

*Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held April 19, 2017 in the Summer Village Administration Office at Sylvan Lake, Alberta.*

**CALL TO ORDER:** The Meeting was called to order at 12:53 p.m. by Mayor Carr with the following being present:

Mayor:	Bill Carr
Deputy Mayor:	Teresa Beets
Councillor:	Ron Wuetherick
Administrator:	Phyllis Forsyth
Accounting Technician:	Tina Leer
Development Officer:	Koralyn Coughlin
Recording Secretary:	Teri Musseau
Delegation:	Jeannie Hawksworth Stephen Hicks

**AGENDA APPROVAL:** RON WUETHERICK:  
That the April 19, 2017 Regular Meeting Agenda be adopted as amended:

1045/17 Move (H) to after (D) CARRIED

**CONFIRMATION OF MINUTES:** 1. **February 23, 2017 Regular Meeting Minutes**  
BILL CARR:  
That the February 23, 2017 Regular Meeting Minutes be approved as presented.

1046/17 CARRIED

**CONFIRMATION OF MINUTES:** 2. **March 6, 2017 Regular Meeting Minutes**  
TERESA BEETS:  
That the March 6, 2017 Special Meeting Minutes be approved as presented.

1047/17 CARRIED

**DELEGATION:** 1. Wade, Noble & Partners LLP  
Jeannie Hawksworth from Wade, Noble & Partners LLP was present to present the 2016 Draft Financial Statements to Council.

BILL CARR:  
That Council approve the 2016 Draft Financial Statement as presented.

1048/17 CARRIED

Jeannie Hawksworth and Tina Leer left the meeting at 1:17 p.m.

**DELEGATION:** 2. Stephen Hicks  
Stephen Hicks joined Council to discuss a request to backfill and restore the area between the lakeshore pressure ridge (Municipal Environmental Open Space, Lot R, Block 4, Plan 5969 MC) and the private properties of 1317, 1319 & 1321 Birch Road (Lots 12, 13 & 14, Block 9, Plan 413 NY).

Stephen Hicks left the meeting at 1:53 p.m.

Initials



BILL CARR:

That Council table until May for further consideration, Administration research similar restorations in the past, and Administration consult Alberta Environment and Parks.

1049/17

CARRIED

**PLANNING &  
DEVELOPMENT:**

**1. Development Update**

Koralyn provided Council with the development report. Currently there are 52 active development permits; 9 in the Summer Village of Sunbreaker Cove.

BILL CARR:

That Council accept as information.

1050/17

CARRIED

**PLANNING &  
DEVELOPMENT:**

**2. Subdivision and Development Appeal Board Bylaw**

Koralyn provided Council with the Subdivision and Development Appeal Board Bylaw #198-17 which will allow for the member-at-large to be pulled from the community to sit should the appointed members be unavailable provided they are not in conflict with the hearing.

FIRST READING to By-law No. 198-17 was moved by Teresa Beets.

1051/17

CARRIED

SECOND READING to By-law 198-17 was moved by Bill Carr.

1052/17

CARRIED

RON WUETHERICK:

That third reading to By-law No. 198-17 be taken at this Meeting.

1053/17

THIRD READING to By-law No. 198-17 was moved by Teresa Beets.

1054/17

CARRIED

**PLANNING &  
DEVELOPMENT:**

**3. 743 Elk Street**

Koralyn provided Council with information on a letter received from the owners of 743 Elk Street asking for an extension on the deadline to remove the boathouse and asking Council to allow them to address Council's concerns so the boathouse can remain.

BILL CARR:

That Administration put a caveat on title until sale of property with removal of shed prior to title change.

1055/17

CARRIED

**PLANNING &  
DEVELOPMENT:**

**4. 1209 Pine Road**

Koralyn provided Council with information on the boathouse located at 1209 Pine Road. There is no encroachment agreement for this boathouse and it is fully located on the Environmental Open Space.

RON WUETHERICK:

That Administration put a caveat on title until sale of property with removal of shed prior to title change.

1056/17

CARRIED

Initials



**PLANNING &  
DEVELOPMENT:**

**5. 1313 Willow Road**

Koralyn provided Council with information on the two carports located at 1313 Willow Road. Temporary buildings do not require a Development Permit if their purpose is incidental to carrying out a development for which a permit has been issued. No permits for development have been issued for this property.

RON WUETHERICK:

That Administration draft letter to resident asking about future development and informing them temporary structures are prohibited in Land Use Bylaw.

1057/17

CARRIED

**PLANNING &  
DEVELOPMENT:**

**6. Superior Safety Codes**

Koralyn provided Council with information on the Safety Codes Services Agreement. Superior Safety Codes would like to enter into a 3 year agreement with the Summer Village.

RON WUETHERICK:

That Council enter into a new agreement with Superior Safety Codes for a term of 3 years.

1058/17

CARRIED

Koralyn Coughlin left the meeting at 2:44 p.m.

**FINANCE &  
ADMINISTRATION:**

**1. Administrator Report**

Administration provided Council with an update on the status of current projects underway in the Summer Villages and at the Administration Office.

