

**SUMMER VILLAGE OF CRYSTAL SPRINGS
REGULAR COUNCIL MEETING
THURSDAY, MAY 12, 2016 at 10:00 A.M.
Summer Villages Office Council Chambers
605-2nd Ave, Ma-Me-O Beach, AB**

MINUTES

Present:

Grant Churchill, Mayor
Doris Bell, Deputy Mayor
Kevin Pratt, Councillor

Sylvia Roy, CAO
Gail Coleman, CFO

A. CALL TO ORDER

Mayor Churchill called the Meeting to Order at 10:00 a.m.

B. DELEGATIONS / PRESENTATIONS

None.

C. ADOPTION / ADDITIONS TO AGENDA

Res. # 16-114

Moved by Councillor Pratt to approve the agenda as amended.

CARRIED

D. ADOPTION OF MINUTES OF PREVIOUS COUNCIL MEETINGS

1. Regular Council Meeting Minutes of March 9, 2016

Res. # 16-114

Moved by Deputy Mayor Bell that the proceeding motion have a recorded vote.

CARRIED

Res. # 16-115

Moved by Deputy Mayor Bell:

Mr. Mayor, as the minutes of the proceedings of our meetings are to be an accurate record of the decisions of Council,
And our Council is not an ordinary society or board of managers and trustees,
And our minutes are published on our web-site,
In addition to the strict record of what is done, they should include a list of the speakers on each side of every question, with an abstract of what is said, and what is said in full when written copies are provided (as confirmed by Roberts Rules of Order – Revised),
Such abstracts not being defined as 'notes or comments' (MGA §208 (a))
And after a lengthy and pleasant conversation with Niven Parliament, an advisor with Municipal Affairs who CAO Roy often consults with, and
As he advised that suggestions for corrections to the minutes are to be reviewed by Council prior to a motion to adopt the minutes,
Because it is not good governance to accept minutes that are inaccurate,
And Procedural Bylaw #174 Clause #6.16 states "If there are any corrections ... they shall be incorporated therein" (the statement "If / Or" meaning that IF corrections suggested by a member of Council they ARE to be made),
And it is the CAO's major administrative duty to ensure accurate records are kept (MGA §208 (j)),
I therefore move that Council rescind Resolution #16-79 and that Council accept the minutes of the March 9, 2016 meeting as amended and provided to the April 27, 2016 meeting.

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

The March 9, 2016 Crystal Springs Council Meeting Minutes will be amended to include the following resolution:

Res. #16-61

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

CARRIED

Res. #16-62

Moved by Deputy Mayor Bell that there be a 0% increase to the Joint Services Committee budget.
In Favour: Deputy Mayor Bell
Opposed: Mayor Churchill, Councillor Pratt
DEFEATED

The March 9, 2016 Crystal Springs Council Meeting Minutes will be amended to include the following revised resolution:

Res. # 16-64

Moved by Deputy Mayor Bell:

I noted that there had been a \$70000 surplus in 2013, and 100k in 2014, and for 2015, a 106k surplus was expected, and given that economic times are difficult for some residents, move that the budget for 2016 should see a decrease of 2%.

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

Res. #16-116

Moved by Councillor Pratt to approve the Regular Council Meeting Minutes of March 9, 2016 as amended .

CARRIED

2. Regular Council Meeting Minutes of April 27, 2016

Deputy Mayor Bell distributed suggested revisions to the Council Meeting Minutes of April 27, 2016. Mayor Churchill suggested that Deputy Mayor Bell's revisions be reviewed for the next Council Meeting.

Res. #16-117

Moved by Mayor Churchill that Council postpone the adoption of the April 27, 2016 Regular Council Meeting Minutes to the next Council Meeting.

CARRIED

E. READING OF BYLAWS & POLICIES

1. Bylaw #223, Rates of Taxation for 2016

Deputy Mayor Bell expressed concerns with the 2015 Audited Financial Statements and posed questions to Administration.

Res. #16-118

Moved by Mayor Churchill that Deputy Mayor Bell meet with Administration to review any concerns with the 2015 Audited Financial Statements.

CARRIED

Res. #16-119

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

CARRIED

Res. #16-120

Moved by Deputy Mayor Bell that the Rates of Taxation Bylaw be amended as follows: a 2016 total of \$268,606.38 and the balance of \$225,809 to be raised by general property taxation, and on the second page, the Tax Levy of \$209,426 for Residential and \$1,186 for Non-Residential (with a Mill Rate of 3.0791) to bring the Total to \$395,840, which, when added to the Minimum Tax becomes \$411,039.

