

*Minutes of a Regular Council Meeting of the Summer Village of Half Moon Bay, Province of Alberta, held January 9th, 2017 in the Summer Village of Half Moon Bay, Alberta.*

**CALL TO ORDER:** The Meeting was called to order at 3:33 p.m. by Mayor Hiscock with the following being present:

Mayor:	Ted Hiscock
Deputy Mayor:	Pamela Skakun
Administrator:	Phyllis Forsyth
Accounting Technician:	Tina Leer
Recording Secretary:	Kara Kashuba

**AGENDA APPROVAL:** **1. January 9, 2017 Agenda**

TED HISCOCK:  
That the January 9, 2017 Regular Meeting Agenda be adopted as presented:

**632/17** CARRIED

**CONFIRMATION OF MINUTES:** **1. November 23, 2016 Regular Meeting Minutes**

TED HISCOCK:  
That the November 23, 2016 Regular Meeting Minutes be confirmed as circulated.

**633/17** CARRIED

**FINANCE & ADMINISTRATION:** **1. Administrators Report**

Phyllis Forsyth provided Council with an update of current projects being worked on and happenings in the Summer Villages.

PAM SKAKUN:  
That Council accept the Administrator's Report as presented.

**634/17** CARRIED

**FINANCE & ADMINISTRATION:** **2. Financial Reports**

Tina Leer provided Council with the financial reports:

- Accounts Payable Cheque Listing
- Operating Budget Report to December 21, 2016

TED HISCOCK:  
That Council accept the financial reports as presented.

**635/17** CARRIED

**FINANCE & ADMINISTRATION:** **3. Dons Home and Lawn Contracting**

Tina Leer provided Council with Don's Home and Lawn Maintenance contract renewal.

PAM SKAKUN:  
That Council approve the contract renewal.

**636/17** CARRIED

**FINANCE & ADMINISTRATION:** **4. 2017 – 2019 Operating Budget**

Tina Leer provided Council with the proposed budget for 2017-2019.

Initials

TED HISCOCK:  
That Council accept the proposed budget for 2017-2019 as amended in Council.

637/17

CARRIED

**FINANCE &  
ADMINISTRATION:**

**5. Wade Noble**

Tina Leer presented Council with Audit Planning letters provided by Wade Noble & Partners LLP for Council's information.

PAMELA SKAKUN:  
That Council accept the Audit Planning letters and that Mayor Hiscock answer and sign the Fraud Enquiry questions.

638/17

CARRIED

Tina Leer left the meeting at 3:57 p.m.

**COUNCIL &  
LEGISLATIVE:**

**1. CPP Fire Bylaw Review**

Phyllis Forsyth provided Council with a draft Fire Bylaw that was developed through the Forest Resource Improvement Association of Alberta FireSmart Grant on behalf of the ASVA.

TED HISCOCK:  
That Council accept as information.

639/17

CARRIED

**COUNCIL &  
LEGISLATIVE:**

**2. Returning Officer**

Administration provided Council with information on the upcoming elections and asked Council appoint to Teri Musseau as the Returning Officer for the 2017 Elections.

Administration proposed the following dates for elections:

Nomination Day – June 10, 2017  
Advanced Poll – June 17, 2017  
Election Day – July 8, 2017

PAMELA SKAKUN:  
That Council appoint Teri Musseau as Returning Officer for the 2017 Municipal Elections and set election dates as recommended.

640/17

CARRIED

**COUNCIL &  
LEGISLATIVE:**

**3. Special Ballot Bylaw**

Administration provided Council with information on a new Special Ballot Bylaw should Council wish to allow for the 2017 elections.

TED HISCOCK:  
That Council proceed as previous elections without mail in ballots.

641/17

CARRIED

**PLANNING &  
DEVELOPMENT:**

**1. Development Update**

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

Currently there are 49 active developments in the 5 summer villages; 3 of which are in Half Moon Bay.

PAMELA SKAKUN:  
That Council accept as information.

642/17

CARRIED

**PLANNING &  
DEVELOPMENT:**

**2. Sylvan Lake Management Committee Update**

Administration provided Council with the Sylvan Lake Management Committee December update.

TED HISCOCK:  
That Council accept as information.

643/17

CARRIED

**PLANNING &  
DEVELOPMENT:**

**3. Encroachment Agreement Policy**

Administration presented to Council an Encroachment Agreement Policy from Jarvis Bay for considering the creation of such policy for Half Moon Bay.

PAMELA SKAKUN:  
That Administration prepare Encroachment Policy for Half Moon Bay for presentation at a later date.

644/17

CARRIED

**PLANNING &  
DEVELOPMENT:**

**4. Land Use Bylaw Infractions**

Administration provided Council Sunbreaker Cove's Bylaw #103-14 that contains a list of Land Use Bylaw offenses and their associated penalty fees.

TED HISCOCK:  
That Council accept as information.

645/17

CARRIED

**PLANNING &  
DEVELOPMENT:**

**5. Septic Sense Workshop**

Koralyn Coughlin provided Council a proposal to hold a Septic Sense Workshop late spring/early summer of 2017.

PAMELA SKAKUN:  
That Administration proceed in organizing a Septic Sense Workshop.

646/17

CARRIED

**INFORMATION:**

**1. Council Reports**

Pamela Skakun reported to Council on Sylvan Lake Regional Water/Waste Water Commission.

By consensus Council accept as information.

**MEETING DATES:**

TED HISCOCK:  
That the next regular meeting of the Council of Half Moon Bay will be held on February 27, 2017 at 3:30 p.m.

647/17

CARRIED

Initials

**ADJOURNMENT:** The meeting adjourned at 4:28 p.m.

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Ted Hiscock, Mayor

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Phyllis Forsyth, C.A.O.

Initials