

**SUMMER VILLAGE OF POPLAR BAY
REGULAR COUNCIL MEETING
TUESDAY, FEBRUARY 16, 2010 at 10:00 am
SUMMER VILLAGES OFFICE COUNCIL CHAMBERS**

MINUTES

Present:

Council: Kevin Davies, Mayor; Gail Coleman, Councillor

Administration: Sylvia Roy, CAO

Regrets: Pat Sloan, Deputy Mayor

Call to Order

Mayor Davies called the Meeting to Order at 10:01 am.

Approval of Agenda:

Res. #10-05

Moved by Mayor Davies to adopt the agenda as presented.

CARRIED

Approval of Minutes from Previous Meetings:

Res. #10-06

Moved by Councillor Coleman to approve the Minutes of the Regular Council Meeting of November 20, 2009 as presented.

CARRIED

Res. #10-07

Moved by Councillor Coleman to approve the Minutes of the Special Council Meeting of January 12, 2010 as presented.

CARRIED

Delegations:

Jim Stevens, on behalf of Al Olson (Pigeon Lake Watershed Association)

At 10:02 am, Council welcomed Jim Stevens, who is attending on behalf of Al Olson of Pigeon Lake Watershed Association. Jim provided a background of his experience with PLWA and then spoke to the subject of water levels of Pigeon Lake. He indicated that Alberta Environment does not dispute the issues associated with the water levels. The number of industrial water licenses and ground water wells around Pigeon Lake is very large. A meeting with EUB demonstrated that there are springs and aquifers that feed Pigeon Lake. Worley Parsons was commissioned by PLWA to conduct a water balance study for Pigeon Lake to collect scientific data on what contributors feed the lake (aquifers, springs) and at what level. This information will be used to lobby the Province for water diversion into Pigeon Lake, either from an aquifer or from the North Saskatchewan.

Jeff Fetter, Associated Engineering

At 10:30 am, Council welcomed Jeff Fetter of Associated Engineering. Jeff spoke of the preliminary design for the Regional Wastewater system, which is in the queue for grant funding. Meetings with First Nations representatives with regard to the wastewater line location have been productive.

With respect to the local wastewater collection study, Jeff responded to items in the proposal that were in question. Some gaps exist in terms of the identification of existing resident wastewater systems, which Jeff indicated would be addressed this spring when students are recruited. Mayor Davies indicated that Poplar Bay Council wishes to adopt a wastewater bylaw, and that a local collection report that identified the location of wastewater lines and location and type of resident wastewater systems would be useful in the creation of the bylaw.

Jeff reviewed design criteria, concept options, low pressure systems, cost estimates and timelines for the local collection system.

Discussion occurred regarding the potential of power outages affecting resident pumps, and the possibility of overflowing a resident tank if rainwater from gutters (and from other potential sources) were connected to the wastewater system. This practice should be addressed and prohibited in the bylaw.

The local collection system, operating from a pressure system with appropriate pumps, should negate the concerns of a low number of users during the winter months. Jeff advised that an active flushing system would not be required on the local system, unless a unique circumstance arises.

Discussion occurred regarding types of pumps; generally when using pressure sewer systems for a local collection system, residents should use the same size and type of pumps. Effluent (STEP) pumps work better with the majority of existing tanks; from a maintenance standpoint both effluent pumps and grinder pumps require some form of maintenance but the effluent pumps were seen to be the better option. Standards should be in place and made known to residents to assist them in purchasing and installing the preferred materials (tanks, etc). A 38mm HDPE (high density polyethylene) pipe, at a minimum 2% slope, leading from the pump to the property line would be a useful addition in preparation for the local collection system.

A local collection pump station would be located within the Summer Village and the regional pump station would be located on land in the County of Wetaskiwin. For a variety of reasons, a low pressure wastewater line is preferred over a gravity system. It was noted that water lines must be situated 3 metres from wastewater lines, and that there is generally a 300-500 meter length of pipe between bell holes.

Timelines for local collection system and the regional system were discussed; a variety of factors will need to be considered once concrete information is received on the timeliness of the regional system.

Jeff's recommendations for the Poplar Bay local collection system were to adopt a pressure wastewater system, plan for a capital budget expenditure of \$2 Million and prepare municipal standards for private connections.

Recess: 11:54 am
Reconvene: 12:14 pm

Bylaws and Policies

Draft Bylaw #220 – Assessment Review Boards Bylaw

Res. #10-08

Moved by Councillor Coleman to give first reading to Bylaw #220, Assessment Review Boards Bylaw, as presented.

CARRIED

Res. #10-09

Moved by Councillor Coleman to give second reading to Bylaw #220, Assessment Review Boards Bylaw, as presented.

CARRIED

Res. #10-10

Moved by Councillor Coleman to proceed to third reading to Bylaw #220, Assessment Review Boards Bylaw, as presented.

CARRIED

Res. #10-11

Moved by Councillor Coleman to give third reading to Bylaw #220, Assessment Review Boards Bylaw, as presented.

CARRIED

Draft Bylaw #221 – Assessment Complaints Designated Officer

Res. #10-12

Moved by Councillor Coleman to give first reading to Bylaw #221, Assessment Complaints Designated Officer, as presented.

