

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF JARVIS BAY
SEPTEMBER 5, 2023 @ 9:30 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, July 4, 2023
 - Organizational Minutes, July 4, 2023
 - Municipal Planning Commission, August 2, 2023
 - Municipal Planning Commission, August 15, 2023

D. INFORMATION ITEMS

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

E. REQUESTS FOR DECISION

1) Council & Legislative

- a) Terry Fox Run
- b) Intermunicipal MPC and Intermunicipal SDAB
- c) Tendering and Procurement Policy

2) Public Works

- a) Install of new Public Memorial Bench

3) Planning & Development

- a) Land Use Bylaw Amendments

F. COUNCIL, COMMITTEES, AND CORRESPONDENCE

1) Council Reports

- a) Mayor Maplethorpe
 - Parkland Regional Library Board
- b) Deputy Mayor Wiseman
- c) Councillor Garratt

2) Correspondence

- a) Rick McIver, Minister, Municipal Affairs

3) Upcoming Meetings

- a) Council Meeting – October 2, 2023

G. ADJOURNMENT

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

C-1

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

IN ATTENDANCE Mayor: Julie Maplethorpe via Zoom
Deputy Mayor: Annabelle Wiseman via Zoom
Councillor: David Garratt via Zoom
Development Officer: Kara Hubbard
Finance Manager: Tina Leer
Recording Secretary: Teri Musseau

CALL TO ORDER The Meeting was called to order at 9:52 a.m. by Mayor Maplethorpe.

AGENDA APPROVAL

JBC-23-111 MOVED by Councillor Garratt that the agenda be adopted as amended:

D.6. Twin Rose Fence

CARRIED

CONFIRMATION OF MINUTES

JBC-23-112 MOVED by Mayor Maplethorpe that the regular meeting minutes of Council held on June 7, 2023, be approved as presented.

CARRIED

INFORMATION ITEMS

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

JBC-23-113 MOVED by Councillor Garratt that Council authorize the spending of up to \$13,170.00 from the fleet replacement reserve for a new truck.

CARRIED

- 6) Twin Rose Fence

JBC-23-114 MOVED by Deputy Mayor Wiseman that Council accept the information items as presented.

CARRIED

REQUEST FOR DECISION

COUNCIL & LEGISLATIVE

JBC-23-115 Alberta Municipalities Convention
MOVED by Deputy Mayor Wiseman that Mayor Maplethorpe attend the Alberta Municipalities Convention September 27-29, 2023, at the Edmonton Convention Centre.

CARRIED

JBC-23-116 Bentley Parade
MOVED by Mayor Maplethorpe that Mayor Maplethorpe accept the invitation to attend the Bentley Parade luncheon on behalf of Council.
CARRIED

COUNCIL REPORTS

Mayor Maplethorpe

- Mayors and Reeves Meeting
- Parkland Regional Library Board

Deputy Mayor Wiseman

- No reports

Councillor Garratt

- No reports

JBC-23-117 MOVED by Mayor Maplethorpe that Council accept the Council reports as information.
CARRIED

NEXT COUNCIL MEETING

JBC-23-118 MOVED by Mayor Maplethorpe that the next meeting of Council be held September 5, 2023, at 9:30 a.m.
CARRIED

ADJOURNMENT

JBC-23-119 MOVED by Mayor Maplethorpe that being the agenda matters have been concluded, the meeting be adjourned at 11:34 a.m.
CARRIED

JULIE MAPLETHORPE, MAYOR

TANNER EVANS, CAO

SUMMER VILLAGE OF JARVIS BAY
ORGANZATIONAL MEETING MINUTES
JULY 4, 2023

Minutes of an organizational meeting of Council held on July 4, 2023, in the Summer Village Administration Office in the Town of Sylvan Lake.

PRESENT: Julie Maplethorpe via Zoom
Annabelle Wiseman via Zoom
David Garratt via Zoom

STAFF PRESENT: Tanner Evans, Administrator
Teri Musseau, Recording Secretary
Kara Kashuba, Development Officer
Tina Leer, Finance Manager

CALL TO ORDER

Tanner Evans, C.A.O., called the meeting to order at 9:33 a.m.

AGENDA

JBC-23-095 MOVED by Councillor Garratt that the agenda be accepted as presented.

SELECTION OF MAYOR

Tanner Evans called for the nominations for Mayor.

JBC-23-096 MOVED by Councillor Wiseman
Mayor THAT Councillor Maplethorpe be appointed as Mayor.

CARRIED

Tanner Evans turned the meeting over to Mayor.

SELECTION OF DEPUTY MAYOR

Mayor Maplethorpe called for nominations for the position of Deputy Mayor.

JBC-23-097 MOVED by Mayor Maplethorpe
Deputy Mayor THAT Councillor Wiseman be appointed as Deputy Mayor.

CARRIED

APPOINTMENT OF ASSESSOR AND AUDITOR FOR THE 2023 FINANCIAL YEAR

JBC-23-098 MOVED by Deputy Mayor Wiseman
Assessor THAT Wild Rose Assessment be appointed Assessor for the Summer Village of Jarvis Bay.

CARRIED

JBC-23-099 MOVED by Councillor Garratt
Auditor THAT the Metrix Group be appointed Auditors for the Summer Village of Jarvis Bay.

CARRIED

APPOINTMENTS TO VARIOUS COMMITTEES, COMMISSIONS AND BOARDS

JBC-23-100
MPC

MOVED by Mayor Maplethorpe
THAT the following be appointed to the Municipal Planning Commission:

- Council Representative – Annabelle Wiseman
- Council Representative – Julie Maplethorpe
- Member at Large – Jim Watson
- Member at Large – Ron Link
- Member at Large - Lenore Berkley
- Member at Large – Michelle Bakke-Purnell

CARRIED

JBC-23-101
SDAB

MOVED by Mayor Maplethorpe
THAT the following be appointed to the Subdivision Development Appeal Board:

- Council Representative – David Garratt
- Citizen-at-Large Representative – Bob Thomlinson
- Citizen-at-Large Representative – Russell Crook
- Citizen-at-Large Representative – Rene Weber
- SDAB Secretary – Teri Musseau

CARRIED

APPOINTMENTS TO VARIOUS INTERMUNICIPAL COUNCIL COMMITTEES, COMMISSIONS AND BOARDS

JBC-23-102
Joint Services

MOVED by Deputy Mayor Wiseman
THAT Mayor Maplethorpe be appointed as Council Representative to the Joint Services Committee.

CARRIED

JBC-23-103
Emergency
Advisory
Committee

MOVED by Mayor Maplethorpe
THAT Mayor Maplethorpe, Deputy Mayor Wiseman and Councillor Garratt be appointed as Council Representatives to the Emergency Advisory Committee.

CARRIED

JBC-23-104
LREMP

MOVED by Councillor Garratt
THAT Mayor Maplethorpe be appointed as Council Representative to the Lacombe Regional Emergency Management Advisory Committee with Deputy Mayor Wiseman as the alternate.

CARRIED

JBC-23-105
IDPC

MOVED by Mayor Maplethorpe
THAT Deputy Mayor Wiseman be appointed as Council Representative to the Sylvan Lake Intermunicipal Development Plan Committee with Mayor Maplethorpe as the alternate.

CARRIED

JBC-23-106
Water/Wastewater
Commission

MOVED by Mayor Maplethorpe
THAT Deputy Mayor Wiseman be appointed as Summer Village of Jarvis Bay Representative to the Sylvan Lake Regional Water & Wastewater Commission with Councillor Garratt as alternate.

CARRIED

Initials

APPONTMENT TO VARIOUS COMMITTEES AT LARGE

- JBC-23-107

Parkland Regional Library Board

MOVED by Deputy Mayor Wiseman

THAT Mayor Maplethorpe be appointed as representative to the Parkland Regional Library Board for all 5 Summer Villages.

CARRIED
- JBC-23-108

Sylvan Lake Library Board

MOVED by Deputy Mayor Wiseman

THAT Mayor Maplethorpe be appointed as representative to the Town of Sylvan Lake Library Board for all 5 Summer Villages.

CARRIED
- JBC-23-109

FCSS

MOVED by Mayor Maplethorpe

THAT a representative from the Summer Village of Birchcliff be appointed as representative to the Family Community Support Services Board for all 5 Summer Villages.

CARRIED

ADJOURNMENT

- JBC-23-110

MOVED by Mayor Maplethorpe that being the agenda matters have been concluded, the meeting be adjourned at 9:42 a.m.

Julie Maplethorpe, Mayor

Tanner Evans, Administrator

Initials

Summer Village of Jarvis Bay
August 2, 2023
Municipal Planning Commission Minutes
Page 1 of 2

C-3

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held August 2, 2023, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT	Chair:	Julie Maplethorpe
	Deputy Mayor:	Annabelle Wiseman via zoom
	Member-at-Large:	Jim Watson
	CAO:	Tanner Evans
	Development Officer:	Kara Hubbard
	Recording Secretary:	Teri Musseau
	Applicant(s):	Brian Engel

CALL TO ORDER Chair Maplethorpe called the meeting to order at 10:00 a.m.

AGENDA

MPC-23-010 Moved by Mayor Maplethorpe to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATION(S)

158 Jarvis Bay Drive
An application was submitted by the registered owner requesting lakeside retaining walls and stairs for the property located at 158 Jarvis Bay Drive (Lot 5, Block 5, Plan 7278AA) in the Summer Village of Jarvis Bay.

Kara Hubbard and applicant left the meeting at 10:00 a.m.

DEVELOPMENT DECISION(S)

MPC-23-011 **165 Jarvis Bay Drive**
MOVED by Chair Maplethorpe that the Municipal Planning Commission deny the application for lakeside retaining walls and stairs for the property located at 158 Jarvis Bay Drive for the following reasons:

- The retaining walls are not required to stabilize the bank and the geotechnical report does not state that the bank is failing and requires the work to take place.
- Variances shall be considered only where warranted by the merits of the proposed development and in response to irregular parcel lines, parcel shapes, or site characteristics.
- The Land Use Bylaw, Part Three 4(5) states:
The following standard of landscaping shall be required for all natural areas of a parcel not covered by buildings, non-permeable driveways, storage, and display areas:
 - b. The retention in their natural state of:
 - iv. Land with sloped areas with a gradient of fifteen (15) percent or greater.
- While the MPC is in support of a retaining wall for environmental reasons and erosion control, they are opposed to the need for an upper retaining wall.

CARRIED

Initials



ADJOURNMENT:

MPC-23-012 Moved by Chair Maplethorpe that being the agenda matters have been concluded, the meeting of the Municipal Planning Commission be adjourned at 10:46 a.m.

CARRIED

JULIE MAPLETHORPE, CHAIR

TANNER EVANS, CAO

Initials

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held August 15, 2023, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT	Chair:	Julie Maplethorpe
	Deputy Mayor:	Annabelle Wiseman via Zoom
	Member-at-Large:	Jim Watson
	CAO:	Tanner Evans
	Development Officer:	Kara Hubbard
	Recording Secretary:	Teri Musseau
	Applicant(s):	Shannon Harrington via Zoom Crain Fraser via Zoom
	Gallery:	Ron Link via Zoom

CALL TO ORDER Chair Maplethorpe called the meeting to order at 9:00 a.m.

AGENDA

MPC-23-013 Moved by Jim Watson to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATION(S)

3 Jarvis Bay Drive
An application was submitted by the registered owner requesting a tourist home permit for the property located at 3 Jarvis Bay Drive (Lots 2&3, Block 1, Plan 2350EO) in the Summer Village of Jarvis Bay.

308 Jarvis Glen Way
An application was submitted by the registered owner requesting a tourist home permit for the property located at 308 Jarvis Glen Way (Lot 32, Block 3, Plan 0323687) in the Summer Village of Jarvis Bay.

