

Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held November 10, 2017 in the Summer Village Administration Office at Sylvan Lake, Alberta.

CALL TO ORDER: The Meeting was called to order at 12:55 p.m. by Mayor Beets with the following being present:

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

AGENDA APPROVAL: COUNCILLOR KIMBALL:
That the November 10, 2017 Regular Meeting Agenda be amended:

E.9. Website
F.3. Pathways

1215/17

CARRIED

CONFIRMATION OF MINUTES: 1. **October 5, 2017 Regular Meeting Minutes**

MAYOR BEETS:

C.2. October Minutes

Reads:

That Council reaffirm previous Council decision to not participate on the Quiet Enjoyment Initiative.

Should read:

That Council reaffirm previous Council decision to not participate on the Quiet Enjoyment Initiative Committee.

D.4. SLRWWC

Reads:

Tina Leer provided Council with information received from the Sylvan Lake Regional Wastewater Commission regarding a shortfall in their 2017 budget with Sunbreaker Cove's portion being approximately \$25,760.59.00.

Should reads:

Tina Leer provided Council with information received from the Sylvan Lake Regional Wastewater Commission regarding a shortfall in their 2017 budget with Sunbreaker Cove's portion being approximately \$25,760.59.

1216/17

CARRIED

Initials



**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.

DEPUTY MAYOR WILLMON:

That Council accept the information as presented.

1217/17

CARRIED

**FINANCE &
ADMINISTRATION:**

2. Quarterly Reports

Tina Leer provided Council with the quarterly financial reports:

- Accounts Payable Cheque Listing to October 27, 2017
- Operating Budget Report to September 30, 2017
- Capital Budget Report to September 30, 2017
- Trail Balance Report to September 30, 2017
- Alberta School Foundation Funds to September 30, 2017
- Accounts Payable Payroll Journal to September 30, 2017
- Bank balances and allocated reserves
- Unpaid taxes

COUNCILLOR KIMBALL:

That Council approve the monthly financial reports as presented.

1218/17

CARRIED

MAYOR BEETS:

That Council authorize the Administrator and Executive Assistant to sign payables while the Mayor is away on matters that have been approved.

1219/17

CARRIED

**FINANCE &
ADMINISTRATION:**

3. Elected Officials Training

Administration provided Council with information on the upcoming Emergency Management Training for Elected Officials on January 17, 2017.

MAYOR BEETS:

That Council authorize Councillors to attend and have Administration make arrangements.

1220/17

CARRIED

**FINANCIAL &
ADMINISTRATIVE:**

4. Donation Request

Administration presented Council with a request received from the Spirit of Sylvan Yuletide festival to provide a donation.

DEPUTY MAYOR WILLMON:

That due to budget restraints Council not provide support this year.

1221/17

CARRIED

Tina Leer left the meeting at 1:42 a.m.

Initials



**COUNCIL &
LEGISLATIVE:**

1. Joint Service Committee 2018 Budget

Administration provided Council the 2018 proposed Shared Costs Budget that was discussed and amended at the Joint Service Committee meeting.

COUNCILLOR KIMBALL:
That Council approve the 2018 Joint Service Committee Budget as presented.

1222/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

2. Joint Service Committee Request for Decision

Administration provided Council two items from the Joint Service Committee meeting for decision.

MAYOR BEETS:
That Council provide feedback as discussed to the Joint Service Committee.

1223/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

3. Council Strategic Goals

Administration provided Council with a layout of mandatory items that may need to be reviewed or developed along with 5 year cycle as part of the 5 year planning.

DEPUTY MAYOR WILLMON:
That Administration proceed as discussed.

1224/17

CARRIED

Council break at 2:29 p.m.

Reconvened at 2:36 p.m.

**COUNCIL &
LEGISLATIVE:**

4. Terms of Reference – Internal Wastewater Collection

Administration provided the draft Terms of Reference for the Internal Wastewater Committee.

Chris Loov joined the meeting at 2:39 p.m.

MAYOR BEETS:
That Council table and Deputy Mayor Willmon draft a Terms of Reference for presentation to Council.

