

**Summer Village of Ghost Lake  
2021 Organizational Meeting Agenda  
July 21, 2021, 4:30pm  
Ghost Lake Community Building, Ghost Lake, Alberta**

**Call to Order**

**Appointment of Mayor** (Chief Elected Official) 1-year term

**Appointment of Deputy Mayor** 1-year term

**Regular Meeting Dates for 2021-22**

**Council Code of Conduct**

**Signing Authority**

**New Councillor Training**

**Council Board Appointments**

Assessment Review Board	3-year term
Subdivision Approving Authority (2 positions)	3-year term
Subdivision and Development Appeal Board	3-year term

**Council Representative to Committee Appointments**

Public Works	1-year term
Dock Sub-Committee	1-year term
Communications and Village Social Life	1-year term
Natural Environment & Lake Stewardship	1-year term
Disaster Services Committee (2 positions)	1-year term

**Citizen Committee Appointments**

Natural Environment and Lake Stewardship	2-year term	3 vacancies
<ul style="list-style-type: none"> <li>• Connie Beaton</li> <li>• Bruce Macdonald</li> <li>• Debby Brotzell</li> </ul>		
Public Works	2-year term	1 vacancy
Dock Sub-Committee	2-year term	6 vacancies
<ul style="list-style-type: none"> <li>• Bruce Lindsay</li> <li>• Colin Donoghue</li> <li>• Barry Smith</li> <li>• Jeff Allan</li> <li>• Olav Cramer</li> <li>• Gary Stewart</li> </ul>		
Emergency Management	No term	2 vacancies

**Adjourn**

# SUMMER VILLAGE OF GHOST LAKE

## **Purpose:**

The purpose of this Code is to establish guidelines for the ethical and inter-personal conduct of members of Council (“members”). Council is answerable to the community through the democratic process and this Code will assist in providing for the good government of the Summer Village.

The residents of the Summer Village are entitled to have fair, ethical and accountable local government.

To this end, the Summer Village of Ghost Lake has adopted this Code of Conduct to encourage public confidence in the integrity of local government and its full and effective operation.

Council members shall sign this personal code of conduct at each Organizational Meeting for the Summer Village as a symbol of each Council member’s continuing commitment to abide by the principles of this code.

## **1. Act in the Public Interest**

Recognizing that stewardship of the public interest must be their primary concern, Council members shall work for the common good of the people of the Summer Village and not for any private or personal interest, and they will endeavor to treat all persons, claims and transactions in a fair and equitable manner. Council members shall not:

- Give preferential treatment to any person or organization which might reasonably benefit from special consideration or may seek preferential treatment.
- Give preferential treatment to any organization in which a member or member of Council have a financial interest.

## **2. Comply with the Law**

Council members shall comply with the laws of the nation, the province and the Summer Village of Ghost Lake in the performance of their public duties. These laws include, but are not limited to: The Canadian Charter of Rights and Freedoms; Municipal Government Act; Alberta Human Rights Act; Freedom of Information and Protection of Privacy Act (FOIP); Local Authorities Election Act; Criminal Code of Canada and the Summer Village of Ghost Lake bylaws.

## **3. Conduct of Members**

Council members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the Council, boards, commissions, committees, staff or the public. Members shall perform the functions of office truly, faithfully and impartially to the best of their knowledge and ability in accordance with the

following core values:

- a) Integrity – giving the municipality’s interests absolute priority over private individual interests;
- b) Honesty – being truthful and open;
- c) Objectivity – making decisions based on a careful analysis of the facts; and willingness to listen to all sides; receptive to all initiatives;
- d) Accountability – being accountable to each other and the public for decisions taken;
- e) Leadership – confronting challenges and providing direction on the issues of the day.

#### **4. Respect for Process**

Council member duties shall be performed in accordance with the Procedures Bylaw, processes and rules of order established by the Council.