Kara Hubbard and applicant(s) left the meeting at 9:16 a.m.

DEVELOPMENT DECISION(S)

MPC-23-014	<u>3 Jarvis Bay Drive</u>
	MOVED by Chair Maplethorpe that the Municipal Planning Commission approve the application for a tourist home permit for the property located at 3 Jarvis Bay Drive with the following conditions being met to the satisfaction of the Development Officer: <ul style="list-style-type: none">• The development permit is only valid for 1 year from the date of issuance. A new development application and approval will be required at that time should the application wish to continue with the tourist home use.• Tourist homes shall be contained within the principle building and therefore garage suits shall not be used.

Initials

- Notwithstanding part three, section 2(3) of the Land Use Bylaw, no recreational vehicle shall be used as accommodation for tourist home guests.
- The maximum number of people staying overnight in the tourist home shall be 14.
- The operator of the tourist home shall provide the Summer Village Office with their name and phone number(s) and of at least one person (adult) that is authorized to act in the operator's absence. The operator is responsible for informing the Summer Village Office of any changes to this information. The operator shall provide adjacent landowners with this information.
- The tourist home shall always abide by the community standards bylaw regardless of who is occupying the home. This includes (noise, nuisance, and littering etc.). A summary of key bylaws will be provided by administration.
- The tourist home shall not display any sign advertising the tourist home.
- Adequate parking must be in place on the driveway, of a minimum of one stall per bedroom.

CARRIED

MPC-23-015

308 Jarvis Glen Way

MOVED by Annabelle Wiseman that the Municipal Planning Commission approve the application for a tourist home permit for the property located at 308 Jarvis Glen Way with the following conditions being met to the satisfaction of the Development Officer:

- The development permit is only valid for 1 year from the date of issuance. A new development application and approval will be required at that time should the application wish to continue with the tourist home use.
- Tourist homes shall be contained within the principle building and therefore garage suits shall not be used.
- Notwithstanding part three, section 2(3) of the Land Use Bylaw, no recreational vehicle shall be used as accommodation for tourist home guests.
- The maximum number of people staying overnight in the tourist home shall be 10.
- The operator of the tourist home shall provide the Summer Village Office with their name and phone number(s) and of at least one person (adult) that is authorized to act in the operator's absence. The operator is responsible for informing the Summer Village Office of any changes in this information. The operator shall provide adjacent landowners with this information.
- The tourist home shall always abide by the community standards bylaw regardless of who is occupying the home. This includes (noise, nuisance, and littering etc.). A summary of key bylaws will be provided by administration.
- The tourist home shall not display any sign advertising the tourist home.
- Adequate parking must be in place on the driveway, of a minimum of one stall per bedroom.

CARRIED

Initials

ADJOURNMENT:

MPC-23-016 Moved by Chair Maplethorpe that being the agenda matters have been concluded, the meeting of the Municipal Planning Commission be adjourned at 9:28 a.m.

CARRIED

JULIE MAPLETHORPE, CHAIR

TANNER EVANS, CAO

Initials

Summer Village of Jarvis Bay

Administration and Finance

Council Date: September 5, 2023

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 99,801.41

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

1. Sylvan Lake Regional Water/Wastewater \$ 4,241.71
 - a. Governance & Admin Costs
2. Marlene Stones \$ 4,183.14
 - a. Refund For E-Transfer Payment
3. Empringham Disposal Corp \$ 4,662.00
 - a. June 2023 Weekly/Bi-Weekly Pickup(150)
 - b. July 2023 Weekly/Bi-Weekly Pickup(150)
4. Rugged West Maintenance Inc. \$ 3,150.00
 - a. June 13th & 27th Mowing and Trimming
5. Sylvan Lake Regional Water/Wastewater \$ 4,011.02
 - a. June 2023 WW Services
6. SL & District Lions Club \$ 9,244.00
 - a. 2023 Contract – Jan to June
7. Bowood Inc. \$ 5000.00
 - a. Completions Deposit Refund
8. GreenEarth Landscape Consulting \$ 6,053.25
 - a. Plant 15 Lilacs in JB Ave Area
 - b. Plant 6 Trembling Aspens in Rose Court Area
 - c. Plant 1 Slow Mound Mugo Pine & Cedar Mulch
9. Rugged West Maintenance Inc. \$ 3,150.00
 - a. July 12 & 24th Mowing and Trimming
10. Donovan & Joanne Nielson \$ 5000.00
 - a. Completion Deposit Refund
11. Sylvan Lake Regional Water/Wastewater \$ 4,011.02
 - a. July 2023 WW Services
12. Summer Village of Norglenwold \$ 24,628.80
 - a. June 2023 - Muni Specific Costs
 - b. June 2023 - Shared Costs
13. Summer Village of Norglenwold \$ 15,119.10
 - a. July 2023 - Muni Specific Costs
 - b. July 2023 - Shared Costs

Council Expense Claims Report:**June Expenses**

▪ Julie Maplethorpe	\$ 827.96
▪ Annabelle Wiseman	\$ 0
▪ David Garratt	\$ 120.00

June Expenses

▪ Julie Maplethorpe	\$ 360
▪ Annabelle Wiseman	\$ 0
▪ David Garratt	\$ 0

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.

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Summer Village of Jarvis Bay
List of Accounts for Approval (Detailed)
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Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1172	2023-06-30	Federation of Canadian			
INV-33980-H4L6		211-303-220 - FCM Membership	2023/2024 Membership-Ren	134.99	
		312-000-260 - GST Paid Refund	GST Tax Code	6.75	141.74
1173	2023-06-30	Sylvan Lake Regional			
1826		242-000-250 - SLR WasteWater	Governance & Admin Costs	4,241.71	4,241.71
1174	2023-07-26	Stones, Marlene			
2272		312-000-211 - Taxes Receivable	Refund of E-Transfer Sent I	4,183.14	4,183.14
1175	2023-07-31	Ace Line Locating Ltd.			
5745		242-000-255 - Maintenance Pro	Line Locating	840.00	
		312-000-260 - GST Paid Refund	GST Tax Code	42.00	882.00
1176	2023-07-31	Barricades and Signs Ltd.			
54092		232-000-265 - Sign & Bench Prc	Street Blade Bracket & Sign	118.63	
		312-000-260 - GST Paid Refund	GST Tax Code	5.93	124.56
54125		232-000-265 - Sign & Bench Prc	Fire Danger Sign	755.16	
		312-000-260 - GST Paid Refund	GST Tax Code	37.76	792.92
			Payment Total:		917.48
1177	2023-07-31	Empringham Disposal Corp			
49702		243-000-200 - Contracted Servic	June 2023 Weekly Collectio	1,635.00	
		243-000-200 - Contracted Servic	June 2023 Bi-Weekly Collec	585.00	
		312-000-260 - GST Paid Refund	GST Tax Code	111.00	2,331.00
51051		243-000-200 - Contracted Servic	July's 150 Weekly Garbage	1,635.00	
		243-000-200 - Contracted Servic	July's150 Bi-Weekly Recycli	585.00	
		312-000-260 - GST Paid Refund	GST Tax Code	111.00	2,331.00
			Payment Total:		4,662.00
1178	2023-07-31	Parkland Regional Library			
230255		274-000-850 - Parkland Region	3rd Quarter Requisition	468.13	
		312-000-260 - GST Paid Refund	GST Tax Code	23.41	491.54
1179	2023-07-31	Rugged West Maintenance Inc.			
1336		232-000-200 - Green Space Pro	June 13 & 27 Mowing and T	3,000.00	
		312-000-260 - GST Paid Refund	GST Tax Code	150.00	3,150.00
1180	2023-07-31	Sylvan Lake Regional			
1842		242-000-260 - Useage Fees	June 2023 WW Services	4,011.02	4,011.02
1181	2023-07-31	SL & District Lions Club			
1-2023		272-000-510 - Parks and Playgr	2023 Contract - Jan to June	9,244.00	9,244.00
1182	2023-07-31	Town of Sylvan Lake			
IVC122337		223-000-200 - Contract Fire Ser	Public Assist-Incident#23-28	1,400.00	1,400.00
1183	2023-07-31	Wild Rose Assessment Service			
9063		212-400-232 - Assessment Fees	Assessment Fees-July 1 to	1,650.00	
		312-000-260 - GST Paid Refund	GST Tax Code	82.50	1,732.50
1184	2023-07-31	Xandal Backhoe Ltd.			
23-726		242-000-255 - Maintenance Pro	Turn on Valve	75.00	
		312-000-260 - GST Paid Refund	GST Tax Code	3.75	78.75
1185	2023-08-15	Watson, James			
MPCAUG2/23		261-000-220 - Municipal Plannin	August 2nd MPC Meeting	100.00	100.00

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Summer Village of Jarvis Bay
List of Accounts for Approval (Detailed)
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COMPUTER CHEQUE

Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
MPCAUG15/23		261-000-220 - Municipal Plannin	August 15 MPC meeting	100.00	100.00
			Payment Total:		200.00
1186	2023-08-15	Ace Line Locating Ltd.			
5769		242-000-255 - Maintenance Pro	Line Locating	240.00	
		312-000-260 - GST Paid Refund	GST Tax Code	12.00	252.00
1187	2023-08-15	Bowood Inc.			
2210		461-000-520 - Completions Dep	Completions Deposit Refun	5,000.00	5,000.00
1188	2023-08-15	GreenEarth Landscape Consulting			
#02		272-000-510 - Parks and Playgr	Plant 15 Lilacs in JB Ave	1,770.00	
		272-000-510 - Parks and Playgr	Plant 6 Trembling Aspens ir	1,782.00	
		312-000-260 - GST Paid Refund	GST Tax Code	177.60	3,729.60
#03		272-000-510 - Parks and Playgr	2-Blue Rug Juniper, 1Pine &	2,213.00	
		312-000-260 - GST Paid Refund	GST Tax Code	110.65	2,323.65
			Payment Total:		6,053.25
1189	2023-08-15	Rugged West Maintenance Inc.			
1345		232-000-200 - Green Space Pro	July 12 & 24th Mowing and	3,000.00	
		312-000-260 - GST Paid Refund	GST Tax Code	150.00	3,150.00
1190	2023-08-18	Nielson, Donovan & Joanne			
2140		461-000-520 - Completions Dep	Completions Deposit Refun	5,000.00	5,000.00
1191	2023-08-18	Sylvan Lake Regional			
1848		242-000-260 - Useage Fees	July 2023 WW Services	4,011.02	4,011.02
			Total Computer Cheque:		58,802.15

EFT

Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
195	2023-06-30	Summer Villages of Norglenwold			
2023-0085		232-000-200 - Green Space Pro	ATB MC-Waste Transfer Sit	9.00	
		226-000-200 - Enforcement	UFA-May Bylaw Fuel	140.79	
		226-000-200 - Enforcement	ATB MC-Bylaw Tactical Shir	15.00	
		297-205-840 - Project CCBF-Ro	Stantec-Pavement Conditi	2,079.76	
		226-000-200 - Enforcement	RD Toyota-Deposit-New By	100.00	
		232-000-200 - Green Space Pro	CND Tire-Paint for Graffiti	300.38	
		212-400-220 - Election Expense	Aardvark Stamp-Name Bad	37.50	
		261-000-110 - Development Ser	AB Land Titles-47540831	10.00	
		226-000-200 - Enforcement	Walmart-Rachet Strap-Byla	6.40	
		226-000-200 - Enforcement	CND Tire-Dog Spray	10.40	
		226-000-200 - Enforcement	Intercon Messaging	7.00	
		226-000-200 - Enforcement	ATB MC-Showdown-Patch f	10.40	
		226-000-200 - Enforcement	CND Tire-Battery Cable for	4.00	
		226-000-200 - Enforcement	CND Tire-Inverter	32.00	
		226-000-200 - Enforcement	CO-OP-Bylaw Truck Wash	2.60	
		212-400-220 - Election Expense	Raven Printing-Bus. Cards-	83.00	
		232-000-200 - Green Space Pro	CND Tire-Paint Brush for G	10.99	
		226-000-200 - Enforcement	CND Tire-Lg Battery Cable-	4.00	
		226-000-200 - Enforcement	Amazon-Shirt for Bylaw Offi	13.80	2,877.02
2023-00089		212-100-110 - Salaries	Salaries	16,969.29	
		212-100-130 - Training	Training	1,272.23	
		212-100-140 - Benefits	Shared Benefits	379.57	

