

# Resort Village of Island View

Regular Meeting of Council held in the office at

Resort Village of Island View, Saskatchewan

Saturday, November 30, 2024

## Attendance:

Mayor: Doug Cramer - Absent  
Deputy Mayor: Jocelyn Paslawski  
Councillor: Calvin Becker  
Councillor: Tanya Doucette – via phone  
Councillor: Shane Belter – via phone  
Administrator: Pamela Holliday

A quorum being present, Deputy Mayor Paslawski called the meeting to order at 10:00 a.m.

**CAO reminded Council of COI** - A conflict of interest occurs when a person in public life is in a position where a private interest may, or may appear to conflict with his or her role as a municipal council member. Conflict of interest provisions are found in Part VII of *The Municipalities Act, 2010*. Each Council member is responsible for their own conflict of interest.

## Agenda

181/2024 Becker: Doucette

"THAT the agenda be approved as presented."

CARRIED

## Minutes - Regular

182/2024 Paslawski: Becker

"THAT the minutes from the October 26, 2024 regular meeting of Council be approved as presented by the Administrator."

CARRIED

## Correspondence

183/2024 Doucette: Becker:

"THAT the correspondence from the November 30, 2024 meeting, as presented by the Administrator, be filed:

1. 2024 Municipal Governance Seminar – two council members to attend Dec 2<sup>nd</sup> and 3<sup>rd</sup>
2. CCBF 2024-2025 Payment of \$4,087 - 1<sup>st</sup> installment received -project needed
3. SK Lotteries Grant Payment in the mail for \$1,467.00 – Fireworks 2024
4. UMAAS 2025 Salary Guidelines – minimum 3.5% increase
5. Certificate of Confirmation 2024 – received from SAMA
6. LSREMO – Sask Alert Training
7. PBI Quarterly Newsletter
8. PARCS Annual General Meeting Saturday, Dec. 7<sup>th</sup> @ 2pm - Zoom

CARRIED

## Revenue Sharing Declaration

184/2024 Paslawski: Becker

"The Council of the Resort Village of Island View confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2023 Audited Financial Statement to the Ministry of Government Relations;
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required; and

That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations."

CARRIED

**185/2024 Doucette: Paslawski**

*That pursuant to Subsection 220(1) of The Municipalities Act, the RESORT VILLAGE OF ISLAND VIEW appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Dave Gurnsey, Dave Thompson, Donna Rae Zadovny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro and Rick Leigh. The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.*

CARRIED

**186/2024 Doucette: Paslawski**

*That pursuant to Subsection 221(1) of The Municipalities Act, the RESORT VILLAGE OF ISLAND VIEW appoints Nicole Hoskins with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.*

CARRIED

**PBI Permit Extensions 187/2024 Paslawski: Belter**

*"THAT the Council of the Resort Village of Island View grant the Administrator approval to extend building permits that are expired or expiring be extended to November 2025 if build is not complete."*

CARRIED

**188/2024 Paslawski: Belter**

*"THAT the Council of the Resort Village of Island View grant the Administrator approval to sign receipt and acknowledge the revised Schedule A issued from Professional Building Inspections, Inc. to apply to the rest of 2024 and including 2025."*

CARRIED

**189/2024 Becker: Paslawski:**

*"THAT the Resort Village of Island View acknowledge the following meeting reports:  
Administrator –*

**Administrator Report –**

- Mail Strike – affecting information/payments received by mail – working on digitizing more
- Laptop transfer of data and applications from PC Tower completed by MuniSoft
- Wood Chipper – no offers into the office.
- Tree removed from Pickerel Crescent.
- Attended the LSREMO Training in Southey on Saturday, Nov. 2<sup>nd</sup> – will send presentation once received
- Annual Council Public Disclosure Declarations be received for all council members
- Municipal Revenue Sharing Declaration of Eligibility – 2024-25
- Board of Revision & Development Appeals Board – Western Municipal
- Strasbourg meeting of Councils – option evening, Thursday, December 19<sup>th</sup> in Strasbourg Chambers
- RM of McKillop – will place one delegate on January 28<sup>th</sup>, 2025, meeting regarding the road into Island View.
- Following up with ATS on Street Signs ordered to replace worn signs.
- Government of SK – 2024 local election survey due by Dec. 31, 2024
- \$15,000 received from the Island View Recreation Committee towards the new Pavillion
- SK Ministry reports to be completed, TAXervice requests
- SAMA Maintenance to be completed in MuniSoft – 12 new building permits from 2024
  - o 2025 Opened on the SAMA portal
- Governance Priority meeting suggestion – December 7<sup>th</sup> at 10 am in the office
- Building Permits – Outstanding/Nuisance Properties – Building Permit Extensions to Nov. 30/25



