

Minutes of a Regular Council Meeting of the Summer Village of Half Moon Bay, Province of Alberta, held July 24th, 2017 in the Summer Village of Half Moon Bay, Alberta.

CALL TO ORDER: The Meeting was called to order at 3:30 p.m. by Mayor Hiscock with the following being present:

Mayor:	Ted Hiscock
Deputy Mayor:	Pamela Skakun
Councilor:	Michael Pashak
Administrator:	Phyllis Forsyth
Accounting Technician:	Tina Leer
Public Works Coordinator:	Chris Loov
Development Officer:	Koralyn Lemmon
Recording Secretary:	Teri Musseau
Delegation:	Audie Benson Jacqueline Benson

DELEGATION: **1. Audie Benson**

Audie Benson addressed Council regarding clearing of the area in front of 61 Warbler Close.

Mr. Benson explained the root ball was left when the tree was removed causing danger and he was concerned for his grandchildren. The hole was filled in and the area revegetated with Dogwoods and Saskatoons.

Tina Leer left the meeting at 3:53 p.m.

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

MAYOR HISCOCK:
That Council accept as information

718/17

CARRIED

Audie Benson and Jacqueline Benson left the meeting at 4:01 p.m.

**AGENDA
APPROVAL:**

1. July 24, 2017 Agenda

COUNCILLOR PASHAK:
That the July 24, 2017 Regular Meeting Agenda be adopted as presented.

719/17

CARRIED



**CONFIRMATION
OF MINUTES:**

1. June 10, 2017 Regular Meeting Minutes

DEPUTY MAYOR SKAKUN:

That the June 10, 2017 Regular Meeting Minutes be confirmed as circulated.

720/17

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.

MAYOR HISCOCK:

That Council accept the Administrator's Report as presented.

721/17

CARRIED

**FINANCE &
ADMINISTRATION:**

2. Quarterly Financial Reports

Tina Leer provided Council with the following quarterly financial reports:

- Accounts Payable Cheque Listing to July 20, 2017
- Operating Budget Report to July 13, 2017
- Alberta School Foundation Funds to June 30, 2017
- Bank balances and allocated reserves
- TIPPS update

DEPUTY MAYOR SKAKUN:

That Council accept the financial reports as presented.

722/17

CARRIED

**FINANCE &
ADMINISTRATION:**

3. Council Signing Authority

Tina Leer provided Council with a request to have Mike Pashak added to the signing authority for ATB Financial and Keith Lamb to be removed.

That, pursuant to Section 213 (4) of the Municipal Government Act, agreements and cheques must be signed by one person in Group A and one person in Group B and further, that the said groups shall consist of the following:

GROUP A

Ted Hiscock, Pamela Skakun, Mike Pashak

GROUP B

Administrator Phyllis Forsyth or Executive Assistant Teri Musseau.



COUNCILLOR PASHAK:

That Mike Pashak be added to the signing authority for Half Moon Bay and Keith Lamb be removed.

723/17

CARRIED

**FINANCE &
ADMINISTRATION:**

4. Financial Reserves Policy

Tina Leer provided Council with the draft Financial Reserves Policy that provides the basis for Council to look at reserves and minimize the amount placed in unrestricted surplus.

DEPUTY MAYOR SKAKUN:

That Council adopt the Financial Reserves Policy as presented.

724/17

CARRIED

**FINANCE &
ADMINISTRATION:**

5. Cheque Signing Policy

Tina Leer provided Council with the draft Cheque Signing Policy that would allow for two members of Administration to sign cheques when members of Council are unavailable.

COUNCILLOR PASHAK:

That Council adopt the Cheque Signing Policy as presented.

725/17

CARRIED

**FINANCE &
ADMINISTRATION:**

6. AUMA

Phyllis Forsyth provided Council with the resolution that will be presented at the AUMA Convention for the merging of AUMA and AAMDC into one municipal association that would represent all of Alberta's municipalities.

MAYOR HISCOCK:

That Council accept as information.

726/17

CARRIED

**FINANCE &
ADMINISTRATION:**

7. Muni 101 Training

Phyllis Forsyth provided Council with information on the upcoming Muni 101 Training for Councillors.

DEPUTY MAYOR SKAKUN:

That Council authorize Councillor Pashak to attend Muni 101 Training.

727/17

CARRIED



**FINANCE &
ADMINISTRATION:**

8. Workflow Automation

Tina Leer provided Council with an update and review of the current Wi-Fi Network and contract.

