

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF JARVIS BAY
NOVEMBER 7, 2023 @ 9:30 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, October 3, 2023

D. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Quarterly Financial Report
- 3) Public Works Report
- 4) Development Update
- 5) Town of Sylvan Lake Library Board
- 6) Petro Beach Public Engagement

E. TABLED ITEMS

- 1) Special Events Policy

F. REQUESTS FOR DECISION

1) Public Works

- a) MSI Amendment
- b) Entrance Sign Budget Amendment

2) Finance

- a) Christmas Bureau Donation
- b) 2024 Budget

G. COUNCIL, COMMITTEES, AND CORRESPONDENCE

1) Council Reports

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

2) Correspondence

- a) Association of Summer Villages of Alberta
- b) Deputy Minister, MA
- c) Highway 20 Planning Study Meeting Minutes

3) Upcoming Meetings

- a) Council Meeting – December 5, 2023

H. ADJOURNMENT

IN ATTENDANCE	Mayor:	Julie Maplethorpe
	Deputy Mayor:	Annabelle Wiseman via Zoom
	Councillor:	David Garratt via Zoom
	CAO:	Tanner Evans
	Development Officer:	Kara Hubbard
	Public Works:	Justin Caslor
	Bylaw Officer:	Zac Longstaff
	Recording Secretary:	Teri Musseau

AGENDA APPROVAL

CARRIED

JBC-23-137 MOVED by Deputy Mayor Wiseman that the Municipal Planning Commission meeting minutes held on September 20, 2023, be approved as presented.

CARRIED

Page 1 of 3

- 4) CAO Report
- 5) Postal Codes

JBC-23-139 MOVED by Mayor Maplethorpe that Council accept the information items as presented.

CARRIED

Council break at 10:32 a.m.

Council reconvened at 10:38 a.m.

REQUEST FOR DECISION CONTINUED

FINANCE

JBC-23-140 Parkland Regional Library Board 2024 Budget
MOVED by Deputy Mayor Wiseman that Council approve the Parkland Regional Library Board 2024 Budget with a .43 cent increase from 2023.

CARRIED

COUNCIL & LEGISLATIVE

JBC-23-141 Special Events Policy
MOVED by Mayor Maplethorpe that Council table the Special Events Policy for amendments.

CARRIED

JBC-23-142 Fortis Franchise Fee
MOVED by Mayor Maplethorpe that Council leave the franchise fee rate rider at 0%.

CARRIED

PUBLIC WORKS

JBC-23-143 Install of New Public Memorial Bench
MOVED by Deputy Mayor Wiseman that Administration propose 2 alternate sites to the applicant for the installation of the memorial bench.

CARRIED

COUNCIL REPORTS

- Mayor Maplethorpe
- Town of Sylvan Lake Library Board written report
 - Parkland Regional Library Board written report
 - Alberta Municipalities Convention
 - National Truth and Reconciliation Day Event in Sylvan Lake
- Deputy Mayor Wiseman
- No reports

Councillor Garratt

- No reports

JBC-23-144 MOVED by Mayor Maplethorpe that Council accept the Council reports as information.

CARRIED

NEXT COUNCIL MEETING

JBC-23-145 MOVED by Mayor Maplethorpe that the next meeting of Council be held November 7, 2023, at 9:30 a.m.

CARRIED

ADJOURNMENT

JBC-23-146 MOVED by Mayor Maplethorpe that being the agenda matters have been concluded, the meeting be adjourned at 11:14 a.m.

CARRIED

JULIE MAPLETHORPE, MAYOR

TANNER EVANS, CAO

Summer Village of Jarvis Bay

Finance & Administration

November 7, 2023

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 195,226.48

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

1. Rugged West Maintenance Inc.	\$ 3,318.00
a. Aug 8th & 23rd Mowing and Trimming	
b. Repair of Petro Beach Sign	
2. Sylvan Lake Regional Water/Wastewater	\$ 4,011.02
a. August 2023 WW Services	
3. 1473929 Alberta Ltd	\$ 3,150.00
a. Removal of Leaning Trees	
4. Alberta Parking Lot Services	\$ 3,517.50
a. Cold Pour Crack Seal	
5. Larkaun Developments	\$ 5,000.00
a. Completions Deposit Refund	
6. Pidherney's	\$ 16,791.51
a. 2023 Sanitary Systems Repair	
7. Rugged West Maintenance Inc.	\$ 3,412.50
a. Buoy Removal	
b. Sept 20 Mowing & Trimming	
8. Sylvan Lake Regional Water/Wastewater	\$ 4,011.02
a. September 2023 WW Services	
9. SL & District Lions Club	\$ 4,622.00
a. 2023 Contract – July to September	
10. Summer Village of Norglenwold	\$ 10,301.63
a. New 2023 Toyota Truck Purchase	
11. Summer Village of Norglenwold	\$ 12,701.32
a. Sept 2023 - Muni Specific Costs	
b. Sept 2023 - Shared Costs	
12. AB School Foundation Fund	\$112,085.45
a. School Fund	

Council Expense Claims Report:**Sept Expenses**

▪ Julie Maplethorpe	\$ 1,699.24
▪ Annabelle Wiseman	\$ 0
▪ David Garratt	\$ 240.00

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Date Printed
2023-10-30 9:45 AM

Summer Village of Jarvis Bay
List of Accounts for Approval (Detailed)
Batch: 2023-00076 to 2023-00087

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1194	2023-09-28	Ace Line Locating Ltd.			
5792		242-000-255 - Maintenance Pro	Line Locating	120.00	
		312-000-260 - GST Paid Refund	GST Tax Code	6.00	126.00
1195	2023-09-28	Red Deer Catholic Regional			
2023-3		201-100-130 - ASFF - Residenti	Supplementary Tax Requist	1,391.46	1,391.46
1196	2023-09-28	Rugged West Maintenance Inc.			
1352		232-000-200 - Green Space Pro	Aug 8 & 23rd Mowing and T	3,000.00	
		312-000-260 - GST Paid Refund	GST Tax Code	150.00	3,150.00
1355		232-000-265 - Sign & Bench Prc	Repair of Petro Beach Sign	160.00	
		312-000-260 - GST Paid Refund	GST Tax Code	8.00	168.00
			Payment Total:		3,318.00
1197	2023-09-28	Sunrooms & Awnings Ltd			
2010		461-000-520 - Completions Dep	Completions Deposit Refun	500.00	500.00
1198	2023-09-28	Sylvan Lake Regional			
1871		242-000-260 - Useage Fees	Aug 2023 WW Services	4,011.02	4,011.02
1199	2023-09-28	Townsend Electrical LTD			
09176		232-000-545 - Street Light Progr	Street Light Repair	125.00	
		312-000-260 - GST Paid Refund	GST Tax Code	6.25	131.25
1200	2023-09-28	1473929 Alberta Ltd			
410		232-000-200 - Green Space Pro	Removal of Leaning Trees i	3,000.00	
		312-000-260 - GST Paid Refund	GST Tax Code	150.00	3,150.00
1201	2023-10-20	Lenore Berkeley			
MPC-092023		261-000-220 - Municipal Plannin	MPC Meeting September 20	100.00	100.00
1202	2023-10-30	Ace Line Locating Ltd.			
5827		242-000-255 - Maintenance Pro	Line Locating	600.00	
		312-000-260 - GST Paid Refund	GST Tax Code	30.00	630.00
1203	2023-10-30	Alberta Parking Lot Services			
25343		232-000-250 - Road Maintenanc	Cold Pour Crack Seal	3,350.00	
		312-000-260 - GST Paid Refund	GST Tax Code	167.50	3,517.50
1204	2023-10-30	Bowood Inc.			
2068		461-000-520 - Completions Dep	Completions Deposit Refun	1,000.00	1,000.00
1205	2023-10-30	Empringham Disposal Corp			
53874		243-000-200 - Contracted Servic	Sept's 150 Weekly Garbage	1,635.00	
		243-000-200 - Contracted Servic	Sept's 150 Bi-Weekly Recyc	585.00	
		312-000-260 - GST Paid Refund	GST Tax Code	111.00	2,331.00
1206	2023-10-30	Larkaun Developments			
2044A		461-000-520 - Completions Dep	Completions Deposit Refun	5,000.00	5,000.00
1207	2023-10-30	Parkland Regional Library			
230256		274-000-850 - Parkland Region	4th Quarter Requisition	468.11	
		312-000-260 - GST Paid Refund	GST Tax Code	23.41	491.52
1208	2023-10-30	Pidherney's			
143184		297-204-840 - Project Rsv-WW	2023 Sanitary Systems Rep	15,991.91	
		312-000-260 - GST Paid Refund	GST Tax Code	799.60	16,791.51

Date Printed
2023-10-30 9:45 AM

Summer Village of Jarvis Bay
List of Accounts for Approval (Detailed)
Batch: 2023-00076 to 2023-00087

Page 2

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1209	2023-10-30	Rugged West Maintenance Inc.			
1362		272-000-250 - Buoy Programs	Buoy Removal	1,750.00	
		312-000-260 - GST Paid Refund	GST Tax Code	87.50	1,837.50
1357		232-000-200 - Green Space Pro	Sept 20 Mowing and Trimm	1,500.00	
		312-000-260 - GST Paid Refund	GST Tax Code	75.00	1,575.00
			Payment Total:		3,412.50
1210	2023-10-30	Sylvan Lake Regional			
1888		242-000-260 - Useage Fees	Sept 2023 WW Services	4,011.02	4,011.02
1211	2023-10-30	SL & District Lions Club			
2-2023		272-000-510 - Parks and Playgr	2023 Contract - July - Septe	4,622.00	4,622.00
1212	2023-10-30	Town of Sylvan Lake			
IVC123392		223-000-200 - Contract Fire Ser	Alarms-Incident#23-425-311	1,605.00	1,605.00
1213	2023-10-30	Wild Rose Assessment Service			
9160		212-400-232 - Assessment Fees	Assessment Fees-Oct to De	1,650.00	
		312-000-260 - GST Paid Refund	GST Tax Code	82.50	1,732.50
			Total Computer Cheque:		57,872.28

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
198	2023-09-29	Summer Villages of Norglenwold			
2023-00132		226-000-200 - Enforcement	New 2023 Toyota Truck Pui	10,301.63	10,301.63
199	2023-09-30	Summer Villages of Norglenwold			
2023-00136		232-000-200 - Green Space Pro	Waste Transfer 258535-Aug	6.90	
		226-000-200 - Enforcement	Intercon Messaging for Byla	7.00	
		226-000-200 - Enforcement	CO-OP-Bylaw Truck Wash	2.20	
		261-000-110 - Development Ser	AB Land Title-48427595	20.00	36.10
2023-00141		212-100-110 - Salaries	Salaries	10,209.00	
		212-100-130 - Training	Training	431.45	
		212-100-140 - Benefits	Shared Benefits	444.02	
		212-100-210 - Travel and Subsis	T&S	0.00	
		212-100-211 - WCB	WCB	194.31	
		212-100-266 - PW Fleet	PW Fleet	25.83	
		212-200-215 - Postage/Freight/C	Postage/Freight	7.52	
		212-200-500 - Printing Costs	Printing Costs	49.68	
		212-200-510 - Office Supplies	Office Supplies	106.23	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	102.37	
		212-300-540 - Utilities	Utilities	290.12	
		212-300-250 - Facility Improvem	Facility Improvements	0.01	
		212-300-255 - Facility Maintena	Facility Maintenance	299.45	
		212-300-263 - Condominium Co	Condominium Costs	0.00	
		212-300-240 - Computer Softwa	Computer Software	121.97	
		212-300-242 - IT equipment	IT Equipment	179.29	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	148.95	
		212-300-510 - Other Contingenc	Contingency	55.02	
		212-300-530 - Building Insuranc	Shared Building Insurance	0.00	12,665.22
			Payment Total:		12,701.32
			Total EFT:		23,002.95

Date Printed
2023-10-30 9:45 AM

Summer Village of Jarvis Bay
List of Accounts for Approval (Detailed)
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EFT					
Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
OTHER					
Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
3591	2023-09-30	Epcor			
SEPT12023-733		232-000-545 - Street Light Progr	Utilities-SE-09-039-01-5	476.97	
		312-000-260 - GST Paid Refund	GST Tax Code	23.85	500.82
3592	2023-09-30	Epcor			
SEPT72023-550		232-000-545 - Street Light Progr	0040 VIRTUAL SITE ID 004	35.28	
		312-000-260 - GST Paid Refund	GST Tax Code	1.76	37.04
3593	2023-09-30	Epcor			
SEPT72023-990		242-000-255 - Maintenance Proq	Utilities-3100 50A Ave	297.53	
		312-000-260 - GST Paid Refund	GST Tax Code	14.88	312.41
3594	2023-09-30	Receiver General/OTH			
CP8-23		312-000-262 - CRA Remunerati	CPP Deduction-Aug Remur	42.64	42.64
3595	2023-09-30	AB School Foundation Fund			
14677		201-100-130 - ASFF - Residenti	School Fund	112,085.45	112,085.45
3608	2023-10-25	Receiver General/OTH			
CP9-23		312-000-262 - CRA Remunerati	Tax Deduct for Sept Remu	13.61	
		312-000-262 - CRA Remunerati	CPP Deduct for Sept Remu	143.80	157.41
3625	2023-10-25	Epcor			
OCT62023-990		242-000-255 - Maintenance Proq	Utilities-3100 50A Ave	261.63	
		312-000-260 - GST Paid Refund	GST Tax Code	13.08	274.71
3626	2023-10-25	Epcor			
OCT62023-550		232-000-545 - Street Light Progr	0040 VIRTUAL SITE ID 004	35.71	
		312-000-260 - GST Paid Refund	GST Tax Code	1.79	37.50
3627	2023-10-25	Epcor			
OCT32023-733		232-000-545 - Street Light Progr	Utilities-SE-09-039-01-5	459.30	
		312-000-260 - GST Paid Refund	GST Tax Code	22.97	482.27
3633	2023-10-27	Summer Village of Half Moon Ba			
ADJ10-23		226-000-200 - Enforcement	Enforcement Adjustment	421.00	421.00
Total Other:					114,351.25
Total MAIN:					195,226.48



