

Minutes of a Regular Council Meeting of the Summer Village of Half Moon Bay, Province of Alberta, held September 11, 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
Recording Secretary:	Teri Musseau

**AGENDA
APPROVAL:**

1. September 11, 2017 Agenda

DEPUTY MAYOR SKAKUN:

That the September 11, 2017 Regular Meeting Agenda be adopted as amended:

D.8.	ASVA Silent Auction
F.6.	Dog Feces
G.8.	8 Hummingbird Lane
G.9.	Wood Pile in Ditch

742/17

CARRIED

**CONFIRMATION
OF MINUTES:**

1. July 24, 2017 Regular Meeting Minutes

COUNCILLOR PASHAK:

That the July 24, 2017 Regular Meeting Minutes be confirmed as circulated.

743/17

CARRIED

**CONFIRMATION
OF MINUTES:**

2. July 24, 2017 Organizational Meeting Minutes

MAYOR HISCOCK:

That the July 24, 2017 Organizational Meeting Minutes be confirmed as circulated.

744/17

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.

DEPUTY MAYOR SKAKUN:

That Council accept the Administrator's Report as presented.

745/17

CARRIED



**FINANCE &
ADMINISTRATION:**

2. Financial Reports

Tina Leer provided Council with the following financial reports:

- Accounts Payable Cheque Listing to August 31, 2017
- Operating Budget Report to July 31, 2017
- Outstanding taxes at August 31/17

COUNCILLOR PASHAK:

That Council accept the financial reports as presented.

746/17

CARRIED

**FINANCE &
ADMINISTRATION:**

3. Shared Costs

Administration provided Council with the 2017 Shared Costs/Budget Update as of June 30, 2017.

MAYOR HISCOCK:

That Council accept as information.

747/17

CARRIED

**FINANCE &
ADMINISTRATION:**

4. MGA Regulations – Assessment and Taxation

Tina Leer presented Council with information received from Municipal Affairs regarding the second round of draft regulations for Assessment and Taxation in the Municipal Government Act.

DEPUTY MAYOR SKAKUN:

That Council accept as information.

748/17

CARRIED

**FINANCE &
ADMINISTRATION:**

5. AEMA Stakeholders Summit

Phyllis Forsyth provided Council with information on the 2017 Alberta Emergency Management Agency Stakeholders Summit being held at the Westin Edmonton, December 5 & 6, 2017.

COUNCILLOR PASHAK:

That Council accept as information.

749/17

CARRIED

**FINANCE &
ADMINISTRATION:**

6. Request from Reserves

Administration requested a transfer of \$1,100.00 from IT/JSC Revenue for an "in office cloud" utilizing the office 365 annual subscriptions.



MAYOR HISCOCK:

That Council approve transfer from JSC/IT reserve upon approval of all partners.

750/17

CARRIED

**FINANCE &
ADMINISTRATION:**

7. ASVA Convention Resolutions

Administration provided Council with information received from the ASVA Board regarding resolutions they will be putting forward at their fall convention.

DEPUTY MAYOR SKAKUN:

That Council accept as information.

751/17

CARRIED

**FINANCE &
ADMINISTRATION:**

8. ASVA Silent Auction

Tina Leer provided Council with a request received from the Association of Summer Villages of Alberta for a donation to the silent auction during their annual convention.

COUNCILLOR PASHAK:

That Council accept as information.

752/17

CARRIED

Tina Leer left the meeting at 4:29 p.m.

**COUNCIL &
LEGISLATIVE:**

1. MMGA Regulation – Council Code of Conduct Regulation

Administration provided Council with information on the Municipal Government Amendment Act's requirement for Councils to establish a Code of Conduct for Councillors to ensure elected officials govern in an ethical and businesslike manner.

MAYOR HISCOCK:

That Council accept as information.

753/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

2. MMGA Regulation – Council and Council Committee Meetings Regulation

Administration provided Council with information on the Municipal Government Amendment Act's addition to make regulations defining "meeting" and additional classes of matter for which a meeting is to be closed to the public to ensure transparency and hold municipal council accountable.

