.50	\$ 533.70	\$ 1,000.00	\$ 500.00	\$ 555.05	\$ 566.15	\$ 577.48	\$ 589.03
	New Infrastructure Reserve		\$ -			\$ 36,528.25			
<i>Total Specific</i>		\$ 28,629.90	\$ 39,215.18	\$ 29,583.22	\$ 29,209.89	\$ 69,566.92	\$ 33,990.78	\$ 34,355.04	\$ 34,726.58
Total Administration		\$ 165,601.06	\$ 175,370.19	\$ 169,902.93	\$ 165,382.31	\$ 209,012.75	\$ 176,225.53	\$ 179,434.48	\$ 182,707.61

Account #	Department / Description	2019 Actuals	2021 Budget	2020 Actuals	2021 YEF	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Protective Services									
223-000-200	Contracted Fire Service	\$ 11,681.71	\$ 19,000.00	\$ 21,269.26	\$ 14,000.00	\$ 13,594.00	\$ 13,865.88	\$ 14,143.20	\$ 14,426.06
226-000-200	Enforcement	\$ 26,297.86	\$ 27,672.50	\$ 20,005.64	\$ 27,672.50	\$ 26,997.50	\$ 26,997.50	\$ 26,997.50	\$ 26,997.50
226-000-201	Enforcement Reserve	\$ 3,000.00	\$ 3,108.96	\$ -		\$ 3,233.32	\$ 3,297.98	\$ 3,363.94	\$ 3,431.22
224-000-200	Emergency Management	\$ 0.42	\$ 2,134.82	\$ -	\$ 2,000.00	\$ 2,220.21	\$ 2,264.62	\$ 2,309.91	\$ 2,356.11
225-000-200	Policing Costs	\$ -	\$ 8,969.00	\$ -	\$ 8,969.00	\$ 15,000.00	\$ 17,939.00	\$ 17,939.00	\$ 17,939.00
Total Protective Services		\$ 40,979.99	\$ 60,885.28	\$ 41,274.90	\$ 52,641.50	\$ 61,045.03	\$ 64,364.98	\$ 64,753.55	\$ 65,149.89
Public Works									
Maintenance Programs									
232-000-200	Green Space Program	\$ 28,077.54	\$ 25,000.00	\$ 22,261.22	\$ 25,500.00	\$ 24,000.00	\$ 24,480.00	\$ 24,969.60	\$ 25,468.99
232-000-255	Plowing Program	\$ 18,281.00	\$ 23,600.00	\$ 21,142.50	\$ 16,072.00	\$ 24,544.00	\$ 25,034.88	\$ 25,535.58	\$ 26,046.29
232-000-250	Road Maintenance Program	\$ 3,800.21	\$ 12,000.00	\$ 12,824.00	\$ 12,240.00	\$ 15,000.00	\$ 15,300.00	\$ 15,606.00	\$ 15,918.12
232-000-530	Ditch and Culvert Program	\$ 698.42	\$ 3,000.00	\$ 1,600.00	\$ 1,000.00	\$ 3,120.00	\$ 3,182.40	\$ 3,246.05	\$ 3,310.97
232-000-265	Sign & Bench Program	\$ 3,364.91	\$ 3,000.00	\$ 2,555.02	\$ 2,000.00	\$ 3,120.00	\$ 3,182.40	\$ 3,246.05	\$ 3,310.97
232-000-545	Street Light Program	\$ 5,709.97	\$ 5,100.00	\$ 5,805.78	\$ 7,200.00	\$ 7,000.00	\$ 7,140.00	\$ 7,282.80	\$ 7,428.46
<i>Total Maintenance</i>		<i>\$ 59,932.05</i>	<i>\$ 71,700.00</i>	<i>\$ 66,188.52</i>	<i>\$ 64,012.00</i>	<i>\$ 76,784.00</i>	<i>\$ 78,319.68</i>	<i>\$ 79,886.07</i>	<i>\$ 81,483.80</i>
Waste Water / Water									
242-000-255	Maintenance Program	\$ 9,273.06	\$ 15,000.00	\$ 10,292.14	\$ 19,600.00	\$ 15,600.00	\$ 15,912.00	\$ 16,230.24	\$ 16,554.84
	Payout of Stage 1 Debt	\$ 8,961.53							
242-000-250	SLRWWC Gov & Admin	\$ 9,045.88	\$ 8,463.00	\$ 4,163.03	\$ 4,200.00	\$ 4,368.00	\$ 4,499.04	\$ 4,634.01	\$ 10,352.00
242-000-251	SLR Water Comm.	\$ 819.73	\$ 800.00	\$ 1,166.48	\$ 800.00	\$ 832.00	\$ 1,639.00	\$ 1,639.00	\$ 1,639.00
242-000-260	Useage Fees	\$ 81,322.80	\$ 64,756.00	\$ 65,106.36	\$ 64,756.00	\$ 67,346.24	\$ 69,366.63	\$ 71,447.63	\$ 90,354.00
<i>Total Wastewater</i>		<i>\$ 109,423.00</i>	<i>\$ 89,019.00</i>	<i>\$ 80,728.01</i>	<i>\$ 89,356.00</i>	<i>\$ 88,146.24</i>	<i>\$ 91,416.67</i>	<i>\$ 93,950.88</i>	<i>\$ 118,899.84</i>
			\$ 74,019.00						
Waste and Recycle									
243-000-200	Contracted Service Solid Waste	\$ 22,134.00	\$ 24,560.78	\$ 22,134.00	\$ 25,052.00	\$ 25,543.22	\$ 26,054.08	\$ 26,575.16	\$ 27,106.66
243-000-270	Recycling Program-WM	\$ 10,384.31	\$ 10,674.10	\$ 10,050.24	\$ 10,887.00	\$ 11,101.06	\$ 11,323.08	\$ 11,549.54	\$ 11,780.53
<i>Total Waste</i>		<i>\$ 32,518.31</i>	<i>\$ 35,234.88</i>	<i>\$ 32,184.24</i>	<i>\$ 35,939.00</i>	<i>\$ 36,644.28</i>	<i>\$ 37,377.16</i>	<i>\$ 38,124.70</i>	<i>\$ 38,887.20</i>
Total Public Works		\$ 201,873.36	\$ 195,953.88	\$ 179,100.77	\$ 189,307.00	\$ 201,574.52	\$ 207,113.51	\$ 211,961.65	\$ 239,270.84

