

## SUNSET VIEW HAMLET BOARD MEETING – AUGUST 16, 2023

PRESENT: DARRYL GREENING, RHONDA BARTLETT, KYLE NERBUS, KEVIN PAINTER, RON ROMMEL, SHELDON HOOD

Darryl called the meeting to order at 10:00 AM

1. Utility Board update:
  - I. Isolation Valves: The utility board did find some valves and will have the rest by September to finish replacement of the valves.
  - II. Park curb stop, hydrant location: The park curb stop will be done in the fall when other work is being done.
  - III. There will be a utility board meeting on August 22, 23 with all utility board members if anyone would like to join.
  - IV. Future development:
    - Some residents are accessing water from the Hamlet water system and have not paid for its use.
    - There may be a need to increase the initial cost of hookup for the water.
    - There is also a need to install a water hydrant in the Kakwa Lane area in the future.
  - V. All invoices have been approved and paid.
  - VI. The Hamlet Board and the Utility Board will continue to work together to ensure that funding needs can be met.
  
2. Review Action Items:
  - I. Drainage project updates: Darryl has contacted Mitchell brothers and they will be doing this work this fall. **ACTION:** Darryl to ensure Mitchells complete before freeze up.
  - II. Beach erosion project: Paige reached out to other beaches to ask about berms that they had built for retaining beach areas. Once there is more information there will have to be a plan in place and permits will have to be obtained. **ACTION:** Kyle and Paige to continue working on.
  - III. Emergency Preparedness Update: The fire chief was to provide the hamlet wit an emergency equipment list and the CSO was to create a simple ERP document. This equipment list and the ERP document was to ensure the Hamlet was prepared for when emergency services arrived and not have residents involved in fires. The RM of Mervin stopped the list and document is being created until Hamlet gets training. **ACTION:** Darryl will follow up with the RM to see what next steps should be.
  - IV. Emergency Key Update: **COMPLETED.**
  - V. Information on widening of the roads: There was an area of concern on Kenderdine where the road is a bit narrow. It was felt that this may be able to be rectified when we have the drainage project completed. **ACTION:** Darryl to keep this in mind when the drainage project is being completed.
  - VI. Public Washroom Update: There have been a few people come forward with the concern of still no washrooms at the beach this year. Because there is a risk of children on the roads in the boat launch areas, the Hamlet Board feels like we should trial the washroom at the office site next year. **ACTION:** Kyle will get the cost of rental for two washroom trailers.

- VII. Community Activities Area: Darryl has submitted a letter to the RM to explain the uses and vision for the community court. We are hoping to get a response from the RM in order to appeal in the 6-month time frame.
  - VIII. Park Culvert Repair: will be done in the fall when other work in the Hamlet is being done by Mitchells.
3. General Maintenance Agreement:
    - I. Rhonda had drafted a new maintenance agreement. Feedback was received and Rhonda will make the necessary changes and send out for final review. The process for advertising for seasonal maintenance will be discussed and decided in the fall so that everything is in order by January or February. **ACTION:** Revisit maintenance agreement in the fall.
  4. Recent ERP Learnings:
    - I. Wild Rose Lane did not show on the GPS for emergency services when responding to the incident in that location. **ACTION:** Rhonda will find out how to have Wild Rose Lane added to the Google maps program.
    - II. There is no access to the garage at the office for emergency need. **ACTION:** Kyle will investigate having the garage keyed for the same key as the office.
  5. SSVB Hamlet Guide:
    - I. Darryl made the necessary changes to the guide for management of waste and cardboard recycling. **ACTION:** Darryl will take the document out of draft form and add to the new website when complete.
    - II. The SSVB Road/Street maintenance guide was also approved and will be taken out of draft form to be added to the new website when complete.
  6. Hamlet Street Status:
    - I. There were a couple of areas identified as needing more gravel. Darryl has ordered the gravel.
    - II. The concerns over the speed bumps were addressed with Myron. He states he had difficulty removing them at this time so they may remain staggered for the remainder of this summer. The new document for road maintenance states in the future that there will be one line for the speed bumps with some spacing for bicycles.
  7. Waste and Recycle Status
    - I. Odor seems to be better managed with the guide for management of the waste bin.
    - II. The stick for pushing the garbage in seems to disappear now and then. **ACTION:** Darryl will ask Myron to ensure that the stick is left out for use.
  8. Website Update:
    - I. The Website is basically ready to go and we will have the ability to add to the site if necessary. **ACTION:** Darryl will communicate to the Hamlet Residents when the website is ready for use.
  9. Volunteer Strategy:
    - I. The Hamlet Board will develop a list of areas where we will require volunteers and provide residents with the ability to sign up at the next AGM. This should be an ongoing

agenda item until the AGM in order to develop a list of volunteer activities within the Hamlet.

