

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE SUMMER VILLAGE OF WAIPAROUS HELD ON MONDAY, OCTOBER 23, 2017 AT 6:30 P.M. AT THE SUPER 8 COCHRANE, COCHRANE, ALBERTA.

PRESENT Mayor Larry Anderson, Deputy Mayor Matt Sundal, Councillor Brian Fleming, Administrator Sharon Plett and Assistant Administrator Sherri Buryeko.

Called to Order by Mayor Anderson at 6:30 pm

RCMP Sgt. White attended the Council meeting to report on traffic control in the Waiparous area. Discussion was also had on wording and placement of signs for parking enforcement. Sgt. White indicated that a member of the force will attend the next Council meeting for an update on traffic control.

AGENDA Council reviewed the agenda as circulated.

17-041 MOVED by Cr. Fleming that the agenda be approved as circulated.
CARRIED.

MINUTES Council reviewed the minutes of the Regular Council Meeting held on May 2, 2017.

17-042 MOVED by Mayor Anderson that the minutes of the Regular Council Meeting of May 2, 2017 be adopted as submitted
CARRIED.

Council reviewed the minutes of the Special Council Meeting held on July 22, 2017.

17-043 MOVED by Mayor Anderson that the minutes of the Special Council Meeting of July 22, 2017 be adopted as submitted.
CARRIED.

Council reviewed the minutes of the Organizational Council Meeting held on August 28, 2017 be adopted as submitted.

17-044 MOVED by Mayor Anderson that the minutes of the Organizational Council Meeting of August 28, 2017 be adopted as submitted.
CARRIED.

CHEQUE REGISTER Council reviewed and acknowledged the cheque register including direct withdrawals and cheques 2497 to 2528 in the amount of \$77,440.31

CASH STATEMENTS Council reviewed the Cash Statement for the period ending September 30, 2017.

17-045 MOVED by Cr. Sundal that the Cash Statement for the period ending September 30, 2017 be approved as amended by replacing the word month with period, throughout the statement.

CARRIED.

FINANCIAL
REPORT

Council reviewed the financial reports for the period ending September 30, 2017

17-046

MOVED by Cr. Sundal that Council approve the September 30, 2017 financial reports, as presented.
CARRIED.

2018 BUDGET

Council reviewed a draft budget based on current service levels. It was recommended that a separate line item be identified for each of the reserve transfers.

17-047

MOVED by Deputy Mayor Sundal that Council approve the draft budget as the interim municipal budget for 2018.
CARRIED.

ROAD PROJECT

Mayor Anderson indicated that A & A Paving did not apply the slurry coat as agreed to as a deficiency correction. The engineer has been requested to review micro surfacing as a possible solution for correcting the deficiency on Willow Drive.

FIRESMART
PLANNING

The Administrator reported that the Summer Village was not successful with obtaining FRIAA funding for updating local firesmart plans and creating the preparedness guide. She noted that the Province is supportive of the Summer Village using the unexpended Community FireSmart grant funds that was allocated for the Evacuation planning and mock disaster for the update to the local community firesmart plans. She noted that Montane Forest Management has submitted a cost estimate for completing the plans and is willing to undertake the project.

17-048

MOVED by Mayor Anderson that Council direct administration to engage the services of Montane Forest Management to undertake an update to the Wildfire Mitigation Strategy and to create a Wildfire Preparedness Guide.
CARRIED.

TRAIL PROJECT

The Administrator indicated that the survey work on the west side trails will occur when the survey crew working on the bridge project is in the community.

ASSESSMENT
SERVICES

Council reviewed a letter received from the current assessor indicating that he is unable to continue his contract with the Summer Village of Waiparous. He has recommended an assessor and assessment firm to provide services to the Summer Village.

17-049

MOVED Mayor Anderson that Council enter into a contract with Benchmark Assessment Consultants Inc. for Assessment services from October 1, 2017 to

June 30, 2023.
CARRIED.

17-050 MOVED by Mayor Anderson that pursuant to Section 284.2 MGA, that Council appoint Christopher Snelgrove A.M.A.A. as the municipal assessor for the Summer Village of Waiparous effective October 1, 2017.
CARRIED.

MUNICIPAL Council acknowledged receipt of correspondence related to changes to the
AFFAIRS – Assessment Regulations with the adoption of the Modernized Municipal
ASSESSMENT Government Act.
REGS

MARIGOLD Council acknowledged receipt of the Marigold Library Services 2018 Budget
LIBRARY and Fall report.

GWTA / TRAILS Mayor Anderson reported on a successful work bee on the East LOC trails on
October 22nd with 18 people participating. He inquired about installing post
and rail fencing along the boundary of the trails adjacent to the Summer
Village. A quote for undertaking the work will be obtained and reviewed prior
to final budget approval.

Cr. Fleming reported on the work undertaken on the East LOC during the
Seismic in Motion event with Cougar Mountain Excavating brushing trails.

The Administrator noted that the tender process is underway at this time to
select a contractor to undertake the firesmart work on the Back 40. The project
is being undertaken by the MD of Bighorn and managed by CCI.

PUBLIC WORKS Mayor Anderson reported on snowplowing, indicating that he is in the process
of meeting with Don Whitehead to confirm that he will be undertaking snow
plowing services for the Summer Village during the 2017 18 winter season.

Council reviewed the educational materials prepared to make residents aware of
the waste management program for the Summer Village and agreed to circulate
the information to residents.

