

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF JARVIS BAY
JULY 5, 2022 @ 9:30 A.M.
PUBLIC HEARING @ 11:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, May 3, 2022
 - Municipal Planning Commission, May 16, 2022

D. PUBLIC HEARING

- 1) Land Use Bylaw

E. INFORMATION ITEMS

- 1) Action Items List
- 2) Accounts Payable Report
- 3) 2nd Quarterly Report – Item to follow
- 4) Development Update
- 5) Public Works Report
- 6) Annual Information Meeting

F. REQUESTS FOR DECISION

1) Planning & Development

- a) Fees Bylaw

2) Council & Legislation

- a) Animal Control Bylaw
- b) Cheque Signing Policy
- c) Highway 20
- d) Alberta Municipalities Convention
- e) Subdivision and Development Appeal Board Bylaw
- f) Subdivision Authority Bylaw

G. COUNCIL, COMMITTEES AND CORRESPONDENCE

1) Council Reports

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

2) Committee Reports

- a) Town of Sylvan Lake Library Board
- b) Joint Services Committee Meeting Minutes – April 29th & May 12th

3) Upcoming Meetings

- a) Council Meeting – September 6th, 2022

H. ADJOURNMENT

Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held May 3, 2022, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE Mayor: Julie Maplethorpe
Deputy Mayor: Annabelle Wiseman via Zoom
CAO: Tanner Evans
Development Officer: Kara Kashuba
Finance Officer: Tina Leer
Recording Secretary: Teri Musseau

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

AGENDA APPROVAL

JBC-22-043 MOVED by Mayor Maplethorpe that the agenda be adopted as presented.
CARRIED

CONFIRMATION OF MINUTES

JBC-22-044 MOVED by Deputy Mayor Wiseman that the regular meeting minutes of Council held on April 5, 2022, be approved as presented.
CARRIED

JBC-22-045 MOVED by Mayor Maplethorpe that the regular meeting minutes of the Municipal Planning Commission meeting held on April 5, 2022, be approved as presented.
CARRIED

INFORMATION ITEMS

- 1) Action Items List

Councillor Garratt joined the meeting at 9:37 a.m. via Zoom

- 2) Accounts Payable
- 3) Quarterly Financial Report
- 4) Public Works Report
- 5) Development Update
- 6) ASVA Forest Management Project

JBC-22-046 MOVED by Mayor Maplethorpe that Council accept the information items as presented.
CARRIED

REQUEST FOR DECISION

FINANCE & ADMINISTRATION

JBC-22-047 2022 Surplus
MOVED by Councillor Garratt that Council redistributes the 2022 surplus of \$72,129.52 as follows:

| RESERVE | ALLOCATION |
|-------------------------|-------------|
| General Contingency | \$40,129.52 |
| Mill Rate Stabilization | \$20,000.00 |
| Twin Fawns Walkway | \$ 4,000.00 |
| Fleet | \$ 3,000.00 |
| IT | \$ 5,000.00 |
| | CARRIED |

COUNCIL & LEGISLATION

JBC-22-048 National Accessibility Week
MOVED by Deputy Mayor Wiseman that Council show their support for the National Accessibility Week by signing onto the support form as an elected official.

CARRIED

PUBLIC WORKS

JBC-22-049 Tree Removal Policy
MOVED by Mayor Maplethorpe that Council adopt the Tree Removal Policy as presented.

CARRIED

Council break at 10:12 a.m.

Council reconvened at 10:16 a.m.

JBC-22-050 Noise Study Proposals
MOVED by Councillor Garratt that Council accept the Noise Study Proposal provided by Stantec at a cost of \$3,800.00.

CARRIED

PLANNING & DEVELOPMENT

Bylaw #183-22 Land Use Bylaw Amendments
JBC-22-051 MOVED by Mayor Maplethorpe that Council give 1st reading to the Land Use Bylaw Amendments Bylaw #183-22 and Administration schedule a public hearing for the July Council meeting.

CARRIED

JBC-22-052 MOVED by Deputy Mayor Wiseman that Administration amend the fees bylaw as discussed and bring back to the next meeting.

CARRIED

COUNCIL REPORTS

- Mayor Maplethorpe
- Joint Services Committee HR subcommittee
 - Town of Sylvan Lake Library Board
 - Policing Newsletter
- Deputy Mayor Wiseman
- No reports
- Councillor Garratt
- No reports

JBC-22-053 MOVED by Mayor Maplethorpe that Council accept the Council reports as information.

CARRIED

NEXT COUNCIL MEETING

JBC-22-054 MOVED by Mayor Maplethorpe that the next meeting of Council be a Meeting of the Whole to be held on June 8, 2022, at 9:00 a.m., and the next Council meeting be held July 5th, 2022, at 9:30 a.m.

CARRIED

ADJOURNMENT

JBC-22-055 MOVED by Mayor Maplethorpe that being the agenda matters have been concluded, the meeting be adjourned at 11:11 a.m.

CARRIED

JULIE MAPLETHORPE, MAYOR

TANNER EVANS, CAO

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held May 16, 2022, 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 Kashuba |
| | Recording Secretary: | Teri Musseau |
| | Applicant(s): | Mark Hamman, IMC |
| | | Kevin Ede, IMC |
| | | Jon Blocksom |
| | | James Hobson via Zoom |

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

AGENDA

MPC-22-003 Moved by Jim Watson to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATION

37 Jarvis Bay Drive

Application for garage and guest house at 37 Jarvis Bay Drive (Lot 19A, Block 1, Plan 2122274).

Kevin Ede, Jon Blocksom, and Mark Hamman left the meeting at 9:11 a.m.

199 Jarvis Bay Drive

Application for fence located on the side and front yard of the property at 199 Jarvis Bay Drive (Lot 15, Block 3, Plan 9622249).

Kara Kashuba, James Hobson, and gallery left the meeting at 9:19 a.m.

DECISIONS

199 Jarvis Bay Drive

MPC-22-004 Moved by Deputy Mayor Wiseman that Municipal Planning Commission approve the application for a fence variance at 199 Jarvis Bay Drive.
CARRIED

37 Jarvis Bay Drive

MPC-22-005 Moved by Deputy Mayor Wiseman that Municipal Planning Commission approve the application for a garage with guest house at 37Jarvis Bay Drive with the following conditions being met to the satisfaction of the Development Officer:

- An accessory building erected or placed on a parcel shall not be used as a dwelling unit.
- Electrical power from the property line to any buildings situated on this parcel to be constructed underground.
- The exterior of an accessory building must be finished to match or compliment the exterior finish of the main building.
- In situations where a detached dwelling is being rented out and there is a guest house on the parcel, the guest house shall not be rented out to a separate party than those renting the detached dwelling.
- Height of the accessory building shall not exceed 7.62m (25ft.).
- Guest house means an accessory building containing sleeping facilities for temporary usage only and may have a bathroom but shall not have a kitchen or other cooking facilities.
- Existing shed to be removed on lot.
- Final as build real property report from an Alberta Land Surveyor at completion of landscaping that includes parcel coverage.
- Access Agreement between property owners for the shared driveway to be provided to administration and registered on title.
- All parcels shall be graded to ensure that storm water is directed to a drainage ditch without crossing adjacent land, except as permitted by the Development Authority. All maintenance and upkeep shall be the responsibility of the property owner.
- Completions Deposit of \$2,000.00.
- Landscaping to be done according to the landscaping plan.

CARRIED

ADJOURNMENT:

MPC-22-006 Moved by Chair Maplethorpe that the Municipal Planning Commission meeting be adjourned at 9:45 a.m.

CARRIED

JULIE MAPLETHORPE, CHAIR

TANNER EVANS, CAO

Summer Village of Jarvis Bay

July 5, 2022

Planning and Development

Request for Decision

Agenda Item: LUB Public Hearing

Background:

Public Hearing will be held at 11:00 a.m. during the Council meeting regarding the Land Use Bylaw Amendment Bylaw #183/22.

Options for Consideration:

1. Council to discuss comments received from the public, then give second and third readings to Bylaw #183/22.
2. Council to discuss comments received from the public, make minor amendments to the Bylaw, then give second and third readings.
3. Council to discuss comments received from the public and make major amendments to the Bylaw, therefore rescinding first reading on Bylaw #183/22 and creating a new Bylaw to be presented at the next Council meeting for first reading (with public hearing to follow).

Administrative Recommendations:

Council to discuss comments received from the public, make minor amendments to the Bylaw, then give second and third readings to Bylaw #183/22.

Authorities:

Section 230(1) of the MGA – Council must hold a public hearing before second reading of a bylaw.

SUMMER VILLAGE OF JARVIS BAY LAND USE BYLAW AMENDMENT BYLAW #183-22

Being a Bylaw of the Summer Village of Jarvis Bay, in the Province of Alberta, to authorize amendments to the Summer Village of Jarvis Bay Land Use Bylaw 125-13.

WHEREAS Section 692 of the Municipal Government Act, RSA 2000, authorizes a Council to amend a land use bylaw;

WHEREAS the Council deems it desirable to amend Land Use Bylaw 125-13;

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

An amendment to the Land Use Bylaw 125/13:

1. Part One: 1.3 – Add “tourist home” definition: means a discretionary use wherein a dwelling unit is offered for rent to guests for less than thirty (30) days.
2. Part One: 1.7 Establishment of Fees – Revise to: Development Permit application fees and fees for other matters arising through this Land Use Bylaw will be established by Council in the Summer Village of Jarvis Bay Fees Bylaw. Council may amend the bylaw to increase, decrease or establish new fees by an amendment bylaw.
3. Part Three: 4(8), add the following:

Tourist Homes

- (a) A development permit is required to operate a tourist home. Tourist Homes will be issued for twelve (12) months. Registered owners cannot operate more than one (1) tourist home in the Residential District (R), Residential A District (R-A), and Twin Rose Residential District (RTR).
- (b) Tourist homes shall be contained within the principal building and therefore garage suites shall not be used.
- (c) Notwithstanding part three, section 2(3), no recreation vehicle shall be used as accommodation for tourist home guests.
- (d) The maximum number of people staying overnight in a tourist home shall be two (2) times the number of bedrooms plus two (2). Floor plan is to be submitted at the time of application.
- (e) The operator of a tourist home shall provide the Summer Village Office with the name and phone number(s) of at least one person (adult) that is authorized to act on the owner/operator's absence. The owner/operator is responsible for informing the Summer Village Office of any changes in this information.

- (f) 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.
 - (g) In residential districts tourist homes shall not display any sign advertising the tourist home.
 - (h) Adequate parking must be in place on the property, of a minimum of one stall per bedroom.
 - (i) Approval of a development permit does not exempt the owner/operator of a tourist home from complying with any federal, provincial, or other municipal legislation.
4. Part Four: (R) (R-A) (RTR) District, add the following to Discretionary Uses:
Tourist Home

INTRODUCED AND GIVEN FIRST READING this 3rd day of May 2022.

Julie Maplethorpe, Mayor

Tanner Evans, C.A.O.

PUBLIC HEARING HELD this 5th day of July 2022.

