

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF JARVIS BAY  
NOVEMBER 1, 2022 @ 9:30 A.M.**

**A. CALL TO ORDER**

**B. AGENDA**     - additions/deletions  
                  - adoption

**C. ADOPTION OF MINUTES** - Regular Meeting Minutes, October 4, 2022  
                                  - Municipal Planning Commission, October 4, 2022

**D. INFORMATION ITEMS**

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

**E. REQUESTS FOR DECISION**

**1) Finance**

- a) 2023 Budget

**2) Council & Legislation**

- a) Electronic Meetings Bylaw
- b) Council Invitation

**F. COUNCIL, COMMITTEES, AND CORRESPONDENCE**

**1) Council Reports**

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

**2) Upcoming Meetings**

- a) Council Meeting – December 6, 2022

**G. ADJOURNMENT**

Summer Village of Jarvis Bay  
Regular Meeting Minutes  
October 4, 2022

C-1

*Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held October 4, 2022, in the Summer Villages on Sylvan Lake 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  
Development Officer: Kara Hubbard  
Finance Officer: Tina Leer  
Recording Secretary: Teri Musseau

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

**AGENDA APPROVAL**

**JBC-22-118** MOVED by Deputy Mayor Wiseman that the agenda be adopted as amended:  
  
D.5. ASVA Forest Management  
E.1.C. Christmas Bureau  
  
CARRIED

**CONFIRMATION OF MINUTES**

**JBC-22-119** MOVED by Councillor Garratt that the regular meeting minutes of Council held on September 6, 2022, be approved as presented.  
  
CARRIED

**INFORMATION ITEMS**

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

**JBC-22-120** MOVED by Mayor Maplethorpe that Jarvis Bay contribute \$1,005.28 to Sunbreaker Cove to help with the costs of the commissionaires at the boat launch with the money to come from the enforcement budget.  
  
CARRIED

- 5) Association of Summer Villages of Alberta Forest Management

**JBC-22-121** MOVED by Deputy Mayor Wiseman that Council accept the information items as presented.  
  
CARRIED

REQUEST FOR DECISION

FINANCE

**JBC-22-122**                    Audit Engagement Letter  
MOVED by Mayor Maplethorpe that Council sign the 2022 Audit Engagement Letter as presented.  
CARRIED

**JBC-22-123**                    Parkland Regional Library Board 2023 Budget  
MOVED by Councillor Garratt that Council approve the Parkland Regional Library Board 2023 Budget as presented with a 0.20 increase over the previous year.  
CARRIED

**JBC-22-124**                    MOVED by Deputy Mayor Wiseman that Council make a donation of \$800 to the Sylvan Lake Christmas Bureau to support 2 families.  
CARRIED

COUNCIL & LEGISLATION

**JBC-22-125**                    Dog Barking Complaint  
MOVED by Mayor Maplethorpe that Council accept the Dog Barking Complaint as information.  
CARRIED

COUNCIL REPORTS

- Mayor Maplethorpe
- Town of Sylvan Lake Library Board written report
  - Parkland Regional Library Board written report
  - Alberta Municipalities Convention
- Deputy Mayor Wiseman
- Sylvan Lake Regional Water and Wastewater Commission
- Councillor Garratt
- No reports

**JBC-22-126**                    MOVED by Deputy Mayor Wiseman that Council accept the Council reports as information.  
CARRIED

NEXT COUNCIL MEETING

**JBC-22-127**                    MOVED by Mayor Maplethorpe that the next meeting of Council be held November 1, 2022, at 9:30 a.m.  
CARRIED

**ADJOURNMENT**

**JBC-22-128**      MOVED by Mayor Maplethorpe that being the agenda matters have been concluded, the meeting be adjourned at 10:49 a.m.  
CARRIED

\_\_\_\_\_  
JULIE MAPLETHORPE, MAYOR

\_\_\_\_\_  
TANNER EVANS, CAO

*Minutes of a Municipal Planning Commission Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held October 4, 2022, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.*

**PRESENT**

Chair:	Julie Maplethorpe via Zoom
Deputy Mayor:	Annabelle Wiseman via Zoom
CAO:	Tanner Evans
Development Officer:	Kara Hubbard
Recording Secretary:	Teri Musseau
Applicant:	April Weber via Zoom
Gallery:	John Cuthbertson via Zoom
	Russell Crook via Zoom

**CALL TO ORDER** Chair Maplethorpe called the meeting to order at 9:06 a.m.

**AGENDA**

**MPC-22-016** Moved by Chair Maplethorpe to approve the agenda as presented.  
CARRIED

**DEVELOPMENT APPLICATION(S)**

**19 Jarvis Bay Drive**  
An application was submitted on behalf of the registered owner for a home occupation for the property located at 19 Jarvis Bay Drive (Lot 10, Block 1, Plan 2350EO) in the Summer Village of Jarvis Bay.

Kara Hubbard, April Weber, John Cuthbertson, and Russell Crook left the meeting at 9:15 a.m.

**DEVELOPMENT DECISION(S)**

**MPC-22-117** **19 Jarvis Bay Drive**  
Moved by Annabelle Wiseman that the Municipal Planning Commission approve the application for a home occupation (physiotherapy for dogs and people) at 19 Jarvis Bay Drive as amended with the following conditions being met to the satisfaction of the Development Officer:

1. The Home occupation commences and continues in the manner applied for and complies with the regulations and specifications of the Land Use Bylaw under which this permit was issued.
2. The development permit is only valid for one (1) year from the date of issuance. A new development approval will be required at that time should the applicant wish to continue with the Home Occupation use.
3. Any change in use or intensification of this home occupation will require a new development permit.
4. There shall be no exterior display or advertisement, except as provided for in section 2.2(11) of the Land Use Bylaw.
5. The applicant is responsible to comply with any other regulations or approvals required by any other provincial or federal agency.
6. No person other than a resident of the dwelling unit shall be employed.

Initials

7. There shall be no outside storage of materials, commodities, or finished products.
- CARRIED

**ADJOURNMENT:**

**MPC-22-118** Moved by Chair Maplethorpe that being the agenda matters have been concluded, the meeting of the Municipal Planning Commission be adjourned at 9:27 a.m.

CARRIED

\_\_\_\_\_  
JULIE MAPLETHORPE, CHAIR

\_\_\_\_\_  
TANNER EVANS, CAO

Initials

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

Total payables processed and presented to Council \$ 27,585.27

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

- |                                   |              |
|-----------------------------------|--------------|
| 1. Rugged West Maintenance Inc.   | \$ 3,412.50  |
| a. Fall 2022 Buoy Removal         |              |
| b. Mowing and Trimming-Sept 21/22 |              |
| 2. Summer Village of Norglenwold  | \$ 11,437.31 |
| a. Sept 2022 Muni Specific Costs  |              |
| b. Sept 2022 Shared Costs         |              |

**Council Expense Claims Report:****September Expenses**

- |                     |             |
|---------------------|-------------|
| ▪ Julie Maplethorpe | \$ 2,670.10 |
| ▪ Annabelle Wiseman | \$ 480.00   |
| ▪ David Garratt     | \$ 120.00   |

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

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

Date Printed  
2022-10-19 12:47 PM

**Summer Village of Jarvis Bay**  
**List of Accounts for Approval (Detailed)**  
Batch: 2022-00085 to 2022-00094

Page 1

Bank Code - MAIN - General Bank

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>1077</b>	<b>2022-09-30</b>	<b>Ace Line Locating Ltd.</b>			
5463		242-000-255 - Maintenance Pro	Line Locating-2 Tickets	240.00	
		312-000-260 - GST Paid Refund	GST Tax Code	12.00	252.00
<b>1078</b>	<b>2022-09-30</b>	<b>Parkland Nursery &amp; Landscape Services</b>			
20-1208		232-000-200 - Green Space Pro	Water of Trees and Shrubs-	405.00	
		312-000-260 - GST Paid Refund	GST Tax Code	20.25	425.25
<b>1079</b>	<b>2022-09-30</b>	<b>Rugged West Maintenance Inc.</b>			
1282		232-000-200 - Green Space Pro	Trail Overgrowth Trimming	160.00	
		312-000-260 - GST Paid Refund	GST Tax Code	8.00	168.00
<b>1080</b>	<b>2022-09-30</b>	<b>TAR-IFIC Const Ltd</b>			
058675		232-000-265 - Sign & Bench Pro	Repair and Install Info Board	785.00	
		312-000-260 - GST Paid Refund	GST Tax Code	39.25	824.25
<b>1081</b>	<b>2022-10-07</b>	<b>Sylvan Lake Christmas Bureau</b>			
2022DONATION		212-402-220 - Donations to othe	2022 Donation for Two Fam	800.00	800.00
<b>1082</b>	<b>2022-10-12</b>	<b>Red Deer River Watershed Allia</b>			
OCT2022		243-102-150 - Red Deer River V	2022 Contribution	518.00	518.00
<b>1083</b>	<b>2022-10-12</b>	<b>Summer Village Sunbreaker Cove</b>			
COMM2022		226-000-200 - Enforcement	Commissionaires-Boat Laur	1,005.28	1,005.28
<b>1084</b>	<b>2022-10-19</b>	<b>Ace Line Locating Ltd.</b>			
5512		242-000-255 - Maintenance Pro	Line Locating-8 Tickets	960.00	
		312-000-260 - GST Paid Refund	GST Tax Code	48.00	1,008.00
<b>1085</b>	<b>2022-10-19</b>	<b>Al's Bobcat &amp; Trucking</b>			
18891		232-000-250 - Road Maintenanc	Moved Barriers to Block Lal	125.00	
		312-000-260 - GST Paid Refund	GST Tax Code	6.25	131.25
<b>1086</b>	<b>2022-10-19</b>	<b>Empringham Disposal Corp</b>			
38420		243-000-200 - Contracted Servic	Weekly Collection	1,485.00	
		312-000-260 - GST Paid Refund	GST Tax Code	74.25	1,559.25
<b>1087</b>	<b>2022-10-19</b>	<b>Parkland Regional Library</b>			
220104		274-000-850 - Parkland Region	4th Quarter Requisition	480.93	
		312-000-260 - GST Paid Refund	GST Tax Code	24.05	504.98
<b>1088</b>	<b>2022-10-19</b>	<b>Rugged West Maintenance Inc.</b>			
1307		272-000-250 - Buoy Programs	Fall 2022 Buoy Removal	1,750.00	
		312-000-260 - GST Paid Refund	GST Tax Code	87.50	1,837.50
1301		232-000-200 - Green Space Pro	Mowing and Trimming-Sept	1,500.00	
		312-000-260 - GST Paid Refund	GST Tax Code	75.00	1,575.00
			Payment Total:		3,412.50
<b>1089</b>	<b>2022-10-19</b>	<b>Triangle Construction Inc.</b>			
1629		232-000-200 - Green Space Pro	Clear Fallen Tree	200.00	
		312-000-260 - GST Paid Refund	GST Tax Code	10.00	210.00
<b>1090</b>	<b>2022-10-19</b>	<b>Wild Rose Assessment Service</b>			
8774		212-400-232 - Assessment Fees	Assessment Fees Oct 1-De	1,650.00	
		312-000-260 - GST Paid Refund	GST Tax Code	82.50	1,732.50
<b>1091</b>	<b>2022-10-19</b>	<b>Xandal Backhoe Ltd.</b>			



