

The Regular Meeting of Council for the Resort Village of Candle Lake was held on December 10, 2007 in the Administration Office at Candle Lake, Saskatchewan.

**ATTENDANCE:** The following were in attendance:

Toporowski, Nick	- Mayor
Allan, Doug	- Councilor
Caithcart, Lloyd	- Councilor
Nikiforuk, Gene	- Councilor
Romanuik, Leonard	- Councilor
English, Margo	- Administrator

**CALL TO ORDER:** A quorum being present, Mayor Toporowski called the Regular Meeting of Council to order at 7:00 p.m..

**ACCEPT  
AGENDA**                    **270-2007**  
                                  NIKIFORUK

That the agenda for the Regular Meeting of December 10, 2007 be accepted with the addition of the Parenteau Servicing Agreement, under New Business.

**CARRIED**

**ADOPT  
MINUTES**                    **271-2007**  
                                  CAITHCART

That the minutes of the Regular Meeting of November 12, 2007 be adopted, as presented.

**CARRIED**

**BUSINESS ARISING FROM MINUTES:**

**COMMUNITIES  
IN BLOOM  
-COMMITTEE  
OF COUNCIL**

Larry Deacon, on behalf of the locally organized Communities in Bloom Committee, presented a brief report to Council, wherein formal recognition as a Committee of Council was again requested. The Committee has had discussions with Parks and Recreation Board representatives and both groups feel that the community would be better served if Communities In Bloom was a separate Committee, rather than a sub-committee of the Parks and Recreation Board. The Parks and Recreation Board is geographically restricted, whereas Communities in Bloom encompasses the entire community.

**272-2007**  
NIKIFORUK

That the Communities in Bloom Committee be set up as a formal Committee of Council and that terms of reference, parameters and bylaws be developed.

**CARRIED**

**AUGUST, 2006  
MEYERS,  
NORRIS  
PENNY  
REPORT**

The November, 2007 Council Meeting included discussion on an Interim Audit that was conducted by the firm of Meyers, Norris, Penny during August of 2006. The firm was not engaged to do an audit or review, but to do a report on "Specified Auditing Procedures Findings". Council members will again review the report prior to any further discussion.

**ADOLPH -  
INDUSTRIAL  
LOT-MOTOR  
VEHICLE  
SALES/STORAGE**

Permitted uses as defined in the Zoning Bylaw, Bylaw 2/2002, have been reviewed and an amending Bylaw has been prepared to Industrial Lot permitted uses to allow for the sale, storage and servicing of any motor vehicle. Mr. Adolph has applied for an Auto Dealer License and the current permitted uses on Industrial properties includes only the sales, storage and servicing of specified vehicles.

**SUPPLEMENTAL  
ASSESSMENTS  
2007**

Supplemental assessments and tax notices covering the adjusted assessments were prepared and forwarded in November, 2007. Improvements at the Candle Lake Golf Course were not included on the original assessment for 2007 and Commercial property along Hwy 265, Parcels F and G has been adjusted from land assessment at the residential rate to the commercial rate.

**273-2007  
NIKIFORUK**

That the taxes levied as a result of the 2007 supplemental assessments be allowed an extension of the 15% discount to December 28, 2007.

**CARRIED**

**DRAINAGE  
PROJECTS -  
CULVERTS**

From the period August, 2006 to October, 2007, the Resort Village did work on major drainage projects in the Nobles Point and Minowukaw areas. The projects involved drainage ditching and installation of culverts where required. In 2007, the owners of properties that required the installation of a culvert were invoiced for the cost of the culvert. Many of the residents in these areas have expressed their disagreement with the invoicing of owners where culverts were required. The drainage systems that have been installed will be of benefit to the entire surrounding area. Discussion resulted in a general consensus that Council will work towards implementing a policy regarding costs associated with major drainage projects.

**274-2007  
CAITHCART**

For Resort Village initiated drainage projects that were completed by the Resort Village during the period August 1, 2006 to present, that the Resort Village absorb the cost of the culverts and a refund be paid to the property owners who have already paid the invoiced amount.

**CARRIED**

**CORRESPONDENCE:**

**JONES, GWEN  
- DRAINAGE  
CULVERT**

Gwen Jones, a resident at Minowukaw Sub-Division forwarded a letter to Council expressing concern over having been invoiced for culverts and stating that she has not previously had a problem with drainage on her property.

