

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL OF THE SUMMER VILLAGE OF GHOST LAKE HELD ON SATURDAY, JUNE 16, 2018 10:30 A.M. AT THE COMMUNITY SERVICES BUILDING IN GHOST LAKE, ALBERTA.

PRESENT Mayor John Walsh, Deputy Mayor Warren Wilson, Councillor Robyn Carrier, Chief Administrative Officer Sharon Plett, Assistant Administrator Sherri Bureyko, and 33 residents.

Called to Order by John Walsh at 10:40 a.m.

COCHRANE RCMP Sgt. Tom Kalis of the Cochrane RCMP Detachment provided a presentation to the residents on Crime Reduction. He outlined information on habitual offenders and who commits crime and shared information on the offender management program that the RCMP use and the benefits of the program.

Residents asked questions regarding crime prevention and who to call for non-emergency suspicious behavior.

RURAL CRIME-WATCH Rosemary Lindsay provided a presentation on What Rural Crimewatch is, how residents can get involved and the benefits of being member including the email news distributed to members and the apps that can be used. She also provided information on what to look for in suspicious behavior and what residents should do to reduce crime on their property and in the community. She noted that memberships will be available for purchase at the meeting.

MINUTES The minutes of the 2017 Annual Meeting held on June 10, 2017 were circulated earlier to residents via email and posted on the website.

MOVED by Barrie Smith and seconded Bruce Lindsay that the minutes of the 2017 Annual Meeting be adopted as circulated.  
CARRIED.

MAYOR'S REPORT Mayor Walsh reported that the road surface project undertaken last summer was successfully completed last year and that the Summer Village is currently addressing with the contractor, specific areas where the grass did not catch on the edges of the road.

He noted that there are no big capital projects scheduled for this year; the main project will be bringing potable water into the community services building. This should be occurring next week and will allow for more public functions to occur in the facility.

Other items being undertaken this year include:  
Creating a Municipal Development Plan;  
Negotiations with TransAlta on securing a new lease as lease expires at end of May 2019.

He noted that with the changes in the MGA and Employment Standards Act, the Summer Village will be stepping up their Risk Assessment and Safety processes. Many residents already saw some of the changes at the recent Spring CleanUp with

safety meetings and orientation occurring.

He noted that the biggest change the Summer Village will see this year will be the retirement of Sharon Plett as CAO. Sharon will be stepping down at the end of August and Sherri Bureyko, who has been working with Sharon over the past year, will assume the position as CAO.

Mayor Walsh spoke briefly on a CBC article regarding the Bow Valley Working Group that has recently surfaced in facebook. He noted that the news article is over a year old and that no decisions have been made on flood mitigation options on the Ghost Lake. The report was released a year ago and the option that proposes increasing the level of the lake by 3 metres to 1196 m would be devastating to the Summer Village as a good portion of the properties would be under water. He indicated that the Summer Village is still trying to make sure they get a seat at the table when discussions occur on the various options outlined in the report.

He added that all committees and council meeting are open to the public. Meeting notices are posted on the website along with minutes and other information. For residents to keep current, he urged them to keep checking the website.

He concluded his report with thanking everyone for the tremendous voluntarism in the community. There was a great turnout at the last Spring Clean Up and people are continually stepping up to help out around the community.

FINANCE &  
ADMIN  
REPORT

The Administrator presented a 2018 financial report which included:

At the end of 2017 the Summer Village held:

\$888,000 in tangible assets with the major assets being Roads \$450,000 and Building \$332,000

\$280,000 in Reserves with the largest reserves being Capital Public Work \$150,000, Contingency \$57,000 and Municipal Reserve \$33,000.

\$53,000 Accumulated Surplus

\$82,000 Deferred Revenue made up of \$62,000 MSI Grant advance and \$20,000 GIS Grant advance

The taxes levied in 2017 were \$214,000 of which \$120,000 was for school requisition, \$5,000 for Capital Reserves and \$89,000 for municipal operations

Capital projects amounted to \$253,600 comprised of \$252,000 road resurfacing and \$1,600 water storage tank for emergency water supply

At the end of 2107 the Summer Village has approximately \$220,000 in grant funding available for capital projects with an additional \$100,000 available in 2018.