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**Summer Village of Jarvis Bay**  
**List of Accounts for Approval (Detailed)**  
Batch: 2022-00085 to 2022-00094

Page 2

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
22-1002		242-000-255 - Maintenance Pro	Repair Valve -180 Jarvis Ba	1,575.00	
		312-000-260 - GST Paid Refund	GST Tax Code	78.75	1,653.75
			Total CH:		14,205.01

**EFT**

Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>183</b>	<b>2022-09-30</b>	<b>Summer Villages of Norglenwold</b>			
2022-00121		261-000-200 - Community Plann	ESRI ArcGIS Renewal	55.50	
		212-400-230 - Legal Fees	Brownlee-General Matters	104.05	
		261-000-200 - Community Plann	AB Land Titles-45336801	10.00	169.55
2022-00125		212-100-110 - Salaries	Salaries	7,727.88	
		212-100-130 - Training	Training	0.00	
		212-100-140 - Benefits	Shared Benefits	263.30	
		212-100-210 - Travel and Subsis	T&S	311.23	
		212-100-211 - WCB	WCB	161.76	
		212-100-266 - PW Fleet	PW Fleet	208.57	
		212-200-215 - Postage/Freight/C	Postage/Freight	0.00	
		212-200-500 - Printing Costs	Printing Costs	272.58	
		212-200-510 - Office Supplies	Office Supplies	422.71	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	103.49	
		212-300-540 - Utilities	Utilities	344.50	
		212-300-250 - Facility Improvem	Facility Improvements	285.09	
		212-300-255 - Facility Maintena	Facility Maintenance	833.29	
		212-300-263 - Condominium Co	Condominium Costs	0.00	
		212-300-240 - Computer Softwa	Computer Software	119.43	
		212-300-242 - IT equipment	IT Equipment	35.08	
		212-300-265 - Equipment Mainte	Equipment Maintenance	128.63	
		212-300-270 - Equipment Renta	Equipment Rental	50.22	
		212-300-510 - Other Contingenc	Contingency	0.00	
		212-300-530 - Building Insuranc	Shared Building Insurance	0.00	11,267.76
			Payment Total:		11,437.31
			Total EFT:		11,437.31

**OTHER**

Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>3252</b>	<b>2022-10-19</b>	<b>Receiver General/OTH</b>			
CP9-22		312-000-262 - CRA Remunerati	Council CPP for Sept Remu	110.40	110.40
<b>3253</b>	<b>2022-10-19</b>	<b>Waste Management of Canada</b>			
1147435-0613-0		243-000-270 - Recycling Progra	Recycling	984.84	
		312-000-260 - GST Paid Refund	GST Tax Code	49.26	1,034.10
<b>3259</b>	<b>2022-10-19</b>	<b>Epcor</b>			
OCT42022-7333		232-000-545 - Street Light Progr	Utilities	279.81	
		312-000-260 - GST Paid Refund	GST Tax Code	16.49	296.30
<b>3260</b>	<b>2022-10-19</b>	<b>Epcor</b>			
OCT62022-9909		242-000-255 - Maintenance Pro	Utilities	198.08	
		312-000-260 - GST Paid Refund	GST Tax Code	9.90	207.98
<b>3261</b>	<b>2022-10-19</b>	<b>Epcor</b>			

Date Printed  
2022-10-19 12:47 PM

**Summer Village of Jarvis Bay**  
**List of Accounts for Approval (Detailed)**  
 Batch: 2022-00085 to 2022-00094

Page 3

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
SEPT72022-990		242-000-255 - Maintenance Pro	Utilities	211.20	
		312-000-260 - GST Paid Refund	GST Tax Code	10.56	221.76
<b>3262</b>	<b>2022-10-19</b>	<b>Epcor</b>			
SEPT72022-550		232-000-545 - Street Light Progr	Utilities	33.94	
		312-000-260 - GST Paid Refund	GST Tax Code	1.70	35.64
<b>3263</b>	<b>2022-10-19</b>	<b>Epcor</b>			
OCT62022-550		232-000-545 - Street Light Progr	Utilities	35.02	
		312-000-260 - GST Paid Refund	GST Tax Code	1.75	36.77
Total Other:					1,942.95
Total MAIN:					27,585.27



# Council Expense Claim Form

NAME: Julie Maplethorpe

POSITION: Mayor

MONTH ENDING: September-2022

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
9/6/22	Regular Council	2.0	Mayor	\$ 120.00
9/8/22	Other (Central Alberta Mayors and Reeves Caucus)	3.5	Mayor	\$ 120.00
9/14/22	Town of Sylvan Lake Library Board	2.0	Mayor	\$ 120.00
9/15/22	Parkland Regional Library Board	2.5	Mayor	\$ 120.00
9/20/22	Other (Alberta Municipalities Convention)	2.0	Mayor	\$ 120.00
9/21/22	Other (Alberta Municipalities Convention)	13.5	+4 (4 Hour)	\$ 220.00
9/22/22	Other (Alberta Municipalities Convention)	14	+4 (4 Hour)	\$ 220.00
9/23/22	Other (Alberta Municipalities Convention)	9	+4 (4 Hour)	\$ 220.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				<b>\$ 1,260.00</b>

If event is other please type it in.

**COPY**

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
9/20/22	Other (Conferences, etc.)	170.00	\$0.61	\$ 103.70
9/23/22	Other (Conferences, etc.)	170.00	\$0.61	\$ 103.70
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				<b>\$ 207.40</b>

## Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
9/23/22	Mariott Bonvoy Hotel Accomodation	1,080.00	122.70	\$ 1,202.70
				\$ 0.00
				\$ 0.00
				<b>\$ 1,202.70</b>

MAYOR: \_\_\_\_\_

C.A.O: \_\_\_\_\_

TOTAL PAYABLE: \$ 2,670.10



## CALGARY MARRIOTT DOWNTOWN

## GUEST FOLIO

1202	MAPLETHORPE/JULIE/MRS	315.00	09/23/22	10:44	11656	25508
ROOM	NAME	RATE	DEPART	TIME	ACCT#	GROUP
CTK	2 ERICKSON DRIVE		09/20/22	22:14		
TYPE	SYLVAN LAKE AB T4S1P5		ARRIVE	TIME		
64						
ROOM		PASSPORT:				
CLECK	ADDRESS	MCXXXXXXXXXXXX5580			MBV#:	
		PAYMENT				
DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE		
09/20	ROOM 1202, 1	315.00				
09/20	DM FEE 1202, 1	9.45	A			
09/20	GST ROOM 1202, 1	16.22	B			
09/20	T LEVY 1202, 1	12.98	I			
09/20	VALETPAR VALET	45.00				
09/20	TAX VALET	2.25	J			
09/21	ROOM 1202, 1	315.00				
09/21	DM FEE 1202, 1	9.45	A			
09/21	GST ROOM 1202, 1	16.22	B			
09/21	T LEVY 1202, 1	12.98	I			
09/21	VALETPAR VALET	45.00				
09/21	TAX VALET	2.25	J			
09/22	ROOM 1202, 1	315.00				
09/22	DM FEE 1202, 1	9.45	A			
09/22	GST ROOM 1202, 1	16.22	B			
09/22	T LEVY 1202, 1	12.98	I			
09/22	VALETPAR VALET	45.00				
09/22	TAX VALET	2.25	J			
09/23	CCARD-MC			1202.70		

SETTLED TO: MASTERCARD XXXXXXXXXXXXXXX5580

\*\*\*\*\* AUTHORIZATION \*\*\*\*\*

APPROVED

Total: \$1,148.40 Card Type: MASTERCARD Card Entry: CHIP Acct #: \*\*\*\*\*5580 Approval Code: 02020J

PIN Verified

\*\*\*\*\* EMV AUTHORIZATION \*\*\*\*\*

App Label: Mastercard Mode: Issuer

AID: A0000000041010 TVR: 0000008000 IAD: 1410677003020000BE9600000000000000FF TSI: E800 ARC: 00

AC: 34B1E5CD7541CFE4 CVM: 440302

===== SUMMARY OF TAXES =====				.00
DESCRIPTION	TAXED AMOUNT	TAX		
A 3% DESTINATION MKT	.00	28.35		
B 5% GST ROOM	.00	48.66		
C 5% GST OTHER	.00	.00		
I 4% TOURISM LEVY	.00	38.94		
J 5% GST PARKING	.00	6.75		
K 20% GROUP SC	.00	.00		
L 5% GST OTHER	.00	.00		
N GST BQT	.00	.00		
P GST TCC	.00	.00		
NET CHARGES	TAX	CREDITS	FOLIO	
1080.00	122.70	1202.70	.00	

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Signature X





RECEIVED D-1  
SEP 25 2022

# Council Expense Claim Form

NAME: Annabelle Wiseman  
POSITION: Deputy Mayor  
MONTH ENDING: September-2022

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
7/5/22	Regular Council	3 hours	Deputy Mayor	\$ 120.00
6/27/22	Municipal Planning Commission	2 hours	Deputy Mayor	\$ 120.00
9/6/22	Regular Council	2.5 hours	Deputy Mayor	\$ 120.00
9/26/22	Sylvan Lake Regional Wastewater Commission	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
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				<b>\$ 480.00</b>

If event is other please type it in.