GIVEN SECOND READING this 5th day of July 2022.

GIVEN THIRD AND FINAL READING this 5th day of July 2022.

Julie Maplethorpe, Mayor

Tanner Evans, C.A.O.

JARVIS BAY COUNCIL MEETING TASKS

| DATE | TASK | ASSIGNED |
|----------|------------------------------------------------------------------------------------------------|-------------|
| | remove "reduced visibility" signs | Robert |
| | move "Jarvis Bay Drive" blue sign to intersect with "Jarvis Glen Way" sign at estates entrance | Robert |
| | sign saying JB campground with arrow to be removed if ours or speak to county about removing | Robert |
| | bring planting plan to Council for approval with work to be outsourced to 3rd party contractor | Robert |
| 6-Apr-22 | speak to garbage contractor about emptying all garbage from garbage bins | Robert |
| 3-May-22 | check with bench contractor for map of where benches are going | Robert |
| | pricing for fence on ER Twin Rose | |
| | open road allowance for May 24th weekend | |
| | close road allowance June 1st | |
| | bench at 391 needs to be moved | |
| | check garbage quote to see if cost of bins included | |
| | contact cable company about burying lines at 231 & 215 | |
| | amend fees bylaw as discussed | KARA |
| | schedule public hearing for LUB amendments for July Council meeting | |
| | COMPLETED | |
| | change emergency management bylaw | TERI |
| | ask NGD about sharing policing costs with JB | TANNER |
| | get potential costs for NGD & JB sharing policing | TANNER |
| 3-May-22 | noise study - council to have desk top analysis | Robert |
| | create emergency advisory committee | TANNER |
| | meeting with Minister agenda package/speaking points | TANNER/JULI |
| | red line version of tree policy for next meeting | Robert |

Summer Village of Jarvis Bay**Administration and Finance****Council Date: July 5, 2022****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 151,371.39

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

- | | |
|-------------------------------------------|---------------|
| 1. Rugged West Maintenance Inc | \$ 3,712.81 |
| a. Snow Fence Removal & Buoy Installation | |
| b. Mowing and Trimming- May 27/22 | |
| 2. Summer Village of Norglenwold | \$ 16,106.96 |
| a. April 2022 Muni Specific Costs | |
| b. April 2022 Shared Costs | |
| 3. Summer Village of Norglenwold | \$ 12,694.84 |
| a. May 2022 Muni Specific Costs | |
| b. May 2022 Shared Costs | |
| 4. AB School Foundation Fund | \$ 105,456.10 |
| a. 2 nd Quarter School Fund | |

Council Expense Claims Report:**April Expenses**

- | | |
|---------------------|-------------|
| ▪ Julie Maplethorpe | \$ 1,002.70 |
| ▪ Annabelle Wiseman | \$ 0 |
| ▪ David Garratt | \$ 360.00 |

May Expenses

- | | |
|---------------------|-------------|
| ▪ Julie Maplethorpe | \$ 1,080.00 |
| ▪ Annabelle Wiseman | \$ 0 |
| ▪ David Garratt | \$ 120.00 |

Administrative Recommendations:

Council to accept as information.

Authorities:

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

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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 |
|------------------------|------------|---------------------------------|-----------------------------|---------------|----------------|
| 1033 | 2022-04-30 | Alberta Parking Lot Services | | | |
| 24031 | | 232-000-250 - Road Maintenan | Roadway Sweeping - April 1 | 1,800.00 | |
| 24031 | | 312-000-260 - GST Paid Refund | GST Tax Code | 90.00 | 1,890.00 |
| 1034 | 2022-04-30 | Al's Bobcat & Trucking | | | |
| 18586 | | 232-000-255 - Plowing Program | Sanding March 20 | 139.00 | |
| 18586 | | 312-000-260 - GST Paid Refund | GST Tax Code | 6.95 | 145.95 |
| 1035 | 2022-04-30 | Alberta Urban Municipalities | | | |
| 20220043 | | 211-301-220 - AUMA Membersh | AUMA Membership | 1,039.15 | |
| 20220043 | | 312-000-260 - GST Paid Refund | GST Tax Code | 51.96 | 1,091.11 |
| 1036 | 2022-05-13 | Empringham Disposal Corp | | | |
| 32548 | | 312-000-260 - GST Paid Refund | GST Tax Code | 74.25 | |
| 32548 | | 243-000-200 - Contracted Servic | Weekly Collection | 1,485.00 | 1,559.25 |
| 1037 | 2022-05-13 | Utility Safety Partners | | | |
| IN167864 | | 242-000-255 - Maintenance Pro | Notifications 5/21 Rec'd Ma | 18.90 | |
| IN167864 | | 312-000-260 - GST Paid Refund | GST Tax Code | 0.95 | 19.85 |
| IN170813 | | 242-000-255 - Maintenance Pro | Notifications 9/21 Rec'd Ma | 18.90 | |
| IN170813 | | 312-000-260 - GST Paid Refund | GST Tax Code | 0.95 | 19.85 |
| IN171575 | | 242-000-255 - Maintenance Pro | Notifications 10/21 Rec'd M | 18.90 | |
| IN171575 | | 312-000-260 - GST Paid Refund | GST Tax Code | 0.95 | 19.85 |
| IN173743 | | 242-000-255 - Maintenance Pro | Notifications Dec 2021 Rec' | 6.30 | |
| IN173743 | | 312-000-260 - GST Paid Refund | GST Tax Code | 0.32 | 6.62 |
| | | | Payment Total: | | 66.17 |
| 1038 | 2022-05-31 | Ace Line Locating Ltd. | | | |
| 5303 | | 312-000-260 - GST Paid Refund | GST Tax Code | 5.00 | |
| 5303 | | 242-000-255 - Maintenance Pro | Line Locating | 100.00 | 105.00 |
| 1039 | 2022-06-23 | Ace Line Locating Ltd. | | | |
| 5335 | | 312-000-260 - GST Paid Refund | GST Tax Code | 10.00 | |
| 5335 | | 242-000-255 - Maintenance Pro | Line Locating-2 Tickets | 200.00 | 210.00 |
| 1040 | 2022-06-23 | Canada Revenue Agency | | | |
| CPP2021 | | 312-000-262 - CRA Remunerati | PIER - CPP Contributions | 181.00 | 181.00 |
| 1041 | 2022-06-23 | Empringham Disposal Corp | | | |
| 33713 | | 312-000-260 - GST Paid Refund | GST Tax Code | 74.25 | |
| 33713 | | 243-000-200 - Contracted Servic | Weekly Collection | 1,485.00 | 1,559.25 |
| 1042 | 2022-06-23 | Red Deer Catholic Regional | | | |
| 2022-2 | | 201-100-130 - ASFF - Residenti | Supplementary Tax Requist | 1,333.94 | 1,333.94 |
| 1043 | 2022-06-23 | Rugged West Maintenance Inc. | | | |
| 1238 | | 232-000-200 - Green Space Pro | Snow Fence Removal | 160.00 | |
| 1238 | | 272-000-250 - Buoy Programs | Buoy Installation | 1,876.00 | |
| 1238 | | 312-000-260 - GST Paid Refund | GST Tax Code | 101.81 | 2,137.81 |
| 1244 | | 232-000-200 - Green Space Pro | Mowing and Trimming-May | 1,500.00 | |
| 1244 | | 312-000-260 - GST Paid Refund | GST Tax Code | 75.00 | 1,575.00 |
| | | | Payment Total: | | 3,712.81 |
| 1044 | 2022-06-23 | Town of Sylvan Lake | | | |
| IVC11594 | | 223-000-200 - Contract Fire Ser | Fire Response-AR Invoice 2 | 1,490.00 | 1,490.00 |
| | | | Total Computer Cheque: | | 13,344.48 |

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COMPUTER CHEQUE

| Payment # Invoice # | Date | Vendor Name GL Account | GL Transaction Description | Detail Amount | Payment Amount |
|------------------------|------------|----------------------------------|-----------------------------|----------------|----------------|
| EFT | | | | | |
| Payment # Invoice # | Date | Vendor Name GL Account | GL Transaction Description | Detail Amount | Payment Amount |
| 177 | 2022-04-30 | Summer Villages of Norglenwold | | | |
| 2022-00059 | | 212-400-231 - Audit Fees | Metrix Group 2nd Billing | 4,587.85 | |
| 2022-00059 | | 261-000-200 - Community Plann | AB Land Titles | 21.50 | |
| 2022-00059 | | 212-400-230 - Legal Fees | Brownlee-Legal Services | 73.50 | 4,682.85 |
| 2022-00063 | | 212-300-510 - Other Contingenc | Contingency | 39.94 | |
| 2022-00063 | | 212-300-530 - Building Insuranc | Shared Building Insurance | 0.00 | |
| 2022-00063 | | 212-100-266 - PW Fleet | PW Fleet | 74.48 | |
| 2022-00063 | | 212-200-215 - Postage/Freight/C | Postage/Freight | 0.00 | |
| 2022-00063 | | 212-200-500 - Printing Costs | Printing Costs | 156.45 | |
| 2022-00063 | | 212-100-211 - WCB | WCB | 353.05 | |
| 2022-00063 | | 212-100-210 - Travel and Subsis | T&S | 0.00 | |
| 2022-00063 | | 212-100-140 - Benefits | Shared Benefits | 1,011.67 | |
| 2022-00063 | | 212-100-130 - Training | Training | 368.43 | |
| 2022-00063 | | 212-100-110 - Salaries | Salaries | 8,429.09 | |
| 2022-00063 | | 212-200-510 - Office Supplies | Office Supplies | 175.84 | |
| 2022-00063 | | 212-300-540 - Utilities | Utilities | 417.26 | |
| 2022-00063 | | 212-300-270 - Equipment Renta | Equipment Rental | 50.22 | |
| 2022-00063 | | 212-300-217 - Phone/Fax/Intern | Shared Phone/Fax | 0.00 | |
| 2022-00063 | | 212-300-242 - IT equipment | IT Equipment | 11.93 | |
| 2022-00063 | | 212-300-240 - Computer Softwa | Computer Software | 68.00 | |
| 2022-00063 | | 212-300-265 - Equipment Mainte | Equipment Maintenance | 0.00 | |
| 2022-00063 | | 212-300-255 - Facility Maintenan | Facility Maintenance | 91.54 | |
| 2022-00063 | | 212-300-250 - Facility Improvem | Facility Improvements | 176.21 | |
| 2022-00063 | | 212-300-263 - Condominium Co | Condominium Costs | 0.00 | 11,424.11 |
| | | | | Payment Total: | 16,106.96 |
| 178 | 2022-05-31 | Summer Villages of Norglenwold | | | |
| 2022-00073 | | 212-400-231 - Audit Fees | Metrix Group-Audit Bldg Prc | 500.00 | |
| 2022-00073 | | 261-000-200 - Community Plann | Land Use Bylaw-Annabelle | 295.00 | |
| 2022-00073 | | 261-000-200 - Community Plann | AB Land Title-44478799 | 10.00 | 805.00 |
| 2022-00077 | | 212-300-255 - Facility Maintenan | Facility Maintenance | 391.96 | |
| 2022-00077 | | 212-300-530 - Building Insuranc | Shared Building Insurance | 0.00 | |
| 2022-00077 | | 212-300-510 - Other Contingenc | Contingency | 27.85 | |
| 2022-00077 | | 212-300-270 - Equipment Renta | Equipment Rental | 50.22 | |
| 2022-00077 | | 212-300-265 - Equipment Mainte | Equipment Maintenance | 0.00 | |
| 2022-00077 | | 212-300-242 - IT equipment | IT Equipment | -70.16 | |
| 2022-00077 | | 212-300-240 - Computer Softwa | Computer Software | 274.21 | |
| 2022-00077 | | 212-300-263 - Condominium Co | Condominium Costs | 0.00 | |
| 2022-00077 | | 212-300-250 - Facility Improvem | Facility Improvements | 0.00 | |
| 2022-00077 | | 212-200-510 - Office Supplies | Office Supplies | 156.30 | |
| 2022-00077 | | 212-300-217 - Phone/Fax/Intern | Shared Phone/Fax | 227.31 | |
| 2022-00077 | | 212-300-540 - Utilities | Utilities | 164.84 | |
| 2022-00077 | | 212-100-130 - Training | Training | 163.71 | |
| 2022-00077 | | 212-100-140 - Benefits | Shared Benefits | 327.73 | |
| 2022-00077 | | 212-100-210 - Travel and Subsis | T&S | 32.27 | |
| 2022-00077 | | 212-100-110 - Salaries | Salaries | 8,711.22 | |
| 2022-00077 | | 212-100-266 - PW Fleet | PW Fleet | 68.79 | |
| 2022-00077 | | 212-200-215 - Postage/Freight/C | Postage/Freight | 978.34 | |
| 2022-00077 | | 212-200-500 - Printing Costs | Printing Costs | 223.49 | |
| 2022-00077 | | 212-100-211 - WCB | WCB | 161.76 | 11,889.84 |

