

*Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held August 24, 2017 in the Summer Village Administration Office at Sylvan Lake, Alberta.*

**CALL TO ORDER:** The Meeting was called to order at 9:26 a.m. by Mayor Beets with the following being present:

Mayor:	Teresa Beets
Deputy Mayor:	Jim Willmon
Councillor:	Keith Kimball
Administrator:	Phyllis Forsyth
Development Officer:	Koralyn Lemmon
Accounting Technician:	Tina Leer
Public Works Coordinator:	Chris Loov
Recording Secretary:	Kara Kashuba

**AGENDA APPROVAL:** DEPUTY MAYOR WILLMON:  
That the August 24, 2017 Regular Meeting Agenda be amended by moving Committee of the Whole to the beginning of the agenda.

**1165/17** CARRIED

**IN CAMERA:** 1. **Personnel**

MAYOR BEETS:  
That Council meets as a committee of the Whole for the purpose of discussing Personnel at 9:27 a.m.

**1166/17** CARRIED

Chris Loov, Koralyn Coughlin, Tina Leer and Kara Kashuba left the meeting at 9:27 a.m.

MAYOR BEETS:  
The meeting reverts to an open meeting at 10:06 a.m.

**1167/17** CARRIED

Kara Kashuba joined the meeting at 10:06 a.m.

**CONFIRMATION OF MINUTES:** 1. **July 26, 2017 Regular Meeting Minutes**

COUNCILLOR KIMBALL:  
That the July 26, 2017 Regular Meeting Minutes be approved as presented.

**1168/17** CARRIED

**CONFIRMATION OF MINUTES:** 1. **July 26, 2017 Municipal Planning Commission Minutes**

MAYOR BEETS:  
That the July 26, 2017 Municipal Planning Commission Minutes be approved as presented.

**1169/17** CARRIED

**CONFIRMATION OF MINUTES:** 1. **July 26, 2017 Organizational Meeting Minutes**

DEPUTY MAYOR WILLMON:  
That the July 26, 2017 Organizational Meeting Minutes be accepted as amended.

Initials



1170/17

CARRIED

Tina Leer and Kent Lyle joined the meeting at 10:40 a.m.

**DELEGATION:**

**1. Kent Lyle – Quiet Enjoyment Initiative**

Kent Lyle joined Council to provide information on the Quiet Enjoyment Initiative and provide reasons why a member of Council should sit on this Committee.

COUNCILLOR KIMBALL:

That Council table to next Council meeting.

1171/17

CARRIED

Kent Lyle left the meeting at 10:40 a.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.

MAYOR BEETS:

That Council accept the information as presented.

1172/17

CARRIED

**FINANCE &  
ADMINISTRATION:**

**2. Financial Reports**

Tina Leer provided Council with the monthly financial reports:

- Accounts Payable Cheque Listing to August 16, 2017
- Operating Budget Report to August 16, 2017
- Outstanding taxes

DEPUTY MAYOR WILLMON:

That Council approve the quarterly financial reports as presented.

1173/17

CARRIED

**FINANCE &  
ADMINISTRATION:**

**3. Shared Costs Update**

Tina Leer provided Council with the 2017 Shared Costs/Budget Update as of June 30, 2017.

COUNCILLOR KIMBALL:

That Council accept as information.

1174/17

CARRIED

**FINANCIAL &  
ADMINISTRATIVE:**

**4. Request from Reserves**

Administration requested a transfer of \$1,100.00 from IT/JSC Revenue for the replacement of the server.

MAYOR BEETS:

That Council approve transfer from JSC/IT reserve upon approval of all partners.

1175/17

CARRIED

Initials



Tina Leer left the meeting at 11:12 a.m.

**FINANCIAL &  
ADMINISTRATIVE:**

**5. AEMA Stakeholders Summit**

Phyllis Forsyth provided Council with information on the 2017 Alberta Emergency Management Agency Stakeholders Summit being held at the Westin Edmonton, December 5 & 6, 2017.

DEPUTY MAYOR WILLMON:  
That Council accept as information.

1176/17

CARRIED

**COUNCIL &  
LEGISLATIVE:**

**1. MMGA – Determination of Population Regulation**

Administration provided Council with information on the Municipal Government Amendment Act's rules regarding population calculation in the Municipality of Crowsnest Pass which will be removed and incorporated in the Crowsnest Pass Regulation.

COUNCILLOR KIMBALL:  
That Council accept as information.

1177/17

CARRIED

**COUNCIL &  
LEGISLATIVE:**

**2. MMGA – Crowsnest Pass Regulation**

Administration provided Council with information on the Municipal Government Amendment Act's regulation to provide for special rules regarding the Municipality of Crowsnest Pass.

MAYOR BEETS:  
That Council accept as information.

1178/17

CARRIED

**COUNCIL &  
LEGISLATIVE:**

**3. MMGA – Council and Council Committee Meeting Regulation**

Administration provided Council with information on the Municipal Government Amendment Act's addition to make regulations defining "meeting" and additional classes of matter for which a meeting is to be closed to the public to ensure transparency and hold municipal council accountable

DEPUTY MAYOR WILLMON:  
That Council accept as information.

1179/17

CARRIED

**COUNCIL &  
LEGISLATIVE:**

**4. MMGA – Council Code of Conduct Regulation**

Administration provided Council with information on the Municipal Government Amendment Act's requirement for Councils to establish a Code of Conduct for Councillors to ensure elected officials govern in an ethical and businesslike manner.

COUNCILLOR KIMBALL:  
That Council accept as information.