**COPY**

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				<b>\$ 0.00</b>

## Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$ 0.00
				\$ 0.00
				\$ 0.00
				<b>\$ 0.00</b>

MAYOR: \_\_\_\_\_  
C.A.O: \_\_\_\_\_

TOTAL PAYABLE: \$ 480.00

## Page 8 of 8



**Summer Village of Jarvis Bay****November 1, 2022****Public Works****Information Item****Agenda Item:** *Public Works Report***Background:**

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

- Petro Beach bathroom is secured for winter, snow fence going up end of October/first week of November.
- Administration is looking into automated garbage cart service for the village.
- Costing at repair/replacement of Aspen Trail markers with supplier currently.
- Walkthrough planned with arborist to assess some dead trees on our road allowance adjacent to Jarvis Bay Drive.

**Options for Consideration:**

That Council accepts this report as information.

**Authorities:**

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

## Summer Village of Jarvis Bay

November 1, 2022

### Planning and Development

#### Information Item

#### Agenda Item: *Development Update*

#### Background:

##### Development Permit Update:

Currently there are 95 development permits issued in the Summer Villages (29 in Birchcliff, 3 in Half Moon Bay, 17 in Jarvis Bay, 21 in Norglenwold, and 25 in Sunbreaker Cove).

#### The following is the listing for Jarvis Bay:

- |  |   |
|--|---|
| 1. 166 Jarvis Bay Drive<br><i>(landscaping to be completed fall)</i>               | Demolition & Dwelling   |
| 2. 210 Jarvis Bay Drive<br><i>(parcel coverage to be compliant, deadline fall)</i> | Dwelling  |
| 3. 165 Jarvis Bay Drive<br><i>(dwelling plans being submitted)</i>                 | Demolition & Tree Removal   |
| 4. 184A Jarvis Bay Drive   | Dwelling & Detached Garage  |
| 5. 184B Jarvis Bay Drive   | Demolition & Dwelling   |
| 6. 11 Jarvis Bay Drive   | Sunroom (Deck Addition)   |
| 7. 251 Jarvis Bay Drive  | Roof Extension & Shed   |
| 8. 37 Jarvis Bay Drive   | Deck  |
| 9. 10 Twin Rose Court  | Dwelling  |
| 10. 44 Jarvis Bay Drive  | Detached Garage   |
| 11. 208 Jarvis Bay Drive   | Dwelling  |
| 12. 37 Jarvis Bay Drive  | Garage w Guest House  |
| 13. 234 Jarvis Bay Drive   | Dwelling  |
| 14. 234 Jarvis Bay Drive   | Garage w Guest House  |
| 15. 39 Jarvis Bay Drive  | Garage w Guest House  |
| 16. 191 Jarvis Bay Drive   | Driveway & Culvert  |
| 17. 19 Jarvis Bay Drive  | Home Occupation ( <b>NEW</b> )<br><i>(Physio for people &amp; pets)</i> |

#### Permit Summary:

##### Year to date 2022:

10 development permits. Estimated project cost \$3,616,500.00



2021 Jan.-Dec.:

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

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

Land Use Bylaw #125/13.

**Summer Village of Jarvis Bay****November 1, 2022****Information****Agenda Item: *CAO Report*****Background:**

- The intersection of Highway 20 and Township Road 391 was designed to accommodate speeds of 100 kilometers per hour. Therefore, the speed limit currently at 80 kilometers per hour at that intersection likely will not change. Administration is pushing for better signage or road markings in that area
- CAO recently attended the APPR (Alberta Professional Planners Institute) conference which included sessions on planning law, Municipal Development Plan rewrites, and Land Use Bylaw rewrites, among other things. The Summer Village of Jarvis Bay also received an Award of Merit in the Comprehensive and Policy Plan category for the recently passed Sylvan Lake Intermunicipal Development Plan.

**Options for Consideration:**

Council accept as information.

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

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

## **Summer Village Jarvis Bay**

### **Finance**

### **Request for Decision**

#### **Agenda Item: *Budget 2023 - 2026***

#### **Background:**

Administration would like to provide the following draft 2023 - 2026 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 2023 - 2026 Budget.

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

#### **Administrative Recommendations:**

- 1) That Council review and approve the 2023 budget as provided.
- 2) That Council amend and approve the 2023 budget.
- 3) That Council table item for further discussion and consideration in their December 2022 Council meeting.

#### **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 2023- 2026

First Prep: Finance Aug. 24/22

CAO Input Oct. 25/22

Council Review

Council Approved

Assessments /ASFF Reqs:

DI Entered

---

Council Approved

**Budget Summary****Revenue**

Taxation	\$	426,925.66
Administration	\$	30,640.14
Protective Services	\$	500.00
Public Works	\$	76,538.00
Planning and Development	\$	2,551.26
<b>Taxation and Operating Revenue</b>	<b>\$</b>	<b>537,155.06</b>
Alberta Requisitions	\$	467,552.09
Capital Revenue	\$	-
<b>Total Revenue</b>	<b>\$</b>	<b>1,004,707.16</b>

**Expenses**

Council & Legislative	\$	22,006.49
Administration	\$	206,782.63
Protective Services	\$	37,771.14
Public Works	\$	217,020.56
Planning & Development	\$	3,600.00
Recreation & Planning	\$	49,419.19
Environment	\$	555.05
<b>Operating Expenses</b>	<b>\$</b>	<b>537,155.06</b>
Alberta Requisitions	\$	467,552.09
Capital Projects	\$	-
<b>Total Expenses</b>	<b>\$</b>	<b>1,004,707.16</b>

Account #	Department / Description	2023 Budget	2024 Budget	2025 Budget	2026 Budget
<b>Administration</b>					
101-000-110	Taxation	\$ 426,925.66	\$ 475,116.52	\$ 511,795.48	\$ 519,544.53
101-000-120	Taxes Local Improvement - Completed in 20	\$ -	\$ -	\$ -	\$ -
101-103-130	DI Designated Industrial Tax	\$ 26.44	\$ 26.44	\$ 26.44	\$ 26.44
101-000-510	Penalties	\$ 10,300.00	\$ 10,506.00	\$ 10,716.12	\$ 10,930.44
112-000-540	A/R - UT Interest	\$ 108.83	\$ 111.01	\$ 113.23	\$ 115.50
112-000-550	Returns on Investments	\$ 8,240.00	\$ 8,404.80	\$ 8,572.90	\$ 8,744.35
112-000-410	Sales of Services and Supplies	\$ 240.52	\$ 245.33	\$ 250.24	\$ 255.24
112-000-570	Other Revenue	\$ 1,088.34	\$ 1,110.11	\$ 1,132.31	\$ 1,154.95
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
112-000-740	MSI Operational	\$ 10,636.00	\$ 10,848.72	\$ 11,065.69	\$ 11,287.01
<b>Total Administration</b>		<b>\$ 457,565.80</b>	<b>\$ 506,368.93</b>	<b>\$ 543,672.41</b>	<b>\$ 552,058.47</b>
<b>Protective Services</b>					
121-000-530	Fines Provincial Collected	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
<b>Total Protective Services</b>		<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>
<b>Public Works</b>					
142-000-400	Street Light Charges	\$ 7,000.00	\$ 7,210.00	\$ 7,210.00	\$ 7,210.00
142-000-410	Wastewater Charges	\$ 58,800.00	\$ 58,800.00	\$ 58,800.00	\$ 58,800.00
142-000-411	Transfer for Wastewater Offset	\$ 10,738.00	\$ -	\$ -	\$ -
<b>Total Public Works</b>		<b>\$ 76,538.00</b>	<b>\$ 66,010.00</b>	<b>\$ 66,010.00</b>	<b>\$ 66,010.00</b>
<b>Planning and Development</b>					
161-000-410	Certificates of Compliance	\$ 100.00	\$ 102.00	\$ 104.04	\$ 106.12
161-000-520	Development Permits / Appeal Fees	\$ 600.00	\$ 612.00	\$ 624.24	\$ 636.72
161-000-510	Inspection Fees	\$ 1,632.51	\$ 1,665.16	\$ 1,698.46	\$ 1,732.43
161-000-590	Encroachment Fees	\$ 218.76	\$ 223.13	\$ 227.59	\$ 232.15
<b>Total Planning and Development</b>		<b>\$ 2,551.26</b>	<b>\$ 2,602.29</b>	<b>\$ 2,654.34</b>	<b>\$ 2,707.42</b>
<b>Total Revenue</b>		<b>\$ 537,155.06</b>	<b>\$ 575,481.22</b>	<b>\$ 612,836.75</b>	<b>\$ 621,275.89</b>

