

**SUMMER VILLAGE OF CRYSTAL SPRINGS
REGULAR COUNCIL MEETING
WEDNESDAY, JANUARY 13, 2016 at 10:00 A.M.
Summer Villages Office Council Chambers
605-2nd Ave, Ma-Me-O Beach, AB**

MINUTES

Present:

Kevin Pratt, Mayor

Grant Churchill, Deputy Mayor

Doris Bell, Councillor

Sylvia Roy, CAO

Gail Coleman, CFO

A. CALL TO ORDER

Mayor Pratt called the Meeting to Order at 10:07 a.m.

B. DELEGATIONS / PRESENTATIONS

1. Mr. Archie Grover and Mr. Grant Clark, Capital Region Assessment Services Commission

Mr. Grover indicated that a concern was raised with respect to the assessor, and that it was unsure if it was partly because of the assessment or if residents don't feel that they're getting answers that are acceptable to them and there is disagreement. Mr. Grover said that he corresponded with Administration and he brought the concerns forward to the CRASC Board, but they didn't feel that the concerns were serious enough that a change in assessor was warranted. Mr. Clark performs the assessment duties for all 10 of the Pigeon Lake Summer Villages and a change in assessor for one Summer Village would be a major step. It was also noted that this is the first complaint other than assessed value to be brought forward to CRASC.

Deputy Mayor Churchill stated that several people had concerns, and that he himself went through the appeal process and found the process to be very cold. He stated that it would be helpful if the assessor spoke in layman's terms instead of using terminology used by those who are familiar with the assessment process.

Mr. Clark stated that there are legislated requirements that must be followed. They are obligated to use a valuation date of July 1st of the previous year. If all assessments were to be equitable, all properties would contribute the same amount of money to the municipality. If the assessment goes up and the municipality doesn't need more revenue, the mill rate goes down. If the assessment goes down and the municipality needs more revenue, the mill rate increases. Mr. Clark stated that there is often confusion between assessment and taxation. He said it is also important to know what your neighbor is assessed at, especially in small communities.

Mr. Clark stated that he looks at property sales in the area, then he measures the trend. Sometimes there is too much volatility in one single Summer Village; by using more sales around the lake, it reduces the volatility. Mr. Clark stated that he uses the last three years data for values for Crystal Springs.

Mr. Churchill stated that he didn't feel that his concerns were heard, and Mr. Clark apologized if he was abrupt or impatient.

Mr. Clark indicated that individual properties aren't singled out as it impacts everyone in small municipalities. Property owners are encouraged to review the assessment roll and compare properties; the roll is available at the Summer Villages Office during regular office hours.

Mr. Bouclin, a visitor in the public gallery, asked what the difference in assessment would be if the Summer Village had a sewer. Mr. Clark indicated that it would depend on how the market would view those characteristics. Several things such as land, location, size, year, dwelling, etc are major elements when purchasing a property. The market measures what people perceive the value to be. To isolate a single variable would be difficult.

Mr. Grover concluded by saying that Alberta Municipal Affairs audits assessors.

Council thanked Mr. Grover and Mr. Clark and they departed from Council Chambers at 11:08 am.

2. 10:30 am: Mrs. Darlene Bouclin, Crystal Springs Resident

At 11:10 am Council recognized Mrs. Darlene Bouclin, Crystal Springs resident. Mrs. Bouclin indicated that Council passed a motion at the December 9, 2015 Council Meeting that Crystal Springs design and construct a low pressure system, and that the motion was passed by the two Councillors voting against the sewer representative. In Mrs. Bouclin's letter that was in the agenda package, Mrs. Bouclin listed what she believed were deficiencies with the decision process Council followed in making the decision to proceed with a low pressure wastewater system:

- a) Administration did not make a presentation or discuss their analysis of the two engineering reports;
- b) Council did not review the reports in public;
- c) One of the Councillors received the reports on Monday evening and did not have time (48 hours) to understand the engineering reports;
- d) Administration did not obtain or provide Council with advice from lawyers or seek input about environmental interests;
- e) Council and Administration did not obtain advice from accountants or determine the financial impact on homeowners. The low pressure system downloads huge costs on the homeowner;
- f) Council did not understand how this decision affects and limits options for municipal grants to assist homeowners

Mrs. Bouclin referred to an analysis of the two engineering reports as interpreted by her husband, Mr. Don Bouclin.

