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Resort Village of Candle Lake
Regular Meeting
February 14, 2011

A Regular Meeting of Council for the Resort Village of Candle Lake was held February 14, 2011 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 1:00 p.m.

**ACCEPT
AGENDA** **028-2011**
GEDDES

That the Agenda for the February 14, 2011 meeting be accepted, as presented.

CARRIED

**ADOPT
MINUTES** **029-2011**
CAITHCART

That the minutes of the Regular Meeting of Council, held January 10, 2011, be adopted.

CARRIED

APPOINTMENT:

**SIURKO, D.-
RE BYLAW
38-2010**

Diana Siurko requested to be on the agenda to discuss Bylaw 38-2010, The Bylaw to Establish Property Tax Incentives and Penalties, as passed by Council on December 13, 2010. With the new Bylaw, the discount on taxes did not change from the previous Bylaw. Current taxes continue to be eligible for a 15% discount if paid by July 31st, a 4% discount if paid by August 31st, a 3% discount if paid by September 30th, a 2% discount if paid by October 31st and a 1% discount if paid by November 30th. Prior to Bylaw 38-2010, all tax arrears as of December 31st in a year were subject to a 20% penalty on January 1st. Bylaw 38-2010 has changed the discount to a 1.8% penalty on all tax arrears and penalties on the 1st of each month, effective January 1, 2011. The change to the bylaw was made to provide an incentive for earlier payment of tax arrears.

Ms. Siurko expressed concern with the passing of Bylaw 38-2010 and the shift from the 20% penalty applied on January 1st to a compounded penalty of 1.8% per month. Ms. Siurko also expressed concern with the 15% discount offered, believing that the shortfall created by the discount is being picked up by applying 'exorbitant' penalties on tax arrears on those less fortunate, without any allowable rebate on penalties. Ms. Siurko requested Council to reconsider Bylaw 38-2010. Council members did respond that the change from a one time penalty of 20% on the 1st of the year to a 1.8% penalty on the 1st of each month has the same effect as a rebate on the penalty. With the change to a monthly penalty, an earlier payment of tax arrears equates to a smaller penalty.

Council thanked Ms. Siurko for her presentation.

BUSINESS ARISING FROM MINUTES:

**DISCRETION.
SIGNAGE -
SWALLOW**

Kerry Swallow, Advantage Real Estate, has submitted an application for discretionary signage. The application is to affix a four foot by six foot plexi-glass sign advertising listed properties for sale by Advantage Real Estate, with the sign to be located on the outside wall of MacJac's Restaurant, between the entry door and the window to the east of the entry. The application was reviewed during the January, 2011 meeting and a resolution passed to delay a decision on the application, pending a survey of signage regulations from other municipal jurisdictions. Council has now had the opportunity to review signage bylaws from a number of municipalities throughout the province. The regulations are consistent with the Resort Village in that signage on commercial properties is limited to advertising the principal use of the premises or the principal products offered for sale on the premises.

**030-2011
QUINN**

That Council deny the Discretionary Signage Application, as submitted by Kerry Swallow, Advantage Real Estate, to affix a sign on the outside wall of MacJac's Restaurant, with the sign advertising listed properties for sale by Advantage Real Estate.

CARRIED

**LAKELAND &
DISTRICT
FIRE CO-OP.**

Following the January, 2011 meeting of Council, invitations to meet were extended to representatives of the R.M. of Paddockwood and the Lakeland & District Fire Co-operative for the purpose of reviewing response procedures for incidents in areas outside the boundaries of the Resort Village. At present, there is no formal agreement in place recognizing the Resort Village as the party responsible for first response to incidents near the Resort Village but within the R.M. There is, however, an unofficial understanding between the two fire departments.

The R.M. of Paddockwood declined the invitation, stating they contract the Lakeland & District Fire Co-operative to handle all aspects of emergency and fire protection for the R.M. Dick Tataryn, President of the Lakeland Co-operative did meet with the Resort Village for discussion regarding an agreement between the Resort Village and the Lakeland Co-op. Based on the discussion, an agreement was prepared and forwarded for review by the Board of the Lakeland Co-op. Lakeland Co-op has advised the agreement will be reviewed by their Contract Committee and they will respond to the Resort Village following their meeting on March 14, 2011.

CORRESPONDENCE:

**SUMA --
Re MMRP
UPDATE**

The Saskatchewan Urban Municipalities Association (SUMA) provided an update on the development of a province-wide Multi-Material Recycling Program (MMRP). In May, 2010 the Ministry of Environment (MOE) announced it was ready to proceed with the development of an MMRP. An MMRP Project Advisory Committee (PAC) was created to oversee the development of the regulations. The PAC will include two SUMA representatives.

