

VILLAGE OF BITTERN LAKE
REGULAR MEETING OF COUNCIL
November 9, 2009 @ 7:00 P.M. IN THE BITTERN LAKE VILLAGE OFFICE

IN ATTENDANCE

Mayor Sheldon Sendeck – Via telephone conference
Deputy Mayor Earl Debnam
Councillor Robyn Booth
CAO Theresa Fuller

CALL TO ORDER

The regular meeting of Council was called to order by Deputy Mayor Debnam at 6:55 pm.

AMENDMENTS
AND ACCEPTANCE
OF AGENDA

#103/09

No new Additions to the agenda.
Deputy Mayor Debnam made a motion to accept the Agenda as presented.

Carried.

CONFIRMATION
OF MINUTES

#104/09

Deputy Mayor Debnam mentioned a spelling error on Rosalind required correction.

Deputy Mayor Debnam made a motion that the minutes of September 14, 2009 be accepted as presented.

Carried.

GUESTS

Tarek Saman and Yujing Li from Genivar – Bittern Lake Water Study

Tarek and Yujing went through the results of the Pump house and Water System Study. If we were to continue to use our current size of reservoir we would have ample room for growth at a 60 L/s rate, if we chose to go with 75 L/s rate we would need to install another reservoir cell. The required upgrades to the system using our current reservoir size would be about \$ 507 000.00. If we would like to apply for the Alberta Water/Wastewater Partnership Program to cover the upgrade we would need to get the submission in prior to November 30, 2009, as that is the deadline for submissions. A funding letter would need to be submitted. Genivar is willing to assist in the process.

Margaret Holliston and Clarence Hastings – Camrose and District Support Services

Margaret proceeded to inform council the funding requirements for their upcoming 2010 budget year. Continued municipal support was requested. Comparatively, the 2010 request of funding is a bit lower than what it was in 2009. The Village Municipal portion would be \$ 1279.25.

Clarence informed council of his involvement with regard to Rural Communities, or how this could improve/impact Bittern Lake directly. His goals were: (1) Continuation of Summer in the Park. He informed council that there were an increased number of kids coming from the County. (2) Continued work with Dallas Dyson – MSP social focussed planning and integration.

Margaret also thanked CAO Fuller for referring Mr. Dennis Wishnowski to become the Villages in the County's representative on the CDSS board.

#104/09

Deputy Mayor Debnam made a motion for the Village of Bittern Lake council to approve the CDSS 2010 budget and our commitment of \$ 1279.25 and the provincial portion as well.

Carried.

Don MacRae – Krause Development

Mr. MacRae informed council of his intention to assist Mr. Krause to develop a subdivision south of Martin Ave. They would like council to approve 40 – 50 lots. Mr. MacRae informed council that he had talked to Alberta Transportation and they informed him they could use the existing approach. Alberta environment were in approval that the subdivision could be connected to the Village's existing sewer connection for grey water, and the individual homes would also each have black water tanks. They intend to have the homes connect to the village water system. Initially they would prefer to proceed with stubbing off the line vs. looping. Phase 1, would be about 10 lots at about ½ an acre each. Grey water/sewer would be gravity. Mr. MacRae and Mr. Krause would like council to approve connection to sewer for grey water and connection to the water system. Preferably, the quicker, the better.

Deputy Mayor Debnam informed Mr. MacRae that the Village would prefer to review the situation with our engineer.

Dallas Dyson – Bittern Lake Sustainability Plan

Dallas had called CAO Fuller informing her that he was unable to attend due to illness.

