

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF JARVIS BAY
OCTOBER 5TH, 2021 @ 9:30 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions

- C. ADOPTION OF MINUTES**
- Regular Meeting Minutes, September 7th, 2021
 - Joint Services Minutes, September 2nd, 2021

D. INFORMATION ITEMS

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

E. REQUESTS FOR DECISION

1) Finance & Administration

- a) Tax Penalty Removal Request
- b) Parkland Regional Library Budget

2) Council & Legislation

- a) Signing Authority
- b) Request to strike IDP Committee

F. COUNCIL, COMMITTEES & CORRESPONDENCE

1) Council Reports

- a) Mayor Maplethorpe
- b) Deputy Mayor Wiseman
- c) Councillor Garratt

2) Upcoming Meetings

- a) Council Meeting – November 2nd, 2021

G. ADJOURNMENT

Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held September 7, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE	Mayor:	Julie Maplethorpe
	Deputy Mayor:	Annabelle Wiseman via Zoom
	Councillor:	David Garratt
	CAO:	Tanner Evans
	Public Works Coordinator:	Chris Loov
	Development Officer:	Kara Kashuba
	Recording Secretary:	Carolyn Widmer
	Gallery:	John Stones via Zoom
		Marlene Stones via Zoom
		Mary Moran via Zoom
		Rhonda Wishart via Zoom
		John Cuthbertson via Zoom

CALL TO ORDER The Meeting was called to order at 9:32 a.m. by Mayor Maplethorpe.

AGENDA APPROVAL

JBC-21-118 MOVED by Deputy Mayor Wiseman that the agenda be adopted as amended:

D-3 Development Update – Environmental Easement Mowing
E-2-A Strategic Planning

CARRIED

CONFIRMATION OF MINUTES

JBC-21-119 MOVED by Councillor Garratt that the minutes of the Municipal Planning Commission held on July 6, 2021, be approved as amended.

CARRIED

JBC-21-120 MOVED by Mayor Maplethorpe that the minutes of the Organizational Meeting of Council held on July 6, 2021, be approved as amended.

CARRIED

JBC-21-121 MOVED by Deputy Mayor Wiseman that the minutes of the Regular Meeting of Council held on July 6, 2021, be approved as presented.

CARRIED

INFORMATION ITEMS

- 1) Quarterly Financial Report
- 2) Public Works Report
- 3) Development Update

Kara Kashuba left the meeting at 10:05 a.m.

4) Speed Sign Report

JBC-21-122

MOVED by Mayor Maplethorpe that Council approve the information items as presented.

CARRIED

REQUEST FOR DECISION**FINANCE & ADMINISTRATION****JBC-21-123**Banking Fees

MOVED by Deputy Mayor Wiseman that Council keep the credit card payment ability as it is currently and to have a payment drop off box installed for weekend payments to be dropped off.

CARRIED

Glenn Hockley joined the meeting via Zoom at 10:20 a.m.

Chris Loov left the meeting at 10:21 a.m.

COUNCIL & LEGISLATION**JBC-21-124**Strategic Planning

MOVED by Mayor Maplethorpe that Council accept the Strategic Planning list as revised.

JBC-21-125Sylvan Lake Regional Water Commission

MOVED by Deputy Mayor Wiseman that the Council of the Summer Village of Jarvis Bay hereby agrees to the following changes with respect to the Sylvan Lake Regional Wastewater Commission ("the Commission"):

- The name of the Commission shall be changed to the Sylvan Lake Regional Water and Wastewater Commission; and
- The commission be authorized to provide water services in accordance with its bylaws.

CARRIED

JBC-21-126Alberta Urban Municipalities Association (AUMA)

MOVED by Councillor Garratt that Mayor Maplethorpe attend the AUMA Convention on behalf of the Summer Village.

CARRIED

JBC-21-127Association of Summer Villages of Alberta (ASVA)

MOVED by Mayor Maplethorpe that all 3 Councilors attend the ASVA Conference.

CARRIED

Council break at 10:45 a.m.

Council reconvened at 10:50 a.m.

JBC-21-128 Noise, Safety and Environment Concern
 MOVED by Mayor Maplethorpe that Council look into pricing on a noise abatement study and Administration to write letter to neighboring municipalities requesting support in lobbying Alberta Transportation to lower the speed limit on Highway 20 adjacent Jarvis Bay.

CARRIED

JBC-21-129 Twin Rose Development Proposal
 MOVED by Deputy Mayor Wiseman that Council deny the proposal at this time as Council is not interested in any changes to the density of the Twin Rose Residential District.

CARRIED

COUNCIL REPORTS

Mayor Maplethorpe

- No report

Deputy Mayor Wiseman

- No reports

Councillor Garratt

- No reports

NEXT COUNCIL MEETING

JBC-21-130 MOVED by Mayor Maplethorpe that the next meeting of Council be held on October 5, 2021, at 9:30 a.m.

CARRIED

ADJOURNMENT

JBC-21-131 MOVED by Mayor Maplethorpe that being the agenda matters have been concluded, the meeting be adjourned at 11:39 a.m.

CARRIED

JULIE MAPLETHORPE, MAYOR

TANNER EVANS, CAO

IN ATTENDANCE

Birchcliff: Roger Dufresne
 Half Moon Bay: Jon Johnston
 Jarvis Bay: Julie Maplethorpe
 Norglenwold: Jeff Ludwig
 Sunbreaker Cove: Jim Willmon
 CAO: Tanner Evans

CALL TO ORDER

The Meeting was called to order at 8:58 a.m. by Roger Dufresne.

AGENDA APPROVAL**JSC-21-11**

MOVED by Jeff Ludwig to accept the agenda as presented.
 CARRIED

INFORMATION ITEMS

- 1) Orientation / SWOT
- 2) Organizational Meeting

JSC-21-12

MOVED by Jim Willmon that Roger Dufresne be appointed as Chair.

CARRIED

JSC-21-13

MOVED by Jeff Ludwig that Julie Maplethorpe be appointed as Vice Chair.

CARRIED

JSC-21-14

MOVED by Julie Maplethorpe that Jeff Ludwig be appointed as Joint Service Operator.

CARRIED

JSC-21-15

MOVED by Jim Willmon that Julie Maplethorpe and Roger Dufresne be appointed to the HR subcommittee.

CARRIED

- 3) 2nd Quarter Shared Costs

JSC-21-16

Moved by Roger Dufresne to accept the information items as presented.

CARRIED

REQUESTS FOR DECISION

- 1) Old Building Pricing
- 2) Level of Service Dashboard

JSC-21-17

MOVED by Roger Dufresne that the JSC move to a closed session at 10:42 a.m.

CARRIED

JSC returned from a closed session at 12:14 p.m. The following motions were made by the Chair:

JSC-21-18

The new price for the old building now that it also includes a portion of the vacant lot next door will be set at \$397,000.

JSC-21-06

The JSC is in agreement that the project dashboard is a tool that we will use at each individual council for strategic planning. The JSC will act as a Program Review Board for oversight. This dashboard will be brought back to the PRB for review after strategic planning, and anytime throughout the year when a council makes significant changes to their projects. The allocation of time will be based on the percentage of equalized assessed value, as it is with the shared costs to each Summer Village.

CARRIED

ADJOURNMENT**JSC-21-10**

Moved by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 12:48 p.m.

ROGER DUFRESNE, CHAIR

TANNER EVANS, CAO

Summer Village of Jarvis Bay

Finance

Information Item

Agenda Item: *Quarterly Financial Report*

Background:

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

Options for Consideration:

- The Operating Budget Report to September 30, 2021
- **Please be advised that at time of report printing, not all shared costs have been captured in this report for September monthend.

- The Projects Budget Report to September 30, 2021
- Alberta School Foundation Report to September 30, 2021
- ATB Bank Account - September 30, 2021
- \$2,239,980.29

• Accumulated Surplus	44,289.76
• Completions Deposits	26,000.00
• Deferred Revenue (Grants)	120,496.36
• JSC IT Reserve	8,000.00
• Reserves Fleet Replacement	3,950.32
• Reserves Sewer	400,000.00
• Reserves General Operating	254,835.77
• Reserves Street Light	6,600.00
• Mill Rate Stabilization	50,000.00
• Reserves Environmental	260,000.00
• Reserves Twin Fawns Walkway	30,000.00
• Reserves Roads	400,000.00

- Outstanding Taxes & Penalties - 10 properties - \$27,841.56

- Outstanding Utilities - 7 properties - \$2,555.05

Administrative Recommendations:

- 1) That Council Approve the 3rd Quarter Financial Report as information.

