

**SUMMER VILLAGE OF POPLAR BAY  
REGULAR COUNCIL MEETING  
WEDNESDAY, JULY 23, 2014 at 2:00 PM  
SUMMER VILLAGES OFFICE COUNCIL CHAMBERS  
605-2<sup>nd</sup> Avenue, Ma-Me-O Beach, AB**

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**MINUTES**

**Present:**

**Council:** Deb McDaniel, Mayor  
Brian Meaney, Deputy Mayor

**Administration:** Sylvia Roy, CAO

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**CALL TO ORDER**

Mayor McDaniel called the meeting to Order at 2:05 p.m.

**A. ADOPTION OF AGENDA**

**Res. #14-62**

**Moved by Mayor McDaniel to adopt the agenda as amended.**

**CARRIED**

**B. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

1. Regular Council Meeting Minutes of April 25, 2014

**Res. #14-63**

**Moved by Mayor McDaniel to adopt the Regular Council Meeting Minutes of April 25, 2014 as presented.**

**CARRIED**

**C. DELEGATION**

Ms. Charlotte St. Dennis, Brownlee LLP, 3:00 pm (via telephone).

**D. BYLAWS & POLICIES**

**E. REPORTS FROM STAFF/RESOLUTIONS**

1. Follow Up Sheet

The follow up sheet was reviewed and revised.

**F. COUNCIL COMMITTEE REPORTS/DISCUSSION ITEMS**

1. Joint Services Committee

Mayor McDaniel relayed the proceedings of the Joint Services Committee Meeting held on April 29, 2014. The Joint Services Committee played host to a delegation from Silver Beach Mayor Mr. Allan Watt and Dr. Harold Wynne, Silver Beach Chief Administrative Officer, with respect to Silver Beach's termination of the Pigeon Lake Protective Services (PLPS) agreement. The termination of the agreement was caused by a lack of PLPS staff; which made them unable to provide services as per the terms of the agreement. While Dr. Wynne did approach both the County of Wetaskiwin and Leduc County for replacement peace officer services, no response was received by the time of the Joint Services Committee meeting. The Joint Services Committee is considering setting up a peace officer/bylaw enforcement service and will obtain feedback from all 10 Pigeon Lake Summer Villages to determine the level of interest and service level needs.

2. Pigeon Lake Protective Services Agreement Termination

As indicated in item F.1 above, the Pigeon Lake Protective Services are no longer providing services to the Pigeon Lake Summer Villages effective May 1<sup>st</sup>, 2014 due to circumstances beyond their control.

3. Joint Services Committee - Policing Services Survey

Council reviewed and completed a policing services survey as distributed by the Joint Services Committee.

4. Association of Summer Villages of Alberta

a. Fire Smart Planning

Administration updated Council on the regional collaboration grants that the ASVA are involved in, for fire protection and to mitigate forest fires. The forest fire mitigation grant will be performing their project on a lake-by-lake basis, examining the fire threats entering into a Summer Village as well as emanating from a Summer Village.

The second funding application submitted by the ASVA for the Forest Resource Improvement Association of Alberta (FRIAA) grant has been favorably received by the evaluation committee. However, the evaluation committee felt that it was prudent to see the first accepted project get well under way and produce some fieldwork results prior to approval of the second round of funding.

5. Alliance of Pigeon Lake Municipalities

- a. Minutes of May 20, 2014
- b. Minutes of July 15, 2014
- c. APLM Public Release
- d. Draft Guiding Principles
- e. Regional Collaboration Grant

The APLM met on May 20, 2014, and the APLM has changed their name from the "Association" to the "Alliance" of Pigeon Lake Municipalities. The committee discussed the potential for municipalities to pass bylaws prohibiting the use of fertilizers. The Pigeon Lake Watershed Association is currently providing education and distributing a brochure in this regard.

The draft guiding principles were reviewed; Council suggested that the APLM Committee consider the addition of the words "and visitors" to include all Albertans in the Vision statement.

The Summer Village of Argentia Beach has been approved for a grant of \$245,000 for an In-Lake Management Plan and Pilot Project under the Alberta Community Partnership (ACP) program, formerly the Regional Collaboration Program. The project will require that any necessary in-lake permits or approvals from Alberta Environment and Environment Canada are received prior to proceeding with the in-lake pilot portion of the project. If necessary permits and approvals are not received, the project will be required to return the pilot portion of funding (\$120,000) to Alberta Municipal Affairs.

6. PLWA – Aquatic Invasive Species

The Pigeon Lake Watershed Association is encouraging municipalities to post a sign regarding aquatic invasive species and encouraging boaters to clean, drain and dry their boats. Two signs will be ordered; one to be installed at the Provincial Park entrance to the Summer Village and the other at the day park.

