

SUMMER VILLAGE OF WEST COVE  
REGULAR COUNCIL MEETING MINUTES  
THURSDAY, NOVEMBER 24, 2016  
WEST COVE COMMUNITY HALL

	<b>PRESENT</b>	<p>Mayor: Ren Giesbrecht  Deputy Mayor: Larry St. Amand  Councillor: Dave Breton</p> <p>Administration: Wendy Wildman, CAO – Via Teleconference  Robin Murray, Financial Officer  Heather Luhtala, Assistant CAO</p> <p>Delegations: Tony Sonnleitner, Development Officer</p> <p>Public at Large: 0</p>
<b>1.</b>	<b>CALL TO ORDER</b>	Mayor Giesbrecht called the meeting to order at 6:45 p.m.
<b>2.</b>	<b>AGENDA</b>	
	16-353	<p><b>MOVED</b> by Deputy Mayor St. Amand that the November 24, 2016 Agenda be approved with the following:</p> <p>Addition:  Under Delegation  4. a) Joanne Breton – West Cove Community League - Request for Family &amp; Community Support Services (FCSS) Funding in the amount of \$1,296.59 for Family &amp; Volunteer Christmas Day</p> <p>Deletion:  Under Bylaws  6. a) Bylaw 404-15 – To Amend Bylaw 256-04</p> <p style="text-align:right"><b>CARRIED</b></p>
<b>3.</b>	<b>MINUTES</b>	
	16-354	<p><b>MOVED</b> by Mayor Giesbrecht that the minutes of the October 27, 2016 Regular Council Meeting be approved as presented.</p> <p style="text-align:right"><b>CARRIED</b></p>
<b>4.</b>	<b>DELEGATIONS</b>	
	16-355	<p><u>Joanne Breton – West Cove Community League</u>  <b>MOVED</b> by Mayor Giesbrecht that Council approve the request from the West Cove Community League for Family &amp; Community Support Services (FCSS) funding in the amount of \$1,296.59 for their Community &amp; Volunteer Christmas Celebration.</p> <p style="text-align:right"><b>CARRIED</b></p>

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<b>5.</b>	<b>PUBLIC HEARINGS</b>	n/a
<b>6.</b>	<b>BYLAWS</b>	
16-356		<p><b><u>Bylaw 420-16 – To Impose Penalties on Unpaid Taxes</u></b>  <b>MOVED</b> by Mayor Giesbrecht that Bylaw 420-16, being a Bylaw to impose penalties on unpaid taxes be given 1<sup>st</sup> reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>
16-357		<p><b>MOVED</b> by Deputy Mayor St. Amand that Bylaw 420-16 be given second reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>
16-358		<p><b>MOVED</b> by Councillor Breton that Bylaw 420-16 be considered for third reading.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p>
16-359		<p><b>MOVED</b> by Mayor Giesbrecht that Bylaw 420-16 be given third and final reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>
16-360		<p><b><u>Bylaw 421-16 – To Provide for Pre-Authorized Tax Payment Plan</u></b>  <b>MOVED</b> by Mayor Giesbrecht that Bylaw 421-16, being a Bylaw to provide for a pre-authorized tax payment plan be given 1<sup>st</sup> reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>
16-361		<p><b>MOVED</b> by Deputy Mayor St. Amand that Bylaw 421-16 be given second reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>
16-362		<p><b>MOVED</b> by Councillor Breton that Bylaw 421-16 be considered for third reading.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p>
16-363		<p><b>MOVED</b> by Mayor Giesbrecht that Bylaw 421-16 be given third and final reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>