Authorities:

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

Report Date
2021-09-29 12:02 PM

**Summer Village of Jarvis Bay
Operating Budget**
For the Period Ending September 30, 2021

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-000-110 - Taxation	408,779.46	408,787.36	7.90
101-000-120 - Taxes Local Improveme	2,060.00	203.85	(1,856.15)
101-000-510 - Penalties	8,128.00	11,220.38	3,092.38
112-000-410 - Sale of Services & Su	237.98	750.00	512.02
112-000-540 - Interest Charges	101.60	136.82	35.22
112-000-550 - Return on Investments	15,000.00	6,001.05	(8,998.95)
112-000-570 - Other Revenue	1,016.00	12,076.51	11,060.51
112-000-740 - MSI Operational	11,300.00	10,636.00	(664.00)
121-000-530 - Fines Provincial Coll	500.00	100.00	(400.00)
142-000-400 - Street Light Charges	3,400.00	3,400.00	
142-000-410 - Wastewater Charges	58,000.00	58,000.00	
161-000-410 - Certificates Complian	56.90	400.00	343.10
161-000-510 - Inspection Fees	1,524.00	493.60	(1,030.40)
161-000-520 - Development Permits/A	572.81	5,600.00	5,027.19
161-000-590 - Encroachment Fees	204.22	1,017.44	813.22
Total Revenue:	510,880.97	518,823.01	7,942.04
Expenditures			
Council and Legislation			
211-101-150 - Mayors Remuneration	5,000.00	4,130.00	870.00
211-101-210 - Mayor Travel and Sub	1,200.00	237.78	962.22
211-102-150 - Deputy Mayor Remun	3,500.00	1,560.00	1,940.00
211-102-210 - Deputy Mayor Travel &	600.00		600.00
211-103-150 - Councillor Remun	3,500.00	960.00	2,540.00
211-103-210 - Councilor Travel and	600.00		600.00
211-201-212 - ASVA Conference	1,040.00		1,040.00
211-202-212 - AUMA Conference	1,100.00		1,100.00
211-203-212 - Council Education Opportunity	2,500.00	825.00	1,675.00
211-301-220 - AUMA Membership	1,067.41	924.83	142.58
211-302-220 - ASVA Membership	975.00	975.00	
211-303-220 - FCM Membership	145.09	122.00	23.09
211-304-220 - Mayors and Reeves Mem	100.00		100.00
Total Council and Legislation:	21,327.50	9,734.61	11,592.89
Administration			
212-100-110 - Salaries	99,535.23	71,285.47	28,249.76
212-100-130 - Training	2,637.69	1,460.25	1,177.44
212-100-140 - Benefits	3,721.70	1,789.56	1,932.14
212-100-210 - Travel and Subsistenc	3,416.11		3,416.11
212-100-211 - WCB	2,381.05	389.06	1,991.99
212-100-266 - PW Fleet	1,782.22	862.25	919.97
212-200-215 - Postage/Freight/Couri	1,817.47	693.83	1,123.64
212-200-500 - Printing Costs	2,036.01	853.75	1,182.26
212-200-510 - Office Supplies	3,193.41	1,282.96	1,910.45
212-300-217 - Phone/Fax/Internet	2,078.62	1,370.93	707.69
212-300-240 - Computer Software / M	1,527.02	2,589.88	(1,062.86)
212-300-242 - IT equipment	1,047.37	1,718.01	(670.64)
212-300-250 - Facility Improvements	1,047.37	116.48	930.89
212-300-255 - Facility Maintenance	3,678.56	808.90	2,869.66
212-300-263 - Condominium Costs	1,068.90	950.52	118.38
212-300-265 - Equipment Maintenance	450.00		450.00

Report Date
2021-09-29 12:02 PM

Summer Village of Jarvis Bay
Operating Budget
For the Period Ending September 30, 2021

Page 2

	Budget	Year to Date	Budget Remain
212-300-270 - Equipment Rental	839.85	400.20	439.65
212-300-510 - Other Contingency	349.46	310.41	39.05
212-300-530 - Building Insurance	518.36		518.36
212-300-540 - Utilities	3,028.61	2,162.97	865.64
212-400-220 - Election Expenses/Mee	5,000.00	1,646.11	3,353.89
212-400-221 - Bank Fees	6,000.00	4,348.56	1,651.44
212-400-222 - Advertising	500.00		500.00
212-400-230 - Legal Fees	5,337.05		5,337.05
212-400-231 - Audit Fees	6,906.77	4,593.86	2,312.91
212-400-232 - Assessment Fees	6,800.00	5,150.00	1,650.00
212-400-233 - Accounting Software	1,868.02		1,868.02
212-400-275 - Municipal Insurance	4,269.64	3,667.15	602.49
212-400-910 - Taxation Changes	533.70		533.70
212-401-220 - Urgent Care Contribut	1,000.00		1,000.00
212-402-220 - Donations to other Or	1,000.00		1,000.00
Total Administration:	175,370.19	108,451.11	66,919.08
Protective Services			
223-000-200 - Contract Fire Service	19,000.00	553.80	18,446.20
224-000-200 - Emergency Management	2,134.82		2,134.82
225-000-200 - Policing Costs	8,969.00		8,969.00
226-000-200 - Enforcement	27,672.50	20,754.38	6,918.12
226-000-201 - Enforcement Reserve	3,108.96		3,108.96
Total Protective Services:	60,885.28	21,308.18	39,577.10
Public Works			
232-000-200 - Green Space Program	25,000.00	13,038.95	11,961.05
232-000-250 - Road Maintenance Prog	12,000.00	3,424.00	8,576.00
232-000-255 - Plowing Program	23,600.00	6,460.00	17,140.00
232-000-265 - Sign & Bench Program	3,000.00	1,063.79	1,936.21
232-000-530 - Ditch and Culvert Pro	3,000.00	1,045.00	1,955.00
232-000-545 - Street Light Program	5,100.00	2,083.74	3,016.26
242-000-250 - SLR WasteWater Commis	8,463.00	3,276.01	5,186.99
242-000-251 - SLR Water Commission	800.00	346.75	453.25
242-000-255 - Maintenance Program-S	15,000.00	7,078.23	7,921.77
242-000-260 - Usage Fees	64,756.00	40,654.00	24,102.00
243-000-200 - Contracted Services Solid Waste	24,560.78	16,507.50	8,053.28
243-000-270 - Recycling Program-WM	10,674.10	7,201.92	3,472.18
Total Public Works:	195,953.88	102,179.89	93,773.99
Planning and Development			
261-000-110 - Development Services	1,250.00	557.31	692.69
261-000-115 - IDP (RDC,TSL,LC)	1,000.00	26.25	973.75
261-000-200 - Community Planning	500.00		500.00
261-000-215 - Subdivision Appeal Bo	900.00		500.00
261-000-220 - Municipal Planning Co	900.00	580.00	320.00
Total Planning and Development:	4,550.00	1,163.56	2,986.44
Recreation			
272-000-510 - Parks and Playgrounds	21,348.19	13,047.40	8,300.79
272-000-250 - Buoy Programs	3,735.93	3,193.00	542.93

Report Date
2021-09-29 12:02 PM

Summer Village of Jarvis Bay
Operating Budget
For the Period Ending September 30, 2021

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	Budget	Year to Date	Budget Remain
274-000-850 - Parkland Regional Lib	1,821.00	1,365.87	455.13
212-403-220 - FCSS Sylvan Lake	3,438.60	1,433.00	2,005.60
274-000-510 - Operational Recreation Grants - ICF	21,432.24		21,432.24
Total Recreation:	51,775.96	19,039.27	32,736.69
Environment			
243-102-150 - Red Deer River Waters	518.16	518.16	
273-100-150 - SLMC	500.00		500.00
Total Environment:	1,018.16	518.16	500.00
Total Expenditures:	510,880.97	262,394.78	248,086.19
Surplus / Deficit	0.00	256,428.23	256,028.23

Report Date
2021-09-29 12:02 PM

**Summer Village of Jarvis Bay
Projects Budget**
For the Period Ending September 30, 2021

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-194-840 - Project Reserves - Petro Beach Security	15,000.00		(15,000.00)
197-196-840 - Project MSI - Administrative Building	97,387.00		(97,387.00)
197-198-840 - Project MSP - Drainage Improvement	13,319.00		(13,319.00)
197-199-840 - Project Grants - Memorial Benches	12,000.00		(12,000.00)
197-200-840 - Project Reserves - Speed Sign	7,000.00		(7,000.00)
Total Revenue:	144,706.00	0.00	(144,706.00)
Expenditures			
297-194-840 - Project Reserves - Petro Beach Security	15,000.00		15,000.00
297-196-840 - Project MSI - Administrative Building	97,387.00	10.00	97,377.00
297-198-840 - Project MSP - Drainage Improvements	13,319.00	1,370.88	11,948.12
297-199-840 - Projects Grants - Memorial Benches	12,000.00		12,000.00
297-200-840 - Project Reserves - Speed Sign	7,000.00	6,197.09	802.91
Total Expenditures:	144,706.00	7,577.97	137,128.03
Surplus / Deficit	0.00	(7,577.97)	(7,577.97)