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| EFT | | | | | |
|-----------|------|-------------|----------------------------|----------------|----------------|
| Payment # | Date | Vendor Name | | | |
| Invoice # | | GL Account | GL Transaction Description | Detail Amount | Payment Amount |
| | | | | Payment Total: | 12,694.84 |
| | | | | Total Other: | 28,801.80 |

| OTHER | | | | | |
|----------------|------------|----------------------------------|----------------------------|---------------|----------------|
| Payment # | Date | Vendor Name | | | |
| Invoice # | | GL Account | GL Transaction Description | Detail Amount | Payment Amount |
| 3093 | 2022-04-30 | Receiver General/OTH | | | |
| CP4-2022 | | 312-000-262 - CRA Remunerati | CPP | 84.00 | 84.00 |
| 3109 | 2022-05-31 | Epcor | | | |
| MAY52022-5503 | | 232-000-545 - Street Light Progr | Utilities | 32.69 | |
| MAY52022-5503 | | 312-000-260 - GST Paid Refund | GST Tax Code | 1.63 | 34.32 |
| 3110 | 2022-05-31 | Epcor | | | |
| MAY52022-9909 | | 242-000-255 - Maintenance Proq | Utilities | 163.92 | |
| MAY52022-9909 | | 312-000-260 - GST Paid Refund | GST Tax Code | 8.20 | 172.12 |
| 3111 | 2022-05-31 | Epcor | | | |
| MAY22022-7333 | | 232-000-545 - Street Light Progr | Utilities | 255.87 | |
| MAY22022-7333 | | 312-000-260 - GST Paid Refund | GST Tax Code | 12.79 | 268.66 |
| 3112 | 2022-05-31 | Waste Management of Canada | | | |
| 1139783-0613-3 | | 243-000-270 - Recycling Program | Recycling | 981.72 | |
| 1139783-0613-3 | | 312-000-260 - GST Paid Refund | GST Tax Code | 49.08 | 1,030.80 |
| 3123 | 2022-05-31 | Receiver General/OTH | | | |
| CP5-2022 | | 312-000-262 - CRA Remunerati | CPP | 89.88 | 89.88 |
| 3134 | 2022-06-23 | Epcor | | | |
| JUNE12022-7333 | | 312-000-260 - GST Paid Refund | GST Tax Code | 11.14 | |
| JUNE12022-7333 | | 232-000-545 - Street Light Progr | Utilities | 222.76 | 233.90 |
| 3142 | 2022-06-23 | AB School Foundation Fund | | | |
| 12925 | | 201-100-130 - ASFF - Residentia | 2nd Quarter School Fund | 105,456.10 | 105,456.10 |
| 3144 | 2022-06-23 | Waste Management of Canada | | | |
| 1141332-0613-5 | | 312-000-260 - GST Paid Refund | GST Tax Code | 78.27 | |
| 1141332-0613-5 | | 243-000-270 - Recycling Program | Recycling | 1,565.13 | 1,643.40 |
| 3145 | 2022-06-23 | Epcor | | | |
| June62022-5503 | | 232-000-545 - Street Light Progr | Utilities | 32.79 | |
| June62022-5503 | | 312-000-260 - GST Paid Refund | GST Tax Code | 1.64 | 34.43 |
| 3146 | 2022-06-23 | Epcor | | | |
| JUNE62022-9909 | | 312-000-260 - GST Paid Refund | GST Tax Code | 8.45 | |
| JUNE62022-9909 | | 242-000-255 - Maintenance Proq | Utilities | 169.05 | 177.50 |
| | | | Total Other: | | 109,225.11 |
| | | | Total MAIN: | | 151,371.39 |

Date Printed
2022-06-23 12:42 PM

Summer Village of Jarvis Bay
List of Accounts for Approval
Batch: 2022-00043 to 2022-00055

Page 4

Certified Correct This June 23, 2022

Mayor

Administrator

NAME: Julie Maplethorpe
POSITION: Mayor
MONTH ENDING: April-2022

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

Apr.

If event is other please type it in.

COPY

\$42.70

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

TOTAL PAYABLE: \$ 1,002.70



Council Expense Claim Form

NAME: David GarrattPOSITION: CouncillorMONTH ENDING: April-2022

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

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

Village Business

| DATE | EVENT | TIME SPENT | CLAIM | TOTAL |
|---------|-------------------------------------|------------|------------|------------------|
| 3/23/22 | Other (ASVA Boat Mooring Town Hall) | 2.5 | Councillor | \$ 120.00 |
| 3/30/22 | Other (LREMP Tabletop Exercise) | 4 | Councillor | \$ 120.00 |
| 4/5/22 | Regular Council | 3 | Councillor | \$ 120.00 |
| | Select Event | | Title | \$ 0.00 |
| | Select Event | | Title | \$ 0.00 |
| | Select Event | | Title | \$ 0.00 |
| | Select Event | | Title | \$ 0.00 |
| | Select Event | | Title | \$ 0.00 |
| | Select Event | | Title | \$ 0.00 |
| | Select Event | | Title | \$ 0.00 |
| | Select Event | | Title | \$ 0.00 |
| | | | | \$ 360.00 |

If event is other please type it in.

COPY

Travel

| DATE | EVENT | RETURN TRIP TOTALS (KM) | RATE | TOTAL |
|------|--------------|-------------------------|--------|----------------|
| | Select Event | | \$0.61 | \$ 0.00 |
| | Select Event | | \$0.61 | \$ 0.00 |
| | Select Event | | \$0.61 | \$ 0.00 |
| | Select Event | | \$0.61 | \$ 0.00 |
| | Select Event | | \$0.61 | \$ 0.00 |
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| | Select Event | | \$0.61 | \$ 0.00 |
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| | Select Event | | \$0.61 | \$ 0.00 |
| | Select Event | | \$0.61 | \$ 0.00 |
| | Select Event | | \$0.61 | \$ 0.00 |
| | | | | \$ 0.00 |

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 360.00



Council Expense Claim Form

NAME: Julie MaplethorpePOSITION: MayorMONTH ENDING: May-2022

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

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

Village Business

| DATE | EVENT | TIME SPENT | CLAIM | TOTAL |
|---------|-------------------------------------------------|------------|-------|-------------|
| 4/29/22 | Joint Services Committee | 3.0 | Mayor | \$ 120.00 |
| 5/3/22 | Regular Council | 2.0 | Mayor | \$ 120.00 |
| 5/11/22 | Other (Meeting with Minister of Transportation) | 1.0 | Mayor | \$ 120.00 |
| 5/11/22 | Lacombe Regional Emergency Advisory Committee | 0.5 | Mayor | \$ 120.00 |
| 5/12/22 | Joint Services Committee | 3.0 | Mayor | \$ 120.00 |
| 5/16/22 | Municipal Planning Commission | 1.0 | Mayor | \$ 120.00 |
| 5/19/22 | Parkland Regional Library Board | 2.5 | Mayor | \$ 120.00 |
| 5/24/22 | Joint Services Committee (HRSC) | 2.5 | Mayor | \$ 120.00 |
| 5/25/22 | Joint Services Committee (HRSC) | 2.5 | Mayor | \$ 120.00 |
| | Select Event | | Title | \$ 0.00 |
| | | | | \$ 1,080.00 |

If event is other please type it in.

COPY

Travel

| DATE | EVENT | RETURN TRIP TOTALS (KM) | RATE | TOTAL |
|------|--------------|-------------------------|--------|---------|
| | Select Event | | \$0.61 | \$ 0.00 |
| | Select Event | | \$0.61 | \$ 0.00 |
| | Select Event | | \$0.61 | \$ 0.00 |
| | Select Event | | \$0.61 | \$ 0.00 |
| | Select Event | | \$0.61 | \$ 0.00 |
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| | Select Event | | \$0.61 | \$ 0.00 |
| | Select Event | | \$0.61 | \$ 0.00 |
| | Select Event | | \$0.61 | \$ 0.00 |
| | Select Event | | \$0.61 | \$ 0.00 |
| | | | | \$ 0.00 |

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 1,080.00

NAME: David Garratt
POSITION: Councillor
MONTH ENDING: May-2022

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

may

If event is other please type it in.

COPY

\$ 0.00

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

TOTAL PAYABLE: \$ 120.00

Summer Village of Jarvis Bay

July 5, 2022

Planning and Development

Information Item

Agenda Item: Development Update

Background:

Development Permit Update:

Currently there are 100 development permits issued in the Summer Villages (35 in Birchcliff, 3 in Half Moon Bay, 15 in Jarvis Bay, 21 in Norglenwold, and 26 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 | Home Occupation |
| 5. 184A Jarvis Bay Drive | Dwelling & Detached Garage |
| 6. 184B Jarvis Bay Drive | Demolition & Dwelling |
| 7. 11 Jarvis Bay Drive | Sunroom (Deck Addition) |
| 8. 251 Jarvis Bay Drive | Roof Extension & Shed |
| 9. 37 Jarvis Bay Drive | Deck |
| 10. 234 Jarvis Bay Drive | Dwelling |
| 11. 10 Twin Rose Court | Dwelling |
| 12. 23 Jarvis Bay Drive | Deck |
| 13. 44 Jarvis Bay Drive | Detached Garage (NEW) |
| 14. 208 Jarvis Bay Drive | Dwelling (NEW) |
| 15. 37 Jarvis Bay Drive | Garage w Guest House (NEW) |

Permit Summary:

Year to date 2022:

January - 1 development permit. Estimated project cost \$5,000.00.

