

Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held May 28, 2018 in the Summer Village Administration Office at Sylvan Lake, Alberta.

CALL TO ORDER: The Meeting was called to order at 10:05 a.m. by Mayor Beets with the following being present:

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

AGENDA APPROVAL: DEPUTY MAYOR WILLMON:
That the May 28, 2018 Regular Meeting Agenda be adopted as amended:

REMOVE:

1357/18 F-D-1 Land Use Bylaw Amendments **CARRIED**

CONFIRMATION OF MINUTES: 1. **April 16, 2018 Regular Meeting Minutes**
COUNCILLOR KIMBALL:
That the April 16, 2018 Regular Meeting Minutes be approved as presented.

1358/18 **CARRIED**

TABLED ITEMS FROM LAST MEETING

COUNCIL & LEGISLATIVE: 1. **Code of Conduct for Members of Council and Committees Bylaw**
Administration provided Council with the Code of Conduct for Members of Council and Committees Bylaw #128-18.

1359/18 FIRST READING to By-law No. 128-18 was moved by Councillor Kimball.
CARRIED

1360/18 SECOND READING to By-law 128-18 was moved by Deputy Mayor Willmon.
CARRIED

1361/18 MAYOR BEETS:
That third reading to By-law No. 128-18 be taken at this Meeting
CARRIED

1362/18 THIRD READING to By-law No. 128-18 was moved by Councillor Kimball.
CARRIED

COUNCIL & LEGISLATIVE: 2. **Parental Leave Bylaw**
Administration provided Council with the Parental Leave Bylaw #129-18.

1363/18 FIRST READING to By-law No. 129-18 was moved by Mayor Beets.
CARRIED

1364/18 SECOND READING to By-law 129-18 was moved by Councillor Kimball.
CARRIED

Initials



- 1365/18** DEPUTY MAYOR KIMBALL:
That third reading to By-law No. 129-18 be taken at this Meeting
CARRIED
- 1366/18** THIRD READING to By-law No. 129-18 was moved by Mayor Beets.
CARRIED
- COUNCIL & LEGISLATIVE:**
- 3. Website**
- Administration provided Council information from the Municipal Government Act regarding websites.
- 1367/18** MAYOR BEETS:
That Council authorize Administration to provide website services as for the other villages.
CARRIED
- 1368/18** DEPUTY MAYOR WILLMON:
That Mayor Beets provide guidance to CAO on design of website.
CARRIED
- PUBLIC WORKS:**
- 1. Traffic Bylaw #126-18**
- Phyllis Forsyth provided Council the Traffic Bylaw #126-18 which would allow use of off-highway vehicles on highways during the winter months.
- 1369/18** FIRST READING to By-law No. 126-18 was moved by Councillor Kimball as amended.
CARRIED
- 1370/18** DEPUTY MAYOR WILLMON:
That Council discuss at their Annual Information Meeting.
CARRIED
- PUBLIC WORKS:**
- 2. Boat Launch Area**
- Phyllis Forsyth provided Council information received from Patrick Graham requesting "No Idling Zone" signage be posted at the boat launch due to noise.
- 1371/18** COUNCILLOR BEETS:
That Council have two signs erected, one where boat goes in and the other where boat comes out stating 'no idling zone'.
CARRIED
- PLANNING & DEVELOPMENT:**
- 1. Septic Sense Workshop**
- Phyllis Forsyth provided Council information on holding a Septic Sense Workshop with the other Summer Villages.
- 1372/18** DEPUTY MAYOR WILLMON:
That Council participate in the 2018 Septic Sense Workshop with the other Summer Villages.
CARRIED

Initials



STAFF REPORTS: 1. Staff Reports

Administration provided the following reports for Council consideration:

- Administrator's Report
- Accounts Payable
- Financial
- Municipal Accountability Program
- Municipal Indicators
- Emergency Management Review
- Public Works
- Development

MAYOR BEETS:

By consensus Council accepts as information and authorized payment of payables.

1373/18

CARRIED

Recess at 11:12 a.m.

Reconvened at 11:18 a.m.

REQUEST FOR DECISION

FINANCE & ADMINISTRATION:

1. Surplus Distribution

Phyllis Forsyth provided Council with a spreadsheet to determine distribution of the 2017 surplus funds of \$206,440.49.

DEPUTY MAYOR WILLMON:

That Council set targets as below with Administration to bring back recommendations for reallocation of funds to the next meeting.

