

## Resort Village of Sunset Cove

Regular Meeting of Council held by ZOOM  
Sunset Cove, Saskatchewan  
September 28, 2025

Minute #	Agenda Item	Discussion	
	<b>Present</b>	Mayor – Shawna Argue Councillor / Deputy Mayor – Rob Court Councillor – Mike Ganshorn Administrator – Barbara Griffin	
2025-173	<b>Call to Order</b>	A quorum being present, Mayor Argue called the meeting to order at 1:02 p.m.	
2025-174	<b>Agenda</b>	Ganshorn/Court That the agenda be adopted as amended with the following addition New Business: 6i. Ciz Project	<b>Carried</b>
2025-175	<b>Minutes</b>	Court/Ganshorn That the minutes of the August 17 2025, regular meeting of Council be approved as circulated. <b>Carried</b>	
2025-176	<b>Notes</b>	Ganshorn/Court That the notes of the August 30, 2025, special meeting of Council be approved as circulated. <b>Carried</b>	
		Administrator to ensure that all minutes are posted to the website and that the “unapproved” versions are replaced as appropriate.	
2025-177	<b>Consent Agenda</b>	Ganshorn/Court That the list of consent agenda items, attached hereto and forming part of the minutes, be adopted as amended. Payment of Accounts Bank Reconciliation (August 30, 2025) Statement of Financial Activities (August 30, 2025) <b>Carried</b>	
		Administrator to review Statement of Financial Activities are reallocate amounts as discussed.	
		Administrator to include Balance Sheet with future consent agenda items.	
2025-178	<b>Hawthorne Road</b>	Parcel Class Change has been completed at ISC and to be sent over to Land Registry at ISC who will issue a Transformation Approval Certificate (TAC) which assigns a parcel number which will then be provided to Ministry of Highways for approval. Administrator to follow up with Land Registry.	

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2025-179	<b>EMO Bylaw / Plan</b>	Mayor Argue reported bylaw/plan is “work in progress” and is part of the larger bylaw review / update project.
2025-180	<b>OCP</b>	Mayor is meeting with Planner on Sept. 30 to discuss completion steps / plan.
2025-181	<b>Road Repairs</b>	Councillor Ganshorn reported that all work has been completed for 2025. Administrator waiting on corrected invoice from contractor.
2025-182	<b>Infrastructure Grant Application</b>	Canada Community-Building Fund-Infrastructure Plan was received on September 19, 2025. Waiting for review and decision.
2025-183	<b>FlexNetworks Update</b>	Flags left behind can now be pulled. Summer student to pull.
2025-184	<b>Expired Building Permits</b>	The Administrator will follow up with PBI to confirm if actions have been complied with or if an Order will be issued by them. Administrator to establish monitoring system for 60-day notices from PBI.
2025-185	<b>Munisoft Payroll</b>	The administrator will contact Munisoft again for a webinar explaining how the payroll: EasyPay software program prior to November Meeting.
2025-186	<b>2026 Meeting Dates</b>	Council established tentative meeting dates for regular meetings of Council for the 2026 calendar year. Mayor to have these posted to the website.  Special meetings will be held between these meetings to complete various activities, including review/update four-year work plan, completion of OCP, bylaw review/update, etc.  Mayor to confirm location of November 2 special meeting (planning).
<b>Councillor Court declared a conflict of interest in the next item of business and left the meeting (2:05 pm)</b>		
2025-187	<b>Development Permits</b>	That the following development permits were reviewed between meetings and were approved subject to conditions: Lot 12, Block 1, Plan 59R09545 Lot 13, Block 1, Plan 59R09545
<b>Councillor Court returned to the meeting (2:10 p.m.)</b>		
2025-188	<b>Terms Due</b>	Ganshorn/Court That the investment in the amount of \$28416.07 with Western Canadian Bank be reinvested as a 13-month term at 2.65%  Court/Ganshorn That term #18 in the amount of \$6,647.27 with Affinity Credit Union, be reinvested as a two-year term at 2.85%.
		<b>Carried</b>
		<b>Carried</b>
		Administrator to develop and maintain a schedule of all investments and when they come due. To be included for information with the consent agenda items.

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2025-189	<b>Distributed Address Numbers</b>	Mayor/Administrator to send reminders to those residents that received address numbers this summer and have not yet posted.
2025-190	<b>Summer Student Review</b>	Council reviewed the work completed by the summer student and identified areas requiring attention before winter.  Councillor Ganshorn to ask student to help with fall clean-up activities prior to completion of contract term.  Mayor to prepare evaluation document.  Administrator to issue Record of Employment.
2025-191	<b>Annual Task List</b>	Council reviewed the annual task list for completion, including topics for the fall newsletter.
2025-192	<b>Council Paid Work</b>	Deputy Mayor Court to research more on the restrictions on paying Councillors for doing work and report back at next regular meeting.
2025-193	<b>West Boathouses &amp; Lift Sites</b>	It was discussed that some of the boathouses on the road allowance at the west end of the village were in poor condition. Council noted that the boathouses are not legally titled to individual properties. More information to be obtained prior to making any decisions.  It is noted that one lift site is available with no one on a waiting list.  The lift site lease agreement is to be reviewed and updated prior to the 2026 season.
2025-194	<b>Ciz Project</b>	That we contact our solicitor for legal advice on work being done on land on Lot 1, Block 1, Plan 59R09545 without permits.
2025-195	<b>Next Meeting</b>	Special Meeting of Council – November 2, 2025, 12 noon, location TBA  Regular Meeting of Council – November 23 2025, 1pm at 57 Mountain Drive, Sunset Cove.
2025-196	<b>Adjournment</b>	Court That this meeting be adjourned. <b>Time: 3:19 p.m.</b> Carried

Shauna Argue  
Mayor

B. Ruffin  
Administrator