

NOTICE

SUMMER VILLAGE OF WAIPAROUS COUNCIL MEETING

Special Meeting
Sunday, December 6, 2015
8:00 pm

For the purpose of amending the Fire Safety Bylaw

**Meeting will be held via teleconference with listening capabilities
available at the Village Office Meeting Room - Calgary, Alberta**
(if planning to attend to listen in to the meeting please call Village Office 403-554-5515 for driving directions)



Sharon Plett
Municipal Administrator
December 5, 2015

MINUTES OF THE SPECIAL MEETING OF THE COUNCIL OF THE SUMMER VILLAGE OF WAIPAROUS HELD ON SUNDAY DECEMBER 6, 2015 AT 8:00 P.M. VIA TELECONFERENCE WITH LISTENING CAPABILITIES AT THE VILLAGE OFFICE FOR THE PURPOSE OF AMENDING THE FIRE SAFETY BYLAW.

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

Called to Order by Mayor Anderson at 8:06 pm

AGENDA Council reviewed the agenda.

FIRE SAFETY Council reviewed a draft bylaw for an amendment to the Fire Safety Bylaw with regards to providing consistency with including a non combustible apron surrounding a fireplace and screen on fireplaces.

BYLAW 128 Being a Bylaw of the Summer Village of Waiparous to amend Bylaw 122, the Fire Safety Bylaw.

15-075 MOVED by Mayor Anderson that Bylaw 128 be given first reading.
CARRIED.

15-076 MOVED by Deputy Mayor Kingston that Bylaw 128 be given second reading.
CARRIED.

15-077 MOVED by Mayor Anderson that all councillors present are in favour of giving Bylaw 128 third reading at this meeting.
CARRIED UNANIMOUSLY.

15-078 MOVED by Deputy Mayor Kingston that Bylaw 128 be given third reading and declared finally passed.
CARRIED.

ADJOURN MOVED by Mayor Anderson that the meeting adjourn at 8:10 pm.
15-079 CARRIED.



Mayor



Municipal Administrator

NOTICE

SUMMER VILLAGE OF WAIPAROUS REGULAR COUNCIL MEETING

Wednesday, November 25, 2015

6:30 p.m.

**Room 242, Provincial Building
213 – 1 Street West
Cochrane, Alberta**



**Sharon Plett
Municipal Administrator
September 26, 2015**

SUMMER VILLAGE OF WAIPAROUS
REGULAR COUNCIL MEETING AGENDA – November 25, 2015 6:30 pm
Cochrane Provincial Building, Room 242, 213 – 1 Street West, Cochrane Alberta

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

Item No.	Description	
1	AGENDA ADOPTION	
2	DELEGATIONS	
2.1	NIL	
3	MINUTES & FINANCE	
3.1	September 23, 2015 Regular Meeting	Adopt
3.2	Cheque Register	Acknowledge
3.3	Cash Statement, October 31, 2015 Financial Report, October 31, 2015	Approve Approve
3.4	2016 Interim Budget	Approve interim budget
4	OLD BUSINESS	
4.1	Road Overlay & Drainage Project	See Staff Report
4.2	GWTA Access Permits	Table
4.3	Bylaw Enforcement	See Staff Report
4.4	Land Use Guidelines - Firesmart	Table
4.5	Trail Expansion	Report from Cr. Birkett
4.6	Mutual Aid Agreements	See Staff Report
4.7	Off Highway Vehicle Bylaw	See Staff Report
4.8	Fire Safety Bylaw Amendments	See Bylaw
4.9	Procedure Bylaw	
5.0	CORRESPONDENCE	

5.1 Marigold Library
Re: 2016 Budget
Re: Newsletter

5.2 Alberta Environment
Re: Back 40 Lease

6 COMMITTEE REPORTS

6.1 Trails & GWTA

6.2 Public Works
Garbage Bin Service

6.3 Emergency & Fire
EOC communications

6.4 FireSmart

6.5 SDAB
Reappointment

7 NEW BUSINESS

7.1 Fuel Modification Contract Award

7.2 Next Meeting Date

7.3 Annual General Meeting

8 ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE SUMMER VILLAGE OF WAIPAROUS HELD ON WEDNESDAY, NOVEMBER 25, 2015 AT 6:30 P.M. AT THE COCHRANE PROVINCIAL BUILDING, COCHRANE, ALBERTA

- PRESENT Mayor Larry Anderson, Deputy Mayor Dan Kingston, Councillor Ken Birkett and Administrator Sharon Plett.
- Called to Order by Mayor Anderson at 7:00 pm
- AGENDA Council reviewed the agenda.
- 15-054 MOVED by Mayor Anderson that the agenda be adopted, as circulated.
CARRIED.
- MINUTES Council reviewed the minutes of the Regular Council Meeting held on September 23, 2015
- 15-055 MOVED by Mayor Anderson that the minutes of the Regular Council Meeting of September 23, 2015 be adopted as submitted
CARRIED.
- CHEQUE REGISTER Council reviewed and acknowledged the cheque register including direct withdrawals and cheques 2376 – 2385 in the amount of \$45,001.00
- CASH STATEMENT Council reviewed the Cash Statement for the period ending October 31, 2015.
- 15-056 MOVED by Mayor Anderson that the Cash Statement for the period ending October 31, 2015 be approved as submitted.
CARRIED.
- FINANCIAL REPORT Council reviewed the financial report for the period ending October 31, 2015.
- 15-057 MOVED by Deputy Mayor Kingston that Council approve the October 31, 2015 financial report as presented.
CARRIED.
- SURPLUS Council reviewed budget variance and Reserves.
- 15-058 MOVED by Mayor Anderson that the surplus in operating funds remaining at year end be transferred 50% into the Animal Control Reserve and 50% into the Road Maintenance Reserve.
CARRIED.
- EOC Council reviewed the need to have communication capability for the Emergency Operations Centre. Discussion was had on a cellular phone and a data hub that would allow individuals to hook up to the internet.



