Resort Village of Sunset Cove

Regular Meeting of Council held by ZOOM
January 18, 2026

Minute #	Agenda Item	Discussion
	Present	Mayor – Shawna Argue Councilor / Deputy Mayor – Rob Court Councilor – Mike Ganshorn Administrator – Barbara Griffin
2026-001	**Call to Order**	A quorum being present, Mayor Argue called the meeting to order at 1:01 p.m.
2026-002	**Agenda**	Ganshorn/Court That the agenda be adopted as circulated. **Carried**
2026-003	**Minutes**	Court/Ganshorn That the minutes of the November 23, 2025, regular meeting of Council be approved as circulated. **Carried**
2026-004	**Consent Agenda**	Ganshorn/Court That the approval of consent agenda items be deferred to special meeting to allow the administrator time to clarify some accounts with auditors: Payment of Accounts Bank Reconciliation (December 31, 2025) Statement of Financial Activities (December 31, 2025) Balance Sheet (December 31, 2025) **Carried**
2026-005	**Terms Due**	Court/Ganshorn That term #4 in the amount of $6,291.00 and term #5 in the amount of $13,003.66 with the Affinity Credit Union, be consolidated and reinvested as a 30-month term at 3.15%. **Carried**
2026-006	**Action Register Report**	Action Register Report was reviewed by council and administration indicating items which are a "work in progress" and items which need to be completed. The following items remain in-progress: • Grant Application for Road Improvement – Administrator to follow-up on approval status • Munisoft Payroll Addition – After review of the payroll webinar, and considering the size of our municipality, the Resort Village will not purchase the software program. • Closure of Hawthorne Road – Administrator to complete ISC Transfer Setup for Transfer of Title. • Spring Dust Treatment – Council Ganshorn to co-ordinate a supplier with partner resort villages and establish date of application to Mountain Drive.
2026-007	**Four-Year Plan Update**	Council reviewed the four-year project plan: • West Road Allowance Boathouses (Court) – no update

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		• OCP (Argue) – Draft a new OCP rather that revise the older working copy. New draft will then be sent to consultant for review. • EMO Bylaw / Plan – Court to make the necessary revisions to the draft template. Court to review the Regional EMO Agreement and Bylaws submitted by the Town of Strasbourg to the Resort Village and provide comments at the next meeting of council. • Digitization Modernization – Court provided information and a recommendation to Council. • Bylaw Updates (Argue) – no update • Village Beautification (Ganshorn) – no further updates.
2026-008	**Digitization Project**	Ganshorn/Court That we proceed with the implementation of a cloud-based email and file server system for the Resort Village at a budget cost of $1,000.00 per year. **Carried**
2026-009	**Staff Salaries**	Court/Ganshorn That the recommendation from the in-camera meeting of the members of Council held on January 7, 2026 be put forward in a motion as follows: That the RVSC administrator (Barbara Griffin) receive a salary increase of 4%, resulting in a $15,600.00 annual compensation package ($1,300.00/month) for administrative duties effective January 1, 2026. **Carried**
2026-010	**Employee Special Meeting Compensation**	Ganshorn/Court That the administrator be paid compensation at the same rate as council for all special meetings attended. **Carried**
2026-011	**Council Compensation**	Court/Ganshorn That, in accordance with Bylaw 70/2006, a Public Notice be given indicating that Council intends to discuss and approve an increase in Council compensation to bring levels to 2026 values, and subsequent annual adjustments to reflect provincial inflation rates, at a Special Meeting of Council. **Carried**
2026-012	**Draft Budget**	Version 2 of the draft 2026 budget was reviewed and discussed. Administrator to review some account classifications with the auditors. Budget to be finalized at Special Meeting of Council.
2026-013	**PBI Inspection**	Administrator contact Professional Building Inspectors Inc to seek guidance / recommendations in order to resolve matters with individuals who have an elapsed building permit and outstanding building deficiencies.
2026-014	**Audit**	Ganshorn/Court That Council acknowledges receipt of the audit engagement and planning letters from Dudley and Company dated December 6, 2025 and after review of the said letters, Council approves the terms of engagement covering the audit of the financial statement for its fiscal year ending December 31, 2025 by signing and returning same. **Carried**

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2026-016	**Board of Revision-Secretary**	Court/Ganshorn That pursuant to Subsection 221(1) of *The Municipalities Act*, the Resort Village of Sunset Cove appoints Nicholle Hoskins with Western Municipal Consulting Ltd. as secretary to the Board of Revision for the term of January 1, 2026 through to December 31, 2026, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing. **Carried**
2026-017	**Development Appeals Board-Bd**	Ganshorn/Court That pursuant to Subsection 214(1) of *The Planning and Development Act, 2007*, the Resort Village of Sunset Cove appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board process for the term of January 1, 2026 through to December 31, 2026, remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Development Appeals Board: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro, Regan Rayner and Rick Leigh. The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers. **Carried**
2026-018	**Development Appeals Board-Sec**	Court/Ganshorn That pursuant to Subsection 216(3) (a) of *The Planning and Development Act 2007*, the Resort Village of Sunset Cove appoints Claudette McGuire with Western Municipal Consulting Ltd. as secretary to the Development Appeals Board for the term of January 1, 2026 through to December 31, 2026, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing. **Carried**
2026-019	**Appointment of Building Officials**	Ganshorn/Court That in accordance with the Construction Code Act, the Resort Village of Sunset Cove approves the Appointment of Chantel Terry and Nathan Brodner, having been appointed as licensed building officials of the Resort Village of Sunset Cove who are residents of the Province of Saskatchewan, and employed by Professional Building Inspections, Inc. **Carried**
2026-020	**Munisoft Community Draw**	An application for Community Project - $1,000.00 is to be submitted to Munisoft for the purchase of park benches at various locations such as tennis/pickleball court, Argue Lookout and the public beach. Griffin and Ganshorn to complete application.

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2026-021	**SUMAssure Community Sponsorship**	Administrator to access the application form to apply for up to $500.00 in sponsorship funding to support local events. To be discussed at next regular meeting of council.
2026-022	**SUMA Convention**	The Resort Village has received two complimentary tickets to the SUMA Convention being held in Regina, April 12-15th. Council to review agenda and determine value in attending, and who will attend.
2026-023	**Lot Consolidation Request**	Administrator to research the history and legalities of lot consolidation and report back to council at their next regular meeting.
2026-024	**SUMAssure Webinar**	Administrator to attend webinar on claims and report back to council.
2026-025	**PARCS Newsletter**	Acknowledged by council and membership fee of $60.00.
2026-026	**Draft Council & Employee Compensation Policy**	Court/Ganshorn That the review and approval of the proposed Council & Employee Compensation Policy be tabled until after the planned Special Meeting and included on the next regular meeting agenda. **Carried**
2026-027	**Annual Task List**	Council reviewed the annual task list of administration and maintenance activities and assessed progress.
2026-028	**Special Meeting**	Ganshorn/Court That a special meeting of council be held on Saturday, February 14, 2026 at 1:00 p.m. by Zoom. The purpose of the Special Meeting is to discuss, and approve, as applicable, the following: • Final 2025 financial statements; and • Increase in Council Compensation. **Carried**
2026-029	**Next Meeting**	Regular Meeting of Council –March 8, 2026, 1pm at 57 Mountain Drive, Sunset Cove
2026-030	**Adjournment**	Court That this meeting be adjourned. **Time: 4:06 p.m.** **Carried**

Shauna L. Argue

Mayor

B Griffin

Administrator