

Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held June 5, 2018 in the Summer Village Administration Office at Sylvan Lake, Alberta.

CALL TO ORDER: The Meeting was called to order at 9:26 a.m. by Mayor Thomlinson with the following being present:

Mayor:	Bob Thomlinson
Deputy Mayor:	Deputy Mayor Wiseman
Councillor:	Councillor Maplethorpe
CAO:	Phyllis Forsyth
Public Works Coordinator:	Chris Loov
Recording Secretary:	Teri Musseau
Public:	Marvin Debelier

AGENDA APPROVAL:

1. June 5, 2018 Agenda

DEPUTY MAYOR WISEMAN:

That the June 5, 2018 Regular Meeting Agenda be adopted as amended:

E.B.5. Advanced Ambulatory Care Golf Tournament
E.C.5. Petro Beach Garbage

1343/18

CARRIED

CONFIRMATION OF MINUTES:

1. May 1, 2018 Regular Meeting Minutes

MAYOR THOMLINSON:

That the May 1, 2018 Regular Meeting Minutes be confirmed as presented.

1344/18

CARRIED

STAFF REPORTS:

1. Staff Reports

Administration provided the following reports for Council consideration:

- Accounts Payable Report
- Financial Report
- Public Works Report
- Development Update

COUNCILLOR MAPLETHOPE:

By consensus Council accepts as information and authorizes payment of payables.

1345/18

CARRIED

Koralyn Lemmon joined the meeting at 9:28 a.m.

Koralyn Lemmon and Chris Loov left the meeting at 9:29 a.m.

REQUEST FOR DECISION

FINANCE & ADMINISTRATION:

1. Surplus Distribution

Administration provided Council a spreadsheet showing their accumulated surplus fund of \$87,838.00 for disbursement.

Initials



	Current	Target
General Contingency	318,003.00	320,000.00
Roads, Streets etc.	400,000.00	400,000.00
Water & Sewer	342,335.00	400,000.00
Environmental	255,000.00	260,000.00
Street Lights	6,000.00	6,000.00
Twin Fawn Walkway Bridge	54,328.00	60,000.00
Information Technology & Facilities	11,993.00	8,000.00
Mill Rate Stabilization	50,000.00	50,000.00

MAYOR THOMLINSON:

That Council make the following allocations with all remaining funds to go into Water & Sewer Reserve.

- \$10,000 in accumulated surplus
- \$ 5,000 to environmental reserve
- \$-6,993 from Information and technology reserve to be utilized for accounting software transition

1346/18

CARRIED

FINANCE & ADMINISTRATION:

2. Auditor Agreement 2019-2021

Phyllis Forsyth provided Council with information on the auditor agreement and a request for quotes from three auditing companies that the Summer Village has dealt with in the past.

COUNCILLOR MAPLETHORPE:

That Council approve the Metrix Group as auditors for the upcoming three years

1347/18

CARRIED

COUNCIL & LEGISLATIVE:

1. Regional Intermunicipal Development Plan

Phyllis Forsyth provided Council information on the Regional Intermunicipal Development Plan being worked on with the neighboring municipalities including minutes from the April 30th technical committee meeting, Terms of Reference, List of Relevant Plans and Studies, List of Stakeholders and Request for Proposal.

MAYOR THOMLINSON:

That Council approve the Terms of Reference as presented.

1348/18

CARRIED

DEPUTY MAYOR WISEMAN:

That Council approve the Request for Proposal as presented.

1349/18

CARRIED

COUNCILLOR MAPLETHORPE:

That Council appoint Deputy Mayor Wiseman as member to the Steering Committee with Councillor Maplethorpe as alternate.

1350/18

CARRIED

COUNCIL & LEGISLATIVE:

2. Procedural Bylaw

Administration provided Council with the amended Procedural Bylaw #160-18.

FIRST READING to By-Law No. 160-18 was moved by Mayor Thomlinson.

Initials



1351/18

CARRIED

SECOND READING to By-Law No. 160-18 was moved by Councillor Maplethorpe.

1352/18

CARRIED

DEPUTY MAYOR WISEMAN:

That third reading to By-Law No. 160-18 be given at this meeting.