- PBI – Certificate of Appointment for 2025

#### Maintenance Report –

- Fixing Bulletin Board – door broken and removed.
- Snow Removal in the whole village – awesome work Glenn
- Worked on the Pit
- Blade purchased – used to smooth out gravel in compound
- Tractor with snowblower has electrical issues – Maintenance checking into a solution

**Rec Board Report**– Report received and becomes part of these minutes.

#### Council Reports-

**LMRL** – Meeting Wednesday – Nov. 27, 2024 – Cancelled – Shingles processed, Fence  $\frac{3}{4}$  complete.

CARRIED

#### Financial Reports

190/2024 Doucette: Becker

“THAT the Statement of Financial Activities and Bank Reconciliation for the month of October 2024 be accepted as presented by the Administrator.”

CARRIED

#### Budget Funds

191/2024 Becker: Doucette

“That the Resort Village of Island View authorize the Administrator to move \$400 in the budget from the Beach Stairs line item to the Casual Worker line item increasing the Casual Worker line item to a total of \$1,100 and leaving \$2,600 in the Beach Stairs line item.”

CARRIED

#### Payment of Accounts

192/2024 Paslawski: Doucette

“THAT the List of Accounts for Approval for the month of November 2024, manual cheques and electronic (DAP/E-Transfer/Online) Cheque No. 171b/172b/173 - Totally \$4,694.65 and E-Transfer/DAP/Online Totally \$40,717.01: for a Grand Total \$45,411.66 as attached hereto and forming a part of these minutes, be approved for payment.”

CARRIED

PAYABLE TO	AMOUNT
Global Merchant Debit Machine Fees	90.11
Honorarium - November	500.00
Derek Spitzer - Tree on Pickerel Crescent	1,800.00
McKee's Trenching (10 yards of gravel/loading/hauling)	381.30
McKee's Trenching (20 yards of gravel - new road)	762.60
PBI - Inspection Fee	665.70
Clark's Supply & Service (deflector cone)	10.92
Don Uhl - two septic tank pump out (Kitchen/Office)	220.00
Western Municipal consulting (Board of Revision 2025 Fee)	262.50
SETS- Nov 2024 (Saskatchewan Education Property Tax)	26,217.81
Last Mountain Regional LandFill (Tip Fees)	1,044.20
Victor's Dirt Works (Build Short Resort Road)	1,875.90
FlexNetwork (Office Internet)	99.90
Payroll - Oct 16-Nov 15	5,294.21
Expenses (Mileage/Website/Toner/Drum/Paper/Blade/Truck Allowance/Oil Kits)	2,433.04
Mepp - Pension Plan Employer & Employee contribution	799.78
Munisoft (monthly software lease)	305.25
CRA - Source Deductions	1,560.23
SaskTel (Cell Phone)	25.06
Sask Power (115 Perch Cr-Shop)	51.22
Sask Power (Street Lights)	649.07
Sask Power (Pump)	66.04
Sask Power (Marine Dr Office)	112.25
Sask Energy (shop)	110.53
SaskTel (office phone)	74.04
	<b>45,411.66</b>