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Summer Village of Jarvis Bay
List of Accounts for Approval (Detailed)
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		EFT			
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		212-100-210 - Travel and Subsis	T&S	312.16	
		212-100-211 - WCB	WCB	194.31	
		212-100-266 - PW Fleet	PW Fleet	58.27	
		212-200-215 - Postage/Freight/C	Postage/Freight	467.69	
		212-200-500 - Printing Costs	Printing Costs	178.66	
		212-200-510 - Office Supplies	Office Supplies	-16.08	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	142.62	
		212-300-540 - Utilities	Utilities	0.00	
		212-300-250 - Facility Improvem	Facility Improvements	651.65	
		212-300-255 - Facility Maintena	Facility Maintenance	249.57	
		212-300-263 - Condominium Co	Condominium Costs	0.00	
		212-300-240 - Computer Softwa	Computer Software	370.42	
		212-300-242 - IT equipment	IT Equipment	196.64	
		212-300-265 - Equipment Mainte	Equipment Maintenance	208.36	
		212-300-270 - Equipment Renta	Equipment Rental	49.68	
		212-300-510 - Other Contingenc	Contingency	66.74	
		212-300-530 - Building Insuranc	Shared Building Insurance	0.00	21,751.78
			Payment Total:		24,628.80
196	2023-07-31	Summer Villages of Norglenwold			
2023-00105		226-000-200 - Enforcement	UFA-June Fuel for Bylaw Tr	115.04	
		211-202-212 - AB Munis Confer	AB Municipalities Conventio	620.00	
		232-000-200 - Green Space Pro	Waste Transfer Site-253422	11.04	
		226-000-200 - Enforcement	Intercon Messaging-Bylaw	7.00	
		226-000-200 - Enforcement	Head Lamp for Bylaw Truck	1.30	
		261-000-110 - Development Ser	AB Land Titles-478585225	10.00	
		226-000-200 - Enforcement	Mobil 1-Oil Change Bylaw T	27.53	
		226-000-200 - Enforcement	CO-OP Bylaw Truck Wash	2.20	
		211-201-212 - ASVA Conferenc	ASVA Conference-Julie Mar	299.00	
		261-000-110 - Development Ser	AB Land Title-47885677	10.00	
		261-000-110 - Development Ser	AB Land Title-47885786	10.00	
		226-000-200 - Enforcement	CO-OP Bylaw Truck Wash	2.20	
		226-000-200 - Enforcement	UFA July Fuel for Bylaw Tru	78.35	1,193.66
2023-00109		212-100-110 - Salaries	Salaries	11,410.55	
		212-100-130 - Training	Training	309.79	
		212-100-140 - Benefits	Shared Benefits	351.58	
		212-100-210 - Travel and Subsis	T&S	0.00	
		212-100-211 - WCB	WCB	51.33	
		212-100-266 - PW Fleet	PW Fleet	268.89	
		212-200-215 - Postage/Freight/C	Postage/Freight	5.01	
		212-200-500 - Printing Costs	Printing Costs	266.90	
		212-200-510 - Office Supplies	Office Supplies	-105.70	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	138.76	
		212-300-540 - Utilities	Utilities	489.04	
		212-300-250 - Facility Improvem	Facility Improvements	25.33	
		212-300-255 - Facility Maintena	Facility Maintenance	530.18	
		212-300-263 - Condominium Co	Condominium Costs	0.00	
		212-300-240 - Computer Softwa	Computer Software	80.57	
		212-300-242 - IT equipment	IT Equipment	0.00	
		212-300-265 - Equipment Mainte	Equipment Maintenance	49.37	
		212-300-270 - Equipment Renta	Equipment Rental	49.68	
		212-300-510 - Other Contingenc	Contingency	4.16	
		212-300-530 - Building Insuranc	Shared Building Insurance	0.00	13,925.44

Date Printed
2023-08-21 2:23 PM

Summer Village of Jarvis Bay
List of Accounts for Approval (Detailed)
Batch: 2023-00055 to 2023-00069

Page 4

EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
				Payment Total:	15,119.10
				Total Other:	39,747.90

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
3538	2023-07-31	Epcor			
JUN302023-733		232-000-545 - Street Light Progr	Utilities-SE-09-039-01-5	263.01	
		312-000-260 - GST Paid Refund	GST Tax Code	13.15	276.16
3539	2023-07-31	Epcor			
JULY72023-550		232-000-545 - Street Light Progr	0040 VIRTUAL SITE ID 004	33.10	
		312-000-260 - GST Paid Refund	GST Tax Code	1.66	34.76
3540	2023-07-31	Epcor			
JULY72023-990		242-000-255 - Maintenance Proq	Utilities-3100 50A Ave	219.00	
		312-000-260 - GST Paid Refund	GST Tax Code	10.95	229.95
3541	2023-07-31	Receiver General/OTH			
CP6-23		312-000-262 - CRA Remunerati	June Remuneration CPP	53.94	53.94
3560	2023-08-18	Epcor			
AUG12023-7333		232-000-545 - Street Light Progr	Utilities-SE-09-039-01-5	320.55	
		312-000-260 - GST Paid Refund	GST Tax Code	16.03	336.58
3563	2023-08-18	Epcor			
AUG42023-5503		232-000-545 - Street Light Progr	0040 VIRTUAL SITE ID 004	32.28	
		312-000-260 - GST Paid Refund	GST Tax Code	1.61	33.89
3564	2023-08-18	Epcor			
AUG42023-9903		242-000-255 - Maintenance Proq	Utilities-3100 50A Ave	272.46	
		312-000-260 - GST Paid Refund	GST Tax Code	13.62	286.08
			Total Other:		1,251.36
			Total MAIN:		99,801.41



Council Expense Claim Form

NAME: Julie Maplethorpe

POSITION: Mayor

MONTH ENDING: June-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

RECEIVED

JUN 30 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
6/6/23	Other (Governance Workshop)	4.75	+4 (1 Hour)	\$ 145.00
6/7/23	Regular Council	1.5	Mayor	\$ 120.00
6/13/23	Sylvan Lake Regional Water & Wastewater Commission	1.5	Mayor	\$ 120.00
6/14/23	Town of Sylvan Lake Library Board	2.5	Mayor	\$ 120.00
6/19/23	Town of Sylvan Lake Library Board	1.75	Mayor	\$ 120.00
6/21/23	Other (Mayors & Reeves Caucus)	4.0	Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 745.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
6/6/23	Other (Conferences, etc.)	63.00	\$0.68	\$ 42.84
6/21/23	Other (Conferences, etc.)	59.00	\$0.68	\$ 40.12
	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
				\$ 82.96

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 827.96

Page 8 of 9

Council Expense Claim Form

NAME: Annabelle Wiseman

POSITION: Deputy Mayor

MONTH ENDING: July-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".

RECEIVED

JUL 24 2023

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
4/4/23	Regular Council	1.5 hours	Deputy Mayor	\$ 120.00
2/5/23	Regular Council	2 hours	Deputy Mayor	\$ 120.00
7/4/23	Select Event	2.5 hours	Deputy Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$860.00

If event is other please type it in.

Travel

[illegible]

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 360.00

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:

- Administration building parking lot new paving was completed on Wednesday, August 23 by Border Paving. Line painting and new parking curb stops installation will begin on Wednesday, August 30.
- Administration building concrete sidewalk and new concrete pad were complete on Wednesday, August 16, 2023.
- Solid Waste & Recycle bins are expected to be delivered to the residents the week of August 28 – September 1, 2023. Each bin will be tagged with an information booklet for the resident.
- Road Condition Report is expected to be complete in early December 2023 by Stantec Consulting.
- GIS implementation project will be completed by August 31, 2023, by Stantec. Work included bringing survey/as built information into a usable database and map book with new aerial imagery.
- Wastewater manhole major rehabilitation – 11 manholes will be grouted and sealed to prevent inflow of water. This is part of ongoing maintenance of the sanitary system and infrastructure. This will be completed by Pidherney's in the upcoming weeks, in addition to the annual sewer flushing.
- Public Works is prioritizing public complaints for dead tree removal and all urgent/dangerous trees will be removed that are on municipal land and trails.
- Grass cutting (municipal green spaces/ditches) in Jarvis Bay will be complete by late September 2023.
- New flowers were installed at Jarvis Bay estates entrance island on July 28, 2023.
- Barricades to be taken out by September 1, 2023, by lake access.

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

September 5, 2023

Planning and Development

Information Item

Agenda Item: Development Update

Background:

Development Permit Update:

Currently there are 87 development permits issued in the Summer Villages (19 in Birchcliff, 3 in Half Moon Bay, 17 in Jarvis Bay, 20 in Norglenwold, and 28 in Sunbreaker Cove).

The following is the listing for Jarvis Bay:

1. 184B Jarvis Bay Drive	Demolition & Dwelling
2. 11 Jarvis Bay Drive	Sunroom (Deck Addition)
3. 37 Jarvis Bay Drive	Deck
4. 10 Twin Rose Court	Dwelling
5. 208 Jarvis Bay Drive	Dwelling
6. 37 Jarvis Bay Drive	Garage w Guest House
7. 234 Jarvis Bay Drive	Dwelling
8. 234 Jarvis Bay Drive	Garage w Guest House
9. 39 Jarvis Bay Drive	Garage w Guest House
10. 191 Jarvis Bay Drive	Driveway & Culvert
11. 19 Jarvis Bay Drive	Home Occupation
12. 2 Twin Rose Court	Dwelling
13. 158 Jarvis Bay Drive	Demolition
14. 44 Jarvis Bay Drive	Addition (Sunroom) & Deck
15. 165 Jarvis Bay Drive	Dwelling (NEW)
16. 308 Jarvis Glen Way	Tourist Home Operation (NEW)
17. 3 Jarvis Bay Drive	Tourist Home Operation (NEW)

Closed since last Council meeting:

1. 165 Jarvis Bay Drive	Demolition & Tree Removal
2. 166 Jarvis Bay Drive	Demolition & Dwelling
3. 184A Jarvis Bay Drive	Dwelling & Detached Garage
4. 152 Jarvis Bay Drive	Lakeside Retaining Wall

Permit Summary:

Year to date 2023:

6 development permits. Estimated project cost \$432,000.00

2022 Jan.-Dec.:

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

2021 Jan.-Dec.:

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

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #125/13.

Summer Village of Jarvis Bay**September 5, 2023****Information****Agenda Item: *CAO Report*****Background:**

- Administration sent a letter to all residents requesting that any personal items be removed from municipal reserve areas by September 4, 2023. At that time anything left behind will be considered abandoned and will be removed by the municipality. We will be moving forward with an inspection of all reserves and subsequent removal of private property.
- Administration approached the owner of the Twin Rose developments regarding a potential fence on the easement line to be paid for by the municipality. He was not in favour of installing a fence. Administration is continuing work on an official agreement that would be registered on title, as no such agreement currently exists.
- Attached for your information is a quarterly report and statistics from Sgt Jay Peden, RCMP
- Attached is a 5-year capital planning document work-in-progress for Council review. At this time of year Administration requests suggestions for potential capital projects for the coming years. It is our goal to be tendering projects earlier than in the past so that we do not miss out on construction season and are not scrambling with last minute additions to the capital project list.