Report Date
2021-09-29 12:06 PM

Summer Village of Jarvis Bay
ASFF Budget Report
For the Period Ending September 30, 2021

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-000-130 - ASFF-Residential	425,874.89	425,881.61	6.72
101-100-130 - ASFF-non-residential	1,285.28	1,285.28	
101-103-130 - DI Designated Industrial	26.73	26.73	
Total Revenue:	427,186.90	427,193.62	6.72
Expenditures			
201-100-130 - ASFF - Residential	425,874.89	328,202.55	97,672.34
201-101-130 - ASFF Non-Residential	1,285.28	1,285.28	
201-300-130 - DI Desinated Industrial	26.73		26.73
Total Expenditures:	427,186.90	329,487.83	97,699.07
Surplus / Deficit	0.00	97,705.79	97,705.79

Summer Village of Jarvis Bay

October 5, 2021

Planning and Development

Information Item

Agenda Item: Development Update

Background:

Development Permit Update:

Currently there are 86 development permits issued in the Summer Villages (32 in Birchcliff, 1 in Half Moon Bay, 8 in Jarvis Bay, 24 in Norglenwold, and 21 in Sunbreaker Cove).

The following is the listing for Jarvis Bay:

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

Closed development permits since last Council meeting:

- | | |
|-------------------------|----------|
| 1. 228 Jarvis Bay Drive | Dwelling |
|-------------------------|----------|

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #125/13.

Summer Village of Jarvis Bay

Administration and Finance

Council Date: October 5, 2021

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 233,266.46

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

1. Cory Magas	\$	5,000.00
a. Completions		
2. SL Regional Wastewater Comm	\$	8,277.64
a. Governance & Admin 2021		
3. SL & District Lions Club	\$	9,305.55
a. Petro Beach Maintenance		
4. SL Regional Wastewater Comm	\$	5,081.75
a. Wastewater Services July 2021		
5. SL Regional Wastewater Comm	\$	5,081.75
a. Wastewater Services August 2021		
6. Summer Village of Norglenwold	\$	11,583.23
a. June Monthly Shared Costs		
b. June Municipal Specific Costs		
7. Rugged West Maintenance	\$	4,725.00
a. Mowing & Trimming June 3,15 & 29		
8. Urban Dirtworks Inc	\$	3,442.29
a. Hydrovac		
9. Summer Village of Norglenwold	\$	18,128.32
a. July Monthly Shared Costs		
b. July Municipal Specific Costs		
10. Rugged West Maintenance	\$	3,150.00
a. Mowing & Trimming July 14 & 28		
11. Summer Village of Norglenwold	\$	12,553.66
a. August Monthly Shared Costs		
b. August Municipal Specific Costs		
12. Lakeview Contracting Inc	\$	3,352.65
a. Buoy-Install and Removal		
13. Rugged West Maintenance Inc	\$	3,150.00
a. Mowing & Trimming August 10 & 24		

14.AB School Foundation Fund	\$ 109,829.28
a. School Fund- September 30	

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Report Date
2021-09-22 10:32 AM

Summer Village of Jarvis Bay
List of Accounts for Approval
As of 2021-09-22
Batch: 2021-00065 to 2021-00083

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Payment #	Date	Vendor Name	Reference	Payment Amount
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Bank Code: MAIN - General Bank

Computer Cheques:

908	2021-07-31	Ace Line Locating Ltd.	Line Locating	945.00
909	2021-07-31	Cory Magas	Completions Deposit Refund	5,000.00
910	2021-07-31	Parkland Regional Library	Parkland Regional Library	478.05
911	2021-07-31	Red Deer River Watershed Allia	2021 Contribution	518.16
912	2021-07-31	SL Regional Wastewater Comm	Governance & Admin 2021	8,277.64
913	2021-07-31	SL & District Lions Club	Petro Beach maintenance	9,305.55
914	2021-07-31	TAR-IFIC Const Ltd	Straighten Gate Post	1,464.75
915	2021-07-31	Wild Rose Assessment Service	Assessment Fees	1,732.50
916	2021-08-31	David Garratt	Completions Deposit Refund	1,000.00
917	2021-08-31	Pidherney's	Project Drainage Improvements	1,439.42
918	2021-08-31	SL Regional Wastewater Comm	Wastewater Services July 2021	5,081.75
919	2021-08-31	Town of Sylvan Lake	Fire Dispatch-False Alarm	1,445.00
920	2021-08-31	Valley Mountain Homes	Completions Deposit Refund	1,000.00
921	2021-09-22	Spoiled During Printing		0.00
922	2021-09-22	Spoiled During Printing		0.00
923	2021-09-22	Ace Line Locating Ltd.	Locating Services	210.00
924	2021-09-22	SL Regional Wastewater Comm	Wastewater Services-August	5,081.75

EFT:

149	2021-07-14	Summer Villages of Norglenwold	RMA-ATS Signs	11,583.23
150	2021-08-04	Alberta One-Call Corporation	Notifications	39.69
151	2021-08-04	Al's Bobcat & Trucking	Gravel & Move Barricades	813.75
152	2021-08-04	Rugged West Maintenance Inc.	Mowing and Trim-June 3,15,29	4,725.00
153	2021-08-04	Urban Dirtworks Inc	Hydrovac	3,442.29
154	2021-08-11	Summer Villages of Norglenwold	Weigh Scale, Donation & Mail	18,128.32
155	2021-09-10	Alberta Parking Lot Services	Roadway Sweeping-April 9&16	1,837.50
156	2021-09-10	Alberta One-Call Corporation	August 2021 Notifications	13.24
157	2021-09-10	Rugged West Maintenance Inc.	Mowing & Trimming July 14 & 28	3,150.00
158	2021-09-10	Urban Dirtworks Inc	Locate Curbstop and Repair	1,050.84
159	2021-09-17	Summer Villages of Norglenwold	August Muni Specific	12,553.66
160	2021-09-22	Lakeview Contracting Inc	Buoy-Install and Removal	3,352.65
161	2021-09-22	Rugged West Maintenance Inc.	Mowing & Trimming Aug 10 & 24	3,150.00

Other:

2796-Man	2021-07-16	Red Deer County	Garbage Base Charge	2,294.00
2798-Man	2021-07-16	Waste Management of Canada	May Recycling	921.10
2799-Man	2021-07-31	Epcor	Utilities	29.49
2800-Man	2021-07-31	Epcor	Utilities	141.23
2801-Man	2021-07-31	Red Deer County	Garbage Base Charge	2,294.00
2802-Man	2021-07-31	Red Deer County	Garbage Base Charge	2,294.00
2803-Man	2021-07-31	Waste Management of Canada	Recycling	1,389.15
2833-Man	2021-08-31	Epcor	Utilities	172.88
2834-Man	2021-08-31	Epcor	Utilities	31.58
2835-Man	2021-08-31	Epcor	Utilities	171.36
2836-Man	2021-08-31	Red Deer County	Garbage Base Charge-July	2,294.00
2837-Man	2021-08-31	Red Deer County	Garbage Base Charge-AUG 2021	2,294.00
2838-Man	2021-08-31	Waste Management of Canada	Recycling	929.36

Report Date
2021-09-22 10:32 AM

Summer Village of Jarvis Bay
List of Accounts for Approval
As of 2021-09-22
Batch: 2021-00065 to 2021-00083

Page 2

Payment #	Date	Vendor Name	Reference	Payment Amount
2842-Man	2021-09-22	AB School Foundation Fund	School Fund-Sept 30	109,829.28
2843-Man	2021-09-22	Epcor	Utilities	181.45
2844-Man	2021-09-22	Epcor	Utilities	34.27
2845-Man	2021-09-22	Epcor	Utilities	216.21
2846-Man	2021-09-22	Waste Management of Canada	Recycling	929.36
Total for MAIN:				233,266.46

Certified Correct This September 22, 2021

Mayor

Administrator

Summer Village of Jarvis Bay**October 5, 2021****Public Works****Information Item****Agenda Item: *Public Works Report*****Background:**

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

- Road repairs are scheduled for early October. Several manholes will be lowered to remove bumps on Jarvis Glen Way and the bump caused by the culvert at the end of Jarvis Glen Way will be removed.
- Administration is working with AB Transportation to repair drainage issues caused by road work done to the intersection on Highway 20.
- The new sewer service for 184A will be installed in October along with the private system on that lot. All cost will be covered by the property owners.
- Administration has contacted Fortis, Telus and Shaw about utility boxes that need repairs.
- Sewer main flushing will be completed in October.
- Outhouses at Petro Beach will be locked on October 15 and re-opened again on May 1, 2022.
- Snow fence will be installed along Petro Beach to prevent snow from drifting onto the road from the lake.
- Community info boards are being re-positioned to make them more accessible during the winter months.
- Working with Fortis to determine a cost estimate to move all overhead utilities underground. Administration has determined that this project would be eligible for MSI grant funding should it go forward.