#### **5. Conduct of Public Meetings**

Council members shall inform themselves of public issues, listen attentively to public discussions before the body and focus on the business at hand.

#### **6. Decisions Based on Merit**

Council decisions shall be based upon the merits and substance of the matter at hand.

#### **7. Communication**

It is the responsibility of Council members to publicly share substantive information that is relevant to a matter under consideration that they have received from sources outside of the public decision-making process with all other Council members.

#### **8. Coordination with Summer Village Staff**

Appropriate Summer Village staff should be involved when Council members meet with officials from other agencies and jurisdictions to ensure proper staff support is available if needed and to keep staff informed.

Council members shall acknowledge and respect that staff work for the Summer Village as a corporate body and are responsible for making recommendations that reflect their professional expertise and the municipality’s corporate objectives without undue influence from any individual Councillor.

Members shall acknowledge and respect that staff carry out directions of Council as a whole and administer the policies of the Summer Village.

## **9. Disclose of Corruption.**

All Summer Village officials shall take an oath upon assuming office, pledging to uphold the Summer Village, Provincial and Federal government laws. As part of this oath, officials commit to disclosing to the appropriate authorities and/or to the Summer Village Council any behavior or activity that may qualify as corruption, abuse, fraud, bribery or other violation of the laws.

## **10. Conflict of Interest**

In order to assure their independence and impartiality on behalf of the public good, Council members shall not use their official positions to influence government decisions in which they have a financial interest or where they have an organizational responsibility or a personal relationship that would present a pecuniary interest under applicable legislation.

In accordance with the legislation, members shall declare if they have a pecuniary interest regarding a particular decision, refrain from participating in that decision unless otherwise permitted by legislation.

## **11. Gifts and Favors**

Council members shall not take advantage of services or opportunities for personal gain by virtue of their public office that are not available to the public in general. They shall refrain from accepting gifts, favors or promises of future benefits that might compromise their independence of judgement or action or give the appearance of being compromised.

## **12. Confidential Information**

Council members shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the Summer Village. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial or private interests.

## **13. Use of Public Resources**

Public resources not available to the general public (e.g. Summer Village staff time, equipment, supplies or facilities) shall not be used by Council members for private gain or personal purposes.

## **14. Representation of Private Interests**

In keeping with their role as stewards of the public trust, Council members shall not appear on behalf of the private interests of a third-party before the Summer Village Council of any board, commission or committee or proceeding of the Summer Village.

## **15. Advocacy**

To the best of their ability, Council members shall represent the official policies and positions of the Summer Village Council. When presenting their personal opinions or positions, members shall explicitly state that they do not represent the Council or the Summer Village.

## **16. Improper Influence**

Council members shall refrain from using their position to improperly influence the deliberations or decisions of the Summer Village staff, boards, commissions or committees.

## **17. Policy Role of Members**

Each member of Council will respect the legislation which accords to Council as a whole the authority to make decisions which guide the actions of administration. Council members shall respect and adhere to the Council structure of the Summer Village government as provided in the Summer Village Bylaws.

## **18. Orientation Training**

Each member of Council will attend the orientation training that is offered by the Summer Village within 90 days after being elected.

## **19. Positive Work Environment**

Council members shall support the maintenance of a positive and constructive environment for residents, businesses and village employees.

## **20. Implementation**

Council Personal Code of Conduct shall be included in the regular orientations for Summer Village Council candidates. Council members entering office shall sign a statement affirming they read and understood the Summer Village of Ghost Lake Council Code of Conduct.

## **21. Compliance and Enforcement**

Council members themselves has the primary responsibility to assure that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of Summer Village government.

Council members have a duty of help create a responsive, accessible, transparent and fair municipal government. Accordingly, Members have a duty to question whether another member is violating legislation, ethics or respectful behavior relating to the Summer Village of Ghost Lake government, as set forth in this Code of Conduct.

