

**AGENDA
SUMMER VILLAGE OF GHOST LAKE
MEETING OF COUNCIL**

July 7th, 2022, 5:30. p.m.
GHOST LAKE VILLAGE COMMUNITY HALL

ITEM DESCRIPTION

1.0 CALL TO ORDER

2.0 APPROVAL OF AGENDA

3.0 DELEGATIONS

4.0 APPROVAL MINUTES

4.1 2022 AGM Minutes

4.2 Previous Council Meeting Minutes

4.2.1 March 21st Regular Meeting

4.2.2 April 20th Special Meeting

4.2.3 May 11th Regular Meeting

5.0 OLD BUSINESS

5.1 Disc Golf Course

5.2 Golf Course Completion

5.3 Climate Resiliency Grant

<https://mccac.ca/advisory-services/climate-resilience-capacity-building-program/>

6.0 FINANCIAL

6.1 Balance Sheet

6.2 2021 Financial Audit

6.3 Taxes

6.3.1 Revisions

7.0 COMMITTEE UPDATES

7.1 Disaster Services Committee

7.1.1 Beaupre Hall Agreement

7.2 FireSmart Program

7.3 Public Works

7.4 Dock Committee

7.5 Marigold Library

7.6 Community Association

7.7 Natural Environment and Lake Stewardship

8.0 NEW BUSINESS

8.1 Playground Slide

8.2 2022 Regatta

8.2.1 Schedule

8.2.2 Fireworks

8.3 Summer Newsletter

8.4 Bylaw Officer

8.5 SDAB Status

8.6 Weather Station

8.7 Garbage / Bear bins

8.8 Proposal for Community Center and Parks (GICB Program)

www.infrastructure.gc.ca/gicb-bcvi/applicant-guide-demandeur-eng.html

8.9 Community Hall Open Houses/Engagement Sessions

8.10 Municipality Accountability Program – New Bylaws

9.0 In-Camera Session

10.0 ADJOURNMENT



Report Date: July 6, 2022
Contact: Mustafa Hashimi
Agenda Item Number: 4.1
Meeting Date: July 7, 2022

RECOMMENDATION:

THAT Council adopt the minutes of the July 25th, 2022, AGM Meeting

ATTACHMENTS

2022 AGM Minutes

**SUMMER VILLAGE OF GHOST LAKE
MEETING OF COUNCIL
MINUTES**

June 25th, 2022, 10:00. a.m.
GHOST LAKE VILLAGE COMMUNITY HALL

COUNCIL	John Walsh Carey Fougere Karen Foudy	Mayor Deputy Mayor Councillor
STAFF	Mustafa Hashimi Sam Lokman Hassan Saeed	Chief Administrative Officer Finance Manager Planning and Development

ITEM DESCRIPTION

1.0 CALL TO ORDER

Called to order by Mayor Walsh at 10:07 a.m.

2.0 WELCOME & INTRODUCTIONS

Mayor Walsh discussed the problems with previous administration due to lack of communication. The previous CAO's files and data did not belong to the summer village, so council is working with administration to piece together important information and make the website and cloud backup system more robust to prevent future mishaps.

There were no financial implications due to the previous administration's performance.

Mayor Walsh provided introductions of the councillors and members of administration

3.0 2021 YEAR'S AGM MINUTES

No documentation of the 2021 AGM Minutes.

4.0 ADMINISTRATION'S REPORT

4.1 Annexation Status

Administration has submitted all the paperwork for the annexation. The annexation has been challenged on the basis of the ownership of land, however, administration doesn't see any issues arising. The village is not seeking ownership, but a change in jurisdiction. There is currently no set timeline due to the challenge of ownership, but administration is working to navigate the processes with the provincial government.

4.2 GRANTS

4.2.1 Alberta Community Champions Grant 2022

The summer village was approved for funding for five outdoor recycling bins which have been placed in the community.

4.2.2 Electric Vehicle Charging Station

Administration is looking at accessing a grant to fund an EV charging station in the community. Currently also considering the overall impacts such as long-term operational costs and feasibility. EV stations are normally required to be displayed on public maps, so we are investigating how to make the station exclusive to the community

4.2.3 Climate Resiliency Grant

This grant will provide funding for assessing climate change impacts in the community and help the village learn how to mitigate such impacts. Administration is working to make adjustments to the grant application

and will resubmit to the province for their approval. The village has chosen Morrison Hershfield as the consultants who will conduct the appropriate studies and help administration with the grant application.

4.2.4 Golf Course Renovation/ Upgrade

Currently in process, but progress was slowed due to rain. The overall upgrade is nearing it's completion. This renovation was covered through the MSI grant.

4.3 Carraig Ridge Well Diversion Proposal

The province sent out an email about the Statements of Concern regarding the Carraig Ridge Well. Council and administration felt that the concerns of the village weren't addressed and therefore will not be withdrawing the SOC. Administration is working with the government to get those problems sorted out.

4.4 Municipal Accountability Program (MAP)

The MAP is an audit conducted by the province which looks at bylaws and procedures for small municipalities to ensure that proper procedures are being followed. The summer village was asked to make some changes, which the administration is working towards. Council recently passed three of the bylaws, and the rest are complete apart from the Emergency Management Bylaw. Administration aims to complete all requirements and submit them to Municipal Affairs within the next month.

4.5 LUB planned review 2023, first call for volunteers

The summer village is looking for people interesting in participating in the review of the 2023 Land Use Bylaw and encourages residents to reach out to administration if interested.

5.0 FINANCIAL

5.1 2020 Financial Audit

The 2020 financial audit was completed in March and submitted to Municipal Affairs shortly after

5.2 2021 Financial Audit

Currently ongoing. Administration faced some minor formatting issues due to the switch from paper to an online based system, and is also working to gather data from the previous year.

5.3 2022 Budget

The 2022 budget was passed in the May 11th regular council meeting. Compared to the previous year's budget, there were changes to the MSI grant funding, summer student allocation which were offset from the contingency funds. Administration does not foresee this to be a yearly trend regarding the recent changes.

5.4 **Taxes**

The tax notices were sent out end of May. Administration has received most of the payments from villagers and will be sending our receipts early July and notifications for the confirmation of payment.

6.0 **COMMITTEE REPORTS**

6.1 **Disaster Services Community**

The committee held a tabletop exercise in February, attended by the RCMP and Jamieson Fire Department. Deputy Mayor Fougere attended disaster management course and wildfire exercise in Canmore. Committee is currently focused on updating agreement with Agriculture, Forestry and Rural Economic Development regarding fire response. Committee is also working on updating the village evacuation plan, and working with administration to create the Emergency Management Bylaw.

6.2 **FireSmart Program**

Hosted a FireSmart demonstration around the village, which focused on strategies to improve FireSmart awareness in the village. Received \$500 grant.

The new summer student will be enrolled in the FireSmart course.

6.3 **Public Works**

The committee has been working on;

- Burn pile with Pete Ireland and Warren Wilson
- Snow fence with village residents
- Moving speed bump with Pete Ireland and Pete Attalla

- Adding two speed bumps on the 700 road
- Added gravel to the slope up to the upper village area
- Added gravel to some dips in the road by the west end and garbage area
- Expanded the turn around area by the front gate
- Cutting golf course and village common areas
- Repairs to the beach swing
- Brent Goodwin performed maintenance on the tractor

The newly hired summer student will be starting upcoming Monday (July 27th) to help with related activities. The committee is working with administration to look for grant money to pay for a new playground.

6.3.1 Disc Golf Course

The Manager of Science and Conservation Planning for the Nature Conservancy of Canada analyzed the hillside and recommended that the entire habitat be left in its natural state and have restricted access. The holes will be removed from the hillside. The committee is currently seeking provincial assistance in making the hillside a natural preserve and repairing any damage caused by the new course installation. New holes will be located in areas with invasive and non-native species and will also be set in concrete bases which can be moved. The committee is looking for people to help with the design and setup of the course.

The committee is also seeking a government grant for new baskets.

6.3.2 Bear Bins

The committee is also working with administration to look for bear proofing the outdoor bins due to several incidents of bear activity in the past few weeks.

6.4 Dock Committee

The committee was successful with dock reallocations, and thanks everyone involved for their cooperation. The aim is to continue monitoring usage, and develop an updated policy. Dock and anchor work is approaching closure.

6.5 Marigold Library

Christine Boyd provided update on the Marigold Library. She thanked everyone for the donations, and volunteers Karen Smith, Judy Ireland, Pat and Donna Zambory and Sharon Cockx.

Donna Bauer is the village representation on the Marigold Library Board and attends 4 board meetings annually.

6.6 Community Association

The association thanked all its members who supported them through fees, which help host multiple events throughout the year.

6.6.1 Past events and upcoming

The community association hosted a curling event, an Easter egg hunt, ping pong and horseshoe throwing event with barbeque and a poker, pool and ping pong event.

Aiming to host a Halloween and Christmas party. The association is also aiming to get entertainment such as music for the Regatta event. During

their last meeting, the association discussed hosting a potential truth and reconciliation event in the fall.

6.6.2 Community building plans

According to the recent community survey, 85% of the respondents were in agreement of converting the hall into a community hall. Administration is looking for grants to help with the renovation of the community hall and aims to help this funding to offset majority of the costs. SVGL will also be hosting engagement sessions and open houses to get input in what the community wants put in the hall.

6.6.3 Community building rental

According to the community survey, 88% of respondents were in favor of renting out the hall to villagers. The hall is currently in use for Ukelele groups. Community association and administration are looking at the potential to install furniture, TV, equipment for kitchen and other supplies. These will be paid through membership fees, grant funding and donations to the association.

6.7 Natural Environment and Lake Stewardship

Karen Laustsen provided update on behalf of the NELS committee. Regarding the Carraig Ridge developments, the committee commissioned to reanalyze tests on the well. The committee determined that the modeling and tests done on the

well were unsatisfactory and therefore the statement of concern will not be withdrawn regarding the well until further tests have been done.

The committee plans to work towards protection of springs and the Carraig Ridge development in the future, as well as researching upgrade of the village compost area, education and outreach possibilities. The committee aims to host quarterly meetings in the future, on the second Tuesdays of September, March and June.

7.0 COMMUNITY SURVEY

7.1 Short Term Rentals

According to the survey, people are not in favor of short term rentals such as Airbnbs. SVGL to aim to update the new Land Use Bylaw and either ban these rentals or create a policy accordingly.

7.2 Long Term Rentals

Most people were in favor of long-term rentals. Terms and conditions for long-term rentals will be specified in the Land Use Bylaw.

7.3 Secondary Suites

7.4 Entrance Signage

Respondents were in favor of signage. Council is working with administration to figure out how to acquire signs.

7.5 Mailboxes

Continued discussions with Canada Post. SVGL is on the list to meet with Canada Post representative who can help implement mailboxes in the community.

8.0 CLOSING REMARKS AND ADJOURNMENT

8.1 Volunteer Thank You

SVGL thanks the village residents for their participation during events and in the community survey

8.2 Committee Recruitment

22-050

Moved by Councillor Walsh that the agenda items have been concluded, and that the meeting adjourn at 12:35pm.

CARRIED



Report Date: July 6, 2022
Contact: Mustafa Hashimi
Agenda Item Number: 4.2.1
Meeting Date: July 7, 2022

RECOMMENDATION:

THAT Council adopt the minutes of the March 21st 2022 Regular Meeting

ATTACHMENTS

March 21st 2022 Regular Meeting Minutes

AGENDA
SUMMER VILLAGE OF GHOST LAKE
MEETING OF COUNCIL

March 21st, 2022, 5:30. p.m.
SUPER 8, COCHRANE, MEETING ROOM

ITEM DESCRIPTION

1.0 CALL TO ORDER

2.0 APPROVAL OF AGENDA

3.0 DELEGATIONS

4.0 MINUTES

5.0 OLD BUSINESS

- 5.1 Annexation update
- 5.2 Community Hall update
- 5.3 Post Office box
- 5.4 U of T Engineering student proposal
- 5.5 AEP Bow River Reservoir
- 5.6 Weather monitoring station request
- 5.7 Snow and Ice
- 5.8 Vision Statement

6.0 FINANCIAL

- 6.1 2020 Financial Audit Overview
- 6.2 2021 Financial Audit Proposal
- 6.3 2022 Interim Budget

- 6.4 Payment schedule
- 6.5 Bank Reconciliations
- 6.6 Financial Statement

7.0 CORRESPONDENCE

- 7.1 Water Battery Project Update
- 7.2 SOC Carriag Ridge Well
- 7.3 Rod Poitre EV Charging Station
- 7.4 Bylaw Infraction House Numbers

8.0 COMMITTEES

9.0 NEW BUSINESS

- 9.1 Tax Assessment Audit
- 9.2 Tax Records
- 9.3 GLV Community Association Report
- 9.4 Administration Police Check Document Review
- 9.5 Municipal Accountability Plan (MAP) Report
- 9.6 Engineering Services Report
- 9.7 Business Cards Proposal
- 9.8 2021 Community Survey Overview Document
- 9.9 Alberta Community Champions Grant 2022

10.0 IN-CAMERA SESSION

- 10.1 CAO Probationary Period Report

11.0 ADJOURNMENT

**SUMMER VILLAGE OF GHOST LAKE
MEETING OF COUNCIL
MINUTES**

January 27th, 2022, 5:30. p.m.
SUPER 8, COCHRANE, MEETING ROOM

COUNCIL	John Walsh Carey Fougere Karen Foudy	Mayor Deputy Mayor Councillor
STAFF	Mustafa Hashimi Sam Lokman Hassan Saeed	Chief Administrative Officer Finance Manager Planning and Development Technologist

1.0 CALL TO ORDER

Called to Order by Mayor Walsh at 5:44pm

2.0 APPROVAL OF AGENDA

22-001

Moved by Mayor Walsh that Council approves the agenda with the following additions:

5.7 Snow and Ice
5.8 Vision Statement

CARRIED

3.0 DELEGATIONS

NIL

4.0 MINUTES

22-002

Moved by Mayor Walsh that the minutes of the Regular Meeting of January 27, 2022, be adopted with minor revisions.