- 15-059 MOVED by Mayor Anderson that Council approve the purchase of a cellular phone with a minimum monthly prepaid plan and a mobile hotspot hub and minimum monthly mobile data plan.
CARRIED.
- ROAD
DEVELOPMENT Council discussed future road development for access to Lot 1-2 Blk C Plan 3046EX and felt that it was necessary to obtain projected costs of various options for development.
- 15-060 MOVED by Mayor Anderson that Council authorize the Administrator to engage MMM Group to develop cost estimates for road access for Lots 1-2 Block C.
CARRIED.
- 2016 BUDGET Council reviewed the 2016 draft budget and agreed to add \$1,000 to the wood chipping budget to accommodate spreading the woodchips. It was noted that this year Council will be approving a 3 year operating budget and 5 year capital plan as per the new requirements under the MGA. Council reviewed the operating projections for the 3 year budget and agreed to an interim operating budget. For the next meeting Council will have an estimate for trail expansion projects, road development and will identify estimated timing for other capital projects.
- 15-061 MOVED Mayor Anderson that Council adopt an interim budget for 2016.
CARRIED.
- BYLAW
ENFORCE Council discussed the need to engage the services of a bylaw enforcement officer for municipal bylaw infractions that are unable to be resolved through administration. In order to engage an officer, Council will first need to create the position and authority to appoint an officer.
- BYLAW 127 BEING A Bylaw of the Summer Village of Waiparous in the Province on Alberta to appoint a Bylaw Enforcement Officer.
- 15-062 MOVED by Mayor Anderson that Bylaw 127 be given first reading.
CARRIED.
- 15-063 MOVED by Cr. Birkett that Bylaw 127 be given second reading.
CARRIED.
- 15-064 MOVED by Deputy Mayor Kingston that all councilors present are in favour of giving Bylaw 127 third reading at this meeting.
CARRIED UNANIMOUSLY.
- 15-065 MOVED by Mayor Anderson that Bylaw 127 be given third reading and declared finally passed.
CARRIED.

A handwritten signature in black ink, appearing to be 'S. O. 2', located in the bottom right corner of the page.

- BYLAW OFFICER Council reviewed a draft contract for a bylaw enforcement officer. It was agreed that the services of a bylaw enforcement officer would only be initiated through a request from the Administrator and on a case by case basis only.
- 15-066 MOVED by Mayor Anderson that the Administrator be directed to move forward to enter into a contract with 10-70 Traffic Safety and Security.
CARRIED.
- COMM. SERV. FACILITY Cr. Birkett reported that Masters Group have completed the deficiency work and have installed the septic alarm. Discussion of a siren at the building will be deferred to the Annual Meeting.
- WILLOW DRIVE DRAINAGE AND ROAD OVERLAY The Administrator reported that MMM Group has met with A & A Paving on addressing the deficiencies and that A & A has agreed to:
- Additional 1 year warranty on the project
 - Installation of a French drain system to tie into the culvert drop structures
 - Routing/sealing of asphalt cracks in the Summer Village where A&A overlaid asphalt.
- Confirmation is still required on slurry sealing on Willow/Poplar.
- Council discussed the pending expiration of the Performance Bond and felt it is necessary to set up deadlines to ensure the Summer Village can act on the bond in the event work is not undertaken to correct deficiencies.
- 15-067 MOVED by Mayor Anderson that a letter be sent to the engineer requesting that they correspond in writing to A & A Paving requesting that all items agreed to be confirmed in writing by A & A Paving and that the deadline to complete all items to the Summer Village's satisfaction be stated as June 15, 2016 – and-
- If the Summer Village does not receive a written confirmation from A & A Paving by December 31, 2015 indicating that they will undertake work and complete within timelines provided in a letter from the engineer, the Summer Village will consider A & A Paving in default on their performance and will call on the Performance Bond soon after January 1, 2016 – or -
 - If A & A Paving provides a letter of confirmation as per the request from the engineer to A & A Paving prior to December 31, 2015, however fails to complete the work by June 15, 2016, the Summer Village will consider A & A Paving in default of their performance and will call on the Performance Bond soon after June 16, 2016.
- CARRIED.
- GWTA PERMITS Deputy Mayor Kingston reported that the GWTA committee is still working on access for individuals with mobility issues. He noted that there is year round access permitted for clean up of tree blow downs.



LAND USE GUIDELINES	Council tabled discussion of the land use guidelines awaiting final development of the Firesmart website.
TRAILS EXPANSION	Cr. Birkett encouraged council members to walk the proposed trail expansion routes and come up with levels of improvement required for each proposal. Until levels of improvement are determined, pricing cannot be developed.
MUTUAL AID	<p>Council reviewed a draft mutual aid agreement being developed for the Bow Corridor. The Administrator noted that the group is inviting Cochrane, Stoney First Nations, Redwood Meadows and Rocky View County to join into the agreement.</p> <p>Council reviewed the contents of the DRAFT and indicated that they would be favourable in entering into an agreement that is similar to the DRAFT provided.</p>
OFF HIGHWAY VEHICLES	Council reviewed a draft bylaw regarding Off Highway Vehicles inside the Summer Village. Council agreed that the fines should be increased to \$300 for first offense and \$ 600 for second and subsequent offenses.
BYLAW 126	BEING A Bylaw of the Summer Village of Waiparous in the Province on Alberta to authorize off highway vehicles on highways under the control of the Summer village and on public lands in the control of the Summer Village.
15-062	MOVED by Deputy Mayor Kingston that Bylaw 126 be given first reading. CARRIED.
15-063	MOVED by Cr. Birkett that Bylaw 126 be given second reading. CARRIED.
15-064	MOVED by Mayor Anderson that all councilors present are in favour of giving Bylaw 126 third reading at this meeting. CARRIED UNANIMOUSLY.
15-065	MOVED by Deputy Mayor Kingston that Bylaw 126 be given third reading and declared finally passed. CARRIED.
FIRE SAFETY	Council reviewed a draft bylaw for an amendment to the Fire Safety Bylaw with regards to providing consistency with setbacks for fireplaces and distances from structures and refining the definition for portable fire receptacles.
BYLAW 125	Being a Bylaw of the Summer Village of Waiparous to amend Bylaw 122, the Fire Safety Bylaw.
15-066	MOVED by Deputy Mayor Kingston that Bylaw 125 be given first reading. CARRIED.



