

**SUMMER VILLAGE OF SILVER SANDS
AGENDA**

Friday January 13th, 2016 – at the Fallis Hall 9:00 a.m.

1. Call to order
2. Agenda a) Friday, January 13th, 2016 Regular Council Meeting
3. Minutes: p 1-6 a) Friday, November 25th, 2016 Regular Council Meeting
4. Open Floor Discussion with Gallery:
5. Appointments: a) N/A
6. Bylaws: a) Procedural Bylaw – as requested at the last Council meeting, attached is an updated Procedural Bylaw which provides for the Organizational and Procedural Matters of Council, Council Committees and Councillors. We have attached a copy of the existing bylaw (219), as well as the proposed new bylaw (266-17) *(for Council to give all readings to bylaw, as presented or with amendments)*.
p 7-12
p 13-26
b) Lot Consolidation Bylaw – the property owners of Lots 11 and 12, Block 5, Plan 2941 MC are requesting consolidation of same (Bylaw 265-17). The Development Officers report is attached and well as the proposed Bylaw *(for Council to give all readings to the bylaw)*
p 27-33
c) Lot Consolidation Bylaw – the property owners of Lots 12 and 13, Block 7, Plan 223 MC are requesting consolidation of same (Bylaw 267-17). The Development Officers report is attached as well as the proposed Bylaw *(for Council to give all readings to the bylaw)*
p 34-42
7. Business: a) Website Design - further to discussion at our last Council meeting, attached is a proposal from Stony Web Design to upgrade our website from a 5 page max to a 10 page or an unlimited page website at a cost of approx. \$1,285.00 (\$1,000.00 is the one time change over cost, and then annual cost of \$285.00). As we have had requests from our residents on this, and this is a way of keeping residents informed and engaged, we are recommending consideration to include this in our 2017 budget *(approve website upgrades in 2017 Draft Budget at a cost of \$1,285.00, or defer for some other direction as given by Council)*
p 43-47
b) Municipal Reserve Lands – further to discussions at our last two Council meetings, Administration has the following comments on this matter. The Summer Village commenced review and enforcement of encroachments on municipal reserve properties, starting on the Summer Villages very west end which in part was chosen because we knew there were significant infractions in this area. My recollection of the initial discussion when we commenced this project, was that the Summer Village would continue this review and enforcement throughout the Summer Village in an organized and orderly fashion, and as annual budgets allow – meaning a phased project over several years.
p 48-59

SUMMER VILLAGE OF SILVER SANDS

AGENDA

Friday January 13th, 2016 – at the Fallis Hall 9:00 a.m.

Which I believe is still the direction of Council. We have now received a verbal request from a property owner along this very west municipal reserve to be able to lease a portion of this reserve property to encompass their encroachments and to allow a fire land mitigation buffer to be retained. I have reviewed the MGA sections that pertain the municipal reserve property, and I have discussed this with the Summer Villages Development Officer as well as Planner, and have also discussed this with fellow CAO's. None of us believe this can be done as requested, nor do we believe this would be a good idea for the municipality as a whole.

Here are excerpts from the Municipal Government Act;

1. The proposed use of the MR lands (ie. For lease to adjacent landowners) is contrary to MGA, Section 671(2), where allowable uses are:

- a) A public park;
- b) A public recreation area;
- c) School board purposes;
- d) To separate areas of land that are used for different purposes.

2. MGA, Section 674(1) Disposal of municipal and school reserves provides that if

- a) A council wishes to sell, lease or otherwise dispose of municipal reserve or community services reserve, or
- b) A council and a school board wish to sell, lease or otherwise dispose of municipal and school reserve,

A Public hearing must be held in accordance with Section 230 and must be advertised in accordance with Section 606. Pursuant to MGA, Section 675(1), if Council, after considering all submissions at the Public Hearing under Section 674, deems it appropriate, the Municipal Reserve designation may be removed from the MR lands. Once this action has been taken, the lands are similar to any other vacant lands within the municipality. Council may sell the entire parcel, lease the entire or portion thereof, or even subdivide the lands for residential development as they did with the now Poppy Place.

3. Where Council were to dispose of the MR lands within the community, and wished to lease such lands to adjacent landowners, it is recommended:

- a) All efforts be made to keep the lands in pristine condition while the Municipality holds title. (ie. Any lease agreement should include a provision for a bond to be put in place for any

SUMMER VILLAGE OF SILVER SANDS

AGENDA

Friday January 13th, 2016 – at the Fallis Hall 9:00 a.m.

required remediation as a result of actions taken by the lessee and an environmental assessment be undertaken by the Municipality prior to the return of the bond amount.

b) Lessees must carry liability insurance.

c) Certainly at Council pleasure, but the price for leasing the lands should be at the market rate.

