

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

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

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**ITEM DESCRIPTION**

**1.0 CALL TO ORDER**

**2.0 APPROVAL OF AGENDA**

**3.0 DELEGATIONS**

**4.0 MINUTES**

**5.0 OLD BUSINESS**

5.1 Annexation update

5.2 Community Hall update

5.3 Post Office box

5.4 U of T Engineering student proposal

5.5 AEP Bow River Reservoir

5.6 Weather monitoring station request

5.7 Snow and Ice

5.8 Vision Statement

**6.0 FINANCIAL**

6.1 2020 Financial Audit Overview

6.2 2021 Financial Audit Proposal

6.3 2022 Interim Budget

6.4 Payment schedule

6.5 Bank Reconciliations

6.6 Financial Statement

## **7.0 CORRESPONDENCE**

7.1 Water Battery Project Update

7.2 SOC Carriag Ridge Well

7.3 Rod Poitre EV Charging Station

7.4 Bylaw Infraction House Numbers

## **8.0 COMMITTEES**

## **9.0 NEW BUSINESS**

9.1 Tax Assessment Audit

9.2 Tax Records

9.3 GLV Community Association Report

9.4 Administration Police Check Document Review

9.5 Municipal Accountability Plan (MAP) Report

9.6 Engineering Services Report

9.7 Business Cards Proposal

9.8 2021 Community Survey Overview Document

9.9 Alberta Community Champions Grant 2022

## **10.0 IN-CAMERA SESSION**

10.1 CAO Probationary Period Report

## **11.0 ADJOURNMENT**

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

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

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

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**1.0 CALL TO ORDER**

Called to Order by Mayor Walsh at 5:44pm

**2.0 APPROVAL OF AGENDA**

**22-001**

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

5.7 Snow and Ice  
5.8 Vision Statement

**CARRIED**

**3.0 DELEGATIONS**

NIL

**4.0 MINUTES**

**22-002**

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

**CARRIED**

## **5.0 OLD BUSINESS**

### **5.1 Annexation update**

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

### **5.2 Community Hall update**

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

### **5.3 Post Office box**

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

### **5.4 U of T Engineering student proposal**

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

### **5.5 AEP Bow River Reservoir**

Administration currently has no updates regarding the reservoir.

### **5.6 Weather monitoring station request**

**22-003**

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

**CARRIED**

### **5.7 Snow and Ice**

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

### **5.8 Vision Statement**

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

## **6.0 FINANCIAL**

### **6.1 2020 Audit Overview**

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

**22-004**

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

**CARRIED**

### **6.2 2021 Financial Audit Proposal**

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

**22-005**

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

**CARRIED**

### **6.3 2022 Interim Budget**

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

**22-006**

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

**CARRIED**

### **6.4 Payment schedule**

## **6.5 Bank Reconciliations**

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

## **6.6 Financial Statement**

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

## **7.0 CORRESPONDENCE**

### **7.1 Water Battery Project Update**

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

### **7.2 SOC Carriag Ridge Well**

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

### **7.3 Rod Poitre EV Charging Station**

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

### **7.4 Bylaw Infraction House Numbers**

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

## **8.0 COMMITTEES**

### **Community Association**

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

### **NELS Committee**

No updates

### **Dock Committee**

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

### **Public Works**

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

### **Emergency Management**

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

## **9.0 NEW BUSINESS**

### **9.1 Financial Audit**

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

### **9.2 Tax Records**

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

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

### **9.3 GLV Community Association Report**

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

**22-007**

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

**CARRIED**

### **9.4 Administration Police Check Document Review**

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

### **9.5 Municipal Accountability Plan (MAP) Report**

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

### **9.6 Engineering Services Report**

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

**22-008**

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

**CARRIED**



## **9.7 Business Cards Proposal**

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

**22-009**

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

**CARRIED**

## **9.8 2021 Community Survey Overview Document**

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

**22-010**

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

**CARRIED**

## **9.9 Alberta Community Champions Grant 2022**

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

## **10.0 IN-CAMERA SESSION**

### **10.1 CAO Probationary Period Report**

**22-011**

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

**CARRIED**

**22-012**

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

**CARRIED**

## **11.0 ADJOURNMENT**

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

**22-013**

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

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Mayor

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Chief Administrative Officer