

**SUMMER VILLAGE OF BURNSTICK LAKE
COUNCIL MINUTES
Burnstick Lake Community Center, #7 Burnstick Drive
October 17, 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:

022-10-17-15 MOVED BY Councillor Madge that the agenda be approved.

CARRIED

2.2 Minutes: AGM, Organizational, and Council meetings June 20, 2015

023-10-17-15 MOVED BY Mayor Esche that the minutes of the annual general meeting, organizational meeting and Council meeting held June 20, 2015 be approved as presented.

CARRIED

3. DELEGATION(S): None

4. UNFINISHED BUSINESS:

4.1 Security Surveillance System Project:

Deputy Mayor Doug Lindblom has been working on the project for most of the summer. He reports that the surveillance equipment is in, a project manager has been assigned and coordination of project work arranged between Fortis and Contava. Target start date is scheduled for October 21 or 22, 2015.

Systems users require training on operation of the equipment and will be set up after it is installed.

5. NEW BUSINESS:

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

The Clearwater Regional Emergency Management Agency Committee met July 22, 2015 to review the revised Inter-municipal partnership agreement and the revised Municipal Emergency Management Bylaw. Each municipality will:

- Pass their own Municipal Emergency Management bylaw specific to their municipality,
- Appoint the Regional Director as their Director by resolution,
- Appoint their CAO or designate as a Deputy Director by resolution.

The members were also provided with an update on the status of the EOC (Emergency Operations Center). Outstanding issues include email connections and tying phones and position to emails, GIS mapping attributes. The goal is to have this completed by December 1, 2015.

Ted Hickey, Director of Community and Protective Services, Clearwater County reports that the final agreement and bylaw template have not been completed and has asked that Council defer this agenda item.

024-10-17-15 **MOVED BY** Deputy Mayor Lindblom to defer.

CARRIED

5.2 Property Information for Assessor, Personal Information Release Permission:

Rod Vikse, assessor, Wildrose Assessment Services, would like Council to consider approval to send out a form for residents to complete so their property records are up to date.

A "Personal Information Release Permission" form will be sent at the same time. Council were in agreement.

5.3 50th Anniversary Celebration 2018:

In 1968 the Province of Alberta surveyed and put up for lease the lots in Pine and Poplar Close. The lots were awarded via a lottery. A building on the lots had to be finished on the outside within a two-year period or the lease was lost. There were specific requirements for size, placement and amenities of the structures. In the 1970's the leases were opened up for lots on Spruce and Fir Close, Balsam Crescent and the adjoining lots on Burnstick Drive. In 1986 the Burnstick Lake Cottage Owners' Assn (BLCOA) was incorporated. In 1993 there was enough interest from cottage owners to apply for Summer Village status. This was granted and the BLCOA was dissolved in May 1993 and all assets turned over to the new Summer Village. 2018 marks the 50th year of the existence of the community. Discussion.

Council would like information put in the newsletter for residents to start thinking about this and if there is interest in having a celebration.

5.4 Burnstick Lake Management Plan:

The Plan was prepared and approved in 1997. The plan is an official policy for the management of the area and reflects the Province's intent to protect and maintain the natural environment of the planning area while providing opportunities for controlled recreational and resource development. The Plan will be 20 years old in 2017.

Council would like to start the process of gathering information for renewal, regulations and next steps to ensure that it remains an active document.

6.

Reports:

6.1 CAO Report:

General Administration:

- Purchasing Policy: working on draft policy.

Assessments:

- I have had no success finding someone to handle Assessment Review Board services.

Protective Services:

- City of Red Deer Dispatch will now receive current and up to date GIS mapping information from Alberta Health Services for use when receiving 911 calls from the SV for fire, ambulance and police.

Financials:

- Budget 2016: I am starting to work on Budget. Items that will be included for consideration are annual maintenance costs for street repairs, water well chlorination, AED maintenance.

Property & Infrastructure:

- AED Maintenance: "THANK YOU" to Kevin Palmer for staying on top of necessary maintenance to the AED located in the Community Center. The unit required new batteries and pads. Kevin is also working on getting it registered with the dispatch system and then it will show up on 911 that there is a unit in the community center for use when needed.
- Fire Pit Inspections: I have not been able to find someone who is willing to take on this task. Work to continue to get this done. Information to be included in newsletter.

Solid Waste:

- Waste Management will be reducing garbage pickup to once every 4 weeks starting November 1 as per the Village's contract with them.

6.2 Council Reports:

Mayor Esche: no reports.

Deputy Mayor Lindblom: September and October updates to SPOG.

Councillor Madge: Capital Planning Committee: Aug. 1 meeting report. Fire extinguishers have been checked and recharged.

Business arising from the CPC report:

Side Street Maintenance: discussed further maintenance and graveling of the side streets in the Summer Village. Minor repairs in Spruce Close and Balsam Crescent due to water standing in the driving area and damages from a logging truck parking on the street. Preference is to have the maintenance completed this fall.

025-10-17-15 **MOVED BY** Councillor Madge that Jomad Industries be contacted to give a quote for the supply of gravel and grading of the side streets.

CARRIED

Boat Launch (Alder Ave.) Fence Replacement:

Council would like to receive quotes to replace the fence. They want 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. They would like to have the project completed this fall and if it cannot be accomplished it will be postponed until spring.

Future Capital Projects:

Lakeshore Remediation, Fire Suppression, Dry Hydrant

Council agree that a major amount of time will be needed for research, preliminary planning, environmental approvals, etc. for these projects and direct CAO Therese Kleeberger to search for someone or a company who may be interested in contracting with the Summer Village to do this work.

6.3 Financial Reports:

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

7. Correspondence, Information Items: None

8. 8.1 Future Meeting Dates, Events for 2015:

Council:

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

- December 5, 2015 – Caroline Council Chambers

9. Adjournment:

026-10-17-15 MOVED BY Mayor Esche to adjourn the meeting at 12:45 pm.

CARRIED

Mayor

CAO