Account #	Department / Description Council	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Remuneration					
211-101-150	Mayor	\$ 7,000.00	\$ 7,140.00	\$ 7,282.80	\$ 7,428.46
211-102-150	Deputy Mayor	\$ 3,800.00	\$ 3,876.00	\$ 3,953.52	\$ 4,032.59
211-103-150	Councillor	\$ 1,400.00	\$ 1,428.00	\$ 1,456.56	\$ 1,485.69
<i>Total Remuneration</i>		<i>\$ 12,200.00</i>	<i>\$ 12,444.00</i>	<i>\$ 12,692.88</i>	<i>\$ 12,946.74</i>
Travel and Subsistence					
211-101-210	Mayor	\$ 1,285.44	\$ 1,311.15	\$ 1,337.37	\$ 1,364.12
211-102-210	Deputy Mayor	\$ 642.72	\$ 655.57	\$ 668.69	\$ 682.06
211-103-210	Councillor	\$ 642.72	\$ 655.57	\$ 668.69	\$ 682.06
<i>Total Travel and Subsistence</i>		<i>\$ 2,570.88</i>	<i>\$ 2,622.30</i>	<i>\$ 2,674.74</i>	<i>\$ 2,728.24</i>
Registration & Conventions					
211-201-212	ASVA Conference	\$ 1,114.05	\$ 1,136.33	\$ 1,159.06	\$ 1,182.24
211-202-212	AUMA Conference	\$ 1,178.32	\$ 1,201.89	\$ 1,225.92	\$ 1,250.44
211-203-212	Council Education Opportunities	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
<i>Total Registration and Conventions</i>		<i>\$ 4,792.37</i>	<i>\$ 4,838.22</i>	<i>\$ 4,884.98</i>	<i>\$ 4,932.68</i>
Memberships					
211-301-220	AUMA Membership	\$ 1,143.41	\$ 1,166.28	\$ 1,189.60	\$ 1,213.39
211-302-220	ASVA Membership	\$ 1,044.42	\$ 1,065.31	\$ 1,086.61	\$ 1,108.35
211-303-220	FCM Membership	\$ 155.41	\$ 158.52	\$ 161.69	\$ 164.93
211-304-220	Mayors & Reeves Membership	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
<i>Total Memberships</i>		<i>\$ 2,443.24</i>	<i>\$ 2,490.11</i>	<i>\$ 2,537.91</i>	<i>\$ 2,586.67</i>
<b>Total Council</b>		<b>\$ 22,006.49</b>	<b>\$ 22,394.62</b>	<b>\$ 22,790.51</b>	<b>\$ 23,194.32</b>



Account #	Department / Description	2023 Budget	2024 Budget	2025 Budget	2026 Budget
<b>Administration</b>					
212-1	Personnel				
212-100-110	Salaries	\$ 123,521.00	\$ 125,991.42	\$ 128,511.25	\$ 131,081.47
212-100-130	Training	\$ 2,313.00	\$ 2,359.26	\$ 2,406.45	\$ 2,454.57
212-100-210	Travel & Subsistence	\$ 2,776.00	\$ 2,831.52	\$ 2,888.15	\$ 2,945.91
212-100-211	WCB	\$ 1,767.00	\$ 1,802.34	\$ 1,838.39	\$ 1,875.15
212-100-266	PW Fleet	\$ 925.00	\$ 943.50	\$ 962.37	\$ 981.62
212-300-530	Building Insurance	\$ 694.00	\$ 707.88	\$ 722.04	\$ 736.48
212-100-140	Benefits	\$ 4,280.00	\$ 4,365.60	\$ 4,452.91	\$ 4,541.97
<i>Total Personnel</i>		<i>\$ 136,276.00</i>	<i>\$ 139,001.52</i>	<i>\$ 141,781.55</i>	<i>\$ 144,617.18</i>
212-2	Consumables				
212-200-215	Postage / Freight / Courier	\$ 1,394.00	\$ 1,421.88	\$ 1,450.32	\$ 1,479.32
212-200-500	Printing costs	\$ 1,269.00	\$ 1,294.38	\$ 1,320.27	\$ 1,346.67
212-200-510	Office Supplies	\$ 2,313.00	\$ 2,359.26	\$ 2,406.45	\$ 2,454.57
<i>Total Consumables</i>		<i>\$ 4,976.00</i>	<i>\$ 5,075.52</i>	<i>\$ 5,177.03</i>	<i>\$ 5,280.57</i>
212-3	Facilities & Equipment				
212-300-217	Phone / Fax/ Internet	\$ 1,157.00	\$ 1,180.14	\$ 1,203.74	\$ 1,227.82
212-300-540	Utilities	\$ 2,082.00	\$ 2,123.64	\$ 2,166.11	\$ 2,209.44
212-300-250	Facility Improvements	\$ 2,313.00	\$ 2,359.26	\$ 2,406.45	\$ 2,454.57
212-300-255	Facility Maintenance	\$ 4,919.00	\$ 5,017.38	\$ 5,117.73	\$ 5,220.08
212-300-263	Condominium Costs	\$ -	\$ -	\$ -	\$ -
212-300-240	Computer Software / Mtnce Agreement	\$ 3,470.00	\$ 3,539.40	\$ 3,610.19	\$ 3,682.39
212-300-242	IT Equipment	\$ 578.00	\$ 589.56	\$ 601.35	\$ 613.38
212-300-265	Equipment Maintenance	\$ 347.00	\$ 353.94	\$ 361.02	\$ 368.24
212-300-270	Equipment Rental	\$ 925.00	\$ 943.50	\$ 962.37	\$ 981.62
212-300-510	Other Contingency	\$ 116.00	\$ 118.32	\$ 120.69	\$ 123.10
212-300-515	Fleet Replacement Reserve	\$ -	\$ -	\$ -	\$ -
<i>Total Facilities &amp; Equipment</i>		<i>\$ 15,907.00</i>	<i>\$ 16,225.14</i>	<i>\$ 16,549.64</i>	<i>\$ 16,880.64</i>
		<i>\$ 157,159.00</i>	<i>\$ 160,302.18</i>	<i>\$ 163,508.22</i>	<i>\$ 166,778.39</i>



Account #	Department / Description	2023 Budget	2024 Budget	2025 Budget	2026 Budget
212-4	Municipal Specific				
212-400-220	Election Expenses/Meetings	\$ 500.00	\$ 510.00	\$ 520.20	\$ 530.60
212-402-220	Donations to other organizations	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
212-401-220	Urgent Care Contribution	\$ -	\$ -	\$ -	\$ -
212-400-221	Bank Fees	\$ 2,060.00	\$ 2,101.20	\$ 2,143.22	\$ 2,186.09
212-400-222	Advertising	\$ 103.00	\$ 105.06	\$ 107.16	\$ 109.30
212-400-230	Legal Fees	\$ 5,717.05	\$ 5,831.39	\$ 5,948.01	\$ 6,066.97
212-400-231	Audit Fees	\$ 7,604.49	\$ 7,383.00	\$ 7,383.00	\$ 7,383.00
212-400-232	Assessment Fees	\$ 7,210.00	\$ 7,595.00	\$ 7,595.00	\$ 7,595.00
212-400-233	Accounting Software	\$ -	\$ -	\$ -	\$ -
212-400-275	Municipal Insurance	\$ 5,057.39	\$ 5,158.53	\$ 5,261.71	\$ 5,366.94
212-400-910	Tax Changes	\$ 571.70	\$ 583.14	\$ 594.80	\$ 606.70
	New Infrastructure Reserve	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
<i>Total Specific</i>		<i>\$ 49,623.63</i>	<i>\$ 50,067.32</i>	<i>\$ 50,353.11</i>	<i>\$ 50,644.61</i>
<b>Total Administration</b>		<b>\$ 206,782.63</b>	<b>\$ 210,369.50</b>	<b>\$ 213,861.33</b>	<b>\$ 217,423.00</b>

Account #	Department / Description	2023 Budget	2024 Budget	2025 Budget	2026 Budget
<b>Protective Services</b>					
223-000-200	Contracted Fire Service	\$ 14,001.82	\$ 14,281.86	\$ 14,567.49	\$ 14,858.84
226-000-200	Enforcement	\$ -	\$ 26,997.50	\$ 26,997.50	\$ 26,997.50
226-000-201	Enforcement Reserve	\$ 3,330.32	\$ 3,396.92	\$ 3,464.86	\$ 3,534.16
224-000-200	Emergency Management	\$ 2,500.00	\$ 2,550.00	\$ 2,601.00	\$ 2,653.02
225-000-200	Policing Costs	\$ 17,939.00	\$ 17,939.00	\$ 17,939.00	\$ 17,939.00
<b>Total Protective Services</b>		<b>\$ 37,771.14</b>	<b>\$ 65,165.28</b>	<b>\$ 65,569.86</b>	<b>\$ 65,982.52</b>
<b>Public Works</b>					
Maintenance Programs					
232-000-200	Green Space Program	\$ 30,000.00	\$ 30,600.00	\$ 31,212.00	\$ 31,836.24
232-000-255	Plowing Program	\$ 25,280.32	\$ 25,785.93	\$ 26,301.64	\$ 26,827.68
232-000-250	Road Maintenance Program	\$ 15,450.00	\$ 15,759.00	\$ 16,074.18	\$ 16,395.66
232-000-530	Ditch and Culvert Program	\$ 3,213.60	\$ 3,277.87	\$ 3,343.43	\$ 3,410.30
232-000-265	Sign & Bench Program	\$ 3,213.60	\$ 3,277.87	\$ 3,343.43	\$ 3,410.30
232-000-545	Street Light Program	\$ 7,210.00	\$ 7,354.20	\$ 7,501.28	\$ 7,651.31
<i>Total Maintenance</i>		<i>\$ 84,367.52</i>	<i>\$ 86,054.87</i>	<i>\$ 87,775.97</i>	<i>\$ 89,531.49</i>
Waste Water / Water					
242-000-255	Maintenance Program	\$ 25,000.00	\$ 25,500.00	\$ 26,010.00	\$ 26,530.20
	Payout of Stage 1 Debt	\$ -			
242-000-250	SLRWWC Gov & Admin	\$ 6,505.00	\$ 6,700.15	\$ 10,352.00	\$ 10,352.00
242-000-251	SLR Water Comm.	\$ 371.44	\$ 1,639.00	\$ 1,639.00	\$ 1,639.00
242-000-260	Useage Fees	\$ 63,033.00	\$ 64,923.99	\$ 90,354.00	\$ 90,354.00
<i>Total Wastewater</i>		<i>\$ 94,909.44</i>	<i>\$ 98,763.14</i>	<i>\$ 128,355.00</i>	<i>\$ 128,875.20</i>
Waste and Recycle					
243-000-200	Contracted Service Solid Waste	\$ 26,309.51	\$ 26,835.70	\$ 27,372.42	\$ 27,919.86
243-000-270	Recycling Program-WM	\$ 11,434.09	\$ 11,662.77	\$ 11,896.03	\$ 12,133.95
<i>Total Waste</i>		<i>\$ 37,743.60</i>	<i>\$ 38,498.48</i>	<i>\$ 39,268.45</i>	<i>\$ 40,053.81</i>
<b>Total Public Works</b>		<b>\$ 217,020.56</b>	<b>\$ 223,316.49</b>	<b>\$ 255,399.41</b>	<b>\$ 258,460.50</b>