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	16-364	<p><b><u>Bylaw 422-16 – To Prohibit and Control Open Burning</u></b>  <b>MOVED</b> by Mayor Giesbrecht that Bylaw 422-16, being a Bylaw to prohibit and control open burning be given 1<sup>st</sup> reading with the following amendments:          -Remove section 3 (i)          -Omit all wording after “concrete” in section 3 (j)          -Section 4, first sentence to read: “The Minister, the Chief Administrative Officer and his/her designate or two (2) members of Council may issue FIRE BAN ORDERS.  <span style="float: right;"><b>CARRIED</b></span></p>
	16-365	<p><b>MOVED</b> by Deputy Mayor St. Amand that Bylaw 422-16 be given second reading.  <span style="float: right;"><b>CARRIED</b></span></p>
	16-366	<p><b>MOVED</b> by Councillor Breton that Bylaw 422-16 be considered for third reading.  <span style="float: right;"><b>CARRIED UNANIMOUSLY</b></span></p>
	16-367	<p><b>MOVED</b> by Mayor Giesbrecht that Bylaw 422-16 be given third and final reading.  <span style="float: right;"><b>CARRIED</b></span></p>
		<p><b><u>Bylaw 423-16 – To Regulate the Procedure and Conduct of Council and Council Committee Meetings</u></b></p>
	16-368	<p><b>MOVED</b> by Mayor Giesbrecht that Bylaw 423-16, being a Bylaw to regulate the procedure and conduct of Council and Council Committee Meetings be given 1<sup>st</sup> reading.  <span style="float: right;"><b>CARRIED</b></span></p>
	16-369	<p><b>MOVED</b> by Deputy Mayor St. Amand that Bylaw 423-16 be given second reading.  <span style="float: right;"><b>CARRIED</b></span></p>
	16-370	<p><b>MOVED</b> by Councillor Breton that Bylaw 423-16 be considered for third reading.  <span style="float: right;"><b>CARRIED UNANIMOUSLY</b></span></p>
	16-371	<p><b>MOVED</b> by Mayor Giesbrecht that Bylaw 423-16 be given third and final reading.  <span style="float: right;"><b>CARRIED</b></span></p>
		<p><b><u>Bylaw 424-16 – To Establish the Development Authority for the Municipality</u></b></p>
	16-372	<p><b>MOVED</b> by Mayor Giesbrecht that Bylaw 424-16, being a Bylaw to establish the Development Authority for the Municipality be given 1<sup>st</sup> reading.  <span style="float: right;"><b>CARRIED</b></span></p>

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WEST COVE COMMUNITY HALL

16-373	<p><b>MOVED</b> by Deputy Mayor St. Amand that Bylaw 424-16 be given second reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>
16-374	<p><b>MOVED</b> by Councillor Breton that Bylaw 424-16 be considered for third reading.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p>
16-375	<p><b>MOVED</b> by Mayor Giesbrecht that Bylaw 424-16 be given third and final reading.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b><u>Bylaw 426-16 – To Establish the Position of a Designated Officer – Assessor – for the Municipality</u></b></p>
16-376	<p><b>MOVED</b> by Deputy Mayor St. Amand that Bylaw 426-16, being a Bylaw to establish the position of a designated officer (Assessor) for the Municipality be given 1<sup>st</sup> reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>
16-377	<p><b>MOVED</b> by Councillor Breton that Bylaw 426-16 be given second reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>
16-378	<p><b>MOVED</b> by Mayor Giesbrecht that Bylaw 426-16 be considered for third reading.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p>
16-379	<p><b>MOVED</b> by Deputy Mayor St. Amand that Bylaw 426-16 be given third and final reading.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b><u>Bylaw 427-16 – To Establish a Subdivision and Development Appeal Board</u></b></p>
16-380	<p><b>MOVED</b> by Councillor Breton that Bylaw 427-16, being a Bylaw to establish a Subdivision and Development Appeal Board be given 1<sup>st</sup> reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>
16-381	<p><b>MOVED</b> by Mayor Giesbrecht that Bylaw 427-16 be given second reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>
16-382	<p><b>MOVED</b> by Deputy Mayor St. Amand that Bylaw 427-16 be considered for third reading.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p>
16-383	<p><b>MOVED</b> by Councillor Breton that Bylaw 427-16 be given third and final reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>

