

SUMMER VILLAGE OF SUNDANCE BEACH
MINUTES OF THE ANNUAL INFORMATION MEETING

July 16, 2016

10:00 A.M.

John Turgeon Community Hall

Call to Order: Mayor Peter Pellatt welcomed everyone to the Sundance Beach Annual Information Meeting at 10:00 am.

Present: Mayor Peter Pellatt

Councillors: Brian Waterhouse
Rich Miller

CAO: Harold Wynne
Municipal Clerk Joan Wynne
Peace Officer Lorna Radkie

Residents: Approximately 50

Handouts: Agenda package (agenda, 2015 AIM minutes); Wastewater, Animal Control, Fertilizer and Pesticides Bylaws; Donation of Community Property Program policy; 2015 Audited Financial Statement; 2016 Financial Report; *Pigeon Lake-A Place to Cherish* pamphlet; Pigeon Lake Protective Service fridge magnet; Emergency Services locator fridge magnet.

1. Welcome and Introductions

Mayor Pellatt welcomed everyone in attendance. He introduced Councillors Brian Waterhouse and Rich Miller; 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 Sundance Beach e-newsletter has been developed and distributed to residents. This communique has embedded hyperlinks that take readers to other information sources.
- The Sundance Beach website continues to provide information about events, news, council minutes, finances, documents for download, and includes an online John Turgeon Hall booking app. Residents can subscribe to the website which allows them to receive a notification each time new info is added.

Accounting System Change-Over

- Both Sundance Beach and Silver 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 in the 2016 season. One of the summer students hired by the summer village in 2015 has been hired by the contractor. Lakeshore Drive has been graded and potholes have been filled. Vegetation mulching has been completed.

Hazardous Tree Removal

- In 2015, the summer village hired an arborist to identify hazardous trees on both summer village property and the Easement Holder's Association (EHA) recreational easements. The summer village removed trees from some public lands and the EHA requested that individual lease holders procure development permits and removed the trees that have been identified on their easement. Subsequently, some easement holders have removed trees and this continues.

Hall Rentals

- In the past year, the community hall has been rented on five occasions and there are three bookings pending this summer.

AED in Community Centre

- The summer village received a free automated external defibrillator (AED) from Alberta Health Services and this unit is mounted on the wall in the foyer of the administration office. This is a self-instruction unit that can easily be used by anyone to assist someone who has a severe heart incident.

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. Sundance 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 Sundance 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 9 development permits in the past year; one for a shed construction and eight for developments on recreational easements or public utility lots.

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

Fertilizer and Pesticides Bylaw

- On March 17, 2016 Council passed Bylaw #2016-03 Restricted Use of Fertilizers and Pesticides Bylaw. Councillor Miller noted the following highlights:
 - “Fertilizer” means any substance or mixture of substances, containing nitrogen, phosphorus, phosphate, potassium or other chemicals that is manufactured, sold or represented for use as a plant nutrient or aid to plant growth provided that, for greater certainty, “Fertilizer” does not include natural vegetative compost.
 - “Pesticide” means any substance or mixture of substances that is manufactured, sold or represented for destroying unwanted pests or other unwanted organisms or unwanted plants including, without limitation, weeds, fungi, insects and microbes.
 - No person shall apply, spray, distribute or otherwise use, or cause to be applied, sprayed, distributed or otherwise used, any Fertilizers or Pesticides on any property located within the municipal boundaries of the Summer Village except (i) as permitted in accordance with sections 3(b) and (c) below, or (ii) with the prior written consent or approval of the Summer Village CAO.
- Councillor Miller commented that Council has implemented this bylaw in response to requests from residents and other summer villages and he encouraged residents to visit the website and download the Bylaw for more information.

Animal Control Bylaw

- Councillor Miller commented that Council passed Bylaw #2016-01 Animal Control Bylaw in response to complaints from residents about dogs in Sundance Beach. Highlights from this Bylaw include the following:

- The Owner or any other person having care or control of a Dog, Nuisance Dog or Restricted Dog shall ensure that it does not bark or howl in a manner that is reasonably likely to annoy or disturb the peace of others.
- The Owner or any other person having care or control of a Dog, Nuisance Dog or Restricted Dog shall forthwith remove any defecation left by it on public property or private property other than property of the Owner.
- The Owner or any other person having care or control of a Dog or Nuisance Dog shall, at all times, when it is off the property of the Owner, have it (i) under control, and (ii) held on a leash not exceeding two metres in length.
- Residents were encouraged to download the Animal Control Bylaw from the website or contact the admin office for more information.

