VILLAGE OF SPRING LAKE
PROVINCE OF ALBERTA
SEPTEMBER 10, 2024
REGULAR COUNCIL MEETING
990 BAUER AVENUE, SPRING LAKE, ALBERTA
AT 7:30 P.M.

PRESENT

Mayor:	Jason Shewchuk
Deputy Mayor:	Melanie Sera
Councillors:	Adam MacCormack Kasey Quinn Chris Zaplotinsky
Administration:	Emily House, Chief Administrative Officer Janet Zaplotinsky, Administrative Manager
Public Works:	Tony Siegel, Public Works Manager

There were 10 members of the public present.

1. CALL TO ORDER

Mayor Shewchuk called the September 10, 2024 Regular Council Meeting to order at 7:30 p.m.

2. ADOPTION OF AGENDA

2.1 Regular Council Meeting Agenda – September 10, 2024

Motion 2024-137 **MOVED BY** Councillor Quinn that Council adopts the September 10, 2024, Regular Council Meeting agenda as presented.

CARRIED

3. ADOPTION OF COUNCIL MINUTES

3.1 Regular Council Meeting – August 13, 2024

Motion 2024-138 **MOVED BY** Councillor Zaplotinsky that Council adopts the August 13, 2024, Regular Council Meeting minutes with the following amendments:

Amend
8.1 MOVED by Deputy Mayor Sera
9.3 MOVED by Councillor Quinn

CARRIED

4. PRESENTATIONS

None

5. *DELEGATIONS*

5.1 KCL Consulting, RE: Assessments in Spring Lake

Grant Clark from KCL Consulting made a presentation to Council on how assessments are completed in Spring Lake.

6. *CORRESPONDENCE*

6.1 Information Correspondence

- Financial Reports including:
  - Payment of Accounts – August 2024
  - Revenue and Expense Summary – as of August 31, 2024
- Parkland County, Re: July 2024 Enforcement Services Activity Report
- August 2024 Electronic Speed Sign Statistics
- National Police Federation, Re: Overview of Key Findings
- Alberta Municipal Affairs, Re: Municipal Indicators
- Alberta Municipal Affairs, Re: 2025 Fire Services Training Program

6.2 Other Correspondence

None

Motion 2024-139 **MOVED BY** Deputy Mayor Sera to accept the correspondence for information purposes.

CARRIED

7. *REPORTS*

7.1 Assessment – Councillor Quinn

Councillor Quinn verbally reported that the next meeting is scheduled for September 13, 2024.

7.2 Yellowhead Regional Library – Mayor Shewchuk

Mayor Shewchuk verbally reported that the next meeting is scheduled for October 7, 2024.

7.3 Environmental Advisory Committee – Councillor MacCormack

Councillor MacCormack verbally reported that a send water test on the lake will be completed within the next two weeks. The next meeting is scheduled for September 12, 2024.

7.4 Website Advisory Committee – Councillor Zaplotinsky

Written report provided.

7.5 Event Planning Committee – Deputy Mayor Sera

Deputy Mayor Sera verbally reported the final planning for the Fall Festival is being completed. They are still looking for volunteers for the event. Currently, there is 29 vendors signed up. There will be two fundraising teams there to sell hotdogs, hamburgers, pop and candy along with an ice cream truck. They will be doing the passports again this year. The movie is Ferris Bueller's Day Off and it will start around 8:15pm. The movie is being sponsored. They also received a $500 grant from FortisAlberta for the Fall Festival.

The Events Committee is also planning a Halloween Movie Night the Saturday before Halloween.

7.6 Community League – Councillor MacCormack

Councillor MacCormack verbally reported that last year's taxes for the SLCL are completed, and they are waiting for on the application to dissolve.

7.7 FireSmart Committee- Councillor Zaplotinsky

Written report provided.

7.8 Administration/Public Works – Emily House/Tony Siegel

Written reports provided.

Motion 2024-140 **MOVED BY** Councillor Zaplotinsky that the reports, both written and verbally presented, be accepted as information.

CARRIED

8. *NEW BUSINESS ITEMS*

8.1 Internet Satisfaction Survey

Administration presented the draft internet survey for discussion. Council made amendments and Administration informed Council that the survey would be available to residents by September 14, 2024.

Motion 2024-141 **MOVED BY** Deputy Mayor Sera to amend the internet satisfaction survey and direct Administration to release it to resident online with the appropriate advertising.

CARRIED

8.2 Upcoming Conferences

Administration presented information to Council on the ABMunis and ASVA Conferences. Council discussed the agendas and costs for both conferences.

Motion 2024-142 **MOVED BY** Councillor Quinn to direct Administration to register up to five Councillors for the ASVA Conference being held on October 17 and 18, 2024 in Sherwood Park, AB.

CARRIED

8.3 Special Council Meeting Schedule – 2025 Budget

Administration asked Council to consider scheduling the Special Council Meetings to discuss the 2025 Budget.

Motion 2024-143 **MOVED BY** Councillor MacCormack that Council schedule a Special Council Meeting to discuss the 2025 Budget and additional agenda items as deemed necessary for October 29, 2024 at 7:00pm and November 28, 2024 at 7:00pm.

CARRIED

8.4 CCBF Memorandum of Agreement

Administration presented the Memorandum of Agreement for the Canada Community Building Fund (CCBF). The CCBF is replacing the Federal Gas Tax Fund (FGTF) as the FGTF agreement has come to an end. The CCBF Memorandum of Agreement is a 10-year agreement.