February - 1 development permit. Estimated project cost \$1,800,000.00.

March – 1 development permit. Estimated project cost \$350,000.00.

April – 1 development permit. Estimated project cost \$1,500.00.

May – 3 development permits. Estimated project cost \$1,055,000.00.

June – 0 development permits.

2021:

January – 1 development permit. Estimated project cost \$150,000.00.

February – 0 development permits.

March – 0 development permits.

April – 0 development permits.

May – 0 development permits.

June – 1 development permit. Estimated project cost \$55,000.00.

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #125/13.

Summer Village of Jarvis Bay

June 28, 2022

Public Works

Information Item

Agenda Item: *Public Works Report*

Background:

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

- Tree planting in the reserve across from 125 Jarvis Bay Drive is to be scheduled.
- Benches very similar to the ones chosen by Council in 2021 are being installed. The bench in front of 391 was moved according to the provided instructions.
- Outlook Creek Crossing sign for the bridge at Twin Rose Court has been vandalized.
- Crack sealing is scheduled for July, weather permitting.
- Dogs on Leash sign to be installed at Jarvis Bay Provincial Campground entrance, near mailboxes across from Twin Rose Court and near mailboxes at the entrance to Jarvis Bay Country Estates.
- Council Task List is being reviewed and followed up on.

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

July 5, 2022

Council & Legislation

Information Item

Agenda Item: Annual Information Meeting

Background:

Council wishes to discuss the Jarvis Bay annual information meeting for 2022.

Options for Consideration:

1. Council to accept as information.

Administrative Recommendations:

Council to accept as information.

Summer Village of Jarvis Bay

July 5, 2022

Planning and Development

Request for Decision

Agenda Item: Fees Bylaw

Background:

Administration has provided the amended Fees Bylaw to include the fee for Discretionary Uses/Variance Requests. For any development permit application that is considered a discretionary use (eg. Tourist Home Operation) or requires a variance, the total application fee will be \$400.00.

Added to the existing bylaw:

5. Discretionary Use/Variance Requests **\$200.00**

Development applications for discretionary uses or variance requests submitted to the Municipal Planning Commission for approval/denial.

Options for Consideration:

1. Council give 1st, 2nd, 3rd, readings to Fees Bylaw #186-22.
2. Council accept as information.

Administrative Recommendations:

1. That Council give 1st reading to Bylaw #186-22.
2. That Council give 2nd reading to Bylaw #186-22.
3. Upon unanimous consent by Council to give 3rd reading at this meeting.
4. That Council give 3rd reading to Bylaw #186-22.

Authorities:

MGA Section 556.

**SUMMER VILLAGE OF JARVIS BAY
FEES BYLAW
BYLAW #186-22**

BEING A BYLAW OF THE SUMMER VILLAGE OF JARVIS BAY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE FEES TO BE CHARGED TO PROVIDE INFORMATION REGARDING TAXES, ASSESSMENT, DEVELOPMENT AND GENERAL OFFICE SERVICES.

WHEREAS pursuant to the authority conferred upon it by the Municipal Government Act, Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, the Council of the Summer Village of Jarvis Bay, in the Province of Alberta has the power to impose certain charges for the issuance of information on taxes, assessment, development and general office services; and

WHEREAS it is deemed necessary and expedient by the Municipal Council of the Summer Village of Jarvis Bay to impose certain charges for the issuance of certain information and documents.

NOW THEREFORE, the council of the Summer Village of Jarvis Bay, duly assembled, enacts as follows:

- 1. This by-law may be referred to as the fees for office services.
- 2. In this by-law:
 - a. "Administrator" means the Chief Administrative Officer of the Summer Village.
 - b. "Council" means the Municipal Council of the Summer Village of Jarvis Bay.
 - c. "Fees" means the charges established in schedule A of this by-law.
- 3. That this bylaw shall come into full force and effect as, on and from the date of the final passing of same.

Bylaw #170-19 is hereby rescinded.

INTRODUCED AND GIVEN FIRST READING this 5th day of July 2022.

GIVEN SECOND READING this 5th day of July 2022.

GIVEN THIRD AND FINAL READING this 5th day of July 2022.

Julie Maplethorpe, Mayor

Tanner Evans, C.A.O.

SUMMER VILLAGE OF JARVIS BAY
BYLAW NO. 186-22
SCHEDULE “A”

1.

Tax Certificates

\$25.00

Upon request in writing, the Administrator and/or their designate shall issue a certificate showing whether or not all taxes in respect of any assessable parcel of land or other property have been paid and if not, the amount of current taxes and arrears payable against the parcel or other property.
2.

Tax Search

\$25.00

Upon request in writing for tax roll and/or assessment information, (including a legal description or civic address of the parcel by which it can be located) is obtained directly from the Summer Village’s computer system.
3.

Additional information

\$25.00

A customer requesting additional information and/or assessment information that is not readily available from the computer system.
4.

Development Permit

\$200.00

An on-site inspection is required, \$200.00 shall be collected for a Development Permit application.
5.

Discretionary Use/Variance Requests

\$200.00

Development applications for discretionary uses or variance requests submitted to the Municipal Planning Commission for approval/denial.
7.

Amendments to Development Permit

\$200.00

Significant amendments to an existing development permit. Implementing the fee shall be at the discretion of the Chief Administrative Officer or delegate.
8.

SDAB Appeal

\$200.00

Appeals made to the Subdivision and Development Appeal Board.
9.

Compliance Certificate

\$100.00

Upon request in writing accompanied by a cheque in the amount of \$ 100.00, a compliance certificate shall be issued. RPR’s must be dated within 30 days and have 2 copies.
10.

Photocopy Charges

\$0.50

Upon request for photocopies of any documents retained at the Administration Office a fee of \$0.50 per copy shall be collected.
11.

Fax Charges

\$1.00

Upon a request to receive or send a fax a fee of \$1.00 per page for an incoming fax, and \$2.00 per page for a local and long distance outgoing fax, and \$10.00 for the first page and \$2.00 for every page thereafter for an overseas outgoing fax shall be collected.
12.

Special Information

\$50.00

Upon a request in writing for information other than tax roll and/or assessment that is not readily available a charge of \$50.00 per hour to compile the information shall be collected.

Summer Village of Jarvis Bay

July 5, 2022

Council & Legislation

Request for Decision

Agenda Item: *Animal Control*

Background:

Administration has received complaints recently about dogs running around the Summer Village off leash and not being kept on their owner's property. Without a current Bylaw Enforcement Officer, Council may wish to look at other options for educating their residents such as reminders, signage, or other education. The Animal Control Bylaw is attached for Council's reference.

Options for Consideration:

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

Administrative Recommendations:

Council to discuss and provide direction to Administration.

SUMMER VILLAGE OF JARVIS BAY**BY-LAW # 122-12**

A Bylaw of the Summer Village of Jarvis Bay, in the Province of Alberta, to provide for the regulating, controlling and confinement of dogs.

WHEREAS pursuant to the provisions of sections 7 and 8 of the *Municipal Government Act*, 2000, Chapter M-26, as amended, a Municipal Council may pass By-laws respecting domestic animals and activities in relation to them;

AND WHEREAS, the Council of the Summer Village of Jarvis Bay deems it necessary to provide for the regulating, control and confinement of dogs running at large within the Summer Village;

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

1. **TITLE**

1.1 This By-law may be known as “The Animal Control By-law”.

2. **INTERPRETATION AND APPLICATION**

2.1 In the By-law unless the context otherwise requires:

- a) **“Administrator”** means the Administrator for the Summer Village of Jarvis Bay and whatever subsequent title may be conferred on that officer by Council or Statute.
- b) **“By-law Enforcement Officer”** means a person or persons appointed as such by Council whose duties entail carrying out the provision of this By-law.
- c) **“Control of Dogs”** means that dogs are on a leash or otherwise restrained by a permitted leash held by a person, and that permitted leash is attached to a choke chain, collar or harness securely holding that animal. If it is difficult for a person to restraint the animal by a permitted leash, then the animal shall be deemed to be “at large” notwithstanding the presence of a permitted leash.
- d) **“Day”** means a continuous period of twenty-four (24) hours.
- e) **“Dog”** means either a male or female canine.
- f) **“Kennel”** shall mean a dwelling, shelter, room or place so considered housing or keeping four (4) or more dogs over the age of four (4) months with the provisions of this By-law.
- g) **“Owner”** means:
 - i. a natural person or body corporate who has legal title to the dog
 - ii. a person who has the care, charge, custody, possession or control of a dog
 - iii. a person who owns or harbors a dog
 - iv. a person who claims and receives a dog from an animal shelter.

h) ***“Peace Officer”*** means:

- i. a member of the Royal Canadian Mounted Police
- ii. a member of a Municipal By-law Enforcement Officer
- iii. a Special Constable

i) ***“Animal Shelter”*** means a place of facility designated by the Administrator for the purpose of holding and caring for any dogs impounded under provision of this By-law.

j) ***“Animal Shelter Keeper”*** means the owner or operator of an animal shelter.

k) ***“At Large”*** means when a dog is off the premises of the owner and is not on a leash or under the immediate continuous and effective control of its owner or some competent person.

l) ***“Summer Village”*** means the Municipal Corporation of the Summer Village of Jarvis Bay or the area contained within the boundary thereof as the context requires.

3. REGULATIONS

3.1 No dog shall be allowed to run at large in the Summer Village.

3.2 The owner of a dog shall not permit the dog to be or become a public nuisance by:

- a) biting, or chasing a person;
- b) biting, barking at, or chasing bicycles, automobiles or other vehicles;
- c) barking, howling or otherwise disturbing any neighbors;
- d) causing damage to property or other dogs, or
- e) keeping a female dog which is in season at any location where the dog is a source of attention and accessible to other dogs

3.3 An owner of a dog who permits the dog to defecate on property other than his own shall remove forthwith any defecated matter deposited.

3.4 No person shall:

- a) Untie, loosen or otherwise free a dog which has been tied or otherwise restrained.
- b) Negligently or willfully open a gate, door, or other opening in a fence or enclosure in which a dog has been confined and thereby allow a dog to run at large in the Summer Village.
- c) No person shall tease, torment, or annoy any dog.

3.5 Breach of, or failure to comply with any of the requirements of Section 3 is an offence under this By-law which may result in

prosecution or, in lieu thereof, require payment of a voluntary fine as set out in Schedule A attached hereto.

