

**SUMMER VILLAGE OF CRYSTAL SPRINGS
REGULAR COUNCIL MEETING
WEDNESDAY, MARCH 9, 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 10:29 a.m.

B. DELEGATIONS / PRESENTATIONS

None.

C. ADOPTION / ADDITIONS TO AGENDA

Res. # 16-53

Moved by Councillor Pratt to approve the agenda as presented.

CARRIED

D. ADOPTION OF MINUTES OF PREVIOUS COUNCIL MEETINGS

1. Regular Council Meeting Minutes of January 13, 2016

Res. # 16-54

Moved by Councillor Pratt to approve the Regular Council Meeting Minutes of January 13, 2016 as amended.

CARRIED

Administration was asked to research the process for attaching documents to Council Meeting Minutes.

E. READING OF BYLAWS & POLICIES

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

Res. # 16-55

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

CARRIED

Res. # 16-56

Moved by Councillor Pratt to approve Policy #01-2002, Council Member Honorarium and Meeting Fees, as presented.

In Favour: Mayor Churchill, Councillor Pratt

Opposed: Deputy Mayor Bell

CARRIED

Deputy Mayor Bell read a letter addressed to the Mayor and Crystal Springs Council regarding Policy #13-2011, Council Code of Ethics and Conduct – Dispute Resolution Procedure G.3.b.

In her letter, Deputy Mayor Bell indicated that Council has struggled with amending the policy since April 15, 2015 and that the proposed amendments are not good governance. Deputy Mayor Bell stated that the policy is not fair and displays a deliberate bias against her. Therefore, in accordance with the Code of Conduct policy, she requests that Council seek a mediator to recommend a fair solution to the situation.

2. Policy #09-2007, Accounting for Tangible Capital Assets

Res. # 16-57

Moved by Deputy Mayor Bell to approve Policy #09-2007, Accounting for Tangible Capital Assets, as amended.

CARRIED

3. Policy #13-2011 - Council Code of Ethics (Conduct)

This policy was discussed during item E.1.

F. COUNCIL & CAO REPORTS

1. Follow Up Sheet

The follow up sheet was reviewed.

2. CAO Report

The CAO Report was reviewed.

G. DISCUSSION ITEMS

1. Pigeon Lake Regional Wastewater Committee

Deputy Mayor Bell indicated that inspections of the lift stations required the electrical to be redone, which delayed the start up. There is a possibility of a lawsuit, so a line should be added on the notes to the financial statement regarding contingent liability.

A \$30 dumping fee will be charged to County of Wetaskiwin residents.

Mayor Churchill, Councillor Pratt and Administration went to a tour of the lift stations and lagoon, as offered by the County of Wetaskiwin.

2. South Side Wastewater Committee

a. Letter to Committee re Detailed Design-Alignment

Council reviewed a letter from Deputy Mayor Bell to the Chairman of the South Side Wastewater Committee in which it is stated that Crystal Springs Council gives formal notice that Crystal Springs wants the wastewater pipeline alignment using Range Road 11 rather than going through the Summer Village of Norris Beach.

Administration advised that MPE is still investigating which is the better option for pipeline alignment, and that they may even recommend to do both to build some redundancy in the system. MPE has not made a recommendation yet.

Mayor Churchill and Councillor Pratt indicated that Council did not approve or authorize the writing of this letter.

b. Minutes of January 27, 2016

Council reviewed the South Side Wastewater Committee Meeting minutes of January 27, 2016. It was noted that the Alberta Capital Finance Authority (ACFA) could provide funding for lines on private lands if the municipality owns all of the lines and equipment associated with the wastewater system.

c. Technical Sub Committee Meeting Memo

Council reviewed a report from Administration with respect to a technical sub-committee meeting held on February 4, 2016. Parkland Geotechnical is working as a contractor to MPE and they have started the geotechnical drilling. They expect to be finished by the end of March. They are marking the drill sites and locations of piezometers with survey stakes and cross lathes.

d. Holding Tank Inspections

Deputy Mayor Bell provided a report on holding tank inspections and on-lot costs.

Res. # 16-58

Moved by Deputy Mayor Bell that Mr. Dale McClure attend the April 27th Council Meeting to describe holding tank inspection protocols. Holding tank inspections are expected to take place in spring/early summer in 2016 and may be coordinated through the south side wastewater committee. If Crystal Springs undertakes the inspection process independently, Mr. McClure will be invited to tender with two other firms, as per Purchasing Policy.

CARRIED

Deputy Mayor Bell indicated that having the holding tanks inspected is critical. She reviewed the form she created to help calculate on lot costs. Administration suggested that this form may make a good self-assessment tool for homeowners once rates are known. Deputy Mayor Bell also reviewed her rough estimates of on-lot low-pressure system costs.

It was noted that when Norris Beach and Poplar Bay performed their holding tank inspections, it was done for conformance to their wastewater bylaws, not for a low pressure system. As such, it is expected that all of the south side Summer Villages will be doing inspections and this will probably be discussed at the next South Side Wastewater Committee Meeting. Council would like to give as much advance notice to residents as possible.

3. Alliance of Pigeon Lake Municipalities

Council reviewed the Alliance of Pigeon Lake Municipalities Meeting Minutes of January 20, 2016.

