

**SUMMER VILLAGE OF SANDY BEACH  
REGULAR COUNCIL MEETING  
MINUTES**

**Thursday, November 13, 2014**

The regular meeting of the Council of the Summer Village of Sandy Beach was held in the Sandy Beach Community Hall on November 13, 2014 commencing at 7:30pm.

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**IN ATTENDANCE**

Mayor Denise Lambert  
Deputy Mayor John Hellings  
Chief Administrative Officer – Wendy Wildman  
Administrative Assistant– Shelley Vaughan  
Public Works Foreman - Gerry Taylor

ABSENT - Deputy Mayor Audie Bigelow

***0 MEMBERS OF THE PUBLIC WERE IN ATTENDANCE***

**CALL TO ORDER**

The meeting was called to order at 7:30 pm by Deputy Mayor John Hellings.

**Motion #124-14  
ACCEPTANCE OF  
AGENDA**

**MOVED** by Mayor Denise Lambert that the agenda be accepted as presented.

**CARRIED**

**MEETING  
MINUTES  
DISCUSSION**

Mayor Denise Lambert stated that there was a spelling mistake in the minutes (Portage Colle) and commented that she would like to see the dialogue in the minutes be done differently. Mayor Denise Lambert suggested having Council and Administration prepare written reports which can then be attached to the minutes. Deputy Mayor John Hellings asked that Administration include the Public Works Foreman, Gerry Taylor's, comment from the last meeting - indicating he would "cut grass and clear bushes on both sides of the causeway".

**Motion #125-14  
APPROVAL OF  
REGULAR  
COUNCIL  
MEETING  
MINUTES**

**MOVED** by Mayor Denise Lambert that the minutes be approved with the following corrections:

- Motion #118-14 spelling correct from "Portage Colle" to "Portage College".
- Public Works Report to include "clear bushes on both sides of the causeway before cutting grass".

**CARRIED**

**FINANCIAL  
QUESTIONS**

Deputy Mayor John Hellings asked CAO Wendy Wildman if the salaries and wages (on page 21 of the agenda) will be over or under budget. CAO Wendy Wildman advised that the amount shown as of September 30, 2014, was \$43,028.67, however this figure did not include October 2014 wages for

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Public Works. CAO Wendy Wildman indicated that because the summer student position was implemented after the budget was already done, the 2014 budget of \$50,000.00 for salaries and wages will end up being over budget.

**Motion #126-14**  
**FINANCIAL**  
**STATEMENTS**

**MOVED** by Mayor Denise Lambert that Council accept the financials for information, bank statement and bank reconciliation, cheque listing, trial balance, and Income statement for September 30, 2014.

**CARRIED**

**FARM SAFETY**  
**CENTER**  
**DONATION TO**  
**SAFETY SMARTS**  
**PROGRAM**  
**DISCUSSION**

Deputy Mayor John Hellings asked Mayor Denise Lambert what she thought of the Safety Smarts Program. Mayor Denise Lambert commented that she was in favor of the program. Mayor Denise Lambert indicated that 400 students from Onoway Elementary were part of this program. Deputy Mayor John Hellings suggested that maybe Council needs to look at putting this donation into next year's budget, as this is the second year now the summer village has been asked for this donation. Deputy Mayor John Hellings indicated that he was not sure of how many of the tax payers had school age students who would benefit from this program.

**Motion #127-14**  
**FARM SAFETY**  
**CENTER**  
**DONATION TO**  
**SAFETY SMARTS**  
**PROGRAM**

**MOVED** by Mayor Denise Lambert that the Summer Village of Sandy Beach approve and give a donation of \$300.00 to the Farm Safety Center – Safety Smarts Program for the 2014/2015 school year.