10. Hamlet Credit Card:

- I. Darryl did send an email to the RM of Mervin requesting a credit card for expenses for the Hamlet. Darryl has still not received any response from the RM. **ACTION:** Darryl will call the RM of Mervin and ask if they had an opportunity to consider the request.

11. RM of Turtle View Shared Services:

- I. The Hamlet Board felt that we should meet with Turtle View again to discuss shared services. **ACTION:** Darryl will set up another meeting.

12. Signing of 2023 Allocation:

- I. The Board will not be signing the allocation agreement at this time.
- II. The Board will be having some discussion with other Hamlet Boards to see what their outlook is on the allocation of taxes. Once some discussion has taken place the Hamlet Board will take the next steps toward the appropriate allocation.

13. Future Long Term Plans to Consider:

- I. Emergency road access
- II. Wake Zone Buoys: The Hamlet Board is proposing that the wake buoys are installed outside the swimming area only to prevent people from coming in so close to the swimming area when skiing or tubing. We would still be looking for volunteers to put the buoys in and take them out. **ACTION:** Kyle is going to see if there is an option to have someone outside the Hamlet put the buoys in and if there are some used buoys out there that would be a cost savings for the Hamlet.

14. Other New Business:

- I. Development of emergency access roads for the North end of the Hamlet.
- II. AED maintenance program to be developed as well as a maintenance program for all emergency supplies and medications in the office. **ACTION:** Rhonda will develop an emergency equipment maintenance program.

15. Areas of Focus for 2023

- I. Drainage Project
- II. South Beach Erosion Concern
- III. Street maintenance and repair
- IV. Utility Board Collaboration Opportunities and 5 year plan
- V. Emergency Readiness (Fire Preparedness)
- VI. Emergency Access Road Development
- VII. Maintenance Contract for 2024
- VIII. Student Grant for summer work
- IX. Office Access Strategy
- X. RM of Mervin Collaboration
- XI. RM of Turtle View shared services opportunities
- XII. Road Widening

16. Review of Action Items

<b>ACTION ITEMS</b>		
<b>Action</b>	<b>Person Responsible</b>	<b>Date to Be Completed</b>
Drainage Project to be completed this fall	Mitchell Brothers/Darryl	October 15, 2023
Beach erosion project will continue to move forward	Kyle and Paige	Ongoing
Information gathering on widening of the roads	Darryl	Ongoing with Drainage Project
Emergency Response Plan: Darryl will contact the RM to see what is next	Darryl	September 15, 2023
Public Washrooms: Kyle to get rental prices for trailers	Kyle	October 30, 2023
Maintenance agreement: Final contract and decision on advertising.	Hamlet Board	October 30, 2023
Addition of Wild Rose Lane to Google maps	Rhonda	September 1, 2023
Keying of Garage lock	Kyle	September 15, 2023
Hamlet Guides: Darryl to post on new website when it is complete	Darryl	September 20, 2023
SSVB Website: Darryl to communicate to residents when the website is ready to access	Darryl	September 15, 2023
Volunteer Strategy: Hamlet Board to populate a list of volunteer activities for the AGM	Hamlet Board	Ongoing to May 2024
Credit card for purchases: Darryl to follow up with the RM on request	Darryl	September 15, 2023
Turtle View Shared Services: set up another meeting	Darryl	September 15, 2023
Wake Zone Buoys: Kyle to inquire about having an outside source install the buoys and cheaper options for buoys.	Kyle	September 30, 2023
Emergency equipment maintenance: Rhonda to develop a maintenance program	Rhonda	September 15, 2023