Council members have a responsibility and duty to participate in alternative remediation (individual conversation, information meetings with third party) prior to the formal filing of concern.

Should a member of Council breach any of the principles as outlined in this policy, the possible courses of action that are available to Council include but are not limited to:

- a) Apology by the member of Council to the impacted individual(s).
- b) Removal of the member from Council Committees or representative bodies.
- c) Dismissal of the member from a position of Mayor or Deputy Mayor.
- d) Educational training on ethical and respectful conduct provided by a third party.

Any action taken pursuant to this policy should include a time frame and what remedial action is required.

A member of Council who believes a member is in violation of this policy may report their concerns to the Mayor, or in the case of an allegation against the Mayor, the Deputy Mayor.

Council delegates the authority for administering the compliance and enforcement section of this policy to the Mayor, or in a case of an allegation against the Mayor, the Deputy Mayor.

At the discretion of the Mayor all substantiated violations and reports shall be reported to Council in an In-Camera Meeting of Council.

All discussions surrounding the alleged and substantiated violations of this policy shall remain confidential under the appropriate sections of the Freedom of Information and Privacy (FOIP) Act.

## **22. Appeal Process**

Appeals will be referred to Council at an In-Camera session for final municipal adjudication.

The Summer Village Council Personal Code of Conduct document shall be considered to be the definitive municipal document relating to ethical conduct by the Summer Village of Ghost Lake Council members.

I affirm that I have read and understand the Summer Village of Ghost Lake Council Personal Code of Conduct.

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Signature of Councillor

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Date

**Summer Village of Ghost Lake Committees and Appointments  
As of September 1, 2020**

	<b>Appointment</b>	<b>Name</b>	<b>Term Expires</b>	<b>Notes</b>
<b>Disaster Services Committee</b> 2 year terms extensive training for DEM	Director of Emergency Management	<b>Carey Fougere</b>	no term	
	Committee member	Elizabeth MacKay	August 2022	
		vacant		
		vacant		
	<b>Council Rep</b>			
<b>Fire Guardian</b>				
		Debby Brotzell	no term	appointed 2017
<b>Assessment Review Board</b> 3 year terms <small>members of Council can sit on this Board We are part of a Regional Agreement to share members</small>	Board Member	vacant		
	Board Member	vacant		
	<b>Council Appointment</b>	vacant		
	Clerk	Sherri Bureyko	November 2024	
<b>Subdivision and Development Appeal Board</b> 3 year terms	Board Member	Peter Attalla	August 2022	
	Board Member	Carey Fougere	August 2023	
	<b>Council Appointment</b>			
	Clerk	Sherri Bureyko	February 2024	
<b>Subdivision Approving Authority</b> 3 year term	Public Member	Ed Gnetz	June 2022	
	<b>Council Appointment</b>			
	<b>Council Appointment</b>			
<b>Public Works</b> 2 year terms		Peter Atalla	August 2022	
		Connie Beaton	August 2022	
		Fred Smith	August 2022	
		Carey Fougere	August 2022	
	<b>Council rep</b>			
<b>Dock Committee</b> <small>(sub-committee of public works)</small> 2 year term	Chair	Bruce Lindsay	August 2023	new chair to be appointed in 2021
		Colin Donoghue	August 2023	
		Barry Smith	August 2023	
		Doug Stewart	August 2022	
		Jeff Allan	August 2023	
		Olav Cramer	August 2023	
		Gary Stewart	August 2023	
	<b>Council rep</b>			

**Summer Village of Ghost Lake Committees and Appointments  
As of September 1, 2020**

	<b>Appointment</b>	<b>Name</b>	<b>Term Expires</b>	<b>Notes</b>
<b>Natural Environment and Lake Stewardship</b> 2 year term	Chair	Karen Laustsen	August 2022	
		Debbie Brotzell	August 2023	
		Bruce Macdonald	August 2023	
		Connie Beaton	August 2023	
	<b>Council rep</b>			