Mr. Bouclin stated that he based his analysis on the two wastewater engineering reports that are on the Crystal Springs website. Mr. Bouclin reviewed his comparison aloud to those present in Council Chambers.

The presentation concluded at 11:56 am.

C. ADOPTION / ADDITIONS TO AGENDA

Res. # 16-01

Moved by Deputy Mayor Churchill to approve the agenda as amended.

CARRIED

D. ADOPTION OF MINUTES OF PREVIOUS COUNCIL MEETINGS

1. Regular Council Meeting Minutes of December 9, 2015

Res. # 16-02

Moved by Mayor Pratt to approve the Regular Council Meeting Minutes of December 9, 2015 as amended.

CARRIED

E. READING OF BYLAWS & POLICIES

1. Policy #01-2002, Council Member Honorarium and Meeting Fees

Res. # 16-03

Moved by Councillor Bell to have a recorded vote for the proceeding motion.

CARRIED

Res. # 16-04

Moved by Councillor Bell that at the last meeting this topic got out of hand, that this item be tabled and here's why. Our discussions to date have revealed that there's not sufficient

justification to proceed with the change. The policy is working. It is similar to other Summer Villages. We have funds in the budget. There is no reason to make this change.

In Favor: Councillor Bell
Opposed: Mayor Pratt, Deputy Mayor Churchill
DEFEATED

Discussion occurred regarding the number of approved meetings for Policy Schedule A.

Mayor Pratt requested two further amendments to the policy: 1. That payment for meetings shall only include meeting time, and 2. That the other two Council Members must sign off on the other Council Member's honorarium form.

Deputy Mayor Churchill suggested that the number of APLM meetings to be attended be 6, and that the In-Lake Technical Committee and Pigeon Lake Watershed Management Plan meetings be dropped.

These proposed amendments will be further discussed at the next Council Meeting.

F. COUNCIL & CAO REPORTS

1. Follow Up Sheet

The follow up sheet was reviewed. Administration is awaiting soil testing reports from the Old Store location.

2. CAO Report

The CAO Report was reviewed.

G. DISCUSSION ITEMS

1. Pigeon Lake Regional Wastewater Committee

a) Regional Wastewater Material Timelines

This item was accepted as information.

b) Wastewater Service Agreement

In December 2015, the County of Wetaskiwin anticipated that they would be using the regional line in Westrose for south side wastewater collection for no additional fee to the hauler, but a \$30 fee for County of Wetaskiwin residents only. However, the regional line/lift station wasn't operational on January 1, 2016 so all residents were told that there would be a \$30 fee. The Summer Villages were not in agreement with this, so the County of Wetaskiwin is discussing this fee at their Council Meeting tomorrow, at which time they'll have a proposal on how they can make it right.

c) Resolution to Join South Pigeon Lake Regional Wastewater Commission

Res. # 16-05

Moved by Councillor Bell:

Be it resolved that the Summer Village of Crystal Springs join the proposed South Pigeon Lake Regional Wastewater Committee as a member thereof.

CARRIED

d) Resolutions for Commission Business Case/ Rate Structure

Res. # 16-06

Moved by Councillor Bell that the Summer Village of Crystal Springs approve the business case for the South Pigeon Lake Regional Wastewater Commission application including any possible amendments.

CARRIED

Res. # 16-07

Moved by Councillor Bell that the Summer Village of Crystal Springs approve the rate structure for the South Pigeon Lake Regional Wastewater Commission application including any possible amendments.

CARRIED

2. South Side Wastewater Committee

a) Minutes of December 9, 2015

Councillor Bell was unable to attend the meeting of December 9, 2015; Council reviewed the meeting minutes.

b) Advice/ Recommendation Regarding Council Resolution – Representative Agreement

Administration indicated that Alberta Municipal Affairs was contacted regarding the south side Wastewater Committee resolution regarding the representative agreement, and advised that Municipal Affairs stated that delegating authority to a committee member is within Council's authority. They were pleased to note that there is a Terms of Reference and guidelines for the committee members. They see this collaborative approach as a positive regional initiative and look forward to seeing progress on the local wastewater systems.

Deputy Mayor Churchill stated that this representative agreement is for making relevant small decisions to keep the project moving forward but large decisions are still brought to Council.

c) Council Resolution – Representative Agreement

Res. # 16-08

Moved by Councillor Bell to have a recorded vote for the proceeding motion.

