

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE SUMMER VILLAGE OF GHOST LAKE HELD ON TUESDAY, MAY 8, 2018 AT 5:00 P.M. AT THE COMMUNITY SERVICES BUILDING, GHOST LAKE, ALBERTA.

- PRESENT Mayor John Walsh, Deputy Mayor Warren Wilson, Councillor Robyn Carrier, Chief Administrative Officer Sharon Plett and Assistant Administrator Sherri Bureyko and 4 guests.
- Called to Order by Mayor Walsh at 5:14 pm.
- APPROVE AGENDA Council reviewed the agenda.
- 18-013 MOVED by Cr. Carrier that Council approve the agenda.
CARRIED.
- NATURAL ENVIR. COMM. Karen Laustsen and Bob Miller attended the Council meeting to discuss action items being undertaken by the Natural Environment and Lake Stewardship Committee. Karen noted that she has reviewed the Prairie Environmental work plan for the 2018 Weed Control Management Program indicating that work is on schedule for the same basic program in June along with dandelion spraying. The areas that are typically cut and baled are not to be sprayed this year. A review of the data sheets will be made to determine if the uncut area is safe at this time for use as hay.
- Karen reported that the Committee is concerned about the condition of the existing compost pile and will be reviewing measures for effectively managing the pile. Council discussed with the committee that management of the compost pile may be onerous and that the compost pile should be assessed to determine if the pile is viable or if other options for disposal of grass clippings should be identified. The Committee will undertake a review. The cost of hauling away the existing debris will also be investigated.
- Karen reported that the committee:
- will be staking willows in the west end where people have been accessing the lake
 - held a successful Astronomy night
 - are working on a project to relocate lodgepole pines in three areas;
 - to the area by the spring,
 - to replace trees along the highway and
 - along the area entering the Village
 - will be liaising with ALMS on the Lake testing program,
 - will be reviewing the dock expansion infrastructure reports and
 - will be posting the Watershed report along with an executive summary written by Karen.
- BOW RIVER WORKING GROUP Bob Miller reported that he spoke with the Bow River Basin Council indicating that there are three (3) major projects under consideration for flood mitigation. He will try to find a contact with the Province to ensure the Village is involved with decision making meetings regarding flood mitigation measures.

- MINUTES The minutes of the Regular Meeting of February 13, 2018 were circulated to Council.
- 18-014 MOVED by Mayor Walsh that the minutes of the Regular Meeting of February 13, 2018 be adopted as circulated.
CARRIED.
- FIRE AND FIRST RESPONSE Fred Smith attended the Council meeting to provide a report from the Fire Prevention and First Response Committee. He noted that the Committee will be meeting on Thursday May 10th and that the Initial Assist Team meets every Saturday 10 – noon. He demonstrated the Highway Signal Kit to be used for directing emergency responders into the Village in the event of an emergency call. He noted that the Initial Assist Team members and spouses are versed in use of the kit. Discussion was had on widening the awareness of the kit to other individuals in the community.
- Fred noted that the burn pile is getting bigger and when full it will be locked off. When a burn occurs, permission is obtained from the Fire Guardian and Council and 911 and Forestry are advised of the burn.
- Fred noted that the committee and administration will be meeting with the Fire Commissioner’s rep on May 10th to review duties of the initial assist team.
- EMERGENCY WATER SUPPLY Fred reported that the Province has supplied a temporary water pump that was installed near the centre spring. Fred noted that the committee is concerned with water supply during the flood mitigation water lowering and at other times of the year. There was a discussion on a potential permanent cistern for year round water supply access or a road for year round access to the pump. Council expressed an interested in learning more about a year round water storage solution.
- Council reviewed the report submitted by administration that outlined several options the Village could pursue to try and obtain a permanent water supply solution of a pump during the flood mitigation drawn down of the lake and looking for support from the Province.
- 18-015 MOVED by Mayor Walsh that Council contact the Deputy Minister of Alberta Environment and Parks requesting a commitment from the Province to help the Summer Village obtain a permanent solution for the emergency water supply in the form of a pump or other solution.
CARRIED.
- VEHICLES ON THE ICE Council reviewed the staff report recommending that Council identify the solution for blocking a the west end from lake users looking for access to the ice.
- Council noted that they did not observe an increase in traffic in the west end this winter from individuals trying to access the ice and therefore do not see a need to

develop infrastructure to block access, at this time. Usage will be monitored to determine if action is required in the future.