Ms. Jones will be advised of Council's decision to cancel the invoiced amount.

**SIURKO, D. -  
SUPPLEMENTAL  
ASSESSMENTS**

Ms. Siurko, Director for the Candle Lake Ratepayers Co-operative, hand-delivered a letter to Council on November 12, 2007 referencing the 2007 supplemental assessments. The required additions to the Assessment Roll were discovered during an inspection of the roll that was carried out by Darlene Michels and Diana Siurko and the letter expressed concern that the supplemental assessments had not yet been completed. The assessment agency has since completed their inspection and the supplemental assessments and tax notices forwarded.

Thank you was extended to Ms. Siurko and Ms. Michels for the time spent reviewing the Assessment Roll and the discovery of these discrepancies.

**RITCHIE ,H -  
MAIN STREET  
TRAFFIC**

Mr. Hugh Ritchie has a residence on Main Street and has forwarded a letter to thank Council for the speed bumps that were installed for the summer of 2007. However, since the speed bumps have been removed the majority of traffic is again traveling at speeds that exceed the posted limit. In the past, Mr. Ritchie initiated a request for stop signs on Main Street. He would like to know what plans will be made to control and monitor the speeders.

The speed bumps were installed in the summer of 2007 on a trial basis and did help to reduce speeds. It is the intention of the Resort Village to install speed bumps a bit earlier in the year for 2008 and to place them at more strategic locations. There is no plan to install stop signs. The RCMP have been contacted again recently to request additional surveillance in this area.

**CRAWFORD, L.  
RE-ZONING  
PARCEL D  
RESIDENTIAL**

Correspondence has been received from Luba Crawford to make formal request for a rezoning of Parcel D, Registered Plan No.70-PA-03321. The private property did not have a designation prior to the Basic Planning Statement and Zoning Bylaws of 2002. The new Bylaws designated the property "Conservation". A plan of proposed subdivision is currently being reviewed by Community Planning, however Ms. Crawford is now requesting to rezone the entire parcel to residential, without a plan of subdivision. There is a possibility that an application for development will be made at a later date.

**275-2007  
CAITHCART**

That the request of Luba Crawford be communicated to Community Planning for a written response regarding the validity of an application to rezone Parcel D, Plan No 70PA03321 from Conservation to Residential, without filing a Plan of development.

**CARRIED**

**COMMITTEE REPORTS:**

**PARKS & REC/  
TRAILS**

Ed Horn reported on behalf of the Parks and Recreation Board. A very successful Community Christmas Supper was held on Saturday, November 24<sup>th</sup>, 2007 and the silver collection raised approximately \$800. to be donated to Communities in Bloom. Two new sound systems are working well and discussions have been held with other community groups to develop a cost-sharing program for the sound systems. The new entrance canopy on the Recreation Hall is very much appreciated. Parks and Recreation would like to acknowledge their appreciation of the Communities in Bloom volunteers.

