

**SUMMER VILLAGE OF POPLAR BAY
REGULAR COUNCIL MEETING
FRIDAY, APRIL 22, 2016 at 3:00 PM
SUMMER VILLAGES OFFICE COUNCIL CHAMBERS
605-2nd Avenue, Ma-Me-O Beach, AB**

MINUTES

Present:

Council: Deb McDaniel, Mayor
Brian Meaney, Deputy Mayor
Gary Carew, Councillor

Administration: Sylvia Roy, CAO

CALL TO ORDER

Mayor McDaniel called the Meeting to Order at 3:01 p.m.

A. ADOPTION OF AGENDA

Res. #16-10

Moved by Mayor McDaniel to adopt the agenda as amended.

CARRIED

B. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

1. Regular Council Meeting Minutes of January 12, 2016

Res. #16-11

Moved by Mayor McDaniel to approve the Regular Council Meeting Minutes of January 12, 2016 as presented.

CARRIED

C. DELEGATION

1. Mr. Mike Seniuk, Seniuk & Company Chartered Accountants.

At 3:06 pm Council welcomed Mr. Mike Seniuk of Seniuk & Company Chartered Accountants, who presented the 2015 audited financial statements. Mr. Seniuk indicated that the records are in very good shape and no items needed to be brought to Council's attention. Council thanked Mr. Seniuk and he departed from Council Chambers at 3:37 pm.

D. BYLAWS & POLICIES

1. Policy #20-2008, Accounting for Tangible Capital Assets

Res. #16-12

Moved by Mayor McDaniel to approve the amendments to Policy #20-2008, Accounting for Tangible Capital Assets, as presented.

CARRIED

2. Bylaw #245, Rates of Taxation for 2016

Res. #16-13

Moved by Deputy Mayor Meaney to give First Reading to Bylaw #245, Rates of Taxation for 2016, as presented.

CARRIED

Res. #16-14

Moved by Councillor Carew to give Second Reading to Bylaw #245, Rates of Taxation for 2016, as presented.

CARRIED

Res. #16-15

Moved by Mayor McDaniel to proceed to Third Reading to Bylaw #245, Rates of Taxation for 2016, as presented.

CARRIED

Res. #16-16

Moved by Deputy Mayor Meaney to give Third Reading to Bylaw #245, Rates of Taxation for 2016, as presented.

CARRIED

E. REPORTS FROM STAFF/RESOLUTIONS

1. Follow Up Sheet

The follow up sheet was reviewed.

Council will examine what encroachment documents Administration develops (bylaw, etc) before making a decision on how to proceed with the encroachment project.

Culverts will need to be repaired at the same time as the wastewater line is installed.

The Land Use Bylaw will be reviewed in 2017 or later.

F. COUNCIL COMMITTEE REPORTS/DISCUSSION ITEMS

1. Pigeon Lake Regional Wastewater Committee

Deputy Mayor Meaney advised that the regional line became operational in mid-March. Poplar Bay Mayor and Council have been invited the Pigeon Lake Regional Wastewater Phase 1 Completion Celebration, to be held on May 27, 2016 at the Ma-Me-O Beach Community Hall.

2. South Side Wastewater Committee

Council reviewed the South Side Wastewater Committee Meeting Minutes of March 30, 2016. Items discussed included a cost estimate template for on-lot costs and an update on the MPE design and schedule.

3. Alliance of Pigeon Lake Municipalities

- a) Meeting Minutes for March 16, 2016
- b) Meeting Minutes for January 20, 2016

Council reviewed the minutes of the APLM meeting that took place on March 16, 2016. The APLM Committee Members had discussed the Model Land Use Bylaw, which can be found on the Pigeon Lake Watershed Association website.

The Pigeon Lake Watershed Association's leader's session is being held tomorrow.

4. Association of Summer Villages of Alberta

- a) FRIAA Approval Phase 2
- b) Wildfire Threat Assessment

Administration advised that CPP Environmental has completed the first draft of the wildfire threat assessment for the Summer Village of Poplar Bay. Administration provided a copy to the South Pigeon Lake Fire Department for their feedback, as was requested by CPP Environmental.

A copy of the first draft report will be provided to Council, for feedback prior to May 31, 2016.

c) MSI Funding to Fight Aquatic Invasive Species

The ASVA is working closely with a Provincial Aquatic Invasive Species Specialist who is directing provincial efforts to protect Alberta from Zebra and Quagga Mussels as well as from a number of invasive

aquatic plants. Alberta Municipal Affairs has acknowledged this project and has allowed Summer Villages to use their MSI (Municipal Sustainability Initiative) capital grant funds to be used towards this project.

The Council of the Summer Village of Poplar Bay has opted not to use their MSI capital funds towards this project at this time.

5. Enhanced RCMP Report for 2015

Council reviewed the RCMP Enhanced Policing report for 2015. The report for 2016 will be sent out after half a year, rather than after the full year.