CARRIED

5.0 OLD BUSINESS

5.1 Annexation update

Greg Birch Consulting, the delegated consultants for the annexation are working on gathering documents according to proper procedure and bylaws. There will be an update in the future regarding the annexation progress.

5.2 Community Hall update

Council Foudy met with the Community Association to discuss purchasing furniture items for the community hall. The Chief Administrative Officer provided details on the engineering consultation and possible options for renovation, which will be elaborated upon in item 9.6.

5.3 Post Office box

Chief Administrative Officer Mr. Hashimi told Council that the administration will focus on implementing a community mailbox in the summer of 2022.

5.4 U of T Engineering student proposal

Mayor Walsh provided an update on the project. The engineering project is still in the works and will send a proposal to administration for review in the near future.

5.5 AEP Bow River Reservoir

Administration currently has no updates regarding the reservoir.

5.6 Weather monitoring station request

22-003

Moved by Mayor Walsh that Council deny the weather monitoring request.

CARRIED

5.7 Snow and Ice

Administration will be looking into cost estimates, quotes and reaching out to contractors to figure out a plan to deal with regular snow and ice maintenance.

5.8 Vision Statement

The vision statement was prepared by administration and will be kept as an internal document once Council has moved to adopt it.

6.0 FINANCIAL

6.1 2020 Audit Overview

Finance Manager Mr. Lokman has worked to consolidate the 2020 Audit Overview and presented to Council.

22-004

Moved by Mayor Walsh that the 2020 Audit Overview be approved as submitted.

CARRIED

6.2 2021 Financial Audit Proposal

Finance Manager Mr. Lokman provided an update on the 2021 Financial Audit. Administration is working with Scase & Partner Chartered Professional Accountants for the financial audit, and recommended that the Finance Manager work to create a coding system for finance allocation to help reduce auditing costs. Mr. Lokman outlined that the 2021 Audit is for a total of \$7,500.

22-005

Moved by Mayor Walsh that Council approve the proposal for the 2021 Financial Audit as presented by Finance Manager Mr. Lokman

CARRIED

6.3 2022 Interim Budget

Finance Manager Mr. Lokman provided details on the 2022 Interim Budget for the Summer Village of Ghost Lake. The interim budget can be viewed in the meeting agenda document.

22-006

Moved by Mayor Walsh that the 2022 Interim Budget be approved as amended.

CARRIED

6.4 Payment schedule

6.5 Bank Reconciliations

Finance Manager Mr. Lokman is working on bank reconciliations and will have an update for Council in the future.

6.6 Financial Statement

Administration is working to prepare the 2021 Financial Statement for Council's review and will work to prioritize the 2022 Financial Statement later in the year.

7.0 CORRESPONDENCE

7.1 Water Battery Project Update

Administration is currently in communication with TransAlta and the project is moving through the process.

7.2 SOC Carriag Ridge Well

Mayor Walsh stated that if any person filed or received correspondence about the Statement of Concern regarding the Carriag Ridge Well, they can obtain more detailed information by requesting it from the village. Currently the Council is working to have the detailed report on the Carriag Ridge Well reviewed by members within the community who have some expertise in this area to summarize it and make the information available to the community.

7.3 Rod Poitre EV Charging Station

Council is currently looking into available federal funding for Electric Vehicle chargers to be installed in the community which will be made available for local use, and not for the public. The available grant will help cover total costs of the project. More updates will follow in the future regarding the chosen site and progress with the grant application.

7.4 Bylaw Infraction House Numbers

Chief Administrative Officer Mr. Hashimi sent out a letter to homeowner involved in the minor infraction of bylaw 230 and will follow up accordingly. This bylaw states that property owners shall install and display a site number sign at the front entrance of their property.

8.0 COMMITTEES

Community Association

Councillor Foudy discussed that the Community Association is organizing an Easter Egg Hunt event on April 19th and will also present a report with request for insurance funding later in the meeting.

NELS Committee

No updates

Dock Committee

Mayor Walsh informed Council that the administration will be sending the formal letters of dock reallocations and the offer of the unallocated dock spot to the first eligible person on the dock waiting list.. There is currently 1 unallocated dock spot, and the committee will send a letter to the first person on the waitlist. The committee also intends to elect a new board chair in the spring of 2022.

Public Works

Councillor Fougere stated that snow fences will be available for pickup on April 3rd.

Emergency Management

Councillor Fougere provided update. The Committee was approved for a \$500 grant and is also currently working on updating the emergency plan. Rob Morton identified the need to develop an emergency management bylaw, and Councillor Fougere will work with administration to make that a priority. Councillor Fougere also informed Council that the committee is focusing on Firesmart training and will provide books and articles to the community in May.

9.0 NEW BUSINESS

9.1 Financial Audit

Finance Manager Mr. Lokman provided update to Council. Administration will coordinate with the province and tax assessor to ensure the correct items were identified. He proposed working towards a 3-year audit and reworking the financial accounting system as it may help reduce auditing costs.

9.2 Tax Records

Chief Administrative Officer Mr. Hashimi provided update to Council regarding tax records. Administration did not find proper documentation for the tax records and proposed working on producing new documentation which aligns with the Procedural Bylaw for Government Documents. Administration will prepare a report for the next

Council meeting and will use Excel spreadsheets until a proper document has been developed and approved.

9.3 GLV Community Association Report

Councillor Foudy presented the GLV Community Association's request for funding of \$1500 on behalf of the Ghost Lake Village Community Association to cover for event insurance costs and a planned upcoming community barbeque event.

22-007

Moved by Mayor Walsh that Council approve GLV Community Association's request as presented by Councillor Foudy.

CARRIED

9.4 Administration Police Check Document Review

The documents were provided, reviewed and have been retained on file.

9.5 Municipal Accountability Plan (MAP) Report

The MAP audit is an assessment of municipalities to determine whether their bylaws are properly updated and in accordance with the government's requirements. Chief Administrative Officer Mr. Hashimi informed Council that the 2020 MAP outlined 12 items which have not yet been fixed. Council had indicated that this work be prioritized and that administration determine how much can be corrected before asking the province for another extension.

9.6 Engineering Services Report

Council had requested that administration get proposals for professional engineering services. Administration investigated three proposals and recommended that Council approve Stantec's proposal to be the Summer Village of Ghost Lake's new engineering consultants.

22-008

Moved by Mayor Walsh that Council approve Chief Administrative Officer Mr. Hashimi's proposal to choose Stantec as the Summer Village of Ghost Lake's engineering consultant.

CARRIED

9.7 Business Cards Proposal

Administration recommended that Council approve request for business cards allocated to each Council member and members of the administration.

22-009

Moved by Mayor Walsh that Council approve administration's request to acquire business cards for Council and administration.

CARRIED

9.8 2021 Community Survey Overview Document

Administration recommended that Council adopt the 2021 Community Survey Overview as presented by the administration. The document will be made accessible to the public once certain changes have been made and the document has been officially adopted.

22-010

Moved by Mayor Walsh that Council adopt the 2021 Community Survey Overview Document as presented by the administration with minor changes

CARRIED

9.9 Alberta Community Champions Grant 2022

Administration informed Council that they applied for the Alberta Depot Community Champions Grant and were approved to place 5 outdoor recycling bins in the Summer Village of Ghost Lake community.

10.0 IN-CAMERA SESSION

10.1 CAO Probationary Period Report

22-011

Moved by Mayor Walsh that Council move in-camera at 9:43pm

CARRIED

22-012

Moved by Mayor Walsh that Council move out-camera at 10:57

CARRIED

11.0 ADJOURNMENT

Next Regular Council Meeting scheduled for Wednesday, May 11th at 5:30pm at the Ghost Lake Village Community Hall.

22-013

Moved by Mayor Walsh being that the agenda matters have been concluded, the meeting adjourn at 10:02pm.

Mayor

Chief Administrative Officer



Report Date: July 6, 2022
Contact: Mustafa Hashimi
Agenda Item Number: 4.2.2
Meeting Date: July 7, 2022

RECOMMENDATION:

THAT Council adopt the minutes of the April 20th Special Meeting

ATTACHMENTS

April 20th Special Meeting Minutes

**AGENDA
SUMMER VILLAGE OF GHOST LAKE
MEETING OF COUNCIL**

April 20th, 2022, 7 p.m.
Virtual Session, via Zoom

ITEM	DESCRIPTION
------	-------------

1.0	CALL TO ORDER
------------	----------------------

2.0	APPROVAL OF AGENDA
------------	---------------------------

3.0	DELEGATIONS
------------	--------------------

4.0	NEW BUSINESS
------------	---------------------

4.1	Tax Mill Rate Bylaw
------------	---------------------

4.2	Assessment Roll
------------	-----------------

4.3	Appointment of Tax Assessor
------------	-----------------------------

4.4	Review Tax Audit and discussion of what steps are needed
------------	--

4.5	Adoption of 2021 Financial Audit and submission to Government of Alberta
------------	--

4.6	Revisions to March 21 minutes
------------	-------------------------------

4.7	Policy for publication of unadopted minutes
------------	---

4.8	Extension of probationary period for Financial and Policy officer, and direction to CAO to have report ready for May 11 th meeting
------------	--

4.9	Approval of SDAB training for clerk
------------	-------------------------------------

4.10	Summer Village's support for RCMP's proposal to stay in lieu of Gov't of Alberta's proposal to create new provincial police force
-------------	--

5.0	ADJOURNMENT
------------	--------------------

**SUMMER VILLAGE OF GHOST LAKE
SPECIAL MEETING OF COUNCIL
MINUTES**

April 20th, 2022, 7 p.m.
Virtual Session, via Zoom

COUNCIL	John Walsh Carey Fougere Karen Foudy	Mayor Deputy Mayor Councillor
STAFF	Mustafa Hashimi Hassan Saeed	Chief Administrative Officer Planning and Development

ITEM DESCRIPTION

1.0 CALL TO ORDER

Called to Order by Mayor Walsh at 7:14pm

2.0 APPROVAL OF AGENDA

22-014

Moved by Mayor Walsh that Council approves the agenda as presented.

CARRIED

3.0 DELEGATIONS

NIL

4.0 NEW BUSINESS

4.1 Tax Mill Rate Bylaw (Bylaw 244-22)

*To see the full bylaw and more information, please see the report attached in the
April 20, 2022 Meeting Agenda.*

22-015

Moved by Deputy Mayor Fougere that Bylaw 244-23 be given first reading

CARRIED

22-016

Moved by Deputy Mayor Fougere that Bylaw 244-23 be given second reading

CARRIED

22-017

Moved by Mayor Walsh that Bylaw 244-23 be introduced for third reading at this meeting

CARRIED

22-018

Moved by Deputy Mayor Fougere that Bylaw 244-23 be given third reading

CARRIED

4.2 Assessment Roll

Administration provided update to Council. The 2022 Tax Assessment notices will be sent out to property owners on April 20th, 2022. Public notices will be put up next week.

22-019

Moved by Mayor Walsh that Council accept the 2022 assessment rolls as documented and approve the mailout on April 20th, 2022.

CARRIED

4.3 Appointment of Tax Assessor

22-020

***Moved by Mayor Walsh that Council appoint Christopher Snelgrove from
Benchmark Assessment as the 2022 Tax Assessor for the Summer Village.***

CARRIED

4.4 Review Tax Audit and discussion of what steps are needed

Administration told Council that the Tax Audit has been approved by the government and auditors. Administration will follow up with Michael Lavigueur to ensure what next steps are required and present to them to Council.

4.5 Adoption of 2021 Financial Audit and submission to Government of Alberta

Administration is still working on the 2021 Financial Audit, and will provide an update during the next Council Meeting on May 11th, 2022.

4.6 Revisions to March 21 minutes

Revisions were made to the March 21, 2022 Regular Meeting Minutes, and the website will be updated shortly with the updated version.

4.7 Policy for publication of unadopted minutes

Council recommended that Administration develop a policy pertaining to the Council meeting minutes schedule and when unadopted minutes shall be posted on the Village website.

4.8 Extension of probationary period for Financial and Policy officer, and direction to

CAO to have report ready for May 11th meeting

22-021

Moved by Mayor Walsh that Council extend probationary period from 3 months to 4 months until Chief Administrative Officer can issue formal report to Council with the express written consent of the financial and policy officers.

CARRIED

If consent is not granted that the evaluation will take place per contract requirement or termination of the contract will occur.

4.9 Approval of SDAB training for clerk

CAO and Policy Officer appointed to complete the online Subdivision and Development Appeal Boards training in the summer. A formal report will be created for the next Council meeting.

4.10 Summer Village's support for RCMP's proposal to stay in lieu of Gov't of Alberta's proposal to create new provincial police force

Administration presented report and recommended that Council support the RCMP to stay as province's policing force. Council approved. *For more information, please see the report attached in the April 20, 2022 Meeting Agenda.*

5.0 ADJOURNMENT

Next meeting will be held on May 11th, 2022, at 5:30pm at the Ghost Lake Village Community Hall.