D-1

Council Expense Claim Form

NAME: Julie MaplethorpePOSITION: MayorMONTH ENDING: September-2023

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
9/5/23	Regular Council	2.5	Mayor	\$ 120.00
9/6/23	Joint Services Committee (HRSC)	2.25	Mayor	\$ 120.00
9/8/23	Other (Burns Nature Park Opening)	2.0	Mayor	\$ 120.00
9/13/23	Town of Sylvan Lake Library Board	2.0	Mayor	\$ 120.00
9/20/23	Municipal Planning Commission	1.50	Mayor	\$ 120.00
9/26/23	Other (Alberta Municipalities Convention)	2.0	Mayor	\$ 120.00
9/27/23	Other (Alberta Municipalities Convention)	13.0	+4 (4 Hour)	\$ 220.00
9/28/23	Other (Alberta Municipalities Convention)	14.5	+4 (4 Hour)	\$ 220.00
9/29/23	Other (Alberta Municipalities Convention)	8.5	+4 (4 Hour)	\$ 220.00
9/30/23	Other (Truth and Reconciliation)	2.5	Mayor	\$ 120.00
If event is other please type it in.				\$ 1,500.00

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
9/8/23	Other (Conferences, etc.)	13.00	\$0.68	\$ 8.84
9/26/23	Other (Conferences, etc.)	140.00	\$0.68	\$ 95.20
9/29/23	Other (Conferences, etc.)	140.00	\$0.68	\$ 95.20
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 199.24

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 1,699.24



D-1

Council Expense Claim Form

NAME: David GarrattPOSITION: CouncillorMONTH ENDING: September-2023

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
9/5/23	Regular Council	3	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
	Select Event		Title	\$ 0.00
				\$ 120.00

If event is other please type it in.

Travel

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

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 120.00



Summer Village of Jarvis Bay

Finance

Information Item

Agenda Item: *3rd Quarter Financial Report*

Background:

Administration would like to provide the following 3rd Quarter Financial information to Council.

Options for Consideration:

Detailed 3rd Quarter Financial Report

Administrative Recommendations:

That Council accept this report as information.

Authorities:

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



SUMMER VILLAGE OF
JARVIS BAY

2023

Third Quarter Financial Report

Prepared by

Tina Leer, Finance Manager

Presented to Council November 7, 2023



2023 Operating Budget to September 30, 2023

The 2023 Operating Budget reflects the increased costs of the Council approved 2023 Municipal Budget that shows a small increase of 1.65% over 2022.

As of September 30th, the operational budget shows targeted revenue as 100% collected and municipal operating costs as 67% utilized with 3 months remaining in the year.

Revenue:

Our Return on Investments is currently collecting 5.40% on the bank balance of \$2,353,287.72 as of September 30, 2023. This has created a significant increase in year-to-date revenue. The year-to-date return on investments sits at \$79,262.

The MSI Operational of \$21,272 has been received from the Province of Alberta.

Taxation penalties are at \$7,168 and Wastewater Usage Charges are up by \$470 due to 2 new mid year connections.

Expenditures

Council and Legislation:

55% of the Council and Legislation budget has been used as of September 30, 2023.

Administration:

Administrative overall costs are 85% utilized for 3rd Quarter reporting. Training, printing, computer software, contingency, utilities, and IT equipment (Shared Costs) are over budget. These overages have been reviewed by the Joint Services Committee.

Protective Services:

Protective Services is 61% utilized with the remaining RCMP Policing costs of \$17,206 to be invoiced in April of 2024 due to the difference in financial yearends.

Public Works:

Public Works is currently operating at 46% of their allocated budget and end of summer invoices are still expected for garbage/recycling pick ups and grass cutting.

Planning and Development:

Planning and Development is currently operating at 43% percent of it's budget. Expenses are mainly for Municipal Planning Commission expenses.

Recreation:

Parks and Recreation is operating at 86.75% utilization of the allocated budget as of September 30th.

Environment:

Red Deer River Watershed is 100% utilized.

In Conclusion:

The Summer Village of Jarvis Bay is operating at 67% utilization of their 2023 budgeted operational expenses on September 30, 2023.

2023 Capital Budget to September 30, 2023

Revenue:

An MSI grant has been applied for the Administrative Building Improvements for \$22,205.16 of \$77,000 in a shared application with the other 4 Municipalities. \$24,205.16 has been spent to date and is \$1,238.16 over budget. Project has been approved by Municipal Affairs and Council will need to direct Admin if they wish to amend their MSI Grant for the overage. This project is complete.

The DLO and Twin Rose Fence projects will not be happening in 2023.

The Sign Project is moving forward with \$1,535 spent of the \$60,000 budget. An MSI Grant application will be submitted once cost confirmation and exact locations of placement are confirmed and approved by Council.

Wastewater Flushout project is completed for 2023. Invoice has not been received.

GIS Implementation is complete, with invoice expected soon.

A CCBF grant was applied for the Road Analysis in the amount of \$10,718 in a shared application with the other 4 Municipalities. \$2,079.76 has been spent to date. This grant application has been approved. – Project is complete with the final report anticipated in early December.

Expenditures:

Overall, just \$27,819.92 has been spent in the 2023 Capital Budget as of September 30, 2023.

Alberta School Foundation Budget to September 30, 2023

Currently, the 2023 mill rates and requisitioned amounts have not been finalized through the required legislative process yet. In accordance with section 162(4) of the Education Act, if a municipality has not received the requisition by this date, the requisition will be based on the prior year amounts. As such the September 2023 invoices are still based on the 2022 requisitions. (email attached).

3rd Quarter Reporting shows \$340,430.74 has been paid to the Province of Alberta and Catholic School Division with \$113,925.16 remaining for the December 31st requisition.

ATB Bank Balance to September 30, 2023 - \$2,353,287.72

Surplus and Reserve Balances to September 30, 2023

• Accumulated Surplus	0.00
• Completions Deposits	48,500.00
• Deferred Revenue (Grants)	463,440.36
• JSC IT Reserve	8,000.00
• Reserves Fleet Replacement	15,467.06 (less \$10,301.63 truck purchase)
• Reserves Sewer	440,000.00
• Reserves General Operating	316,892.96
• Reserves Street Light	6,600.00
• Mill Rate Stabilization	70,000.00
• Reserves Environmental	257,317.50
• Reserves Twin Fawns Walkway	34,000.00
• Reserves Roads	450,000.00
• Capital Replacement Reserve	237,140.00
• Reserve Enforcement	14,669.28
• Reserve Infrastructure	61,000.00

MSI Report

The 2021, 2022 and 2023 MSI Allocations have not been received due to lack of projects being submitted for to date. This amounts to \$320,233 in funding being accessible. The Logo/Signage projects, once applied for will utilize some of this remaining MSI funding (Report attached).

Reminder: MSI ends in 2023 and will be replaced with the Local Government Fiscal Framework (LGFF) beginning in 2024. Jarvis Bay will still be able to access their 2021, 2022 & 2023 allocations under the MSI program per an Addendum received on September 20, 2023. Municipalities will also continue to be able to amend projects as needed.

CCBF Report

CCBF Funding for 2019, 2020, 2021, 2022 and 2023 have not been received to date due to projects not being submitted for. This amounts to \$122,291 being accessible to use for the Road Analysis of \$ 10,718.

Property Taxes

The Summer Village of Jarvis Bay currently has 4 unpaid properties amounting to \$15,371.29.

1. \$3,321.79
2. \$1,538.25
3. \$7,348.04 (may qualify to be registered for tax arrears in January 2024)
4. \$3,163.21

Utility Notices

There are currently 6 unpaid utility bills and 2 penalties amounting to \$2,669.35. All outstanding balances will be rolled onto taxes on November 30th and will then become a tax imposed per the MGA section 553(1)(2).



Report Date
10/20/2023 10:21 AM

**Summer Village of Jarvis Bay
Operating Budget**
For the Period Ending September 30, 2023

Page 1

	Budget	Year to Date	Remaining	Var %
Revenue				
101-000-110 - Taxation	447,926	447,934	9	
101-000-510 - Penalties	10,300	7,168	(3,132)	30.40-
112-000-410 - Sale of Services & Su	241	450	209	87.09
112-000-540 - Interest Charges	109	226	117	107.26
112-000-550 - Return on Investments	8,268	79,262	70,994	858.66
112-000-570 - Other Revenue	1,088	125	(963)	88.51-
112-000-740 - MSI Operational	10,636	21,272	10,636	100.00
121-000-530 - Fines Provincial Coll	500	100	(400)	80.00-
142-000-400 - Street Light Charges	7,000	6,970	(30)	0.43-
142-000-410 - Wastewater Charges	58,800	59,270	470	0.80
142-000-411 - Transfer to WW Offset	10,738		(10,738)	100.00-
161-000-410 - Certificates Complian	100	100		
161-000-510 - Inspection Fees	1,631	1,241	(390)	23.89-
161-000-520 - Development Permits/A	600	3,800	3,200	533.33
161-000-590 - Encroachment Fees	219	1,750	1,531	699.96
Total Revenue:	558,156	629,668	71,512	12.81
Expenditures				
Council and Legislation				
211-101-150 - Mayors Remuneration	7,000	6,160	840	12.00
211-101-210 - Mayor Travel and Sub	1,285	556	730	56.78
211-102-150 - Deputy Mayor Remun	3,800	720	3,080	81.05
211-102-210 - Deputy Mayor Travel &	643		643	100.00
211-103-150 - Councillor Remun	1,400	1,200	200	14.29
211-103-210 - Councilor Travel and	643		643	100.00
211-201-212 - ASVA Conference	1,114	299	815	73.16
211-202-212 - AB Munis Conference	1,178	620	558	47.38
211-203-212 - Council Education Opportunity	2,500	420	2,080	83.20
211-301-220 - AB Munis Membership	1,143	1,074	69	6.06
211-302-220 - ASVA Membership	1,044	975	69	6.65
211-303-220 - FCM Membership	155	135	20	13.14
211-304-220 - Mayors and Reeves Mem	100		100	100.00
Total Council and Legislation:	22,005	12,159	9,846	44.74
Administration				
212-100-110 - Salaries	123,521	100,632	22,889	18.53
212-100-130 - Training	2,313	3,705	(1,392)	60.20-
212-100-140 - Benefits	4,280	3,286	994	23.24
212-100-210 - Travel and Subsistenc	2,776	1,044	1,732	62.38
212-100-211 - WCB	1,767	910	857	48.53
212-100-266 - PW Fleet	925	930	(5)	0.55-
212-200-215 - Postage/Freight/Couri	1,394	1,265	129	9.24
212-200-500 - Printing Costs	1,269	1,389	(120)	9.49-
212-200-510 - Office Supplies	2,313	853	1,460	63.12
212-300-217 - Phone/Fax/Internet	1,157	998	159	13.75
212-300-240 - Computer Software / M	3,470	4,847	(1,377)	39.70-
212-300-242 - IT equipment	578	1,238	(660)	114.23-
212-300-250 - Facility Improvements	2,313	1,388	925	39.99
212-300-255 - Facility Maintenance	4,919	3,174	1,745	35.47
212-300-265 - Equipment Maintenance	347	404	(57)	16.49-
212-300-270 - Equipment Rental	925	591	334	36.14

Report Date
10/20/2023 10:21 AM

Summer Village of Jarvis Bay
Operating Budget
For the Period Ending September 30, 2023