- 15-067 MOVED by Cr. Birkett that Bylaw 125 be given second reading.
CARRIED.
- 15-068 MOVED by Mayor Anderson that all councilors present are in favour of giving
Bylaw 125 third reading at this meeting.
CARRIED UNANIMOUSLY.
- 15-069 MOVED by Cr. Birkett that Bylaw 125 be given third reading and declared finally
passed.
CARRIED.
- PROCEDURE Council reviewed a draft Procedure Bylaw and agreed to table discussion until the
BYLAW next Council meeting.
- CORRES.
MARIGOLD Council acknowledged the Marigold Library newsletter and 2016 budget.
LIBRARY
- BACK 40 LEASE Council reviewed the 25 year lease for the Back 40 submitted by the Province.
- 15-070 MOVED by Mayor Anderson that Council authorize the Summer Village of
Waiparous signatories to sign the lease with the MD of Bighorn and Province of
Alberta.
CARRIED,
- GWTA It was reported that a Firesmart grant has been awarded for a plan for the Back 40
with the MD of Bighorn managing the project on behalf of the two municipalities.
- PUBLIC WORKS Discussion was had on garbage bin options and it was agreed to look at installing a
heavy duty combination lock on the bin. It was also agreed that an additional
pickup by arranged for during the Christmas season.
- SDAB The Administrator noted that Steve Kalny has agreed to serve an additional term
on the SDAB.
- 15-071 MOVED by Cr. Birkett that Steve Kalny be appointed to the Subdivision and
Development Appeal for two year term ending on August 31, 2017.
CARRIED.
- FUEL Cr. Birkett presented a report from the FireSmart Committee with regards to the
MODIFICATION recent RFP that closed for the 2015/16 Fuel Modification contract.
- 15-072 MOVED by Mayor Anderson that the Council award the contract to Lucky
Loggers Inc.
CARRIED.



- MEETINGS Council agreed to defer setting the next meeting date until early in the new year. The Administrator noted that she would be unable to attend the Annual Meeting if it is held on the third Saturday in July due to a personal commitment. Council noted that they would move the meeting date to another date.
- RESIGNATION The Administrator reported that she has just received a letter of resignation from Cr. Birkett. She announced that Cr. Birkett's resignation is effective upon her receipt of the letter. Ken Birkett stepped down from Council.
- BY-ELECTION Council discussed dates for holding a by-election to fill the vacancy that has occurred from the recent resignation of Cr. Birkett.
- NOMINATION DAY
15-073 MOVED by Deputy Mayor Kingston that Nomination Day be set for Saturday January 9, 2016 at the Community Services Facility in Waiparous and that Sharon Plett be appointed Returning Officer.
CARRIED.
- ADJOURN
15-074 MOVED by Mayor Anderson that the meeting adjourn at 9:21 pm.
CARRIED.



Mayor



Municipal Administrator

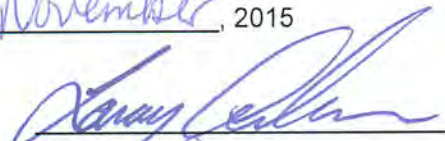
**SUMMER VILLAGE OF WAIPAROUS
MONTHLY BANK STATEMENT
For the two months ending October 31, 2015**

	General Account	GIC/Trust Investments	Total
Net Balance at end of previous month	\$ 60,275.67	\$ 380,000.00	\$ 440,275.67
Receipts for the Month	\$ 14,592.89		\$ 14,592.89
Interest Earned	\$ -	\$ 528.08	\$ 528.08
Disbursements for the Month	\$ (50,007.91)		\$ (50,007.91)
Net Bank Memos	\$ (4,471.92)	\$ 4,471.92	\$ -
Net Balance at end of Month	<u>\$ 20,388.73</u>	<u>\$ 385,000.00</u>	<u>\$ 405,388.73</u>
Bank Balance at end of Month	\$ 29,815.25	\$ 385,000.00	\$ 414,815.25
Cash on Hand at end of Month	\$ -		\$ -
SUB-TOTAL	<u>\$ 29,815.25</u>	<u>\$ 385,000.00</u>	<u>\$ 414,815.25</u>
Less: Outstanding Cheques	\$ 9,426.52		\$ 9,426.52
Net Bank Balance at end of Month	<u>\$ 20,388.73</u>	<u>\$ 385,000.00</u>	<u>\$ 405,388.73</u>


Outstanding Cheques

Cheque Number	Amount
2374 \$	32.03
2380 \$	3,942.26
2381 \$	1,374.45
2382 \$	256.85
2383 \$	3,820.93
	<u>\$ 9,426.52</u>