22-022

***Moved by Mayor Walsh being that the agenda matters have been concluded,
the meeting adjourn at 10:02pm.***

CARRIED



Report Date: July 6, 2022
Contact: Mustafa Hashimi
Agenda Item Number: 4.2.3
Meeting Date: July 7, 2022

RECOMMENDATION:

THAT Council adopt the minutes of the May 11th Regular Meeting

ATTACHMENTS

May 11th Regular Meeting Minutes

**AGENDA
SUMMER VILLAGE OF GHOST LAKE
MEETING OF COUNCIL**

May 11th, 2022, 5:30. p.m.
GHOST LAKE VILLAGE COMMUNITY HALL

ITEM DESCRIPTION

1.0 CALL TO ORDER

Called to order by Mayor Walsh at 5:30 pm

2.0 APPROVAL OF AGENDA

22-023

Moved by Councillor Foudy that Council approve the agenda items as presented

CARRIED

3.0 DELEGATIONS

Bruce McDonald official delegation: Multiple questions / concerns were raised and addressed by council and administration. See item 9.1

4.0 MINUTES

5.0 OLD BUSINESS

5.1 MAP Inspection

The Municipal Accountability Program was developed to collaboratively foster effective local governance and build administrative capacity in Alberta's municipalities. The Municipal Accountability Program (MAP) reviewed our municipal processes and procedures with the objective being to help develop knowledge of mandatory legislative requirements. The program is intended to

support municipalities with their legislative compliance. In the report generated, 11 items were identified in our municipal bylaws and procedures that did not meet the legislative requirements. Administration is working to complete these requirements and has been successful in obtaining an extension on the completion of these items until August of 2022.

Bylaw 2022-02 – Chief Administrative Officer Bylaw

To see the full bylaw, please see the meeting agenda. The bylaw will be formatted prior to being published on website.

22-024

Moved by Councillor Foudy that Bylaw 2022-02 be given first reading

CARRIED

22-025

Moved by Councillor Fougere that Bylaw 2022-02 be given second reading

CARRIED

22-026

Moved by Mayor Walsh that Bylaw 2022-02 be introduced for third reading at this meeting.

CARRIED

22-027

Moved by Councillor Fougere that Bylaw 2022-02 be given third reading

CARRIED

Bylaw 2022-03 – Subdivision and Development Appeal Board Bylaw

To see the full bylaw, please see the meeting agenda.

22-028

Moved by Councillor Foudy that Bylaw 2022-02 be given first reading

CARRIED

22-029

Moved by Councillor Foudy that Bylaw 2022-02 be given second reading

CARRIED

22-031

Moved by Mayor Walsh that Bylaw 2022-02 be introduced for third reading at this meeting.

CARRIED

22-032

Moved by Councillor Fougere that Bylaw 2022-02 be given third reading

CARRIED

5.2 Golf Course Update

The golf course will hopefully be completed around the end of May or beginning of June. There have been no changes in the budget that was previously outlined.

5.3 Community Champions Program Grant Update

The administration was successful in obtaining grant for 5 outdoor recycling bins which will be placed in high traffic locations in the community.

5.4 Annexation Update

5.4.1 <https://www.rmotoday.com/md-of-bighorn/md-of-bighorn-heading-to-tribunal-over-ghost-lake-land-annexation-5305191>

5.4.2 See attached letter in documents below.

Administration in contact with First Nations consultant. The Summer Village of Ghost Lake was previously unaware of any claims on the land or ongoing litigation. The land underneath the water is currently owned by TransAlta as is the land that our municipality leases along the shoreline. The consultant the village has hired will keep the village informed of further developments. At this time, we are unaware of the date or location for any formal hearings.

5.5 Community Hall Update

Administration is in communication with different consultants, and is aiming to utilize grant funding for the Community Hall renovation/expansion. SVGL is exploring options to make the building energy efficient such as utilizing green energy/ implementing solar panels.

Councillor Foudy mentioned that the GLV community association applied to conduct a casino for funding that will either go towards the community hall or

the playground. Depending on timing and need. The wait list to conduct a casino is approx. 4 years.

The Village administration will host open houses and strive to get further community input on the project. Council stated that currently the main goal of Council and Administration is to focus on dealing with time sensitive issues such as the MAP and tax assessment notices.

5.6 AEP Bow River Reservoir

5.6.1 Administration recommends that Council appoint Ed Gnenz to the AEP Bow River Group. Ed Gnenz will attend the AEP Bow River group meetings when the Mayor of the Summer Village of Ghost Lake cannot attend.

22-031

Moved by Mayor Walsh that Council appoint Ed Gnenz to the AEP Bow River Group to attend meetings when the Summer Village cannot attend

CARRIED

5.7 Post Office

5.7.1 The Summer Village of Ghost Lake is working to acquire postal service for our municipality and has reached out to the Canada Post Corporation to investigate the matter further. See the full email attached in the documents below.

SVGL is restarting conversations with Canada Post in regards to the issue. Council is working with Member of Parliament, and with Canadian Postmasters and Assistants Association to receive guidance on this issue. Villagers are encouraged to send emails to Member of Parliament to raise awareness around the issue.

6.0 FINANCIAL

Finance Manager – November meeting mins and reconciling: Some accounts had overstated amounts for the November 2021 statements. The administration is currently waiting for the 2021 Financial Audit before working on the balance sheet. The previous balance sheet does not match the 2020 audit, so administration will wait for the 2021 audit which should be completed within this month. The valuation of various assets was felt to be incorrect due to issues with how previous administration had calculated depreciation. None of the municipality's cash/bank or other investment account is affected by this and there are no issues of financial malfeasance.

Administration has issued corporate credit cards for the Summer Village. They are also planning to continue use Quickbooks for financial purposes for the 2022 year, but are exploring other alternatives for the future.

6.1 Payment schedule

6.2 Bank Reconciliations

Moved by Councillor Foudy that Council accept Bank Reconciliations as presented by Administration

CARRIED

6.3 Financial Statement

22-034

Moved by Councillor Fougere that Council accept the Financial Statement as presented by Administration

CARRIED

6.4 Balance Sheet

22-035

Moved by Mayor Walsh that Council accept Balance Sheet as presented by Administration

CARRIED

7.0 CORRESPONDENCE

7.1 Water Battery Project Update

The Water Battery Project is still underway, but the Village's input isn't being requested for the project, as it is not within our MD and we are not felt to be a stakeholder. AEP stated that the project will not change any operations regarding the water from the reservoir.

7.2 SOC Carriag Ridge Well

Select villagers will have gotten direct communication regarding the issue surrounding the Carriag Ridge Will. The Summer Village has sent out a statement

saying that the municipality is not withdrawing their Statement of Concern regarding the issue.

7.3 EV Charging Station

This project is still under consideration, and will be further discussed in a future meeting when there is an update.

7.4 Climate Resilience Capacity Building Program

7.4.1 <https://mccac.ca/advisory-services/climate-resilience-capacity-building-program/>

The Climate Resilience Capacity Building Program helps municipalities with feasibility studies and understanding risk factors such as natural disasters, water quality control and provide guidance on how to mitigate them. The grant process involves identifying main concerns and including them in a report so that they can be addressed. The funding will then consist of finding solutions and resolutions based on the identified risks.

Administration has suggested that Council appoint Morrison Hershfield as they are able to help with grant procedure and conduct the studies at no cost to the Summer Village. This will allow the village to acquire free engineering reports and feasibility studies which can be used for future reference and allow for further discussions on certain issues. The accumulation of important data and functional studies will also potentially allow the village to obtain more grants in the future.

Moved by Councillor Fougere that Council accept Morrision Hershfield's request to apply for the Climate Resilience Capacity Building Program on behalf of the Summer Village at no cost and proceed with contract to conduct studies if grant is approved

CARRIED

8.0 COMMITTEES

8.1 Community Association

The GLV CA held an Easter Egg hunt in April, which was successful. The committee is discussing obtaining furniture and dishes via donations for the community hall.

Councillor Foudy also mentioned that the Community Association applied for a casino as a fund raising project indicating a potential to expand the park and community hall using that funding (if successfully attained but that would be potentially a 4 year wait).

Community building access was discussed and administration will explore options of placing a keypad or lockbox, so that all villagers are able to use the building for recreational purposes

8.2 NELS Committee

Currently working on a summary report regarding the Carriag Ridge Well which will then be sent to Council.

Disc Golf Course concerns were addressed later in the meeting see section 9.8.

Discussion regarding potential west-end conservation area within the municipality boundaries and recognize it as protected and historic.

Administration will look to start a conversation with Alberta Transportation (and potentially Alberta Environment) to discuss the wildlife corridor issues. The administration will aim to have a further discussion with Alberta Transportation regarding the Hwy 1a realignment and subsequent planting trees and upgrading fences, and how to move forward with these requests.

22-037

Moved by Councillor Foudy that Administration investigate who to contact to initiate conversations regarding the matter surrounding the West-end and lands affected by the Hwy 1a realignment.

CARRIED

8.3 Dock Committee

Reassignments for dock spaces – dock assignments have been allocated in the order of the waiting list. The letters (attached in agenda) will be sent out to the appropriate owners by Administration. See section 9.5 as well

22-038

Moved by Mayor Walsh that the Dock Committee meet to appoint chair and begin the process of formally review the dock allocation policy

8.4 Public Works

8.4.1 Controlled burns

Councillor Fougere is looking into conducting a controlled burn in the village with assistance from the Jameson Fire Department and possible support from Alberta Forestry. As it is too late in the year, the aim will be to assess the site to locate the appropriate place for a controlled burn and conduct it in fall 2022 or the spring of 2023. The committee aims to determine the timing for the project. The burn will most likely be at no or minimal cost to the village, but Public Works will confirm this in the future. The committee will liaison with NELS and see if there is any environmental concerns that need to be addressed regarding the project. Administration will investigate the liability issues around this potential undertaking.

8.5 Emergency Management

Councillor Fougere provided update. The committee has organized a FireSmart demonstration in partnership with the Ministry of Alberta Forestry on Saturday May 14th. Richard Payton will be leading the demonstration exercise and there will be manuals handed out to attendees regarding Firesmart and how to prepare your house for a potential fire.

9.0 NEW BUSINESS

9.1 Unapproved Meeting Minutes Policy

22-039

Moved by Councillor Fougere that Council adopt the Meeting Minutes Policy as presented by Administration

CARRIED

9.2 SDAB training for clerk

22-040

Moved by Mayor Walsh that Council adopt Dayna McNeil as member of community and Hassan Saeed as clerk for the Subdivision Appeals Board (SDAB) training

CARRIED

9.3 Newsletter Update

The newsletter will be sent out to Council for feedback and review before being sent out to the Summer Village Community.

9.4 Assessment Program Audit

Finance Manager: Based on meeting with the Municipality's assessor, Michael Lavigneur regarding Tax Assessments. Previous administration didn't account for tax-exempt properties, so administration is working with the government to figure out the process by getting in touch with the assessor and then update the 2022 tax assessment notices.

9.5 Dock Space Reallocation

Letters attached in the agenda.

22-041

Moved by Councillor Foudy that the Dock assignment letters be sent out to associated property owners with amendments

CARRIED

9.6 Marigold Library Agreement

Marigold library sent an email with updated agreement – made revisions. There has been a slight increase costs and they have asked to review the agreements with Council and send the signed version back to Marigold library if Council agrees to the new agreement. The agreement is attached in the meeting agenda.

22-042

Moved by Councillor Fougere that Council sign agreement of new terms with Marigold Library

CARRIED

9.7 BRWG Meeting – BRRO Feasibility Study

Public update is on their website. Next formal meeting is later this month.

Addressed previously in the meeting (see section 5.6.1)

9.8 Disc Golf Course

Administration has no new updates. There have been conversations regarding the relocation of the disc golf holes. Concerns of disc golf course and its history were brought up, and members of the NELS community requested a more

comprehensive discussion on the subject. Council stated that the village keep the current pause on any activities on the disc golf course and will address the issue in more detail during the Annual General Meeting to be held on June 25th 2022.

9.9 Signs

Update on the property sign. Bylaw infraction: Administration is in contact with the City of Calgary to acquire property ID sign for property involved in the infraction.

Administration will look into signage to dissuade tourists or non-residents from coming to the village in keeping with the results of the community survey.

9.10 Tax emails from Quickbooks

Finance manager: Some Villagers may have received an invoice from QuickBooks, this is not going to be the primary means of sending out the tax assessments. We will be using the same model as in past years with hard paper copies sent out by traditional mail. Administration is thinking to strategize and streamline how to use the QuickBooks.

Administration will look further into the process to see if there is benefit to sending electronic reminders for tax notices and payments to Villagers and report back to Council in the future.

9.11 Summer Villages of Alberta – utilities cooperative

The village received a request to join other municipalities and get a better rate for utilities as overall rates are gradually increasing. The corresponding email is attached in meeting agenda

22-043

Moved by Mayor Walsh that Council proceed with the request regarding the Summer Villages of Alberta Utilities Cooperative

CARRIED

9.12 Canadian Summer Jobs Program

Administration is in the process of finalizing government grants to fund two summer student positions. These positions will each be 8 weeks long and require 35 hrs/week. Hassan, the village's current Planning and Development Technologist will be transitioning to the fulltime summer role to help with administrative tasks. The second position will be opened up to a member of the community and administration will be adding the job posting on the newsletter, website and Facebook. The priority will be to give the opportunity to a member of the SVGL community first, and then open it up to others.

10.0 IN-CAMERA SESSION

10.1 Finance Manager Probation Period

22-044

Moved by Councillor Fougere that Council move in-camera at 8:57 pm

CARRIED

22-045

Moved by Councillor Foudy that Council move out-camera at 9:14 pm

CARRIED

10.2 Planning and Development Technologist Probation Period

22-046

Moved by Councillor Fougere that Council move in-camera at 9:15 pm

CARRIED

22-047

Moved by Mayor Walsh that Council move out-camera at 9:27 pm

CARRIED

22-048

Moved by Mayor Walsh that Council accepts Hassan Saeed's and Sam Lokman's 3-month evaluation.

CARRIED

11.0 ADJOURNMENT

Next Regular Council Meeting to be held on July 7th 2022 at 5:30 pm, at the Ghost Lake Village Community Hall.

22-049

Moved by Councillor Foudy that the agenda items have been concluded, and that the meeting adjourn at 9:29 pm.

