

# **NOTICE**

## **SUMMER VILLAGE OF WAIPAROUS REGULAR COUNCIL MEETING**

**Wednesday, November 30, 2016**

**6:00 p.m.**

**Boardroom, Nan Boothby Library  
405 - Railway Street West  
Cochrane, Alberta**



**Sharon Plett  
Municipal Administrator  
September 26, 2016**

**SUMMER VILLAGE OF WAIPAROUS**  
**REGULAR COUNCIL MEETING AGENDA – November 30, 2016 6:00 pm**  
**Boardroom, Nan Boothby Library, Cochrane, Alberta**

**Resident Dialogue 6:00 pm – 6:20 pm (if requested by residents)**

<b>Item No.</b>	<b>Description</b>	
<b>1</b>	<b>AGENDA ADOPTION</b>	
<b>2</b>	<b>DELEGATIONS</b>	
2.1	NIL	
<b>3</b>	<b>MINUTES &amp; FINANCE</b>	
3.1	September 21, 2016 Special Meeting October 4, 2016 Special Meeting	Adopt Adopt
3.2	Cheque Register	Acknowledge
3.3	Cash Statement, October 31, 2016 Financial Report, October 31, 2016	Approve Approve
3.4	2016 Budget Draft Interim Budget	See Staff Report
<b>4</b>	<b>OLD BUSINESS</b>	
4.1	Road Overlay & Drainage Update	Table until Spring
4.2	Community Standards	See Previous submitted Report
4.3	Fire Protection Plan	Discuss time for review
4.5	Code of Conduct	Table until Spring meeting
4.6	Disaster Social Services	See Staff Report
4.7	Fencing	See Staff Report
4.8	FireSmart Project	
4.9	Geocaching	See Staff Report
<b>5.0</b>	<b>CORRESPONDENCE</b>	

**6 COMMITTEE REPORTS**

6.1 Trails & GWTA

6.2 Public Works

6.3 Emergency & Fire

6.4 FireSmart

**7 NEW BUSINESS**

7.1 Next Meeting

**8 ADJOURNMENT**

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE SUMMER VILLAGE OF WAIPAROUS HELD ON WEDNESDAY, NOVEMBER 30, 2016 AT 6:00 P.M. AT THE NAN BOOTHBY LIBRARY, COCHRANE, ALBERTA.

- PRESENT Mayor Larry Anderson, Deputy Mayor Dan Kingston, Councillor Matt Sundal and, Administrator Sharon Plett.
- Called to Order by Mayor Anderson at 6:15 pm
- AGENDA Council reviewed the agenda as posted.
- 16-047 MOVED by Mayor Anderson that council approve the agenda as posted.  
CARRIED.
- MINUTES Council reviewed the minutes of the Special Council Meeting held on September 21, 2016.
- 16-048 MOVED by Cr. Sundal that the minutes of the Special Council Meeting of September 21, 2016 be adopted as submitted  
CARRIED.
- MINUTES Council reviewed the minutes of the Special Meeting held on October 4, 2016.
- 16-049 MOVED by Mayor Anderson that the minutes of the Special Meeting held on October 4, 2016 be adopted as submitted.  
CARRIED.
- CHEQUE REGISTER Council reviewed and acknowledged the cheque register including direct withdrawals and cheques 2453 - 2459 in the amount of \$27,709.43.
- CASH STATEMENT Council reviewed the Cash Statement for the period ending October 31, 2016.
- 16-050 MOVED by Deputy Mayor Kingston that the Cash Statement for the period ending October 31, 2016 be approved as submitted.  
CARRIED.
- FINANCIAL REPORT Council reviewed the financial report for the period ending October 31, 2016.
- 16-051 MOVED by Deputy Mayor Kingston that Council approve the October 31, 2016 financial reports, as presented.  
CARRIED.
- 2017 BUDGET Council reviewed the interim budget for 2017. Council discussed the need to include a dog awareness article in the next newsletter and to contact Alberta Transportation on the possibility of a pedestrian annex placed on the existing bridge to support safe foot traffic across the bridge. It was also agreed to look at a grass cutting contract and applying for a STEP grant. Cr. Sundal indicated that the Year 3 budget should ensure that revenue sources escalate as oppose to declining.



16-052                    MOVED by Deputy Mayor Kingston that the 2017 Interim budget be approved effective to the next regular Council meeting.  
CARRIED.

16-053                    MOVED by Cr. Sundal that funds remaining unexpended at year end be placed into the contingency reserve.  
CARRIED.

WILLOW DRIVE            It was noted that the slurry coat will be reapplied in the spring.  
DRAINAGE AND  
ROAD OVERLAY

COMMUNITY                Council reviewed the original report on potential items to include in a community  
STANDARDS                standards bylaw and agreed that a survey should be circulated to residents in the  
spring to get their opinions on community standards.

FIRE                        Council requested the Administrator to recirculate a copy of the Protection Plan  
PROTECTION                questionnaire to each of them for review.  
PLAN

DISASTER                 The Administrator noted that no residents have come forward to lead the Disaster  
SOCIAL                     Social Services team and assist with completing the plan. It was recommended  
SERVICES                    that an article be placed in the next newsletter explaining the need for a Disaster  
Social Services Plan and the Village's need to be ready for an evacuation.

FENCING                    Council reviewed the report submitted by the Administrator and agreed that no  
further action be taken on this file.

GEOCACHING                Council reviewed the draft guidelines for geocaching in the Ghost Waiparous  
GUIDELINES                Trails lease land. The Administrator noted that the GWTA has submitted a  
recommended size for the cache. Council agreed with the recommended size and  
with the guidelines.

16-054                    MOVED by Cr. Sundal that Council approve the Geocache Guidelines as  
amended.  
CARRIED.

FIRESMART                The Administrator noted that she is working with the Firesmart Committee on  
completing the RFP for the 2016 fuel modification project.

TRAILS                    Council indicated that they would like to commence work on the public  
notification and specs design for the west side trail along the Ghost River and that  
a pipe to the river for emergency water be included in the project. The trails are  
proposed to be similar width and design as the existing paths and include black  
shale. Stairs will also need to be constructed on the most westerly slope of the  
trail.

Council indicated they would like to see the path constructed in early spring. The second phase of the project would include a walkway on the bridge and a path on the east side of the Village from the river up through Lot 7 Block A.

**PUBLIC WORKS** It was noted that Whitehead will be plowing snow this winter on an as required basis. Deputy Mayor Kingston will be the point contact. Council discussed garbage bin services and that our ability to access the site in Cochrane may be short term. Council members were tasked with looking at potential options for waste management.

**FIRE & EMRG.** Nil

**NEXT COUNCIL MEETING** Council discussed a date for the next regular Council meeting.

16-055 **MOVED** by Mayor Anderson that the next Council meeting be held on Tuesday, February 7, 2017 at 6:00 at the Cochrane RancheHouse, Cochrane, AB  
**CARRIED**

**ADJOURN**  
16-056 **MOVED** by Mayor Anderson that the meeting adjourn at 7:35 pm.  
**CARRIED.**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Municipal Administrator

**Summer Village of Waiparous  
Cheque Register  
As of November 30, 2016**

Num	Name	Memo	Amount
<b>CASH AND INVESTMENTS</b>			
<b>BANK - TD CANADA TRUST</b>			
DW	Provincial Treasurer	September School Requisition	-16,651.37
DW	EPCOR	September Power	-76.84
DW	Cochrane Lake Gas Co-op Ltd	September Gas	-45.46
DW	EPCOR	October Power	-80.02
DW	Cochrane Lake Gas Co-op Ltd	October Gas	-60.56
2453	Sharon Plett	Sep contract, phone, sand/salt boxes	-5,064.96
2454	Helga Rasmussen	Plaques and Engraving - Trust Account	-58.23
2455	Progressive Waste Solutions	Oct Bin Service and Sept Fuel Corr.	-401.77
2456	MMM Group	Road Works	-629.30
2457	Planning Protocol 2 Inc.	Planning Development Services	-1,092.00
2458	Sharon Plett	Oct contract, mileage, phone, PO box, dropbox	-3,181.14
2459	Progressive Waste Solutions	Nov Bin Service	-367.78
Total BANK - TD CANADA TRUST			-27,709.43
Total CASH AND INVESTMENTS			-27,709.43
<b>TOTAL</b>			<b>-27,709.43</b>

**SUMMER VILLAGE OF WAIPAROUS**  
**MONTHLY BANK STATEMENT**  
**For the two months ending October 31, 2016**

	General Account	GIC/Trust Investments	Total
Net Balance at end of previous month	\$ 17,845.13	\$ 460,000.00	\$ 477,845.13
Receipts for the Month	\$ 6,432.92		\$ 6,432.92
Interest Earned	\$ -	\$ 299.95	\$ 299.95
Disbursements for the Month	\$ (35,255.05)		\$ (35,255.05)
Net Bank Memos	\$ 30,299.95	\$ (30,299.95)	\$ -
Net Balance at end of Month	<u>\$ 19,322.95</u>	<u>\$ 430,000.00</u>	<u>\$ 449,322.95</u>
Bank Balance at end of Month	\$ 20,412.25	\$ 430,000.00	\$ 450,412.25
Cash on Hand at end of Month	\$ -		\$ -
SUB-TOTAL	<u>\$ 20,412.25</u>	<u>\$ 430,000.00</u>	<u>\$ 450,412.25</u>
Less: Outstanding Cheques	\$ 1,089.30		\$ 1,089.30
Net Bank Balance at end of Month	<u>\$ 19,322.95</u>	<u>\$ 430,000.00</u>	<u>\$ 449,322.95</u>

Outstanding Cheques

Cheque Number	Amount
2454 \$	58.23
2455 \$	401.77
2456 \$	629.30
	<u>\$ 1,089.30</u>

This Statement submitted to Council this 20 day of November, 2016

  
 \_\_\_\_\_  
 Mayor

  
 \_\_\_\_\_  
 Administrator



MINUTES OF THE SPECIAL MEETING OF THE COUNCIL OF THE SUMMER VILLAGE OF WAIPAROUS HELD ON TUESDAY, OCTOBER 4, 2016 AT 7:30 P.M. AT THE WAIPAROUS COMMUNITY SERVICES FACILITY, WAIPAROUS ALBERTA FOR THE PURPOSE OF DISCUSSING THE GHOST WAIPAROUS TRAILS RESOURCE MANAGEMENT PLAN AND THE RECREATIONAL LAND CARETAKER AGREEMENT.