FINANCE &  
ADMIN  
REPORT

2018 budget

Changes in Property Taxes 3.6% increase (+4.6% 2017)

	<u>2018</u>	<u>2017</u>	
School Taxes	125,763	120,344	4.5% increase (+3% 2017)
Municipal Taxes	96,704*	94,375	2.5% increase (+6% 2017)
Operating Expenses	145,142**	109,093	
Capital Expenses	69,350***	290,100	road work from previous year

\* 1% municipal portion of tax increase = \$931

\*\* includes \$5,000 to capital reserves

\*\*\* Water in Building, Golf Greens (subject to new grant), breakwater road repair

The CAO reported that the updated Municipal Government Act came into effect, resulting in several changes for the Summer Village, including mandatory council orientation training, adoption of a Public Participation policy, which is posted on the website, and the requirement to adopt a Municipal Development Plan, Intermunicipal Development Plan and Intermunicipal Collaborative Framework. The Summer Village has commenced work on the Municipal Development Plan.

The GIS program, which is funded by a provincial grant, is underway with more components being developed for the interactive mapping. Residents were encouraged to check out the map on the Village website. She noted that soon there will be mapping showing the dock spaces and the inclusion of descriptive names of public sites on the address map ie. playground, etc. She reported that the GIS project has been used to enhance the 911 program with Calgary, ensuring accuracy in their data base by comparing it with the Summer Village's database. Calgary has also included directions on their mapping for every Summer Village property that explains to responders how to find the entrance to the Summer Village from Highway 1A.

The CAO reported that Municipal Affairs will continue to measure the viability of small communities by initiating municipal inspections on a three year basis. Even though the Summer Village is a small municipality there are expectations that policies and processes are in place for services being provided by the Summer Village. She noted that resident submissions to administration and council are moving to a written documentation format and outlined that forms are now available on the website for Bylaw Complaints and for Resident Suggestions.

She noted that Municipal Affairs will not only be reviewing the administrative processes but will be reviewing the governance of the Summer Village to ensure policies and governance related items are being handled by Council and that operational items of the Summer Village are coordinated and managed through administration.

The CAO gave a brief outline on the difference of being a Summer Village as opposed to a hamlet in the MD. Some of the differences if being a hamlet include:

- Ghost Lake would no longer have the ability to enter into legal agreements ie. leases,
- part time residents would no longer be able to vote,
- grants would be paid to the MD and used throughout the MD and
- Land Use, Sustainability and other plans would become part of the MD's larger plans and be managed through the MD.

She closed her report expressing her confidence that the Council, committees and staff at Ghost Lake should have no problem ensuring that the Summer Village operates at a level that results in an exemplary inspection review. She asked residents for their support and understanding as some processes get updated.

**PUBLIC  
WORKS**

Warren Wilson reported that the Summer Village has planned for the repair to the breakwater road, however the project will be deferred, providing administration time to research the requirements for Environment approvals. It is anticipated that the project will occur next spring.

He reported that Council has given approval to upgrade the water supply to the community services building to allow for potable water and to remove the iron that has been dramatically staining the plumbing fixtures. Several options were investigated and reviewed with the Alberta Health Services inspectors. It was agreed that the water supply into the building will become hauled in potable water instead of the existing water well and that a hot water tank will be installed to accommodate wash dishes and warm water for hand washing.

With the change in Employment Standards regulations related to youth workers, and the higher level of supervision required, the Summer Village decided to not hire a student this year. The Summer Village has hired a contractor to cut grass from mid June – mid August every two weeks. Administration will be working on a volunteer worker policy, hopefully to have in place prior to mid August, when there will be a call for volunteers to assist with year end grass cutting.

Residents were reminded to use clear bags when bagging up recycle items. Warren indicated that if opaque bags are used, then the recycle will be classed as garbage.