Options for Consideration:

Council to discuss and accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

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



August 14, 2023

S/Sgt Jay Peden

Detachment Commander

Sylvan Lake, Alberta

Dear Mr. Evans,

Please find the quarterly Community Policing Report attached that covers the April 1st to June 30th, 2023 reporting period. The attached report outlines a quarterly snapshot of the human resources, financial data and crime statistics for the Sylvan Lake Detachment

As part of the Alberta RCMP's ongoing priority to ensure public safety, encouraging citizens to report all crimes plays a vital role in building community well-being. We recognize that non-urgent crimes such as minor thefts and property crime may go unreported due to various reasons such as perceived insignificance or fear of inconvenience. Thus, the Alberta RCMP continues to engage citizens on the importance of reporting non-urgent crimes to help us optimize our crime prevention efforts.

To help facilitate this, we have made reporting of non-urgent crime easier through the Alberta RCMP APP (available as a free download on the [Apple App Store](#) or [Google Play](#)). Online crime reporting offers a convenient way for citizens to report non-emergent crime to Alberta RCMP from their computer or smartphone without having to phone or visit the police detachment.

An informed community is a safer community. Here are some reasons why online reporting of non-urgent crimes matters:

- Alberta RCMP police officers in the Call Back Unit are responsible for investigating online crime reports, thus reducing the need for frontline police officers to respond. Encouraging the public to use online crime reporting gives the Detachment frontline officers an opportunity to spend more of their time for proactive policing activities in the community.
- Non-urgent online crime reporting also has the potential to reduce those same non-urgent phone calls to our 911 Operators (OCCS) and Detachment Staff.



- The Alberta RCMP encourages citizens to report every crime to allow us to leverage reliable data to identify patterns and trends in criminal activities in our communities. We also use this intelligence to distribute our resources strategically and ensure that our police officers are deployed where they are most needed.

Thank you for your ongoing support and continued guidance in ensuring that we are consistently meeting your community's evolving policing needs. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

S/Sgt Jay Peden
Detachment Commander
Sylvan Lake, Alberta



RCMP Provincial Policing Report

Detachment	Sylvan Lake
Detachment Commander	S/Sgt Jay Peden
Quarter	Q1
Date of Report	August 14, 2023

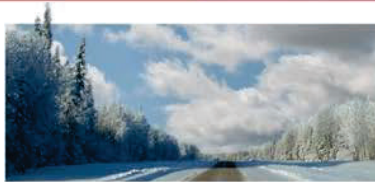
Community Consultations

Date	2023-04-20
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Education Session
Notes/Comments	Attended rural crime watch meeting in Eckville. Conducted a short informal sessions and answered questions.



Community Priorities

Priority 1	Prolific Offenders
Current Status & Results	<p>Detachment currently has 9 identified prolific offenders identified. In this quarter, there has been no prolific offender packages utilized. This is likely due to a large number of the offenders being under charges resulting in them leaving the area.</p> <p>Clearance rate for this quarter for Fraud over \$5,000 is 9% cleared by charge, 63% open and under investigation, for Fraud under \$5,000 is 7% and 63% open under investigation.</p> <p>Sylvan Lake General Investigative Services currently has a number of CDSA investigation where numerous authorizations have been granted. These investigations are expected to result in search warrants in the next quarter.</p>
Priority 2	Enhance Road Safety
Current Status & Results	<p>Impaired Driving for the quarter is at 31 files with charges laid. Of note, one of the files was Impaired Causing Death/Causing bodily harm. This is up from the same time period in 2022 of 22 Impaired charges.</p> <p>The detachment has laid 56 speeding tickets, 29 tickets outside of the town of Sylvan lake and 27 within the town limits of Sylvan Lake. This is up from the same time period in 2022 of 33 tickets being written. Of note, the detachment recently purchased a new Laser which will be highly useful for speeding operations throughout both the RM and the Municipality.</p> <p>Pedestrian Related Enforcement for the quarter is 3 with intersection-related charges being laid. Traffic operations for the summer period with the significant increase in foot traffic along Lakeshore are being planned, along with stressing to the enhanced patrol shift members for enforcement.</p> <p>Other traffic related success; 7 suspended drivers, 14 cell phone tickets, and total 150 provincial tickets wrote.</p>
Priority 3	Community Engagement
Current Status & Results	<p>Sylvan Lake RCMP participated in community events such as Walk a Mile in Her Shoes, Walk the Talk, Garden Box Building, Senior Center security, seniors week ice cream social, Gulls opening night, 9 school tours, HUB community set up meeting, monthly high risk collaboration, 5 YJC panels and 1 YCJ meeting. Members also participated in parades and attend community functions both on duty and off.</p>





Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	April - June			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	124	86	-31%	389	457	17%
<i>Persons Crime</i>	24	13	-46%	66	71	8%
<i>Property Crime</i>	82	56	-32%	278	323	16%
<i>Other Criminal Code</i>	18	17	-6%	45	63	40%
Traffic Offences						
<i>Criminal Code Traffic</i>	11	23	109%	31	52	68%
<i>Provincial Code Traffic</i>	187	187	0%	1,056	658	-38%
<i>Other Traffic</i>	1	3	200%	5	4	-20%
CDSA Offences	2	1	-50%	1	9	800%
Other Federal Acts	2	1	-50%	1	11	1000%
Other Provincial Acts	39	42	8%	194	147	-24%
Municipal By-Laws	12	3	-75%	37	31	-16%
Motor Vehicle Collisions	59	43	-27%	286	299	5%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest

Overall Q1 has seen a decrease in crime which has been noted at the detachment. The members of the detachment have remained proactive in patrolling the rural areas.

Crime reduction continues to remain a top priority. The members are conducting regular checks on individuals who have enforceable conditions including, but not limited to, curfew requirements.

Enforcement on rural highways and in the communities served continues. Impaired driving and speeding remain the top offenses for enforcement.



Provincial Police Service Composition Table²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	7	7	0	0
Detachment Support	3	3	0	0

² Data extracted on June 30, 2023 and is subject to change.

³ Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

⁴ Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the seven established positions, seven officers are working with none on special leave. There is no vacancy detected at this time.

Detachment Support: Of the three established positions, three resources are working. There is no hard vacancy detected at this time.

Quarterly Financial Drivers

Currently there has been no sudden financial expenditures.

The price of fuel remains high which has an impact the overall budget.



**Sylvan Lake Provincial Detachment
Crime Statistics (Actual)
Q1: April to June 2019 - 2023**

All categories contain "Attempted" and/or "Completed"

July 4, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	1	2	N/A	100%	0.5
Robbery		2	0	0	0	0	-100%	N/A	-0.4
Sexual Assaults		1	1	1	1	0	-100%	-100%	-0.2
Other Sexual Offences		0	2	1	0	0	N/A	N/A	-0.2
Assault		9	10	5	12	7	-22%	-42%	-0.2
Kidnapping/Hostage/Abduction		0	0	0	1	0	N/A	-100%	0.1
Extortion		0	0	0	1	0	N/A	-100%	0.1
Criminal Harassment		2	2	3	1	3	50%	200%	0.1
Uttering Threats		5	7	4	7	1	-80%	-86%	-0.8
TOTAL PERSONS		19	22	14	24	13	-32%	-46%	-1.0
Break & Enter		34	26	10	9	5	-85%	-44%	-7.5
Theft of Motor Vehicle		10	9	6	13	12	20%	-8%	0.8
Theft Over \$5,000		4	3	5	5	2	-50%	-60%	-0.2
Theft Under \$5,000		20	27	17	16	11	-45%	-31%	-2.9
Possn Stn Goods		13	10	3	12	5	-62%	-58%	-1.4
Fraud		12	11	8	5	5	-58%	0%	-2.0
Arson		2	0	0	0	0	-100%	N/A	-0.4
Mischief - Damage To Property		0	14	12	18	9	N/A	-50%	2.2
Mischief - Other		24	2	2	4	7	-71%	75%	-3.2
TOTAL PROPERTY		119	102	63	82	56	-53%	-32%	-14.6
Offensive Weapons		8	6	0	3	3	-63%	0%	-1.3
Disturbing the peace		1	1	0	4	6	500%	50%	1.3
Fail to Comply & Breaches		8	13	0	9	5	-38%	-44%	-1.0
OTHER CRIMINAL CODE		2	2	2	2	3	50%	50%	0.2
TOTAL OTHER CRIMINAL CODE		19	22	2	18	17	-11%	-6%	-0.8
TOTAL CRIMINAL CODE		157	146	79	124	86	-45%	-31%	-16.4



Sylvan Lake Provincial Detachment

Crime Statistics (Actual)

Q1: April to June 2019 - 2023

All categories contain "Attempted" and/or "Completed"

July 4, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		4	3	0	2	1	-75%	-50%	-0.7
Drug Enforcement - Trafficking		1	3	0	0	0	-100%	N/A	-0.5
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		5	6	0	2	1	-80%	-50%	-1.2
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	1	0	0	0	N/A	N/A	-0.1
TOTAL FEDERAL		5	7	0	2	1	-80%	-50%	-1.3
Liquor Act		0	0	2	3	2	N/A	-33%	0.7
Cannabis Act		1	0	0	1	0	-100%	-100%	-0.1
Mental Health Act		12	14	18	13	16	33%	23%	0.7
Other Provincial Stats		18	35	31	22	24	33%	9%	-0.1
Total Provincial Stats		31	49	51	39	42	35%	8%	1.2
Municipal By-laws Traffic		0	3	5	0	0	N/A	N/A	-0.3
Municipal By-laws		5	9	7	12	3	-40%	-75%	-0.1
Total Municipal		5	12	12	12	3	-40%	-75%	-0.4
Fatals		0	0	0	1	0	N/A	-100%	0.1
Injury MVC		8	2	3	5	2	-75%	-60%	-0.9
Property Damage MVC (Reportable)		44	37	28	48	37	-16%	-23%	-0.3
Property Damage MVC (Non Reportable)		9	6	4	5	4	-56%	-20%	-1.1
TOTAL MVC		61	45	35	59	43	-30%	-27%	-2.2
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	6	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		799	291	422	187	187	-77%	0%	-132.8
Other Traffic		0	1	3	1	3	N/A	200%	0.6
Criminal Code Traffic		14	16	6	11	23	64%	109%	1.3
Common Police Activities									
False Alarms		19	15	7	11	12	-37%	9%	-1.8
False/Abandoned 911 Call and 911 Act		11	11	13	10	22	100%	120%	2.1
Suspicious Person/Vehicle/Property		107	80	50	40	27	-75%	-33%	-20.0
Persons Reported Missing		3	2	2	1	4	33%	300%	0.1
Search Warrants		0	1	0	2	1	N/A	-50%	0.3
Spousal Abuse - Survey Code (Reported)		10	35	12	17	12	20%	-29%	-1.4
Form 10 (MHA) (Reported)		0	2	2	3	2	N/A	-33%	0.5

