

Minutes of a Regular Council Meeting of the Summer Village of Half Moon Bay, Province of Alberta, held April 24, 2018 in the Summer Village of Half Moon Bay, Alberta.

CALL TO ORDER: The Meeting was called to order at 1:58 p.m. by Mayor Hiscock with the following being present:

Mayor:	Ted Hiscock
Deputy Mayor:	Pamela Skakun
Councilor:	Michael Pashak
Administrator:	Phyllis Forsyth
Recording Secretary:	Teri Musseau
Delegates:	Craig Bondy Phil Swanson Jeannie Hawksworth

AGENDA APPROVAL: **1. April 24, 2018 Agenda**

COUNCILLOR PASHAK:
That the April 24, 2018 Regular Meeting Agenda be adopted as presented.
CARRIED

878/18

CONFIRMATION OF MINUTES: **1. March 20, 2018 Regular Meeting Minutes**

DEPUTY MAYOR SKAKUN:
That the March 20, 2018 Regular Meeting Minutes be confirmed as presented.

879/18

CARRIED

DELEGATION: **1. Craig Bondy, Missing Link Internet**

Craig Bondy and Phil Swanson from Missing Link Internet joined Council to discuss obtaining an encroachment agreement to run the fiber optic backbone underground through the Summer Village.

Craig Bondy, and Phil Swanson left the meeting at 2:25 p.m.

DELEGATION: **2. Jeannie Hawksworth, Wade, Noble LLP**

Jeannie Hawksworth from Wade Noble LLP presented the draft audited financial statements to Council.

COUNCILLOR PASHAK:
That Council accept the Financial Statements as amended and authorize the Mayor to sign the Financial Information Return.

880/18

CARRIED

Jeannie Hawksworth left the meeting at 2:59 p.m.

Tina Leer joined the meeting at 3:02 p.m.

MAYOR HISCOCK:
That Council authorize Administration to sign encroachment agreement with Missing Link Internet to install fiber optic backbone underground through the Summer Village and Administration research grant funding for option 2.

881/18

CARRIED



**FINANCIAL &
ADMINISTRATIVE:**

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.

COUNCILLOR PASHAK:

That Council accept the Administrator's Quarterly reports as presented.

882/18

CARRIED

**FINANCE &
ADMINISTRATION:**

2. Quarterly Financial Reports

Tina Leer provided Council with the following quarterly financial reports:

- Accounts Payable Cheque Listing to March 31, 2018
- Operating Budget Report to March 31, 2018
- Payroll Journal to March 1-31, 2018
- Alberta School Foundation Budget Report to March 31, 2018
- Trial Balance Report to March 31, 2018
- Bank balance and allocated reserves
- Outstanding taxes at March 31, 2018

MAYOR HISCOCK:

That Council accept the financial reports as presented.

883/18

CARRIED

**FINANCIAL &
ADMINISTRATIVE:**

3. 2018 – 2020 Updated Budget

Tina Leer provided Council with the amended 2018 – 2020 budget to include 2018 assessment and government requisitions added resulting in a less than 1% tax rate increase.

MAYOR HISCOCK:

That Council approve the 2018 – 2020 Capital Budget as presented.

884/18

CARRIED

**FINANCIAL &
ADMINISTRATIVE:**

4. 2018 Mill Rate Bylaw #211-18

Tina Leer provided Council with the 2018 Mill Rate Bylaw #211-18.

FIRST READING to By-law No. 211-18 was moved by Deputy Mayor Skakun.

885/18

CARRIED

SECOND READING to By-law 211-18 was moved by Councillor Pashak.

886/18

CARRIED

MAYOR HISCOCK:

That third reading to By-law No. 201-18 be taken at this Meeting.

887/18

CARRIED UNANIMOUSLY

THIRD READING to By-law No. 211-18 was moved by Deputy Mayor Skakun.

888/18

CARRIED

**FINANCE &
ADMINISTRATION:**

5. Sylvan Lake Regional Wastewater Interim Business Plan

Administration provided Council with the Sylvan Lake Regional Wastewater Commission Interim Business Plan.



MAYOR HISCOCK:

That the Council of the Summer Village of Half Moon Bay approve the 2018 Business Plan dated March 27, 2018 as presented by the Sylvan Lake Regional Wastewater Commission and agree to the rates for wastewater services and the allocation of expense as set out in the Plan.

889/18

CARRIED

COUNCILOR PASHAK:

That the Council of Half Moon Bay

1. recognizes the need to adopt a current Business Plan to support the request of the Sylvan Lake Regional Wastewater Commission to the Minister of Municipal Affairs to extend the Debt Limit of the Commission to enable the Commission to proceed with the development of the Primary Transmission System, and

2. agrees to consider an interim version of the 2018 Business Plan dated March 27, 2018 for the purposes of enabling the Primary System Project to move ahead on the understanding that the outstanding issues among the Members that have arisen from the existing 2015 Business Plan will be addressed as part of a comprehensive review of the Business Plan to be undertaken over the next few months.