Options for Consideration:

Accept for information

Authorities:

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

Summer Village of Jarvis Bay

October 5, 2021

Finance

Request for Decision

Agenda Item: *Tax Penalty Removal Request*

Background:

Administration has received an email from a property owner requesting Council to waive the applied penalty of \$331.14, as their tax notice was paid in a Bank of Montreal Branch in Red Deer, AB on June 22, 2021 and subsequently the payment went to the Town of Sylvan Lake, not to the Summer Village of Jarvis Bay.

The Summer Village Administration received the tax payment on August 20, 2021.

Options for Consideration:

- (a) Cancel or reduce tax arrears;
- (b) Cancel or refund all or part of a tax;
- (c) Keep penalty as applied.

Administrative Recommendations:

As this letter does not establish a bona fide need nor extenuating circumstance, it is recommended that Council deny this penalty removal request as this is not a payment option that the Summer Village of Jarvis Bay accepts. Payment terms are clearly identified on the back of all tax notices and payments made to financial institutions is not listed as a payment term.

Authorities:

The Municipal Government Act, section 347(1) permits Council to cancel, reduce, refund or defer tax penalties as follows:

If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or class of taxable property or business, do one or more of the following, with or without conditions:


- (a) Cancel or reduce tax arrears;
- (b) Cancel or refund all or part of a tax arrear;
- (c) Defer the collection of a tax.

33 Jarvis Bay Dr. - Charmaine Marshall

Sean Marshall <rangersean@live.com>

Wed 9/22/2021 11:04 AM

To: Carolyn Widmer <cwidmer@sylvansummervillages.ca>; Tina Leer <tinaleer@sylvansummervillages.ca>

 2 attachments (387 KB)

Sylvansummervillages2 (2).jpg; Sylvansummervillages1 (2).jpg;

To: Council of Sylvan Summer Villages

Hello,

I am writing to ask you to please consider removing the \$300.00 interest late fee on our taxes from this past July 31, 2021. As shows on the receipts that were provided on June 22, 2021, we were not late in paying but the money was misdirected from the B.O.M and the account was not verified through the bank. The money then sat in Sylvan Lake taxes office – without any notification to us. The receipts were photocopied at your office and were provided to Carolyn, but I have no direct confirmation that you have those receipts at this time. Please let me know if they have been found, but I have included copies that I have that may not be as clear as the copies provided.

Please let me know if you have any further questions.

Thanks,
Charmaine Marshall
Phone: (US): 253-951-8674
Email: rangersean@live.com

DUE DATE
JULY 31, 2021

Paid 33 June 1970
June 22/2020
Paid thru Aug 1
12,200.50

JUN 23 2021
 BMO BANK OF MONTREAL
 3913.29

Thank you for banking with
 Bank of Montreal

New Balance: 3913.29
 Payment Amount: 3913.29
 Source of Payment: 3913.29
 Bill Account Number: 02032000
 Branch B111 Payment: SYLVAN LAKE TAX
 Authentication: Manual
 Card Number: No Card
 Business Date: JUN 22 2021
 Operator: 032
 Branch Transit: 3505
 June 22, 2021
 1:44:26 PM
 Transaction Record
 Customer Copy

JAMES TONG
 June 22/2021

BMO DEL 17H
 3913.29
 2,207.58 PM BRANCH BALD PAYMENT
 BMO RMD
 BRANCH 3505
 SYLVAN LAKE TAX

PROPERTY ASSESSMENT AND TAX NOTICE

FINAL BILL

Summer Village of Jarvis Bay
 #2 Erickson Drive
 Sylvan Lake, AB
 T4S 1P5
 Business: (403)887-2822
 Fax: (403)887-2897
 Email:
 finance@slyvansummervillages.ca

ROLL NUMBER 00002032 000	TAX YEAR 2021	MAILING DATE May 21, 2021		NOTICE OF ASSESSMENT May 31, 2021
LEGAL DESCRIPTION 17 1 2350EO		EDUCATION Public	TAX SALE No	FINAL DATE FOR APPEAL July 30, 2021
PROPERTY LOCATION 33 Jarvis Bay Drive		OWNER/MORTGAGEE NAME 19 Charmaine G Marshall		
MORTGAGE INFORMATION				

PROPERTY ASSESSMENT AND TAXATION INFORMATION

ASSESSMENT CLASS	LAND	IMPR	COMBINED	TOTAL	TAX RATE	PROPERTY TAX
1 - Residential	312,590	128,240	0	440,830	5.00780000	2,207.58

TAKE NOTICE that you are assessed under the provisions of the Municipal Government Act for the above mentioned property. Taxes are now due and payable to the Summer Village of Jarvis Bay. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.

TAXING AUTHORITY	ASSESSMENT	TAX RATE	% OF TOTAL	TAX AMOUNT
100 - MUN	440,830	2.45000000	48.92	1,080.03
200 - CERS	440,830	2.55780000	51.08	1,127.55

NOTE: A penalty of 15% will be assessed August 1, 2021 on the total unpaid balance as of July 31, 2021. A further penalty of 18% will be assessed January 1, 2022 on the total unpaid balance as of December 31, 2021.

TOTAL PROPERTY TAXES:	2,207.58
LOCAL IMPROVEMENTS:	0.00
TOTAL CURRENT TAXES:	2,207.58
CREDITS OR ARREARS:	0.00
TOTAL TAXES DUE:	2,207.58

AMOUNT DUE BY:	
31-JUL-2021:	2,207.58

TAXES PAYABLE AFTER:	
31-JUL-2021	2,538.72

TAXES PAYABLE AFTER:	
31-DEC-2021	2,995.69

Return this portion with your payment.

Summer Village of Jarvis Bay
 #2 Erickson Drive, Sylvan Lake, AB, T4S 1P5

00002032 000

Charmaine G Marshall
 32506 - 16 Avenue South
 Roy, Washington 98580
 USA

Assessment Information:

Pursuant to Sections 299 and 300 of the Municipal Government Act, all assessed persons are entitled to see or receive sufficient information about the person's property or the summary of assessment. If you wish to speak to an Assessor, please contact the Village Assessor, Kevin Bohlken, Wild Rose Assessment Services Inc. at (403) 343-3357. All other requests for information regarding the property or summary of assessment should be in writing and sent to your Municipality. Your Municipality will provide the information requested within 15 days of receipt.

The Assessment Complaint process has been revised. Information booklets are available at the Administration Office. Assessment complaints must be filed within 60 (sixty) days from the date of mailing (top of notice) and must be filed using the Government of Alberta "Assessment Review Board Complaint Form" (#LGS1402), available by contacting the Administration Office at (403) 887-2822 or by going online to <http://municipalaffairs.alberta.ca/mcpropertyassessmentandtaxation/cfm>. Instructions and guidelines included with Form LGS1402.

Prior to submission of a complaint, **please contact the Village Assessor, Kevin Bohlken, Wild Rose Assessment Services Inc. at (403) 343-3357.**

FINAL DATE TO MAIL AN ASSESSMENT COMPLAINT: July 30, 2021

LINEAR PROPERTY: An Assessment Review Board has no jurisdiction to deal with complaints about assessment for linear property. The Municipal Government Board has jurisdiction to hear complaints about assessment for linear property.

Payment Information:

DUE DATE IS JULY 31, 2021

Payment of taxes is required prior to midnight on July 31st, 2021. Payment can be made by:

- ~~Cash~~ – n/a due to Covid-19 Pandemic
- **Cheque**
- **Postdated cheque (dated for July 31, 2021)**
- ~~Debit~~ – n/a due to Covid-19 Pandemic
- **Plastiq**

Summer Village Administration Office, Bay 8 - 14 Thevenaz Industrial Trail, Sylvan Lake, AB. T4S 2J5.
Penalties will be added on August 1, 2021 at 8:30 a.m.

If you would like a receipt, please email us at: finance@sylvansummervillages.ca or attach a note with your payment.

If you have any questions, please contact the Administration Office at 403-887-2822.