- EMO** Councilor Caithcart commended the Parks and Recreation Board for the excellent community supper. Reg Newman, EMO Co-ordinator reported that a meeting was held with Search and Rescue, the Fire Chief, SERM representatives, the Mayor and Councilor Caithcart regarding “Ice” Rescue. At this time, there is no Equipment, nor is there trained volunteers for this type of rescue. Mr. Newman will be researching the requirements for ice rescue. Messages are being posted to remind people about ice safety.
- FIRE/  
FIRST  
RESPONDERS** Fire Chief Hovdebo reported no incidents since the last Council Meeting. The Annual Volunteer Appreciation Christmas Party was held and was very successful. Inventories are being reviewed and required items purchased.
- ROADS/  
MAINTENANCE  
LANDFILL** Councilor Allan reported that the main focus this past month has been on snow removal and thanked the Maintenance Crew for the exceptional road maintenance they are doing. Councilor Romanuik advised that some clean-up work has been completed at the landfill and approximately 2/3 of the landfill will still be available for use in the next year.
- PA MODEL  
FOREST** Mayor Toporowski reported no new discussions regarding Candle Lake. The Watershed Committee is supported by PA Model Forest and Councilor Allan reported the Watershed Committee is established and going well.
- PARCS/  
WAPITI  
LIBRARY** Councilor Allan had no report.
- HEALTH** Etta Sackney reported on behalf of the Health Committee. The main objective of the Committee is for improved health services in Candle Lake and to assist the Nurse Practitioner, Ramona Grolla. Volunteers assist on each Clinic Day. The Prince Albert Health Region now realizes that Candle Lake is a growing community and is making plans to provide more services. The Board would like an accurate count of permanent residents (those that spend more more than six months of the year in Candle Lake). All residents are reminded to make sure they have a Candle Lake mailing address on their health card. The addresses on health cards are used to determine the official population for grant calculations. The 2006 census determined Candle Lake has 792 residents. Candle Lake will be eligible for additional services and funding if the number of permanent residents reaches 1,000. The Health Services Committee will endeavour to do an in-depth count of residents. The Committee’s 2008 priorities include promotion of increased use of Nurse Practitioner, lobbying for a paid recreational director and establishing a core mechanism for community promotion. Ms. Sackney thanked the Committee for their dedication and hard work.
- GRANTS** Joan Sajtos, Chairperson of the Grants Committee reported to Council on the activities of the Committee over the past year. The group continues to gather and review grant resources to determine the pertinence for the community and to forward information believed to be helpful to either the Resort Village or community organizations. The Building Communities and Recreation Director Grants have demonstrated the necessity of forming liaisons and partnerships with surrounding communities in order to have sufficient population to qualify for the grants. Discussions have been held with neighboring communities and a “Recreation Partnership Agreement” has been developed for the purpose of collaborating with “Recreation Director Assessments and Programs”.

**GRANTS**

At present, members of the Partnership Agreement include the Resort Village, the R.M. of Buckland and the R.M. of Lakeland. The Committee requests Council's ratification of the Partnership Agreement.

The Grant Committee has worked closely with the following and are awaiting word on the status of grant applications:

Candle Lake Curling Club – MRIF Grant –

- insulation and cement floor in curling area

Candle Lake Parks and Recreation Board

- recreation initiative to determine current and unmet needs, develop a plan to address those needs and begin arranging resources and training leaders.

**276-2007**

ROMANUIK

That the Resort Village ratify the "Recreation Partnership Agreement", as formatted by the Grants Committee.

**CARRIED**

**SEARCH &  
RESCUE**

Bob Sajtos, Search and Rescue Co-ordinator submitted a written report to the Mayor. The Search and Rescue Committee have developed a five year Plan outlining objectives and estimated equipment costs.

**ACCOUNTS  
PAYABLE**

**277-2007**

CAITHCART

That Accounts Payable, cheques number 570 to 647, inclusive, totaling \$68,514.22 be approved for payment.

**CARRIED**

**FINANCIAL  
REPORT**

The 2007 financial report on revenue and expenditure to November 30, 2007 was reviewed by Council.

**278-2007**

NIKIFORUK

That the report on revenues and expenditures to November 30, 2007 be accepted, as presented.

**CARRIED**

**NEW BUSINESS:**

**LONG TERM  
SUSTAINABILITY  
-LAGOON**

The MRIF grant application for funding on the lagoon project required a commitment by the Resort Village to implement a long term sustainability plan for the operation of the lagoons. Final payment of the grant requires Council's resolution committing to the development of a plan.

**279-2007**

ROMANUIK

That the Resort Village develop a long term sustainability plan for operation of the lagoons, with the plan commencing with the 2008 Budget

**CARRIED**

**2008  
COMMITTEE  
APPOINTMENTS**

**280-2007  
ROMANUIK**

That Committee Appointments for the 2008 year are as follows:

- a) Parks and Recreation – Councilor Nikiforuk
- b) Communities in Bloom – Mayor Toporowski
- c) Roads & Maintenance/Landfill – Councilor Allan & Councilor Romanuik
- d) Finance & Budget – Mayor Toporowski & Councilor Caithcart
- e) Economic Planning & Development – Mayor Toporowski & Councilor Caithcart
- f) PARCS – Mayor Toporowski
- g) Search & Rescue – Councilor Caithcart
- h) EMO – Councilor Caithcart
- i) Fire/First Responders – Councilor Caithcart
- j) SUMA – Councilor Caithcart
- k) Environment – Councilor Allan
- l) Aschim Homestead – Mayor Toporowski
- m) Wapiti Regional Library – Councilor Allan
- n) Health – Etta Sackney
- o) P.A. Model Forest – Mayor Toporowski
- p) CUPE Negotiations – Mayor Toporowski, Councilor Allan, Councilor Romanuik
- q) Grants Committee – Mayor Toporowski

and that the Development Committee be disbanded.