Kerry Grettum – Bittern Lake Community Association

Mr. Grettum proceeded to inform council that there really was no hall board, as there were no active volunteers. He expressed that we all need to prepare a long Term plan for the Hall. The Village in the past had charged groups for maintenance, they had remedied this situation. Things improved and there was representation from the village. Currently, the Bittern Lake Community Association has cancelled their annual November 11 Turkey supper. The BL Community Association received a letter from council; this left them feeling very threatened. The Village requested the BL Community Association provide the Village office with a copy of their current food Handling permit, also stating that the Village owned the Hall, and threatening to take preventative measures. The BL Community Hall Association was left wondering, what has changed. Mr. Grettum has inquired if anyone had visited Central Community Hall at Gwynne, they have improved their hall with the help of grants, etc. Mr. Grettum requested a separate meeting to resolve issues. Options are open, Community spirit grants available, etc. Work together and plan with the Village and make our building viable. Requesting Village Budgetary support.

Mayor Sendeck informed the group that the Village had been requesting a meeting with the BL Community Association for several months.

Mayor Sendeck informed the group that the goal is to get Community spirit back, get people together. We have to do something together to improve the situation. We are appreciative that people are coming out and taking an interest.

Deputy Mayor Debnam requested a choice of two dates, November 25 or 26, 2009 at 7:00 pm. Mr. Grettum or Pat Allen to inform CAO Fuller of the preferred date. Location is to be the Village Office.

Other Guests In Attendance: Susan Doyle
Pat Allen
Allen Karpowich
Bonnie Lehman
Pat and George Schielke
Marilyn Dease

Sheldon Koczka – Development and Billing

Mr. Koczka proceeded to discuss his bill for the truckload of fill. He stated he knew it was discarded and not needed for the Bittern Lake project. In the past other residents have dropped off fill and people have accessed it for free. He felt that it didn't make sense – paying taxes on the lot, etc, and now having to pay for fill, he felt it was a bit unjust.

Mayor Sendeki informed Mr. Koczka that the dirt was on Village property, private property. In the past individuals requested to store their fill on Village property, they received approval, but while the dirt was being stored on Village property it was taken. The individual that stored it there attempted to seek recourse from the Village. The Village was not liable for patrolling the fill to ensure it was not taken.

Deputy Mayor Debnam informed Mr. Koczka that council would discuss it and possibly adjust the amount.

Mr. Koczka was also wondering about the last two restoration vehicles, would council consider allowing them to be stored on the lot.

Council informed Mr. Koczka they would discuss it and inform him of the outcome.

CORRESPONDENCE

CDSS – Appointment of Dennis Wishnowski as the Villages Representative.

Town of Bashaw – Invitation to Grand Opening of Bashaw Community Centre

UNFINISHED
BUSINESS

#105/09

Bittern Lake Water Study

Deputy Mayor Debnam made a motion to proceed with application for the Alberta Water-Wastewater Partnership Program Grant.

Carried.

Krause Subdivision

Council asked CAO Fuller if the annexation was complete. Where are we at with regard to the annexation? CAO Fuller was unsure of the status of the annexation and would check into it with the County. CAO Fuller recommended the review of the Subdivision Application and look at creating an agreement with Krause, including possibly a bond to cover any costs. CAO Fuller to consult with Anjah from the county with regard to how to proceed.

Koczka Development and Billing

Council discussed adjusting Mr. Koczka's billing and the remaining two restoration vehicles.

Council requested CAO Fuller draft a letter to Mr. Koczka reflecting the following information: Approval granted for the last two restoration vehicles, they are to be the only remaining vehicles of salvage-type nature and they

are to continue to be stored in orderly fashion. Council also requested that CAO Fuller refund Mr. Koczka \$ 50.00 of his billing. If Mr. Koczka would like to apply to have the area re-zoned, he is to put his request in writing.

200 Amp Service Upgrade and Panel change

Originally when discussed at the September council meeting, council was informed that the project would cost about \$ 18 000.00 including the generator. CAO Fuller obtained the approval from Alberta Transportation to use AMIP Funds, however once talking to Mr. Germann from Powercomm, he informed CAO Fuller the quote of \$ 18 000.00 did not include the generator. The complete quote including the generator would be \$ 29, 590.00. CAO Fuller talked to Alberta Transportation to find out if the project could be approved without the generator, and they preferred to see the project completed with the generator. Council would need to decide if they would like to proceed with this project at the higher cost.

