

**Page -1-
Resort Village of Candle Lake
Regular Meeting
February 6, 2012**

A Regular Meeting of Council for the Resort Village of Candle Lake was held February 6, 2012 in the Administration Office at Candle Lake, Saskatchewan.

ATTENDANCE The following were in attendance:

Toporowski, Nick	- Mayor
Caithcart, Lloyd	- Councilor
Geddes, David	- Councilor
Perras, Clem	- Councilor
Quinn, John	- Councilor
English, Margo	- Administrator

CALL TO ORDER A quorum being present, Mayor Toporowski called the meeting to order at 9:00 a.m.

**ACCEPT
AGENDA** **021-2012
GEDDES**

That the Agenda for the February 6, 2012 meeting be accepted, with the following additions under Correspondence:

- #2 – EPS – Jan/12 Bylaw Enforcement
- #3 – Chamber of Commerce – re Business License
- #4 – Health Advisory Committee – Support for Sport Complex

CARRIED

**ADOPT
MINUTES** **022-2012
CAITHCART**

That the minutes of the Regular Meeting of Council, held January 9, 2012, be adopted.

CARRIED

BUSINESS ARISING FROM MINUTES:

**MINISTRY
ENVIRONMENT
Re ER
TELWIN
MARINA**

Previous correspondence from the Minister of Environment was received advising the Resort Village was not required to purchase an area designated as ER (Environmental Reserve) in the Telwin Marina subdivision. Clarification has now been received from the Lands Branch confirming the Resort Village did not have to purchase the ER designated land in order for the subdivision to proceed, however the ER portion will remain in the name of the Crown and will not be transferred to the Resort Village.

**EVERGREEN
ESTATES -
DEN MOR
MARINA-
EXCAVATION**

Myron Derow, on behalf of Evergreen Estates, provided a drawing of a proposed area across the road from the Den Mor Estates Marina property, to be used for the disposal of material excavated for a marina and to be developed into a toboggan hill. Mr. Derow plans to approach the Ministry of Environment, Lands Branch, with a proposal to lease the land at this location to be used as an area for the deposit of excavated material and the development of a toboggan hill, and requests the support of Council for the proposal.

**023-2012
QUINN**

That the Resort Village defer a decision on the request from Myron Derow, on behalf of Evergreen Estates, to support his application for the lease of Crown land adjacent to the existing Den Mor Marina location for the purpose of using the land as a site for the disposal of excavated materials from the Marina, until such time as Council is able to research the suitability of this proposed site.

CARRIED

CORRESPONDENCE:

**RCMP
QUARTERLY
REPORT**

Council was provided with the RCMP's quarterly progress report on the annual performance plans for the third quarter of the 2011/12 fiscal year. The report covers the entire area for the Nipawin Detachment. Crime reduction and traffic safety have been identified as major priorities.

**EPS -
BYLAW
ENFORCEMENT**

EPS Management provided a report on bylaw enforcement activities for the month of January, 2012. All subdivisions of the Resort Village continue to receive general patrols.

**CHAMBER OF
COMMERCE
Re BUSINESS
LICENSE FEES**

The Candle Lake Chamber of Commerce submitted correspondence regarding the Resort Village's recently implemented General Licensing Bylaw and requesting that the funds generated by the license fees be budgeted in some fashion for the businesses of the Resort Village in order that they can enhance the already existing great opportunities they offer in Candle Lake.

Following discussion, the Administrator was instructed to advise the Chamber of Commerce that their letter was reviewed and that, at this time, the revenue generated by the business license fees has been allocated to general revenues, however, if the Chamber has plans for a specific project, Council will consider a request for a contribution at that time.

**COMMUNITY
ADVISORY -
SPORT
COMPLEX**

The Community Advisory and Health Services Committee has provided Council with a copy of their letter to Bev Kolisnek and the Sports Complex Committee, indicating the Committee's support for the proposed Sports Complex and offering suggestions and assistance.

**024-2012
PERRAS**

That correspondence be received and filed and appropriate responses be forwarded.

CARRIED

COMMITTEE REPORTS:

**PARKS &
RECREATION
/TRAILS**

Councilor Geddes reviewed a report prepared by Dee Cole. The report requested Council ratification of member changes to the Parks and Recreation Board. Fitness classes will soon resume. A Fencing Workshop will be held on February 19, 2012. The Board has received cost estimates from the Sport Complex Committee for three locations, however, prior to the Board making a recommendation to Council, the Board has requested the Committee to provide additional information.

025-2012

CAITHCART

That the Resort Village ratify the following changes to the Parks and Recreation Board:

- (1) Appointment of Dee Cole as Chair Person, effective January, 2012;
- (2) Renewal of Board appointments for the two year term commencing January 1, 2012 and ending December 31, 2013 for Dennis Lokinger, Ed Horn, John Quinn, Jean Kopperud, Gerry FLegel and Patty Matkowski;
- (3) Resignation of Wayne Rocheleau effective January, 2012 and the appointment of Michelle Lozej for the balance of the term ending December 31, 2012.

