

Organized Hamlet of Crystal Lake 2021 Annual Voters' Meeting

www.hamletofcrystallake.ca

Sunday, July 11, 2021 – 10:00 am

Sturgis Town Hall

Draft Minutes – to be approved at 2022 Annual Voters' Meeting

1. Registration
2. Motion for Appointment of Recorder - Motion "That Shawna Johnson be appointed as recorder for the meeting" Motion by Lois Steinke, seconded by Brad Tarras CARRIED
3. Call to Order - Don Olson at 10:15 am with 88 voters in attendance
4. Introductions – Don introduced Hamlet Board; Reeve Cal Statchuk; Division 6 Councillor Brad Hallick. It was noted that communication and cooperation is much appreciated under the new RM council. Don recognized presence of two former Board Chairs, Dave Masters and Merv Tomski.
5. Moment of Remembrance – Don Olson called for a Moment of Remembrance for friends and family members we lost this past year and especially in remembrance of those children in unmarked graves at various Indian Residential Schools.
6. Adoption of Agenda – Motion made and passed for Adoption of Agenda
7. Minutes of 2019 Annual General Meeting – Motion "That we approve the minutes of the 2019 Annual Meeting as posted under the 2020 AGM Web Postings" by Sandy Tokaruk, seconded Merv Tomski. CARRIED
8. Minutes of 2020 Annual General Meeting – Motion: "That we approve the documents posted for minutes of the 2020 Annual Meeting as per the web site." By Heather Godlein, seconded Donna Mitchell. CARRIED
9. Business Arising from 2019 and 2020 AGM Minutes – There was no business arising from the 2019 and 2020 minutes.
10. 2019 Financial Report – Howard Fox provided the 2019 Financial Report provided by the RM as per the web site postings. Motion: "That due to the outstanding financial disputes with the RM, that the 2019 Financial Report provided by the RM be rejected." By Laird Gervais, seconded Ken Pugh. CARRIED

11. 2020 Financial Report – Howard Fox provided the 2020 Financial Report provided by the RM. Motion “That due to the outstanding financial disputes with the RM, that the 2020 Financial Report provided by the RM be rejected.” by Paulette Wolkowski, seconded by Ken Pugh. CARRIED
12. 2021 Budget - Howard Fox presented the 2021 Budget. It was first explained that the Hamlet Board and the RM Council have come to an agreement over the outstanding financial disputes regarding revenue sharing and legal costs charged to the hamlet account. The RM will refund approximately \$22,000 that was withheld over 2019 and 2020 as a result of the RM arbitrarily changing the revenue sharing from the historic 2/3:1/3 split to a 60:40 split. In terms legal fees incurred from the ILO appeal, the Hamlet Board agreed to allow the RM to retain approx. \$29,000 previously taken with the understanding that a further \$80,000 will be raised from the agriculture ratepayers in 2021. This effectively splits the legal fees based on an assessment basis. A highlight of the 2021 Budget is that full allocation of property taxes raised at the OH of Crystal Lake will go to the Hamlet account. Then a specific agreement between the RM and the Hamlet Board will be made for contract services provided by the RM. Key elements of Revenue is the return of reduced revenue from 2019 and 2020 that was under dispute. On the Expense side key items were increases in summer wages and total hour commitment; purchase of a mower; formal accounting for depreciation of hamlet assets (equipment, building roads); and that the Community Water Reserve was almost non-existent and thus had to be rebuilt. Motion “That we accept the 2021 Budget” by Ken Wozniczka, seconded Gerald Steinke. CARRIED
13. Hamlet Board Reports
 - a. Community Water System – Howard Fox
 - i. PDWA and status of system – still under a Precautionary Drinking Water Advisory due to arsenic, ammonia levels and potential for GUDI. WSA has directed that we must return the system to fully potable by 2026.
 - ii. Investigation/Development of New Groundwater Source – a draft Request for Proposal has been developed and will be provided to potential consultants soon for investigation and

development (if feasible) for a new well to serve the community system.

