

**SUMMER VILLAGE OF WEST COVE**

**MINUTES**

For a special meeting of the Council of the Summer Village of West Cove, held at **10:30 a.m. Sunday, June 7, 2015**, at the Community Hall in the Summer Village of West Cove, Alberta.

Present:           Official Administrator Aleks Nelson  
                  Deputy Official Administrator Debbie McCann  
                  Chief Administrative Officer (CAO) Anita Blais

**1. Call to Order:**

The meeting was called to order at 10:31 a.m.

**2. Agenda:**

**RESOLUTION 15-087**

**MOVED** by Official Administrator Nelson to adopt the agenda.

**CARRIED**

**3. Banking:**

**RESOLUTION 15-088**

**MOVED** by Official Administrator Nelson that Aleks Nelson (Official Administrator) and Debbie McCann (Deputy Official Administrator) are the authorized signing officers for the Summer Village of West Cove. Cheques and other official documents must be signed by the CAO and either the Official or Deputy Official Administrator.

**CARRIED**

**4. Returning Officer:**

**RESOLUTION 15-089**

**MOVED** by Official Administrator Nelson that the CAO obtain three quotes by email of individuals who are willing to act as the Returning Officer for the upcoming by-election. Quotes should include information on relevant experience and cost of providing the service. Quotes should be obtained by June 19, 2015.

**CARRIED**

**5. By-election Date and Nomination Date:**

**RESOLUTION. 15-090**

**MOVED** by Official Administrator Nelson that the dates for the by-election are set as follows:

1. Nomination day - July 18, 2015 between 10:00 am and noon in the Summer Village of West Cove Community Hall.
2. Advance poll day - August 8, 2015 from 10:00 am until 2:00 pm in the Summer Village of West Cove Community Hall.
3. Election day - August 15, 2015 from 10:00 am until 7:00 pm in the Summer Village of West Cove Community Hall.

**CARRIED**

**RESOLUTION 15-091**

**MOVED** by Official Administrator Nelson that the CAO prepare packages for people who are interested in seeking nomination. Packages should include a nomination form, the publication "Running for Municipal Office in Alberta" and a copy of the current procedural bylaw.

**CARRIED**

**6. Financial statements**

**RESOLUTION 15-092**

**MOVED** by Official Administrator Nelson that the CAO request a further extension date to June 30, 2015 for submitting the 2014 financial statements to the Minister of Municipal Affairs. **CARRIED**

**7. Date of next Meeting:** June 25, 2015

**8. Adjournment**

**RESOLUTION 15-093**

**MOVED** by Official Administrator Nelson to adjourn the meeting at 10:40 a.m. **CARRIED**

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Official Administrator

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Chief Administrative Officer