

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

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

ITEM DESCRIPTION

1.0 CALL TO ORDER

Called to order by Mayor Walsh at 5:30 pm

2.0 APPROVAL OF AGENDA

22-023

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

CARRIED

3.0 DELEGATIONS

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

4.0 MINUTES

5.0 OLD BUSINESS

5.1 MAP Inspection

The Municipal Accountability Inspection is conducted by the government to ensure that municipalities are functioning in accordance with the required legislation. In a previous inspection, it was identified that 11 items were of non-compliance regarding the Ghost Lake Village's bylaws and procedures.

Administration is working to complete these requirements and has been

successful in obtaining an extension on the completion of these items until August of 2022.

Bylaw 2022-02 – Chief Administrative Officer Bylaw

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

22-024

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

CARRIED

22-025

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

CARRIED

22-026

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

CARRIED

22-027

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

CARRIED

Bylaw 2022-03 – Subdivision and Development Appeal Board Bylaw

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

22-0**

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

CARRIED

22-028

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

CARRIED

22-029

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

CARRIED

22-030

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

CARRIED

5.2 Golf Course Update

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

5.3 Community Champions Program Grant Update

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

5.4 Annexation Update

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

5.4.2 See attached letter in documents below.

Administration in contact with First Nations consultant. Mayor Walsh previously was unaware of any claims on the land or ongoing litigation. The leased land underneath the water is currently owned by TransAlta. The consultant the village has hired will keep the village informed of further developments. At this time, we are unaware of the date or location for any formal hearings.

5.5 Community Hall Update

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

Councillor Foudy mentioned that the the GLV community association applied to conduct a casino for funding that will either go towards the community hall or the playground. Depending on timing and need. The wait list to conduct a casino is approx 4 years.

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

5.6 AEP Bow River Reservoir

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

22-031

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

CARRIED

5.7 Post Office

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

SVGL is restarting conversations with Canada Post in regards to the issue. Council is working with Member of Parliament, and with Canadian Postmasters and

Assistants Association to receive guidance on this issue. Villagers are encouraged to send emails to Member of Parliament to raise awareness around the issue.

6.0 FINANCIAL

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

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

6.1 Payment schedule

6.2 Bank Reconciliations

22-032

Moved by Mayor Walsh that Council accept Bank Reconciliations as presented by Administration

CARRIED

6.3 Financial Statement

22-033

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

CARRIED

6.4 Balance Sheet

22-034

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

CARRIED

7.0 CORRESPONDENCE

7.1 Water Battery Project Update

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

7.2 SOC Carriag Ridge Well

Select villagers will have gotten direct communication regarding the issue surrounding the Carriag Ridge Well. The Summer Village has sent out a statement saying that the municipality is not withdrawing their Statement of Concern regarding the issue.

7.3 EV Charging Station

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

7.5 Climate Resilience Capacity Building Program

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

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

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

22-035

Moved by Mayor Walsh that Council accept Morrison Hershfield's request to apply for the Climate Resilience Capacity Building Program on behalf of the

Summer Village at no cost and proceed with contract to conduct studies if grant is approved

CARRIED

8.0 COMMITTEES

8.1 Community Association

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

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

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

8.2 NELS Committee

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

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

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

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

22-036

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

CARRIED

8.3 Dock Committee

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

22-037

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

CARRIED

8.4 Public Works

8.4.1 Controlled burns

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

8.5 Emergency Management

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

9.0 NEW BUSINESS

9.1 Unapproved Meeting Minutes Policy

22-038

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

CARRIED

9.2 SDAB training for clerk

22-039

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

CARRIED

9.3 Newsletter Update

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

9.4 Assessment Program Audit

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

9.5 Dock Space Reallocation

Letters attached in the agenda.

22-040

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

CARRIED

9.6 Marigold Library Agreement

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

22-041

Moved by Mayor Walsh that Council sign agreement of new terms with Marigold Library

CARRIED

9.7 BRWG Meeting – BRRO Feasibility Study

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

Addressed previously in the meeting (see section 5.6.1)

9.8 Disc Golf Course

Administration has no new updates. There have been conversations regarding the relocation of the disc golf holes. Concerns of disc golf course and its history were brought up, and members of the NELS community requested a more comprehensive discussion on the subject. Council stated that the village keep the

current pause on any activities on the disc golf course and will address the issue in more detail during the Annual General Meeting to be held on June 25th 2022.

9.9 Signs

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

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

9.10 Tax emails from Quickbooks

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

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

9.11 Summer Villages of Alberta – utilities cooperative

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

22-042

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

CARRIED

9.12 Canadian Summer Jobs Program

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

10.0 IN-CAMERA SESSION

10.1 Finance Manager Probation Period

22-043

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

CARRIED

22-044

Moved by Mayor Walsh that Council move out-camera at 9:14 pm

CARRIED

10.2 Planning and Development Technologist Probation Period

22-045

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

CARRIED

22-046

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

CARRIED

22-047

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

CARRIED

11.0 ADJOURNMENT

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

22-048

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

CARRIED