

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

September 6<sup>th</sup>, 2023, 7 p.m.  
Super 8, Cochrane

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ITEM	DESCRIPTION
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<b>1.0</b>	<b>CALL TO ORDER</b>
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<b>1.1</b>	Land Acknowledgement
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*"We are very grateful to be located within the Treaty 7 territory, traditional lands and home of the Bearspaw, Chiniki and Good Stoney Nation, the Kainai, Piikani, Siksika Nations, the Tsuut'ina Nation, and Region 3 Métis People. We are honoured to live, work and play in their territory and commit to the work of reconciliation. "*

<b>2.0</b>	<b>APPROVAL OF AGENDA</b>
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<b>2.1</b>	Approval of Minutes for the September 6 <sup>th</sup> , 2023 Regular Meeting
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<b>3.0</b>	<b>APPROVAL OF MINUTES</b>
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<b>3.1</b>	Approval of Minutes for the May 17 <sup>th</sup> , 2023 Regular Meeting
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<b>4.0</b>	<b>DELEGATIONS</b>
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<b>4.1</b>	NIL
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<b>5.0</b>	<b>OLD BUSINESS</b>
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<b>5.1</b>	Community Playground update
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<b>5.2</b>	Climate Resilience Capacity Project
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<b>5.3</b>	Community Hall budget increase and update
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<b>5.4</b>	Carraig Ridge well
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<b>5.5</b>	Lake shore riprap
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5.6 Water tank

## **6.0 FINANCIAL**

6.1 Cheque Register

6.2 Bank Reconciliation

6.3 Financial Update

6.4 2024 Budget

## **7.0 NEW BUSINESS**

7.1 Dale Kennard – Tree Permit Application

7.2 Dale Kennard – Memorial Bench Application

7.3 Land-use Bylaw proposals

7.4 Procedural Bylaw

7.5 Summer Village Elections

7.6 Marigold Library – Notes to Council

## **8.0 CORRESPONDENCE**

## **9.0 COMMITTEES**

9.1 Emergency Services Community

9.2 FireSmart Program

9.2.1 FRIAA FireSmart Application

9.3 Public Works

9.4 Dock Committee

9.5 Community Association

9.6 Natural Environment and Lake Stewardship

## **10.0 ADJOURNMENT**



Report Date: 29<sup>th</sup> Aug, 2023  
Contact: admin@ghostlake.ca  
Agenda Item Number: 5.2  
Meeting Date: 6<sup>th</sup> Sept, 2023

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**TO:** Council

**FROM:** Administration

**Subject:** Climate Resilience Capacity Project

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<p><b>RECOMMENDATION: THAT Council accept this report as an update on the progress for the Climate Resilience Capacity Project</b></p>
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## **REPORT SUMMARY**

This report provides a progress update for SVGL's Climate Capacity project.

## **CHIEF ADMINISTRATIVE OFFICER'S COMMENTS**

The Chief Administrative Officer has reviewed and approved this report.

# REPORT

## **BACKGROUND/CONTEXT**

The climate resilience planning involves conducting a risk assessment of key climate hazards and creating an adaptation plan accordingly. SVGL will aim to implement the recommended actions of the Climate Resilience Plan.

## **DISCUSSION**

The project's hydrogeological assessment was completed and issued. There are a number of upcoming activities planned, including a council presentation, finalizing the implementation plan and completing a summary and project close-out report. The project was also extended until October instead of September 2023. Currently, the project is about 73% complete.

## **CONCLUSION**

Administration expects the final elements of the project to be completed soon, with information on the implementation plan and a presentation given to Council and the community upon completion



Report Date: 2<sup>nd</sup> Sept, 2023  
Contact: admin@ghostlake.ca  
Agenda Item Number: 5.3  
Meeting Date: 6<sup>th</sup> Sept, 2023

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**TO:** Council

**FROM:** Administration

**Subject:** Community Hall Budget Increase and Update

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**RECOMMENDATION: THAT Council approve administration for a budget increase from \$125,000 to \$200,000 for the Community Hall project, with the additional funds being allocated from SVGL's MSI grant.**

#### **REPORT SUMMARY**

This report provides a progress update for SVGL's Community Hall Construction project. The renovations for the community hall began August 14th, 2023. Administration has allocated an extra \$75,000 from the MSI grant towards the Community Hall project due to increased project costs. The overall budget is now \$200,000 for the project.