There are a considerable number of vacant properties, and properties for sale, within the Municipality. The former MR lands which are now encompassed by Poppy Place are still largely undeveloped; where that development was undertaken a decade ago.

However this is Councils decision, and there are several initial angles that need to be considered in this:

-we need to be consistent in what we do, so if we were to take this step in this area, we would have to ensure it was also available in other areas. Having said that, the wild fire mitigation buffer discussion does put a somewhat unique angle to this particular area, but is something that certainly requires further discussion.

-if we proceeded with this and keeping in mind the theory that we need to be consistent throughout the municipality, there are properties on the east end which are not lake front and do not have a municipal reserve adjoining them, so already it is impossible to be consistent (I have attached maps of both the east and west end)

- if Council determined this area is unique and there are merits to proceeding in this one location only, then I would suggest we proceed disclosing to those residents along this area that all associated costs would have to be borne by them and not the municipality as a whole – or at least a portion of these costs. If Council determined there is merit in the fire mitigation strategy then perhaps a portion of these costs could be borne by the municipality as a whole. These costs would include administration time, public hearing costs including advertising, survey costs, and legal costs (and perhaps others that I have not thought of at this time). And if Council was going to give any further consideration to any of this, I would suggest a legal opinion should be obtained prior to continuing any further on this. And if we are to consider this one area to start, we would have to confirm all property owners affected by it are on board and willing to bear associated costs.

- if the municipality was to proceed with leasing a portion of this municipal reserve (or any other) I believe we need to consider completing a Phase I Environmental Assessment prior to leasing this so we know exactly the state of the land in question at present. I do not know what this would cost, but I would suggest it would be cost recovery. Then to follow through with this, I would recommend the lease holders would have to complete another Phase I Environmental Assessment every 5 years, as well as prior

SUMMER VILLAGE OF SILVER SANDS

AGENDA

Friday January 13th, 2016 – at the Fallis Hall 9:00 a.m.

to the lease ending, to ensure the property is returned in the same state in which it was leased. This type of an assessment would be looking for things like lead, fuel, battery acid, grey water etc. The municipality would have to ensure something was written into the lease agreement with respect to recovery of costs, where costs are incurred or the land is negatively affected (contaminated).

- my interpretation of the Act is that this cannot be done in the fashion that I believe the resident is requesting. In that if the municipality was to lease a portion of the municipal reserve, this land will still have to be able to be accessed by the public. Meaning, the public can still walk down this property. If there was a fire pit and chairs on the municipal reserve anyone to stop, start a fire, sit down and enjoy their wiener roast. If there was a boat lift or hoist there, it could be interpreted that this is also a public chattel available to anyone to utilize and return, or hopefully return. The municipality does have the option to go through the process of removing the municipal reserve designation and selling a portion of this municipal reserve to the adjoining properties, but this is something that would need a great deal more discussion as to things like (but not limited to): does this make sense is it the right decision for this area and the Summer Village as a whole, ability to be consistent throughout the municipality, recovery of costs from those benefitting from this.

-also, Administration has gone back and have attached excerpts from our annual newsletters informing residents of the intended use of municipal reserves.

The resident who made this request has requested an appointment before Council at your February 2017 Council meeting, so I would suggest deferring decision on this until that meeting allowing her an opportunity to engage in this discussion. This also allows Council an opportunity to consider same over this time period, and to provide Administration with direction if there is something further you would like us to investigate or dig deeper into, prior to our February meeting (*accept discussion for information, or provide Administration with further direction*)

- c) Township Road 540 Rehabilitation Project – further to discussion at our last meetings, we have received a quote from Lac Ste. Anne County to complete a cold mix overlay of Twp. Rd. 540, from Rge. Rd. 52 to 54 – on a 75/25 cost share basis (75 Summer Village/25 County). Their quote is for \$552,000, which again is cold mix and I am unclear from their quote how much (if any) base work this would include (specifically along the bridge area is my concern). We did receive other quotes last year, which are similar or higher than this but are not apples to apples (cold mix vs hot mix, base work vs no base work). But the good news is the County is interested in looking at this project with us – at this point it is included in their preliminary 2017 budget and they are looking for the Silver Sands commitment to the project. We have discussed this project for several years, and now that the County is interested I suggest we include this project in our 2017

p60-61

SUMMER VILLAGE OF SILVER SANDS

AGENDA

Friday January 13th, 2016 – at the Fallis Hall 9:00 a.m.