Account #	Department / Description	2023 Budget	2024 Budget	2025 Budget	2026 Budget
	<b>Planning and Development</b>				
261-000-200	Community Planning	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
261-000-215	Subdivision Appeal Board	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00
261-000-220	Municipal Planning Commission	\$ 1,200.00	\$ 900.00	\$ 900.00	\$ 900.00
261-000-250	Development Project	\$ -	\$ -	\$ -	\$ -
261-000-110	Development Services	\$ -	\$ -	\$ -	\$ -
261-000-115	IDP (RDC & TSL, LC)	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
<b>Total Planning and Development</b>		<b>\$ 3,600.00</b>	<b>\$ 3,300.00</b>	<b>\$ 3,300.00</b>	<b>\$ 3,300.00</b>
	<b>Recreation and Planning</b>				
274-000-850	Parkland Regional Library	\$ 1,920.00	\$ 1,920.00	\$ 1,920.00	\$ 1,920.00
212-403-220	FCSS Sylvan Lake	\$ 3,541.76	\$ 3,612.59	\$ 3,684.85	\$ 3,758.54
272-000-250	Buoy Program	\$ 4,635.00	\$ 4,727.70	\$ 4,822.25	\$ 4,918.70
272-000-510	Parks and Playgrounds (PetroBeach)	\$ 22,868.18	\$ 23,325.55	\$ 23,792.06	\$ 24,267.90
	COVID 19 Response	\$ -			
274-000-510	Operational Recreation Grants - ICF	\$ 16,454.25	\$ 16,783.34	\$ 17,119.00	\$ 17,461.38
<b>Total Recreation and Planning</b>		<b>\$ 49,419.19</b>	<b>\$ 50,369.18</b>	<b>\$ 51,338.16</b>	<b>\$ 52,326.52</b>
	<b>Environment</b>				
	Memberships				
273-100-150	Environmental Projects (SLMC & Env)	\$ -	\$ -	\$ -	\$ -
243-102-150	Red Deer River Watershed Society	\$ 555.05	\$ 566.15	\$ 577.48	\$ 589.03
<b>Total Environment</b>		<b>\$ 555.05</b>	<b>\$ 566.15</b>	<b>\$ 577.48</b>	<b>\$ 589.03</b>
412-000-900	<b>Accumulated Surplus</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total Operating Budget</b>		<b>\$ 537,155.06</b>	<b>\$ 575,481.22</b>	<b>\$ 612,836.75</b>	<b>\$ 621,275.89</b>

## **Summer Village of Jarvis Bay**

**November 1, 2022**

### **Council & Legislation**

### **Request for Decision**

#### **Agenda Item: *Electronic Meetings Bylaw***

#### **Background:**

During a recent Municipal Accountability Review (MAP), it was noted the Procedural Bylaw does not provide a provision to allow for meetings to be held electronically. Since Council passed the Procedural Bylaw recently, Administration has provided the Electronic Meetings Bylaw that will allow for meetings of Council to be held and attended by Council and residents virtually.

#### **Options for Consideration:**

- 1) Council give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings to the Electronic Meetings Bylaw #189-22 as presented.
- 2) Council give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings to the Electronic Meetings Bylaw #189-22 as amended.

#### **Administrative Recommendations:**

- 1) Council give 1<sup>st</sup> reading to the Electronic Meetings Bylaw #189-22.
- 2) Council give 2<sup>nd</sup> reading to the Electronic Meetings Bylaw #189-22.
- 3) By unanimous consent, Council give 3<sup>rd</sup> reading to the Electronic Meetings Bylaw #189-22 at this meeting.
- 4) Council give 3<sup>rd</sup> and final reading to the Electronic Meetings Bylaw #189-22.

#### **Authorities:**

*Municipal Government Act* Section 199(2)

A Council may by bylaw provide for council meetings or council committee meetings to be conducted by electronic means.

## SUMMER VILLAGE OF JARVIS BAY ELECTRONIC MEETINGS BYLAW BY-LAW 189-22

BEING A BYLAW OF THE SUMMER VILLAGE OF JARVIS BAY TO PROVIDE FOR THE ATTENDANCE OF COUNCIL AND COUNCIL COMMITTEES BY ELECTRONIC COMMUNICATION.

**WHEREAS**, pursuant to Section 199 of the *Municipal Government Act*, a Council may by bylaw provide for council meetings or council committee meetings to be conducted by electronic means.

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

### TITLE

1. This bylaw may be cited as the “Electronic Meetings Bylaw.”

### DEFINITIONS

- 2 In this Bylaw,

- (a) “Chair” means the person authorized to preside over a meeting;
- (b) “Chief Administrative Officer” means the Chief Administrative Officer of the Summer Village of Jarvis Bay within the meaning of the *Municipal Government Act*, or his/her designate;
- (c) “Closed Session” means a meeting or part of a meeting that is “closed to the public,” as defined in Section 1(3) of the *Municipal Government Act*;
- (d) “Committee” means a committee, board, or other body established by Council under the *Municipal Government Act*, and includes, without limiting the generality of the foregoing, a standing committee, a task force, and the committee of the whole;
- (e) “Council” means the municipal council of the Summer Village of Jarvis Bay;
- (f) “Councillor” means a member of Council who is duly elected and continues to hold office and includes the mayor;
- (g) “Electronic Meeting” means a meeting called and held in full or in part via electronic means (including, but not limited to, audio teleconference, video teleconference, or via means of the internet);
- (h) “FOIP Act” means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, as amended;
- (i) “*Municipal Government Act*” means the *Municipal Government Act*, RSA 2000, c M-26, as amended;
- (j) “Quorum” means the minimum number of members that must be present at a meeting for business to be legally transacted;
- (k) “Summer Village” means the Summer Village of Jarvis Bay.



APPLICATION

3. The rules and procedures for meetings of Council or Committees are outlined in the Procedural Bylaw.
4. Councillors may participate in any meeting by attending in person, by telephone, or through video conference.
5. Meetings will be electronically available to Councillors and members of the public.
6. Notice of the Council meetings and the meeting links will be posted on the Summer Village website and included in the weekly email blast to subscribed participants.
7. Except for any part of a meeting closed to one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*, the Chief Administrative Officer will provide access to a live, publicly available audio and video view of the location where the meeting is being held.
8. Councillors that are physically present at the meeting location or participating by telephone or video conference are deemed to be present at the meeting and will be counted towards Quorum.
9. Immediately after a meeting is called to order, the Chair must conduct a roll call to confirm the identity of any Councillors participating by telephone or video conference.
10. If a meeting is closed pursuant to one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*, Councillors participating by telephone or video conference must confirm to the Chair that they are in a private location and able to maintain confidentiality over the item to be discussed.
11. In the case of a public hearing, any member of the public wishing to make representations may do so by attending the public hearing in person at the administration office, providing written submissions as outlined in the notice of public hearing, or by making presentation through electronic means during the public participation portion of the hearing once they have been addressed by the chair.

This bylaw comes into effect on the date of 3<sup>rd</sup> reading.

READ a first time this 1<sup>st</sup> day of November 2022.

READ a second time this 1<sup>st</sup> day of November 2022.

READ a third and final time this 1<sup>st</sup> day of November 2022.

Julie Maplethorpe, Mayor

Tanner Evans, C.A.O.

## **Summer Village of Jarvis Bay**

**November 1, 2022**

### **Council & Legislation**

### **Request for Decision**

#### **Agenda Item:** *Council Invitation*

#### **Background:**

Mayor Maplethorpe received an invitation from Mayor Hanson from the Town of Sylvan Lake, inviting Council to join her in attending the 2022 Bull Riders Canada Finals at the NexSource Centre from November 17-19, 2022.

The invitation is attached for Council's review and consideration.

Should Council be interested in attending, the RSVP deadline is November 4, 2022.

#### **Options for Consideration:**

- 1) Council accept the invitation from the Town of Sylvan Lake and Administration send RSVP.
- 2) Council accept as information and Administration send regrets.

#### **Administrative Recommendations:**

- 1) Council discuss and provide direction to Administration.

#### **Authorities:**

n/a



Town of Sylvan Lake  
Municipal Government Building  
5012 – 48 Avenue  
Sylvan Lake, AB, T4S 1G6

tsl@sylvanlake.ca  
T 403.887.2141  
F 403.887.3660  
[sylvanlake.ca](http://sylvanlake.ca)

Office of the Mayor

October 24, 2022

Mayor Julie Maplethorpe  
Summer Village of Jarvis Bay  
#2 Erickson Drive  
Sylvan Lake, Alberta T4S 1P5

Dear Mayor Maplethorpe and Council,

The Town of Sylvan Lake is excited to host the 2022 Bull Riders Canada (BRC) Finals at the NexSource Centre from November 17 – 19, 2022. The BRC Championships will kick off with a bang with Canadian country artist Aaron Goodvin, and special guest Hailey Benedict, performing in the evening on Thursday November 17, 2022.

Bull riding gets underway November 18 and 19, as Bull Riders Canada crowns their championship bull riders! There will be live entertainment to enjoy each night, with our evening cabaret featuring musical artists Chris Buck, Kanac Hendricks, The Heels and Kalsey Kulyk. Please note attendees for the cabaret must be over the age of eighteen years.

On behalf of Council for the Town of Sylvan Lake, I would like to extend an invitation for you and Council to join in on the fun and excitement of BRC with us. Please let us know if you would like to attend by providing your RSVP to [mpummings@sylvanlake.ca](mailto:mpummings@sylvanlake.ca), by November 4, 2022.

We sincerely hope that you will be able to attend and look forward to your reply.