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

Res. #16-121

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

CARRIED

Res. #16-122

Moved by Deputy Mayor Bell that the Summer Village of Crystal Springs not have a wastewater reserve at all, and that reduces the amount total expenditures because in the past, there have been surpluses greater than budgeted by almost double.

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

Deputy Mayor Bell objected to the Tax Rate Bylaw, stating that it overtaxes residents by a significant amount and the wastewater project is almost fully funded in the capital plan.

Res. #16-123

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

CARRIED

Res. #16-124

Moved by Kevin to give Third Reading to Bylaw #223, Rates of Taxation for 2016, as presented.

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

2. **Bylaw #224, Procedural Bylaw**

Deputy Mayor Bell was opposed to deleting Clause 5.2 from the procedural bylaw, which sets the time limit to Council Meetings to three hours' duration.

Res. #16-125

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

CARRIED

Res. #16-126

Moved by Deputy Mayor Bell:

Mr. Mayor, I move because that the suggested change to allow meetings to continue without limit by removing Clause #5.2 is:

- Removing an important reminder for Council to restrain its costs for Council meetings (when three hours are reached Council is reminded to wrap up the meeting, even when Councillors unanimously agree, and remain within the 4-hour limit for a \$150 honoraria (\$450 per meeting for 3 Councillors); with unlimited hours, the cost of meetings will be

\$900 per meeting --- double the cost, if the meeting exceeds 4 hours by only a few minutes);

- Removing an incentive to ensure important items of business are dealt with and introduces unproductive discussion and 'story-telling' regarding matters that are not relevant to Council business;
- Not conducive to public engagement as property owners who come to observe must commit a significant amount of time to attend meetings; and,
- Resulting in the impatience and irritation of Council members continuing the meeting without breaks for refreshment.

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

Res. #16-127

Moved by Councillor Pratt that Clauses 6.19 to 6.23, pertaining to audio recordings, be deleted from the Procedural Bylaw #224.

CARRIED

Deputy Mayor Bell will forward input for the Procedural Bylaw relating to attaching documents to Council Meeting Minutes.

Res. #16-128

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

CARRIED

Res. #16-129

Moved by Councillor Pratt to give Third Reading to Bylaw #224, Procedural Bylaw, as amended.

In Favour: Mayor Churchill, Councillor Pratt

Opposed: Deputy Mayor Bell

CARRIED

F. COUNCIL & CAO REPORTS

1. Follow Up Sheet

The follow up sheet was reviewed.

2. CAO Report

Res. #16-129

Moved by Deputy Mayor Bell that CAO Roy provide the names of all appointed representatives to the FCSS Committee, any coordinators and administrators, in addition to all information related to the funding provided, programs planned and budgeted expenses anticipated for 2016 so that I can have the information to fulfill my duties as Crystal Springs representative appointed on March 9, 2016.

CARRIED

Administration was asked to contact Alberta Municipal Affairs again about reading a letter into the minutes of a Council Meeting.

G. DISCUSSION ITEMS

1. Pigeon Lake Regional Wastewater Committee

Council reviewed an invitation to attend the Pigeon Lake Regional Wastewater Phase 1 Celebration event on May 27, 2016 at 1:00 pm at the Ma-Me-O Beach Community Hall. All members of Council indicated that they would attend.

2. South Side Wastewater Committee

Council reviewed the south side wastewater committee meeting minutes of March 30, 2016. Highlights of the meeting included the creation of a cost estimate template for on-lot costs; every resident's cost will be different due to a variety of factors such as distance to tank from wastewater line, location of fences, etc.

At the meeting, Project Engineer Mr. Graeme Langford stated that the concern is the location of the tanks. He suggested inspecting the tanks beforehand although it's still a good idea to have a few tanks in stock. He indicated that MPE would like to speak to Dale McClure of Sentry Water and Wastewater Services. MPE has to come up with different configurations for the pump hook up.

Administration indicated that the Building Canada Fund would cover this as part of the project cost. Mr. Langford stated that whether the inspections are done up front or during the installation, if it can be done under the Building Canada Fund then the timing is good for saving money. He suggested doing the inspections when it would provide the best information.