Account #	Department / Description	2019 Actuals	2021 Budget	2020 Actuals	2021 YEF	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Planning and Development									
261-000-200	Community Planning	\$ 443.56	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
261-000-215	Subdivision Appeal Board	\$ -	\$ 900.00	\$ 740.63	\$ 900.00	\$ 936.00	\$ 954.72	\$ 973.81	\$ 993.29
261-000-220	Municipal Planning Commission	\$ 320.00	\$ 900.00	\$ 220.00	\$ 600.00	\$ 936.00	\$ 954.72	\$ 973.81	\$ 993.29
261-000-250	Development Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
261-000-110	Development Services	\$ 18,766.21	\$ 1,250.00	\$ -	\$ 557.31	\$ -	\$ -	\$ -	\$ -
261-000-115	IDP (RDC & TSL, LC)	\$ 5,659.41	\$ 1,000.00	\$ 721.88	\$ 27.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Total Planning and Development		\$ 25,189.18	\$ 4,550.00	\$ 1,682.51	\$ 2,057.31	\$ 3,372.00	\$ 3,409.44	\$ 3,447.63	\$ 3,486.58
Recreation and Planning									
274-000-850	Parkland Regional Library	\$ 1,757.29	\$ 1,821.00	\$ 1,821.15	\$ 1,821.15	\$ 1,821.00	\$ 1,920.00	\$ 1,920.00	\$ 1,920.00
212-403-220	FCSS Sylvan Lake	\$ 1,146.20	\$ 3,438.60	\$ 1,227.06	\$ 1,227.06	\$ 3,438.60	\$ 3,507.37	\$ 3,577.52	\$ 3,649.07
272-000-250	Buoy Program	\$ 2,403.00	\$ 3,735.93	\$ 2,468.00	\$ 3,810.00	\$ 4,500.00	\$ 4,590.00	\$ 4,681.80	\$ 4,775.44
272-000-510	Parks and Playgrounds (PetroBeach)	\$ 18,439.40	\$ 21,348.19	\$ 19,153.52	\$ 21,775.00	\$ 22,202.12	\$ 22,646.16	\$ 23,099.09	\$ 23,561.07
	COVID 19 Response								
274-000-510	Operational Recreation Grants - ICF		\$ 21,432.24		\$ 15,975.00	\$ 15,975.00	\$ 16,294.50	\$ 16,620.39	\$ 16,952.80
Total Recreation and Planning		\$ 23,745.89	\$ 51,775.97	\$ 24,669.73	\$ 44,608.21	\$ 47,936.72	\$ 48,958.03	\$ 49,898.79	\$ 50,858.37
Environment									
Memberships									
273-100-150	Environmental Projects (SLMC & Env)	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 500.00
243-102-150	Red Deer River Watershed Society	\$ 500.00	\$ 518.16	\$ 510.00	\$ 510.00	\$ 538.89	\$ 549.66	\$ 560.66	\$ 571.87
Total Environment		\$ 500.00	\$ 1,018.16	\$ 510.00	\$ 510.00	\$ 538.89	\$ 1,049.66	\$ 1,060.66	\$ 1,071.87
Total Operating Budget		\$ 477,329.88	\$ 510,880.97	\$ 431,166.00	\$ 467,286.86	\$ 541,696.49	\$ 521,180.08	\$ 530,964.87	\$ 563,309.43

Budget 2022

Jarvis Bay

CALCULATIONS FOR TAX RATE

Municipal Operations Mill Rates Only

Requisitions Are:

2022

2021 Difference

Total Levy

Residential	\$ 166,503,080.00
Non Residential	\$ 348,920.00
	\$ -
Total	\$ 166,852,000.00

Asssed value of all property as shown on the assessment ro	166,852,000.00	0.00	-
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	Tax Levy	Assessment	Tax Rate	% of Total	Rate	2021
General Municipal does not contain project / capital component	\$ 443,335.51	\$ 166,852,000.00	0.0026571			0.0024500

Total mill rate

0.00245

Other Revenue \$ 98,360.99

Total	Budget \$	541,696.49
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For Council's information:

Calculations for Assessments is as follows:

Mill rate= $\frac{\text{Levy required}}{\text{Assessment}} = \text{X } 1000$

Tax: $\frac{\text{Assessment} \times \text{Mill rate}}{1000}$

Assessment: $\frac{\text{Tax}}{\text{Mill rate}} = \text{X } 1000$

% increase 8.45136282%

	Roll #	
100,000.00	0.002450	245.00 Mun.
100,000.00	0.000000	0.00 School
		245.00 2021
100,000.00	0.002657	265.71 Mun.
100,000.00	0.000000	0.00 School
Increase Assessment	-	265.71 2022
Increase Taxes	20.71	

Summer Village of Jarvis Bay

November 2, 2021

Council and Legislation

Request for Decision

Agenda Item: *Fortis Franchise Fee*

Background:

As part of the Summer Village of Jarvis Bay's electrical distribution system franchise agreement with FortisAlberta, we have the annual ability to either increase, decrease, or keep our franchise fee the same with written notice.

