

SUMMER VILLAGE OF SILVER BEACH
MINUTES OF THE ANNUAL INFORMATION MEETING

August 13, 2016
10:00 A.M.
Mulhurst Bay Community Centre

Call to
Order: Mayor Allan Watt welcomed everyone to the Silver Beach Annual Information Meeting at 10:05 am.

Present: Mayor Allan Watt
Councillor: Barb Martinson
Councillor: Brad Clough

CAO: Harold Wynne
Municipal Clerk Joan Wynne

Residents: Approximately 50

Handouts: Agenda; 2015 AIM minutes; Cosmetic Lawn Fertilizer Bylaw; Donatino of Community Property Program; 2015 Audited Financial Statement; 2016 Financial Report

1. Welcome and Introductions

Mayor Watt welcomed everyone in attendance. Mayor Watt introduced Silver Beach Councillor Barb Martinson; Councillor Brad Clough; Chief Administrative Officer Harold Wynne; Municipal Clerk Joan Wynne; and Peace Officer Lorna Radkie.

2. 2015-2016 Highlights

CAO Harold Wynne commented on the following administration highlights from the past year:

Communications

- The Silver Beach e-newsletter has been developed and distributed to residents. This communicate has embedded hyperlinks that take readers to other information sources.
- The Silver Beach website continues to provide information about events, news, council minutes, finances, and documents for download. Residents can subscribe to the website which allows them to receive a notification each time new info is added.

Accounting System Change-Over

- Both Silver Beach and Sundance Beach financial systems are changing from using Diamond to Muniware accounting software. Presently, data are being re-entered into the new system.

Summer Works Program

- The summer village is using contracted services for mowing grass and trimming this season. Silver Beach Road potholes were filled this spring and the removal of hazardous trees from Silver Beach Road and Ouimette Park and the reduction of fire load materials in the park reserves was completed.

Ice-Water Rescue Agreement

- The summer villages and two counties on Pigeon Lake are collaborating to provide a year-round ice-water rescue service on the lake. Silver Beach has contributed \$5,000 in capital funding towards the purchase of a water rescue craft and will contribute \$1000 annually to operating this service.

MGA Changes

- A new Municipal Government Act will be introduced into legislation in Alberta in the fall of 2016. The CAO provided a brief overview of some significant changes that will have implications for Silver Beach, including:
 - The Alberta Ombudsman's Office may now investigate complaints involving municipalities.
 - New municipal councilor training will be mandatory.
 - Municipalities must collaborate in the development of a 2-year Intermunicipal Development Plan.
 - Municipalities will be required to prepare 5-year capital plans.

Development

- The development authority has issued 2 development permits in the past year; one for a water well installation and one for a garage addition.

The Mayor Watt commented on the following governance highlights from the past year:

Cosmetic Lawn Fertilizer Bylaw

- On April 18, 2016 Council passed Bylaw #2016-03 Cosmetic Lawn Fertilizer Bylaw. Mayor Watt commented that Council is concerned with the water quality of Pigeon Lake and the detrimental effects of Cosmetic Lawn Fertilizers on water quality. As a result, Council deemed it was necessary to have restrictions on the use of cosmetic lawn fertilizers in the summer village. Highlights from the bylaw include the following:
 - “Cosmetic Lawn Fertilizer” means any substance or mixture of substances, containing nitrogen, phosphorus, potassium or other plant food that is manufactured, sold or represented for use as a plant nutrient or aid to plant growth.
 - The use of Cosmetic Lawn Fertilizers, other than natural compost, is prohibited in the summer village.

Council Procedure Bylaw

- Mayor Watt commented that Council passed Bylaw #2016-02 Council Procedure Bylaw to establish rules and regulations for the order and conduct in which all council meetings shall transact its business. Highlights from this Bylaw include the following:
 - The agenda for each regular and special meeting shall be prepared by the chief administrative officer and submitted together with copies of all pertinent correspondence, statements and reports to each member of council at least two business days prior to each regular meeting.
 - Any member of council, municipal official or any other person wishing to have items of business placed on the agenda shall:
 - (i) in the case of members of council or municipal official, make the submission to the chief administrative officer not later than 12:00 p.m. on the date of the meeting.
 - (ii) in the case of any other person, make the submission to the chief administrative officer not later than seven days prior to the day of the meeting.
 - Residents were encouraged to download the Council Procedure Bylaw from the website or contact the admin office for more information.