<b>Communications and Village Social Life</b> 3 year term	Regatta Coordinator	Leah Fink	August 2022	
	Marigold Library Rep	Donna Bauer	August 2022	
	<b>Council rep</b>			

<b>Council Appointments of Designated Officers</b>			
Auditor	Scase and Company	August 2022	2 year term
Assessor	Christopher Snelgrove A.M.A.A.	no term	Appointed October 1, 2017
CAO	Sherri Bureyko	no term	Appointed September 1, 2018

**Contracts in Place**

<b>Contractor</b>	<b>Service</b>	<b>Contract Expiry</b>
Benchmark Assessment	Assessment Services	July 30, 2023
MD of Bighorn - Kendra Tippe	Weed Inspection	no term
Sherri Bureyko	CAO	August 31, 2022
BluPlanet	Garbage collection	January 2023
TransAlta Rec Lease	Waterfront access	May 31, 2024
Planning Protocol – Dev and Subdivision	Development Officer	no term
MD Bighorn	Fire Services	July 31, 2023

# Summer Village of Ghost Lake Request For Decision

## Re: Board Appointments for Council members

### BACKGROUND

The Summer Village of Ghost Lake Assessment Review Board (ARB) is an independent quasi-judicial tribunal established under Part 11 of the *Municipal Government Act*, and the Summer Village of Ghost Lake Bylaw 207. The ARB convenes panels consisting of three members to hear and adjudicate formal complaints against assessments of property.

The Summer Village of Ghost Lake Subdivision and Development Appeal Board is a quasi-judicial board established under the Alberta *Municipal Government Act* and Summer Village of Ghost Lake Bylaw 148. The Calgary SDAB is an independent tribunal whose jurisdiction flows from the *Municipal Government Act (MGA)*. The SDAB has a duty to act fairly and observe the principles of natural justice and procedural fairness. These principles include the right to a public hearing, a duty to be fair, the right for all affected parties to be heard, the right to an adjournment if the Board determines it is merited, and the right to legal counsel, etc.

### Training Dates

All courses are online. A WebEx meeting invitation will be sent approximately 1 week prior to the session. Participants are required to participate through video and audio during the session.

### Assessment Review Board training dates 2021

- September 13 to 21 – New member

### ARB new member course

This course is for newly appointed ARB members and covers:

- administrative law
- principles of assessment

This course is now delivered in 7, 3-hour online sessions. Successful completion of an online exam within 7 days of the course date is required to obtain certification.

### Subdivision and Development Appeal Board training dates 2021

- October 12 to 15 (morning) – New member and clerk
- November 22 to 25 (morning) – New member and clerk

## **SDAB new member and clerk course**

This course is for newly appointed SDAB members and clerks or yet to be certified members and clerks.

This course includes:

- administrative law principles
- introduction to planning and development in Alberta
- legislative and planning considerations
- roles and responsibilities of members, clerks and other parties
- SDAB appeals, process and authority
- decision making
- other issues

This course is now delivered in 4, 3-hour online sessions. Successful completion of an online exam within 7 days of the course date is required to obtain certification.

## **OPTIONS**

1. Appoint 1 member of Council to the Assessment Review Board and appoint that member the Chair of the ARB subject to completion of the legislated training.
2. Appoint 1 member of Council to the Subdivision and Development Appeal Board subject to completion of the legislated training.
3. Do not appoint any members of Council to either board and provide alternate direction to administration.

## **FINANCIAL IMPLICATIONS**

1. There is no cost for the online courses.

## **RECOMMENDATIONS**

1. To ensure consistent and local representation on the Assessment Review Board administration recommends option 1.
2. To fulfill the requirements of the SDAB administration recommends option 2.

