

MINUTES
REGULAR COUNCIL MEETING OF THE SUMMER VILLAGE OF GULL LAKE
(Re-scheduled from March 6, 2009)

March 13, 2009

PLACE: Summer Village Council Chambers
DATE: March 13, 2009
TIME: 7:30 PM

PRESENT:

MAYOR: Mayor, Trevor Wannop
Councilors: Bill Forsyth and Dale Carlson
CAO: John Tyler EXECUTIVE SECRETARY: Charlotte Boychuk

PUBLIC WORKS: Foreman, Ernie Wiebe
PUBLIC: Three members of the public.

CALL TO ORDER	Mayor Wannop called the meeting to order at 7:44 PM
WELCOME & INTRODUCTIONS	Mayor welcomed members of the public and introduced the new incoming Chief Administrative Officer, John Tyler and Executive Assistant, Charlotte Boychuk.
RECEIVED FOR INFORMATION BYLAW 336	Bylaw 336 – Appointment of Chief Administrative Officer was received for information. The Bylaw was read three times and passed unanimously on February 22, 2009 through electronic means. Electronic adoption was to allow for the transfer of Village signing authority.
MINUTES	Minutes – Special Council Meeting on February 6, 2009 were received for information as they were adopted electronically on February 22, 2009. Electronic adoption was to allow for the transfer of Village signing authority.
FINANCIAL REPORT RECEIPTS	The CAO reported the Village had received \$7,365.06 from the SV of Birchcliff for Peace Officer Services, GST Re-assessment, and Dividends from AAMDC since the end of February. Revenue received relates to the 2008 fiscal year.
PAYABLES	Councilor Forsyth moved the Village approve cheques No. 716 through 729, automatic payments inclusive, for the amount of \$7,358.14 CARRIED
CHART OF ACCOUNTS	The CAO reported administration was currently in transition of going from a manual “cash drawer” accounting system to an “accrual” based accounting system, to come in line with legislation. The new format will give the ability to look at the complete and current financial position of the Village at any given time. Village tax roll and related information is currently being

entered, as well as service provider information.

ACCEPTANCE OF FINANCIAL
REPORT

Mayor Wannop moved the financial report be accepted as presented.
CARRIED

ADMINISTRATION
REPORT

TRANSITION

The CAO reported the transition of Chief Administrative Officers is taking longer than anticipated. More stringent requirements of the Bank (forms and required information) have been difficult with a busy Council - one outside of the Gull Lake area.

The actual transfer of Village files was completed on February 18th, and much time has been spent on organizing them. Work has commenced on developing the 2009 budget, and the office has been busy with development related matters.

The remote computer and backup system for the Village office/ Council chambers is close to being up and running - an internet connection and some additional software is required.

Time is being spent on updating service providers and the provincial departments with new Administration office information such as address, phone and email.

WEBPAGE
DEVELOPMENT

Control of the webpage has been achieved and Charlotte is providing updates. The current webpage software is obsolete and editing is somewhat problematic. Charlotte is working "off-line" developing a new webpage when time permits.

PUBLIC WORKS

The CAO reported he met with the Public Works department on March 3rd and expressed appreciation for their patience during the transition.

BENCH PROGRAM

The Public Works Foreman reported the current bench program needs to be revisited as the \$2,000 contribution for the purchase, installation and maintenance is inadequate – the cost for the last order of benches was close to \$1,800 each, leaving little money for installation on ongoing maintenance. One bench will be refinished and three new benches will be installed this year.

ACTION 1 – BENCHES

Mayor Wannop moved the Public Works Foreman and CAO investigate the costs associated with the bench program and report to Council.

WATER QUALITY -
HALL

Foreman Wiebe indicated that poor water quality in the hall was creating problems with the pipes and fixtures. He requested Council to consider water treatment when preparing the budget.

**ACTION 2 – WATER
TREATMENT**

Mayor Wannop moved that the Public Works Foreman investigate various systems and provide cost estimates to the CAO to be considered in the budget.
CARRIED

SNOW REMOVAL	Foreman Wiebe reported that snow removal has been going fairly well – residents have indicated the department has been doing a good job.
TRACTOR & MOWER	Foreman Wiebe indicated he had received written quotes from Agro Equipment on March 4 th (with expiry of quote April 30, 2009) for the replacement of the John Deere Tractor and mower. On March 12 th , Agro Equipment informed the Village the cost was lower than quoted – however, the manufacturer implemented a 4.3% increase effective April 1 st . Agro indicated they could not honor the quotes original expiry date of April 30 th .
OTHER BUDGET ITEMS	Council’s attention was directed to other budget considerations: <ol style="list-style-type: none"> 1. A new overhead door for the Public Works Shop 2. Move the Public Works compound fence to gain additional storage area. 3. Consider one additional summer position to help with the department
ACTION 3 – TRACTOR/GRANTS	The CAO indicated confirmation that a grant for equipment had been received - efforts would be made to determine whether or not the shortfall in funding can be addressed in the current budget.
RE-CYCLING	From questions arising from the payables, the CAO was asked about the County of Lacombe portion of recycling costs. The CAO responded by saying a 5-year recycling agreement was received from the County – approximately \$1,600 per year based on 25% operating cost.
ACTION 4 – RECYCLING AGREEMENT	Mayor moved that the CAO discuss the agreement with Lacombe County and inform them the County’s component of recycling appears to be higher than originally thought.
HUMAN RESOURCES	The CAO reported there has been interest regarding the Recreation Director and Peace Officer positions. The Public Works STEP program has been established for 2009. To date, there has been little interest expressed. Interviews, for those who have applied, are anticipated to commence within the next two weeks. The Village has registered for the STEP program and currently the Public Works department is canvassing the area for a person to assist the department for the summer.
REC. DIRECTOR	Shelly Treleaven indicated interest in the Recreation Director position – Shelly has an education background and is familiar with the recreation program.
ACTION 5 – INTERVIEW	Mayor Wannop indicated Shelly was known by the Village and

