

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF HALF MOON BAY  
MAY 17, 2022 @ 9:00 A.M.  
PUBLIC HEARING @ 10:00 A.M.**

**A. CALL TO ORDER**

**B. AGENDA**     - additions/deletions  
                  - adoption

**C. ADOPTION OF MINUTES** - Regular Meeting Minutes, April 19, 2022

**D. INFORMATION ITEMS**

- 1) Action Items List
- 2) Accounts Payable Report
- 3) Quarterly Financial Report
- 4) Development Update

**E. REQUESTS FOR DECISION**

**1) Council & Legislation**

- a) Bylaw Enforcement Officer Bylaw
- b) Subdivision Authority Bylaw
- c) Subdivision and Development Appeal Board Bylaw
- d) Stormwater Drainage Solution

**2) Planning & Development**

- a) Tourist Home Regulations
- b) Land Use Bylaw Amendments

**F. COUNCIL, COMMITTEES AND CORRESPONDENCE**

**1) Council Reports**

- a) Mayor Johnston
- b) Deputy Mayor Remington
- c) Councillor Pashak – written report

**2) Upcoming Meetings**

- a) Council Meeting – July 4, 2022

**G. ADJOURNMENT**

Summer Village of Half Moon Bay  
Regular Meeting Minutes  
April 19, 2022

C-1

*Minutes of a Regular Council Meeting of the Summer Village of Half Moon Bay, Province of Alberta, held April 19, 2022, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.*

<b>PRESENT</b>	Mayor:	Jon Johnston via Zoom
	Deputy Mayor:	Andrea Remington via Zoom
	Councillor:	Mike Pashak via Zoom
	CAO:	Tanner Evans
	Development Officer:	Kara Kashuba
	Finance Officer:	Tina Leer
	Recording Secretary:	Teri Musseau

**CALL TO ORDER**    The Meeting was called to order at 9:05 a.m. by Mayor Johnston.

**AGENDA APPROVAL**

**HMC-22-024**            MOVED by Councillor Pashak that the agenda be adopted as presented.  
CARRIED

**CONFIRMATION OF MINUTES**

**HMC-22-025**            MOVED by Deputy Mayor Remington that the minutes of the Regular Meeting of Council held on March 2, 2022, be approved as presented.  
CARRIED

**INFORMATION ITEMS**

- 1) Action Items List
- 2) Council Calendar

Chris Loov joined the meeting at 9:16 a.m.

- 3) Accounts Payable
- 4) Public Works Report
- 5) Development Update

**HMC-22-026**            MOVED by Mayor Johnston that the information items be received as presented.  
CARRIED

**REQUEST FOR DECISION**

**FINANCE AND ADMINISTRATION**

**HMC-22-027**            Capital Budget  
MOVED by Deputy Mayor Remington that Council approve the 2022 Capital Budget as presented:

<u>PROJECT</u>	<u>COST</u>	<u>FUNDING FROM</u>
Storm Water Drainage - West End	\$25,000.00	MSI Funding
East EOS Tree Planting	\$10,000.00	General Operating Reserve
West EOS Danger Tree Removal	\$5,500.00	General Operating Reserve
Primrose Lane Danger Tree Removal	\$4,740.00	General Operating Reserve
CARRIED		

- Bylaw #163-22  
HMC-22-028

2022 Mill Rate Bylaw

MOVED by Councillor Pashak that Council give 1<sup>st</sup> reading to the 2022 Mill Rate Bylaw #163-22.

CARRIED

HMC-22-029

MOVED by Mayor Johnston that Council give 2<sup>nd</sup> reading to the 2022 Mill Rate Bylaw #163-22.

CARRIED

HMC-22-030

MOVED by Deputy Mayor Remington that by unanimous consent Council give 3<sup>rd</sup> reading to the 2022 Mill Rate Bylaw #163-22 at this meeting.

CARRIED UNANIMOUSLY

HMC-22-031

MOVED by Councillor Pashak that Council give 3<sup>rd</sup> and final reading to the 2022 Mill Rate Bylaw #163-22.

CARRIED
- COUNCIL & LEGISLATION
- Land Purchase for Reserves

Council discussed the possibility of purchasing properties for reserve land and concluded it wasn't a feasible idea at this time.

HMC-22-032

MOVED by Mayor Johnston that Council accept as information.

CARRIED

PLANNING & DEVELOPMENT

Bylaw #165-22  
HMC-22-033

Land Use Bylaw 165-22

MOVED by Deputy Mayor Remington that Council give 1<sup>st</sup> reading to the Land Use Bylaw Amendment Bylaw #165-22, and Council schedule a public hearing for the next Council meeting.

CARRIED

COUNCIL REPORTS

Mayor Johnston
  - Joint Services Committee
  - Joint Services Committee Project Review Board
  - Resident concern over fire pit adjacent his property
  - Sent support letter to Red Deer County for drainage work in ditches

Deputy Mayor Remington
  - No reports

Councillor Pashak
  - Written reports
    - Sylvan Lake Regional Wastewater Commission (SLRWWC)
    - SLRWWC South Shore Line Project
    - Association of Summer Villages of Alberta (ASVA)
    - Alberta Municipalities Spring Municipal Leaders' Caucus
    - Alberta Urban Municipalities Association (AUMA) Financial Health Working Group

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- Verbal reports
  - Devin Dreeschen, MLA, meeting to gain support for wastewater project and asking for help in securing grant
  - Chief of Staff for transportation asking for support on application for wastewater

COMMITTEE REPORTS

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board

Joint Services Committee Meeting Minutes

**HMC-22-034**                      MOVED by Mayor Johnston that the Council and Committee reports be accepted as information.

CARRIED

NEXT MEETING

**HMC-22-035**                      MOVED by Mayor Johnston that the next meeting of Council be held May 17, 2022, at 9:00 a.m.

CARRIED

ADJOURNMENT

**HMC-22-036**                      MOVED by Mayor Johnston that being the agenda matters have been concluded, the meeting adjourned at 10:45 a.m.

CARRIED

\_\_\_\_\_  
JON JOHNSTON, MAYOR

\_\_\_\_\_  
TANNER EVANS, CAO

## HALF MOON BAY COUNCIL MEETING TASKS

DATE	TASK	ASSIGNED	COMMENTS
	FURTHER CLEAN UP NEEDED AFTER TREE REMOVAL IN RESERVE	CHRIS	
	DEAD TREES PREVIOUSLY DISCUSSED ON PRIMROSE & WEST SIDE FOR SPRING REMOVAL	CHRIS	
	WALK THROUGH RESERVES TO DETERMINE IF MARKED TREES NEED TO COME OUT THIS YEAR -	CHRIS	
	PRIMROSE ENTRANCE, LEFT HAND SIDE, CORNER PROPERTY, TREE NEEDS TO BE REMOVED	CHRIS	
	TREES ON RR21, 10-12 NEED REMOVING	CHRIS	
	PRICING FOR DRAINAGE DITCH FOR NEXT MEETING	CHRIS	
	PROVIDE SNOW CONTRACTOR FEEDBACK ON EQUIPMENT AND RIDGES LEFT ON PEOPLES DRIVE\	CHRIS	
	PATHWAY POLICY/SURVEY RESULTS	TANNER	
	LUB AMENDMENT TO INCLUDE HOT TUB SETBACKS	KARA	
	CREATE POLICY FOR PUBLIC WORKS ITEMS TO SET SERVICE LEVELS AND STANDARDS FOR MAIN	CHRIS	
APRIL 19/22	LOOK INTO INTEREST ON INVESTMENTS THROUGH ALBERTA MUNICIPALITIES	TANNER/TINA	
	SNAPPED WHITE MARKER POSTS ON HMB DRIVE BY SNOW PLOUGH	CHRIS	
	PLAYGROUND SIGN SNAPPED OFF BY SNOW PLOUGH	CHRIS	
	TALK TO AL'S BOBCAT ABOUT REPLACEMENT COST OF DAMAGED PROPERTY	CHRIS	
	DON'T CUT DOWN STUMPS FURTHER		
	CHECK ON DEAD TREES BY FRANKLIN'S PROPERTY FOR REMOVAL		
	DEAD TREES AT CLARK'S PROPERTY FOR REMOVAL		
	TALK TO OWNER ABOUT CULVERT/SWALE FROM STANTEC RECOMMENDATION B1		
	REMOVE ESTIMATED PROJECT COSTS FROM DEVELOPMENT PERMIT SUMMARY		
	EDIT SBC WW DOCUMENTS TO MAKE APPLICABLE TO HMB FOR RESIDENTS		
<b>COMPLETED</b>			
	CHECK ON EXPIRING MSI FUNDS	TANNER	
	EMAIL ANDREA 10-CAPITAL PLAN	TANNER	
	SCHEDULE SPECIAL MEETING TO APPROVE CAPITAL BUDGET AFTER MSI FUNDING INFO AND DRAI	TANNER	
Mar-22	ASK HOT TUB OWNER TO HAVE DRAINAGE HOSE PUT AWAY FROM WELL CASING	KARA	
	AMEND COUNCIL REMUNERATION POLICY TO REMOVE 1(B)	TERI	
APRIL 19/22	SEND OUT COUNCIL DATES UNTIL END OF YEAR	TERI	
APRIL 19/22	ADD COMPLETION DATE AND COMMENTS SECTION TO COUNCIL TASKS	TERI	
	MOVE \$74,281 TO UNRESTRICTED SURPLUS FROM GENERAL CONTINGENCY	TINA	
	BRING APRIL COUNCIL EXPENSES SHEETS TO MAY MEETING		Complete