Page 2

	Budget	Year to Date	Remaining	Var %
212-300-510 - Other Contingency	116	309	(193)	165.99-
212-300-530 - Building Insurance	694	428	266	38.30
212-300-540 - Utilities	2,082	2,796	(714)	34.29-
212-400-220 - Election Expenses/Mee	500	121	380	75.90
212-400-221 - Bank Fees	2,060	153	1,907	92.56
212-400-222 - Advertising	103	623	(520)	504.78-
212-400-230 - Legal Fees	5,717	5,069	648	11.33
212-400-231 - Audit Fees	7,604	4,699	2,906	38.21
212-400-232 - Assessment Fees	7,210	5,350	210	2.91
212-400-275 - Municipal Insurance	5,057	5,003	54	1.08
212-400-910 - Taxation Changes	572		572	100.00
212-400-911 - Infrastructure Reserve	41,000	41,000		
212-402-220 - Donations to other Or	800		800	100.00
Total Administration:	227,782	192,205	33,927	14.89
Protective Services				
223-000-200 - Contract Fire Service	14,002	13,662	340	2.43
224-000-200 - Emergency Management	2,500	2,750	(250)	10.00-
225-000-200 - Policing Costs	17,939	733	17,206	95.91
226-000-200 - Enforcement		2,690	(2,690)	
226-000-201 - Enforcement Reserve	3,330	3,330		0.01
Total Protective Services:	37,771	23,165	14,606	38.67
Public Works				
232-000-200 - Green Space Program	30,000	17,217	12,783	42.61
232-000-250 - Road Maintenance Prog	15,450	2,937	9,163	59.31
232-000-255 - Plowing Program	25,280	6,505	18,775	74.27
232-000-265 - Sign & Bench Program	3,214	3,380	(167)	5.18-
232-000-530 - Ditch and Culvert Pro	3,214	750	2,464	76.66
232-000-545 - Street Light Program	7,210	3,786	3,424	47.49
242-000-250 - SLR WasteWater Commis	6,508	4,242	2,266	34.82
242-000-251 - SLR Water Commission	371		371	100.00
242-000-255 - Maintenance Program-S	25,000	5,020	19,380	77.52
242-000-260 - Useage Fees	63,033	32,088	30,945	49.09
243-000-200 - Contracted Services Solid Waste	26,310	15,420	10,890	41.39
243-000-270 - Recycling Program-WM	11,434	3,848	7,586	66.35
Total Public Works:	217,024	95,193	117,881	54.32
Planning and Development				
261-000-115 - IDP (RDC,TSL,LC)	1,000		1,000	100.00
261-000-200 - Community Planning	500	55	445	89.00
261-000-215 - Subdivision Appeal Bo	900	134	766	85.11
261-000-220 - Municipal Planning Co	1,200	1,275	(175)	14.58-
Total Planning and Development:	3,600	1,464	2,036	56.56
Recreation				
272-000-510 - Parks and Playgrounds	22,868	15,009	3,237	14.16
272-000-250 - Buoy Programs	4,635	1,849	2,786	60.11
274-000-850 - Parkland Regional Lib	1,920	1,404	48	2.47
212-403-220 - FCSS Sylvan Lake	3,542	3,542		
274-000-510 - Operational Recreation Grants - ICF	16,454	15,975	479	2.91

Report Date
10/20/2023 10:21 AM

Summer Village of Jarvis Bay
Operating Budget
For the Period Ending September 30, 2023

Page 3

	Budget	Year to Date	Remaining	Var %
Total Recreation:	49,419	37,779	6,549	13.25
Environment				
243-102-150 - Red Deer River Waters	555	555		
Total Environment:	555	555	0	0.00
Total Expenditures:	558,156	362,520	184,845	33.12
Surplus / Deficit	0	267,148	256,357	0.00

Report Date
10/20/2023 10:21 AM

**Summer Village of Jarvis Bay
Projects Budget**
For the Period Ending September 30, 2023

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-203-840 - Project MSI-Twin Rose Pathway/Fence	40,000.00		(40,000.00)
197-204-840 - Project Rsv-WW Flushout Repairs	16,000.00		(16,000.00)
197-205-840 - Project CCBF-Road Analysis	10,718.00		(10,718.00)
197-206-840 - Project MSI-Logo/Sign	60,000.00		(60,000.00)
197-207-840 - Project MSI-Admin Bldg Improvements	22,967.00		(22,967.00)
197-208-840 - Project Rsv - DLO	25,000.00		(25,000.00)
197-209-840 - Project Rsv-GIS Implementation	2,300.00		(2,300.00)
Total Revenue:	176,985.00	0.00	(176,985.00)
Expenditures			
297-203-840 - Project MSI-Twin Rose Pathway/Fence	40,000.00		40,000.00
297-204-840 - Project Rsv-WW Flushout Repairs	16,000.00		16,000.00
297-205-840 - Project CCBF-Road Analysis	10,718.00	2,079.76	8,638.24
297-206-840 - Project MSI-Logo/Signage	60,000.00	1,535.00	58,465.00
297-207-840 - Project MSI-Admin Building Improvements	22,967.00	24,205.16	(1,238.16)
297-208-840 - Project Rsv - DLO	25,000.00		25,000.00
297-209-840 - Project Rsv-GIS Implementation	2,300.00		2,300.00
Total Expenditures:	176,985.00	27,819.92	149,165.08
Surplus / Deficit	0.00	(27,819.92)	(27,819.92)

Report Date
10/20/2023 1:53 PM

Summer Village of Jarvis Bay
ASFF Budget Report
For the Period Ending September 30, 2023

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-000-130 - ASFF-Residential	453,025.35	453,023.76	(1.59)
101-100-130 - ASFF-non-residential	1,330.55	1,330.55	
101-103-130 - DI Designated Industrial	28.26	27.51	(0.75)
Total Revenue:	454,384.16	454,381.82	(2.34)
Expenditures			
201-100-130 - ASFF - Residential	453,025.35	339,100.19	113,925.16
201-101-130 - ASFF Non-Residential	1,330.55	1,330.55	
201-300-130 - DI Desinated Industrial	28.26		28.26
Total Expenditures:	454,384.16	340,430.74	113,953.42
Surplus / Deficit	0.00	113,951.08	113,951.08

Tina Leer

From: ASFF Information Management System (AIMS) <aims.sys.prod@gov.ab.ca>
<aims.sys.prod@gov.ab.ca>
Sent: Thursday, September 7, 2023 9:48 AM
Subject: AIMS: New ASFF Invoice is available

ATTENTION:

Per the *Education Act*, Section 167(1), the Lieutenant Governor is required to establish the education property tax mill rates, in any given year, by way of Order in Council. The 2023 rates have not yet been passed, therefore, this invoice continues to collect the requisition based on one-quarter the amount from 2022, as per the *Education Act*, Section 162(4).

The Order in Council will be passed prior to December 1, 2023. This will approve the rates that have been communicated in the Statement of Intent and are also reflected by Municipal Affairs in MERO. December invoices will be in the amount indicated in the 2023 Statement of Intent, less the total amounts paid through the first three invoice periods (March, June, and September) of 2023.

Your understanding and cooperation on this matter is appreciated.

AIMS: New ASFF Invoice is available

The new ASFF Invoice is available for viewing, downloading, and printing. Please login to AIMS for your invoice.
[Organization Dashboard](#)

Thank you.

Shanon Vergara
Accounting Analyst
shanon.vergara@gov.ab.ca
(780) 427-2172

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SUMMER VILLAGE OF JARVIS BAY

Program Year	Annual Allocation	Payment	Outstanding Balance	% Paid	Statement of Funding and Expenditure Status	Income Earned	MSI Funding Applied to Project Expenditures
2007	\$34,524	\$34,524	\$0	100	Certified	\$127	\$0
2008	\$50,387	\$50,387	\$0	100	Certified	\$898	\$0
2009	\$40,697	\$40,697	\$0	100	Certified	\$430	\$0
2010	\$129,145	\$129,145	\$0	100	Certified	\$773	\$0
2011	\$134,594	\$134,594	\$0	100	Certified	\$1,145	\$0
2012	\$141,070	\$141,070	\$0	100	Certified	\$1,288	\$23,781
2013	\$145,373	\$145,373	\$0	100	Certified	\$5,112	\$48,750
2014	\$167,762	\$167,762	\$0	100	Certified	\$0	\$256,471
2015	\$159,663	\$159,663	\$0	100	Certified	\$1,876	\$36,502
2016	\$150,953	\$150,953	\$0	100	Certified	\$0	\$9,113
2017	\$150,488	\$150,488	\$0	100	Certified	\$0	\$67,717
2018	\$187,465	\$187,465	\$0	100	Certified	\$1,635	\$351,158
2019	\$106,961	\$106,961	\$0	100	Certified	\$2,577	\$116,024
2020	\$146,113	\$146,113	\$0	100	Certified	\$1,049	\$754,198
2021	\$176,823	n/a	n/a	0	Certified	\$672	\$0
2022	\$71,705	n/a	n/a	0	Certified	\$2,477	\$0
2023	\$71,705	n/a	n/a	0	n/a	n/a	n/a
Total	\$2,065,428	\$1,745,195	\$0			\$20,059	\$1,663,714

"Pending" Project Summary

	Count	Requested Amount	
		Total Project Costs	Requested MSI to be Applied
New Applications			
Draft	0	\$0	\$0
Submitted	0	\$0	\$0
Sub-total	0	\$0	\$0
Amendments *			
Draft	0	\$0	\$0
Submitted	0	\$0	\$0
Sub-total	0	\$0	\$0
TOTAL PENDING:		\$0	\$0

* Amounts reflect the total increase or decrease to the original accepted amounts.

"Accepted" Project Summary

	Ongoing	Completed/Fully Funded	Total
Count	1	13	14
Total Project Costs	\$77,000	\$2,016,201	\$2,093,201
Total MSI Funding to be Applied	\$17,710	\$1,960,649	\$1,978,359
Total MSI Funding Applied	\$0	\$1,663,714	\$1,663,714

A municipality may commit future years' MSI capital funding to eligible project(s) prior to receiving its annual allocation, subject to a commitment limit.

Acceptance of a project on the basis of estimated future funding does not guarantee that future funding will be available.

CCBF Summary

Total Allocation 2005 to Current	Total Payments	Total Certified Income Earned	Total Certified CCBF Expenditure
\$297,193	\$174,902	\$3,779	\$169,265

Applications/Projects

Allocations and Payments

Search:

Year	Allocation	Payments	Status	Payment Criteria Status
FY2005	\$3,199	\$3,199	Paid (Reconciled)	Payment criteria has been met
FY2006	\$3,199	\$3,199	Paid (Reconciled)	Payment criteria has been met
FY2007	\$4,267	\$4,267	Paid (Reconciled)	Payment criteria has been met
FY2008	\$7,701	\$7,701	Paid (Reconciled)	Payment criteria has been met
FY2009	\$15,394	\$15,394	Paid (Reconciled)	Payment criteria has been met
FY2010	\$15,199	\$15,199	Paid (Reconciled)	Payment criteria has been met
FY2011	\$15,199	\$15,199	Paid (Reconciled)	Payment criteria has been met
FY2012	\$15,199	\$15,199	Paid (Reconciled)	Payment criteria has been met
FY2013	\$15,199	\$15,199	Paid (Reconciled)	Payment criteria has been met
FY2014	\$16,032	\$16,032	Paid (Reconciled)	Payment criteria has been met
FY2015	\$15,642	\$15,642	Paid (Reconciled)	Payment criteria has been met
FY2016	\$15,944	\$15,944	Paid (Reconciled)	Payment criteria has

Year	Allocation	Payments	Status	Payment Criteria Status
				been met
FY2017	\$15,980	\$15,980	Paid (Reconciled)	Payment criteria has been met
FY2018	\$16,748	\$16,748	Paid (Reconciled)	Payment criteria has been met
FY2019	\$34,069	\$0	Processing	Payment criteria not met
FY2020	\$17,184	\$0	Processing	Payment criteria not met
FY2021	\$34,940	\$0	Processing	Payment criteria not met
FY2022	\$17,764	\$0	Processing	Payment criteria not met
FY2023	\$18,334	\$0	Processing	Payment criteria not met

Summer Village of Jarvis Bay

Public Works

Information Item

Agenda Item: *Jarvis Bay Public Works Update*

Background:

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

Capital Projects:

- Road Pavement Analysis: Expect final report in Dec 2023
- GIS Implementation: project complete
- Administration Building Improvements: project complete.
- Wastewater manhole repairs: Project complete
- Entrance Signage Installation: service agreement has been signed by Burke Media group and utility locates have been requested. PW to meet with contractor on site November 8, 2023 at 2 PM to discuss locations.

Operating Activities & Follow-up Items:

- Snow plowing and sanding began on October 23, 2023 from an external contractor. This includes the Administration office parking lot.
- PW has posted a new Request for Proposal to Alberta Purchasing Connection (APC) for grass cutting services in 2024. RFP closes on November 2, 2023.
- PW has contacted APLS to move and install the 40km/h sign located at #248 Jarvis Bay Drive to #235 Jarvis Bay Drive. PW will meet the contractor on site and sign to be moved early in Nov 2023.
- PW has contacted Rugged West Maintenance to install the snow fence at Petro Beach. Will be completed in early November 2023.

Administrative Recommendations:

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 7, 2023

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 82 development permits issued in the Summer Villages (18 in Birchcliff, 2 in Half Moon Bay, 21 in Jarvis Bay, 16 in Norglenwold, and 25 in Sunbreaker Cove).

The following is the listing for Jarvis Bay:

- | | |
|--------------------------|--|
| 1. 184B Jarvis Bay Drive | Demolition & Dwelling |
| 2. 37 Jarvis Bay Drive | Deck |
| 3. 10 Twin Rose Court | Dwelling |
| 4. 208 Jarvis Bay Drive | Dwelling |
| 5. 37 Jarvis Bay Drive | Garage w Guest House |
| 6. 234 Jarvis Bay Drive | Dwelling |
| 7. 234 Jarvis Bay Drive | Garage w Guest House |
| 8. 39 Jarvis Bay Drive | Garage w Guest House |
| 9. 191 Jarvis Bay Drive | Driveway & Culvert |
| 10. 19 Jarvis Bay Drive | Home Occupation |
| 11. 2 Twin Rose Court | Dwelling |
| 12. 158 Jarvis Bay Drive | Demolition |
| 13. 165 Jarvis Bay Drive | Dwelling |
| 14. 308 Jarvis Glen Way | Tourist Home Operation |
| 15. 3 Jarvis Bay Drive | Tourist Home Operation |
| 16. 116 Jarvis Bay Drive | Demolition |
| 17. 41 Jarvis Bay Drive | Structural Front Entry Reno (NEW) |
| 18. 17 Jarvis Bay Drive | Tourist Home Operation (NEW) |
| 19. 216 Jarvis Bay Drive | Tourist Home Operation (NEW) |
| 20. 116 Jarvis Bay Drive | Dwelling (NEW) |
| 21. 243 Jarvis Bay Drive | RV Pad Expansion (NEW) |

Closed since last Council meeting:

- | | |
|------------------------|------------------------------------|
| 1. 44 Jarvis Bay Drive | Dwelling Addition (Sunroom) & Deck |
|------------------------|------------------------------------|

Permit Summary:

Year to date 2023:

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

2022 Jan.-Dec.:

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

2021 Jan.-Dec.:

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

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #125/13.