JB 2024 Capital Budget & Plan Worksheet

	Budget	5-yr Plan					
	2024	2025	2026	2027	2028	2029	6-yr subtotal
Planned Capital Expenses/Additions							
Tree Planting	10,000	5,000	5,000	5,000	5,000	5,000	\$ 35,000
Dangerous / Dead Tree Removal	15,000	10,000	10,000	10,000	10,000	10,000	\$ 65,000
Road Overlay Program		TBD	TBD	TBD	TBD	TBD	\$ -
Drainage Improvements (CCBF/MSI)	150,000						
Entrance Signs (MSI)	60,000						\$ 60,000
Land Use Bylaw Rewrite	35,000						\$ 35,000
Admin Building Improvements (MSI)	TBD						
Total Expenses (Planned Additions)	270,000	15,000	15,000	15,000	15,000	15,000	\$ 345,000
Planned Revenue Sources							
MSI/LGFF	71,705	71,705	71,705	71,705	71,705	71,705	\$ 430,230
CCBF	16,000	16,000	16,000	16,000	16,000	16,000	\$ 96,000
Infrastructure Reserve	20,000	20,000	20,000	20,000	20,000	20,000	\$ 120,000
Total Revenue	107,705	107,705	107,705	107,705	107,705	107,705	\$ 646,230
MSI/LGFF Capital Grant Balance Check							
Opening Balance*	320,233	310,511	366,610	422,709	478,808	534,907	
Annual Allocation	71,705	56,099	56,099	56,099	56,099	56,099	
MSI spending	-81,427						\$ (81,427)
Cumulative Uncaptured MSI Capital Grants at YE	310,511	366,610	422,709	478,808	534,907	591,006	
CCBF Balance check							
Opening Balance	111,573	0	17,000	34,000	51,000	68,000	
Annual Allocation	17,000	17,000	17,000	17,000	17,000	17,000	
CCBF spending	-128,573						\$ (128,573)
Cumulative Uncaptured at YE	0	17,000	34,000	51,000	68,000	85,000	
Infrastructure Reserve Balance Check							
Opening Balance	61,000	21,000	26,000	31,000	36,000	41,000	
Infrastructure Reserve Contribution from Budget	20,000	20,000	20,000	20,000	20,000	20,000	
Reserves Spending	-60,000	-15,000	-15,000	-15,000	-15,000	-15,000	\$ (135,000)
Closing Balance	21,000	26,000	31,000	36,000	41,000	46,000	

Summer Village of Jarvis Bay

September 5, 2023

Council and Legislation

Request for Decision

Agenda Item: *Terry Fox Run*

Background:

Administration has received a request from Scott McDermott to hold a portion of the annual Terry Fox Run in the Summer Village of Jarvis Bay. The event will be held on Sunday, September 17th, from 10 a.m. until 12 p.m.

Attached is a copy of the special events permit application, map and insurance that were provided to the Town of Sylvan Lake. It should be noted on the certificate of liability, the Summer Village of Jarvis Bay is not listed but should be added prior to the event taking place.

Options for Consideration:

- 1) That Council approve the request to allow the Terry Fox Run route to extend into the Summer Village of Jarvis Bay.
- 2) That Council accept as information.

Administrative Recommendations:

- 1) That Council approve the request to allow the Terry Fox Run route to extend into the Summer Village of Jarvis Bay.

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.



Registration starts at 9am. Announcements and run start: 10am.

Walk, Run, Bike, Jog, Stroll, Blade, Skate or Scooter your way as far as you want!

Aid stations at 2km and 5km.

ANY donation is fine. Online, or in person.

Tim Hortons providing some Coffee, Hot Chocolate and Timbits. :-)



Registration starts at 9am. Announcements and run start: 10am.

Walk, Run, Bike, Jog, Stroll, Blade, Skate or Scooter your way as far as you want!

Aid stations at 2km and 5km.

ANY donation is fine. Online, or in person.

Tim Hortons providing some Coffee, Hot Chocolate and Timbits. :-)

Terry Fox Run: Start Line Layout



Finish Line located on Asphalt—no spikes used.

In the event of lousy weather for 2022, weights will be used to hold legs down.

Special Event Permit Application

Instructions: Before completing this application, please read the following documents;
Special Event Rules & Regulations and Special Events Policy.

Submit to: Recreation, Culture & Tourism Office, NexSource Centre, 4823 49 Avenue,
Sylvan Lake, by fax to 403-887-2258 or by email to recreation@sylvanlake.ca

APPLICANT INFORMATION

Organization Name: Terry Fox Run
Name of Event Organizer(s): Scott McDermott
Mailing Address: [REDACTED] Postal Code: T4S 1R
E-mail Address: [REDACTED]
Daytime Phone: [REDACTED] Fax: [REDACTED] Cell: [REDACTED] Event Day On-Site
Supervisor: Scott Cell: [REDACTED]

EVENT INFORMATION

Special Event Name: Annual Terry Fox Run
Special Event Date (s): September 17th
Location (1st choice): Rotary Lighthouse Park
(2nd choice): [REDACTED]
Event Start Time: 10 ☐ am / ☐ pm Event Finish Time: 12 ☐ am / ☐ pm
Set-up to begin on September 17 at 8 ☐ am / ☐ pm
Takedown to end by September 17 at 1 ☐ am / ☐ pm
No. of Participants: 50 No. of Spectators: 5

DESCRIPTION OF EVENT

The annual Terry Fox Run is a 1, 2, 5 and 10km walk, run, bike, bla

If the event is approved, can we advertise the event on our Events Calendar on sylvanlake.ca?

☒ YES ☐ NO

WEATHER CONTINGENCY PLANS

- ☒ Proceed with full event ☐ Cancel
☐ Alternate location ☐ Rain Out Date: _____

EVENT ACTIVITIES

All event activities are subject to the approval of the Town of Sylvan Lake. Certain event activities may require a separate permit from the Town, Alberta Health Services and/or the Province of Alberta. If any question below is answered "YES", you will need to contact the appropriate authorities. For information on Special Event permits, contact the Special Event Coordinator at 403-887-2199.

Will your event include any of the following?

Alcoholic Beverages

- ☐ YES ☒ NO
☐ SOLD ☐ SERVED

If YES, will they be sold or served?

If YES, provide more information:

- Alcohol is only allowed on Town of Sylvan Lake select property, when a Special Event Permit has been issued and the alcohol is being provided by a company/organization that has appropriate licenses from the Province of Alberta. Contact the Alberta Gaming & Liquor Commission at 1-800-272-8876 to apply for an AGLC License.

Food and Non-alcoholic Beverages

- ☒ YES ☐ NO
☐ SOLD ☐ SERVED

If YES, will they be sold or served?

If YES, provide more information:

Tim Hortons Coffee, Hot Chocolate and Timbits served to participants

- If YES, contact Alberta Health Services for a Special Event Permit 1-877-360-6366 (AHS application must be done at least 1 month prior to the event date).

Road / Street Closure

- ☐ YES ☒ NO

If YES, name all roads/streets requested for closure and specify time frame involved in closures:

- If YES, contact Public Works at 403-887-2800 (road closure application must be done at least 21 calendar days prior to the event date).

Tents, Stages and Other Festival-Type Structures

☒ YES ☐ NO

If YES, describe and give the quantity and size of each tent, stage and other structures:

one 10x10 white tent for the finish line. not anchored to ground - b

- If YES, contact Planning & Development at 403-864-5557. Event organizers are required to apply for a building permit if stages, tents and other festival-type structures of a larger size are installed or erected.
- Call Alberta First Call at 1-800-242-3447 to arrange utility location where spiking or staking is requested.

Bouncers, Portable Toilets, Dumpsters, Fences, Barricades, and other Structures

If you are planning to erect, install, or use any of these structures, please describe sizes and quantities of individual structures:

Facilities

Do you plan to use a Town of Sylvan Lake bookable facility (picnic shelter, meeting room, gymnasium, commercial kitchen, tournament house, baseball diamonds, soccer pitches, outdoor rink, ice surface, fine arts centre, etc)?

☐ YES ☐ NO

If YES, please specify which facilities:

- If YES, contact the Recreation, Culture & Tourism Office at 403-887-2199 to complete the facility booking.

Sale of Goods or Services

☒ YES ☐ NO

If YES, please specify what will be sold:

t-shirts by donation to the Terry Fox Foundation

- If YES, contact the Licensing Inspector at 403-887-1185 ext. 282.

Will donations in any form be solicited/accepted?

☒ YES ☐ NO

If YES, please specify the means of solicitation:

Donations to cancer research

Parade / Procession

☐ YES ☒ NO

- If YES, contact Municipal Enforcement at 403-858-7280.

Fireworks and Pyrotechnic Displays

☐ YES ☒ NO

- If YES, contact Protective Services at 403-864-5090.

Vehicles

Are you requesting permission to operate vehicles on Town of Sylvan Lake parks or trails?

☐ YES ☒ NO

If YES, please specify No. of Vehicles: _____ Type of Vehicles: _____

(Car, Trucks, ATV &/or Gators)

Promotional Signs/Banners/Wayfinding Signage

☒ YES ☐ NO

(A-Board Signs – Maximum Size 2' X 3')

If YES, please specify sign size, sign type and how many:

(site map for all signage is required)

There will be some signs along the route marking KMs

Amplified Sound (must comply with the Noise Bylaw)

Do you plan to use any device to amplify sound?

☒ YES ☐ NO

If YES, please specify what type:

☐ LIVE ☐ RECORDED

Electrical Access

Are you requesting access to electrical power?

☐ YES ☒ NO

If YES, please specify where and for what purpose:

Security

Will your event require security?

☐ YES ☒ NO

If YES, please specify what security measures have been planned (i.e. overnight security, security provided by volunteers or by a contracted security company, etc.):

- Some events will be required to submit a separate detailed Security/Safety Plan.

First Aid / Emergency Response

Please outline your plan for first aid services and emergency response/evacuation in case of an incident (ie. volunteers with first aid, 911, contracted first aid services, etc.):

Volunteers with First aid and cell phones for 911

- Some events will be required to submit a separate detailed Public Safety/Emergency Response Plan.

Parking

Does your event require the use of a Town parking lot?

☒ YES

☐ NO

If YES, name the parking lots:

By the lighthouse park

Are you requesting Special Considerations/Approvals?

☐ YES

☒ NO

If YES, please specify details:

☒ Route Map

If your event is a run, walk, parade or other activity in which participants will be following a course, then you must attach a separate map of the proposed route. All proposed routes are subject to the Town of Sylvan Lake's approval and use of any roads must be approved by the Town. If you require a road closure, the cost incurred for this service is the responsibility of the applicant. Additionally, the Town of Sylvan Lake is not responsible for any costs associated with the denial of a proposed route.

☒ Site Map

You must attach a site map that indicates the precise location of all sources of amplified sound, tents and canopies, stages, inflatables, portable toilets, dumpsters, fences, barricades and other structures, proposed driving paths for all equipment and supply vehicles, location of alcohol, food and merchandise service. All site maps are subject to the approval of the Town of Sylvan Lake.

☒ Insurance

Valid certificate of insurance, showing a **minimum liability amount of \$2,000,000.00 and will include the Town of Sylvan Lake as an additional insured** for the date(s) of the event.

Large or high risk events i.e. pyrotechnics, extreme sports, etc may be required to hold a \$5,000,000.00 liability insurance and will include the Town of Sylvan Lake as an additional insured.

SIGNATURE

Each party shall indemnify and save harmless the other party to the Agreement, its officers, agents and employees from and against all claims, demands, actions, losses, expenses, costs or damages of every nature and kind which the parties may incur or suffer as a result of the other parties actions.

The personal information on this form is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* for the purpose of evaluating the proposed special event permit application and may be shared with vendors, concessionaires, performers, exhibitors, media and/or the general public to facilitate contact with the Applicant.

If you have any questions about the collection, use and protection of this information, please contact the Special Event Coordinator at 403-887-2199.

Special Event Permit Application

I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and the Town of Sylvan Lake bylaws and agree to abide by them.

Failure to comply with the conditions herein could result in the permit being withdrawn, future applications being denied, and/or prosecution for breach of the Town of Sylvan Lake bylaws.

