

MINUTES
SUMMER VILLAGE OF BURNSTICK LAKE
COUNCIL MEETING
Cochrane Ranchehouse
January 21, 2009 7:00 P.M.

PRESENT:

Council:

Diane Auld
Harold Esche
Irene Dunsmuir

Administration:

Rick Butler, Administrator

Residents:

George Dunsmuir
Don
Jill Down
Diane Lindblom
Jerry Knight
Karl Schlenker
Dennis Nordstrom
Betty Post
Bill Post

CALL TO ORDER

Mayor Diane Auld called the regular council meeting to order at 7:05 p.m.

ADOPTION OF AGENDA

Motion Moved by Councillor Esche that the Agenda be adopted as presented with the addition of "5.2 Cutting/culling of dying trees". In addition, it was noted that both delegations were unable to attend.

Carried

DELEGATIONS

It was noted that Westray Mills (Sundre Forest Products) would attend the annual community meeting on July 4th in Burnstick Lake; and that Foothills Natural Gas Co-op would be attending a subsequent Council meeting

MINUTES

Motion Moved by Councillor Esche that the Minutes to the October 9, 2008 meeting be adopted with the correction to 2008 (not 2009)

Carried

COUNCIL CORRESPONDENCE

Rick Butler noted the following correspondence other than that associated with agenda items.

Thursday, June 10, 2009 AUMA Mayor Caucus "Under 2,500") Delta Bow River – Calgary. --- Mayor Auld will attend

Fire Smart Conference – March 10-12 Banff -- Mayor Auld will consider her attendance

Letters from Minister of Municipal Affairs, The Hon Ray Danyluk...

- Dec 9, Multi – year grant of \$149,000 for First response and other improvements approved
- Dec 22 2008 Conditional operating grant \$5,151 approved

ADMINISTRATOR'S REPORT

Rick noted the following from his report per attachment #2.5

- These will be out to residents in the next several weeks with residents having the usual thirty days for appeal.
- The Village has issued the following number of development permits
3 in 2008.
4 in 2007
6 in 2006
5 in 2005
- The following free sapling have been approved for pick up by the Village (Irene Dunsmuir) for the first or second weekend of May 2009
 - 200 White Spruce
 - 200 Colorado Spruce
- Details of how residents can check out land use proposals in the area

Rick Butler also notes the following regarding the **Municipal Assessment Audit**:

The Village was recently been audited with respect to its administration of the assessment and taxation process. We have just received the final draft report and all is in good shape. However, the following recommendations were made:

1. *The municipality must amend the applicable council resolution and appoint an individual to the position of assessor.*

Recommendation: That the Summer Village Council hereby amends council resolutions pertaining to the appointment of Wildrose Assessments Ltd as the Village Assessors to read - that it hereby appoints Rodney Kenneth Vikse (A.M.A.A.) as its appointed assessor.

2. *It is recommended that the assessor complete a time adjustment study to ensure proper time adjustments are applied to the sales in the municipality.*

Our assessor, Mr. Vikse, advises of the following: *The time adjustment takes 3 years of sales and adjusts them to July 1, 2008 market values. In other words as the market place becomes stronger the sales from 3 year ago are modified up to reflect the July 1, 2008 values. If the market place becomes weaker the sales from 3 years ago may decline to reflect the market values as of July 1, 2008. In the auditors opinion I was not aggressive enough in bringing the 2005 sales up to the 2008 level. This will be adjusted for the upcoming assessment cycle.*

3. It is recommended that the municipality include a contact phone number in the assessment notice package.

Although the SVBL assessment notice is mailed with the bi-monthly Village Newsletter which includes all the CAO's phone numbers, we will add the CAO's specific telephone number to the contacts and coordinates section of the assessment notice.

Motion Moved by Councillor Esche that the Summer Village Council hereby amends council resolutions pertaining to the appointment of Wildrose Assessments Ltd as the Village Assessors to read - that it hereby appoints Rodney Kenneth Vikse (A.M.A.A.) as its appointed assessor.