Summer Village of Jarvis Bay

October 5, 2021

Finance & Administration

Request for Decision

Agenda Item: *Parkland Regional Library Budget*

Background:

Administration received a copy of the Parkland Regional Library 2022 proposed budget.

The Parkland Regional Library Board requests that Council approve the 2022 per capita requisition and notifies PRL asap, that way any budget revisions can be addressed at the PRL Board meeting on November 4th.

The 2022 proposed per capita requisition is 8.55, which is a zero increase from 2021.

Options for Consideration:

- 1) Approve the Parkland Regional Library's 2022 budget.
- 2) Don't approve with a letter to be sent advising of decision.

Administrative Recommendations:

Administration recommends approval of Parkland Regional Library's 2022 budget.

Authorities:

Parkland Regional Library Agreement



Proposed BUDGET 2022

Proposed 2022 Budget
PARKLAND REGIONAL LIBRARY SYSTEM

		Present Budget	
		2021	2022
Income			
1.1	Provincial Operating Grant	990,831	992,621
1.2	First Nations Grant	145,602	145,602
1.3	Membership Fees	1,881,316	1,939,986
1.4	Alberta Rural Library Services Grant	428,738	429,742
1.5	Interest Income	32,000	28,500
TOTAL Income		3,478,487	3,536,451
Support Materials & Services Direct to Libraries			
2.1	Alberta Rural Library Services Grant	428,738	429,742
2.2	Allotment Funds issued to Libraries	249,546	256,396
2.3	Cataloguing Tools	3,000	3,000
2.4	Computer Maint. Agree. Software licenses	197,690	201,885
2.5	Cooperative Collection Fund	0	35,835
2.6	eContent Platform fees, Subscriptions	53,700	78,100
2.7	FN Provincial Grant expenses	78,839	78,839
2.8	Freight	1,800	1,800
2.9	Internet Connection Fees	14,400	8,820
2.10	Marketing/Advocacy	5,000	20,000
2.11	Member Library Computers Allotment	66,010	68,070
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,100	1,000
2.14	ILL Postage Reimbursement for libraries	4,500	4,500
2.15	Supplies purchased Cataloguing/Mylar	25,000	18,500
2.16	Vehicle expense	46,000	46,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	3,000	5,000
2.19	eContent	47,500	57,500
2.20	Large Print	10,000	10,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,500	4,000
TOTAL Support Materials & Services Direct to Libraries		1,257,123	1,345,787
Cost of Services			
3.1	Audit	17,400	16,500
3.2	Bank expenses	2,000	1,600
3.3	Bank Investment Fees	4,300	4,700
3.4	Building-Repairs/Maintenance	18,000	18,000
3.5	Dues/Fees/Memberships	11,750	12,200
3.6	Insurance	18,500	19,000
3.7	Janitorial/Outdoor maintenance expense	32,500	34,000
3.8	Photocopy	7,000	4,000
3.9	Publicity/Trade Show	4,100	0
3.10	Salaries	1,607,281	1,588,659
3.11	Salaries - Employee Benefits	354,497	349,505
3.12	Staff Development	20,000	20,000
3.13	Supplies/Stationery/Building	30,036	32,500
3.14	Telephone	12,000	8,000
3.15	Travel	9,000	8,000
3.16	Trustee expense	34,000	35,000
3.17	Utilities	39,000	39,000
TOTAL Cost of Services		2,221,364	2,190,664
TOTAL Expenses (library materials & cost of service)		3,478,487	3,536,451
Surplus/Deficit		0	0
AMOUNT PER CAPITA REQUISITION		8.55	8.55

Notes for the Parkland Regional Library System Budget 2022

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement – Library System Budget:

- 8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.*
- 8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2022, there is a zero increase to the municipal per capita requisition. The amount will remain the same as in 2020 and 2021, at \$8.55. This will be the third year in a row Parkland has not increased the per capita rate of the requisition.

For calculating the municipal levy for 2022, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance. We project the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant in 2022. We also assume that grant levels will be based on 2016 population statistics.

Points within the budget to note include:

- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita (line 1.1).
- The First Nations Grant is assumed to continue using 2016 population figures, the grant is calculated at \$10.25 per capita (line 1.2).
- Membership fees are estimated on the most current statistics provided by the Government of Alberta.
- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures (line 1.4).
- Materials Allotment is being calculated at \$1.13 per capita (line 2.2).
- Cooperative Collection Fund is new and is designed to give Parkland staff a budget line for the purchase of physical materials (e.g. books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect member library needs. Also, should spending priorities change in the future, such as increased demand for additional eContent, this line can be reduced without impacting member library allotment (line 2.2).
- Provincial grants amount to approximately 44.3% of PRLS' total income.
- The eContent line has been increased to reflect demand (line 2.6). eContent use increased significantly during the COVID-19 lockdowns.
- The Internet Connection Fees line has been reduced due to a newly negotiated contract that includes an increase in bandwidth (line 2.9).
- The Publicity/Tradeshow (line 3.9) has been eliminated and the funds associated with that line combined with the Marketing/Advocacy line (2.10). Overall line 2.10 has been increased to provide funds for marketing initiatives as directed within Parkland's current strategic plan.
- The salaries and benefits lines (3.11 and 3.12) have been reduced due to staff changes.
- Other lines have been increased or decreased slightly based on inflation or estimated expenses.

At the end of the budget documents you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at \$162,800. One other anticipated reserve fund transfer for 2022 is for the purchase of one new cargo vehicle (estimated at \$33,500). By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

New this year staff have included a document with the budget package comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 93% of the 2022 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running Parkland system headquarters.

Parkland Regional Library System

Return on Municipal Levy

Based on 2021 & 2022 Budgeted Amounts



	2021	2022
Materials Allotment for Libraries (Books, DVD's, audiobooks, etc.)	\$249,546.00	\$256,396.00
Rural Library Services Grant	\$428,738.00	\$429,742.00
Technology (Hardware)	\$197,400.00	\$162,800.00
Postage (Reimbursement for Interlibrary Loan)	\$4,500.00	\$4,500.00
Software (For computers, ILS, etc.)	\$197,690.00	\$201,885.00
Rotating Collections (Large print, audiobook, programming kits etc.)	\$19,500.00	\$21,000.00
Internet (Connectivity provided to member libraries)	\$14,400.00	\$8,820.00
eContent (Platforms & purchases of eBooks, eAudiobooks, etc.)	\$101,200.00	\$135,600.00
Cooperative Collection Fund for Libraries	-	\$35,835.00
Marketing/Advocacy	-	\$20,000.00
Workshop/Training	\$14,000.00	\$14,000.00
Cataloguing Supplies	\$25,000.00	\$31,500.00
Contribution to Outlet Libraries*	\$800.00	\$800.00
Materials Discount (33% 2021 & 42% 2022)	\$82,350.18	\$107,686.32
Supernet (Fiber Optic connection provided by GOA to library system members)	\$370,022.00	\$370,022.00
Sub-total	\$1,705,146.18	\$1,800,586.32
Requisition	\$1,881,316.00	\$1,939,986.00
	91%	93%
Difference Between Levy & Direct Return	\$176,169.82	\$139,399.68

Brief Notes – September 2022**INCOME**

- 1.1 The Provincial Operating grant is an estimate, based on announcement from the Public Library Services Branch (PLSB) calculated at \$4.70 per capita.
- 1.2 The First Nations grant for reserve residents is calculated at \$10.25 per capita
- 1.3 Estimated requisition to municipalities to balance budget held at 2021 level \$8.55
- 1.4 Estimate, based on announcement from PLSB and calculated at \$5.55 per capita
- 1.5 Decreased slightly to reflect the anticipated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on announcement from PLSB - see 1.4 above
- 2.2 Reflects allotment rate of \$1.13 per capita
- 2.3 Based on actual costs and held at the 2021 level
- 2.4 Line slightly increased which includes the Polaris Integrated Library system maintenance agreement, purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, PRLS' management of wireless networks
- 2.5 New line - Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g. books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.6 Line increased due to demand for direct-to-patron electronic resources – for platform fees and subscriptions for eContent, an addition of an adult learning/skill development database
- 2.7 Funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland's six First Nations reserves
- 2.8 For vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.9 Reduce significantly as negotiated by IT – includes an added benefit of increased bandwidth
- 2.10 Newly named, increased amount by combining funds from the eliminated line 3.9 and some funds from line 3.8 - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Reduced slightly, based on actual
- 2.14 Held at \$4,500 - new in 2020 combines both ILL postage reimbursement to libraries and ILL's sent from HQ for libraries
- 2.15 Reduced, based on actual - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases
- 2.16 Held at 2021 level – for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for 2020

- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers and staff

PRLS Circulating Collections

- 2.18 Increased to \$5,000
- 2.19 Increase by \$10,000 to reflect materials allotment for the purchase of eContent which is in high demand
- 2.20 Held at 2021 amount
- 2.21 Held at 2021 amount
- 2.22 Reduced slightly

COST OF SERVICES

- 3.1 Reduced as 2021 costs includes Parkland's triannual LAPP Audit requirement – the 2022 amount is estimated and includes costs for an annual letter from PRLS' lawyer required for the audit process
- 3.2 Reduced slightly to \$1,600 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Increased slightly to \$4,700 based on review of actual over a three-year period
- 3.4 Held at \$18,000 - actual cost for maintaining the new building are just estimates
- 3.5 Increased slightly to \$12,200 - to cover PRLS' cost to belong to membership organizations (e.g. The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased slightly - covers five vehicles, cyber insurance, and new building coverage etc.
- 3.7 Increased slightly to \$34,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance, snow removal, and yard maintenance
- 3.8 Reduced to \$4,000 by moving funds for printing costs if an outside source is used for library publications/posters/etc. to line 2.10 Marketing/Advocacy – reflects lower fees per new photocopiers and estimated usage
- 3.9 Eliminated line and rolled budget amount into new line 2.10 Marketing/Advocacy
- 3.10 Decreased slightly reflects current staff levels
- 3.11 Decreased to reflect predicted costs for staff benefits based on current staff levels
- 3.12 Renamed – was Continuing Education- held at the 2021 amount
- 3.13 Increased slightly - based on a five-year review
- 3.14 Reduced due to acquiring a new phone system - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.15 Reduced to \$8,000 – based on 3-year review of actual expenses (COVID-19 restrictions considered)
- 3.16 Increased slightly in 2021 to \$34,000 - includes executive and advocacy committee meetings, external meetings for trustees and to support trustee activities
- 3.17 Based on actual in new building to date and then estimated – held at \$39,000

Complete Notes to the 2022 Budget

Proposed 2022 Budget Parkland Regional Library System

		Present Budget	
		2021	2022
Income			
1.1	Provincial Grants	990,831	992,621
1.2	First Nations Grant	145,602	145,602
1.3	Membership Fees	1,881,316	1,939,986
1.4	Alberta Rural Library Services Grant	428,738	429,742
1.5	Interest Income	32,000	28,500
TOTAL Income		3,478,487	3,536,451

Income – line details

1.1 Provincial Operating Grant:

for budgeting purposes, the provincial operating grant rate for regional systems is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2016 population statistics at \$4.70 per capita - this rate is subject to change annually.

1.2 First Nations Grant:

the First Nations (FN) grant from the PLSB is expected to be ongoing. It is calculated at \$10.25 per capita based on First Nations reserve populations found within Parkland's service area. The grant is to enable library services to FN reserve residents. The grant is composed of two grants. The \$4.70 system operating grant and the \$5.55 per capita operating grant. The \$4.70 is used to fund operations of the regional system. The \$5.55 per capita is to fund various First Nations initiatives. See line 2.7.

1.3 Membership Fees:

\$8.55 per capita – requisition to municipalities to balance the budget, no increase. This rate will be the same for three years in a row and is not sustainable indefinitely without affecting service.

*1.4 Alberta Rural Library
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents and based on the PRLS membership agreement for those municipalities and municipal districts who do not appoint a library board – the grant is passed entirely to libraries as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2016 population statistics at \$5.55 per capita – see line 2.1 under Support Materials & Services Direct to Libraries.

1.5 Interest Income:

estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments and is slightly reduced for 2022.

Support Materials & Services Direct to Libraries		2021	2022
2.1	Alberta Rural Library Services Grant	428,738	429,742
2.2	Allotment Funds issued to Libraries	249,546	256,396
2.3	Cataloguing Tools	3,000	3,000
2.4	Computer Maint. Agree. Software licenses	197,690	201,885
2.5	Cooperative Collection Fund	0	35,835
2.6	eContent Platform fees, Subscriptions	53,700	78,100
2.7	FN Provincial Grant expenses	78,839	78,839
2.8	Freight	1,800	1,800
2.9	Internet Connection Fees	14,400	8,820
2.10	Marketing/Advocacy	5,000	20,000
2.11	Member Library Computers Allotment	66,010	68,070
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,100	1,000
2.14	ILL Postage Reimbursement for libraries	4,500	4,500
2.15	Supplies purchased Cataloguing/Mylar	25,000	18,500
2.16	Vehicle expense	46,000	46,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	3,000	5,000
2.19	eContent	47,500	57,500
2.20	Large Print	10,000	10,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,500	4,000
TOTAL Support Materials & Services Direct to Libraries		1,257,123	1,345,787

Support Materials & Services Direct to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

provincial grant received by PRLS for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as mandated by the municipalities – see line 1.4 under income.

2.2 Allotment Funds Issued

to Libraries:

reflects allotment rate of \$1.13 per capita – held at 2017 level.

- 2.3 Cataloguing tools:* based on actual costs – held at 2021 level – includes a number of electronic resources such as Classification Web, RDA Tool kit, Web Dewey, and BookWhere: all of which are used to prepare books and other materials for libraries.
- 2.4 Computer Maint. Agree. Software Licenses:* for software maintenance agreements and subscriptions – line covers, but not limited to, the Microsoft suite of software for member library computers, website software, PRLS' management of wireless networks, PRLS' computer licenses, and licensed services for the Polaris integrated library system also includes small non-capital IT items as needed such as monitors and bar code scanners.
- 2.5 Cooperative Collection:* this is a new line and is designed to allow Parkland staff to purchase physical materials (e.g. books and DVDs) to augment the collections of member libraries. Based on interlibrary loan requests, and collection assessments Parkland can target spending so member library collections better reflect member library needs. Also, should other priorities occur in the future, such as increased demand for additional eContent, this line can be reduced without impacting member library allotment (line 2.2).
- 2.6 eContent Platform fees and Subscription fees:* increased to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResource (includes 3 public library focused databases: Ancestry Library Edition, Consumer Reports, and Solaro (homework help)), along with CloudLinking, Novelist, Niche Academy, Audio Cine, Survey Monkey, Loomly, Cypress Resume, a new adult learning/skill building resource, and other eContent PRLS may acquire.
- 2.7 FN Provincial Grant Expense:* funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland's six First Nations reserves.
- 2.8 Freight:* vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – held at 2021 level.

*2.9 Internet Connection**Fees:*

for internet service provision to member libraries and HQ – reduce significantly due to a new contract negotiated by IT – includes an added benefit of increased bandwidth.

2.10 Marketing/Advocacy:

newly named, increased amount by combining funds from the elimination of line 3.9 and some additional funds from the photocopy/printing line 3.8 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS as mandated in Parkland's strategic plan.

*2.11 Member Library**Computers:*

income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

2.12 Outlet - Contribution to Operating:

operating funds for Parkland's four outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet's sponsoring society provides matching funds – held at \$800.

2.13 Periodicals:

reduced slightly based on actual, includes professional development publications and library journals.

*2.14 ILL Postage**Reimbursement for Libraries:*

held at 2021 levels – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL's sent for libraries from HQ's.

2.15 Supplies purchased Cataloguing/Mylar:

reduced for 2022 - based on review of 3-year actual, line for purchasing library materials processing laminated book covers, cataloguing records, and multimedia cases.

2.16 Vehicle Expense:

includes fuel and estimates for fluctuation in fuel prices, anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements – held at 2021 amounts.

2.17 Workshop/Training:

includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – held at 2021 amount.

PRLS Circulating Collections

- 2.18. Audiobook Materials:* increased due to demand – used to support the physical audiobook collection.
- 2.19 eContent:* increased due to demand for direct-to-patron electronic resources - includes allotment for RB Digital magazines, eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent.
- 2.20 Large Print Books:* held at 2021 level.
- 2.21 Programming Boxes:* held at 2021 level - to refresh and build new programming kits for programming in member libraries.
- 2.22 Reference Materials:* reduced slightly – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.

