

Summer Village of Half Moon Bay
Regular Meeting Minutes
September 27, 2022

*Minutes of a Regular Council Meeting of the Summer Village of Half Moon Bay,
Province of Alberta, held September 27, 2022, in the Summer Villages on
Sylvan Lake Administration Office at Sylvan Lake, Alberta.*

PRESENT	Mayor:	Jon Johnston
	Deputy Mayor:	Andrea Remington
	Councillor:	Mike Pashak
	CAO:	Tanner Evans
	Development Officer:	Kara Kashuba
	Recording Secretary:	Teri Musseau

CALL TO ORDER The Meeting was called to order at 9:03 a.m. by Mayor Johnston.

AGENDA APPROVAL

HMC-22-086 MOVED by Councillor Pashak that the agenda be adopted as amended:

ADD:

F.2.F. Stormwater
Closed Session to end of agenda

MOVE:

E.1.A. to after F.3.A.

REMOVE:

F.2.C. Tree Removal Request

CARRIED

CONFIRMATION OF MINUTES

HMC-22-087 MOVED by Councillor Pashak that the minutes of the Regular Meeting of Council held on June 28, 2022, be approved as presented.

CARRIED

HMC-22-088 MOVED by Councillor Pashak that the minutes of the Organizational Meeting of Council held on June 28, 2022, be approved as presented.

CARRIED

INFORMATION ITEMS

- 1) Accounts Payable
- 2) Financial Report

HMC-22-089 MOVED by Councillor Pashak that Administration amend the stormwater drainage system project to include asphalt repairs for this project.

CARRIED

- 3) Development Update
- 4) CAO Report

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HMC-22-090 MOVED by Mayor Johnston that the information items be accepted as presented.

CARRIED

REQUEST FOR DECISION

FINANCE

HMC-22-091 Auditor Engagement
MOVED by Councillor Pashak that Council sign the 2022 Audit Engagement Letter.

CARRIED

HMC-22-092 Parkland Regional Library Board 2023 Budget
MOVED by Councillor Pashak that Council approve the Parkland Regional Library Board 2023 Budget as presented with a 0.20 increase over the previous year.

CARRIED

COUNCIL & LEGISLATION

HMC-22-093 Association of Summer Villages of Alberta
MOVED by Mayor Johnston that Council cover the expenses for Councillor Pashak to attend the Association of Summer Villages of Alberta Conference on October 20th & 21st, 2022, at the Renaissance Hotel and Conference Center in Edmonton.

CARRIED

HMC-22-094 Subdivision and Development Appeal Board Members-at-Large
MOVED by Mayor Johnston that Council remove Ted Hiscock as a member-at-large and appoint Pam Skakun and Bill Bergman to the Subdivision and Development Appeal Board as Members-at-Large, and Administration register them for the online training sessions.

CARRIED

Council break at 9:53 a.m.

Council reconvened at 9:59 a.m.

PUBLIC HEARING

Mayor Johnston declared the Public Hearing for Bylaw #169-22, Land Use Bylaw Amendment Bylaw, open at 10:00 a.m.

Mayor Johnston provided the procedure for the public hearing.

Kara Kashuba, Development Officer, provided the background on the requested bylaw amendments.

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PROPOSED REGULATION:

Part One: 1.3 Definitions

Add Definition:

“tourist home” – means a discretionary use wherein a dwelling unit is offered for rent to guests for no less than thirty (30) days.

1. Part Three: 4(8)

Add Regulations:

Tourist Homes

- (a) A development permit is required to operate a tourist home. Tourist Homes will be issued for twelve (12) months. Registered owners cannot operate more than one (1) tourist home in the Residential District (R).
- (b) Tourist homes shall be contained within the principal building and therefore garage suits shall not be used.
- (c) Notwithstanding part three, section 2(3), no recreation vehicle shall be used as accommodation for tourist home guests.
- (d) The maximum number of people staying overnight in a tourist home shall be two (2) times the number of bedrooms plus two (2). Floor plan is to be submitted at the time of application.
- (e) The operator of a tourist home shall provide the Summer Village Office with the name and phone number(s) of at least one person (adult) that is authorized to act on the owner/operator’s absence. The owner/operator is responsible for informing the Summer Village Office of any changes in this information.
- (f) The minimum length of stay shall be no less than 30 days in peak season between May (15) until September (15).
- (g) The tourist home shall always abide by the community bylaws and policies. A summary of key bylaws will be provided by administration.
- (h) In residential districts tourist homes shall not display any sign advertising the tourist home.
- (i) Adequate parking must be in place on the property, of a minimum of one stall per bedroom.
- (j) Approval of a development permit does not exempt the owner/operator of a tourist home from complying with any federal, provincial, or other municipal legislation.