#### **CHIEF ADMINISTRATIVE OFFICER'S COMMENTS**

The Chief Administrative Officer has reviewed and approved this report.

# REPORT

## **BACKGROUND/CONTEXT**

The Community Hall Construction project involves renovating the hall and making it a multi-purpose space for the community to enjoy. The renovation process began in August 2023.

## **DISCUSSION**

The allocated budget for the Community Hall project was originally \$125,000. However, due to multiple factors such as the rising costs of materials, equipment and transport, the budget has been readjusted.

To accomplish the project plans, the budget for the project has been increased by \$75,000 and is now at \$200,000 in total. This extra funding will be taken from Ghost Lake's MSI grant and allows room for any contingency costs that may come up during the project timeline.

## **CONCLUSION**

Administration has allocated an extra \$75,000 from the MSI grant towards the Community Hall project due to increased project costs. The overall budget is now \$200,000 for the project.



**Report Date: August 29, 2023**  
**Contact: Suzanne Gaida**  
**Agenda Item Number: 6.1**  
**Meeting Date: September 6, 2023**

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**TO: Council**

**FROM: Suzanne Gaida, Finance Manager**

**Subject: Cheque Register May 1 – August 31, 2023**

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**RECOMMENDATION: That Council accept the cheque register for May 1 – August 31, 2023 as information.**

## **REPORT SUMMARY**

The cheque register, outlining payments of direct withdrawals and cheques 2114 - 2152 for May 1, 2023 thru August 31, 2023 in the amount of \$140,774.88 is attached. This is provided for Council information and Administration can provide specifics on any payments outlined in the attached report for Council.

## **CHIEF ADMINISTRATIVE OFFICER'S COMMENTS**

The Chief Administrative Officer has reviewed and approved this report.



# REPORT

## **BACKGROUND/CONTEXT**

This cheque register includes the deposit for the Community Hall Upgrades, payments for the work to date on the Climate Resilient Groundwater Assessment and Implementation Plan and seasonal expenses for park care and maintenance. Also included in this register is the annual insurance payment and the second installment of the School Tax Requisitions.

## **CONCLUSION**

That Council accept the cheque register for May 1 – August 31, 2023 as information.

