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Resort Village of Candle Lake  
Regular Meeting  
October 11, 2011**

A Regular Meeting of Council for the Resort Village of Candle Lake was held October 11, 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 9:00 a.m.

**ACCEPT  
AGENDA** **249-2011  
GEDDES**

That the Agenda for the October 11, 2011 meeting be accepted, with the following addition:

Committee Reports – P.A. Model Forest

**CARRIED**

**ADOPT  
MINUTES** **250-2011  
PERRAS**

That the minutes of the Regular Meeting of Council, held September 12, 2011, and the Special Meeting of September 27, 2011 be adopted.

**CARRIED**

**BUSINESS ARISING FROM MINUTES:**

**NCSWMC  
MEMBERSHIP**

The North Central Saskatchewan Waste Management Corporation (NCSWMC) has now responded to the Resort Village's correspondence regarding membership. The NCSWMC has established conditions for all new members, part of which is submission of a plan of the trial member's recycling paper collection.

**251-2011  
CAITHCART**

That the Resort Village defer a decision regarding membership in the NCSWMC until such time as additional information is received regarding the requirement for submission of a plan for recycling paper collection.

**CARRIED**

**NORTHCOTE  
DRAINAGE**

Discussion at the September, 2011 Regular Meeting of Council regarding the drainage project on Northcote Place in Islandview Subdivision resulted in a request for the discussion to be carried forward to the October, 2011 Regular Meeting. Work on drainage has been done on Northcote, however, it has been suggested that property owners that have expanded their driveways into the road allowance should also have had a culvert installed and ditching adjacent to the property. Discussion was held on whether additional culverts should be installed, or if the drainage should be monitored over the spring run-off and a decision made following the monitoring.

**252-2011**

QUINN

That a drainage ditch be installed on the south side of North Cote Place and culverts be placed on driveways that have been built encroaching on road allowance and creating a dam, and that the work be completed when it can be scheduled.

Councilor Caithcart requested a recorded vote.

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

**CARRIED**

**NOVOTNY -  
LAKESHORE  
DRIVE**

Buildings that were encroaching on the buffer strip adjacent to the Novotny property located at #26 Lakeshore Drive have now been relocated to the property.

**HANSON'S  
HAVEN  
MARINA**

At the Regular Meeting of Council held September 12, 2011 a resolution was passed requiring Hanson's Haven Marina Association to upgrade and modify the Marina to provide a minimum twenty feet of road allowance at the narrowest point between the property line of #21 Bereskin Drive and the water's edge of the Marina. This resolution was passed following verbal discussions with members of the Marina Association. To date, the Association has not yet confirmed their commitment to this proposal.

**253-2011**

PERRAS

That Hanson's Haven Marina Association be requested to provide written confirmation of their commitment to upgrade and modify the Marina to provide a minimum twenty feet of road allowance at the narrowest point between the property line of #21 Bereskin Drive and the water's edge of the Marina and this confirmation be provided no later than October 31, 2011.

**CARRIED**

**TELWIN  
GORDER  
MARINA  
CO-OP.**

The Telwin-Gorder Marina Co-operative has not yet returned the signed addendum to the Servicing Agreement covering the legal subdivision of the property on which the Marina is located. A reminder will be forwarded.

**CORRESPONDENCE:**

**BIOFOREST  
2011  
SPRUCE  
BUDWORM  
SPRAY  
PROGRAM  
REPORT**

BioForest Technologies has now provided their report on the results of the 2011 Spruce Budworm Spray Program. In the past, BioForest has also conducted a spruce budworm overwintering larval survey to forecast populations for the following summer.

**254-2011  
PERRAS**

That the Resort Village contract the services of BioForest Technologies to conduct the 2012 spruce budworm forecast survey, providing the cost is comparable to that of the 2011 forecast survey.

**CARRIED**

**EPS -  
BYLAW  
ENFORCEMENT**

EPS Management provided a report on bylaw enforcement activities for the month of September, 2011. ATV's continue to generate a number of complaints throughout the Resort Village.

**PARCS  
OCTOBER/11  
UPDATE**

The Provincial Association of Resort Communities of Saskatchewan (PARCS) provided the October, 2011 update which included information on the 2011 PARCS Convention to be held at Manitou Beach on November 18 and 19, 2011.

**LEEB -  
LETTER OF  
APPRECIATION**

Sonya and Terry Leeb and family forwarded a letter of appreciation to the Resort Village expressing gratitude to the Candle Lake First Responders for their 'organized, knowledgeable, courteous and very supportive' response to the scene of an accident in which Mr. Leeb was recently involved. The message will be passed on to the First Responders, together with Council's appreciation.