PRESENT Mayor Larry Anderson, Deputy Mayor Dan Kingston, Councillor Sundal and Administrator Sharon Plett.

Called to Order by Mayor Anderson at 7:30 pm

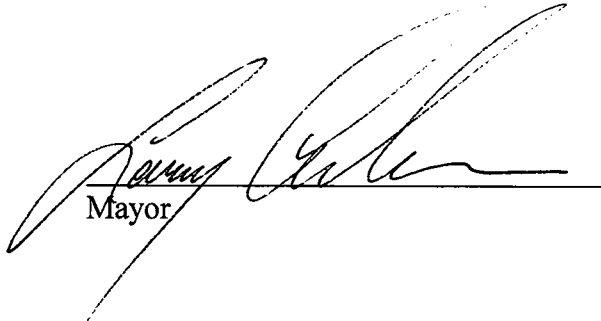
GHOST WAIPAROUS RMP Council reviewed the Draft Ghost Waiparous Trails Resource Management Plan as circulated at the September 21, 2016 Council meeting and agreed to make changes to the draft regarding limited mobility permits being based on the Provincial Handicap Parking requirements and that the guidelines for geocaching be established by the Summer Village and MD Councils.

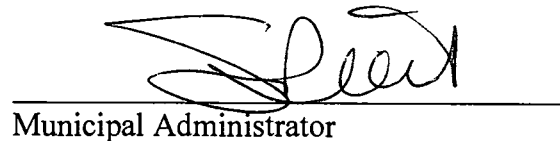
16-043 MOVED by Mayor Anderson that Council approve the Draft Ghost Waiparous Trails Resource Management Plan as amended.  
CARRIED.

CARETAKER AGREEMENT Council reviewed the Caretaker Agreement, as approved at the September 21, 2016 Council meeting and agreed to a change in the Agreement for consistency with the changes approved in the Resource Management Plan regarding limited mobility permits and guidelines for geocaching.

16-044 MOVED by Cr. Sundal that Council amend the Recreational Land Caretaker Agreement for consistency with the Ghost Waiparous Trails Resource Management Plan with regards to limited mobility permits and guidelines for geocaching.  
CARRIED.

ADJOURN 16-045 MOVED by Mayor Anderson that the meeting adjourn at 7:35 pm.  
CARRIED.

  
Mayor

  
Municipal Administrator

# **NOTICE**

## **SUMMER VILLAGE OF WAIPAROUS REGULAR COUNCIL MEETING**

**Wednesday, September 21, 2016**

**6:00 pm**

**Waiparous Community Services Facility  
2 Wildrose Place  
Waiparous, Alberta**



**Sharon Plett  
Municipal Administrator  
August 12, 2016**

**SUMMER VILLAGE OF WAIPAROUS**  
**SPECIAL COUNCIL MEETING AGENDA – September 21, 2016 6:00 pm**  
**Waiparous Community Services Facility, 2 Wildrose Place, Waiparous, Alberta**

**Resident Dialogue 6:00 pm – 6:20 pm (if requested by residents)**

<b>Item No.</b>	<b>Description</b>	
<b>1</b>	<b>AGENDA ADOPTION</b>	
<b>2</b>	<b>DELEGATIONS</b>	
2.1	Kim Polvi, Ron Humphreys Re: Road Access	
<b>3</b>	<b>MINUTES &amp; FINANCE</b>	
3.1	May 5, 2016 Special Meeting July 1, 2016 Organizational Meeting July 1, 2016 Special Meeting	Adopt Adopt Adopt
3.2	Cheque Register	Acknowledge
3.3	Cash Statement, August 31, 2016 Financial Report, August 31, 2016	Approve Approve
3.4	2016 Budget Initial Discussion	See Staff Report
<b>4</b>	<b>OLD BUSINESS</b>	
4.1	Road Overlay & Drainage Update	
4.2	Resource Management Plan	See Report
4.3	GWTA Caretaker Agreement	See Staff Report
4.5	Procedure Bylaw	Adopt
4.6	Code of Conduct	Adopt
4.7	Bylaw Officer	See Staff Report
4.8	Community Standards	Table
4.9	Fire Protection Plan	
<b>5.0</b>	<b>CORRESPONDENCE</b>	

5.1 Oldman River Reg Services Commission  
Re: Ortho GIS

5.2 Marigold Library  
Re: 2017 Budget

5.3 Alberta Municipal Affairs  
Re: Public Participation Policy

5.4 Alberta Environment  
Re; Bow River Water Mgmt Project

**6 COMMITTEE REPORTS**

6.1 Trails & GWTA

6.2 Public Works  
Fuel / Propane Storage

6.3 Emergency & Fire

6.4 FireSmart

**7 NEW BUSINESS**

7.1 Library Representative See Staff Report

7.2 Records Management Bylaw Amendment See Staff Report & Bylaw

7.3 Village Bench See staff report

7.4 Next Meeting Date suggest November 30

7.5 Fencing

**8 ADJOURNMENT**

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE SUMMER VILLAGE OF WAIPAROUS HELD ON WEDNESDAY, SEPTEMBER 21 2016 AT 6:30 P.M. AT THE WAIPAROUS COMMUNITY SERVICES FACILITY, WAIPAROUS ALBERTA.

PRESENT Mayor Larry Anderson, Deputy Mayor Dan Kingston, Councillor Matt Sundal, Administrator Sharon Plett and 2 residents.

Called to Order by Mayor Anderson at 6:40 pm

AGENDA Council reviewed the agenda as posted and agreed to add fencing under new business.

16-022 MOVED by Mayor Anderson that council approve the agenda as amended. CARRIED.

ROAD IMPROV Ron Humphries and Kim Polvi attended the council meeting to discuss the possibility of having the road access improved to their property in Block C. It was noted that the road on Meadowlark Lane encroaches on an adjacent property. Council noted that there are two routes for access to the consolidated lots 1-2 Block C; one from Hummingbird Lane and the other from Meadowlark Lane. The cost estimate of the improvements are approximately \$240,000 on either route. Council indicated that road improvements in the Summer Village are funded by grant funds and at this time the Summer Village does not have sufficient funds to undertake the project. Council noted that they will take note of the request and include it in the capital plan.

At this time, Council will try to arrange gravel on Meadowlark Lane if they are able to obtain consent from the adjacent property owner.

MINUTES Council reviewed the minutes of the Special Council Meeting held on May 5, 2016.

16-023 MOVED by Deputy Mayor Kingston that the minutes of the Special Council Meeting of May 5, 2016 be adopted as submitted CARRIED.

MINUTES Council reviewed the minutes of the Organizational Meeting held on July 1, 2016.

16-024 MOVED by Deputy Mayor Kingston that the minutes of the Organizational Meeting of July 1, 2016 be adopted as submitted. CARRIED.

MINUTES Council reviewed the minutes of the Special Meeting held on July 1, 2016.

16-025 MOVED by Deputy Mayor Kingston that the minutes of the Special Meeting held on July 1, 2016. CARRIED.