DEPUTY MAYOR SKAKUN:



754/17 That Council accept as information. CARRIED

**COUNCIL &
LEGISLATIVE:**

3. MMGA Regulation – Crowsnest Pass Regulation

Administration provided Council with information on the Municipal Government Amendment Act's regulation to provide for special rules regarding the Municipality of Crowsnest Pass.

755/17 COUNCILLOR PASHAK:
That Council accept as information. CARRIED

**COUNCIL &
LEGISLATIVE:**

4. MMGA Regulation - Determination of Population Regulation

Administration provided Council with information on the Municipal Government Amendment Act's rules regarding population calculation in the Municipality of Crowsnest Pass which will be removed and incorporated in the Crowsnest Pass Regulation.

756/17 MAYOR HISCOCK:
That Council accept as information. CARRIED

**COUNCIL &
LEGISLATIVE:**

5. MMGA Regulation – Intermunicipal Collaboration Framework

Municipal Government Amendment Act's requirement for municipalities with a common border to create Intermunicipal Collaboration Frameworks with each other, within two years of the MMGA coming into force.

757/17 DEPUTY MAYOR SKAKUN:
That Council authorize Administration to provide comment requesting more clarity be added to the regulation outlining the requirements for Intermunicipal Collaboration Framework. CARRIED

**COUNCIL &
LEGISLATIVE:**

6. ASVA Board of Directors

Administration provided Council information on the current 5 vacancies on the Association of Summer Villages of Alberta Board of Directors.

758/17 COUNCILLOR PASHAK:
That Council accept as information. CARRIED

COUNCIL &

7. Accessory Buildings



LEGISLATIVE:

Council Pashak led Council in discussion regarding the setbacks for Accessory Buildings.

COUNCILLOR PASHAK:

That Administration draft amendment to Land Use Bylaw that allows for zero setbacks (providing drainage to neighboring properties is addressed) and a height restriction of 12ft.

759/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

6. Encroachment Policy

Councillor Pashak addressed Council regarding the need for the Summer Village to have an Encroachment Policy.

Chris Loov joined the meeting at 5:00 p.m.

DEPUTY MAYOR SKAKUN:

That Administration provide draft Encroachment Policy at the next meeting.

760/17

CARRIED

PUBLIC WORKS:

1. Public Works Report

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

- Request from resident to improve drainage by 1 Hummingbird Lane
- Concern about gravel parking area across from 1 Hummingbird Lane and dirt pile along lakeshore
- Culverts throughout village cleaned out with steam truck
- Removal of dangerous and fallen trees

COUNCILLOR PASHAK:

That Council accept the Public Works report as information and Public Works to have culvert cleaned by 1 Hummingbird Lane.

761/17

CARRIED

PUBLIC WORKS:

2. Stray Cats

Chris Loov provided Council options for to the stray cat problem in the Summer Village.



MAYOR HISCOCK:

That Administration do further research on cat bylaws and obtain additional information on who can trap and bring cats to the CA Humane Society and associated cost.

762/17

CARRIED

PUBLIC WORKS:

3. Tree Removal at 50 Lakeview Road

Chris Loov provided Council information on a request received from Fraiser Gamble of 50 Lakeview Road requesting removal of trees from the reserve as he is concerned they may fall from a storm in the future.

DEPUTY MAYOR SKAKUN:

That Administration draft denial letter to Mr. Gamble and Public Works clean the brush at 50 Lakeview Road and monitor trees.

763/17

CARRIED

PUBLIC WORKS:

4. Survey Posts at 61 Warbler Close

Chris Loov provided Council a request received from Audie Benson at 61 Warbler Close to cut off the survey posts that are on his front lawn and leave the bottoms buried just underground.

COUNCILLOR PASHAK:

That Administration do research with the province to see what Municipality can do.

