

**SUMMER VILLAGE OF POPLAR BAY  
REGULAR COUNCIL MEETING  
FRIDAY, APRIL 20, 2012 @ 10:00 A.M.  
SUMMER VILLAGES OFFICE COUNCIL CHAMBERS  
Ma-Me-O Beach, AB**

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**MINUTES**

***Present:***

**Council:** Kevin Davies, Mayor  
Deb McDaniel, Deputy Mayor  
Pat Sloan, Councillor  
**Administration:** Sylvia Roy, CAO

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**CALL TO ORDER**

Mayor Davies called the meeting to Order at 10:02 a.m.

**PUBLIC HEARING FOR BYLAW #230, TO AMEND LAND USE BYLAW #160 TO REDISTRIBUTE LAND FROM "A" AGRICULTURAL TO "R" RESIDENTIAL**

Mayor Davies called the Public Hearing to Order at 10:03 am.

Chief Administrative Officer Roy introduced the Summer Village of Poplar Bay Bylaw #230, a Bylaw to Amend Land Use Bylaw #160 to Redistrict Land from "A" Agricultural to "R" Residential. The redistricting is for Part of Lot 3, Block 4, Plan 072 1021 which was annexed into the Summer Village of Poplar Bay by Order in Council 277/2010 on September 10, 2010 from the County of Wetaskiwin.

The Chief Administrative Officer indicated that no correspondence has been received in response to notification to residents and adjacent land owners via direct mail out as well as notices in the March 28, 2012 and April 4, 2012 editions of the Wetaskiwin Times.

No individuals were in attendance at the Public Hearing to provide any verbal comments with respect to Bylaw #230.

Mayor Davies concluded the Public Hearing at 10:05 am.

**A. ADOPTION OF AGENDA**

**Res. #12-23**

**Moved by Councillor Sloan to adopt the agenda as amended.**

**CARRIED**

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

1. Regular Council Meeting minutes of March 9, 2012

**Res. #12-24**

**Moved by Deputy Mayor McDaniel to adopt the Regular Council Meeting Minutes of March 9, 2012 as presented.**

**CARRIED**

**C. BYLAWS & POLICIES**

1. Bylaw #230 – To Amend Land Use Bylaw #160 to Redistrict Land From "A" Agricultural to "R" Residential

**Res. #12-25**

**Moved by Deputy Mayor McDaniel to give 2<sup>nd</sup> Reading to Bylaw #230, To Amend Land Use Bylaw #160 to Redistrict Land From "A" Agricultural to "R" Residential, as presented.**

**CARRIED**

**Res. #12-26**

Moved by Mayor Davies to give 3<sup>rd</sup> Reading to Bylaw #230, To Amend Land Use Bylaw #160 to Redistrict Land From "A" Agricultural to "R" Residential, as presented.

CARRIED

2. Bylaw #231 – Taxation Rates for 2012

**Res. #12-27**

Moved by Councillor Sloan to give 1<sup>st</sup> Reading to Bylaw #231, Taxation Rates for 2012, as presented.

CARRIED

**Res. #12-28**

Moved by Deputy Mayor McDaniel to give 2<sup>nd</sup> Reading to Bylaw #231, Taxation Rates for 2012, as presented.

CARRIED

**Res. #12-29**

Moved by Councillor Sloan to proceed to 3<sup>rd</sup> Reading for Bylaw #231, Taxation Rates for 2012, as presented.

CARRIED

**Res. #12-30**

Moved by Mayor Davies to give 3<sup>rd</sup> reading to Bylaw #231, Taxation Rates for 2012, as presented.

CARRIED

3. Policy #26-2012, Minimum Property Tax Payable

**Res. #12-31**

Moved by Mayor Davies to approve Policy #26 -2012, Minimum Property Tax Payable, as presented.

CARRIED

**E. REPORTS FROM STAFF/RESOLUTIONS**

1. Follow Up Sheet

The follow up sheet was reviewed.

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

1. Pigeon Lake Regional Wastewater Committee Update

Council reviewed an update indicating that design of the regional pipeline portion of Phase 1 is expected to commence in late 2012, with construction to be tendered and completed in the 2013 construction season.

2. Local Wastewater Collection Project

a. Principles of Sewage Treatment

Mr. Ken Banks, Special Projects Coordinator, presented Council with information on the current status of private sewage disposal systems (PSDS) for all Poplar Bay properties with priorities identified. PSDS inspection fees were reviewed, which includes separate costs for inspection by Sentry Water & Wastewater Solutions Inc; the insertion of a camera to view the inside of a tank; vacuum truck; entry fee (when a camera can't be used) and separate privy inspections (where inspection is separate from a tank/field entry).