MUNICIPAL
DEV. PLAN

The Administrator brought forward a report regarding the submissions received on the request for proposal seeking a planner to create the Municipal Development Plan. Administration recommended that Birch Consulting be engaged to undertake the project

18-016

MOVED by Mayor Walsh that the Summer Village enter into a contract with Birch Consulting for Municipal Development Plan planning services.
CARRIED.

The Administrator brought forward the names of residents and committee members willing to sit on the Municipal Development Plan Steering Committee. Council also discussed a Council rep for the Committee. It was noted that Sherri Buryeko will act as the Administrative rep.

18-017

MOVED by Deputy Mayor Wilson that, the following individuals be appointed to the Ad Hoc Municipal Development Plan Steering Committee:
Karen Laustsen – Natural Environment Committee rep
Peter Attalla – Subdivision and Development Appeal Board rep
Debby Brotzell-Betts – permanent resident rep
Bob Miller – permanent resident rep
Ed Gnenz – seasonal resident rep
John Walsh – Council rep
CARRIED.

OVERWEIGHT/
OVER SIZE
VEHICLES

The Assistant Administrator reported on regulating heavy vehicles on Village roads and provided a report on permitting and enforcing heavy vehicle. A sample bylaw was included with the report. The Assistant Administrator noted that it may be easier for the Village to regulate the heavy vehicles under the TRAVIS system. Council directed administration to revisit the TRAVIS system and bring forward a recommendation to the next regular council meeting.

COMM
BUILDING
WATER

The Administrator reported on the options that have been reviewed for supplying potable water in the Community Services Building. She noted that the most effective solution is to have onsite storage and haul water into the building. Council discussed locations for the water storage and indicated that they would like the water storage tank to be tucked into a corner if possible. They noted that the water supply be approximately 500 imperial gallons to ensure there is a constant refresh of the water supply.

18-018

MOVED by Mayor Wilson that Council authorize administration to proceed with the purchase and install of a water storage system for potable water at approximately 500 – 600 gallons, a low flow toilet, and a small electric hot water tank within the allocated budget.
CARRIED

- INITIAL ASSIST TEAM** Council reviewed comments from the Fire Commissioner that indicated that the Initial Assist Team may be considered a fire department and that Council should review the requirements for a fire department and liabilities regarding a fire department and a response team. It was noted that a representative from the Fire Commissioner’s office will be visiting the Summer Village on May 10th to meet with reps from the Fire Committee and administration, to review the current practices of the team and provide planning assistance.
- Council recommended that the initial assist team activities at this time focus on planning fire protection programs such as increasing public awareness in fire protection, review of emergency water supply and that the team not respond to emergencies until such time as a review is complete by the Fire Commissioner’s office and policies and processes are adopted by Council that would identify the level of response that the team can undertake.
- FIRE BYLAW** Council reviewed a report from administration that provided comments from the Fire Committee regarding regulating fire pits and levels for fire bans.
- 18-019 **MOVED** by Deputy Mayor Wilson that a draft fire bylaw be created by administration with the assistance of the fire committee that does not include fire pit regulations or additional fire ban levels and that the bylaw be reviewed by the Fire Committee and jointly brought forward by administration and the Fire Committee to a future council meeting.
CARRIED.
- GRASS CUTTING** Deputy Mayor Wilson, indicated he has not heard back from his contact at Morley regarding grass cutting and will contact him after review of the Weed Control data sheets. He also noted that Volker Stevin may be able to cut the grass when they are in the area cutting ditches. If Volker cuts the grass they will not be baling it. Council noted that there is no budget to cutting the grass and will continue to investigate options that do not have a cost associated with them.
- BOAT LAUNCH ROAD REPAIRS** Deputy Mayor Wilson and Mayor Walsh reported that they have reviewed the road leading out to the breakwater and that the Summer Village should proceed with maintenance, as proposed by Cougar Excavating.
- 18-020 **MOVED** by Deputy Mayor Wilson that in order to maintain access to the water in the winter for emergency purposes, the Village proceed with maintenance work on the breakwater road subject to approval of the property owner, TransAlta Utilities.
CARRIED.
- SNOW CLEARING** Council reviewed a report from administration that was created in response to an earlier resident inquiry about obligations for snow clearing. Council noted that a snow clearing program could be quite expensive and asked administration to further research by obtaining estimates for snow clearing. Council will further review snow clearing once cost estimates are obtained.