CHEQUE Council reviewed and acknowledged the cheque register including direct



- REGISTER                      withdrawals and cheques 2435 - 2462 in the amount of \$24,919.72
- CASH  
STATEMENT                      Council reviewed the Cash Statement for the period ending August 31, 2016.
- 16-026                              MOVED by Deputy Mayor Kingston that the Cash Statement for the period ending August 31, 2016 be approved as submitted.  
CARRIED.
- FINANCIAL  
REPORT                              Council reviewed the financial report for the period ending August 31, 2016.
- 16-027                              MOVED by Deputy Mayor Kingston that Council approve the August 31, 2016 financial reports, as presented.  
CARRIED.
- 2017 BUDGET                      Council reviewed a staff report outlining various costs that will be incurred over the next 1-2 years as a result of the MGA amendments. The Administrator requested council to review the potential changes along with any service changes and bring forward to the November meeting.  
CARRIED.
- WILLOW DRIVE  
DRAINAGE AND  
ROAD OVERLAY                      It was noted that the slurry coat that was placed on Willow Drive is not satisfactory and the engineer is working with the contractor to rectify.
- RESOURCE  
MANAGEMENT  
PLAN                                  Council reviewed the submissions that were received as a result of the public circulation of the Draft Resource Management Plan. Mayor Anderson indicated that he would like to review the amendments in comparison to the original Resource Management Plan, expressing concern that amendments put in place after the original RMP may not be representative of the general public's views. It was recommended that a meeting be arranged between the MD of Bighorn and SV of Waiparous to discuss the Resource Management Plan.
- CARETAKER  
AGREEMENT                              Council reviewed the updated Caretaker's Agreement to be entered into between the Ghost Waiparous Trails Association, MD of Bighorn and Summer Village of Waiparous.
- 16-028                                  MOVED by Cr. Sundal that Council approve the Caretaker's Agreement as submitted.  
CARRIED.
- PROCEDURE  
BYLAW 130-16                              Being a Bylaw for the Summer Village of Waiparous to provide the organizational and procedural matters of council, council committees and councilors.
- 16-029                                  MOVED by Deputy Mayor Kingston that Bylaw 130-16 be given first reading.  
CARRIED.

- 16-030                    MOVED by Cr. Sundal that Bylaw 130-16 be given second reading.  
CARRIED.
- 16-031                    MOVED by Mayor Anderson that all Councillors present are in favour of giving  
Bylaw 130-16 third and final reading at this meeting.  
CARRIED UNANIMOUSLY.
- 16-032                    MOVED by Mayor Anderson that Bylaw 130-16 be given third reading and  
declared finally passed.  
CARRIED.
- CODE OF  
CONDUCT                    Council reviewed the proposed Code of Conduct Bylaw and recommended tabling  
the bylaw until spring.  
CARRIED.
- BYLAW  
ENFORCE.                    Council reviewed the staff report regarding engaging a bylaw enforcement officer.  
Council agreed that they would consider a bylaw officer that would respond to  
complaints only when forwarded by the Administrator. They also discussed  
having the Officer meet with the public at public meetings such as the Annual  
Meeting and FireSmart events.
- 16-033                    MOVED by Deputy Mayor Kingston that the Administrator be authorized to  
negotiate a contract with Dusty Miller for Bylaw Enforcement Services based on  
an as-required enforcement services and limited public awareness.  
CARRIED.
- COMM  
STANDARDS                    Council recommended tabling discussion of a Community Standards Bylaw.
- FIRE  
PROTECTION  
PLAN                    Council recommended tabling discussion of the Fire Protection Plan audit at this  
time.
- CORRES.                    Council acknowledged the following correspondence:  
Marigold Library 2017 Budget  
Alberta Municipal Affairs Public Participation Policy
- GIS ORTHO                    Council reviewed a letter from Oldman River Regional Services Commission  
asking for Council's participation in the creation of an Orthophotography under  
the ACP program with Town of Olds as the managing municipality.
- 16-034                    MOVED by Mayor Anderson that the Summer Village of Waiparous participate in  
an application for the 2017 Oldman River Region Urban Orthophotography  
Project submitted by the Town of Olds under the Intermunicipal Collaboration  
component of the Alberta Community Partnership Grant and that the Summer  
Village of Waiparous agrees to abide by the terms of the Conditional Grant  
Agreement, governing the purpose and use of the grant funds.

CARRIED.

- BOW RIVER WORKING GROUP Council reviewed the terms of reference and the update notes from the Bow River Working Group stakeholders meeting. Mayor Anderson indicated that he would be interested in attending future information meetings.
- GWTA NIL
- PUBLIC WORKS Council discussed the placement of the sand and salt bins. Bins will be delivered to the Services Facility building in October. Council also discussed fuel and propane storage and agreed that an exterior storage cabinet be purchased for fuel only.
- FIRE & EMRG. The Administrator reported that work will commence on the Disaster Social Services plan in preparation for the Mock Evacuation Exercise to be held in the spring. She also noted that a lead for the social services plan is needed. A notice will go out to residents looking for a lead.
- FIRESMART Council discussed using a Request for Quotation by invitation for the Fuel modification work. The Administrator noted that we will need to receive at least three quotes. The Administrator will ask the FireSmart Chair to prepare the prescription specifications and the Administrator will prepare the RFQ and invitation process.
- LIBRARY REP Council reviewed a request from our previous Marigold Library representative recommending an individual to take over the position as Waiparous Marigold Library rep. It was noted that the interested individual resides in the MD of Bighorn and is willing to represent the Summer Village of Waiparous. Marigold Library does not specify a residency requirement.
- 16-035 MOVED by Mayor Anderson that council appoint Janine Jevne as the Marigold Library representative for the Summer Village of Waiparous for a 3 year term.  
CARRIED.
- RECORDS RETENTION BYLAW 131-16 Being a Bylaw for the Summer Village of Waiparous to amend the Records Retention Bylaw 173.
- 16-036 MOVED by Cr. Sundal that Bylaw 131-16 be given first reading.  
CARRIED.
- 16-037 MOVED by Deputy Mayor Kingston that Bylaw 131-16 be given second reading.  
CARRIED.
- 16-038 MOVED by Deputy Mayor Kingston that all Councillors present are in favour of giving Bylaw 131-16 third and final reading at this meeting.  
CARRIED UNANIMOUSLY.





16-039                      MOVED by Mayor Anderson that Bylaw 131-16 be given third reading and declared finally passed.  
CARRIED

MEMORIAL                      Council reviewed a request from a resident to place a memorial plaque on a bench.  
BENCH                      It was noted that the bench in question is located in the Back 40 and it was recommended that the individual contact the GWTA executive.  
  
It was also recommended that Council review a potential policy on memorial benches in the Village at the next Council meeting.

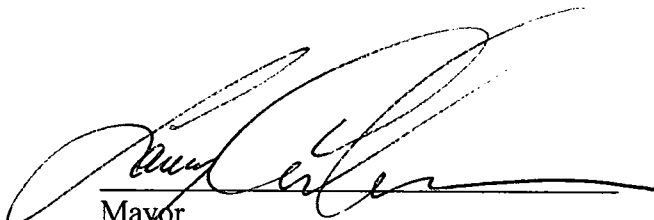
NEXT COUNCIL                      Council discussed a date for the next regular Council meeting.  
MEETING

16-040                      MOVED by Mayor Anderson that the next Council meeting be held on Wednesday November 30, 2016 at 6:00 at Nan Boothby Library, Cochrane, AB  
CARRIED

FENCING                      Council reviewed a concern that was brought forward to Council during resident dialogue regarding a fence that may be blocking access to the river on the east side of the Village.

16-041                      MOVED by Mayor Anderson that Council direct the Administrator to write a letter for the owner of Lots 8-9 Block B requesting clarification on the location of their fence by the river.  
CARRIED.

ADJOURN                      MOVED by Mayor Anderson that the meeting adjourn at 8:40 pm.  
16-042                      CARRIED.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Municipal Administrator

**Summer Village of Waiparous**  
**Cheque Register**  
As of September 21, 2016

Num	Name	Memo	Amount
<b>CASH AND INVESTMENTS</b>			
<b>BANK - TD CANADA TRUST</b>			
DW	EPCOR	June Power	-78.29
DW	Cochrane Lake Gas Co-op Ltd	June Gas	-33.20
DW	EPCOR	July Power	-73.78
DW	Cochrane Lake Gas Co-op Ltd	July Gas	-33.17
DW	Cochrane Lake Gas Co-op Ltd	Aug Gas	-36.62
DW	EPCOR	August Power	-76.00
2435	Sheila Kingston	Doggy Bags for Dispenser	-47.22
2436	Sharon MacDonald	Village Picnic Event Insurance,	-110.00
2437	Sharon Plett	June contract, Jan-Jun copies, phone, awards	-2,549.34
2438	Joleen Molenaar	oil, brokerage fees fire retardant paint	-128.49
2439	Alpine Precision Tree	FireSmart Wood Chipping	-2,593.50
2440	Sharon Plett	July contract, mileage, phone	-2,181.87
2441	Progressive Waste Solutions	June Bin Service	-359.70
2442	MMM Group	Road Works	-2,694.75
2443	Progressive Waste Solutions	Aug Bin Service	-359.70
2444	Telus	EOC phone and internet	-84.59
2445	Sherri Bureyko	August GIS Data for FireSmart Project	-1,265.00
2446	MD of Bighorn	Annual Fire Contribution	-7,500.00
2447	Sharon Plett	Aug contract, supplies, phone	-2,123.85
2448	Dan Kingston	Keys and locks for Garbage Bin	-35.70
2449	MMM Group	Road Works	-670.59
2450	The Muniserve Corporation	Oct - Dec Assessment	-777.72
2451	Progressive Waste Solutions	Aug Bin Service	-316.62
2452	Calgary RCSSD 1	September School requisition	-790.02
Total BANK - TD CANADA TRUST			-24,919.72
Total CASH AND INVESTMENTS			-24,919.72
<b>TOTAL</b>			<b>-24,919.72</b>