1353/18

CARRIED

THIRD READING to By-Law No. 160-18 was moved by Mayor Thomlinson.

1354/18

CARRIED

**COUNCIL &
LEGISLATIVE:**

3. Public Participation Policy

Administration provided Council with the Public Participation Policy as per section 216.1(1) of the Municipal Government Act.

COUNCILLOR MAPLETHORPE:

That Council adopt the Public Participation Policy as presented.

1355/18

CARRIED

**COUNCIL &
LEGISLATIVE:**

4. Annual Information Meeting

Administration provided Council with the 2017 Annual Information Meeting agenda as a guide in preparing the 2018 agenda.

DEPUTY MAYOR WISEMAN:

That Administration prepare the 2018 Annual Information meeting agenda as directed and bring back to next meeting.

1356/18

CARRIED

**COUNCIL &
LEGISLATIVE:**

5. Advanced Ambulatory Care Golf Tournament

Administration provided Council with a request received from Advanced Ambulatory Care for a donation to their annual golf tournament.

Chris Loov joined the meeting at 10:00 a.m.

MAYOR THOMLINON:

That Council provide a donation to the Advanced Ambulatory Care Golf Tournament in the amount of \$1,000.00.

1357/18

CARRIED

PUBLIC WORKS:

1. Parking Blocks

Chris Loov provided Council information on the parking blocks on the north end of Jarvis Bay Drive causing parking concerns.

MAYOR THOMLINSON:

That Administration send letter to resident asking if he owns the blocks and to remove them or if he would like the Summer Village to remove.

1358/18

CARRIED

Initials



PUBLIC WORKS: 2. Proposal for Engineering Services

Chris Loov provided Council information on the proposed engineering fees for rectifying drainage issues on the north end of Jarvis Bay of \$11,500.00 to survey and assess the area, provide a report and meet with Administration

MAYOR THOMLINSON:
That Council approve the engineering proposal from WSP as presented with funds to come from reserves.

1359/18

CARRIED

PUBLIC WORKS: 3. Request for Speed Bumps

Brad Harrington has submitted a request to have speed bumps installed on Jarvis Bay Drive near Petro Beach.

MAYOR THOMLINSON:
That Council continue with current practices for 2018.

1360/18

CARRIED

PUBLIC WORKS: 4. Request to Close Twin Fawn

Public Works has received a request from a resident to close the access to Twin Fawn to reduce the amount of littering, stunting and loitering.

COUNCILLOR MAPLETHORPE:
That Council continue with current practices.

1361/18

CARRIED

PUBLIC WORKS: 5. Petro Beach Garbages

Chris Loov provided Council feedback received from residents not to remove the old garbage cans from Petro Beach to help prevent littering.

Koralyn Lemmon joined the meeting at 10:22 a.m.

MAYOR THOMLINSON:
That Public Works use discretion as to whether to leave current garbage bins or remove.

1362/18

CARRIED

PLANNING & DEVELOPMENT: 1. Land Use Bylaw Amendments #155-18

Koralyn Lemmon reviewed amendments to the Land Use Bylaw Amendment Bylaw.

FIRST READING to By-Law No. 155-18 was moved by Mayor Thomlinson with Public Hearing to be held at their next Council meeting.

1363/18

CARRIED

Initials



**PLANNING &
DEVELOPMENT:**

2. Completions Deposit Policy

Koralyn provided Council the amended Completions Deposit Policy with a scale.

COUNCILLOR MAPLETHORPE:

That Council adopt the Completions Deposit Policy as presented.

1364/18

CARRIED

Chris Loov and Koralyn Lemmon left the meeting at 10:28 a.m.

INFORMATION:

1. Council Reports

Mayor Thomlinson provided his report to Council on the Sylvan Lake Management Committee's Team Up to Clean Up.

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

By consensus Council accept as information.

MEETING DATES

MAYOR THOMLINSON:

That the next regular meeting of the Council of Jarvis Bay is July 3, 2018 at 9:30 a.m.

1365/18

CARRIED

ADJOURNMENT:

The meeting adjourned at 10:30 a.m.

MAYOR THOMLINSON, MAYOR

PHYLLIS FORSYTH, ADMINISTRATOR

Initials