Tina Leer joined the meeting at 2:46 p.m.

BILL CARR:

That Council accept the information as presented.

1059/17

CARRIED

**FINANCE &  
ADMINISTRATION:**

**2. Financial Reports**

Tina Leer provided Council with the financial reports:

- Accounts Payable Cheque Listing
- Operating Budget Report to April 13, 2017

TERESA BEETS:

That Council approve the financial reports as presented.

1060/17

CARRIED

**FINANCE &  
ADMINISTRATION:**

**3. 2017 – 2019 Capital Budget**

Tina Leer provided Council with the proposed capital project budget for the years 2017-2019.

BILL CARR:

That Council table until the next meeting.

1061/17

CARRIED

Initials



Tina Leer left meeting at 3:20 p.m.

**COUNCIL &  
LEGISLATIVE:**

**1. Election Information**

Administration provided Council with the confirmed dates for the 2017 Elections:

June 10, 2017	Nomination Day	10:00 a.m. – 12:00 p.m.
June 17, 2017	Advanced Poll	10:00 a.m. – 4:00 p.m.
July 8, 2017	Election Day	10:00 a.m. – 7:00 p.m.
July 15, 2017	Council Training Day	1:00 p.m. – 3:00 p.m.

BILL CARR:

That Council accept as information.

**1062/17**

**CARRIED**

**COUNCIL &  
LEGISLATIVE:**

**2. 2017 Election Information Session**

Council discussed the upcoming Election Information Session.

TERESA BEETS:

That Council accept as information.

**1063/17**

**CARRIED**

**COUNCIL &  
LEGISLATIVE:**

**3. Forest Management Strategy**

Administration provided Council with the Summer Village of Birchcliff's Forest Management Strategy for review and discussion.

TERESA BEETS:

That Administration draft a Forest Management Strategy for the Summer Village of Sunbreaker Cove.

**1064/17**

**CARRIED**

Council break at 3:48 p.m.

Reconvened at 3:52 p.m.

**COUNCIL &  
LEGISLATIVE:**

**4. Signing Authorities**

Administration provided Council with a suggestion from the Summer Village of Birchcliff to bring forward the concept of a signing limit for Administration.

RON WUETHERICK:

That Administration draft a policy that outlines the process and occurrences when administration might sign cheques.

**1065/17**

**CARRIED**

**COUNCIL &  
LEGISLATIVE:**

**5. Red Deer County Intermunicipal Collaboration Framework**

Administration provided Council with an invitation received from Mayor Wood of Red Deer County proposing a Regional Intermunicipal Collaboration Framework for the 8 municipalities surrounding Sylvan Lake.

Initials



RON WUETHERICK:

That Council decline the invitation from Red Deer County to enter into an Intermunicipal Collaboration Framework with all 8 municipalities.

1066/17

CARRIED

**COUNCIL &  
LEGISLATIVE:**

**6. Internal Wastewater System**

Administration provided Council with the Sunbreaker Cove Internal Wastewater Collection System Business Plan for review.

The next steps in the program are:

- Apply for MSI grants
- Create borrowing bylaw
- Create local improvement bylaw
- Apply for debt limit increase from the Minister of Municipal Affairs

TERESA BEETS:

That Council adopt the Business Plan as presented.

1067/17

CARRIED

RON WUETHERICK:

That Administration apply for MSI funding.

1068/17

CARRIED

BILL CARR:

That Administration draft the Borrowing Bylaw.

1069/17

CARRIED

BILL CARR:

That Administration create Local Improvement Bylaw.

1070/17

CARRIED

**PUBLIC  
WORKS:**

**1. Green Space Maintenance**

Administration provided Council with 2 quotes for the 2017 mowing:

CSSI Edmunds Contracting - \$1190 plus GST by-weekly including trimming  
Don's Home & Lawn Maintenance - \$665 plus GST every 21 days,  
trimming not included

BILL CARR:

That Council appoint the Green Space Maintenance contract to CSSI Edmunds Contracting for 2 years with the following conditions:

- Cutting to take place on Thursdays and always before a long weekend

1071/17

CARRIED

**PUBLIC  
WORKS:**

**2. Pathway Request**

Administration provided Council with a request received from Laura Buckholz to support the reestablishment of the pathways in Sunbreaker Cove.

Initials



**1072/17** TERESA BEETS:  
That Council accept as information. **CARRIED**

**INFORMATION: Council Reports**

Teresa Beets provided her report to Council on Canada Day Celebration with plan to be sent out to Council next week.

Correspondence:

- Service Alberta
  - 2016 Carbon Levy Implications Survey
- By consensus Council accepts as information.

**MEETING DATES:** The next regular meeting of the Council of Sunbreaker Cove will be held on May 25, 2017 at 10:00 a.m.

**ADJOURNMENT:** The meeting adjourned at 4:29 p.m.

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BILL CARR, MAYOR

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PHYLLIS FORSYTH, C.A.O.

Initials