CARRIED



Report Date: July 6, 2022
Contact: Mustafa Hashimi
Agenda Item Number: 5.3
Meeting Date: July 7, 2022

TO: Council

FROM: Administration

Subject: Climate Resiliency Grant

RECOMMENDATION:

THAT Council accept this report as information regarding the Climate Resilience Capacity Building Program and review the attached application and correspondence with Morrison Hershfield regarding next steps.

Climate Resilience Capacity Building Program Application

This document outlines the specifications and details of the project that will be funded as part of the Climate Resilience Capacity Building Program. Please complete each portion of this form.

Please submit a completed form along with all required attachments as indicated below. One document is required for each distinct project. Please contact the Action Centre for any questions regarding the application.

Note: The MCCAC must be notified of any deviation(s) from this document and an amendment to this document must be duly executed should the Project scope, completion date or other details change.

Community:	The Summer Village of Ghost Lake (SVGL)		
Mailing Address:	BOX 19554 RPO South Cranston Calgary, AB T3M 0V4		
Contact Name:	Mustafa Hashimi	Contact Title:	Chief Administrative Officer
Contact Phone:	825 735 7224	Contact Email:	admin@ghostlake.ca

Program Stream <i>Select the appropriate funding stream from the dropdown menu</i>	Planning Stream
--	------------------------

Project Description
Project Objective <i>(Please detail the purpose of this project)</i> To enhance climate resilience within the Summer Village of Ghost Lake via creation of a Climate Change Adaptation and Resilience Plan. The objective of the Plan will be to identify and understand the potential impacts that a changing climate may have on the municipally owned built assets, public spaces and quality of life within the community. The Plan will include recommended future actions that the community may take to address any identified higher risk items.
Project Intent <i>(Please include a detailed description of how the proposed project supports the community and builds capacity for climate resilience)</i> This project intends to identify, understand, and make recommendations to address the potential impacts a changing climate will have on the Summer Village of Ghost Lake. This includes a community-level risk assessment that would include the following elements: Groundwater Supply, Community Hall, Green Space / Recreational Areas, Road / Drainage System and Services / Utilities.

To support the Climate Change Adaptation and Resilience Plan, a Climate Vulnerability and Risk Assessment will be completed to identify potential climate hazard impacts that could affect the above elements. Consequence scores will be determined based on potential severity of the consequence for each element determined to have exposure to a particular climate hazard(s). Potential climate hazards may include but are not limited to changes in frequency and severity of extreme heat, extreme precipitation events, drought and dry events, and fire weather. Relevant climate data and input on past severe weather events will be collected from publicly available sources and through agency / stakeholder / FN contacts / correspondence.

Once the potential climate hazards have been identified and the consequence of their interactions with the elements understood, recommended future strategies / actions that the community may take to address the high and extreme risks will be determined.

These potential hazards and impacts will be discussed with members of the Council and shared with the community for input and education through community update bulletins (2).

The Climate Change Adaptation and Resilience Plan will be developed by Morrison Hershfield with a team of qualified individuals in their respective fields (Buildings, Municipal Infrastructure / Servicing, Environmental).

Project Deliverables

(Please detail the final documentation, outputs, or products that result directly from this project)

- Work Plan and Scoping Materials
- Community Level Climate Risk and Vulnerability Assessment
- Client Presentations (2)
- Community Update Bulletins (2)
- Climate Change Adaptation and Resilience Plan

<p>Total Project Costs (Total costs of the project)</p> <p>\$71,000 Before Tax (\$74,550 including GST)</p>
<p>Total Grant Funding Requested (From the Climate Resilience Capacity Building Program)</p> <p>\$74,550</p>
<p>Project Start and Completion Dates</p> <p>June 15, 2022 to October 31, 2022</p>
<p>Contractor(s) (If relevant)</p> <p>Morrison Hershfield Limited – with Nodelcorp Inc. as a sub-consultant (Risk Assessment Specialist) – Prequalified Project Team under the CRCB Program.</p>
<p>Regional Collaboration Details (If relevant)</p> <p>No formal collaboration with other municipalities / First Nations however outreach efforts will be made as part of the data gathering process.</p>
<p>Project Closure Documentation I agree to:</p> <ul style="list-style-type: none"> a) Submit evidence of a media release, outreach event, or public announcement regarding the completion and/or key findings. This evidence indicating the project was funded in whole (or in part) by the Municipal Climate Change Action Centre. All communications should indicate the Municipal Climate Change Action Centre is a partnership of Alberta Municipalities, Rural Municipalities of Alberta <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No b) Submit financial reports, relevant to grant proceeds. Any deviations from the project budget should be explained. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No c) Submit 3-5 high quality images of workshops, engagement events, or other activities showing the project in action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No d) Complete a short abstract sharing highlights of the project (provided by the Action Centre) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No e) Complete a Program evaluation survey (provided by Action Centre) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No f) Provide a copy of the final risk assessment, climate adaptation plan, and/or other deliverables relevant to the project



☒ Yes ☐ No

If any of the above are not agreed to, alternative deliverables may be agreed upon. Please detail your proposed actions below:

N/A

Application Checklist

Please include the following documentation as an attachment to your Climate Resilience Capacity Building Program application. This application form and the attached material will be used to inform the final Funding Agreement issued to the community.

- ☒ Application Form
- ☒ Project Plan with Key Milestones and Timelines
- ☒ List of Final Deliverables
- ☒ Detailed Project Budget, including all funding sources
- ☒ Contract (if using a contractor) with payment details
- ☐ Qualification for the Project Contractor (not needed for projects completed by the Program's prequalified contractors)

Authorized Signature

The **Summer Village of Ghost Lake** represents and warrants that all information contained in this Climate Resilience Capacity Building Program Application is true and correct.

Mustafa Hashimi

Print Name

Signature

Chief Administrative Officer

Title

2022-06-03

Date

May 26, 2022

MH Ref. 2202648.88

Mustafa Hashimi
Chief Administrative Officer
The Summer Village of Ghost Lake
BOX 19554 RPO South Cranston
Calgary, AB T3M 0V4

Dear Mustafa,

Re: The Summer Village of Ghost Lake - Climate Adaptation and Resilience Plan

We are pleased to submit the attached proposal to conduct a Climate Vulnerability and Risk Assessment and to prepare a Climate Change Adaptation and Resilience Plan for the Summer Village of Ghost Lake (SVGL). The objectives of the study would be to identify, understand and address the potential impacts of a changing climate on the SVGL – including recommended future strategies / actions that the community may take to address any high and extreme risks identified. A brief synopsis of the Work Plan is provided below including Schedule / Milestones, Deliverables and Costs. The project is subject SVGL receiving funding from the Municipal Climate Change Action Centre (MCCAC) Climate Resilience Capacity Building Program (CRCBP).

WORK PLAN AND APPROACH

TASK 1: Project Initiation

Project activities will start with a client kickoff meeting via video-conference between SVGL, the MH Project Manager (MH PM) and key team members. During this meeting, we will discuss project goals, important considerations, and key success factors. We will then review the project methodology; discuss project-management-related items such as communication, scope, schedule, timelines and invoicing; and assess potential risks to successful project execution. This meeting also provides the opportunity to identify and discuss available information on each of the community facilities / municipally owned public spaces. MH will provide the agenda, followed by meeting minutes within 5 business days of the kick-off meeting.

TASK 2: Climate Risk Assessment

We will generally follow the approach described in the *Climate Lens General Guidance* issued by Infrastructure Canada (Section 3, Annex G, October, 2019) and the PIEVC Protocol and Risk Management process in accordance with principles of ISO 31000 Risk Management Standard and ISO 31010 Risk Assessment Techniques as shown below.



Step 1: For each of the community facilities, MH will review background documentation provided by SVGL to characterize the existing conditions of the element(s), including built infrastructure, drainage, and community spaces. We have assumed that SVGL will provide adequate documentation to characterize each element, including but not limited to:

- Design drawings and site photos
- Building condition assessments
- Building life expectancies
- Existing emergency response plans (wildfires, floods, heatwaves, etc.)

MH has included one reconnaissance site visit as part of our scope for this assignment.

The assessment will use a semi-quantitative assessment method to assess risk, including a clear description of the assessment approach. The method will include determination of:

- Scope and timescale
- Climate scenarios
- Climate change-related hazards

The scope of the assessment will cover community infrastructure and public space and apply an appropriate timescale based on approximate life expectancy. We have assumed a 50 to 60 year time horizon (2080) which will be confirmed at project initiation.

Step 2: We will use a total of two climate change projection time-horizons (historic and project future (2080)). MH proposes to follow standard best practice by applying Representative Concentration Pathway (RCP) 8.5 (or an assumed high future global GHG emissions scenario) as the appropriate climate scenario for the assessment. The Climate Atlas and ClimateData.ca will be primary sources for climate data, as they present an amalgamation of climate science outputs and modelled climate projections and are supported by the Canadian Centre for Climate Services of Environment and Climate Change Canada.

MH will complete a preliminary climate hazard screening (exposure analysis) for each community infrastructure component that may interact with specific climatic events, such as:

- Extreme Heat
- Extreme Precipitation Events
- Drought and Dry Events
- Increased Fire Weather

A preliminary screening will be completed for each element of community infrastructure, and only those risks identified as having potential for the community will be considered further in the assessment. This screening exercise includes site context for each of the elements including any existing or unknown potential natural hazards, such as unstable slopes or riverine flooding.

Steps 3 & 4: Using likelihood and consequence rating systems we will qualitatively assess climate risks. A simple numeric rating system will be defined for each likelihood and consequence to generate a qualitative risk analysis for each facility. The product of the likelihood and consequence ratings will be generated and used as the risk rating, using a matrix similar to the one presented below to assign the category of risk.

CONSEQUENCE	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		LIKELIHOOD				

LEGEND

Extreme Risk
High Risk
Moderate Risk
Low Risk
Negligible Risk
Special Consideration

Climate risks will be assessed using element components. Elements are anticipated to include groundwater supply, community building, greenspace / recreation areas, road / drainage system and services / utilities. Within each of these overarching categories, we will consider components when assessing risk. For example, the community building will include consideration for the building envelope and mechanical and electrical system components.

Step 5: Once we have completed our initial risk assessment, we will meet with SVGL Council to present the draft results, discuss how risk rankings have been assigned, and confirm alignment with the community's tolerances for risk. We will then take these discussions into account in reviewing the risks rated as high/extreme and special consideration and provide recommended future actions. We will also prepare a high-level cost estimate for implementing recommendations. We do not anticipate there will be sufficient funding to complete either detailed engineering analysis of infrastructure components or supporting studies (e.g., groundwater studies); however, recommendations for such detailed assessments may be included in our reporting.

TASK 3: Reporting

Our team will prepare a draft Climate Change Adaptation and Resilience Plan Report for SVGL's review and feedback. Once we receive a set of consolidated comments from SVGL we will finalize and submit the final report. The report will include an overview of information reviewed, description of methodology, discussion of climate time-horizons, selected climate change scenario, potential climate change hazards, comprehensive semi-quantitative risk assessment and results table, and supporting figures.

TASK 4: Project Management / Communications

Project management tasks will occur throughout the project in accordance with our ISO 9001:2015-certified MH Management System (MHMS) quality management system. Activities include having the project and financials set up in MH's tracking system (BST), coordinating the project team, tracking project cost and schedule against budget (using earned value tracking), and ongoing project communication with and monthly progress reporting to SVGL's client contact. MH will prepare two Community Update Bulletins for SVGL distribution. Meetings will be conducted by video-conference and minutes prepared.

List of Deliverables

- Work Plan and Scoping Materials
- Community Level Risk and Vulnerability Assessment
- Client Presentations (2)
- Community Update Bulletins (2)
- Climate Change Adaptation and Resilience Report – Draft and Final

Proposed Study Schedule

A list of major milestones and activities leading up to project completion is provided below.

Milestone / Activity	Timeline
Consulting contract award	June 15, 2022
Project kick-off meeting	June 22, 2022
SVGL provides background information	June 28, 2022
Climate Risk Vulnerability Assessment	
• Gather / Review background information	June 29 to July 15, 2022
• Preliminary climate hazard screening	July 18 to 29, 2022
• Compile climate profile	Aug. 1 to 12, 2022
• Assign preliminary risk ratings	Aug. 15 to 26, 2022
• Risk review meeting with SVGL	Aug. 31, 2022

Milestone / Activity	Timeline
<ul style="list-style-type: none"> Identify mitigation measures & costs 	Sept. 1 to 16, 2022
Reporting	
<ul style="list-style-type: none"> Submit Draft Report 	Sept. 30, 2022
<ul style="list-style-type: none"> SVGL review & comment 	Oct. 3 to 14, 2022
<ul style="list-style-type: none"> Submit Final Report 	Oct. 31, 2022

FEE FOR SERVICES

Our proposed (Lump Sum) Budget to undertake the above Scope of Work is as follows:

Item of Services	Budget Amount
1. Project Initiation / Work Plan	\$ 5,850.00
2. Climate Vulnerability / Risk Assessment	\$38,325.00
3. Reporting (Draft / Final)	\$14,875.00
4. Project Management / Communications	\$11,950.00
Sub-Total:	\$71,000.00
GST (5%):	\$ 3,550.00
Total Budget:	\$74,550.00

REIMBURSABLE EXPENSES

MH has not identified any reimbursable expenses associated with this project. Local travel (Calgary to / from SVGL) is included in the above Costs.

TERMS AND CONDITIONS

MH's Standard Agreement is attached for reference which we propose to use as the Form of Contract.

If you require any clarification regarding the above please do not hesitate to contact the undersigned. We look forward to working with you on this interesting assignment.

Yours truly,
Morrison Hershfield Limited

A handwritten signature in blue ink, appearing to read "Andrew Harkness".