Yours Truly,

Megan Hanson  
Mayor  
Town of Sylvan Lake





## **Schedule of Events**

**Bull Riders Canada Inc.**  
**Season X Finals and Concert Series**  
November 17 – 19, 2022  
NexSource Center, Sylvan Lake  
4823 49 Avenue, Sylvan Lake, Alberta

### **November 17, 2022**

Aaron Goodvin with Special Guest Hailey Benedict  
Doors Open at 7:00 PM  
Show Starts at 8:00 PM

### **November 18, 2022**

Night #1 of the Bull Riders Canada Finals  
Bud Light Saloon Cabaret  
Doors Open at 6:00 PM  
Event Starts at 7:00 PM  
Tickets include entry to the BRC Finals and the Saloon Cabaret

### **November 19, 2022**

Night #2 of the Bull Riders Canada Finals  
Rider Awards and Fireworks  
Bud Light Saloon Cabaret  
Doors Open at 6:00 PM  
Event Starts at 7:00 PM  
Tickets include entry to the BRC Finals and the Saloon Cabaret

## **Summer Village of Jarvis Bay**

**November 1, 2022**

### **Council Reports**

#### **Information Item**

#### **Council Reports:**

Julie Maplethorpe

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

Annabelle Wiseman

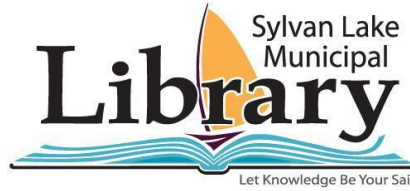
David Garratt

#### **Committee Reports:**

#### **Correspondence:**

#### **Upcoming Meetings:**

Next Council Meeting – December 6, 2022



## **THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS**

**WEDNESDAY – OCTOBER 12, 2022 – 6:30PM**

### **1. Treasurer's Report**

The Treasurer's Report was approved as presented. The annual budget presentation will be made to the Town of Sylvan Lake Council in November.

### **2. Director's Report**

The Director's Report was approved as presented.

During the month of September, the library began opening on Sundays after a long hiatus due to the health pandemic. Come down and enjoy all this community hub has to offer from 1:00pm to 5:00pm.

The children's space has been refreshed with colourful custom shelves for the book collection and the recent purchase of foldable rolling tables will allow flexibility for programming.

### **3. Programming Report**

A Teen Advisory Committee was started this month where teens are invited to meet at the library to help plan and implement programs or projects that they have interest in. Ideas put forth include a Forensics Club, Horror Club, and a Cosmetology Club.

On October 24 at Landmark Cinemas in Sylvan Lake, the Film Society will be showing "Hallelujah: Leonard Cohen, a Journey, a Song" from 7:00pm to 9:00pm. Previously screened TIFF film selections are available to borrow from the library by following this link:

<https://sylvanlibrary.prl.ab.ca/services/previous-film-society-movies>

The partnership with the Sylvan Lake Lodge has continued and residents are always excited to receive their new selections. This service has been called a "great blessing to their day" by residents and staff alike. One of the programmers began the orientation process at Bethany Care Centre this month, which will allow her to expand the visits into this facility in October.

### **4. Policy**

The Bylaws of the Town of Sylvan Lake Library Board were passed during this meeting with unanimous consent given for the third reading. This bylaw required updating to reflect items that the library will now have to charge GST on.

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

Meeting adjourned at 7:30pm.

**Next Regular Meeting – November 9, 2022, at 6:30pm.**



# *Parkland Update*

Thursday, October 6, 2022

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

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Congratulations to the team at the Penhold library! The Town of Penhold Library Board won one of three awarded for the 2022 Minister's Awards for Municipal and Public Library Excellence for their [Adventure Awaits Summer Reading Program](#). This was an innovative approach to a traditional library service that allowed children and families to experience social connection and critical literacy development despite the challenges of the COVID-19 pandemic. Way to go!

# Registration Now Open!



Registration is NOW OPEN for Stronger Together, a virtual library conference hosted jointly by Parkland Regional Library System, Peace Library System, The Alberta Library, & Yellowhead Regional Library.

The conference will take place over two days on October 6 and 7, 2022, and feature:

- Keynote speakers Hamza Khan, Cicely Lewis, Dr. Philip McRae, and Dr. Debbie Reese
- Knowledge Keepers Roy and Judy Louis
- Sponsor panels, a virtual exhibit, and a virtual puzzle room
- And a wealth of conference sessions on topics like leadership, accessibility and diversity, technology, advocacy, and more!

Stronger Together is once again free to attend, and we welcome anyone with a passion for libraries to [register today](#). Please share this email with anyone who might be interested!

Join us on October 6 and 7, 2022 as we become Stronger Together.

## Radon Kits Available

Parkland has partnered with the Alberta Lung Association, and with support from Health Canada to make 20 Radon Screening Kits available to library patrons.

To place a hold on a radon screening kit, patrons should follow these simple instructions:

- Visit your library's website
- Search for PRL Radon Screening Kit.
- Click Place Request
- Login with your library barcode information

- Select your pick-up location/ home library

### Who's Role is it Anyway Feedback

Parkland recently hosted three training sessions *Advocacy: Whose Role is it Anyway* and we are seeking feedback. If you attended, please take a moment to fill out [this brief survey](#) and forward it to any staff or trustees that attended.

## LIBRARY NEWS

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

### Member Library Staff Highlight

Beth has been the manager at the Hay Lakes Municipal Library since July 2020. This summer, their library hosted Janis Irwin and it brought a huge crowd out. The best part of her job is when the play schoolers come to read a story and pick out books. They have the funniest stories and ask the most hilarious questions. Beth loves helping them fall in love with reading!

If you're a non-fiction lover like her, you'll want to check out Beth's book recommendations [Scar Tissue by Anthony Kiedis](#) and [The Wreckage of my Presence by Casey Wilson](#).

If you would like to be featured in a future Parkland Update please [submit a photo and answer a few short questions](#)!



### Free Opioid Poisoning Response Training & Nasal Naloxone Kits - St. John Ambulance Canada

In response to the rising number of opioid poisonings across Canada, St. John Ambulance is working with Health Canada to provide Naloxone training and nasal Naloxone kits free of charge to agencies in the homelessness-serving sector nationwide (excluding Quebec). The program is geared toward frontline staff and volunteers that may have to respond to on-site opioid poisonings and who would otherwise lack access to training and/or nasal naloxone kits.

St. John Ambulance's Opioid Poisoning Response Training provides participants with a trauma-informed and de-stigmatized approach to opioid poisoning awareness.

For more information on program details, please visit their website <https://reactandreverse.ca/> or email them at [naloxone@sja.ca](mailto:naloxone@sja.ca) for inquiries.

## Veteran's Week Resources

Veterans Affairs Canada has created activity books, infographics, postcards, bookmarks and posters to encourage youth to learn more about the importance of remembrance and the roles played by Canadians during times of war, military conflict, and peace. These materials are free. [Orders for materials](#) should be placed by October 24 in order to receive the materials by Remembrance Day.



## TRAINING & EVENTS

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Dates and registration information for upcoming library training and events.

### Upcoming Webinars

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

#### Getting Started with Libby October 10

Join OverDrive's training team for this live session to learn how easy it is to [get your patrons started](#) with Libby, the library reading app. This session will demonstrate:

- How to browse and borrow ebooks and audiobooks.
- Tips for customizing the experience.
- Answers to frequently asked questions from end-users.

#### Accessibility in Your Library October 12

Tune in on Wednesday October 12, 12:00-1:00 p.m. to learn about what disability and accessibility are. In [this webinar](#) you will learn how to do a walkthrough of your physical space to see how accessible it is.

#### Alberta Board Member Essentials October-November



- Where to find Libby marketing and help resources.

### **Library of Things: The What, Why and How of Lending Objects** **October 16**

Are you thinking of starting a Library of Things for your community? [In this webinar](#), learn about lending anything from tools to toys, cameras to kitchen appliances, fishing gear to musical instruments - you can do it! The presenters will discuss selection, budgets, cataloging, displaying, sustainability, and marking of their Library of Things on Wednesday, October 19, 12:00-1:00 p.m.

The Edmonton Chamber of Voluntary Organizations is presenting a multi-part training program that combines online learning with live workshops to give new and developing board members the tools to successfully serve on a non-profit board. The [registration](#) deadline is October 18, 2022.

### **Board Basics Training Series** **October-November**

The PLSB will be offering their Board Basics training series this fall. The sessions will be offered virtually via Zoom and will be presented at 6:30pm - 7:45pm in 75-minute sessions over 4 weeks in October and November:

October 12 – [Public Library Service in Alberta](#)  
October 19 – [Municipal and Intermunicipal Library Boards](#)  
October 20 – [Governance Tools](#)  
October 26 – [The Library Board Member](#)  
October 27 – [Funding and Finances](#)  
November 2 – [Working Together](#)  
November 3 – [The Public Library Network](#)

They also continue to offer on-demand orientation sessions for library boards. These sessions can be organized as in-person sessions. If you would like to request one, please email [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca).

**PARKLAND REGIONAL LIBRARY SYSTEM**

4565 46 Street  
Lacombe, AB T4L 0K2

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



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## PRLS Board Meeting Minutes September 15, 2022

The regular meeting of the Parkland Regional Library System Board was called to order at 10:06 a.m. on Thursday September 15, 2022 via Zoom in the Small Board Room, Lacombe.