**SUMMER VILLAGE OF WAIPAROUS**  
**MONTHLY BANK STATEMENT**  
**For the four months ending August 31, 2016**

	General Account	GIC/Trust Investments	Total
Net Balance at end of previous month	\$ 15,321.31	\$ 360,000.00	\$ 375,321.31
Receipts for the Month	\$ 140,853.80		\$ 140,853.80
Interest Earned	\$ -	\$ 724.93	\$ 724.93
Disbursements for the Month	\$ (39,054.91)		\$ (39,054.91)
Net Bank Memos	\$ (99,275.07)	\$ 99,275.07	\$ -
Net Balance at end of Month	<u>\$ 17,845.13</u>	<u>\$ 460,000.00</u>	<u>\$ 477,845.13</u>
Bank Balance at end of Month	\$ 19,301.36	\$ 460,000.00	\$ 479,301.36
Cash on Hand at end of Month	\$ -		\$ -
SUB-TOTAL	<u>\$ 19,301.36</u>	<u>\$ 460,000.00</u>	<u>\$ 479,301.36</u>
Less: Outstanding Cheques	\$ 1,456.23		\$ 1,456.23
Net Bank Balance at end of Month	<u>\$ 17,845.13</u>	<u>\$ 460,000.00</u>	<u>\$ 477,845.13</u>

Outstanding Cheques

Cheque Number	Amount
2374 \$	32.03
2425 \$	159.20
2445 \$	1,265.00
	<u>\$ 1,456.23</u>

This Statement submitted to Council this 21 day of September, 2016

  
 Mayor

  
 Administrator

# **SUMMER VILLAGE OF WAIPAROUS**

## **Notice of Annual Meeting**

The Village Annual Meeting will be held on **Friday, July 1, 2016** at the Picnic Area located between Poplar Place and Willow Drive.

The meeting will **commence at 10:30 am** to discuss the civic business of the Village from the past year.

Dated this 22nd day of May, 2016

Sharon Plett  
Municipal Administrator

**SUMMER VILLAGE OF WAIPAROUS**  
**Agenda Annual Meeting, Picnic Site, Waiparous**  
**Friday, July 1, 2016- 10:30 am**

Call to Order

Nominate Chairperson

Recognitions

Minutes 2015 Annual Meeting

Finance Report

Mayor's Report

Project Updates

- Paving Project
- Village Trail System
- GIS and Emergency Response Project

Committee Updates

FireSmart

Ghost Waiparous Trails Association

Questions

Adjournment

*Picnic & Horseshoe Tournament to follow*

*Note: The PICNIC that follows this meeting is a result of the hard work and organization of the Waiparous Community Association led this year by Sharon MacDonald*

# **NOTICE**

## **SUMMER VILLAGE OF WAIPAROUS ORGANIZATIONAL & REGULAR COUNCIL MEETING**

**Friday, July 1, 2016**

**9:00 am**

**Waiparous Community Services Facility  
2 Wildrose Place  
Waiparous, Alberta**



**Sharon Plett  
Municipal Administrator  
May 22, 2016**

**SUMMER VILLAGE OF WAIPAROUS  
COUNCIL MEETING AGENDA – July 1, 2016 9:00 am  
Waiparous Community Services Facility, 2 Wildrose Place, Waiparous, Alberta**

<b>Item No.</b>	<b>Description</b>	
<b>1</b>	<b>AGENDA ADOPTION</b>	
<b>2</b>	<b>DELEGATIONS (NIL)</b>	
<b>3</b>	<b>MINUTES &amp; FINANCE</b>	
3.1	May 7, 2016 Special Meeting	Adopt
3.2	Cheque Register	Acknowledge
<b>4</b>	<b>OLD BUSINESS</b>	
4.1	Road Overlay & Drainage Update	See Staff Report
4.2	GWTA Access Permits	Table
4.3	Trail Expansion	
4.4	Procedure Bylaw	Review Draft
4.5	Gas Storage Bins	
4.6	Wood Chipping	Identify Supervisor
4.7	Community Standards Bylaw	Review from previous meeting
<b>5.0</b>	<b>CORRESPONDENCE</b>	
5.1	Marigold Re: Amendment to Agreement	Approve amendments
<b>6</b>	<b>COMMITTEE REPORTS (No Reports this meeting)</b>	
<b>7</b>	<b>NEW BUSINESS</b>	
7.1	Code of Conduct	See Draft
<b>8</b>	<b>ADJOURNMENT</b>	

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE SUMMER VILLAGE OF THE WAIPAROUS HELD ON SATURDAY, JULY 1 2016 AT 9:00 A.M. AT THE WAIPAROUS COMMUNITY SERVICES FACILITY, WAIPAROUS ALBERTA.

PRESENT Mayor Larry Anderson, Deputy Mayor Dan Kingston, Councillor Matt Sundal, and Administrator Sharon Plett.

Called to Order by Mayor Anderson at 9:30 am

AGENDA Council reviewed and acknowledged the agenda as posted.

MINUTES Council reviewed the minutes of the Special Council Meeting held on May 5, 2016.

16-016 MOVED by Mayor Anderson that the minutes of the Special Council Meeting of May 5, 2016 be adopted as submitted  
CARRIED.

CHEQUE REGISTER Council reviewed and acknowledged the cheque register including direct withdrawals and cheques 2424 - 2434 in the amount of \$26,457.69

PROCEDURE BYLAW Council agreed to table the Procedure Bylaw and consider adoption at September Meeting.

COMMUNITY STANDARDS Council agreed to review the staff report on community standards and provide input on potential sections to be included in a bylaw to the Administrator by mid August in order to bring forward a discussion bylaw to the September meeting.

CODE OF CONDUCT Council reviewed material on a Draft Code of Conduct and agreed to review the draft, submit recommendations to the Administrator by mid August and consider a bylaw for adoption in September.

MARIGOLD LIBRARY Council reviewed a letter received from Marigold Library requesting approval of an amendment to schedule C, requisition rates for 2017 and 2018.

16-017 MOVED by Cr. Sundal that Council approve the Schedule C amendment to the Marigold Library agreement for 2017 and 2018.  
CARRIED.

GAS STORAGE The Administrator brought forward recommendations for an exterior gas storage cabinet. She noted that the cost is estimated at \$2,000.

16-018 MOVED by Mayor Anderson that Council approve the purchase of the weatherproof gas storage cabinet and that the funds come from contingency reserves in the event there is no surplus at year end.  
CARRIED.

WILLOW DRIVE DRAINAGE AND Council reviewed the remediation work that was undertaken by A & A Paving and noted the mistake made by A & A by saw cutting each of the cracks. Council





ROAD OVERLAY indicated that they are not happy with the work and in order to accept the work require A & A Paving to complete the slurry coat as requested, repair the missed crack on Wildrose prepare the overlay on the east portion of Willow where the repairs are rough, extend the warranty on the crack repairs to 2 years and remove the gravel that was dumped at the bottom on Wildrose.

16-019 MOVED by Deputy Mayor Kingston that Council acknowledge the remediation work undertaken by A & A Paving and that Council consider accepting the work on the condition that A & A provide an overlay on the rough portion of Willow located on the east end of the road, that they complete the slurry coat as agreed to, that they repair the missed crack on Wildrose Place, they extend the warranty on the crack repairs to two (2) years and that they remove unpermitted gravel dumped at turn around at the bottom of Wildrose.  
CARRIED.

SEPTIC TANK LID Mayor Anderson indicated that he would source a contract that could provide a lock on the septic tank lid.

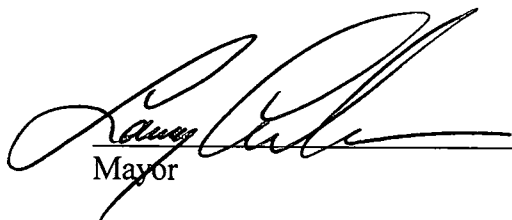
WOOD CHIPPING Mayor Anderson agreed that he would arrange to meet with the wood chipping crew on July 18<sup>th</sup>.

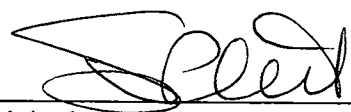
ANNUAL MEETING Council reviewed the agenda for the upcoming annual meeting.

ACCESS TO THE POINT Council discussed the situation of random camping and picnicking at The Point.

16-020 MOVED by Deputy Mayor Kingston that Council approve the installation of a locked gate at the access to The Point. The cost to be covered from Contingency Reserves if there is no surplus remaining at year end.  
CARRIED.