He also noted that the second year of the Weed Management program is underway this year.

**DOCK COMMITTEE** Bruce Lindsay, Chair of the Dock sub-committee circulated a handout to residents, which outlined the objectives of the Dock Committee. The objectives include creating an inventory of current spaces, assignment of spaces providing fair and equitable decisions related to present and future dock and mooring facilities and ensuring sound environmental awareness, conformity to rules and regulations and visual acceptability.

He spoke to the provisions of dock space for residents, options for shared space, voluntary relinquishing of spaces, the establishment of the dock space allocation policy, management of the wait list and monitoring usage of spaces.

Bruce reported on the status of dock expansion plans noting that engineering plans have been created and that the committee is determining the scope of permitted work in order to obtain accurate cost estimates.

A question was asked if residents will be able to vote or have any say on this project before the project would proceed. Residents were advised that the Dock-subcommittee is an advisory committee and cannot make decisions on behalf of Council. Also, there is a Public Participation Policy in effect that would require a level of consultation with residents. The decision to proceed and allocation of funding would need to be reviewed by Council and approved by resolution before any work commenced. Residents were reminded that Committee and Council meetings are open to the public to attend.

A question was also raised about the number of vacant lots that are on the waiting list. It was explained that vacant lots may not require dock space at this time, but maintain their placement on the wait list for when space is required. Currently if a space comes open, the request goes to the first name on the list and if not required, moves down the list until one of the names requires a space in the current year.

A map of Option 2 expansion plan was circulated to residents at the meeting.

**MARIGOLD** Chris Boyd provided an update on Marigold and the Village library acknowledging the volunteers that assist with Marigold and the local facility. She highlighted some of the programs and services available through the Marigold Library and encouraged all the residents to continue to use and enjoy the library.

**NATURAL ENVIRON.** Karen Lausten, Co-Chair of the Committee reported that the committee continues to liaise with other committee on issues that affect the environment and the lake. Currently the committee is liaising with the Dock sub-committee regarding the dock expansion project and with Public Works with regards to tree removal and weed control.

She reported on committee initiatives including the enhancement to the west spring with a mulched pathway, deadwood clearing and construction of a new footbridge. The committee will also be undertaking a willow staking project in the west end area. The committee has also held an Astronomy Night and has worked with the MD on delivery of programs. Future projects may include hikes.

Karen reported that Bob Miller has joined the committee and is working with the Lake Management Society to conduct water quality testing on the Ghost Lake this summer. Testing was conducted a few years ago and this will add to trending data.

She noted that the committee will be focusing on the compost area as it is not currently being utilized and has become unsightly. The project is in the early stages of review.

Karen reported that she is an active members on the Ghost Watershed Alliance and has participated at user forums of the Bow River Basin Council.

FIRE &  
FIRST  
RESPONSE

Fred Smith, Co-chair of the Fire Prevention and First Response Committee reported that the committee serves in an advisory role to Council and has worked with the Wildfire Preparedness Guide and Community Fire Plan. The committee has met with neighbouring fire departments and familiarize them with equipment at the Summer Village. The Committee has worked with the Fire Guardian when managing the burn pile.

Fred noted that the committee oversees the Initial Assist Team and the equipment which is comprised of the red truck and large yellow truck, which are used for hauling water. He noted that the yellow truck is considered a heavy commercial vehicle and all drivers need certification and the truck requires a safety certificate. This year the truck required several repairs to meet safety certificate requirements.

He reminded residents that the Summer Village does not have a fire department. When residents contact 911, we wait for a fire department to respond. It may be Bighorn, Cochrane or beyond.

The Fire Commissioner's office sent a representative to meet with the committee to assess Ghost Lake's initial assist program. The rep expressed concern that people may assume that Ghost Lake has a fire department by virtue of the equipment in place and the initial assist team's willingness to respond to an emergency by pouring fire on neighbouring structures. The Summer Village was advised that the initial assist team was no longer to respond to fires, as the team are not trained fire fighters which puts both the Summer Village and the individual responders at risk of litigation.