Submitted by:  
Sherri Bureyko  
July 21, 2021

Attachments: Bylaw 148 - Establish Subdivision and Development Appeal Board  
Bylaw 207 - Establish Assessment Review Board

## **SUMMER VILLAGE OF GHOST LAKE BYLAW NUMBER 207**

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. Definitions
  - 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 participating in a joint regional agreement.
2. Council hereby established the following Assessment Review Board for the Summer Village of Ghost Lake:
  - a. One or more Local Assessment Review Boards No. 1 that shall consist of one (1) member; and
  - b. One or more Local Assessment Review Boards No.2 that shall consist of three (3) members.
3. An Assessment Review Board 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.
4. Members shall be appointed to the regional pool from time to time by resolution of Council.
5. Terms of members will be for three (3) years and may be extended upon resolution of council.
6. Council may by resolution terminate the appointment of any member of the Board.

7. Council deems that a member appointed to the regional pool by a municipality, who is a party to the Assessment Review Board Joint Regional Agreement is a member appointed by Council.
8. Council shall by resolution establish the rate of compensation for members of the Assessment Review board.
9. Council shall be resolution establish the complaint fees.
10. The Assessment Review Board shall determine the location in which to hold meetings.
11. At the first meeting of the Assessment Review Board the members shall appoint a presiding officer from among themselves.
12. 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.
13. Proceedings of the Assessment Review Board must adhere to Part 11 of the Municipal Government Act.
14. This Bylaw shall come into force upon final reading thereof.

Bylaw Number 177 is hereby repealed.

READ a first, second and third time this 4th day of May, AD 2010.



Mayor



Chief Administrative Officer

BY-LAW NO. 148

BEING A BY-LAW OF THE SUMMER VILLAGE OF GHOST LAKE,  
IN THE PROVINCE OF ALBERTA, TO ESTABLISH A  
SUBDIVISION AND DEVELOPMENT APPEAL BOARD

WHEREAS PURSUANT TO THE PROVISIONS of the Municipal Government Act, Chapter M-26.1, 1994 as amended, the Summer Village of Ghost Lake must, by by-law, establish a Subdivision and Development Appeal Board; and

WHEREAS the Council deems it desirable to establish a Subdivision and Development Appeal Board;

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

1. This By-law may be cited as the Summer Village of Ghost Lake Subdivision and Development Appeal Board By-law.

2. In this By-law:

- (a) "Act" means the Municipal Government Act, Chapter M-26.1, 1994 as amended.
- (b) "Council" means the Council of the Summer Village of Ghost Lake.
- (c) "Development Authority" means the person, agency or authority, which is authorized as the authority to exercise the powers and duties on behalf of the Municipality in the issuance of permits for development in accordance with Land Use By-law 94.
- (d) "Municipality" means:
  - (i) the Municipal Corporation of the Summer Village of Ghost Lake;
  - (ii) where the context requires, means the area of land contained within the boundaries of the Municipality's corporate limits.
- (e) "Subdivision Authority" means the person, agency, or authority authorized by by-law as the authority to exercise the powers and duties on behalf of the Municipality in the approval or refusal of applications for subdivision.

ESTABLISHMENT OF THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD

3. The Subdivision and Development Appeal Board for the Summer Village of Ghost Lake (*hereinafter referred to as the Board*) is hereby established and shall consist of the following:

- (a) The Board shall be composed of not less than three (3) members who shall be appointed by resolution of Council upon adoption of this By-law.
- (b) The majority of the Board shall be citizen members.
- (c) Each member of the Board shall be appointed for a term specified by Resolution of Council, but in no case shall the appointment be for more than three (3) years.
- (d) Notwithstanding clause (c), a person may be re-appointed upon the expiry of his term.
- (e) No person who is the designated Subdivision or Development Officer or a Member of the Subdivision Authority shall be appointed to the Board.
- (f) Vacancies shall be filled by resolution of Council.
- (f) Vacancies shall be considered to have occurred upon:
  - (i) a member ceasing to own property in the Summer Village;
  - (ii) death of a member;