This Statement submitted to Council this 25th day of November, 2015



Mayor



Administrator

Summer Village of Waiparous
Cheque Register
As of November 25, 2015

Num	Name	Memo	Amount
CASH AND INVESTMENTS			
BANK - TD CANADA TRUST			
DW	Provincial Treasurer	Sept School Requisition	-16,493.90
DW	EPCOR	Oct Power	-75.79
DW	EPCOR	Nov Power	-78.43
DW	Cochrane Lake Gas Co-op Ltd	Gas October	-22.31
2376	Midwest Surveys Inc.	Lease Renewal Survey	-4,147.08
2377	Masters Group Ltd.	Progress on Deficiency Repairs to Sept 14	-9,822.75
2378	101080 Thiffault	Refund Development Deposit	-2,000.00
2379	Progressive Waste Solutions	October Bin	-345.48
2380	Sharon Plett	Sep Contract, mileage firesmart web, AUMA workshop, p...	-3,942.26
2381	Montane Forest Management Ltd.	2015 Tabletop disaster Exercise	-1,374.45
2382	Ken Birkett	2015 Tabletop Exercise Lunch Supplies	-256.85
2383	Sharon Plett	Oct Contract, mileage firesmart web, postage, phone,con...	-3,820.93
2384	Masters Group Ltd.	Final on Deficiency Repairs	-2,273.25
2385	Progressive Waste Solutions	November Bin	-347.52
Total BANK - TD CANADA TRUST			-45,001.00
Total CASH AND INVESTMENTS			-45,001.00
TOTAL			-45,001.00

NOTICE

SUMMER VILLAGE OF WAIPAROUS REGULAR COUNCIL MEETING

Wednesday, September 23, 2015

6:00 p.m.

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



**Sharon Plett
Municipal Administrator
August 17, 2015**

SUMMER VILLAGE OF WAIPAROUS
REGULAR COUNCIL MEETING AGENDA – September 23, 2015 6:00 pm
Community Services Facility, 2 Wildrose Place, Waiparous, Alberta

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

Item No.	Description	
1	AGENDA ADOPTION	
2	DELEGATIONS	
2.1	NIL	
3	MINUTES & FINANCE	
3.1	May 5, 2015 Regular Meeting	Adopt
	July 18, 2015 Organizational Meeting	Adopt
	September 1, 2015 Special Meeting	Adopt
3.2	Cheque Register	Acknowledge
3.3	Cash Statement, August 31, 2015	Approve
	Financial Report, August 31, 2015	Approve
3.4	2016 Preliminary Budget	See staff report
4	OLD BUSINESS	
4.1	Community Services Facility	Discuss deficiencies update
4.2	Road Overlay & Drainage Project	
4.3	GWTA Access Permits	Table
4.4	Bylaw Enforcement	See Staff Report
4.5	Land Use Guidelines - Firesmart	Table
4.6	Trail Expansion	
4.7	Mutual Aid Agreements	See Staff Report
5.0	CORRESPONDENCE	
5.1	Alberta Municipal Affairs Re: MGA Amendments	

Re: Federal Gas Tax Fund
Re: MSI Funding

6 COMMITTEE REPORTS

6.1 Trails & GWTA

6.2 Public Works

6.3 Emergency & Fire

6.4 FireSmart

6.5 SDAB

7 NEW BUSINESS

7.1 Next Meeting Date

7.2 Fire Safety Bylaw Amendment Approve

7.3 Procedure Bylaw See Report

7.4 Off Road Bylaw Review

7.5 Parking on Highway in Waiparous

8 ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE SUMMER VILLAGE OF WAIPAROUS HELD ON WEDNESDAY, SEPTEMBER 23, 2015 AT 6:00 P.M. AT THE WAIPARUOS COMMUNITY SERVICES FACILITY, WAIPAROUS, ALBERTA

- PRESENT Deputy Mayor Dan Kingston, Councillor Ken Birkett and Administrator Sharon Plett.
- Called to Order by Deputy Mayor Kingston at 6:00 pm
- AGENDA Council reviewed the agenda.
- 15-040 MOVED by Cr. Birkett that the agenda be adopted, as circulated.
CARRIED.
- MINUTES Council reviewed the minutes of the Regular Council Meeting held on May 5, 2015
- 15-041 MOVED by Cr. Birkett that the minutes of the Regular Council Meeting of May 5, 2015 be adopted as submitted
CARRIED.
- MINUTES Council reviewed the minutes of the Organizational Meeting held on July 18, 2015.
- 15-042 MOVED by Deputy Mayor Kingston that the minutes of the Organizational Meeting of July 18, 2015 be adopted as submitted
CARRIED.
- MINUTES Council reviewed the minutes of the Special Council Meeting held on September 1, 2015
- 15-043 MOVED by Cr. Birkett that the minutes of the Special Council Meeting of September 1, 2015 be adopted as submitted
CARRIED.
- CASH STATEMENT Council reviewed the Cash Statement for the period ending August 31, 2015.
- 15-044 MOVED by Deputy Mayor Kingston that the Cash Statement for the period ending August 31, 2015 be approved as submitted.
CARRIED.
- FINANCIAL REPORT Council reviewed the financial report for the period ending August 31, 2015.
- 15-045 MOVED by Deputy Mayor Kingston that Council approve the August 31, 2015 financial report as presented.
CARRIED.