**Summer Village of Half Moon Bay****Administration and Finance****Council Date:** May 17, 2022**Information Item****Agenda Item:** *Accounts Payable Update***Background:**

Total payables processed and presented to Council \$ 12,093.94

The following list identifies any payments over \$3,000 and monthly costs:

- |  |             |
|--|-------------|
| 1. Lacombe Regional Waste Service        | \$ 6,353.75 |
| a. 2022 LRWSC Requisition                |             |
| 2. Summer Village of Norglenwold-Accrual | \$ 2,620.49 |
| a. March 2022 Muni Specific Costs        |             |
| b. March 2022 Shared Costs               |             |

**Council Expense Claims Report:****February 2022**

- |                    |           |
|--------------------|-----------|
| ▪ Andrea Remington | \$ 100.00 |
| ▪ Mike Pashak      | \$ 100.00 |

**March 2022**

- |                    |           |
|--------------------|-----------|
| ▪ Jon Johnston     | \$ 385.00 |
| ▪ Andrea Remington | \$ 100.00 |

**April 2022**

- |                    |           |
|--------------------|-----------|
| ▪ Jon Johnston     | \$ 120.00 |
| ▪ Andrea Remington | \$ 100.00 |
| ▪ Mike Pashak      | \$ 570.76 |

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

MGA 207 (c): The chief administrative officer advised and informs the council on the operations and affairs of the municipality.

Date Printed  
2022-05-06 8:56 AM

**Summer Village of Half Moon Bay**  
**List of Accounts for Approval**  
Batch: 2022-00034 to 2022-00035

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Bank Code - NewAcct - New Main Bank Code

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
56	2022-04-30	Alberta Parking Lot Services			
24037		312-000-260 - GST Paid Refund	GST Tax Code	51.70	
24037		232-000-250 - Road Maintenan	Roadway Sweeping - April 2	1,034.00	1,085.70
57	2022-04-30	AB Urban Municipalities Assoc.			
20220038		312-000-260 - GST Paid Refund	GST Tax Code	44.34	
20220038		211-301-220 - Mem. AUMA	AUMA Membership	886.84	931.18
58	2022-04-30	Lacombe Regional Waste Service			
36907		243-000-255 - Landfill Costs	2022 LRWSC Requisition	6,353.75	6,353.75
59	2022-04-30	Parkland Regional Library			
220246		312-000-260 - GST Paid Refund	GST Tax Code	4.49	
220246		274-000-850 - Parkland Region	2nd Quarter Requisition	89.78	94.27
60	2022-04-30	Town of Sylvan Lake			
IVC115107		223-000-200 - Contracted Fire S	Fire Dispatch Fees	109.20	109.20
61	2022-04-30	Wild Rose Assessment Service			
8584		312-000-260 - GST Paid Refund	GST Tax Code	35.00	
8584		212-400-232 - Assessment Fees	Assessment Fees-Apr.1-Jur	700.00	735.00
Total Computer Cheque:					9,309.10

**EFT**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
34	2022-03-31	Summer Village of Norglenwold			
2022-00051		212-100-110 - Salaries	SALARIES	2,090.42	
2022-00051		212-300-530 - Building Insuranc	Building Insurance	0.00	
2022-00051		212-300-510 - Other Contingenc	Administrative Contingenc	1.45	
2022-00051		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
2022-00051		212-300-242 - IT Equipment	IT Equipment	8.70	
2022-00051		212-300-270 - Equipment Renta	Equipment Rental	12.45	
2022-00051		212-300-263 - Condominium Co	Condominium Costs	0.00	
2022-00051		212-100-130 - Training	TRAINING	53.64	
2022-00051		212-100-140 - Benefits	BENEFITS	94.25	
2022-00051		212-100-210 - Travel & Subsis	Travel & Subsistence	23.07	
2022-00051		212-100-211 - WCB	WCB	0.00	
2022-00051		212-300-240 - Computer Softwa	Computer Software/Mtn	10.33	
2022-00051		212-200-215 - Postage/Freight/C	Postage/FreightCourier	0.00	
2022-00051		212-100-266 - PW Fleet	PW Fleet	0.73	
2022-00051		212-200-510 - Office Supplies	Office Supplies	67.01	
2022-00051		212-300-217 - Phone/Fax/Intern	Phone/Fax/Internet	25.67	
2022-00051		212-300-540 - Utilities	Utilities	141.13	
2022-00051		212-300-250 - Facility Improvem	Facility Improvements	3.48	
2022-00051		212-300-255 - Facility Maintenan	Facility Maintenance	74.24	
2022-00051		212-200-500 - Printing Costs	Printing Costs	13.92	2,620.49
Total EFT:					2,620.49

**OTHER**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
------------------------	------	---------------------------	----------------------------	---------------	----------------

Date Printed  
2022-05-06 8:56 AM

**Summer Village of Half Moon Bay**  
**List of Accounts for Approval**  
Batch: 2022-00034 to 2022-00035

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OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
3078	2022-04-30	Epcor			
MAR222022-690		272-000-544 - Recreation Shelte	Utilities	63.54	
MAR222022-690		312-000-260 - GST Paid Refund	GST Tax Code	3.18	66.72
3091	2022-04-30	Epcor			
APR252022		312-000-260 - GST Paid Refund	GST Tax Code	3.52	
APR252022		272-000-544 - Recreation Shelte	Utilities	70.35	73.87
3092	2022-04-30	Receiver General/OTH			
CP4-2022		312-000-262 - CRA Remuneratio	CPP	23.76	23.76
Total Other:					164.35
Total NewAcct:					12,093.94

Certified Correct This May 6, 2022

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator





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# Council Expense Claim Form

NAME: Andrea Remington

**POSITION:** Deputy Mayor

MONTH ENDING: March-2022

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

## Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
3/2/22	Regular Council	3.0	Deputy Mayor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 100.00

**If event is other please type it in.**

## Travel

<i>DATE</i>	<i>EVENT</i>	<i>RETURN TRIP TOTALS (KM)</i>	<i>RATE</i>	<i>TOTAL</i>
3/2/22	Regular Council	0.00	\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
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	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 0.00

## Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

MAYOR: \_\_\_\_\_

C.A.O: 

**TOTAL PAYABLE: \$ 100.00**







# Council Expense Claim Form

NAME: Mike Pashak  
 POSITION: Councillor  
 MONTH ENDING: April-2022

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

## Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
2/28/22	Sylvan Lake Regional Wastewater Commission	3.0	Councillor	\$ 100.00
3/2/22	Regular Council	3.0	Councillor	\$ 100.00
4/14/22	SLRWWC - SSL	1.5	Councillor	\$ 100.00
4/19/22	Regular Council	2.5	Councillor	\$ 100.00
4/25/22	Sylvan Lake Regional Wastewater Commission	4.0	Councillor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 500.00

COPY

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
2/28/22	Sylvan Lake Regional Wastewater Commission	0.00	\$0.61	\$ 0.00
3/2/22	Regular Council	0.00	\$0.61	\$ 0.00
4/14/22	SLRWWC - SSL	18.00	\$0.61	\$ 10.98
4/19/22	Regular Council	0.00	\$0.61	\$ 0.00
4/25/22	Sylvan Lake Regional Wastewater Commission	98.00	\$0.61	\$ 59.78
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 112.85 70.76

## Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

MAYOR: \_\_\_\_\_  
 C.A.O: \_\_\_\_\_

TOTAL PAYABLE: \$ 570.76

## Summer Village of Half Moon Bay

### Finance

### Information Item

### Agenda Item: *Quarterly Financial Report*

#### Background:

Administration would like to provide the following Yearend 1st Quarter Financial information to Council.