budget. I would also suggest that it would be in the Summer Villages best interests to hire a consultant to oversee this project on behalf of the municipality – neither Dan or I have experience or expertise in road construction or rehabilitation of this nature. The Summer Village does have approximately \$202,000 in capital project grant funds available to them as of the end of 2016, and we are hoping we will have the same or similar annual allocations in 2017 as in previous years which is \$107,000.0 for MSI and \$13,000 for GTF. I recommend we include this project, and our drainage projects, in our 2017 preliminary budget, with the idea that the Summer Village will borrow the remaining funds we need to complete these projects. Interest rates are low right now and the economy is favorable to complete these projects now. *(that the road rehabilitation of Twp Rd 540 from Rge Rd 52 to 52, as well as the ongoing drainage projects, be included in the draft 2017 budget)*

- pk2-63
- d) Federation of Canadian Municipalities – January 3rd, 2017 letter on the 2017-2018 Municipal Dues of \$50.00 based on the population of the Summer Village of Silver Sands, as well as a fee of \$12.36 for the 2017-2018 per capita Municipal Dues calculated per population. This is the first year we have seen this split fee charged. The due date for the 2017-2018 dues are April 1, 2017, with a total owing of \$65.48. *(for Council to approve the 2017-2018 dues in the total of \$65.48 to the Federation of Canadian Municipalities)*

- pk4-84
- e) Parkland County proposal to provide Safety Codes Services (permitting and inspection services) – deferred from previous meeting discussions I believe there is merit in going with Parkland County as previously discussed. *(to approve the agreement and authorize execution, or some other direction as given by Council)*

- pk6-88
- f) Regional Public Works Proposal – we have discussed this in the past and even submitted an application to the ACP grant to fund this project (which was not approved). But administratively we believe there is still merit in discussing the possibility of having a regional public works person, someone with additional experience and expertise that could supplement our existing staff. Attached is a December 23rd, 2016 email and attached proposal from Jaymad Contracting with two different cost options for the Summer Village. The Summer Village has utilized the services of Joe Blakeman as a consultant in the past for drainage and road rehabilitation projects, and this is simply another consultant that could be utilized. Silver Sands would probably utilize this less than other Summer Villages that do not have part or full time public works staff, and whenever possible we will ensure consultant costs associated to a particular project are charged back to that project – specifically when there is grant funding available to cover the cost. *(that funds be built into the 2017 Draft*

SUMMER VILLAGE OF SILVER SANDS

AGENDA

Friday January 13th, 2016 – at the Fallis Hall 9:00 a.m.

Budget to include the contracting of regional public works services, or some other direction as given by Council)

- g) *P 89-97*
P 98-102 Community Peace Officer/Bylaw Enforcement Services. Currently the Summer Village is contracting these services from the Town of Mayerthorpe for CPO services which includes the ability to conduct speed radar. Unfortunately the fees for this service are going up from \$75.00/hour to \$90.00/hour, which increases our annual allocation from \$6,600 to \$8,100. Mayerthorpe has attached their proposed new agreement based on this rate increase. We have also obtained a quote from Wabamun Lake Regional Bylaw Services to complete bylaw enforcement which is at a significantly lower hourly rate, but would not include all the same services (speed radar for example). Further discussion at meeting time (*direction as given at meeting time*)
- h) *P 103-124* Banking Proposal – currently the Summer Village banks with the CIBC. Administration has obtained a proposal from the ATB to provide banking services. This started with ATB's proposal to the Town of Onoway, and after that preliminary meeting ATB has offered to extend this same proposal to the Summer Village. I can tell you that this proposal compared to what the Town currently has with CIBC will save/increase the Town's operating funds by approx. \$8,000 to \$9,400/per year. Now the Summer Village certainly does not have the same banking requirements as the Town, but there will be savings and I believe better services to transfer over (*that the Summer Village accept the proposal from ATB to become the Summer Village's banking institution*)
- i) *P 125-138* 2016/2017 Alberta Community Partnership Grant – January 4th, 2017 application where the Summer Village has agreed to be the managing partner for the remote control rooftop sprinkler system (a project previously applied for under FRIAA but which was denied). This project has been spearheaded by Peter Pellatt, President of the ASVA (*approve application and ratify its submission*)
- j) *P 139-152* Darwell Wastewater Lagoon Commission – further to the December 21st, 2016 meeting, attached are those draft meeting minutes. I need to share with Council the details of the funding that has been approved for the Commission for the regional effluent disposal line. This is the line that is proposed to run from Darwell to the Pembina River. The Commission has been approved for \$2,201,533 for this project, which is great but its only 34.74% of the total estimated cost of this project. So, in essence if this project proceeded as is, the Summer Village would have to come up with its prorated share of this project which would be approx. 1.2 Million!!!! The Commission has \$284,799 currently in reserves of which \$79,744 are Silver Sands prorated share. Silver Sands itself currently has \$178,329 in our municipal reserve account for sewer capital costs. The