**HOLOWACHUK  
-ASH CRESCENT  
ROAD REPAIR**

Archie Holowachuk, owner of property on Ash Crescent forwarded a letter thanking Council for choosing to do the road repair on Ash Crescent. He also commended Darwin Williams for the professional job.

**MINISTRY TPCS  
-BOAT LAUNCH  
PROPOSAL**

Kelly Kovar, Park Area Manager for the Ministry of Tourism, Parks, Culture and Sport acknowledged receipt of information regarding the Resort Village's proposal to develop a public boat launch within the Fisher Creek area of the Candle Lake Provincial Park. The proposal has been forwarded to the Ministry for review, along with exploration of the possibility of the Resort Village assuming responsibility for the Noble's Point boat launch area and the Waskateena beach and day use facilities.

**255-2011  
CAITHCART**

That correspondence be acknowledged and appropriate responses forwarded.

**CARRIED**

**COMMITTEE REPORTS:**

**PARKS &  
RECREATION  
/TRAILS**

A report on behalf of Parks and Recreation was presented by Ed Horn. Heather Scott has accepted the position of Parks and Recreation Assistant. A recommendation has been made to Council for the storage shed by the hall to be divided to give the Seniors' Club their own lockable space. The Seniors will provide partition supplies and labor. The annual Christmas supper will be held November 26, 2011.

**FIRE DEPT/  
FIRST  
RESPONDERS/  
EM0**

Councilor Quinn reported on problems with the paging system which required replacement equipment. It is now installed.

**ROADS &  
MAINTENANCE/  
LANDFILL**

Councilor Caithcart reported that work on drainage projects continues. Construction on Ash Crescent is complete and Ford Road construction/repair is nearing completion. The contractor has started the road repair on Bayview Drive. Instances of garbage being left at the landfill gates continue and the possibility of a monitoring system has been suggested.

**COMMUNITIES  
IN BLOOM**

Carol Jorgenson reported on the work bee which was held on September 20, 2011, to repair and prepare Christmas decorative lighting. Other than Committee members, only one person attended the work bee. CiB will be recommending that, unless there is more response from the general public next year, CiB will consider discontinuing their work towards Christmas decorative lighting. During 2012, CiB will not take on any new projects, however, they will work towards improving the projects they have already started. The new 'winter' banners will be installed within the next 2-3 weeks.

**HEALTH**

Councilor Quinn advised the Health Committee is attempting to develop a survey to be directed at people moving from Candle Lake to determine if health issues and availability of care were factors in their decision to move. There have been no further updates on the construction of the Pineview Terrance Lodge long term care facility in Prince Albert.

**PARCS**

Councilor Quinn advised the latest PARCS update provides information on the summer workshops that were held throughout the province, as well as registration and agenda for the annual convention to be held in November, 2011.

**P.A. MODEL  
FOREST**

Mayor Toporowski advised that he is stepping down from his position as Board Member and Council representative on P.A. Model Forest. Dick Iverson has indicated he will accept an appointment as the Resort Village representative.

**256-2011  
GEDDES**

That the Resort Village appoint Dick Iverson as Resort Village representative on the Board of Prince Albert Model Forest, the appointment effective October 11, 2011 to December 31, 2012.

**CARRIED**



**NOBLES POINT  
MARINA & RV  
STOP WORK**

The Resort Village appealed the decision of the Development Appeals Board regarding a stop work order that was placed on construction within the Nobles Point Marina & RV Park. The Provincial Planning Appeals Committee has not yet formally responded, however, at the hearing they ruled orally that their committee lacked the jurisdiction to hear the appeal. Legal counsel has advised that alternate options are available to the Resort Village.

**261-2011  
QUINN**

That the Resort Village contact legal counsel to make application to the Saskatchewan Building and Accessibility Standards Appeal Board to hear Appeal No. 8 of 2010, regarding a stop work order issued to Nobles Point Marina and RV, regarding construction at #40 Wensley Way.

Mayor Toporowski requested a recorded vote.

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

**CARRIED**

**FLEGEL-  
SERVICING  
AGREEMENT  
ADDENDUM**

The Servicing Agreement with Gerald and Julie Flegel, covering the subdivision of Lot 1, Block 1, Plan 68PA09429, includes a clause requiring insurance covering liability that may arise out of the construction or installation of any work required. It has now been determined that no utility or road work is required. The only costs for improvements are for the installation of culverts, for which the developer has chosen to pay a deposit. The developer is requesting an addendum to the Servicing Agreement to remove clause 5.11 and the requirement for liability insurance.