#### Options for Consideration:

- The Operating Budget Report to March 31, 2022
- Project Budget Report to March 31, 2022
- ASFF Report to March 31, 2022

#### Balances at March 31, 2022

- ATB Bank Account \$893,189.97

#### Reserves and Deferred Accounts

• Accumulated Surplus	0.00
• Completions Deposits	5,500.00
• Deferred Revenue (Grants)	122,232.21
• JSC IT Reserve	0.00
• Fleet Replacement Reserve	5,229.13
• Reserves Roads	60,487.87
• Reserves Wastewater	466,845.93
• Reserves General Operating	223,218.96
• Reserves Environmental	987.87
• Mill Rate Stabilization Fund	25,000.00

#### Administrative Recommendations:

That Council accept this report as information.

#### Authorities:

MGA 207 (c) "advises and informs the council on the operation and affairs of the municipality"

Report Date  
2022-05-05 2:29 PM

**Summer Village of Half Moon Bay**  
**Operating Budget**  
For the Period Ending March 31, 2022

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	Budget	2021 YTD	Variance
<b>Revenue</b>			
101-000-110 - Taxation.	145,318		(145,318)
101-000-510 - Penalties	2,080	328	(1,752)
112-000-410 - Sale of Services & Su	65	25	(40)
112-000-550 - Return on Investments	4,000	1,376	(2,624)
112-000-570 - Other Revenue	520	1,040	520
112-000-740 - MSI Operational	4,919		(4,919)
161-000-410 - Compliance Certificat	100	100	
161-000-510 - Inspection Fees	515		(515)
161-000-520 - Development Permits	255		(255)
161-000-590 - Encroachment Fees	400	350	(50)
<b>Total Revenue:</b>	<b>158,172</b>	<b>3,219</b>	<b>(154,953)</b>
<b>Expenditures</b>			
<b>Council and Legislation</b>			
211-101-210 - May Travel & Sub	1,750		1,750
211-101-510 - Mayor Remuneration	3,100	505	2,595
211-102-150 - D M Remuneration	2,080	200	1,880
211-102-210 - D M Travel & Sub	1,000		1,000
211-103-150 - Council Remuneration	2,080	200	1,880
211-103-210 - Councillor Travel & S	1,000		1,000
211-201-212 - Convention ASVA	600		600
211-202-212 - Convention AUMA	600		600
211-203-212 - Council Education Opportunity	676		676
211-301-220 - Mem. AUMA	900		900
211-302-220 - Memb. ASVA	975	975	
211-303-220 - Memb. Fed. Can. Mun.	100		100
211-304-220 - Memb. Mayors & Reeves	100		100
<b>Total Council and Legislation:</b>	<b>14,961</b>	<b>1,880</b>	<b>13,081</b>
<b>Shared Administration</b>			
212-100-110 - Salaries	25,646	6,025	19,620
212-100-130 - Training	464	103	361
212-100-140 - Benefits	865	252	613
212-100-210 - Travel & Subsistence	557	45	512
212-100-211 - WCB	430		430
212-100-266 - PW Fleet	406	5	401
212-200-215 - Postage/Freight/Couri	466	(21)	487
212-200-500 - Printing Costs	309	52	257
212-200-510 - Office Supplies	754	146	608
212-300-217 - Phone/Fax/Internet	290	37	253
212-300-240 - Computer Software/Mtn	608	642	(33)
212-300-242 - IT Equipment	116	112	4
212-300-250 - Facility Improvements	348	60	288
212-300-255 - Facility Maintenance	1,233	113	1,120
212-300-263 - Condominium Costs	269		269
212-300-265 - Equipment Maintenance	29		29
212-300-270 - Equipment Rental	174	37	137
212-300-510 - Other Contingency	29	1	28
212-300-530 - Building Insurance	148	144	5
212-300-540 - Utilities	754	376	378
<b>Total Shared Administration:</b>	<b>33,895</b>	<b>8,129</b>	<b>25,766</b>

Report Date  
2022-05-05 2:29 PM

**Summer Village of Half Moon Bay**  
**Operating Budget**  
For the Period Ending March 31, 2022

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	Budget	2021 YTD	Variance
<b>Municipal Specific Administration</b>			
212-400-220 - Election Expenses/Mee	300		300
212-400-222 - Advertising	500		500
212-400-231 - Audit Fees	6,200		6,200
212-400-232 - Assessment Fees	3,200	900	2,300
212-400-233 - Accounting Software License			
212-400-275 - Municipal Insurance	2,851	2,763	88
212-400-910 - Tax Changes	275		275
212-400-930 - Fleet Replacement Reserve	1,000		1,000
212-402-220 - Donations to organiza			
<b>Total Municipal Specific Administration:</b>	<b>14,326</b>	<b>3,663</b>	<b>10,663</b>
<b>Protective Services</b>			
223-000-200 - Contracted Fire Service	5,748		5,748
223-000-201 - Emergency Management	2,500	2,500	
225-000-200 - Policing Costs	4,222	22	4,200
226-000-200 - Enforcement			
<b>Total Protective Services:</b>	<b>12,470</b>	<b>2,522</b>	<b>9,948</b>
<b>Public Works</b>			
232-000-200 - Green Space Program	6,000		6,000
232-000-250 - Road Maintenance Prog	8,000	875	7,125
232-000-255 - Plowing Program	10,144	3,905	6,239
232-000-260 - Tree Removal	3,000		3,000
232-000-265 - Sign Program	200		200
232-000-270 - Pathway Program	5,000		5,000
232-000-530 - Ditch & Culvert Progr	2,455	1,300	1,155
242-000-250 - SLR WasteWater Commis	7,285		7,285
242-000-251 - SLR Water Commission			
242-000-253 - Unconnected Member Debenture	1,094		1,094
242-000-266 - Reserve	5,500		5,500
242-000-720 - Wastewater Reserve Co	15,000		15,000
243-000-200 - Contracted Services Solid Waste	5,870	804	5,066
243-000-255 - Landfill Costs	5,870		5,870
<b>Total Public Works:</b>	<b>75,418</b>	<b>6,884</b>	<b>68,534</b>
<b>Planning and Development</b>			
261-000-110 - Development Services	250	20	230
261-000-115 - IDP/MDP	500		500
261-000-200 - Contracted Planning S			
261-000-215 - SDAB Costs	400		400
261-000-220 - MPC Costs	700		700
<b>Total Planning and Development:</b>	<b>1,850</b>	<b>20</b>	<b>1,830</b>
<b>Recreation</b>			
272-000-544 - Recreation Shelter El	1,800	146	1,654
212-403-220 - FCSS Town of Sylvan	571		571
274-000-850 - Parkland Regional Lib	359	90	269
272-000-550 - Canada Day Event	2,500		2,500
<b>Total Recreation:</b>	<b>5,230</b>	<b>236</b>	<b>4,994</b>