- iii. Rate Increase to Re-establish Reserve Fund – Water rates have been increased to \$150 to start to replenish the required reserve fund. Currently there is only \$2,600 in the Reserve fund and the system is fully depreciated.
 - iv. SaskWater Regional Pipeline Concept – SaskWater is investigating the idea of a regional pipeline that would provide potable water to communities along highway 49 (Preeceville to Pelly). This investigation is very much in the early stages.
- b. Road Maintenance Report – Brad Tokaruk – Department of Highways and Infrastructure provide snow removal from the Y down to the Church Camp. Local contractors provide for the rest of the roads within the hamlet. Approximately \$10,000 is spent yearly on roads of which about \$4,000 for snow plowing.
 - c. New Speed Signs - SGI Provincial Traffic Safety Fund Grant – Two new speed registers have been installed as a result of a grant from SGI Traffic Safety Grant.
 - d. Working Near Water – Brad Tokaruk -AHPP - Aquatic Habitat Protection Permit - Water Security Agency must be contacted and potentially a permit received before doing any work that affects the vegetation or soil in or within 5 metres of the water. This work includes removing vegetation either in or near the water, adding sand, installing retaining walls and breakwaters, etc. This is provincial legislation and the Hamlet Board and RM has no authority in this matter. Please check the Water Protection Agency website to find information (<https://www.wsask.ca/Water-Programs/Aquatic-Habitat-Protection>). For any trees that fall into the lake or are in a vulnerable situation that are not on private property, will be the responsibility of the Hamlet.
 - e. 2021 Hamlet Board Work Plan – Howard Fox explained the 2021 Work Plan is posted on the web site. Comments, questions and priorities are welcome.
 - f. 2021 Seasonal/Summer Employee – Brad Tokaruk advised William Hauber is our summer student for 2021, for his second year.

- g. Communication – Brad Tokaruk emphasized the need for open, ongoing communication. The OH uses its website as its official communication tool (<https://hamletofcrystallake.ca>) The website provides the opportunity to receive timely updates and all are encouraged to sign up to the web site.
- h. Fire Department Intro/Update – Brad Tarras, Fire Chief for Crystal Lake introduced the members of the Fire Department, how the CL department is operated under the umbrella of the Sturgis FD, that the CL members undergo training regularly throughout the summer season; that several members will be taking the First Aid course this fall; that the fire truck is fully operational now but we must consider funds for repair and/or replacement.

14. New Business

- a. Motions from Hamlet Board – Howard Fox presented a number of policy and procedural motions put forward by the Hamlet Board for endorsement at the Annual Voters’ Meeting as follows:
 - i. Policy for Annual Voters’ Meeting – posted on web site under 2021 AVM tab. Motion “That we approve the Policy for the Annual Voters’ Meeting” by Don Rongve seconded Phyllis Parnetta CARRIED
 - ii. Policy for Hamlet Web Site as Official Communication – posted on the web site under the 2021 AVM tab Motion: “That we approve the Policy for the Hamlet Board Web Site as the Official Communication for the Hamlet” by Brad Tarras seconded Joanne Barber CARRIED
 - iii. Policy for Establishment and Management of Reserve Funds – posted on the web site under the 2021 AVM tab Motion: “That we approve the Policy for Establishment and Management of Reserve Funds” by Paulette Wolkowski second Marlene Mysak. A discussion ensued regarding the amount required for the Unallocated Reserve Fund. A friendly motion was made regarding increasing that Reserve Fund to 100% of the annual budget. With no seconder to the friendly motion, the original motion was CARRIED.

- iv. Policy on Acquisition of Goods and Services – posted on the web site under 2021 AVM tab Motion: “That we approve the Policy on Acquisition of Goods and Services” by Ken Pugh second Linda Michaud CARRIED
- v. Establishment of Social, Recreation and Cultural Committee – as posted on the web site under the 2021 AVM tab Motion: “That we approve the establishment of a Social, Recreation and Cultural Committee” by Sandy Tokaruk second Linda Michaud CARRIED.

There was some questioning as to how this Committee differed from the Playground Committee. The Playground Committee was for a specific project, i.e. the playground at the beach; whereas the new committee is an ongoing, long-term effort with a much broader mandate than a specific project. After an earlier call for volunteers, the Committee members were introduced: Don Rongve, Terry Dennis, Gerald Steinke and Pat Prokop with a Hamlet Board member to be named.

b. Motions from Voters:

