

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL OF THE SUMMER VILLAGE OF WAIPAROUS HELD ON SATURDAY, JULY 21, 2018 AT 10:30 A.M. AT THE VILLAGE PICNIC SITE IN WAIPAROUS, ALBERTA.

- PRESENT Mayor Matt Sundal, Deputy Mayor Brian Fleming, Councillor Sharon MacDonald, Chief Administrative Officer Sherri Bureyko, MLA Cameron Westhead, 4 guests from Mage Technologies, and 56 residents.
- Called to Order by S. Bureyko at 10:34 a.m.
- NOMINATE CHAIRMAN S. Bureyko asked for nominations for the position of chairman for the annual meeting.
- M. Sundal was nominated by S. MacDonald and B. Fleming. There were no further nominations.
- S. Bureyko declared M. Sundal chairman of the meeting and passed the chair to M. Sundal.
- MINUTES The minutes of the 2016 Annual Meeting held on July 1, 2016 were read.
- MOVED by S. MacDonald that the minutes of the 2017 Annual Meeting be adopted as read.
- CARRIED.
- GUEST SPEAKER Jacqueline Drew from Mage Technologies provided an overview of the Wi-Fi pilot project that was being proposed in the Wiaparous area in partnership with Velocity. Technical questions regarding upload and download speed as well as how the technology worked were answered by Mage representatives. Sign Up sheets were left for residents who were interested in participating in the pilot project.
- MAYOR'S REPORT Mayor M. Sundal began by presenting Larry Anderson a plaque to thank him for service on council and for serving as Mayor.
- Mayor M. Sundal also announced Sharon Plett retired as Municipal Administrator in March of 2018 and the new Chief Administrative Officer, Sherri Bureyko has taken over in the role.
- Mayor M. Sundal reported on highlights over the past year including:
- Fire Service Agreement with MD**
- Currently working with the MD of Bighorn to renew our Fire Services Agreement for the next 5 years
 - Current agreement expires Dec 31, 2018
 - Ghost River Firehall is our designated first responder
 - They are also our Medical First Responder when 911 is called for medical emergencies while waiting for ambulance to arrive
- AED in the Village**
- Council has been asked to look at purchasing an AED for residents to access in medical emergencies

- We will be reviewing the requests at the next council meeting in September

Traffic on Forestry Trail

- Council met with representatives from Cochrane RCMP twice over the last year to discuss road safety and concerns over speeding through the Village
- Because Road safety continues to be a major priority there will be additional presence seen on Highway 40 throughout the year.
- The RCMP has acknowledged that their goal is to provide 6 extra shifts for speed policing in the Village this year on weekends.
- It is believed that a more regular presence will help reduce speeds through the SV Waiparous.

Wildfire Mitigation Strategy Review

- Completed by Stew Walkinshaw
- Adopted by council at the May 7th Council Meeting
- Will be used to direct our FireSmart activities
- and inform FRIAA Grant applications
- Printed copies available at the Community Services Facility for anyone interested

Municipal Development Plan

- Still room for volunteers who are interested in sitting on the Steering Committee – contact administration if you are interested
- 2 main functions of the Steering committee
 - First, to serve as a liaison between the community and the consultant/project, discussing ideas and potential policies with the community and obtaining feedback to bring back to meetings.
 - Second, to use its knowledge of the community to guide policy development and to make choices between policy options.
- There will be four scheduled meetings between July 2018 and February 2019 with the consultant.
- A municipal development plan (MDP) is a key policy plan that communicates the long term desired land use for the community. It is a high-level blueprint that shows how the community is expected to change over time and the shape it will take in the future. It is often described as the “view from 30,000 feet” to reflect the conceptual, big picture role of the plan.
- The MDP serves as a guiding policy document for future decisions regarding the use of publicly owned and privately-owned land, and the infrastructure and services that are needed to support the intended uses. It is a statutory document, meaning it is adopted by bylaw
- Will inform and possibly outline changes needed to our current Land Use Bylaw

Bridge

- Thank the Committee Shirley, Jodi and Brian and past Chair Susan Parker
- On November 22, 2017 Council made a resolution that they will only support replacing the bridge in its current location. Communicated to Alberta Transportation and Minister of Transportation
- Surveyors were in the Village Nov 28- Dec 5 for The Functional Planning Study completed by Hatch
- Functional Planning Study is currently under Technical Review by Alberta Transportation
- Will be released to the Village and Road Committee sometime in August 2018

STEP Student

- Because of new government regulations and changes to the OHS Act Council decided not to proceed with the STEP Student Program this year
- New rules changed what youth workers are allowed to do and now require direct supervision for the majority of the work we usually have them do
- Decided instead to hire a contractor to cut grass on Municipal land
- This will only be done once a month to the end of the summer

Rural Crime Watch

- The Summer Village has recently joined our local Rural Crime Watch Group as a Corporate Member
- We are able to put signage on our municipal land as a member
- To put a Big Village Sign at entrances on the highway requires 51% of Community to be members first
- Administration has a few applications available
- We are working to secure a date to have them out for an information session along with RCMP and Fish and Wildlife
- Information for contacting them will be posted on the website

Wood chipping Program

- Last year was Year 3 of the **wood chipping project** and it once again was a huge success,
- Council extended the program into its 4th year for 2018.
- Residents have been encouraged to clean up branches from their property.
- All this helps with FireSmart.
- Contract was awarded to Lucky Loggers this year
- Anyone wanting to keep their chips for their property are asked to tie an orange surveyor's tape on your pile and make sure it is clearly marked.
- If there is no tape, chips will be hauled out of the community.