Cost of Services		2021	2022
3.1	Audit	17,400	16,500
3.2	Bank expenses	2,000	1,600
3.3	Bank Investment Fees	4,300	4,700
3.4	Building-Repairs/Maintenance	18,000	18,000
3.5	Dues/Fees/Memberships	11,750	12,200
3.6	Insurance	18,500	19,000
3.7	Janitorial/Outdoor maintenance expense	32,500	34,000
3.8	Photocopy	7,000	4,000
3.9	Publicity/Trade Show	4,100	0
3.10	Salaries	1,607,281	1,588,659
3.11	Salaries - Employee Benefits	354,497	349,505
3.12	Staff Development	20,000	20,000
3.13	Supplies/Stationery/Building	30,036	32,500
3.14	Telephone	12,000	8,000
3.15	Travel	9,000	8,000
3.16	Trustee expense	34,000	35,000
3.17	Utilities	39,000	39,000
TOTAL Cost of Services		2,221,364	2,190,664

Cost of Services – line details

- 3.1 Audit:* reduced as 2021 costs includes Parkland's triannual LAPP Audit requirement – the 2022 amount is estimated and includes costs for an annual letter from PRLS' lawyers required for the audit process.
- 3.2 Bank Expenses:* reduced slightly based on actual - to cover the cost of enhanced electronic banking services and cheques.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – increased slightly.
- 3.4 Building-Repair/Maintenance:* held at 2021 amount – costs are based on actual in new building since October 2020 then with estimated amounts for a year.

*3.5 Dues/Fees/**Memberships:*

for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), and Alberta Public Library Administrators' Council (APLAC). Increased slightly to reflect actual.

3.6 Insurance:

this line has increased slightly to account for the addition of cyber insurance along with new building estimates. It includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, bond and crime - based on a review of actual 3-year costs.

*3.7 Janitorial/Outdoor**Maint. Expense:*

increased slightly to \$34,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance, snow removal, and yard maintenance.

3.8 Photocopy:

renamed and reduced by moving funds for printing costs if an outside source is used for library publications/posters/etc. to line 2.10 Marketing/Advocacy – reflects lower fees per new photocopiers and estimated usage as well.

3.9 Publicity/Trade Show:

line eliminated with funds allocated to new line 2.10 Marketing/Advocacy.

3.10 Salaries:

reduced to reflect the current staffing level.

*3.11 Salaries-Employee**Benefits:*

reduced to reflect predicted costs for staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP and Blue Cross.

3.12 Staff Development:

renamed - funds PRLS staff to attend workshops, seminars, technology/training courses, mental wellness events, conferences and other continuing education activities – held at \$20,000.

*3.13 Supplies/Stationery/
Building:*

based on a 3-year review - includes, but not limited to, book-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, also building and stationery supplies - increased slightly to account for regional library system swag shifted from eliminated line 3.9.

3.14 Telephone:

reduced due to acquiring a new phone system - includes line charges, toll free number, mobile telephones, and long-distance costs.

3.15 Travel:

includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.505 per km to staff when they are unable to use the PRLS staff vehicles) – based on actual and estimates, reduced to \$8,000.

3.16 Trustee Expense:

increased slightly to account for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 8 or 9 times a year, includes \$100 half day/\$200 full day honorarium and mileage for committee meetings (includes meetings the board members attend on PLRS' behalf).

3.17 Utilities:

based on actual since moving into the new building in October 2020 and then estimated for a full year – held at 2021 level of \$39,000.

Proposed 2022 Budget
PARKLAND REGIONAL LIBRARY SYSTEM

	Present Budget 2021	Proposed Budget 2022
TOTAL Income	3,478,487	3,536,451
TOTAL Support Materials & Services Direct to Libraries	1,257,123	1,345,787
TOTAL Cost of Services	2,221,364	2,190,664
TOTAL Expenses (library materials & cost of service)	3,478,487	3,536,451
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.55	8.55

Budget Supplement**Explanation points to the 2022 Budget dealing with Capital Assets, Amortization and Reserves.**

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRLS has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRLS' Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The amortization expense for IT purchases will be allocated and the residual value set aside in the Amortization Reserve.

Parkland will be purchasing one new vehicle in 2022 (estimated at \$33,500). The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy.

Parkland Regional Library System

Budget Supplement - Movement of Funds - 2022

Explanation points to the 2022 Budget dealing with Capital Assets, Amortization and Reserves
In passing the budget you agree to the movement of funds between reserves and operating
as defined below and based on policy.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2022	
Amortization Reserve (does not include building residual)		
Anticipated funds required to cover current portion of amortization expense from reserve w/o building amortization <i>(actual amount will be affected by asset disposals during the year)</i>	\$79,582	A
Vehicle Reserve		
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$33,500	B
Technology Reserve		
Anticipated funds required for Technology purchases <i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRLS assets)</i> <i>(Estimated capital PRLS assets - 2022, \$68,800 -B)</i>	\$162,800	B
	\$275,882	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$5,000	C
	\$5,000	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRLS assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$68,541	B
Vehicle Reserve		
Proceeds from the sale of vehicles <i>(actual amounts will be based on exact selling price in the year)</i>	\$5,000	C

Technology Reserve	\$68,070
Budgeted for member library computers	
	<hr/>
	\$141,611

4 CAPITAL ASSET EXPENSE ALLOCATION

Current year Amortization estimated - PRLS Assets	\$33,759	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		
 Amortization expense anticipated (w/o building amount)	\$79,582	A
<i>(actual amount will be affected by asset disposals during the year)</i>		
	<hr/>	
	\$113,341	

Summer Village of Jarvis Bay

Council and Legislation

Request for Decision

Agenda Item: Signing Authority

Background:

For legal and financial purposes, the Summer Village of Jarvis Bay requires meeting minutes stating who the new signing authorities are as part of the Signing Authority authorization process.

Options for Consideration:

That, pursuant to Section 213 (4) of the Municipal Government Act, agreements and cheques must be signed by one person in Group A and one person in Group B and further, that the said groups shall consist of the following:

GROUP A

Julie Maplethorpe, Annabelle Wiseman and David Garratt

GROUP B

CAO Tanner Evans or Executive Assistant Teri Musseau.

Administrative Recommendations:

That Council pass resolution adding Councillor David Garratt and removing Bob Thomlinson from Group A.

Authorities:

MGA 213

(4) Agreements and cheques and other negotiable instruments must be signed or authorized

(a) by the chief elected official or by another person authorized by council to sign them, and

(b) by a designated officer

Summer Village of Jarvis Bay

Council and Legislation

Request for Decision

Agenda Item: *Request to Strike IDP Committee*

Background:

The Intermunicipal Development Plan was completed at the end of 2020. Section 10.2.5 discusses the need for an Intermunicipal Development Plan Committee which shall be established between the partner municipalities. This "IDPC" shall be comprised of one elected official and one non-voting administrative staff from each of the 8 participating municipalities and will meet annually or on an as needed basis to monitor, review, discuss, and/or resolve any issues of mutual interest or as opportunities arise.

What the IDP does not do is state which municipality will initiate the process of striking the IDPC. As Chair of the Sylvan Lake Management Committee, Mayor Roger Dufresne has offered to begin the process. Attached is a letter to be signed and sent to the other 7 partner municipalities, should council agree.

Options for Consideration:

- 1) Council to discuss and provide direction to administration.
- 2) Council to appoint a member to the IDPC.

Administrative Recommendations:

- 1) That Council support the decision to dissolve the SLMC, and that Council support the creation of the ICPC and name one member to the committee.

Authorities:

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

September 9, 2021

**To the Participating Municipalities of the Sylvan Lake Intermunicipal Development Plan
Re: Intermunicipal Development Plan Committee**

Last year we completed a large undertaking with the successful completion of our Intermunicipal Development Plan (IDP). The collaborative work each municipality put into this document is something that we will continue to accomplish moving forward, working together proactively to enhance and improve the area around Sylvan Lake for the benefit of all parties involved.

Section 10.2.5 – 10.2.9 of the IDP speaks to the necessity of forming an Intermunicipal Development Plan Committee (IDPC):

- 10.2.5 An intermunicipal Development Plan Committee (IDPC) shall be established between the Partner Municipalities.
- 10.2.6 The Intermunicipal Development Plan Committee shall be comprised of one elected official and one non-voting Administrative staff member from each of the Partner Municipalities. The Intermunicipal Development Plan Committee shall also include a Technical Advisory Committee comprised of administrative staff members from each of the Partner Municipalities.
- 10.2.7 The Intermunicipal Development Plan Committee shall meet annually or on an asneeded basis to monitor, review, discuss, and / or resolve any issues of mutual interest, or as opportunities arise.
- 10.2.8 The mandate of the Intermunicipal Development Plan Committee shall include the following:
 - a. Oversight for the implementation of the Sylvan Lake Intermunicipal Development Plan's policies and required follow-up studies/plan/initiatives;
 - b. Monitoring the Sylvan Lake Intermunicipal Development Plan's progress;
 - c. Reviewing any proposed amendments to the Sylvan Lake Intermunicipal Development Plan;
 - d. Reviewing any proposed annexations;
 - e. Discussing any other joint Sylvan Lake Intermunicipal Development Plan opportunities or issues that may arise; f. Assisting with the resolution of disputes in accordance with policies 10.2.32 - 10.2.34.