SUMMER VILLAGE OF SILVER SANDS

AGENDA

Friday January 13th, 2016 – at the Fallis Hall 9:00 a.m.

Commission did not approve this agreement at this meeting, and are now looking at other options, and one option will be to run this line to the east and include other municipalities and wind up at a sewer treatment facility somewhere close to the City. *(accept discussion for information)*

k) Silver Sands 2017 Interim Operating Budget – as the municipality does not pass its annual operating and capital budget until April or May we need to (as in past years) approve at the first meeting of the year an Interim Operating Budget based on one half of the previous years operating budget *(that the Summer Village of Silver Sands approve a 2017 Interim Operating Budget based on one half of the 2016 Operating Budget and that this 2017 Interim Operating Budget cease to have any effect once the 2017 Operating and Capital Budget is approved)*

l) Silver Sands Draft 2017 Operating and Capital Budget – please see attached the draft 2017 budget for the Summer Village of Silver Sands, expense side only at this time. We will go through this draft budget at meeting time. Also attached is Dan's request for public works considerations in the budget. *(change as needed, and then accept for information)*

m)

n)

o)

8. Financial *p15-9*
- a) Accounts Payable – Cheque Listing for – November 2016, #1306 through #1323, including auto withdrawals totaling \$41,050.44
 - b) *p160-166* Income & Expense Statement – November 2016
 - c) *p167-115* Bank Reconciliation – November 2016
 - d) Grant Report – N/A

9. Councillors' Reports

- a) Mayor Poulin
- b) Deputy Mayor Kirk
- c) Councillor Mazerolle

10. Administration Reports

- a) Administration Report
- b) *p176-178* Public Works Report
- written report

**SUMMER VILLAGE OF SILVER SANDS
AGENDA**

Friday January 13th, 2016 – at the Fallis Hall 9:00 a.m.

11. Information and Correspondence

- p179-272 a) OGILVIE LLP – December 2nd and December 12th, 2016 letter on the ALARIE Asset Distribution – last estimate was \$6,500 coming back to the Summer Village
- p203 b) Alberta Municipal Affairs – November 10th, 2016 letter on Fire Services Mutual Aid Agreement- the \$50,000 funding
- p204 c) Town of Mayerthorpe – October 2016 Community Peace Officer activity report
- p205-208 d) Lac Ste. Anne County – November 15th, 2016 letter on your organizational meeting results (representatives/appointments)
- p209-215 e) Development Permit – November 28th, 2016, File # 16DP10-31 for construction of a detached dwelling and water cistern and septic system on 3 Conifer Crescent
- p216 f) Alberta Rural Physician Action Plan – November 23rd, 2016 letter and 2015-2016 Provincial Impact Report
- p217 g) Reynolds Mirth Richards & Farmer LLP – notice on 2017 Annual Municipal Law Seminar scheduled for February 17th, 2017 in Edmonton
- p218-219 h) Alberta Municipal Affairs – December 14th, 2016 letter on Pilot Project – Estimated Change to the 2017 Tax Year Linear Property Assessment
- * p220-221 i) Myriad Canada – Price List on Speed Signs, maybe something we could consider with a road project
- p222 j) Alberta Electoral Boundaries Commission – December 12th, 2016 letter reviewing the boundaries and names of the 87 electoral constituencies
- p223-224 k) Lafarge – December 12th, 2016 letter on new internal systems
- p225 l) Development Officers Report of November 5th, 2016 Public Open House
- m)
- n)

12. Open Floor Discussion with Gallery

13. In camera (if required) - N/A

14. Adjournment

Next Meetings:

- February 15th, 2017 time tbd – Darwell Wastewater Lagoon Commission Meeting
- February 24th, 2017 at 9:00 am - Regular Council Meeting
- February 25th, 2017 at 9:00 a.m. – Summer Village of Lac Ste. Anne County East Meeting
- March 31st, 2017 at 9:00 a.m – Regular Council Meeting
- April 28th, 2017 at 9:00 a.m. – Regular Council Meeting