

**SUMMER VILLAGE OF WEST COVE  
AGENDA**

Thursday November 24<sup>th</sup>, 2016 – at the Community Hall at 6:30 p.m.

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1. Call to order
2. Agenda a) Thursday, November 24<sup>th</sup>, 2016 Regular Council Meeting
3. Minutes: p1-5 a) Thursday, October 27<sup>th</sup>, 2016 Regular Council Meeting
4. Delegations: a) 7:30 p.m. – Development Officer Tony Sonnleitner to update Council on various development matters.
5. Public Hearings: N/A
6. Bylaws:  
p 6-8  
p 9-12  
  
p 13  
  
p 14  
  
p 15-16  
  
p 17-27  
  
p 28-41  
  
p 42  
  
p 43-44  
  
p 45  
  
Further to our last letter from the Minister of Municipal Affairs, Administration has undertaken another review of our policies and bylaws. Attached is a copy of our working spreadsheet for both, the bylaw review and policy review. We are bringing 9 bylaws to this council meeting for consideration and we are continuing to work on other bylaws in consultation with our Development Officer, our Community Peace Officer and Legal Council.  
  
a) Bylaw 256-04 (404-15) to amend Bylaw 256-04 – the provision of establishing a subdivision and development appeal board. *(give all readings to bylaw)*  
  
b) Bylaw (420-16) Impose Penalties on Unpaid Taxes – to impose penalties on unpaid taxes by the 30<sup>th</sup> day of June for the year in which the taxes are levied. *(give all readings to bylaw(s))*  
  
c) Bylaw (421-16) Pre-Authorized Tax Payment Plan– for the provision of a pre-authorized monthly installment property tax payment plan. *(give all readings to the bylaw)*  
  
d) Bylaw (422-16) Burning– to prohibit and control open burning within the corporate limits of the Summer Village of West Cove. *(give all readings to bylaw)*  
  
e) Bylaw (423-16) The Procedural – to regulate the procedure and conduct of Council and Council Committee Meetings. *(give all readings to bylaw)*  
  
f) Bylaw (424-16) Development Authority – to establish a Development Authority for the Municipality. *(give all readings to bylaw)*  
  
g) Bylaw (425-16) Fees and Charges – to establish Fees and Charges. *(give all readings to bylaw)*  
  
h) Bylaw (426-16) Position of Designated Officer – to establish the position of Designated Officer. *(give all readings to bylaw)*

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- p 46-49
7. Business:
- i) Bylaw (427-16) Subdivision and Development Appeal Board – to establish a Subdivision and Development Appeal Board to hear all appeals in respect to Subdivision and Development Applications. *(give all readings to bylaw)*
- a) Municipal Assessment Services Group Inc. – November 15<sup>th</sup>, 2016, please see attached letter regarding a proposal to renew existing assessment services. The proposed contract renewal is for a term period of three years, from January 1<sup>st</sup>, 2017 to December 31<sup>st</sup>, 2019, with a total cost for the three years at \$25,440.00 plus GST. (\$8,400.00 in 2017, \$8,480.00 in 2018 and \$8,560.00 in 2019) Modest \$160.00 increase over three years. *(To approve agreement and authorize execution)*
- b) Fortis Alberta – October, 2016, please see letter attached regarding streetlight LED conversion option offer, there are many benefits outlined in the letter with regards to switching from traditional HPS streetlights to LED streetlights. Fortis will cover the capital investment for this charge and will recover this via 10% rate increases. However, it is estimated that the overall savings, with this charge, will be \$5.71 per light. West Cove has 35 lights. *(for Council discussion)*
- c) Onoway Regional Fire Services – October 11<sup>th</sup> 2016, letter regarding the Director of Emergency Management, the following proposal is for Council’s consideration; for Fire Chief David Ives along with Administration Officer Shari Ives to assume joint position as the Director of Emergency Management (DEM) including the responsibility for disaster management, emergency preparedness, and incident command in a joint capacity. Estimated four days per year per community. *(for Council discussion and decision)*
- d) ALARIE Asset Distribution – November 14<sup>th</sup>, 2016, please find attached the proposed distribution of ALARIE’s assets as set out in the revised documents on November 8<sup>th</sup> and 9<sup>th</sup>, 2016. If the Summer Village has any objections to the revised proposed distribution, notification must be done in writing by mail or email before November 30<sup>th</sup>, 2016. West Cove is estimated to receive \$8,013.68. *(for Council discussion and decision)*
- e) 2017 FCSS Funding Agreement – January 1<sup>st</sup>, 2017 – December 31<sup>st</sup>, 2017, please find attached the 2017 Family and Community Support Services Agreement between the Minister of Human Services and the Summer Village of West Cove. *(for Council to ratify approval)*