Weed Control

- Waiparous continues to contract the MD of Bighorn for weed control services.
- Their inspector has been in the Village and maintaining control of restricted weeds on public lands.

- The inspector has noted that Waiparous is getting a good handle on the Ox-eye Daisy situation and reminds everyone to keep vigilant on the Ox-eye Daisies growing on their property, if not kept in tow, it can spread quickly.

Mayor M. Sundal thanked council, staff, committee members, picnic organizers and all the volunteers for helping the village over the past year.

A special thank you to Darrell Eveson, for his volunteerism in the Village was also recognized.

PROJECT UPDATES

FireSmart Committee

- Joleen Molenaar
- Jason Marks
- Matt Sundal – Council Liason

Wildfire Preparedness Day

- Thank you to Joleen and her volunteers for organizing the event on May 5th
- BBQ dinner compliments of FireSmart Canada and a private donor
- Presentation by Stew Walkinshaw of the Wildfire Mitigation Strategy Review

This next year

- Working with Council and administration on a FRIAA Grant for FireSmart work in the Village

Ghost Waiparous Trails Association

- Gerton Molenaar spoke on behalf of the GWTA with an update of the past years accomplishments. As well the need for volunteers for future work-bees was discussed.
- Gerton provided a reminder that there were two info sessions scheduled for the summer on July 22, and Aug 26 to discuss the next stage of FireSmart in the Back 40 as well as a field tour to look at the work that was completed last year.

ADMINISTRATION AND FINANCE REPOERT

S. Bureyko provided the following update on administration and the financial report:

A few things to note about some of the changes in how I will be approaching the administrative role. I have worked with Sharon Plett for many years and most of our operations will continue along the foundations she has built her in the Village, but I am hoping to bring in some new efficiencies. As well I want to make getting information easy in the Village so over the next year I will be updating and evolving the website to be more user friendly.

The updated Municipal Government Act has come into effect which has resulted in several changes for the Summer Village.

The MGA now requires all municipalities to have a Public Participation Policy. Council adopted a policy for Waiparous in February and it is posted on the website. All municipalities are now required to have a Municipal Development Plan and

InterMunicipal Development Plan and Intermunicipal Collaborative Framework. These will all be new documents for the Summer Village. The Mayors report discussed the MDP, and next year the remaining two documents will be developed. There are timelines for completing all of the documents, so administration is ensuring that work is done in a timely manner. We were successful in obtaining some funding from the Province for creating these plans, so we will have the benefit of engaging a professional planner to assist us.

The GIS program, funded through a Provincial grant, is underway and more and more interactive mapping is being developed. Please visit the Village website and try out this great tool. Our GIS consultant is currently mapping the trails in the village as a new layer that you can view.

The Province is continuing to monitor the viability of communities in Alberta, especially the smaller communities. Several years ago, they came up with benchmarks on defining the viability of a community which was based on financial viability and service levels. Summer Villages tend to be quite resilient and have been able to pass both tests as summer villages tend to operate on shoestring budgets and residents are typically content not having a lot of services. The Province is now initiating another level for determining viability which will be undertaken through mandatory municipal inspection on a revolving 3-year basis for all municipalities under 5,000 population. Through the inspection process, Municipal Affairs will be reviewing governance and administrative structures to ensure they are meeting their expectations for a municipality. Even though Waiparous is a small municipality, it is required to follow the same processes and protocols as larger municipalities. I am currently reviewing inspection reports from other small municipalities to see where I can make improvements. Residents will see a lot more policies and processes being developed. It appears that pretty much everything we do needs to be supported with policy, procedures and process. Municipal Affairs will also be reviewing Governance to ensure Council and Committees operate openly and with transparency and that Council deals with governance matters only and operational items are managed through administration.

Financial

High level – if you want more budget is always available by contacting the office

Taxes

- school requisition increased \$3,992 up from last year's increase of \$2,067 – that is a 4.3% increase
- municipal taxation requirements increased by \$2,538. Compared to last year with an increase of \$4830 that is a 3.22% increase
- The tax rate increased approximately 4.33% overall in 2018. Almost half of that was school requisition
- 1% municipal portion of tax increase = \$810

Reserves

- 178,316 in reserves
- Largest reserves are
 - Mill rate stabilization 100,000
 - General Operating 28, 214

- Contingency 27,244

Grants

- MSI operating increased from \$6,331 last year to \$737
- Capital MSI \$71255
- Alberta Community Partnership - 15,000 for MDP

Capital projects

- She reviewed funds held on deposit for current and future projects.
 - capital projects for 2017 included \$15,000 for completion of road project and \$72,000 for Trails Project
 - Estimated MSI Capital grant funds remaining for future capital projects is \$263,323. She noted that the Province has provided a guarantee of additional capital funding for municipalities for 3 years.

ADJOURN.

MOVED by Mayor M. Sundal that the meeting adjourn at 12:10 p.m.
CARRIED.

Chairman

Municipal Administrator