

**MINUTES OF A REGULAR MEETING OF THE COUNCIL OF THE
SUMMER VILLAGE OF WEST COVE
IN THE PROVINCE OF ALBERTA, HELD ON SEPTEMBER 27TH, 2012,
AT THE WEST COVE COMMUNITY CENTRE,
WEST COVE, AB, COMMENCING AT 7:00 P.M.**

IN ATTENDANCE

Mayor Dave Breton
Deputy-Mayor Brad Londeau
Councillor Loretta Muir
Municipal Administrator Dennis Evans

ABSENT

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Mayor Dave Breton.

**ACCEPTANCE OF
AGENDA**

Added to the Agenda were items 7c) Piles of gravel on Marine Crescent. 7d) Culvert requirement on Cove Crescent. 7e) Chain on Lagoon Gate. 7f) Culvert requirement on Marine Crescent. 7g) Financial Policy. 7h) Canada Post.

Res. P12-479

Moved by Councillor Loretta Muir that today's agenda, as amended, be adopted. CARRIED

**APPROVAL OF
MINUTES**

Res. P12-480

Moved by Deputy-Mayor Brad Londeau that the Minutes of the Regular Meeting of Council held on August 30th, 2012, be approved, as presented. CARRIED

Res. P12-481

Moved by Deputy-Mayor Brad Londeau that the Minutes of the Organizational Meeting of Council held on August 30th, 2012, be approved, as presented. CARRIED

PUBLIC HEARINGS

There were no Public Hearings for this meeting.

SDAB HEARING

Municipal Administrator Dennis Evans presented to Council the decision of the Sub Division and Development Appeal Board Hearing file # 12SDAB01-37 held on September 6, 2012, which was in regard to a Stop Order issued by the Summer Village of West Cove.

Res. A12-158

Moved by Mayor Dave Breton that Council accept for information the SDAB Hearing # 12SDAB01-37 decision. CARRIED

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DELEGATIONS

Mr. Peter Appleby:

Mr. Appleby explained his process in moving the dwelling from Lot 11 to Lot 13. Development Officer Paul Hanlan explained his process in the move and explained why it was a non-conforming use of Lot 13, and this was the reason for wanting a caveat filed on the land title.

Res. A12-159

Moved by Deputy-Mayor Brad Londeau that Council direct the Development Officer not to proceed with the registration of any letter regarding the history of 1413 Park Crescent. CARRIED

Mr. Don Henderson:

Mr. Henderson did not appear before Council. Mr. Hanlan explained the next steps in enforcing the Stop Order issued. Moved by Mayor Dave Breton that Council accept for information the explanation Mr. Hanlan gave and defer the item to the next regular meeting of Council. CARRIED

Res. A12-160

Mr. & Mrs. Carter:

Mr. & Mrs. Carter explained to Council the very negative situation they have with their neighbouring property owner. Mr. Hanlan explained the development issues and the future development plans for the property.

Mr. Paul Hanlan:

Mr. Hanlan answered several generic development questions for Council.

NEW BUSINESS

Res. A12-161

Lot 10, Block 14, Plan 721MC – 1710 Cove Crescent:

Moved by Mayor Dave Breton that administration list the above property with Janet Greer at Remax Realty and let her assess a real estate value of the lot. CARRIED

Signs for the compost area:

Res. A12-162

Moved by Councillor Loretta Muir that administration purchase six reflective triangular signs (2 per side) for the compost fenced area. CARRIED

Piles of gravel on Marine Crescent:

Res. A12-163

Moved by Councillor Loretta Muir that administration send a letter to the property owners of 1509 Marine Crescent and advise them to move the gravel and dirt piles from the boulevard area within 10 days. CARRIED

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- Res. A12-164 Culvert requirement on Cove Crescent:
Moved by Councillor Loretta Muir that administration send a letter to the property owner of 1813 Cove Crescent and advise them to install a 20 foot x 12 inch culvert and build a maximum 20 foot driveway into the property within 30 days. CARRIED
- Chain on Lagoon Gate:
Council discussed the extra locks that are on the Lagoon gate. Administration explained why the extra locks are there. No further action required.
- Res. A12-165 Culvert requirement on Marine Crescent:
Moved by Councillor Loretta Muir that administration send a letter to the property owner at 1515 Marine Crescent to remove all of the gravel from the boulevard on the west side of the property with the exception of a 20 foot driveway with a 12 inch culvert, making provision for the 20 foot setback for the corner roadway setback. The above works are to be completed within 30 days. CARRIED
- Res.A12-166 Financial Policy:
Moved by Mayor Dave Breton that Council develop a financial Policy that includes resolutions A12-166 thru A12-171. CARRIED
- Res.A12-167 Moved by Mayor Dave Breton that all financial decision shall be brought to council for approval. No person, including the CAO, may enter into any contract or financial transaction without prior approval of the sitting council. Financial amounts that are included in the budget must still be approved by council prior to any obligations may be paid by the administrator. Amounts under \$250.00 may be included in expense accounts or forwarded to the CAO without a motion in council. A Financial Policy must be implemented and approved in Council to govern expenditures contained in the budget to ensure that the above procedures are followed. A quote from available suppliers should be requested prior to contracts being issued in excess of \$1,000.00. A separate financial statement should be prepared to reflect the difference between grant money and operating funds. This will enable council to have a better understanding of our ongoing