The meeting participants also discussed MPE design and schedule update. Mr. Langford advised that Phase 1 survey and geotechnical work has been done to the end of Crystal Springs. They are doing test holes at about every 80 metres. The utility companies appear to be slower at providing locates for Phase 2 and as such, this is one week behind. The survey is proceeding and they are also performing LIDAR of high quality, which will be calibrated to the survey. Encroaching fences will need to be addressed at a later date. MPE will be meeting with Crystal Springs later to find out any unique circumstances.

Mr. Langford had also advised that MPE is doing more modeling; this should be finalized in two weeks then MPE will come and present their findings to the committee. At present they're modeling three scenarios: bringing Crystal Springs through Norris Beach; bringing Crystal Springs to VPL, and bringing Norris Beach to VPL. All three scenarios would work hydraulically. The preferred route may be to bring both Crystal Springs and Norris Beach up Range Road 11 to VPL. The drawings are coming along and a lot of work is being done on the design.

Council discussed holding tank inspections; Deputy Mayor Bell stated that if the majority of tank inspections are \$120 it is less than \$100,000 to inspect holding tanks in the Summer Village. Councillor Pratt suggested that it may be better to obtain the preliminary information from the on-lot cost estimate form; if residents turn a copy of the form into the Summer Villages Office, it may help Council to make decisions.

Res. #16-130

Moved by Deputy Mayor Bell that the Summer Village of Crystal Springs ask Administration to prepare a tender for holding tank inspections to seek written bids by three service providers in the next month, given the criteria outlined in the presentation by Mr. McClure in his educational capacity as provincial association representative, and I move that the Summer Village of Crystal Springs offer the opportunity for property owners to choose to have their tanks inspected at a cost paid for by the Summer Village, estimated to be \$100,000 [actually \$31,584 because only 10% of inspections would be at the rate of \$800], or to wait until implementation and bear the costs themselves.

CARRIED

A list of certified contractors able to perform inspections will be posted on the website.

Res. #16-131

Moved by Mayor Churchill that the Summer Village of Crystal Springs proceed with a mailout to all residents, consisting of the on-lot cost estimate template, and ask residents to return a copy of the form to the Summer Villages Office. This is to be done after the Summer Village receives information from MPE with respect to costs.

CARRIED

Recess: 12:07 pm
Reconvene: 12:18 pm

Mayor Churchill asked Council Members if they were prepared to meet past three hours, to which the Council Members replied positively.

3. Wastewater Project Analysis

Res. #16-132

Moved by Deputy Mayor Bell that Council insist that Administration provide a report with detailed cost analysis, a detailed funding and financing plan for the local collection wastewater project as directed by Resolution 16-12 – Wastewater Project Costs at the January 13, 2016 meeting as soon as possible upon received of the information from MPE, and brought to the following Council meeting.

CARRIED

4. Alliance of Pigeon Lake Municipalities

Council reviewed the Alliance of Pigeon Lake Municipalities Minutes of March 16, 2016. The Model Land Use Bylaw was discussed as some municipalities are incorporating elements of this bylaw into their own Land Use Bylaws.

5. Association of Summer Villages of Alberta

a. Funding Request for Aquatic Invasive Species

Tabled to next meeting.

6. Alberta Municipal Affairs – Petition for Inquiry

Council reviewed a letter from the Minister of Alberta Municipal Affairs, indicating that the petition that was submitted requesting an inquiry into the affairs of the Summer Village of Crystal Springs was declared to be valid. The letter stated that Ministry staff will conduct a preliminary review to determine the underlying reason for the request and to ensure that the appropriate response is taken.

Administration will prepare a letter to Municipal Affairs asking for a municipal inspection for the Summer Village of Crystal Springs.

7. Weed Inspector

Res. #16-133

Moved by Deputy Mayor Bell that Ms. Linda Kerr be appointed as weed inspector for the Summer Village of Crystal Springs for 2016.

CARRIED

8. Development Officer

Res. #16-134

Moved by Councillor Pratt that Ms. Denise Thompson be appointed Development Officer for the Summer Village of Crystal Springs.