- 2016 BUDGET Council reviewed the 2016 Preliminary Operating Budget. It was noted that this year Council will be approving a 3 year operating budget and 5 year capital plan as per the new requirements under the MGA. Council discussed setting up expenditures to address the future maintenance and repair for the emergency services facility and for firesmart. It was agreed that the Administrator include \$2,000 per year in the budget for setting up a reserve for the Building future repairs/upgrade and \$1,000 per year for firesmart activities. For the next meeting Council will have an estimate for trail expansion projects and will identify estimated timing for other capital projects. No other increased service levels were identified.
- COMM. SERV. Cr. Birkett reported that Masters Group have completed most of the deficiency list FACILITY for the building and will complete all work in the near future.
- WILLOW The Administrator reported that MMM Group is working with A & A Paving on DRIVE addressing the deficiencies. Tom Kloever believes A & A will get the crack filling DRAINAGE completed prior to winter and that the other work will be undertaken in the spring. AND ROAD Contractor is investigating an alternative product to slurry. OVERLAY
- GWTA Table discussion, awaiting information from the Ghost Waiparous Trails PERMITS Association on special access permits. The Administrator noted that all documents for the Back 40 lease renewal have been filed with the Province well before the deadline.
- BYLAW Council discussed hiring a bylaw enforcement officer on an as needed basis. The ENFORCE Administrator noted that she has contact an individual that would be interested in bylaw enforcement but would not be able to capture or transport dogs. Council recommended tabling further discussion on bylaw enforcement until the next Council meeting
- LAND USE Council tabled discussion of the land use guidelines awaiting the Firesmart GUIDELINES website development.
- TRAILS Cr. Birkett noted that he will be bringing forward a plan and budget for EXPANSION development of trails to the next meeting.
- Mayor Anderson entered the room at 6:45 and assumed the Chair.
- MUTUAL AID Council reviewed the mutual aid agreement to be entered into with Forestry.
- 15-046 MOVED by Cr. Birkett that Council enter into a mutual aid agreement with the Alberta Environment and Parks (Forestry). CARRIED.
- DIALOGUE Lorne Fleming attended the Council meeting, noting that he was unable to be at

the meeting at 6 pm for resident dialogue and asked Council's permission if he could speak. Council agreed.

Lorne outlined concerns with a firepit on public lands in Block A and the dangers on the highway from parking on the west side of the Village along the highway and the dangers while driving from logging trucks travelling through the Village.

CORRES. Council reviewed the following correspondence: Municipal Affairs; MGA Amendments, Federal Gas Tax Funds and 2015 MSI funding.

COMM
REPORTS

TRAILS &
GWTA Cr. Birkett noted that the firesmart committee would like to submit a grant under the 2016/17 Community Firesmart grant program.

15-047 MOVED by Mayor Anderson that Council approve an application to be submitted by the FireSmart Committee on behalf of the Summer Village of Waiparous for the 2016/17 Community Firesmart Program.
CARRIED

Cr. Birkett also noted that there will be one more Firesmart workshop held on Saturday October 17th which will include a tabletop mock disaster in the morning and ICS training in the afternoon.

PUBLIC
WORKS Nil

FIRE &
EMERGENCY The Administrator reported that the Town of Cochrane will be transitioning into mutual aid agreements with the Summer Village as opposed to secondary fire service.

MEETING
DATES Council reviewed the date for the next Regular Council Meeting.

15-048 MOVED by Mayor Anderson that the Regular Meeting be held on Wednesday, November 25, 2015 at Room 242, Provincial Building, Cochrane Alberta, commencing at 6:30 pm.
CARRIED.

BYLAW 124
FIRE SAFETY Council reviewed a draft bylaw for an amendment to the Fire Safety Bylaw as it relates to including Portable Fire Receptacles. They made two changes to the draft bylaw prior to first reading

Being a Bylaw of the Summer Village of Waiparous to amend Bylaw 122, the Fire Safety Bylaw.

- 15-049 MOVED by Mayor Anderson that Bylaw 124 be given first reading.
CARRIED.
- 15-050 MOVED by Cr. Birkett that Bylaw 124 be given second reading.
CARRIED.
- 15-051 MOVED by Mayor Anderson that all councilors present are in favour of giving
Bylaw 124 third reading at this meeting.
CARRIED UNANIMOUSLY.
- 15-052 MOVED by Deputy Mayor Kingston that Bylaw 124 be given third reading and
declared finally passed.
CARRIED.
- PROCEDURE Council reviewed a draft Procedure Bylaw and agreed to table discussion until the
BYLAW next Council meeting.
- BYLAW Council reviewed a draft bylaw that would allow certain Off Highway vehicles to
OFF HIGHWAY drive on the roads and public lands inside the Summer Village.
It was agreed to table the bylaw adoption until the next meeting, bringing back
changes that were discussed by Council.
- PARKING Council discussed the dangerous conditions that occurred this summer from
HIGHWAY vehicles parking along Highway 40 on the west side of the bridge. The
Administrator indicated that she has been in conversation with Alberta
Transportation and they confirm they have signs along the road. Council
requested the Administrator contact Alberta Transportation and ask for another No
Parking sign on the south side of the roadway and delimiter posts and perhaps post
and cable on the north side near the gravel pad.
- ADJOURN MOVED by Mayor Anderson that the meeting adjourn at 8:25 pm.
15-053 CARRIED.



