

*Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held January 22, 2018 in the Summer Village Administration Office at Sylvan Lake, Alberta.*

**CALL TO ORDER:** The Meeting was called to order at 9:55 a.m. by Deputy Mayor Willmon with the following being present:

Mayor:	Teresa Beets via Skype
Deputy Mayor:	Jim Willmon
Councillor:	Keith Kimball
Administrator:	Phyllis Forsyth
Recording Secretary:	Teri Musseau

**AGENDA APPROVAL:** COUNCILLOR KIMBALL:  
That the January 15, 2018 Regular Meeting Agenda be adopted as amended:

Protective Services – Lacombe Emergency Management Committee

**1256/18** CARRIED

Chris Loov joined the meeting at 10:01 a.m.

**CONFIRMATION OF MINUTES:** 1. **December 15, 2017 Regular Meeting Minutes**

COUNCILLOR KIMBALL:  
That the December 15, 2017 Regular Meeting Minutes be approved as amended.

**1257/18** CARRIED

**CONFIRMATION OF MINUTES:** 2. **December 18, 2017 Municipal Planning Commission Minutes**

COUNCILLOR KIMBALL:  
That the December 18, 2017 Municipal Planning Commission Minutes be approved as presented.

**1258/18** CARRIED

**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.

**1259/18** CARRIED

**FINANCE & ADMINISTRATION:**

2. **Financial Reports**

Phyllis Forsyth provided Council with the financial reports:

- Accounts Payable Cheque Listing to December 31, 2017
- Operating Budget Report to December 31, 2017
- Payroll update journal for November & December
- Unpaid taxes

MAYOR BEETS:  
That Council approve the monthly financial reports as presented.

**1260/18** CARRIED

Initials



**FINANCE &  
ADMINISTRATION:**

**3. Preliminary 2018 – 2020 Budget**

Administration provided Council with the draft 2018 – 2020 Budget.

MAYOR BEETS:

That Council table until their next meeting for further consideration.

**1261/18**

**CARRIED**

Council break at 11:29 a.m.

Reconvened at 11:34 a.m.

**FINANCIAL &  
ADMINISTRATIVE:**

**4. Audit Planning Letters to Council & Fraud Enquiry**

Administration presented Council with the Audit Planning letters and Fraud Enquiry questions received from Wade, Noble & Partners LLP.

MAYOR BEETS:

That Council approve as presented.

**1262/18**

**CARRIED**

**FINANCIAL &  
ADMINISTRATIVE:**

**5. Council Calendar**

Administration provided Council with a yearly calendar showing tentative Council meeting dates.

COUNCILLOR KIMBALL:

That Council accept as information.

**1263/18**

**CARRIED**

**COUNCIL &  
LEGISLATIVE:**

**1. Wastewater Program**

Administration provided Council information on concerns received from residents over the wastewater program.

Teresa Beets left meeting at 11:45 a.m.

Teresa Beets and Michael Wuetherick joined meeting via Skype at 11:50 a.m.

Keith Kimball left the meeting at 12:33 p.m.

Keith Kimball returned to meeting at 12:41 p.m.

MAYOR BEETS:

That Council and Administration continue to work on Internal Wastewater Collection System and the Sylvan Lake Regional Wastewater Commission.

**1264/18**

**CARRIED**

MAYOR BEETS:

That Administration create a wastewater program newsletter utilizing information from Historical Perspective Review Document, and Wastewater Committee complete FAQ's for mailing and posting on web.

**1265/18**

**CARRIED**

Initials



Michael Wuetherick left the meeting at 12:53 p.m.

**1266/18** DEPUTY MAYOR WILLMON:  
That Council seek opinion from Alberta Environment and  
Parks on approvals & inspections of septic fields. **CARRIED**

**COUNCIL &  
LEGISLATIVE:**

**2. Resident Correspondence Pathway**

Administration provided Council with correspondence from James Wickson expressing concerns over the viewing platforms.