6. Fire Protection Planning Process

On January 30, 2016 a fire protection planning workshop was held at the Ma-Me-O Beach Community Hall. Administration attended the workshop along with elected officials from other Summer Villages and fire fighters from Mulhurst Bay and South Pigeon Lake Fire Departments. The workshop was intended to provide a guide for Summer Villages to develop a fire protection plan.

It was noted that the Fire Department offered to drive through the Summer Village to help identify fire hazards. Deputy Mayor Meaney indicated that he would also be available for this drive-through.

7. Encroachment Agreement

Res. #16-17

Moved by Councillor Carew that the Summer Village of Poplar Bay enter into an encroachment agreement with Mr. Scott and Mrs. Isabel Smitke of 227 Poplar Bay, for the encroachment onto the road allowance.

CARRIED

8. Weed Inspector

Res. #16-18

Moved by Mayor McDaniel that Mr. Don Davidson be appointed weed inspector for the Summer Village of Poplar Bay for 2016.

CARRIED

9. Joint Services Committee

Council reviewed the minutes of the Joint Services Committee held on February 17, 2016. Bylaw enforcement and a new fire ban bylaw were discussed.

10. Development Officer

Res. #16-19

Moved by Councillor Carew that Ms. Denise Thompson be appointed as the Development Officer for the Summer Village of Poplar Bay on an interim basis, until a permanent replacement is found.

CARRIED

11. Annual Information Meeting/ Wastewater Meeting with Residents

Deputy Mayor Meaney stated that while there is no new information yet since the release of the wastewater brochure, he didn't want to wait until July to speak to residents with respect to the wastewater project.

Council decided to combine the two meetings and have the Annual Information Meeting/ Wastewater Meeting on June 25, 2016 at 10:00 am at the Ma-Me-O Beach Community Hall. This will be posted on the website.

12. Covenant Bay Bible Camp Development

Information was sent to Administration from the County of Wetaskiwin advising that the Covenant Bay Bible Camp is considering development of their property to allow for more campers. A letter was sent to the County of Wetaskiwin; an excerpt of the letter is as follows:

The Summer Village of Poplar Bay Council has concerns with this proposed development and the proposed access to the Camp through the Summer Village. The increase in traffic will not only create an unnecessary burden to Summer Village residents, it will also create far more wear and tear on the road. Poplar Bay Council requests that further consideration be given to accessing the camp through the County of Wetaskiwin.

Should the development permit process proceed any further, more details will be required including:

- *A copy of the development permit application*
- *The proposed number of people using the camp*
- *The frequency at which the camp is to be used*
- *Wastewater management*
- *Amount of operational traffic (daily traffic)*

The Summer Village would mail information on the proposed development to affected Summer Village residents as well as post the information on the Poplar Bay website, so that resident comments could be sent to the County of Wetaskiwin.

It should also be noted that the Summer Village of Poplar Bay will be embarking on a wastewater line project over the next two years, and installation of the line is anticipated to cause disruption in the movement of traffic on Poplar Bay Drive.

On March 31, 2016, Administration was advised by the County of Wetaskiwin that a Public Hearing for the proposed Rezoning of SE 6-47-1-W5M, Plan 4234NY, Lot A for Covenant Bay Bible Camp Society would be presented to Council at their regularly scheduled meeting on Thursday April 14, 2016. The rezoning application was to change the zoning from Agricultural to Recreational.

At the time of this Council Meeting, nothing further has been heard on the proposed development.

G. FINANCIAL

1. Cheque Listing

Res. # 16-20

Moved by Councillor Carew to accept the cheque listing as information.

CARRIED

2. Joint Services 2016 Budget

Res. # 16-21

Moved by Councillor Carew to approve the Joint Services 2016 budget as presented.

CARRIED

3. 2016 Municipal Budget

Res. # 16-22

Moved by Deputy Mayor Meaney that the budget reflect a 0% increase.

CARRIED

Res. # 16-23

Moved by Gary to approve the Poplar Bay 2016 Municipal Budget as amended.

CARRIED

4. 2015 Audited Financial Statements

Res. # 16-24

Moved by Mayor McDaniel to transfer \$80,000 from unrestricted surplus to the wastewater capital reserve.

CARRIED

Res. # 16-25

Moved by Deputy Mayor Meaney to approve the 2015 Poplar Bay Audited Financial Statements as amended.

CARRIED

H. INFORMATION ITEMS

1. CARL Forum
2. AUMA Board News
3. Fortis Alberta Street Light Standard Change Notification
4. Yellowhead Regional Library
5. Alberta Seniors and Housing

Res. #16-26


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

CARRIED

I. ADJOURNMENT

Res. #16-27

Moved by Mayor McDaniel to adjourn the meeting at 5:40 pm.



Deb McDaniel, Mayor
Summer Village of Poplar Bay



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

CARRIED