CARRIED

9. Mediator Request – Policy #13-2011, Council Code of Ethics and Conduct

Res. #16-135

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

CARRIED

Res. #16-136

Moved by Deputy Mayor Bell:

Mr. Mayor, as per the request made in my letter read to Council on March 9th, the intent was to resolve a contentious issue regarding Policy #01-2002,
And Council chose to ignore the request made according to Policy #13-2011,
And instead chose to use the power of a vote rather than collaboration and cooperation to equitably resolve an issue,
rather than to promote peace and unity of our Council,
And as you Mayor Churchill have before you an opportunity to use the Code of Ethics to bring equity and good governance to the issue, in keeping with Council's Policies and the mandate of the Department of Municipal Affairs,
I so move and urge you to request CAO Roy engage the services of a meeting facilitator as suggested on November 9, 2015 rather than a 'mediator' which would be of value to our deliberations and hopefully bring peace and good governance to the proceedings of the Council of the Summer Village of Crystal Springs under your leadership.

In Favour: Deputy Mayor Bell

Opposed: Mayor Churchill, Councillor Pratt
DEFEATED

Mayor Churchill stated that should Municipal Affairs conduct an inspection, this issue should be resolved and if not, then he would support a motion of this nature.

10. Newsletter

The upcoming newsletter will include a statement that Council is currently awaiting information from the project engineers, and that a public meeting will be held as soon as possible.

11. Letter from Petitioners to Council and Administration

A letter was sent to Crystal Springs Council and Administration from two of the petition representatives, requesting that Council do not proceed with any actions that involve expenses other than maintenance expenses of operating the Summer Village. Specifically, the letter requested that no formal contracts be finalized in relation to the sewer system.

Res. #16-137

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

CARRIED

Res. #16-138

Moved by Deputy Mayor Bell that Council respect the expressed desire of a major group (43%) of property owners and residents of Crystal Springs and resolve to cease from further decisions not involving day-to-day operating expenses of the Summer Village of Crystal Springs, specifically refraining from entering into contracts of any kind in relation to the local collection sewer system pending the decision of Minister Larivee regarding the outcome of the Preliminary Review Report.

In Favour: Deputy Mayor Bell

Opposed: Mayor Churchill, Councillor Pratt
DEFEATED

12. Red Cross

Mayor Churchill indicated that the Summer Village of Grandview donated \$1500 to the Red Cross in support of the wildfire tragedy in Fort McMurray.

Council discussed where the funds could be best donated.

This item is tabled to the next meeting to allow Administration time to research potential donation sites.

13. Shoreline Remediation Project – Water Act Application

The Pigeon Lake Renewal Group asked for, and received Council's support at the last Council Meeting for the shoreline remediation project.

Res. #16-139

Moved by Mayor Churchill that the Summer Village of Crystal Springs contact Alberta Environment and Parks and ask that the Water Act permit be transferred to the Summer Village of Crystal Springs.

CARRIED

H. FINANCIAL REPORTS

1. Cheque Listing

Res. #16-140

Moved by Councillor Pratt to approve the cheque listing as information.

CARRIED

2. Financial Report

Deputy Mayor Bell asked if the cheque to the Pigeon Lake Watershed Association for \$5000 can be released. This will be tabled to the next Council Meeting.

Res. #16-141

Moved by Councillor Pratt to approve the financial report as information.

CARRIED

3. Audited Financial Statements

Res. #16-142

Moved by Deputy Mayor Bell that Council is provided with the draft audited financial statements with agenda package one week in advance of the Council Meetings or, if not received at that time, as soon as possible when they are received.

CARRIED

I. CORRESPONDENCE / INFORMATION ITEMS

1. AUMA Board News
2. Yellowhead Regional Library
3. Alberta Seniors and Housing
4. CARL Forum
5. Crystal Springs 2016 Budget

Res. #16-143

Moved by Deputy Mayor Bell that the above 5 items be received as information.

J. IN CAMERA

1. Crystal Springs Store and Farm

Res. #16-144

Moved by Mayor Churchill to go In Camera at 12:58 pm.

CARRIED

Res. #16-145

Moved by Councillor Pratt to come out of In Camera at 1:15 pm.

CARRIED

Res. #16-146

Moved by Councillor Pratt that Administration ask Alberta Environment and Alberta Tank Management to come out and inspect the Crystal Springs Store and Farm property and provide recommendations on reclamation.


CARRIED

K. ADJOURNMENT

Res. #16-147

Moved by Deputy Mayor Bell to adjourn the meeting at 1:16 p.m.

CARRIED



Grant Churchill, Mayor
Summer Village of Crystal Springs

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