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THURSDAY, NOVEMBER 24, 2016  
WEST COVE COMMUNITY HALL

		<b><u>Bylaw 425-16 – To Establish Fees and Charges for the Municipality</u></b>
16-384		<b>MOVED</b> by Deputy Mayor St. Amand that Bylaw 425-16, being a Bylaw to provide for the establishment of fees and charges for the municipality be given 1 <sup>st</sup> reading with the following amendment: -Schedule “A”, under Development Appeal Fee add the following <i>(Refundable if Applicant is Successful)</i> <p style="text-align: right;"><b>CARRIED</b></p>
16-385		<b>MOVED</b> by Councillor Breton that Bylaw 425-16 be given second reading. <p style="text-align: right;"><b>CARRIED</b></p>
16-386		<b>MOVED</b> by Mayor Giesbrecht that Bylaw 425-16 be considered for third reading. <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p>
16-387		<b>MOVED</b> by Deputy Mayor St. Amand that Bylaw 425-16 be given third and final reading. <p style="text-align: right;"><b>CARRIED</b></p>
	<b>DELEGATION</b>	<u>Tony Sonnleitner – Development Officer</u>
16-388		<b>MOVED</b> by Councillor Breton that Council accept the Development Officer’s verbal report for information. <p style="text-align: right;"><b>CARRIED</b></p>
	<b>IN-CAMERA</b>	
16-389		<b>MOVED</b> by Deputy Mayor St. Amand that pursuant to section 197(2) of the Municipal Government Act, Council Move In-Camera at 7:46 p.m. to discuss the following items: <ol style="list-style-type: none"> <li>1. “Development Matter - FOIPP Act Section 17”</li> <li>2. “Personnel - Evaluation– CAO - FOIPP Act Section 17”</li> <li>3. “Contract – CAO – FOIPP Act Section 17”</li> <li>4. “Contract – Development Officer – FOIPP Act Section 17”</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p>
16-390		<b>MOVED</b> by Mayor Giesbrecht that Council Move Out of Camera at 8:14 p.m. <p style="text-align: right;"><b>CARRIED</b></p>
16-391		<b>MOVED</b> by Mayor Giesbrecht that Council approve the Chief Administrative Officer evaluation covering the period from January 1, 2016 to November 24, 2016 and authorize execution of same. <p style="text-align: right;"><b>CARRIED</b></p>

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	16-392	<p><b>MOVED</b> by Deputy Mayor St. Amand that Council approve the Development Officer Agreement between the Summer Village of West Cove and Erwin Tony Sonnleitner commencing November 7, 2016 for a term of 12 months and authorize execution of same.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	16-393	<p><b>MOVED</b> by Councillor Breton that Council approve the Municipal Chief Administrative Officer Services and Municipal Administration Support Services contract between Wildwillow Enterprises Inc. and the Summer Village of West Cove for a 5-year period from January 1<sup>st</sup>, 2017 to December 31<sup>st</sup>, 2021 and authorize execution of same.</p> <p style="text-align: right;"><b>CARRIED</b></p>
7.	<b>BUSINESS</b>	<p>16-394 <b>MOVED</b> by Mayor Giesbrecht that Council approve the Assessment Services contract between Municipal Assessment Services Group Inc. and the Summer Village of West Cove for a 3-year term from January 1, 2017 to December 31, 2019 and authorize execution of same.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>16-395 <b>MOVED</b> by Deputy Mayor St. Amand that Council approve the Acknowledgement and Agreement form which accepts the proposal and constitutes a formal request to FortisAlberta to proceed to the next steps of an LED conversion option for the Summer Village of West Cove and authorize execution of same.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>16-396 <b>MOVED</b> by Deputy Mayor St. Amand that Council support in principle the Onoway Regional Fire Services concept to assume the position of Director of Emergency Management pending further discussion with all of the municipalities involved in the joint disaster services emergency management agency.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>16-397 <b>MOVED</b> by Mayor Giesbrecht that Council accept for information the ALARIE Asset Distribution correspondence advising of West Cove's estimated distribution in the amount of \$8,013.68.</p> <p style="text-align: right;"><b>CARRIED</b></p>