moved the CAO contact her and arrange an interview.

Carried

PEACE OFFICER

Resumes from Al Musser and Kelly Giesbrecht were reviewed by Council.

ACTION 6 – REPOST POSITIONS

Mayor Wannop moved the Peace Officer candidates do not appear to meet the Village’s requirements and requested the CAO to post the position on the webpage. Further, Council was requested to assist with the recruitment.

CARRIED

ACTION 7 – WEBPAGE POSTINGS

Mayor Wannop moved the CAO post the current positions on the webpage in order to generate more interest. Further, that the CAO update ratepayer email addresses to allow for more simplified and cost effective communications

CARRIED

CURRENT BUSINESS RECYCLING

See Action 4.

GRANTS/FUNDING

Municipal Sponsorship – Conditional grant approval for \$7,738 in 2009

BANKING

Resolution

Moved by Mayor Wannop that signing authority be given to the new CAO for the village recreation account at Servus Community Savings.

CARRIED

Council signed the transfer of signing authority letter to the CAO for the recreation account.

2009 BUDGET

The CAO reported budget preparations were underway. Administration is working with the Auditor to validate 2008 expenditures to ensure budget accuracy.

DRAFT BEACH MAINTENANCE POLICY-REVIEW

Council reviewed the draft Beach Policy and acknowledged the Beach Committee and general public have had the opportunity to review it and make comments.

Resolution

Councilor Forsyth moved that the Draft Beach Policy 10.00 be accepted as amended – Section 1(a) to read: ... *community beach areas will be harrowed “as necessary to maintain a vegetation free state” and packed “to minimize wind erosion” from the second week in May...*

CARRIED

ACCRETED LAND

The CAO reported he had discussions with the community group representative Don Lund. Work was progressing and there was little to report at this time.

LAND USE BYLAW

Discussions have taken place with Parkland Community Planning however lack of time has prevented determination the actual

312 AMENDMENTS	status of the work. The CAO requested time to “get-up-to-speed” with the current bylaw to ensure nothing gets missed.
Action 8 – Land Use Bylaw	<p>Mayor Wannop moved the CAO review the Land Use Bylaw with Parkland Community Planning and present a draft for consideration on or before the May 15, 2009 Council meeting.</p> <p style="text-align: right;">CARRIED</p>
NEW BUSINESS	The CAO indicated that communication with Council is very difficult because of councilor work schedules and the mayor residing in Calgary.
CONSIDERATION OF ELECTRONIC COMMUNICATION POLICY	<p>The CAO recommended the drafting and acceptance of an electronic communications and banking policy that would allow Council and Administration to, in general terms and by category, do:</p> <p>Council</p> <ol style="list-style-type: none"> 1. To review, approve, and pass payables 2. To review and approve meeting minutes 3. Make future provisions for “on-line” Council meetings – to include the public <p>Administration</p> <ol style="list-style-type: none"> 1. To allow the CAO the ability to do “on-line” banking to pay such accounts as: <ol style="list-style-type: none"> a. Source deductions with the Receiver General b. WCB c. Telus d. Epcor 2. To allow the CAO the flexibility to move funds in and out of savings and term deposits to maximize interest revenue.
ACTION 9 – COMMUNICATIONS	Mayor Wannop and Council supported the electronic communications proposal and requested the CAO to draft a policy as soon as possible to streamline village business.
PROPOSED AMENDMENTS	The CAO reported Lacombe County was contemplating amendments to their Land Use Bylaw to facilitate development on Wilson’s Beach and Sandy Point. In order to achieve this, amendments the Gull Lake Management Plan (GLMP) would have to be made.
ACTION 10 – PROPOSED AMENDMENTS - GLMP	<p>Mayor Wannop moved the CAO attend and represent the Village at the upcoming meeting of the GLMP committee on March 17, 2009 at the Lacombe County Administration office.</p> <p style="text-align: right;">CARRIED</p>
INFORMATION	<ol style="list-style-type: none"> 1. Approved Name Change of Degraff’s 2. Road Naming Application – Lacombe County 3. Wastewater effluent discharge