Report Date  
2022-05-05 2:29 PM

**Summer Village of Half Moon Bay**  
**Operating Budget**  
For the Period Ending March 31, 2022

Page 3

	Budget	2021 YTD	Variance
<b>Environment</b>			
243-102-150 - Red Deer River Waters	22		22
<b>Total Environment:</b>	22	0	22
<b>Total Expenditures:</b>	158,172	23,334	134,838
<b>Surplus / Deficit</b>	0	(20,115)	(20,115)

Report Date  
2022-05-05 2:29 PM

**Summer Village of Half Moon Bay**  
**Project Budget Report**  
For the Period Ending March 31, 2022

Page 1

	Budget	Year to Date	Budget Remain
<b>Revenue</b>			
197-203-840 - Project MSI - Stormwater Drainage System	25,000.00		(25,000.00)
197-205-840 - Project RES - East EOS Tree Plant	10,000.00		(10,000.00)
197-206-840 - Project RES-West EOS Danger Tree Removal	5,500.00		(5,500.00)
197-207-840 - Project RES-Primrose Lane Danger Tree	4,740.00		(4,740.00)
<b>Total Revenue:</b>	<b>45,240.00</b>	<b>0.00</b>	<b>(45,240.00)</b>
<b>Expenditures</b>			
297-203-840 - Project-Storm Water Drainage System	25,000.00		25,000.00
297-205-840 - Project RES - East EOS Tree Plant	10,000.00		10,000.00
297-206-840 - Project RES-West EOS Danger Tree Removal	5,500.00		5,500.00
297-207-840 - Project RES-Primrose Lane Danger Tree	4,740.00		4,740.00
<b>Total Expenditures:</b>	<b>45,240.00</b>	<b>0.00</b>	<b>45,240.00</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Report Date  
2022-05-05 2:29 PM

**Summer Village of Half Moon Bay**  
**ASFF Budget Report**  
For the Period Ending March 31, 2022

Page 1

	Budget	Year to Date	Budget Remain
<b>Revenue</b>			
101-000-130 - ASFF Residential	112,581.88		(112,581.88)
101-000-190 - ASFF Non-Residential	150.19		(150.19)
101-103-130 - DI Designated Industrial	3.14		(3.14)
<b>Total Revenue:</b>	<b>112,735.21</b>	<b>0.00</b>	<b>(112,735.21)</b>
<b>Expenditures</b>			
201-100-130 - ASFF-Residential	112,581.88	26,681.72	85,900.16
201-101-130 - ASFF-Non-Residential	150.19		150.19
201-300-130 - DI Designated Industrial	3.14		3.14
<b>Total Expenditures:</b>	<b>112,735.21</b>	<b>26,681.72</b>	<b>86,053.49</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>(26,681.72)</b>	<b>(26,681.72)</b>

**6. ACCUMULATED SURPLUS**

	2021	2020
Unrestricted surplus	\$ -	\$ 146,830
Restricted surplus		
Capital reserves (Note 7)	533,551	447,721
Operating reserves (Note 7)	248,219	269,000
Equity in tangible capital assets (Schedule 1)	600,964	477,515
	<u>\$ 1,382,734</u>	<u>\$ 1,341,066</u>

**7. RESTRICTED SURPLUS**

	2021	2020
<b>Operating Reserves</b>		
General	\$ 223,219	\$ 253,000
Tax rate stabilization	25,000	16,000
	<u>\$ 248,219</u>	<u>\$ 269,000</u>
 <b>Capital Reserves</b>		
Water and sewer	\$ 466,846	\$ 389,016
Roads, streets, walks, lighting	60,488	50,488
Fleet replacement	5,229	2,229
Environmental	988	988
Information technology & facilities	-	5,000
	<u>\$ 533,551</u>	<u>\$ 447,721</u>

**8. CONTINGENCIES**

- a) The Summer Village is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of membership, the Summer Village could become liable for its proportionate shares of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.
- b) The Summer Village is a member of the Sylvan Lake Regional Wastewater Commission. Under the terms of this membership, the Summer Village is liable for its proportionate share of any losses incurred by the Commission. Any liability would be accounted for in the year the losses are determined.

**9. CONTRACTUAL OBLIGATIONS**

- a) The Summer Village has entered into an agreement for assessment services for five years from April 2020 to March 2025. The cost of assessment services will be \$2,800 for each of the five years respectively.
- b) The Summer Village has entered into an agreement for fire protection services for three years from 2020 to 2023. The cost of assessment services will be \$6,300 for each of the three years respectively.

## **Summer Village of Half Moon Bay**

**May 17, 2022**

### **Planning and Development**

#### **Information Item**

#### **Agenda Item: *Development Update***

##### **Background:**

##### Development Permit Update:

Currently there are 97 development permits issued in the Summer Villages (34 in Birchcliff, 3 in Half Moon Bay, 13 in Jarvis Bay, 22 in Norglenwold, and 25 in Sunbreaker Cove).

##### **The following is the list in Half Moon Bay:**

49 Lakeview Road	Demolition & Dwelling
32 Lakeview Road	Dwelling Addition
43 Lakeview Road	Hot Tub <b>(NEW)</b>

##### **Recently Closed Development Permit:**

57 Warbler Close	Hot Tub
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##### **Administrative Recommendations:**

Council to accept as information.

##### **Authorities:**

Land Use Bylaw #123/13.

## **Summer Village of Half Moon Bay**

**May 17, 2022**

### **Council and Legislation**

### **Request for Decision**

**Agenda Item:** *Bylaw Enforcement Officer Bylaw*

#### **Background:**

During the Municipal Accountability Program Review (MAP) done April 2021, Municipal Affairs identified legislative gaps that needed to be addressed.

The Bylaw Enforcement Officer Bylaw is a required bylaw under section 556 of the *Municipal Government Act*. While Municipal Affairs is aware Half Moon Bay does not employ a Bylaw Enforcement Officer, this bylaw is a requirement and must be in place for every municipality. The CAO is the Bylaw Enforcement Officer in place of these duties being delegated to someone else.

#### **Options for Consideration:**

- 1) Council give 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> readings to the Bylaw Enforcement Officer Bylaw #166-22.
- 2) Council accept as information.

#### **Administrative Recommendations:**

- 1) That Council give 1<sup>st</sup> reading to By-Law #166-22
- 2) That Council give 2<sup>nd</sup> reading to By-Law #166-22
- 3) Upon unanimous consent by Council to give 3<sup>rd</sup> reading at this meeting
- 4) That Council give 3<sup>rd</sup> reading to By-Law #166-22

#### **Authorities:**

April 2021 MAP Review  
MGA Section 556

**SUMMER VILLAGE OF HALF MOON BAY  
BYLAW ENFORCEMENT OFFICER BYLAW  
BYLAW #166-22**

PURSUANT to the provisions of the Municipal Government Act, Statues of Alberta, Chapter M-26.1, Section 556 and amendments thereto:

The Municipal Council of the Summer Village of Half Moon Bay, in the Province of Alberta, duly assembled hereby enacts as follows:

1. This bylaw may be cited the “**Bylaw Enforcement Officer Bylaw.**”
2. In this bylaw:
  - (a) “*Administrator*” means the person appointed by Council to perform the duties of Administrator for the Municipality;
  - (b) “*By-Law*” means by-laws of the Municipality;
  - (c) “*By-Law Enforcement Officer*” means an employee of the Summer Village, or a person or company contracted by the Summer Village to execute the duties of enforcing Summer Village Bylaws and who has been appointed pursuant to this bylaw;
  - (d) “*CAO*” means the Chief Administrative Officer of the Summer Village and the person who is appointed s such by the Summer Village Council, or anyone who is the action Chief Administrative Officer;
  - (e) “*Committee*” means the By-Law Enforcement Committee established under this By-Law;
  - (f) “*Council*” means the municipal council of the Summer Village of Half Moon Bay;
  - (g) “*Municipality*” means the Summer Village of Half Moon Bay.
  - (h) “*Offence Ticket*” means any ticket or tag which is authorized under the *Municipal Government Act*, the *Provincial Offences Procedures Act*, and any other enactment, and which is issued or any bylaw offence;
  - (i) “*Notice*” means any notice authorized to be given under any municipal bylaws or enactment.
3. The powers and duties of a By-Law Enforcement Officer are as follows:
  - (a) To enforce the By-Laws which Council has authorized the By-Law Enforcement Officer to enforce within the boundaries of the Municipality;
  - (b) To conduct the directions of Council and the Administrator;
  - (c) To assist in the prosecution of breaches of Municipal By-Laws including the gathering of evidence, the attendance of witnesses and any appearances in court that may be required;
  - (d) To respond to any investigate complaints;
  - (e) To issue notices, tickets, or tags;