**262-2011  
CAITHCART**

That the Resort Village authorize an addendum to the June 29, 2011 Servicing Agreement with Gerald and Julie Flegel to remove Clause 5.11 and the requirement for a liability insurance policy.

**CARRIED**

**C.L.SENIORS'  
-CLUBROOM  
CONCERNS**

Wayne Klassen, on behalf of the Candle Lake Seniors Inc. has submitted a letter listing some concerns with the Clubroom, including the outside stair exit, emergency lighting on stairs, exit fixtures, window repairs, lack of electrical circuits and a tripping hazard at the front door. As well, the Seniors requested permission to replace the existing toilets with a taller 'senior/handicap' style of toilet. Since receipt of the letter, a maintenance request form has been developed and will be provided to the Seniors for reporting of concerns as they come up, so repairs can be co-ordinated with other work being done on the recreation hall building.

**263-2011  
CAITHCART**

That the Resort Village authorize the Candle Lake Seniors Inc. to replace existing toilets in their club rooms with a taller 'senior/handicap' style of toilet.

**CARRIED**

**DISTRICT  
BOARD OF  
REVISION**

A new memorandum of agreement has been prepared for the District Board of Revision, between the Resort Village of Candle Lake, the District of Lakeland, the R.M. of Garden River, the R.M. of Paddockwood, the Village of Albertville, the Village of Meath Park and the Village of Weirdale, to hear appeals of assessment. Previously, the Administrator of the Village of Christopher Lake co-ordinated the activities of the District Board, however, they have now withdrawn from the District Board and the Administrator of the Resort Village of Candle Lake, in consultation with the Administrators of the other participating municipalities shall co-ordinate the activities. The memorandum of agreement includes the appointment of members and a secretary, as outlined in Schedule "A", as well as the amount of remuneration to be paid to the members of the Board, as outlined in Schedule "B". Each municipality shall be responsible to pay expenses related to an appeal hearing for their municipality and all expenses related to the training of appointed members of the Board shall be shared equally by the participating municipalities.

**264-2011  
QUINN**

That the Resort Village approve the Memorandum of Agreement under date of September 22, 2011, together with Schedule "A" and Schedule "B" of the Memorandum of Agreement, establishing a District Board of Revision for the Resort Village of Candle Lake, the District of Lakeland, the R.M. of Garden River, the R.M. of Paddockwood, the Village of Albertville, the Village of Meath Park and the Village of Weirdale, with Schedule "A" appointing the secretary and members of the Board and Schedule "B" outlining the remuneration to be paid.

**CARRIED**

**SUMA -  
CALL FOR  
RESOLUTIONS**

The 107<sup>th</sup> Annual Convention of the Saskatchewan Urban Municipalities Association (SUMA) will be held January 29 to February 1, 2012. The deadline for receipt of council resolutions for the 2012 Convention is November 18, 2011.

Council will consider the submission of proposed resolutions at the November, 2011 meeting of Council.

**DEVEL.APPEALS  
-NOTICE OF  
DECISION-  
#2 of 2011  
ALLAN**

The Development Appeals Board has provided notice of their decision on appeal number 2 of 2011 for an application for a development permit on Lot 58, Block 06, Plan 102013718, #1 Eileen Way, as made by Doug and Robyne Allan. The Board approved the appeal for a site line set back of 2 feet from the rear property line, allowing for a relaxation of Section 6.2.4 of the Zoning Bylaw 02/2002 which states that a rear yard minimum must maintain 19.7 feet of 6.0 m from the rear property line.

**265-2011  
QUINN**

That the Resort Village appeal the decision of the Development Appeals Board on appeal number 2 of 2011 for an application for a development permit on Lot 58, Block 06, Plan 102013718, #1 Eileen Way, as made by Doug and Robyne Allan on the basis that the percentage of variance from the rear yard minimum set back requirements is extreme and that there is a special privilege given, the proposed variance does contradict, defeat and compromise the purposes and intent of the provisions of the Zoning Bylaw, Section 6.2.4.

**CARRIED**

**DEVEL.APPEALS  
-NOTICE OF  
DECISION-  
#3 of 2011  
PROSAK/  
WALTER** The Development Appeals Board has provided notice of their decision on appeal number 3 of 2011 for an application for a development permit on Lot 2, Block 106, Plan 98PA11035, #7 Steen Place, as made by Guy Prosak and Barbara Walter. The Board approved the appeal for a site line set back of 8 feet from the rear property line, allowing for a relaxation of Section 6.2.4 of the Zoning Bylaw 02/2002 which states that a rear yard minimum must maintain 19.7 feet of 6.0 m from the rear property line.