CARRIED

Res. # 16-09

Moved by Councillor Bell that the Council of Crystal Springs, an active member of the South Side Wastewater Committee, that has been instrumental in ensuring there are funds for the Committee to move the sewer project forward, through the preliminary design and communications plan, respectfully decline to sign this agreement at this time as it is contrary to Resolution #15-142, it is not necessary for the South Side Wastewater Committee to continue progress on the sewer, because it is fundamental to the transparency of Council governance that decisions be made by this Council in public, there is no change that warrants this contract and by divesting themselves of these multi-million dollar decisions, Council members in fact are now knowingly breaching their fiduciary duties, potentially nullifying their and potentially the municipality's protection from legal action.

**In Favor: Councillor Bell
Opposed: Mayor Pratt, Deputy Mayor Churchill
DEFEATED**

Res. # 16-10

Moved by Councillor Bell to have a recorded vote for the proceeding motion.

CARRIED

Res. # 16-11

Moved by Deputy Mayor Churchill:

WHEREAS:

The Municipalities on the South Side of Pigeon Lake being the Summer Villages of Ma-Me-O Beach, Norris Beach, Crystal Springs, Grandview and Poplar Bay, and the County of Wetaskiwin No. 10 (the Participating Municipalities), have agreed to cooperate and coordinate their efforts in the

construction of wastewater collection systems to service the existing and future developments in their respective municipalities (The Projects).

AND:

The municipalities have received two grants from the Building Canada, Small Community Fund to support the construction of the collection systems. The grants are referenced as follows:

- A. South Side Pigeon Lake Regional Wastewater System – Local Collection Systems Phase 1 (Project ID: SV_MAME-01)
 - This grant is for identified areas of Ma-Me-O Beach, Norris Beach, Crystal Springs and the County of Wetaskiwin and provides a maximum Federal/Provincial contribution of \$6,000,000 for a project estimated to cost \$9,000,000.
- B. South Side Pigeon Lake Regional Wastewater System – Local Collection Systems Phase 2 (Project ID: SV_POPL-01)
 - This grant is for identified areas of Poplar Bay, Grandview and the County of Wetaskiwin and provides a maximum Federal/Provincial contribution of \$5,180,258 for a project estimated to cost \$7,770,387.

AND:

The Participating Municipalities have each appointed representatives to the existing South Side Wastewater Committee (the Committee), for the purposes of making the necessary decisions to move the Projects forward in a timely manner;

THEREFORE:

The Summer Village of Crystal Springs does hereby approve:

1. The Terms of Reference as set out in Schedule A (Attached);
2. The Guiding Principles as set out in Schedule B (attached) as well as decisions made at the Committee meeting of November 19, 2015; and
3. The Appointment and Authority of Committee members as set out in Schedule C (attached);

While noting that a formal Inter-Municipal agreement for the on-going operations, maintenance, cost sharing, and responsibilities for the Wastewater Collection Systems will be prepared and that where that agreement conflicts with the principles set out in this resolution, that agreement shall take precedence.

APPROVAL

The Council of the Summer Village of Crystal Springs, has by Motion #16-11, dated January 13, 2016, confirmed the authority, responsibility and principles outlined in this document including the attached schedules.

In Favor: Mayor Pratt, Deputy Mayor Churchill
Opposed: Councillor Bell
CARRIED

d) Engineering Reports – Follow Up

This item was received as information.

e) Letters from Residents

A total of 7 letters were received in favor of a low pressure wastewater system. A summary of the letters is as follows:

1. In the fall of 2015 at the day park, property owners were brought up to date on the progress of the wastewater system. After a question period, the majority agreed a) there is a need for a wastewater system; b) the owners accept that a low pressure (step) system is the only workable, cost effective choice and c) work must be completed within the time limits of funding grants. We must proceed now. Stan and Sandy Turnbull
2. To the Mayor and Council Summer Village of Crystal Springs
It has been brought to my attention that a petition is being circulated by some residents of Crystal Springs. I see no purpose to this other than to stall progress on the Crystal Springs portion of the South Side Wastewater Collection System. It appears that the initiators disagree with the decision to participate in the recommended low pressure system rather than their preference for a gravity system.

I note that at the instigation of Councillor Bell there was an expenditure of \$20,000 [Res.#15-137] 'to determine the cost of a gravity line for Crystal Springs' and also that a report was commissioned [Res.#15-151] for 'a cost comparison of gravity vs low pressure wastewater systems'. In a covering letter MPE Engineering dated December 3, 2015 makes it very clear that due to layout, topography and construction challenges a gravity system is cost prohibitive and out of the question.