Summer Village of Jarvis Bay

November 7, 2023

Information

Agenda Item: *Town of Sylvan Lake Library Board*

Background:

Administration has received the attached letter addressed to Mayor Maplethorpe regarding her role on the Town of Sylvan Lake Library Board as a voting member.

Options for Consideration:

Council to discuss and accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

MGA 153 Councillors have the following duties:

- (c) “to participate in council meetings and council committee meetings and meetings of the other bodies to which they are appointed by the council.”.



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

October 16, 2023

Mayor Julie Maplethorpe, Jarvis Bay
Summer Village Office
2 Erickson Drive
Sylvan Lake, AB T4S 1P5

Dear Mayor Maplethorpe,

The Town of Sylvan Lake Mayor and Council would like to thank you for your hard work and commitment that you have shown as the representative of Summer Villages to the Sylvan Lake Municipal Library Board. We deeply appreciate the time and effort you have put into the board.

At the September 11, 2023, meeting of Council, Council reviewed the Town's Municipal Library Bylaw. As per the Town of Sylvan Lake, Bylaw No 1809-2020, Municipal Library Bylaw (2020), s 4.3, All Members must be adult residents of the Town, unless otherwise determined by Council. In order to abide by our bylaws Mayor and Council are unable to continue to appoint a Summer Villages voting member but are open to a conversation to having a representative of the Summer Villages sit on the Sylvan Lake Library Board as a non-voting member.

Your contributions have made a positive impact to the board, community and beyond. Thank you again for your contribution and support.

Sincerely,

Mayor Megan Hanson
Town of Sylvan Lake

cc Haley Amendt,
Director, Sylvan Lake Municipal Library



Summer Village of Jarvis Bay

November 7, 2023

Information

Agenda Item: *Petro Beach – What We Heard*

Background:

Attached is a report outlining comments received from the Petro Beach Public Engagement.

Options for Consideration:

Council accept as information.

Administrative Recommendations:

Council to accept as information.

Authorities:

MGA 153 (a) to consider the welfare and interests of the municipality as a whole and bring to council's attention anything that would promote the welfare or interests of the municipality.

Jarvis Bay

October 12, 2023 Public Consultation Regarding Petro Beach

Parking:

- No parking on JB Drive (x11)
- Resident only parking on JSB drive by permit (x6)
- Paid parking on JB drive (x4)
- Parking should be in the back of houses with a walkable area to the beach (x2)
- Potential drop-off zone for paddle boards and kayaks
- Back road parking potentially creates a safety issues for residents
- Revenue from paid parking could go towards beach cleanup
- Build a parking lot on back road
- Public parking only in Petro Beach parking area
- Partner with Town of Sylvan Lake to provide parking machines and share revenue

Boat Lifts

- Residents only (x2)
- Annual permit
- 5-year permit
- If permitting, needs to be enforced for all (x2)

Dogs

- Work with Town, until the Town has lake access for dogs, people continue to use Petro Beach due to lack of enforcement

Security/safety

- Enforcement needed daily not just weekends – busy times are 13:00 – 21:00
- Enforcement needed after hours in parking lot
- Peace officer to patrol on foot
- Consider a gated community (x4)
- Gates to parking lot (x4)
- Lights and cameras
- Barriers during winter
- Speed Bumps (x6)
- Kids playing and vehicular traffic is a safety concern (x2)
- Theft is a safety concern (x2)
- People are driving across private property / front lawns (x2)
- Barriers to parking lot in the winter

Other

- Lilac bushes will eventually block views
- Petro beach should be private to residents only

- JB drive should be a one-way street
- Beach cleanup twice per year
- Increase beach maintenance / raking of weeds
- Charcoal briquets are thrown in the lake
- More garbage cans needed
- So many cars cause single lane traffic or people drive on front lawns
- Snow fencing needs to be longer and placed higher on the bank
- Snowplow needs to start at first house and not entrance sign
- Garbage/recycling pickup should be every other week

Summer Village of Jarvis Bay**November 7, 2023****Council & Legislation****Request for Decision****Agenda Item: *Special Events Policy*****Background:**

Administration is bringing back the Special Events Policy for Council's review and consideration. This policy was tabled at the last meeting for amendments and a clause that would advise applicants that permits may not be issued for events that are for profit.

Options for Consideration:

- 1) Adopt the Special Events Policy.
- 2) Accept as information.

Administrative Recommendations:

Council review, discuss, and adopt the special events policy.

Authorities:***Municipal Government Act***

Section 153 Councillors have the following duties:

(a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality.



Policy Title Special Events Policy	Date: November 7, 2023	Resolution No.
--	----------------------------------	----------------

PLEASE NOTE: The Summer Village of Jarvis Bay will not issue permission for events that include rides or carnival activities, fireworks or lasers, open flames for the purpose of warming, cooking or otherwise, and any other activity deemed as not in keeping with the general peace and natural environment in the Summer Village of Jarvis Bay. A permit may not be issued for any event that is for profit and or has the potential to become an event whereby money is exchanged.

POLICY STATEMENT:

The purpose of this policy is to establish guidelines for the allocation and management of Special Events on municipal parks in the Summer Village of Jarvis Bay.

It is the goal of this policy to:

- a. Provide a fair and transparent means of service delivery
- b. Ensure equitable access to the Municipal Parks
- c. To promote a diverse range of activities
- d. Establish uniform criteria and procedures for the reservation and use of Parks for special events
- e. Facilitate scheduling that will support proper maintenance of Parks
- f. Permit the planning and implementation of Special Events and programs in which a large number of people are expected to participate
- g. Ensure that the Summer Village Parks are used for the benefit of the entire community
- h. Balance the needs of Permit Holders, casual participants, and the summer village as a whole.

DEFINITIONS:

“Park” means any land owned, leased, or controlled by the Municipality, designation, or used as parkland or as a trail, including gardens, playgrounds, sports fields, or beach areas.

“Regional Event” means an event that attracts a large number of visitors may receive significant media attention and develop a provincial and/or national profile for the event and the region.

“Permit Holder” means any person or organization that holds a permit of any kind for use of Parks within Jarvis Bay.

“Special Event” means an event defined as, but not limited to, a festival, procession, march, drill, parade, or other organized event that has any of the following components:

- a. Street closures
- b. Traffic control
- c. Need for security
- d. Live entertainment
- e. Generators/electrical distribution
- f. Food or beverage sales
- g. Invited guests
- h. Wedding

PROCEDURE:

How to apply

1. Complete the attached booking application form and submit the \$100.00 application fee to the Summer Village Administration Office.
2. The application must be received 10 days prior to the next scheduled Council meeting.
3. The Summer Village may attach such terms and conditions to a permit as deemed necessary to ensure public safety, protect municipal property or maintain the enjoyment of the Park for the public, which shall include identification of:
 - a. Permit Holder, whether an individual, individuals or corporation
 - b. Permitted use
 - c. Applicable fees
 - d. Confirmation of payment of applicable insurance
 - e. Time and date of permitted use
 - f. Place of permitted use

4. Before the final permit will be issued the following information must be submitted with the completed application:
 - a. Contact name, including phone number and email (if available) of Permit Holder(s)
 - b. Insurance Certificate
 - c. Applicable fees
 - d. Site Plan
 - e. Parking Plan
 - f. Signage
 - g. Emergency Plan
 - h. Garbage and Waste Disposal Plan

Application Approval

1. All applications will be reviewed at the 1st Council meeting following receipt of all applicable information.
2. Council will review each application and provide its decision based on the needs of permit holders, casual participants, and the summer village as a whole.

APPENDIX 1**SPECIAL EVENTS PERMIT APPLICATION FORM**

All applicants must complete PART "A" of the Application Form, and Complete PART "B" of the Application Form if your event is more complex in terms of organization and numbers of people involved or the event has the potential to significantly impact or conflict with normal site visitation.

PART "A": APPLICATION FORM

Name of Applicant: _____

Address: _____

Telephone: Home: _____ Cell: _____

Email Address: _____

Other Contact Person(s) if applicable: _____

Name of the Event: _____

1. Describe the type of event that is to be held:

2. What organization is sponsoring this event?

3. What is the estimated number of participants/volunteers/spectators that will be involved?
in the event?

Participants: _____ Volunteers: _____ Spectators: _____

4. Event Details:

Activity: _____ Location: _____

5. Will either vehicle or pedestrian traffic need to be controlled or stopped at any time during the event? Provide Parking Plan.

6. Provide Waste Plan (Garbage/Restrooms)

7. What are the date(s) and time(s) of the event? Include set-up and clean-up days and times.

Date(s) _____

Set-up: _____ Date: _____ Time of Day: From _____ to _____

Clean-up: _____ Date: _____ Time of Day: From _____ to _____

8. What safety measures will be in place to prevent or address injuries or accidents involving participants or members of the public attending the event? (i.e., warning signs, safety personnel, first aid or ambulance personnel in attendance, safety structures) Provide details.

9. Does the event involve the set-up of equipment or facilities, (i.e., tents, buildings, tables, fencing, signs, trail markings, loudspeakers, or other structures)? Provide details.

Please include a Security Plan and a detailed layout with your application.



SPECIAL EVENTS PERMIT

Permit Number: 2023-01

Applicant:

Event Description:

Has Been Approved Subject to the Following Conditions:

- 1) The permit holder will manage and supervise the event to an acceptable standard to the Summer Village of Jarvis Bay and will provide crowd and parking control, site security, first aid and any supplemental garbage or toilet facilities, as required.
- 2) The permit holder will provide cleanup of the area during and after the event. All litter and related refuse will be removed from the park to an approved landfill.
- 3) The permit holder is responsible for any repairs to facilities that are needed to correct damages resulting from the event. These repairs shall be completed on or before _____ following the conclusion of the event.
- 4) The permit holder agrees to ensure that the environmental area is not impacted or disturbed in any of the following areas. (i.e., sight, sound, physical disturbances, or pollution)
- 5) All event activities shall be restricted to _____.
- 6) The issuance of a permit will not give the event organizer exclusive use of an area unless otherwise specified. At no time can access be restricted to residents/visitors.
- 7) The Summer Village of Jarvis Bay reserves the right to suspend an event if for any reason the conditions applied to the permit are not adhered to.
- 8) The Summer Village reserves the right to add any other conditions as may be required.

You are hereby authorized to proceed with the special event specified, provided that any stated conditions are complied with, that the event is in accordance with any approved plans and applications, and that event conforms with any provincial and federal requirements relative to this event.

Date of Decision:

Date Effective:

Approving Authority

Summer Village of Jarvis Bay

Public Works

Request for Decision

Agenda Item: *Approval to amend MSI application for Administration building improvements.*

Background:

- The Administration building parking lot new paving/concrete/line painting/curb stops was completed in late August 2023.
- Due to various factors the project has gone over budget. The reasons for the over budget include:
 - Scope of work changed from previous quote when previous manager of public works received in early 2023. The area to be paved drastically changed from 1,365 m² to 1,600 m²
 - Misunderstanding/miscommunication on project scope and costing. Original quote was given in Jan 2023. A pavement overlay was initially scoped but after the snow melt, it was determined to not be an option due to existing building and sidewalk elevations. The option at that time would have been a 50 mm (2 inches) overlay over the existing asphalt.
 - The cost of line painting and curb stops was not taken into consideration.
- The project has gone over budget in the amount of \$1,238.16

Options for Consideration:

- 1) That Council amend the MSI grant application in the amount of \$1,238.16
- 2) That Council approve the transfer of \$1,238.16 to pay for the Administration Building improvements project overage from a reserve fund.

Administrative Recommendations:

That the Summer Village of Jarvis Bay amend the MSI application by \$1,238.16 dollars for the administration building improvements project.

Authorities:

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

Summer Village of Jarvis Bay

Public Works

Request for Decision

Agenda Item: *Approval to amend project budget for Entrance Signage Design & Installation project*

Background:

Administration posted the new Entrance Signage Design & installation project to Alberta Purchasing Connection (APC) on August 30, 2023. The project closing date was September 27, 2023. The Summer Village received 4 submissions. The current signs are 3 feet high (36”), and 7 feet long (84”). The budget for this project is \$60,000. Council has requested 4 sign locations for the new signs to be installed, which will increase the project cost to \$84,681.70. The project has been awarded to Burke Media group Ltd.

The work breakdown will include:

- Removal of existing entrance signs
- Install of new signs at 4 locations
- Concrete base
- Grass landscaping (To be completed in 2024)
- Steel posts
- Aluminum letters
- Stone veneer base
- Warranty (2 year on material, manufacturing, installation defects)

Options for Consideration:

- 1) That Council accept as information.
- 2) That Council approve this request

Administrative Recommendations:

That the Summer Village of Jarvis Bay council approve the Entrance Signage Replacement project amendment, in the amount of \$84,681.70 to be funded from the Municipal Sustainability Initiative (MSI).

Authorities:

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

Summer Village of Jarvis Bay

Finance

Request for Decision

Agenda Item: *Christmas Donation*

Background:

In the past, Council has provided a donation to the Sylvan Lake Christmas Bureau to assist families in need during the holiday season.

Last year Council donated \$800 to support 2 families.