ADJOURN 16-021 MOVED by Mayor Anderson that the meeting adjourn at 10:12 am.  
CARRIED.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Municipal Administrator

**Summer Village of Waiparous  
Cheque Register  
As of July 1, 2016**

Num	Name	Memo	Amount
<b>CASH AND INVESTMENTS</b>			
<b>BANK - TD CANADA TRUST</b>			
DW	EPCOR	Apr Power	-76.06
DW	Cochrane Lake Gas Co-op Ltd	April Gas	-41.31
DW	EPCOR	May Power	-76.58
DW	Cochrane Lake Gas Co-op Ltd	May Gas	-37.80
DW	Provincial Treasurer	June School Requisition	-16,785.78
2424	Harold Francis	Gaskets for pump	-73.15
2425	Larry Anderson	Gas for Equipment/Water Valley Mtg, Lunch Forestry Me...	-159.20
2426	Sharon Plett	Apr contract, phone, Supplies for Prescribed Burn event	-2,985.83
2427	Marigold Library System	2016 Levy	-600.96
2428	Progressive Waste Solutions	May Bin Service	-340.72
2429	Calgary RCSSD 1	June School Requisition	-456.85
2430	MMM Group	Road Works	-924.00
2431	Joleen Molenaar	Photoframes, FireSmart Contest Purchases	-552.88
2432	The Muniserve Corporation	Jul - Sep Assessment	-777.72
2433	Progressive Waste Solutions	June Bin Service	-346.80
2434	Sharon Plett	May contract, mileage, phone printing for firesmart	-2,222.05
Total BANK - TD CANADA TRUST			-26,457.69
Total CASH AND INVESTMENTS			-26,457.69
<b>TOTAL</b>			<b>-26,457.69</b>

# SUMMER VILLAGE OF WAIPAROUS

## Agenda for Organizational Meeting

The Organizational Meeting of the Council of the Summer Village of Waiparous will be held on **FRIDAY, JULY 1, 2016** commencing at 9:00 am at the Waiparous Community Services Facility, Waiparous, Alberta

Agenda Items include:

Regular Meeting Date            suggest September 7 or 21

Council Portfolio

Public Works

Fire and Emergency

Trails

Council Representatives to Committees: 1 year appointments

FireSmart Committee - 1 member

GWTA – 1 member

Appointment of Auditor

MINUTES OF THE ORGANIZATIONAL MEETING OF THE COUNCIL OF THE SUMMER VILLAGE OF WAIPAROUS HELD ON SATURDAY JULY 1, 2016 AT 9:00 P.M. AT THE VILLAGE PICNIC SITE, WAIPAROUS ALBERTA.

PRESENT Mayor Larry Anderson, Councillor Matt Sundal and Administrator Sharon Plett.

Called to Order by Mayor Anderson at 9:12 am.

MEETING DATES Council discussed setting regular meeting dates. It was agreed that the first meeting of the session would be determined at this meeting and that it would be held at the Waiparous Community Services Facility commencing at 6:00 pm.

16-012 MOVED by Cr. Sundal that the next regular Council meeting be held on WEDNESDAY, September 21, 2016 commencing at 6:00 pm at the Waiparous Community Services Facility, Waiparous Alberta.  
CARRIED.

COMM. APPOINT. Council reviewed the Council representative positions on various committees.

16-013 MOVED by Cr. Sundal that the following council member committee appointments be set for a one year term:

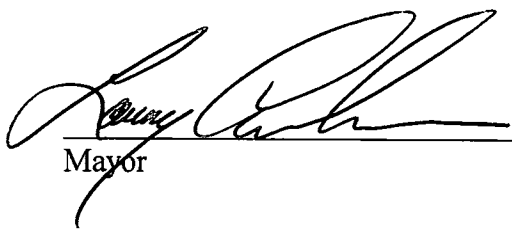
Public Works	Deputy Mayor Kingston
GWTA/LOC	Deputy Mayor Kingston
Fire and Emergency	Mayor Anderson
Firesmart	Cr. Sundal
Dir Disaster Services	Mayor Anderson
Dep Dir of Disaster Services	Cr. Sundal

CARRIED.

AUDITOR The Administrator noted that the auditor's term expired at the end of 2015. It was recommended that Council consider reappointment of Scase and Company for a two (2) year term.

16-014 MOVED by Mayor Anderson that Scase and Company be appointed the Village auditors for 2016 and 2017.  
CARRIED.

ADJOURN. MOVED by Mayor Anderson that the meeting adjourn at 9:18 am.  
16-015 CARRIED.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Municipal Administrator

# **NOTICE**

## **SUMMER VILLAGE OF WAIPAROUS SPECIAL COUNCIL MEETING**

***TO DISCUSS REGULAR MEETING AGENDA ITEMS***

**Thursday, May 5, 2016**

**6:00 p.m.**

**Waiparous Community Services Facility  
2 Wildrose Place  
Waiparous, Alberta**



**Sharon Plett  
Municipal Administrator  
April 28, 2016**

**SUMMER VILLAGE OF WAIPAROUS  
SPECIAL COUNCIL MEETING AGENDA – May 5, 2016 6:00 pm  
Waiparous Community Services Facility, 2 Wildrose Place, Waiparous, Alberta**

**Resident Dialogue 6:00 pm – 6:20 pm (if requested by residents)**

<b>Item No.</b>	<b>Description</b>	
<b>1</b>	<b>AGENDA ADOPTION</b>	
<b>2</b>	<b>DELEGATIONS</b>	
2.1	NIL	
<b>3</b>	<b>MINUTES &amp; FINANCE</b>	
3.1	February 11, 2016 Special Meeting	Adopt
3.2	Cheque Register	Acknowledge
3.3	Cash Statement, April 30, 2016 Financial Report, April 30, 2016	Approve Approve
3.4	2016 Budget	Approve budget
3.5	Tax Rate Bylaw	Three Readings
<b>4</b>	<b>OLD BUSINESS</b>	
4.1	Road Overlay & Drainage Update	See Staff Report
4.2	GWTA Access Permits	See Report
4.3	Trail Expansion	
4.4	Mutual Aid Agreements	See Staff Report
4.5	Procedure Bylaw	Review Draft
4.6	GIS Update	See Staff Report
4.7	Annual Meeting	July 1
<b>5.0</b>	<b>CORRESPONDENCE</b>	
5.1	AUMA Re: Budget Highlights	

5.2 Municipal Affairs  
Re: MGA Consultations

**6 COMMITTEE REPORTS**

6.1 Trails & GWTA

6.2 Public Works  
Wood chipping Set date(s)  
Sand and Salt Bins

6.3 Emergency & Fire  
Emergency Plan See Staff Report  
Fire Protection Plan See Staff Report

6.4 FireSmart  
Mock Disaster Planning

**7 NEW BUSINESS**

7.1 Next Meeting Date Set date mid-late June  
Meeting & Organizational

7.2 Community Standards See Staff Report

**8 ADJOURNMENT**

MINUTES OF THE SPECIAL MEETING OF THE COUNCIL OF THE SUMMER VILLAGE OF THE WAIPAROUS HELD ON THURSDAY, MAY 5, 2016 AT 6:30 P.M. AT THE WAIPAROUS COMMUNITY SERVICES FACILITY, WAIPAROUS ALBERTA FOR THE PURPOSE OF DISCUSSING REGULAR AGENDA ITEMS.

- PRESENT Mayor Larry Anderson, Deputy Mayor Dan Kingston, Councillor Matt Sundal, and Administrator Sharon Plett.
- Called to Order by Mayor Anderson at 6:40 pm
- AGENDA Council reviewed and acknowledged the agenda as posted.
- MINUTES Council reviewed the minutes of the Special Council Meeting held on February 11, 2016.
- 16-012 MOVED by Cr. Sundal that the minutes of the Special Council Meeting of February 11, 2016 be adopted as submitted  
CARRIED.
- CHEQUE REGISTER Council reviewed and acknowledged the cheque register including direct withdrawals and cheques 2407 - 2423 in the amount of \$35,205.19.
- CASH STATEMENT Council reviewed the Cash Statement for the period ending April 30, 2016.
- 16-013 MOVED by Deputy Mayor Kingston that the Cash Statement for the period ending April 30, 2016 be approved as submitted.  
CARRIED.
- FINANCIAL REPORT Council reviewed the financial report for the period ending April 30, 2016.
- 16-014 MOVED by Cr. Sundal that Council approve the April 30, 2016 financial reports, as presented.  
CARRIED.
- 2016 BUDGET Council reviewed the draft budget for 2016 and the 5 year Capital Plan.
- 16-015 MOVED by Mayor Anderson that Council approve the 2016 budget.  
CARRIED.
- 16-016 MOVED by Mayor Anderson that the 2016 MSI Operating grant be used for Fire protection and waste management services.  
CARRIED.
- BYLAW 129-16 Being a bylaw to establish the 2016 Tax Rates.
- 16-017 MOVED by Deputy Mayor Kingston that Bylaw 129-16 be given first reading.  
CARRIED