Andrew Harkness, P.Eng.
Director, Climate Change
Community of Practice Lead

X:\PROJ\2022\220264888-CLIMATE RESILIENCE ASSESSMENT FOR G\01. PROPOSAL\03. DRAFT PROPOSAL\PRO-2022-05-25-SVGL-2202648.88-REV0-AH-JD.DOCX

CLIENT ACKNOWLEDGEMENT – Authorization to Proceed

To: **Andrew Harkness**
 Morrison Hershfield Limited

MH Ref. 2202648.88

To (email): **AHarkness@morrisonhershfield.com**

This proposal for professional specialty services is accepted and Morrison Hershfield Limited is hereby authorized to provide the services as outlined in the attached Proposal and Professional Services Agreement dated May 26, 2022. This is a binding contract and I am authorized to bind the client organization named below. I have read and accept the terms of this Proposal.

Summer Village of Ghost Lake

Client Organization (Print)

Box 19554 RPO South Cranston Calgary, AB T3M 0V4

Mailing Address for Invoices (incl. Postal Code)

Mustafa Hashimi,

Signed by (authority to bind)



Signature

Chief Administrative Officer

Position

2022-06-03

Date

(825) 735-7224

Telephone

Facsimile





Report Date: July 5, 2022
Contact: Mustafa Hashimi
Agenda Item Number: 8.1
Meeting Date: July 7, 2022

TO: Council

FROM: Administration

Subject: Playground Equipment

RECOMMENDATION:

THAT Council accept this report as information regarding Administration's progress towards acquiring playground equipment for the Ghost Lake Village playground.

REPORT SUMMARY

Administration is in communication with several vendors to obtain costs for a new slide for the community's playground and would like Council to review and compare the options once we are able to present the different available options.

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS

The Chief Administrative Officer has reviewed and approved this report.

REPORT

BACKGROUND/CONTEXT

Due to the playground needing upgrades, the slide is no longer functional and therefore Council had asked Administration to investigate costs for acquiring a new slide.

DISCUSSION

Administration has reached out to a few playground companies for pricing to gather a few options that will be presented to Council.

Here are a few options that may be considered:

Blu Imp

Twisty slide to replace the current broken slide (\$15,000)

Amazon

- a) Plastic slide for a 5' platform (\$600)



b) Twisty Slide (\$650)



CONCLUSION

Administration is working to acquire more costs and look at different options for a playground slide, as well as investigate grants which may be available and will present them to Council accordingly.



Report Date:
Contact: Mustafa Hashimi
Agenda Item Number: 8.7
Meeting Date: July 7th, 2022

TO: Council

FROM: Administration

Subject: Garbage / Bear-proof Bins

RECOMMENDATION:

THAT Council accept this report as information regarding Administration's progress towards bearproofing the outdoor garbage/recycling bins.

REPORT SUMMARY

Administration reached out to multiple organizations to inquire about associated costs and timelines for bear proof bins and installing barbed fences around existed outdoor bins and is currently waiting to receive quotes from the vendors.

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS

The Chief Administrative Officer has reviewed and approved this report.

REPORT

BACKGROUND/CONTEXT

There have been a few incidents involving bear activity near the area with the garbage and recycling bins. Council requested administration to look into options to secure the garbage bin area or look into pricing for bear-proof bins.

DISCUSSION

Administration is looking at several different options, such as acquiring bearproof bins and barbed fences to enclose the existing bins the village has. Administration will aim to assess the costs and feasibility of both options, as well any changes in service fees which may be required. Administration is in communication with Waste Management, Blu Planet Recycling, Lynx Fencing and Rite-Way fencing.

Attached below are options given to Administration by Blu Planet recycling:

Mixed Recycling:

- a) Change from two 4-yd containers to three 3-yd containers with slotted lids. The slotted lids can be locked by bolts to prevent bears from gaining access.

This option would see a service fee change from \$425 monthly to \$600

Timeline: 1 week

- b) Two 4-yd metal flat top containers with metal lids for purchase

Purchase Cost: \$3362

Timeline: up to 6 weeks

Garbage:

- a) Switch from three 4-yd containers to two 6-yd metal containers with plastic slant top or plastic flat top

This option would see a service fee change from \$750 monthly to \$600

Timeline: 1 week

- b) Long-term solution:

Two 6-yd bear proof containers available for purchase (\$6040), or;

Three 4-yd garbage with metal lids by purchase (\$5043)

Timeline: up to 6 weeks

CONCLUSION

Administration will work to compare several options after receiving pricing and timelines from vendors, and then present them to Council to determine which option is more preferable. Administration will also work to create a plan moving forward to inform the villagers about the new changes and create instructions for usage if required.

REVIEWED AND APPROVED BY

Mustafa Hashimi, CAO



Report Date: July 5, 2022
Contact: Mustafa Hashimi
Agenda Item Number: 8.8
Meeting Date: July 7, 2022

TO: Council

FROM: Administration

Subject: Proposal for Community Center and Parks Projects

RECOMMENDATION:

THAT Council accept this report as information regarding the Government of Canada's Green and Inclusive Community Buildings Program and advise administration on next steps

REPORT SUMMARY

Administration received information on the Green and Inclusive Community Buildings (GICB) program which may provide a viable option to get grant funding for the Ghost Lake Village Community Hall renovations.

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS

The Chief Administrative Officer has reviewed and approved this report.

REPORT

BACKGROUND/CONTEXT

Administration is in communication with an Engineering consultant to discuss potential grants SVGL can apply for to help with the costs of the Community Hall Renovations. The program will advance the Government's climate priorities by improving energy efficiency, reducing GHG emissions, and enhancing the climate resilience of community buildings. The GICB program provides funding to support retrofits, repairs or upgrades of existing publicly-accessible community buildings and the construction of new publicly-accessible community buildings that serve underserved and high-needs communities across Canada.

DISCUSSION

The GICB program involves projects that improve the availability and condition of community buildings for communities that experience higher need and are currently underserved, while also making buildings more energy efficient (reducing GHG emissions) and enhancing climate resilience. The GICB program is delivered by Infrastructure Canada for small and medium retrofits.

Attached below is the GICB cost-share table:

Table 4: Project cost share, by project type and size		
Total Eligible Project Cost	General program (up to % max from program)	In the territories and for Indigenous* communities (up to % max from program**)
Retrofits up to \$9,999,999	80%	100%
Retrofits costs \$10,000,000 +	60%	100%
New builds up to first \$9,999,999 of costs	60%	100%
New build costs \$10,000,000 +	50%	100%

**All Indigenous eligible recipients as defined in the terms and conditions of this program are eligible for up to 100% federal stacking.*

Based on this table, SVGL can get 80% of the retrofits covered, and there is potential to fund the remaining 20% from the MSI grant.

The program offers a continuous intake stream. Applications with small and medium retrofit projects to existing community buildings ranging in total eligible cost from \$100,000 to \$2,999,999 will be accepted on a continuous basis. Applications for the continuous intake stream will be accepted until total funding for this stream has been fully allocated.

Community, Culture and Recreation Facilities	Mobile Community Structures	Community Health and Wellness Facilities
<ul style="list-style-type: none"> • Community centres • Public sports and recreational facilities • Cultural buildings • Child and youth centres • Community adult learning centres • Seniors' activity centres 	<ul style="list-style-type: none"> • Mobile health clinics • Mobile libraries • Mobile youth service facilities 	<ul style="list-style-type: none"> • Community health centres • Addiction and mental health centres • Rehabilitation centres • Seniors' centres • Food safety/security: Community food storage facilities/food banks, community greenhouses

Eligible retrofits must include green retrofit measures, and where applicable must include measures that increase the overall accessibility and/or safety of the building.

CONCLUSION

Administration would like Council to review this report and consider the application of the grant to cover the costs for the Community Hall Renovations.

REVIEWED AND APPROVED BY

Mustafa Hashimi, CAO



Report Date: July 5, 2022
Contact: Mustafa Hashimi
Agenda Item Number: 8.9
Meeting Date: July 7, 2022

TO: Council

FROM: Administration

Subject: Community Hall – Open Houses and Engagement

RECOMMENDATION:

THAT Council open a discussion regarding strategies for engagement and get input on preferred dates for engagement sessions with villagers regarding the Community Hall

REPORT SUMMARY

Administration would like to start a discussion regarding open houses and engagement sessions with the community regarding the Community Hall renovations.

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS

The Chief Administrative Officer has reviewed and approved this report.

REPORT

BACKGROUND/CONTEXT

As we start working towards developing plans for the Community Hall, we would like to discuss potential dates where we can host engagement sessions and get the community's input regarding changes to the hall.

DISCUSSION

Administration would like to propose some dates to hold a potential engagement session/open house:

Day of the 2022 Regatta

Day of the next Council Meeting

August weekends (6th, 13th, 20th, 27th)

CONCLUSION

Administration aims to start an ongoing discussion around creating a strategy for Community Hall open houses and engagement sessions, and seeks the Council's input on next steps



Report Date: July 6, 2022

Contact: Mustafa Hashimi

Agenda Item Number: 8.10

Meeting Date: July 7, 2022

TO: Council

FROM: Administration

Subject: Municipality Accountability Program – New Bylaws

RECOMMENDATION:

THAT Council accept this report as information on Administration's progress regarding the Municipality Accountability Plan (MAP) inspection and review the newly created bylaws and policy for approval.

REPORT SUMMARY

The MAP inspection is an audit conducted on small municipalities to identify any deficiencies in their bylaws/policies/procedures. SVGL was asked to make changes to some of their bylaws and procedures, which the Administration has been working towards. The MAP requirements are now met, and Administration would like Council to review the newly created bylaws and adopt them moving forward.

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS

The Chief Administrative Officer has reviewed and approved this report.

REPORT

BACKGROUND/CONTEXT

The Municipality Accountability Plan inspection outlined any irregularities within the Summer Village's bylaws or governance that need to be fixed so they align with the government's requirements.

DISCUSSION

During the March 21st, 2022 Council meeting, Administration outlined that many of the changes that needed to be made by 2021 were still outstanding, and therefore the Administration developed a plan to complete all the tasks and request an extension for 2022. The Administration was successful in getting an extension until August 2022, and has since been working to complete all of the requirements.

CONCLUSION

The required bylaws and policy have been created and were reviewed by Municipal Affairs to ensure they meet the requirements. These documents are now ready for Council's review and approval.

REVIEWED AND APPROVED BY

Mustafa Hashimi, CAO

POLICY – PUBLIC PARTICIPATION

1. Purpose of Policy

Public input is essential to the municipal decision-making process. Council believes it would be advantageous to identify the levels and process of communication and citizen engagement required prior to making certain levels of decisions.

2. Goals

Communication and public engagement will:

- 2.1 Lead to greater satisfaction and better relationships with citizens.
- 2.2 Reduce complaints and concerns that arise late in the process.
- 2.3 Lead to better solutions and decision making.
- 2.4 Exceed the requirements of the Municipal Government Act of Alberta.
- 2.5 Provide residents an opportunity to be involved in decisions that may impact their community.

3. Procedures

- 3.1 Council will communicate and engage the citizens to allow for input throughout the decision-making process for events identified in this policy.
- 3.2 The event will determine the type and level of engagement. The events are listed in Schedule "A".
- 3.3 If two types of engagement are identified in schedule "A", Council will determine the type required.
- 3.4 The process of engagement that Council can select is listed in Schedule "B".
- 3.5 Council will communicate back to the public after a decision has been made.

4. Review

- 4.1 Policy shall be reviewed within 4 years of adoption or amendment to the policy.

Adopted by Council on

Mayor

Chief Administrative Officer

GHOST LAKE

DATE JUNE , 2022

POLICY – PUBLIC PARTICIPATION

PAGE 2 of 3

SCHEDULE “A”

Category	Event	Type of Engagement
Council	Annual Budget	1 or 2
	Bylaw Review and Development	1 or 2
	Policy Review and Development	1 or 2
Planning and Development	Adoption of New or Amended Municipal Development Plan	2 (Public Hearing Required)
	Adoption of New or Amended Land Use Bylaw	2 (Public Hearing Required)
	Development of New or Amended Municipal Development Plan	3
	Development of New or Amended Land Use Bylaw	3
	New or Amended Community Sustainability Plan	3
Protective Services	Service level Changes - Fire Services and Bylaw Enforcement includes fire bans)	1
	New or Amended Fire Safety Bylaw	1 or 2
	Municipal Emergency Plan	1
	Disaster Social Services Plan	1 or 2
Operations	Public Works - Maintenance	1
	Public Works – New Construction	1 or 2
FireSmart	Wildfire Mitigation Strategy Updates	2
	Fuel Modification Operations (includes Prescribed Burn)	1
Community Services	Maintenance	1
	Development of Park or Natural Area	2 or 3
	Public Facility Development	2 or 3
	Recreation Plans	2 or 3

SCHEDULE “B”

Type and Level of Engagement		
Direct Decision (1)	Consultative Decision (2)	Collaborative Decision (3)
Characteristics		
<ul style="list-style-type: none"> Decision is routine and part of the operations Decisions are dictated by law There is an urgent need to respond to public Summer Village is working within their authority 	<ul style="list-style-type: none"> Public notification and input are required by law The decision is a known concern to other parties The decision will affect the lifestyle or habits of residents Risk is perceived to be associated with the decision Council or Administration request public input prior to making a decision Resident Dialogue 	<ul style="list-style-type: none"> Municipal representatives acting in partnership Sharing the decision-making process Allowing
Process		
Directive Decision	Consultative Decision	Collaborative Decision
<ul style="list-style-type: none"> Newsletter Website Notice Board Email Distribution List 	<ul style="list-style-type: none"> Survey Open House Public Hearing Delegation to Council Committee 	<ul style="list-style-type: none"> Task Force Steering Committee Workshops

**SUMMER VILLAGE OF GHOST LAKE
BYLAW NUMBER 2022-02**

BEING A BYLAW OF THE SUMMER VILLAGE OF GHOST LAKE IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING THE POSITION OF CHIEF ADMINISTRATIVE OFFICER

WHEREAS the Municipal Government Act, R.S.A. 2000, Chapter M-26 provides that a council must establish by bylaw a position of chief administrative officer;

AND WHEREAS the Council of the Summer Village of Ghost Lake wishes to exercise its authority pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26 by establishing the position of Chief Administrative Officer.