**Present:** Debra Smith (Board Chair), Gord Lawlor, Ray Reckseidler, Barb Gilliat

**Present via Zoom:** Jackie Almberg, Alison Barker-Jevne, Doug Booker, Jaime Coston, Teresa Cunningham, Cal David, Marie Flowers, Elaine Fossen, Dwayne Fulton, Bruce Gartside, Amber Hoogenberg (alternate for Gail Knudson), Dana Kreil, Guy Lapointe, Stephen Levy, Julie Maplethorpe, Philip Massier, Marc Mousseau, Joy-Anne Murphy, Shawn Peach, Norma Penney, Lori Reid, Teresa Rilling, Bill Rock, Les Stulberg, Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Bill Windsor, Janice Wing

**With Regrets:** Edna Coulter, Amanda Derksen, Barbara Gibson, Ricci Matthews, Leonard Phillips, Heather Ryan

**Absent:** Jul Bissell, Jeff Eckstrand, Pam Hansen, Daryl Loughheed, Jackie Northey, Bryce Olson, Diane Roth, Sandy Shipton, Shannon Wilcox, Sharon Williamson

**Guests:** Margaret Law

**Staff:** Ron Sheppard, Tim Spark, Donna Williams, Kara Hamilton, Hailey Halberg, Olya Korolchuk

### Call to Order

Meeting called to order at 10:06 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 Dana Kreil to excuse Edna Coulter, Amanda Derksen, Barbara Gibson, Heather Ryan, Ricci Matthews and Len Phillips from attendance at the board meeting on September 15, 2022 and remain members of the Parkland Board in good standing.

CARRIED

PRLS 28/2022

### 1.1 Agenda

#### 1.1.2 Adoption of the Agenda

Motion by Stephen Levy to accept the agenda as presented.

CARRIED

PRLS 29/2022

**1.2. Approval of Minutes**

Smith asked if there were any amendments to the September 15, 2022 minutes. There were none.

Motion by Teresa Rilling to approve the minutes of the September 15, 2022 meeting as presented.

CARRIED  
PRLS 30/2022

**1.3. Business arising from the minutes of the May 19, 2022 meeting**

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

**2. Business Arising from the Consent Agenda**

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

Motion by Lori Reid to approve the consent agenda as presented.

CARRIED  
PRLS 31/2022

**3.1. Compensation Review**

Motion by Alison Barker-Jevne to go in-Camera at 10:10 a.m.

CARRIED  
PRLS 32/2022

Motion by Barb Gilliat to go out of- Camera at 10:57 a.m.

CARRIED  
PRLS 33/2022

Motion by Gord Lawlor to receive the Compensation Review report for information.

CARRIED  
PRLS 34/2022

Motion by Janice Wing to direct Ron Sheppard to work with Dr. Law to develop a seven-step payroll grid to replace Parkland's current grid

CARRIED  
PRLS 35/2022

Margaret Law left the meeting at 10:45 a.m.

**3.2. Approval of the PRLS Budget 2023**

Sheppard gave an overview of the Parkland 2023 proposed budget. For the first time in three years, Parkland is asking for an increase in the municipal levy. The proposed increase is .20 cents per capita. The levy will change from \$8.55 per capita to \$8.75 per capita, using the Treasury Board and Finance Population Figures as directed by the board. This budget assumes funding from the Government of Alberta will continue at the current rate of \$4.70 per capita. Also assumed is the Rural Library Services Grant rate continuing at \$5.55 per capita, the whole of which is passed directly on to libraries. Most of the increases in budget lines are associated with

inflationary costs. The Building Repair and Maintenance line has increased partly because of the maintenance fees for the elevator. Staff and benefit lines will see a cost-of-living adjustment increase. The Trustee line has gone down, due to the virtual meetings that seem to be preferred by most of the trustees.

By approving the budget, a number of reserve transfers will be approved. There was \$40,500 for another cargo van. We also have technology purchases including replacing wireless equipment in member libraries planned for next year. This project will cost approximately \$219,600. Also, \$35,000 will be transferred from the Unrestricted Reserve for the Cooperative Collection Fund.

Motion by Barb Gilliat to approve the Parkland Regional Library System 2023 Budget as presented.

CARRIED  
PRLS 36/2022

### 3.3 PRLS Governance Policy Revisions PRLS Audit

Sheppard Reviewed. According to PRL policy 4.4.4. Audit,

*The auditor shall be appointed by the Executive Committee for a period of up to three consecutive years. Before an auditor is appointed, a request for tender (RFT) for auditing services must be conducted. System financial records are prepared for audit as soon as reasonably possible after year end.*

The last time PRLS conducted an RFT (RFP) and appointed an auditor was 2019, for the years 2019-2021.

This year, seven agencies were contacted to submit RFPs but only our current auditor, MNP LLP, submitted a formal audit proposal.

At their June 16<sup>th</sup> meeting, the Executive Committee selected the auditor MNP to conduct Parkland's audit for the years 2022-2024. Over the years, it has become increasingly difficult to find firms that will even submit proposals in response to an RFP for audit services. Furthermore, Parkland has only changed audit firms once in living memory. For these reasons, the Executive Committee proposed eliminating the requirement that an RFP be conducted every three years for audit services. To support this change, the Executive Committee approved the following motion:

*Motion by Barb Gilliat to recommend that the board change Parkland's Audit policy statement to read: "The auditor shall be appointed by the Executive Committee. Audit services shall be reviewed at the discretion of the Director, or, at the direction of Parkland's Executive Committee or the board."*

Motion by Gord Lawlor to amend the audit policy statement 4.4.4. as presented, in accordance with the recommendation of Parkland's Executive Committee

CARRIED  
PRLS 37/2022

### **RFP for Banking Services**

Sheppard continued. The Parkland Board's Finance Policy statement on banking currently states:

*From time to time, the Director will review the banking services provided to the system and report the findings to the Executive Committee.*

Despite the ambiguous phrasing of the statement, staff have diligently sought RFPs for Parkland's banking services every three years. After some discussion at their June meeting, the Executive Committee determined Parkland's banking services shall be subject to a review and request for proposal every five years at a minimum.

At their August meeting, the Executive Committee recommended that the wording for policy statement 4.4.5 be changed to:

*Banking services shall be subject to review and a request for proposal every five years at a minimum, or sooner, at the discretion of staff, the Executive Committee, or the board.*

Motion by Gord Lawlor to change policy 4.4.5. as recommended by the Executive Committee.

CARRIED

PRLS 38/2022

### **3.4. Capital Cost Allowance for Technology**

Williams reviewed. The Parkland 2021 audit management letter stated:

*Recommend that the estimated useful lives for property, plant and equipment be reviewed by senior management, and adjusted as needed.*

During Parkland's audit, MNP discussed with staff that Parkland may not be using the best depreciation rate for technology assets. It was observed that the current rate may be inaccurate as computers in the library typically last 3 to 5 years and the current CCA (Capital Cost Allowance) rate Parkland uses is Class 10 with a 30% declining balance.

Parkland's management team has implemented a change to the CCA for technology assets only. Staff believe the use of Class 50 with a CCA rate of 55% declining balance for technology assets is a better fit for the life span of Parkland's computer assets.

This adjustment does not require a policy change but constitutes a change in long standing practice.

Motion by Barb Gilliat to receive for information.

CARRIED

PRLS 39/2022

### **3.5. Advocacy and Marketing Report**

Gord Lawlor began the Advocacy Committee report. Highlights included the creation of a joint Advocacy Committee composed of seven library systems, a review of tools board members can use to help pass Parkland's budget with municipal council, and the presentation of a document, *Your Guide to Building Rapport*. Designed for municipal library boards, this document will be distributed throughout Parkland to help municipal library boards build solid relationships with their local councils and administration.



Hailey Halberg continued with the Marketing Report. Halberg discussed Parkland's open house held last July, Parkland's new social media strategy, and Connection Campaign.

In the marketing campaign, libraries have access to eighteen social media posts, four flyers, six short form videos, website and social media banners, and more. Participation is optional, but it is hoped that many will participate.

In June, CBC Radio One started featuring rural libraries in their *Recommended Reads* series. Eight of our library managers were selected to be interviewed and the segments aired in June and July.

Staff have completed the photography/videography project and received six edited videos and 240 professional photos libraries can use for marketing.

Five videos were then shown from the project, featuring the following libraries: Alix, Amisk, Caroline, Forestburg and Rocky Mtn. House.

Motion by Gord Lawlor to receive for information.

CARRIED  
PRLS 40/2022

### **3.6. Parkland Community Update**

Sedgewick & District Municipal Library – Local MLA Jackie Lovely stopped by the library and presented them with a book called *Lucy Tries Hockey* for their children's section.

Delburne Municipal Library has a new library manager. Also, there is a new major feature film out of Calgary that will be presented to the citizens of Delburne at the end of September.

Sundre Municipal Library manager Karen Tubb has retired and they have a new manager starting immediately.

Cremona Municipal Library has a very popular Lego after school program.

Penhold & District Public Library has hosted 30 summer programs outside the library and 370 children participated in their mobile summer reading program with a total 12,000 minutes read.

Sylvan Lake Municipal Library hosted an author book signing for Sylvan Lake board representative Teresa Rilling and her book called *Just Breathe: Hope Beyond Hurt*.

Clive Public Library has a new manager.

Castor Municipal Library had 35 registrants for their summer reading program. The library manager has started a journaling workshop, and has the Stettler family resource network coming for some P.D. activities in the coming months.

Stettler Public Library has developed a travelling trailer in cooperation with Stettler wellness network. The trailer can be booked for block parties and other events.

Motion by Ray Reckseidler to receive the Parkland Community Update for information.

CARRIED

PRLS 41/2022

**3.7.1. Director & Library Services Report**

**3.7.2. I.T. Report**

Smith asked if there were any questions regarding the Director & Library Services Report, or the IT Report. There were none.

Motion by Stephen Levy to receive the Director & Library Services Report and IT Report for information.

CARRIED

PRLS 42/2022

**4. Adjournment**

Motion by Barb Gilliat to adjourn the meeting at 12:14 p.m.

CARRIED

PRLS 43/2022

Meeting adjourned at 12:14 p.m.

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Chair



## PRLS BOARD TALK

### Highlights of the Parkland Regional Library Board Meeting

SEPTEMBER 15, 2022

#### PRLS Budget 2023

The board passed a motion to approve Parkland's 2023 budget with a .20 cent increase in the requisition level based on the most current population figures.

Parkland has kept the municipal requisition/levy at \$8.55 per capita for three consecutive years. The Government of Alberta has not increased the grant rate or adjusted for population when issuing grants since 2017.

#### PRLS Governance Policy Revisions

The Parkland Audit and Banking policies have been amended. The Audit policy changed from requiring an RFP every three years for services, to an RFP review being required at the discretion of Staff, the Executive Committee or the Board.