- 16-017                      MOVED by Mayor Anderson that Bylaw 129-16 be given second reading.  
CARRIED
- 16-018                      MOVED by Deputy Mayor Kingston that all Councillors present are in favour of  
giving third reading to Bylaw 129-16 at this meeting.  
CARRIED UNANIMOUSLY.
- 16-019                      MOVED by Cr. Sundal that Bylaw 12-16 be given third reading and declared  
finally passed.  
CARRIED
- CAPITAL PLAN              Council reviewed the capital plan and discussed funding sources. It was agreed  
that the Millrate Stabilization Fund should be renamed to be used for Unforeseen  
Village-wide disasters. This will be brought forward at the Annual Meeting.
- 16-020                      MOVED by Cr. Sundal that the 5 year Capital Plan be approved.  
CARRIED.
- WILLOW DRIVE  
DRAINAGE AND  
ROAD OVERLAY              The Administrator report that the change order for A & A Paving has been signed  
and that the engineer will be attending Waiparous this week to mark the road  
cracks. If work does not commence by June 15, 2016, the bond will be called.
- GWTA PERMITS              The Administrator noted that the Province will issue special permits for access  
into the Back 40 for individuals with special mobility needs. The MD of Bighorn  
will serve as the recommending municipality and will work with the GWTA to  
design the process and parameters surrounding the permit application.  
Information on the process will be forwarded to the Councils for approval prior to  
implementing.
- Deputy Mayor Kingston spoke on proposed updates to the Resource Management  
Plan, indicating that he supports a leash policy. Council indicated their support of  
a leash policy.
- TRAILS  
EXPANSION                      Council members will meet onsite to review the trails to establish standards for  
upgrading and developing future trails.
- MUTUAL AID                      The Administrator reported on the mutual aid meeting she attended in Canmore on  
April 25<sup>th</sup>. She noted that the mutual aid meetings focus on activities in the Bow  
Corridor and that if Waiparous would like representation at future meetings, a  
council representative could be selected. Council indicated that there is no need  
for anyone to attend the monthly meetings.
- PROCEDURE  
BYLAW                              Council reviewed a draft Procedure Bylaw and agreed to table discussion until the  
next Council meeting.
- GIS UPDATE                      The Administrator reported on the GIS project, indicating that the public site will  
be online very soon, providing the general public with access to Waiparous

mapping and ortho photography. She also noted that the SAIT Capstone project has created outstanding results on Fire and Emergency. Further work will continue on the project over the next couple of months.

CORRES.

AUMA – BUDGET Council acknowledged the AUMA report on Provincial budget highlights.

MUN AFFAIRS  
MGA CONSULT Council acknowledged the invitation to attend the public consultation sessions in June on the Municipal Government Act amendments.

GWTA The GWTA has commenced work on updating of the Resource Management Plan. GWTA Annual meeting to be held on Saturday May 7<sup>th</sup>.

PUBLIC WORKS Council discussed dates for Wood chipping and agreed that it be held in the third week in July, subject to wood chipping equipment availability. Residents to be advised to start cleaning their properties and stacking wood for chipping at their front curb.

Council discussed the purchase of sand/salt boxes for the Village. The Administrator will order 3 36 yard and 1 11 yard bins for the Village. They also discussed the need for a steel cabinet for outside storage of gas products.

FIRE & EMRG. The Administrator reported that there is a need for persons involved in Fire and Emergency to get together to review the Fire Protection Plan and Fire Audit for the Summer Village. It was agreed that it be coordinated with the rescheduled Wildfire Preparedness Day workshop, tentatively scheduled for June 4<sup>th</sup>.

FIRESMART Mayor Anderson reported on a very successful Prescribed Burn on April 16<sup>th</sup>. The weather cooperated and there was tremendous support from residents, Ghost Fire Department and Alberta Ag & Forestry. It is anticipated that the Village consider a burn annually, targeting other areas in the Village.

The Administrator noted that a mock emergency is scheduled for this year and that she needs someone to take the lead for the project. Cr. Sundal agreed to lead the planning for the mock disaster training. The volunteer fire personnel that attended the prescribed burn are to be presented with a Village travel mug in appreciation of their time.

AMBULANCE  
RESPONSE The Administrator was directed to contact 911 to obtain clarification of dispatch of fire assist to emergency ambulance responders into Waiparous and west of Waiparous.

MEETINGS Council discussed a date for the next council meeting.

MOVED by Mayor Anderson that the Organizational Meeting and Council meeting be held at 9:00 am on July 1, 2016 at the Community Services Facility in Waiparous.

CARRIED.

COMM  
STANDARDS

Council reviewed a report from the Administrator regarding the enforcement of unsightly premises and other community standards in the Village. She circulated excerpts from bylaws that other municipalities have used. Council indicated that they would like to review the details and bring the discussion back to another meeting. Council felt that the sample excerpts were too restrictive for Waiparous but certain components may be legislated.

PLAYGROUND

Mayor Anderson indicated he would like to pursue information on the potential for a playground located on the Bighorn MR land west of Spruce Lane.

ADJOURN  
16-011

MOVED by Mayor Anderson that the meeting adjourn at 8:50 pm.  
CARRIED.

\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Municipal Administrator

**Summer Village of Waiparous**  
**Cheque Register**  
As of May 5, 2016

Num	Name	Memo	Amount
<b>CASH AND INVESTMENTS</b>			
<b>BANK - TD CANADA TRUST</b>			
	Progressive Waste Solutions	QuickBooks generated zero amount transaction for bill payment stub	0.00
DW	EPCOR	Jan Power	-84.06
DW	Cochrane Lake Gas Co-op Ltd	Jan Gas	-73.98
DW	EPCOR	Feb Power	-84.22
DW	Cochrane Lake Gas Co-op Ltd	Feb Gas	-55.41
DW	Provincial Treasurer	Mar School Requisition	-16,516.96
DW	EPCOR	Mar Power	-71.86
DW	Cochrane Lake Gas Co-op Ltd	March Gas	-45.58
2407	Nan Boothby Library	Meeting Room Rental	-90.00
2408	Progressive Waste Solutions	February Waste Bin	-323.37
2409	Whitehead Yard Care	Snow Clearing Jan 7,14,17,24	-651.00
2410	MD Landscaping/Construction	Sanding Roads	-257.25
2411	Jean Pierre Thiffault	Pump Repair & Transport	-948.10
2412	Sharon Plett	Feb contract, Firesmart materials, mileage, phone, postage	-3,126.77
2413	Calgary RCSSD 1	Mar School Requisition	-1,123.20
2414	The Muniserve Corporation	Apr - Jun Assessment	-758.75
2415	MMM Group	Road Works	-798.00
2416	Progressive Waste Solutions	March Bin Service	-336.44
2417	Scase & Lively	2015 Audit	-3,360.00
2418	A.U.M.A.	2016 Membership	-916.30
2419	Sharon Plett	Mar contract, Firesmart materials, phone, postage, thank you mugs, emergency phone	-4,580.27
2420	MMM Group	Road Works	-420.00
2421	Progressive Waste Solutions	April Bin Service	-342.76
2422	Gord Kut	Prescribed Burn - Water Tender	-199.65
2423	AMSC Insurance Services Limited	Insurance Premium 2016	-41.26
Total BANK - TD CANADA TRUST			-35,205.19
Total CASH AND INVESTMENTS			-35,205.19
<b>TOTAL</b>			<b>-35,205.19</b>


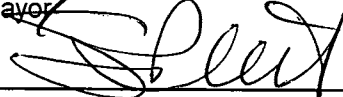
**SUMMER VILLAGE OF WAIPAROUS  
MONTHLY BANK STATEMENT  
For the three months ending April 30, 2016**

	General Account	GIC/Trust Investments	Total
Net Balance at end of previous month	\$ 84,622.75	\$ 330,000.00	\$ 414,622.75
Receipts for the Month	\$ 4,825.62		\$ 4,825.62
Interest Earned	\$ -	\$ 436.69	\$ 436.69
Disbursements for the Month	\$ (44,563.75)		\$ (44,563.75)
Net Bank Memos	\$ (29,563.31)	\$ 29,563.31	\$ -
Net Balance at end of Month	<u>\$ 15,321.31</u>	<u>\$ 360,000.00</u>	<u>\$ 375,321.31</u>
Bank Balance at end of Month	\$ 16,014.25	\$ 360,000.00	\$ 376,014.25
Cash on Hand at end of Month	\$ -		\$ -
SUB-TOTAL	<u>\$ 16,014.25</u>	<u>\$ 360,000.00</u>	<u>\$ 376,014.25</u>
Less: Outstanding Cheques	\$ 692.94		\$ 692.94
Net Bank Balance at end of Month	<u>\$ 15,321.31</u>	<u>\$ 360,000.00</u>	<u>\$ 375,321.31</u>

Outstanding Cheques

Cheque Number	Amount
2374 \$	32.03
2420 \$	420.00
2422 \$	199.65
2423 \$	41.26
\$	692.94

This Statement submitted to Council this 5<sup>th</sup> day of May, 2016

  
 \_\_\_\_\_  
 Mayor  
  
 \_\_\_\_\_  
 Administrator

# NOTICE

## **SUMMER VILLAGE OF WAIPAROUS SPECIAL COUNCIL MEETING**

*TO DISCUSS REGULAR MEETING AGENDA ITEMS*

**Thursday, February 11, 2016**

**6:30 p.m.**

**Boardroom, Nan Boothby Library**

**405 - Railway Street West**

**Cochrane, Alberta**



**Sharon Plett  
Municipal Administrator  
February 5, 2016**

**SUMMER VILLAGE OF WAIPAROUS  
SPECIAL COUNCIL MEETING AGENDA – February 11, 2016 6:30 pm  
Boardroom Nan Boothby Library 405 Railway Street West, Cochrane Alberta**