Fred indicated that he has not put his name forward for reappointment and that the Summer Village will be seeking new members.

Mayor Walsh reported that Council is reviewing what the community can do with regards to fire protection and review the direction for the committee.

EMERG. Kathy Oblak, Director of Emergency Management, reported on actions undertaken by the Committee:

- Advising council on the development of emergency plans and programs;
- Liaise with Alberta Emergency Management Agency
- Liaise with other municipalities to build relationships and share ideas and discuss possible mutual aid
- Updated emergency contact information sheets.

She noted that there are two apps residents can download onto their smartphones; Alberta Rivers and Alberta Emergency Alert.

Kathy reminded residents that they are looking for a few more members to join the committee, holding 2-4 meetings per year. She noted that she will continue on as Director of Emergency Management for one more term.

COMM &  
SOCIAL

Karen Foudy, chair of the committee reported that the committee held their first meeting in May and established their mission and objective to building community engagement and enhance health and wellness.

She also reported that there is a plan to establish a community association, citing many benefits to forming a community association;

- promoting friendship,
- reduce conflict,
- foster a sense of concern and caring among people in the Village,
- provide a means of communicating with villagers,
- encourage discussion of ideas that affect the village and
- promote cooperative active and shared sense of citizenship and inclusion.

She reported that the committee has organized a couple of events in May; dinner and cards and a golf league. Next event will be held in July; oil painting followed by wine tasting. Other events are being planned for the summer including pickle ball tournament, wiener roast and guitar playing and BBQ kickoff. More information will come out as events develop.

Corinne Smith reminded residents to sign up for emails at Ghost Lake LIVE. She indicated that there are 82 people currently registered to receive emails on social and community related items.

**MUNICIPAL  
DEV PLAN** Peter Attalla, Chair of the Ad Hoc Committee reported that the committee has had their first meeting with the planner to commence work on the Municipal Development Plan. He noted that the Plan will be a legal document from which all planning documents will need to follow. The committee will be sending out a survey in July to residents. Peter encouraged residents to check out the committee's web page located on the Summer Village website for information regarding creating a Municipal Development Plan and to reacquaint themselves with the Municipal Sustainability Plan, as many of the concepts in the Sustainability Plan will draw into the MDP.

**SNOW  
CLEARING** Warren Wilson reported that Council has received a few requests from residents asking if the Summer Village would consider a snow clearing program in the future. He noted that costs have not been established on the project, that costing would be dependent on the level of service provided. Warren asked residents if they found the roads to be bad last winter. A large number of attendees indicated by a show of hands that the roads were quite difficult to drive on last winter. Warren noted that Council started working improving winter road conditions by installing sand and salt boxes at various intersections and hills in the Village.

Residents noted that roads that do not receive a lot of sun in the winter, tended to be in worse condition. It was suggested that snow clearing be considered for the big snowfalls only on an as needed basis.

**QUESTIONS** The following questions were brought forward by residents:

If there were any policies in place with regards to conflict of interest. Administration responded outlining the Provincial policies on pecuniary interest and Council Code of Conduct.

Inquiry about the removal of the speed bump and concern that it is not being relocated to another location.

There was also a concern that there are no metrics in place for determining if the speed bump should be relocated if speeding continues to be an issue.

A resident commented that he has a speed bump by his home and that it is a significant factor in maintaining reduced speeds. He suggested that Council solicit the views of other people on the road to determine the effect of a speed bump.

A question was asked if a Rural Crime Watch sign could be placed at the entrance to the Summer Village. Rosemary Lindsay of Rural Crimewatch responded that the Village would need to have 51% of residents signed up as members before an area sign could be installed. It was asked if the 51% could be comprised of permanent residents only as opposed to the entire permanent/non-permanent properties. Rosemary indicated that she would review that request with her Board.



ADJOURN.      MOVED by Robyn Carrier that the meeting adjourn at 1:50 p.m.  
CARRIED.

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Chair

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Chief Administrative Officer

Unadopted