

**SUMMER VILLAGE OF BURNSTICK LAKE  
COUNCIL MINUTES  
Via Zoom  
May 12, 2022 – 2:30 pm**

**PRESENT:** Council Members: Harold Esche, Doug Lindblom and Brenda Madge.  
Staff: CAO Therese Kleeberger.  
Gallery: Dan Koch

**1.** **CALL TO ORDER:**  
Mayor Esche called the meeting to order at 2:30 pm.

**DELEGATION:** Darryl Scase, Scase and Partner – entered the meeting at 2:30 pm.

**2021 Financial Statements**

Mr. Scase presented an overview of the audit process and presented the 2021 financial statements to Council.

Darryl Scase withdrew from the meeting at 2:55 pm.

**2.** **GENERAL:**  
**2.1 Agenda:**

**Res. 19-2022**  
Agenda

MOVED BY Deputy Mayor Lindblom that the agenda be adopted with the following additions:  
5.13: Land Use Bylaw Update  
5.14: Closed Session: CAO Backup Contingency Plan.

**CARRIED**

**Res. 20-2022**  
Minutes

**2.2 Minutes:** Regular Council Meeting February 7, 2022  
MOVED BY Councillor Madge that the minutes of the regular Council meeting held February 7, 2022 be approved as presented.

**CARRIED**

**3.** **DELEGATION(S):** Moved to the start of the meeting.

**4.** **UNFINISHED BUSINESS:**

**Res. 21-2022**  
Operating Budget &  
Plan 2022-2025

**4.1: 2022 – 2025 Operating Budget & Plan**  
MOVED BY Deputy Mayor Lindblom that the 2022 – 2025 Operating Budget & Plan be approved as presented.

**CARRIED**

**4.2: Development Permit – Fire Equipment/Trailer Garage**

At the Council meeting held October 19, 2020 it was the decision of Council to proceed with construction of a new garage to the east of the community water well on the site at #7 Burnstick Drive. Since 2021 the cost of construction and materials has increased substantially from the original cost estimate of \$50,000.00.

Dan Koch attended the meeting to present concerns regarding the construction of the garage.

<b>Res. 22-2022</b> Dev. Permit – Fire Equip Garage	MOVED BY Mayor Esche that the proposed construction of a garage to store the fire equipment and trailer be deferred to the 2023 Budget discussions and brought forward at the April 2023 Council meeting.	<b>CARRIED</b>
<b>5.</b>	<b>NEW BUSINESS:</b>	
	<b>5.1: 2021 Financial Statements</b>	
<b>Res. 23-2022</b> 2021 Fin Statements	MOVED BY Deputy Mayor Lindblom that the 2021 financial statements as presented be approved.	<b>CARRIED</b>
	<b>5.2: Surplus Transfers</b>	
<b>Res. 24-2022</b> Surplus Transfers	MOVED BY Councillor Madge that \$10,000.00 from accumulated surplus be transferred to capital reserves and distributed as follows: a) Machinery and Equipment: \$2,000.00. b) Buildings: \$4,000.00 c) Engineered Structures: \$4,000.00.	<b>CARRIED</b>
	<b>5.3: Tax Rate Bylaw 89-2022</b>	
<b>Res. 25-2022</b> Bylaw 89-2022	MOVED BY Councillor Madge that Bylaw 89-2022 be read a first time.	<b>CARRIED</b>
<b>Res. 26-2022</b> Bylaw 89-2022	MOVED BY Deputy Mayor Lindblom that Bylaw 89-2022 be read a second time.	<b>CARRIED</b>
<b>Res. 27-2022</b> Bylaw 89-2022	MOVED BY Councillor Madge that Bylaw 89-2022 be introduced for third and final reading.	<b>CARRIED UNANIMOUSLY</b>
<b>Res. 28-2022</b> Bylaw 89-2022	MOVED BY Mayor Esche that Bylaw 89-2022 be read a third and final time.	<b>CARRIED</b>
	<b>5.4: Boat Launch / Public Use Areas Committee – Terms of Reference</b>	
<b>Res. 29-2022</b> Boat Launch Committee - ToR	MOVED BY Mayor Esche that Council approve the Terms of Reference for the Boat Launch / Public Use Areas Committee as presented.	<b>CARRIED</b>
	<b>5.5: Playground Committee – Terms of Reference</b>	
<b>Res. 30-2022</b> Playground Committee - ToR	MOVED BY Councillor Madge that Council approve the Terms of Reference for the Playground Committee as presented.	<b>CARRIED</b>
	<b>5.6: MSI Capital Grant Program Extension – MOA Amending Agreement</b>	
<b>Res. 31-2022</b> MSI Capital grant MOA Extension	MOVED BY Councillor Madge 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.	<b>CARRIED</b>
	<b>5.7: Alternative Banking Methods: EFT's, E-transfers</b>	
<b>Res. 32-2022</b> Alternative Banking Methods	MOVED BY Deputy Mayor Lindblom that Council approve the use of e-transfers and EFT payment options for customers and vendors.	<b>CARRIED</b>
	<b>5.8: Community Water Well Testing Coordinator</b>	

**Res. 33-2022**  
Water Well Testing  
Coordinator

Diane Lindblom, current Water Well Coordinator, has indicated that she does not want to continue doing the water well testing for the community well in the Summer Village.