**CARRIED**

**SIGN USAGE**  
**BETWEEN THE**  
**SUMMER VILLAGE**  
**OF SANDY BEACH**  
**AND SUN & SAND**  
**RECREATION**  
**LEAGUE**

Mayor Denise Lambert indicated that her email sent to administration on October 28, 2014, regarding the sign usage between the Summer Village and Sun & Sand Recreation League, was asking to have the message on the sign clear and distinct. The way the message read was that the next council meeting was on October 31, 2014. Public Works Gerry Taylor indicated that this was partly Public Works mistake because they ran out of letters, which made the two events read as one. CAO Wendy Wildman advised that this was on the agenda to get clear direction from Council regarding this concern. Mayor Denise Lambert suggested looking at two options; the sign not be used by the Sun & Sand Recreation League or when a event is being put on by the Sun & Sand Recreation League, the Summer Village of Sandy Beach's name is removed so it is not confused by rate payers that the Summer Village is putting on these events. Deputy Mayor John Hellings indicated that the Sun & Sand Recreation League is a big part of the community which provides programs to the community therefore they should be equally entitled to using the sign for advertising their events. Deputy Mayor John Hellings suggested putting this on the next agenda until Deputy Mayor Audie Bigelow can be present. Deputy Mayor John Hellings indicated he was quite surprised Administration responded the way they did and indicated that Administration should not be taking direction from one council member. Deputy Mayor John Hellings stated that it was clear by Mayor Denise Lambert's email that it was written with some aggression and suggested she email the other members of Council

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to discuss situations like this and as a “team” Council can give clear direction to Administration. Mayor Denise Lambert indicated this is a good example, and it should be part of the communication policy - as to how to deal with these types of situations, which will give Administration clear direction on how to move forward with requests made by Council.

**Motion #128-14**  
**SIGN USAGE**  
**SUMMER VILLAGE**  
**OF SANDY BEACH**  
**AND SUN & SAND**  
**RECREATION**  
**LEAGUE**

**MOVED** by Mayor Denise Lambert that the Summer Village of Sandy Beach defer the sign usage between the village and the Sun & Sand Recreation League until the next meeting.

**CARRIED**

**Motion #129-14**  
**ALBERTA**  
**MUNICIPAL**  
**AFFAIRS LETTER**  
**REGARDING**  
**EDUCATION**  
**WORKSHOPS**

**MOVED** by Mayor Denise Lambert that the Summer Village of Sandy Beach accepts the Alberta Municipal Affairs letter dated October 17, 2014 - regarding upcoming Education Workshops at the cost of \$125.00 per participant item as information.

**CARRIED**

**Motion #130-14**  
**OPUS STEWART**  
**WEIR**  
**PROFESSIONAL**  
**SERVICES**  
**AGREEMENT**

**MOVED** by Deputy Mayor John Hellings that the Summer Village of Sandy Beach approve and execute the agreement with Opus Stewart Weir Professional Services for the rehabilitation of Lakeshore Road at the estimated cost of \$57,840.00.

**CARRIED**

**ADMINISTRATION**

Administration to forward a copy of the Opus Stewart Weir Professional Services Agreement via email and mail.

**ROLES AND**  
**RESPONSIBILITY**  
**COURSES**  
**PROVIDED BY**  
**MUNICIPAL**  
**AFFAIRS**  
**DISCUSSION**

Administrative Assistant Shelley Vaughan advised Council that Municipal Affairs was willing to come to Sandy Beach Hall and put on a Roles and Responsibility Course at no cost to the Summer Village of Sandy Beach and indicated the only thing that Municipal Affairs suggested was for the Summer Village to provide lunch. CAO Wendy Wildman indicated that if Council was in favor of this, then Council may want to extend the invitation to other municipalities that may be interested. CAO Wendy Wildman advised Council that Municipal Affairs is booking into January 2015 so a decision sooner than later would be beneficial for setting a date.

