

Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held September 5, 2017 in the Summer Village Administration Office at Sylvan Lake, Alberta.

CALL TO ORDER: The Meeting was called to order at 9:33 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. September 5, 2017 Agenda

DEPUTY MAYOR WISEMAN:

That the September 5, 2017 Regular Meeting Agenda be adopted as amended:

1166/17

E.7. Jarvis Bay Provincial Park Update
CARRIED

CONFIRMATION OF MINUTES:

1. July 25, 2017 Regular Meeting Minutes

MAYOR THOMLINSON:

That the July 25, 2017 Regular Meeting Minutes be confirmed as amended.

1167/17

CARRIED

Chris Loov joined the meeting at 9:29 a.m.

CONFIRMATION OF MINUTES:

2. July 25, 2017 Municipal Planning Commission Minutes

DEPUTY MAYOR WISEMAN:

That the July 25, 2017 Regular Meeting Minutes be confirmed as amended.

1168/17

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.

1169/17

CARRIED

FINANCE & ADMINISTRATION:

2. Financial Reports

Tina Leer provided Council with the following financial information:

Initials



- Accounts Payable Cheque Listing to August 29, 2017
- Operating Budget Report to July 31, 2017
- Taxes to be collect at August 29, 2017

DEPUTY MAYOR WISEMAN:

That Council accept the financial reports as presented.

1170/17

CARRIED

**FINANCE &
ADMINISTRATION:**

3. MGA Regulations – Assessment and Taxation

Administration presented Council with information received from Municipal Affairs regarding the second round of draft regulations for Assessment and Taxation in the Municipal Government Act.

MAYOR THOMLINSON:

That Council accept as information.

1171/17

CARRIED

Tina Leer left the meeting at 9:47 a.m.

**FINANCE &
ADMINISTRATION:**

4. Shared Costs Update

Administration provided Council with the 2017 Shared Costs/Budget Update as of June 30, 2017.

COUNCILLOR MAPLETHORPE:

That Council accept as information.

1172/17

CARRIED

**FINANCE &
ADMINISTRATION:**

5. Request from Reserves

Administration requested a transfer of \$1,100.00 from IT/JSC Revenue for the replacement of the server.

DEPUTY MAYOR WISEMAN:

That Council approve transfer from JSC/IT reserve upon approval of all partners.

1173/17

CARRIED

**COUNCIL &
LEGISLATION:**

1. MGAA – Determination of Population Regulation

Administration provided Council with information on the Municipal Government Amendment Act's rules regarding population calculation in the Municipality of Crowsnest Pass which will be removed and incorporated in the Crowsnest Pass Regulation.

MAYOR THOMLINSON:

That Council accept as information.

1174/17

CARRIED

**COUNCIL &
LEGISLATION:**

2. MGAA – Council and Council Committee Meeting Regulation

Administration provided Council with information on the Municipal Government Amendment Act's addition to make regulations defining "meeting" and additional classes of matter for which a meeting is to be

Initials



closed to the public to ensure transparency and hold municipal council accountable.

COUNCILLOR MAPLETHORPE:
That Council accept as information.

1175/17

CARRIED

**COUNCIL &
LEGISLATION:**

3. MGAA – Council Code of Conduct Regulation

Administration provided Council with information on the Municipal Government Amendment Act's requirement for Councils to establish a Code of Conduct for Councillors to ensure elected officials govern in an ethical and businesslike manner.

DEPUTY MAYOR WISEMAN:
That Council accept as information.

1176/17

CARRIED

**COUNCIL &
LEGISLATION:**

4. MMGA – Crowsnest Pass Regulation

Administration provided Council with information on the Municipal Government Amendment Act's regulation to provide for special rules regarding the Municipality of Crowsnest Pass.

MAYOR THOMLINSON:
That Council accept as information.

1177/17

CARRIED

**COUNCIL &
LEGISLATION:**

5. MMGA – Intermunicipal Collaboration Framework

Municipal Government Amendment Act's requirement for municipalities with a common border to create Intermunicipal Collaboration Frameworks with each other, within two years of the MMGA coming into force.

COUNCILLOR MAPLETHORPE:
That Council authorize Administration to provide comment requesting more clarity be added to the regulation outlining the requirements for Intermunicipal Collaboration Framework.

1178/17

CARRIED

**COUNCIL &
LEGISLATION:**

6. ASVA Board of Directors

Administration provided Council information on the current 5 vacancies on the Association of Summer Villages of Alberta Board of Directors.

DEPUTY MAYOR WISEMAN:
That Council accept as information.

1179/17

CARRIED

**COUNCIL &
LEGISLATION:**

7. Jarvis Bay Provincial Park Update

Councillor Maplethorpe provided Council information on the Jarvis Bay Provincial Park work including paving, bathroom closures and fencing.

MAYOR THOMLINSON:
That Council accept as information.

1180/17

CARRIED

Initials



PROTECTIVE SERVICES:

1. Municipal Enforcement Reports

Administration provided Council information received from the Town of Sylvan Lake Municipal Enforcement.