**CARRIED**

**DEPUTY  
MAYOR  
2008**

**281-2007  
CAITHCART**

That the 2008 Deputy Mayor appointments are as follows:

- January to March, 2008.....Councilor Allan
- April to June, 2008.....Councilor Caithcart
- July to September, 2008..... Councilor Romanuik
- October to Decemer, 2008.....Councilor Nikiroruk

**CARRIED**

**DEVELOPMENT  
APPEALS BRD -  
3 YR TERM  
ELLIOTT, D.**

**282-2007  
CAITHCART**

That Don Elliott be appointed to the Development Appeals Board for a three year term, commencing January 1, 2008 and ending December 31, 2010.

**CARRIED**

**BUILDING  
OFFICIAL  
CLASS I  
INSPECTIONS**

**283-2007  
NIKIFORUK**

That the Resort Village of Candle Lake appoint Jim Cunningham as Building Official for the provision of Class I Building Inspection Services, effective January 1, 2008.

**CARRIED**

**LANDFILL  
REGULAR  
MAINTENANCE  
CONTRACT**

**284-2007**  
CAITHCART

That the regular landfill maintenance equipment and labor contract be tendered for the 2008 season, and that, if required, Leonard Romanuik be contracted for landfill maintenance prior to the tender completion.

**CARRIED**

**PENDER, JOE  
- COMMERCIAL  
LOT USE**

Joe Pender has submitted a plan for the construction of a building to house a bed and breakfast operation, consisting of a coffee shop, four overnight rooms and one office for rental, with a notation that if the demand is there, the overnight rooms could be used as office space.

The Administrator will advise Mr. Pender that a bed and breakfast operation is not a permitted use on Commercial property and that his original memorandum of agreement indicates that the land was purchased for the purpose of construction of an office building.

**CAMP  
TAPAWINGO  
- EXEMPTION  
REQUEST**

A former request for exemption of taxes on Camp Tapawingo has not received a final response. It has been determined that this same request was denied by Council a previous year. The School Division has advised verbally that they had also previously denied the request for exemption.

**285-2007**  
NIKIFORUK

That Camp Tapawingo be advised that the Resort Village will not approve an additional tax exemption on their property, at this time.

**CARRIED**

**POLICY  
MANUAL-  
APPROVAL  
PROCEDURE**

The Resort Village has discussed the possibility of developing a Policy Manual and administration staff are working on the structure of the manual.

**286-2007**  
CAITHCART

That the Resort Village develop a Policy Manual and that policy approval be made by resolution.

**CARRIED**

**AGENDA -  
SUBMISSIONS**

Council discussed a proposed "Council Agenda Policy" and determined that a further review of the policy was desired. In the interim, the following resolution was brought forward to define requirements for agenda submissions:

**287-2007**  
CAITHCART

That in order for submissions or requests to be placed on an agenda, a written request, outlining the subject or area to be addressed must be received a minimum of five days prior to the meeting date.

**CARRIED**

**CHRISTMAS  
HOLIDAY  
HOURS**

Resort Village Staff have requested permission to close the office and shop on Monday, December 24, 2007, in addition to the days regularly granted, namely, December 25 and 26, 2007 and January 1, 2008. The additional day will be deducted from earned holidays or time-in-lieu. In the event of an emergency, contact information will be available.

**288-2007**  
ROMANUIK

That in addition to the regular closing on December 25<sup>th</sup> and 26<sup>th</sup>, 2007 and January 1<sup>st</sup>, 2008, staff be allowed to take an earned vacation or time-in-lieu day and the office be closed for Monday, December 24<sup>th</sup>, 2007.

**CARRIED**

**GARBAGE  
PICK-UP  
SCHEDULE**

Due to the number of concerns expressed by residents regarding the proposed change from weekly garbage pick-up to bi-weekly pick-up for the period January to April, 2008, garbage pick-up will continue on a weekly basis through-out the winter months, with the exception of the week December 24<sup>th</sup> to 28<sup>th</sup>, 2007.