Residential Address Signage

- Mayor Watt provided an update on the residential address signage program. He stated that the purpose of this program is to provide consistent, identifiable address signs in front of each Silver Beach property to aid emergency vehicles, such as ambulances and fire trucks, in locating a residence in the case of an emergency.
- Mayor Watt noted that Alberta Traffic Supply, the sign contractor, has placed lathe in front of each property to identify sign placement and he invited residents to move these lathe to a more suitable location, if they wished. The next step is for Alberta One Call to locate underground lines and this will be followed by installation.

Donation of Community Property Program

- Mayor Watt described the Donation of Community Property Program policy that was passed at the July 25, 2016 Council meeting. This program has been instituted in response to requests from residents to donate community memorial benches to the summer village. The purpose of the Program is to provide an opportunity for individuals, families and organizations to donate to the summer village funds to be used to purchase community property (e.g. benches, picnic tables, flower planters, etc.) for the enjoyment and benefit of the Summer Village residents.
- Mayor Watt encouraged residents who wish to make a donation to the summer village to contact the CAO.

Municipal Elections

- Mayor Watt informed residents that municipal elections will be conducted in August 2017. He explained that 3 councillors need to be elected for Silver Beach and that council terms are now 4 years. He encouraged residents to consider running for municipal office and he invited anyone to contact him, the other Councillors, or the CAO should they have any questions.

Pigeon Lake Protective Services

- The CAO commented on the Pigeon Lake Protective Services annual report, as Peace Officer Lorna Radkie was unable to attend the meeting. In the past year, Peace Officer Radkie conducted 240 patrols in Silver Beach and occurrences investigated included: unsecured property; suspicious vehicle checks; assistance to public; speed enforcement; and unregistered motor vehicles.

3. 2016 Plans

Capital Projects

- Mayor Watt described the capital projects that Council has budgeted for in 2016, including (1) accounting system upgrade; (2) fire protection infrastructure upgrade; (3) Silver Beach Road rebuild; and (3) residential address signage.
- Mayor Watt informed residents that the summer village contracted with Parkland Geo to borehole soil testing on Silver Beach Road; develop an develop a road construction upgrading plan; and solicit bids from prospective contractors. He informed residents that the bids came in higher than expected, ranging from \$691,322 to \$873,510. Council has not accepted any of these bids and is presently exploring a less costly alternatives to upgrading Silver Beach Road.

Green Area Planning

- Mayor Watt informed residents that Council has embarked on the development of a Green Area Plan for Silver Beach. The purpose of the Green Area Plan is to consider and advise Council on best practices for the management of green areas within the Summer Village of Silver Beach. These best practices will be incorporated into a Green Area Plan that will guide future management of these environmentally important areas within Silver Beach.
- To solicit feedback from Silver Beach residents, the Council asked for volunteers to an Advisory Committee that will meet to provide input into the development of the Green Area Plan. Joining Mayor Watt and CAO Wynne on the Advisory Committee are the following residents: Bob Gibbs, Linda Johnson, Blaine Hill, Jane Hill, Peggy Juchli, and Shirley Tkachuk.
- On June 24, the Advisory Committee participated in a brainstorming session to provide ideas as to what “should/should not” be done on the following green areas in the summer village: Ouimette Park; 2 park reserves, undeveloped streets; and Silver Beach Road.
- On August 5, the Advisory Committee met on-site at these green areas to discuss specific action initiatives that should be taken in each area.
- Council will be reviewing the draft Green Area Plan at their next Council meeting and this will include assigning a budget to initiatives such as tree planting.

FireSmart Initiatives

- Mayor Watt reported on the following FireSmart Initiatives:

- In July 2015, a Wildfire Mitigation Strategy report was developed for Silver Beach and in March 2016, CPP Environmental provided Fire Protection Plan guidelines for summer villages to use when developing a local fire protection plan. Council will be considering these two reports and the prospect of developing a fire protection plan for Silver Beach.
- On July 28 from 2 pm to 4 pm CPP Environmental will be conducting a FireSmart Seminar in the John Turgeon Community Hall. Silver Beach residents are invited to come and gather information as to how they can make their properties FireSmart.
- The Mayor announced that a “chipping event” is being held this weekend in Silver Beach. Residents may bring any woody vegetation debris that is on their property to the roadside and on Monday, August 15, a crew with a chipper will collect and dispose of all the piles at no cost to the residents. A grant has been recently received through the Association of Summer Villages of Alberta (ASVA) for this event.