CARRIED

**FIRE DEPT/
FIRST
RESPONDERS/
EM0**

Councilor Quinn reported the attendance of four first responders at the annual conference held in Moose Jaw at the end of January, 2012. Training is being arranged for new first responder volunteers.

**ROADS &
MAINTENANCE/
LANDFILL**

Councilor Caithcart reported regular winter road maintenance continues, as well as equipment maintenance and repair. The landfill continues to be well maintained.

**COMMUNITIES
IN BLOOM**

The Committee has not held a meeting since the last meeting of Council. The maintenance staff has now removed Christmas decorations.

HEALTH

Councilor Quinn advised no report was available.

PARCS

Councilor Perras reported on the PARCS Board of Directors Meeting held January 29, 2012. The 2012 Annual Conference will be held in Watrous and four regional meetings will be held over the summer. The meeting for this region will be held in Wakaw again this year. Discussion was held regarding the province's draft for changes to the Saskatchewan Environment Code.

**P.A.MODEL
FOREST**

Councilor Caithcart attended the P.A.Model Forest Board Meeting in January, 2012. The Board is presently reviewing the allocations of funding. There is a possibility of some funding for the Candle Lake area.

Dick Iverson had previously accepted an appointment as representative for the Resort Village of Candle Lake on the Board of the P.A.Model Forest, in place of Mayor Toporowski. Since that time, Councilor Caithcart has agreed to represent the Resort Village Council on the Board.

**026-2012
PERRAS**

That the Resort Village thank Dick Iverson for agreeing to act as representative for the Resort Village of Candle Lake on the P.A.Model Forest Board and be advised that Councilor Caithcart has now agreed to represent the Resort Village on this board for the 2012 year, therefore Mr. Iverson's appointment is no longer required.

CARRIED

ACCOUNTS PAYABLE, FINANCIAL:

**ACCOUNTS
PAYABLE**

**027-2012
GEDDES**

That the accounts payable listing, cheques number 4995 to 5099, and totaling \$83,253.85 be approved.

CARRIED

**FINANCIAL
REPORTS**

**028-2012
CAITHCART**

That the report on revenues and expenditures for the year ended December 31, 2011 be accepted as presented.

CARRIED

**029-2012
QUINN**

That the report on 2012 revenue and expenditures for the period ending January 31, 2012 be accepted, as presented.

CARRIED

**TAX
ARREARS**

**030-2012
CAITHCART**

That Council acknowledge the receipt of the listing of tax arrears as of February 2, 2012 and that appropriate action be taken in the collection of the arrears.

CARRIED

NEW BUSINESS:

**FROHAUG-
ENCHANTED
MARINA -
ADJACENT
CROWN**

Carl Frohaug has communicated with the Resort Village regarding a strip of Crown land adjacent to the Enchanted Marina and RV Park property. Mr. Frohaug states that, at the time of the development of the Marina in the early 2000's, there was concern there was not enough space to accommodate the plan due to the placement of the marina and marina opening into the lake. At that time, he understood that an easement in the Resort Village name solved the concern. Recently, Mr. Frohaug has been working in the Crown land area adjacent to his property to clean out dead fall and haul in fill to raise the ground level. The Ministry of Environment, Lands Branch, has now contacted Mr. Frohaug regarding the trespass. Contact with the Ministry confirms that an easement in the name of the Resort Village has not been registered and, if it had been, it would still not allow for use of the land by someone other than the Resort Village. To solve the issue, Mr. Frohaug will be offering to purchase an additional narrow strip of Crown land adjacent to his property and has asked for the support of the Resort Village. The Ministry has advised the Resort Village they are working with Mr. Frohaug to confirm property lines and deal with any encroachment of personal items on crown land.

**031-2012
PERRAS**

That Carl Frohaug be advised to contact the Ministry of Environment, Lands Branch, regarding the purchase of a strip of land adjacent to the Enchanted Marina and RV Park property which he had assumed to be an easement and that Council will review the proposal when the area has been determined and the Ministry has provided details of the application.

CARRIED

**GRUENDING-
SERVICING
AGREEMENT**

All requirements for ratification of a Servicing Agreement between the Resort Village and Roger Gruending are not yet in place. This item will be reviewed by Council when requirements are in place.

**NIKIFORUK -
BUILDING
PERMIT
#6 EILEEN
WAY**

Gene and Sandy Nikiforuk have requested authorization to proceed with a building permit application for Lot 52, Block 6, Plan 102013715, located at #6 Eileen Way. All requirements under the Servicing Agreement for the Eileen Way property have not yet been completed, therefore, authorization of Council is required in order to proceed with a building permit.

**032-2012
CAITHCART**

That the Resort Village authorize the Building Official to proceed with a building permit application for Lot 52, Block 6, Plan 102013715, located at #6 Eileen Way and that the authorization to proceed is given with the provision that all obligations under the Servicing Agreement with Gene and Sandy Nikiforuk for the Eileen Way Subdivision are completed no later than June 30, 2012.