- (iii) resignation of a member or upon ceasing to hold office as a Councillor;
  - (iv) retirement of a member;
  - (v) being absent for three (3) consecutive meetings;
  - (vi) for cause.
- (h) The members of the Board shall elect from its membership a Chairman and a Vice-Chairman.
  - (i) Elections of the Chairman and Vice-Chairman shall occur at the first meeting of the Board after adoption of this By-law, and the first meeting following the annual organizational meeting of Council.
  - (j) In the event of absence or inability of the Chairman to preside at a meeting, the Vice-Chairman shall preside.
  - (k) In the event of absence or inability of both the Chairman and Vice-Chairman to preside at a meeting, the members present, in constituting a quorum shall elect one of its members to preside as Chairman for the meeting.
  - (l) All appointees shall be required to disclose any conflict of interest in the same manner as required of an elected official under the provisions of the Act.
  - (m) If a conflict is declared, that member shall not sit or vote on that item before the Board.
  - (n) Council, by resolution, shall appoint a Secretary to the Board, who shall not have a vote.
  - (o) Two (2) members of the Board present shall constitute a quorum.
  - (p) Only those members present at any meeting of the Board may vote on any matter before it.
  - (q) The setting of fees for any matter coming before the Board shall be established by resolution of Council.

#### DUTIES AND RESPONSIBILITIES

#### 4. The Board:

- (a) Shall hold a public hearing on an appeal by any person affected by a decision of the Subdivision Authority on a subdivision application or the Development Authority on a development application.
- (b) Shall hold a public hearing on an appeal by a person affected by an order issued by the Development Authority under Section 645 of the Act.
- (c) May meet as frequently as is necessary, but it shall meet and hold a public hearing within thirty (30) days from receipt of a written notice of appeal.
- (d) Upon receipt of a written notice of appeal, shall meet and establish a date, time and place for the public hearing and shall give at least five (5) days notice in writing of the public hearing to:
  - (i) the appellant;
  - (ii) the Subdivision or Development Authority that made the decision;
  - (iii) the applicant, or the person acting on his behalf, if not the appellant;



- ( iv) those persons required to be notified under the Land Use By-law;
  - ( v) those owners of land that are adjacent to the subject land and that were notified by the subdivision approval authority;
  - ( vi) if land that is the subject of the application is adjacent to the boundaries of another municipality, that municipality;
  - ( vii) any school authority to whom the application was referred;
  - (viii) every Government department that was given a copy of the application pursuant to the subdivision and development regulations;
  - ( ix) any other persons that the Board considers to be affected by the appeal and should be notified.
- (e) Shall make available for public inspection all relevant documents and materials respecting the appeal including the application for the subdivision or permit, the Subdivision or Development Authorities decision, the letter of appeal, or the order of the Development Authority.
- (f) At the Public Hearing, shall hear:
- ( i) the appellant or any person acting on his behalf;
  - ( ii) the Chairman of the Subdivision Authority on subdivision applications;
  - ( iii) the Development Officer on development permits or orders;
  - ( iv) the Municipality's designated planning advisor;
  - ( v) the applicant or his agent acting on his behalf for the subdivision or development permit, if he is not the appellant;
  - ( vi) any person who was served with notice of the hearing;
  - ( vii) any other person who claims to be affected by the order or decision and that the Board agrees to hear;
  - (viii) consider any written submissions from any person referred to in sub-clauses (i) to (vii).
- (g) Hear appeals in public, but it may at any time deliberate in camera.
- (h) Give its decision in writing together with reasons for the decision within fifteen (15) days of the conclusion of the hearing.
- (j) In determining an appeal:
- ( i) must have regard to any statutory plan;
  - ( ii) must conform with the uses of land referred to in Land Use By-law 94;
  - (iii) must be consistent with the land use policies;
  - ( iv) must have regard to but is not bound by the subdivision and development regulations;
  - ( v) may confirm, revoke or vary the approval or decision or any condition imposed by the subdivision or development authority or make or substitute an approval, decision or condition of its own;
  - ( vi) may, in addition to the other powers it has, exercise the same power as a subdivision or development authority is permitted to exercise pursuant to the Act or the regulations or by-laws.