- Registering Golf Carts – at the office and assigning a number correlating to the residents contact card.
- Loraas Bins at South End requested to be moved – Loraas involved and RM of McKillop to find new suitable location. – Sunset Resorts**
- Parking passes - tags – suggest send out with Assessment or Tax Notices in 2025 – **more discussion needed.**
- CDI 03-2024 Additional Streetlights on Sunset and all existing streetlight posts and one at the corner of Marine Drive and Pike Ave. Poll residents with survey questions. Reasoning: Safety, coyotes, wildlife. Cost analysis to be completed to include installation and long term additional Sask. Power costs. Install costs - on existing pole – approx. \$1,000 each. No pole – approx.. \$6,000 to \$8,000 each.
- Bulletin Board – to be upgraded or replaced – CCBF Grant
- Permanent Picnic Tables for new Pavilion in 2025 – liaisons from council to discuss with Rec Committee. A local resident may build them.
- CDI 02-2024 Protective Barrier along the ridge of Municipal Reserve Parks –
- CDI 04-2024 Trench Request for 119 Lakeview Drive - (from the lake, up the east side of 144 Lakeview Drive and across the street to 119 Lakeview Drive. – CAO CDI and recommendation – **A Bylaw to provide for the entering into an agreement for the installation of a waterline on public property with a clear timeline to fix repairs and complete by June 1, 2025**
- Governance & Priorities Committee (GPC) – recommended by Geroge Cuff and CAO – once a month meeting prior to Council Meeting. – **Suggest - December 7<sup>th</sup> at 10 am in the office**
- CDI 07-2024 Social Media Policy – administrator to develop from examples **from other municipalities.**
- CDI 08-2024 Traffic Bylaw to include all in one – **administrator to develop from examples from other municipalities with the assistance of our Bylaw Officer** - for Council review
- Resident request to amalgamate Lot 19 and 20 Block 1, Plan 60R15827, 124 and 126 Maple Road – Reason – more parking. **New map sent to Council. Same request received into the office February 2023 and declined by previous council on February 25, 2023.**
- Donation Policy suggestion by CAO
- Look into bigger barrels for ash deposits from residents fire pits.
- Speed Sign reports – could be useful for analysis on road use and design.
- Safety Signage on parks and boat ramp area – for spring of 2025. Kitchen Roof – to be installed in October by contractor – **follow up needed**
- OCP/Zoning Amendments – cost analysis
- Boundary Alteration – Sealed Resolution to arrive Oct. 26<sup>th</sup> from RM of McKillop- **follow up needed**
- Drainage – Far End of Marine Drive
- Cyber Security and Insurance – **new backup software antivirus on laptop**
- CDI 01-2024 – Mower comparison Analysis – lease/loan/cash options
- CDI 06-2024 New Well with payment option
- Summer Student for 2025 (cut grass – odd jobs) - Applications are due by December 19, 2024 at 11:59 p.m. Pacific Standard Time – online
- Island View Roads – Collect advise opinions from Contractors in the area
- Selling of Property owned by the village – price/realtor/reduced rate – past success or not?
- Safety Equipment Worn by All Employees operating equipment – we must adhere to the Provincial Standards for Personal Protective Equipment (PPE) set out by Occupational Health and Safety (OH&S).
- Council request to have keys to the office and Mayor to have keys to everything – this would compromise the Administrators responsibilities per the Municipalities Act Section 111 and Section 112 states no member of council is eligible to be appointed as an employee of the municipality. The council are not bonded employees of the municipality.

### **From the Municipalities Act, M-36.1:**

#### **Duties of administrator**

**111(1) The administrator shall take charge of and safely keep all books, documents and records of the municipality that are committed to his or her charge and shall:**



**Member of council not eligible for certain positions**

**112 No member of council is eligible to be appointed as an employee of the municipality, or of any committee, business improvement district, or controlled corporation of the municipality in which he or she serves as a member of the council.**

2005, c.M-36.1, s.112.

- Wage for Casual Employee Analysis – hours worked in 2024 over line item in budget – needs council approval. Employee Submitted timecard totally \$1,018.75 and is over budgeted by \$\$318.75.
- Sign at Entrance – Resident submitted to redo the sign as a volunteer if the village pays for the materials. Suggested a DiBond sign – 4' x 8' – potential cost - \$450 – would fit in existing sign. Look into all sign options.
- Resident requested social communication lists – Administrator to discuss and gather more information from resident.

Bylaw 06/2024  
Agreement

193/2024 Doucette: Paslawski

"THAT the Bylaw No. 06/2024, also known as the BYLAW to PROVIDE FOR THE ENTERING INTO AN AGREEMENT FOR THE INSTALLATION OF A WATERLINE ON PUBLIC PROPERTY, be introduced and read for the first time."

CARRIED

Grant Application

194/2024 Paslawski: Doucette

"That the Resort Village of Island View authorize the Administrator to execute the Canada Government Summer Jobs 2025 Grant Application project online for funding for a summer student to be hired in 2025 prior to the December 19, 2024, at 11:59 p.m. deadline."

CARRIED

Safety Equipment

Policy

195/2024 Doucette: Becker

"That the Resort Village of Island View instruct the Administrator to undertake creating a new Safety Equipment Policy for the Resort Village of Island View to be presented to Council for review."

CARRIED

Office Area

196/2024 Paslawski: Becker

"That the Resort Village of Island View instruct the Administrator to undertake getting costs to close off the office area for Council review during budget discussions of 2025."

CARRIED

Shane Belter left the meeting at 11:00 a.m.

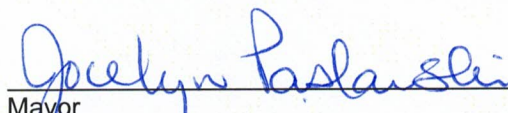
Adjourn

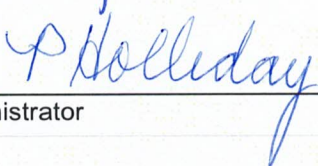
197/2024 Paslawski

"THAT this meeting of the Council of the Resort Village of Island View be adjourned."

CARRIED

Time: 11:36 a.m.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

The first of these is the fact that the Commission has been set up to be independent of the Government. This is a very important point, as it ensures that the Commission will be able to act in the public interest, without being influenced by the Government. The second point is that the Commission will be able to act in a timely manner, without being delayed by the Government. This is also a very important point, as it ensures that the Commission will be able to act in the public interest, without being delayed by the Government.

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