Name of Applicant (Please Print): Scott McDermott

Signature: _____ Date: August 13, 2023

Town of Sylvan Lake Use Only

Date Received:

Category: ☐ A ☐ B ☐ C

Town Approval

Permit Approved: ☐ YES ☐ NO

Signing Authority for **Category A & B** Events

Director of Recreation, Culture & Tourism

Date

Signing Authority for **Category C** Events & **Annual Events**

Town Designate

Date



CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer.
This certificate does not amend, extend or alter the coverage afforded by the policies below.

1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS			2. INSURED'S FULL NAME AND MAILING ADDRESS		
Town of Sylvan Lake			The Terry Fox Foundation		
5012 48 Ave			150-8960 University High St.		
Sylvan Lake AB			Burnaby BC		
POSTAL CODE T4S 1G6			POSTAL CODE V5A 4Y6		

3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES (but only with respect to the operations of the Named Insured)

Terry Fox Run - September 17, 2023
AB5905 - Sylvan Lake - Centennial Park Lakeshore Drive
Town of Sylvan Lake and Village of Jarvis Bay is added as an Additional Insured to the Commercial General Liability policy, but only with respect to liability arising solely out of the operations of the Named Insured. The policy limits are not increased by the addition of such Additional Insured and remain as stated in this Certificate.

4. COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
				COVERAGE	DED.	AMOUNT OF INSURANCE
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS <input type="checkbox"/> EMPLOYER'S LIABILITY <input checked="" type="checkbox"/> CROSS LIABILITY <input type="checkbox"/> WAIVER OF SUBROGATION <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input type="checkbox"/> POLLUTION LIABILITY EXTENSION <input type="checkbox"/>	Northbridge General Insurance Corporation CBC 0656707	2022/11/30	2023/11/30	COMMERCIAL GENERAL LIABILITY BODILY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE		\$25,000,000
				- EACH OCCURRENCE		\$15,000,000
				PRODUCTS AND COMPLETED OPERATIONS AGGREGATE		\$15,000,000
				<input type="checkbox"/> PERSONAL INJURY LIABILITY OR <input checked="" type="checkbox"/> PERSONAL AND ADVERTISING INJURY LIABILITY		
				MEDICAL PAYMENTS		\$25,000
				TENANTS LEGAL LIABILITY		\$1,000,000
				POLLUTION LIABILITY EXTENSION		
<input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES <input checked="" type="checkbox"/> HIRED AUTOMOBILES	Northbridge General Insurance Corporation CBC 0656707	2022/11/30	2023/11/30	NON-OWNED AUTOMOBILES		\$5,000,000
				HIRED AUTOMOBILES		\$75,000
AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** ** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE				BODILY INJURY AND PROPERTY DAMAGE COMBINED		
				BODILY INJURY (PER PERSON)		
				BODILY INJURY (PER ACCIDENT)		
				PROPERTY DAMAGE		
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/>				EACH OCCURRENCE		
				AGGREGATE		
OTHER LIABILITY (SPECIFY) <input type="checkbox"/> <input type="checkbox"/>						

5. CANCELLATION

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

6. BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS			7. ADDITIONAL INSURED NAME AND MAILING ADDRESS (Commercial General Liability- but only with respect to the operations of the Named Insured)		
Purves Redmond Limited			For Additional Insured(s) refer to section 3: Description of Operations section.		
70 University Avenue					
Toronto ON					
POSTAL CODE M5J 2M4					
BROKER CLIENT ID: TERRFOX-01					
			POSTAL CODE		

8. CERTIFICATE AUTHORIZATION					
ISSUER Purves Redmond Limited			CONTACT NUMBER(S)		
AUTHORIZED REPRESENTATIVE Terri Phomsouvanh			TYPE Phone	NO. 416-362-4246	TYPE NO.
			TYPE Fax	NO. 866-570-6922	TYPE NO.
SIGNATURE OF AUTHORIZED REPRESENTATIVE <i>Terri Phomsouvanh</i>			DATE 2023/06/02		
			EMAIL ADDRESS certificates@purvesredmond.com		

Summer Village of Jarvis Bay

September 5, 2023

Council and Legislation

Request for Decision

Agenda Item: *Intermunicipal MPC and Intermunicipal SDAB*

Background:

This summer Administration has had a number of contentious MPC meetings and SDAB appeals. Through this process we have been working with our legal team and asking them questions about how to improve our process. One of the biggest challenges for small communities is fair and non-emotional based decision making on these boards. It can be very difficult to make hard decisions when the folks who are affected are potentially neighbours or friends.

In order to obtain sound decision making, the suggestion is to have intermunicipal boards. This could be done in a number of ways. In one of my previous postings, we had 5 hamlets in one Municipal District, and the MPC / SDAB was made up of one elected official from each community. This worked very well and would be my suggestion for an IMPC and ISDAB. Another benefit is that you have the same members sitting all the time who are used to the process and understand the bylaws, which may not be the case for some members at large.

It was the recommendation of the legal team to go a step further and ensure that a member from the municipality in question would not sit. So, for example, if the application was to Norglenwold, you would have 3 members from other municipalities sit.

The MGA is very light on rules and guidance for an MPC and in fact a municipality does not require one. There is the option to get rid of the MPC altogether. Administration did consider recommending this, but we don't feel that it would be the right way to go. Discretionary uses and variances are left to the board. When discretion is required, it makes sense to have a board separate from our office review them to ensure the transparency of administration remains intact. I believe if the MPC was removed, there would be a greater number of more costly and more time-consuming SDAB meetings.

Further to this, they let us know that in their opinion we are running the MPC meetings too much like a hearing. The more and more you run them like a hearing, the more we would need to ensure that correct hearing procedures are followed for fairness. Their notes are that an MPC meeting is just like a council

meeting where there is no presumption that anyone from the public speak. The MPC members should look at the information presented and make a decision, either in public or in camera. Written responses are requested, and the applicants may be present if they would like to. The chair may ask any questions to the applicant should they have any. Having applicants speak to the merits of the proposal and neighbours speaking against is something that is more suitable for an SDAB, which is actually a hearing.

This information was presented at the August 17th, 2023, Joint Services Committee meeting and is being brought forward to each Council for discussion and comment. Comments will be brought back to the Joint Services Committee at their next meeting.

Options for Consideration:

- 1) That Council discuss and provide comments.
- 2) That Council accept as information.

Administrative Recommendations:

- 1) That Council discuss and provide comments.

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.

Summer Village of Jarvis Bay

September 5, 2023

Council and Legislation

Request for Decision

Agenda Item: *Tendering and Procurement Policy*

Background:

Administration has been working with the Joint Services Committee (JSC) on a Tendering and Procurement Policy for the Summer Villages. This will set a standard for any funds spent by administration, particularly on capital projects. The JSC worked out the details regarding the spending thresholds set out in section 11. This gives clear direction to administration and also an understanding to any current or future Council members on our process for spending.

Administration is now requesting each Council adopt the policy by resolution.

Options for Consideration:

- 1) That Council Make a motion to adopt the policy by resolution.
- 2) That Council accept as information.

Administrative Recommendations:

- 1) That Council make a motion to adopt the policy by resolution.

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: Procurement & Expenditures	Date approved by Jarvis Bay Council September 5, 2023	Resolution No:
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Purpose and Scope:

Purpose: To outline the Summer Villages on Sylvan Lake policy regarding expenditures and procurement of good and services. This policy will be used to direct the purchasing process and facilitate appropriate control of expenditures for the Summer Villages.

Scope: This policy covers procurement & expenditures for all facets of the Summer Villages operations and capital budgets.

Objective: The objectives of this policy are:

- To establish the framework by which purchasing of goods and services is undertaken by the Summer Villages in accordance with related legislation and agreements.
- To guide the bidding and tendering process for the Summer Villages.
- To express the values to be considered in the purchasing process.
- To establish the authority of the Summer Villages procurement procedures as the guiding document for the procurement process.

General Policy

1. This Policy authorizes and requires the Chief Administrative Officer (CAO), or his/her designate to:
 - a) procure by purchase, rental, or lease the necessary quantity and quality of goods and services in an efficient and cost-effective manner;
 - b) encourage open competitive bidding on all acquisitions and disposal of goods and services, where practical;
 - c) maintain good vendor relations and be responsible for the conduct of all negotiations with vendors, subject to the other provisions of this policy; and
 - d) conform to good materials management practices by simplifying and standardizing, wherever possible, like requirements with previous purchases and with different departments.

2. Dollar amounts specified in this policy, setting parameters for the purchasing process, except as otherwise stated, will be the costs, in Canadian dollars, excluding all taxes and freight.
3. Except as otherwise stipulated, the purchase of goods and services shall be made on a competitive basis in keeping with accepted public purchasing practices and in accordance with applicable Federal, Provincial, and Municipal laws.
4. Documentation of each purchase process will be retained on file for future reference for a minimum period after completion of the project of one (1) year.
5. Tenders, proposals, quotations, expressions of interests, and pre-qualifications received later than the specified deadline shall not be accepted by the Village.
6. Without prior approval by Council, no tender, proposal, or quotation will be accepted from any company inclusive of its sub-contractor, which has a claim or instituted a legal proceeding against the Villages or against whom the Villages has a claim or instituted a legal proceeding.
7. No purchases shall be made by the Villages for the personal use of an individual employee, elected official, or any member of a committee, board or commission. Council may authorize Village programs which allow for certain purchases to be made for all employees or elected officials.
8. The CAO shall set limits for the signing authority of his/her designate.
9. When two (2) or more Villages are involved in a special project, the Joint Services Committee will make recommendations to the respective Councils, who has final approval.

10.0 Responsibilities & Authority

- 10.1 Budget and project scope approval by Council of expenditures shall constitute authorization for any purchase of materials and services necessary to carry out work within the approved purchasing parameters, provided such purchases are made in accordance with this policy.
- 10.2 Where expenditure estimates approved in the budget have been subject to quotations which are subsequently quoted at an amount substantially greater than the estimated expenditure for that item or project, administration will submit a request for decision, to Council for approval of the expenditure.
- 10.3 Employees shall be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or

otherwise. Employees must therefore disclose any potential conflict of interest and remove himself/herself from the procurement process. Should the CAO have a potential conflict of interest, the award must be authorized by Council.

10.4 If a matter arises which, in the opinion of the CAO, or his/her designate:

- a) Is considered to be of an urgent or time-sensitive nature;
- b) Which could affect the health and well-being of the residents of the Villages on Sylvan Lake;
- c) If a state of emergency is declared; or
- d) If so advised by a Provincial ministry,

the requirements of this policy may be waived by the CAO, or his/her designate.

10.5 All employees and elected officials are expressly prohibited from accepting, directly or indirectly, from any person, company, or entity to which any purchase or contract is or might be awarded, any rebate, gift, money, or anything of value, except where given for the use and benefit of the Village.

10.6 Where any purchases of goods and/or services has been authorized under this policy, the CAO, or his/her designate, may authorize disbursement of additional funds, provided that such additional funds shall not exceed five (5%) percent of the original budgeted amount for that purchase.

11.0 Purchasing Parameters

The purchasing process shall vary depending on the costs as follows:

	Dollar Value	Process required
Level 1	\$0 - \$3,000	Sole source purchases at discretion of CAO
Level 2	\$3,000 - \$10,000	Written quotations from at least 2 vendors where possible
Level 3	\$10,000 - \$75,000	Written Request for Quotes or Request for Proposal from 3 vendors where possible
Level 4	\$75,000 +	Open procurement process advertised nationally on Alberta Purchasing Connection, unless otherwise directed by Council

Regardless of purchase amount, *best value* for money principles must be observed in all purchases carried out on behalf of the Summer Villages.

“Best Value” means the optimized combination of price, technical merit, quality, and sustainability as determined by the Summer Village administration. Best value meets the Summer Village expectations and informs the evaluation and negotiation to arrive at an acceptable basis for a purchase.

