

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE SUMMER VILLAGE OF GHOST LAKE HELD ON THURSDAY, OCTOBER 19, 2017 AT 6:30 P.M. AT THE GHOST LAKE COMMUNITY SERVICES BUILDING, GHOST LAKE, ALBERTA.

- PRESENT** Mayor John Walsh, Deputy Mayor Warren Wilson, Councillor Robyn Carrier, Chief Administrative Officer Sharon Plett, Assistant Administrator Sherri Bureyko and three residents.
- Called to Order by Mayor Walsh at 6:35 pm.
- APPROVE AGENDA** Council reviewed the agenda, as circulated. The Administrator noted that a resident concern item was received yesterday and asked if Council wanted to add it to the Agenda. It was agreed that the item be deferred to the next meeting to allow administration an opportunity to review and create a staff report.
- 17-066 **MOVED** by Cr. Carrier that Council approve the agenda as circulated.  
**CARRIED.**
- BOW RIVER REPORT** Karen Laustsen, Co-Chair of the Natural Environment and Lake Stewardship Committee presented a report on behalf of the Committee regarding the June 2017 Bow River Basin Management Report. She provided a backgrounder on the Bow River Operational Model, an overview of the model results and future considerations that parties will need to take into account when moving forward on assessment of the report.
- Council asked Karen if she would be able to confirm if the current working group will continue to work on the project or if there is another group that will be assessing the report. Karen indicated that she will make inquiries.
- Council indicated that the Summer Village of Ghost Lake will need to pursue membership on whichever committee or working group is continuing with review and input on the report and working on future findings and actions.
- MINUTES** The minutes of the Regular Meeting of July 11, 2017 and the Special Meeting of August 28, 2017 were circulated to Council
- 17-067 **MOVED** by Deputy Mayor Wilson that the minutes of the Regular Meeting of July 11, 2017 and the Special Meeting of August 28, 2017 be adopted as circulated.  
**CARRIED.**
- ROAD PROJECT** Council reviewed the update report submitted on the road project indicating that the loam and seeding has been completed. The Administrator reported that the seeding will be reviewed in the spring for catch. Deputy Mayor Wilson noted a couple of areas where the product is failing ie. edge breaking off by sports court and bulge in the road on 600 block. He also noted that a crack near 616 on the original road should be addressed when the contractor is in the area.
- It was noted that an inspection will occur for deficiencies and that holdbacks and bonds are in place.

Council reviewed Progress Certificate 2 submitted by the engineer for work completed up to September 30, 2017 of which he recommended payment.

17-068                    MOVED by Mayor Walsh that Progress Payment #2 be approved for payment.  
CARRIED.

WEED  
CONTROL

The Administrator noted that the Summer Village of Ghost Lake is required to appoint a Weed Inspector pursuant to the Weed Control Act. She noted that the MD of Bighorn has been approached, however, discussion was tabled as the Summer Village is currently undertaking a Weed Control Program with Prairie Environmental.

Council directed Administration to contact Prairie Environmental to discuss the possibility of their company undertaking weed inspection for the Summer Village for the next two years while they are in the area working on the Weed Control Program for the Summer Village.

Council discussed a need for further review of weed spraying and haying to ensure that grass can be cut each year. Deputy Mayor Wilson will coordinate with Administration.

BYLAW  
ENFORCEMENT

Council reviewed the Administration report that included a backgrounder on the appointment and contract for bylaw enforcement. The Administrator noted that a contract had not been entered into, awaiting discussions on a bylaw enforcement educational program and review of current bylaws.

Administration recommended that Council enter into a contract for bylaw enforcement to December 31, 2018, on an as-needed basis, as determined by administration.

17-069                    MOVED by Deputy Mayor Wilson that Council enter into an as-needed contract with 10-79 Traffic Safety and Security Ltd for Bylaw Enforcement Services for the Summer Village of Ghost Lake to December 31, 2018.  
CARRIED.

17-070                    MOVED by Mayor Walsh that Council confirm the appointment of N.T. Miller as the Bylaw Enforcement Officer for the Summer Village of Ghost Lake.  
CARRIED.

BOW RIVER  
WORKING  
GROUP

Council will await findings from NELS and administration to determine which group the Summer Village should be pursuing membership with.

EMERGENCY  
WATER SUPPLY

Mayor Walsh reported on his earlier conversation with the Assistant Deputy Minister of Alberta Environment regarding the potential of a cost sharing arrangement on the purchase of a pump. Mayor Walsh indicated that he will follow up with the Assistant Deputy Minister, supplying the detailed costs for the pump and trailer unit that have been recommended by the Fire Committee.