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- f) *P 100-101* Playground Equipment Policy – to inspect and repair all playground equipment located within the Village boundaries which are located on municipal property on a yearly basis. This policy was deferred for a detailed review during the Policy Review. *(Council to complete review of policy and make any changes required)*
- g) Council Expense Reports – At the March 22<sup>nd</sup> 2016 Regular Council Meeting Council passed a motion to remove all Council Expense Reports and no longer post them on the Summer Villages website, and to have this item reviewed in November, 2016. *(for Council discussion and direction)*
- h) *P 103-105* Fortis Brushing Work in West Cove – there is an arborist working for Fortis Alberta within the Summer Village of West Cove, and there are trees marked with red paint for trimming or removal, although some may require permission from the resident. *(for Council discussion and direction)*
- i) *P 106-111* Alberta Environment and Parks - September 28<sup>th</sup>, 2016, fax to Lac Ste. Anne County regarding a notice of decision for a Beatrice Leveugle (approval no. 00383729-00-00) and a notice of decision for William Harold Hayes (approval no. 00383868-00-00). *(for Council to accept for information)*
- j)
- k)
- l)
- 8. Financial *P 112-113*
  - P 114-120*
    - a) Accounts payable – Cheque Listings for – October 2016
    - b) Bank Reconciliation – October 2016
    - c) GIC Details & Savings Account Reconciliation
    - d) YTD Revenue and Expenses – October 2016
    - e) Grant Report – N/A
- 9. Councillors' Reports
- 10. Administration Reports
  - a)
- 11. Information and Correspondence
  - a) *P 124* Alberta Municipal Affairs – October 26<sup>th</sup>, 2016, MSI operating spending plan submitted has been accepted
  - b) *P 125-131* Alberta Invasive Species – October 26<sup>th</sup>, 2016, Noxious Weeds

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- p 132 c) Family and Community Support Services Association of Alberta – September 1<sup>st</sup>, 2016 to August 31<sup>st</sup>, 2017, member in good standing
- p 133-139 d) Town of Onoway – October 25<sup>th</sup>, 2016, Alberta Community Partnership – Intermunicipal Collaboration Component Regional Radio Network Project
- p 140-141 e) Peiffer Contracting Ltd. – 2016 & 2017 Rate Sheet for Road Allowance Mulching and Line of Sight Mulching
- p 142 f) West Cove Inspection Report – October, 2016, Evaporation Lagoon
- p 143 g) Alberta Municipal Affairs – October 26<sup>th</sup>, 2016, September 2016 monthly report
- p 144 h) Safety Codes Council – September 7<sup>th</sup>, 2016, Changes to Certification for Building Safety Codes Officers
- p 145-146 i) Summer Village of West Cove – November 9<sup>th</sup>, 2016, letter to resident regarding mud on municipal roadway
- p 147-148 j) Town of Mayerthorpe – November 16<sup>th</sup>, 2016, CPO Service Agreement, notice for negotiation of rate change
- k)
- l)

12. In camera (CAO review, Administration and Development Officer Contracts)

13. Adjournment

Next Meetings:

- Regular Council Meeting December 7<sup>th</sup>, 2016 at 6:00 p.m.
- Regular Council Meeting December 15<sup>th</sup>, 2016 at 6:00 p.m.