Deputy Mayor Debnam made a motion that the Village of Bittern Lake proceed with the 200 amp service upgrade, panel change, and generator project at the cost of \$ 29 590.00. (\$ 4464.00 from JEPP Grant, and the balance of \$ 25 126.00 from AMIP funds)

Carried.

#106/09

Water Deposits – Regarding refund, timeline, etc.

As per last council meeting new residents were inquiring when they could get their water deposits back. Current bylaw states once they sell their property. City of Camrose requires a credit letter, Camrose residents, all their renters must pay the deposit and Wetaskiwin collects a deposit that is refunded after two years of good payment history.

Council discussed this issue; they would like CAO Fuller to amend the existing Bylaw to refunding the Water deposit after two years consistent payment history.

Dog Bylaw Revision – change age of registration

Tabled to next meeting

Bittern Lake Community Hall – Select a meeting date and location

As per previous discussion the two dates are either November 25, 2009 or November 26, 2009 at the Village Council Chambers.

NEW BUSINESS

Public Works Meter Reading Fee

Currently the Public works staff when he collects the water meter readings receives payment of \$1.00 per meter read and reimbursement for mileage. CAO Fuller recommended amendments to this practice due to the fact that with the new radiofrequency water meter handheld reader, staff is no longer required to walk to resident homes to collect readings. Discussion proceeded as to a suitable reimbursement.

Deputy Mayor Debnam made a motion that the Public works staff doing water meter readings would be paid their hourly wage for their time and their mileage would also be paid.

Carried.

#107/09

GST Registration – Accounts Receivable Module

The Village was audited for GST by Revenue Canada. With the sale of the Commercial lots last year that put the Village over the GST threshold. Subsequently, the Village was required to obtain a GST number. To enable the Village to track invoices that we collect GST on CAO Fuller requested the Council consider allowing staff to purchase the accounts receivable module for MIG.

Deputy Mayor Debnam made a motion to purchase the accounts receivable module for the Village.

#108/09

Carried.

Accounts Receivable Interest Charge

With Village using an accounts receivable what would they like the interest charge to be? After discussion, council decided on 10%.

Deputy Mayor Debnam made a motion that the accounts receivable interest charges be 10% accrued monthly.

#109/09

Carried.

Radiofrequency Pit Meters

We have several farm locations that require pit meters in order to function properly and keep from freezing. At this time, CAO Fuller believed there to be about 5 locations this would be applicable to. To purchase 5 pit meters and the applicable antenna it would be about \$ 2216.00 plus gst. Discussion progressed with regard to the meters required.

Deputy Mayor Debnam made a motion that the Village use a portion of the GST Rebate to cover the cost of the pit meters and antenna of \$ 2216.00.

#110/09

Carried.

Additional PW Assistant - Keys

PW Foreman Brattinga requested additional keys for Kurtis Brattinga to assist with labour. Council discussed this possibility. Council upon conclusion of their discussion they felt that two public works staff would be enough and that the two gentlemen should be able to coordinate schedules to make it work. Consequently the request for additional keys was denied. CAO Fuller to inform PW Foreman Brattinga of the decision.

Approval of Expenditures: Tom's Town and Country Plumbing and Tien Rostad 2008 Audit.

CAO Fuller presented the following expenditures for approval from council. Tom's Town and Country Plumbing for \$ 684.34 for the replacement of the broken pump for the in floor heating. The 2008 Audit billing was \$ 10 290.00 from Tien Rostad.

Deputy Mayor Debnam made a motion to approve payment of the Plumbing bill for \$ 684.34 and the Auditor billing at \$ 10 290.00.

#111/09

Carried.

Regional Tax Assessment Review Board – Request to become part of the regional agreement.

As per Organizational meeting November 9, 2009, resolutions #98/09, #99/09 and # 100/09. Agreement and approval has been granted. CAO Fuller to draft a letter to inform the Village of New Norway of our agreement to proceed.

