

Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held November 7, 2017 in the Summer Village Administration Office at Sylvan Lake, Alberta.

CALL TO ORDER: The Meeting was called to order at 9:42 a.m. by Mayor Thomlinson with the following being present:

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

**AGENDA
APPROVAL:**

1. November 7, 2017 Agenda

DEPUTY MAYOR WISEMAN:

That the November 7, 2017 Regular Meeting Agenda be adopted as amended:

1218/17

E.9. In Camera – Joint Services Committee
CARRIED

**CONFIRMATION
OF MINUTES:**

1. October 3, 2017 Regular Meeting Minutes

MAYOR THOMLINSON:

That the October 3, 2017 Regular Meeting Minutes be confirmed as presented.

1219/17

CARRIED

**FINANCE &
ADMINISTRATION:**

1. Administrator's Report

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

Council discussed the Administrator's Report.

COUNCILLOR MAPLETHORPE:

That Council accept as information.

1220/17

CARRIED

**FINANCE &
ADMINISTRATION:**

2. Quarterly Reports

Tina Leer provided Council with the following quarterly information:

- Accounts Payable Cheque Listing to October 27, 2017
- Operating Budget Report to September 30, 2017
- Capital Budget Report to September 30, 2017
- Trail Balance Report to September 30, 2017
- Alberta School Foundation Funds to September 30, 2017
- Accounts Payable Payroll Journal to September 30, 2017
- Bank balances and allocated reserves
- Unpaid taxes

DEPUTY MAYOR WISEMAN:

That Council accept the financial reports as presented.

1221/17

CARRIED

Initials



**FINANCE &
ADMINISTRATION:**

3. Elected Officials Training

Administration provided Council with information on upcoming training on emergency management.

MAYOR THOMLINSON:

That Council authorize any Councillors wishing to attend to notify Administration.

1222/17

CARRIED

**FINANCE &
ADMINISTRATION:**

4. Donation Request

Administration provided Council with a request received from the Spirit of Sylvan for a donation to the annual Yuletide festival.

COUNCILLOR MAPLETHORPE:

That Council donate the remaining donation budget to the Sylvan Lake Christmas Bureau to sponsor families at Christmas.

1223/17

CARRIED

Tina Leer left the meeting at 10:05 a.m.

**COUNCIL &
LEGISLATION:**

1. Joint Service Committee Budget

Administration provided Council the 2018 proposed Shared Costs Budget that was discussed and amended at the Joint Service Committee meeting.

DEPUTY MAYOR WISEMAN:

That Council approve the 2018 Joint Service Committee Budget as amended.

1224/17

CARRIED

**COUNCIL &
LEGISLATION:**

2. Joint Service Committee Request for Decision

Administration provided Council two items from the Joint Service Committee meeting for decision.

MAYOR THOMLINSON:

That Council provide feedback as discussed to the Joint Service Committee for inclusion in the 2018 budget.

1225/17

CARRIED

**COUNCIL &
LEGISLATION:**

3. Council Strategic Goals

Administration provided Council with a layout of mandatory items that may need to be reviewed or developed along with 5 year cycle as part of the 5 year planning.

COUNCILLOR MAPLETHORPE:

That Administration proceed as discussed.

1226/17

CARRIED

**COUNCIL &
LEGISLATION:**

4 Service Level Review – Planning and Development

Administration provided Council the services provided by the Planning and Development Department.

Initials



DEPUTY MAYOR WISEMAN:

That Council leave the service levels as presented.

1227/17

CARRIED

**COUNCIL &
LEGISLATION:**

5 Letter of Credit

Administration provided Council with information on the Irrevocable Letter of Credit provided by Twin Fawn Holdings.

MAYOR THOMLINSON:

That Council approve the Termination of Letter of Credit from Twin Fawn Holdings.

1228/17

CARRIED

**COUNCIL &
LEGISLATION:**

6 Fire Protection Plan

Administration provided Council with the draft Fire Protection Plan for the Summer Village.

COUNCILLOR MAPLETHORPE:

That Council table until next meeting.

1229/17

CARRIED

**COUNCIL &
LEGISLATION:**

7 Parkland Regional Library Budget

Administration provided Council with the Parkland Regional Library Budget for 2018.

DEPUTY MAYOR WISEMAN:

That Council approve the 2018 Parkland Regional Library Board Budget as presented for inclusion in the 2018 budget.

1230/17

CARRIED

**COUNCIL &
LEGISLATION:**

8 ALARIE Update

Administration provided Council an update on amount of money they will be receiving from the finalization of the Alberta Local Authorities Reciprocal Insurance Exchange.

MAYOR THOMLINSON:

That Council accept as information.

1231/17

CARRIED

Council break at 11:01 a.m.

Reconvened at 11:05 a.m.

