

## SUMMER VILLAGE OF WEST COVE

### MINUTES

For the regular meeting of the Council of the Summer Village of West Cove, scheduled for 7:00 p.m. Thursday, September 25, 2014, at the Community Hall in West Cove, Alberta.

Present: Mayor Don Henderson  
Councillor Lynne Worden  
Administrator Anita Blais

Approximately eight ratepayers & the maintenance contractor were in attendance. The mayor reminded those in attendance about the procedural bylaw and conduct for a council meeting.

1. **Call to Order**

The mayor called the meeting to order at 7:00 p.m.

2. **Agenda:**

**RESOL. 14-082**

**MOVED** by councillor Worden to adopt the agenda as drafted.

**CARRIED**

3. **Minutes: August 11, 2014**

**RESOL. 14-083**

**MOVED** by councillor Worden to adopt the minutes as drafted.

**CARRIED**

4. **Business Arising from Minutes:**

- (a) Propane tank inspection: 22 properties were inspected, of which 10 were not in compliance. Administration is waiting to hear back from Safety Codes as to the next step.
- (b) Drainage: Survey has been completed. Administration will ask the engineer to attend the next meeting to review the design.

### NEW BUSINESS

5. **Council Reports: Nothing to report**

6. **Public Works**

- (a) Maintenance Report: Council reviewed the maintenance report prepared by the contractor, whose last day will be September 30. Contractor will be available on an as need basis for October. Should add \$500 to budget file for new chain saw and \$250 for miscellaneous tools to next year's budget. Council will look at park 7<sup>th</sup>/9<sup>th</sup> street for trees that were planted and also trees that are marked for removal to determine if they should be removed. Need to get estimate for replacing baby swing.
- (b) Weed cutting permit: Administration applied for and received approval; extended to July of 2020.
- (c) Concrete work: garage pad and mailbox pad are poured. Canada Post has indicated that if we wait until spring, we can get the newly designed mailboxes.

**RESOL. 14-084**

**MOVED** by mayor Henderson to wait till spring for the new mailboxes.

**CARRIED**

- (d) Fortis letter: service installation was received for information.

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7. **Financial matters:**

(a) Financial Statement

**RESOL. 14-085**

**MOVED** by councillor Worden to adopt the financial statement.

**CARRIED**

(b) Accounts: Received for information.

(c) GTF funding - \$11,576 available. Should be used for the drainage projects.

**RESOL. 14-086**

**MOVED** by councillor Worden that the mayor sign the agreements.

**CARRIED**

(c) Financial Policy: The administrator read the new financial policy out loud. The Mayor signed the new Financial Policy.

8. **Development & Assessment**

(a) Dev. Perm. 1410: Received for information.

(b) Dev. Perm. 1411: Received for information.

(c) Dev. Perm. 1412: Received for information.

(d) Building permit – WC garage: Received for information.

(d) LUB Review: 4 ratepayers have volunteered. Administration will contact them and request a report for the October meeting.

(e) Letter to Black re shed removal: A request was made to extend the removal deadline to October 30, 2014. The development officer granted the extension. Received for information.

9. **Taxation and Administration**

(a) By-election: Administration will send a mailout indicating who is running, and advance poll information.

(b) Parking bylaw 401-15:

**RESOL. 14-087**

**MOVED** by mayor Henderson to give first reading to bylaw 401-15.

**CARRIED**

**RESOL. 14-088**

**MOVED** by councillor Worden to give second reading to bylaw 401-15.

**CARRIED**

**RESOL. 14-089**

**MOVED** by mayor Henderson to give consideration to third reading of bylaw 401-15.

**CARRIED**

**RESOL. 14-090**

**MOVED** by councillor Worden to give third reading to bylaw 401-15.

**CARRIED**

(c) Policy – minutes/agenda – Council reviewed the draft policy and made some changes. The redrafted policy will be presented at the next meeting.

(d) Correspondence with Muir.

**RESOL. 14-091**

**MOVED** by mayor Henderson to go in camera at 7:55 p.m.

**CARRIED**

**RESOL. 14-092**

**MOVED** by councillor Worden to go out of camera at 8:13 p.m.

**CARRIED**

Council has received a complaint under the privacy act – council will write reports and make them available. Council considers this complaint to be frivolous and without merit. However, they will write reports and cooperate fully with the investigation. Administration was instructed to create a file. The previous mayor will also be asked to write a report. Council has received a letter from a resident containing false statements, accusations, inflammatory, defamation and slanderous comments, which they will accept for information and will not respond to.

Letter from RCMP – Council disagrees with the conclusion of the RCMP officer and will write a letter to the RCMP asking for further clarification and requesting a meeting with the RCMP to discuss it further.

- (e) Sandy Beach letter re council organization was received for information.
- (f) Sunrise Beach letter re council organization was received for information.
- (g) AUMA letter was received for information.

**10. Safety Matters**

- (a) OH&S report: The OH&S office received an anonymous report that the maintenance contractor was not wearing proper protective equipment and wasn't WHMIS trained.

**RESOL. 14-093**

**MOVED** by mayor Henderson to respond to OH&S with the following:

Council has committed to drafting a "Working Alone" Policy to be in place prior to the 2015 maintenance season.

Council has committed to ensuring any re-hires or new hires attend the applicable Health & Safety training offered by the Alberta Municipal Health and Safety Association prior to commencing employment.

Council has committed to ensuring that proper reporting on hazard assessments is in place.

**CARRIED**

**11. Assortment of Newsletter, Bulletins etc.:**

University of Alberta invitation, Canada Post letter, Conflict Resolution day information Received for information.

**12. Date of next Meeting:** October 30, 2014

**13. Adjournment:**

**RESOL. 14-094**

**MOVED** by mayor Henderson to adjourn the meeting at 9:00 p.m.

  
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Mayor

  
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Administrator