SUMA has learned that the proposed MMRP will be based on a cost-share model, with industry paying for 75% of the program, while municipalities will be responsible for the remaining 25% of eligible costs. A Stewardship Responsibility Organization (SRO), with industry only board of directors will govern the MMRP. Advisory and technical committees, consisting of municipalities, industry and environmental non-governmental organizations will be established to advise the SRO. The SRO board of directions will be the decision making authority that will oversee the development of the program plan for the MMRP.

SUMA is concerned with this proposed governance model, feeling the absence of municipal representation on the SRO is unacceptable because municipalities are operators of efficient and effective recycling operations and are expected to pay 25% of the MMRP costs. SUMA's letter proposed that, during the SUMA Convention a resolution on municipal representation on the SRO would be presented. The correspondence included a policy paper on this issue, as well as the proposed resolution.

It was reported that, during the SUMA Convention held January 30th to February 2nd, 2011, the resolution was passed and SUMA will now lobby the Ministry of Environment to mandate that municipal representation on the SRO be proportional to their required financial contributions.

**RCMP
UPDATE**

Cpl. Kirk Badger of the Smeaton Detachment, RCMP, provided an update on RCMP activity in the Candle Lake area for the period December 22, 2010 to January 27, 2011 and included ten additional complaints of break and enters to cabins during this period, all of which were received prior to January 1st, 2011. All reports have been investigated and a 21 year old male was placed in custody on January 15th, 2011, charged with 21 counts of break and enter, along with 2 counts of theft from a motor vehicle. The Smeaton Detachment has secured the addition of one more constable, to be in place within ninety days of the report date. This will bring the detachment up to full strength.

**RCMP -
ANNUAL
PERFORMANCE
PLANS**

RCMP are reviewing their 'Annual Performance Plans' for the period April 1, 2011 to March 31, 2012 and request direct input from the Resort Village as to what areas the Resort Village would like to see the resources and related police service focused on. Statistics provided, with respect to objectives in place for the present fiscal year are based on all activity within the Nipawin Detachment. The general consensus of Council members was that vandalism and break and entry are still major concerns of the Resort Village, together with traffic violations, in particular speeding, and ATV use within the Resort Village. Increased visibility of RCMP Members will again be requested, as well as additional policing over the May and August long weekends.

**BIOFOREST
-SPRUCE
BUDWORM**

BioForest Technologies has provided the final report on the 2010 Spruce Budworm Spray Program, as well as 2011 Defoliation Forecasts for the Resort Village. Samples collected reveal a significant decline in overwintering spruce budworm larvae at all locations. The majority of the area within the Resort Village that was sprayed in 2010 is likely to sustain only light defoliation in 2011, however some small, localized pockets of severe defoliation may still occur. Sample locations were distributed throughout the Resort Village to ensure that areas assessed for spruce budworm population were representative of the whole Resort Village.

**SASK.
TRAILS**

The Saskatchewan Trails Association has extended an invitation to the 2011 Annual General Meeting, to be held at Wanuskewin Heritage Park, north of Saskatoon, on April 9, 2011. Presentations and discussion will include the future development of trails in Saskatchewan and an overview of the Trans Canada Trail. This information will be passed on to the Trails Advisory Group.

**NCTPC-
MUNICIPAL
SUPPORT
PROGRAM**

The North Central Transportation Planning Committee (NCTPC) provided information on the launching of a Municipal Support Program, as well as an invitation to become a member of the NCTPC. The support program will be offered free of charge to members of the NCTPC and non-members will be charged \$150. per day plus mileage costs for an advisor to attend their community. The program is geared towards assisting municipalities in a number of areas, including assistance with road building tenders, locating gravel sources, development of gravel specifications and operator competencies. Council members were in agreement that an NCTPC membership will not be taken out at this time.

**GOV'T. SASK.-
PLANNING
FOR GROWTH**

A copy of a letter from the Government of Saskatchewan and directed to the R.M. of Paddockwood as the sponsoring municipality for a proposed 'North Central Lakelands District Official Community Plan' has been received. Funding has been approved for the proposal in the amount of \$38,000. This amount must be matched by the participating municipalities, for a total project cost of \$76,000. A meeting of participating municipalities will be requested to review the proposal and participation in the proposal.

**FILE
CORRESPOND.**

**031-2011
QUINN**

That correspondence be acknowledged and responses forwarded where applicable.