Mayor



Municipal Administrator

**Summer Village of Waiparous
Cheque Register
As of September 23, 2015**

Num	Name	Memo	Amount
CASH AND INVESTMENTS			
BANK - TD CANADA TRUST			
		Service Charge	-4.84
		Service Charge	-5.00
DW	EPCOR	May Power	-77.75
DW	EPCOR	June Power	-73.78
DW	Provincial Treasurer	June installment school requisition	-16,528.48
DW	EPCOR	July Power	-71.31
DW	EPCOR	Aug Power	-74.48
DW	EPCOR	Sept Power	-84.82
2351	Progressive Waste Solutions	May Bin	-348.52
2352	Ken Birkett	Equipment fuel, FireSmart Lunch, Signs	-121.76
2353	Progressive Waste Solutions	June Bin	-348.53
2354	Sharon Plett	May contract Phone Postage	-2,222.60
2355	Calgary RCSSD 1	June School Requisition	-1,153.00
2356	Don Soul	Fuel & Hooks	-43.42
2357	Sharon MacDonald	Village Picnic Event Insurance, AGM Snacks	-141.99
2358	Montane Forest Management Ltd.	2014 FireSmart Activities	-17,849.37
2359	Sharon Plett	June contract Phone	-2,024.53
2360	The Muniserve Corporation	Jul - Sep Assessments	-758.75
2361	Progressive Waste Solutions	July bin	-349.52
2362	Whitehead Yard Care	Grass Cutting - June	-459.38
2363	Alpine Precision Tree	FireSmart Wood Chipping	-3,402.00
2364	Sharon Plett	July contract Phone, Jan-Jun copies	-2,475.40
2365	MD of Bighorn	Annual Fire Contribution	-7,500.00
2366	Progressive Waste Solutions	Aug bin	-347.52
2367	Whitehead Yard Care	Grass Cutting - July	-459.38
2368	Sharon Plett	Aug contract, phone	-2,012.03
2369	Ghost/Waiparous Trails Assoc.	1/3 share GWTA Insurance Costs - 2015	-161.00
2370	Provincial Treasurer	Mapping Fee REC 95001	-50.00
2371	Provincial Treasurer	25 Year Lease rental fee REC 95001	-3,215.63
2372	Progressive Waste Solutions	Sept Bin	-350.56
2373	Calgary RCSSD 1	Sept School Requisition	-1,063.60
Total BANK - TD CANADA TRUST			-63,778.95
Total CASH AND INVESTMENTS			-63,778.95
TOTAL			-63,778.95

OK

**SUMMER VILLAGE OF WAIPAROUS
MONTHLY BANK STATEMENT
For the four months ending August 31, 2015**


	General Account	GIC/Trust Investments	Total
Net Balance at end of previous month	\$ 28,763.65	\$ 250,000.00	\$ 278,763.65
Receipts for the Month	\$ 221,144.01		\$ 221,144.01
Interest Earned	\$ -	\$ 434.39	\$ 434.39
Disbursements for the Month	\$ (60,066.38)		\$ (60,066.38)
Net Bank Memos	\$ (129,565.61)	\$ 129,565.61	\$ -
Net Balance at end of Month	<u>\$ 60,275.67</u>	<u>\$ 380,000.00</u>	<u>\$ 440,275.67</u>
Bank Balance at end of Month	\$ 60,735.05	\$ 380,000.00	\$ 440,735.05
Cash on Hand at end of Month	\$ -		\$ -
SUB-TOTAL	<u>\$ 60,735.05</u>	<u>\$ 380,000.00</u>	<u>\$ 440,735.05</u>
Less: Outstanding Cheques	\$ 459.38		\$ 459.38
Net Bank Balance at end of Month	<u>\$ 60,275.67</u>	<u>\$ 380,000.00</u>	<u>\$ 440,275.67</u>


Outstanding Cheques

Cheque Number	Amount
2367	\$ 459.38

\$ 459.38

This Statement submitted to Council this 23rd day of September, 2015



 Mayor


 Administrator

**SUMMER VILLAGE OF WAIPAROUS
WAIVER OF NOTICE OF SPECIAL MEETING**

We, the undersigned hereby waive notice of the special meeting of Council to be held at
6:30 pm on September 1, 2015

at Waiparous Community Services Facility

for the purpose of discussing

1. Asphalt Resurface Project

2. Back 40 Lease Renewal

3. _____

4. _____

5. _____

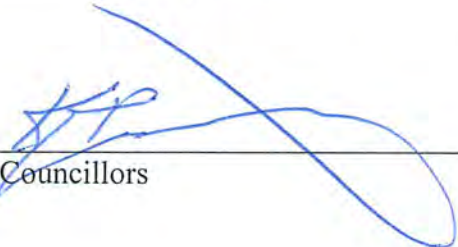
6. _____

SIGNED:



Mayor





Councillors

MINUTES OF THE SPECIAL MEETING OF THE COUNCIL OF THE SUMMER VILLAGE OF WAIPAROUS HELD ON TUESDAY, SEPTEMBER 1, 2015 AT 6:30 P.M. AT THE COMMUNITY SERVICES FACILITY, WAIPAROUS ALBERTA FOR THE PURPOSE OF DISCUSSING THE ROAD OVERLAY PROJECT AND THE BACK 40 LEASE.

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

Called to Order by Mayor Anderson at 6:30 p.m.

ROAD OVERLAY PROJECT John Gibbons and Tom Kloever of MMM Group attended the Council meeting to review the deficiencies in the road overlay project and discuss options for remediation.

Council, the CAO and the Engineers discussed several options at length.

15-040 MOVED by Deputy Mayor Kingston that Council authorized the engineers to present the options for deficiency remediation to A & A Paving as agreed upon.
CARRIED.

BACK 40 LEASE The Administrator noted that the Province has provided two (2) options for lease renewal for the Back 40. The first option is a 10 year lease based on the existing sketch plan and the second option is a 25 year lease based on a survey. In any event, after 10 years, a survey will be required to extend the lease for any additional time. The administrator noted that the survey would cost approximately \$5,000 and that the MD of Bighorn has agreed to pay for 50% of the survey costs.

15-041 MOVED by Deputy Mayor Kingston that Council agree to apply jointly with the MD of Bighorn for a 25 year lease renewal for the Back 40.
CARRIED UNANIMOUSLY.