COUNCILLOR MAPLETHORPE:

That Council accept as information with Administration to provide further information at next meeting.

1181/17

CARRIED

PROTECTIVE SERVICES:

2. Parking Concerns

Council had a discussion on parking concerns on Jarvis Bay Drive and safety of residents.

DEPUTY MAYOR WISEMAN:

That Council accept as information.

1182/17

CARRIED

PROTECTIVE SERVICES:

3. AEMA Stakeholders Summit

Phyllis Forsyth provided Council with information on the 2017 Alberta Emergency Management Agency Stakeholders Summit being held at the Westin Edmonton, December 5 & 6, 2017.

MAYOR THOMLINSON:

That Deputy Mayor Wiseman attend on behalf of the Summer Village.

1183/17

CARRIED

PUBLIC WORKS:

1. Public Works Report

Chris Loov provided Council with an update on project and programs being work on:

- Removal of fallen and dangerous trees
- Dead trees along Petro Beach have been removed
- There is a metal bar sticking out of the ground in the swim area at Petro Beach
- Two more boat hoists to deal with on Petro Beach
- Waiting on quotes for work to be done on the berm at the end of Jarvis Bay Drive
- Removed cement barriers at the lake access
- Summer students are GPS locating curb stops so that we have a better record of their locations

COUNCILLOR MAPLETHORPE:

That Council accept as information.

1184/17

CARRIED

PUBLIC WORKS:

2. Tree Removal Policy

Chris Loov provided Council with a new Tree Removal Policy in order to set clear guidelines for the removal of trees.

DEPUTY MAYOR WISEMAN:

That Council table for further review.

1185/17

CARRIED

Initials



PUBLIC WORKS:

3. Request for Transfer from Reserves

Chris Loov provided Council with a request to transfer money from reserveS to repair replace the sewer valves and curbstands with washed rock to help prevent shifting for 11 and 13 Jarvis Bay Drive.

MAYOR THOMLINSON:

That Council approve the transfer from reserves in the amount of \$23,000.00.

1186/17

CARRIED

PUBLIC WORKS:

4. Drainage by 187 Jarvis Bay Drive

Chris Loov provided Council quotes received from TAR-IFIC Construction on proposed ditch work for 196 Jarvis Bay Drive.

COUNCILLOR MAPLETHORPE:

That Council approve TAR-IFIC Construction to repair the drainage by 187 Jarvis Bay Drive as follows:

- Plug off the culvert crossing the roadway
- Supply and level topsoil to fill low spot between the culverts
- Supply and install grass seed to disturbed area

And have deadfall cleaned out on the Environmental Reserve as necessary.

1187/17

CARRIED

**PLANNING &
DEVELOPMENT:**

1. Development Report

Administration provided an update on development. There are currently 62 active development permits in all 5 Summer Villages with 12 in Jarvis Bay.

DEPUTY MAYOR WISEMAN:

That Council accept as information.

1188/17

CARRIED

**PLANNING &
DEVELOPMENT:**

2. MGA Regulations

Koralyn provided Council with information on the 2nd round of draft regulations to the MGA pertaining to development.

MAYOR THOMLINSON:

That Council accept as information.

1189/17

CARRIED

**PLANNING &
DEVELOPMENT:**

3. 165 Jarvis Bay Drive

Administration provided Council with information on the expired encroachment agreement with 165 Jarvis Bay Drive for a fence and garage encroaching into the Road Allowance.

COUNCILLOR MAPLETHORPE:

That Administration send final letter by registered mail and hand delivered to the owners of 165 Jarvis Bay Drive stating failure to enter into an updated encroachment agreement will result in their existing agreement will being terminated with the fence being removed by Administration with cost passed on to owner.

Initials



1190/17

CARRIED

**PLANNING &
DEVELOPMENT:**

4. ADOA Proclamation

Administration requested Council acclaim September 24 to September 30, 2017 as Alberta Development Officers Week.

DEPUTY MAYOR WISEMAN:

That Council accept as information.

1191/17

CARRIED

Council break at 10:57 a.m.

Council reconvened at 11:01 a.m.

INFORMATION:

1. Council Reports

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

Councillor Maplethorpe provided her report to Council on 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 October 3, 2017 at 9:30 a.m.

1192/17

CARRIED

IN CAMERA:

1. Land Negotiation

MAYOR THOMLINSON:

That Council meets as a committee of the Whole for the purpose of discussing Land Negotiation at 11:15 a.m.

1193/17

CARRIED

Teri Musseau left the meeting at 11:15 a.m.

MAYOR THOMLINSON:

The meeting reverts to an open meeting at 12:26 p.m.

1194/17

CARRIED

DEPUTY MAYOR WISEMAN:

That the Mayor negotiate with the Developer to create a dock plan for Twin Rose.

1195/17

CARRIED

Initials



ADJOURNMENT: The meeting adjourned at 12:27 p.m.

MAYOR THOMLINSON, MAYOR

PHYLLIS FORSYTH, ADMINISTRATOR

Initials