CARRIED

COMMITTEE REPORTS:

**PARKS &
RECREATION
/TRAILS**

Councilor Geddes reviewed a report prepared by Ed Horn, Chairman of the Parks and Recreation Board. Parks and Rec sponsored a successful 'Elvis' show on February 12, 2011. Parks and Recreation has now been advised that the proposed 'Bike Skills Park' is classed as a capital project and does not meet the criteria for a Sask. Lotteries Community Grant. An alternate plan is being pursued. The Candle Lake Newsletter will be revamped to make the front page more informative. Plans for Canada Day are progressing. Plans for a martial arts workshop for families are also being worked on. The 2011 budget for Parks and Recreation has been completed.

**FIRE DEPT/
FIRST
RESPONDERS/
EM0**

Councilor Quinn reported on behalf of the Candle Lake Volunteer Fire Department. There have been no incidents since the last meeting. First Responders have participated in mandatory training. There continues to be a need for additional volunteers.

**ROADS &
MAINTENANCE/
LANDFILL**

Councilor Caithcart reported the landfill is in good shape. Hopefully, gravel crushing will begin in the near future. The grader has received some damage from a rock and requires repair. A temporary repair has been made until such time as replacement parts are received.

**COMMUNITIES
IN BLOOM**

Councilor Caithcart reported on behalf of CiB. The CiB Committee is anxious to be a part of the development of Mosher Park, near Lakeview Drive as well as other public reserve areas suitable for development and would like to see the establishment of a policy to outline standards for benches, tables, garbage containers, etc. Council members agreed that the Committee should be approached to draft a policy regarding the establishment of parks and municipal reserve development, for presentation to Council.

HEALTH

Councilor Quinn reported the Health Centre had 632 patient visits during 2010. Letters have been forwarded to the Villages of Meath Park and Christopher Lake requesting support for the proposed designation of the Candle Lake Health Centre as a 'Primary Care Unit. The Health Advisory Committee hosted a meeting on February 7, 2011 which included representation from throughout the Resort Village. The group will work towards establishing a central point within the Resort Village for distribution of community services and events.

PARCS

Councilor Quinn attended a meeting of the Board of Directors for the Provincial Association of Resort Communities of Saskatchewan (PARCS) in February, 2011. PARCS is presently identifying a common need for resort communities and is examining the possibility of moving their focus to the calculation of revenue sharing grants for resort communities. It is likely there will not be an annual PARCS Convention this fall. In place of the annual convention, they are proposing a number of smaller information sessions during the year, to be held at various locations throughout the province, with Candle Lake being part of a session to be held in Wakaw.

**P.A. MODEL
FOREST**

Mayor Topoprowski and Dick Iverson, on behalf of the Candle Lake Watershed Stewards, attended a recent meeting of P.A.Model Forest, during which a 'Fire Smart' presentation was given by Larry Fremont. The Candle Lake Watershed Committee has presented P.A.Model Forest with a request for funding. The Watershed Committee will be hosting an information session at the Candle Lake Recreation Hall on Saturday, June 11, 2011, to provide information on the importance of maintaining our watershed.

ACCOUNTS PAYABLE & FINANCIAL:

**ACCOUNTS
PAYABLE**

**033-2011
CAITHCART**

That accounts payable cheques number 4178 to 4233 inclusive, totaling \$62,884.74, be approved .

CARRIED

**FINANCIAL
REPORT**

**034-2011
PERRAS**

That the preliminary report on revenue and expenditures to January 31, 2011 be accepted, as presented.

CARRIED

STAFFING:

RESIGNATION- 035-2011
J.CUNNINGHAM GEDDES

That the resignation of Jim Cunningham as part time Building Inspector for the Resort Village, to be effective April 30, 2011, be accepted, with regret.

CARRIED

ADVERTISE 036-2011
POSITION QUINN

That the Resort Village advertise a full time employment position to include building inspections and other duties, as assigned.

CARRIED

STAFF 037-2011
POSITIONS QUINN

That the following staff changes be ratified:

Barber, Chris – Full Time Equipment Operator I effective January 31, 2011
Jaman, Linda – Casual Administrative Assistant effective February 7, 2011.

CARRIED

NEW BUSINESS:

APPOINT 038-2011
LEGAL CAITHCART
COUNSEL

That the firm of Wilcox-Zuk-Chovin be appointed as legal counsel for the Resort Village of Candle Lake for the 2011 year.