Residential Address Signage

- Councillor Waterhouse provided an update for the residential address signage program. He stated that the purpose of this program is to provide consistent, identifiable address signs in front of each Sundance Beach property to aid emergency vehicles, such as ambulances and fire trucks, in locating a residence in the case of an emergency.
- Councillor Waterhouse 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. It is anticipated that signs will be installed by the end of July.

Donation of Community Property Program

- Councillor Miller described the Donation of Community Property Program that will be presented at the July 21, 2016 Council meeting for resolution. 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.
- Councillor Miller encouraged residents who wish to make a donation to the summer village to contact the CAO.

Wastewater Bylaw

- Mayor Pellatt provided information on Bylaw 2016-02-Wastewater Bylaw that was passed by Council on March 17, 2016. He explained this Bylaw is a consolidation and update of Waste Water Bylaws P15 (2000), P16 (2001) and P17 (2002). Mayor Pellatt commented that this important Bylaw is intended to (1) bring existing wastewater systems into compliance with present provincial safety code standards; (2) decommission treatment fields that continue to exist; and (3) demonstrate Sundance Beach's willingness to collaborate with other summer villages to ensure that human wastewater does not enter the watershed and, ultimately, Pigeon Lake. Highlights from the Bylaw include the following:

- All properties which are located within the municipal boundaries of the Summer Village and which are used for any purpose (including camping, recreational activities or living accommodation) must contain all Wastewater in a water tight Holding Tank.
 - All existing Private Wastewater Disposal Systems shall be inspected by a Certified Maintenance Inspector no later than September 30, 2016. Inspection costs will be borne by the Owner and, if unpaid, will form part of the property taxes payable by the Owner in respect of the immediately following taxation year.
 - The Mayor indicated that Council was in the process of contracting with Sentry Water & Wastewater Solutions, an experienced wastewater service company that has conducted inspections in many other municipalities and Pigeon Lake summer villages, including Norris Beach, Grandview and Poplar Bay.
- Some residents asked questions of Mayor Pellatt which he, other Councillors, and the CAO endeavored to address. Mayor Pellatt invited residents to attend a special information session that will be held in the John Turgeon Community Hall on July 30 from 10 am to 12 noon. Experts from Sentry Water & Wastewater Solutions will be on hand to provide detailed information about these wastewater inspections and to answer any technical questions residents may have.

Municipal Elections

- Mayor Pellatt informed residents that municipal elections will be conducted in August 2017. He explained that 3 councillors need to be elected for Sundance 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

- Peace Officer Lorna Radkie present and described some issues in Sundance Beach, including speeding, ATVs on Vine Ave., dogs-at-large, noise complaints, and stop sign enforcement. In the past year, she provided 232 patrols of Sundance Beach.

3. 2016 Plans

Capital Projects

- Mayor Pellatt described the capital projects that Council has budgeted for in 2016, including (1) parking lot upgrade; (2) accounting system change; and (3) residential address signage.
- Mayor Pellatt informed residents that the summer village contracted with Parkland Geo to conduct soil tests of the parking lot; develop an upgrading plan; and solicit bids from prospective contractors. He informed residents that the bids came in higher than expected, ranging from \$197,000 to \$305,310. Council has not accepted any of these bids and is presently exploring a less costly parking lot upgrade.

- Mayor Pellatt reported that the summer village has applied for a \$185,200 Canada 150 Community Infrastructure federal grant to apply towards the parking lot upgrade.

