

**MINUTES OF THE REGULAR COUNCIL MEETING OF THE RESORT  
VILLAGE OF SHIELDS HELD MONDAY, FEBRUARY 21, 2011 IN THE  
SHIELDS COMMUNITY CENTRE at 7:30 pm.**

**1. Attendance:** Mayor Eldon Mackay, Aldermen Dennis Robson, Kristine Larson, and Doreen Thiessen.  
Administrator Jessie Williams.

**2.** Mayor Mackay called the meeting to order and asked for additions or deletions to the agenda.

**3. Circulation and Approval of the Minutes:**

Larson moved that the minutes of the January 17/11 regular Council Meeting be adopted as circulated.  
CARRIED 24/11

**4. Business from the Minutes:**

**A. Subdivision:** - Robson moved that resolution #2/11 be amended to reflect an interest rate of prime (3%) plus 0%.  
CARRIED 25/11

Access road discussion pending – meeting with RM required.

Highway sign draft reviewed. Changes to be circulated by email.

Thiessen moved that Associated Engineering be authorized to call for tenders for construction of the south subdivision.  
CARRIED 26/11

Robson moved that Bylaw #1/2009, the Zoning Bylaw be amended to provide for 3 story buildings in the R2 areas.  
CARRIED 27/11

Thiessen moved that Bylaw #2/2011, a bylaw to amend Bylaw #1/2009, the Zoning Bylaw, be introduced and read a first time.  
CARRIED 28/11

Larson moved that the hearing for Bylaw #2/2011 be held on Monday, March 21, 2011 at 7:30 p.m. in the Community Centre.  
CARRIED 29/11

Larson moved that the Resort Village of Shields require that all development permit applications include plans for site grading including any retaining walls, and earth fill or excavations. CARRIED 30/11

Machibroda being contact regarding quote to review plans for buildings in south subdivision.

**B. Employee Evaluations** - Larson moved that the employee evaluation for Ellerington and Klassen be filed as received.  
CARRIED 31/11

Thiessen moved that the administrator forward a request for Averaging of Hours Permits to Labour Standards for both the maintenance position and the greens keeper position. CARRIED 32/11

**C. Newsletter Ad policy** - to be discussed next meeting.

**D. Insurance** – Larson moved that the insurance values be amended to reflect replacement costs.  
CARRIED 33/11

**E. Assessment Roll** – open February 11 to March 14.

**F. Summer Student** - Thiessen moved that an application be submitted to the Government of Canada to request grant funding for 2 summer student positions. Minimum wage to be paid.  
CARRIED 34/11

**5. Correspondence:**

SAMA	annual meeting info
SUMA	Urban Voice/Communities in Bloom info
MA	Revenue Sharing grant up \$7967 to \$36,038
DRWU	newsletter
SAL	info
Ministry of Highways & Infr	new address

Larson moved that the correspondence having been read, be filed.  
CARRIED 35/11

## 6. Financial Report:

Larson moved that the January 2011 statement of financial activities, income statement, balance sheet and bank reconciliation be adopted as presented. CARRIED 36/11

## 7. Payment of Accounts:

Mackay declared an interest in \$130 of cheque number 3001 and left the meeting turning the chair over to Alderman Robson.

Robson moved that the resort village pay Eldon Mackay \$130 for bobcat work. CARRIED 37/11  
Mackay rejoined the meeting and resumed the chair.

Larson moved that the balance of the accounts totaling \$24,183.89 be approved for payment. CARRIED 38/11

## 8. Committee Reports:

**A. Water** - Larson moved that Bylaw #1/2011, being a Bylaw to amend the water rates, be introduced and read a first time. CARRIED 39/11

Robson moved that all properties connected to the municipal waterworks system shall pay an annual fee of \$200 plus consumption costs of \$25 per 1000 imperial gallons (\$5.50 per cubic meter). The annual cost and the fee for consumption shall be reviewed periodically to determine if an adjustment is required. The minimum annual fee shall ensure that all properties connected to the system are contributing to the operation of the system. The consumption rate shall be set to recover costs, allow for capital investing and encourage conservation while remaining affordable. The water system shall continue to be financially independent.

And further moved that the Resort Village of Shields will annually invest an amount to ensure that funds are available to replace the newly constructed pumphouse and reservoir when necessary. The new distribution system is expected to surpass the Engineers certified lifetime of the work which has been stated as 25 years. It is the intent of the Resort Village of Shields to set aside an annual amount equal to the amount of the amortization expense to provide a funded reserve for future capital expenses. At the end of 2010, the municipality had depleted any amounts in the water surplus. A plan to allocate \$2000 from each new lot sold in the subdivisions to the Water System Reserve will see this fund grow by \$14,000 upon the finalization of the sale of 7 lots. Additional lot sales are expected for 2011. The annual water rate is proposed to be adjusted for 2011 to ensure that the system operates on a break even basis and amounts are included for transfer to reserves. CARRIED 40/11

Larson moved that the Annual Water Report be posted on the website with a note stating same to be included in the next newsletter. CARRIED 41/11

Thiessen moved that Renee Adam be hired as an employee for Certified Water Operator duties at a wage of \$500 per month. Duties to be reviewed. CARRIED 42/11

**B. Maintenance** – tree trimming, inventory, sanding. Door hangers for bylaw infractions.

**C. Road** - snow clearing being done. Vehicles on street addressed.

**C. Garbage** – grant application submitted for recycling. RM landfill agreement discussed. To be reviewed next meeting.

**E. Rec Board** - minutes - items of interest reviewed.

Larson moved that a letter be forwarded endorsing the Home Depot grant application. CARRIED 43/11

Golf – MOE to be contacted re time line for acquiring golf course land.

**F. Dogs** – bylaw to be revised to include requirement to register animals.

**G. Library** - minutes

**H. BEST** - 2011 levy and budget to be discussed next meeting.

**I. EMO** – still looking for coordinator

**J. RCMP** – verbal report from Thiessen. Boat presence to be followed up.

Thiessen moved that the committee reports be adopted as presented. CARRIED 44/11

**9. Unfinished Business:**

- A. Lot 13, Block 4** – Larson moved that a follow up letter be sent advising of March 22, 2011 deadline for tax payment prior to contact with Mediation Board. CARRIED 45/11
- B. Waste Water** – Invoices for progress payments not received. Annual contributions to operating costs discussed.

**10. New Business:**

- A. Development Permits** – Thiessen moved that the development permits applications for #3 McCordick and #44 Proctor be approved. CARRIED 46/11
- B. Building Permit** - Thiessen moved that the building permit application from #3McCordick be approved as per Building Inspector approval. CARRIED 47/11
- C. Record Retention** – Larson moved that the List of Documents to be destroyed be approved as submitted. CARRIED 48/11
- D. Memorial Donations Policy** – discussed for next meeting.
- E. List of Lands in Arrears** - Robson moved that letter be sent to the property owners on the list of remain lands in arrears indicating that their property will be included on the list to be advertised if taxes unpaid after March 20, 2011. CARRIED 49/11

**11. Announcements:** - next meeting - March 21, 2011 @ 7:30 p.m. in the Shields Community Centre.

**12. Adjournment:**

Robson moved that the meeting now be adjourned. CARRIED 50/11

10:35 p.m.

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Mayor

\_\_\_\_\_  
Administrator