

Summer Village of Jarvis Bay  
Regular Meeting Minutes  
December 5, 2023

*Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held December 5, 2023, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.*

**IN ATTENDANCE** Mayor: Julie Maplethorpe  
Deputy Mayor: Annabelle Wiseman via Zoom  
Councillor: David Garratt via Zoom  
CAO: Tanner Evans  
Finance Manager: Tina Leer  
Public Works Manager: Justin Caslor  
Development Officer: Kara Hubbard  
Recording Secretary: Teri Musseau

**CALL TO ORDER** The Meeting was called to order at 9:30 a.m. by Mayor Maplethorpe.

**AGENDA APPROVAL**

**JBC-23-158** MOVED by Mayor Maplethorpe that the agenda be adopted as amended:

E.5.A. Dog Control

CARRIED

**CONFIRMATION OF MINUTES**

**JBC-23-159** MOVED by Deputy Mayor Wiseman that the regular meeting minutes of Council held on November 7, 2023, be approved as presented.

CARRIED

**INFORMATION ITEMS**

- 1) Accounts Payable Report
- 2) Public Works Report
- 3) Development Update
- 4) Lions Club Service Agreement

**JBC-23-160** MOVED by Mayor Maplethorpe that Council accept the information items as presented.

CARRIED

**REQUEST FOR DECISION**

**FINANCE**

**JBC-23-161** Tax Penalty Relief Policy  
MOVED by Councillor Garratt that Council adopt the Tax Penalty Relief Policy as presented.

CARRIED

**JBC-23-162** Auditor Engagement  
MOVED by Deputy Mayor Wiseman that Council agree to the Metrix Group LLP Auditor Engagement and sign the letter.

CARRIED

Summer Village of Jarvis Bay  
Regular Meeting Minutes  
December 5, 2023

**COUNCIL & LEGISLATION**

**JBC-23-163**                    Fire Pits on Sylvan Lake  
MOVED by Mayor Maplethorpe that Council support the Town of Sylvan Lake proposal to advocate for the use of firepits on Sylvan Lake.  

CARRIED

**PUBLIC WORKS**

**JBC-23-164**                    Memorial Bench Donation Policy Amendments  
MOVED by Mayor Maplethorpe that Administration write an amendment to the Memorial Bench Donation Policy stating Council will continue to maintain the existing benches but currently there are no available spots for additional benches.  

CARRIED

**JBC-23-165**                    Jarvis Bay Drive Parking  
MOVED by Councillor Garratt that Council approve no-parking along the lake side of Jarvis Bay Drive in the Petro Beach area from the south property line in Jarvis Bay up to 56 Jarvis Bay Drive, and further, Administration to install “no-parking from May 15 – September 15” signs for that area.  

CARRIED

**PLANNING & DEVELOPMENT**

**JBC-23-166**                    Land Use Bylaw Quotes  
MOVED by Deputy Mayor Wiseman that Council award the Land Use Bylaw Rewrite project to Municipal Planning Services.  

CARRIED

**JBC-23-167**                    Superior Safety Codes Contract  
MOVED by Deputy Mayor Wiseman that Council enter into another 3-year contact with Superior Safety Codes.  

CARRIED

**ENFORCEMENT**

**JBC-23-168**                    Dog Control  
MOVED by Deputy Mayor Wiseman that Administration revisit and bring back updated numbers from Classic Kennels to hold a kennel space for the Summer Village of Jarvis Bay.  

CARRIED

**COUNCIL REPORTS**

Mayor Maplethorpe

- Town of Sylvan Lake Library Board written report
- Parkland Regional Library Board written report
- Town Hall

Deputy Mayor Wiseman

- Sylvan Lake Regional Wastewater Commission

Summer Village of Jarvis Bay  
Regular Meeting Minutes  
December 5, 2023

Councillor Garratt

- No reports

**CORRESPONDENCE**

- Red Deer River Watershed Alliance
- Association of Summer Villages of Alberta

**JBC-23-169**            MOVED by Mayor Maplethorpe that Council accept the Council and Correspondence reports as information.  
CARRIED

**NEXT COUNCIL MEETING**

**JBC-23-170**            MOVED by Mayor Maplethorpe that the next meeting of Council be held January 9, 2024, at 9:30 a.m.  
CARRIED

**ADJOURNMENT**

**JBC-23-171**            MOVED by Mayor Maplethorpe that being the agenda matters have been concluded, the meeting be adjourned at 11:05 a.m.  
CARRIED

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JULIE MAPLETHORPE, MAYOR

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TANNER EVANS, CAO