FireSmart Initiatives

- Mayor Pellatt reported on the following FireSmart Initiatives:
 - A Wildfire Threat Assessment Report has been conducted for the summer villages of Golden Days, Argentinia, and Sundance Beach. When the final report is prepared, this will be used to advise the Sundance Beach Fire Protection Plan.
 - The summer village will be supplying each residence with 2 foam canisters that affix to a garden hose and dispense foam spray on a fire should one break out.
 - The summer village will provide to each resident a fridge magnet that provides easy directions for emergency vehicles or anyone else trying to locate the residence. Residents may write information, including their lot number, on the fridge magnet and this may be useful to visiting guests in the event of an emergency.
 - On July 28 from 2 pm to 4 pm CPP Environmental will be conducting a FireSmart Seminar in the John Turgeon Community Hall. Residents are invited to come and gather information as to how they can make their properties FireSmart.

Easement Holder's Association Update

- Mayor Pellatt reported that the Easement Holder's Association (EHA) Board of Directors and Council met to discuss the future direction of the EHA. Council has agreed to take the lead in drafting new EHA bylaws and soliciting nominations for the Board of Directors prior to an Annual General Meeting which will be called for the end of September.
- Recreational easement lease holders who are interested in serving on the Board of Directors are encouraged to make their interest known to the CAO or any one of the Councillors or EHA Directors.

Wastewater Systems Inspections

- Mayor Pellatt explained that the new Wastewater Bylaw requires that the cost of wastewater inspections to ensure compliance with the provincial residential wastewater standards of practice must be paid for by the resident. He stated that the residents' cost could be defrayed by applying funds from the sewer reserve fund, which presently has a balance of \$97,147.
- He asked that residents consider whether they would be amenable to using the sewer reserve fund to offset these wastewater inspection costs. Residents made some comments both for and against this option; however, time did not permit a lengthy discussion. The Mayor indicated this financing topic would be discussed in more depth at the July 30 wastewater inspections information session and he urged residents to consider their position beforehand.

4. Financial Reports

2015 Audited Financial Statement

Mayor Pellatt 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 Sundance Beach website and/or contact the CAO if they wished to discuss details.

2016 Financial Report

Mayor Pellatt presented the 2016 budget reports and cash position, noting the following highlights:

- The 2016 operating budget is \$356,957 compared with the 2015 budget of \$392,463.
- The 2015 actual operating revenue was \$390,511 and expenditure was \$383,915 leaving an operating surplus of (\$6,595).
- The 2016 capital budget is \$108,515 compared with the 2015 budget of \$93,659.
- The 2015 actual capital revenue was \$103,314 and expenditure was \$21,478 leaving a capital surplus of \$81,835.
- The current cash position is as follows: \$230,878 in operating cash; \$165,679 in restricted capital; \$97,146 in sewer reserve fund; \$12,468 in operating cash receivables; \$28,176 in capital cash receivables; and \$14,711 in payables.
- Sundance Beach currently has no debt or debt servicing costs.

5. Alliance of Pigeon Lake Municipalities (APLM)

- Councillor Brian Waterhouse is the Chairman of the Alliance of Pigeon Lake Municipalities, an organization that includes the 10 Pigeon Lake summer villages and Leduc County. He 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.
 - Councillor Waterhouse is also chairing the Invasive Aquatic Species committee that is monitoring the introduction of zebra mussels and other invasive species into the lake.

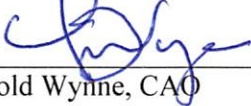
6. Pigeon Lake Watershed Association (PLWA)

Elynne Murray, PLWA Program Coordinator, provided a brief update 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:

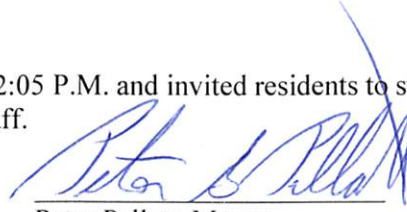
- The 2016 Clean Runoff Project is a major PLWA initiative this summer. Using selected designated sites around Pigeon Lake, this project is intended to model best practices for residents to manage the runoff from their properties.
- To assist in this project, the PLWA has published a Clean Runoff Action 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.

8. Adjournment

Mayor Pellatt closed the meeting at 12:05 P.M. and invited residents to stay for a chat with Councillors and the administration staff.



Harold Wynne, CAO



Peter Pellatt, Mayor

August 17, 2016
Date Adopted