- (f) To perform all other duties as may from time to time be assigned by the Administrator; or if the CAO is the bylaw enforcement officer, then such duties as assigned by Council;
  - (g) To take the official oath prescribed by the Oaths of Office Act upon being appointed as a By-Law Enforcement Officer and to carry upon his person at all such times as he is acting as By-law Enforcement Officer, evidence in writing of his appointment as a By-Law Enforcement Officer of the Municipality.
4. Council hereby establishes Council as the By-Law Enforcement Committee.
5. The duties and responsibilities of the By-Law Enforcement Committee are as follows:
- (a) To hear appeals from any decision of the Administrator made regarding the disciplining of By-Law Enforcement Officers pursuant to the By-Law;
  - (b) To conduct such investigation of the enforcement of By-Laws of the Municipality as may be required from time to time;
  - (c) To perform any further duties and responsibilities as may be required.
6. Where it is alleged that a By-Law Enforcement Officer, in performing his duties as a Peace Officer has committed a disciplinary default as defined by this By-law, the Administrator shall hold a hearing to determine if the By-Law Enforcement Officer has committed a disciplinary default in performing his duties as a Peace Officer.
7. Where the Administrator intends to conduct a hearing to determine whether a By-Law Enforcement Officer has committed a disciplinary breach, the following procedure shall be followed:
- (a) Adequate notice (a minimum of 2 days) in writing shall be given to the By-Law Enforcement Officer who is alleged to have committed disciplinary breach and to such other parties that the Administrator considers to be affected by the alleged disciplinary breach.
  - (b) At the hearing, the Administrator shall give the By-Law Enforcement Officer a reasonable opportunity of furnishing relevant evidence.
  - (c) The Administrator shall inform the By-Law Enforcement Officer of the facts in his possession, or the allegation made to him in sufficient detail to:
    - i. Permit him to understand the facts or allegations; and
    - ii. Afford him a reasonable opportunity to furnish relevant evidence to contradict or explain the facts or allegations.
  - (d) The Administrator shall give the By-Law Enforcement Officer or his representative an adequate opportunity of making representations by way of argument to the Administrator.
8. At the conclusion of a hearing to determine whether there has been a

disciplinary breach, the Administrator may, by a decision in writing with reasons, do the following:

- (a) Reprimand in writing to the By-Law Enforcement Officer;
  - (b) Suspend the By-Law Enforcement Officer from acting as a By-Law Enforcement Officer for the Municipality, but such period of suspension shall not exceed 6 months;
  - (c) Recommend to Council that the appointment of the By-Law Enforcement Officer be terminated.
9. An appeal from the decision of the Administrator may be commenced by the By-Law Enforcement Officer who is the subject of the disciplinary hearing by filing a written notice of the appeal with the Chairman of the Committee within 30 days of the receipt by the By-Law Enforcement Officer of the written decision of the Administrator.
10. The Committee shall hold a hearing into the appeal within 40 days of the receipt of the appeal by the Chairman of the Committee.
11. The Committee shall give reasonable notice of the hearing to the appellant, the Administrator, and to such other parties as the Committee consider to be affected by the hearing.
12. In conducting a hearing, the Committee shall follow, with necessary modification being made, the procedure as set out in Clause 7 of this By-Law.
13. In determining an appeal, the Committee may confirm, revoke, or vary the decision or any conditions attached to a decision by the Administrator and may,
- (a) Reprimand in writing the By-Law Enforcement Officer;
  - (b) Suspend the By-Law Enforcement Officer from acting as By-Law Enforcement Officer for the Municipality but such suspension shall not exceed 6 months;
  - (c) Terminate the appointment of the person as a By-Law Enforcement Officer for the Municipality.
14. The Committee's decision shall be in writing with reasons and shall be made within 15 days of the conclusion of the hearing.
15. For purposes of this By-Law, the following shall be disciplinary defaults:
- (a) *Discreditable conduct*, where the By-Law Enforcement Officer
    - i. Acts in a disorderly or inappropriate manner, or in a manner prejudicial to discipline or likely to bring discredit upon the reputation of By-Law Enforcement Officers,
    - ii. Uses oppressive or tyrannical conduct towards an inferior in rank,
    - iii. Uses profane, abusive, or insulting language to any member of a police force, special constable, or By-Law Enforcement Officer,
    - iv. Willfully or negligently makes any false complaint or statement against a peace officer,
    - v. Is guilt of an indictable offense under a federal stature or an offense punishable upon summary conviction under the

- Criminal Code of Canada.
  - vi. Withholds or suppresses a complaint or report against a peace officer, or
  - vii. Abets, connives or is knowingly an accessory to a general default described in the By-Law.
- (b) *Insubordination*, where the By-Law Enforcement Officer by way of action, and without lawful excuse, disobeys, omits or neglects to conduct any lawful order.
- (c) *Neglect of duty*, where the By-Law Enforcement Officer,
- i. Without lawful excuse neglects or omits promptly and diligently to perform a duty as a By-Law Enforcement Officer.
  - ii. Fails to work in accordance with orders, or leave an area, detail, or other place of duty without due permission or sufficient cause,
  - iii. Fails, when knowing where an offender is to be found, to report him, or,
  - iv. Fails to report a matter that it is his duty to report.
- (d) *Deceit*, where the By-Law Enforcement Officer,
- i. Knowingly makes or signs a false statement in an official document or book,
  - ii. Willfully or negligently makes a false, misleading, or inaccurate statement pertaining to official duties, or
  - iii. Without lawful excuse destroys, mutilates, or conceals an official document or record or alters or erases any entries therein.
- (e) *Breach of confidence*, where the By-Law Enforcement Officer,
- i. Divulges any matter which it is his duty to keep secret,
  - ii. Gives notice, directly or indirectly, to any person against whom any warrant or summons has been or is about to be issued, except in the lawful execution of such warrant or service of such summons, or
  - iii. Without proper authorization from a superior or in contravention of any rules of the Administrator communicates to the news media or to any unauthorized person any law enforcement matter which could be injurious to any person or investigation,
  - iv. Without proper authorization from the Administrator shows to any person not a peace officer or any unauthorized member the By-Law Enforcement Officer group any book or written or printed paper, document or report relating to any law enforcement matter that is the property of or in the custody of the Municipality, or
  - v. Makes any anonymous communication to the Administrator.
- (f) *Miscellaneous*, where the By-Law Enforcement Officer,
- i. Fails to account for or to make a prompt, true return of money or property received in an official capacity,
  - ii. Directly or indirectly solicits or receives a gratuity, present, pass, subscription, or testimonial without the consent of the Administrator,
  - iii. Places himself under a pecuniary or other obligation to a person in respect of whose conduct or business operation or employment the member may have to report or give

- evidence, or

iv. Improperly uses his position as a By-Law Enforcement Officer for private advantage.
- (g) *Unlawful or unnecessary exercise of authority*, where the By-Law Enforcement Officer is unnecessarily discourteous or uncivil to a member of the public.
- (h) *Consuming intoxicating liquor or drugs in a manner prejudicial to duty*, where the By-Law Enforcement Officer,

i. While on duty is unfit for duty through consuming intoxicating liquor or drugs,

ii. Reports for duty and is unfit for duty through consuming intoxicating liquor or drugs,

iii. Except with the consent of a superior or in the discharge of duty, consumes or receives from any other person intoxicating liquor or drugs while on duty, or

iv. Demands, persuades, or attempts to persuade another person to give or purchase or obtain for a By-Law Enforcement Officer while on duty, any intoxicating liquor, or drugs.