**1267/18** MAYOR BEETS:  
That Administration draft a bylaw for restrictions and send response to resident. **CARRIED**

**PUBLIC WORKS:**

**1. Public Works Report**

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

- Working on policy for bollard removal
- Waste removal contract renewed

**1268/18** COUNCILLOR KIMBALL:  
That Council accept as information. **CARRIED**

**PUBLIC WORKS:**

**2. Off-Road Vehicles**

Chris provided Council with information off-road vehicles being driven on the roads in the Summer Village.

Koralyn Lemmon joined the meeting at 1:06 p.m.

**1269/18** DEPUTY MAYOR WILLMON:  
That Council amend the Traffic Bylaw to allow insured and registered off-road vehicles on the road during the winter months for access and egress from the lake with use of helmets; staff to bring proposed fines to Council and Council solicit ratepayer feedback on year round off road vehicle use at Annual Information Meeting. **CARRIED**

**PLANNING &  
DEVELOPMENT:**

**1. Development Update**

Koralyn provided Council with the development report. Currently there are 67 active development permits; 15 in the Summer Village of Sunbreaker Cove.

**1270/18** MAYOR BEETS:  
That Council accept as information. **CARRIED**

Initials



**PLANNING &  
DEVELOPMENT:**

**2. SLMC**

Koralyn provided Council with a request received from the Sylvan Lake Management Committee requesting municipalities to support the "Team UP to Clean UP event being held on May 26<sup>th</sup>, 2018.

DEPUTY MAYOR WILLMON:  
That Council participate in the Spring Shoreline Clean-Up being held on May 26<sup>th</sup>, 2018 with Council to finalize plans at their April meeting.

**1271/18**

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**3. Working Well Workshop**

Koralyn provided Council with information on previous Working Well Workshops and inquired if they would like to participate in another.

COUNCILLOR KIMBALL:  
That Council approve Administration to host another workshop in the spring/fall 2018 with the other Summer Villages.

**1272/18**

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**4. Intermunicipal Development Plan**

Phyllis provided Council with an update on a meeting she had with the CAO's from the Regional Partners about a joint Intermunicipal Development Plan.

MAYOR BEETS:  
Be it resolved that the Summer Village of Sunbreaker Cove be authorized to participate in an application for the Sylvan Lake Intermunicipal Development Plan project, submitted by Lacombe County under the Intermunicipal Collaboration component of the Alberta Community Partnership Program; and further that Sunbreaker Cove, a participant, agrees to abide by the terms and Conditional Grant Agreement governing the purpose and use of the grant funds.

**1273/18**

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**5. 1329 Balm Road**

Koralyn provided Council with information on development infractions at 1329 Balm Road.

DEPUTY MAYOR WILLMON:  
That Administration review and make recommendations for Land Use Bylaw amendments to address the total construction height be 32 feet and other items that Administration may have.

**1274/18**

**CARRIED**

Koralyn Lemmon and Chris Loov left the meeting at 1:42 p.m.

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**PROTECTIVE SERVICES:**

**1. Lacombe Regional Emergency Management Committee**

Mayor Beets brought forward a concern received by her from Marcel Adamkewicz, Senior Emergency Management Specialist, Emergency Response Management Consultant, regarding committee members and their alternates being in conflict of each other.

MAYOR BEETS:

That Administration investigate concern and bring item back to Council.

**1275/18**

**CARRIED**

**INFORMATION:**

**Council Reports**

Mayor Beets provided her report to Council on the Sylvan Lake Regional Water/Wastewater Commission and Association of Summer Villages of Alberta.

Councillor Kimball provided his report to Council on Sylvan Lake Management Committee.

By consensus Council accepts as information.

**MEETING DATES:**

The next regular meeting of the Council of Sunbreaker Cove will be held on February 26, 2018 at 1:00 p.m.

**ADJOURNMENT:**

The meeting adjourned at 1:57 p.m.

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TERESA BEETS, MAYOR

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PHYLLIS FORSYTH, C.A.O.

Initials

