

BURNSTICK LAKE ANNUAL GENERAL MEETING

Burnstick Lake Hall

Saturday, June 20, 2015

1. **Call to Order:**

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

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

Mayor Esche welcomed everyone to the 2015 Annual general meeting.

2. **Adoption of Agenda:**

Moved by Mayor Esche to approve the agenda. Carried.

3. **2014 AGM Minutes:** reviewed and received for information.

4. **Presentations:**

1. 1070 Vacation Watch Security – Dusty Miller:

Mr. Miller briefed everyone in attendance about his services and then provided information regarding security matters. Some of the suggestions were to: get to know your neighbours, residential site lines (see and be seen), motion detector lights, alarms, deadbolts, to name a few. He will also monitor private homes while residents are away and will go patrols of the Village if contracted. Dusty Miller withdrew from the meeting at 11:00 am.

2. CREMA - Ted Hickey, Clearwater County:

Mr. Hickey spoke about the partnership with CREMA (Clearwater Regional Emergency Management Agency). The partnership includes the Summer Village, Village of Caroline, Town of Rocky Mtn House and Clearwater County. Under the Emergency Management Act, all municipalities are required to have in place an Emergency Plan, and Committees to administer the plan and to act in the event of a disaster. The purpose of the Agency is to ensure that the requirements of the Act are being met and to ensure that all municipalities within Clearwater County have the resources and capabilities to handle such an event. Mr. Hickey also gave some pointers how individuals can personally be prepared for incidents. Mr. Hickey withdrew from the meeting at 11:40 am.

3. Community Centre Keys - Russ Down:

Mr. Down is looking for someone to take over the management of the key lock system or at the very least a backup person. It requires someone to keep track of the keys that are out in the community and collection of a small deposit. They are also responsible for minor maintenance to keep the system operational. The Software program and computer system for the system is old and needs to be updated.

5. **Mayor's Report:**

Legislative, General Administration:

- Council passed the Council Procedure Bylaw 62-14 in February 2014. The bylaw regulates the proceedings of Council of the Summer Village of Burnstick Lake and defines

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 is a continual work in progress with annual changes.
- Cabin Owners Handbook: thanks to Mayor Esche and Marnie McMillan who developed a handbook of information on history, emergency services contacts, recreational activities and events in the area for current and new cabin owners.

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. The Summer Village is very much feeling this effect. 2015 is the last year for this operating grant. Municipalities now have to increase their municipal taxes to cover this lost revenue or reduce expenditures. The MSI Operating grant for 2014 was \$3,583.00.

Protective Services:

- Criminal Activities rose at an astounding rate with several break and enters into cabins along with strange and suspicious vehicles and people touring the Village. Sundre RCMP have been involved and residents asked to be vigilant and make their cabins more secure to deter break and enters. Council looking at methods to assist with the residents to make the Village more secure and safe.
- 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: Council continued to work with Caroline Ambulance Service and Clearwater Regional Fire Services to improve communications, familiarity with the Summer Village, signage. Clearwater County established a rural identification number for the summer village to go along with the street addresses when emergency calls are made plus installed name signs enroute to the village.

Roads & Streets:

- Snow Plowing: Due to the extraordinary snow events of the 2013/2014 winter season snowplowing was a challenge. Fortunately, Harvey Barrer, Clearwater County and Jomad Industries were able to keep the streets open. In the fall of 2014 Mike Stephens Contracting was contracted to do snowplowing for the 2014/2015 season.
- Street, Drainage and Signage Project: Jomad Industries were awarded the contract for the streets and drainage portion and Montana Signs were awarded the contract for the Signage project. Scope of work included improvements to the six side streets leading off Burnstick Lake Drive, upgrade to the drainage channel and walking surface to the footpath off Spruce Close between Lots 4 & 5 to the lakeshore. The Signage portion was for the purchase of various street signs and private property address signs. Project estimate was \$38,800. Actual cost for the street and drainage component was \$18,940 and \$8,505 for the signage component for a total of \$27,445. These projects were

funded by the Federal Gas Tax Fund grant program.

Solid Waste Management:

- No changes.

Water Management:

- Community Water Well Improvements: landscaping was completed.

Planning & Development:

- Apache Canada: well lease construction at 10-7-35-6 W5M commenced and was met with opposition from SPOG and the Summer Village. Work ceased until a meeting was held with all interested parties. Work was completed after Apache agreed to meet conditions set out at that meeting.
- BLPAC (Burnstick Lake Public Advisory Committee): SPOG attempted to revive the BLPAC to get it active again so they can be put on government contact lists for notification of proposed oil and gas activities in the area.

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 continues to work hard to avoid these species becoming established in the province's lakes.

Capital Planning:

- Council approved a terms of reference for the Capital Planning Advisory Committee that sets out its purpose, composition and scope of work.
- Lakefront Pathway: the Capital Planning Committee was researching and exploring options and solutions to improve the Lakefront Pathway at the east end of the village where it has become very narrow and difficult for walking. It was met with opposition. Council advised the Capital Planning Committee to continue exploring and gathering information including erosion control and possible lakeshore stabilization of the banks.

6. **Financial Report:**

Scase & Partners conducted the audit of the 2014 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 \$11,685. There was a shortfall of \$2,926 (revenue over expenses) and the addition of \$14, 611 in grant transfers for capital projects leaving an overall surplus of \$11,685 at the end of the year.

There were no outstanding taxes at the end of 2014. Total tax levy was \$114,584: \$46,068 for municipal purposes, \$68,516 for the education requisition.

Cash and Temporary Investments:

The Summer Village continues to maintain a healthy financial position with a cash balance of \$232,906. Breakdown of the cash is as follows:

Unrestricted cash: \$20,526

Restricted cash: \$221,259

- Reserves - \$39,296
 - ALARIE - \$2,764
 - Contingency - \$12,532
 - Tangible Capital Assets - \$4,000
 - Tax Rate Stabilization - \$20,000
- Deposits (dev. Permits, keys) - \$4,518

- Deferred Revenue (provincial grants) - \$177,448

In addition to the cash balance, the Summer Village has funds due from other governments - \$152,195.

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 \$78,355.

7, 8. **Other Discussion, Questions and Answer:**

Priorities for Summer Village:

Fire Suppression

Safety, Security

Water Level of Lake: dam is controlled by same people as at Glennifer Lake. SV has no control as this is the responsibility of the Province.

Municipal Survey: discussion about preparing a survey to send to all residents to see what they would like for the village – playgrounds, recreational activities, who is in the village, etc.

Cell Reception, Computer & Internet Service: monthly cost, acquire a booster, other service providers.

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 12:45 pm.

Mayor

CAO