1225/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

5. Fire Protection Plan

Administration provided Council with the draft Fire Protection Plan for the Summer Village.

Initials



MAYOR BEETS:
That Council table until their next meeting.

1226/17

CARRIED

PUBLIC WORKS:

1. Public Works Report

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

- Pathway project underway and viewing platforms are up
- First round of street sanding done
- Sand buckets to be filled
- Review of snow ploughing contract with contractor
- Removal of dangerous trees
- Glenn's Cove sign ready for installation in spring.

COUNCILLOR KIMBALL:
That Council accept as information.

1227/17

CARRIED

PUBLIC WORKS:

2. Snow Removal Policy

Chris provided Council with an updated Snow Removal Policy.

DEPUTY MAYOR WILLMON:
That Council approve the Snow Removal Policy as amended.

1228/17

CARRIED

PUBLIC WORKS:

3. Pathways

Council discussed the pathways that were installed. Upon review Administration and Council does not feel the viewing platforms are too big and have been built as per specifications.

COUNCILLOR KIMBALL:
That Council accept as information.

1229/17

CARRIED

Chris Loov left the meeting at 3:38 p.m.

**COUNCIL &
LEGISLATIVE:**

6. Parkland Regional Library Budget

Administration provided Council with the 2018 Parkland Regional Library Budget.

MAYOR BEETS:
That Council approve the 2018 Parkland Regional Library Board Budget as presented and include in 2018 budget.

1227/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

7. Christmas Cards

Administration provided Council with a list of recipients for Christmas cards from previous years for review.

Initials



1228/17 COUNCILLOR KIMBALL:
That Administration send Christmas cards as directed. **CARRIED**

**COUNCIL &
LEGISLATIVE:**

8. ALARIE Update

Administration provided Council an update on amount of money received from the finalization of the Alberta Local Authorities Reciprocal Insurance Exchange.

1229/17 DEPUTY MAYOR WILLMON:
That Council accept as information. **CARRIED**

**COUNCIL &
LEGISLATIVE:**

9. Website

Council discussed the Sunbreaker Cove website. All meetings of Council and Municipal Planning Commission be provided for publishing on the website and Mayor Beets continue as liaison with Contractor.

1230/17 COUNCILLOR KIMBALL:
That Council accept as information. **CARRIED**

**PLANNING &
DEVELOPMENT:**

1. Development Update

Phyllis provided Council with the development report. Currently there are 68 active development permits; 14 in the Summer Village of Sunbreaker Cove.

1234/17 MAYOR BEETS:
That Council accept as information. **CARRIED**

**PLANNING &
DEVELOPMENT:**

2. 649 Fox Crescent

Phyllis provided Council with a draft agreement for the encroaching shed at 649 Fox Crescent.

1235/17 MAYOR BEETS:
That Administration contact Judy Shenner to clarify ownership and location, then proceed with the Encroachment Agreement. **CARRIED**

**PLANNING &
DEVELOPMENT:**

3. Boathouses

Phyllis provided Council with information on proposed encroachment agreements with the owners of two properties having boathouses on the Environmental Open Space.

1236/17 DEPUTY MAYOR WILLMON:
That any properties with existing boathouse on Municipal lands be removed once ownership changes outside the family or until they have deteriorated enough that they have to be taken down regardless of ownership. **CARRIED**

Initials



INFORMATION: Council Reports

Councillor Kimball provided his report to Council on Munis 101, Sylvan Lake Management Committee

Deputy Mayor Willmon provided his report to Council on Association of Summer Villages of Alberta and George Cuff Session.

Mayor Beets provided her report to Council on Sylvan Lake Regional Water/Wastewater Commission.

By consensus Council accepts as information.

MEETING DATES: The next regular meeting of the Council of Sunbreaker Cove will be held on December 15, 2017 at 10:00 a.m.

ADJOURNMENT: The meeting adjourned at 4:15 p.m.

JIM WILLMON, DEPUTY MAYOR

PHYLLIS FORSYTH, C.A.O.

Initials