# Summer Village of Ghost Lake

## Cheque Register

### As of 31 August 2023

Num	Name	Memo	Amount
<b>310-120</b>	<b>Bank - TD Canada Trust</b>		
Debit	Cochrane Lake Gas Co-op	April 2023 Gas	-120.52
Debit	Receiver General	Payroll Liabilities Late Filing Fee	-82.14
Debit	Waste Management of Canada Corporation	May 2023 Service	-1,376.59
Debit	TD Canada Trust	April 2023 Credit Card Bill - Deputy Mayor	-11.54
Debit	TD Canada Trust	May 5, 2023 Credit Card - CAO	-707.22
Debit	TD Canada Trust	May 5, 2023 Credit Card Bill - Mayor	-6.25
Debit	Epcor Energy Services	March 2023 Power	-122.36
Debit	Epcor Energy Services	April 2023 Power	-181.37
Debit	Cochrane Lake Gas Co-op	May 2023 Gas	-55.17
Debit	Waste Management of Canada Corporation	June 2023 Service	-1,385.52
Debit	ASFF - Provincial Treasurer	June 2023 Public School Requisition	-29,444.08
Debit	TD Canada Trust	June 5 2023 Credit Card Bill - Deputy Mayor	-365.17
Debit	TD Canada Trust	June 5, 2023 Credit Card - CAO	-242.45
Debit	TD Canada Trust	June 5, 2023 Credit Card Bill - Mayor	-6.25
Debit	TD Canada Trust	Bank Service Charge	-80.00
Debit	Epcor Energy Services	May 2023 Power	-116.45
Debit	Cochrane Lake Gas Co-op	June 2023 Gas	-54.32
Debit	Waste Management of Canada Corporation	July 2023 Service	-1,385.52
Debit	Receiver General	April - June Payroll Liabilities Remittance	-3,230.14
Debit	Epcor Energy Services	June 2023 Power	-142.19
Debit	Cochrane Lake Gas Co-op	July 2023 Gas	-48.04
Debit	Epcor Energy Services	July 2023 Power	-145.80
Debit	Waste Management of Canada Corporation	August 2023 Service	-1,385.52
Debit	TD Canada Trust	July 5, 2023 Credit Card Bill - Deputy Mayor	-331.86
Debit	TD Canada Trust	July 5, 2023 Credit Card Bill - Mayor	-6.25
Debit	TD Canada Trust	July 5, 2023 Credit Card - CAO	-389.25
Debit	TD Canada Trust	August 8, 2023 Credit Card Bill - Mayor	-6.25
Debit	TD Canada Trust	August 8, 2023 Credit Card - CAO	-230.19
Debit	TD Canada Trust	August 8, 2023 Credit Card Bill - Deputy Mayor	-907.99
2114	AMSC Insurance Services Ltd.	2023 Annual Insurance	-5,988.00
2115	Benchmark Assessment Consultants Inc	April - June 2023 Assessment Fee	-1,270.47
2116	Hassan Saeed	April 2023 Payroll	-714.00
2117	Morrison Hershfield Limited	SVGL Groundwater Assessment	-7,249.94
2118	Mustafa Hashimi	April Payroll & Expenses	-2,828.29
2119	Scase and Partners	2022 Audit	-7,560.00
2120	Suzanne Gaida	April 2023 Finance Manager Contract	-1,119.30
2121	1288 Design Company Inc.	Community Hall Upgrade	-1,195.00
2122	Bird's Eye Technologies Ltd.	Transfer emails & files to Microsoft365	-1,260.00
2123	Hoddinott Forest Management Inc	FRIAA grant Preparation & Controlled Burn Plan	-1,995.00
2124	Morrison Hershfield Limited	SVGL Groundwater Assessment	-6,970.59
2126	FCM	VOID: 2023 Membership	0.00
2127	Morrison Hershfield Limited	SVGL Groundwater Assessment	-13,142.49
2128	Karen Foudy	Community Hall Supplies - Toilet Papaer, Paper Plates & Garbage Bags	-69.27
2129	Mustafa Hashimi	May Payroll & Expenses	-3,275.79
2130	Suzanne Gaida	May 2023 Finance Manager Contract & Expenses	-1,349.37
2131	Calgary RCSSD No 1	Seperate School Requisition June 2023	-750.06
2132	Hassan Saeed	May 2023 Payroll	-714.00
2133	Sudden Fun Recreation Equipment Ltd.	Garbage Bags	-229.95
2134	Hassan Saeed	June 2023 Payroll	-714.00
2135	Mustafa Hashimi	June Payroll & Expenses	-3,340.92
2136	Suzanne Gaida	June 2023 Finance Manager Contract & Expenses	-1,155.00
2137	1288 Design Company Inc.	Community Hall Upgrade	-300.00
2138	Jack Fritz	July Payroll	-1,829.15
2139	R Space Ltd.	10% Deposit for Community Hall Upgrade Project	-16,304.50
2140	Wooding Geospatial Solutions Inc.	2023 Ortho Photo	-599.55
2141	Steelhead Ventures Ltd.	Cistern Fill - Community Building	-224.25
2142	TransAlta Generation Partnership	2022 & 2023 Rental Agreement Payment	-2,100.00
2143	Suzanne Gaida	July 2023 Finance Manager Contract & Expenses	-1,119.30
2144	Benchmark Assessment Consultants Inc	July - September 2023 Assessment Fee	-1,443.75
2145	Mustafa Hashimi	July Payroll & Expenses	-3,168.03
2146	Hassan Saeed	July Payroll & Expenses	-909.43
2147	Bob Miller	Reimbursement for Diesel for Tractor	-41.66
2148	Ghost Lake Village Community Association	Fireworks Grant and Fireworks Donation from Resident	-1,050.00
2149	Hassan Saeed	August 2023 Payroll	-714.00
2150	Hoddinott Forest Management Inc	FireSmart Education - Regatta FRIAA Grant	-1,142.37
2151	Mustafa Hashimi	August Payroll & Expenses	-3,251.75
2152	Suzanne Gaida	August 2023 Finance Manager Contract & Expenses	-1,119.30
Total 310-120 - Bank - TD Canada Trust			-140,774.88
<b>TOTAL</b>			<b>-140,774.88</b>