Motion 2024-144 **MOVED BY** Councillor Zaplotinsky that Council approve and ratify the Canda Community Building Fund Memorandum of Agreement.

CARRIED

8.5 Grievances Regarding Breach of Bylaws

Administration summarized the package that was delivered to Council, Administration, Public Works and Parkland County Enforcement regarding breaches of bylaws. Council asked the residents that were in attendance for additional information. A discussion was held on possible solutions for the parking issues that were brought forward and process for the unsightly and encroachment issues.

Motion 2024-145 **MOVED BY** Deputy Mayor Sera that Council direct Administration to install No Parking signs along the road allowance from Lots 670 to 672 Lakeside Drive.

CARRIED

8.6 Encroachment Agreement Request

Administration presented to Council a request to consider entering into an encroachment agreement on a portion of road allowance around 672 Lakeside Drive. Administration advised Council that the municipality must pass a Road Encroachment Bylaw to enter into an encroachment agreement involving a road allowance. Council discussed the process and considerations of entering into an encroachment agreement.

Motion 2024-146 **MOVED BY** Councillor MacCormack that Council direct Administration to confirm a budget, determine encroachments to be included in an agreement and follow up with the property owner about moving forward with the process and to table the Encroachment Agreement Request until the October 2024 Regular Council Meeting.

CARRIED

9. BYLAWS AND POLICIES

9.1 Bylaw No. 408 - Community Standards Bylaw

Administration advised Council that the draft Community Standards Bylaw has been posted for community input by September 28, 2024.

Motion 2024-147 **MOVED BY** Councillor Quinn that Council direct Administration to table Bylaw No. 408 Community Standards Bylaw to the October 2024 Regular Council Meeting.

CARRIED

9.2 Bylaw No. 370 Fees and Charges

Council discussed options of increasing the Subdivision and Development Appeal (SDAB) Fee for both Subdivision and Development. Administration verbally provided information on SDAB fees from other municipalities.

Motion 2024-148 **MOVED BY** Deputy Mayor Sera that Council direct Administration to revise the Fees and Charges Bylaw to increase the Subdivision and Development Appeal fee to $1,000 with half of the fee reimbursed to the appellant if their appeal is successful.

CARRIED

9.3 Policy No. 2024-01 – Committee Guidelines

Administration provided the policy with the amendments as discussed by Council.

Motion 2024-149 **MOVED BY** Councillor MacCormack to approve Policy No. 2024-01 – Committee Guidelines Policy.

CARRIED

10. *UNFINISHED BUSINESS*

10.1 Long-Term Capital Plan

Administration provided a working copy of the Long-Term Capital Plan for discussion and input by Council. Additional information is being compiled and will be updated as applicable for further discussion by Council.

Motion 2024-150 **MOVED BY** Councillor Zaplotinsky to table the Long-Term Capital Plan to the October 2024 Regular Council Meeting.

CARRIED

10.2 Road Closure and Reserve Land Disposal

Administration provided a verbal update regarding discussions with Alberta Transportation. Alberta Transportation's initial review of the road under discussion has determined that the closure can be done by resolution of Council instead of a bylaw. Administration is requesting a detailed process from Alberta Transportation to move forward.

Motion 2024-151 **MOVED BY** Councillor MacCormack to accept the verbal update for information purposes and to table the Road Closure and Reserve Land Disposal to the October 2024 Regular Council Meeting.

CARRIED

11. *ADDITIONS*

None

12. *PUBLIC QUESTION AND ANSWER*

There were questions and comments the process to respond concerns brought forward at the Council Meeting.

13. *CLOSED SESSION*

Motion 2024-152 **MOVED BY** Councillor Quinn that Council close the meeting to the public to discuss Agenda Item No. 13.1 Lands-Enforcement-Plan 2586CL, Block 2, Lot 5 as per FOIP Section 24, Agenda Item No. 13.2 Lands-Enforcement-Plan 2219 CL, Block 5, Lot 5 as per FOIP Section 24, Agenda Item No. 13.3 Lands-Proposed Recommendations and Advice as per FOIP Section 22 and 13.4 Personnel- Employment Update as per FOIP Section 17 at 11:10 pm

CARRIED

Present: Mayor Shewchuk, Deputy Mayor Sera, Councillor MacCormack, Councillor Quinn, Councillor Zaplotinsky, Chief Administrative Officer Emily House, Administrative Manager Janet Zaplotinsky, and Public Works Manager Tony Siegel.

13.1 **Lands – Enforcement – Plan 2586CL, Block 2, Lot 5**
FOIP Section 24

13.2 **Lands – Enforcement - Plan 2219 CL, Block 5, Lot 5**
As per FOIP Section 24

13.3 **Lands – Proposed Recommendations and Advice**
As per FOIP Section 22

Motion 2024-153 **MOVED BY** Councillor Quinn to open the meeting to the public at 11:12 pm.

CARRIED

No motions arose from the Closed Session.

14. *ADJOURNMENT*

Motion 2024-154 **MOVED BY** Deputy Mayor Sera that the September 10, 2024, Regular Council Meeting be adjourned at 11:14 pm.

CARRIED

Jason S

Mayor

Emily House

Administrator