Carried

Financial Statements

The three-quarterly financial Statements as distributed in Attachment #2.6 distributed were summarized by Rick Butler.

Motion Moved by Councillor Esche that the financial statements as at December 31 be accepted and cheques #323 to #347 in the amount of \$38,153.88 be approved.

Carried

Budget

Rick summarized the preliminary budget to be fully considered at the next Council meeting. The budget calls for an inflationary increase of 4%.

Cell Phone Tower

Councillor Esche reported continued effort regarding this matter. He noted that Rogers Communications seemed slightly more amenable to do something while Telus remained status quo.

Review of Committees, Boards and Jobs

The following refinements were made to Document #4.2: Diane Lindblom was added as the Village member/ liaison to Westray Mills (Sundre Forest Products) Community Advisory Committee.

Motion: Mayor Auld moved that the January 20 list be approved as amended with the addition of Diane Lindblom to the Village member/ liaison to Westray Mills (Sundre Forest Products) Community Advisory Committee.

Carried

It was also noted that a newer lap top is needed to program the community centre door and security. Russ Down will provide estimates to Rick who will get council consideration approval before finalizing.

Reserve Encroachments Policy – Report from Administration

Rick Butler reviewed his report per attachment #4.3 noting that letters had been written to all residents with private encroachments noting the deadlines of March 30, 2009 to receive resident's plans for removal of encroachments by Sept 30, 2009. The following information was provided by way of update:

- Two (2) non-responses regarding private encroachments both before and after plebiscite

- Sixteen (16) encroachments have been or will be removed by summer 2009
- Thirteen (13) private encroachment files are “dated” with requests for exemptions made before the plebiscite directing no private encroachments and no exceptions.

Regarding waterfront encroachments, over the next few months. it is expected that Rick Butler with support of the proposed bylaw officer or others will complete the following:

- determine those residents who own legitimate decks, stairways and temporary storage of docks near shoreline. This will allow these structures to be “legitimized” with Village resident agreements by the prescribed date of August 4, 2009
- work through all the other waterfront encroachments (benches, gravel pads, tables, etc) by ensuring they are removed by encroachment owners or the Village by September 30, 2009

Rick noted that eleven (11) waterfront items/structures have not yet been claimed per the attached report. Residents were encouraged to provide details if they were aware of these property owners.

Rick Butler further noted that the Province has approved \$3,500 to provide a bylaw officer to perform the following in addition to the work of the administrator/development officer:

- Ensure all encroachments are removed by September 30, 2009 (Where they are not removed by owners, they will be removed by the Village with costs charge back to owners where known.
- Ensure agreements are executed (by August 4) between the Village and residents for approved decks, stairways and temporary storage of docks.

General Capital Planning Committee Report

Admin presented on behalf of the Capital Planning Committee its report per attachments #4.4. Noteworthy items included:

- Clearwater County address signage samples will be brought to the Capital Planning Committee and Council along with options for smaller signage for consideration before purchase.
- It is expected that recommendations regarding emergency preparation, road and drainage and fire protection would be brought to the next council meeting

Village Sustainability Plan

Rick Butler summarized the Village Sustainability Plan (per attachment #4.6) noting this was required for certain federal funding.

Motion: Moved by Mayor Auld that the draft SVBL Sustainability Plan be approved by Council **Carried**

Tree Removal

Council directed that a dead/dying tree removal plan and budget be brought to Council for consideration. Rick will discuss with Alfred Schmutz and bring a plan back to Council likely before the next meeting as break-up may be a factor.

Date of Next Council Meeting

It was agreed that the next Council meeting would be in late April early May with dates to be determined and advertised in the Villager Newsletter.

The meeting adjourned at 9:35 p.m.

Certified correct and adopted:

Mayor

Administrator