**Report Date: August 29, 2023**  
**Contact: Suzanne Gaida**  
**Agenda Item Number: 6.2**  
**Meeting Date: September 6, 2023**

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**TO: Council**

**FROM: Suzanne Gaida, Finance Manager**

**Subject: September 2023 Financial Report**

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**RECOMMENDATION:**

**That Council accepts the September 2023 Finance Report as information.**

**REPORT SUMMARY**

The September 2023 Financial Report shows all revenues and expenses as of August 31, 2023 and includes Operating and Capital Budgets. This report replaces the traditional Budget Variance Report previously presented. The intent of this new style of report is to make it clearer for Council the current state of the budget in relation to true costs.

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS**

The Chief Administrative Officer has reviewed and approved this report.

# REPORT

## BACKGROUND/CONTEXT

Administration will present to Council at all Council meetings a year-to-date report outlining revenues and expenditures for the Operating and Capital Budgets. This will ensure Council understands where things are at financially with the Budgets and Administration and Council will be able to identify any concerns early and not be surprised at the end of the year.

### Operating Highlights

- This report shows all revenue & expenses up to August 31, 2023.
- All 2023 taxes and requisitions have been collected.
- Climate Change Grant - 75% of the grant equal to \$59,995 has been received and \$31,251 has been expensed for work to date.
- Administrative Services is trending to be overbudget by \$6,000.
- 2022 and 2023 TransAlta Recreational Lease were paid in 2023 as no bill was received in 2022
- LUB work has not started so no funds have been expensed to date.

### Capital Highlights

- \$19,863 has been spent on the Community Hall Project.
- \$344 has been spent on the Community Sign
- No other expenses have been recorded for 2023 capital projects.

## DISCUSSION

Administration can answer any questions Council has on the Financial Update.

