

**SUMMER VILLAGE OF CRYSTAL SPRINGS
REGULAR COUNCIL MEETING
WEDNESDAY, MAY 20, 2015 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

A. CALL TO ORDER

Mayor Pratt called the Meeting to Order at 10:01 a.m.

B. DELEGATIONS / PRESENTATIONS

1. Mr. Ryan Archibald and Ms. Abby Horne, FRIAA FireSmart Wildfire Mitigation Strategies Program

At 10:01 am Council welcomed Ryan and Abby, who were contracted to undertake a wildfire mitigation program for the Summer Villages last summer and throughout the winter. Ryan indicated that they performed wildfire risk assessments, and produced liabilities of wildfire and firesmart findings and recommendations.

Ryan has spoken to Mr. Mike Zajak, Director of Emergency Services for the County of Wetaskiwin for a sense of Crystal Springs and the larger area. Ryan completed community assessments and gave first drafts to those communities; Deputy Mayor Churchill provided comments and they should be included in the second draft.

Deputy Mayor Churchill stated that he has started a book at the South Pigeon Lake fire hall for Summer Village wildfire plans, so he would like a copy of other Pigeon Lake Summer Village plans. Ryan stated that 25 Summer Villages are part of this first contract, 4 of them are on Pigeon Lake. It is hoped that a second application to FRIAA will be successful so that the remainder of Alberta Summer Villages can be done next year.

Ryan stated that he is making similar recommendations to Summer Villages such as municipal addressing signage; he suggested that the ASVA may apply for a group grant so we should approach the ASVA for this potential grant funding. Liabilities of wildfire includes uprooted trees near power lines, etc. and identifying any risk and taking due diligence in managing these risks. Ryan indicated that generally Crystal Springs' properties looked quite nice, and he did not identify as big of a problem as other Summer Villages. The forest is fragmented by other subdivisions and development, so it doesn't give wildfire time to pick up and go through the Summer Village. Smaller fires are the possibility. Ryan spoke of the importance to educate homeowners to maintain their properties, clear vegetation around propane tanks, and not stack firewood against wooden structures. Firesmart Canada grant program may be available to train volunteers on how to assess a lot and educate fellow ratepayers. Vegetation management is important, a clear swath around a house is preferred. A clear swath of 10 m around any structure is recommended.

Councillor Bell asked if Ryan had been in contact with Pigeon Lake Watershed Association, and he sent them a firesmart plan. He noted that in the second draft, the vegetation plan does not include the riparian zone. The plan will include a link to Cows and Fish. Ryan suggested that the Summer Village offer a debris disposal day, which may include obtaining a dump truck or chipper and chip the trees at the roadside and pull debris from wooded areas. Ryan suggested speaking to ASVA as there may be grant funding available for this.

Another recommendation is lot signage and the importance of standardized municipal addressing to aid in identifying individual lots. Ryan indicated that most lot numbers are unique in where the signs are located and the materials and some are camouflaged. He suggested a standard metal sign; Itaska beach signage was featured as an attractive and practical sign useful for emergency services. This is huge recommendation being made by Ryan so the ASVA might be able to look into this as a potential large

project. Ryan also suggested upgrading Crystal Springs community signs; to standardize the size of the letters and numbers and make them bigger for ease of emergency services.

A meeting with fire department was suggested, and that fire truck travel through the Summer Villages to gain familiarity. Ryan suggested to review the fire bylaw and align it with the County's as they supply us with fire services. Deputy Mayor Churchill indicated that the Summer Village follows the County's fire ban, and Ryan stressed the importance of having a good relationship with County. Ryan stated the need to have a hazard section in the fire bylaw; a property could be deemed a hazard by the Fire Chief.

Ryan again indicated that most of the Crystal Springs lots are good, and there are no big issues when it comes to private lots. However, he noted that even the best lots have firewood stacked under a wooden deck. He stated that he was more concerned with fire hazards than trees blowing over. Dead trees can be left for woodpeckers etc as long as they're not going to fall on someone's house. Grass is more of a hazard as it burns so fast.

Ryan suggested putting a maximum dimension of fire pits in the fire bylaw. Discussion occurred regarding the best size for a fire pit; Mayor Pratt asked Ryan what size the County had in their bylaw. Ryan replied that he would check the County bylaw in time for second draft of the report.

Ryan will contact Deputy Mayor Churchill and visit South Pigeon Lake Fire Hall in June.

The delegation departed from Council Chambers at 10:47 am.

C. ADOPTION / ADDITIONS TO AGENDA

Res. # 15-50

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 April 15, 2015

Res. # 15-51

Moved by Deputy Mayor Churchill to approve the Regular Council Meeting Minutes of April 15, 2015 as amended.

CARRIED

E. READING OF BYLAWS & POLICIES

1. Bylaw #221, Electric Distribution System Franchise Agreement

Res. # 15-52

Moved by Deputy Mayor Churchill to give First Reading to Bylaw #221, Electric Distribution System Franchise Agreement, as presented.

CARRIED

F. COUNCIL & CAO REPORTS

1. Follow Up Sheet.

The follow up sheet was included in the agenda package.