3.6 Kennel Operations

- i. shall not be permitted on residential property unless the kennel be located not less than one hundred (100) metres from any other person's property; and
- ii. further, provided that if written complaints are received by the Summer Village or damage is proven as a result of the kennel, Council may direct the person operating the kennel to move or cease to operate the same;
- iii. breach of, or failure to comply with Section 3.6 is an offence under this By-law which may result in prosecution or, in lieu thereof, require payment of a voluntary fine as set out in Schedule "A"

4. **CAPTURE AND IMPOUNDMENT**

- 4.1 By-law Enforcement Officer or Peace Officer may capture and impound any dog in respect of which the Officer believes an offense under this By-law is being or has been committed.
- 4.2 The Animal Shelter Keeper shall report any apparent illness, communicable disease, injury or unhealthy condition of any dog to an SPCA Officer and shall act upon his recommendations. The owner, if known, shall be held responsible for all charges resulting.
- 4.3 When necessary, the By-law Enforcement Officer or Peace Officer may, in attempting to capture a dog found to be in contravention of this By-law, employ the use of bait or any device or other suitable means to apprehend the dog, provided that:
 - i. it is not prohibited by law; and
 - ii. it is employed with due respect for humane treatment of the dog.
- 4.4 Where a dog is on any private property or premises without the permission of the owner or occupant, the By-law Enforcement Officer or Peace Officer may, with the permission of the property or premises to apprehend the dog.

5. **INTERFERENCE AND OBSTRUCTION**

- 5.1 No person, whether or not he is the owner of a dog which is being or has been pursued or captured, shall:
 - i. interfere with or attempt to obstruct a By-law Enforcement Officer or a Peace Officer who is attempting to capture or who has captured a dog which is subject to being impounded pursuant to the provisions of this By-law.
 - ii. Unlock or unlatch or otherwise open the vehicle in which dogs are kept for impoundment or have been placed so as to allow or attempt to allow a dog to escape therefrom.

- 5.2 Breach of, or failure to comply with any of the requirements of Section 5 is an offence under this By-law which may result in prosecution or, in lieu thereof, require payment of a voluntary fine as set out in Schedule A which is attached hereto.

6. RECLAIMING OF IMPOUNDED DOG

- 6.1 An impounded dog may be kept at the shelter for a period of seventy two (72) hours (Saturdays, Sundays and statutory holidays not included). During this period the owner may reclaim the dog by paying the facility, during normal working hours, an impoundment fee and boarding fee as set out in Schedule “B” of this By-law, and by paying the impound facility directly any veterinarian fees incurred during the impoundment.
- 6.2 The dog be retained for longer than seventy two (72) hours if, in the opinion of the Administrator, the circumstances warrant the expense.
- 6.3 Subject to Section 6.2, any dog not reclaimed by the owner within a period of seventy two (72) hours from the date of the impoundment (Saturdays, Sundays and statutory holidays not included) may be sold by the Animal Shelter Keeper provided such sale is not for the purpose of medical research or to a research laboratory. Any proceeds from the sale of the impounded animals shall be the property of the Summer Village.
- 6.4 The purchaser of a dog from the Shelter Keeper pursuant to the provisions of this By-law shall obtain full right and title to it and the right and title of the former owner of the dog shall cease there upon on or a cost recovery basis.
- 6.5 Any dog not reclaimed by the owner within a period of seventy two (72) hours (Saturdays, Sundays and statutory holidays not included) from the date of the impoundment, or sold by the Animal Shelter Keeper shall become the property of the Summer Village which will then instruct the Animal Shelter Keeper to destroy or otherwise dispose of the dog with no liability to the owner for the said disposition.

7. VIOLATION TAG

- 7.1 The By-law Enforcement Officer or Peace Officer is hereby authorized and empowered to issue a Violation Tag to any person the By-law Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this By-law.
- 7.2 The Violation Tag shall be in such form as determined by the Administrator and shall state:
- i. the name and address of the offender if ascertainable
 - ii. the offence and location
 - iii. date of the offence
 - iv. the appropriate penalty for the offence as provided in Schedule “A” or this By-law

- v. that the penalty must be paid within ten (10) days of the issuance of the Violation Tag
- vi. any other information as may be required by the Administrator

7.3 The Violation Tag may be issued to the Offender or Owner

- i. either personally
- ii. by mailing a copy to such person at their last known address, or
- iii. by leaving it for the defendant at his residence with a person on the premises who appears to be at least eighteen (18) years of age
- iv. upon retrieval of such person's dog from the Shelter.

7.4 Where a Violation Tag is issued pursuant to Section 7.1 of this By-law, the person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the Summer Village the penalty specified on the Violation Tag.

7.5 Nothing in the By-law shall prevent the Summer Village By-law Enforcement Officer or Special Constable from immediately issuing a Violation Ticket.

8. VIOLATION TICKETS

8.1 In those cases where a Violation Tag has been issued and if the penalty specified on the Violation Tag has not been paid within the prescribed time, then a Summer Village By-law Enforcement Officer or Special Constable is hereby authorized to issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act*, 1988, Chapter P-21.5, as amended, to any person who the Summer Village By-law Enforcement Officer or Special Constable has reasonable grounds to believe has contravened any provision of this By-law.

8.2 Notwithstanding Section 8.1 of this By-law, a Summer Village By-law Enforcement Officer or Special Constable is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act*, supra, to any person who contravene any provision of this By-law.

8.3 Any person to whom a Violation Ticket has been issued may make voluntary payment in respect to the Violation Ticket by delivering the Violation Ticket along with an amount equal to that specified for the offence as set out in Schedule "A" of this By-law, to the Provincial Court office specified on the Violation Ticket.

9. GENERAL

9.1 Schedule A and Schedule B is attached hereto and shall form a part of this By-law.

9.2 Should any provision of this By-law be invalid, then such invalid provision shall be severed and the remaining By-law shall be maintained.

9.3 This By-law shall come into effect on final reading and passing of the By-law

By-laws #86-00 and #86.1-03 are hereby rescinded.

READ a first time, this 12th day of December, 2012.

READ a second time, this 12th day of December, 2012.

READ a third and final time, this 12th day of December, 2012.

Mayor

Administrator

SCHEDULE A

Amount which will be accepted by the Summer Village of Jarvis Bay in lieu of prosecution:

Section 3 – Running at large & being a public nuisance, not removing defecated matter, causing a dog to run at large, teasing, tormenting, or annoying a dog.....\$ 75.00

Not permitted kennel operations (Keeping four (4) or more dogs over the age of four (4) months)..... \$ 100.00

Section 5 – Interfering with an Animal Control Officer or with the capture and impoundment of a dog.....\$ 75.00

Second or subsequent offense within a twelve (12) month period.....\$150.00

SCHEDULE B

Impound Feesas per required fees

Care and sustenance – per dayas per required fees

Veterinary feesas per expended

Summer Village of Jarvis Bay

July 5, 2022

Council & Legislation

Request for Decision

Agenda Item: *Cheque Signing Policy*

Background:

Administration has amended the Cheque Signing Policy and is bringing it forward requesting Council approve a revision to the financial limit to allow Administration to release EFTs in excess of \$10,000.00 for shared costs, therefore the Mayor will no longer be required to come into the office to sign off on these expenses prior to payment being released. There will be no changes to the \$10,000.00 financial limit for cheque signing.

Options for Consideration:

1. Council adopt the amended Cheque Signing Policy as presented.
2. Council adopt the amended Cheque Signing Policy as amended.
3. Council accept as information.

Administrative Recommendations:

1. Council adopt the amended Cheque Signing Policy as presented.

Authorities:

n/a



| | | |
|----------------------------------------------|------------------------------|----------------------------------|
| Policy Title Cheque Signing Policy | Date: July 5, 2022 | Resolution No. JBC-22- |
|----------------------------------------------|------------------------------|----------------------------------|

Policy Statement:

To establish a policy that allows for cheque signing authority by two members of Administration for the Summer Village of Jarvis Bay.

Purpose and Scope:

To allow for cheques to be signed by two members of Administration for expedited payment and/or certain events where members of Council are not available to sign.

1. **Signing Authorities:**

- 1.1 Members of Council of the Summer Village of Jarvis Bay
- 1.2 Chief Administrative Officer
- 1.3 Executive Assistant

2. **Basis of Signing Policy:**

- 2.1 The basis of the Cheque Signing Policy is to establish a process in which Administration can sign cheques and release EFTs (electronic funds transfers) without being accompanied by a Council member signature.

3. **Financial Limit:**

- 3.1 The financial limit in which Administration only signatures are permitted is \$10,000 or less. There is no limit for the release of the monthly shared costs by EFT.

4. **Signing Conditions:**

- 4.1 Cheques that have Administration only signatures will be allowed under the following conditions:
 - 4.1.1 When a member of Council is not available to sign.

POLICY: CHEQUE SIGNING POLICY

- 4.1.2 When a cheque has been approved in a Council meeting but was missed during the signing session.
- 4.1.3 In the event of a manual cheque being necessary, all authorized back-up paperwork (email, fax, etc.) from a member of Council, must accompany an Administration only signed cheque.

Summer Village of Jarvis Bay

July 5, 2022

Council & Legislation

Request for Decision

Agenda Item: *Highway 20*

Background:

In May, Mayor Maplethorpe met with Rajan Sawhney, the Minister of Transportation, to discuss safety concerns with the speed limits on Highway 20. Mayor Maplethorpe has received the attached letter from the Minister acknowledging the upcoming changes to the speed limit as discussed at their meeting.

Options for Consideration:

1. Council to accept as information.

Administrative Recommendations:

Council accept as information.



ALBERTA
TRANSPORTATION

Office of the Minister

May 26, 2022

AR 89334

Her Worship Julie Maplethorpe
Mayor
Summer Village of Jarvis Bay
#2 Erickson Drive
Sylvan Lake, AB T4S 1P5
jamnrg@telus.net

Dear Mayor Maplethorpe:

Thank you for taking time to meet with me on May 10, 2022.

It was a pleasure to speak with you about the safety of Highway 20. The department will begin the Ministerial Order process to amend the speed limits as discussed. In recognition that summer is a busy time for the Summer Village of Jarvis Bay, we anticipate having the Ministerial Order completed during the summer months with new signs posted soon afterwards.

Thank you again for the opportunity to meet. I look forward to continued collaboration with the Summer Village of Jarvis Bay. If you have any further questions, please contact Mr. Mike Damberger, Regional Director. Mr. Damberger can be reached toll-free at 310-0000, then 403-340-4325, or at mike.damberger@gov.ab.ca.

Sincerely,

Rajan Sawhney
Minister of Transportation

cc: Devin Dreeshen, MLA for Innisfail-Sylvan Lake
Mike Damberger, Regional Director, Alberta Transportation



ALBERTA
TRANSPORTATION

Office of the Minister

May 26, 2022

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Sincerely,

Rajan Sawhney
Minister of Transportation

cc: Devin Dreeshen, MLA for Innisfail-Sylvan Lake
Mike Damberger, Regional Director, Alberta Transportation

Summer Village of Jarvis Bay**Council and Legislation****Request for Decision****Agenda Item: *Alberta Municipalities Convention*****Background:**

Administration has received information about the upcoming Alberta Municipalities Convention. The Alberta Municipalities Convention is being held September 21 – 23 at the Calgary TELUS Convention Centre. Online attendance will be available to those who do not wish to attend in person. Online attendees will not be able to attend breakout education session or in-person networking.