890/18

CARRIED

Tina Leer left the meeting at 4:04 p.m.

**COUNCIL &
LEGISLATIVE:**

1. Parental Leave Bylaw #143-18

Phyllis Forsyth provided Council with the Parental Leave Bylaw #143-18.

891/18

FIRST READING to By-law No. 143-18 was moved by Deputy Mayor Skakun.
CARRIED

SECOND READING to By-law 143-18 was moved by Councillor Pashak.

892/18

CARRIED

MAYOR HISCOCK:

That third reading to By-law No. 143-18 be taken at this Meeting.

893/18

CARRIED UNANIMOUSLY

THIRD READING to By-law No. 143-18 was moved by Deputy Mayor Skakun.
CARRIED

894/18

**COUNCIL &
LEGISLATIVE:**

2. Code of Conduct for Members of Council and Committees Bylaw #142-18

Administration provided Council with the Code of Conduct for Members of Council and Committees Bylaw #142-18.

895/18

FIRST READING to By-law No. 142-18 was moved by Mayor Hiscock.
CARRIED

895/18

SECOND READING to By-law 142-18 was moved by Councillor Pashak.
CARRIED

DEPUTY MAYOR SKAKUN

That third reading to By-law No. 142-18 be taken at this Meeting.

897/18

CARRIED UNANIMOUSLY

THIRD READING to By-law No. 142-18 was moved by Mayor Hiscock.
CARRIED

898/18



**COUNCIL &
LEGISLATIVE:**

3. Regional Assessment Review Board Agreement

Administration provided Council with an amended agreement with the Regional Assessment Review Board to allow for cost recovery on complaints that are withdrawn 6 or less calendar days prior to a hearing.

COUNCILLOR PASHAK:
That Council approve the Regional Assessment Review Board Agreement as presented and authorize CAO to sign.

899/18

CARRIED

**COUNCIL &
LEGISLATIVE:**

4. Minister's Seniors Service Awards

Administration provided Council with information on the Minister's Seniors Service Awards.

DEPUTY MAYOR SKAKUN:
That Council accept as information.

900/18

CARRIED

**COUNCIL &
LEGISLATIVE:**

5. Capital Committee Terms of Reference

Councillor Pashak reviewed the Capital Committee Terms of Reference with Council.

MAYOR HISCOCK:
That Council accept as information.

901/18

CARRIED

PUBLIC WORKS:

1. Public Works Report

Phyllis Forsyth provided Council with an update on current Public Works projects and programs:

- Monitoring for any drainage issues and clearing culverts
- Letter sent to 1 Hummingbird Lane regarding parking on municipal reserve
- Letter sent to residents near 67 Aspen Place informing them of sewage leak in the area and suggesting they have their septic system inspected
- Seeding to take place in ditch at west end of Half Moon Bay Drive

DEPUTY MAYOR SKAKUN:
That Council accept as information.

902/18

CARRIED

PUBLIC WORKS:

2. Reserve Request for Sewage Leak

Phyllis Forsyth provided Council with information on the sewage leak near 67 Aspen Place and costs incurred to investigate of \$2,700.00.

COUNCILLOR PASHAK:
That Council table reserve request until needed.

903/18

CARRIED

**PLANNING &
DEVELOPMENT:**

1. Development Update

Phyllis Forsyth provided Council an update on development permits issued along with current projects.

Currently there are 68 active developments in the 5 summer villages; 4 of which are in Half Moon Bay.



904/18 MAYOR HISCOCK:
That Council accept the Development Update as information.
CARRIED

**PLANNING &
DEVELOPMENT:**

2. Land Use Bylaw Amendments

Phyllis Forsyth provided Council with proposed recommendation to the Land Use Bylaw Amendment Bylaw #137/18 for consideration.

905/18 MAYOR HISCOCK:
That Administration make amendments as directed and bring back to next meeting.
CARRIED

**PLANNING &
DEVELOPMENT:**

3. Completions Deposit Policy

Phyllis Forsyth provided Council with the Completions Deposit Policy.

906/18 DEPUTY MAYOR SKAKUN:
That Council approve the Development Completions Deposit Policy as presented.
CARRIED

**PLANNING &
DEVELOPMENT:**

4. Sylvan Lake Management Committee

Phyllis Forsyth provided Council with information received from the Sylvan Lake Management Committee:

- Revised Terms of Reference
- Strategic Action Plan
- Technical Advisory Team request

907/18 COUNCILLOR PASHAK:
That Council accept as information.
CARRIED

INFORMATION:

1. Council Reports

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

Councillor Pashak provided his report to Council on Asset Management for Elected Officials, Association of Summer Villages of Alberta.

Mayor Hiscock provided his written report to Council on Family and Community Support Services.

By consensus Council accept as information.

908/18 MEETING DATES: TED HISCOCK:
That the next regular meeting of the Council of Half Moon Bay will be held on June 4, 2018 at 2:00 p.m.
CARRIED



ADJOURNMENT: The meeting adjourned at 4:56 p.m.

Ted Hiscock, Mayor

Phyllis Forsyth, C.A.O.