Options for Consideration:

Jarvis Bay's current agreement is 0%. If Council is proposing an increase or decrease to the franchise fee, a resulting impact to the customer's annual billing is required to be advertised in the local newspaper for 2 consecutive weeks. Attached is a listing of current Franchise Fee Riders.

Administrative Recommendations:

That Council review, discuss and provide direction to Administration as to whether they wish increase, decrease, or keep franchise fees the same.

Authorities:

The Municipal Government Act, R.S.A. 2000, c. M-26, (hereinafter referred to as "the Act"), as amended, provides that a municipality may pass bylaws for municipal purposes respecting services provided by the municipality.

Bylaw #241-15 "A Bylaw of the Municipality to enter into an agreement granting FortisAlberta Inc. the right to provide exclusive distribution access services within the Summer Village of Jarvis Bay for a period of 10 years subject of the right of renewal as set forth in the said agreement and the said Act."

MUNICIPAL FRANCHISE FEE RIDERS

Availability Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

Price Adjustment A percentage surcharge per the table below will be added to the total distribution tariff, (the sum of the transmission component and the distribution component), excluding any Riders calculated for every Point of Service within each municipality and will be billed to the applicable retailer.

FortisAlberta will pay to each municipality each month, in accordance with the franchise agreements between FortisAlberta and the municipalities, the franchise fee revenue collected from the retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	0%	2013/07/01
02-0011	Athabasca	12%	2021/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	14%	2021/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	12%	2021/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	12%	2016/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	4%	2017/01/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	10%	2020/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	11%	2015/01/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	4%	2021/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0030	Black Diamond	10%	2017/01/01	03-0076	Coutts	3%	2017/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0077	Cowley	5%	2016/01/01
02-0034	Bon Accord	20%	2013/07/01	03-0078	Cremona	10%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	02-0079	Crossfield	0%	2015/01/01

FortisAlberta's Customer and Retailer Terms and Conditions of Distribution Tariff Services provide for other charges, including an arrears charge of 1.5% per month.

MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following
Commission approval for consumption from
the first of the month following Commission
approval

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	01-0194	Lacombe	17.00%	2021/01/01
04-0080	Crystal Springs	0%	2016/01/01	04-0196	Lakeview	2%	2016/01/01
03-0081	Czar	5%	2013/10/01	02-0197	Lamont	7.50%	2020/01/01
02-0082	Daysland	7%	2018/01/01	04-0378	Larkspur	3%	2020/04/01
02-0086	Devon	13%	2018/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	15%	2021/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	10%	2021/01/01
03-0097	Edgerton	16%	2015/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.75%	2020/01/01	02-0215	Mayerthorpe	10%	2020/01/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	16%	2019/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	0%	2016/02/11	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	5.50%	2013/07/01	02-0236	Nobleford	0%	2013/10/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	15%	2019/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	9.50%	2021/01/01
03-0149	Hill Spring	5%	2015/09/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	12.70%	2019/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	10%	2016/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	15%	2021/04/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	0%	2013/10/01	02-0261	Raymond	12%	2016/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	5%	2020/01/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	16%	2019/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	12%	2017/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	5%	2015/04/01
02-0188	Killam	9%	2021/01/01	03-0272	Rosemary	14.50%	2020/01/01

FortisAlberta's Customer and Retailer Terms and Conditions of Electric Distribution Service provide for other charges, including an arrears charge of 1.5% per month.

MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
04-0273	Ross Haven	0%	2016/01/01	02-0350	Whitecourt	3.32%	2021/01/01
03-0276	Ryley	3%	2016/01/01	04-0354	Yellowstone	3%	2016/01/01
04-0279	Seba Beach	4%	2014/01/01				
02-0280	Sedgewick	9%	2020/01/01				
04-0283	Silver Sands	3%	2018/01/01				
04-0369	South Baptiste	0%	2005/05/01				
04-0288	South View	3%	2019/01/01				
01-0291	Spruce Grove	20%	2016/01/01				
01-0292	St. Albert	10%	2021/01/01				
03-0295	Standard	0%	2015/01/01				
02-0297	Stavely	6%	2021/01/01				
03-0300	Stirling	12%	2019/01/01				
02-0301	Stony Plain	20%	2015/01/01				
09-0302	Strathcona County	0%	TBD				
02-0303	Strathmore	20%	2020/07/01				
03-0304	Strome	8%	2016/01/01				
02-0307	Sundre	10%	2020/01/01				
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	15%	2019/01/01				
02-0311	Taber	18%	2020/07/01				
02-0315	Thorsby	20%	2015/01/01				
02-0318	Tofield	5%	2015/01/01				
02-0321	Turner Valley	10%	2017/01/01				
04-0324	Val Quentin	0%	2016/01/01				
02-0326	Vauxhall	6%	2020/01/01				
02-0331	Viking	8%	2013/07/01				
02-0333	Vulcan	20%	2013/10/01				
03-0364	Wabamun	10%	2017/01/01				
02-0335	Wainwright	11%	2020/04/01				
07-0159	Waterton Park	8%	2018/10/01				
03-0338	Warburg	10%	2015/01/01				
03-0339	Warner	5%	2021/01/01				
04-0344	West Cove	0%	2018/01/01				
02-0345	Westlock	12.75%	2020/01/01				
01-0347	Wetaskiwin	13.80%	2020/01/01				
04-0371	Whispering Hills	5%	2016/10/01				

FortisAlberta's Customer and Retailer Terms and Conditions of Electric Distribution Service provide for other charges, including an arrears charge of 1.5% per month.