**COUNCIL &
LEGISLATION:**

9. IN CAMERA – Joint Service Committee

MAYOR THOMLINSON:

That Council meets as a committee of the Whole for the purpose of discussing Freedom of Information and Protection of Privacy Act sections as below at 11:05 a.m.

Disclosure harmful to business interests of a third party

Initials



16(1) The head of a public body must refuse to disclose to an applicant information

(b) that is supplied, explicitly or implicitly, in confidence,

(c) (i) harm significantly the competitive position or Interfere s ignificantly with the negotiating position of the third party.

1232/17

CARRIED

Teri Musseau left the meeting at 11:05 a.m.

MAYOR THOMLINSON:

The meeting reverts to an open meeting at 11:55 a.m. with the same people as at the start of the meeting with the exception of Tina Leer and the addition of Chris Loov and Koralyn Lemmon

1233/17

CARRIED

MAYOR THOMLINSON:

To protect the privacy of individuals, as required by the Freedom of Information and Protection of Privacy legislation (FOIP), Division 2 16(1)(a), (c)(i), Council formally delegate its statutory authority for Human Resources policy, including CAO compensation, to the Joint Services Committee. It is agreed that all HR related matters will be conducted in camera that the Joint Services Committee will report any financial impacts, regarding benefits and compensation, using blended aggregate numbers for all employees.

1234/17

CARRIED

PUBLIC WORKS:

1. Public Works Report

Chris Loov provided Council with an update on projects and programs being worked on:

- Boat hoist removed from Petro Beach
- Notices put up on boat hoists at Petro Beach
- Sewer line flushing completed
- Buoys removed
- Snow fence installed at Petro Beach
- Update on plates for memorial benches
- Review of snow ploughing with contractor

MAYOR THOMLINSON:

That Council approve the purchase of additional buoys for the Summer Village and Public Works to have sewer valve problems identified during annual flushing fixed with costs to come from 2017 budget.

1235/17

CARRIED

COUNCILLOR MAPLETHORPE:

That Council accept the Public Works Report as information.

1236/17

CARRIED

PUBLIC WORKS:

2. Snow Removal Policy

Chris Loov provided Council with a draft Snow Removal Policy.

Initials



1237/17 DEPUTY MAYOR WISEMAN:
That Council approve the Snow Removal Policy as amended.
CARRIED

**PLANNING &
DEVELOPMENT:**

1. Development Report

Koralyn Lemmon provided an update on development. There are currently 68 active development permits in all 5 Summer Villages with 14 in Jarvis Bay.

1238/17 MAYOR THOMLINSON:
That Council accept as information.
CARRIED

**PLANNING &
DEVELOPMENT:**

2. Development Complaint Update

Koralyn Lemmon provided an update on the development complaints received.

1239/17 DEPUTY MAYOR WISEMAN:
That Council accept as information.
CARRIED

**PLANNING &
DEVELOPMENT:**

3. 153 Jarvis Bay Drive

Koralyn Lemmon provided information to Council on the items being stored on the open space by 153 Jarvis Bay Drive.

1240/17 DEPUTY MAYOR WISEMAN:
That Council have one more letter sent to residents, failing that will result in the Summer Village removing the items and forwarding the bill.
CARRIED

**PLANNING &
DEVELOPMENT:**

4. 143 Jarvis Bay Drive

Koralyn Lemmon provided information to Council on the Encroachment Agreement between the owners of 143 Jarvis Bay Drive and the Summer Village for a shed encroaching into the Queen Street road allowance.

1241/17 DEPUTY MAYOR WISEMAN:
That Administration contact son of current resident regarding renewal of Encroachment Agreement.
CARRIED

Chris Loov and Koralyn Lemmon left the meeting at 12:16 a.m.

INFORMATION:

1. Council Reports

Mayor Thomlinson provided his report to Council on the Joint Service Committee meeting.

Initials



Deputy Mayor Wiseman provided her report on the Association of Summer Villages of Alberta Conference, Sylvan Lake Regional Water/Wastewater Commission.

MAYOR THOMLINSON:

That Council appoint Thom Jewell, from the Summer Village of Birchcliff, to sit on the Sylvan Lake Regional Wastewater Commission Technical Committee as representative for the Summer Village of Jarvis Bay.

1242/17

CARRIED

Councillor Maplethorpe provided her report to Council on the Sylvan Lake Library Board and Munis 101 Training.

Other Council reports from:

Ted Hiscock, Summer Village of Half Moon Bay

- Family and Community Support Services
 - Elder Abuse

By consensus Council accept as information.

MEETING DATES

MAYOR THOMLINSON:

That the next regular meeting of the Council of Jarvis Bay is December 12, 2017 at 9:30 a.m.

1243/17

CARRIED

ADJOURNMENT:

The meeting adjourned at 12:38 p.m.

MAYOR THOMLINSON, MAYOR

PHYLLIS FORSYTH, ADMINISTRATOR

Initials

