

**SUMMER VILLAGE OF BURNSTICK LAKE
COUNCIL MINUTES
Caroline Village Council Chambers
December 5, 2015**

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 a.m.

2. GENERAL:

2.1 Agenda:

5.5 CREMA: Emergency Management Bylaw 65-15, Joint Agreement

5.6 Fines and Enforcement of Nuisance Matters

6.2 Council Reports: Capital Planning

027-12-05-15 **MOVED BY** Mayor Esche that the agenda with additions be approved.

CARRIED

2.2 Minutes: Council meeting – October 17, 2015

028-12-05-15 **MOVED BY** Councillor Madge that the minutes of the Council meeting held October 17, 2015 be approved as presented.

CARRIED

3. DELEGATION(S): None

4. UNFINISHED BUSINESS:

4.1 Security Surveillance System Project, Signage:

Update from Deputy Mayor Doug Lindblom: system is installed. Unfortunately the garage roof was not properly sealed and water leaked into the server. Contava has taken the server back for repairs. Deputy Mayor Lindblom has requested that it be replaced with a new one. Roof was repaired and when the new server arrives the system is ready for operation. Deputy Mayor Lindblom has requested that it be up and running prior to the Christmas holidays.

Signage: wording was discussed and signs will be made up and posted at the entrance and by the pole the camera is mounted on as per the Policy. A notice will also be put on the bulletin board and an email sent out to all residents.

5. NEW BUSINESS:

5.1 Budget 2016:

Council reviewed the proposed 2016 budget.

Revenue:

General Revenues: The 2015 MSI operating grant was increased to municipalities after the provincial election. The 2015 grant to the SV increased from \$1,790 to \$5,193. The 2016 budget shows the difference of \$2,902. 2015 was the last year for this grant.

Expenses:

- Council/Legislative: no change.
- General Legislative: minimal change – slight increase to membership fees based on 2015 actuals plus the SV joined the Olds Rural Crime Watch (\$100). Other increases were for assessment fees.

- Roads & Streets: addition of road repairs and maintenance.
- Solid Waste (Garbage): not changes
- Water Management: no changes.
- Recreation, Parks, Cultural: no changes.
- Planning, Development: Clearwater Emergency Management Agency increase. The SV pays 1% of the regional operating costs in the amount of \$1,278. The 2015 actual were: CREMA: \$795, Website fee of \$250.

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

The proposed 2016 Budget has a 0% increase for taxation dollars for municipal purposes.

029-12-05-15 **MOVED BY** Councillor Madge to approve the 2016 Budget, municipal portion only, as presented.

CARRIED

5.2 Purchasing Policy 03-2015

Council reviewed the policy with the following addition:

5.1.3 The submission must be approved by resolution of Council.

030-12-05-15 **MOVED BY** Mayor Esche that Purchasing Policy 03-2015 be amended with the addition of Section 5.1.3 and approved.

CARRIED

5.3 Boat Launch Area Fencing Project – Award of Contract:

Scope of Project:

To keep the same footprint as is currently existing and includes the fence in the center of the boat launch area, the fence on the west side of the roadway and the fence on the east side of the roadway. The project is to include removal and disposal of the existing fence and posts and replacement with new materials. Presently, there is a mix of 3 inch and 4 inch treated fence posts and the rails appear to be rough cut untreated and unplanned 2X6's. Posts to be standardized as treated 4 inch and the rails as finished preserved 2X6's. No painting of materials. Spacing varies between posts and will be uniformly spaced 8 ft. apart.

Two quotes were received:

Quote #1: \$8,428 including GST

Quote #2: \$8,315 including GST

The project will not be completed until spring time. Quotes based on current material prices.

031-12-05-15 **MOVED BY** Mayor Esche to accept the quote of \$8,315.00 received from Mike Stephens Contracting to complete the Boat Launch Area Fencing project and that a copy of the materials quote be provided.

CARRIED

5.4 Burnstick Lake Campground – Day Use Area Expansion & Staging Area:

The BL Campground wants to tie into the trail system currently being developed by the Clearwater Trails Initiative. The campground has experienced increased use of the day use area by visitors accessing the lake plus trail users parking to unload their ATV's leaving from the campground to access the various trails in the area. This has created major congestion within the existing day use area and the operators of the campground (Caroline Chamber of Commerce) are concerned about this congestion and the safety of all users. Their plan includes expansion of the day use area for lake

users and the development of a staging area for trail users. Trail users would unload in the staging area and proceed to trails via the main Burnstick Lake Road and then north on the access road that leads to the Summer Village. The proposed trail veers to the right at the “Y” leading onto the Ho Chin Min road and then through a well site that is directly north of the Summer Village connecting to what is known as the Happy Man trail and from thereon west to the Rig Street corridor. Other areas were considered for a staging area and access to the trails however there were situations that did not make them feasible. One being the crossing of privately owned properties and liabilities associated with that. Burnstick Lake Campground has already started the clearing of trees and landscaping at the campground due to acquiring grant funding for the project which has to be completed before year’s end to be eligible for the grant.