Of further concern is the proposal put forward [Res.#15-153] by Councillor Bell for the formation of a citizen's advisory committee for the sewer. This idea must be resisted at all costs as it will only result in more divisiveness and delay which might well place in jeopardy time lines and deadlines. The current economic situation here in Alberta is such that The Small Communities Fund worth \$1,300,000 for Phase 1 and \$2,590,129 for Phase 2 will not come our way again and must not be jeopardized by interference with the decisions of officials we elected.

I ask that this correspondence be read into the record of the proceedings of the Meeting of Council on January 13, 2016. Ann Tweddle

3. It has come to our attention at the next council meeting January 13th, Council will further be discussing the proposed wastewater system for the south side of the lake, specifically the Summer Village of Crystal Springs. Engineering information have been gathered and prepared from more than one source. A large amount of financing has been offered. I believe our council has obtained all necessary information to date to have this project proceed IMMEDIATELY. These matters have been discussed with all council members and voted on with a majority of council in favor. Bill & Sue Sadler
4. It has come to our attention and there is a petition going around in support of a gravity system for the wastewater proposal. We support the original proposal that was laid out in the recent mailing. Petition to revisit will ultimately delay the project and could result in loss of gov. funding. Allen Palechek on behalf of Palechek family
5. We would like to communicate our support to the previously outlined sewer project being implemented in Crystal Springs without further delay. The group that has been described as the committee representing citizens of Crystal Springs does not represent our views on this matter. Craig and Valerie Braun.
6. I understand the council will be discussing the proposed wastewater system for the south side of the lake, specifically the Summer Village of Crystal Springs at the meeting on the 13th. At this time I would just like the council to know that we feel now would be the time to proceed with the wastewater system as set forth in the information packet that was sent out to everyone. Pam and Terry Badger
7. It has come to my attention that there is a continued debate about the pending sewer project. In my view, this decision was taken several years ago. Several engineering studies have addressed the issue of a low-pressure system vs a gravity system. The result has been a recommendation supporting the low-pressure system. Hugh Sanders

Mayor Pratt indicated that the project engineer and two different engineering companies have all recommended a low pressure wastewater system for Crystal Springs, and that a resolution was passed at the last Council Meeting to proceed with the low-pressure option.

Councillor Bell distributed a document entitled "Reconciling Differences between Engineering Reports. She indicated that understanding the long term costs are important.

Discussion occurred with Council and the public gallery with respect to support for low pressure versus gravity and the need to move forward.

Mayor Pratt asked Administration to comment on the cost of the system. Administration indicated that the best numbers at this time are in the brochure. When the design engineering work is completed, we will have better numbers. In terms of funding, we have Building Canada Small Communities Fund which is a reimbursed-based program funded at 1/3 federal/provincial/municipal. Crystal Springs has the funding to cover its 1/3 share. In terms of numbers for residents, there are costs that are still unknown. Initial estimates suggest that pumping out twice will equal the cost of hooking up.

A question arose from the gallery regarding residents who can't afford to pay. Administration advised that the Summer Village cannot borrow on behalf of residents unless, as Councillor Bell added, the Summer Village owns the pump, tank, etc. and put the necessary easement in place and owned and operated the system.

A comment arose from the gallery that as an engineer, he probably would have written a letter that mirrored the other 7 letters.

Another comment from the gallery indicated that if the costs are reasonable, there should be an expectation for people to hook up.

Res. # 16-12

Moved by Councillor Bell that at the April Crystal Springs Council Meeting, Council be presented with a detailed analysis of the costs, funding and financing of the wastewater project as prepared by Administration, as well as a detailed plan of action to proceed with obtaining the necessary information, including geotechnical, survey, test hole and private property inspections, and including the capital budget as a financial plan to proceed.

CARRIED

Council requested that Administration post Graeme Langford (project engineer) email recommending the low pressure system on the website, and post the relevant council motion at the top of the email

3. Alliance of Pigeon Lake Municipalities

Councillor Bell advised that there is a meeting later this month.

4. Follow Up to Delegation Discussion – Request for Change in Assessor

Council is no longer requesting a change in assessor following the delegation discussion that took place earlier in this meeting.