16. That this Bylaw shall take effect on the date of the third and final reading.

**INTRODUCED AND GIVEN FIRST READING** this 17<sup>th</sup> day of May 2022.

**GIVEN SECOND READING** this 17<sup>th</sup> day of May 2022.

**GIVEN THIRD AND FINAL READING** this 17<sup>th</sup> day of May 2022.

Jonathan Johnston, Mayor

Tanner Evans, C.A.O.

## **Summer Village of Half Moon Bay**

**May 17, 2022**

### **Council and Legislation**

#### **Request for Decision**

#### **Agenda Item: *Subdivision Authority Bylaw***

#### **Background:**

During the Municipal Accountability Program Review (MAP) done April 2021, Municipal Affairs identified legislative gaps that needed to be addressed.

It was noted that the Subdivision Authority Bylaw appoints Council as the Subdivision Authority which makes the members of Council ineligible to sit on the Subdivision and Development Appeal Board. The bylaw has been amended to state:

” That the Subdivision Approving Authority is delegated to 2 members of the Council for the Summer Village of Half Moon Bay; neither of which sit as members on the Subdivision and Development Appeal Board.”

#### **Options for Consideration:**

- 1) Council give 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> readings to the Subdivision Authority Bylaw #167-22.
- 2) Council accept as information.

#### **Administrative Recommendations:**

- 1) That Council give 1<sup>st</sup> reading to By-Law #167-22
- 2) That Council give 2<sup>nd</sup> reading to By-Law #167-22
- 3) Upon unanimous consent by Council to give 3<sup>rd</sup> reading at this meeting
- 4) That Council give 3<sup>rd</sup> reading to By-Law #167-22

#### **Authorities:**

April 2021 MAP Review  
MGA Section 556

**SUMMER VILLAGE OF HALF MOON BAY  
SUBDIVISION AUTHORITY  
BY- LAW #167-22**

**BEING A BYLAW OF THE SUMMER VILLAGE OF HALF MOON BAY  
IN THE PROVINCE OF ALBERTA TO ESTABLISH A SUBDIVISION  
AUTHORITY.**

WHEREAS Section 623 of the *Municipal Government Act*, R.S.A. 2000, requires each Municipality to provide for a Subdivision Authority; and

WHEREAS Section 623 of the *Municipal Government Act*, R.S.A. 2000, allows each Municipality to delegate the authority to exercise subdivision powers and duties;

NOW THEREFORE the Council of the Summer Village of Half Moon Bay, in the Province of Alberta, duly assembled enacts as follows:

1. The following words and terms are defined as follows:

- a) "Act" means the Municipal Government Act, R.S.A. 2000, c.M-26-1, as amended;
- b) "Authority" means either the Development of the Subdivision Authority as the case may be;
- c) "Council" means the Council for the Municipal District of the Summer Village of Half Moon Bay;
- d) "Development Officer" means a person appointed to the position of Development Officer pursuant to the Municipal District of the Summer Village of Half Moon Bay Land Use Bylaw;

- 2. THAT the administration of the subdivision approval process be delegated by Council to the Development Officer, except the decision to grant approval, with or without conditions, or refuse subdivision approval, be retained by the Summer Village of Half Moon Bay.
- 3. THAT the Subdivision Approving Authority is delegated to 2 members of the Council for the Summer Village of Half Moon Bay; **neither of which sit as members on the Subdivision and Development Appeal Board;**
- 4. THAT the Development Officer be entitled to receive subdivision applications and endorsement fees, paid by the applicant for subdivision approval at the rates established by Council, see Appendix 'A' attached.
- 5. THAT the Development Officer be authorized to endorse plans of subdivision, separation documents, descriptive plans, transfer of land and any other documents required to register an approved subdivision at the Land Titles office, on behalf of the Summer Village of Half Moon Bay and the Registrar of Land Titles be authorized to accept the Agency's endorsement as if it were that of the Summer Village of Half Moon Bay;
- 6. THAT the Subdivision Authority has those powers and duties as set out in the ACT;

Upon third reading and duly signed, Bylaw #130-16 is hereby rescinded.

**READ** a first time in Council assembled this 17<sup>th</sup> day of May 2022.

**READ** a second time in Council assembled this 17<sup>th</sup> day of May 2022.

**READ** a third time in Council assembled and passed this 17<sup>th</sup> day of May 2022.

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Jonathan Johnston, Mayor

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Tanner Evans, C.A.O.

The endorsement fee is charged for the number of lots to be subdivided. Reserve lots and public utility lots are exempt from the lot fee.

1-2 lots	\$1,200.00
Per lot thereafter	\$ 225.00

## **Summer Village of Half Moon Bay**

**May 17, 2022**

### **Council and Legislation**

#### **Request for Decision**

**Agenda Item:** *Subdivision and Development Appeal Board Bylaw*

#### **Background:**

During the Municipal Accountability Program Review (MAP) done April 2021, Municipal Affairs identified legislative gaps that needed to be addressed.

The Subdivision and Development Appeal Board Bylaw referenced other bylaws by bylaw number. Administration has removed these bylaw numbers from the Subdivision and Development Appeal Board Bylaw to eliminate the need to have this bylaw revised when updating other bylaws.

#### **Options for Consideration:**

- 1) Council give 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> readings to the Subdivision and Development Appeal Board Bylaw #168-22.
- 2) Council accept as information.

#### **Administrative Recommendations:**

- 1) That Council give 1<sup>st</sup> reading to By-Law #168-22
- 2) That Council give 2<sup>nd</sup> reading to By-Law #168-22
- 3) Upon unanimous consent by Council to give 3<sup>rd</sup> reading at this meeting
- 4) That Council give 3<sup>rd</sup> reading to By-Law #168-22

#### **Authorities:**

April 2021 MAP Review

**SUMMER VILLAGE OF HALF MOON BAY  
SUBDIVISION AND DEVELOPMENT APPEAL BOARD  
BY-LAW # 168-22**

A Bylaw of the Summer Village of Half Moon Bay, in the province of Alberta, pursuant to the provisions of the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta 2000 and amendments thereto, to provide for the establishment of a Subdivision and Development Appeal Board.

WHEREAS the Municipal Council of the Summer Village of Half Moon Bay, duly assembled, enacts as follows:

Title:

1. This Bylaw may be cited as the “Subdivision and Development Appeal Board Bylaw.

Definitions

2. The following words and terms are defined as follows:
  - a. “Act: means the Municipal Government Act, S.A. 1994m c.M.-26.1, as amended;
  - b. “Board” means the Subdivision and Development Appeal Board of the name of the Summer Village of Half Moon Bay, established pursuant to this Bylaw;
  - c. “Council” means the Council of the Summer Village of Half Moon Bay;
  - d. “Development Authority” means the person or persons appointed pursuant to Development Authority Bylaw; ~~70-95~~
  - e. “Land Use Bylaw” means Land Use Bylaw; ~~123-13~~
  - f. “Member” means a member and shall include the appointed alternate member (s) of the Subdivision and Development Appeal Board appointed pursuant to this Bylaw;
  - g. “Subdivision Authority” means the Subdivision Authority as established pursuant to Subdivision Authority Bylaw; ~~130-16~~
  - h. “Summer Village” means the Summer Village of Half Moon Bay.

Establishment

3. The Subdivision and Development Appeal Board is hereby established.

Membership and Term

4. The Board shall consist of three persons, the majority of which shall be citizens-at-large. The Subdivision and Development Appeal Board will consist of one Council member as appointed by Council and two

citizens-at-large. Council shall appoint the two citizens-at-large members of the Subdivision and Development Appeal Board. Council by Resolution may appoint additional citizens-at-large to act as alternate members for the two members representing citizens-at-large.