Currently Council has \$800 remaining in the budget for donations and Administration wondered if this is something Council would be interested in donating to the Sylvan Lake Christmas Bureau again for 2023.

Options for Consideration:

- 1) Council dicuss and make a donation to their choosing.
- 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 Jarvis Bay

Finance

Request for Decision

Agenda Item: *Budget 2024-2027*

Background:

Administration would like to provide the following draft 2024 - 2027 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 2024 - 2027 Budget.

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

Administrative Recommendations:

- 1) That Council review and approve the 2024 budget as provided.
- 2) That Council amend and approve the 2024 budget.
- 3) That Council table item for further discussion and consideration in their December 2023 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.

Account #	Department / Description	2022 Budget	2023 Budget	2023 Forecast	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Administration								
101-000-110	Taxation	\$ 418,984.60	\$ 447,925.66	\$ 447,934.00	\$ 453,237.49	\$ 439,896.57	\$ 448,055.83	\$ 454,769.35
101-000-120	Taxes Local Improvement - Completed in 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
101-103-130	DI Designated Industrial Tax	\$ 26.44	\$ 26.44	\$ -	\$ 28.34	\$ 28.34	\$ 28.34	\$ 28.34
101-000-510	Penalties	\$ 10,000.00	\$ 10,300.00	\$ 7,168.00	\$ 10,609.00	\$ 10,927.27	\$ 11,255.09	\$ 11,592.74
112-000-540	A/R - UT Interest	\$ 105.66	\$ 108.83	\$ 175.00	\$ 112.10	\$ 115.46	\$ 118.93	\$ 121.30
112-000-550	Returns on Investments	\$ 8,000.00	\$ 8,240.00	\$ 56,980.00	\$ 15,000.00	\$ 15,450.00	\$ 15,913.50	\$ 16,390.91
112-000-410	Sales of Services and Supplies	\$ 233.52	\$ 240.52	\$ 300.00	\$ 247.74	\$ 255.17	\$ 262.83	\$ 270.71
112-000-570	Other Revenue	\$ 1,056.64	\$ 1,088.34	\$ 125.00	\$ 1,120.99	\$ 1,154.62	\$ 1,189.26	\$ 1,224.94
----		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
112-000-740	MSI Operational	\$ 10,636.00	\$ 10,636.00	\$ 21,272.00	\$ 10,955.08	\$ 14,460.71	\$ 19,088.13	\$ 25,196.33
Total Administration		\$ 449,042.86	\$ 478,565.80	\$ 533,954.00	\$ 491,310.74	\$ 482,288.13	\$ 495,911.90	\$ 509,594.62
Protective Services								
121-000-530	Fines Provincial Collected	\$ 500.00	\$ 500.00	\$ 100.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Total Protective Services		\$ 500.00	\$ 500.00	\$ 100.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Public Works								
142-000-400	Street Light Charges	\$ 7,000.00	\$ 7,000.00	\$ 6,970.00	\$ 7,210.00	\$ 7,426.30	\$ 7,649.09	\$ 7,878.56
142-000-410	Wastewater Charges	\$ 58,000.00	\$ 58,800.00	\$ 59,270.00	\$ 56,614.00	\$ 60,019.00	\$ 68,192.00	\$ 70,237.00
142-000-411	Transfer for Wastewater Office	\$ 12,095.00	\$ 10,738.00	\$ -	\$ -	\$ -	\$ -	\$ -
Total Public Works		\$ 77,095.00	\$ 76,538.00	\$ 66,240.00	\$ 63,824.00	\$ 67,445.30	\$ 75,841.09	\$ 78,115.56
Planning and Development								
161-000-410	Certificates of Compliance	\$ 59.17	\$ 100.00	\$ 100.00	\$ 103.00	\$ 106.09	\$ 109.27	\$ 112.55
161-000-520	Development Permits / Appeal Fees	\$ 582.21	\$ 600.00	\$ 2,800.00	\$ 618.00	\$ 636.54	\$ 655.64	\$ 675.31
161-000-510	Inspection Fees	\$ 1,584.96	\$ 1,632.51	\$ 1,241.00	\$ 1,681.48	\$ 1,731.93	\$ 1,783.89	\$ 1,837.40
161-000-590	Encroachment Fees	\$ 212.38	\$ 218.76	\$ 1,750.00	\$ 1,750.00	\$ 1,802.50	\$ 1,856.58	\$ 1,912.27
Total Planning and Development		\$ 2,438.73	\$ 2,551.26	\$ 5,891.00	\$ 4,152.48	\$ 4,277.06	\$ 4,405.37	\$ 4,537.53
Total Revenue		\$ 529,076.58	\$ 558,155.06	\$ 606,185.00	\$ 559,787.23	\$ 554,510.49	\$ 576,658.36	\$ 592,747.72

Account #	Department / Description Council	2022 Budget	2022 Actual	2023 Budget	2023 forecast	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Remuneration									
211-101-150	Mayor	\$ 5,200.00	\$ 8,450.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,210.00	\$ 7,426.30	\$ 7,649.09
211-102-150	Deputy Mayor	\$ 3,640.00	\$ 2,520.00	\$ 3,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,854.00	\$ 1,909.62	\$ 1,966.91
211-103-150	Councillor	\$ 1,280.00	\$ 1,920.00	\$ 1,400.00	\$ 1,500.00	\$ 1,500.00	\$ 1,545.00	\$ 1,591.35	\$ 1,639.09
<i>Total Remuneration</i>		<i>\$ 10,120.00</i>	<i>\$ 12,890.00</i>	<i>\$ 12,200.00</i>	<i>\$ 10,300.00</i>	<i>\$ 10,300.00</i>	<i>\$ 10,609.00</i>	<i>\$ 10,927.27</i>	<i>\$ 11,255.09</i>
Travel and Subsistence									
211-101-210	Mayor	\$ 1,248.00	\$ 2,447.00	\$ 1,285.44	\$ 680.00	\$ 1,200.00	\$ 1,236.00	\$ 1,273.08	\$ 1,311.27
211-102-210	Deputy Mayor	\$ 624.00	\$ -	\$ 642.72	\$ -	\$ 500.00	\$ 515.00	\$ 530.45	\$ 546.36
211-103-210	Councillor	\$ 624.00	\$ -	\$ 642.72	\$ -	\$ 500.00	\$ 515.00	\$ 530.45	\$ 546.36
<i>Total Travel and Subsistence</i>		<i>\$ 2,496.00</i>	<i>\$ 2,447.00</i>	<i>\$ 2,570.88</i>	<i>\$ 680.00</i>	<i>\$ 2,200.00</i>	<i>\$ 2,266.00</i>	<i>\$ 2,333.98</i>	<i>\$ 2,404.00</i>
Registration & Conventions									
211-201-212	ASVA Conference	\$ 1,081.60	\$ 540.00	\$ 1,114.05	\$ 300.00	\$ 900.00	\$ 927.00	\$ 954.81	\$ 983.45
211-202-212	ABmunis Conference	\$ 1,144.00	\$ 600.00	\$ 1,178.32	\$ 620.00	\$ 1,200.00	\$ 1,236.00	\$ 1,273.08	\$ 1,311.27
211-203-212	Council Education Opportunities	\$ 1,000.00	\$ 165.00	\$ 2,500.00	\$ 420.00	\$ 1,000.00	\$ 1,030.00	\$ 1,060.90	\$ 1,092.73
<i>Total Registration and Conventions</i>		<i>\$ 3,225.60</i>	<i>\$ 1,305.00</i>	<i>\$ 4,792.37</i>	<i>\$ 1,340.00</i>	<i>\$ 3,100.00</i>	<i>\$ 3,193.00</i>	<i>\$ 3,288.79</i>	<i>\$ 3,387.45</i>
Memberships									
211-301-220	ABmunis Membership	\$ 1,110.11	\$ 1,040.00	\$ 1,143.41	\$ 1,074.00	\$ 1,177.71	\$ 1,213.04	\$ 1,249.43	\$ 1,286.92
211-302-220	ASVA Membership	\$ 1,014.00	\$ 975.00	\$ 1,044.42	\$ 975.00	\$ 1,075.75	\$ 1,108.03	\$ 1,141.27	\$ 1,175.50
211-303-220	FCM Membership	\$ 150.89	\$ 133.00	\$ 155.41	\$ 135.00	\$ 160.00	\$ 164.80	\$ 169.74	\$ 174.84
211-304-220	Mayors & Reeves Membership	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
<i>Total Memberships</i>		<i>\$ 2,374.99</i>	<i>\$ 2,148.00</i>	<i>\$ 2,443.24</i>	<i>\$ 2,184.00</i>	<i>\$ 2,513.46</i>	<i>\$ 2,585.87</i>	<i>\$ 2,660.44</i>	<i>\$ 2,737.26</i>
Total Council		\$ 18,216.59	\$ 18,790.00	\$ 22,006.49	\$ 14,504.00	\$ 18,113.46	\$ 18,653.87	\$ 19,210.48	\$ 19,783.80

Account #	Department / Description	2022 Budget	2022 Actual	2023 Budget	2023 forecast	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Administration									
212-1	Personnel								
212-100-110	Salaries	\$ 103,417.93	\$ 107,077.00	\$ 123,521.00	\$ 136,261.00	\$ 144,003.00	\$ 148,323.09	\$ 152,772.78	\$ 157,355.97
212-100-130	Training	\$ 1,870.98	\$ 2,110.00	\$ 2,313.00	\$ 3,933.00	\$ 2,318.00	\$ 2,387.54	\$ 2,459.17	\$ 2,532.94
212-100-210	Travel & Subsistence	\$ 2,245.50	\$ 2,327.00	\$ 2,776.00	\$ 2,082.00	\$ 2,782.00	\$ 2,865.46	\$ 2,951.42	\$ 3,039.97
212-100-211	WCB	\$ 1,734.71	\$ 1,647.00	\$ 1,767.00	\$ 1,157.00	\$ 1,275.00	\$ 1,313.25	\$ 1,352.65	\$ 1,393.23
212-100-266	PW Fleet	\$ 1,637.11	\$ 1,504.00	\$ 925.00	\$ 1,157.00	\$ 1,159.00	\$ 1,193.77	\$ 1,229.58	\$ 1,266.47
212-300-530	Building Insurance	\$ 598.42	\$ 579.00	\$ 694.00	\$ 578.00	\$ 580.00	\$ 597.40	\$ 615.32	\$ 633.78
212-100-140	Benefits	\$ 3,487.40	\$ 3,731.00	\$ 4,280.00	\$ 4,396.00	\$ 4,404.00	\$ 4,536.12	\$ 4,672.20	\$ 4,812.37
<i>Total Personnel</i>		<i>\$ 114,992.05</i>	<i>\$ 118,975.00</i>	<i>\$ 136,276.00</i>	<i>\$ 149,564.00</i>	<i>\$ 156,521.00</i>	<i>\$ 161,216.63</i>	<i>\$ 166,053.13</i>	<i>\$ 171,034.72</i>
212-2	Consumables								
212-200-215	Postage / Freight / Courier	\$ 1,879.24	\$ 1,660.00	\$ 1,394.00	\$ 1,619.00	\$ 1,507.00	\$ 1,552.21	\$ 1,598.78	\$ 1,646.74
212-200-500	Printing costs	\$ 1,245.98	\$ 1,801.00	\$ 1,269.00	\$ 1,851.00	\$ 1,854.00	\$ 1,909.62	\$ 1,966.91	\$ 2,025.92
212-200-510	Office Supplies	\$ 3,040.34	\$ 3,339.00	\$ 2,313.00	\$ 1,619.00	\$ 2,318.00	\$ 2,387.54	\$ 2,459.17	\$ 2,532.94
<i>Total Consumables</i>		<i>\$ 6,165.56</i>	<i>\$ 6,800.00</i>	<i>\$ 4,976.00</i>	<i>\$ 5,089.00</i>	<i>\$ 5,679.00</i>	<i>\$ 5,849.37</i>	<i>\$ 6,024.85</i>	<i>\$ 6,205.60</i>
212-3	Facilities & Equipment								
212-300-217	Phone / Fax/ Internet	\$ 1,169.36	\$ 1,319.00	\$ 1,157.00	\$ 1,330.00	\$ 1,333.00	\$ 1,372.99	\$ 1,414.18	\$ 1,456.61
212-300-540	Utilities	\$ 3,040.34	\$ 4,479.00	\$ 2,082.00	\$ 3,701.00	\$ 3,709.00	\$ 3,820.27	\$ 3,934.88	\$ 4,052.92
212-300-250	Facility Improvements	\$ 1,403.23	\$ 819.00	\$ 2,313.00	\$ 1,851.00	\$ 2,318.00	\$ 2,387.54	\$ 2,459.17	\$ 2,532.94
212-300-255	Facility Maintenance	\$ 4,972.59	\$ 5,371.00	\$ 4,919.00	\$ 4,280.00	\$ 4,404.00	\$ 4,536.12	\$ 4,672.20	\$ 4,812.37
212-300-263	Condominium Costs	\$ 1,084.00	\$ 2,291.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
212-300-240	Computer Software / Mtnce Agreemen	\$ 2,451.92	\$ 3,998.00	\$ 3,470.00	\$ 5,784.00	\$ 8,044.00	\$ 8,285.32	\$ 8,533.88	\$ 8,789.90
212-300-242	IT Equipment	\$ 467.74	\$ 615.00	\$ 578.00	\$ 1,249.00	\$ 695.00	\$ 715.85	\$ 737.33	\$ 759.45
212-300-265	Equipment Maintenance	\$ 116.94	\$ 116.00	\$ 347.00	\$ 416.00	\$ 464.00	\$ 477.92	\$ 492.26	\$ 507.03
212-300-270	Equipment Rental	\$ 701.62	\$ 614.00	\$ 925.00	\$ 601.00	\$ 927.00	\$ 954.81	\$ 983.45	\$ 1,012.96
212-300-510	Other Contingency	\$ 116.94	\$ 232.00	\$ 116.00	\$ 463.00	\$ 464.00	\$ 477.92	\$ 492.26	\$ 507.03
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Total Facilities & Equipment</i>		<i>\$ 15,524.68</i>	<i>\$ 19,854.00</i>	<i>\$ 15,907.00</i>	<i>\$ 19,675.00</i>	<i>\$ 22,358.00</i>	<i>\$ 23,028.74</i>	<i>\$ 23,719.60</i>	<i>\$ 24,431.19</i>
		<i>\$ 136,682.29</i>	<i>\$ 145,629.00</i>	<i>\$ 157,159.00</i>	<i>\$ 174,328.00</i>	<i>\$ 184,558.00</i>	<i>\$ 190,094.74</i>	<i>\$ 195,797.58</i>	<i>\$ 201,671.51</i>