The cost to attend in-person is \$600 for early-bird registration and virtual attendance, or \$750 for in-person if registration is after August 10th. Summer Village members who register at least one (1) in-person attendee for Convention will have the option to register one attendee virtually for the reduced price of \$200. For every additional participant in-person, they will have the option to register a virtual attendee at the reduced rate.

Options for Consideration:

Council has allocated \$1144 in the 2022 budget for this Convention.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

2022 Budget

Alberta Municipalities' Convention

Event Summary

Convention

We are excited to announce that registration for the 2022 Alberta Municipalities' Convention and Trade show is now open! This will be our first Convention hosted in Calgary since 2017, and we can't wait to return. Be sure to book your spot soon, space is limited and there is a chance that in-person attendance could sell out.

Convention will take place September 21 – 23 at the Calgary TELUS Convention Centre, with pre-Convention sessions taking place Tuesday, September 20. Hotel room blocks are open, with all of the information listed on our event website.

Location: Calgary TELUS Convention Centre

Dates: September 21 - 23, 2022 (Pre-Convention sessions to take place Tuesday, September 20)

REGISTER NOW

Price (Early-bird deadline is August 10 at 11:59 pm)

Members In-person: \$600 (\$750 after early-bird)

RMA Members: \$700 (\$850 after early-bird)

Non-Members: \$975 (\$1125 after early-bird)

Municipal Interns: Complimentary

Virtual: \$600

Please note - the cost to attend virtually is the same as the early-bird pricing, unless the criteria below is met. Special pricing is only available to Alberta Municipalities regular members (urban municipalities).

Virtual registrants will NOT have access to live breakout session. Slide presentations and audio from each session will be recorded and made available following Convention.

*Registration payment by credit card will be the only accepted form of payment. If you have any questions, please email registration@abmunis.ca.

Regular Member Virtual Pricing

In order to support our members who are unable to attend due to financial constraints or health concerns, we are offering virtual registration at a discounted rate to Alberta Municipalities urban municipal members who have registered for Convention.

Summer Village and Village members who register at least one (1) in-person attendee for Convention will have the option to register one attendee virtually for the reduced price of \$200. For every additional participant in-person, they will have the option to register a virtual attendee at the reduced rate.

Towns, Cities and Specialized Municipality members who register five (5) in-person attendees will have the option to register one attendee virtually for the reduced price of \$200. For every additional five (5), they will have the option to register a virtual attendee at the reduced rate.

*Once a municipality has registered their in-person attendees, the Alberta Municipalities Registrar will reach out with a discount code for your virtual attendees.

Pre-Convention Sessions

*All Pre-Convention sessions are \$395

Council's Role in Public Engagement (EOEP)

Municipal councils are elected to make decision on behalf of citizens. However, in order to govern effectively and make decisions that are in the best interest of the diverse communities within municipalities, councils must be willing to consider the community's perspectives and input when making decisions. The EOEP's *Council's Role in Public Engagement* course will provide an overview of the various ways municipalities can engage with citizens, how public input can be integrated into decision-making, the dangers and limits of involving the public in municipal decisions, and the importance of engagement in supporting sustainable community development.

Council's Role in Land Use and Development Approvals (EOEP)

"Good planning" is a general concept – there is no single approved statement of what good planning consists of. Planning has evolved over many years and can be considered

a long term, ongoing process that includes planning itself, as well as project delivery and ongoing monitoring and evaluation. Planning aims to improve the effectiveness of public services in meeting people's needs, and to support the development of local communities and to improve the quality of life for all.

Full Day legal seminar (facilitated by RMRF)

Join our legal partners from Reynolds, Mirth, Richards and Farmer LLP as they take a deep dive into the most top-of-mind legal issues facing municipalities across Alberta.

Hotel Room Blocks

**Please note, two-night, non-refundable deposits will be required at the time of booking. This is to ensure that entire rooms blocks are not cancelled in the weeks leading up to the event, forcing Alberta Municipalities to pay attrition fees. We appreciate your understanding with this matter.*

Delta Calgary - rooms starting at \$295/night + taxes
209 4th Avenue SE, Calgary
(403) 266-1980

Book at the Delta Calgary

Fairmont Palliser - rooms starting at \$309/night + taxes
133 9th Avenue SW, Calgary
(403) 262-1234

Book at the Fairmont Palliser

Hyatt Regency - rooms starting at \$329/night + taxes
700 Centre Street SE, Calgary
(403) 717-1234

Book at the Hyatt Regency

Le Germain Hotel - rooms starting at \$289/night + taxes
899 Centre Street S, Calgary
(403) 264-8990

Book at the Le Germain Hotel

Marriott Downtown Calgary - rooms starting at \$315/night + taxes
110 9th Avenue SE, Calgary
(403) 266-7331

Book at the Marriott Downtown Calgary

Trade Show

Registration is now open for all interested visitors. Please see the brochure for all of the details. Should you have further questions, please email tradeshow@abmunis.ca.

Trade Show Brochure

Register for a Trade Show booth

Convention Code of Conduct

Alberta Municipalities is committed to providing a welcoming, inclusive and harassment-free environment for all persons attending the Convention ("Convention Participants"), regardless of gender, race, sexual orientation, disability, physical appearance, ethnicity, age, religion or any other legally protected characteristic.

The following guidelines apply to all facets of the Convention including sponsor hosted events, workshops, plenaries, political meetings and social gatherings where Convention Participants are in attendance.

Behaviours that are not acceptable at the Convention include:

Harassment or intimidation based on gender, race, sexual orientation, disability, physical appearance, ethnicity, age, religion or any other legally protected characteristic.
Sexual harassment or intimidation, including unwelcome sexual attention, stalking (physical or virtual), or unsolicited physical contact.
Shouting down or threatening Convention Participants.

Any Convention Participant found violating these rules may have their registration revoked and be asked to leave the Convention, without a refund, at the discretion of the CEO or designate.

Event CategoryConvention

Location

120 Ninth Avenue SE
Calgary AB T2G 0P3

How to register and submit questions

REGISTER NOW

Cancellation/Refund Policy

Any written cancellation received prior to 4:30 pm MST on Tuesday August 30, 2022 is eligible for a refund, less a \$50 cancellation fee. Any written cancellation received after 4:30 pm MST on Tuesday, August 30, 2022 and prior to 4:30 pm MST on Tuesday September 6, 2022, is eligible for a 50% refund. Any cancellations received less than a week prior to the event will not be eligible for a refund. Written notice includes letter, fax or emails. Emails can be sent to registration@abmunis.ca.

[REGIS](#)

Summer Village of Jarvis Bay

May 17, 2022

Council and Legislation

Request for Decision

Agenda Item: *Subdivision and Development Appeal Board Bylaw*

Background:

During a Municipal Accountability Program Review (MAP) done 2021, Municipal Affairs identified legislative gaps that needed to be addressed.

The Subdivision and Development Appeal Board Bylaw referenced other bylaws by bylaw number. Administration has removed these bylaw numbers from the Subdivision and Development Appeal Board Bylaw to eliminate the need to have this bylaw revised when updating other bylaws.

Options for Consideration:

- 1) Council give 1st, 2nd, and 3rd readings to the Subdivision and Development Appeal Board Bylaw #185-22.
- 2) Council accept as information.

Administrative Recommendations:

- 1) That Council give 1st reading to By-Law #185-22
- 2) That Council give 2nd reading to By-Law #185-22
- 3) Upon unanimous consent by Council to give 3rd reading at this meeting
- 4) That Council give 3rd reading to By-Law #185-22

Authorities:

2021 MAP Review

SUMMER VILLAGE OF JARVIS BAY SUBDIVISION AND DEVELOPMENT APPEAL BOARD BY-LAW NO. 185-22

A BYLAW OF THE SUMMER VILLAGE OF JARVIS BAY IN THE PROVINCE OF ALBERTA TO ESTABLISH A SUBDIVISION AND DEVELOPMENT APPEAL BOARD.

WHEREAS the Municipal Government Act, R.S.A. 2000, Chapter M-26 provides that a municipal council is required to establish a Subdivision and Development Appeal Board;

NOW THEREFORE the Council of the Summer Village of Jarvis Bay, duly assembled, enact as follows:

1.0 Title

- 1.1 This Bylaw shall be known as the “Subdivision and Development Appeal Board Bylaw”.

2.0 Definitions

- 2.1 In this Bylaw:

- a) “Act” means the Municipal Government Act, R.S.A. 2000, Chapter M- 26;
- b) “Board” means the Subdivision and Development Appeal Board of the name of municipality established pursuant to this Bylaw;
- c) “Council” means the Council of the Summer Village of Jarvis Bay;
- d) “Development Authority” means the person or persons appointed pursuant to the Development Authority Bylaw;
- e) “Land Use Bylaw” means the Summer Village of Jarvis Bay Land Use Law, as amended or replaced from time to time;
- f) “Member” means a member and shall include the appointed alternate member (s) of the Subdivision and Development Appeal Board appointed pursuant to this Bylaw;
- g) “Subdivision Authority” means the Subdivision Authority as established pursuant to Subdivision Authority Bylaw;
- h) “Summer Village” means the Summer Village of Jarvis Bay.

- 2.2 Terms not specifically defined have the same definition as provide in the Act.

3.0 Establishment and Membership

- 3.1 The Subdivision and Development Appeal Board for the Summer Village is hereby established.
- 3.2 The Board shall consist of three persons, the majority of which shall be citizens-at-large.

3.3 No Member of the Commission shall:

- a) be employed as a Development Officer with the Summer Village; or
- b) sit as a member of the Summer Village's Municipal Planning Commission.

4.0 **Officers**

- 4.1 The Chairman of the Board shall be appointed annually by Resolution of Council;
- 4.2 If the Chairman is absent or unable to preside at a Board meeting, the members present in constituting a quorum shall elect one of them to act as Chairman for that meeting.

5.0 **Committees**

- 5.1 The Board may establish committees of the Board, but where it does at least one of the Chairman or Vice-Chairman shall be a member.

6.0 **Quorum**

- 6.1 A quorum for the Board shall consist of a majority of the Members, but councillors may not form the majority of the quorum.
- 6.2 A quorum for a committee of the Board shall consist of a majority of the Member of the Committee, but Councillors may not form the majority of the quorum.

7.0 **Secretary Duties**

- 7.1 Council shall appoint by Resolution a person to serve as Secretary to the Board, who shall:
 - a) not have a vote;
 - b) give all notice
 - (i) required to be given under the Act; and any regulations thereunder, and
 - (ii) directed to be given by the Board;
 - c) notify all Members of the Board of the meetings of the Board, including hearings;
 - d) Prepare and maintain a file of written minutes of business transacted at all meetings, including hearings, of the Board;
 - e) For each hearing, record and issue a decision of the Board and its findings, with reasons, to all affected parties;

f) Be authorized to sign on behalf of the Board any order, decision, approval, notice or any other thing made, given, or issued by the Board;

g) Undertake such other duties as Council or the Board may require.