4. Financial Reports

2015 Audited Financial Statement

- Councillor Clough reported that the 2015 audited financial statement had been submitted and accepted by Alberta Municipal Affairs as required. He stated this was a clean audit with no concerns reported by the auditors. He urged residents to download the 2015 financial statement from the Silver Beach website and/or contact the CAO if they wished to discuss details.

2016 Financial Report

- Councillor Clough presented the 2016 budget reports and cash position, noting the following highlights:
 - The 2016 operating budget is \$418,254 compared with the 2015 budget of \$439,771.
 - The 2015 actual operating revenue was \$436,240 and expenditure was \$412,256 leaving an operating surplus of (\$23,983).
 - The 2016 capital budget is \$691,680 compared with the 2015 budget of \$118,911.
 - The 2015 actual capital revenue was \$345,910 and expenditure was \$72,501 leaving a capital surplus of \$273,408.
 - The current cash position is as follows: \$429,497 in operating cash; \$575,666 in restricted capital; \$9,528 in operating cash receivables; \$110,837 in capital cash receivables; and \$343 in payables.
- Silver Beach currently has no debt or debt servicing costs.

5. Alliance of Pigeon Lake Municipalities

- Councillor Barb Martinson is the Silver Beach Council representative on the Alliance of Pigeon Lake Municipalities, an organization that includes the 10 Pigeon Lake summer villages and Leduc County. She gave a brief overview of APLM initiatives and encouraged residents to visit the APLM website (www.aplm.org) for up-to-date news on their initiatives to improve the lake. Initiatives being undertaken by the APLM include the following:
- The In-Lake Technical Committee is pursuing chemical remediation (phoslock application to sediment); bio-manipulation (tropic cascading to reduce minnow population); and mechanical algae harvesting.
- The APLM now has an Invasive Aquatic Species committee that is monitoring the introduction of zebra mussels and other invasive species into the lake.

6. Pigeon Lake Watershed Association Presentation (PLWA)

- Bob Gibbs, President of the Pigeon Lake Watershed Management Planning Committee (PLMPC), and Jim Webb, Director on the Pigeon Lake Watershed Association (PLWA) Board, provided brief updates on PLWA happenings in the past year and current initiatives. The PLWA also provided a display of materials and projects they are currently undertaken. PLWA highlights included:
 - The 2016 Clean Runoff Project is a major PLWA initiative this summer. Using selected designated sites around Pigeon Lake, this project is intended to model best practices for residents to manage the runoff from their properties.
 - To assist in this project, the PLWA has published a Clean Runoff Action Guide which may be downloaded from their website (www.plwa.ca).
 - The PLWA is running a fund raiser that involves selling rain barrels to residents. More info is available on their website.

7. Comments/Questions from Residents

- Mayor Watt reminded residents that Council meetings are held on the third Monday of each month in Edmonton in the Allard Development boardroom (10208-111 St.). He noted these meetings are open to the public and he invited anyone to attend if they wished to observe a Council meeting and/or discuss an issue with Council.
- The following comments/questions were offered by residents:
 - An updated summer village map should be placed on the website.

- Information about the 2017 summer village election process should be placed on the website.
- Underground springs near Lots #36 and #38 across from Ouimette Park should be checked as part of the Silver Beach Road construction project.
- The timing of Silver Beach Road repairs needs to be carefully considered to keep the road open to local traffic and interim patching should be considered as an interim road fix.
- FireSmart information should be placed on the summer village website.
- Brushing along Silver Beach Road, especially at the Lot #40 corner should be undertaken to improve visibility for drivers.
- The chipping event is a great idea and should be undertaken annually.
- A resident commented that encroachment issues seem to be an ongoing theme in Council minutes and questioned whether there was a policy for dealing with this. Mayor Watt replied that the summer village has an Encroachment Policy and that it can be downloaded from the website.

8. Adjournment and BBQ

Mayor Watt adjourned the meeting at 12.10 P.M. and invited residents to stay for the BBQ and a chat with Councillors and the admin staff.



Harold Wynne, CAO



Allan Watt, Mayor

_____ August 25, 2016 _____
Date Adopted