Recess: 11:49 am

Reconvene: 11:54 am

4. Alberta Municipal Affairs – Petition for Inquiry

Council reviewed a letter from Alberta Municipal Affairs indicating that on January 22, 2016 the Minister received a petition requesting an inquiry into the affairs of the Summer Village of Crystal Springs. A Ministerial Order was done which appointed Christina Parkins to carry out the duties of a CAO for the purpose of determining the sufficiency of the petition.

Administration advised that nothing further has been heard from Municipal Affairs with respect to the validity of the petition.

Mayor Churchill stated that he contacted Municipal Affairs and he was advised that the petition is on the Minister's desk. Mayor Churchill indicated that Council has the right to ask for an inquiry if Council so chooses.

Res. # 16-59

Moved by Mayor Churchill that the Summer Village of Crystal Springs Council request that Alberta Municipal Affairs perform an inquiry into the affairs of the Summer Village of Crystal Springs as per Municipal Government Act Section 572 (1) (b).

CARRIED

5. Fire Protection Planning Workshop

On January 30, 2016 a fire protection planning workshop was held at the Ma-Me-O Beach Community Hall. Administration attended the workshop along with elected officials from other Summer Villages and fire fighters from Mulhurst Bay and South Pigeon Lake Fire Departments. The workshop was intended to provide a guide for Summer Villages to develop a fire protection plan.

It was noted that Chief Wayne Benson of the South Pigeon Lake Fire Department offered to drive through the Summer Village to help identify fire hazards. Council requested that Administration arrange such a tour. Councillor Pratt suggested that Chief Benson be invited to the Crystal Springs Annual Information Meeting.

Mayor Churchill suggested that the Fire Department attend a Council Meeting once/year to report on the history of calls and report concerns to Council.

6. Joint Services Committee

Council reviewed the minutes of the February 17, 2016 Joint Services Committee Meeting.

7. Posted Minutes – Document Addendum

Deputy Mayor Bell advised that this item was addressed in agenda item D.1.

8. Summer Village Policies

Deputy Mayor Bell requested a list of policies and policy documents for the Summer Village.

9. Evaluation of Mediation

Deputy Mayor Bell asked if there was supposed to be an evaluation of the mediation that took place with Council and Administration. Administration will look into this.

10. Website Postings

Deputy Mayor Bell requested her email address and cell phone number to be posted on the website; Councillor Pratt asked for the same. Mayor Churchill requested his email address and home phone number.

11. Pigeon Lake Model Land Use Bylaw

Deputy Mayor Bell had a copy of the Pigeon Lake Model Land Use Bylaw and asked Administration if there were aware of it. Administration advised that they have been using the Model LUB for past and proposed revisions to other Summer Village Land Use Bylaws.

Administration will forward a copy of the LUB to Council.

12. Bylaw #174 - Procedure Bylaw

Deputy Mayor Bell advised that this item was addressed to her satisfaction.

13. Contamination of Road Allowance Near Crystal Springs Store

Nichols Environmental conducted a Phase II Environmental Site Assessment of the road allowance adjacent to the Crystal Springs Store property. Pollution concentrations were deemed to exceed the recommended guidelines. Further assessment work would be required to determine the full impact to the subject property.

As the pollution has emanated from the store property, it is expected that the Summer Village will not be responsible for the costs of remediation work.

H. **FINANCIAL REPORTS**

1. Cheque Listing

Res. # 16-60

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

CARRIED

2. 2016 Joint Services Committee Budget

Recess: 12:24 pm

Reconvene: 12:26 pm

Res. # 16-61

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

CARRIED

Res. # 16-62

Moved by Councillor Pratt to approve the 2016 Joint Services Committee Budget as presented.

In Favour: Mayor Churchill, Councillor Pratt

Opposed: Deputy Mayor Bell

CARRIED

3. 2016 Budget

Administration advised that the school foundation expense will not be known until the end of April, so the budget can be approved at the April 27, 2016 Council meeting.

Res. # 16-63

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

CARRIED

Res. # 16-64

Moved by Deputy Mayor Bell that the Summer Village of Crystal Springs budget expenses be decreased by 2% for 2016.

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

Res. # 16-65

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

CARRIED

Res. # 16-66

Moved by Councillor Pratt to decrease the Council Honorarium expenses for 2016 from \$17,502 to \$15,500.

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

Deputy Mayor Bell stated that Councillor Pratt just likes to make a point about Council Honorariums. Mayor Churchill asked Deputy Mayor Bell if that comment was necessary, to which Deputy Mayor Bell replied "yes". Mayor Churchill asked the CAO to note this in these Council Meeting Minutes.

4. Notes for Audited Financial Statements

This item was addressed in agenda item G.1.

5. Financial Report on Regional Collaboration Grant (Crystal Springs Lead)

This report was received as information.

I. **CORRESPONDENCE / INFORMATION ITEMS**

1. Carl Forum
2. IAP2 Spectrum of Public Participation
3. RCMP Enhanced Agreement Report for 2015
4. Fortis Alberta – Streetlight Standard Change Notification
5. Association of Summer Villages of Alberta
6. AUMA Board News

Res. # 16-67

Moved by Deputy Mayor Bell that the above 6 items be accepted as information.

CARRIED


J. **IN CAMERA**

K. **ADJOURNMENT**


Res. #16-68

Moved by Councillor Pratt to adjourn the meeting at 1:18 p.m.

CARRIED



Grant Churchill, Mayor
Summer Village of Crystal Springs



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