NOW THEREFORE the Council of the Summer Village of Ghost Lake, in the Province of Alberta, duly assembled hereby enacts as follows:

1. TITLE

1.1. This Bylaw may be cited as the "Chief Administrative Officer Bylaw"

2. CHIEF ADMINISTRATIVE OFFICER

2.1. Council hereby establishes the position of Chief Administrative Officer.

2.2. The Chief Administrative Officer shall have all of the powers, duties and functions of a chief administrative officer as set out in the Municipal Government Act, R.S.A.2000, Chapter M-26.

2.3. Without limiting the generality of section 2.2 of this Bylaw, the Chief Administrative officer is the head of the Summer Village of Ghost Lake, within the meaning of *FOIP*.

2.4. Unless a designated officer is expressly appointed by another bylaw of the Summer Village of Ghost Lake, the Chief Administrative Officer has all of the powers, duties and functions given to a designated officer under the Municipal Government Act or any other statute or enactment.

2.5. The Chief Administrative Officer is authorized to revise any and all of the bylaws of the Summer Village of Ghost Lake by:

- Consolidating a bylaw by incorporating all amendments to in into one (1) bylaw

2.6. The powers, duties and functions assigned to the Chief Administrative Officer by this Bylaw are in addition to any other powers, duties or functions assigned or delegated by Council to the Chief Administrative Officer.

2.7. The Chief Administrative Officer shall be appointed by resolution of Council.

3. GENERAL MATTERS

3.1. Bylaw Number 151 and any amendments thereto are hereby rescinded in their entirety.

3.2. This Bylaw shall come into force upon final reading thereof.

READ a first, second and third time this

Mayor

Chief Administrative Officer

SUMMER VILLAGE Of GHOST LAKE BYLAW NUMBER 2022-03

BEING A BYLAW OF THE SUMMER VILLAGE OF GHOST LAKE IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING A SUBDIVISION AND DEVELOPMENT APPEAL BOARD

WHEREAS the Municipal Government Act, R.S.A. 2000, Chapter M-26 requires the establishment of a Subdivision and Development Appeal Board for the Summer Village of Ghost Lake;

AND WHEREAS Municipal Government Act, R.S.A. 2000, Chapter M-26 requires Council to provide for the procedure and conduct and the functions and duties of a Subdivision and Development Appeal Board established by Council;

NOW THEREFORE the Council of the Summer Village of Ghost Lake, in the Province of Alberta, duly assembled hereby enacts as follows:

1. TITLE

- 1.1. This Bylaw may be cited as the “Subdivision and Development Appeal Board Bylaw”

2. DEFINITIONS

- a. “Act” means the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended;
- b. “Board” means the Summer Village of Ghost Lake Subdivision and Development Appeal Board;
- c. “Member” means a voting member of the Summer Village of Ghost Lake Subdivision and Development Appeal Board;
- d. “Pecuniary Interest” means pecuniary interest as defined by section 170(1) of the **Act**;

3. ESTABLISHMENT

- 3.1. Council hereby establishes a Subdivision and Development Appeal Board for the Summer Village of Ghost Lake.

4. AUTHORITY

- 4.1. Subject to and in accordance with the provisions of the Act, the Board shall hear and make determinations in respect of appeals brought in respect of:

- a. decisions of a Subdivision Authority which are to be heard by the Board pursuant to section 678(2) of the Act;
 - b. orders, decision or development permits made or issued by a Development Authority pursuant to section 685 of the Act;
 - c. such other matters as the Board may now or may hereafter be required to hear by the Act or by bylaw of the Summer Village of Ghost Lake.
- 4.2. The Board, when hearing an appeal respecting a subdivision application or order relating to a subdivision matter, must act in accordance with section 680 of the Act.
- 4.3. The Board, when hearing an appeal respecting a development permit or order related to a development matter, must in accordance with Section 687 of the Act.

5. MEMBERSHIP AND TERM

- 5.1. The Board shall consist of three (3) Members appointed by resolution of Council.
- 5.2. Membership terms will be set by Council at time of appointment, the terms shall not exceed three (3) years and will be made in such a manner that the expiry dates of Members are staggered.
- 5.3. Should Council choose to appoint a member of Council to the Board, only one Member of the Board shall be a member of Council.
- 5.4. To be eligible as a Member of the Board the person must be a property owner or spouse of a property owner in the Summer Village of Ghost Lake.
- 5.5. No person shall be a Member of the Board:
- a. who is an employee of the Summer Village of Ghost Lake; or
 - b. who carries out subdivision or development powers, duties and functions on behalf of the Summer Village of Ghost Lake.
- 5.6. All membership vacancies shall be advertised on the Summer Village of Ghost Lake website requesting formal submission of applications.
- 5.7. Appointment of members will be made from those applicants responding to the advertised need.
- 5.8. There will be no automatic succession appointments.

6. RESIGNATIONS AND REMOVALS

6.1. Any Member may resign from the Board at any time by sending written notice to the Chief Administrative Officer.

6.2. Council may remove a Member at any time.

7. QUORUM AND APPOINTMENT OF CHAIR AND VICE CHAIR

7.1. Two (2) Members of the Board shall constitute a quorum.

7.2. The Board shall at its first meeting in each year, elect by a majority vote of those Members present, a chair and a vice-chair.

7.3. In the event of absence or inability of the chair to preside at a meeting, the vice-chair shall preside.

8. CLERK OF THE BOARD

8.1. Council shall appoint the Chief Administrative Officer to act as clerk of the Subdivision and Development Appeal Board with compensation as outlined in the Chief Administrative Officer's contract.

8.2. The clerk is authorized to:

- a. sign on behalf of the Board any order or decision issued by the Board;
- b. notify all Members of the Board of the arrangements for the holding of each meeting;
- c. prepare and maintain a record of the proceedings;
- d. prepare the Board's written orders for signature and transmittal; and
- e. issue any order or decision of the Board to all affected parties and persons.

9. MEETING PROCEDURES

9.1. The Board shall determine the location in which to hold meetings.

9.2. Public notice of a meeting will be provided on the Summer Village of Ghost Lake website at least one (1) day prior to the meeting.

9.3. The Board may postpone a decision to a specific date and time where the circumstances require it.

9.4. If a notice to withdraw an appeal is received after the hearing date has been set, the Board shall open the hearing to determine whether or not the appeal will continue.

9.5. The chair shall be responsible with respect to all things required to be carried out by the Board under the Act to see that they are carried out in accordance with the provision of the Act.

9.6. The chair shall:

- a. maintain order and decorum and may, if necessary, call a member to order;
- b. determine who has a right to speak;
- c. ensure all Members who wish to speak to a motion have spoken, ensure that the members are ready to vote, and subsequently call the vote;
- d. rule when a motion is out of order; and
- e. ensure persons in the gallery maintain quiet and order and may, if necessary, provide for the removal of those who do not comply.

9.7. Members shall not:

- a. speak with the appellant or any other parties prior to the appeal; or
- b. discuss the item being appealed with anyone, including other Members, outside the hearing.

9.8. When a Member has a Pecuniary Interest with respect to an appeal under consideration, the Member must disclose the nature of the Pecuniary Interest prior to any discussion on the matter, abstain from voting on the matter and leave the room in which the meeting is being held until discussion and voting on the matter are concluded.

9.9. A Member who, for any reason, is unable to attend the whole of the hearing of an appeal shall not participate in the Board's deliberation or decision on that appeal.

9.10. When a Member does not vote on a matter pursuant to 9.8 or 9.9, the abstention and reasons therefore shall be recorded in the minutes.

9.11. After hearing all submissions, the Board may deliberate and reach its decision in a meeting closed to the public.

9.12. Only the Members present and eligible to vote and the clerk shall be present in a meeting closed to the public.

9.13. A decision of the majority vote of Members present shall be deemed to be a decision of the whole Board.

9.14. A tied vote is defeated.

9.15.A Member shall not make any public statements (including verbally, in writing or via electronic media) on matters relating to an appeal before the Board, either before or after a hearing, except those statements authorized by the Board through the chair.

10. MEETING RECORDS

10.1. Agendas shall be made available to Members at least three (3) days prior to a meeting, and made available to the public at least one (1) day prior to the meeting.

10.2. The clerk shall keep record of each meeting that includes:

- a. the notice of appeal;
- b. the date, time and location of the meeting;
- c. the names of all Members present;
- d. the names of any Summer Village of Ghost Lake staff present;
- e. a list of witnesses that gave written evidence at the meeting;
- f. all written arguments presented at the meeting;
- g. a list of witnesses that gave verbal evidence presented at the meeting;
- h. any motions made at the meeting, along with the results of the vote on the motion;
- i. the evidence the Board considered and that which it did not, also known as the findings of facts; and
- j. the decision of the Board, including reasons.

10.3. Questions and debate shall not be recorded in the minutes.

10.4. Minutes of the meeting shall be adopted by motion at the next meeting of the Board and signed by the chair and clerk once adopted.

11. WITHDRAWING AN APPEAL

11.1.A notice made by the appellant to withdraw an appeal must be made in writing and submitted to the clerk;

- a. Before the hearing begins; or
- b. After the close of the hearing but before the Board issues its decision

11.2.A verbal notice to withdraw an appeal by the appellant may be made at the hearing.

12. GENERAL MATTERS

12.1.Bylaw Number 176 and any amendments thereto are hereby rescinded in their entirety.

12.2. This Bylaw shall come into force upon final reading thereof.

READ a first, second and third time this .

Mayor

A handwritten signature in black ink, appearing to read "Mustafa", written over a horizontal line.

Chief Administrative Officer

SUMMER VILLAGE OF GHOST LAKE
BYLAW NUMBER 2022-04

BEING A BYLAW OF THE SUMMER VILLAGE OF GHOST LAKE IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING AN ASSESSMENT REVIEW BOARD.

WHEREAS the Summer Village of Ghost Lake undertakes the preparation of assessments for tax purposes each year;

AND WHEREAS from time-to-time complaints are made by property owners against their assessment which must be heard by a review board;

AND WHEREAS the Council of the Summer Village of Ghost Lake, in the Province of Alberta deems it necessary to establish one or more Assessment Review Boards Pursuant to Section 454 of the Municipal Government Act being Chapter M 26 RSA 2000 and amendments thereto.

NOW THEREFORE the Council of the Summer Village of Ghost Lake, in the Province of Alberta, duly assembled hereby enacts as follows:

1. TITLE

1.1. This Bylaw may be cited as the “Assessment Review Board Bylaw”

2. DEFINITIONS

2.1. In this Bylaw:

- a. “Member” means a member of an Assessment Review Board duly appointed by Council or the Province in accordance with the Municipal Government Act;
- b. “Regional Pool” means a group of Assessment Review Board members duly appointed by the Councils of municipalities, of which the Summer Village of Ghost Lake is one, participating in the Assessment Review Board Joint Regional Agreement.

3. ASSESSMENT REVIEW BOARDS

3.1. Council hereby establishes the following Assessment Review Boards for the Summer Village of Ghost Lake:

- a. Local Assessment Review Board; and
- b. Composite Assessment Review Board.

- 3.2. The Assessment Review Boards for the Summer Village of Ghost Lake shall carry out the duties and responsibilities as set out in the Municipal Government Act and the Matters Relating to Assessment Complaints Regulation.
- 3.3. The Assessment Review Board shall determine the location in which to hold meetings.
- 3.4. At the first meeting of the Assessment Review Board the members shall appoint a presiding officer from among themselves.
- 3.5. Proceedings of the Assessment Review Board must adhere to Part 11 of the Municipal Government Act.

4. MEMBERSHIP

- 4.1. The Council will:
 - 4.1.1. Appoint at least three (3) persons as members of the local assessment review board, and;
 - 4.1.2. Prescribe the term of office of each member appointed under clause (4.1.1), and;
 - 4.1.3. Prescribe the remuneration and expenses, if any, payable to each member appointed under clause (4.1.1)
- 4.2. The Council will designate one of the members appointed as the chair of the assessment review board and prescribe the chair's term of office and the remuneration and expenses, if any, payable to the chair
- 4.3. Members shall be appointed to the Regional Pool at the time of appointment by Council to the Summer Village of Ghost Lake Assessment Review Board.
- 4.4. Membership terms will be set by Council at time of appointment, the terms shall not exceed three (3) years and will be made in such a manner that the expiry dates of members are staggered.
- 4.5. All membership vacancies shall be advertised on the Summer Village of Ghost Lake website requesting formal submission of applications.
- 4.6. Appointment of members will be made from those applicants responding to the advertised need.
- 4.7. Appointments will be made through a resolution of Council.
- 4.8. There will be no automatic succession appointments.

- 4.9. Council delegates authority to the Chief Administrative Officer to assign duly appointed members from the Regional Pool to the established Assessment Review Boards, as required.
- 4.10. Members shall be compensated as set out in Schedule “A” to this Bylaw.
- 4.11. Council deems that a member appointed to the Regional Pool by a municipality, who is a party, along with the Summer Village of Ghost Lake, to the Assessment Review Board Joint Regional Agreement, is a member appointed by Council.

5. CLERK OF THE ASSESSMENT REVIEW BOARD

- 5.1. Council shall appoint the current Chief Administrative Officer to act as clerk of the Assessment Review Board with compensation as outlined in the Chief Administrative Officer’s current contract.

