

Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held April 3, 2018 in the Summer Village Administration Office at Sylvan Lake, Alberta.

CALL TO ORDER: The Meeting was called to order at 9:35 p.m. by Mayor Thomlinson with the following being present:

Mayor:	Bob Thomlinson via Zoom
Deputy Mayor:	Deputy Mayor Wiseman
Councillor:	Councillor Maplethorpe
CAO:	Phyllis Forsyth
Accounting Technician:	Tina Leer
Public Works Coordinator:	Chris Loov
Recording Secretary:	Teri Musseau
Delegations:	Craig Bondy Phil Swanson Jeannie Hawksworth

AGENDA APPROVAL: 1. **April 3, 2018 Agenda**

DEPUTY MAYOR WISEMAN:
That the April 3, 2018 Regular Meeting Agenda be adopted as presented.
1311/18 CARRIED

CONFIRMATION OF MINUTES: 1. **March 6, 2018 Regular Meeting Minutes**

MAYOR THOMLINSON:
That the March 6, 2018 Regular Meeting Minutes be confirmed as presented.
1312/18 CARRIED

DELEGATION: 1. **Craig Bondy, Missing Link Internet**

Craig Bondy and Phil Swanson from Missing Link Internet joined Council to discuss obtaining an encroachment agreement to run the fiber optic backbone underground through the Summer Village.

Craig Bondy, Phil Swanson and Chris Loov left the meeting at 9:57 a.m.

MAYOR THOMLINSON:
That Administration obtain more information including details for construction and bring back to Council.
1313/18 CARRIED

Chris Loov rejoined the meeting at 10:01 a.m.

DELEGATION: 2. **Jeannie Hawksworth, Wade, Noble LLP**

Jeannie Hawksworth from Wade Noble LLP presented the draft audited financial statements to Council.

Phyllis Forsyth left the meeting at 10:11 a.m.

Initials



Chris Loov left and Phyllis Forsyth rejoined the meeting at 10:13 am.

MAYOR THOMLINSON:
That Council accept the Financial Statements as presented and
authorize the Deputy Mayor to sign the Financial Return.

1314/18

CARRIED

Jeannie Hawksworth left the meeting at 10:20 a.m.

Council break at 10:20 a.m.

Reconvened at 10:25 a.m.

**FINANCE &
ADMINISTRATION:**

1. Administrator's Report

Phyllis Forsyth provided Council with an update on the current projects underway in the Summer Village that are outside the normal day to day tasks.

COUNCILLOR MAPLETHORPE:
That Council accept the Administrator's Report as information.

1315/18

CARRIED

Chris Loov joined the meeting at 10:24 a.m.

**FINANCE &
ADMINISTRATION:**

2. Financial Reports

Tina Leer provided Council with the following financial information:

- Accounts Payable Cheque Listing to March 23, 2018
- Payroll Update Journal to February 28, 2018
- Operating Budget Report to February 28, 2018
- Unpaid taxes

DEPUTY MAYOR WISEMAN:
That Council accept the financial reports as presented.

1316/18

CARRIED

**FINANCE &
ADMINISTRATION:**

2. Council & Board Remuneration Policy

Tina Leer provided Council with the updated remuneration policy as amended at the last Council meeting.

COUNCILLOR MAPLETHORPE:
That Council adopt the Council & Board Remuneration Policy as presented.

1317/18

CARRIED

**COUNCIL &
LEGISLATIVE:**

1. Regional Assessment Review Board Bylaw

Administration provided Council with the amended Regional Assessment Review Board Bylaw #154-18 making it compliant with the changes made to the Municipal Government Act.

Initials



1318/18 FIRST READING to By-Law No. 154-18 was moved by Deputy Mayor Wiseman. CARRIED

1319/18 SECOND READING to By-Law No. 154-18 was moved by Mayor Thomlinson. CARRIED

1320/18 COUNCILLOR MAPLETHORPE:
That third reading to By-Law No. 154-18 be given at this meeting. CARRIED

1321/18 THIRD READING to By-Law No. 154-18 was moved by Deputy Mayor Wiseman. CARRIED

COUNCIL & LEGISLATIVE:

2. Regional Assessment Review Board Agreement

Administration provided Council with the amended Regional Assessment Review Board Bylaw that will allow for cost recovery on complaints withdrawn 6 or less calendar days prior to a hearing.

MAYOR THOMLINSON:
That Council approve the amended Regional Assessment Review Board Agreement as presented.

1322/18 CARRIED

Tina Leer left the meeting at 10:33 a.m.

Council recess at 10:36 a.m.

Council reconvened at 10:41 a.m.

COUNCIL & LEGISLATIVE:

3. Parental Leave Bylaw

Administration provided Council the Parental Leave Bylaw that would provide for extended Councillor parental leave without disqualification.