- RURAL CRIME WATCH Cr. Carrier reported on her attendance at the Rural Crime Watch annual meeting in April. She noted that she met the area representative Paul Clark and the RCMP crime watch liaison, Tom Kalis. She also reported on a Neighbourhood watch Trac Tag app that is available to Crime Watch members. Tom Kalis has been invited to attend the Annual General Meeting to make a presentation to Village residents on rural crime watch.
- PAYMENT SCHEDULE The payment schedule, outlining payments of direct withdrawals and cheque nos. 1607 - 1625 in the amount of \$ 59,586.04, was acknowledged by Council.
- CASH STATEMENT Council reviewed the Cash Statements for the period ending April 30, 2018.
- 18-021 MOVED by Mayor Walsh that the Cash Statement for the period ending April 30, 2018 be approved as submitted.
CARRIED.
- FINANCIAL STMT Council reviewed the Balance Sheet and Revenue and Expense report for the period ending April 30, 2018.
- 18-022 MOVED by Cr. Carrier that Council approve the April 30, 2018 Balance Sheet and Revenue and Expense report, as submitted.
CARRIED.
- 2018 BUDGET Council reviewed the draft operating and capital budget, initially approved as the interim budget, along with changes that reflect actual costs to date incurred in the first four months of the year. Council discussed further refinements to the budget which included removing the STEP program and the top up of the regatta fireworks budget and adding to the Recreation budget to include prizes for social events and foam gym tiles for yoga classes.
- 18-023 MOVED by Cr. Carrier that the 2018 Operating and Capital Budgets for the Summer Village of Ghost Lake be approved.
CARRIED.
- BYLAW 232 Being a Bylaw of the Summer Village of Ghost Lake to authorize the rates of taxation to be levied against assessable property for the 2018 taxation year.
- 18-024 MOVED by Deputy Mayor Wilson that Bylaw 232 be given first reading.
CARRIED.
- 18-025 MOVED by Mayor Walsh that Bylaw 232 be given second reading.
CARRIED.
- 18-026 MOVED by Cr. Carrier that all councillor present are in favor of giving third and final reading at this meeting.
CARRIED UNANIMOUSLY.

18-027	MOVED by Mayor Walsh that Bylaw 232 be given third reading and declared finally passed. CARRIED.
MSI SPENDING PLAN 18-028	MOVED by Deputy Mayor Wilson that Council approve the MSI Spending Plan for \$9,403 for Waste Management. CARRIED.
GRASS CUTTING	Council reviewed a resident letter received expressing concern with fire safety based on the uncut grass on public lands. Council noted that they will be following the plan outlined under old business item: grass cutting.
SNOW CLEARING	Council reviewed a resident letter requesting that Council provide for snow clearing. Council noted that they are reviewing snow clearing.
VILLAGE ID SIGN	Council reviewed a letter recommending that the Summer Village install a green and white identification sign on the highway. Council indicated that signage on the highway can lead to an increase in tourism traffic in the summer village. Administration noted that they are currently working with 911 on village identification through GIS.
SENIORS WEEK	Council reviewed the letter from Alberta Seniors and Housing regarding Seniors Week. Mayor Walsh declared June 3-9 Seniors Week at Ghost Lake.
GENERAL CORRES.	Council acknowledged the following correspondence received: Alberta Labour – 2018 STEP Alberta Municipal Affairs – Annual Inspections Alberta Municipal Affairs – MSI Grant Alberta Municipal Affairs – Planning Grant Resident Letter – Fire Protection Service Charges
PUBLIC WORKS	Council reviewed a report from the engineer regarding cracks that appeared in the roads early spring. The report indicated that the cracking is most likely caused by underlying water movement, not contractor workmanship. It was noted that the cracks have subsided.
DOCK	Council discussed offering the old swim dock to the property owners of 507 Ghost Lake Village. Mayor Walsh noted that the committee is looking at the permits for dock expansion, in order to determine scope of work that would be acceptable to the legislative bodies.
FIRE	The minutes of the March 17, 2018 Committee meeting were filed with Council.
COMM / SOCIAL	Cr. Carrier reported on the social committee meeting indicating that additional residents are interested in serving on the social committee. They will be appointed at the organizational meeting. She provided a proposed plan of the committee to hold several social events this summer. Administration agreed to work with the committee on compliance legislation for the events.