5. Each Member of the Board shall be appointed for a term specified by Resolution of Council, but in no case shall the appointment be more than one year.
6. Notwithstanding Section 5, a person may be reappointed to the Board upon the expiration of that person's term.
7. In the event of a vacancy, Council may appoint by Resolution of Council a new member to serve for the remainder of the vacating Member's term.
8. Except for Alternate members, if a Member misses three (3) consecutive meetings without the authorization of the Board, the person is disqualified and the position becomes vacant; otherwise, a Member of the Board shall not be discharged without cause.

#### Officers

9. The Chairman of the Board shall be the appointed annually by a Resolution of Council.
10. If the Chairman of the Board is unable to preside at a Board meeting, the members present in constituting a quorum shall elect one of them to act as Chairman for that meeting.

#### Committees

11. The Board may establish committees of the Board, but where it does the Chairman shall be a member.

#### Quorum

12. A quorum for the Board shall consist of a majority of the Members, but Councillors may not form the majority of the quorum.
13. A quorum for a committee of the Board shall consist of a majority of the Members of the Committee, but Councillors may not form the majority of the quorum.

#### Secretary Duties

14. The Recording Secretary for regular meetings of Council is to serve as the Secretary to the Board who shall:
  - a. Not have a vote;
  - b. Give all notice
    - i. Required to be given under the Act; and any regulations thereunder, and
    - ii. Directed to be given by the Board;

- c. Notify all Members of the Board of the meetings of the Board, including hearings;
- d. Prepare and maintain a file of written minutes of the business transacted at all meetings, including hearings of the Board;
- e. For each hearing, record and issue a decision of the Board and its findings, with reasons, to all affected parties;
- f. Be authorized to sign on behalf of the Board any order, decision, approval, notice, or any other thing made, given, or issued by the Board;
- g. Undertake such other duties as may be required.

#### Hearings and Procedures

- 15. The Board shall determine an appeal in accordance with the provisions of Part 17 of the Act.
- 16. The hearings of the Board shall be in public, but the Board may at any time recess and deliberate in private.
- 17. The Chair or acting chair:
  - a. Shall be responsible for the conduct of a meeting;
  - b. May limit a submission if it is determined to be repetitious or inappropriate in any manner.
- 18. A request for adjournment of a hearing may be granted at the discretion of the Board, but any adjournment must be to a specific time and date.
- 19. The Board may adjourn to a specific time and date upon its own volition to request technical information, legal options or other information desired by the Board.
- 20. Only those Members present at a whole hearing of an appeal shall be able to vote on the appeal, wherein those voting form a quorum.
- 21. A decision of the Members forming a quorum at duly convened meeting of the Board or committee thereof shall be deemed to be the decision of the whole Board.
- 22. Upon conclusion of a hearing the Board shall deliberate and reach its decision in private.
- 23. In the event of a tie vote, the appeal shall be deemed to be denied.
- 24. A decision of the Board is not final until notification of the decision is given in writing.
- 25. Notwithstanding Section 14 (f), an order, decision, or approval made, given, or issued by the Board may be signed by the Chairman of the Board.
- 26. If the Subdivision Authority fails or refuses to endorse a plan of subdivision or other instrument as approved by the Board of appeal,

the Chairman of the Board is authorized to endorse the subdivision instrument.

- 27. For any procedures not covered in Part 17 of the Act or by bylaw of the Summer Village, the Board may establish procedures for the conduct of hearings.
- 28. No recording of the hearing will be permitted on any device including, but not limited to, cell phones, tablets, tape recorders, or any other recording device.
- 29. No person shall be permitted to wear a hat during the hearing procedures including, but not limited to, board members, staff, delegates, or public in attendance.

Conflict of Interest

- 30. If a Member has direct pecuniary interest in a matter before the Board, or if a Member is aware of any reason which may lead to a possible bias when hearing the matter, the Member shall declare an interest or likelihood of bias to the Board and shall remove himself/herself from the panel, abstain from discussion and voting on the matter, and such abstention shall be recorded in the minutes.

Effective Date and Repeals

- 32. This Bylaw shall come into force and effect when it receives third reading and is duly signed.
- 33. Upon third reading, Bylaw #148-19 is hereby rescinded.

Read for a first time this 17<sup>th</sup> day of May 2022.

Read for a second time this 17<sup>th</sup> day of May 2022.

Read for a third and final time this 17<sup>th</sup> day of May 2022.

\_\_\_\_\_  
Jonathan Johnston, Mayor

\_\_\_\_\_  
Tanner Evans, CAO

## **Summer Village of Half Moon Bay**

**May 17, 2022**

### **Council and Legislation**

### **Request for Decision**

#### **Agenda Item: *Stormwater Drainage Solution At 49 Lakeview Road (Area B-1)***

##### **Background:**

In 2021, Stantec completed a stormwater drainage assessment for HMB. In that report they identified a number of issues. One of their recommendations was for area B-1. Their recommendation was to create a drainage swale at location B-1 through the respective lot towards Sylvan Lake. Due to the ridge that is present, this swale would have to cut through the ridge to maintain positive drainage.

Area B-1 is located at the south west corner of 49 Lakeview Road and the owner is John MacPhail.

This issue was discussed at the April 19, 2022 Council meeting. It was agreed that Mike P or Jon J would talk to the owner about the issue and work with him to come up with a proposal to address the drainage issue at this location. Mike had a number of conversations with the owner and the following is a summary of those discussions.

The owner considered three different solutions on his property to address HMB's stormwater drainage issue. All three solutions involved work from the south west corner of his lot along the west property line and down to the beach area. He expressed concern that this work needed to be completed in conjunction with his planned landscaping work to be completed in May and June. The three solutions included:

1. Directional drill an 8 inch pipe. Although a decent solution the installation cost was \$14,000 as provided by a local contractor and it would still require some additional landscaping work to complete the project.
2. Dig a trench and install a 12 inch steel culvert similar to the culvert already under Lakeview Road that moves stormwater on to his property. A quote for this work was not obtained as it was not feasible to do this type of work in this area. The area along the west property line is crowded with underground electrical lines, a water well and associated piping, a sewer line, and several large stumps.
3. Install a drainage swale.

The drainage swale is the preferred solution for this owner. Although it is an HMB issue, the owner is willing to do the work himself as he has the equipment and expertise. The major benefit to the owner for doing the work himself is that he is in charge of the timeline to complete the work and can control the quality of work done on his property. The owner would appreciate any financial assistance that HMB can provide towards the cost of materials to fix their problem.

**HMB Request for Decision:** That HMB cover the cost of materials to build a drainage swale. This would cover costs related to such items as landscape fabric, sand, top soil, and various types of gravel to a maximum of \$xxxx.

Picture 1. Area B-1 the south west corner of 49 Lakeview Road (the porta potty sits at the corner of the property)



The above discussion and potential decision covers the work required on the property at 49 Lakeview Road. However, in reviewing the work needed to manage the HMB stormwater, the owner and myself quickly saw the need for additional work on the already installed stormwater culvert. The first issue we saw was with the culvert as it exited the roadway on John's side of the road. This culvert is crushed and needs to be repaired. Also, this culvert and the management of stormwater would benefit from having the culvert extended approximately 8 feet so it gets past the power pole and closer to the start of the drainage swale. Once the culvert is extended this area can be backfilled eliminating a potential safety hazard for residents. Note: there should be sufficient funds available to cover this work as John is doing the work on his property.

Picture 2. 12 inch culvert and deep hole on north side of Lakeview Road at 49 Lakeview Road.



There is work that also needs to get done on the upstream entrance to the stormwater culvert on the south side of Lakeview Road at the north west corner of the driveway of 48 Lakeview Road. There is a grate covering the culvert and it appears to be filled with silt and debris. This area needs to be cleaned up and the upstream drainage ditch needs repairs and possibly new gravel to help with stormwater flow and silt settlement.

Picture 3. View at the drainage grate at 48 Lakeview Road driveway



Picture 4. View of drainage area leading to the upstream culvert entrance



Picture 5. Drainage grate and entrance to upstream culvert opening



**Options for Consideration:**

- 1) Council discuss and provide direction to Administration.
- 2) Council accept as information.

**Administrative Recommendations:**

- 1) Council discuss and provide direction to Administration.

