

**SUMMER VILLAGE OF BURNSTICK LAKE
COUNCIL MINUTES
Village of Caroline Council Chambers
April 27, 2014**

PRESENT: Council Members: Mayor Harold Esche, Deputy Mayor Doug Lindblom and Councillor Brenda Madge.
Staff: CAO Therese Kleeberger.

1. CALL TO ORDER:

Mayor Harold Esche called the meeting to order at 10:30 am.

2. GENERAL:

2.1 Agenda:

010-04-27-14 **MOVED BY** Councillor Madge, second by Deputy Mayor Lindblom, that the agenda be approved with additions:

4.3 Snow Plowing Update

CARRIED

2.2 Minutes: Council Meeting February 22, 2014

010-04-27-14 **MOVED BY** Deputy Mayor Lindblom, second by Mayor Esche that the minutes of the regular meeting held February 22, 2014 be approved as presented.

CARRIED

3. Delegation(s): Cammie Laird, Clearwater Regional Fire Services (CRFS), Yvonne Evans, Caroline Ambulance Service (CAS).

Cammie and Yvonne each gave a brief report of the services that are provided by fire and ambulance to the Summer Village. Both services are volunteer and dispatched out of Red Deer.

Ambulance: The ambulance service generally has 3 people on every day.

Regional Fire: Regional Fire has about 125 to 135 volunteer members from the various fire departments. Recruitment is very difficult and CRFS is working on some strategies to address this challenge. They also have a very strong communications system in place. Patrick Oslund, fire chief for the Caroline Fire Dept is leaving and CRFS is working on getting a replacement.

Signage: both fire and ambulance expressed the importance of good driving directions to the Summer Village and signage within the Summer Village as well. Clearwater County will be asked to provide a property ID sign for the Summer Village that will direct emergency services to the entrance. Once inside the Summer Village a good standard to go with is about a 3" reflective sign identifying each of the streets and on each of the properties.

Fire Suppression: water for firefighting purposes is a challenge. A "dry hydrant" system was discussed. Clearwater County has a standard practice for "dry hydrant" systems within their hamlets.

Regional Participation: Cammie discussed membership in CRFS, requirement for provincial accreditation in the fire discipline. There will likely be a cost to the Summer Village for this.

A fire agreement, wildfire plan, the STARS site, and fire pit inspections were also discussed.

Both services would be interested in coming to the Summer Village and it was suggested that they set up an information table at the annual Pancake Breakfast in August.

Cammie Laird and Yvonne Evans withdrew from the meeting at 11:35 am.

4. UNFINISHED BUSINESS:

4.1 Council Procedures Bylaw 62-14:

Bylaw 62-14 being a bylaw to regulate the proceedings of Council and to define the duties of Council.

011-04-27-14 **MOVED BY** Mayor Esche that Bylaw 62-14 be read a second time.

CARRIED

012-04-27-14 **MOVED BY** Deputy Mayor Lindblom that Bylaw 62-14 be read a third and final time.

CARRIED

4.2 Budget 2014 Review and Final Approval:

The current Budget 2014, as approved in principal at the Dec. 14 /13 Council meeting requires a 14% increase to meet the expenditures as determined.

Unfortunately the phasing out of the provincial MSI operating grant has created an adverse situation for municipalities who became dependent on the funds as part of their operating revenues. Municipalities now have to increase their municipal taxes to cover this lost revenue or reduce expenditures. Council reviewed the budget and agreed to reduce the planning estimate from \$3,000 to \$1,000 and to draw \$2,200 from the Mill Rate Stabilization Contingency. This will reduce the increase to 5%.

013-04-27-14 **MOVED BY** by Deputy Mayor Lindblom to approve the 2014 Budget as amended.

CARRIED

4.3 Snow Plowing Update:

Deputy Mayor Doug Lindblom has been attempting to find someone who will do snow plowing for the Village. Jomad is not willing to do it on a regular basis but will come on an "on call" basis. Jodek is not interested.

Council discussed further and would like to advertise again in August or September to see if anyone is interested in providing this service.

5. NEW BUSINESS:

5.1 Bylaw 63-14 - 2014 Tax Rate :

BYLAW 63-14 being a bylaw to authorize the rates of taxation to be levied against assessable property within the Summer Village of Burnstick Lake for the 2014 taxation year.

014-04-27-14 **MOVED BY** by Councillor Madge that Bylaw 63-14 be read a first time.

CARRIED

015-04-27-14 **MOVED BY** by Deputy Mayor Lindblom that Bylaw 63-14 be read a second time.

CARRIED

016-04-27-14 **MOVED BY** by Mayor Esche that Bylaw 63-14 be introduced for third and final reading.

CARRIED UNANIMOUSLY

017-04-27-14 **MOVED BY** by Mayor Esche that Bylaw 63-14 be read a third and final time.

CARRIED

5.2 2013 Financial Statements:

The 2013 audit is complete however the full report is on its way from the auditors. A summary was provided and reviewed by Council. Signatures are required and have to be submitted to Alberta Municipal Affairs by May 1.

018-04-27-14 **MOVED BY** by Mayor Esche that the full 2013 financial statement be emailed to Council for their review and that Council agrees to vote by email for approval.

CARRIED

5.3 Appointment of Assessor:

Municipalities are required to establish the position of an assessor as a designated officer of the municipality and, by bylaw or resolution, appoint a qualified person to that position. The Summer Village currently contracts this service to Wild Rose Assessment, Red Deer. Rod Vikse is the assigned assessor.

019-04-27-14 **MOVED BY** by Deputy Mayor Lindblom that Rod Vikse from Wild Rose Assessment be appointed as the assessor for the Summer Village of Burnstick Lake.

CARRIED

5.4 2014 MSI Operating Grant Allocations:

The MSI Operating grant for the summer village for 2014 is \$3, 583.00.

Under the terms of the funding agreement, the municipality is required to provide Municipal Affairs with:

- a project application for each project, and
- file an annual Statement of Funding and Expenditures for the previous year.

Potential Projects for 2014:

- CREMA Emergency Management: \$840.00
- Landscaping, MR Maintenance: \$750.00
- Snow Plowing: \$1,993.00

020-04-27-14 **MOVED BY** Mayor Esche that Council approve the potential projects proposed and application be made under the MSI operating component for consideration and approval by Alberta Municipal Affairs.

CARRIED

6. Reports:

6.1 CAO Report:

General:

- Waste Management has been notified to increase the garbage pick up to every 2 weeks until November 1.

Assessment:

- Assessment notices were mailed out April 2, 2014. The final date to file a formal written complaint is June 1, 2014. To date there has been no enquiries from property owners concerning their assessments.

Protective Services:

- CREMA (Clearwater Regional Emergency Management Agency) Orientation: attended the Council orientation April 9/14 at the Clearwater County Council Chambers. The orientation outlined the legislative requirements municipalities have concerning emergencies and disasters, the role and responsibilities of Council and the general emergency management concepts and principles guiding the CREMA program.

Financials, Audit:

- Audit completed and ready for review and approval by Council. Financial statement and information return to be submitted to Municipal Affairs by May 1.
- Grants: have received the grant funds from the province up to and including the 2013 allocations for the FGTF and BMTG grants. Total received: \$59, 020.

Planning, Development:

- There has been some enquiries concerning building and land use requirements.
- No new development applications.

Capital Planning:

- The April 12/14 meeting was cancelled due to a number of members unable to attend.

6.2 Council Reports:

Mayor Esche: no reports.

Deputy Mayor Lindblom: general discussion about special garbage pickups during Thanksgiving, Christmas, check out price for Bear proof containers.

Councillor Madge: update of Capital Planning Committee meetings on signage project and roads and drainage project.

6.3 Financial Report:

Council reviewed the financial report as at April 7, 2014 and received them for information.

7. Correspondence, Information Items:

- 7.1 AB Municipal Affairs announces consolidation of the MSI Capital and BMTG grants under the MSI Capital program
- 7.2 ASVA successfully obtained funding under the FRIAA grant program. A second round of FRIAA funding is available.
- 7.3 ASVA Annual conference and AGM – Oct. 17-18/14.

8. 8.1 Future Meeting Dates:

Council:

(all Council meetings start at 10:30 am):

- July 19, 2014 – SV Community Center (Regular Meeting, AGM, Organizational Meeting)
- October 18, 2014 – SV Community Center
- December 6, 2014 – Village of Caroline Office

Events:

- August 2, 2014 – Pancake Breakfast: Council suggested that a small Committee be set up to organize the breakfast and get prizes for the kids. Invitations are to be sent to the RCMP, Fire, Ambulance and SPOG to set up an information table during the breakfast.

9. Adjournment:

021-04-27-14 Moved by Mayor Esche to adjourn the meeting at 1:35 pm.

CARRIED

Mayor

CAO