10.2.9 Municipal staff members are encouraged to informally discuss intermunicipal matters and consult with each other on an as-needed basis regardless of the committee agenda or schedule.

The Summer Village of Birchcliff has passed a motion to establish the Intermunicipal Development Plan Committee, and appointed an elected official and one non-voting administrative staff member to the committee. We kindly request that your council consider making a similar motion and appointment so that the IDPC can be established and the work can begin on the terms of reference for this committee.

Thank you,

Roger Dufresne
Mayor of Birchcliff
Chair – Sylvan Lake Management Committee

September 20, 2021

Dear Member Municipalities,

On September 8, 2021, the Sylvan Lake Management Committee (SLMC) held their regular meeting where they discussed the previously requested repeal of the Sylvan Lake Management Plan and subsequent future of the SLMC. The Committee agreed that similar to the redundancy between the Sylvan Lake Management Plan and the Sylvan Lake Intermunicipal Development Plan (IDP), two committees to deal with the health and sustainability of the watershed was unnecessary. Given that the IDP states that an IDP Committee will need to be established to oversee the plan and its implementation, the SLMC determined that the Management Committee would no longer be necessary.

At that meeting the following motion was made:

Moved by N. Rattan to dissolve the Sylvan Lake Management Committee following this meeting.
Carried

As the Chair of the Sylvan Lake Management Committee, I am requesting on the Committee's behalf, that the member municipalities consider withdrawing their participation and membership in the Sylvan Lake Management Committee and further that they support the Sylvan Lake Management Committee's decision to dissolve the Committee, as the new IDP Committee will be established to promote sustainable land development and protect the health of the watershed.

Should you have any questions please feel free to contact me at roger.gj.dufresne@gmail.com.

Sincerely,



Roger Dufresne
Chair, Sylvan Lake Management Committee

Sylvan Lake Management Committee

Minutes of a Regular Meeting of the Sylvan Lake Management Committee (SLMC), held on September 8, 2021 via Microsoft Teams.

Member	Representing
Roger Dufresne (Chair)	S.V. of Birchcliff
Keith Stephenson	Lacombe County
Nav Rattan	S.V. of Norglenwold
Annabelle Wiseman	S.V. of Jarvis Bay
Andrea Remington	S.V. of Half Moon Bay
Teresa Rilling	Town of Sylvan Lake
Staff/Technical Advisory Team	
Cajun Paradis	Lacombe County
Jennifer Berry	Lacombe County
Dale Freitag	Lacombe County
Tanner Evans	Sylvan Lake Summer Villages
Kara Kashuba	Sylvan Lake Summer Villages
Kim Devlin	Town of Sylvan Lake
Trina Lamanes	Town of Sylvan Lake
Angela Fulton	Alberta Environment

1.0 Call to Order

Chair R. Dufresne called the meeting to order at 1:32 p.m.

2.0 Additions/Deletions to the Agenda

R. Dufresne moved item #8, SLMC future and Terms of Reference, up to #5 on the agenda.

3.0 Adoption of Agenda

Moved by K. Stephenson to approve the September 8, 2021 Agenda as amended.

Carried

4.0 Adoption of the Minutes from December Meeting

Moved by K. Stephenson to approve the March 3, 2021 Minutes as presented.

Carried

5.0 SLMC Future and Terms of Reference

Discussion was had on the establishment of an IDP Committee and the process and timelines for that to occur. The Committee did not see the need for both an IDP Committee and the SLMC.

The Summer Village of Birchcliff will initiate an IDP start-up request following the Municipal Election in October, with a formal invite for a start-up meeting for late 2021.

Moved by N. Rattan to dissolve the Sylvan Lake Management Committee following this meeting.

Carried

The committee determined that outstanding funds should be distributed back to each municipality. K. Devlin will review remaining funds and determine an allocation per municipality based on the overall share of contribution.

Moved by A. Wiseman that the remaining funds be redistributed back to the municipalities based on their contribution and percentage share.

Carried

6.0 CD3 System

The committee determined that since they just decided to dissolve the committee and return the remaining funds, no further exploration or discussion about the CD3 System was necessary.

7.0 Sylvan Lake Management Plan Status

Municipalities in attendance all confirmed that their respective councils have repealed the Sylvan Lake Management Plan. Red Deer County informed the member municipalities prior to the meeting that they had also repealed the plan.

8.0 Red Deer County Letter

Red Deer County provided a letter to member municipalities advising of their Council's decision to repeal the Sylvan Lake Management Plan and withdraw the County's membership and participation from the Sylvan Lake Management Committee.

9.0 Municipal Roundtable Updates – All Municipalities

Members provided updates on activities occurring within their respective municipalities including: the Summer Village of Birchcliff is completing its pathway from the church camp to Range Road 15, vandalism of the bridge and path in Jarvis Bay, the wastewater line to Sunbreaker Cove is expected to be completed in the fall, paving of Aspelund Road, there is a new bridge at Chipmunk Creek, tree clearing underway along the lakeshore at Half Moon Bay, and Centennial Park in Sylvan Lake has a new playground.

10.0 Next Meeting Date – there will be no further meetings.

11.0 Adjournment – the meeting adjourned at 2:30 p.m.

Summer Village of Jarvis Bay

October 5th, 2021

Council Reports

Information Item

Council Reports:

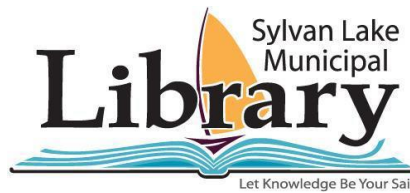
Julie Maplethorpe
Annabelle Wiseman
David Garratt

Committee Reports:

Correspondence:

Upcoming Meetings:

Next Council Meeting – November 2nd , 2021



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – AUGUST 11, 2021 – 6:30PM

1. Treasurer's Report

The Treasurer's Report was approved as presented.

The Annual Operating Budget will be presented to the Town of Sylvan Lake near the end of the year once elections are completed.

2. Director's Report

The Director's Report was approved as presented.

Starting on September 7, 2021, the library hours of operation will change to the following:

Monday 1:00pm-8:00pm / Tuesday – Thursday 10:00am-8:00pm (open at 9:30am for vulnerable patrons)

Friday and Saturday 10:00am-5:00pm / Sunday 1:00pm-5:00pm

3. New Items

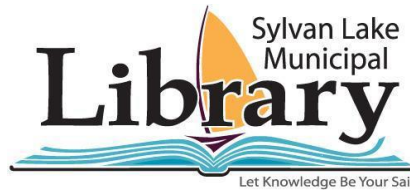
"Friends of the Sylvan Lake Library" (FOSLL) are hosting their AGM at the Sylvan Lake Municipal Library on Saturday September 11, 2021, from 10:15am to 12:15pm. Please consider joining this wonderful group of volunteers!



From September 22 to 24, 2021 the "Stronger Together" Conference will be taking place. A joint effort of the Alberta Library, Parkland Regional Library System, Peace Library System and Yellowhead Regional Library this virtual conference is free to attend. With over 50 library experts scheduled to speak there is content for everyone. To register visit: <https://strongertogether.heysummit.com/>

Meeting adjourned at 7:25pm.

Next Regular Meeting – September 8, 2021, at 6:30pm



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – SEPTEMBER 8, 2021 – 6:30PM

1. Treasurer's Report

The Treasurer's Report was approved as presented.

2. Director's Report

The Director's Report was approved as presented.

As of September 7, 2021, the library hours of operation changed to the following:

Monday 1:00pm-8:00pm / Tuesday – Thursday 10:00am-8:00pm (open at 9:30am for vulnerable patrons)
Friday and Saturday 10:00am-5:00pm / Sunday 1:00pm-5:00pm

3. New Items

"Friends of the Sylvan Lake Library" (FOSLL) are hosting their AGM at the Sylvan Lake Municipal Library on Saturday September 11, 2021, from 10:15am to 12:15pm. Please consider joining this wonderful group of volunteers!



From September 22 to 24, 2021 the "Stronger Together" Conference will be taking place. A joint effort of the Alberta Library, Parkland Regional Library System, Peace Library System and Yellowhead Regional Library this virtual conference is free to attend. With over 50 library experts scheduled to speak there is content for everyone. To register visit: <https://strongertogether.heysummit.com/>

On September 30, the library will modify hours of operation from 10:00am to 5:00pm (9:30am opening for vulnerable patrons). This modification of hours is in recognition of the National Day for Truth and Reconciliation, watch for special event announcements coming soon!

Meeting adjourned at 6:48pm.

Next Regular Meeting – October 13, 2021, at 6:30pm