

*Minutes of a Regular Council Meeting of the Summer Village of Half Moon Bay, Province of Alberta, held March 17th, 2017 in the Summer Village of Half Moon Bay, Alberta.*

**CALL TO ORDER:** The Meeting was called to order at 2:29 p.m. by Mayor Hiscock with the following being present:

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

**AGENDA  
APPROVAL:**

**1. March 17, 2017 Agenda**

TED HISCOCK:  
That the March 17, 2017 Regular Meeting Agenda be adopted as amended:

648/17

Additions: E8. Red Deer County Invitation  
CARRIED

**CONFIRMATION  
OF MINUTES:**

**1. January 9, 2017 Regular Meeting Minutes**

PAM SKAKUN:  
That the January 9, 2017 Regular Meeting Minutes be confirmed as circulated.

649/17

CARRIED

**CONFIRMATION  
OF MINUTES:**

**2. January 18, 2017 Municipal Planning Commission Meeting Minutes**

PAM SKAKUN:  
That the January 18, 2017 Meeting Minutes be confirmed as circulated.

650/17

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.

KEITH LAMB:  
That Council accept the Administrator's Report as presented.

651/17

CARRIED

**FINANCE &  
ADMINISTRATION:**

**2. Quarterly Financial Reports**

Tina Leer provided Council with the following financial reports:

- Accounts Payable Cheque Listing to February 14, 2017
- Accounts Payable Cheque Listing to March 9, 2017
- Operating Budget Report to year end December 31, 2016
- Alberta School Foundation Budget Report to December 31, 2016
- Balances (December 31, 2016)
- Taxes Outstanding

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

652/17

CARRIED

**FINANCE &  
ADMINISTRATION:**

**3. 2017 Budget Amendment**

Tina Leer provided Council with an amendment that was made to the 2017 Budget.

PAM SKAKUN:

That Council approve the 2017 Budget amendment as presented.

653/17

CARRIED

**FINANCE &  
ADMINISTRATION:**

**4. 2017 – 2019 Capital Projects Budget**

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

KEITH LAMB:

That Council accept the proposed budget for 2017-2019.

654/17

CARRIED

**FINANCE &  
ADMINISTRATION:**

**5. Lacombe Grant**

Tina Leer presented Council with information on Lacombe County's budget to help celebrate Canada's 150<sup>th</sup> Anniversary.

PAMELA SKAKUN:

That Administration apply for Canada Day Grant.

655/17

CARRIED

**FINANCE &  
ADMINISTRATION:**

**6. Fees Bylaw**

Tina Leer presented Council with an updated Fees Bylaw #134-17 to better reflect day to day costs.

FIRST READING to By-Law No. 134-17 was moved by Mayor Hiscock.

656/17

CARRIED

SECOND READING to By-Law No. 134-17 was moved by Councilor Lamb.

657/17

CARRIED

MAYOR HISCOCK:

That third reading to By-Law No. 134-17 be taken at this Meeting as amended.

658/17

CARRIED UNANIMOUSLY

THIRD READING to By-Law No. 134-17 was moved by Deputy Mayor Skakun.

659/17

CARRIED

Tina Leer left the meeting at 2:55 p.m.

**COUNCIL &  
LEGISLATIVE:**

**1. MGA Regulations**

Administration provided Council with information on the first round of draft regulations:

- Qualifications of Assessor Regulation
- Municipal Corporate Planning Regulation
- Public Participation Policy
- Municipal Gas Systems Core Regulations
- Muniserp Investment Regulation

Initials

660/17 TED HISCOCK:  
That Council accept as information. CARRIED

**COUNCIL &  
LEGISLATIVE:**

**2. 2017 Census Update**

Administration provided Council from information from the long form census that was completed in 2016 with population changes for all the Summer Villages and the impact these changes have on the Joint Service Budget Agreement for 2018.

661/17 KEITH LAMB:  
That Council accept as information. CARRIED

**COUNCIL &  
LEGISLATIVE:**

**3. Ministers Awards**

Administration provided Council with information on the 2017 Minister's Award for Municipal Excellence.

662/17 TED HISCOCK:  
That Administration accept as information. CARRIED

**COUNCIL &  
LEGISLATIVE:**

**4. Election Information**

Administration presented to Council the 2017 proposed election and training dates to all Councils.

663/17 PAM SKAKUN:  
That Council accept as information. CARRIED

**COUNCIL &  
LEGISLATIVE:**

**5. Signing Authorities**

Administration provided with Council a suggestion to bring forward the concept of a signing limit for Administration.

664/17 KEITH LAMB:  
That Administration draft a policy that outlines the process and occurrences when administration might sign cheques. CARRIED

**COUNCIL &  
LEGISLATIVE:**

**6. Forest Management Strategy**

Phyllis Forsyth provided Council with a draft Forest Management Strategy from Birchcliff that provides recommendations for mitigation from wildfire while protecting the health of the forested areas.

665/17 TED HISCOCK:  
That Council accept as information. CARRIED

**COUNCIL &  
LEGISLATIVE:**

**7. Detailed Wastewater Plan**

Administration provided Council with an estimate brought forward from a previous Council meeting.

PAM SKAKUN:  
That Council include in the 5 year plan.

666/17 CARRIED

**COUNCIL &  
LEGISLATIVE:**

**8. Red Deer County**

Phyllis provided Council with information received from Red Deer County administration to prepare 16 ICFs in this region.

KEITH LAMB:

That Administration accept invitation for Regional Intermunicipal Collaboration Framework.

667/17 CARRIED

**PUBLIC WORKS:**

**1. Dust Control**

Administration provided Council with an application form and a map of area to be treated for dust and the annual cost.

TED HISCOCK:

That Administration arrange dust control as presented.

668/17 CARRIED

**PLANNING &  
DEVELOPMENT:**

**1. Development Update**

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

Currently there are 51 active developments in the 5 summer villages; 4 of which are in Half Moon Bay.

PAMELA SKAKUN:

That Council accept as information.

669/17 CARRIED

**PLANNING &  
DEVELOPMENT:**

**2. MGA Regulations**

Administration provided Council with information on the first round of draft regulations for planning and development; none affect the Summer Village.

KEITH LAMB:

That Council accept as information.

670/17 CARRIED

**PLANNING &  
DEVELOPMENT:**

**3. Respect Our Lakes Program**

Administration provided signs for Responsible Lake Recreation and Responsible Lake Living to be posted in the Summer Village.

TED HISCOCK:

That Administration put up the signs in the Summer Village, as well as post in the next upcoming newsletter.

671/17 CARRIED

**PLANNING &  
DEVELOPMENT:**

**4. Encroachment Agreement Policy**

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

PAMELA SKAKUN:  
That Council accept as information until policy is required in the  
Summer Village.

672/17

CARRIED

**PLANNING &  
DEVELOPMENT:**

**5. Variance Power**

Administration provided Council with a recommendation to give  
10% variance authority to the CAO and delegated Development  
Officer.

KEITH LAMB:  
That Council deny a 10% variance authority.

673/17

CARRIED

**PLANNING &  
DEVELOPMENT:**

**6. Subdivision and Development Appeal Board**

Administration presented to Council an issue that arose in one  
of our villages regarding members on a Subdivision and  
Development Appeal Board matter.

TED HISCOCK:  
That Administration amend the Subdivision and Development  
Appeal Board Bylaw as presented.

674/17

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 May 1, 2017 at 2:00 p.m.

675/17

CARRIED

**ADJOURNMENT:**

The meeting adjourned at 3:40 p.m.

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Ted Hiscock, Mayor

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Phyllis Forsyth, C.A.O.