CARRIED

**NIKIFORUK -
BUILDING
PERMITS**

All obligations under the servicing agreement between Gene and Sandy Nikiforuk and the Resort Village of Candle Lake, covering the Eileen Way Subdivision have not yet been completed. Under the terms of the Servicing Agreement, the Resort Village is not obliged to issue permits for building construction until construction and development of services have been completed in accordance with the Agreement. Gene and Sandy Nikiforuk have requested the Resort Village to amend this clause and to allow for building permits on the remaining lots in the subdivision, namely Lots 50, 51 and 53 to 57..

**033-2012
CAITHCART**

That Gene and Sandy Nikiforuk be advised that, regarding their request for authorization of building permits for Lots 50, 51 and 53 to 57, Block 6, Plan 102013715, located on Eileen Way, until such time as the Servicing Agreement deficiencies are completed, authorization for permits on these lots will be reviewed on an individual basis.

CARRIED

**NIKIFORUK -
SERVICING
AGREEMENT**

On behalf of Gene and Sandy Nikiforuk's subdivision on Eileen Way, Bullee Consulting Ltd. has provided a report on construction to date and work yet to be completed. The report also referenced the requirement under the Servicing Agreement for the installation of galvanized steel (CMP) culverts. A plastic (HDPE) culvert has been installed at the intersection of Simon Lehne Drive and Eileen Way.

**034-2012
GEDDES**

That, with reference to the letter of Bullee Consulting Ltd. regarding the culvert requirement on the access to Eileen Way off of Simon Lehne Drive, the developers, Gene and Sandy Nikiforuk, be advised that the Servicing Agreement stipulates the use of galvanized steel culverts, therefore the existing plastic culvert at this approach must be replaced to comply with the Agreement.

CARRIED

**KOSOWAN -
CONSOLIDATE
LOTS**

Calvin and Lori request approval to consolidate their two residential lots located on Hanson Place. The consolidation of the lots is required to accommodate new building construction plans.

**035-2012
CAITHCART**

That the Resort Village approve the application of Calvin and Lori Kosowan to consolidate Lots 2 and 3, Block 103, Plan 78PA09802 and that any future subdivision will be subject to the regular costs of subdivision, including infrastructure fees.

CARRIED

**PURCHASE
MOWERS**

**036-2012
QUINN**

That the Resort Village purchase the following mowers from Glenmor Inc,
as detailed and quoted:

- Kubota #F2680E, 72” rear discharge - \$17,275.00 plus tax;
- and
- Kubota F3680 100” front mount - \$32,909.00 plus tax.

CARRIED

**HENDERSON
SUBDIVISION
PARCEL C**

A subdivision application has been received from Community Planning for the subdivision of Parcel C, Plan 88PA00696, as submitted by Ardel and Gail Henderson. The proposal will provide for a residential Parcel K. This subdivision application was submitted a number of years ago and the property was rezoned to residential at that time and a Certificate of Approval issued by Community Planning, however, the parcel was never registered with land titles and the Certificate has expired, therefore a new application to subdivide is required. At the time of the earlier request, the requirement for dedicated lands was deferred. Community Planning requests Council to consider settling this matter as part of the new application.

**037-2012
GEDDES**

That, with reference to the application to subdivide Parcel C, Plan 88PA00696 and create proposed residential Parcel K, as submitted by Ardel and Gail Henderson, the Resort Village advise the Hendersons that a Servicing Agreement is required to provide for infrastructure fees of \$2,000.00 on the proposed residential Parcel K and to provide for a payment in lieu of municipal reserve dedication, as requested by Community Planning.

CARRIED

BYLAWS & POLICIES:

**BYLAW
2-2012
TAX
EXEMPTION
AIRSTRIP**

Bylaw 2-2012, is a Bylaw to provide for exemption of 2012 municipal taxes on Parcel C, Plan 101897769, the Airstrip property, as a community service. The Resort Village no longer has authority to exempt the school portion of the tax.

**BYLAW
2-2012 -
1st
READING**

**038-2012
CAITHCART**

That Bylaw 2-2012, a Bylaw to provide for the exemption of 2012 municipal taxes on Parcel C, Plan 101897769, the Airstrip property, as a community service, be introduced and given first reading.

CARRIED

The Resort Village will contact the property owners of the Airstrip regarding the school taxes on the property and to discuss a drainage issue in this area.

**POLICY
300-02 -
ANNUAL
VACATION
SALARIED
EMPLOYEES**

Policy 300-02 is a policy to outline procedure for accumulation and recording of annual vacation for salaried employees and provide for a maximum carryover of unused vacation time. The policy does allow for an exception to the maximum carryover by written request to and approval by Council.

**039-2012
CAITHCART**

That Policy 300-02, as amended, a policy to provide for accumulation, posting of earned vacation time and planned vacation schedules, a maximum carryover of unused vacation time and allowing for an exception to the maximum carryover, upon written request to and approval by Council, be approved.

CARRIED

**NEXT
MEETING**

The next Regular Meeting of Council will be Monday, March 12, 2012 commencing at 9:00 a.m.

Due to Easter, the Regular Meeting of Council for April, 2012 will be moved to Monday, April 16, 2012, commencing at 7:00 p.m.

ADJOURN

**040-2012
PERRAS**

That the meeting adjourn.

CARRIED

The meeting adjourned at 12:10 p.m.

Mayor Toporowski

Administrator, Margo English