Summer Village of Jarvis Bay

Council and Legislation

Request for Decision

Agenda Item: *Parking Concerns*

Background:

Administration has received a letter from some concerned citizens over street parking along Jarvis Bay Drive, as well as no parking zones adjacent Spruce and Aspen Trails, and the road allowance between 210 and 214 Jarvis Bay Drive. New no parking signs have caused the parking issues to migrate further down the road. Safety concerns over pedestrian use is a concern as this is a 2-lane roadway that does not allow accommodation for sidewalks or parking. Speeding is also an ongoing concern along this road.

Proposed options for Council consideration by these residents are the enforcement of the speed limit, banning of parking along the roadway, and a possible permit parking option.

Options for Consideration:

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

Administrative Recommendations:

- 1) Council discuss and provide direction to Administration.

Authorities:

MDP

5.0 Transportation System

Goals:

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

Re: Jarvis Bay Drive-No Parking Trial

We want to express our concerns about street parking along JVB Drive in general. We will also offer our comments on the current No Parking areas adjacent to each of the Spruce and Aspen trails on the Jarvis Bay Drive side and the additional no parking zone between 210-214 Jarvis Bay Drive adjacent to the road allowance there.

JVB Drive is two lane road with no provisions for parking lanes or sidewalks. And it is intentionally not equipped with streetlights so extra vigilance after dark is required. JVB Drive is heavily used by vehicles, pedestrians, and cyclists, not only from our own residents, but also increasingly, from Park visitors and those from town. In addition, this year has seen a marked uptick in the number of e-bikes along JVB Drive and it is reasonable to expect this kind of traffic to increase.

We expect most residents have had a negative experience along Jarvis Bay Drive, both as drivers trying to watch for bikes and pedestrians while navigating parked cars on the roadway, and as the pedestrians, trying to avoid the danger of stepping around parked cars. It is becoming increasingly dangerous for both drivers and pedestrians. Many of us notice a marked difference when visiting Norglenwold where there is restricted parking along the entire length of the Summer Village.

The road allowance between #210 and #214 has been a persistent problem. This is the access point for the large shared dock in the lake. The relatively new no parking zones around the trail heads and road allowance have certainly eased the parking burden for those adjacent neighbours most affected by parked vehicles accessing the road allowance, but there have been a couple of troubling developments.

We note that people have started to park further south by 206 Jarvis Bay Drive and on the east side in front of #195. Further congestion can be anticipated when the new owners of the 50 ft. lot at #208 and the recently sold estate lot opposite #206 and #208, commence and complete their builds.

One of the effects of the current no parking signs is that the congestion has just migrated to these new areas on JVB Drive. This bottleneck has again led to a

couple of near misses with walkers and bikers. There are also vehicles which simply ignore the no parking signs. Add in the additional risk that many vehicles are speeding and we have a serious resident safety issue on such a narrow road.

As this is the only exit and evacuation route for all residents along JVB Drive, any bottlenecks or congestion are a safety concern and emergency vehicles can be delayed or even blocked while responding to a call.

To address this, we suggest three potential solutions with options 1 and 2, in our view, being the most attractive and effective to solve the safety concerns. Option 3 is more complicated but may provide flexibility that residents need from time to time. It is likely a more costly solution.

Option 1.

Enforce the speed limit (this should be a given, particularly as there are very poor sightlines at the corner of JVB Drive where it turns sharply to the left near the mailbox for the Estates on Jarvis Glen Way and also on the blind hill further down JVB Drive beyond #230 heading towards the Park.

Option 2

Ban all parking on JVB Drive from the 3-way stop at Twp 391 north to the dead end gate at the Park. There is already a no parking zone in the bulb here. Signage would be needed to prominently notify residents and guests of the No Parking rule. We suggest at least one large sign perhaps at the curve by Jarvis Glen Way, although they may be other signage that works better. Apart from the cost of signage, this is a low-cost solution. Most residents have sufficient parking on their own property for themselves and their visitors and most are quite willing to let a neighbor park on their lot to accommodate temporary overflow. This also removes the nighttime hazard of someone or something parked on JVB Drive.

Option 3

Investigate a “permit” system, phone app or resident pass system. If guests, service workers or residents must park on JVB Drive, they would need to be registered or have a pass. Any permission should be time limited to one or two hours and not at all after dark.

We wish to preserve the character of our Summer Village as a safe and low impact neighborhood and believe that Council shares that view. Reducing speeding and parking on JVB Drive will be big factors to maintain that character.

We have signed this letter for ourselves and on behalf of each of the other JVB residents listed below who have given us their consent to do this.