**Resident Dialogue 6:30 pm – 6:50 pm (if requested by residents)**

<b>Item No.</b>	<b>Description</b>	
<b>1</b>	<b>AGENDA ADOPTION</b>	
1.1	New Councillor – Committee Appointments	See Staff Report
<b>2</b>	<b>DELEGATIONS</b>	
2.1	NIL	
<b>3</b>	<b>MINUTES &amp; FINANCE</b>	
3.1	November 25, 2015 Regular Meeting	Adopt
3.2	December 6, 2015 Special Meeting	Adopt
3.3	Cheque Register	Acknowledge
3.4	Cash Statement, December 31, 2015	Approve
	Financial Report, December 31, 2015	Approve
	Cash Statement, January 31, 2016	Approve
	Financial Report, January 31, 2016	Approve
3.5	Audited Financial Statement Management Report	Approve
3.6	2016 Interim Budget	Approve interim budget
<b>4</b>	<b>OLD BUSINESS</b>	
4.1	Road Overlay & Drainage Update	See Staff Report
4.2	GWTA Access Permits	Table
4.3	Land Use Guidelines - Firesmart	Table
4.4	Trail Expansion	Review Map
4.5	Mutual Aid Agreements	Table
4.6	Procedure Bylaw	Review Draft

4.7 GIS Update See Staff Report

**5.0 CORRESPONDENCE**

5.1 Municipal Affairs  
Re: GIS Ministerial Order

5.2 Alberta Agriculture and Forestry  
Re: FireSmart Grant

**6 COMMITTEE REPORTS**

6.1 Trails & GWTA

6.2 Public Works  
Keys/lock for bin Verbal D Kingston

6.3 Emergency & Fire  
Fire Protection Plan Webinar  
March 3 1 pm  
Registration required

6.4 FireSmart  
2016/17 Workplan Approve

**7 NEW BUSINESS**

7.1 Back 40 Fire Mitigation Strategy Approve

7.2 Bank Confirmation See Staff Report

7.3 AED Verbal D Kingston

7.4 Next Meeting Date Set date late April/early May

7.5 Annual General Meeting Discuss dates

**8 ADJOURNMENT**



MINUTES OF THE SPECIAL MEETING OF THE COUNCIL OF THE SUMMER VILLAGE OF WAIPAROUS HELD ON THURSDAY, FEBRUARY 11, 2016 AT 6:30 P.M. AT THE NAN BOOTHY LIBRARY BOARDROOM, COCHRANE, ALBERTA FOR THE PURPOSE OF DISCUSSING REGULAR AGENDA ITEMS.

PRESENT Mayor Larry Anderson, Deputy Mayor Dan Kingston, Councillor Matt Sundal, Administrator Sharon Plett and 2 residents.

Called to Order by Mayor Anderson at 6:35 pm

AGENDA Council reviewed and acknowledged the agenda as posted.

BACK 40 Pierre Thiffault of the Ghost Waiparous Trails Association attended the meeting to provide an update of the proposed Wildfire Mitigation Plan for the Back 40. He reported on the responses received after the Open House, which noted that some residents felt they could have had more time to review. As a result of the Open House and comments, he noted that several changes were made to the proposed plan to ensure there is a lot of community awareness, education and consultation occurring prior to any firesmart work being undertaken on the lands. He noted that both the Summer Village and the MD are required to provide their approval of the plan before it can be sent to FRIAA for sign-off.

16-001 MOVED by Mayor Anderson that Council of the Summer Village of Waiparous support the Wildfire Mitigation Strategies Assessment and Operation Planning for Ghost/Waiparous Recreation Lease REC 950011 (The Back 40).  
CARRIED.

GWTA Pierre Thiffault of the Ghost Waiparous Trails Association indicated that from the FIRESMART Open House held for the Mitigation Plan, it was recognized that there is a need for EDUCATION on firesmart. He provided Council with an outline of educational objectives the committee would like to undertake prior to moving forward with any firesmart work. He noted that FRIAA is currently asking for Expression of Interests from municipalities for projects and that GWTA would like to request the MD of Bighorn to make a submission to FRIAA on their behalf.

16-002 MOVED by Mayor Anderson that Council supports the initiatives of the GWTA to request the MD of Bighorn to make a submission for FRIAA funding for firesmart educational initiatives at this time.  
CARRIED.

FIRESMART Joleen Molenaar, Chair of the Waiparous Firesmart Committee attended the meeting to review items and initiatives being undertaken on Village Firesmart.

Community Preparedness Day – May 7<sup>th</sup>. It was agreed that the Firesmart Committee would work with the GWTA to coordinate an event on May 7<sup>th</sup> and that both will consider entering the contest for the firesmart prize being offer by FireSmart Canada. It was noted that the GWTA will be holding their Annual Meeting in the morning of May 7<sup>th</sup> and that the firesmart event would occur in the afternoon.

Webinar of Creating a Fire Protection Plan for Summer Villages – Joleen noted that the Village has reserved a space in the library for council and committee members to attend to participate in the webinar. Councillors were encourage to attend either at the library or online in their own offices.

Controlled Burn – A discussion was had on having the Ghost Fire Dept undertake a controlled burn for training purposes in the Summer Village prior to the ground thawing. Council supported the endeavor, recognizing the need for Forestry’s manpower as backup. The Director of Emergency Services; Larry Anderson and Chair of FireSmart Committee; Joleen Molenaar will coordinate the project.

2016/17 FireSmart Workplan – the 2016/17 workplan was presented to council, indicating that the fuel modification this year will consist of a second pass on public lands. There will be a bit more pruning and trimming now that the trees from the first pass have stabilized to prevent blow down.

16-003                      MOVED by Mayor Anderson that the 2016/17 Firesmart Work Plan be approved by Council.

COMMITTEE                      With the recent resignation of Ken Birkett and the election of Matt Sundal,  
REPS                              Council reviewed their various portfolios to confirm who will be responsible for various portfolios until the Organizational Meeting.

MOVED by Deputy Mayor Kingston that the following council rep appointments take effective immediately:

- Public Works -                      Dan Kingston
- GWTA/LOC -                        Dan Kingston
- FireSmart                          Matt Sundal
- Dir Emergency Ser -              Larry Anderson
- Dep Dir Emergency Ser – Matt Sundal

CARRIED.

MINUTES                        Council reviewed the minutes of the Regular Council Meeting held on November 25, 2015 and the Special Council Meeting held on December 6, 2015.

16-004                        MOVED by Deputy Mayor Kingston that the minutes of the Regular Council Meeting of December 6, 2015 and Special Meeting of December 6, 2015 be adopted as submitted  
CARRIED.

CHEQUE                        Council reviewed and acknowledged the cheque register including direct  
REGISTER                        withdrawals and cheques 2386 - 2406 in the amount of \$82,023.65

CASH                              Council reviewed the Cash Statements for the periods ending December 31, 2015  
STATEMENT                        and January 31, 2016.

- 16-005                      MOVED by Deputy Mayor Kingston that the Cash Statements for the periods ending December 31, 2015 and January 31, 2016 be approved as submitted. CARRIED.
- FINANCIAL REPORT                      Council reviewed the financial reports for the periods ending December 31, 2015 and January 31, 2016.
- 16-006                      MOVED by Deputy Mayor Kingston that Council approve the December 31, 2015 and January 31, 2016 financial reports, as presented. CARRIED.
- AUDITED FINANCIAL STATEMENTS                      Council reviewed the Management Letter and audited Financial Statements for the year ending December 31, 2015.
- 16-007                      MOVED by Cr. Sundal that Council approve the audited Financial Statements for the year ending December 31, 2015. CARRIED.
- 2016 BUDGET                      Council reviewed the draft budget, noting that capital items will need to be included in the 5 year capital plan to be approved with the final budget in the spring. Items to be brought forward in the capital plan include: trails, access to Lots 1-2 Block C Plan 3046EX, entrance signage and picnic area enhancements. Discussion was had on the overall tax increase for 2016 and indicated that once the school requisition is known, a closer look can take made into tolerance levels for tax increase.
- 16-008                      MOVED by Mayor Anderson that Council approve the interim budget to remain in effect until the final budget adoption prior to mid May. CARRIED.
- WILLOW DRIVE DRAINAGE AND ROAD OVERLAY                      The Administrator report that A & A has signified in writing that they agree to the negotiated work for correcting deficiencies and will undertake the work prior to June 15<sup>th</sup>.  
  
