

**SUMMER VILLAGE OF BURNSTICK LAKE
COUNCIL MINUTES
Village of Caroline Council Chambers
December 14, 2013**

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

1. CALL TO ORDER:

Mayor Harold Esche called the meeting to order at 10:40 am.

2. GENERAL:

2.1 Agenda:

036-12-14-13 **MOVED BY** by Mayor Esche, second by Councillor Madge that the agenda be approved. **CARRIED**

2.2 Minutes: Council Meeting October 12, 2013

037-12-14-13 **MOVED BY** Councillor Madge, second by Mayor Esche that the minutes of the regular meeting held Oct. 12, 2013 be approved. **CARRIED**

3. Delegation(s): none.

4. UNFINISHED BUSINESS:

4.1 Fire Guard Maintenance – FireSmart Project Plan Update:

At the Council meeting held Oct. 12/13 Council directed CAO Kleeberger to send out an email to all the residents to get their feedback on the fire guard maintenance guard maintenance project and to advise them to take a look at the test plot to see the results. Responses will be received up to two weeks (Oct. 28) due to the time of the season and FireSmart wanting to complete the project. The early snowfall has delayed the project until late winter, early spring. It is expected that the project will take 4 – 6 weeks to complete.

038-12-14-13 **MOVED BY** by Mayor Esche, second by Councillor Madge that FireSmart proceed with the project with the following conditions:

- work will continue as completed in the 1-ha plot,
- clean up the standing dead and downed woody material and dead undergrowth,
- limb the trees from the forest floor to a height of approximately 2 meters,
- leave the small living shrubbery on the forest floor to maintain food and shelter habitat for wildlife
- hand pile the debris on site and burn with precautions in place to extinguish piles and only when safe to do so,
- large woody materials not suitable for firewood will be left to rot in the forest,
- woody material will be piled and left on the roadside for residents to take and use for firewood,
- a noise and view buffer will be left in the vicinity of the oil well site for the comfort of the residents in the proximity.

CARRIED

4.2 AEA – Appointment of Authorized Users:

Under the province’s emergency management program they strongly recommend the

appointment and training of individuals to transmit and send out public notifications of emergency alerts in the local area should events occur that could become or are severe. At the October 12, 2013 meeting Council approved the following as authorized users for the Summer Village:

Clearwater County Staff:

Christine Heggart – Communications Co-ordinator, Ron Leaf – CAO, Mike Haugen – Director, Community & Protective Services, Paul Prevost – Deputy Fire Chief, Terri Miller – Community Peace Officer, Cammie Laird – Regional Fire Chief, Patrick Oslund – Deputy Fire Chief, Marshall Morton – Director, Public Works.

Summer Village:

Deputy Mayor Doug Lindblom and Councillor Brenda Madge.

At that meeting Mayor Harold Esche and CAO Therese Kleeberger advised that they are already authorized users. Users have to be officially appointed by the Summer Village for the Summer Village.

039-12-14-13 **MOVED BY** by Mayor Esche, second by Councillor Madge to approve the appointment of Mayor Esche and CAO Therese Kleeberger to receive their designation as an authorized user of the AEA system for the SV of Burnstick Lake and that application be made to the AEA.

CARRIED

4.3 Criminal Activities in Summer Village – RCMP Update:

Sundre RCMP were contacted and recommend that residents do the following:

- Make your home more burglar proof by installing secure locks ,
- Communicate with neighbours when you are going to be out or not,
- Residents to be watchful and observant of strange and suspicious vehicles and people and to report this to the RCMP.

The RCMP are willing to make a presentation at a future Council meeting and would like to attend where there will be a good number of residents in attendance. They have been tentatively scheduled to attend the next AGM.

Sundre RCMP also report that they received some good finger prints and have a suspect. A warrant has been put out for his arrest but they have not been able to locate him at this time.

Council received the update for information.

4.4 Snow Plowing RFP:

A request was advertised looking for prospective vendors to provide snow plowing services for the roads and streets within the Summer Village of Burnstick Lake.

During the 2012/2013 season there were 11 pushes averaging 3 hours a push. The proposal refers to 2 – 4 hours per push.

Two proposals were received (one verbal and one written):

Evans Contracting: \$500.00 per push.

Harvey Barrer: \$80.00/hr only – no per push price. Calculated out at 4 hours the per push the price would be \$320.00 per push.

The 2013 budget allocation was \$3,000.00 and \$2,500.00 was spent.
2014 Budget (at 11 pushes per year):

- Evans Contracting: \$5,500.00
- Harvey Barrer: \$3,520.00

040-12-14-13 **MOVED BY** Councillor Madge, second by Mayor Esche that the snowplowing contract for the 2013/2014 season be awarded to Harvey Barrer.

CARRIED

4.5 Engineering Consulting Services – Capital Planning:

At the last Council meeting Council were not in favour of sending out an expression of interest to engineering firms but rather put a call out to the local area to see if there is anyone interested in working with the Summer Village with capital planning. There has only been one enquiry and the person seemed quite interest but has not submitted anything as to their expectations for compensation, etc. to provide this service. Council direct CAO Therese Kleeberger to continue pursuing this matter but make it a lower priority at this time.

4.6 Meeting Procedures Bylaw:

The purpose of the bylaw is to regulate the proceedings of Council of the Summer Village of Burnstick Lake and to define the duties of Council. Council reviewed the draft and made some changes and adjustments.