MUNICIPAL DEV. PLAN	<p>Council reviewed the administration report outlining the requirement for small municipalities to create a Municipal Development Plan. Council also reviewed a sample plan from another summer village.</p> <p>Council acknowledged that the services of university students would not work as the work would not be included in a graded project to be reviewed by faculty.</p> <p>Discussion was had on creating an MDP Working Committee, coordinated by Administration, for building the municipal development plan on a templated model and utilizing professional expertise for specific components of the Plan.</p>
17-071	<p>MOVED by Cr. Carrier that Administration be directed to create a draft Terms of Reference for a Municipal Development Plan Working Committee, to be presented to Council for review and adoption. CARRIED.</p>
PAYMENT SCHEDULE	<p>The payment schedule, outlining payments of direct withdrawals and cheque nos. 1545 – 1568 in the amount of \$ 270,510.75, was acknowledged by Council.</p>
CASH STATEMENT	<p>Council reviewed the Cash Statement for the period ending September 30, 2017.</p>
17-072	<p>MOVED by Deputy Mayor Wilson that the Cash Statement for the period ending September 30, 2017 be approved as submitted. CARRIED.</p>
FINANCIAL STMT	<p>Council reviewed the Balance Sheet and Revenue and Expense report for the period ending September 30, 2017.</p>
17-073	<p>MOVED by Mayor Walsh that the Revenue and Expense Report and Balance Sheet for the period ending September 30, 2017 be approved as submitted. CARRIED.</p>
2018 BUDGET	<p>A preliminary draft 2018 budget and report was prepared for Council by administration and each line item reviewed. Council discussed several items including:</p> <ul style="list-style-type: none"><li>Recycling – consider if there is a need for additional bins in summer</li><li>Compost pile - maintenance</li><li>Dock expansion – filing permits</li></ul> <p>Fred Smith, Co-Chair of the Fire Committee presented the proposed budget for fire and building for goods, repairs, safety equipment and an emergency sign.</p> <p>Council discussed the water supply at the building and requirements and actions needed to remove iron and create potable water. It was agreed that a follow up report be reviewed at the next meeting on water supply for the building.</p>
RECEIVABLES	<p>Council reviewed the administration report regarding an outstanding accounts receivable.</p>

- 17-074                    MOVED by Mayor Walsh that council close the meeting to the public for Agenda item Receivables as per Section 17 Freedom of Information and Protection of Privacy Act, Council at 9:30 pm.  
CARRIED.
- 17-075                    MOVED by Deputy Mayor Wilson that Council come out of in camera at 9:40 pm. opening the meeting to the public.  
CARRIED.
- ASSESSMENT            Council reviewed a letter received from the current assessor indicating that he is SERVICES                unable to continue his contract with the Summer Village of Ghost Lake. He has recommended an assessor and assessment firm to provide services to the Summer Village.
- 17-076                    MOVED Mayor Walsh that Council enter into a contract with Benchmark Assessment Consultants Inc. for Assessment services from October 1, 2017 to July 30, 2023.  
CARRIED.
- 17-077                    MOVED by Deputy Mayor Wilson that pursuant to Section 284.2 MGA, that Council appoint Christopher Snelgrove A.M.A.A. as the municipal assessor for the Summer Village of Ghost Lake effective October 1, 2017.  
CARRIED.
- TRANSALTA             Council acknowledged the letter from TransAlta regarding the lowering of the WATER LEVELS        reservoir during August/September 2017. Administration noted that they have requested that TransAlta operations provide communications to Summer Village administration prior to water lowering events, as a courtesy and to allow administration to communicate the activity to the residents.
- MUNICIPAL             Council acknowledged receipt of correspondence related to changes to the AFFAIRS –                Assessment Regulations resulting from the adoption of the Modernized ASSESSMENT        Municipal Government Act. REGS
- MARIGOLD             Council acknowledged receipt of the Marigold Library Services 2018 Budget LIBRARY                and Fall report.
- PUBLIC WORKS         Public Works will meet with contractors to establish pricing for repairs along the breakwater access road.
- DOCK                     Mayor Walsh indicated that the Committee will be asking for funding to file for permits for potential dock expansion work. Permitting is required to determine what can and cannot occur in the project and will assist the Committee with developing accurate scope and budget for the proposed work.
- FIRE                      NIL