Council indicated that they need to see some activity starting to occur by May 1<sup>st</sup>. They also requested the engineer obtain a cost estimate from A & A Paving for sawcutting and excavating a piece of road near Poplar and Willow to be undertaken prior to the deficiency work.
- GWTA PERMITS                      Deputy Mayor Kingston reported that the GWTA committee is still working on access for individuals with mobility issues.
- LAND USE GUIDELINES                      Council removed this item from the agenda at this time.
- TRAILS                      Council members are being asked to do a joint walk around to the proposed trails

- EXPANSION and provide the Administrator with the level of upgrade being recommended for each new trail so that cost estimates can be developed.
- MUTUAL AID Table at this time. The MD of Bighorn is continuing to work with the Bow Corridor on a new agreement.
- The Agreement with Alberta Forestry for mutual aid has been signed.
- PROCEDURE BYLAW Council reviewed a draft Procedure Bylaw and agreed to table discussion until the next Council meeting.
- GIS UPDATE The Administrator provided an update on the GIS project noting the Oldman Regional Services Commission has started work on putting together data and maps for the Village. She also reported on the SAIT Capstone project underway for developing a fire access app that shows access points onto properties for emergency services.
- CORRES.
- MUN AFFAIRS GIS Council acknowledged the Ministerial Order from the minister of Municipal Affairs providing approval to Oldman Regional Services Commission to undertake GIS services for Waiparous on a 5 year term with the potential for renewal.
- FIRESMART Council acknowledged the letter and agreement from Alberta Forestry with regards to the 2016/17 Firesmart grant.
- GWTA NIL
- PUBLIC WORKS The Administrator reported that the garbage bin has been replaced and hopefully with a new bin, the issue with excess garbage being dumped in the bin and the top locking device remaining open will have corrected itself. Council and staff will continue to monitor the operation of the bin prior to looking at a new lock strategy.
- FIRE Council was reminded of the upcoming webinar on March 3 on developing Fire Protection Plans for summer villages.
- BANK SIGNING The Administrator noted that in order for the bank to allow the release of bank confirmation on one signature, they will require authorization. The Administrator also noted that Matt Sundal needs to be added as a signing officer for the Summer Village.
- 16-009 MOVED by Cr. Sundal that the Summer Village authorize the Administrator to be the single signing officer for bank confirmation requests.  
CARRIED.
- 16-010 MOVED by Deputy Mayor Kingston that Matt Sundal be added as a signing officer for the Summer Village of Waiparous bank account.  
CARRIED.

AED /  
AMBULANCE  
RESPONSE

Deputy Mayor Kingston discussed a concern with the ambulance not having medical assist from the fire department, the length of time for response and the potential need for an AED in the Summer Village. It was agreed that the Administrator look into the 911 and ambulance protocols and that research be undertaken on processes and protocols for an AED in the Summer Village. Council will review at the next meeting.

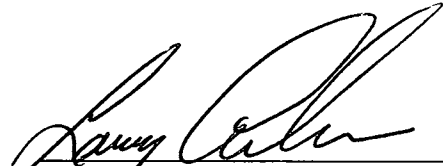

MEETINGS

Council agreed to defer setting the next meeting date until the province provides details on school requisitions.

Council discussed an alternate date for the Annual Meeting and picnic and there was a suggestion that it be held on Canada Day, July 1<sup>st</sup>. This will be contingent on volunteers coming forward to organize a picnic on the same day. If the picnic is to be held on the traditional third Saturday in July or July 9 or 23, then the annual meeting of the Summer Village will be held on a weekday evening in June. Councillors will research volunteer activity for the picnic and then potential meeting dates will be reviewed at the next Council meeting.

ADJOURN  
16-011

MOVED by Mayor Anderson that the meeting adjourn at 8:50 pm.  
CARRIED.

  
\_\_\_\_\_  
Mayor  
\_\_\_\_\_  
Municipal Administrator

**Summer Village of Waiparous**  
**Cheque Register**  
As of February 11, 2016

Num	Name	Memo	Amount
<b>CASH AND INVESTMENTS</b>			
<b>BANK - TD CANADA TRUST</b>			
Debit	Cochrane Lake Gas Co-op Ltd	Dec Gas	-74.56
Debit	EPCOR	Dec Power	-81.07
DW	Cochrane Lake Gas Co-op Ltd	Gas November	-72.15
DW	EPCOR	Nov Power	-85.45
DW	Provincial Treasurer	Dec School Requisition	-16,516.96
2386	Progressive Waste Solutions	VOID: December Bin	0.00
2387	Calgary RCSSD 1	Dec School Requisition	-1,123.21
2388	Sharon Plett	Nov Contract, mileage , postage, phone,mileage, statione...	-2,672.09
2389	Joleen Molenaar	2015 Fire Certificate Inspection Fees	-1,000.00
2390	The Muniserve Corporation	Jan - Mar Assessment	-758.75
2391	Whitehead Yard Care	Snow Clering Nov 18, 20	-325.50
2392	Sharon Plett	December 2015	-2,432.13
2393	Steven Butt	Jan-Dec Waste Bin land rental	-360.00
2394	Whitehead Yard Care	Dec Snow Clearing	-488.25
2395	Progressive Waste Solutions	Dec - Jan Waste Services	-694.00
2396	Lucky Loggers	FireSmart Fuel Modification & Refund of Security Deposit	-45,848.97
2397	Ghost/Waiparous Trails Assoc.	1/3 share GWTA Insurance Costs - 2016	-157.00
2398	Town of Cochrane	2013 Recycling	-1,938.36
2399	Ted Jones	Cochrane Awards Plaque - Trust Account	-24.10
2400	Jean Pierre Thiffault	Firesmart Workshop BBQ Supplies/Propane	-163.74
2401	Workers Compensation	2016 Premium	-200.00
2402	FCM	2016 Membership Fees	-55.99
2403	Sharon Plett	Dec contract, phone, postage, Returning Officer, Firesmart	-3,012.49
2404	AMSC Insurance Services Limited	Insurance Premium 2016	-3,184.06
2405	Assoc of Summer Villages of Alberta	2016 Dues	-679.00
2406	Global Crossing Conferencing	Firesmart Meetings - Teleconference	-75.82
Total BANK - TD CANADA TRUST			-82,023.65
Total CASH AND INVESTMENTS			-82,023.65
<b>TOTAL</b>			<b>-82,023.65</b>

**SUMMER VILLAGE OF WAIPAROUS**  
**MONTHLY BANK STATEMENT**  
For the one month ending January 31, 2016

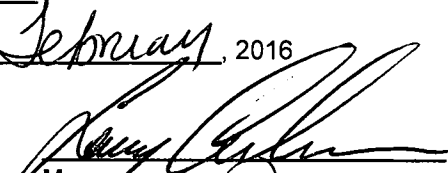

	General Account	GIC/Trust Investments	Total
Net Balance at end of previous month	\$ 56,812.72	\$ 330,000.00	\$ 386,812.72
Receipts for the Month	\$ 77,946.00		\$ 77,946.00
Interest Earned	\$ -		\$ -
Disbursements for the Month	\$ (50,135.97)		\$ (50,135.97)
Net Bank Memos		\$ -	\$ -
Net Balance at end of Month	<u>\$ 84,622.75</u>	<u>\$ 330,000.00</u>	<u>\$ 414,622.75</u>
Bank Balance at end of Month	\$ 130,660.75	\$ 330,000.00	\$ 460,660.75
Cash on Hand at end of Month	\$ -		\$ -
SUB-TOTAL	<u>\$ 130,660.75</u>	<u>\$ 330,000.00</u>	<u>\$ 460,660.75</u>
Less: Outstanding Cheques	\$ 46,038.00		\$ 46,038.00
Net Bank Balance at end of Month	<u>\$ 84,622.75</u>	<u>\$ 330,000.00</u>	<u>\$ 414,622.75</u>

Outstanding Cheques

Cheque Number	Amount
2374 \$	32.03
2396 \$	45,848.97
2397 \$	157.00

\$ 46,038.00

This Statement submitted to Council this 11 day of February, 2016

  
Mayor  
  
Administrator

**SUMMER VILLAGE OF WAIPAROUS  
MONTHLY BANK STATEMENT  
For the two months ending December 31, 2015**

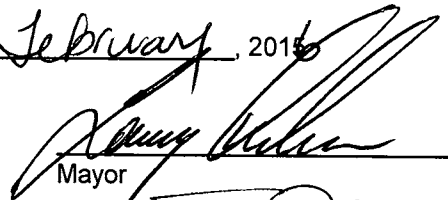
	General Account	GIC/Trust Investments	Total
Net Balance at end of previous month	\$ 20,388.73	\$ 385,000.00	\$ 405,388.73
Receipts for the Month	\$ 6,217.05		\$ 6,217.05
Interest Earned	\$ -	\$ 482.57	\$ 482.57
Disbursements for the Month	\$ (25,275.62)		\$ (25,275.62)
Net Bank Memos	\$ 55,482.57	\$ (55,482.57)	\$ -
Net Balance at end of Month	<u>\$ 56,812.73</u>	<u>\$ 330,000.00</u>	<u>\$ 386,812.73</u>
Bank Balance at end of Month	\$ 56,844.76	\$ 330,000.00	\$ 386,844.76
Cash on Hand at end of Month	\$ -		\$ -
SUB-TOTAL	<u>\$ 56,844.76</u>	<u>\$ 330,000.00</u>	<u>\$ 386,844.76</u>
Less: Outstanding Cheques	\$ 32.03		\$ 32.03
Net Bank Balance at end of Month	<u>\$ 56,812.73</u>	<u>\$ 330,000.00</u>	<u>\$ 386,812.73</u>


Outstanding Cheques

Cheque Number	Amount
2374 \$	32.03

\$ 32.03

This Statement submitted to Council this 11 day of February, 2016

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator