

**SUMMER VILLAGE OF BURNSTICK LAKE
COUNCIL MINUTES
Village of Caroline Council Chambers
February 22, 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:

001-02-22-14 **MOVED BY** Deputy Mayor Lindblom, second by Councillor Madge that the agenda be approved with additions:

4.3 FireSmart update,
5.3 Mail forwarding.

CARRIED

2.2 Minutes: Council Meeting December 14, 2013

002-02-22-14 **MOVED BY** Mayor Esche, second by Councillor Madge that the minutes of the regular meeting held December 14, 2013 be approved with the following correction: That Res. 040-12-14-13 be changed by deleting "... that the snowplowing contract for the 2013/2014 season be awarded to Harvey Barrer." to "...to continue with the current arrangements with Harvey Barrer for snowplowing."

CARRIED

3. Delegation(s): none.

4. UNFINISHED BUSINESS:

4.1 Council Procedures Bylaw 62-14:

Council completed final revisions at the December 14, 2013 meeting and directed CAO Therese Kleeberger to prepare the final draft for approval at the February 22, 2014 Council meeting.

003-02-22-14 **MOVED BY** Mayor Esche, second by Councillor Madge that Bylaw 62-14 be read a first time.

CARRIED

Council direct CAO Kleeberger to add a clause to the bylaw to establish other Committees and to bring it back to the next meeting.

4.2 Council Remuneration Policy:

Council completed final revisions at the December 14, 2013 meeting and directed CAO Therese Kleeberger to prepare the final draft for approval at the February 22, 2014 Council meeting. Council completed one more review with a couple of minor revisions.

004-02-22-14 **MOVED BY** by Mayor Esche, second by Deputy Mayor Lindblom to approve the Council Remuneration Policy as amended.

CARRIED

4.3 FireSmart Update:

Deputy Mayor Lindblom reported to Council that FireSmart has been doing a fair amount of work in the west area and on the old fire guard. They are doing some work around the edges to minimize blow down. Deputy Mayor Lindblom spoke with Barry Shellian regarding the municipal reserves and he advised that their department does not want to go onto private or municipal properties. Maybe have them mark trees that need to come down.

Council received the update for information.

5.**NEW BUSINESS:****5.1 CPAC (Capital Planning Advisory Committee) – Terms of Reference:**

At their meeting held January 11, 2014, the Capital Planning Advisory Committee prepared a draft terms of reference that sets out the purpose of the Committee, its composition, scope of work, qualifications, and commitment. Council reviewed the draft.

005-02-22-14 **MOVED BY** Deputy Mayor Lindblom, second by Councillor Madge to approve the terms of reference for the Capital Planning Advisory Committee.

CARRIED

5.2 Snowplowing:

Due to the above-average snowfall this winter traffic is down to a single lane on Burnstick Drive and in the cul-de-sacs and closes. The snow has already been winged back once and needs to be done again. Waste Management cannot get around to pick up the garbage either. Clearwater County came in during December (at no charge) to wing the snow back but do not wish to assist the Village in that regard again. Jomad Industries is a local company that plows out well sites and leases in the area and provided a price of \$130.00 per hour to bring in their large grader and open up the roadways. It would take about 4 hours to do the job.

Deputy Mayor Lindblom reports that Jomad Industries has various sized equipment and are interested in submitting a price to provide snow plowing services for the Village.

The 2013 budget allocation for snowplowing was \$3,000.00 and \$3,750.00 (including Jomad at \$520.00) has been spent to date.

006-02-22-14 **MOVED BY** Deputy Mayor Lindblom, second by Mayor Esche that the unbudgeted over expenditure for snow plowing be drawn from the contingency reserve.

CARRIED

5.3 Mail Forwarding:

CAO Kleeberger asked Council to consider having the mail forwarded to her personal address due to the distance and travel costs for mail pick up. Canada Post advised that the cost to do this would be approximately \$190.00 per year.

007-02-22-14 **MOVED BY** Councillor Madge, second by Deputy Mayor Lindblom to approve the request to have the mail for the Summer Village of Burnstick Lake forwarded to the personal address of CAO Kleeberger.

CARRIED

6.

Reports:**6.1 CAO Report:****General:**

- MSI Operating Grant: AB Municipal Affairs advises that they have reviewed the 2012 Statement of Funding and Expenditures and have accepted the report as submitted.
- AUMA annual membership is due. The fees help AUMA to ensure that they keep municipal issues and needs at the forefront of provincial agendas.

Assessment:

- Received the 2013 live assessment for the Summer Village from Wild Rose Assessment. Assessment notices will be sent in the next month or so.
- Received the 2013 Minister's Guidelines for linear property, machinery and equipment, railway and farm land. These guidelines set out the assessment year modifiers and cost factors for regulated properties.
- Received the updates for Assessment Quality Minister's Guidelines and Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual.

Financials, Audit:

- Audit requirements have been completed and will be forwarded on to Scase & Partners. The 2013 financial statement and information return have to be filed with Alberta Municipal Affairs by May 1.
- The GIC (Guaranteed Investment Certificate in the amount of \$4,040.11) was renewed for a 3 year term at 2.10%. Interest to compound annually.

Planning, Development:

- No new development applications.

Capital Planning:

- Two meetings have been held – January 11 and February 8. Arising from the meetings:
 - Fire Suppression: the Committee refers this project back to Council for direction and detail on what it is that Council wants.
 - Disaster Recovery Plan: the Committee does not feel this is a capital project and is referring it back to Council.

6.2 Council Reports:

Mayor Esche: no reports.

Deputy Mayor Lindblom: community update to SPOG.

Councillor Madge: highlights from the Capital Planning Committee meetings. Discussion regarding private signage and design. Fire suppression planning will continue with the project not receiving high priority at this time.

6.3 Financial Report:

No report.

7.

Correspondence, Information Items:

7.1 AMSC Insurance Renewal – Jan. 1, 2014 to Dec. 31, 2014.

TRAVIS Multi-Jurisdictional Permitting System – overweight/over dimension permitting program.

7.3 Development of "Guidelines to the Procurement Obligations of Domestic & International Trade Agreements" – New West Partnership Trade Agreement (NWPTA) and the Agreement on Internal Trade (AIT).

- 7.4 New Home Warranty Mandate: New Home Buyer Protection Act is effective as of Feb. 1, 2014. All building permits for new home construction will have to meet the requirements.
- 7.5 Prime Minister Stephen Harper announces the new Building Canada Plan and Building Canada Fund.
- 7.6 Alberta Wild Rose Party's 10/10 Community Infrastructure Transfer Plan and AUMA comments.
- 7.7 Fire Season starts March 1.
- 7.8 Assn of Summer Villages of Alberta: annual membership benefits.
- 7.9 Update from Government of Alberta on Results Based Budgeting (RBB) – Cycle 1 – Municipal Grants.
- 7.10 Alberta Transportation: details on current and future projects affecting the Summer Village.
- 7.11 Conferences, Workshops: Alberta Invasive Species 1st annual conference, Mar. 12/14 Lacombe, AB Assn of Police Governance conference, May 2-3/14 Drumheller.
- 7.12 CPAC Meeting Reports: January 11, 2014 and February 8, 2014.

8. 8.1 Meeting Date Change

Councillor Madge requested Council to consider changing the April meeting date as she is unable to attend.

008-02-22-14 **MOVED BY** Councillor Madge, second by Deputy Mayor Lindblom that the April Council meeting be re-scheduled to April 27, 2014 starting at 10:30 am and to be held at the Village of Caroline office Council Chambers.

CARRIED

8.2 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

9. Adjournment:

009-02-22-14 **Moved by** Mayor Esche to adjourn the meeting at 12:45 pm.

CARRIED

Mayor

CAO