2. CAO Report

The CAO report was included in the agenda package.

G. DISCUSSION ITEMS

1. Pigeon Lake Regional Wastewater Committee

The regional wastewater meeting initially scheduled for May 7th was cancelled. The regional wastewater line has been completed and is being tested.

2. South Side Wastewater Committee

Councillor Bell stated that there is a south side wastewater committee meeting to be held after the Council Meeting, where communications will be one of the items discussed. Another item up for discussion is the open house, and committee representatives will be asked to vote to determine whether a group open house event will be held in June.

Councillor Bell indicated that Council's primary duty is looking after Crystal Springs residents, and stressed the importance of not leaving anyone behind, and making it affordable. She stated that with the recent change in government, it is unknown what will happen with grant funding and phase 2 funding.

Councillor Bell stated the communications consultant hired by the south side wastewater committee recommended not to proceed with open house in June as not all costs are known. She stated that communication is key, and lack of accurate information resulted in the failure for the past attempts at the south side wastewater system.

Councillor Bell will speak to Dagny and ask her to write a piece for the newsletter for residents and have a short explanation prepared for the Annual Information Meeting.

Res. # 15-53

Moved by Deputy Mayor Churchill that the Council of Crystal Springs supports the communication consultant's recommendation to defer the open house until later in the summer when more facts are known.

CARRIED

Councillor Bell referred to the MPE final report and how the low pressure system compares to a gravity system. She stated that Graeme Langford, regional wastewater consultant, said that Associated Engineering appeared to have been asked to look into both systems, and didn't think it would be feasible to install a full gravity without lift stations. Councillor Bell stated that MPE gave Graeme Langford an amount that appeared to be too much – the amount of \$20,000 was mentioned.

Councillor Bell asked for support to pursue spending some of the south side wastewater grant funding for purchasing an accurate number for a gravity system. Deputy Mayor Churchill asked if the other municipalities who are a party to this grant agreement need to agree to this purchase, and Councillor Bell replied that this may fall into the budget. Mayor Pratt indicated that he wasn't in agreement with a gravity system due to the requirement for pumping stations, and stated that there could be other inherent problems such as high water table, etc.

Res. # 15-54

Moved by Councillor Bell that the Council of Crystal Springs supports pursuing an engineers rough cost estimate for a gravity system for Crystal Springs, to a maximum of \$6,000.

CARRIED

3. Alliance of Pigeon Lake Municipalities

The next APLM meeting is scheduled for June 12.

4. Council Honorarium Policy

Res. # 15-55

Moved by Mayor Pratt to defer this item to the next Council Meeting.

CARRIED

Deputy Mayor Churchill stated that a process was needed for how many Council Members should be sent to functions. Councillor Bell indicated that she needed to respond to Administration's comments regarding the Summer Villages support for PLWA and APLM through meeting honorariums. Councillor Bell had available the resolutions for committees and organizations to which she was appointed.

5. Association of Summer Villages of Alberta – Boat Mooring Forum

All three Council Members and the CAO attended the Boat Mooring Forum. Council Members are asked to complete the questionnaire by Monday, May 25, 2015 at 5:00 pm so that the CAO can condense the information and send it back to the ASVA.

6. Government of Alberta – Collaborative Governance Project Agreement

Res. # 15-56

Moved by Deputy Mayor Churchill that the Summer Village of Crystal Springs enter into the agreement with Alberta Municipal Affairs for the Alberta Community Partnership Mediation and Cooperative Processes Component grant agreement for the amount of \$25,000.

CARRIED

7. Mediator Agreement

Res. # 15-57

Moved by Mayor Pratt that the Summer Village of Crystal Springs enter into the mediator agreement with Mr. Bill Diepeveen.

CARRIED

8. Weed Inspector Appointment

Res. # 15-58

Moved by Deputy Mayor Churchill that the Summer Village of Crystal Springs appoint Linda Kerr as weed inspector for the Summer Village of Crystal Springs for the 2015 season.

CARRIED

9. Ministerial Response to Bouclin Letter

This item is deferred to the next Council Meeting.

Recess: 12:02 pm

Reconvene 12:05 pm

10. FORTIS Franchise Agreement

The new FORTIS franchise agreement lays out the Summer Village agreement with FORTIS in a formal manner; ensuring that they're performing inspections and repairing lights, etc. The Summer Village did not have an agreement in place before.

Res. # 15-59

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

CARRIED

Res. # 15-60

Moved by Councillor Bell that the Summer Village of Crystal Springs charge a 0% franchise fee for FORTIS for the next two years.

In Favor: Deputy Mayor Churchill, Councillor Bell

Opposed: Mayor Pratt

CARRIED

Deputy Mayor Churchill stated that perhaps franchise fees can be considered once wastewater is under control and Norris Beach road is completed. The agreement is for 10 years and is good for the Summer Village. FORTIS has funding for special events so there may be grant potential.

Administration was asked to send a letter stating that the Summer Village doesn't want to pay for newspaper advertising costs.