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WEST COVE COMMUNITY HALL

	16-398	<p><b>MOVED</b> by Mayor Giesbrecht that Council approve of the 2017 Family and Community Support Services Agreement (Province \$5,264 / Municipal \$1,316) between the Minister of Human Services and the Summer Village of West Cove and ratify execution of same.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	16-399	<p><b>MOVED</b> by Deputy Mayor St. Amand that Council accept for information the review of the Playground Policy and direct Administration to bring back a draft policy to the next regular Council Meeting.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	16-400	<p><b>MOVED</b> by Mayor Giesbrecht that Council accept for information the discussion regarding posting of Council expense claim reports on the Summer Village website.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	16-401	<p><b>MOVED</b> by Mayor Giesbrecht that Council ratify approval of the Fortis Brushing Work notice, work to take place mid to late summer of 2017 in the area behind 1206 Valking Road.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	16-402	<p><b>MOVED</b> by Mayor Giesbrecht that Council accept for information the Notice of Decision from Alberta Environment and Parks with respect to approval no. 0038729-00-0 and 00383868-00-00 for shoreline modification and bank stabilization work at 211 &amp; 213-2 Street.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>8.</b>	<b>FINANCIAL</b> 16-403	<p><b>MOVED</b> by Deputy Mayor St. Amand that the following financial items be accepted for information:</p> <ul style="list-style-type: none"> <li>- Bank Statements, Bank Reconciliations, Accounts payable cheque listings for October 2016,</li> <li>- Income statement and Expense statement as of October 31, 2016,</li> <li>- Year to Date Trial Balance – October 2016</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>
<b>9.</b>	<b>COUNCIL REPORTS</b>	n/a

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<b>10.</b>	<b>ADMINISTRATION REPORT</b>  16-404	<b>MOVED</b> by Deputy Mayor St. Amand that the verbal Administration Report be accepted for information.  <b>CARRIED</b>
<b>11.</b>	<b>INFORMATION / CORRESPONDENCE</b>  16-405	<b>MOVED</b> by Mayor Giesbrecht that the following information and correspondence be accepted:  <ul style="list-style-type: none"> <li>(a) Alberta Municipal Affairs – October 26th, 2016, MSI operating spending plan submitted has been accepted</li> <li>(b) Alberta Invasive Species – October 26th, 2016, Noxious Weeds</li> <li>(c) Family and Community Support Services Association of Alberta – September 1st, 2016 to August 31st, 2017, member in good standing</li> <li>(d) Town of Onoway – October 25th, 2016, Alberta Community Partnership – Inter-municipal Collaboration Component Regional Radio Network Project</li> <li>(e) Peiffer Contracting Ltd. – 2016 &amp; 2017 Rate Sheet for Road Allowance Mulching and Line of Sight Mulching</li> <li>(f) West Cove Inspection Report – October, 2016, Evaporation Lagoon</li> <li>(g) Alberta Municipal Affairs – October 26th, 2016, September 2016 monthly report</li> <li>(h) Safety Codes Council – September 7th, 2016, Changes to Certification for Building Safety Codes Officers</li> <li>(i) Summer Village of West Cove – November 9th, 2016, letter to resident regarding mud on municipal roadway</li> <li>(j) Town of Mayerthorpe – November 16th, 2016, CPO Service Agreement, notice for negotiation of rate change</li> </ul> <b>CARRIED</b>
<b>12.</b>	<b>IN CAMERA</b>	
<b>13.</b>	<b>ADJOURNMENT</b>	The meeting adjourned at 8:55 p.m.

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Mayor, Ren Giesbrecht

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Chief Administrative Officer, Wendy Wildman