041-12-14-13 **MOVED BY** Mayor Esche, second by Councillor Madge to approve the draft Meeting Procedures bylaw and that it be presented at the next Council meeting for readings.

CARRIED

4.7 Council Remuneration Policy:

The first draft of the Council Remuneration policy was reviewed by Council along with a budget implications report. Changes were made and the policy as changed will be presented at the next Council meeting for approval.

5.

NEW BUSINESS:

5.1 Budget 2014:

Revenue:

General Revenues are significantly reduced due to the phasing out of the MSI Operating Grant.

Expenses:

- Council/Legislative: Council fee estimates are based on \$50.00 per diem. This is subject to change dependent on the decision of Council and the proposed Council remuneration policy.
- General Legislative: minimal change – increases to membership fees, assessment fees and insurance plus addition of costs for advertising.
- Water Management: water repairs are required on the water well to improve the gravel base around the well and correct settling problems.
- Recreation, Parks, Cultural: community center utilities reduced, landscaping and MR maintenance increased to cover potential needs to remove dangerous

and fallen dead trees.

- Planning, Development: to meet provincial emergency management legislation, the SV joined the Clearwater Emergency Management Agency. The SV will pay 1% of the regional operating costs in the amount of \$840.00. The balance of \$2,160 will cover consulting fees for capital planning.

Total Expenses: \$53,850

Total General Revenue: \$2,900 leaving a balance of \$50,950 to be generated from property taxes.

The school tax will not be known until after the provincial budget and the SV has no control over this tax.

042-12-14-13 **MOVED BY** Mayor Esche, second by Councillor Madge to approve in principal the 2014 Budget as changed.

CARRIED

5.2 RDRWA Request for Financial Support:

The Red Deer River Watershed Alliance is asking for municipal funding support for 2014 to assist with its operations, programs and projects. The financial support will enable RDRWA to continue to develop the Integrated Watershed Management Plan for the Red Deer River Watershed. The contribution they are asking for is \$0.50 per capita (16 people) for a total cost of \$8.00.

Council did not wish to support this organization following the past practice of not supporting other organizations.

5.3 CUPW - Review of Canadian Postal Service Charter:

In 2014 the federal government will look at how it handles public postal service with a review of the Canadian Postal Service Charter. CUPW (Canadian Union of Postal Workers) is concerned as postal service could be dramatically cut to improve the financial situation of Canada Post. The Union is asking for support and request Council to consider passing a couple of resolutions asking the Minister Responsible for Canada Post:

- To use the upcoming review of the Canadian Postal Service Charter to focus on revenue-generating services, not cuts, including financial services such as bill payments, insurance and banking.
- To improve the Canadian Postal Service Charter and make the upcoming review of the Charter open to public input.

043-12-14-13 **MOVED BY** Mayor Esche, second by Councillor Madge to receive the letter from CUPW for information. **CARRIED**

6.

Reports:

6.1 CAO Report:

General:

- AUMA: received a Welcome Package for new Council. Package includes

welcome letter, summary of AUMA and AMSC services, calendar of AUMA events – Mayors’ Symposium, MGA Education Sessions and Mayors’ Caucuses, Elected Officials Education Program.

- Membership Dues:
- ASVA (AB Summer Villages Assn): membership dues increasing but only for SV’s that are at the maximum. Burnstick Lake will remain the same at \$475.00.
- Alberta Education User Access: AB Education is changing its access system as of January 2014. The new system will be called AIMS (Alberta Information Management System). The province requires municipalities to submit assessment data via this system for their access to determine the annual school foundation fund.
- Provincial Equalized Assessment: the province has prepared the equalized assessment for Burnstick Lake. This has been reviewed and balanced with the provincial figures.

Emergency, Protective Services:

- CREMA (Clearwater Regional Emergency Management Agency): Met with Bruce McKenzie, Alberta Emergency Management Services, Clearwater County and Town of Rocky Mtn House. Village of Caroline were unable to attend. Purpose was to get an update on the status of the draft regional plan, agreement and bylaw. Clearwater County advised that they are still working out details of the agreement and bylaw and will be forthcoming in the near future. The Town of Rocky Mtn House reports that they are joining the regional agency.

Communications:

- Contact List: has been completed and forwarded to the residents of the Village. A number of requests for changes and inclusion on the list have been received since. The current list will be updated and then sent out again.

Planning, Development:

- No new development applications.

Capital Planning:

- A meeting has been scheduled for January 11, 2014 starting at 11:00 am. It will be held in Calgary and location is yet to be determined.

6.2 Council Reports:

Mayor Esche: no reports.

Councillor Madge: no reports.

6.3 Financial Report:

Council reviewed the financial report as at November 30, 2013 and received it for information.

7.

Correspondence, Information Items:

- 7.1 Aquatic Zebra Mussels Invasive Species: Alberta Water Council is establishing a project team to assess the current state and potential threats. Lake Winnipeg article. Council discussed possibly installing signs at the boat launch about this. Also mentioned was putting up “No Camping” signs also and fencing around the

boat launch. Council referred this to the Capital Planning Committee for discussion.

7.2 Bill 28: Modernizing Regional Governance Act renamed the Enabling Regional Growth Boards Act.

8.

8.1 Future Meeting Dates:

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

- February 22, 2014 – Village of Caroline Office
- April 26, 2014 – Village of Caroline Office
- 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:

044-10-12-13

Moved by Mayor Esche to adjourn the meeting at 12:45 pm.

CARRIED

Mayor

CAO