NATURAL ENVIRONMENT	Report was received during delegations
EMERGENCY	Council acknowledged information forwarded to them by the emergency committee. Council requested a link to the training courses.
SUMMER WORKER PROGRAM	Council reviewed the new Occupation Health and Safety Guidelines related to Young workers, the need for supervision and the pending hazardous work list being announced in June. Council determined that due to the change in legislation and uncertainty around pending legislation that will be coming into force in June, they would not proceed with the summer student program this year and will look at contracting grass cutting.
VOLUNTEER WORKERS	Council reviewed a report that outlined that volunteers working under the direction of the Summer Village ie. public works work bees are considered workers and must follow Occupational Health and Safety regulations.
18-029	MOVED by Mayor Walsh that administration be directed to create an action plan for the development of policies and procedures for a risk management program for volunteer run activities and bring forward a plan and proposed budget to the next Council meeting. In the interim, prior to a formal program being adopted, coordinators of all Summer Village organized activities meet with administration to create and implement interim safety processes and protocols for upcoming events. CARRIED.
REGULATING CANNABIS	Council reviewed information circulated by the Province regarding municipal responsibilities to regulate cannabis consumption over and above the restrictions initiated by the Province. The Administrator noted that there is a teleconference at the end of May for Summer Village administrations to provide more information on municipal responsibilities. Council agreed not to take any action for regulating cannabis consumption, at this time.
GREEN TRUCK	An offer was received for the purchase of the green truck.
18-030	MOVED by Deputy Mayor Wilson that Council approve the sale of the Green Truck without the water tank. CARRIED.
ANNUAL MEETING	Council agreed that the Annual Meeting be held on Saturday June 16 at 10:30 am
18-031	MOVED by Cr. Carrier that the Annual Meeting for the Summer Village of Ghost Lake be held on Saturday, June 16, 2018 at the Community Services Building commencing at 10:30 am. CARRIED. Council reviewed the draft agenda for the annual meeting.

- ORGANIZ. MEETING Council discussed the date for the 2018 Organizational Meeting.
- 18-032 MOVED by Mayor Walsh that the 2018 Organizational Meeting for the Council of the Summer Village of Ghost Lake be held on Saturday, June 16, 2018 commencing at 9:45 am at the Community Services Building, Ghost Lake, Alberta.
CARRIED.
- IN CAMERA 18-033 MOVED by Mayor Walsh that Council go in camera pursuant to Section 17 FOIP Act to discuss personnel items related to annual performance review of the CAO and Contract for the CAO at 11:12 pm
CARRIED.
- 18-034 MOVED by Mayor Walsh that Council come out of the in camera meeting at 11:29 pm.
CARRIED
- ACTING CAO Council acknowledged that now that the CAO has an assistant that it would be prudent to have someone acting as CAO whenever the CAO is away from the area.
- 18-035 MOVED by Cr. Carrier that the CAO designate Sherri Buryeko as Acting Chief Administrative Officer at times when the Chief Administrative Officer is away from the area. The CAO will delegate when required.
CARRIED.
- ADJOURNMENT 18-036 MOVED by Mayor Walsh that the meeting adjourn at 11:32 pm.
CARRIED.

Mayor

Chief Administrative Officer