- (k) May make an order or decision or issue or confirm the issue of a subdivision decision or development permit notwithstanding that the proposed subdivision or development does not comply with the land use regulations, if in its opinion, the proposed subdivision or development would not:
  - ( i) unduly interfere with the amenities of the neighbourhood, or
  - (ii) materially interfere with or affect the use, enjoyment or value of the neighbouring properties.
- (l) shall, however, not allow the permanent use of land or a building not listed as a "Permitted Use" or "Discretionary Use" in the district in which the building or land is situated.

5. The Secretary shall:

- (a) notify all members of the Board of the arrangements for the holding of the hearings and other meetings of the Board.
- (b) ensure that notices of the hearings of the Board are given to all affected parties;
- (c) prepare and maintain a file of written minutes of business transacted at all meetings of the Board, copies of which shall be regularly filed with Council;
- (d) issue all notices of decision of the Board;
- (e) carry out such other administrative duties as the Board may specify.

6. Development Appeal Board By-law No. 95 is hereby repealed.

7. This By-law comes into full force and effect on the date of its third reading.

READ A FIRST TIME this 15th day of August, 1995 A.D.

READ A SECOND TIME this 12th day of September, 1995 A.D.

READ A THIRD TIME and finally passed this 12th day of September, 1995 A.D.

  
 \_\_\_\_\_  
 MAYOR

  
 \_\_\_\_\_  
 SECRETARY-TREASURER

BY-LAW NO. 147

BEING A BY-LAW OF THE SUMMER VILLAGE OF GHOST LAKE,  
IN THE PROVINCE OF ALBERTA, TO ESTABLISH A  
SUBDIVISION AUTHORITY.

WHEREAS PURSUANT TO THE PROVISIONS of the Municipal Government Act, Chapter M-26.1, 1994 as amended, the Summer Village of Ghost Lake must establish a Subdivision Authority to perform such functions relating to the subdivision of land as Council may delegate; and

WHEREAS the Council deems it desirable to establish a Subdivision Authority;

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

1. This By-law may be cited as the Summer Village of Ghost Lake Subdivision Authority By-law.
2. In this By-law:
  - (a) "Act" means the Municipal Government Act, Chapter M-26.1, 1994 as amended.
  - (b) "Council" means the Council of the Summer Village of Ghost Lake.
  - (c) "Municipality" means:
    - (i) the Municipal Corporation of the Summer Village of Ghost Lake;
    - (ii) where the context requires, means the area of land contained within the boundaries of the Municipality's corporate limits.
  - (d) "Subdivision Officer" means the person or firm appointed by by-law as the person or firm who has been designated and authorized to act on behalf of the Municipality in those matters delegated to that person or firm in the performance of processing applications for subdivision approval.

ESTABLISHMENT OF THE SUBDIVISION AUTHORITY

3. That an authority known as the Summer Village of Ghost Lake Subdivision Committee, (*hereinafter referred to as the Committee*), is hereby established and shall consist of the following:
  - (a) The Committee shall be composed of not less than three (3) members who shall be appointed by resolution of Council upon adoption of this By-law.
  - (b) No person who is a Subdivision Officer or a Member of the Subdivision and Development Appeal Board shall be appointed to the Committee.
  - (c) Each member of the Committee shall be appointed for a term of one (1) year, but in no case shall the appointment be for more than three (3) years.
  - (d) Notwithstanding clause (c), a person may be re-appointed upon the expiry of his term.
  - (e) Vacancies shall be filled by resolution of Council.
  - (f) Vacancies shall be considered to have occurred upon:
    - (i) a member ceasing to own property in the Summer Village;
    - (ii) death of a member;
    - (iii) resignation of a member or upon ceasing to hold office as a Councillor;
    - (iv) retirement of a member;
    - (v) being absent for three (3) consecutive meetings;
    - (vi) for cause.

