

**MINUTES OF THE REGULAR COUNCIL MEETING OF THE RESORT  
VILLAGE OF SHIELDS HELD MONDAY, JANUARY 18, 2016 IN THE  
SHIELDS COMMUNITY CENTRE at 7:00 pm.**

- 1. Attendance:** Mayor Eldon Mackay, Councillors Grace Strasser, and Cheryl Robson. Administrator Jessie Williams. One seat Vacant. Absent Councillor Dwayne Heidt.
- 2. Call to Order:** Mayor Mackay called the meeting to order and asked for additions or deletions to the agenda. Call for Conflict of Interest issues to be raised when applicable.
- 3. Circulation and Approval of the Minutes:**  
Strasser moved that the minutes of the December 14/15 regular Council Meeting be adopted as circulated.  
CARRIED 1/16
- 4. Business from the Minutes:**
  - A. Sunterra Drainage**  
Robson moved that the drainage plan as submitted by Sunterra Developments be accepted.  
CARRIED 2/16
  - B. Sunterra Development Agreement**  
MACKAY moved that a notice be sent to Sunterra Developments indicating that Council has made their position quite clear in the last correspondence dated December 16, 2015. Some of the outstanding issues have already been addressed relating to drainage, etc.; however the issue of urgent concern is that Sunterra Developments is in default within the terms and conditions of the Development and Servicing Agreement. The major item that remains outstanding is the requirement to complete the Phase 2 portion of said Agreement. On this matter Council notes that there is no indication of how many lots Phase 2 was to include, thus this outstanding matter could be resolved by raising title to as few as one lot. Completion of Phase 2 will allow the municipality to consider a proposal for a revised timeline for completion of the remainder development.  
CARRIED 3/16
  - C. Grid Road**  
Informal discussions with RM.
  - D. Biss**  
No update.
- 5. Delegation - Renee Adam re Winterfest**  
Mackay moved that \$500 be allocate for the Winterfest (Feb 20/16) food budget. CARRIED 4/16
- 4. E. Council Procedure Bylaw #1/16**  
Strasser moved that Bylaw #1/16, being a Bylaw to Regulate the Proceedings of Municipal Council and Council's Committees be introduced and read a first time. CARRIED 5/16  
Mackay moved that Bylaw #1/16 be read a second time. CARRIED 6/16  
Strasser moved that Bylaw #1/16 be given three readings at this meeting.  
CARRIED UNANIMOUSLY 7/16  
Strasser moved that Bylaw #1/16 be read a third time and adopted. CARRIED 8/16
- 6. Unfinished Business:**
  - A. Tax Enforcement**  
Strasser moved that if no payments are received by January 31/16, Council authorizes proceedings for title to be started on Lot 21, Block 6, Plan 68-S-14781. CARRIED 9/16
  - B. Joint Agreements**  
Robson moved that the Joint Facilities & Equipment Agreement be signed. CARRIED 10/16  
Strasser moved that the joint Human Resources Management Agreement be signed. CARRIED 11/16
  - C. By-election**  
Robson moved that the poll for the by-election be held at the Shields Community Centre. CARRIED 12/16

## 7. New Business:

### A. Joint Equipment

Strasser moved that the Resort Village of Shields sell a ½ interest in the truck & hitch for \$3748.50 + 997.50 & blade for \$3732.50 to the Resort Village of Thode and purchase a ½ interest in the sander \$3092.50 from the Resort Village of Thode. Net \$5386 from Thode. CARRIED 13/16

### B. 2016 wages

Strasser moved that the 2016 salary for the Operations Manager be increased to \$74,400 effective January 1, 2016 (Shields portion - \$41,664). CARRIED 14/16

Strasser moved that the 2016 salary for the Chief Administrative Officer be increased to \$68,500 effective January 1, 2016 (Shields portion \$39,730). CARRIED 15/16

### C. Insurance

Strasser moved to acknowledge that the Insurance Policy & Employee Bond has been reviewed. CARRIED 16/16

Skid-steer & speed sign & plow are listed on Shields policy, sander listed on Thode. Loss payable letter received for skid-steer. Truck & other shared assets will be addressed. Adjustment will be made re insurance premiums and WCB premiums as applicable.

### D. Transfers

Robson moved that the following internal transfers be approved:

Water funded reserve	\$44862
Transportation Funded Reserve	\$12316
General Government Funded Res	\$346
Recreation Funded Reserve	\$8764
Golf Reserve (from operations)	\$6000
Tree Reserve	\$280
Transfer to Reserves - Lot sale :	
Parks & Rec Reserve	\$3500
Road Construction Reserve	\$5000
Fire Hall Reserve	\$1500
Water Reserve	\$2000

**Transfer in from Reserves re budget not necessary - \$70,000**

CARRIED 17/16

## 8. Financial Report:

Robson moved that the December 2015 statement of financial activities, income statement, balance sheet and bank reconciliation be adopted as presented. CARRIED 18/16

## 9. Payment of Accounts:

Robson moved that the Year end accounts totaling \$23,298.44 and the January accounts totaling \$22,507.12 be approved for payment. CARRIED 19/16

## 10. Committee Reports:

### A. Water/Sewer

- Robson moved that the 2015 Drinking Water Notice be posted on the website & a notice stating same be mailed out with the March utility bills. CARRIED 20/16
- 2015 statement pending audit
- Strasser moved that the village pay \$50 for flyer delivery as required. CARRIED 21/16
- DAWWU - update attached, truck dump operational. Cost of Water loss re hydrant leak at lift station to be recovered from contractor. Letter from Dundurn reviewed.
- Strasser moved that the hall be available if required for the DAWWU AGM at no charge. CARRIED 22/16

### B. Maintenance

December Report attached.  
Fehr away Feb 13 - 21, pending coverage.

### C. Rec Board

2017 TIP grant application submitted, 2015 TIP grant - \$1500 to spend.  
Canada 150 project - Dundurn interested.  
**Golf** - \$6716.84 surplus, \$6000 reserved.  
**Hall** - new keys distributed. Mom's group changing mornings.  
- project starting late Feb, Hall not rentable March & part April.

EAC - recycling report - Hanley Culture Club interested in taking over cans/bottle recycling.  
**Parks, Beach, Playground** - Strasser moved that Carrie Hart be appointed to the Rec Board as  
Parks, Beach & playground committee chairperson. CARRIED 23/16

**D. BEST** - 203 assessed owners.  
Dispatch agreement being looked into re who needs to sign.  
Strasser moved that the BEST agreement be amended to remove the words “act as recoding  
secretary and” from Section 7. CARRIED 24/16

**E. Garbage** - complaint received.

**F. EMO** - no report

**G. Library** - minutes circulated. Rep needed.

**H. MOU** - Strasser moved that Shields co host the municipal leaders at the Hole in the Wall Restaurant.  
with the Resort Village of Thode. CARRIED 25/16

Robson moved that the Committee reports be adopted as presented. CARRIED 26/16

- 11. Correspondence:**
- |           |                       |
|-----------|-----------------------|
| SUMA      | Annual meeting agenda |
| DRWU      | newsletter            |
| SUMAssure | AGM pkg               |
| RBC       | new account manager   |

Robson moved that the correspondence having been read, be filed. CARRIED 27/16

- 12. Announcements:**  
Strasser moved that the February regular Council meeting be held on Monday, February 22/16 at 7 pm.  
CARRIED 28/16

- 13. Adjournment:**  
Strasser moved that the meeting now be adjourned. CARRIED 29/16

9:15 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator