

**SUMMER VILLAGE OF BURNSTICK LAKE
COUNCIL MINUTES
#7 Burnstick Drive
October 21, 2023 – 10:30 am**

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

1. CALL TO ORDER:
Mayor Esche called the meeting to order at 10:30 a.m.

2. GENERAL:
2.1 Agenda:

Res. 55-2023 MOVED by Deputy Mayor Lindblom that the agenda be adopted as presented.
Agenda **CARRIED**

2.2 Minutes: Regular Council Meeting and Organizational Meeting June 17, 2023, Special Council meeting July 22, 2023
Res. 56-2023 MOVED by Councillor Madge that the minutes of the regular Council meeting
Minutes held June 17, 2023, Organizational meeting held June 17, 2023 and Special Council meeting held July 22, 2023 be approved.
CARRIED

3. DELEGATION(S): None

4. UNFINISHED BUSINESS:

4.1: Bylaw 95-2023: Municipal & Reserve Lands Regulation – Alder Ave.
A Bylaw of the Summer Village of Burnstick Lake, in the Province of Alberta, providing for the regulation of the municipal land and environmental reserve located adjacent to Alder Ave. and described as Lot R-1 (Reserve), Plan 217RS and Block 1, Plan 217RS.

Res. 57-2023 MOVED by Deputy Mayor Lindblom that Bylaw 95-2023 be read a first time.
Bylaw 95/2023 **CARRIED**

4.2: Tree Maintenance – MR by Poplar Close
Matterhorn Enterprises was contracted to do tree maintenance on the municipal reserve by Poplar Close. The contract did not include bucking up into smaller lengths for convenience for residents to remove firewood.
Discussion.

Res. 58-2023 MOVED by Mayor Esche that a tree removal policy be drafted and presented
Tree Removal Policy at a future meeting of Council.
CARRIED

4.3: Playground Project Update
Actions to date:
• Wildlife Sweep completed.
• Site Preparations: trees removed that would interfere with site amenities, excavation done and fill hauled in and leveled, rail fence installed.
• Playground equipment should be arriving end of October with installation to start shortly after.

- Miscellaneous: bear proof garbage container and bottle and can recycle container on order, misc. mower equipment and gadgets ordered for maintenance of the site after built.
- Signage: final details being worked on.

Res. 59-2023
Playground Project

MOVED by Deputy Mayor Lindblom that the Playground Project report be received for information.

CARRIED

4.4: Boat Launch Update

At the special meeting held July 22, 2023 it was moved by Deputy Mayor Lindblom (Res. 60-2023) that the proposed project plan report and recommendations from the Boat Launch Committee be sent to the residents for their comment and feedback. A report of the comments and feedback was compiled into a report for Council review.

Discussion:

- Signage is the main focus
- Summer/winter usage
- Garbage cans at site

Res. 60-2023
Boat Launch Update

MOVED by Deputy Mayor Lindblom that the Boat Launch Update be received for information.

CARRIED

4.5: HIRA (Hazard Identification& Risk Assessment)

In February 2023, Sandhurst Consulting was contracted by Clearwater County to conduct a Hazard Identification and Risk Assessment (HIRA) for Clearwater County which also included the Summer Village of Burnstick Lake and the Village of Caroline. This HIRA provides data and information pertinent to the development of the Clearwater County Emergency Management Plan (EMP). Contingency plans or hazard-specific procedures/plans should be developed in accordance with this HIRA and align with the Clearwater County Emergency Management Plan (EMP). Sandhurst Consulting recommends that comprehensive emergency response processes and/or plans be completed for those risks that rank as high-impact and high probability. The completeness of this HIRA enables the municipalities to develop appropriate measures for prevention, mitigation, preparedness, response, and recovery within their municipal boundaries. Council reviewed a draft report prepared by Mayor Esche to start this process.

Res. 61-2023
HIRA Processes

MOVED by Mayor Esche that, at each Council meeting hereafter, there be a standing item from the HIRA report added to the Agenda for Council review and discussion.

CARRIED

5.

NEW BUSINESS:

5.1: Speed Bumps

A request has been made for Council to consider installation of a couple of speed bumps near the playground area as a safety measure to slow traffic for children coming and going to the playground.

Res. 62-2023
Speed Bumps

MOVED by Deputy Mayor Lindblom that further research be done in relation to traffic calming devices.

CARRIED

5.2: Public Lands Appeal Board – Notice of Appeal

The Summer Village has received notification from the Public Lands Appeal Board of an appeal that has been filed with them in relation to the current Recreation Lease 930006 and the Playground project. The Board will advise further as to whether they will proceed with the appeal once they have received and reviewed responses for additional information.

Res. 63-2023
PLAB Notice of
Appeal

MOVED by Deputy Mayor Lindblom that Council receive the report for information.

CARRIED

Res. 64-2023
Legal Counsel - PLAB

MOVED by Mayor Esche that CAO Therese Kleeberger seek the services of a law firm starting with an initial discussion and advice should Council consider further legal counsel regarding the Notice of Appeal.

CARRIED

5.3: Burnstick Lake Management Plan

The Burnstick Lake Management Plan (BLMP) was developed and approved in 1996 as an official policy for the management of the Burnstick Lake planning area. The planning area includes the lake, portions of West and East Stony Creeks and adjacent lands approximately 1.6 km in width around the lake. Birch Lake, a small water body located just to the north of Burnstick Lake is also included. The size of the planning area is 20.8 km². The plan reflects the Government of Alberta's intent to protect and maintain the natural environment of the planning area while providing opportunities for controlled recreational and resource development. The purpose of the plan is to provide a common set of guidelines to all stakeholders who have interests in land and resource management in the area. This includes AB Environment and Parks, Economic Development and Tourism, Clearwater County, SV of Burnstick Lake and commercial operators who have dispositions in the area.

Lisa Schrader, AB Environment & Parks (AEP), has indicated that the Plan is still on the record and any activity proposed will still need to refer to the Burnstick Lake Management Plan. It will eventually be renewed and will be reviewed as part of the planning process for the North Saskatchewan Regional Plan. The Planning Branch of AEP is recommending that the BLMP be transitioned into a Lake Watershed Management Plan through a collaborative multi-stakeholder process within the next few years following the release of the North Saskatchewan Regional Plan.

Res. 65-2023
BLMP – Burnstick
Lake Management
Plan

MOVED by Mayor Esche that the report be received for information, and further, that the Planning Department of AB Environment & Parks (AEP) be contacted to obtain a name of a liaison person for Burnstick Lake area.

CARRIED

6.

Reports:

6.1: CAO Report: written report provided.

6.2: Council Reports:

Mayor Esche: the loon count indicates there are about 12 juveniles plus adults. Four water samples were taken from the lake during the summer. Mayor Esche is enrolled with ALMS for the winter water sampling program.

Deputy Mayor Lindblom: no report.

Councillor Madge: Clearwater Fire & Rescue has picked up the fire rescue trailer for winter storage at their main compound.

6.3: Financial Reports:

Bank Reconciliation Report, Revenue & Expense Report, Actual/Budget Comparison Report to October 2023.

Other Discussion Items:

- Lake Water Sampling Equipment Purchase – eligibility under a grant program?
- STARS Landing Site: size requirements and sufficiency of current site.
- Fire Committee: a lot of interest being expressed from residents willing to be involved with fire protection activities, etc.

Fire Garage Development

Res. 66-2023
Fire Garage Devel.

MOVED by Mayor Esche that a report be prepared for presentation at a future Council meeting regarding the construction of a garage to house the fire suppression trailer and other fire fighting equipment and for discussion purposes and inclusion with the HIRA assessment.

CARRIED

Lakeshore Deck Development – 3 Spruce Close

Res. 67-2023
Lakeshore Deck Dev.
3 Spruce Close
(Becker)

MOVED by Councillor Madge that the Reserve Lakeshore Deck Application 02-23-104030 submitted by Eric Becker be approved and be subject to the conditions as per the Development permit.

CARRIED

Res. 68-2023
Reports

MOVED by Mayor Esche that Council accept the reports as presented for information.

CARRIED

7.

Correspondence, Information Items:

- 7.1. Playground Committee Minutes: June 12, June 26, July 17, 2023.
- 7.2. Boat Launch Committee Minutes: June 29, 2023.
- 7.3. MSI Capital Program Guidelines Addendum – September 2023.
- 7.4. Leg. Assembly of AB: letter from Honorable Jason Nixon congratulating the SV for grant approvals under the MSI and Canada Community Building Fund (CCBF) grant programs.
- 7.5. Release of Municipal Affairs 2022-23 Annual Report.
- 7.6. AB Municipal Affairs: is initiating the second cycle of the MAP (Municipal Accountability Program) review between 2024 to 2027.
- 7.7. AB Municipal Affairs: letter confirming the grant allocations for 2023

under the MSI Capital and CCBF grant programs.
7.8. Fortis Alberta: information on Rate 62 – Electric Vehicle Fast Charging Service.

Res. 69-2023
Correspondence,
Information Items
8.

MOVED by Mayor Esche that Council accept the correspondence and information items as presented for information.

CARRIED

8.1 Next Meeting Dates:

- December 2, 2023 - #7 Burnstick Drive – 10:30 am. Alternate date December 4, 2023 – 2:00 pm via Zoom.

9.
Res. 70-2023
Adjournment

Adjournment:

MOVED by Mayor Esche to adjourn the meeting at 1:03 p.m.

CARRIED

Mayor

CAO