11.1 Exceptions to the Procurement Process:

The requirements for a public procurement may not apply to the purchase of the following:

- a) Utility Contracts (water, sewer, power, natural gas, telephone, and internet)
- b) Contracts or agreements pertaining to employee compensation, reimbursements, training, education, memberships, etc.,
- c) Travel expenses
- d) Advertising services
- e) Any items that by their very nature do not lend themselves to a public tender.

11.2 Sole source purchases above \$3,000 may be used when there is only one available supplier of a specific good or service that meets the needs of the Village. Negotiation tactics will be applied to complete the terms of conditions of the purchase to achieve the best value for the Village.

11.3 For purchases of construction costing more than \$50,000, a formal tender, or request for proposal will take place. After the evaluation process is completed by Administration, Administration will submit a request for decision with its recommendations to Council for approval. Upon successful selection of a proponent, a motion along with the proponent’s name and bid price will be entered into the Council’s meeting minutes.

12.0 Tender/Proposal Procedure & Evaluation

12.1 The following criteria, among others detailed in the tender/proposal document, will be considered in the selection process:

- a) Qualifications and expertise;
- b) Past performance and reference checks;
- c) Proof of current insurance, WCB, COR or Secor, and any other certifications that are required on a project-by-project basis;
- d) Project methodology;
- e) Service deliverable timeline;
- f) Compliance and completeness of submitted tender or proposal; and
- g) Bid/unit rate.

- 12.2 The Village reserves the right to accept or reject any or all tenders and to waive irregularities and informalities at its discretion. The Village also reserves the right to accept a tender other than the lowest bid.
- 12.3 By submitting a bid with a disclaimer included with all tender documents, the Bidder warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Bidder, has any financial or personal relationship or affiliation with any elected official or employee of the Village or their immediate families which might in any way be seen by the municipalities to create a conflict or pecuniary interest except as disclosed.
- 12.4 Performance security may be required to ensure the successful completion of a large contract by a supplier in the form of a performance bond which will equal ten (10%) percent of the total contract price, excluding applicable taxes.

13.0 Contract/Tender Administration

- 13.1 Tenders or proposals prepared for the Village by outside consultants will be subject to review and approval by the CAO, or his/her designate, prior to issuing.
- 13.2 It shall be the duty of Administration to enforce any terms, conditions, and specifications from the award of any contract resulting from the purchasing process.
- 13.3 The successful Bidder will be expected to complete the work described within the total amount of the bid. Any change in amounts or upset limit must be approved in writing by the Village.
- 13.4 The CAO, or his/her designate, will notify the contractor or service provider of improper conduct or performance of the contractor or service provider while services are being performed and identify the expectation for improvement. Further misconduct or poor performance will lead to termination of services and will not be considered in future bids.

14.0 Emergency Purchases

An emergency purchase occurs when an unforeseen situation presents itself which requires serious and immediate attention which may not be reasonably met by any other procedure and includes the following limitation:

- a) A condition where lack of unforeseen supplies or services may adversely affect the functioning of the Summer Villages, residents, public property, private property, the environment or endanger the health of the public.

- b) Interim contractual arrangements following the abandonment or breach of a contract; or the receipt of unacceptable bids.

Emergency purchases are to be completed in an expedient manner but should take economy into consideration. In each case the authorizing person is required to report the emergency purchase, in writing, to the next level of authority with a copy to the CAO.

15.0 Policy Review

This policy shall be reviewed by Administration every four years with any changes being recommended to Council for approval.

Signed and Approved on this _____ day of _____, 2023

Mayor

Administrator

Summer Village of Jarvis Bay

Public Works

Request for Decision

Agenda Item: *Install of new public memorial bench*

Background: Mrs. Joanne Crook has requested approval to donate a new memorial bench to be installed adjacent to 186 Jarvis Bay Drive. The location will be on public land. The current donation policy states that the Summer Village reserves the right to determine the placement of the bench. The applicant is responsible for the full cost of the bench.

Options for Consideration: Administration has discussed the location with Mrs. Crook. Below is an image showing the location at 186 Jarvis Bay Drive.



Administrative Recommendations: That the Summer Village of Jarvis Bay council approve this location.

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

Summer Village of Jarvis Bay

September 5, 2023

Planning and Development

Request for Decision

Agenda Item: Land Use Bylaw Amendments

Background:

Administration has put together a list of potential Land Use Bylaw amendments. Generally amendments are made when a specific regulation is repeatedly being challenged at MPC meetings or variances are being requested frequently. This shows us that the community changes over time and the Land Use Bylaw regulations may need to be updated. The following for discussion is point form of amendments for Land Use Bylaw 125/13.

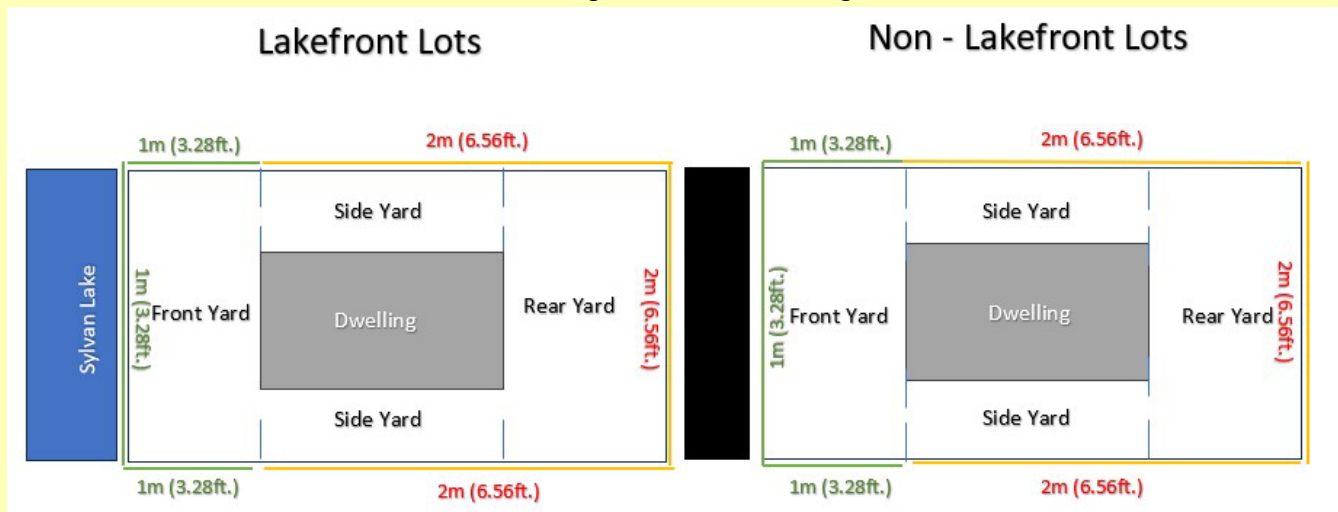
1. Add Irrevocable Line of Credit – this is a security in the form of an irrevocable line of credit that may be required by the Development Authority, up to the value of 125% of the estimated cost of lakefront landscaping.
2. Temporary building definition – Revision of the definition will be more detailed stating a max timeline and when there can be a temporary building on the land.
3. Breezeway definition – Revision of the definition to ensure accessory buildings can not be attached to the dwelling and considered one principal building.
4. Add Development Design Plan definition – policy language used in the Intermunicipal Development Plan. Additionally a regulation will be added from the IDP that a development design plan is required where proposed development or redevelopment is within 30m.
5. Add Sea Cans – Regulation to be added that no sea cans can be placed on a parcel without a development permit, this is to include sea cans in the Land Use Bylaw and states when sea cans can be on the lands.
6. Development definition – revise it to include a more fulsome definition of what development is and gives the development authority a greater ability to define what is or is not happening on the lands.

7. Grade definition – add another method to determine grade by calculating the average grade of the pre-development elevations at the corners of the building as shown on a reliable survey. This is less complex for developers and will be compatible with the development in the village.
8. Subdivision Design Standards regulation to be revised to align with the Municipal Government Act.
9. Parcel Coverage definition – revise to include gravel, reclaimed pavement, crushed rock and turf all to be included in the parcel coverage percentage. This will add clarity to what is to be included.
10. Guest House definition – revision to have clear intent if a kitchen is allowed or not, the current definition does not allow a kitchen, but it is unclear exactly what defines a kitchen or separates it from a wet bar or kitchenette.
11. Vehicle Weight – Currently no person shall allow a vehicle of more than 2,730 kg (6,018.62 lbs) – revise to include a regulation that includes storage of junk, salvage etc. on a property.
12. Add Nuisance definition – adding this definition defines what is considered a nuisance to go along with the regulation #11.
13. Add non-conforming building and uses – this will provide regulations of a non-conforming building and use in accordance with the Municipal Government Act.
14. Number of buildings on a parcel – Revise these regulations to no longer include “on an unsubdivided parcel”, in administration’s opinion regardless of the lot being unsubdivided or not the regulations of amount of buildings should remain the same.
15. Add regulation on wells and pipelines – water well regulations are often asked for and are not listed in the LUB currently, this would direct developers to the Alberta Energy Regulator.
16. Chickens – Administration can come up with regulations if this is the desire of Council.
17. Accessory Buildings – Currently, an accessory building on a parcel not abutting Sylvan Lake shall be situated so that it is not closer to the front parcel boundary and the top of any escarpment area than the front wall

of the main building or 15m whichever is least. This regulation should be clear if buildings are desired in the front yard (lakeside) of a parcel or not.

18. Building Orientation & Design – regulation added to ensure the size of the dwelling is larger than the attached garage.

19. Fencing – regulation revision to ensure the height of fences are consistent. See below drawing of the current regulations:



20. Landscaping, Environmental Conservation and Development – Add regulations for escarpment development and what Council wants to see on the lakefront when development is required (lakefront retaining walls, access, vegetation ect.)

21. Twin Rose Residential District – Site development revisions to include a rear yard setback.

With this many new LUB amendments on top of previous amendments that have been made, and the fact that the Land Use Bylaw is 10 years old, Council may want to consider a Land Use Bylaw re-write for 2024. We have had success doing this for Norglenwold and are currently doing a re-write for Half Moon Bay.

Options for Consideration:

1. Council accept as information.
2. Council discuss and direct administration to move forward with drafting desired amendments for Council consideration.

Administrative Recommendations:

Council to discuss and direct administration to move forward with drafting desired amendments for Council consideration.

Authorities:

Land Use Bylaw #125/13

Summer Village of Jarvis Bay

September 5, 2023

Council Reports

Information Item

Council Reports:

Julie Maplethorpe

- Parkland Regional Library Board

Annabelle Wiseman

David Garratt

Committee Reports:

Correspondence:

Rick McIver, Minister, Municipal Affairs

- MSI and CCBF funding

Upcoming Meetings:

Next Council Meeting – October 3, 2023



Parkland Update

Thursday, July 13, 2023

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

New Indigenous Kits



Parkland is excited to announce two new Indigenous Kits available for libraries to borrow. There is the Cree Games Kit 8+, which teaches children and adults about traditional Cree games and culture, and the Cree Language Learning Kit 5+, which will help you and your patrons learn the Cree language and Cree culture. Both of these kits are available for libraries to request on the [support site booking form](#).

We would like to extend a big thank you to Maria Buffalo, the Library Clerk at Maskwacis Library Service, for her hard work in creating these kits!



The Big Library Read Selection is [A Very Typical Family by Sierra Godfrey](#). Written with delightfully dark humor and characters you can't help but cheer for, *A Very Typical Family* is an uplifting family drama that will have you reveling in the power of second chances. This book will be available on Libby starting July 13. Check out these [marketing materials](#) to help you spread the word to your library users.