Account #	Department / Description	2022 Budget	2022 Actual	2023 Budget	2023 forecast	2024 Budget	2025 Budget	2026 Budget	2027 Budget
212-4	Municipal Specific								
212-400-220	Election Expenses/Meetings	\$ 500.00	\$ 82.00	\$ 500.00	\$ 121.00	\$ 500.00	\$ 515.00	\$ 530.45	\$ 546.36
212-402-220	Donations to other organizations	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
212-401-220	Urgent Care Contribution	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
212-400-221	Bank Fees	\$ 2,000.00	\$ 635.00	\$ 2,060.00	\$ 153.00	\$ 800.00	\$ 824.00	\$ 848.72	\$ 874.18
212-400-222	Advertising	\$ 100.00	\$ 1,142.00	\$ 103.00	\$ 623.00	\$ 800.00	\$ 824.00	\$ 848.72	\$ 874.18
212-400-230	Legal Fees	\$ 5,550.53	\$ 1,308.00	\$ 5,717.05	\$ 7,000.00	\$ 8,000.00	\$ 8,240.00	\$ 8,487.20	\$ 8,741.82
212-400-231	Audit Fees	\$ 7,383.00	\$ 6,787.00	\$ 7,604.49	\$ 7,700.00	\$ 7,832.62	\$ 8,067.60	\$ 8,309.63	\$ 8,558.92
212-400-232	Assessment Fees	\$ 7,000.00	\$ 6,882.00	\$ 7,210.00	\$ 7,000.00	\$ 7,426.30	\$ 7,649.09	\$ 7,878.56	\$ 8,114.92
212-400-233	Accounting Software	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
212-400-275	Municipal Insurance	\$ 4,910.08	\$ 3,933.00	\$ 5,057.39	\$ 5,003.00	\$ 5,209.11	\$ 5,365.38	\$ 5,526.34	\$ 5,692.13
212-400-910	Tax Changes	\$ 555.05	\$ 300.00	\$ 571.70	\$ 500.00	\$ 588.86	\$ 606.52	\$ 624.72	\$ 643.46
	New Infrastructure Reserve	\$ 20,000.00	\$ 20,000.00	\$ 41,000.00	\$ 41,000.00	\$ 42,230.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
<i>Total Specific</i>		<i>\$ 48,798.67</i>	<i>\$ 41,869.00</i>	<i>\$ 70,623.63</i>	<i>\$ 69,900.00</i>	<i>\$ 74,186.89</i>	<i>\$ 52,891.60</i>	<i>\$ 53,854.34</i>	<i>\$ 54,845.97</i>
Total Administration		\$ 185,480.96	\$ 187,498.00	\$ 227,782.63	\$ 244,228.00	\$ 258,744.89	\$ 242,986.34	\$ 249,651.93	\$ 256,517.48

Account #	Department / Description	2022 Budget	2022 Actual	2023 Budget	2023 forecast	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Protective Services									
223-000-200	Contracted Fire Service	\$ 13,594.00	\$ 14,978.00	\$ 14,001.82	\$ 13,662.00	\$ 14,421.87	\$ 14,854.53	\$ 15,300.17	\$ 15,759.17
226-000-200	Enforcement	\$ 40,000.00	\$ 1,091.00	\$ -	\$ 3,800.00	\$ 17,000.00	\$ 17,510.00	\$ 18,035.30	\$ 18,576.36
226-000-201	Enforcement Reserve	\$ 3,233.32	\$ 3,230.00	\$ 3,330.32	\$ 3,330.00	\$ 3,430.23	\$ 3,533.13	\$ 3,639.13	\$ 3,748.30
224-000-200	Emergency Management	\$ 2,220.21	\$ 2,530.00	\$ 2,500.00	\$ 2,750.00	\$ 2,750.00	\$ 2,750.00	\$ 2,750.00	\$ 2,750.00
225-000-200	Policing Costs	\$ 15,000.00	\$ 619.00	\$ 17,939.00	\$ 17,939.00	\$ 18,477.17	\$ 19,031.49	\$ 19,602.43	\$ 20,190.50
Total Protective Services		\$ 74,047.53	\$ 22,448.00	\$ 37,771.14	\$ 41,481.00	\$ 56,079.27	\$ 57,679.15	\$ 59,327.02	\$ 61,024.34
Public Works									
Maintenance Programs									
232-000-200	Green Space Program	\$ 24,000.00	\$ 22,924.00	\$ 30,000.00	\$ 20,000.00	\$ 25,000.00	\$ 25,750.00	\$ 26,522.50	\$ 27,318.18
232-000-255	Plowing Program	\$ 24,544.00	\$ 21,908.00	\$ 25,280.32	\$ 25,000.00	\$ 26,038.73	\$ 26,819.89	\$ 27,624.49	\$ 28,176.98
232-000-250	Road Maintenance Program	\$ 15,000.00	\$ 3,775.00	\$ 15,450.00	\$ 3,000.00	\$ 15,000.00	\$ 15,450.00	\$ 15,913.50	\$ 16,390.91
232-000-530	Ditch and Culvert Program	\$ 3,120.00	\$ 366.00	\$ 3,213.60	\$ 1,500.00	\$ 3,000.00	\$ 3,090.00	\$ 3,182.70	\$ 3,278.18
232-000-265	Sign & Bench Program	\$ 3,120.00	\$ 1,420.00	\$ 3,213.60	\$ 3,400.00	\$ 3,400.00	\$ 3,502.00	\$ 3,607.06	\$ 3,715.27
232-000-545	Street Light Program	\$ 7,000.00	\$ 4,675.00	\$ 7,210.00	\$ 6,970.00	\$ 7,210.00	\$ 7,426.30	\$ 7,649.09	\$ 7,878.56
<i>Total Maintenance</i>		<i>\$ 76,784.00</i>	<i>\$ 55,068.00</i>	<i>\$ 84,367.52</i>	<i>\$ 59,870.00</i>	<i>\$ 79,648.73</i>	<i>\$ 82,038.19</i>	<i>\$ 84,499.34</i>	<i>\$ 86,758.07</i>
Waste Water / Water									
242-000-255	Maintenance Program	\$ 15,600.00	\$ 14,646.00	\$ 25,000.00	\$ 15,000.00	\$ 15,600.00	\$ 16,068.00	\$ 16,550.04	\$ 17,046.54
	Payout of Stage 1 Debt			\$ -		\$ -			
242-000-250	SLRWWC Gov & Admin	\$ 7,285.00	\$ 6,881.00	\$ 6,505.00	\$ 9,270.00	\$ 8,651.00	\$ 8,914.00	\$ 9,205.00	\$ 9,481.15
242-000-251	SLR Water Comm.	\$ 360.62	\$ 832.00	\$ 371.44	\$ -				
242-000-260	Usage Fees	\$ 62,810.00	\$ 56,460.00	\$ 63,033.00	\$ 48,132.00	\$ 41,014.00	\$ 43,951.00	\$ 51,642.00	\$ 53,191.26
<i>Total Wastewater</i>		<i>\$ 86,055.62</i>	<i>\$ 78,819.00</i>	<i>\$ 94,909.44</i>	<i>\$ 72,402.00</i>	<i>\$ 65,265.00</i>	<i>\$ 68,933.00</i>	<i>\$ 77,397.04</i>	<i>\$ 79,718.95</i>
					\$ 63,132.00	\$ 56,614.00	\$ 60,019.00	\$ 68,192.04	\$ 70,237.80
Waste and Recycle									
243-000-200	Contracted Service Solid Waste	\$ 25,543.22	\$ 17,953.00	\$ 26,309.51	\$ 19,470.00	\$ 19,620.00	\$ 20,208.60	\$ 20,814.86	\$ 21,439.30
243-000-270	Recycling Program	\$ 11,101.06	\$ 12,998.00	\$ 11,434.09	\$ 11,681.00	\$ 7,020.00	\$ 7,230.60	\$ 7,447.52	\$ 7,670.94
<i>Total Waste</i>		<i>\$ 36,644.28</i>	<i>\$ 30,951.00</i>	<i>\$ 37,743.60</i>	<i>\$ 31,151.00</i>	<i>\$ 26,640.00</i>	<i>\$ 27,439.20</i>	<i>\$ 28,262.38</i>	<i>\$ 29,110.25</i>
Total Public Works		\$ 199,483.90	\$ 164,838.00	\$ 217,020.56	\$ 163,423.00	\$ 171,553.73	\$ 178,410.39	\$ 190,158.75	\$ 195,587.27

Account #	Department / Description	2022 Budget	2022 Actual	2023 Budget	2023 forecast	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Planning and Development									
261-000-200	Community Planning	\$ 500.00	\$ 1,437.00	\$ 500.00	\$ 55.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
261-000-215	Subdivision Appeal Board	\$ 936.00		\$ 900.00	\$ 134.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00
261-000-220	Municipal Planning Commission	\$ 936.00	\$ 1,180.00	\$ 1,200.00	\$ 1,600.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
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	\$ 1,000.00	\$ 1,000.00
Total Planning and Development		\$ 3,372.00	\$ 2,617.00	\$ 3,600.00	\$ 1,789.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
Recreation and Planning									
274-000-850	Parkland Regional Library	\$ 1,821.00	\$ 1,947.00	\$ 1,920.00	\$ 1,920.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00
212-403-220	FCSS Sylvan Lake	\$ 3,438.60	\$ 3,438.00	\$ 3,541.76	\$ 3,524.00	\$ 3,648.01	\$ 3,757.45	\$ 3,870.17	\$ 3,986.28
272-000-250	Buoy Program	\$ 4,500.00	\$ 3,626.00	\$ 4,635.00	\$ 4,635.00	\$ 4,774.05	\$ 4,917.27	\$ 5,064.79	\$ 5,166.09
272-000-510	Parks and Playgrounds (PetroBeach)	\$ 22,202.12	\$ 11,057.00	\$ 22,868.18	\$ 15,000.00	\$ 23,554.23	\$ 24,260.86	\$ 24,988.68	\$ 25,738.34
	COVID 19 Response			\$ -		\$ -			
274-000-510	Operational Recreation Grants - ICF	\$ 15,975.00	\$ 15,975.00	\$ 16,454.25	\$ 15,975.00	\$ 16,947.88	\$ 17,456.31	\$ 17,980.00	\$ 18,519.40
Total Recreation and Planning		\$ 47,936.72	\$ 36,043.00	\$ 49,419.19	\$ 41,054.00	\$ 51,124.17	\$ 52,591.89	\$ 54,103.65	\$ 55,610.11
Environment									
Memberships									
273-100-150	Environmental Projects (SLMC & Env)	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
243-102-150	Red Deer River Watershed Society	\$ 538.89	\$ 518.00	\$ 555.05	\$ 555.00	\$ 571.70	\$ 588.86	\$ 606.52	\$ 624.72
Total Environment		\$ 538.89	\$ 518.00	\$ 555.05	\$ 555.00	\$ 571.70	\$ 588.86	\$ 606.52	\$ 624.72
412-000-900	Accumulated Surplus			\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
412-000-9014	Annual Surplus/Deficit			\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Operating Budget		\$ 529,076.58	\$ 432,752.00	\$ 558,155.06	\$ 507,034.00	\$ 559,787.23	\$ 554,510.49	\$ 576,658.36	\$ 592,747.72

Summer Village of Jarvis Bay

November 7, 2023

Council Reports

Information Item

Council Reports:

Julie Maplethorpe

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

Annabelle Wiseman

David Garratt

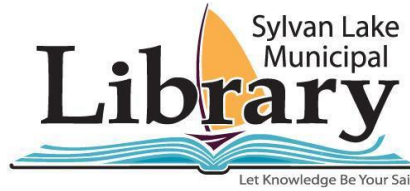
Committee Reports:

Correspondence:

- Association of Summer Villages of Alberta
- Deputy Minister, MA
- Highway 20 Planning Study Meeting Minutes

Upcoming Meetings:

Next Council Meeting – December 5, 2023



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – OCTOBER 11, 2023 – 6:30PM

1. Treasurer's Report

The Treasurer's report was approved as presented.

The Library Director will deliver the budget presentation to the Sylvan Lake Town Council on November 14th; those who are able to attend and support the library are welcome.

2. Director's Report

The Director's Report was approved as presented.