Yours truly,



Ron & JoAnne Link

Duane & Kathy Paertkau

Gene & Theresa Stec

John & Marlene Stones

Joe Gascon & Tracy Biluk

Doug & Margaret Allan

John Cuthbertson & Rhonda Wishart

Brian & Pat Devlin

Don Holversen

Bruce Allford & Mary Moran

Ty & Debbie Debelser

Andrew & Keri Cuthbertson

Rod & Karen Connelly

Summer Village of Jarvis Bay

November 2, 2021

Council & Legislation

Request for Decision

Agenda Item: *Sylvan Lake Christmas Bureau*

Background:

In the past, Council has provided a donation to the Sylvan Lake Christmas Bureau to assist families in need during the holiday season. The Sylvan Lake Christmas Bureau helps low income families with children 17 and under, who are living in the Sylvan Lake area by providing gifts and food vouchers during the holidays to those that qualify.

Last year Council donated \$1,000 to the Sylvan Lake Christmas Bureau to sponsor 2 families. Currently, Council has \$1000 remaining in the budget for donations and Administration wondered if this is something Council would be interested in doing for 2021.

Options for Consideration:

- 1) Council make a donation to the Sylvan Lake Christmas Bureau.
- 2) 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"

Summer Village of Jarvis Bay

Council and Legislation

Request for Decision

Agenda Item: *Council Education Opportunity*

Background:

Administration has received information on an upcoming Council Education Opportunity with George Cuff who has a Canada-wide reputation among municipalities, crown agencies and other public sector bodies as an advisor, consultant and author on the art and principles of governance and the elements of effective organizations.

George Cuff is renowned for his ability to deliver information pertinent to any Council member. This is a normal process to educate new Councillors and re-educate old Councillors on their roles and the role of Administration.

The seminar will take place virtually on Monday, November 29th from 2:00 p.m. to 4:30 p.m. at a cost of \$270.88 per person.

Options for Consideration:

1. Accept as information.
2. Authorize Councillors to attend and have Administration make arrangements.

Administrative Recommendations:

Authorize Councillors to attend and have administration make arrangements.

Authorities:

Bill 21 - 201.1(1) A municipality must, in accordance with the regulations, offer orientation training to each councillor within 90 days after the councillor has been elected.

October 21, 2021

MUNICIPAL WORLD

Municipal Master Class

Your Early Bird Offer has landed!



Good Governance is Essential

Provinces and territories across Canada held municipal elections this fall. That means there are a lot of new councillors keen to make a success of local government. But a lack of clarity about roles and responsibilities is a pervasive problem at the municipal level that causes major issues for staff and council if left unaddressed.

Facilitated by one of Canada's most respected municipal advisors, this session will help new and seasoned councillors and staff provide the best outcomes for their local community and navigate proper decision making and accountability processes of local government.

Every New Council Needs a Good Governance Orientation

George Cuff's *Orientation to Good Governance Master Class* is a 2.5 hour interactive workshop with one of Canada's most trusted municipal advisors. Participants in this master class will come away with an understanding of how important good governance is, lessons learned from a wide range of municipalities, and how they can best achieve good governance in their own municipality.

Get your Council on the Right Foot

Whether the goal is to provide an orientation for new councillors and staff or a refresher for those returning, this master class will provide you and your team with a complete good governance and decision-making toolbox.

The first 25 registrants will receive a complimentary copy of *Off the Cuff Volume 1* by George B. Cuff.

REGISTER NOW!



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please contact our Privacy Coordinator at 1-888-368-6125 ext. 212,
privacy@municipalworld.com, or send us a note at the address below.

Summer Village of Jarvis Bay

November 2, 2021

Council Reports

Information Item

Council Reports:

Julie Maplethorpe

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

Annabelle Wiseman

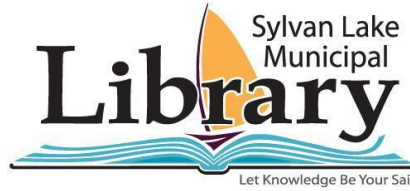
David Garratt

Committee Reports:

Correspondence:

Upcoming Meetings:

Next Council Meeting – December 7, 2021



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – OCTOBER 13, 2021 – 6:30PM

1. Treasurer’s Report

The Treasurer’s Report was approved as presented.

2. Director’s Report

The Director’s Report was approved as presented.

Andrea Newland, Library Director, presented the library budget to the Town of Sylvan Lake Council on October 12; this presentation was very well received. The Town suggested Andrea should return to Council on November 22 (at 6:00pm) after the new elected officials are sworn in. This process will help to educate new Councillors and give them the opportunity to ask questions.

Due to the Provincial restrictions, effective October 1, 2021, the hours of operation are as follows:

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

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

Please note the library will be closed on November 11, 2021, for Remembrance Day.

3. New Items

Sylvan Lake Municipal Library’s “Little Free Pantry”, a free resource for people dealing with food insecurity, is well used; groceries move off the shelves faster than the library can restock them. From October 18-29, the library is asking for non-perishable food donations or monetary donations to help fill the shelves, any monetary donation of \$20 or more will qualify for a tax receipt.

Donations are accepted for the “Little Free Pantry” all year and please note it is important to check expiry dates on food items prior to donating. To help raise awareness, the library asks that people spread the news by using the hashtags #StockthePantry and #SylvanLakeLibrary on social media.

4. Policy

The “Finance Policy” and the “Gifts and Donations Policy” were updated and passed during this meeting.

Meeting adjourned at 7:23pm.

Next Regular Meeting – November 10, 2021, at 6:30pm



PRLS Board Meeting Minutes September 16, 2021

The regular meeting of the Parkland Regional Library System Board was called to order at 10:07 a.m. on Thursday September 16, 2021 in the Small Board Room, Lacombe.