Canadian Library Month Activities - October 2023

Based on feedback from Library Managers, we have decided to plan for both a library card sign-up contest and the regular Golden Ticket Contest for October. These public-facing contests will be paired with an internal membership drive. We have a lot of great prizes lined up this year! Library staff can find details and entry forms in the [Q drive](#).

Prizes:

Library Card Sign-Up & Renewal Patron Contest:

- 5 \$100 Visa gift cards

Golden Ticket Contest:

- 1 package containing the following:
 - 4 passes to West Edmonton Mall World Water Park
 - \$100 gas card
 - \$150 restaurant gift card
 - \$200 gift card for accommodation in Edmonton

Internal Membership Drive Contest:

- PS5 with 4 controllers for your library

LIBRARY NEWS

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

2023 Alberta Book Publishing Awards Shortlist Announced

The Book Publishers Association of Alberta is pleased to announce the [shortlist for the 2023 Alberta Book Publishing Awards](#).

The winners of the 2023 Alberta Book Publishing Awards will be announced at a gala reception at the Matrix Hotel in Edmonton on **Thursday, September 21, 2023**. The gala is open to the public and more information on how to purchase tickets will be shared on the [BPAA website](#) in mid-July.

Leading up to the gala, the featured categories and shortlisted titles will be highlighted on BPAA's [Facebook](#) and [Twitter](#) pages. Follow along and join in the conversation using the hashtags #ABPubShortlist and #ABPubAwards.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

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

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

Working with Community Partners to Offer Library Programming to Expectant Parents and Parents of Newborns Webinar

Wednesday, July 19
12pm

How can we reach expectant and new parents from underserved populations with the message that literacy begins before birth? The [Mother Goose on the Loose: Hatchlings](#) initiative is a research-based collaborative project aimed at expectant and new parents, many of whom may be from at-risk families or under-represented populations. [In this webinar](#), learn about this project's challenges, adaptations, and evaluations. Cost: \$79 USD.

Conflict Resolution Skills for Leaders Workshop

Wednesday, August 2
9am

When leaders fail to respond quickly and effectively to conflict, the people they lead suffer and workplace performance plummets. Many conflicts would not spiral out of control if leaders used conflict resolution techniques that are easy to learn and utilize. [This workshop](#) provides strategies for leading through conflict with clarity and confidence. Cost: \$139 USD

A.I. and Libraries: Enhancing Services and Engaging Communities Webinar

Wednesday, August 9
1pm

Explore the world of artificial intelligence (AI) and its potential applications for libraries for all sizes and types in [this webinar](#). Discover the various uses of AI, from data analysis to service development, learn practical tips on integrating AI using affordable and accessible tools, and hear the ethical considerations and challenges associated with AI implementation.

Get Off the Fundraising Treadmill: Thinking Outside the Box to Raise More For Your Cause Webinar

Thursday, August 31
11am

Join [this webinar](#) to review case studies and data to help you evaluate your fundraising strategy, get creative with your tactics and consider solutions that will make it possible for you to spend more time focused on your mission!

Censorship and Banned Books: How to Defend Intellectual Freedom Workshop

Wednesday, September 27

9am - 1pm

With an uptick in book challenges, it can be difficult to know your options for managing these challenges and advocating for intellectual freedom and diverse materials. [In this workshop](#), learn tangible ways to handle censorship, including tips for finding allies and building coalitions, tactics for school board meetings, and strategies to ensure your library policies are up to date and will appropriately defend intellectual freedom. Cost: \$179-\$226 USD.

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Parkland Update

Thursday, August 10, 2023

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

Borrow Some Programming Kits Today!



Check out a few of Parkland's Programming Kits—we have If You Can't Bear Hug, Air Hug Book Club Kit (left) and Baby's First Storytime (right) available to borrow. Simply request your desired kit using the [booking form on the support site](#). More information on these kits can be accessed by library staff in the Q Drive: Q:\Collections\Program Kits.

OverDrive Together We Read



Together We Read is an opportunity for those with a valid library card to read the same digital title at the same time without any wait lists or holds. The selected title is *Hotline* by Dimitri Nasrallah. You can download [marketing materials here](#) to promote this to your library users.

Read Alike Flyers

Parkland has curated some lists and created flyers highlighting read-alikes and directing library users to new books in our system they might not discover otherwise. Eight flyers have already been [created in Canva](#) based on a variety of genres. These flyers can also be edited to suit your library's branding or needs. This link is also stored in Q:\Marketing\Promotional Material Links.xlsx.

Relais Maintenance Shutdown

Relais and Discovery will be unavailable due to a maintenance shutdown from **Saturday, August 12 at 6 am to Sunday, August 13 at 6 am**. Requests for Relais materials will not be available during this time. Please let your staff and colleagues know in advance.

Polaris Upgrade

An upgrade to Polaris has been scheduled for **Tuesday, August 15**. The upgrade will begin at **6:30 am** and is expected to take between 2-4 hours. Most likely it will be completed by 8:30 am. During the upgrade, you will not have access to Polaris LEAP, the reporting server, or the Patron Access Catalogue (PAC). Also please keep in mind that library users logging in with their barcode/PIN to third-party services (Overdrive, Cloud Library, etc.) may experience interruptions during the upgrade. There are no significant changes in the new version that will affect your workflows.

LIBRARY NEWS

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

Lorne MacRae Intellectual Freedom Fund Award

The Alberta Library Trustee Association has announced the return of **The Lorne MacRae Intellectual Freedom Fund**. This award is presented annually to recognize and exemplify the values and beliefs of Lorne MacRae and encourages, enlightens, and empowers the importance of Intellectual Freedom. This year's award is **valued at \$928** and is distributed to the winning individual(s), library boards, or Library. Previous winners can be viewed [here](#). The nominations and submission process is simple, with a winner being selected in October and the announcement and disbursement of funds in November. [Nominate](#) your board, library, or an individual who demonstrates the values of intellectual freedom!

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Library Managers Coffee Break** August 23 at 10am. Join on Teams from the calendar invite.

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

Project Outcome 101 Webinar

August 22, 2023

12pm

[Join this webinar](#) to learn about outcome measurement in libraries. Project Outcome is a free toolkit that helps libraries measure and assess the outcomes of key library

programs and services. Participants will be introduced to everything the Project Outcome toolkit has to offer. Learn how to measure meaningful learning outcomes and how Project Outcome can help at every step—from administering surveys to presenting the results.

**Get off the Fundraising Treadmill:
Thinking Outside the Box to Raise
More for your Cause Webinar**

August 31, 2023

11am

[This webinar](#) will use case studies and data to help you evaluate your fundraising strategy, get creative with your tactics, and consider solutions that will make it possible for you to spend more time focused on your mission!

**Strategic Planning with Your
Organization: The Why, The What,
and The How Webinar**

September 21, 2023

11am

[Register now](#) for this webinar that will teach nonprofit professionals how to develop a strategic plan for their organization. You will learn the tools necessary to facilitate the process and develop a roadmap for success.

**Getting Started with Libby
Webinar**

August 23, 2023

9am

[Join this webinar](#) Getting Started with Libby and learn how easy it is to help your library community with Libby. This live, 60-minute session will demonstrate:

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

**Assertive Communication Virtual
Workshop**

September 20, 2023

8am

Communication skills and style are essential to positive and productive relations. In [this training](#), participants will build an awareness of their communication patterns and learn to deal confidently with people around them. This workshop is fun, meaningful, and highly effective for improving communication awareness and skills. Early Rate \$249 USD

**Marketing 101 Webinar
On Demand**

Parkland recently delivered [Marketing 101 training](#) that went over the basics of Brand Guidelines, Copyright, and Social Media. This training has been recorded and is now available on Niche academy for anyone that missed it!



Parkland Update

Thursday, July 27, 2023

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Stronger Together Registration Opens August 16th!

— 2023 ANNUAL CONFERENCE *Stronger Together*

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NORTHERN LIGHTS LIBRARY SYSTEM • YELLOWHEAD REGIONAL LIBRARY*

Started in 2020 as a response to the global pandemic, [Stronger Together](#) has since welcomed 1000s of participants from across the province, country, and world. This year, Stronger Together will be offered in a hybrid format, with one full conference day online and two in-person days at the [River Cree Resort](#) and Casino in Enoch, AB (west Edmonton). Participants can attend one, two, or three days of learning, with a variety of registration options and sessions suited for anyone who works with and loves libraries. Save the date(s) and plan to attend!

Online Stronger Together Conference

November 3rd, 2023

In-Person Trustee Development Day (hosted by the Alberta Library Trustees Association)

November 9th, 2023

In-Person Stronger Together Conference

November 10th, 2023**Library Marketing - Cardholder Retention**

In this [recent blog post](#) by superlibrarymarketing.com, library marketing expert Angela Hursch writes about strategies to retain and engage your cardholders. Angela also puts out [weekly videos on YouTube](#) and LinkedIn speaking about marketing challenges for libraries and how to overcome them.

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Upcoming Webinars

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Inclusion, Diversity, Equity, and Accessibility Fundamentals Course **On-Demand**

[This course](#) introduces core concepts and principles to help you establish foundational knowledge of inclusion, diversity, equity, and accessibility (IDEA). You will develop a clear baseline for further understanding of topics of diversity and inclusion. You will also explore the benefits of creating an inclusive, diverse, equitable, and accessible workplace and society. Through self-reflection activities, practical examples, and case studies, you will start your IDEA journey on the path to self-awareness and inclusion. \$99 CAD

AI and Libraries: Enhancing Services and Engaging Communities Webinar **Wednesday, August 9** **1pm**

Join [this webinar](#) to explore the world of artificial intelligence (AI) and applications for libraries. Learn about AI fundamentals,

Expense Management in Challenging Economic Times **On-Demand**

[This webinar](#) discusses how you can prepare your not-for-profit for uncertain times, and even find opportunities to thrive. Learn about planning, tools, and decisions you can make to help weather the storm and come out on top. From cash flow planning and expense reviews to personnel and strategy setting, we dig into all the areas that need your attention to prepare for and survive the economy ahead.

Public Library Association 2022 Survey Results **On Demand**

Understand how libraries use their unique programs, services, partnerships, and facilities in support of community needs—now and in the future. [This free on-demand webinar](#) provides an overview of results from the [Public Library Association's](#) (PLA) 2022 Public Library Services for Strong Communities Survey. Learn how libraries can apply the results

its relevance to libraries of all sizes and types, and how it can enhance services and engage communities. Discover various uses of AI, such as data analysis and service development, and gain practical tips on integrating AI using affordable and accessible tools. Ethical considerations and challenges associated with AI implementation will also be discussed, including privacy, security, and bias mitigation.

to planning and advocacy, and how to engage in PLA's ongoing data initiatives.

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ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR111593

July 7, 2023

Her Worship Julie Maplethorpe
Mayor
Summer Village of Jarvis Bay
#2 Erickson Drive
Sylvan Lake AB T4S 1P5

Dear Mayor Maplethorpe:

Further to my predecessor's letter of March 2, 2023, a strong partnership between the province and local governments remains a key priority for the Government of Alberta. To that end, I am pleased to confirm the allocation amounts to your community for the Municipal Sustainability Initiative (MSI) Capital and Operating programs, and the Canada Community-Building Fund (CCBF) program.

For the Summer Village of Jarvis Bay:

- The **2023 MSI Capital allocation is \$71,705.**
- The **2023 MSI Operating allocation is \$21,272**, double the 2022 allocation amount.
- The **2023 CCBF allocation is \$18,334.**

MSI and CCBF funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at open.alberta.ca/publications.

I look forward to working together with you to support your local infrastructure and operating needs, and building strong, vibrant communities across Alberta.

Sincerely,

Ric McIver
Minister

cc: Tanner Evans, Chief Administrative Officer, Summer Village of Jarvis Bay