- COMM /  
SOCIAL
- Cr. Carrier reported that the Summer Village has purchased the PA system from Leah Fink for use at the Regatta and other village social events.
- Cr. Carrier recommended that Karen Foudy be appointed to the Communications and Village Social Life Committee.
- 17-078
- MOVED by Cr. Carrier that Karen Foudy be appointed to the Communication and Village Social Life Committee for a two year term up to August 31, 2019. CARRIED.
- Cr. Carrier reported that work will commence in November on the directory of home based businesses and hobbies of residents for posting on the website.
- NATURAL  
ENVIRONMENT
- NIL
- EMERGENCY
- NIL
- ASSESSMENT  
CLERK
- Council reviewed the administration report recommending that Sherri Bureyko be authorized to attend a one day course in the spring for certification as the Assessment Review Clerk.
- 17-079
- MOVED by Deputy Mayor Wilson that Council approve Sherri Bureyko to attend the one day Assessment Review Clerk training in Calgary offered by Municipal Affairs. CARRIED.
- TRAVIS
- The Assistant Administrator provided a report to Council regarding the Transportation Routing and Vehicle Information System (TRAVIS) implemented by the Province. She provided a description of the TRAVIS system and what it would mean to the Summer Village when administering overweight and oversized vehicles travelling on local roads. She noted that part of the project would involve the Summer Village identifying overweight and oversize regulations for vehicles travelling on local roads.
- Council indicated that they are not sure if they need to pursue TRAVIS, unless it is mandatory, but are interested in identifying parameters on overweight and oversize vehicles, especially to mitigate potential damage to the local roads.
- The Assistant Administrator will present a follow up report at the next meeting.
- FIRE BYLAW
- Council reviewed a staff report regarding the current fire bylaw and the need to review the bylaw with regards to enforcement, fire guardian appointments and fire bans. Discussion was had on the possibility of considering fire pit regulations in order to allow for fire advisories instead of just having the status of fire bans and no fire bans. This could result in residents having the opportunity to enjoy fire pits during the summer when conditions are set to Advisory in the neighbouring municipalities.

It was recommended that the Fire Committee review and recommend to Council potential amendments to the Fire bylaw with regards acceptable fire pits and fire bans levels and that administration bring forward an amending bylaw that includes recommendations from the Fire Committee along with amendments regarding definition of Enforcement Officers, generic wording for responding fire departments and for specifying 911 as the emergency number.

**FIRE GUARDIAN** The Administrator reported that Ariana Westendorf has submitted her resignation as Fire Guardian for the Summer Village of Ghost Lake and that it was acknowledged by administration.

She also reported that Debby Brotzell-Betts has submitted her name to serve as a Fire Guardian for the Summer Village of Ghost Lake.

17-080 MOVED by Deputy Mayor Wilson that Debby Brotzell-Betts be appointed Fire Guardian for the Summer Village of Ghost Lake, without term.  
CARRIED.

**INITIAL ASSIST TEAM** Council reviewed the staff report regarding the creation of an Initial Assist Team.

17-081 MOVED by Mayor Walsh that Council direct administration, with the assistance of the co-chairs of the Fire Prevention and First Response Team, to engage a senior fire expert from a municipal fire department or the Provincial Fire Commissioner's Office to create the parameters around the establishment of a formalized Initial Assist Team and that a recommendation be brought forward to Council to consider for adoption.  
CARRIED.

**RELEASE OF PERSONAL INFORMATION** Council reviewed the staff report created in response to a recommendation from the emergency leads (fire guardian, fire committee and emergency committee) requesting that resident name, address, phone and email information be released to all Ghost Lake Volunteers involved with emergency response, if that volunteer has signed an annual confidentiality released form and that the list be sealed and stored in a secure location, only opened and used for emergency response purposes.

Council indicated that they did not see the need for all emergency volunteers to have access to personal information. Administration was directed to create protocols for releasing personal information for enforcement purposes to the appointed enforcement officers and for use when enacting the Municipal Emergency Plan by the appointed Director and Assistant Director of Disaster Services.

**PLAYGROUND** Council reviewed a staff report regarding playground inspection. It was recommended that Council proceed with engaging a certified playground inspector to inspect and prepare a report on the playground and sports court.

Upon review of the report, Council will determine if a policy and procedure for inspection will be created.

**REGULAR MEETING**

Council reviewed dates for the next regular Council meeting. It was agreed that the winter meetings will be held in Cochrane and in the event of a weather advisory, that the meeting may be held as a teleconference format.

17-082

MOVED by Cr. Carrier that the next regular council meeting be held on Monday, December 11, 2017 at 5:00 pm at the Cochrane Super 8 meeting room, Cochrane, Alberta  
CARRIED.

**POSTING NOTICES**

Council discussed the official location for posting notices for the Summer Village of Ghost Lake.

17-083

MOVED by Deputy Mayor Wilson that the official posting location for all council meetings and official notices for the Summer Village of Ghost Lake, other than those identified in legislation to be otherwise, shall be the Summer Village of Ghost Lake website [ghostlake.ca](http://ghostlake.ca).  
CARRIED.

**ENFORCEMENT SERVICES**

The Administrator requested a discussion with Council on Enforcement Services.

17-084

MOVED by Cr. Carrier Council close the meeting to the public for Agenda item Bylaw Enforcement as per Section 20 Freedom of Information and Protection of Privacy Act, Council at 10:20 pm.  
CARRIED.

17-085

MOVED by Cr. Carrier that Council come out of in camera at 10:45 pm and open the meeting to the public.  
CARRIED.

**ADJOURNMENT**  
17-086

MOVED by Mayor Walsh that the meeting adjourn at 10:47 pm.  
CARRIED.

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Mayor

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Chief Administrative Officer