1323/18 FIRST READING to By-Law No. 157-18 was moved by Deputy Mayor Wiseman. CARRIED

1324/18 SECOND READING to By-Law No. 157-18 was moved by Councillor Maplethorpe. CARRIED

1325/18 MAYOR THOMLINSON:
That third reading to By-Law No. 157-18 be given at this meeting. CARRIED

1326/18 THIRD READING to By-Law No. 157-18 was moved by Deputy Mayor Wiseman. CARRIED

Initials



**COUNCIL &
LEGISLATIVE:**

**4. Code of Conduct for Members of Council and Committees
Bylaw**

Administration provided Council the Code of Conduct for Members of Council and Committees Bylaw #156-18.

FIRST READING to By-Law No. 156-18 was moved by Councillor Maplethorpe.

1327/18

CARRIED

SECOND READING to By-Law No. 156-18 was moved by Deputy Mayor Wiseman.

1328/18

CARRIED

MAYOR THOMLINSON:

That third reading to By-Law No. 156-18 be given at this meeting.

1329/18

CARRIED

THIRD READING to By-Law No. 156-18 was moved by Councillor Maplethorpe.

1330/18

CARRIED

**COUNCIL &
LEGISLATIVE:**

5. Licensing of Domestic Pets

Administration provided Council with a request from Councillor Maplethorpe for Council to provide her background information on why the Summer Village does not require licensing for domestic pets.

DEPUTY MAYOR WISEMAN:

That Council continue with current practices.

1331/18

CARRIED

**COUNCIL &
LEGISLATIVE:**

6. Items for the Sylvan Lake Management Committee

Administration provided Council with a request from Councillor Maplethorpe for Council to discuss items that could be forwarded to the Sylvan Lake Management Committee for consideration.

MAYOR THOMLINSON:

That Council continue current practices with the Sylvan Lake Management Committee.

1332/18

CARRIED

Kara Kashuba joined the meeting at 10:52 a.m.

PUBLIC WORKS:

1. Public Works Report

Chris Loov provided Council an update on projects and programs:

- Unblocked culvert at end of Jarvis Glen Way
- Tagging boat hoists on the Municipal Reserve reminding storage not permitted
- Working on use of reserves, parks and pathways bylaw.

COUNCILLOR MAPLETHORPE:

That Council accept as information.

1333/18

CARRIED

Initials



PUBLIC WORKS: 2. Petro Beach Outhouses and Garbages

Chris Loov provided Council an option and pricing for outhouses and garbages at Petro Beach.

DEPUTY MAYOR WISEMAN:
That Public works continue research for garbage bins as discussed and bring options back to Council.

1334/18 CARRIED

COUNCILLOR MAPLETHORPE:
That Council proceed with the outhouses and trash bins as discussed utilizing grant funding not to exceed \$125,000.00.

1335/18 CARRIED

PLANNING & DEVELOPMENT: 1. Development Report

Kara Kashuba provided an update on development. There are currently 68 active development permits in all 5 Summer Villages with 13 in Jarvis Bay.

MAYOR THOMLINSON:
That Council accept as information.

1336/18 CARRIED

PLANNING & DEVELOPMENT: 2. Completions Deposit

Kara provided Council with a Completions Deposit Policy to determine development permit completion deposit amounts.

DEPUTY MAYOR WISEMAN:
That Council adopt the Development Completions Deposit Policy as amended.

1337/18 CARRIED

PLANNING & DEVELOPMENT: 3. Sylvan Lake Management Committee

Kara provided Council with the revised Terms of Reference for the Sylvan Lake Management Committee and a Strategic Action Plan.

MAYOR THOMLINSON:
That Council accept the Terms of Reference for the Sylvan Lake Management Committee as presented.

1338/18 CARRIED

MAYOR THOMLINSON:
That Administration send response from Council on the Strategic Action Plan as discussed.

1339/18 CARRIED

Kara Kashuba and Chris Loov left the meeting at 11:22 a.m.

Initials



INFORMATION:

1. Council Reports

Mayor Thomlinson provided the plan for the "Team Up to Clean Up" Event on May 26th.

Councillor Maplethorpe provided her written report to Council on the Sylvan Lake Library Board and Sylvan Lake Management Committee.

Deputy Mayor Wiseman provided Council her report on the Sylvan Lake Regional Water/Wastewater Commission.

By consensus Council accept as information.

MEETING DATES

MAYOR THOMLINSON:

That the next regular meeting of the Council of Jarvis Bay is May 1, 2018 at 9:30 a.m.

1320/18

CARRIED

ADJOURNMENT:

The meeting adjourned at 11:29 a.m.

MAYOR THOMLINSON, MAYOR

PHYLLIS FORSYTH, ADMINISTRATOR

Initials

