

BURNSTICK LAKE ANNUAL GENERAL MEETING

Burnstick Lake Community Centre

Saturday, June 15, 2019

1. **Call to Order:**

Mayor Harold Esche called the meeting to order at 1:25 pm following the MDP Visioning Session.

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

Mayor Esche welcomed everyone to the 2019 Annual general meeting.

2. **Adoption of Agenda:**

Moved by Deputy Mayor Lindblom to approve the agenda.

Carried.

3. **2018 AGM Minutes – June 23, 2018:** reviewed and received for information.

4. **Mayor's Report:**

Legislative, General Administration:

- **Burnstick Lake Management Plan (BLMP):** the plan will be integrated into the North Saskatchewan Regional Water (NSRW) plan being developed through the provincial Lake Watershed Management program. AB Environment & Parks (AEP) looks at the biophysical and cultural features, recreational capacity and demand, and other land uses such as grazing, trapping, minerals, forestry within the Burnstick Lake area.
- **Recreation Lease No 930006– AB Environment & Parks:** AB Environment & Parks advised that the Recreation Lease No. 930006 had expired and have issued a replacement disposition for a 4 year term Aug. 22/18 to Aug. 21/22. Council approved the replacement disposition. The original lease was for the development of a children's playground on crown land north of the SV boundary.
- **Weed Inspector Appointments:** as per the AB Weed Control Act Council appointed weed inspectors from Clearwater County's Agricultural Service to do field and administrative duties if required.
- **Code of Conduct Bylaw:** Council passed Bylaw 71-2018 to establish a code of conduct for members of Council as per the requirements of the MGA.
- **Public Participation Policy:** Council passed Policy 04-2018 being a policy to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.
- **Regional Subdivision & Development Appeal Board (SDAB):** Council entered into an agreement with other participating municipalities and Parkland Community Planning Services (PCPS) to establish a regional SDAB and its operations. The Board hears appeals against proposed developments and/or subdivisions.
- **Capital Region Assessment Services Commission (CRASC):** Council entered into a contract with CRASC to provide assessment review board services should there be an assessment appeal.
- **Cannabis Legalization:** with the legalization of cannabis and the legislation changes, the

Summer Village will be required to update the Land Use bylaw to incorporate the changes.

Financial Management:

- Budget 2018: budget increases included:
Audit fees, insurance, community events, emergency management, community center utilities, miscellaneous parks and recreation, landscaping maintenance.
The annual assessment for 2018 increased by 1.23%. The 2018 education property tax requisition increased 3.57% from \$60,319 in 2017 to \$62,473.48. Total tax revenue increased by 1.42% due to the increases as per the municipal requirements and the education tax.
- The 2018 MSI Operating grant of \$5,439.00 was applied to garbage disposal and snow plowing.
- AB Municipal Affairs has added a onetime limited term Local Land Use Planning (LLUP) component to the AB Community Partnership (ACP) grant program. This grant will assist small municipalities with funding to develop a Municipal Development Plan (MDP). Under the new MGA all municipalities are required to have a plan in place by April 1, 2021. Maximum grant amount for the SV is \$15,000.00. Estimated cost to prepare an MDP is about \$15,000.00 to \$20,000.00. The grant was approved by AB Municipal Affairs.

Protective Services:

- Due to major changes within Clearwater County Administration there was minimal activity with CREMA (Clearwater Regional Emergency Management).

Roads & Streets:

- Road Maintenance: a few pot holes on Burnstick Drive were repaired and the texas gate was cleaned and leveled out.

Solid Waste Management:

- Waste Management does garbage pickup every 2 weeks from May 1 – Oct. 31. Pick up is once every 4 weeks starting November 1 – April 30 as per the Village's contract with them.

Water Management:

- All water sample reports came back good.

Planning & Development:

- Municipal Development Plan (MDP), Intermunicipal Development Plan (IDP), and Intermunicipal Collaboration Plan (ICF): under the new Mun. Govt Act it is mandatory that the SV implement these plans – the IDP, ICF by April 1, 2020, and the MDP by April 1, 2021.
- IDP: the Summer Village, along with Clearwater County, applied for an exemption to developing a plan due to the Summer Village being surrounded by Crown Land. AB Municipal Affairs approved the exemption.
- ICF: the Summer Village will be meeting with Clearwater County in the summer of 2019 to start working on the development of the plan.
- MDP: Council has passed a Terms of Reference and appointed a Steering Committee to develop the plan.

Parks, Recreation, Cultural:

- ALMS (AB Lake Monitoring Society): the Summer Village participated in the ALMS lake monitoring program LakeWatch. It is a volunteer-based water quality monitoring program to collect important data such as water temperature, clarity, a suite of water chemistry parameters, and invasive species. The Summer Village participated in this program and the results indicate that Burnstick Lake is pristine. The annual report is available on the ALMS website.

Capital Planning, Projects:

- Lakefront Erosion Reclamation Project: all approvals from federal and provincial departments were finally received December 2018. WSP Group, engineers, then continued with the design phase and the project went to tender February 2019. The tender was awarded to Urban Dirtworks.
- Access Road Rehabilitation: the Summer Village has partnered with Clearwater County to do upgrades to the access road into the Summer Village from the main Burnstick Lake road and to do minor work and graveling to the Summer Village internal road system. Cost estimate is approximately \$270,000.00 and will be funded through the Summer Village's MSI Capital and Basic Municipal Transportation grants. Project to start August or September 2019.
- Fire Suppression Project: Council has been in consultation with Clearwater County Fire Rescue for the purchase of equipment to assist with structural protection in the event of wildfire and other fire threats.

5. **Financial Report:**

Scase & Partners conducted the audit of the 2018 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 shortfall of \$8,791 (revenue over expenses). The shortfall was a result of an incorrect entry in the financial reports from 2013 for a provincial grant of \$8,533. To correct the entry it was shown as an expense creating the shortfall.

There were no outstanding taxes at the end of 2018. Total tax levy was \$119,861: \$57,386 for municipal purposes, \$62,475 for the education requisition.

Cash and Temporary Investments:

The Summer Village continues to maintain a healthy financial position with a cash balance of \$511,182. Breakdown of the cash is as follows:

Unrestricted cash: \$59,470

Restricted cash: \$650,819

- Reserves - \$39,296
 - ALARIE - \$2,764
 - Contingency - \$12,532
 - Tangible Capital Assets - \$4,000
 - Tax Rate Stabilization - \$20,000
- Deposits (dev. Permits, keys) - \$3,767
- Deferred Revenue (provincial grants) - \$607,756

In addition to the cash balance, the Summer Village has funds due from other governments – \$199,344

Acquisition of Capital Assets:

- There was no acquisition of capital assets.

The Summer Village continues to remain debt free with a total debt limit of \$83,001 available to the Summer Village.

6. **Question & Answer, General Discussion:**

- No questions or items were brought forward for discussion.

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.

7. **Adjournment:**

Mayor Esche adjourned the annual general meeting at 1:50 pm.

Mayor

CAO