

BURNSTICK LAKE ANNUAL GENERAL MEETING

Burnstick Lake Hall

10:30 AM Saturday, July 19, 2014

1. **Call to Order:**

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

Attending: Mayor Harold Esche
Deputy Mayor Doug Lindblom
Councillor Brenda Madge
CAO Therese Kleeberger

Mayor Esche welcomed everyone to the 2014 Annual general meeting.

2. **Adoption of Agenda:**

Moved by Mayor Esche to approve the agenda. Carried.

3. **Mayor's Report:**

Legislative, General Administration:

- Council passed a Meetings Procedure Bylaw 62-14 that regulates the proceedings of Council of the Summer Village of Burnstick Lake and to define the duties of Council.
- Council passed a Council Reimbursement policy that provides Council with a written statement explaining how they will be reimbursed for per diem meeting expenses, mileage expenses and out of pocket expenses.
- The Summer Village Contact List was updated with current information.

Financial Management:

- Budget 2014: final approval given to the Budget and Tax Rate Bylaw 63-14 in April 2014. Total overall Property assessment increased by 1.2%. Municipal tax revenue increased by 4.93%. The Education tax rate increased by 19.64%. The estimated municipal expenditures and transfers set out in the budget for 2014 total \$114,583.30;
Municipal Purposes: \$46,067
Alberta School Foundation Fund (ASFF): \$68,516.30
- 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.

Protective Services:

- Criminal Activities: there were several break and enters into cabins along with strange and suspicious vehicles and people touring the Village. Sundre RCMP were involved and reported that they had a suspect who has been captured and awaiting his hearing.
- AEA (Alberta Emergency Alert) Appointments: this program allows individuals to transmit and send out public notifications of emergency alerts in the local area should events occur that could become or are severe. All of Council and CAO Therese Kleeberger hves been appointed as well as staff from Clearwater County.
- Emergency Management: Council entered into partnership with CREMA (Clearwater Regional Emergency Management Agency) in 2013. CREMA is still working on the final regional agreement, bylaw and emergency plan.

- Fire, Ambulance: discussions taking place with Caroline Ambulance Service and Clearwater Regional Fire Services to improve communications, familiarity with the Summer Village, signage.

Roads & Streets:

- Snow Plowing Proposals: Council has been working on the procurement of a contractor to provide snow plowing services with very little success. Council will continue with their search. Due to the extraordinary snow events of the 2013/2014 winter season the 2013 budget allocation was exceeded by \$900.00. Funds were drawn from the contingency reserve to cover the unbudgeted over expenditure.

Solid Waste Management:

- Caroline Waste Transfer site is once again open after it received major damage from fire.
- Garbage Collection: has been extended to November 1 for bi-weekly garbage pickup due to the increase in residents who now come to the Summer Village for Thanksgiving.

Water Management:

- Community Water Well Improvements: there are some minor repairs and maintenance that need to be done to the landscaping around the water well due to settling when the well was upgraded in 2013.

Planning & Development:

- BLPAC (Burnstick Lake Public Advisory Committee): Council has made several attempts and continues to do so to get the Committee active again.
- Fire Protection Plan Framework – Regional Collaboration Grant Application: the Association of Summer Villages of Alberta (ASVA) is working on a proposal to create a framework or template for Fire Protection Plans for all 51 Summer Villages in Alberta. A grant is available under the Municipal Affairs Regional Collaboration Program to retain experts to develop guidelines and a template for the Summer Villages. Council has joined in this initiative.
- Natural Gas Service: Rocky Gas Co-op declined to bring natural gas to the Summer Village as there was minimal interest making it uneconomically feasible.

Parks, Recreation, Cultural:

- Fire Guard Maintenance: FireSmart worked with the Summer Village to complete maintenance on the existing fireguard north of the Summer Village as it is becoming overgrown. The project is still in progress.
- Aquatic Zebra Mussels Invasive Species: Alberta Water Council is establishing a project team to assess the current state and potential threats. The province has created free signage for Summer Villages to install at their boat launches.
- Tree Removal from Municipal Reserves (MR's): initially Council wanted to contract a tree removal company to clean up and rid municipal reserves of dead, dying and dangerous trees. FireSmart done a quick onsite inspection and felt the MR's were clean and in good condition. Removal will be handled on a tree by tree basis through the tree removal permit process.

Capital Planning:

- Street Improvements and Drainage Project: the Capital Planning Committee has been working on this project which will include improvements to the road surface on the six side streets and upgrades to the drainage channel and walking surface on the footpath off Spruce Close between Lots 4 & 5 to the lakeshore.
- Signage Project: includes the purchase of various street signs and private property address numbers. Major purpose is to assist emergency services (fire and ambulance) when responding to emergencies.

- Lakefront Pathway: the Capital Planning Committee is in the initial planning stages improve a portion of the pathway on the east side that is very narrow and difficult for walking. Ideas being considered are building a wooden boardwalk.

4. **Financial Report:**

Scase & Partners conducted the audit of the 2013 financial statements and in their opinion the statements present fairly the financial position of the SV of Burnstick Lake.

The Summer Village ended the year with a surplus of \$21,199. The majority of the surplus is from the 2012 MSI Capital grant. This grant is restricted (cannot be used for operations) and was transferred into deferred revenue for future capital projects. The balance of the surplus comes from the cautious spending by Council in the operating budget.

There were no outstanding taxes at the end of 2013. Total tax levy was \$101,146: \$43,750 for municipal purposes, \$57,396 for the education requisition.

Cash and Temporary Investments:

The Summer Village continues to maintain a healthy financial position with a cash balance of \$208,752. Breakdown of the cash is as follows:

Unrestricted cash: \$25,327

Restricted cash: \$183,425

- Reserves - \$39,296
 - ALARIE - \$2,764
 - Contingency - \$12,532
 - Tangible Capital Assets - \$4,000
 - Tax Rate Stabilization - \$20,000
- Deposits (dev. Permits, keys) - \$5,256
- Deferred Revenue (provincial grants) - \$138,873

In addition to the cash balance, the Summer Village has funds due from other governments - \$133,689.

- Provincial Grants: \$132,363
- GST Rebate: \$1,326

Acquisition of Capital Assets:

- There was no acquisition of capital assets.

The Summer Village continues to remain debt free. The total debt limit available for the Summer Village is \$100,662.

5. **Other Discussion, Questions and Answer:**

- Keys available to Residents for Community Center: access to AED defibrillator, STARS equipment and other equipment.
- “Welcome” package developed over the next year.
- Garbage disposal: Caroline Transfer Site and/or Crammond Site: hours of operation, locations.
- Second egress road for Summer Village – for emergency purposes mainly.

- Speed restrictions: motor boats, sea-doos, village streets, speed bumps.
- Fireworks, fire permits, fire bans – regulations, etc.
- Siren Alerts: rules to follow when there is an alert.
- Cell phone service: barely existent to non-existent.

Mayor Esche thanked everyone for attending and for all the volunteer hours they put in to make the summer village a great place to live.

6. **Adjournment:**

- Mayor Esche adjourned the annual general meeting at 12:10 pm.

Mayor

CAO