## Summer Village of Half Moon Bay

May 17, 2022

### Planning and Development

#### Request for Decision

#### Agenda Item: *Tourist Home LUB Amendments*

#### Background:

The current Land Use Bylaw regulations do not address regulations on Tourist Homes in the Summer Village of Half Moon Bay. Administration has provided examples of Tourist Home regulations below:

- Add “tourist home” definition: means a discretionary use wherein a dwelling unit is offered for rent to guests for less than thirty (30) days.

- Part Three: 4(8), add the following:  
Tourist Homes

- (a) A development permit is required to operate a tourist home. Tourist Homes will be issued for twelve (12) months. Registered owners cannot operate more than one (1) tourist home in the Residential District (R).

- (b) Tourist homes shall be contained within the principal building and therefore garage suits shall not be used.

- (c) Notwithstanding part three, section 2(3), no recreation vehicle shall be used as accommodation for tourist home guests.

- (d) The maximum number of people staying overnight in a tourist home shall be two (2) times the number of bedrooms plus two (2). Floor plan is to be submitted at the time of application.

- (e) The operator of a tourist home shall provide the Summer Village Office with the name and phone number(s) of at least one person (adult) that is authorized to act on the owner/operator’s absence. The owner/operator is responsible for informing the Summer Village Office of any changes in this information.

- (f) The minimum length of stay shall be no less than 30 days in the peak season between May one (1) until September (30).

- (g) The tourist home shall always abide by the existing community bylaws and policies. A summary of key bylaws will be provided by administration.

- (h) In residential districts tourist homes shall not display any sign advertising the tourist home.

(i) Adequate parking must be in place on the property or the road allowance in front of the property, of a minimum of one stall per bedroom.

(j) Approval of a development permit does not exempt the owner/operator of a tourist home from complying with any federal, provincial, or other municipal legislation.

- Part Four: (R) District, add the following to Discretionary Uses: Tourist Home

## **Options for Consideration:**

1. Council to accept as information.
2. Council to direct administration to draft and Land Use Bylaw Amendment Bylaw.

## **Administrative Recommendations:**

Council to discuss and direct administration to draft a Land Use Bylaw Amendment Bylaw.

## **Authorities:**

Land Use Bylaw #123/13.

## **Summer Village of Half Moon Bay**

**May 17, 2022**

### **Planning and Development**

#### **Request for Decision**

#### **Agenda Item: *LUB Public Hearing***

#### **Background:**

Public Hearing will be held at 10:00 a.m. during the Council meeting regarding the Land Use Bylaw Amendment Bylaw #165/22.

#### **Options for Consideration:**

1. Council to discuss comments received from the public, then give second and third readings to Bylaw #165/22.
2. Council to discuss comments received from the public, make minor amendments to the Bylaw, then give second and third readings.
3. Council to discuss comments received from the public and make major amendments to the Bylaw, therefore rescinding first reading on Bylaw #165/22 and creating a new Bylaw to be presented at the next Council meeting for first reading (with public hearing to follow).

#### **Administrative Recommendations:**

Council to discuss comments received from the public, make minor amendments to the Bylaw, then give second and third readings to Bylaw #165/22.

#### **Authorities:**

Section 230(1) of the MGA – Council must hold a public hearing before second reading of a bylaw.

**SUMMER VILLAGE OF HALF MOON BAY  
LAND USE BYLAW  
AMENDMENT BYLAW #165-22**

Being a Bylaw of the Summer Village of Half Moon Bay, in the Province of Alberta, to authorize amendments to the Summer Village of Half Moon Bay Land Use Bylaw 123-13.

WHEREAS Section 692 of the Municipal Government Act, RSA 2000, authorizes a Council to amend a land use bylaw;

WHEREAS the Council deems it desirable to amend Land Use Bylaw 123-13;

NOW THEREFORE, the Council of the Summer Village of Half Moon Bay, in the Province of Alberta, duly assembled, hereby enacts as follows:

An amendment to the Land Use Bylaw 123/13:

- 1. Part One: 1.7 – Revise to:  
“Development Permit application fees and fees for other matters arising though this Land Use Bylaw will be established by Council in the Summer Village of Half Moon Bay Fees Bylaw. Council may amend the bylaw to increase, decrease or establish new fees by an amendment bylaw.”

**INTRODUCED AND GIVEN FIRST READING** this 19<sup>th</sup> day of April 2022.

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Jonathan Johnston, Mayor

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Tanner Evans, C.A.O.

**PUBLIC HEARING HELD** this 17<sup>th</sup> day of May 2022.

**GIVEN SECOND READING** this 17<sup>th</sup> day of May 2022.

**GIVEN THIRD AND FINAL READING** this 17<sup>th</sup> day of May 2022.

\_\_\_\_\_  
Jonathan Johnston, Mayor

\_\_\_\_\_  
Tanner Evans, C.A.O.

**Summer Village of Half Moon Bay**

**May 17, 2022**

**Council Reports**

**Information Item**

**Council Reports:**

Jon Johnston

Andrea Remington

Mike Pashak – written reports

**Committee Reports:**

**Correspondence:**

**Information Items:**

**Upcoming Meetings:**

Next Council Meeting – July 4, 2022

Organizational Meeting – July 4, 2022

COUNCIL REPORTS (May 17, 2022):

## **Councillor Mike Pashak - report**

### **Sylvan Lake Regional Wastewater Commission (SLRWWC)**

- The 2022 Financial Statements and Audit results were presented to Commission members and approved. The auditors did not identify any issues with the financial statements and provided the Commission with a clean audit opinion.
- The Q1 Operating Budget was presented and there were no issues.
- The Operations staff are focused on routine preventative maintenance at the septage receiving station (SRS), Sylvan Lake lift station, Blissful Beach lift station, and the North Shore lift station valving.
- An unforeseen maintenance item is being corrected. It was discovered that a valve at the south reservoir was not working and it was improperly designed. Staff and engineers are working on a new design and solution.

### **SLRWWC South Shore Line Project (SSL)**

- Teresa Beets (Chair SLRWWC) and myself (Vice Chair SLRWWC) met with MLA Devin Dreesen (Innisfail-Sylvan Lake) to discuss and gain his support for the SSL Project (\$14M). The two objectives for this meeting were to educate him on the desire to have Eckville included in the Central Alberta Regional Wastewater plan and the need for Water For Life grant funding for the two phases of the SSL project.
- Teresa Beets (Chair SLRWWC) discussed the SSL project with Ryan Hastings, Alberta Transportation, Chief of Staff. The Minister was not able to meet with Teresa and me until late May so this was the next best step in moving this project forward. The discussion was centered on getting the SSL Water For Life application moving through the department. The grant application and a PowerPoint presentation were provided directly to him.

### **Association of Summer Villages of Alberta (ASVA) meetings:**

- MSI/LGFF Town Hall scheduled for May 12. The Government of Alberta intends to replace the existing Municipal Sustainability Initiative (MSI) capital grant program with a new program called Local Government Fiscal Framework (LGFF). Their goal is to finalize the allocation formula for LGFF this year. The ASVA is concerned that Summer Villages may receive less funding under this new program. The Town Hall will provide background on those concerns and provide Summer Village specific information on proposed changes.
- The ASVA is nearing completion of a pilot project that will help 12 Summer Villages understand the health of their forests and what is needed to maintain their viability. This work included a one day consultation with a professional arborist and a report on the state

of their forests. HMB did not participate as it already has a Forest Management Plan. The other Summer Villages on Sylvan Lake did participate.

**Alberta Municipalities (AB Munis and formerly AUMA)**

- Recently I was appointed as the AB Munis representative to the Power and Natural Gas Consumers' Panel. This Panel is the under the guidance of the Utilities Consumers Advocate and members are appointed by the Minister of Service Alberta. The Panel is responsible for providing advice and guidance regarding current and emerging energy consumer issues.
- MSI/LGFF Engagement Session May 17 – AB Munis is hosting an information session on the future of LGFF. It is similar to what ASVA is doing but will be geared towards all municipalities. The feedback received during this session will be used to set the strategy for advocacy work related to this topic.