Matters of concern brought forward by Council:

- Increased danger and safety to the users of the Burnstick Lake SV access road which will now include vehicle traffic and ATV’s,
- The ATV trail will be very close to the SV boundary,
- Destruction of the natural areas around the SV that should be protected.

A couple of residents have written letters to the ESRD (Environmental & Sustainable Resources Development) expressing their concerns and to make sure all stakeholders are aware of the Burnstick Lake Management Plan and BLPAC committee.

Council is not opposed to the trail system as outlined in the Clearwater Trails Initiative project plan while at the same time wanting a presence for discussion and communication with the stakeholders as this matter affects the SV also.

032-12-05-15 **MOVED BY** Deputy Mayor Lindblom that, on behalf of Council, Mayor Esche engage in discussions with the stake holders, the major ones being CTI and Clearwater County and BLPAC, to form relationships and to make sure that the SV’s concerns are heard.

CARRIED

5.5 CREMA – Municipal Emergency Management Bylaw 65-15, Joint Agreement:

Legal reviews have been completed in finalizing the “MUNICIPAL EMERGENCY MANAGEMENT BYLAW” December/2015 and the Joint Emergency Management Agreement. The “MUNICIPAL EMERGENCY MANAGEMENT BYLAW” December/2015 and Joint Emergency Management Agreement can now be proposed to each municipal Council of the Clearwater County, the Town of Rocky Mountain House, the Village of Caroline, and the Summer Village of Burnstick Lake. The updated Joint Emergency Management Agreement is attached to each municipality’s bylaw per the direction of the CREMA Committee during its last meeting. The status of the EOC (Emergency Operations Center): outstanding issues include email connections and tying phones and position to emails, GIS mapping attributes.

The bylaw and the agreement were reviewed by Council. Council would like further clarification of Clause 14 of Bylaw 65-15 concerning representation on the Emergency Advisory Committee.

033-12-05-15 **MOVED BY** Mayor Esche that the Municipal Emergency Management Bylaw 65-15 be read a first time.

CARRIED

034-12-05-15 **MOVED BY** Deputy Mayor Lindblom that the Municipal Emergency Management Bylaw 65-15 be read a second time.

CARRIED

5.6 Fines and Enforcement – Oversized Vehicle Parking in SV:

The logging truck parking issue remains unresolved. Council would like a follow up letter sent to the trucker. The Land Use Bylaw makes reference to the issue that vehicles over a certain size/weight cannot park within the SV and there is a fine of \$500 if someone is in contravention to this. Council direct CAO Therese Kleeberger to obtain further information on the authority of this issue under the Land Use Bylaw and the probability of having to prepare a bylaw to address community nuisance problems such as noise, unsightly yards, etc.

6.

Reports:

6.1 CAO Report:

Assessment:

- No report.

Protective Services:

- CREMA: waiting for report back with final drafts, bylaw templates, etc. and to proceed with approval of the regional agreement, municipal bylaw and appointments of the regional director of emergency management and deputy directors.

Roads, Streets:

- Jomad Industries have prepped and graded side streets. They were unable to get gravel hauled in before the snow fall. Will complete this in the spring.
- First snow plow of the season was done.
- Logging truck parking issue: citizen is not responding to request to find alternate parking arrangements outside of the Summer Village. Commercial vehicles over a certain size and weight are not permitted to park in the Summer Village as per the Land Use Bylaw. Currently researching how other Summer Villages deal with this type of issue for enforcement, fine costs.

Financials:

- Ongoing work in progress with grant applications, filing of expense statements, etc.
- Starting preparations for year end and audit.

Property & Infrastructure:

- No report.

Solid Waste:

- No Report

Water Management:

- No report.

Recreation, Parks, Cultural:

- Outhouse septic pumped out. There was a lot of debris and rubble dropped into the septic. TR Septic was not impressed as there is high potential to damage and plugs of their pump out equipment.
- Fly Control: another application was completed at the Community Center.

Planning, Development:

- No report.

6.2 Council Reports:

Mayor Esche: none.

Deputy Mayor Lindblom: update to SPOG Nov. 2015.

Councillor Madge: Capital Planning - discussion with a couple of the CP Committee to meet in the near future and start working on the Lakeshore Rehabilitation project.

6.3 Financial Reports:

Council reviewed the balance sheet and income statements as at November 30, 2015. Reports received for information.

7. Correspondence, Information Items:

7.1 MSI Operating Grant: the 2014 operating spending plan has been accepted by AB Municipal Affairs.

7.2 Gov't of Alberta is developing a provincial emergency social services framework. The Framework is to be presented shortly.

8. 8.1 Future Meeting Dates, Events for 2016:

Council:

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

- February 20/16 – Caroline Village Council Chambers
- April 16/16 – Caroline Village Council Chambers
- June 18/16 – SV Community Center (AGM, Organizational & Council Meetings)
- October 15/16 – SV Community Center
- December 3/16 – Caroline Village Council Chambers

Community Events:

- Pancake Breakfast – July 30, 2016 - SV Community Center – 10:00 am.

9. Adjournment:

035-12-05-15 **MOVED BY** Mayor Esche to adjourn the meeting at 1:07 pm.

CARRIED

Mayor

CAO