As part of the Town of Sylvan Lake's 50th Avenue Redevelopment Phase 3 project, underground utility and roadway infrastructure is being upgraded. Staged road closures on 50th Avenue will be in effect during the performance of the work between 45th Street and 49th Street and detours around 50th Avenue will be provided. The parking lot to the west of the library will also be affected and access to the library may be limited to one side of the building. The majority of the project is anticipated to be completed this season and the remaining items such as a second lift of asphalt and permanent line painting the following year. This staged approach will allow for any settlement due to the excavation that may happen over the winter months. As per the Town of Sylvan Lake Community Standards ByLaw No. 1739/2017, the hours of construction shall be from 7:00am to 7:00pm Monday to Saturday. Sunday work and evening work may also be required as weather and schedule requirements dictate. For more information on the project, please visit the project webpage at:

<https://www.sylvanlake.ca/en/business.development/SO-avenue.aspx>

3. Programming Report

Fall programs are in full swing at the library and some offerings so far have included a "Paint 'N Sip" licensed event led by artist Melissa Hall, "Mess is Best" to the delight of both children and parents, a kick-off party for the "Hogwarts Reading Club" and in honour of National Truth and Reconciliation Day the library hosted a screening of "Ever Deadly", a documentary about Inuk throat singer Tanya Tagaq. Upcoming programs will include additional stained-glass workshops due to popular demand, family movie night, "Knit-Wits" a group for knitting, crocheting and conversation and the return of the Film Society. The Film Society works with Film Circuit, a division of the Toronto International Film Festival Group. These films are shown at Landmark Cinema on the last Monday of the month; the next showing is "Little Richard: I Am

Everything” on October 30th from 7:00pm to 9:00pm. Tickets are \$10 + GST and can be purchased at the library or at the theatre on the night of the showing. Please note that only cash can be accepted at the theatre. To take advantage of many other events occurring at the library please check out the events page:

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

4. Policy

The Finance Policy and the Governance Policy were reviewed at this meeting and will come back to the November meeting for decision.

Meeting adjourned at 8:57pm.

Next Regular Meeting – November 8, 2023, at 6:30pm.



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting SEPTEMBER 14, 2023

Parkland 2024 Budget

The board passed a motion to approve Parkland's 2024 budget with a 43-cent increase to the requisition level based on the most current population figures. This increase was mandated by the Parkland Executive Committee at their March 16th meeting.

Board members also want to revisit which population numbers Parkland uses for invoicing municipalities at the November board meeting. Lastly, the board wants Parkland to continue their advocacy with the provincial government to obtain regular increases to the library operating grants to help deal with inflationary pressure.

In 2022, 43% of Parkland libraries had deficit budgets.

Compensation Policy Working Group

The Compensation Policy Working Group held their first meeting on August 29th.

It was a productive first meeting with several recommendations being made. The next meeting of the committee will be a full day in the beginning of October.

Website Refresh Project

The website team continues to work diligently with Parkland's website developer Fishtank Consulting Corp. The launch of Parkland's new websites will occur near the end of October or early November.

It is of note that Parkland is the first region in Alberta to have accessibility programming in its website.

Community Services Recovery Fund

Parkland applied for a \$200,000 grant to offset costs for PRLS' website refresher project. The Community Services Recovery Fund is a \$400 million investment from the Government of Canada to support charities and non-profits as they focus on how to adapt their organizations for pandemic recovery. Unfortunately, Parkland was unsuccessful in obtaining the grant. No particular reason was given.

Nordegg Library Move

The hamlet of Nordegg has been gaining in popularity over the past few years. The library, in turn, has also noticed an increase in usage and interest from the community. It was quickly recognized that they were outgrowing their existing space and needed to move.

Clearwater County provided the Nordegg Library with the opportunity to move into the same building as the local museum. Extensive renovations took place. On September 2nd, in conjunction with Nordegg Days, the library officially re-opened to the public. Over the two-day celebration of Nordegg Days, 200+ people toured the new library space. The library was unofficially re-named the *Rolf & Cheri Adolph Library* to recognize the many years of contributions from Rolf Adolph and his wife Cheri. The library in Nordegg is run entirely by volunteers.

Indigenous Services

PRLS now has two women from the community of Maskwacis employed at the library. As a result, the decision was made to open the library five days per week, Monday through Friday. Colette Poitras (Indigenous Public Library Services Advisor) and Keri Anderson from the Public Library Services Branch visited the library on September 13th. They were extremely impressed with the little library.

In addition, the First Nations community of O'Chiese recently received a cheque from Parkland for \$20,000 to assist in developing a library in their community. Their vision is to offer literacy programming such as Elders story readings to the youth in the health centre tipi, book clubs, early years story time, and educational sessions.

These services are paid for through the On Reserve, On Settlement grant provided by the Public Library Services Branch.

Advocacy Report

For over a year now, the primary efforts of the Advocacy Committee were to achieve an increase in provincial operating funding for public libraries. This was achieved prior to the recent election. Three million dollars in new funding has been provided for operating grants. This has resulted in a five-cent increase in the per capita rates for operating grants for municipal and system boards and an adjustment so 2019 population figures are now being used to issue grants instead of 2016 population figures. A base grant of \$9,000 has also been added to all library board grants. These changes especially benefit library boards serving small populations. The only current advocacy effort not achieved was obtaining at least a philosophical commitment from the provincial government to consider an annual grant adjustment to account for inflation.

As the committee moves into its post-election advocacy phase, they set their advocacy priorities for the next few months. They want the system board and municipal boards to continue building relationships with their local MLAs.

Marketing Report

Parkland prepared and delivered a webinar in July to help library staff navigate important marketing-related topics. The presentation covered what to consider and how to create brand guidelines for libraries, how to identify potential copyright issues on social media, and best practices for the ever-changing social media landscape. Several libraries have requested these services since.

As part of the website re-design, logos were needed for all libraries. Staff collected logos from libraries that had them already and created 18 logos for our member libraries that did not have one.

Sue Heuman from Yellowhead Regional Library, along with Hailey Halberg are working on an advocacy workshop to be presented to library boards for advocating to their councils. It will be available by the end of October.

Committee News from Trustees

The **Innisfail Public Library** has a new library manager.

The **Amisk Public Library** has been involved with Indigenous partnerships along with the Edmonton and Calgary libraries.

The **Penhold & District Public Library** has involved local students to run several programs introducing kids to 3D printing, Lego creations, Maker space and Art classes. These local students held 25 separate classes engaging 161 children.

Their summer reading program was a success again this year. Young readers were issued beads for tracking their reading minutes. Over the Summer 1,525 beads were issued which represented an impressive 30,500 minutes of reading!

The **Camrose Public Library** had assistance from the city to add rooms to the library for greater efficiency of the building.

The **Stettler Public Library** is one of several other Stettler organizations that hosted Alberta Culture Days from September 1-30. Friends of the Stettler Library group have been successful in accessing grant funding the past few years for the event.

This year's focus was on the Asian culture, particularly the Filipino culture. When new Canadians come to Stettler they often find the library helpful with supports and skills. One Filipino mother and her son were frequent visitors to the library and she recently accepted a position on the Stettler Library Board.

Board Members Present

Teresa Rilling (Board Chair), Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barb Gilliat, Pam Hansen, Connie Hueslman, Rick Manning (undeclared alternate for Jeff Eckstrand), Joy-Anne Murphy, Jackie Northey, Leonard Phillips, Ray Reckseidler, Bill Rock, Diane Roth, Deb Smith, Les Stulberg, Michelle Swanson, Delaney Thoreson, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Bill Windsor, Janice Wing, Patricia Young

Regrets Alison Barker-Jevne, Amanda Derksen, Barbara Gibson, Twyla Hale, Kathy Hall, Cody Hillmer, Dana Kreil, Gord Lawlor, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Shawn Peach, Norma Penney, Pat Toone

Absent Jul Bissell, Jeff Eckstrand, Michael Hildebrandt, Stephen Levy, Sandy Shipton

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



Parkland Update

Thursday, October 5, 2023

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



Indigenous Bookmarks Coming Soon!

Maskwacis Library Coordinator, Maria Buffalo has created a variety of bookmarks and has graciously given us permission to print and distribute them to member libraries. These will come in the van run in the coming weeks. If libraries would like to order more of any of the designs, they have been saved as templates on our [Vistaprint Pro Shop](#) account. Contact Hailey at hhalberg@prl.ab.ca if you need assistance accessing your Pro Shop account.

Follow Maria on Instagram [@osawapakwanis.creations](#) to see more of her amazing artwork!

Parkland Libraries Council Meeting Highlights

Thanks to everyone who attended our most recent PLC meeting! Here are some of the meeting highlights:

- Katrina Peachey, from the [Public Library Services Branch](#), gave a presentation about the PLSB and its services. [Watch this video](#) for more information
- The member libraries in attendance voted to raise the borrowing limit for the 'Limited Borrower' patron type from 3 to 10 items. This decision is now reflected in Polaris
- PRLS shared the new, updated Collections Management Handbook with attendees, which can be found in the Q Drive in the Training and Manuals folder
- Attendees shared lots of great fundraising ideas! Please see PLC Meeting Notes for more information
- A recording of the Grant 101 Training hosted by PRLS staff, Emma McPherson, has been uploaded to [Niche Academy](#)

Whether you were able to attend or not, you will find the complete PLC Meeting Notes in the Q Drive here: **Q:\Administration\Parkland Libraries Council (PLC)\2023\September 25 2023 PLC Meeting Notes.pdf.**

LIBRARY NEWS

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

ALTA Symposium

[The Alberta Library Trustees Association \(ALTA\)](#) is hosting a symposium as part of the [2023 Stronger Together Conference](#) on November 9th from 9am to 4pm. This is a day-long workshop for ALTA members filled with engaging and informative sessions focused on non-profits boards and governance. The event provides networking opportunities as well as sessions on a wide variety of topics. [Register deadline: October 27th.](#)

2023 Alberta Book Publishing Awards Winners

The [Book Publishers Association of Alberta](#) is pleased to announce the winners of the [2023 Alberta Book Publishing Awards](#). These awards celebrate the essential role Alberta book publishers play in supporting authors and telling Alberta's Story. As the critical middle piece of the storytelling process, Alberta book publishers enrich and sustain the cultural and social

landscape of our province and we are proud to highlight their achievements.

PLSB Training Seminar

The Public Library Services Branch is coordinating a full-day training seminar on governance, effective meetings, Robert's Rules of Order, and parliamentary procedure. We are pleased to invite all municipal library board, inter-municipal library board, and library system board members to participate!

The training will take place in person on **October 27, 2023 in Lacombe** at the Lacombe Memorial Centre from **9:30am to 4:00pm**. If you're interested in attending, please complete the [online registration form](#) by October 20th.

If you have any questions, please contact the PLSB at 780-427-4871 or libraries@gov.ab.ca.

TRAINING & EVENTS

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. To watch past training sessions, visit [Niche Academy](#).

Advocating Digital Citizenship in Libraries Webinar

October 11
12pm

[Register for this webinar](#) to learn about strategies, lessons, standards alignment, and more to help you teach and advocate for digital citizenship in your library, and beyond.

Disability Inclusion in Library Services Webinar

October 17
1pm

To best serve patrons with disabilities, we need to understand their community, culture, and needs. [In this webinar](#), we will explore disability experiences, how to provide safe and inclusive spaces, and how to serve patrons through programming and collections. Although the examples will

Indigenous Peoples and Canada Micro-course

October 11 - December 18

The University of Alberta has created a [6-module micro-course](#) that looks at Indigenous historical and contemporary experiences in order to understand the legacy of settler colonialism and affirm Indigenous self-determination. This course covers several topics such as worldview, resources and relations, governance and treaty, institutionalization, contemporary communities, and resistance and resiliency. \$175

be youth-focused, they can be adapted for any age. \$79 USD

Building Community Relationships for Better Library Services Webinar

**October 24
1pm**

[Explore strategies for finding community partners](#) and building relationships with them with the goal of truly working in collaboration with the people they serve.

PARKLAND REGIONAL LIBRARY SYSTEM

4565 46 Street
Lacombe, AB T4L 0K2

Stay up to date by visiting our [Support Site](#).
[Subscribe to this update email](#)



Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#).



Parkland Update

Thursday, October 19, 2023

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



Happy Canadian Library Workers Day!

October 20th is Canadian Library Workers Day. This is a day for Canadians to recognize the valuable contributions made by all those who work in and for the public, academic, school, government, academic, corporate, and private libraries that are integral to our communities.

Thank you for all that you do!

2023 Stronger Together Conference Registration Deadline

Please note that the registration for the [2023 Stronger Together Conference](#) is coming to a close on **October 27, 2023**. If you wish to attend online conference on November 3, the in-person ALTA symposium on November 9, or the in-person conference on November 10, be sure to get [your registration](#) completed before the deadline.

Parkland's 65th Anniversary Design Contest

In 2024, Parkland will be celebrating 65 years of service! We have some fun celebrations planned and are starting with a design contest open to the public. Designs can be submitted throughout the month of November; the winning design will be featured on a tote bag to be printed and distributed to member libraries. Full details and rules can be found in the PRLS 65th anniversary folder in the Q drive. Social media promotional materials can be found in the Promotional Materials Links Document in the Q drive.

Physical entries can be sent on the van run to PRLS and digital files can be sent via email to hhalberg@prl.ab.ca. Entries must be received by the end of day on November 30, 2023.

LIBRARY NEWS

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

Big Library Read

The next [Big Library Read](#) (BLR) kicks off on Thursday, November 2 with a title you can really sink your teeth into! Get your patrons excited about the next BLR selection, *Artie and the Wolf Moon* by Olivia Stephens.