ADJOURN 15-042 MOVED by Mayor Anderson that the meeting adjourn at 8:10 p.m.
CARRIED.



Mayor



Municipal Administrator

SUMMER VILLAGE OF WAIPAROUS

Agenda for Organizational Meeting

The Organizational Meeting of the Council of the Summer Village of Waiparous will be held on **SATURDAY, JULY 18, 2015** commencing at 12:00 pm at the Waiparous Picnic Site, Waiparous, Alberta

Agenda Items include:

Appointment Mayor (2 year – until next election)

Appointment Deputy Mayor (2 year – until next election)

Regular Meeting Date suggest September 2 or 16

Council Portfolio

Public Works

Fire and Emergency

Trails

Council Representatives to Committees: 1 year appointments

FireSmart Committee - 1 member

GWTA – 1 member

Fire Guardians

Citizen Committee Reappointments – 2 year appointments

FireSmart Committee

Subdivision and Development Appeal Board

Marigold Library

MINUTES OF THE ORGANIZATIONAL MEETING OF THE COUNCIL OF THE SUMMER VILLAGE OF WAIPAROUS HELD ON SATURDAY JULY 18, 2015 AT 12:00 P.M. AT THE VILLAGE PICNIC SITE, WAIPAROUS ALBERTA.

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

Called to Order by Mayor Anderson at 12.17 pm.

MAYOR/
DEPUTY The Administrator noted that the term of office for the Mayor and Deputy Mayor is expiring this year.

Mayor Anderson asked for nominations for the position of Mayor.
Deputy Mayor Kingston nominated Larry Anderson as Mayor. There were no further nominations.

15-034 MOVED by Deputy Mayor Kingston that Larry Anderson's appointment of Mayor of the Summer Village of Waiparous be extended for two (2) years up to the municipal general election.
CARRIED.

Mayor Anderson asked for nominations for the position of Deputy Mayor.
Mayor Anderson nominated Dan Kingston. There were no further nominations.

15-035 MOVED by Mayor Anderson that Dan Kingston's appointment of Deputy Mayor of the Summer Village of Waiparous be extended for two (2) years up to the municipal general election.
CARRIED.

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.

15-036 MOVED by Cr. Birkett that the next regular Council meeting be held on WEDNESDAY, September 23, 2015 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.

15-037 MOVED by Deputy Mayor Kingston that the following council member committee appointments be set for a one year term:
Public Works Deputy Mayor Kingston
GWTA & Trails Cr. Birkett
Fire and Emergency Mayor Anderson
Firesmart Cr. Birkett
CARRIED.

15-038 It was noted that several committee appointments are expiring in August.
MOVED by Mayor Anderson that Joleen Molenaar and Jason Marks be

reappointed to a two (2) year term on the FireSmart Committee and that Shirley Begg be reappointed for a two year term on the Subdivision and Development Appeal Board, with terms of office expiring on August 31, 2017.
CARRIED.

GAVEL Council directed the Administrator to purchase a gavel for Shirley Begg, outgoing mayor of the Summer Village of Waiparous.

ADJOURN. MOVED by Mayor Anderson that the meeting adjourn at 12:21 pm.
15-039 CARRIED.



Mayor

Municipal Administrator

SUMMER VILLAGE OF WAIPAROUS
Agenda Annual Meeting, Picnic Site, Waiparous
Saturday, July 18, 2015 - 10:30 am

Call to Order

Nominate Chairperson

Volunteer Recognition

Minutes 2014 Annual Meeting

Finance Report

Mayor's Report

Project Updates

- Paving Project
- FireSmart Program
- Emergency Plan
- Village Trail System
- Wood Chipping Program

Committee Update

Ghost Waiparous Trails Association

Presentation

The MuniServe Corporation – Property Assessment

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 REGULAR COUNCIL MEETING

Tuesday, May 5, 2015

6:00 p.m.

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



**Sharon Plett
Municipal Administrator
April 26, 2015**

SUMMER VILLAGE OF WAIPAROUS
REGULAR COUNCIL MEETING AGENDA – May 5, 2015 6:00 pm
Community Services Facility, 2 Wildrose Place, Waiparous, Alberta

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

Item No.	Description	
1	AGENDA ADOPTION	
2	DELEGATIONS	
2.1	NIL	
3	MINUTES & FINANCE	
3.1	March 16, 2015 Regular Meeting	Adopt
3.2	Cheque Register	Acknowledge
3.3	Cash Statement, April 30, 2015 Financial Report, April 30, 2015	Approve Approve
3.4	2015 Budget & Tax Bylaw	See staff report
4	OLD BUSINESS	
4.1	Community Services Facility	Discuss deficiencies update
4.2	Road Overlay & Drainage Project	Engineer Update (pending)
4.3	GWTA Access Permits	Table
4.4	Bylaw Enforcement	Table awaiting response RVC
4.5	Wood chipper	Review
4.6	Trail Expansion 2015	
4.7	Land Use Guidelines – Firesmart	Table
4.8	Sustainability Plan Review	Draft amendments for adoption
4.9	Village Cleanup	See staff report
4.10	GIS Update	See staff report

5.0 CORRESPONDENCE

5.1 Re: Town of Cochrane Admin meet with Chief in June

5.2 Cochrane Lake Gas Co-op See Staff Report

6 COMMITTEE REPORTS

6.1 Trails & GWTA

6.2 Public Works

6.3 Emergency & Fire

6.4 FireSmart

6.5 SDAB

7 NEW BUSINESS

7.1 Next Meeting Date

8 ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE SUMMER VILLAGE OF WAIPAROUS HELD ON TUESDAY, MAY 5, 2015 AT 6:00 P.M. AT THE WAIPARUOS COMMUNITY SERVICES FACILITY, WAIPAROUS, ALBERTA

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

Called to Order by Mayor Anderson at 6:18 pm

AGENDA Council reviewed the agenda.