Regional Partnership – Emergency Management

Tabled to next meeting.

Camrose and District Victim Services – Donation request.

Camrose and District Victim Services requested funds to support their cause.

Deputy Mayor Debnam made a motion to donate \$ 500.00 to Camrose and District Victim Services.

Carried.

#112/09

GST Refund - Budget

We will be receiving funds back from our GST. Does council have priorities they would like to proceed with for the funds? Council requested CAO Fuller prepares a recommended budget for the funds, and present it at the next council meeting.

Second Floor Renovation – Quote

Council reviewed the quote provided by a local contractor. At this time we are not certain if this contractor has WCB and Liability insurance. Council requested CAO Fuller to contact a couple of other local companies for quotes and request the current company to provide the required WCB and Liability coverage. Follow up to be presented at the next council meeting.

Council/Disaster Services – Conference attendance Honorarium

With Deputy Mayor Debnam and Disaster Services Director Charles Jarvis most recently attending the Disaster Services Conference in Calgary at the beginning of November, the question of honorarium has arisen. Council discussed the importance of having qualified staff and Disaster Staff as well.

Deputy Mayor Debnam has made a motion to approve the following rates: Disaster Services Director: meetings 4 hours or less; \$85.00, Full Day, above 4 hours will be \$ 170.00. Council Members will be \$ 135.00 for full day.

Carried.

#113/09

TCA Contract Billing – Entry in data system

TCA Information gathered, however requires entry into the MIG system. Mr. Robyn Cinq –Mars has offered a very reasonable price to assist with data entry into the MIG system.

Deputy Mayor Debnam made a motion to approve contract services of Mr. Cinq-Mars to assist with TCA data entry. The contract fee is \$ 1, 550.00.

Carried.

#114/09

Parkland Regional Library – Request to Approve 2010 budget

Council reviewed the Parkland Regional Library Budget, no questions were presented.

Deputy Mayor Debnam made a motion to approve the Parkland Regional Library Budget as presented.

Carried.

#115/09

Fortis Franchise Fee

Fortis was wondering if council would like to adjust the franchise fee. Currently, there would not be enough time to adjust it; however council may want to consider it in the future for next year. Our current fee is at 3%.

Christmas Festivities

Would council like to have a Christmas party? Or simply get tickets to go to a larger event in Camrose or Wetaskiwin? Dinner Theatre?

Tabled for now, check into further next meeting, or once we receive more information.

CAO REPORT

1. **Radiofrequency Water Meters Installation Update** – Water bills have went out last week. Unfortunately, some of them are larger than usual. The reason behind the larger billings is that the meters were changed out over the course of as early as April/May 2009 and the last individuals possibly received their meters June/July. So even if a resident had their meter put in June/July, their bill would still be for 4 months consumption. The financial program is particular about timelines for billings, subsequently we were required to put Sept/October on the billing but the consumption could actually be for anywhere from 4 – 6 months worth of consumption, especially with increased consumption over the dry summer months. We have informed residents to the best of our ability and will be willing to answer questions as they arise. From this point forward we will be billing monthly, therefore the bills should be much smaller on an ongoing basis.
2. **Low Flush Toilet Rebate** – We have five households that replaced eight toilets, therefore the rebates given out, was \$ 640.00 in total for this program. In the future we will be able to do comparisons based on the water readings from the radiofrequency water meters.
3. **Public Works Building Update** – The garage door openers have been installed and the cement pad has been completed. The funds to complete this project were obtained from the annual MSI Capital funding.
4. **Water Truck** – Nothing has progressed with regard to the water truck at this time.

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FINANCIAL

Financials were unavailable for review.

ADJOURNMENT

Deputy Mayor Debnam made a motion to adjourn the regular meeting of council at 9:40 pm.

#116/09

Carried.

NEXT MEETING

December 14, 2009, 7:00 pm Village Office.

Mayor, Sheldon Sendeki

CAO, Theresa Fuller