

# Resort Village of Sunset Cove

Regular Meeting of Council held at 57 Mountain Drive  
Sunset Cove, Saskatchewan  
November 23, 2025

Minute #	Agenda Item	Discussion
	<b>Present</b>	Mayor – Shawna Argue Councillor / Deputy Mayor – Rob Court Councillor – Mike Ganshorn Administrator – Barbara Griffin
2025-213	<b>Call to Order</b>	A quorum being present, Mayor Argue called the meeting to order at 1:18 p.m.
2025-214	<b>Agenda</b>	Ganshorn/Court That the agenda be adopted as circulated.
		<b>Carried</b>
2025-215	<b>Minutes</b>	Court/Ganshorn That the minutes of the September 28, 2025, regular meeting of Council be approved as circulated.
		<b>Carried</b>
2025-216	<b>Minutes</b>	Ganshorn/Court That the minutes of the October 2, 2025, special meeting of Council be approved as circulated.
		<b>Carried</b>
2025-217	<b>Minutes</b>	Court/Ganshorn That the minutes of the October 4, 2025, special meeting of Council be approved as circulated.
		<b>Carried</b>
2025-218	<b>Minutes</b>	Ganshorn/Court That the notes of the October 10, 2025, special meeting of Council be approved as amended.
		<b>Carried</b>
2025-219	<b>Consent Agenda</b>	Court/Ganshorn That the list of consent agenda items, attached hereto and forming part of the minutes, be adopted as amended. <div style="margin-left: 40px;"> Payment of Accounts  Bank Reconciliation (October 31, 2025)  Statement of Financial Activities (October 31, 2025)  Balance Sheet (October 31, 2025) </div>
		<b>Carried</b>
2025-220	<b>Terms Due</b>	Court/Ganshorn That term #22 in the amount of \$6,291.00 and term #23 in the amount of \$13,003.66 with Affinity Credit Union, be consolidated and reinvested in February of 2026.

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2025-221	Action Register Report	<p>Action Register Report was reviewed by council and administration indicating items which are a “work in progress” and items which need to be completed.</p> <p>The following items remain in-progress:</p> <ul style="list-style-type: none"> <li>• Munisoft Payroll Addition – Council members to review information webinar and provide input on which option is best</li> <li>• Website Update – Administrator to review to ensure that all current / final versions of minutes are posted.</li> <li>• Closure of Hawthorne Road – Administrator to submit final payment and paperwork.</li> <li>• Outstanding Permit Monitoring System – Administrator to develop</li> <li>• Reminder to Residents to Post Address Numbers Provided – notice was given in fall newsletter. Will remind those outstanding in the spring</li> </ul> <p>Council indicated that they will not continue practice of council receiving payment for work.</p>	
2025-222	Four Year Plan Update	<p>Council reviewed the four-year work plan that has been developed for planning and budget purposes:</p> <ul style="list-style-type: none"> <li>• West Road Allowance Boathouses (Court) – no update</li> <li>• OCP (Argue) – draft Vision Statement Circulated. Work on finalizing the OCP with the consultant will continue over the winter</li> <li>• EMO Bylaw / Plan (Argue) – Administrator had provided draft templates to work from. Responsibility transferred to Court.</li> <li>• Digitization Modernization (Court) – Administrator had preliminary discussions with website provider. Court to discuss further.</li> <li>• Bylaw Updates (Argue) – no update</li> <li>• Village Beautification (Ganshorn) – provided some research on benches, garbage cans, safety barriers</li> </ul>	
2025-223	2026 Draft Budget	<p>Draft budget presented to council. Administrator will make changes as discussed and present to council for consideration at their next meeting of council.</p>	
2025-224	Permit Extension	<p>Ganshorn/Court</p> <p>That the permit extension request submitted by Rick Bosche providing a timeline of events to complete construction be approved. Further, that Mr. Bosche be invoiced for all extra inspection costs incurred by Professional Building Inspections.</p>	
2025-225	1 Mountain Drive	<p>Awaiting updated engineering design and development permit. Extension to complete Order to Remedy work was granted.</p>	
2025-226	Winter Snow Removal	<p>In the Mayor’s absence over the winter, a resident has agreed to monitor snow removal requirements.</p>	
2025-227	Revenue Sharing Grant Declaration of Eligibility	<p>Court/Ganshorn</p> <p>That the council of the Resort Village of Sunset Cove confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:</p>	

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		<ul style="list-style-type: none"> <li>• Submission of the 2024 audited Financial Statements to the Ministry of Government Relations;</li> <li>• In Good Standing with respect to the reporting and remittance of Education Property Taxes;</li> <li>• Adoption of Council Procedures Bylaw;</li> <li>• Adoption of an Employee Code of Conduct; and</li> <li>• All members of council have filed and annually updated their Public Disclosure Statements, as required.</li> </ul> <p>Further, council authorizes the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.</p> <p style="text-align: right;"><b>Carried</b></p>
2025-228	Public Disclosure Statements	Council's Public Disclosure Declarations have been submitted to, and acknowledged by, the Administrator in accordance with government requirements.
2025-229	PBI Certificate of Appointment	<p>Ganshorn/Court</p> <p>That in accordance with the Construction Code Act, we approve the attached Certificate of Appointment of Nathan Brodner, having been appointed as licensed building official of the Resort Village of Sunset Cove who is a resident of the Province of Saskatchewan, and employed by Professional Building Inspections, Inc.</p> <p style="text-align: right;"><b>Carried</b></p>
2025-230	SUMA Webinars	Mayor Argue provided a brief overview of the webinars presented by SUMA on Provincial Waste Reduction Strategies and CrimeStoppers.
2025-231	Annual Task List	All items on the annual task list have been completed for 2025.
2025-232	Correspondence	<p>Court/Ganshorn</p> <p>That the following correspondence, having been read, be filed:</p> <ul style="list-style-type: none"> <li>• LSREMO Emergency Operations Centre Training; Dec 13, 2025</li> <li>• SAMA Municipal Service Fee Pricing Change</li> </ul> <p style="text-align: right;"><b>Carried</b></p>
2025-233	REMINDER	Council members and staff are reminded to have their Q4 time/expense claims submitted for approval by December 15/25.
2025-234	Next Meeting	Regular Meeting of Council –January 18, 2026, 1pm via Zoom
2025-235	Adjournment	<p>Ganshorn</p> <p>That this meeting be adjourned. <b>Time: 3:39 p.m.</b></p> <p style="text-align: right;"><b>Carried</b></p>

*Shauna L. Argue*

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Mayor

*Barbara Drifflin*

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Administrator