764/17

CARRIED

PUBLIC WORKS:

5. Ditch Work at 65

Chris Loov provided Council a quote received from Al's Bobcat for \$3995.00 to complete the ditch work near 65 Aspen Place.

MAYOR HISCOCK:

That Council table for additional quotes.

765/17

CARRIED

PUBLIC WORKS:

6. Dog Feces

Council had a discussion about the ongoing issue of dog feces around the village.

DEPUTY MAYOR SKAKUN:

That Administration research cost for budget of doggie doo cans and bags.

766/17

CARRIED



Chris Loov left the meeting at 6:03 p.m.

**PLANNING &
DEVELOPMENT:**

1. Development Update

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

Currently there are 62 active developments in the 4 summer villages; 4 of which are in Half Moon Bay.

COUNCILLOR PASHAK:

That Council accept the Development Officers report as information.

767/17

CARRIED

Pam Skakun left the meeting at 6:05 p.m.

Pam Skakun rejoined the meeting at 6:08 p.m.

Teri Musseau left meeting at 6:16 p.m.

Teri Musseau rejoined the meeting at 6:18 p.m.

**PLANNING &
DEVELOPMENT:**

2. MGA Regulations

Administration provided Council with information on the 2nd round of draft regulations to the MGA pertaining to development.

MAYOR HISCOCK:

That Council accept as information.

768/17

CARRIED

**PLANNING &
DEVELOPMENT:**

3. Sheds

Administration provided Council with information on three sheds that have recently been placed along Lakeview T Road that may not meet the Land Use Bylaw setback requirements.

DEPUTY MAYOR SKAKUN:

That Council table for Land Use Bylaw Amendments.

769/17

CARRIED

**PLANNING &
DEVELOPMENT:**

4. 13 Hummingbird Lane

Administration provided Council with information on the gazebo encroaching on the municipal reserve at 13



Hummingbird Lane which was built prior to 1995 without a permit/approval from the Summer Village.

COUNCILLOR PASHAK:

That Council table until after review and possible amendment of Encroachment Policy.

770/17

CARRIED

**PLANNING &
DEVELOPMENT:**

5. Ice Scouring

Administration provided Council with information on the authorities the Municipality has in repairing damage done by ice scouring.

MAYOR HISCOCK:

That Administration explore MSI Funding and apply for applicable permits to repair damage done by ice scouring.

771/17

CARRIED

**PLANNING &
DEVELOPMENT:**

6. Owners Map Request

Administration provided Council with a request received from a resident to have an owners map provided to him of all residents in the Summer Village.

DEPUTY MAYOR SKAKUN:

That Administration provide blank map for individual to collect resident's names.

772/17

CARRIED

**PLANNING &
DEVELOPMENT:**

7. ADOA Proclamation

Administration requested Council acclaim September 24 to September 30, 2017 as Alberta Development Officers Week.

COUNCILLOR PASHAK:

That Council accept as information.

773/17

CARRIED

**PLANNING &
DEVELOPMENT:**

8. Hummingbird Lane Encroachment

Council discussed a shelter encroachment at 8 Hummingbird Lane.

MAYOR HISCOCK:

That Council table until after review and amendment of Encroachment Policy.

774/17

CARRIED



**PLANNING &
DEVELOPMENT:**

9. Wood Pile in Ditch at 10 Hummingbird Lane

Council discussed the wood pile stacked in the ditch at 10 Hummingbird Lane.

DEPUTY MAYOR SKAKUN:

That Administration notify resident the wood pile must be removed prior to snow fall for ploughing purposes or removal by Summer Village with costs to property owner.

775/17

CARRIED

INFORMATION:

1. Council Reports

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

Councillor Pashak provided his report to Council on the Sylvan Lake Management Committee.

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 October 23, 2017 at 2:30 p.m.

776/17

CARRIED

ADJOURNMENT:

The meeting adjourned at 6:48 p.m.

Ted Hiscock, Mayor

Phyllis Forsyth, C.A.O.