7. Capital Region Assessment Services Commission – 2014 Panelists

**Res. #14-64**

**Moved by Councillor Carew that in keeping with Bylaw #220, Council of the Summer Village of Poplar Bay hereby appoints those individuals listed in attached Schedule "A" for a term ending December 31, 2014 as members of the Assessment Review Board that may from time to time be required to hear assessment related complaints as permitted in the Municipal Government Act, R.S.A.2000, c.M-26.**

**CARRIED**

8. Resident Letter – Assessment of Unused Road Allowance

Council reviewed a resident letter in which he is requesting to purchase a portion of the unused road allowance behind his Poplar Bay properties. Photos will be taken of the property in question and brought to Council for their review. The resident will be advised that the request is under advisement.

9. Resident Emails – 2<sup>nd</sup> Street Closure

Council reviewed a request from a resident to install a gate across 2<sup>nd</sup> Street to prevent dumping and other undesirable activities from taking place on this vacant land. Photos will be taken of the property in question and brought to Council for their review. The resident will be advised that the request is under advisement.

10. Joint Pigeon Lake Wastewater Planning Committee/ NEPL Meeting

**Res. #14-65**

**Moved by Deputy Mayor Meaney that the Summer Village of Poplar Bay support, in principle, the investigation of the formation of a single Pigeon Lake regional wastewater commission.**

**CARRIED**

11. Municipal Sustainability Initiative – Amending Memorandum of Agreement

**Res. #14-66**

**Moved by Mayor McDaniel that the Summer Village of Poplar Bay enter into an agreement with the Province of Alberta for the Municipal Sustainability Initiative Amending Memorandum of Agreement.**

**CARRIED**

12. Alberta Municipal Affairs – Regional Collaboration Program

Council reviewed a letter from Alberta Municipal Affairs advising that Regional Collaboration Program has been replaced by a new program called the Alberta Community Partnership program. The new program retains feature elements of the former RCP, but with expanded project eligibility that includes support for capital and limited-term operating expenditures, and options for multi-year funding. Council accepted this as information.

13. Memo - Holding Tank Inspection Appeal

Council reviewed a request for a waiver of holding tank inspection fee for lot #122, Poplar Bay. Council reviewed the information provided and determined that residents were required to provide proof of age of the holding tank, therefore are not waiving the wastewater inspection fee.

**Res. #14-67**

**Moved by Deputy Mayor Meaney that the Summer Village of Poplar Bay not waive the wastewater inspection fee for lot #122, Poplar Bay.**

**CARRIED**

14. Memo – Wastewater Invoice Dispute

Council reviewed a request for a wastewater inspection invoice that was received by a previous property owner after the sale of the property.

**Res. #14-68**

**Moved by Deputy Mayor Meaney that the Summer Village bill both the former and current owners of Lot #391 for each half of the wastewater inspection invoice generated for that property.**

**CARRIED**

Pursue to collect balance from the new owner, and if not paid, it will be added to the tax bill.

15. Annual Information Meeting

Saturday, August 16, 2014 at 10:00 am. A draft agenda was reviewed.

16. Encroachment Project

The existing encroachment survey will be sent to legal counsel for review. Encroachment agreements are to be terminated upon transfer of the property to new owners. Brief discussion occurred with respect to insurance certificates for improvements – an insurance certificate or letter from broker may be required so that it covers municipal property. Specific wording will be provided by legal counsel.

It was suggested that 5 lakefront encroachment agreements be entered into as a test case. A grant program may be used to obtain an estimate for a survey for locating encroachments on the roads/ road plans and lanes in the Summer Village.

17. Snow Removal

Council discussed snow removal last season and arrived at the conclusion that the Summer Village requires a motor grader, not a farm tractor. The County of Wetaskiwin will be approached to see if this is a contract that they would take on.

18. Regional Emergency Management Plan

A training session has been held for elected officials on the regional emergency management joint committee, which was scheduled for July 16th at the Ma-Me-O Beach Community Hall. Mr. Clinton Boyda has been hired as the Director of Emergency Management for the Pigeon Lake Regional Emergency Management Agency. A new website has been launched for the regional emergency management agency; the website at <http://www.pigeonlakeemergencyagency.ca/>

**G. FINANCIAL**

1. Cheque Listing

**Res. # 14-69**

**Moved by Mayor McDaniel to accept the cheque listing as information.**

**CARRIED**

**H. INFORMATION ITEMS**

1. AUMA Board News – April & June, 2014
2. Alberta Agriculture and Rural Development – Agricultural Pests Act
3. Alberta Agriculture and Rural Development – Weed Control Act
4. AUMA Member Notices – Voluntary Amalgamation
5. Yellowhead Regional Library
6. PLPS Monthly Service Report – April, 2014

**Res. #14-70**

**Moved by Mayor McDaniel to accept the above six items as information.**

**CARRIED**

**I. ADJOURNMENT**

**Res. #14-71**

**Moved by Mayor McDaniel to adjourn the meeting at 4:10 pm.**

**CARRIED**



**Deb McDaniel, Mayor  
Summer Village of Poplar Bay**



**Sylvia Roy, C.A.O.  
Summer Village of Poplar Bay**