

**SUMMER VILLAGE OF BURNSTICK LAKE
COUNCIL MINUTES
#7 Burnstick Drive
June 29, 2024 – Following the Organizational Meeting**

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 10:47 a.m.

2. GENERAL:

2.1 Agenda:
Res. 32-2024 MOVED by Councillor Madge that the agenda be adopted as presented with
Agenda the following additions:
4.4: Playground Project Update
5.5: MSI Capital Grant – MOA
5.6: Pancake Breakfast

CARRIED

2.2 Minutes: Regular Council Meeting April 20, 2024
Res. 33-2024 MOVED by Deputy Mayor Lindblom that the minutes of the regular Council
Minutes meeting held April 20, 2024, be approved.

CARRIED

3. DELEGATION(S): None

4. UNFINISHED BUSINESS:

4.1: Resident Information Pamphlet: Pipeline Safety
Council reviewed version 2 of the draft pipeline safety pamphlet for use by residents should a pipeline leak occur in the vicinity of the Summer Village.

Res. 34-2024 MOVED by Deputy Mayor Lindblom that Council approve the Pipeline Safety
Pipeline Safety Pamphlet as revised and that a copy be sent to the residents of the Summer
Pamphlet Village.

CARRIED

4.2: Water Well Hydrant Improvements: Project Change, Revised Quote
As per the direction from Council at the meeting on April 20, 2024, Wild Rose Water Wells came up with an alternative plan for repairs to the hydrant at the water well. A new quote was also provided. Landscaping will also need to be done once repairs are completed.

Res. 35-2024 MOVED by Councillor Madge that Council approve the project change for
Water Hydrant repairs to the water hydrant, that the revised quote be accepted, and that
Improvements Therese Kleeberger be directed to contact a contractor to do the landscaping.

CARRIED

4.3: Boat Launch Project Update, Signage
Basic signage for the environmental reserve area and boat launch area have been ordered. As time goes on, the area will be monitored to see how effective the basic signage is to help alleviate the issues taking place in the

area and then add more signs if needed. Discussion about signage installation on the main Burnstick Lake road identifying campground amenities, etc.

Res. 36-2024
Boat Launch Project
Update, Signage

MOVED by Mayor Esche that Clearwater County be contacted for approval to post a “No Services” sign under the SV of Burnstick Lake sign that is located on the main Burnstick Lake road, and to request consideration by Clearwater County to post signage advising of the amenities available at the Burnstick Lake Campground.

CARRIED

Res. 37-2024
Boat Launch Signage,
Installation

MOVED by Councillor Madge to approve the proposed environmental reserve and boat launch signage and that Therese Kleeberger be directed to contact a contractor to install the signs.

CARRIED

4.4: Playground Project Update

Excess chips available to residents who would like any.
Playing field needs some grading and topsoil due to disturbance by Play N Park when they installed the playground structures. A contractor will be contact to rectify the situation and to haul in more topsoil. This matter will be taken up with Play N Park.
Playground Saucer structure was not installed due to the site not being large enough to accommodate. Playground Committee members will look into this further for possible installation.
Some trees are dying so they will be removed and new ones planted.

Res. 38-2024
Playground Project
Update

MOVED by Mayor Esche that the playground project update be received for information.

CARRIED

5.

NEW BUSINESS:

5.1: Surplus Allocations

Res. 39-2024
Surplus Allocations

MOVED by Deputy Mayor Lindblom that surplus funds be transferred to reserves as follows: Operating Reserve - \$5,000.00, Financial Stability & Operating - \$5,000.00, Buildings - \$650.00, and Engineering - \$650.00.

CARRIED

5.2: LGFF (Local Govt Fiscal Framework) – Memorandum of Agreements

The Government of Alberta recognizes the importance of rebuilding Alberta’s economy through investment in local infrastructure. They are committed to providing predictable, long-term infrastructure funding under the Local Government Fiscal Framework (LGFF) program for capital and operating. The Memorandum of Agreement’s govern the funding under the program.

Res. 40-2024
LGFF – MOA’s –
Capital, Operating

MOVED by Mayor Esche that Council enter into the agreements for both the capital and operating components with the Province of Alberta that will provide grant funding and sets out matters relating to the provision of funding under the LGFF grant program and that the Mayor and CAO be authorized to sign and seal the agreements.