9.0 Hearings and Procedures

9.1 The Board shall determine an appeal in accordance with the provisions of Part 17 of the Act.

9.2 The hearings of the Board shall be in public, but the Board may at any time recess and deliberate in private.

9.3 The Chairman or acting Chairman:

a) shall be responsible for the conduct of a meeting;

b) may limit a submission if it is determined to be repetitious or inappropriate in any manner.

9.4 A request for adjournment of a hearing may be granted at the discretion of the Board, but any adjournment must be to a specific time and date.

9.5 The Board may adjourn to a specific time and date upon its own volition to request technical information, legal opinions or other information desired by the Board.

9.6 Only those Members present at a whole hearing of an appeal shall be able to vote on the appeal, wherein those voting form a quorum.

9.7 A decision of the Members forming a quorum at a duly convened meeting of the Board or Committee thereof shall be deemed to be the decision of the whole Board.

9.8 Upon conclusion of a hearing the Board shall deliberate and reach its decision in private.

9.9 In the event of a tie vote, the appeal shall be deemed to be denied.

9.10 A decision of the Board is not final until notification of the decision is given in writing.

9.11 Notwithstanding Section 7 (f) an order, decision or approval made, given, or issued by the Board may be signed by the Chairman or Vice-Chairman of the Board.

9.12 If the Subdivision Authority fails or refuses to endorse a plan of subdivision or other instrument as approved by the Board on appeal, the Chairman or Vice-Chairman of the Board is authorized to endorse the subdivision instrument.

9.13 For any procedures not covered in Part 17 of the Act or by bylaw of the Summer Village, the Board may establish procedures for the conduct of hearings.

9.14 No recording of the hearings will be permitted on any device including but not limited to, cell phones, tablets, tape recorders, or any other recording device.

9.15 No person shall be permitted to wear a hat during the hearing procedures including, but not limited to, board members, staff, delegates, or public in attendance.

10.0 Conflict of Interest

10.1 If a Member has direct pecuniary interest in a matter before the Board, or if a Member is aware of any reason which may lead to a possible bias when hearing the matter, the Member shall declare an interest or likelihood of bias to the Board and shall remove himself/herself from the panel, abstain from discussion and voting on the matter, and such abstention shall be recorded in the minutes.

12.0 Effective Date and Repeals

12.1 This Bylaw repeals Bylaw #164-19 and shall come into force and effect when it receives third reading and is duly signed.

Read for a first time this 5th day of July 2022.

Read for a second time this 5th day of July 2022.

Read for a third and final time this 5th day of July 2022.

Julie Maplethorpe, Mayor

Tanner Evans, CAO

Summer Village of Jarvis Bay

July 5, 2022

Council and Legislation

Request for Decision

Agenda Item: *Subdivision Authority Bylaw*

Background:

During the Municipal Accountability Program Review (MAP) done in 2021, Municipal Affairs identified legislative gaps that needed to be addressed.

It was noted that the Subdivision Authority Bylaw appoints Council as the Subdivision Authority which makes the members of Council ineligible to sit on the Subdivision and Development Appeal Board. The bylaw has been amended to state:

” That the Subdivision Approving Authority is delegated to 2 members of the Council for the Summer Village of Jarvis Bay; neither of which sit as members on the Subdivision and Development Appeal Board.”

Options for Consideration:

- 1) Council give 1st, 2nd, and 3rd readings to the Subdivision Authority Bylaw #184-22.
- 2) Council accept as information.

Administrative Recommendations:

- 1) That Council give 1st reading to By-Law #184-22
- 2) That Council give 2nd reading to By-Law #184-22
- 3) Upon unanimous consent by Council to give 3rd reading at this meeting
- 4) That Council give 3rd reading to By-Law #184-22

Authorities:

2021 MAP Review
MGA Section 556

**SUMMER VILLAGE OF JARVIS BAY
SUBDIVISION AUTHORITY
BY- LAW #184-22**

BEING A BYLAW OF THE SUMMER VILLAGE OF JARVIS BAY IN THE PROVINCE OF ALBERTA TO ESTABLISH A SUBDIVISION AUTHORITY.

WHEREAS Section 623 of the *Municipal Government Act*, R.S.A. 2000, requires each Municipality to provide for a Subdivision Authority; and

WHEREAS Section 623 of the *Municipal Government Act*, R.S.A. 2000, allows each Municipality to delegate the authority to exercise subdivision powers and duties;

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

1. The following words and terms are defined as follows:

- a) "Act" means the Municipal Government Act, R.S.A. 2000, c.M-26-1, as amended;
- b) "Authority" means either the Development or the Subdivision Authority as the case may be;
- c) "Council" means the Council for the Municipal District of the Summer Village of Jarvis Bay;
- d) "Development Officer" means a person appointed to the position of Development Officer pursuant to the Municipal District of the Summer Village of Jarvis Bay Land Use Bylaw;

- 2. THAT the administration of the subdivision approval process be delegated by Council to the Development Officer, except the decision to grant approval, with or without conditions, or refuse subdivision approval, be retained by the Summer Village of Jarvis Bay.
- 3. THAT the Subdivision Approving Authority is delegated to 2 members of Council for the Summer Village of Jarvis Bay, neither of which sit as members on the Subdivision and Development Appeal Board;
- 4. THAT the Development Officer be entitled to receive subdivision applications and endorsement fees, paid by the applicant for subdivision approval at the rates established by Council, see Appendix 'A' attached.
- 5. THAT the Development Officer be authorized to endorse plans of subdivision, separation documents, descriptive plans, transfer of land and any other documents required to register an approved subdivision at the Land Titles office, on behalf of the Summer Village of Jarvis Bay and the Registrar of Land Titles be authorized to accept the Agency's endorsement as if it were that of the Summer Village of Jarvis Bay;
- 6. THAT the Subdivision Authority has those powers and duties as set out in the ACT;
- 7. THAT the effective date for this bylaw shall be the date of the third and final reading.

8. Bylaw #144-16 is hereby rescinded.

READ a first time in Council assembled this 5th day of July 2022.

READ a second time in Council assembled this 5th day of July 2022.

READ a third time in Council assembled and passed this 5th day of July 2022.

Julie Maplethorpe, Mayor

Tanner Evans, C.A.O.

SUMMER VILLAGE OF JARVIS BAY
SUBDIVISION AUTHORY
BYLAW #144-16

APPENDIX ‘A’

The endorsement fee is charged for the number of lots to be subdivided.
Reserve lots and public utility lots are exempt from the lot fee.

| | |
|--------------------|------------|
| 1-2 lots | \$1,200.00 |
| Per lot thereafter | \$ 225.00 |

Summer Village of Jarvis Bay

July 5, 2022

Council Reports

Information Item

Council Reports:

Julie Maplethorpe
Annabelle Wiseman
David Garratt

Committee Reports:

Correspondence:

Upcoming Meetings:

Next Council Meeting – September 6th, 2022



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – JUNE 8, 2022 – 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.

On May 11, 2022, the Library was closed to allow the staff to attend the Marigold Conference in Calgary.

The Sylvan Lake Municipal Library was chosen as part of a virtual tour of Alberta's public libraries. The Alberta Library Profile written by Jessie Bach is included at the end of these highlights.

Onsite delivery to the Sylvan Lake Lodge and Bethany resumed in April after a long break due to the health pandemic. Every second Tuesday, one of the programmers takes a supply of reading materials and movies for the residents to enjoy.

Friends of the Sylvan Lake Library (FOSLL) have a book sale planned on the weekend of August 19-21, 2022. This sale is by donation and will take place at the library.

Over the course of the winter some sections of the flooring began to lift which caused a safety hazard.

From June 12th to the 26th the library will be closed while the flooring is replaced. Curb side pick-up will be available for any items placed on hold and any events planned virtually, outside, or offsite will go forward.

Parkland Regional Library reached out to Andrea Newland (Library Director) to be interviewed by CBC Edmonton; they are doing a series on various libraries in the Parkland regional system. The link to listen to the interview is: <https://www.cbc.ca/listen/live-radio/1-17-edmonton-am/clip/15917918-recommended-reads-sylvan-lake-municipal-library>

3. New Items

The Sylvan Lake Library tote bags have arrived and can be purchased for \$5.00 each.

The Pub Quiz Trivia nights are still active with June taking place at Lodge 43 and the summer months moving to Second Wind Brewery.



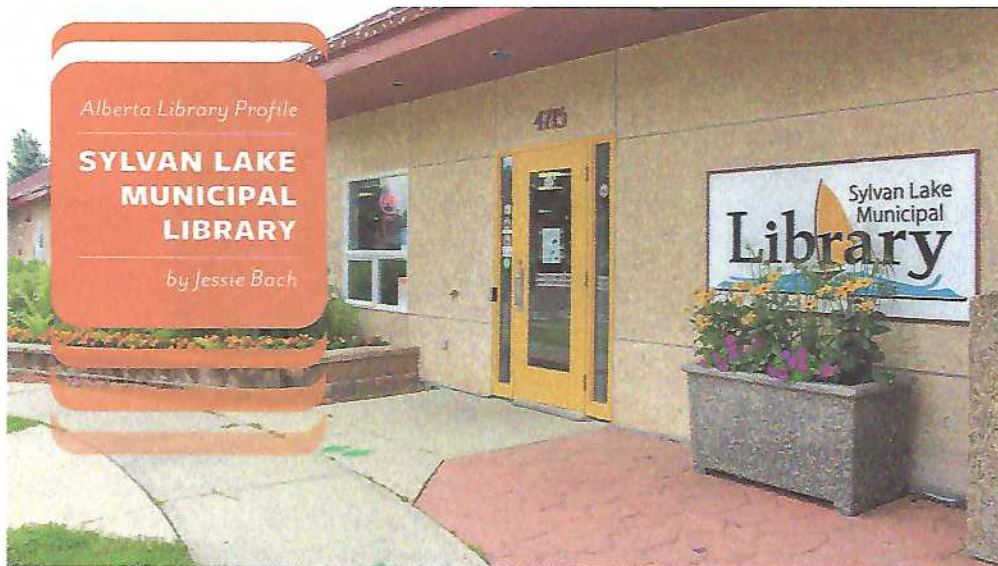
4. Policy

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

The audited financial statements will be reviewed at the next meeting in July via Zoom.

Meeting adjourned at 7:10pm.

Next Regular Meeting – July 7, 2022, at 6:30pm.



ALBERTA LIBRARY PROFILE: SYLVAN LAKE MUNICIPAL LIBRARY

by Jessie Bach

This month, our virtual tour of Alberta's public libraries takes us to the central Alberta [town of Sylvan Lake](#) and the [Sylvan Lake Municipal Library](#). In my conversation with Library Director Andrea Newland, she describes a busy community hub where noise, play, and a little bit of chaos are all part of the daily routine and supporting the needs of the community—by providing a Little Free Pantry, hosting job fairs, and sharing Story Time via Zoom—is a top priority.