1180/17

CARRIED

Initials



**COUNCIL &  
LEGISLATIVE:**

**5. MMGA – Intermunicipal Collaboration Framework**

Administration provided Council with information on the Municipal Government Amendment Act's requirement for municipalities with a common border to create Intermunicipal Collaboration Frameworks with each other, within two years of the MMGA coming into force.

MAYOR BEETS:

That Council authorize Administration to provide comment requesting more clarity be added to the regulation outlining the requirements for Intermunicipal Collaboration Framework.

1181/17

CARRIED

**COUNCIL &  
LEGISLATIVE:**

**6. ASVA Board of Directors**

Administration provided Council information on the current 5 vacancies on the Association of Summer Villages of Alberta Board of Directors.

DEPUTY MAYOR WILLMON:

That if any Council member wishes to apply they will have the support of Council.

1182/17

CARRIED

**PROTECTIVE  
SERVICES:**

**1. Municipal Enforcement Reports**

Administration provided Council information on the patrol count, bylaw complaint types and bylaw complaint count in the Summer Village.

COUNCILLOR KIMBALL:

That Council accept the Quarterly Enforcement Reports as information.

1183/17

CARRIED

Chris Loov joined the meeting at 11:30 p.m.

**PUBLIC WORKS:**

**1. Public Works Report**

Chris provided Council with an update on Public Works projects and programs:

- Cleaning fallen and dangerous trees
- Sand to be brought into Sunset Cove
- New sign ordered for Glenn's Cove
- Wire put around bottom of trees along shoreline to prevent beavers from chewing
- Put up "stop sign ahead sign"
- Repairing/replacing of damaged signs

MAYOR BEETS:

That Council accept as information.

1184/17

CARRIED

Initials



**PUBLIC WORKS: 2. Pathway Proposal**

Chris provided Council with drawing submitted by WSP Engineering for the proposed 2017 pathway program at a preliminary cost estimate of \$124,660.00 which is covered through grant funds.

DEPUTY MAYOR WILLMON:  
That Council proceed with the tendering and construction of the pathways and viewing platform with staircase decision postponed for further discussion in 2018.

**1185/17** **CARRIED**

Koralyn Coughlin joined the meeting at 12:00 p.m.

**PLANNING & DEVELOPMENT: 1. Development Update**

Koralyn provided Council with the development report. Currently there are 61 active development permits; 11 in the Summer Village of Sunbreaker Cove.

COUNCILLOR KIMBALL:  
That Council accept as information.

**1186/17** **CARRIED**

**PLANNING & DEVELOPMENT: 2. MGA Regulations**

Koralyn provided Council with information on the 2<sup>nd</sup> round of draft regulations to the MGA pertaining to development.

MAYOR BEETS:  
That Council accept as information.

**1187/17** **CARRIED**

**PLANNING & DEVELOPMENT: 3. Municipal Planning Commission Bylaw**

Koralyn presented Council with the Municipal Planning Commission Bylaw which would allow for two members of Council and a member at large to sit as the Commission.

FIRST READING to By-law No. 121-17 was moved Deputy Mayor Willmon.

**1088/17** **CARRIED**

SECOND READING to By-law 121-17 was moved by Councillor Kimball.

**1089/17** **CARRIED**

MAYOR BEETS:  
That third reading to By-law No. 121-17 be taken at this Meeting.

**1090/17** **CARRIED UNANIMOUSLY**

THIRD READING to By-law No. 121-17 was moved by Deputy Mayor Willmon.

**1091/17** **CARRIED**

**PLANNING & DEVELOPMENT: 4. Encroachments**

Initials



Koralyn provided Council with information on the shed encroaching onto municipal land by Judy Shenner at 649 Fox Crescent. Administration has not been able to find any motion in minutes or agreements in her file that allow her permission nor has she been able to provide any to the office.

COUNCILLOR KIMBALL:

That Council draft an agreement and bring to Council for review.

1192/17

CARRIED

**PLANNING &  
DEVELOPMENT:**

**5. 1209 Pine Road - Boathouse**

Koralyn provided Council with information on the boathouse located at 1209 Pine Road encroaching on the Environmental Open Space.

MAYOR BEETS:

That Mayor Beets and Administration meet with property owner.

1193/17

CARRIED

**PLANNING &  
DEVELOPMENT:**

**6. ADOA Proclamation**

Koralyn requested Council acclaim September 24 to September 30, 2017 as Alberta Development Officers Week.

DEPUTY MAYOR WILLMON:

That Council acclaim September 24 to September 30, 2017 as Alberta Development Officers Week.

1194/17

CARRIED

**PLANNING &  
DEVELOPMENT:**

**7. Pier & Hoist Committee**

Koralyn provided information on the last Pier & Hoist Committee meeting where a motion was made to have the Terms of Reference amended to allow for Bill Carr and Ron Wuetherick to be included on the Piers & Hoists Committee.

COUNCILLOR KIMBALL:

That Council approve the Terms of Reference revision and formally invite Bill Carr and Ron Wuetherick back to the Piers & Hoists Committee.

1195/17

CARRIED

Koralyn Lemmon and Chris Loov left the meeting at 1:00 p.m.

**INFORMATION:**

**Council Reports**

Mayor Beets provided her report to Council on feedback from the Open House and the Sylvan Lake Regional Wastewater Commission Meeting.

By consensus Council accepts as information.

**MEETING DATES:**

The next regular meeting of the Council of Sunbreaker Cove will be held on September 28, 2017 at 1:00 p.m.

Initials



**ADJOURNMENT:** The meeting adjourned at 1:10 p.m.

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TERESA BEETS, MAYOR

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PHYLLIS FORSYTH, C.A.O.

Initials