

*Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held May 1, 2018 in the Summer Village Administration Office at Sylvan Lake, Alberta.*

**CALL TO ORDER:** The Meeting was called to order at 9:29 a.m. by Mayor Thomlinson with the following being present:

Mayor:	Bob Thomlinson
Deputy Mayor:	Deputy Mayor Wiseman
Councillor:	Councillor Maplethorpe
CAO:	Phyllis Forsyth
Accounting Technician:	Tina Leer
Recording Secretary:	Teri Musseau

**AGENDA APPROVAL:**

**1. May 1, 2018 Agenda**

DEPUTY MAYOR WISEMAN:

That the May 1, 2018 Regular Meeting Agenda be adopted as presented.

1323/18

CARRIED

**CONFIRMATION OF MINUTES:**

**1. April 3, 2018 Regular Meeting Minutes**

MAYOR THOMLINSON:

That the April 3, 2018 Regular Meeting Minutes be confirmed as presented.

1324/18

CARRIED

**CONFIRMATION OF MINUTES:**

**2. April 17, 2018 Special Meeting Minutes**

COUNCILLOR MAPLETHORPE:

That the April 17, 2018 Special Meeting Minutes be confirmed as presented.

1325/18

CARRIED

**FINANCE & ADMINISTRATION:**

**1. Administrator's Quarterly Report**

Phyllis Forsyth provided an update on annual programs for the first quarter of 2018 including project lists, shared budget report, allocation of time report and enforcement update.

DEPUTY MAYOR WISEMAN:

That Council accept the Administrator's Quarterly Report as information.

1326/18

CARRIED

**FINANCE & ADMINISTRATION:**

**2. Quarterly Financial Reports**

Tina Leer provided Council with the following quarterly financial information:

- Accounts Payable Cheque Listing to April 30, 2018
- Payroll Update Journal to March 31, 2018
- Operating Budget Report to March 31, 2018
- Alberta School Foundation Fund to March 31, 2018
- Bank balances and allocated reserves
- Unpaid taxes

Initials



MAYOR THOMLINSON:  
That Council accept the quarterly financial reports as presented.  
CARRIED

1327/18

**FINANCE &  
ADMINISTRATION:**

**3. 2018 – 2020 Budget**

Tina Leer provided Council with the amended 2018 – 2020 Budget with assessments and government requisitions.

Council break at 9:53 a.m.

Council reconvened at 9:58 a.m.

COUNCILLOR MAPLETHORPE:  
That Council approve the finalized 2018 – 2020 Budget as amended.  
CARRIED

1328/18

**FINANCE &  
ADMINISTRATION:**

**4. 2018 Mill Rate Bylaw**

Tina Leer provided Council with the 2018 Mill Rate Bylaw #159-18.

FIRST READING to By-Law No. 159-18 was moved by Deputy Mayor Wiseman.

1329/18

CARRIED

SECOND READING to By-Law No. 159-18 was moved by Mayor Thomlinson.

1330/18

CARRIED

COUNCILLOR MAPLETHORPE:  
That third reading to By-Law No. 159-18 be given at this meeting.  
CARRIED

1331/18

THIRD READING to By-Law No. 159-18 was moved by Deputy Mayor Wiseman.

1332/18

CARRIED

Tina Leer left the meeting at 10:02 a.m.

**COUNCIL &  
LEGISLATIVE:**

**1. Municipal Indicators**

Administration provided Council with information on Municipal Affairs new performance measure for the ministry and associated indicators for municipalities.

MAYOR THOMLINSON:  
That Council accept as information.

1333/18

CARRIED

**COUNCIL &  
LEGISLATIVE:**

**2. Municipal Accountability Program**

Administration provided Council details on a new program that has been implemented by Municipal Affairs for municipalities under 5000.

COUNCILLOR MAPLETHORPE:  
That Council accept as information.

1334/18

CARRIED

Initials



**COUNCIL &  
LEGISLATIVE:**

**3. 3 Year Operation Plan**

Administration provided Council with the 3 Year Operation Plan showing operational functions along with forecasted 3 year budget.

DEPUTY MAYOR WISEMAN:

That Administration proceed with development of 3 year plan as discussed.

**1335/18**

**CARRIED**

**COUNCIL &  
LEGISLATIVE:**

**4. 5 Year Capital Plan**

Administration provided Council with the 5 Year Capital Plan showing projects forecasted for the next 5 years.

MAYOR THOMLINSON:

That Administration proceed with development of 5 year plan as discussed.

**1336/18**

**CARRIED**

**PROTECTIVE  
SERVICES:**

**1. Emergency Management Review**

Administration provided Council with the Emergency Management Protocols and Plans currently in place.

COUNCILLOR MAPLETHORPE:

That Council accept as information.

**1337/18**

**CARRIED**

Chris Loov joined the meeting at 10:23 a.m.

**PUBLIC WORKS:**

**1. Public Works Report**

Chris Loov provided Council an update on projects and programs:

- Culvert to be replaced in summer at end of Jarvis Glen Way
- Street sweeping complete
- Outhouse at Petro Beach to be installed before summer

DEPUTY MAYOR WISEMAN:

That Council accept as information.

**1338/18**

**CARRIED**

**PUBLIC WORKS:**

**2. Use of Reserves, Parks & Pathways Bylaw #158-18**

Chris Loov provided Council with the Use of Reserves, Parks & Pathways Bylaw #158-18 which will allow Administration the ability to better manage municipal reserves, parks & pathways.

MAYOR THOMLINSON:

That Administration amend as directed and bring back to next meeting.

**1339/18**

**CARRIED**

Initials



**PUBLIC WORKS: 3. Garbage Containers**

Chris Loov provided Council options and pricing for animal resistant garbage containers for use in the public spaces.

Kara Kashuba joined the meeting at 10:51 a.m.

**1340/18** COUNCILLOR MAPLETHORPE:  
That Council approve the purchase of a triple litter station mounted to a cement slab in a central location by the washrooms.  
CARRIED

**PLANNING & DEVELOPMENT:**

**1. Development Report**

Kara Kashuba provided an update on development. There are currently 69 active development permits in all 5 Summer Villages with 13 in Jarvis Bay.

**1341/18** DEPUTY MAYOR WISEMAN:  
That Council accept as information.  
CARRIED

**PLANNING & DEVELOPMENT:**

**2. Land Use Bylaw Amendments**

Kara provided Council with suggested amendments to the Land Use Bylaw addressing tourist homes, hot tubs, soft landscaping, 21 day appeal period, posting of notice of decisions, and buffer zone/no development.

**1342/18** MAYOR THOMLINSON:  
That Administration amend as discussed and bring back to Council for first reading.  
CARRIED

Chris Loov and Kara Kashuba left the meeting at 11:24 a.m.

**INFORMATION: 1. Council Reports**

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

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

By consensus Council accept as information.

**MEETING DATES**

**1343/18** MAYOR THOMLINSON:  
That the next regular meeting of the Council of Jarvis Bay is June 5, 2018 at 9:30 a.m.  
CARRIED

Initials



**ADJOURNMENT:** The meeting adjourned at 11:34 a.m.

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MAYOR THOMLINSON, MAYOR

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PHYLLIS FORSYTH, ADMINISTRATOR

Initials