Present: Debra Smith (Board Chair)

Present via Zoom: Jackie Almberg, Alison Barker-Jevne, Doreen Blumhagen, Colleen Ebdon, Kevin Ferguson, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Jeanette Herle, Agnes Hoveland, Deborah Juch, Cora Knutson, Dana Kreil, Gord Lawlor, Daryl Loughed, Josephine McKenzie, Julie Maplethorpe, Philip Massier, Blair Morton, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Jas Payne, Norma Penney, Rosella Peterman, Len Phillips, Heidi Pierce, Lori Reid, Danny Rieberger, Bill Rock, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Sharon Williamson, Bill Windsor, Bonita Wood

With Regrets: Heather Ryan, Clark German, Stephen Levy, Mary Ann Wold

Absent: Bill Chandler, Amanda Derksen, Trudy Kilner, Lonnie Kozlinski, Guy Lapointe, Ricci Matthews, Rick Pankiw, Mike Yargeau

Staff: Ron Sheppard, Donna Williams, Colleen Schalm, Tim Spark, Kara Hamilton, Haley Amendt

Guests: Ken Allan from Public Library Services Branch (PLSB)

Call to Order

Meeting called to order at 10:07 a.m. by Smith.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Jeanny Fisher to excuse Mary Ann Wold, Clark German, Heather Ryan, and Stephen Levy from attendance at the board meeting on September 16, 2021 and remain members of the Parkland Board in good standing.

CARRIED
PRLS 30/2021

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Barb Gilliat to accept the agenda as presented.

CARRIED
PRLS 31/2021

1.2. Approval of Minutes

Smith asked if there were any amendments to the May 20, 2021 minutes. There were none.

Motion by Bruce Gartside to approve the minutes of the May 20, 2021 meeting as presented/amended.

CARRIED
PRLS 32/2021

1.3. Business arising from the minutes of the May 20, 2021 meeting

Smith asked if there was any business arising from the minutes. There were none.

2.5. Business Arising from the Consent Agenda

Smith asked if there was any business arising from the consent agenda. There was none.

Motion by Gord Lawlor to approve the consent agenda as presented.

CARRIED
PRLS 33/2021

3.1. Public Library Service Branch (PLSB) Update by Ken Allan

The PLSB is currently undertaking an engagement process on potential changes to Alberta library legislation. They started in 2019 and received feedback on some items to clarify, simplify or streamline in the legislation. There were also other issues highlighted that had no clear path to proceed. The PLSB is reaching out again to clarify issues where needed with sessions and a survey. The sessions are being held between September 9th to September 30th. The survey will close on October 8th. All sessions are held via Zoom. Each of the 4 sessions focuses on one of the four topic areas. Each topic has two sessions; one during the day, and one in the evening.

1. Professional librarians – how many librarians are required by legislation
2. Library board governance
3. Library system participation, agreements, and public library network services
4. Intermunicipal Library boards and federation boards

All libraries and municipalities have been invited to participate in the sessions and an online survey. People who have not been invited directly are also welcome to participate.

Ken Allan left the meeting at 10:28 a.m.

3.2. Approval of PRLS Budget 2022

Sheppard reviewed the 2022 Budget. It presents a zero percent increase to the municipalities for the requisition.

Points within the budget to note include:

- There will be no increase to the municipal levy for the third year in a row
- Municipalities will be invoiced based on the Treasury Board figures for 2022
- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita
- The First Nations Grant is assumed to continue using 2016 population figures, the grant is calculated at \$10.25 per capita

- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures
- Provincial Grants make up 44% of PRLS' income
- Cooperative Collection fund is new to purchase materials for libraries to fill ILL needs outside the system. It can be decreased in the future, if necessary, without impacting other services.
- There will be 2 purchases from reserves, \$162,800 for a server upgrade and computers for libraries and a new cargo van valued at approximately \$33,500
- Parkland saved funds from the cancellation of the Alberta Library Conference. Parkland normally sends several board and staff members to Jasper, AB
- The Return on Municipal Levy shows a 93% return in direct benefits to libraries

No questions were raised by the board about the budget.

Motion by Len Phillips to approve the Parkland Regional Library System 2022 Budget as presented.

CARRIED
PRLS 35/2021

3.3.1. Approval of the Movement of Reserve Funds

Sheppard reviewed. Staff wondered if the finance policy needs to define more clearly who has the right to move reserve funds. In policy 4.4.13 "Finance Fund Accounts", the policy states the: *"Movement of funds to or from fund accounts must be accompanied by a motion or according to policy."* The question was whether policy needs to explicitly state that the movement of funds can occur only by a motion of the Executive Committee or Board? Parkland's Advocacy Committee does make motions but their terms of reference prevent them from making financial decisions. However, what if the Board ever sought to create other committees? Staff have not identified any problems with controls over reserve funds to date, but wish to ensure the Board is confident with the transparency of our processes.

At their meeting held on June 17th, the Executive Committee supported a policy change clarifying who is authorized to move funds to and from Parkland's reserve accounts. The committee recommend that moving reserve funds be limited to the Board and Executive Committee. The words in bold italics are new.

Policy statement 4.4.13 states:

*Movement of funds to or from fund accounts must be accompanied by a motion **from either the Board or Executive Committee**, or according to policy.*

At their meeting on August 19th, the Executive Committee endorsed the change to policy 4.4.13 with the following motion:

Motion by Janine Stannard that the Executive Committee recommend the Board approve the revision to policy 4.4.13 as presented.