"If anyone is looking for a place to feel welcomed and included, you need to visit the Sylvan Lake Municipal Library." —Andrea Newland, Library Director

About the town:

The town of Sylvan Lake is home to approximately 15,000 people, and the population is a blend of summer visitors and permanent residents. On average, over 760,000 visit the lakeside community every summer. As Andrea Newland points out, "summers are busy! [Sylvan Lake has] lots of restaurants and even more patios."



Inside the Sylvan Lake Municipal Library. Photo courtesy of Andrea Newland.

About the library:

The Sylvan Lake Municipal Library serves the people of Sylvan Lake, as well as many residents in Red Deer County and the five Summer Villages around the lake.

The library building is an accessible, bright, and inviting place. There is lots of natural light and comfortable space to hang out in. It is a community hub.

About the Library Director:

Andrea Newland has been working in libraries for over twenty years and has held the position of Director at the Sylvan Lake Library for about two and a half years. When she took on the gig in 2019, she told the [Sylvan Lake News](#) that she was "hoping to make new partnerships and relationships within the community," and "to continue to foster the positive, friendly and safe atmosphere the library has in the community." Two years later, she's doing just that!

JB: What's a typical day like at the Sylvan Lake Library?



Andrea Newland, Library Director at Sylvan Lake Municipal Library. Photo courtesy of Andrea Newland.

AN: There is no such thing! The phone usually starts ringing before we're even open. Students come in to write exams, story time is held, babies cry, toddlers run, and parents chase after them. Our patrons tell us how glad they are to see us and wish us good health. After school, kids arrive and rush to the computers to play Roblox. We register people for programs, answer lots and lots of questions, sign up new members, laugh, and reassure parents that it's okay that their kids are noisy. To us, noise is life and community.

JB: What do you love most about your job?

Q-1,2,3
AN: It doesn't matter how well I plan; every day is very unpredictable. As a person who gets bored easily, this is perfect! Plus, I feel at home every time I walk through the door. I also love the fact that I have so much freedom to be creative in my role. Of course, I do the required administrative duties such as budgeting, HR, etc., but I also have the luxury of getting to design new shelving and re-create our space as needed.

JB: What is the biggest challenge you face at your library?

AN: I was barely here six months when COVID hit. I have yet to experience a "normal year" at the Sylvan Lake library. My biggest challenge has been keeping staff in good spirits, motivated, and mentally healthy during the past two years. With so much uncertainty, remaining positive and being a strong leader has been extremely taxing. I would like to believe that this challenge is almost behind us and we can begin to move forward and execute our Plan of Service.

JB: When the COVID-19 pandemic hit, how did it change how your library delivers service?

AN: We changed every single way we deliver service. Every "comfort zone" was pushed to the limit and the staff rose above these challenges. Staff who were camera shy suddenly found themselves offering story times via Zoom or programs recorded for later viewing on Facebook. We spent a lot of time answering phone calls, mailing out library materials, and doing curbside pickup. We had people from across Canada and the United States attend our virtual programs—reaching people we would never have reached if the pandemic hadn't happened. We have now settled into a blend of virtual and in-person services, and I don't see that changing for the foreseeable future.

JB: Lots of libraries host Little Free Libraries, but I love that your library hosts a Little Free Pantry! How did you identify the need for this resource, and go about putting it into action?



The Little Free Pantry at Sylvan Lake Municipal Library. Photo courtesy of Andrea Newland.

AN: The [Little Free Pantry](#) has been running in the library since September 2016. It was a passion project by our Assistant Director, Jeri Wolf, and staff who had noticed a rise in hungry children coming into the library and asking if we had any food. As Jeri commented early in the program's infancy, "any time that money becomes an issue and people begin losing jobs—we get busier because we are an inexpensive deal. You can use free internet here; you can get help with your resume—this was just one more way to give back to the community."

Since its inception, the Little Free Pantry has grown in space and scope—we added a refrigerator last year so that perishable and frozen items could be added to the pantry. We have been blessed by a very supportive community that rises to the challenge every time we ask for donations of food or funds.

G-1,2,3

JB: Your library offers some great programs in partnership with local organizations. How do you form partnerships like this? What can other local organizations gain from working with the library, and vice versa?

AN: Collaborations with other community groups and organizations are what allow us to be so diverse and flexible in our programs. This year several groups reached out to us, either to make use of our space or to invite us into theirs. We were contacted by Trish Proctor with [Powering Trades: a Manpower Program](#) about hosting a [Job Fair at the library](#). We jumped at the opportunity, as our community has been affected by job losses and economic downturn. The program went well, and they have asked to return in June for another event. Collaborations like these allow us to bring new opportunities and experiences to our community and broaden the reach of organizations that some people might never have heard of.

JB: What other exciting programs, opportunities or initiatives are on offer at the Sylvan Lake Library?

AN: We are excited to bring back our [Film Society](#) this month with our local Landmark Cinemas. We're showing [Wildhood](#) in March and [Learn to Swim](#) in April. Our community received the news of the program's return with much excitement!

We have a virtual session coming up with Telus Spark and the [Yamnuska Wolfdog Sanctuary](#) that we've arranged for a local elementary school. They will learn about the differences between wolfdogs and wolves, diet, senses, behaviours, and more.

Throughout April we are hosting a [Poetry Art Exhibit](#). Participants will work on their art in the library Friday afternoons in March and display their artwork throughout the library for the entirety of [Poetry Month](#).

With the return to in-person programs for all ages, we have lots of activities coming up in the next few months, from in-house art programs to [Red Hot Science](#), to [Paint Nights](#), and more!

JB: Anything else you'd like to add or share about the Sylvan Lake Library or your experience as the Director?

AN: It has been an overwhelmingly wonderful experience so far. Even during a pandemic, the dedication of the staff, the Board, and the community has been incredible. I have never worked among so many innovative and creative people in my life. If anyone is looking for a place to feel welcomed and included, you need to visit the Sylvan Lake Municipal Library.



Inside the Sylvan Lake Municipal Library. Photo courtesy of Andrea Newland.

JB: I'd like to extend a big thank you to Andrea for answering my questions about what's going on at the Sylvan Lake Municipal Library!



Beyond the Stacks is a column about libraries in Alberta and the useful and necessary services they provide.



Jessie Bach grew up on a family farm in Southern Alberta, and is a life-long library user and book lover. She has a degree in history from the University of Saskatchewan, and a Master of Library and Information Studies from Dalhousie University. Jessie has worked in archives, academic libraries, corporate records management, and now public libraries. Her current role is Bibliographic Services Manager at [Marigold Library System](#) where she manages the team that does acquisitions, cataloguing and processing of library material for Marigold's thirty-six member libraries. She currently lives in Calgary with her partner and, in true librarian fashion, four cats. Jessie likes to read (of course), knit, consume way too many true crime podcasts, and lift weights in the gym.

Feature image credit: Photo of Sylvan Lake Municipal Library provided courtesy of Andrea Newland, Library Director.

IN ATTENDANCE

Chair / Birchcliff: Roger Dufresne
Half Moon Bay: Jon Johnston
Jarvis Bay: Julie Maplethorpe (joined at 1:08)
Norglenwold: Jeff Ludwig
Sunbreaker Cove: Jim Willmon
CAO: Tanner Evans

CALL TO ORDER

The Meeting was called to order at 1:02 p.m. by Chair Dufresne.

AGENDA APPROVAL

JSC-22-12

MOVED by Jim Wilmon that the agenda be adopted as presented.

CARRIED

ADOPTION OF MINUTES

JSC-22-13

MOVED by Jon Jonston to adopt the Regular Meeting Minutes of February 28 as presented.

CARRIED

INFORMATION ITEMS

1) 1st Quarter Shared Costs Update

JSC-22-14

Moved by Jim Wilmon to accept the information items as presented.

CARRIED

REQUESTS FOR DECISION

- 1) Level of Service Agreement
- 2) Procedural Bylaw
- 3) Procurement Policy

JSC-22-15

MOVED by Chair Dufresne that the JSC move to a closed session at 1:17p.m.

CARRIED

JSC returned from a closed session at 3:45 p.m. The following motions were made by the Chair:

JSC-22-16

Edits to be made to the level of service presentation:

- Page 16 header should read "budgeting process"
- Page 17 should have guidance for Council to manage capital planning decision
- Page 19 clarify 10 regular Council meetings
- Page 22 Public Works Coordinator should actively participate on various boards

JSC-22-17

Direction to move forward with Procedural Bylaw with the following edits:

- Remove definition for open microphone
- Spelling error in section 64
- Ensure closed session section is up to date with latest MGA requirements
- Section 159 regarding a 6-year limit for Council to be removed
- Add definition for resident

JSC-22-18

Administration to move forward with a procurement policy in 2023, with the following amendments:

- Spending ranges should not overlap and should correspond with actual policy
- New section for code of conduct for Administration
- Remove any claims having to do with supporting local contractors

CARRIED

ROUND TABLE

Each member gave a round table update of the ongoing business in their respective municipalities.

ADJOURNMENT

JSC-22-19

Moved by Chair Dufresne that being the agenda matters have been concluded, the meeting adjourned at 3:58 p.m.

ROGER DUFRESNE, CHAIR

TANNER EVANS, CAO

IN ATTENDANCE

Chair / Birchcliff: Roger Dufresne
Half Moon Bay: Jon Johnston
Jarvis Bay: Julie Maplethorpe
Norglenwold: Jeff Ludwig
Sunbreaker Cove: Jim Willmon
CAO: Tanner Evans
RCMP Sgt. Stephanie Lesyk
RCMP Detachment Commander Jay Peden

CALL TO ORDER

The Meeting was called to order at 12:04 p.m. by Chair Dufresne.

AGENDA APPROVAL

JSC-22-20

MOVED by Julie Maplethorpe that the agenda be adopted as presented.

CARRIED

DISCUSSION ITEMS

- 1) RCMP Discussion
- 2) Road Matrix
- 3) Summer Village Elected Officials Meet & Greet
- 4) Remuneration Comparison

Discussion with RCMP took place including level of service expectations, current goals, crime prevention, crime C.A.P.T.U.R.E. program, information sharing and reporting.

JSC-22-21

MOVED by Chair Dufresne that the JSC move to a closed session at 1:15 p.m.

CARRIED

JSC returned from a closed session at 2:30 p.m. The following motions were made by the Chair:

JSC-22-22

Administration to send out an email blast with a summary of the discussion between JSC and RCMP.

JSC-22-23

Administration to obtain Road Matrix pricing for each village should some decide to proceed and others not.

JSC-22-24

The JSC does not support moving forward with an elected officials meet & greet.

CARRIED

ROUND TABLE

Each member gave a round table update of the ongoing business in their respective municipalities.

ADJOURNMENT

JSC-22-25

Moved by Chair Dufresne that being the agenda matters have been concluded, the meeting adjourned at 2:48 p.m.

ROGER DUFRESNE, CHAIR

TANNER EVANS, CAO