## September 2023 Financial Report

2023 Operating		
	2023 Budget	31-Aug-23
<b>Revenue</b>		
<b>Other</b>		
Grants - Other		\$ 59,995
Transfer from Operating Reserves	\$ 27,848	\$ -
Tax Penalties & Costs	\$ -	\$ 144
Other Income	\$ -	\$ 513
<b>General Administration</b>		
Admin Fees & Sale of Goods	\$ 100	\$ 35
Provincial Grants - MSI Operating	\$ 14,344	\$ 14,344
<b>Fire &amp; Emergency</b>		
Fire & Emergency Services Grants	\$ -	\$ 2,100
<b>Planning</b>		
Planning Fees	\$ -	\$ 990
<b>Parks &amp; Recreation</b>		
Recreation Operating Grants - STEP	\$ 13,680	\$ -
Regatta Income	\$ 6,500	\$ 50
<b>Total Income</b>	<b>\$ 62,472</b>	<b>\$ 78,171</b>
<b>Expenses</b>		
<b>Council</b>		
Honorariums	\$ 1,500	\$ -
Expenses	\$ 2,200	\$ 492
<b>Total</b>	<b>\$ 3,700</b>	<b>\$ 492</b>
<b>General Administration</b>		
Professional Services	\$ 12,649	\$ 3,795
Association & Membership Fees	\$ 2,105	\$ 1,944
Bank Service Charges	\$ 100	\$ 83
Administration Services	\$ 66,024	\$ 47,760
Office Expenses	\$ 9,205	\$ 6,265
Insurance	\$ 6,000	\$ 5,988
Other Grant Expenses		\$ 31,251
<b>Total</b>	<b>\$ 96,083</b>	<b>\$ 97,085</b>
<b>Emergency &amp; Protective Services</b>		
EOC - Supplies	\$ 2,000	\$ -
Grant Expenses		\$ 2,688
Equipment Repair & Maintenance	\$ 500	\$ 113
Supplies	\$ 500	\$ 300
Fire Services - MD	\$ 3,439	\$ -
Police Requisition	\$ 6,500	\$ 6,465
<b>Total</b>	<b>\$ 12,939</b>	<b>\$ 9,566</b>
<b>Roads</b>		
Contract Services	\$ 1,500	\$ -
Repairs & Maintenance	\$ 2,000	\$ -
<b>Total</b>	<b>\$ 3,500</b>	<b>\$ -</b>
<b>Waste Management</b>		
Repair & Maintenance	\$ 500	\$ -
Contract Services	\$ 20,000	\$ 11,248
<b>Total</b>	<b>\$ 20,500</b>	<b>\$ 11,248</b>

<b>2023 Operating</b>		
	2023 Budget	31-Aug-23
<b>Planning</b>		
Planning Contract Services	\$ 20,500	\$ 1,596
<b>Total</b>	\$ 20,500	\$ 1,596
<b>Community Services</b>		
Contract Services	\$ 2,000	\$ -
Supplies	\$ 500	\$ 300
Repairs & Maintenance	\$ 3,500	\$ 1,493
Utilities	\$ 4,390	\$ 2,041
STEP Grant Expenses	\$ 17,280	\$ 3,253
Regatta	\$ 6,500	\$ 1,050
Community Association	\$ 1,500	\$ -
Waterfront Contract Maintenance	\$ 2,000	\$ -
Waterfront Permits and Fees	\$ 1,000	\$ 2,000
<b>Total</b>	\$ 38,670	\$ 10,136
<b>Cultural</b>		
Supplies	\$ 100	\$ 49
Marigold System Fees	\$ 1,108	\$ 1,085
<b>Total</b>	\$ 1,208	\$ 1,134
<b>Total Expense</b>	\$ 197,100	\$ 131,258
<b>Difference</b>	<b>-\$ 134,628</b>	<b>-\$ 53,087</b>

#### Taxes

<b>Requisitions</b>	<b>2023 Budget</b>	<b>31-Aug-23</b>
School - ASFF	\$ 120,646	\$ 58,888
School - CCSB	\$ 3,010	\$ 1,500
Designated Industrial	\$ 5	\$ -
<b>Total</b>	\$ 123,661	\$ 60,388
<b>Collections</b>		
School Levy	\$ 117,764	\$ 117,765
Municipal Taxes	\$ 134,240	\$ 134,240
Linear Taxes	\$ 197	\$ 201
<b>Total</b>	\$ 252,201	\$ 252,206

#### 2023 Capital

<b>Project</b>	<b>2023 Budget</b>	<b>31-Aug-23</b>
Water Reservoir	\$ 80,000	\$ -
Community Sign	\$ 3,000	\$ 344
Playground	\$ 75,000	\$ -
Community Hall Upgrades	\$ 125,000	\$ 19,863
Shoreline Rip Rap	\$ 10,000	\$ -
<b>Total</b>	<b>\$ 293,000</b>	<b>\$ 20,206</b>