CARRIED

Motion by Gord Lawlor to approve the revision of policy 4.4.13 as presented.

CARRIED

PRLS 36/2021

3.3.2. Personnel Policy Revision

Smith reviewed. Policy statement 4.10.2 states:

The Board must be informed of changes to Parkland Regional Library System's organizational chart. The creation of new positions requiring the establishment of new job descriptions or the elimination of positions requiring the deletion of job descriptions must be approved by the Board.

Originally this provision was put in place to ensure the board had control over significant staffing changes at Parkland. However, in an environment of constant change and shrinking budgets, alterations to both Parkland's organizational chart and the creation and deletion of positions is likely to become more frequent as Parkland endeavors to be nimble and responsive to the environment while also facing increasing financial constraints.

The Executive Committee discussed this matter at their August 19th meeting and decided to change policy 4.10.2 with the following motion:

Motion by Cindy Trautman that the Executive Committee recommend to the Board that policy 4.10.2. be amended to: The Board must be informed of changes to Parkland Regional Library's organizational chart.

The Executive Committee believes keeping the board informed of changes to its organizational chart is sufficient to keep the board aware of staffing levels which could affect either service, performance, or the budget.

Motion by Jas Payne to amend policy 4.10.2 to read "The Board must be informed of all changes to Parkland Regional Library System's organizational chart."

CARRIED

PRLS 37/2021

3.4. Advocacy Committee Report

Gord Lawlor gave a verbal report on the Advocacy Committee and thanked the board for their service to Parkland over the last several years. The committee has been collaborating with Yellowhead Regional Library this last year, and it has been a fruitful union. Some tools that have come out of their work this year are:

- A welcome package for all councillors elected in October
- Return on Municipal Levy that complements the Municipal Return on Investment
- A guide to appointing a Trustee for the Parkland Board

Janine Stannard gave a verbal report about the last year's advocacy activity. A video was shared about the advocacy committee's activities.

Motion by Cindy Trautman to receive for information

CARRIED

PRLS 38/2021

3.5. **National Day for Truth and Reconciliation**

Sheppard shared that the Government of Canada recently passed a bill creating the National Day for Truth and Reconciliation, a new statutory holiday to commemorate the legacy of residential schools in Canada. The bill creates a statutory holiday for employees in the federal government and federally-regulated workplaces. This holiday will be observed on September 30th of each calendar year, beginning this month.

The Government of Alberta has no imminent plans to add this holiday to the Employment Standards Code, and as such, this is currently not considered a general holiday in Alberta. However, employers including library boards may choose to recognize this holiday. This year Parkland will likely remain open. Part of what informed our decision was whether our libraries remained open and so far 16 libraries will be closed on September 30th, although 7 of that number would have been closed anyway. This matter will be reviewed next year.

Motion by Barb Gilliat to receive for information.

CARRIED

PRLS 39/2021

3.6. **OverDrive and eSharing eResources**

Sheppard explained. Since 2019, Parkland has been sharing eBooks and eAudio books from its CloudLibrary Collection with the four library systems that make up The Regional Automation Consortium (TRAC). This ability to "interlibrary loan" eContent has saved countless dollars and proved to be a hugely beneficial service to library patrons.

Following on this success, Parkland has entered another agreement with both TRAC and Edmonton Public Library (EPL) to share the eBooks and eAudio books available on our other major eContent platform OverDrive. Calgary Public Library is also possibly joining.

There will be no cost for this service. OverDrive has long been considered to be the premier eContent provider, so not only will this partnership be of tremendous financial value and improve service, it also demonstrates to funders how public libraries are always seeking to leverage partnerships for the purposes of efficiency and sustainability.

Motion by Janine Stannard to receive for information.

CARRIED

PRLS 40/2021

3.7. **Parkland Art Appraisal**

Sheppard shared that Parkland has accumulated many pieces of art over the last thirty years as gifts. Prior to the move to the new facility, the Director undertook some cursory research and determined the art work might be quite valuable. At very least, it needs to be appraised for insurance purposes.

Staff sought to find a reputable appraiser and received some recommendations from our legal firm in Red Deer, Chapman Riebeck. Using their recommendations, staff contacted the appraisers and selected the Willock and Sax Gallery located in Banff as the best balance between cost, thoroughness, and timeliness. To save money, staff have sent pictures of Parkland's artwork along with details related to their production to the gallery to avoid the costs associated with an assessor travelling to Parkland. The assessment should be completed by the end of September.

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 41/2021

3.8. November Board Meeting

Smith spoke to the November board meeting. With the recent restrictions it will have to be seen if we are able to have our November meeting in person. The meeting will most likely have to be virtual.

Sheppard asked, if there were no restrictions, would the board prefer an in-person meeting, or a virtual meeting? A poll was created, asking if board members preferred in person or virtual meetings. The general consensus was that the organizational meeting should be in person if at all possible, but that the other meetings could be virtual. The other thought was that the winter meetings should be virtual to cut down on driving time, and the summer meetings could be in person.

It was brought up that the AUMA conference is on November 17-19, which interferes with the date for the November board meeting on the 18th. Staff may need to change the date of the November organizational meeting.

Staff will send a survey regarding in-person meetings vs. virtual meetings once the new board is formed in November.

Doreen Blumhagen left the meeting at 11:27 a.m.

3.9.1. Director's Report

3.9.2. Library Services Report

3.9.3. IT Report

3.9.4. Marketing Report

Smith asked if there were any questions regarding the Director's, Library Services, IT, or Marketing reports. There were none.