Mayor Denise Lambert indicated she was in favor of this course, although she has already taken it, she indicated she could use a “touch up” on the information. Deputy Mayor John Hellings indicated he was not in favor of the Roles and Responsibilities Courses and stated that his roles and responsibilities are given to him by the tax payers. Deputy Mayor John Hellings stated that Municipal Affairs is not coming to tell us how to get twice the projection out of public works; they are not coming to tell us why taxes or administration

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costs are so high. Deputy Mayor John Hellings indicated that Municipal Affairs is coming to convince us that all CAO's sit on the "right hand of God" and therefore we should not question our CAO. Mayor Denise Lambert asked Deputy Mayor John Hellings if he has ever taken this course and indicated that it was a good course and that it helped her put the pieces together while being a part of council. Deputy Mayor John Hellings clearly stated he is not interested in this course and suggested it be on the next agenda to see how Deputy Mayor Audie Bigelow feels about it.

**Motion #131-14**  
**HOSTING A**  
**MUNICIPAL ROLES**  
**AND**  
**RESPONSIBILITIES**  
**COURSE**

**MOVED** by Mayor Denise Lambert that the Summer Village of Sandy Beach defers hosting a Municipal Roles and Responsibilities Course until the next Council meeting.

**CARRIED**

**Motion #132-14**  
**INFORMATION**  
**ITEMS**

**MOVED** by Mayor Denise Lambert that the following information items be accepted:

- a) Summer Village of Sunrise Beach letter dated October 22, 2014 - thanking the Summer Village of Sandy Beach for the use of the village's box scraper.
- b) Alberta Municipal Affairs letter dated October 16, 2014 - New Buyer Protection Act (NHBPA) came into force February 1, 2014. Brochures enclosed.
- c) Lac Ste. Anne County letter dated October 22, 2014, informing that Lac Ste. Anne County Council passed an amended County Emergency Management bylaw with the County's emergency management delivery and planning targets.

**CARRIED**

**Motion #133-14**  
**READING**  
**MATERIAL**

**MOVED** by Mayor Denise Lambert that the following reading material items be accepted:

- a) Wildfire Mitigation Strategy Draft Prepared by Ryan Archibald, FIT and Mike Poscente, MBA, RPFT

**CARRIED**

**REPORTS**

**MAYOR'S REPORT**

Mayor Denise Lambert reported that she attended the Summer Villages of Lac Ste. Anne East meeting and indicated it was very interesting and in-depth. Mayor Denise Lambert requested that Administration arrange a presentation regarding the Fire Smart Program for the Summer Village of Sandy Beach and extend the invitation to the Summer Village of Sunrise Beach and Alexander First Nation. Mayor Denise Lambert reported that she felt the Fire Smart Program was a good piece of information.

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Mayor Denise Lambert indicated that the CAO Performance with Wendy Wildman has been completed and now they are working towards next year's review. On November 11, 2014, Mayor Denise Lambert attended a Remembrance Day Service at the High School and returned the wreath to the village for storage. Mayor Denise Lambert stated that she was part of a Provincial Advisory with Alberta Health, Recruitment and Retention, and assured that the Summer Village of Sandy Beach name was in the conversation.

### **DEPUTY MAYOR'S REPORT – JOHN HELLINGS**

Deputy Mayor John Hellings indicated to Gerry Taylor that it might be of interest to him to know that the Waste Commission is recycling batteries and paint. Gerry Taylor indicated he was aware of this. Deputy Mayor John Hellings reported that there is a High Speed Internet Committee and that towers will be going up for communication in remote areas such as Whitecourt and Fox Creek – Telus is on board with this as well.

Deputy Mayor John Hellings stated that the Municipal Services Meeting is at 11:00am on December 11, 2014 –location to be determined. Deputy Mayor John Hellings spoke about the Wild Water Commission indicating that the cost had gone up and when phase 1 is complete, Wabumun will be receiving water.

Deputy Mayor John Hellings indicated that Summer Villages need to check their insurances and coverage – in the event resident's get stuck in the middle of a fire and could not get out, helicopters may be needed for assistance and that cost would come from the summer villages.