**Report Date: August 29, 2023**  
**Contact: Suzanne Gaida**  
**Agenda Item Number: 6.3**  
**Meeting Date: September 6, 2023**

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**TO: Council**

**FROM: Suzanne Gaida, Finance Manager**

**Subject: 2024 Budget**

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**RECOMMENDATION:**

**That Council discuss upcoming projects for the 2024 Budget preparation.**

**REPORT SUMMARY**

**2024 Operating and Capital Budget preparation has begun. Administration would like to have a discussion with Council on the upcoming budget cycle and identify any projects or items Council would like to see included in the budget.**

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS**

The Chief Administrative Officer has reviewed and approved this report.



Report Date: 29<sup>th</sup> Aug, 2023  
Contact: admin@ghostlake.ca  
Agenda Item Number: 7.1, 7.2  
Meeting Date: 6<sup>th</sup> Sept, 2023

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**TO:** Council

**FROM:** Administration

**Subject:** Memorial Bench and Tree Application

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**RECOMMENDATION: THAT Council approve Dale Kennard's request to plant a memorial tree on public lands AND approve Dale Kennard's request to plant a memorial tree on public lands.**

## **REPORT SUMMARY**

Administration received a request from resident Dale Kennard to plant a memorial tree on public lands behind their property and install a memorial bench on the Ghost Lake windsurf beach, in memory of Ron Kennard.

## **CHIEF ADMINISTRATIVE OFFICER'S COMMENTS**

The Chief Administrative Officer has reviewed and approved this report.



# REPORT

## **BACKGROUND/CONTEXT**

The request from Dale Kennard highlighted that they intend to install the bench and complete the tree planting by August.

## **DISCUSSION**

Administration granted the approval of a tree permit for one Larch Tree to be planted on public lands behind Dale Kennard's property, and the memorial bench approval to be installed at the windsurf beach in the village, in memory of Ron Kennard.

Administration checked the proposed site for the memorial tree and confirmed with NELS that it does not pose any hazard to the environment, or cause any interference with power lines or other public property.

## **CONCLUSION**

Administration had received preliminary approval from Council to grant the two requests but requires formal approval via motion in a Council meeting.

Motion 1: Grant Dale Kennard's request for a Tree Permit to plant a memorial tree behind their property on public lands

Motion 2: Approve Dale Kennard's Memorial Bench application to install a memorial bench at the windsurf beach in the village.



Report Date: 2<sup>nd</sup> Sept, 2023  
Contact: admin@ghostlake.ca  
Agenda Item Number: 7.4  
Meeting Date: 6<sup>th</sup> Sept, 2023

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TO: Council

FROM: Administration

Subject: Procedural Bylaw

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**RECOMMENDATION: THAT Council review and approve amended Procedural Bylaw #2023-02.**

## **REPORT SUMMARY**

The amended procedural bylaw changes section 4.1 of the previously approved procedural bylaw #2022-01, and now states that the organizational meeting of council shall take place every four years, after the beginning of the new Council term.

## **CHIEF ADMINISTRATIVE OFFICER'S COMMENTS**

The Chief Administrative Officer has reviewed and approved this report.

**SUMMER VILLAGE OF GHOST LAKE**  
**BY-LAW NO. 2023-02**

**Being A Bylaw of The Summer Village of Ghost Lake in The Province of Alberta and to amend the Procedural Bylaw 2022-01, To Provide the Organizational and Procedural Matters of Council, Council Committees and Councilors**

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**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 on the year of the new Council term, every four years, after the election has taken place

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

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Mayor

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Chief Administrative Officer