CARRIED

DEVELOPMENT 039-2011
APPEALS PERRAS
APPOINTMENT -
D. RITCHIE

Doug Ritchie has agreed to an appointment on the Development Appeals Board. He will complete the remainder of the term for the position that was vacant and will then be eligible for renewal on a three year term.

039-2011
PERRAS

That Doug Ritchie be appointed to the Development Appeals Board for the term January 24, 2011 to December 31, 2011.

CARRIED

SECRETARY 040-2011
DEVELOPMENT CAITHCART
APPEALS BRD.
-K. BORN

That Karen Born be appointed Secretary to the Development Appeals Board, effective January 24, 2011.

CARRIED

**2009 AUDITED
FINANCIAL
STATEMENT**

041-2011
GEDDES

That the Audited Financial Statement for the year 2009, as prepared by Meyers Norris Penny Chartered Accountants, be accepted, as presented.

CARRIED

**BRASSARD-
SERVICING
AGREEMENT**

042-2011
GEDDES

That the Servicing Agreement between the Resort Village of Candle Lake and Brian Brassard, Brassard Service Ltd., covering the subdivision of a portion of Parcel A, Plan 101550608 to allow for a separate titled parcel for the existing commercial business, be ratified, with the service agreement having been amended to require a total infrastructure fee of \$2,000.00 for the one new titled lot.

CARRIED

**JACKPINE
DEVELOPMENTS
SERVICING
AGREEMENT
AMENDMENT**

043-2011
PERRAS

That the Resort Village authorize an amendment to the Servicing Agreement between the Resort Village of Candle Lake and Jackpine Developments, covering Phase I of the Bay Lake Estates Development, and that the amendment extend the due date for payment of the second and final installment of infrastructure fees to December 31, 2011.

CARRIED

**APPOINT
DEPUTY
EMO
CO-ORDINATOR
-D.RITCHIE**

044-2011
PERRAS

That, effective February 14, 2011, the Resort Village appoint Doug Ritchie as Deputy EMO Co-ordinator.

CARRIED

POLICIES & BYLAWS:

**COUNCIL
INDEMNITIES/
TRAVEL/
MEAL ALLOW.**

Following considerable discussion regarding Council indemnity payments, it was agreed that policies covering travel rates and meal allowance would also be reviewed and the following motions resulted from the discussion.

**POLICY
200-11
COUNCIL
INDEMNITY**

**045-2011
CAITHCART**

That Policy 200-11 outlining Council indemnity rates, be revised, effective 2011, to include travel time for business/meetings, conventions/workshops outside of the community, as listed below:

Effective January 1, 2011 Council Indemnity Rates Are As Follows:

1. BASE INDEMNITY:

- Mayor \$600.00 per month
- Councilor \$400.00 per month

To Cover Payment For:

- Regular Monthly Council Meetings
- Meeting Preparation/Research
- Travel for Regular Meeting
- Personal Telephone Expense

2. ADDITIONAL COMPENSATION:

Committee/Special Meetings, Committee Duties:

- \$20.00 per hour to a maximum of \$160.00 per day
- Related travel & meals at approved rates in effect

Council Business/Meetings Outside of Community:

- \$20.00 per hour to a maximum of \$160.00 per day, including travel time
- Related travel & meals at approved rates in effect

Conventions/Workshops:

- \$20.00 per hour to a maximum of \$160.00 per day, including travel time
- Related travel & meals at approved rates in effect

Mayor Toporowski requested a recorded vote.

In Favor – Caithcart, Geddes, Perras
Opposed – Quinn, Toporowski

CARRIED

**POLICY
200-12
TRAVEL
RATE**

**046-2011
PERRAS**

That Policy 200-12, the travel rate policy, be revised effective April 1, 2011 to the rate per kilometer as posted by Canada Revenue Agency and that the policy rate change to coincide with Canada Revenue Agency rate changes.

CARRIED

The rate of reimbursement for the period January 1 to March 31, 2011 will remain at \$0.45 per kilometer.

**POLICY
200-13
MEAL
ALLOW.**

**047-2011
PERRAS**

That Policy 200-13, the meal allowance policy be revised to the following rates, effective April 1, 2011:

Breakfast....\$12.00
Lunch.....\$15.00
Supper.....\$20.00
for a total of \$47.00 per day.

CARRIED

**NEXT
MEETING**

The next regular meeting of Council will be held on Monday, March 14, 2011, commencing at 1:00 p.m.

ADJOURN

**048-2011
PERRAS**

That the meeting adjourn.

CARRIED

The meeting adjourned at 3:00 p.m.

Mayor Toporowski

Administrator, Margo English