Deputy Mayor John Hellings stated that Summer Village of Sandy Beach will host the next Summer Village of Lac Ste Anne East meeting on February 7, 2015, and hopes that Administration will assist with coffee and donuts.

Deputy Mayor John Hellings reported that he attended with Mayor Glen Usselman from the Summer Village of Sunrise Beach, a discussion where they listened to the presenter, Bernie, who was looking for two summer villages to be part of a testing on lakes - which will not be of any cost to the village and there are government grants available.

### **DEPUTY MAYOR'S REPORT – AUDIE BIGELOW**

Absent - Nothing to report.

### **ADMINISTRATION REPORT**

CAO Wendy Wildman reported that the Administration will be sending out a December Newsletter to tax payers, is currently working on numbers for cost sharing as requested at the previous meeting, and indicated that honorariums need to be in before the end of December.

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Deputy Mayor John Hellings asked Administrative Assistant, Shelley Vaughan, if she had completed any further file work. Shelley Vaughan reported she has not worked further on it. Deputy Mayor John Hellings asked if the conferences that were attended by Administration would show on the September report. CAO Wendy Wildman responded that the Conferences that were attended in September and October will be on future financial statements.

### **PUBLIC WORKS REPORT**

Public Works, Gerry Taylor reported he is going to burn the “burn pile” next week when Neil returns and he will inform the fire department. Gerry Taylor indicated he has not done any snow removal because he would like to have a base of snow on the roads and avoid plowing gravel. Gerry Taylor reported he drives the roads, once a day free of charge to the village, to assure the roads are okay and there are no trees fallen. Gerry Taylor indicated that he has looked into “new signs” for the Summer Village as discussed, but after taking a better look at the sign he feels Public Works can repair it at a lower cost, and this would happen in the spring. Gerry Taylor stated that some of those new signs are \$5000.00. Deputy Mayor John Hellings reminded Gerry Taylor to get quotes and bring them to council.

### **APPOINTMENT**

The appointment of Laura Postma did not show at this meeting. Deputy Mayor John Hellings insisted a conversation happen without her present. Deputy Mayor John Hellings indicated that he went out with Deputy Mayor Audie Bigelow to make an unsightly list of the residents on July 18, 2014, and sent a copy of their “unsightly list” to administration on July 30, 2014. A letter was then sent out by Tony Sonnleitner, Development Officer, on September 18, 2014 – 7 weeks later. Deputy Mayor John Hellings stated this gave the resident many opportunities to cut her grass between the time the Councillors made their list and a unsightly notice was sent out. Deputy Mayor John Hellings indicated he received an email from Trish, Administration, inquiring about this property and questioned if Trish had seen the list that was provided by him and Deputy Mayor Audie Bigelow, as it was clear what category this lady’s property fell under – cut grass. Administrative Assistant, Shelley Vaughan responded by telling Deputy Mayor John Hellings that yes Trish did see the list, however, the problem that Administration runs into regarding these unsightly issues is that Administration does not visit the property and only sees the pictures that are sent with the order. Shelley Vaughan stated in this particular case, it was hard for Administration to indicate why the grass was requested to be cut because by the pictures it appeared to be fine. Deputy Mayor John Hellings indicated that he would hope Tony Sonnleitner would take pictures of the property prior to sending out a order and commented on the large time gap between the time the Councilors had sent out their list and the time a order was sent out. CAO Wendy Wildman indicated she would have to look back to see why this may have happened, however agreed that the time gap was an issue. Mayor Denise Lambert suggested the Development Officer and Council meet and to do unsightly lists together to avoid any confusion.

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**ADJOURNMENT**

Being that the agenda matters have been concluded, Mayor Denise Lambert declared the meeting adjourned at 8:30 pm.

These minutes approved this 11 day of December 2014.

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Mayor

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Chief Administrative Officer