11. In Camera

Deputy Mayor Churchill stated that he looked up online a document from Municipal Affairs regarding In Camera discussions of Council. Municipal Affairs highly recommends that notes not be taken in camera.

Deputy Mayor Churchill stated that he is not comfortable with Councillor Bell taking notes during In Camera sessions. Councillor Bell that while recommended, it is allowed and stated that she would like to item addressed with the mediator.

12. Official Minutes of Council

Deputy Mayor Churchill indicated that there was misunderstanding when Councillor Bell emailed amendments to Council Minutes. A process is required for amending minutes. Council Members will be required to send their suggested revisions to the CAO, and the amendments are to be discussed at the Council Meeting.

13. Joint Services Committee

Councillor Bell stated that the performance review for the CAO was not completed for 2014 due to a mix up with sending the reviews to the Joint Services Committee.

Crystal Springs resident Darlene Bouclin wrote a letter to Councillor Bell asking for the creation of a CAO job description.

Deputy Mayor Churchill suggested that the letter be sent to Joint Services Committee.

Res. # 15-60

Moved by Councillor Bell that Council of the Summer Village of Crystal Springs supports having a job description for the CAO.

CARRIED

Councillor Bell provided Council with a communications and issues log and explained the process for how to use it.

14. Newsletter

Deputy Mayor Churchill suggested house numbers and the firesmart program as potential items for the newsletter.

Discussion occurred regarding striking a resident committee to come up with a sign design for house numbers for Crystal Springs, perhaps similar to the Itaska Beach signs. The Citizen Signage Committee will consist of 5 residents; Deputy Mayor Churchill volunteered to sit as the Council representative for this committee. This would be a potential project for next year. This will be inserted in the newsletter and interested residents are to contact the office. Darlene Bouclin volunteered to sit on the committee. Road naming may also be discussed; although it was noted that Cawsey Way residents are to get together and discuss if they want their road name changed.

Council Members are to give their newsletter items by May 29, or at least provide the topic. Councillor Bell again volunteered to draft the Council submissions and will send them to Council for review.

15. Official Lot Count

A number of different figures may be used for "lot count", depending how you define a lot.

Administration checked the assessment roll numbers for number of habitable residential lots as 198; number of developed lots as 167, and the number of vacant lots as 31.

Res. # 15-61

Moved by Deputy Mayor Churchill that as of May 20, 2015, the official lot count for habitable residential lots is 198; the number of developed lots is 167 and the number of vacant lots is 31.

CARRIED

16. Organizational Meeting – Council Committee Resolution

Res. # 15-62

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

CARRIED

Res. # 15-63

Moved by Mayor Pratt that Deputy Mayor Churchill be appointed to serve as the Crystal Springs representative on the Joint Services Committee.

In Favor: Mayor Pratt, Deputy Mayor Churchill

Opposed: Councillor Bell

CARRIED

17. Next Council Meeting

The next Council Meeting has been rescheduled from June 17 to June 23 at 10 am.

18. Sound System

Res. # 15-64

Moved by Mayor Pratt that the Summer Village of Crystal Springs reimburse Deputy Mayor Churchill for costs incurred to build a storage box for the Crystal Springs sound system.

CARRIED

H. FINANCIAL REPORTS

1. Cheque Listing

Res. #15-65

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

CARRIED

2. Financial Report

Deputy Mayor Churchill indicated that the County of Wetaskiwin is asking for another written letter to know how much Summer Villages have budgeted for capital and how much for operating for water rescue. Discussion occurred regarding the funding formula; smaller Summer Villages want more equity. Councillor Bell advised that Deputy Mayor Churchill may address this at the upcoming APLM meeting if required.

Administration advised that the County has verbally stated that they are not wishing to pursue an alternate funding arrangement for the IDP agreement for Norris Beach road.

Res. #15-66

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

CARRIED

I. CORRESPONDENCE / INFORMATION ITEMS

1. ASVA Conference & AGM – October 23 & 24, 2015
2. Pigeon Lake Regional Chamber of Commerce AGM
3. AUMA Board News
4. CARL Forum Agenda and Update.

Res. # 15-67

Moved by Councillor Bell to approve the above 4 items as information.

CARRIED

Deputy Mayor Churchill stated that Council needs to look at how money is spent if they're all attending the ASVA. He suggested that if registration and mileage are paid, that Councillors should volunteer their time rather than charge for a meeting. Mayor Pratt stated that this should be discussed as part of the Council Honorarium topic at the next Council Meeting.

Res. # 15-68

Moved by Mayor Pratt that Deputy Mayor Churchill attend the CARL forum if his schedule allows.
CARRIED

J. IN CAMERA

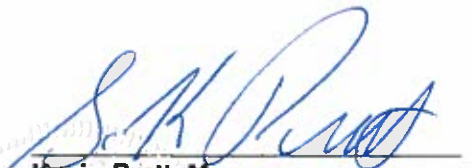
No In Camera discussion.

K. ADJOURNMENT

Res. #15-69

Moved by Councillor Bell to adjourn the meeting at 1:22 pm.

CARRIED



Kevin Pratt, Mayor
Summer Village of Crystal Springs



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