	Current	Target
General Contingency	349,028.80	300,000.00
Roads, Streets etc.	269,613.00	400,000.00
Wastewater	550,000.00	1,500,000.00
Environmental	101,774.81	100,000.00
Capital General	32,187.39	0.00
Information Technology & Facilities	3,400.00	5,000.00
Mill Rate Stabilization	0.00	100,000.00

1374/18

CARRIED

FINANCIAL & ADMINISTRATIVE:

2. Clarification of Information - Assessor

Phyllis Forsyth provided clarification from the Assessor to Council on growth and new assessment.

MAYOR BEETS:

That Council accept as information.

1375/18

CARRIED

FINANCIAL & ADMINISTRATIVE:

3. Clarification of Information - Auditor

Phyllis Forsyth provided clarification from the Assessor to Council detailing items that make up Machinery and Equipment along with Land.

Initials

MAYOR BEETS:
That Council accept as information.

1376/18

CARRIED

**COUNCIL &
LEGISLATION:**

1. Regional Intermunicipal Development Plan

Phyllis Forsyth provided Council information on the Regional Intermunicipal Development Plan being worked on with the neighboring municipalities including minutes from the April 30th technical committee meeting, Terms of Reference, List of Relevant Plans and Studies, List of Stakeholders and Request for Proposal.

DEPUTY MAYOR WILLMON:
That Council approve the Terms of Reference as presented.

1377/18

CARRIED

DEPUTY MAYOR WILLMON:
That Council approve the Request for Proposal as presented.

1378/18

CARRIED

COUNCILLOR KIMBALL:
That Council appoint Deputy Mayor Willmon as member to the Steering Committee with Councillor Kimball as alternate.

1379/18

CARRIED

**COUNCIL &
LEGISLATIVE:**

2. Procedural Bylaw

Administration provided Council with the Procedural Bylaw #131-18 to reflect changes made to the Municipal Government Act.

FIRST READING to By-law No. 131-18 was moved by Deputy Mayor Willmon as amended.

1380/18

CARRIED

SECOND READING to By-law 131-18 was moved by Councillor Kimball as amended.

1381/18

CARRIED

MAYOR BEETS:
That third reading to By-law No. 131-18 be taken at this Meeting as amended.

1382/18

CARRIED

THIRD READING to By-law No. 131-18 was moved by Deputy Mayor Willmon as amended.

1383/18

CARRIED

**COUNCIL &
LEGISLATIVE:**

3. Public Participation Policy

Administration provided Council with the Public Participation Policy as per section 216.1(1) of the Municipal Government Act.

MAYOR BEETS:
That Council adopt the Public Participation Policy as presented.

1384/18

CARRIED

Initials



MAYOR BEETS:

That the meeting recess at 12:00 p.m. for lunch.

1385/18

CARRIED

The meeting reconvened at 12:54 p.m. with the same people present as at the beginning of the meeting.

**COUNCIL &
LEGISLATIVE:**

4. 3 Year Operational Plan

Administration provided Council the 3 Year Operational Plan as per Section 283.1(2) of the Municipal Government Act.

MAYOR BEETS:

That Council approve the 3 Year Operational Plan as presented.

1386/18

CARRIED

**COUNCIL &
LEGISLATIVE:**

5. 5 Year Capital Plan

Administration provided Council the 5 Year Capital Plan as per Section 283.1(2) of the Municipal Government Act.

MAYOR BEETS:

That Council table the 5 Year Capital Plan for further information.

1387/18

CARRIED

**COUNCIL &
LEGISLATIVE:**

6. Annual Information Meeting

Administration provided Council with the 2017 Annual Information Meeting agenda as a guide in preparing the 2018 agenda.

COUNCILLOR KIMBALL:

That Administration prepare the 2018 Annual Information meeting agenda as directed and bring back to next meeting.

1388/18

CARRIED

**PUBLIC
WORKS:**

1. Bollard Policy

Phyllis Forsyth provided Council with the Bollard Policy Amendment to include bollard removal during all summer months.

DEPUTY MAYOR WILLMON:

That Council uphold the current Bollard Policy.

1389/18

CARRIED

**PLANNING &
DEVELOPMENT:**

2. Piers & Hoists Plan

Phyllis provided Council with the Pier & Hoist Preliminary Plan to include guidelines pertaining to policies of access to the lake, placement and permitting procedures for piers and hoists.

COUNCILLOR KIMBALL:

That Council table for further consideration.

1390/18

CARRIED

Initials



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 gave his report to Council on Sylvan Lake Management Committee Take it Off and Team Up to Clean Up.

MEETING DATES: The next regular meeting of the Council of Sunbreaker Cove will be held on June 11, 2018 at 10:00 a.m.

ADJOURNMENT: The meeting adjourned at 2:18 p.m.

TERESA BEETS, MAYOR

PHYLLIS FORSYTH, C.A.O.

Initials