Mr. Banks also presented general information related to requests for PSDS variances, which must be submitted by the landowner to Alberta Municipal Affairs Safety Services. The next steps for the Poplar Bay wastewater project were reviewed. It was determined that a policy will be drafted to compliment the proposed revisions to the wastewater bylaw, as described below.

b. Bylaw #217 (Privy Bylaw) Review

Council reviewed the existing Privy Bylaw; Mr. Banks will pursue the small number of residents who have privy structures but it is undetermined if the privy has been decommissioned and/or if the privies are adequately containing the wastewater.

c. Bylaw #226 (Wastewater Bylaw) Proposed Revisions

Mr. Banks presented comments on Poplar Bay Wastewater Bylaw #226, and discussion occurred regarding the utilization of RV's and handling of wastewater from same. Inspection deadlines and the personnel performing the inspections are to be revised.

Mayor Davies departed the meeting at 11:52 am and Deputy Mayor McDaniel assumed the Chair.

Wastewater information such as a Q & A will be mailed out to residents, and presentations will be provided to residents commencing at the Annual Information Meeting scheduled for June 30, 2012.

3. South Side Wastewater Committee

Administration provided minutes from the South Side Wastewater Committee, consisting of representatives from the Councils of Poplar Bay, Grandview, Crystal Springs, Norris Beach and Ma-Me-O Beach. The committee was struck to evaluate cost effectiveness and collaboration opportunities with respect to local wastewater collection systems. Potential governance structures for the local collection systems will be evaluated and a communications plan will be developed. Mr. Jeff Fetter of Associated Engineering will be invited to the next meeting, as he had developed the local wastewater collection system designs for these 5 Summer Villages.

4. Solid Waste Contract

**Res. #12-32**

**Moved by Deputy Mayor McDaniel to enter into the service agreement with MCL Waste Systems for solid waste services as presented.**

**CARRIED**

5. Regional Emergency Management Project Update

Council reviewed the regional emergency management project summary and an outcome of the meeting held on March 26, 2012.

6. National Day of the Honey Bee (Proclamation)

**Res. #12-33**

**Moved by Councillor Sloan that the Summer Village of Poplar Bay proclaims May 29, 2012 as the third annual "Day of the Honey Bee."**

**CARRIED**

7. Seniors Week (Proclamation)

**Res. #12-34**

**Moved by Deputy Mayor McDaniel that the Summer Village of Poplar Bay proclaims June 4-10, 2012 as Senior's Week.**

**CARRIED**

8. Municipal Addressing Project

Administration advised that a "road trip" was conducted by CAO Roy and Mayor Davies, which included an assessment of the municipal addressing system in Mission Beach, on the north side of Pigeon Lake. For the most part, a 3-number system (ie) 320) is employed with the exception of corner lots which appear to use 4 numbers (ie) 1019). While the majority of the addresses were installed on metal posts, there were some affixed to patios and decks closer to the dwelling.

The CAO and the Mayor then drove through Poplar Bay to envision the preferred location of the municipal addressing signage. It appeared that consistency in the location of signpost installation (ie to the right or left of the driveway) would be difficult to achieve due to the difference in locations of driveways and other items, but consistency would be achieved to the degree possible. The sign posts will be installed in the road right of way (ROW) as close to the residential properties as possible, so as not to interfere with winter road grading and other activities.

Administration will contact Alberta First Call to meet with one of their representatives and review the project and relevant maps and surveys.

9. Paperless Council Agenda Project

Mayor Davies participated in the Council Meeting by using the electronic agenda package on a Summer Village laptop and reported that it worked without incident. Deputy Mayor McDaniel and Councillor Sloan will be provided with their laptops upon conclusion of the Council Meeting.

10. Grass Cutting Contract

**Res. #12-35**

**Moved by Councillor Sloan that the Summer Village of Poplar Bay enter into a three year contract with Sweet Landscaping for grass cutting, as presented.**

11. Buoy Installation

Council directed Administration to contact the Public Works foreman regarding the installation of buoys, as the individual who performed this task in the past is no longer able.

12. Dock Permits

A resident provided Councillor Sloan with updated information on the location of docks, as retrieved from the Navigable Waters website. This information will be posted on the website.

13. Unightly Property/ Parking Issues

Complaints have been received regarding an unsightly property and parking on roadway/blocking access to roadway; both incidents occur at Lot 1, Block 3, Plan 082 7997. Administration will investigate these issues.

**G. FINANCIAL**

1. Cheque Listing

**Res. #12-36**

**Moved by Councillor Sloan to accept the cheque listing as information.**

**CARRIED**

2. 2012 Budget

**Res. #12-37**

**Moved by Councillor Sloan to approve the 2012 Poplar Bay budget, as presented.**


**CARRIED**


**H. ADJOURNMENT**

**Res. #12-38**

**Moved by Councillor Sloan to adjourn the meeting at 1:30 pm.**

**CARRIED**

  
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**Kevin Davies, Mayor**  
**Summer Village of Poplar Bay**

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