**BYLAW NO. 2023-01**  
**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. 2023-01**  
**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"><li>• One (1) Council Member</li><li>• Two (2) Public-At-Large representatives</li><li>• One (1) Industry Liaison</li></ul>
AUTHORITY	<p>The Committee will:</p> <ul style="list-style-type: none"><li>• Review, discuss and plan FireSmart activities for the community.</li><li>• Assist with the development and implementation of FireSmart public education and awareness initiatives.</li><li>• Promote community involvement in the FireSmart program.</li><li>• Support and coordinate annual stewardship programs.</li><li>• Direct and lead the development of the Wildfire Preparedness Guide</li><li>• Research and assist in grant applications.</li><li>• Review and discuss issues pertaining to safety of the community</li><li>• Review and provide input into planning of the community as it relates to FireSmart, community safety and public works.</li><li>• Identify trails within the community requiring maintenance</li><li>• Monitor and ensure the Community Services Building maintenance is completed.</li><li>• Advise and make recommendations to Council and Administration in relation to FireSmart, public works and safety.</li><li>• Provide input into budget as it relates to the work of the committee.</li><li>• Comply with the Summer Village of Ghost Lake Procedural Bylaw and the Municipal Government Act.</li></ul>
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"><li>• One (1) Council Member</li><li>• Four (4) residents</li></ul>
AUTHORITY	<p>The Committee will:</p> <ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li><li>• 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.</li><li>• 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.</li><li>• 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.</li></ul>
TERM	On-going
FUNDING	As authorized by Council during the annual budget cycle
APPROVAL DATE	May 9, 2022



Report Date: 2<sup>nd</sup> Sept, 2023  
Contact: admin@ghostlake.ca  
Agenda Item Number: 7.5  
Meeting Date: 6<sup>th</sup> Sept, 2023

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**TO:** Council

**FROM:** Administration

**Subject:** Summer Village Elections

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<p><b>RECOMMENDATION: THAT Council accept this report as information regarding summer village elections</b></p>
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#### **REPORT SUMMARY**

This report provides information on the eligibility to vote in summer villages, as governed by the Local Authorities Election Act.

#### **CHIEF ADMINISTRATIVE OFFICER'S COMMENTS**

The Chief Administrative Officer has reviewed and approved this report.



## REPORT

Eligibility to vote in summer villages is governed by [Section 12\(b\)](#) of the *Local Authorities Election Act* (LAEA), which provides that a person is entitled to vote if:

- they are eligible to vote under section 47 (i.e., they are at least 18, a Canadian citizen, reside in Alberta, and their place of residence is in the summer village)
- they are 18, a Canadian citizen and named on the certificate of title as the owner of the property in the summer village, or
- they are 18, a Canadian citizen and are the spouse or adult interdependent partner of the person named on the certificate of title.

This means that a part-time resident who is not on title, and is not the spouse or adult interdependent partner of a person named on title is not eligible to vote. However, a full-time resident who is renting a property in the summer village would be able to vote. The rules of residence are listed in [Section 48](#) of the LAEA.

# Notes to Council



## August 26, 2023 Board Meeting Highlights

### Welcome

Marigold Board welcomed the recently appointed representative from the Town of Cochrane, Christopher Gillespie.

### Financial Statements

Unaudited financial statements to July 31, 2023 were accepted as presented.

### Budget Estimates for 2024

CEO Lynne Price presented the 2024 budget estimates. These estimates are provided to member municipal councils every September, as required by the Marigold Agreement.

The estimated 2024 budget is \$6,141,188 which is 5.2% higher due to an estimated increase in the Alberta Treasury population numbers from 2022, the approved increase to Schedule C levies, and the increased amount received for provincial grants.

The primary unknown for 2024 is the provincial grant, and whether Municipal Affairs will continue to use 2019 population numbers.

### HQ Building Sale

Marigold successfully closed the sale of the old Headquarters building on May 12, 2023.

### Policy Approval & Decision

#### Policies reviewed & approved:

- Standards & Services Co. Mandate Statement
- Transfer Payments Policy—Schedule B
- Board Member Roles & Responsibilities Policy
- Board Meetings Policy
- Board Member Compensation Policy
- Governance Policy

#### Library Service Points policies:

- Grievance Appeal Process Policy
- Workplace Harassment Prevention Policy
- Bylaws for Safety & Use
- Hours of Service Policy
- Collection Management Policy

#### Board efficiency, effectiveness, and cost-savings:

Marigold Board approved the Executive Committee's recommendation to dissolve the Advocacy Committee, whose work is now done by the Regional Systems Advocacy Committee. The following Ad Hoc Committees were dissolved: Finance Committee, Building Committee, and the Schedule C Ad Hoc Committee.