Motion by Gord Lawlor to receive the Director's, Library Services, IT, and Marketing Reports for information.

CARRIED
PRLS 42/2021

3.10. Parkland Community Update

Smith announced that Colleen Schalm is retiring from Library Services after 20 years and will be moving to British Columbia. On behalf of Parkland she thanked Colleen for her service and wished her well in her new life.

4. Adjournment

Motion by Janine Stannard to adjourn the meeting at 11:37 a.m.

CARRIED

PRL 43/2021

Meeting adjourned at 11:37 a.m.

Chair



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

SEPTEMBER 16, 2021

Budget 2021

PRLS' 2022 budget was approved by the board and will be sent out to the municipalities next week. Including the 2022 budget there will be no increase in the per-capita requisition for three consecutive years.

Movement of Reserve Funds

The finance policy has been changed to define more clearly who has the right to move reserve funds. In policy 4.4.13 "Finance Fund Accounts", the policy stated the: *"Movement of funds to or from fund accounts must be accompanied by a motion or according to policy."*

Since Parkland now has an Advocacy Committee and could potentially have others, the Board changed its policy to limit the authorization to move funds to the Executive Committee and the Board.

Policy now states:

*Movement of funds to or from fund accounts must be accompanied by a motion **from either the Board or Executive Committee**, or according to policy.*

Personnel Policy Revision

Policy statement 4.10.2 previously specified that:

The Board must be informed of changes to Parkland Regional Library System's organizational chart. The creation of new positions requiring the establishment of new job descriptions or the elimination of positions requiring the deletion of job descriptions must be approved by the Board.

Originally this provision was put in place to ensure the board had control over significant staffing changes at Parkland.

In an environment of constant change and shrinking budgets, alterations to both Parkland's organizational chart and the creation and deletion of positions is likely to become more frequent as Parkland endeavors to be nimble and responsive to the environment while also facing increasing financial constraints.

After discussing the matter, the Board dropped the provision requiring that the Board have final authority over the creation and deletion of job descriptions and was content with the policy that:

The Board must be informed of changes to Parkland Regional Library's organizational chart.

With this policy, the Board can still recall the decision of Parkland's Director should the need arise.

National Day for Truth and Reconciliation

Recently, the Government of Canada passed a bill creating the National Day for Truth and Reconciliation, a new statutory holiday to commemorate the legacy of residential schools in Canada. The bill creates a statutory holiday for employees in the federal government and federally-regulated workplaces. This holiday will be observed on September 30th of each calendar year, beginning this month.

The Government of Alberta has no imminent plans to add this holiday to the Employment Standards Code, and as such, it is currently not considered a general holiday in Alberta. However, employers including library boards may choose to recognize this holiday. This year Parkland will remain open, since most of our libraries are remaining open. So far 16 libraries will be closed on September 30th, although 7 of that number would have been closed anyway.

The new statutory holiday was announced on short notice and caught many organizations unaware. Parkland will likely start observing the holiday next year assuming the majority of our member libraries do the same.

OverDrive and eSharing eResources

Since 2019, Parkland has been sharing eBooks and eAudio books from its CloudLibrary Collection with the four library systems that make up The Regional Automation Consortium (TRAC). This ability to 'interlibrary loan' eContent has saved countless dollars and proved to be a hugely beneficial service to library patrons.

Following on this success, Parkland has recently entered another agreement with both TRAC and Edmonton Public Library (EPL) to share the eBooks and eAudio books available on our other major eContent platform OverDrive. Calgary Public Library is also considering participation in this program.

There will be no cost for this service. OverDrive has long been considered to be the premier eContent provider, so not only will this partnership be of tremendous financial value and improve service, it also demonstrates to funders how public libraries are always seeking to leverage partnerships for the purposes of efficiency and sustainability.

Advocacy Committee Report

The Advocacy Committee thanks the Parkland Board for its service the last four years. The Advocacy Committee has been collaborating with Yellowhead Regional Library, and it has been a fruitful union. Some tools that have come out of their work are:

- A welcome package for all councillors elected in October
- Return on Municipal Levy that complements the Municipal Return on Investment
- A guide to appointing a Trustee for the Parkland Board

Board Members Present

Debra Smith (Board Chair)

Board Members Present via Zoom

Jackie Almberg, Alison Barker-Jevne, Doreen Blumhagen, Colleen Ebdon, Kevin Ferguson, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Jeanette Herle, Agnes Hoveland, Deborah Juch, Cora Knutson, Dana Kreil, Gord Lawlor, Daryl Loughheed, Josephine McKenzie, Julie Maplethorpe, Philip Massier, Blair Morton, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Jas Payne,

Norma Penney, Rosella Peterman, Len Phillips, Heidi Pierce, Lori Reid, Danny Rieberger, Bill Rock, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Sharon Williamson, Bill Windsor, Bonita Wood

Guests

Ken Allan from Public Library Services Branch (PLSB)

With Regrets

Heather Ryan, Clark German, Stephen Levy, Mary Ann Wold

Absent

Bill Chandler, Amanda Derksen, Trudy Kilner, Lonnie Kozlinski, Guy Lapointe, Ricci Matthews, Rick Pankiw, Mike Yargeau

Staff

Ron Sheppard, Donna Williams, Colleen Schalm, Tim Spark, Kara Hamilton, Haley Amendt

Next Meeting: November 4, 2021, 10:00 AM

(Zoom)