CARRIED

Res. #10-13

Moved by Councillor Coleman to give second reading to Bylaw #221, Assessment Complaints Designated Officer, as presented.

CARRIED

Res. #10-14

Moved by Councillor Coleman to proceed to third reading to Bylaw #221, Assessment Complaints Designated Officer, as presented.

CARRIED

Res. #10-15

Moved by Councillor Coleman to give third reading to Bylaw #221, Assessment Complaints Designated Officer, as presented.

CARRIED

Follow Up Sheet:

The Follow Up report was reviewed for items requested/ completed. Administration will draft an encroachment policy for Council review at a future Council Meeting. Council directed Administration to advise legal counsel for owners of #147 that no further action on the driveway encroachment will be taken as there is an existing encroachment agreement on file, and to register it with Alberta land titles.

Council also indicated that highway signage on Secondary Highway 771 indicates that the road leads into both Grandview and Poplar Bay, when the road actually goes into Grandview. Council directed Administration to investigate having the sign changed so that people are no longer misdirected.

Joint Services Committee**Res. #10-16**

Moved by Councillor Coleman to enter into the Joint Administration & Facilities Agreement as presented.

CARRIEDWastewater ProjectsLocal Collection System**Res. #10-17**

Moved by Mayor Davies to pay the Associated Engineering invoice minus a 15% holdback pending completion of the scope of work as identified in their proposal.

CARRIEDCapital Regions Assessment Services Commission**Res. #10-18**

Moved by Mayor Davies that the Summer Village of Poplar Bay confirms that pursuant to Alberta Regulation 310/2009, the Assessment Complaint Filing Fee for 2010 will be \$50 for 3 or fewer residential dwellings on the same lot or as indicated in AR 310/2009.

CARRIEDBattle River Watershed Alliance – Invest50 Fund Development Campaign**Res. #10-19**

Moved by Councillor Coleman that the Summer Village of Poplar Bay contribute .50/capita to the Battle River Watershed Alliance to fund research programs for the Battle River Watershed.

CARRIEDEmergency Management Training Grant Funding

Administration advised that a Basic Emergency Management Course is to be presented by the Alberta Emergency Management Agency on March 3, 2010, and work on the Municipal Emergency Plans is continuing.

Inspection Services**Res. #10-20**

Moved by Councillor Coleman that the Summer Village of Poplar Bay enter into an agreement with Superior Safety Codes to provide safety code inspection services.

CARRIEDAnnexation

Council directed Administration to contact Mr. Jim Frederickson to determine if he is still interested in the potential annexation into the Summer Village of Poplar Bay.

Solid Waste Update

Administration advised that the request for South Pigeon Lake Summer Villages to use the County of Wetaskiwin's Lakedell Transfer site for large items has been denied.

Ten Foot Strip Lot Update**Res. #10-21**

Moved by Mayor Davies that the Summer Village of Poplar Bay request West Central Planning Agency to endorse the road/reserve subdivision as prepared by Hagan Surveys (file 05S0817) and extend the approval period so that the strip lots may be appropriately registered with Alberta Land Titles.

CARRIED

Municipal Addressing Update

Alberta Traffic Supply will be providing an estimate for signs, posts and installation. Based on feedback from various individuals, the best proposed method of municipal addressing would be to use the municipal addressing system currently in use. Consistency in the location of the municipal address sign is important. Potential draft bylaws will be brought to future Council Meeting.

South Side Summer Villages Amalgamation

Council reviewed the letter of January 13, 2010 in which the Summer Village of Poplar Bay withdrew from the examination of potential amalgamation with the Summer Villages of Norris Beach, Grandview and Crystal Springs.

Pigeon Lake Summer Village Strategic Alliance (PLSVSA)

At the PLSVSA Meeting of December 9, 2009, Al Olsen of the Pigeon Lake Watershed Association provided a presentation on the Pigeon Lake Water Balance study and the potential benefits of the study. Council believed that the study could have been obtained for less than the quoted cost of \$60,000 and discussion occurred regarding the level of funding support that should be provided towards the project.

Res. #10-22

Moved by Mayor Davies to provide the Pigeon Lake Watershed Association with \$2500 to help fund the Pigeon Lake water balance study.

CARRIED

Municipal Sustainability Strategy Meeting

Council reviewed the Municipal Sustainability Strategy meeting summaries of January 8 & 22, 2010.

Strategic Plan

Council reviewed the Poplar Bay strategic plan to assist with 2010 budget deliberations.

Res. #10-23

Moved by Mayor Davies to extend the duration of the Council meeting.

CARRIED

Financial Reports:

Res. #10-24

Moved by Councillor Coleman that the 2010 Poplar Bay budget be approved as amended.

CARRIED

Res. #10-25

Moved by Councillor Coleman to make allowances in the budget for an amount of up to \$1500 should the Joint Services Committee require the additional funding to be determined at the Joint Services Committee meeting of February 18, 2010.


CARRIED

Adjournment:


Res. #10-26

Moved by Mayor Davies to adjourn the meeting at 4:05 p.m.

CARRIED



Kevin Davies, Mayor
Summer Village of Poplar Bay



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