

Summer Village of Jarvis Bay  
Regular Meeting Minutes  
January 9, 2024

*Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held January 9, 2024, 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 via Zoom  
Public Works Manager: Justin Caslor  
Development Officer: Kara Hubbard  
Recording Secretary: Teri Musseau  
Delegate(s): Don Kitchener

**CALL TO ORDER** The Meeting was called to order at 9:36 a.m. by Mayor Maplethorpe.

**AGENDA APPROVAL**

**JBC-24-001** MOVED by Councillor Garratt that the agenda be adopted as presented.  
CARRIED

**CONFIRMATION OF MINUTES**

**JBC-24-002** MOVED by Mayor Maplethorpe that the regular meeting minutes of Council held on December 5, 2023, be approved as presented.  
CARRIED

**DELEGATION**

Don Kitchener from AMDSP Mapping provided Council information on the AMDSP mapping system and benefits this system would be to emergency responders when responding to a call.

Don Kitchener left the meeting at 9:47 a.m.

**INFORMATION ITEMS**

- 1) Accounts Payable Report

**DELEGATION CONTINUED**

Leanne Whiteley-Lagace joined the meeting at 9:50 a.m.

Leanne Whiteley from Stantec provided Council information on the Road Overlay Analysis that was conducted and noted the roads in Jarvis Bay are currently in good shape. The finding of this report suggests Jarvis Bay will need to plan to spend \$1.5 million in the next 10 years on roads. It was recommended that the Summer Village have a road analysis study done every 5 years.

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Leanne Whiteley-Lagace left the meeting at 10:14 a.m.

**INFORMATION ITEMS CONTINUED**

- 2) Public Works Report
- 3) Development Update
- 4) CAO Report

**JBC-24-003**      MOVED by Councillor Garratt that Council enter into a 1-year contract with Klassic Kennels at a cost of \$350/month for kennel services.  
CARRIED

Council recessed at 10:50 a.m.

Council reconvened at 10:58 a.m.

- 5) Climate Plan
- 6) CPO Structure

**JBC-24-004**      MOVED by Deputy Mayor Wiseman that Council accept the information items as presented.  
CARRIED

**TABLED ITEMS**

**PUBLIC WORKS**

**JBC-24-005**      Memorial Bench Donation Policy Amendments  
MOVED by Mayor Maplethorpe that Council adopt the Memorial Bench Donation Policy as presented.  
CARRIED

**REQUEST FOR DECISION**

**COUNCIL & LEGISLATION**

**JBC-24-006**      Fire Services Agreement Renewal  
MOVED by Councillor Garratt that Council direct the Mayor and CAO to sign the Fire Services Agreement renewal as presented.  
CARRIED

**JBC-24-007**      SLIDPC Terms of Reference  
MOVED by Deputy Mayor Wiseman that Council adopt the Sylvan Lake Intermunicipal Development Plan Committee Terms of Reference as presented.  
CARRIED

**COUNCIL REPORTS**

- Mayor Maplethorpe
- Parkland Regional Library Board
  - Mayors and Reeves Meeting

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- Joint Services Committee HR Subcommittee

Deputy Mayor Wiseman

- Sylvan Lake Regional Wastewater Commission

Councillor Garratt

- No reports

**CORRESPONDENCE**

- Minister of Environment and Protected Areas

**JBC-24-008**            MOVED by Mayor Maplethorpe that Council accept the Council and Correspondence reports as information.  
CARRIED

**NEXT COUNCIL MEETING**

**JBC-24-009**            MOVED by Mayor Maplethorpe that the next meeting of Council be held February 6, 2024, at 9:30 a.m.  
CARRIED

Council recessed at 11:38 a.m.

Council reconvened at 11:44 a.m.

**CLOSED SESSION**

**JBC-24-010**            MOVED by Mayor Maplethorpe that Council move to a closed session to discuss third party business as per FOIP Section 27, at 11:44 a.m.  
CARRIED

**JBC-24-011**            MOVED by Mayor Maplethorpe that Council return to an open meeting at 12:05 p.m.  
CARRIED

**ADJOURNMENT**

**JBC-24-012**            MOVED by Mayor Maplethorpe that being the agenda matters have been concluded, the meeting be adjourned at 12:05 p.m.  
CARRIED

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JULIE MAPLETHORPE, MAYOR

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TANNER EVANS, CAO