6. COMPLAINT FEES

- 6.1. Complaint fees are set out in Schedule “B” to this Bylaw.
- 6.2. Fees must be refunded if:
- a. The Board decides in favor of the Complainant;
 - b. The Board’s decision is not in favor of the Complainant, but on the appeal, the Court of Queen’s Bench makes a decision in favor of the Complainant; or
 - c. A Complainant withdraws a Complaint prior to any hearing of the Assessment Review Board taking place.

7. GENERAL MATTERS

- 7.1. Bylaw Number 207 and any amendments thereto are hereby rescinded in their entirety
- 7.2. This Bylaw shall come into force upon final reading thereof.

READ a first, second and third time this 9th day of May 2022.

Mayor

Chief Administrative Officer

Schedule “A”

Member Renumeration

1. Renumeration

Time	Chair	Member
Up to 4 hours	\$219	\$164
4 - 8 hours	\$383	\$290
Over 8 hours	\$601	\$427

2. Reimbursement for costs incurred to attend the required Assessment Review Board training shall be at the rates in effect at the time for the Summer Village of Ghost Lake Council, Staff and Volunteers.

Schedule “B”

Complaint Fees

1. Complaint fees for the assessment complaint process shall be set at:
 - a. Residential - \$50 per complaint
 - b. Non-Residential - \$250 per complaint

SUMMER VILLAGE OF SUMMER VILLAGE OF GHOST LAKE BYLAW NUMBER 2022-05

BEING A BYLAW OF THE SUMMER VILLAGE OF SUMMER VILLAGE OF GHOST LAKE IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING A DEVELOPMENT AUTHORITY

WHEREAS the Municipal Government Act, R.S.A. 2000, Chapter M-26 provides that a council may establish by bylaw a Development Authority;

AND WHEREAS the Municipal Government Act, R.S.A. 2000, Chapter M-26 allows a municipality to delegate the authority to exercise development authority

NOW THEREFORE the Council of the Summer Village of Summer Village of Ghost Lake, in the Province of Alberta, duly assembled hereby enacts as follows:

1. TITLE

1.1. This Bylaw may be cited as the “Development Authority Bylaw”

2. DEFINITIONS

2.1. Land Use Bylaw means the Summer Village of Summer Village of Ghost Lake Land Use Bylaw, as amended or replaced from time to time.

3. ESTABLISHMENT OF AUTHORITY

3.1. The authority to exercise development powers and duties under the Land Use Bylaw and the Municipal Government Act and regulations thereunder, is vested in the Development Officer appointed pursuant to the Land Use Bylaw.

4. GENERAL MATTERS

4.1. Bylaw Number 176 and any amendments thereto are hereby rescinded in their entirety

4.2. This Bylaw shall come into force upon final reading thereof.

READ a first, second and third time this

Mayor

Chief Administrative Officer

SUMMER VILLAGE OF GHOST LAKE
BY-LAW NO. 2022-01

Being A Bylaw of The Summer Village of Ghost Lake in The Province of Alberta, To Provide the Organizational and Procedural Matters of Council, Council Committees and Councilors

WHEREAS, the Municipal Government Act (MGA), S.A. 2000 Chapter M-26, as amended, provides that a Council may pass bylaws in relation to the procedure and conduct of Council, and committees established by Council, and may regulate the conduct of Councilors and members of committees established by Council;

AND WHEREAS, Council has deemed it necessary to regulate the procedure and conduct at meetings of Council and committees established by Council

NOW THEREFORE, the Council of the Summer Village of Ghost Lake, duly assembled, enacts as follows:

1.0 Title

This Bylaw shall be called the “Procedural Bylaw”.

2.0 Definitions

In this bylaw:

- a) “Delegation” means any person that has permission of Council to appear before Council or a committee of Council to provide pertinent information and views about the subject before Council or Council committee
- b) “CAO” means the Chief Administrative Officer or his/her delegate, for the Municipality.
- c) “Member” means a councilor or person at large appointed by Council to a committee of council.
- d) “Meetings” means meetings of Council and Council committees.
- e) “Municipality” means the Summer Village of Ghost Lake, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality.
- f) “Municipal Website” means the official website of the Municipality
- g) “Term” means the four-year election cycle

3.0 Chief and Deputy Chief Elected Official

3.1 In accordance with the MGA, the chief elected official shall have the title of Mayor and one member of council shall have the title of Deputy Mayor.

3.2 At the beginning of each Council Term, at the organizational meeting of Council, or as required in the event of a resignation and/or byelection, Council shall elect the Mayor and Deputy Mayor.

4.0 Meetings of Council

4.1 The Organizational meeting of Council shall be held annually, not later than the thirty-first day of August.

4.2 The dates, times, and place of regular meetings of Council shall be established at the Organizational meeting or at a Council meeting by motion of Council at any time.

- 4.3 Any changes to the time, date or location of a regular scheduled meeting will be done a minimum of twenty-four (24) hours in advance of the scheduled meeting. A Special Meeting of Council will be called by the Mayor to approve the changes.
- 4.4 The CAO shall record the time of arrival and departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of a meeting.
- 4.5 If a quorum is not present within thirty minutes after the time fixed for regular or special meetings, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next regular or special meeting.
- 4.6 A Meeting may be conducted by means of electronic or other communication facilities if:
- a) notice is given to the public of the meeting, including the way in which it is to be conducted
 - b) the facilities enable the public to watch or listen to the meeting at a place specified in the notice.
 - c) the facilities enable all the meeting's participants to watch and hear each other

5.0 Conduct of Meetings

- 5.1 Every delegate to a regular Council meeting and each member of Council shall address the chair but shall not speak until recognized by the chair.
- 5.2 The Mayor or other presiding officer may, upon request of a member of Council, authorize a person in the public gallery to address Council, only on the topic being debated at that time in the meeting and with time limits specified by the Mayor or other presiding officers.
- 5.3 A motion does not require a seconder.
- 5.4 A motion may be withdrawn by the mover at any time before voting.
- 5.5 The following motions are not debatable:
- i) Adjournment.
 - ii) Take a Recess.
 - iii) Question of Privilege.
 - iv) Point of Order.
 - v) Limit Debate on the Matter before Council.
 - vi) Division of a Question.
 - vii) Table the Matter to Another Meeting.
- 5.6 When the Mayor or other presiding officer is of the opinion that a motion is contrary to the rules and privileges of the Council or Council committee, they shall apprise the member thereof immediately, before putting the question to discussion and shall cite

the rule or authority applicable to the case without argument or comment, unless otherwise decided by a two thirds majority vote of the members present.

- 5.7 In all cases not provided for in the proceedings of the Council a two-thirds majority of Council shall determine to uphold the ruling of the presiding officer or not, as may be the case.
- 5.8 When all items on an approved agenda have been dealt with, the Mayor or other presiding officer may adjourn the meeting without requiring a motion or vote of Council.

6.0 Delegations

- 6.1 A person or a representative of any delegation or group of persons who wishes to bring any matter to the attention of the Council or who wishes to have any matter considered by the Council shall address a letter, an email or other communication to the Council outlining the subject to be discussed. The letter shall be typewritten or legibly written and delivered, emailed, or mailed to the office of the CAO so that it arrives by at least 4:00 in the afternoon seven calendar days immediately preceding the meeting at which it is to be presented, and it shall contain the full mailing address of the writer. If he or she wishes to appear before Council, it shall be so stated in the letter.
- 6.2 Delegations shall be granted a maximum of fifteen (15) minutes to present the matter outlined in their letter. Where the Mayor or other presiding officer determines that sufficient time has been granted to a delegation to present the matter outlined in their letter the Mayor or other presiding office may limit the length of time granted to the delegation.
- 6.3 Delegations who have not submitted a letter in accordance with this section may speak during the Residents Dialogue session immediately preceding the regular meeting.

7.0 Agenda

- 7.1 Prior to each regular meeting, the CAO shall prepare a statement of the order of business to be known as the “Agenda” of all business to be brought before the Council at the regular meeting.
- 7.2 To enable the CAO to prepare a proper agenda, all documents and notice of delegations intended to be submitted to the Council shall be submitted to the CAO seven days before the regular meeting, unless extenuating circumstances occur.
- 7.3 Additions placed on the agenda at the meeting shall be discouraged, however, an addition may be made to the agenda with a simple majority consent of Councilors present. Actions resulting from the agenda additions require unanimous consent

given by those Councilors present. Exception to actions given by unanimous consent is a tabling motion or that the agenda item be received as information.

- 7.4 The CAO shall ensure Council has access to the agenda at least four (4) days prior to the meeting date.

8.0 Resident Dialogue

- 8.1 Council shall provide a maximum of twenty (20) minutes at the forefront of each regular council meeting, prior to calling the meeting to order, for informal resident dialogue.
- 8.2 Each resident present will be allowed a maximum of ten (10) minutes to speak to Council, but the total time allocated for resident dialogue shall not exceed twenty (20) minutes in total time unless unanimously agreed to by all council members present
- 8.3 No proceedings of Resident Dialogue shall be recorded in the minutes of the meeting.

9.0 Council Committees and Boards

- 9.1 Committees may be established by Council from time to time as are necessary or advisable for the orderly and efficient handling of the affairs of the Summer Village of Ghost Lake and shall establish the Terms of Reference for said Committees as set out in Schedule B attached to and forming part of this Bylaw.
- 9.2 When establishing a Committee, Council must adopt a Terms of Reference for the Committee that:
- a) names it;
 - b) establishes membership, purpose and authority;
 - c) sets the terms or directs that the committee exists on an on-going basis;
 - and
 - d) allocates any necessary budget or other resources.
- 9.3 Council may appoint by resolution Members, employees or public-at-large to Committees in accordance with the approved Terms of Reference and any applicable statute or bylaw.
- 9.4 The Committee member selection process will be as follows:
- a) Member of Council
 - i. To be appointed by Council to a Committee at the annual Organizational meeting
 - b) Public-at-Large
 - i. All public-at-large vacancies on Committees shall be advertised to request formal submission of applications on the Municipal Website
 - ii. Public-at-large member selection will be made by Council from those applicants responding to the advertised need.

iii. To be considered, applicants must be a property owner, the spouse of a property owner or a permanent resident in the Summer Village of Ghost Lake.

- 9.5 The Mayor shall be an ex-officio member of all Committees unless prohibited by statute or bylaw and as such has the same rights and privileges as other Committee members.
- 9.6 At its first meeting each year, a Committee shall elect a Chairperson for a one (1) year term to preside over Committee meetings.
- 9.7 A Committee shall conduct its meetings in public in accordance with the provisions of the MGA.
- 9.8 Meetings will be scheduled at the call of the Chairperson, with times and locations posted on the Municipal Website.
- 9.9 Minutes will be taken recording Committee members present, all proceedings and decisions made by the Committee, signed by the Committee Chairperson and posted on the Municipal Website.
- 9.10 All Committee members shall have an equal vote on any decision before the Committee.
- 9.11 Committees shall report to Council as required.

10.0 Public Notification

- 10.1 Public notice of regular meetings shall be posted at least seven (7) days in advance of the meeting on the Municipal Website indicating time, date, and location of the meeting.
- 10.2 Special meetings shall be posted at least twenty-four (24) hours in advance of the meeting, indicating time, date, location, and purpose of the meeting on the Municipal Website.
- 10.3 In the event a special meeting is called with less than twenty-four (24) hours notice and a waiver of notice is signed pursuant to the Act, there is no requirement to post notification on the Municipal Website.
- 10.4 Each notice postponing a meeting shall state the reason and be posted on the Municipal Website. When available, the time and day and place the postponed regular or special meeting will be held shall be posted on the Municipal Website.
- 10.5 Meeting agenda will be posted on the Municipal Website within one (1) day following the distribution of the agenda to the Councilors for council meetings and to the committee members for committee meetings.

11.0 Public Circulation of Minutes

- 11.1 A copy of Council and Committee meeting minutes shall be posted on the Municipal Website within fourteen (14) days of the adjournment of the meeting.
- 11.2 In the event, the minutes have not been adopted within the fourteen (14) day period, they shall be clearly marked as “Unadopted Draft”.
- 11.3 When all Council minutes for a calendar year have been adopted, an archive copy of all signed minutes for the year shall be prepared and posted on the Municipal Website and the unadopted draft minutes removed from the Municipal Website.

12.0 Public Hearing Procedures

- 12.1 Notwithstanding any other section of this bylaw, Sections 12.2 through 13.6 apply to public hearings.
- 12.2 Public Hearings are a statutory requirement in accordance with Section 230 of the MGA whereby when this or another enactment requires Council to hold a public hearing on a proposed bylaw or resolution, the public hearing must be held, unless another enactment specifies otherwise,
 - a) before second reading of the bylaw, or
 - b) before council votes on the resolution.
- 12.3 If a public hearing is held on a proposed bylaw or resolution, Council must conduct the public hearing during a regular or special council meeting.
- 12.4 The Summer Village will give notice of a Public Hearing by:
 - a) posting the notice on the Municipal Website,
 - b) placing an advertisement in a newspaper published at least once a week for 2 consecutive weeks, having general circulation in the area prior to the public hearing date, and
 - c) mail or deliver a notice to every residence in the area to which the proposed bylaw, resolution or other thing relates
- 12.5 Detailed procedures for Public Hearings are available in Schedule A, attached.
- 12.6 Any person, group, or representative of a person or group who is providing a verbal presentation at a public hearing shall be physically present.
- 12.7 The presiding officer shall ensure all members of the public present at a public hearing feel safe to participate by requiring those present to:
 - a) Speak respectfully,
 - b) Refrain from using any offensive or disrespectful language,
 - c) Directly address the item without repetition or reference to matters irrelevant to the public hearing
 - d) Maintain order and quiet,

- e) Refrain from interrupting any speech or action of members of council or any other member of the public that is addressing council, and
- f) Refrain from displaying placards or signs supporting a particular outcome of the topic under discussion

12.8 After considering the representations made to it about a proposed bylaw or resolution at a public hearing and after considering any other matter it considers appropriate, the Council may:

- a) pass the bylaw or resolution,
- b) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or
- c) defeat the bylaw or resolution.