- i. Motion for Renaming of Feeley Drive – posted 2021 AVM - Motion made by Nicole Gurski on behalf of Dorothy Simes “That Feeley Drive be renamed Sunset Bay”. Second Barb Duke. After a very open and thoughtful discussion, confirming the value of posting motions prior to the AVM, the motion was DEFEATED.
 - ii. Motion for Closing Costs for Friends of the Aquifer – posted 2021 AVM – Motion by Judith Young “That the sum of \$6,700.00 be paid from the Crystal Lake Hamlet Reserve Fund to 102054546 Saskatchewan Corporation Inc., a.k.a. Friends of the Aquifers (FOTA), to cover outstanding costs related to closure of the Corporation.” Seconded by Laird Gervais. A secret ballot vote was held with the results 64 yes, 21 no. CARRIED
- c. Safe Watercraft Operating Guidelines Presentation – Brad Tokaruk - a discussion paper has been posted on the web site under the 2021 AVM tab. The intention is to have boating guidelines that are safe,

respect all lake users, and are environmentally responsible. A Water Users Working group is being formed to identify concerns and develop overall guidelines that consider all water users and the environment/water quality of the lake.

- d. 2021 Property Re-Assessment – Don Olson – 2021 was a full reassessment year for all of Saskatchewan. There were significant increases in waterfront properties, as well the education portion has a mill rate increase.
- e. Revisions to Property Tax Structure – Don Olson – The Hamlet Board/RM Council has developed and implemented a new tax structure for the OH of Crystal Lake, effective for 2021. A new base tax of \$350 per lot has been implemented. This base tax is based on the cost of the core services provided to all properties divided by the number of lots within the OH. This base tax allowed the mil rate to be reduced from 5 mils to 2 mils. The new base tax coupled with the reduced mil rate makes the overall hamlet tax revenue almost neutral.
- f. Provision of Services Agreement with RM of Keys – Brad Tokaruk – Work is being completed on a Provision of Services Agreement that clearly defines responsibilities and cost allocations of the OH and the RM. This Agreement clearly differentiates services and expenses which are the sole responsibility of the OH, and expenses which are shared with the RM on a per capita or assessment percentage basis. The major change is that the RM will no longer receive 33.3% of the OH's municipal tax revenue. Instead, the OH will pay for an established percentage of the Administrators salary, office expenses, Council expenses etc. This agreement is in its final stages of negotiation and will be part of an RM bylaw with an attached schedule which will be renewed annually.
- g. New Official Community Plan and Zoning Bylaw – Brad Tokaruk – A new Official Community Plan and Zoning Bylaw has been developed by the RM, with considerable inclusion of, and input from, the Hamlet Board. This was another example of the improved RM/HB cooperation. An important change in the OCP is the creation of a Conservation Area zone that surrounds Crystal Lake which will limit

future cabin and residential developments. The new Zoning bylaw incorporates the old building bylaw with changes that are required nationally. All future building at the lake must follow the national building and fire codes. These two documents are awaiting approval by Government Relations. As well, the RM has retained a building inspector to ensure standards are being followed.

- h. New Dock and Boat Launch -A new dock was installed at the beach to replace the old, rather unstable floating boat dock. An attempt was made in fall 2020 to install rubber matting onto the slippery concrete launch. Idea was good, but due to heavy traffic, the matting did not hold up. Further options will be researched.
- i. Bylaws – Brad Tokaruk - Current and new bylaws are being researched as many are out-dated and irrelevant. Priorities for revision and/or development include golf carts, nuisance wildlife, private use of public reserves and plumbing/septic system inspections.

15. Open Forum

- a. Crystal Lake History Book Project – Linda Michaud – spoke to a new project to record the history of Crystal Lake. All residents are requested to provide the history of their own properties as well as any information they can provide re the history of Crystal Lake. Notices will be placed on each cottage property.

16. Election of New Board member – With Don Olson's 4-year term ending, an election was held. Don Olson called for nominations. Lorris Dennis nominated Lois Steinke, second Judith Young; Laird Gervais nominated Ken Wozniczka, second Brad Tarras. Motion to cease nominations – CARRIED. After a secret ballot, the results were Lois Steinke, 53 votes; Ken Wozniczka 23 votes. Lois Steinke elected to Hamlet Board. Motion to destroy the ballots CARRIED.

17. Howard thanked Don for his service to Crystal Lake especially his leadership and patience in dealing with difficult situations and his knowledge and experiences in municipal government. Don Olson was recognized with a standing ovation.

18. Closing Remarks – Don Olson provided closing remarks acknowledged all the contributions by Crystal Lake residents, his fellow Board members, that it was an honour to serve and thanked all.

19. Adjournment – Don called for adjournment. Motion by Dick Morken.
Adjournment at 1:35 pm

DRAFT