**266-2011  
PERRAS**

That the Resort Village appeal the decision of the Development Appeals Board on appeal number 3 of 2011 for an application for a development permit on Lot 2, Block 106, Plan 98PA11035, #7 Steen Place, as made by Guy Prosak and Barbara Walter, on the basis that the percentage of variance from the rear yard minimum set back requirements is higher than ten percent variance and that there is a special privilege given, the proposed variance does contradict, defeat and compromise the purposes and intent of the provisions of the Zoning Bylaw, Section 6.2.4.

**CARRIED**

**DEVELOPMENT  
APPEALS  
BOARD** Council members have considered the possibility of a pecuniary interest, as outlined in Section 2 of *The Planning and Development Act, 2007*, where the member of a Development Appeals Board, or a member of their family has a controlling interest in a corporation that could make a financial profit from, or be adversely affected financially by a decision of the Board. Vince Steen is an appointed member of the Development Appeals Board and is a local building contractor and land developer, and has the perception of a conflict of interest. Section 2 of *The Planning and Development Act, 2007*, references pecuniary interest. Council members will further discuss the method of appointing members to the Development Appeals Board. After considerable discussion, the following motion was presented:

**267-2011  
CAITHCART**

That, effective immediately, the Resort Village terminate the appointment of Vince Steen as a member of the Development Appeals Board for the reason that there is a perception of conflict of interest due to the fact that he is a building contractor and land developer within the Resort Village.

**CARRIED**

**CANDLE PINE  
DEVELOP. -  
ENGINEER'S  
REPORT** A copy of a letter to Candle Pine Developments from Catterall & Wright Consulting Engineers regarding the road construction and drainage in Phase I of the Candle Pine Developments Subdivision has been received. The Developer has advised that their requirements under the Servicing Agreement have now been met and requests Council to acknowledge this.

Additional information has been requested from the engineering firm and a site inspection by Council members will be arranged.

**JACK PINE  
DEVELOP.  
-REQUEST  
BLDG.  
PERMITS**

Bill Patrick of Jack Pine Developments has requested Council to authorize the issuance of building permits for Bay Lake Estates Subdivision. The Servicing Agreement for this subdivision includes a clause stating the Resort Village will not be obliged to issue permits for building construction unless and until the construction and development of services have been completed in accordance with the Agreement. The request of Mr. Patrick is not for a specific property, but requests the Resort Village to issue permits, beginning immediately, in anticipation of the completion of the terms and conditions of the Agreement.

**268-2011  
PERRAS**

That the Resort Village advise Jackpine Developments Ltd. that, at this time, we are not prepared to remove Section 5.16 of the Servicing Agreement under date of July 28, 2009 and covering Phase I of the Subdivision of a portion of SW ¼ Sec 4-55-22-W2M.

**CARRIED**

**RENNEBURG  
-DECK  
ENCROACHMENT**

Jeff and Lynette Renneberg replaced a deck on property located at #2 Chubb Place. The Building Official was not called for an inspection until such time as the deck was completed and, at that time, it was determined the deck is encroaching on road allowance. The property owners have been formally notified of the requirement to modify the deck to bring it to conformity with Resort Village bylaws. The Renneberg's have requested Council to grant an easement to allow for the encroachment of the deck on road allowance.

**269-2011  
QUINN**

That Jeff and Lynette Renneberg be advised that their request for an easement on road allowance adjacent to their property located at #2 Chub Place is denied and that the deck that is presently encroaching on road allowance must be modified to conform with Resort Village bylaws.

**CARRIED**

**MOSHER  
PARK -  
BLDG &  
FIXTURES**

Communities in Bloom has recommended the purchase of thermal-fused, plastic coated metal tables and benches for Mosher Park and the construction of a gazebo at an approximate cost of \$2,000.00 for lumber and shingles. The cost for the gazebo does not include the cost for bolts or the cement pad. The gazebo is eight sided with a width of approximately 17 feet and corner to corner measurements of approximately 19 feet.

**270-2011  
CAITHCART**

That the Resort Village approve the recommendations of Communities in Bloom regarding Mosher Park for the purchase of 2 benches and 2 tables with attached benches constructed of thermal-fused, plastic coated metal, as well as the ordering of lumber and shingles, at a quoted cost of approximately \$2,000.00, for the construction of an eight-sided gazebo, with a width of approximately 17 feet and corner to corner measurements of approximately 19 feet, and that the Resort Village proceed with arrangements for a cement pad for the placement of the building.

**CARRIED**

**SPORT  
COMPLEX  
LOCATION**

Council members have met with the Sport Complex Committee to discuss a location for the complex. A treed area east of the Curling Rink, for placement of the ice surface in an east-west direction or an area east of the playground and ball diamond # 2 are possible sites.