COUNCILLOR PASHUK:

That Administration research usage in the Summer Village, explore options and provide recommendations at future Council meeting.

728/17

CARRIED

Tina Leer left the meeting at 4:49 p.m.

**COUNCIL &
LEGISLATIVE:**

1. Municipal Planning Commission

Administration provided Council with the Municipal Planning Commission Bylaw that would allow for the member-at-large to be pulled from the public provided they are not in conflict with the hearing.

First Reading to the Municipal Planning Commission Bylaw #136-17 was moved by Deputy Mayor Skakun.

729/17

CARRIED

Second Reading to the Municipal Planning Commission Bylaw #136-17 was moved by Councillor Paskak.

730/17

CARRIED

MAYOR HISCOCK:

That Third Reading of the Municipal Planning Commission Bylaw #136-17 be given at this meeting.

731/17

CARRIED

That Third Reading to the Municipal Planning Commission Bylaw #136-17 was moved by Deputy Mayor Skakun.

732/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

2. ASVA Conference

Administration provided Council with information on the upcoming ASVA Conference being held October 19th & 20th at the Executive Royal Hotel in Edmonton.

COUNCILLOR PASHAK:

That Mayor Hiscock and Councillor Pashak attend on behalf of the Summer Village.

733/17

CARRIED



**COUNCIL &
LEGISLATIVE:**

3. AUMA Convention

Administration provided Council with information on the upcoming AUMA Convention being held November 22nd – 24th at the Telus Convention Centre in Calgary.

DEPUTY MAYOR SKAKUN:
That Mayor Hiscock and Councillor Pashak attend on behalf of the Summer Village.

734/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

4. Quiet Enjoyment Initiative

Administration provided Council with a request received from Kent Lyle for Council to appoint a member to the Quiet Enjoyment Initiative Committee.

MAYOR HISCOCK:
That Council accept as information.

735/17

CARRIED

PUBLIC WORKS:

1. Public Works Report

Chris Loov provided Council his report on the following project and programs:

- Working on quote for improved drainage at 65 Aspen Place
- Broken chain-link fence along Primrose being repaired
- Discussion with county regarding ditch clean up along RR 21 to improve village drainage
- Wrong magnets purchased recently.
Replacement cost \$400.00
- New sign ordered for Hummingbird Lane

DEPUTY MAYOR SKAKUN:
That Council accept the Public Works report as information and Public Works order stickers to place on magnets with correct information.

736/17

CARRIED

PUBLIC WORKS:

2. 65 Aspen Place Drainage

Chris Loov provided Council an update on plan to improve drainage around 65 Aspen Place by increasing the depth of the ditch on the south side of Half Moon Bay Drive.



COUNCILLOR PASHAK:
That Public Works discuss with Lacombe County and provide update at next meeting.

737/17

CARRIED

PUBLIC WORKS: 3. Cats at 53 Lakeview Road

Chris Loov provided Council information on a complaint that was received by Bobby Franklin about the number of cats roaming around the Summer Village.

MAYOR HISCOCK:
That Administration explore options, advise Council of the options, and Administration pursue action.

738/17

CARRIED

PLANNING & DEVELOPMENT:

1. Development Update

Koralyn Lemmon provided Council an update on development permits issued along with current projects.

Currently there are 58 active developments in the 4 summer villages; 4 of which are in Half Moon Bay.

DEPUTY MAYOR SKAKUN:
That Council accept the Development Officers report as information.

739/17

CARRIED

PLANNING & DEVELOPMENT:

2. 59 Warbler Close/EOS

Koralyn Lemmon provided Council information on a request received from 59 Warbler to backfill the area on the Environmental Open Space in front of their property and remove shrubs and 2 poplar trees to mitigate water accumulation.

Koralyn Lemmon left the meeting at 5:30 p.m.

COUNCILLOR PASHAK:
That Council approve the proposal for work at 59 Warbler Close by adding fill only with "no mow" zone and "frost heave" left as is and no removal of shrubs/trees and further Administration to discuss ownership and remediation options of ice scouring ("frost heave") with Alberta Environment and Parks.

740/17

CARRIED



Koralyn Lemmon left the meeting at 5:54 a.m.

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 September 11, 2017 at 3:30 p.m.

741/17

CARRIED

ADJOURNMENT: The meeting adjourned at 5:56 p.m.

Ted Hiscock, Mayor

Phyllis Forsyth, C.A.O.