The Banking policy was changed to requiring a review and request for proposal every five years, or at the discretion of staff, the Executive Committee or the Board.

#### Strategic Plan Update

At their August 18<sup>th</sup> meeting, the Executive Committee reviewed a document prepared by Shari Hansen, the Community Development Officer who facilitated several meetings of Parkland's stakeholders. Hansen has identified potential goals and strategies which will be further refined and presented as a draft strategic plan at the November board meeting. Parkland's new plan will run from 2023-2025.

#### Compensation Review

The Parkland Board received a report on staff compensation completed by consultant Margaret Law. Parkland staff are adequately paid and are "middle of the road" in their industry. Parkland does have a very long salary grid and staff have been instructed to reduce it from fifteen steps to seven.

#### Stronger Together

Held in conjunction with The Alberta Library, the Yellowhead, Parkland and Peace library systems, the Stronger Together joint virtual conference is scheduled for October 6 and 7, 2022. Staff are excited to announce one of the four Key Note speakers, [Hamza Khan](#). Khan's topic is: *The future of work: enhancing leadership, building resilience, unlocking productivity*. Stay up-to-date with all conference news by following us on [Facebook](#) and [Twitter](#), or [visit our conference website to learn more](#).

#### Advocacy Committee

The committee is excited about the possibility of creating a unified advocacy initiative for all seven of Alberta's library systems. With a provincial election coming next spring, it is an ideal time to get a commitment for additional public library funding.

Board members are encouraged to use the *Return on Municipal Levy* document found in the 2023 proposed budget when presenting Parkland's 2023 budget to council for approval. There are also *Return on Investment* documents on the PRLS website for each municipality. These documents show exactly how much value each individual municipality is getting from Parkland. They can be found here: <https://www.prl.ab.ca/about-us/return-on-investment>

Staff also introduced *Your Guide to Building Rapport*, which is designed for municipal library boards. It will be distributed throughout Parkland to help municipal library boards build solid relationships with their local councils and administration.

#### Marketing Report

In July, Parkland joined in Lacombe Days with a barbeque, face painter, magic show, building tours, and virtual reality programming. The event went very well and Parkland served over 860 smokies, and Mary C. Moore Public Library received over 100 new library card sign ups.

In early summer, Parkland staff started to look at Parkland's social media strategy. Working with the Advocacy Committee, Parkland staff decided to make some changes: posting less often, using more real photos, focusing on collections, and using set backgrounds for videos and photos. It was also decided to put most of staff energy into Instagram and video content as that is what's trending. The goal is to provide generic content that any of our libraries can share to their channels and have it relevant for their audiences, as well as provide an example and inspiration for libraries in their own social media channels. The transition was made on August 1<sup>st</sup>, and there have been encouraging results in preliminary analytics.

As part of an advocacy initiative to represent libraries as a place of connection, staff created a versatile marketing campaign. The *Connection Campaign* has been completed and distributed to libraries. Libraries have access to eighteen social media posts, four flyers, six short form videos, website and social media banners, and more. Participation is optional, but it is hoped that many will participate. The campaign runs from August 15 – September 30, 2022.

In June, CBC Radio One started featuring rural libraries in their *Recommended Reads* series. Eight of our library managers were selected to be interviewed and the segments aired in June and July.

Parkland has completed our photography/videography project and received six edited videos and 240 professional photos. The project went very smoothly; both the photographer and libraries were very professional to work with and staff are happy with the results. PRLS staff plan to survey the libraries that participated and analyze the use of the photos to help determine if the project should continue next year.

## Committee News from Trustees

**Sedgewick & District Municipal Library** Local MLA Jackie Lovely stopped by the library and presented them with a book called *Lucy Tries Hockey* for their children's section.

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**Stettler Public Library** has developed a travelling trailer in cooperation with Stettler Wellness Network. The trailer can be booked for block parties and other events.

## Board Members Present

Debra Smith (Board Chair), Barb Gilliat, Gord Lawlor, Ray Reckseidler, **(Zoom)** Jackie Almberg, Alison Barker-Jevne, Doug Booker, Jaime Coston, Teresa Cunningham, Cal David, Marie Flowers, Elaine Fossen, Dwayne Fulton, Bruce Gartside, Amber Hoogenberg (alternate for Gail Knudson), Dana Kreil, Guy Lapointe, Stephen Levy, Julie Maplethorpe, Philip Massier, Marc Mousseau, Joy-Anne Murphy, Shawn Peach, Norma Penney, Lori Reid, Teresa Rilling, Bill Rock, Les Stulberg, Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Bill Windsor, Janice Wing

## With Regrets

Edna Coulter, Amanda Derksen, Barbara Gibson, Ricci Matthews, Leonard Phillips, Heather Ryan

## Absent

Jul Bissell, Jeff Eckstrand, Pam Hansen, Daryl Loughheed, Jackie Northey, Bryce Olson, Diane Roth, Sandy Shipton, Shannon Wilcox, Sharon Williamson

## Next Meeting: November 17, 2022, (Zoom)

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.

October 27, 2022

(via email)

Re: Request to amend PRLS Membership Agreement

Recently, your municipality would have received a letter from Judy Dahl, the mayor of the Town of Olds, requesting that your council join with them in amending the Parkland Regional Library Membership agreement. According to Dahl:

*"The amendment we are requesting would specify a requirement to use those population estimates Municipal Affairs relies on to calculate capital and operating grant funding for municipalities, which at the time of this writing, are the 2016 Federal Census figures. In other words, the numbers used to determine municipal revenues ought to be used to determine municipal expenditures."*

While it is perfectly acceptable to ask the board to make this change, Mayor Dahl declared the reason for this amendment being because:

*"Olds and several other members believe that PRL's reliance on Treasury Board population statistics is not in line with section 8.3 of the Agreement, which reads: "The population of a municipality that is Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs."*

It is this point I wish to clarify. The Parkland board consulted a legal opinion on this matter which determined conclusively that using the population figures supplied by Alberta Treasury Board and Finance to invoice municipalities is entirely in accord with our membership agreement. As the Government of Alberta has stated, the "The Municipal Affairs Population List has been discontinued and will be replaced by population estimates from Treasury Board and Finance in the future." see: <https://www.alberta.ca/municipal-population-lists.aspx>

The switch to using the Treasury Board population estimates for invoicing municipalities was first communicated to Parkland's member municipalities in 2021. The matter has been discussed nine times at Parkland Executive Committee and Board meetings. This culminated in May with the board passing a motion directing staff to build Parkland's 2023 budget using the population figures supplied by Treasury Board.

Should Parkland's member municipalities wish to change the membership agreement, they may certainly put their request before the board. However, it must be restated, that based on the legal opinion included with this letter, Parkland's use of the population estimates from Treasury Board and Finance for invoicing municipalities is fully in-line with Parkland's membership agreement.

The memo from Parkland's lawyer has been included for your convenience.

Sincerely,



Debra Smith, Board Chair  
Parkland Regional Library System



**PRIVILEGED & CONFIDENTIAL****MEMORANDUM****To: R. Sheppard****Date: May 12, 2022****Fr: S. Alexander-Smith, QC****File:****RE: Use of Population data for funding per Master Agreement****BACKGROUND:**

A portion of your funding is levied against your members in accordance with the PRL Membership Agreement (“the Agreement”), as follows:

*8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRL Board of written notification of approval from two thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRL Board an amount which is the product of the per capita requisition set out in Schedule “B” and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*

Per the Agreement, the populations of each member is determined as follows:

*8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.”*

Historically, Alberta Municipal Affairs published population lists. Circa 2019, it has published that is now adopting the data prepared by the Office of Statistics and Information at Alberta Treasury Board and Finance in lieu of the population lists.

To set rates in 2021 & 2022, you relied on the population figures from the Treasury Board and Finance Resources, which was not objected to by your membership.

You are now preparing your Budget for 2023, and the question has been raised by a member, whether you should instead be:

- (a) using the last published population list by Municipals Affairs (2019), or
- (b) the Federal Census.

**ISSUE:**

Based on the terms of your membership agreement, what is the appropriate population figures to use to determine rates per clause 8.2 of your Agreement?

**DISCUSSION:**

Presently the Agreement that is executed by your membership directs your rules of play.

To interpret the terms of a bidding agreement, the court reads the contract as a whole, giving the words their ordinary and grammatical meaning consistent with the surrounding circumstances known to the parties at the time of contract formation.

If the operative consideration for funding under the Agreement is to adjust yearly based on the ‘recent’ population figures, then the indication by Municipal Affairs that they have discontinued their list in favour of adopting the Office of Statistics and Information at Alberta Treasury Board, supports that the Treasury Board figures are “the most recent population figure for the municipality as published by Alberta Municipal Affairs.”

While Alberta Municipal Affairs has informed on its website that it will continue to fund per capita grants based on the 2019 Municipal Affairs Population List until 2021 federal census results are available, that is not funding model set out in your Agreement. You are required to use the most recently published figures.

See: <https://www.alberta.ca/municipal-census-and-population-estimates.aspx>

As such, to the extent your Agreement calls for ‘recent’, and the funding from members is reviewed annually, they ‘plain and ordinary meaning of ‘recent’ (and context - were further exploration of the circumstance be required) would support that appropriate interpretation of your Agreement is that the annual data for population estimates are derived from Office of Statistics and Information at Alberta Treasury Board.

In light of the above, if the membership wishes to amend the formula for calculating the membership levies, that would need to be done using the amending process set out in the agreement, being, clause 17, as modified by clause 8.6 (if applicable). This would include a transition to using Federal Census data rather than the Treasury Branch information. Having said that, if of its own volition, Municipal Affairs revised its publishing of population figures to be reliant on the Federal Census vs. the Treasury Board data, then arguably that would be the ‘the most recent population figure for the municipality as published by Alberta Municipal Affairs.’ But a review of the website lands with the Treasury Board, at this point in time.

I trust this answers your question, Please advise if you’d like further information or clarification.

S. Alexander-Smith, QC.