

**SUMMER VILLAGE OF BURNSTICK LAKE  
COUNCIL MINUTES  
Community Centre, 7 Burnstick Drive  
October 15, 2016**

**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 10:35 am.

**2. GENERAL:**

**2.1 Agenda:**

**025-10-15-16** **MOVED BY** Councillor Madge that the agenda be approved with the following additions:

4.2 Lake Monitoring Results

5.5 Emergency Siren

5.6 Surveillance Policy Proposed Amendments

5.7 Community Centre Keys

5.8 Projects: WSP report – Erosion, Dry Hydrant

**CARRIED**

**2.2 Minutes:** AGM, Organizational meeting, Council meeting – June 11, 2016

**026-10-15-16** **MOVED BY** Councillor Madge that the minutes of the Annual General meeting held June 11, 2016 be approved as presented.

**CARRIED**

**027-10-15-16** **MOVED BY** Mayor Esche that the minutes of the Organizational meeting held June 11, 2016 be approved as presented.

**CARRIED**

**028-10-15-16** **MOVED BY** Mayor Esche that the minutes of the Council meeting held June 11, 2016 be approved as presented.

**CARRIED**

**3. DELEGATION(S):** None

**4. UNFINISHED BUSINESS:**

**4.1 FireSmart Homeowners Assessment:**

At the Council meeting held June 11, 2016 Council discussed the following:

- FireSmart homeowner assessments: Clearwater County Regional Fire and AB Agric & Forestry are prepared to assist homeowners and the SV with doing hazard assessments. Forms are available for self-assessments also.

Councillor Madge has delivered these forms and talked to the residents regarding this initiative.

- Holding an annual “Clean Up the Summer Village” day.
- Hosting a course/demonstration on hazard assessments at the Community Centre.

Council did not want to pursue either of these suggestions. They do want to continue with the approach of inviting these groups as guests to the AGM and annual Pancake Breakfast.

Council would like to have an assessment completed on SV buildings and municipal reserves.

**4.2 Lake Monitoring Assessment Results:**

Bill Post reported on the lake monitoring program completed by the province over the summer. They were out five different times from June to September. The final report will be available in mid to late 2017. Overall, the province is pleased with the condition of the lake. Diane Lindblom also reported that the Red Deer River Watershed Alliance (RDRWA) has spoke to her about the mega number of tributaries that flow into the Red Deer river watershed.

5.

**NEW BUSINESS:****5.1 MSI 2016 Operating Grant Allocations:**

The MSI Operating grant for the summer village for 2016 is \$3,716.00. Under the terms of the funding agreement, the municipality will be 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 2016:

- Snow Plowing: \$1,916.00
- Garbage Disposal: \$1,800.00

**029-10-15-16** **MOVED BY** Mayor Esche that Council approve snow plowing: \$1,916.00 and garbage disposal: \$1,800.00 as potential 2016 projects and application be made under the MSI operating component for consideration and approval by Alberta Municipal Affairs.

**CARRIED****5.2: FireSmart Wildfire Threat Assessment:**

The ASVA FRIAA FireSmart Wildfire Threat Hazard and Risk Assessment has been completed. The assessment was reviewed by Council.

**030-10-15-16** **MOVED BY** Mayor Esche to accept the final FireSmart Wildfire Threat Assessment report.

**CARRIED****5.3: FireSmart Mitigation Strategy Funding:**

On behalf of the Summer Villages, ASVA is prepared to apply for funding to complete the next stage of the Wildfire Threat Assessment report which is the mitigation strategy and preparedness guide. This guide is a plan on how to address the threats and deal with the risks and hazards identified in the Wildfire Threat Assessment. This is a free service to the Summer Village through the grant funding if approved.

**031-10-15-16** **MOVED BY** Councillor Madge that Council approve participation in the next round for additional funding under the FRIAA program to complete the mitigation strategy and preparedness guide.

**CARRIED****5.4: CREMA 2017 Budget & Program Support:**

As per the discussion at the CREMA meeting held September 30, 2016 the following motion was made and carried. Theresa Laing moved to postpone item 6.c., Review draft 2017 Budget for CREMA – 2017 Budget Guidelines and Level of Service from CREMA, until receipt of the mentioned information is provided electronically.

The information is: 2017 Initial Planning for Budget and Program Support  
The Committee discussed the presented budget and would like to see further information such as:

- Labour cost projection / The CAO's will come back to the Committee with the cost increase
- 2015 comparison
- Detailed operating costs
- Budget considerations and decisions will be made electronically as per the Joint Emergency Management Agreement.
- 2016 Surplus can either be received as a reimbursement on operational or carry the money forward to 2017. Each municipality must choose one of the two options.
- Clearwater County carries all CREMA costs and bills expended funds to each municipality at years end. Remaining funds originally budgeted by each municipality can be allocated to other operation of funding for 2017 or as surplus. Council review the proposed budget and the two options concerning any 2016 surplus.

**032-10-15-16** **MOVED BY** Deputy Mayor Lindblom that the 2017 budget be approved and that, if there is a 2016 surplus, the funds be rolled over to 2017.

**CARRIED**

#### **5.5 Emergency Siren:**

Deputy Mayor Lindblom reports that Shell is closing down operations and will be dismantling the tower and emergency siren. Before this is done, they are offering the Summer Village the opportunity to take over the tower and siren. Additionally, the electricity panel for power to the community center is located on the tower and Shell has been paying the power bills.

Council would like more information from Shell concerning costs, maintenance, insurance, etc.

#### **5.6 Surveillance Policy Proposed Amendments:**

Council reviewed the proposed amendments recommended by Deputy Mayor Lindblom.

**032-10-15-16** **MOVED BY** Mayor Esche that Video Surveillance Policy 02-2015 be amended as follows:

2.2 Authorized personnel for the purpose of this policy include the CAO, Mayor, Deputy Mayor, Council and a member of the Summer Village's Security Committee as appointed by resolution of Council.,

4.3 When no incident has occurred or no request has been made, the records shall be kept for a maximum of six (6) weeks.,

4.4 Any request for release of or access to personal information shall be submitted in writing by regular mail or by electronic communication to the CAO., and,

4.7 change the word "letter" to "form" and that a standard release form be developed and attached thereto to the policy.

**CARRIED**

**5.7 Community Center Keys:**

In the past, Summer Village residents that wanted a key to the Community Center had to pay a \$20.00 fee in the event the key was lost and had to be replaced. Resident Adam Duckett has taken over the job of tracking who has keys, etc. and being the person to contact if a resident wants a key. Council request that the \$20.00 fee be dropped and then, in the event, a key gets lost or has to be replaced the \$20.00 fee be charged at that time. Council would like a list of those who paid for a key in the past for refund of their \$20.00.

**5.8 Projects: - Lakeshore Erosion, Dry Hydrant Preliminary Report – WSP:**

Council reviewed the reports and 3 different options were provided for the lakeshore erosion project.

Next stages: provide copies to the Capital Planning Committee (CPC) for their review, set up a meeting with Craig Suchy, WSP Group, take information to the residents and host a Town Hall meeting.

Councillor Madge will start working on this process .

**6.****Reports:****6.1 CAO Report:**General Administration:

- ALARIE Asset Distribution: ALARIE was established in 1990 and issued liability insurance policies to municipalities between 1990 and 2002. The last of the claims have been settled and due to a surplus these funds will be disbursed to those who were participants. It is proposed that the SV will receive \$4,756.04. ALARIE will seek Court Approval on Dec. 19/16 of its expenditures and proposed distributions.

Taxation:

- All property taxes have been paid for 2016.

Assessment:

- Municipal Affairs has provided a municipal summary of the preliminary 2017 equalized assessment.

Protective Services:

- Alberta Emergency Management Agency met with Ted Hickey June 17, 2016 for the by-annual review of the CREMA program. Four recommendations were made for improvements to the program.

Roads, Streets:

- Maintenance completed on the texas gate at the entrance into the SV. The gate was lifted out, debris removed and the gate put back into place. One support on the gate had to be repaired.
- A request was submitted to Clearwater County concerning the rough condition of the Burnstick Lake Road and asking for maintenance to be completed. Clearwater County responded and the road was maintained within a couple of days. Any resident wishing to submit requests can do so on the Clearwater County website under Residents, Departments, Public Works, Contact.

Financials:

- MSI Operating: the MSI Operating grant of \$3,716 has been received. Funds going towards garbage disposal and snow plowing.
- MSI Capital: \$184,833.00 has been received from the province.

Property & Infrastructure:

- No report.

Solid Waste:

- No report.

Water Management:

- No report.

Recreation, Parks, Cultural:

- No report.

Planning, Development:

- Development Permit taken out to build a covered house deck.

**6.2 Council Reports:**

Mayor Esche: none.

Deputy Mayor Lindblom: SPOG update – TransCanada pipeline extension east of Sundre being built with completion planned for 2018. SPOG taking over and keeping the BLPAC group and plan (environmental). Deputy Mayor Lindblom would like to see more gravel put on roads and re-graded. He suggests that WSP Group look at this recommendation in more detail to have a good job done.

Councillor Madge: none.

**6.3 Financial Reports: None**

**7. Correspondence, Information Items:**

7.1 Building Code: notice of changes to the application of energy efficiency requirements and enforcement dates.

7.2 2017 Equalized Assessment Summary (Preliminary).

**8. 8.1 Future Meeting Dates, Events for 2016:**

Council:

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

- December 3/16 – Caroline Village Council Chambers

**9. Adjournment:**

**033-10-15-16 MOVED BY** Councillor Madge to adjourn the meeting at 12:45 pm.

**CARRIED**

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Mayor

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CAO