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financial situation and allow council to set O & M expenditures and tax rates with more confidence.

CARRIED

Res. A12-168

Moved by Mayor Dave Breton that if a delegation wishes to appear before council that the person's name must appear on the agenda and a brief explanation plus all relevant material must be provided to council prior to the meeting.

CARRIED

Res. A12-169

Moved by Deputy-Mayor Brad Londeau as representatives for the Summer Village council will make recommendations to the CAO regarding various repairs, maintenance, and signage problems that have been noted. These recommendations may be debated by council members and the CAO will implement the Decisions of Council.

CARRIED

Res. A12-170

Moved by Councillor Loretta Muir that a copy of the current Land Use Bylaw and ALL regular Bylaws must be available at every meeting. As we do not have internet coverage there should be a copy of these documents at the hall. All documents relating to agenda items must be supplied by the CAO at the current meeting to prevent agenda items from being set aside. The CAO must advise council of inquiries made by ratepayers so that they are aware of current issues in the Village. All emails regarding Village business should be sent to all council members.

CARRIED

Res. A12-171

Moved by Mayor Dave Breton that council wants a copy of all expenses incurred by the CAO.

CARRIED

Canada Post:

Mayor Dave Breton updated Council on the latest information he received from Canada Post in regard to accessing mailboxes for the Village.

BYLAWS & POLICIES

There were no Bylaws or Policies for this meeting.

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FINANCIAL

Financial Reports for August:

Municipal Administrator Dennis Evans presented to Council the August Financial Statements as follows;

- Statement of Revenue & Expenditures YTD.
- Balance Sheet as of the end of August.
- Cash Disbursements Journal for August.
- The Bank Reconciliations for August.

Res. P12-482

Moved by Mayor Dave Breton that the Financial Statements for August, as presented, be accepted for information. CARRIED

CORRESPONDENCE

There was no Correspondence for this meeting.

COUNCILLOR REPORTS

Mayor Dave Breton: Mayor Breton had no meetings to report on.

Deputy-Mayor Brad Londeau: Deputy-Mayor Londeau had no meetings to report on.

Councillor Loretta Muir: Councillor Muir had no meetings to report on.

**ADMINISTRATORS
REPORT**

Municipal Administrator Dennis Evans updated Council on the following Village Projects;

Water Well Report: The water well report for August was Satisfactory.

Development Report: There were no Development Permits issued in August.

Public Works Report:

Administration advised Council that the Summer Staff will be finished up on October 2, 2012.

CONFIDENTIAL MATTERS:

Res. A12-172

Moved by Councillor Loretta Muir that Council go in camera at 10:30 p.m. to discuss personnel issues.

CARRIED

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- Res. A12-173 Moved by Councillor Loretta Muir that Council come out of in camera at 10:40 p.m. CARRIED
- Res.A12-174 Moved by Councillor Loretta Muir that Council accept the resignation of Laurie Stillwell as the Villages representative to the Darwell Library and the Yellowhead Regional Library. CARRIED
- Res. A12-175 Moved by Mayor Dave Breton that administration pursue enforcement of the Untidy & Unsightly Bylaw at 203 – 2nd Street in that the fence located on the south side of the property is constructed of scavenged wood and does not form a fence. CARRIED
- Res. A12-176 Moved by Councillor Loretta Muir that administration pursue enforcement of the Untidy & Unsightly Bylaw at 1806 Cove Crescent in that the lot contains all types of waste and junk metal. CARRIED
- Res. A12-177 Moved by Mayor Dave Breton that administration hire Kosik Construction to remove the dirt pile located on the boulevard on the south side of 113 – 1st Street. CARRIED

NEXT MEETING DATE: The next Regular meeting of Council will be held October 25th, 2012, at 7:00 p.m. at the West Cove Community Centre.

ADJOURNMENT: Having no further business to attend to for this meeting Mayor Dave Breton adjourned the meeting at 10:40 p.m.

These minutes approved this 25th day of October, 2012.

Mayor Dave Breton

Chief Administrative Officer
Dennis Evans