Council discussed the garbage bin program and the need to have the garbage
bin cable either repaired or the bin replaced to ensure that the bar cannot be
moved even with the key intact. Administration will arrange for a repair or
replacement of the bin. Council also discussed changing the keys and initiating
a formal sign out and key monitoring program. Administration was directed to
set up and administer a key control program for the garbage bin. The
Administrator was also directed to look into setting up a monitoring system for
the garbage bin location.

Council identified several locations for no parking signs to be installed and
steep cliff warning signs. It was also recommended that administration contact

the Province to reword the No Parking signs on Forestry Trail to ensure clarity that the No Parking restriction includes the road right of way along with the road.

FIRE & EMRG.

The Administrator indicated that a portal will be set up for emergency management officials to access when implementing the Municipal Emergency Plan. Discussion was had on initiating a test of the Emergency Broadcast prior to distributing the next newsletter.

It was recommended that the upcoming newsletter also include information on Fire Prevention, Chimney Cleaning, Carbon Monoxide Alarms and Smoke Alarms.

Discussion was had on ensuring the Village has emergency contact information on residents. It was agreed that the Village contact information be placed on the notice board on Aspen, the East LOC board on Meadowlark and in the window of the Community Services Facility.

FIRESMART

Mayor Anderson indicated that Jason Marks and Joleen Molenaar of the FireSmart Committee have taken on a lot of additional work with regards to FireSmart in the Community this past year and it is recommended that Council approve a thank you gift card for each of them.

17-051

MOVED by Deputy Mayor Sundal that Council authorize a \$100 VISA gift card each for Jason Marks and Joleen Molenaar as a thank you in appreciation of their volunteer work during the past year.
CARRIED.

HIGHWAY 40

Council acknowledged receipt of the minutes from the Highway 40 Road Committee from May 21, 2017 to August 19, 2017.

Deputy Mayor Sundal indicated that the Committee bylaw indicates that the committee is to meet twice monthly. He noted that there is not always a need to meet that often. He recommended that administration bring forward a bylaw amendment to the next Council meeting.

17-052

MOVED by Deputy Mayor Sundal that Council approve that the Highway 40 Road Committee meet on an as needed basis and that a bylaw amendment be brought forward to the next meeting.
CARRIED.

**COMMUNITY
EVENTS**

Council discussed a request brought forward during the annual meeting from residents wanting to use the Community Service Facility for social events. There was also a discussion as to who would be organizing social events ie. committee of Council or independent groups.

Council supported the concept of a newly formed Waiparous Community Association becoming the group in charge of social activities. This group

would run independent of Council and the Summer Village and would enter into use agreements with the Summer Village for use of Village facilities.

Mayor Anderson indicated that Deb Macdonald had contacted him expressing an interest in starting up the Waiparous Community Association. Administration was asked to contact Deb to discuss further.

17-053 MOVED by Mayor Anderson that Council support the forming of the Waiparous Community Association for organizing community events at Waiparous.
CARRIED.

Council reviewed the Memorandum of Agreement for the use of the Community Services Facility for the upcoming Craft Sale.

17-053 MOVED by Mayor Anderson that Council approve the draft Memorandum of Understanding for the Craft Sale to be signed by the organizers.
CARRIED.

COMPLAINT Administration brought forward a draft Complaint Policy for the Summer
POLICY Village to provide procedures for filing and receiving complaints.

17-054 MOVED by Cr. Fleming that Council approve the Policy for Bylaw Enforcement and Complaint Response for the Summer Village of Waiparous.
CARRIED.

ASSESSMENT Council reviewed the administration report recommending that Sherri Bureyko
CLERK be authorized to attend a one day course in the spring for certification as an Assessment Review Clerk.

17-056 MOVED by Cr. Fleming that Council approve Sherri Bureyko to attend the one day Assessment Review Clerk training in Calgary offered by Municipal Affairs.
CARRIED.

TRAVIS The Assistant Administrator provided a report to Council regarding the Transportation Routing and Vehicle Information System (TRAVIS) implemented by the Province. She provided a description of the TRAVIS system and what it would mean to the Summer Village when administering overweight and oversized vehicles travelling on local roads. She noted that part of the project would involve the Summer Village identifying overweight and oversize regulations for vehicles travelling on local roads.

Council indicated that they are not interested in pursuing the TRAVIS agreement or overweight oversized vehicle regulations at this time.

BYLAW The Administrator indicated that the contract with the Bylaw Enforcement
ENFORCEMENT Officer expires on December 31, 2017 and recommended extending the

contract for an additional year.

17-057 MOVED by Mayor Anderson that Council enter into an agreement with 10-70 Traffic Safety and Security for Bylaw Enforcement Services for the year 2018.
CARRIED

REGULAR Council discussed dates for the next regular meeting of Council.
MEETING

17-058 MOVED by Cr. Fleming that the next regular meeting of the Summer Village of Waiparous be held on Monday, December 4, 2017 commencing at 6:15 pm at the Super 8 Cochrane, Cochrane, Alberta.
CARRIED.

VILLAGE The Administrator indicated that the website has become a common location
NOTICES for residents to check notices and news regarding the Summer Village. It was recommended that the Summer Village identify the Village website as their official location for posting notices.

17-059 MOVED by Deputy Mayor Sundal that the official posting location for all council meetings and official notices for the Summer Village of Waiparous, other than those identified in legislation to be otherwise, shall be the Summer Village of Waiparous website waiparous.ca.
CARRIED.

ADJOURN MOVED by Mayor Anderson that the meeting adjourn at 8:51pm.
17-060 CARRIED.

Mayor

Municipal Administrator