MOVED BY Councillor Madge that a request be sent out to the residents seeking someone who would be willing to volunteer to do the water well testing, and further, that CAO Therese Kleeberger take a water sample for testing prior to the May long weekend.

**CARRIED**

**Res. 34-2022**  
Weed Inspector  
Appts

**5.9: Weed Inspector Appointments**

MOVED BY Deputy Mayor Lindblom that the following Clearwater County Agriculture and Community Services staff be appointed as Weed Inspectors under the Alberta Weed Control Act for the Summer Village of Burnstick Lake for 2022 for field and administrative duties for the duration of their employment as directed by Clearwater County's Agricultural Service Board: Bailey Ecklund, Laeken Kinch, Kiera Middel, Jordyn Sands, Rylan Lacey, and Leah Sulek.

**CARRIED**

**Res. 35-2022**  
Encroachment  
Policy, Agreement

**5.10: Encroachment Agreement Policy 09-2022, Encroachment Agreement**

MOVED BY Councillor Madge that the draft Encroachment Agreement Policy 09-2022 and Encroachment Agreement be deferred to the next Council meeting.

**CARRIED**

**Res. 36-2022**  
Encroachment  
Consent Letter

**5.11: Encroachment Letter of Consent**

A request has been made by a resident to enter into an encroachment agreement due to a 60 sq. ft. woodshed and fire pit they own being located within a road right of way in the Summer Village.

MOVED BY Councillor Madge that, as the encroachments are deemed to be minor, a letter of consent be provided to the resident without having to enter into an encroachment agreement.

**CARRIED**

**Res. 37-2022**  
ASVA Forest Health  
Pilot Project

**5.12: ASVA Forest Health Management Pilot Project**

The Association of Summer Villages of Alberta (ASVA) were successful in receiving grant funding complete a Forest Health Management Pilot Project. The Summer Village was successful in being selected as a participant. There is no cost to the Summer Village.

MOVED BY Mayor Esche that the Summer Village participate in the ASVA Forest Health Management Pilot Project.

**CARRIED**

**5.13: Land Use Bylaw (LUB) Review Update**

The Land Use Bylaw review draft is currently being prepared with a goal to have a copy for Council for their initial review by the next meeting of Council on June 18, 2022.

**5.14: Closed Session – CAO Backup Contingency Plan**

FOIP Act: Sect. 17 - Disclosure harmful to personal privacy – Human Resources.

- Res. 38-2022**  
Closed Session  
MOVED BY Mayor Esche that the meeting move into closed session for the purpose of discussing a CAO Backup Contingency Plan. Time: 5:25 pm.  
**CARRIED**
- Res. 39-2022**  
End Closed Session  
MOVED BY Mayor Esche that Council move back into the regular meeting. Time: 5:40 pm.  
**CARRIED**
- Res. 40-2022**  
CAO Backup Contingency Plan  
MOVED BY Mayor Esche that mechanisms be established to support the CAO when unforeseen and/or emergency situations arise that the CAO is not available to carry out the required duties.  
**CARRIED**
- 6. Reports:**  
**6.1: CAO Report:**  
**6.2: Council Reports:**  
Mayor Esche: no report.  
Deputy Mayor Lindblom: no report.  
Councillor Madge: no report.  
**6.3: Financial Reports:**  
Bank Reconciliation Report, Revenue & Expense Report, Actual/Budget Q1 report.
- Res. 41-2022**  
Reports  
MOVED BY Mayor Esche that Council accept the reports as presented for information.  
**CARRIED**
- 7. Correspondence, Information Items:**  
7.1 AB Justice & Solicitor General: police cost share funding model.
- Res. 42-2022**  
Correspondence, Information Items  
MOVED BY Mayor Esche that Council accept the correspondence and information items as presented for information.  
**CARRIED**
- 8. 8.1 Future Meeting Dates:**
- Saturday, June 18, 2022 – ORG, and Council meeting - 10:00 am
  - Monday, October 17, 2022 – 2:30 pm
  - Monday, December 5, 2022 – 2:30 pm
- 9. Adjournment:**  
**Res. 43-2022**  
Adjournment  
MOVED BY Mayor Esche to adjourn the meeting at 4:10 p.m.  
**CARRIED**

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Mayor

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CAO