13.0 Public Hearing Records

13.1 Following the adjournment of a public hearing the CAO shall prepare:

- a) A record of public submissions, and
- b) Minutes of the public hearing.

13.2 The record of public submissions shall include:

- a) Written submissions received from administration, the applicant, and members of the public, and
- b) An electronic copy of the video recording of the meeting if one was made.

13.3 A member of the public wishing to have a written submission included in the record of public submissions shall ensure one copy of the submission is received by the CAO between the time Council sets a date for a public hearing and the close of the public hearing.

13.4 Where a person provides more than one identical or largely identical written submission, only one will be included in the record of public submissions.

13.5 The minutes of a public hearing shall record:

- a) The names of administration and the applicant, or representatives of the applicant, who presented at the hearing; and
- b) The names of the members of the public who provided written and/or verbal submissions along with a general indication of support or opposition, but not a summary of the presentations and/or a copy of any written materials provided.

13.6 The minutes of a public hearing will be reviewed and adopted by Council resolution at the next regular or special Council meeting following a public hearing.

14.0 General Matters

- 14.1 Bylaw Number 237 and any amendments thereto are hereby rescinded in their entirety.
- 14.2 This Bylaw shall come into full force upon final reading thereof.

READ a first, second and third time this 9th day of May 2022

Mayor

Chief Administrative Officer

BYLAW NO. 152-22
SCHEDULE A
PUBLIC HEARING PROCEDURES

CALL HEARING TO ORDER

1. Chair / Vice Chair to call the public hearing to order.
2. Chair may introduce all Members of Council and Administrative Staff.

EXPLAIN PURPOSE OF HEARING AND PROCEDURES

3. Chair to advise those present that:
 - a. The Council is here to listen to the information presented, and to make a decision on the matter that is the subject of the hearing.
 - b. This is a formal hearing and is not a debate. Everyone wishing to speak will be given an opportunity to speak once to the matter.
 - c. The Chair shall call upon those individuals who added their name to the Speakers List in the order recorded. An individual who does not identify themselves on the Speakers List will not be given the opportunity to speak.
 - d. Presenters are to stay within a five (5) minute time limit on the presentation and are encouraged when speaking to keep the presentation to the point, and refrain from restating points raised by previous speakers if possible.
 - e. Each presenter must first state their name, address, and their interest in this matter, including whether in support or non-support.

HEARING TO COMMENCE

4. The Hearing is to commence as follows:
 - a. Chair to call on designated staff member to introduce the subject (or bylaw) of the hearing.
 - b. Chair to call on the Chief Administrative Officer (or designate) to read any relevant correspondence received.
 - c. Chair and Members of Council may ask for clarification relating to the subject (or bylaw).

PRESENTATIONS

5. Chair to call on applicant(s) to speak to the application, if applicable.
6. Chair to call on any individual(s) who recorded their names on the Speakers List to speak in the order they were recorded.
7. Chair and members of Council may call on technical and administrative staff to provide information/clarification for Council.

8. The Chief Administrative Officer will read aloud the names of anyone who supplied written comments.

FINAL COMMENTS

9. Chair may invite administration an opportunity to provide closing comments

CLOSE OF HEARING

10. Chair announces that this concludes the public hearing.

COUNCIL DECISION

11. Following the conclusion of the public hearing, Council will discuss comments made by the public and render a decision on the subject (or bylaw). No further public comment can be received.

BYLAW NO. 152-22
SCHEDULE B
Committee Terms of Reference

**FIRESMART & PUBLIC WORKS COMMITTEE
TERMS OF REFERENCE**

PURPOSE	To act as an advisory body to Council and Administration regarding matters of FireSmart, public works and community safety.
MEMBERSHIP	<ul style="list-style-type: none">• One (1) Council Member• Two (2) Public-At-Large representatives• One (1) Industry Liaison
AUTHORITY	<p>The Committee will:</p> <ul style="list-style-type: none">• Review, discuss and plan FireSmart activities for the community.• Assist with the development and implementation of FireSmart public education and awareness initiatives.• Promote community involvement in the FireSmart program.• Support and coordinate annual stewardship programs.• Direct and lead the development of the Wildfire Preparedness Guide• Research and assist in grant applications.• Review and discuss issues pertaining to safety of the community• Review and provide input into planning of the community as it relates to FireSmart, community safety and public works.• Identify trails within the community requiring maintenance• Monitor and ensure the Community Services Building maintenance is completed.• Advise and make recommendations to Council and Administration in relation to FireSmart, public works and safety.• Provide input into budget as it relates to the work of the committee.• Comply with the Summer Village of Ghost Lake Procedural Bylaw and the Municipal Government Act.
TERM	On-going
FUNDING	As authorized by Council during the annual budget cycle
APPROVAL DATE	May 9, 2022

RECREATION COMMITTEE
TERMS OF REFERENCE

PURPOSE	To assist Council with policies and operations relating to the summer village recreation program and facilities.
MEMBERSHIP	<ul style="list-style-type: none">• One (1) Council Member• Four (4) residents
AUTHORITY	<p>The Committee will:</p> <ul style="list-style-type: none">• The Committee may make recommendations to the Council of the Summer Village of Ghost Lake, for their approval, on matters related to recreation services and facilities in the Summer Village.• The Committee shall be concerned with all matters pertaining to recreation facilities owned or controlled by the Village and with matters pertaining to a broad range of recreation services that will provide opportunity for people of all ages to use their leisure in a wholesome and satisfying manner.• The Committee shall make recommendations to the Council for the approval of and passing of such rules and regulations as it may deem necessary from time to time.• In the interest of a well balanced coordinated recreation program, the Committee shall cooperate with and encourage all organizations within its jurisdiction which are supporting, promoting and working for recreation in its broadest application.• The committee shall hear and consider representations by an individual, organization or delegation of citizens with respect to recreation and act on such recommendations arising there from as the Committee shall deem to be in the general interests of all citizens.
TERM	On-going
FUNDING	As authorized by Council during the annual budget cycle
APPROVAL DATE	May 9, 2022

SUMMER VILLAGE OF GHOST LAKE

BYLAW NUMBER 2022-06

Being a bylaw of the Summer Village of Ghost Lake in the Province of Alberta, Canada with respect to Emergency Management.

WHEREAS: Pursuant to *Emergency Management Act, RSA 2000 c. E-6.8* the Summer Village of Ghost Lake is responsible for the direction and control of the Summer Village's response in the event of a major emergency;

WHEREAS: Pursuant to section 11 of the Emergency Management Act, the Council of Summer Village of Ghost Lake is required to appoint a committee consisting of a member or members of Council to advise on the development of emergency plans and programs, to appoint a director of emergency management, and to establish and maintain a municipal emergency management agency to act as the agent of the Council of the Summer Village of Ghost Lake in exercising its powers and duties under the Act;

AND WHEREAS It is in the public interest that such an agency be established and maintained and that such a committee be appointed to carry out Council's statutory powers and obligations under the Emergency Management Act;

AND WHEREAS Pursuant to section 203 of the *Municipal Government Act, R.S.A. 2000*, the Council of the Summer Village of Ghost Lake may by bylaw delegate any of its powers, duties or functions under the Municipal Government Act or any other enactment or bylaw to a council committee, the chief administrative officer or a designated officer, unless the Municipal Government Act or other enactment or bylaw provides otherwise;

NOW THEREFORE: Council of the Summer Village of Ghost Lake, in the Province of Alberta, duly assembled enacts as follows:

TITLE

1. This bylaw shall be known as the "Emergency Management Bylaw"

DEFINITIONS

2. For the purpose of this bylaw:
 - a) "Act" means the *Emergency Management Act, RSA 2000, c. E-6.8*, as amended, or any legislation substituted for it;
 - b) "Agency" means the Emergency Management Agency established under this Bylaw;
 - c) "Chief Administrative Officer" or "CAO" means the individual appointed by Council pursuant to the Designated Officer Bylaw, or any successor legislation, who is responsible for the overall coordination, direction and administration of all policies of Council;
 - d) "Committee" means the Emergency Advisory Committee established under this bylaw;

- e) "Council" means the municipal Council of the Summer Village of Ghost Lake;
- f) "Director" means the person appointed Director of Emergency Management under this bylaw;
- g) "Disaster" shall have the same meaning given to it by the Act;
- h) "Emergency" shall have the same meaning given to it by the Act;
- i) "Emergency Management Program" means the development, coordination, and execution of plans, measures, and programs pertaining to the mitigation, preparedness, response, and recovery before, during, and after an emergency event;
- j) "Minister" means the Minister charged with administration of the Act;
- k) "Municipal Emergency Management Plan" means the plan prepared and maintained by the Emergency Management Agency to govern the emergency management program for the Summer Village of Ghost Lake; and
- l) "State of Local Emergency" shall have the same meaning given to it by the Act.

EMERGENCY ADVISORY COMMITTEE

- 3. There is hereby established an Emergency Advisory Committee, with the function being to advise on the development of emergency plans and programs. The membership of which shall be the Mayor and Deputy Mayor.
 - 3.1. The Committee shall meet annually or more frequently as required.
 - 3.2. The Committee shall:
 - 3.2.1. Review the Municipal Emergency Management Plan and related plans and programs; and
 - 3.2.2. Be responsible to advise Council on development of those emergency management plans and programs at least annually.

STATE OF LOCAL EMERGENCY (SOLE)

- 4. The power to declare, renew, or terminate a state of local emergency in accordance with the Act is hereby delegated to the Committee, the membership of which shall be
 - 4.1. the Mayor; or
 - 4.2. if the Mayor is unavailable, the Deputy Mayor; or
 - 4.3. if both the Mayor and the Deputy Mayor are unavailable, the first member of council who is present and able to act is considered a member of the Committee.
- 5. The Committee may, at any time when it is satisfied that an emergency exists or may exist, can declare a state of local emergency.
- 6. When a state of local emergency is declared, the Committee shall:
 - 6.1. ensure that the declaration identifies the nature of the emergency and the area(s) of the Municipality in which it exists;

- 6.2. immediately cause the details of the declaration to be published by any means of communication considered most likely to make known to the population of the area(s) affected by the contents of the declaration;
 - 6.3. forward a copy of the declaration to the Minister forthwith; and
 - 6.4. advise all members of Council of the declared state of local emergency forthwith.
7. When, in the opinion of the Committee, an emergency no longer exists in relation to which the declaration was made, they shall terminate the declaration.
 8. When a declaration of a state of local emergency has been terminated, the Committee shall immediately cause the details of the declaration to be published by any means of communication considered most likely to make know to the population of the area affected by the contents of the declaration.

EMERGENCY MANAGEMENT AGENCY

9. There is hereby established an Emergency Management Agency.
10. The Agency will act as the agent of Council to carry out all statutory powers and obligations under the Act, except for those powers and duties delegated by the bylaw to the Committee.
11. The Chief Administrative Officer (CAO) shall be the Director of Emergency Management. (DEM)
12. The Director is authorized to appoint other Deputy Directors of the Emergency Management Agency. (DDEM)
13. The Emergency Management Agency will consist of:
 - 13.1. The Director of Emergency Management (DEM)
 - 13.2. The Deputy Directors of Emergency Management (DDEM)
 - 13.3. The officer in charge of the Royal Canadian Mounted Police (RCMP) detachment; and
 - 13.4. Members of the Summer Village of Ghost Lake's administration as required by the Director of Emergency Management.
14. The Agency is responsible for:
 - 14.1. The development, maintenance and implementation of the Municipal Emergency Management Plan and related plans and programs;
 - 14.2. The establishment, maintenance, and operation of the Emergency Coordination Centre;
 - 14.3. The provision of assistance and guidance to the Director and, as requested by the Director, to the Committee;
 - 14.4. The conduct of appropriate training to facilitate the effective operation of the Emergency Coordination Centre.

EMERGENCY COORDINATION CENTRE

15. Designated employees from the following departments, divisions, and business units shall form an Emergency Coordination Centre (ECC);
 - Communications
 - Community Services
 - Development Services
 - Information Services
 - Legislative and Protective Services
 - Infrastructure Services
 - Corporate Services
 - Human Resources
 - Additional members of the Summer Village of Ghost Lake Administration as required.
 - Outside agencies or individuals deemed necessary by the Director.

FINANCIAL

16. Council may:
 - 16.1. By Bylaw, that is not advertised but is approved by the Minister responsible for the Municipal Government Act, during or within 60 days after the state of local emergency borrow, levy, appropriate and expend, all sums required for the operation of the Agency; and
 - 16.2. Enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency management plans or programs, including mutual aid plans and programs.
17. Where possible, the Agency shall forward copies of all resolutions passed under the State of Local Emergency and specifics of agreements or payments made during this period to the General Manager, Corporate Services, or designate, within fourteen days of the termination of the State of Local Emergency.
18. The General Manager, Corporate Services, or designate, shall verify that each expenditure made under the State of Local Emergency was authorized by the Agency and shall report to Council on the findings.

PROTECTION FROM LIABILITY

19. No action lies against the Committee, the Agency or any member of the Committee or Agency or any person acting under the Committee's or Agency's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under this Bylaw during a State of Local Emergency.

GENERAL PROVISIONS AND COMING INTO FORCE

20. Where a bylaw references a staff position, department or committee, the reference is deemed to be to the current name of the staff position, department or committee is known by.
21. If any term, clause or condition of this Bylaw or application thereof is found to be invalid or unenforceable, the remainder of this Bylaw or the application of such term, clause or condition shall not be affected and shall remain in force and effect.

This Bylaw shall come into full force and effect upon the date of third and final reading.

READ a first, second and third time this

Mayor

Chief Administrative Officer