CARRIED

5.3: Household Solid Waste Disposal Service: Request for Proposals

The current contract for household solid waste disposal service will expire on February 1, 2025. A request for proposal has been sent to Empringham Disposal and Waste Management for provision of this service. It asked for a breakdown for a base rate for each dumpster/pick-up and any recurring costs such as administration fees, energy charges, contract term and any other contract obligations.

Responses to the request for proposals was received from:

Empringham Disposal: \$3,200.00 per year

Waste Management (WM): \$7,492.00 per year

Res. 41-2024
Household Solid
Waste Disposal - RFP

MOVED by Councillor Madge that Empringham Disposal be awarded the contract to provide pickup of household solid waste disposal at \$3,200.00 per year.

CARRIED

5.4: Encroachment Agreement Review

Some issues have arisen concerning the encroachment agreement. One of the conditions of the agreement is that the Owner of the encroachment shall provide general liability insurance in respect of injury to or death of any person or damage to the property. It appears that some insurance companies will not allow an "additional insured" endorsement.

Additionally, Land Titles Office (LTO) will only register the agreement through a "Caveat Forbidding Registration" on the title of the owner. The agreement then becomes an attachment to the caveat. Discussion.

Res. 42-2024
Encroachment
Agreement Review

MOVED by Councillor Madge that, in the interim, Clause 8 of the agreement delete the portion referencing "additional insured" while retaining the minimum requirement of \$1,000,000 liability as part of the homeowner's insurance, and that this be presented to an insurance company for further verification.

CARRIED

5.5: MSI Capital Grant: Extension of Memorandum of Agreement

Res. 43-2024
MSI Capital Grant:
MOA Extension

MOVED by Mayor Esche that Council approve entering into an agreement with the Province of Alberta to amend the original agreement entered into on June 27, 2009 and that the Mayor and CAO be authorized to sign and seal the said agreement.

CARRIED

Res. 44-2024
Refund of Unspent
MSI Capital Funds
2018

MOVED by Councillor Madge that, as required in accordance with the Memorandum of Agreement, the unspent grant funding from the 2018 allocation in the amount of \$4,314.00 be refunded back to the province.

CARRIED

Res. 45-2024
Pancake Breakfast

5.6: Pancake Breakfast – August 10, 2024

MOVED by Mayor Esche that Council host a Pancake Breakfast on August 10, 2024 starting at 10:00 am at the Community Garage and that Clearwater Fire & Rescue and Caroline Fire Dept. be invited to attend to interact with the residents about fire safety and to open the fire suppression trailer to show residents the equipment and explain how it works and what it does.

CARRIED

6.

Reports:

6.1: CAO Report: written report provided.

6.2: Council Reports:

Mayor Esche: no report

Deputy Mayor Lindblom: no report.

Councillor Madge: will contact Clearwater Fire & Rescue to deliver the fire suppression trailer.

6.3: Financial Reports:

Bank Reconciliation Report, Revenue & Expense Report, Actual/Budget Comparison Report to June 2024.

Other Discussion:

Potential projects: generator backup system, administration building, addition.

Res. 46-2024
Grant Funding
Report

MOVED by Mayor Esche that the grant funding detail spreadsheet be sent to Council for review to assist with further consideration of potential projects.

CARRIED

Res. 47-2024
Reports

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

CARRIED

7.

Correspondence, Information Items:

7.1. AB Municipal Affairs: Bill 20 – Municipal Affairs Statutes Amendment Act (MGA, LAEA).

7.2. ASVA’s 66th Annual Conference & AGM – Oct. 17-18/24 – Sherwood Park.

7.3. AB Municipal Affairs: federal funding through the CCBF (Canada Community-Building Fund).

7.4. AB Municipal Affairs: LGFF (Local Government Fiscal Framework) – 2024 Capital & Operating allocations.

7.5. AB Municipal Affairs: June Municipal Services Division newsletter.

7.6. FOIP Program: Notice of Process Change at the Office of the Information & Privacy Commissioner

Res. 48-2024
Correspondence,
Information Items

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

CARRIED

8.

8.1 Next Meeting Dates:

- Council Meeting – October 19, 2024 - #7 Burnstick Drive – 10:30 am.

9.

Res. 49-2024
Adjournment

Adjournment:

MOVED by Mayor Esche to adjourn the meeting at 12:55 p.m.

CARRIED

Mayor

CAO