Information regarding the pick-up schedule will be posted.

**PARENTEAU -  
ACCEPT  
SERVICING  
AGREEMENT**

The Servicing Agreement between the Resort Village and Roger & Laura Parenteau for subdivision of Parcel "A", Plan 101818065 has now been signed.

**289-2007**  
CAITHCART

That the Servicing Agreement with Roger and Laura Parenteau (101104689 Saskatchewan Ltd.), for the subdivision of Parcel A, Plan 101818065 be accepted.

**CARRIED**

**BYLAWS:**

**BYLAW  
24-2007 -  
PROPERTY  
EXEMPTION**

Bylaw 24-2007 amends Bylaw 18-2006, a Bylaw exempting certain properties from taxation for the year 2007, by removing four properties from the bylaw. The properties have changed status and are not covered by an agreement for exemption.

**1<sup>st</sup>  
READING  
BYLAW  
24-2007**

**290-2007**  
ALLAN

That Bylaw 24-2007, amending Bylaw 18-2006, a Bylaw exempting certain properties from taxation for the year 2007, by removing four properties from the bylaw, be introduced and given first reading.

**CARRIED**

**2<sup>nd</sup>  
READING  
BYLAW  
24-2007**

**291-2007**  
ROMANUIK

That Bylaw 24-2007, a Bylaw to amend Bylaw 18-2006, be given second reading.

**CARRIED**

**BYLAW  
24-2007  
PROCEED  
WITH 3<sup>rd</sup>  
READING**

**292-2007  
CAITHCART**

That Council proceed with third reading of Bylaw 24-2007, a Bylaw to amend Bylaw 18-2006.

**CARRIED UNANIMOUSLY**

**BYLAW  
24-2007  
3<sup>rd</sup> & FINAL  
READING**

**293-2007  
ROMANUIK**

That Bylaw 24-2007 amending Bylaw 18-2006, a Bylaw exempting certain properties from taxation for the year 2007, by removing four properties from the Bylaw, be given third reading and passed.

**CARRIED**

**BYLAW  
25-2007  
INDUSTRIAL  
PERMITTED USE**

Bylaw 25-2007 amends Section 10.1.1 (Industrial District Permitted Uses) of the Zoning Bylaw 02/2002, by adding the words “or any motor vehicle” to 1(a), after the words “recreational vehicles”.

**1<sup>st</sup>  
READING**

**294-2007  
ALLAN**

That Bylaw 25-2007, a Bylaw to amend Section 10.1.1 (Industrial Permitted Uses) of the Zoning Bylaw 02/2002, by adding the words “or any motor vehicle” to 1(a) after the words “recreational vehicles”, be introduced and given first reading.

**CARRIED**

**BYLAW  
25-2007  
2<sup>nd</sup> READING**

**295-2007  
ROMANUIK**

That Bylaw 25-2007, a Bylaw to amend Bylaw 02/2002 be given second reading.

**CARRIED**

**BYLAW  
25-2007  
PROCEED  
WITH 3<sup>rd</sup>  
READING**

**296-2007  
CAITHCART**

That Council proceed with third and final reading of Bylaw 25-2007, a Bylaw to amend Bylaw 02/2002 – Industrial District Permitted Uses.

**CARRIED UNANIMOUSLY**

**BYLAW  
25-2007  
3<sup>rd</sup> & FINAL  
READING**

**297-2007  
NIKIFORUK**

That Bylaw 25-2007, a Bylaw to amend Section 10.1.1 (Industrial Permitted Uses) of the Zoning Bylaw 02/2002, by adding the words “or any motor vehicle” To 1(a) after the words “recreational vehicles”, be given third reading and passed.

**CARRIED**

**NEXT  
REGULAR  
MEETING**

The next meeting of Council will be held on Monday, January 14<sup>th</sup>, 2008, commencing at 7:00 p.m..

**ADJOURN**

**298-2007  
ROMANUIK**

That the meeting adjourn.

**CARRIED**

The meeting adjourned at 9:35 p.m.

---

Mayor Toporowski

---

Administrator, Margo English