A meeting to include members of Council, Parks and Recreation Board, Sports Complex Committee and the Curling Club will be held on Monday, October 17, 2011 at 11:00 a.m. to discuss and finalize plans for the location of the Sport Complex.

**KINGS WAY  
-FAIRBURN  
#20 & #22**

The relocation of the Sask. Power poles and line on Kings Way has required the removal of trees on road allowance. Jack Fairburn has requested Council to re-consider the removal of trees on road allowance adjacent to his properties located at #20 and #22 Kings Way.

**271-2011  
QUINN**

That the trees on road allowance adjacent to property owned by Jack Fairburn and located at #20 and #22 Kings Way must be removed from the road allowance.

Mayor Toporowski requested a recorded vote.  
In Favor: Caithcart, Geddes, Perras, Quinn  
Opposed: Toporowski

**CARRIED**

**SWALLOW,K.  
-COMMERCIAL  
SIGNAGE**

Kerry Swallow addressed Council with concerns with non-complying commercial signage throughout the Resort Village, as well as concerns with a request to place additional signage in the sign corridor, either on the existing corridor or on an area east of Candle Junction designated as sign corridor by Sask. Highways and not currently in use. Mr. Swallow provided pictures of commercial signs throughout the Resort Village for which he had concerns. The signs indicated in the pictures that have not already been dealt with will be brought to the attention of bylaw enforcement. Applications for sign placement on the highway sign corridor are now available and it is possible, weather and water levels permitting, that additional signs can now be located in the existing corridor. Discussion was held on the undeveloped sign corridor and on the sign size for placement in corridors.

**272-2011  
QUINN**

That the size of signs permitted in the south sign corridor along Highway 120 be set at four feet by 8 feet.

**CARRIED**

**273-2011  
QUINN**

That the Resort Village authorize the use of the sign corridor designated by the Ministry of Highways and located to the north of Candle Junction on the west side of Highway 120 and that the sign size for this corridor be set at four feet by eight feet.

**CARRIED**

**POLICIES & BYLAWS:**

**BYLAW  
20-2011 -  
EMERGENCY  
& PROTECTIVE  
SERVICES**

Bylaw 20-2011 is a bylaw to provide for the funding of local emergency and protective services programs through general tax levy as well as an annual per site program fee for recreation vehicle park properties. Bylaw 25-2010 established the per site program fee as \$150.00 per RV site. Bylaw 20-2011 provides for a site increase to \$200.00 per site for 2012 and, effective with the 2013 calendar year, a per site rate of \$250.00

**BYLAW  
20-2011  
1st  
READING**

**274-2011  
CAITHCART**

That Bylaw 22-2011, a Bylaw to provide for funding of the emergency and protective services program be introduced and given first reading.

**CARRIED**

**BYLAW  
20-2011  
2<sup>nd</sup>  
READING**

**275-2011  
PERRAS**

That Bylaw 22-2011, a Bylaw to provide for funding of the emergency and protective services program be given second reading.

**CARRIED**

**BYLAW  
20-2011  
PROCEED  
WITH 3<sup>rd</sup>  
READING**

**276-2011  
CAITHCART**

That Council proceed with third reading of Bylaw 22-2011, a Bylaw to provide for funding of the emergency protective services program.

In Favor: Caithcart, Geddes, Perras, Quinn

Opposed: Toporowski

Unanimous Support Required.

**DEFEATED**

**PUBLIC  
RESERVE  
DEVELOPMENT  
& PUBLIC  
RECOGNITION**

The Communities in Bloom Committee provided Council with a draft of a policy to be used as a guideline when developing public and municipal reserve lands, as well as guidelines for public recognition. Together with the CiB Committee, Council members have reviewed the draft guidelines and developed two policies.

**POLICY  
200-50  
PUBLIC  
RESERVE  
STANDARDS**

**277-2011  
PERRAS**

That Policy 200-50, a policy to serve as a guideline for the development of public and municipal reserve lands, be approved.

**CARRIED**

**POLICY  
200-51  
PUBLIC  
RECOGNITION  
STANDARDS**

**278-2011  
GEDDES**

That Policy 200-51, a policy to serve as a guideline for public recognition standards, be approved.

**CARRIED**

**NEXT  
MEETING**

The next regular meeting of Council will be held on Monday, November 14, 2011, commencing at 9:00 a.m.

**ADJOURN**

**279-2011  
CAITHCART**

That the meeting adjourn.

**CARRIED**

The meeting adjourned at 12:10 p.m.

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Mayor Toporowski

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Administrator, Margo English