### Upcoming Board Meetings:

**Saturday, November 18, 2023 9:30 AM**  
TEAMS Virtual Meeting

**Saturday, January 27, 2023 9:30 AM**  
TEAMS Virtual Meeting

### Questions?

Contact CEO Lynne Price  
[lynne@marigold.ab.ca](mailto:lynne@marigold.ab.ca)

### Marigold Library System

B 1000 Pine Street  
Strathmore Alberta, T1P 1C1 | 1-855-934-5334  
[marigold.ab.ca](http://marigold.ab.ca)

# Notes to Council—August 26, 2023



## Meet the Staff: Emily George

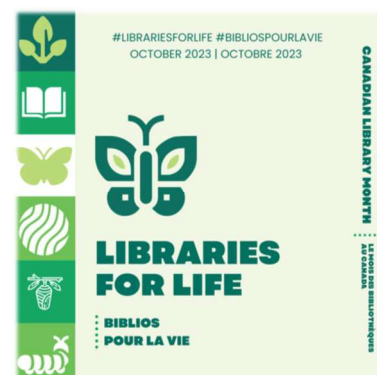
The Board heard a presentation from Emily George, Collections Services Consultant. Emily has been with Marigold since April 2023, and supervises the Collections Services team, including acquisitions, cataloguing, and processing functions.

Emily is also the Consultant for ten member libraries, and delivers training on collections services, item records, SimplyReports, and new manager orientation.

In her spare time, Emily volunteers as a Feline Friend with the Calgary Humane Society.

## October is Canadian Library Month

Canadian Library Month takes place every year in October and provides an opportunity to raise awareness of the valuable role libraries play in the lives of people who live in Canada. This year, the theme for Canadian Library Month is “*Libraries for Life.*” To help libraries promote the event, there are digital resources like website banners, posters, and social media templates available for free on the Ontario Library Association website, [accessola.com](https://accessola.com).



## CEO & COO Updates

**COO L. Taylor** spoke about the Airdrie Library and Multi-Use Facility groundbreaking ceremony, summer programs at Marigold libraries and the Stoney Nakoda Nation, the Library Leaders meeting coming up in September, and the new homework and career help eResource, Brainfuse.

**CEO L. Price** provided updates on council presentations to the M.D. of Acadia, the Town of High River, and an upcoming presentation to Special Areas Board, marketing and promotion of library service to municipalities without library boards, and work being done by the Banff Library to support those affected by the Charleston Residence fire in Lake Louise (I.D. #9).





Box 19554 RPO South Cranston  
Calgary, AB T3M 0V4  
(825) 735 – 7224  
admin@ghostlake.ca  
Summer Village of Ghost Lake Council

Monday, September 4, 2023

Ms. Jinhan Xie  
Forest Resource Improvement Association of Alberta (FRIAA)  
Box 11094, Main Office  
Edmonton. AB T5J 3K4

Dear Ms. Xie,

**Subject: FRIAA FireSmart: Letter of Support**

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On behalf of the Summer Village of Ghost Lake Council, we would like to express our support for the proposed FireSmart activity within our community and request your assistance in obtaining the necessary funding for its successful implementation. The proposed activity is listed below:

- FireSmart Educational Event in the Summer of 2024

The Summer Village of Ghost Lake Council is committed to promoting wildfire safety and preparedness within our community, and we believe that these activities would be valuable initiatives to maintain this commitment. Thank you for your consideration, and if you require additional information, please don't hesitate to contact us.

Thank you,  
Summer Village of Ghost Lake Council