[Download the free marketing materials](#) and use #BigLibraryRead on your social media channels. Stay tuned for more info on live author interviews, giveaways for readers, and more. Readers will also have a chance to win a BLR prize pack, including a Samsung Galaxy Tab S6 Lite Tablet, a cozy book blanket, a copy of *Artie and the Wolf Moon*, and a cool Libby

Mug! Simply use #biglibraryread on social media from November 2-16 to enter! Spread the word and enjoy this new selection from OverDrive and Libby!

Tapping into Ebooks: Ebook Use in Canada 2022

Take a look at this new study from Booknet Canada, [Tapping into Ebooks: Ebook Use in Canada 2022](#). This study benchmarks ebook use in Canada, and reveals the buying, borrowing, and reading habits of Canadian ebook consumers. It also tracks the impact of the COVID-19 pandemic on ebook use, by comparing data from 2022 with past years. Start on Page 14 for the section on eBook borrowing trends

Ponoka Library is Hiring!

The Ponoka Library is hiring for a manager. If you or someone you know may be interested, please view the [job posting and more information here](#).

PLSB Training Seminar

The Public Library Services Branch is coordinating a full-day training seminar on governance, effective meetings, Robert's Rules of Order, and parliamentary procedure. We are pleased to invite all municipal library board, inter-municipal library board, and library system board members to participate!

The training will take place in person on **October 27, 2023 in Lacombe** at the Lacombe Memorial Centre from **9:30am to 4:00pm**. If you're interested in attending, please complete the [online registration form](#) by October 20th.

If you have any questions, please contact the PLSB at 780-427-4871 or libraries@gov.ab.ca.

Canadian Music Class Challenge

In support of making libraries a learning hub with many different kinds of experiences, [CBC Music](#) has created a new music initiative! It's called the [Canadian Music Class Challenge](#) and, for the first year, it is specifically open for public libraries to engage children aged 18 and under. By participating, your library could win \$1,000 to be invested back into your music programs!

[Register for the Canadian Music Class Challenge](#), choose a Canadian song from the [list of pre-approved songs](#), teach it to kids, film the performance, and submit the video to the CBC Music Class Challenge by November 22 for a chance to win the prize!

Please email musicclass@cbc.ca if you have any questions.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Library Managers Coffee Break** October 25th 10am

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

Building Community Relationships for Better Library Services Webinar

October 24
1pm

Many libraries are increasingly focused on planning library services collaboratively with their communities. In this webinar, [explore strategies for finding community partners](#) and building relationships with them with the goal of truly working in collaboration with the people they serve.

Crash Course in Crime, Mysteries, and Thrillers Webinar

November 14
12pm

Crime fiction, mysteries, and thrillers are consistently popular. Whether your readers are fans of police procedurals or psychological suspense, [join this webinar](#) for a break down of the best that crime fiction, mysteries, and thrillers have to offer your readers — from the butler did it to missing memories.

Canva and Design for Libraries Webinar

November 1
12pm

There are so many options in design it can be overwhelming. [Register for this webinar](#) to learn skills and design principles that help you format and develop a design for print and digital media. You'll learn the basic skills to format your designs in various platforms, including Canva and Photoshop, as well as tips on stock photography.

**Presenting Your Library's Budget
to Council Webinar Recording**

Parkland Regional Library System and Yellowhead Regional Library System have created a joint presentation on how to best present your library's budget to council. [View the webinar](#) to learn the 4P's of an effective presentation and hear stories and experiences from library staff and board members in Alberta.

ASVA SILENT AUCTION



Good morning,

On behalf of the Executive and Board of Directors for the ASVA, we are so thankful for your ongoing support of donating silent auction items to our Association's Annual Conference. Your generous donations for our silent and live auctions played a key role in the success of our Conference, and we look forward to your continued participation. We could not have done this without you.

As a not for profit organization, your kindness and support has enabled ASVA to continue hosting our Annual Conferences and allows us to carry on being an advocate for our 51 Summer Villages throughout Alberta. We hope that you will continue to be part of our journey.

Thank you again for your loyal and generous donation!

Sincerely,

Kathy Krawchuk

Executive Director

Association of Summer Villages of Alberta

780-236-5456

execdirector@asva.ca

www.asva.ca

From: Municipal Information Services <ma.updates@gov.ab.ca>
Sent: Monday, October 30, 2023 3:18 PM
To: Tanner Evans <tevans@sylvansummervillages.ca>
Cc: Tina Leer <tleer@sylvansummervillages.ca>; Municipal Information Services <ma.updates@gov.ab.ca>
Subject: 2022 Municipal Indicator Results: Summer Village of Jarvis Bay (0379)

Tanner Evans
Chief Administrative Officer
Summer Village of Jarvis Bay

Dear Tanner,

Alberta Municipal Affairs annually reports a performance measure that identifies the percentage of municipalities deemed to 'not face potential long term viability challenges based on their financial and governance indicators'. This performance measure is used as a benchmark for measuring the ministry's efforts to ensure Albertans live in viable municipalities and communities with responsible, collaborative and accountable local governments.

The performance measure is based on analysis of 13 municipal indicators. Each of the 13 municipal indicators has a defined benchmark. A municipality is 'not deemed to face potential long term viability challenges' as long as it does not flag a critical indicator or three or more non-critical indicators.

The ministry compiled and verified the data collected from Alberta's municipalities for the 2022 financial year and is pleased to inform you that your municipality did not flag any indicators for this year's municipal indicator results reporting.

Municipal indicator results are available on the online Municipal Indicator Dashboard (www.alberta.ca/municipal-indicators).

If you would like to discuss your results or the future release of these results on the Municipal Affairs website, please contact the Municipal Services Division at toll-free 310-0000, then 780-427-2225, or via email at ma.advisory@gov.ab.ca.

Thank you,

Gary Sandberg
Assistant Deputy Minister

Summer Villages (SV) on Sylvan Lake meeting
October 25, 2023 10:30 a.m. – 11:45 a.m.

- **Attendees:**

- Ann Zacharias - Councilor/Deputy Mayor, Birchcliff
- Julie Maplethorpe - Mayor, Jarvis Bay
- Tanner Evans - Chief Administrative Officer, Summer Villages on Sylvan Lake
- Glen Holland – PM and traffic engineer, AECOM
- Vanessa Dacquisto – Assistant PM, AECOM
- Chris Lo – Project Administrator, ATEC (*joined meeting at 11:15 a.m.*)

- **Glen gave a quick overview of the functional planning study process:**

- The basic scope of the study is to plan for the twinning of Hwy 20, between Hwy 12 and Hwy 11, from the current two lanes to a four-lane divided road (typical wide grassed median in the rural areas, and a narrower median (likely 6 m wide raised concrete) in the “urban” areas).
- This twinning project is strictly in the planning stage right now ... not anticipated to go to construction in the near future. In general, functional planning such as this often takes place 10/15/20 years (or more) before the project goes to construction. Functional planning work allows the province to identify footprint and land acquisition requirements for the project.
- The approved functional plan can also be used as the basis for interim (pre-twinning) improvements (e.g., if needed at intersections).
- A preliminary construction cost estimate will be developed as part of study so the province can plan/budget accordingly.
- Existing operating conditions, traffic volumes (current and long-range forecasts), roadway cross section options and twinning alignment options will all be reviewed as part of this study, along with access management and road safety assessments.
- While an “urban” cross section is proposed for the highway through the Town of Sylvan Lake, the plan is for it to continue to have rural-style ditch drainage.
- The basic cross sections for the twinning have been established and AECOM is currently working on identifying options for two key transition areas:
 - The location for shifting the twinning from the west side (because of the close proximity of the river on the east side for a distance of approximately 5 km south from Hwy 12) over to the east side of the existing highway (the twinning would then stay on the east side for the remainder of the study area, down to Hwy 11).
 - The location for switching from the rural section to the urban section. It is possible that the narrower urban section will need to be maintained as far north as Twp Rd 392 to minimize the right-of-way requirement impacts.

- **Speed limit discussion:**

- Rural section posted speed limit of 100 km/h. Anticipating no more than 60 km/h within Sylvan Lake. In the area between Sylvan and the rural part of the study area, the

anticipated speed limits for Hwy 20 have not yet been formally discussed between AECOM and ATEC.

- Julie noted concerns with the speed limit from Hwy 11A to Twp Rd 391, indicating that it took 20+ years and many near misses + fatality to have the speed limit reduced to the current level. Jarvis Bay would not support a higher speed limit in this area.
 - Glen said it's not AECOM's decision, however we will use the existing speed limits in this area as a starting point when reviewing recommendations. Noted that an independent safety review and collision review will also be conducted to help feed into recommendations. Chris and Glen both foresee that the current (reduced) speed limits will remain.
 - Glen noted that the collision review only utilizes a 5-year history. At this time, 2018 is the latest set of collision records available for download from the province so the review will only cover the period from 2014 to 2018. [**Update:** On Wednesday, October 25 (the day we met) the province released/published online the **2019** collision statistics]
 - Julie noted that the Hwy 20 speed reduction requests were primarily a result of safety concerns, but also relate to noise concerns for residents of Jarvis Bay.

- **Summer Villages Growth Projection:**

- Sunbreaker Cove: The province's model reflects 2.2% annual population growth out to a 2049 planning horizon. Tanner confirmed they are not anticipating any significant population growth.
- Birchcliff: The province's model reflects 1.9% annual population growth. Ann noted that this area is pretty much built out with no plans to grow.
- Jarvis Bay: The province's model reflects 0.2% annual population growth to 2049, and annual employment growth of 4.1%. Julie noted that the area is effectively built out so the low growth projection for population makes sense.
- No "high density" plans or any other large developments expected for the three Summer Villages we have reviewed.
- Half Moon Bay and Norglenwold ... no major developments anticipated that Tanner is aware of. Glen noted that AECOM is not looking at these two Summer Villages in the same way as the other three as their location suggests that they may not impact Hwy 20 significantly (seems like people would be more likely to gravitate down to the Hwy 11 corridor).
- It was noted that the golf course in the area (Lakewood Golf Resort, on the east side of the highway) has plans for expansion. Julie indicated that many people from Jarvis Bay use this course ... this generates east-west movement across the Hwy 20 corridor (e.g., at Twp Rd 391).
- In terms of permanent residents vs. seasonal:
 - Birchcliff ... perhaps 1/3 permanent or year-round and 2/3 seasonal
 - Jarvis Bay ... estimated 60/40 split of permanent/year-round vs. seasonal residents
 - [*Sunbreaker Cove? I don't think we discussed a permanent/seasonal split for Sunbreaker ... not a big issue in terms of this study, so no need to follow up.*]

- **Access Management discussion:**

- AECOM's scope includes reviewing every access/connection/intersection along the two-lane highway to determine which of them may need to be consolidated (e.g., with a service road), removed, modified or left as is.
- In the access management process, individual private driveways can be tricky, particularly for isolated sites/properties with no other public road frontage option available for relocating the access. Future meetings, on a case-by-case basis, may need to be held to discuss if any accesses would be proposed for removal.
- Julie discussed that they are reviewing the legal boundary near the north end of Sylvan Lake. Some of the existing Sylvan Lake land (a small treed area) may become part of Jarvis Bay in the future.



- There is a small area on the west side of Hwy 20 within Jarvis Bay that is zoned for future development, however they are hoping it will remain undeveloped (e.g., as environmental reserve).



- Some additional residential development (perhaps another 5 to 10 single family homes) may still be coming on Twin Rose Court in Jarvis Bay. Glen indicated that the population growth already built into the province's traffic forecast model should more than cover this development. In any event, the traffic analysis would not be particularly sensitive to such a small amount of new development.



- The intersection at Jarvis Bay Dr will require further review, particularly with its awkward geometry (a curved approach), the close proximity of the Twin Rose Ct. intersection, and there being what appears to be a private driveway opposite (i.e., on the east side, offset slightly from Jarvis Bay Drive). It likely makes sense to maintain an intersection here, but rationalized to have east and west sides line up.



- Julie discussed school bus routing in Jarvis Bay and concerns about a lack of turnaround areas for buses if certain accesses are removed (e.g., at Jarvis Bay Drive). She suggested that AECOM should include school buses on the stakeholder list (Red Deer Catholic, and, Prairie Bus Lines contracted by Chinook's Edge School Division).
- The Hilltop Wedding Center along the east side of the highway was raised as a concern, based on the tight geometry of their driveway. Apparently this impacts traffic movement on Hwy 20 as vehicles have to slow significantly to turn into the driveway. Twinning the highway, especially to the east side as proposed, will just make this situation worse. This concern has already been flagged by AECOM for further review in terms of the overall access management assessment.



- AECOM will further discuss access management with the municipalities once the first draft of the access management plan is in place, particularly with respect to any proposed road or driveway closures.

- **Public Consultation:**

- Two public open houses will be held. Each of the key municipal stakeholders will be notified once dates are confirmed. In advance of each open house, AECOM/ATEC will meet with each municipality to present the materials that will be shown to the public.

- **Other Issues:**

- Tanner discussed drainage issues within Jarvis Bay on the west side of the highway, with some flooding occurring along back of properties. The land east of the highway is higher, and the water that runs off of that side finds its way to the west side. Tanner asked if stormwater management is part of the study scope; Glen confirmed that drainage within the highway right-of-way is part of AECOM's scope, and will discuss this flooding concern with our stormwater management lead. The primary intent in this functional planning work is to look at how we will deal with the additional runoff generated by the additional asphalt. Unsure if the current issues can be solved as part of this project. [the following screen shot is from Google Street View, looking north along Hwy 20, from just south of the Hilltop Wedding Center]



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