2. Part Four: (R) District

Add the following under Discretionary Uses:

Tourist Home

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Written submissions received were read into the record by the Development Officer from:

Keith Lamb, 21 Hummingbird Lane
- In support

Greg Osmond, 45 Lakeview Road
- Not in support

Tamara & Chad Lawrence, 63 Warbler Close
- Not in support

The floor was opened to comments from the public.

Kim Skakun, 18 Hummingbird Lane via Zoom
- Addressed parking concerns

Tamara Lawrence, 63 Warbler Close via Zoom
- Addressed parking concerns

Gord Skakun, 18 Hummingbird Lane
- In Support

Kim Skakun, 18 Hummingbird Lane via Zoom
- Prefers full time rentals

Mayor Johnston asked if anyone else would like to speak. Seeing there were no further comments, Mayor Johnston thanked everyone for coming and those who provided written and verbal comments.

Mayor Johnston declared the Public Hearing for Bylaw 235-22 closed at 10:22 a.m. and cautioned that no further comments or submissions would be received.

COUNCIL & LEGISLATION CONTINUED

Bylaw #171-22 Procedural Bylaw
HMC-22-095 MOVED by Councillor Pashak that Council give 1st reading to the
Procedural Bylaw #171-22 as amended.
CARRIED

HMC-22-096 MOVED by Mayor Johnston that Council give 2nd reading to the Procedural
Bylaw #171-22 as amended.
CARRIED

HMC-22-097 MOVED by Deputy Mayor Remington that by unanimous consent Council
give 3rd reading to the Procedural Bylaw #171-22 at this meeting as
amended.
CARRIED UNANIMOUSLY

HMC-22-098 MOVED by Councillor Pashak that Council give 3rd and final reading to the
Procedural Bylaw #171-22 as amended.
CARRIED

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HMC-22-099 Strategic Planning
MOVED by Mayor Johnston that Council amend the 2022 projects to include drainage, lot clearing, and fencing for the wastewater lift station with Administration to request an amendment to the MSI funding, and further, Council table the 2023 projects until the next meeting.
CARRIED

HMC-22-099 Stormwater
MOVED by Mayor Johnston that Council accept the stormwater discussion as information.
CARRIED

PLANNING & DEVELOPMENT

Bylaw #169-22 Tourist Home LUB Amendment
HMC-22-100 MOVED by Mayor Pashak that Administration make amendments to the Land Use Bylaw Tourist Home Amendment Bylaw #169-22 as discussed and bring back to the next meeting.
CARRIED

Bylaw #170-22 Fees Bylaw
HMC-22-101 MOVED by Mayor Johnston that Council table the Fees Bylaw #170-22 until their next meeting.
CARRIED

COUNCIL REPORTS

Mayor Johnston

- Joint Services Committee

Deputy Mayor Remington

- No reports

Councillor Pashak

- Alberta Municipalities' Association
- Association of Summer Villages of Alberta
- Sylvan Lake Regional Water and Wastewater Commission
- Utility Consumers Advocate

COMMITTEE REPORTS

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board
- Parkland Regional Library Board

Joint Services Committee Meeting Minutes

- April 29, 2022
- May 12, 2022

HMC-22-102 MOVED by Mayor Johnston that the Council and Committee reports be accepted as information.
CARRIED

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NEXT MEETING

HMC-22-103 MOVED by Mayor Johnston that the next meeting of Council be held
November 2, 2022, at 9:00 a.m.
CARRIED

CLOSED SESSION

HMC-22-104 MOVED by Mayor Johnston that Council move to a closed session to
seek advice from officials as per FOIP Section 24, at 12:54 p.m.
CARRIED

MBC-22-105 MOVED by Councillor Pashak that Council return to an open meeting at
1:18 p.m.
CARRIED

ADJOURNMENT

HMC-22-106 MOVED by Mayor Johnston that being the agenda matters have been
concluded, the meeting adjourned at 1:19 p.m.
CARRIED

JON JOHNSTON, MAYOR

TANNER EVANS, CAO