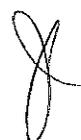


- (g) The members of the Committee shall elect from its membership a Chairman and a Vice-Chairman.
- (h) Elections of the Chairman and Vice-Chairman shall occur at the first meeting of the Committee after adoption of this By-law, and the first meeting following the annual organizational meeting of Council.
- (i) In the event of absence or inability of the Chairman to preside at a meeting, the Vice-Chairman shall preside.
- (j) Council, by resolution, shall appoint a Secretary to the Committee, who shall not have a vote.
- (k) Two (2) members of the Committee present shall constitute a quorum.
- (l) Only those members present at any meeting of the Committee may vote on any matter before it.
- (m) The firm of Berrien Associates Ltd. and the Chief Administrative Officer of the Summer Village shall be advisers to the Committee and shall be invited to attend at all meetings but shall not have a vote.
- (n) When the Committee deems it desirable it may request a person or persons to attend its meetings in an advisory capacity but such person or persons shall not be members of the Committee and shall not have a vote.
- (o) Meetings of the Committee shall be at the call of the Chairman.
- (p) The remuneration, travelling and expenses of the Chairman and other members of the Committee shall be established by resolution of Council.
- (q) The setting of fees for any matter coming before the Committee shall be established by resolution of Council.

#### DUTIES AND RESPONSIBILITIES

#### 4. The Committee:

- (a) shall receive, consider and decide on applications for subdivision within the limits of the Act, Subdivision and Development Regulations, Land Use By-law 94, and other statutory documents and regulations;
- (b) may decide on all applications properly submitted to it and, in making its decision, may refuse the application or approve it with or without conditions.
- (c) shall impose a condition of approval that an applicant enter into an agreement with the Council in accordance with Section 655(1)(b);
- (d) shall impose such conditions of approval as may be necessary to ensure compliance with the Act, the Subdivision and Development Regulations, Land Use By-Law 94, or land use regulations affecting the land proposed to be subdivided;
- (e) is authorized to decide on land to be provided for roads, public utilities, and environmental reserves in accordance with the Act;
- (f) must determine the location and allocation of municipal and school reserves in accordance with the Act.
- (g) may request the applicable Government department to grant a waiver of any Subdivision and Development Regulation prior to making a decision on a proposed subdivision;
- (h) is delegated the authority to consider and comment on subdivision applications referred to the municipality by other subdivision approving authorities.

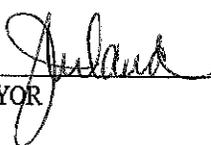


- 5. The Secretary shall:
  - (a) notify all applicants, members and advisors of the Committee of the arrangements for the holding of each regular and special meetings of the Committee.
  - (b) notify such persons as the Committee may designate of the decisions of the Committee and the reasons therefore;
  - (c) keep and maintain on file for the inspection by the public during all reasonable hours the following official records:
    - (i) a register of all applications for subdivision including the decisions thereon and the reasons therefore;
    - (ii) records of all decisions and the reasons therefore, written minutes of all meetings and business transacted by the Committee;
  - (d) carry out such other administrative duties as the committee may specify.
- 6. All applications for subdivision and other matters and proceedings pending before the Calgary Regional Planning Commission may be taken up, continued under, and completed by the Committee established by the By-law.
- 7. This By-law comes into full force and effect on the date of its third reading.

READ A FIRST TIME this 15th day of August, 1995 A.D.

READ A SECOND TIME this 12th day of September, 1995 A.D.

READ A THIRD TIME and finally passed this 12th day of September, 1995 A.D.

  
MAYOR

  
SECRETARY-TREASURER