5. Crystal Springs Street Names

Res. # 16-13

Moved by Deputy Mayor Churchill that the main road in Crystal Springs that runs from the eastern border of the Summer Village adjacent to the Summer Village of Norris Beach through to Range Road 12 be named Crystal Springs Drive.

CARRIED

Res. # 16-14

Moved by Deputy Mayor Churchill that the section of road that runs from Crystal Springs Drive at Hummingbird Junction through to Blue Bird Park be named Crystal Springs Close.

CARRIED

Deputy Mayor Churchill requested that Administration obtain new signage to reflect these name changes.

6. Crystal Springs Land Use Bylaw Review

Council discussed proposed definitions and possibly implementing a project dollar amount.

7. Organizational Meeting

Res. # 16-15

Moved by Mayor Pratt by that the Summer Village of Crystal Springs schedule the 2016 Organizational Council Meeting on March 9, 2016 at 10:00 AM in the Summer Villages Office.

CARRIED

8. Chamber of Commerce Anniversary

Deputy Mayor Churchill advised that the Pigeon Lake Regional Chamber of Commerce is holding their 25th Anniversary Celebration on January 23rd; no one from Crystal Springs Council is able to attend.

9. Upcoming Council Meeting

The April 13 Crystal Springs Regular Council Meeting has been rescheduled to April 27.

10. Snow Removal Contract

Res. # 16-16

Moved by Deputy Mayor Churchill that Administration engage in negotiations with the current snow removal contractor to develop a multi-year contract.

CARRIED

11. Council Meeting Minute Amendments

Council members will try to extend a courtesy and submit amendments to the minutes in advance of the meeting.

12. Delegation Follow Up – Mrs. Darlene Bouclin

Councillor Bell thanked the public gallery for being interested and coming to the meeting.

13. Council Member Requests for Administration Reports

Res. # 16-17

Moved Mayor Pratt by that in keeping with advice received from Alberta Municipal Affairs that Administration will take action on Councillor requests for reports that will require input from outside sources or require a significant amount of time will be prepared only following review and approval by Council as a whole and as passed in a resolution in Council.

CARRIED

14. Petition

Res. # 16-18

Moved by Councillor Bell to have a recorded vote for the proceeding motion.

CARRIED

Res. # 16-19

Moved by Mayor Pratt that in the event that a petition is received by the Chief Administrative Officer, the Chief Administrative Officer will notify Council that a petition has been received and then forward the petition to legal counsel for review to determine the validity of the petition prior to taking any other action.

**In Favor: Mayor Pratt; Deputy Mayor Churchill
Opposed: Councillor Bell**

CARRIED

H. FINANCIAL REPORTS

1. Cheque Listing

Res. # 16-20

Moved by Deputy Mayor Churchill to approve the cheque listing as information.

CARRIED

I. CORRESPONDENCE / INFORMATION ITEMS

1. AUMA Board News

Res. # 16-21

Moved by Mayor Pratt that the above item be accepted as information.

CARRIED

J. IN CAMERA

1. Personnel Matter

Res. # 16-22

Moved by Mayor Pratt to go In Camera at 2:57 pm.

CARRIED

Mayor Pratt and Deputy Mayor Churchill departed from Council Chambers at 3:07 pm.
Mayor Pratt and Deputy Mayor Churchill returned to Council Chambers at 3:13 pm.

Res. # 16-23

Moved by Mayor Pratt to come out of In Camera at 3:16 pm.

CARRIED

2. CAO Review

Res. # 16-24

Moved by Deputy Mayor Churchill to go In Camera at 3:16 pm.

CARRIED

Res. # 16-25

Moved by Deputy Mayor Churchill to come out of In Camera at 3:21 pm.


CARRIED

K. ADJOURNMENT


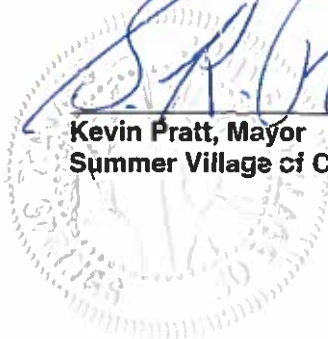
Res. #16-26

Moved by Mayor Pratt to adjourn the meeting at 3:22 p.m.

CARRIED



Kevin Pratt, Mayor
Summer Village of Crystal Springs



Sylvia Roy, C.A.O.
Summer Village of Crystal Springs