15-018 MOVED by Mayor Anderson that the agenda be adopted, as circulated.
CARRIED.

MINUTES Council reviewed the minutes of the Special Council Meeting held on March 16, 2015

15-019 MOVED by Mayor Anderson that the minutes of the Special Council Meeting of March 16, 2015 be adopted as submitted
CARRIED.

CHEQUE REGISTER Council reviewed the cheque register and acknowledged payments for the total amount of \$32,292.30 including direct withdrawals and cheque numbers 2342-2350.

CASH STATEMENT Council reviewed the Cash Statement for the period ending April 30, 2015.

15-020 MOVED by Cr. Birkett that the Cash Statement for the period ending April 30, 2015 be approved as submitted.
CARRIED.

FINANCIAL REPORT Council reviewed the financial report for the period ending April 30, 2015.

15-021 MOVED by Mayor Anderson that Council approve the April 30, 2015 financial report as presented.
CARRIED.

2015 BUDGET Council reviewed the 2015 Budget. Council reviewed expenditures for repairs to the Waiparous Bar and a portable fire pit and MSI funding for fire and recycling. Council also confirmed expenditures for wood chipping. It was agreed a portion of the funds for wood chipping would come from reserves this year.

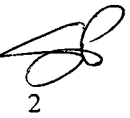
15-022 MOVED by Cr. Birkett that Council approve the 2015 budget for the Summer Village of Waiparous.
CARRIED.

TAX RATE Being a Bylaw of the Summer Village of Waiparous to set the 2015 Tax Rates.



BYLAW 123

- 15-023 MOVED by Mayor Anderson that Bylaw 123 be given first reading.
CARRIED
- 15-024 MOVED by Deputy Mayor Kingston that Bylaw 123 be given second reading
CARRIED.
- 15-025 MOVED by Cr. Birkett that all Councillors present are in favour of giving Bylaw
123 third reading at this meeting.
CARRIED UNANIMOUSLY.
- 15-026 MOVED by Mayor Anderson that Bylaw 123 be given third reading and declared
finally passed.
CARRIED.
- COMM. SERV. Cr. Birkett reported that Masters have looked at the deficiencies in the building
FACILITY and are providing a quote for repairs.
- WILLOW Mayor Anderson and Administrator Sharon Plett reported on their meetings with
DRIVE Senior Engineer Tom Kloever MMM Group. Sharon Plett noted that she has not
DRAINAGE received a response from MMM Group on a proposal and timeline for rectifying
AND ROAD deficiencies.
OVERLAY
- 15-027 MOVED by Mayor Anderson that the Administrator contact A & A Paving
advising them that they have one month to repair deficiencies including cleanup of
excess culvert and reclamation seeding or sodding on the Willow Drive Drainage
project and failure to do so will result in the Summer Village looking at holdback
funds and bonds to rectify the deficiencies.
CARRIED.
- 15-028 MOVED by Mayor Anderson that the Administrator contact MMM Group and
advise that they 30 days to provide the Summer Village with a plan to address
deficiencies on the asphalt paving project and failure to do so will result in the
Village looking at further measures to ensure deficiencies are addressed prior to
the expiry of the contractor's performance bonds.
CARRIED,
- GWTA Table discussion, awaiting information from the Ghost Waiparous Trails
PERMITS Association on special access permits.
- BYLAW The Administrator noted that she is awaiting a response from Rocky View County
ENFORCE she also noted that other smaller municipalities in the area do not have bylaw
enforcement services and are seeking services also. Mayor Anderson provided the
Administrator with a potential contact person.



2

- WOOD CHIPPER Council agreed to hold a silent auction during the Annual meeting and Picnic on July 18th to sell the wood chipper.
- TRAILS EXPANSION Cr. Birkett noted that he will be bringing forward a draft 3 year trail expansion plan to the Annual Meeting. He noted that he will be showing the types of trails; existing - maintained and unmaintained and future trails.
- LAND USE GUIDELINES Council tabled discussion of the land use guidelines awaiting the Firesmart website development.
- SUSTAIN PLAN Council reviewed the Sustainability Plan and provided further recommendations for amendment to the Plan.
- 15-029 MOVED by Deputy Mayor Kingston that the Sustainability Plan be amended as reviewed.
CARRIED.
- VILLAGE CLEANUP Council reviewed the option of bringing in a clean up bin or a commercial woodchipper to the Village. It was agreed to hire a commercial woodchipper to drive to each property and chip branches that are neatly stacked in front of the property near the road. Cleanup to occur around the July 11th weekend and chipping to occur prior to the Annual Meeting. Woodchips can either be left at the property or stockpiled by the trails. The Administrator will make arrangements to hire a company.
- GIS UPDATE
The Administrator reported on the progress of the GIS project which is being managed by the Summer Village of Ghost Lake. She noted that Ortho mapping and LiDAR data will be obtained under the program and that the two municipalities will be utilizing the services of Oldman River Regional Services Commission (ORSC) for maintaining GIS services for the Summer Villages. The set up costs and two years of annual maintenance fees for the GIS services will be covered under the grant program. ORSC is a regional commission under the Province of Alberta.
- 15-030 MOVED by Mayor Anderson that the Summer Village of Waiparous request the services of Oldman River Regional Services Commission for the Summer Village's GIS services.
CARRIED.
- CORRES. Council reviewed the following correspondence: Town of Cochrane Fire Services and Cochrane Lake Gas Co-op.
- FIRE SERVICES Cr. Birkett indicated that he would attend the Town of Cochrane meeting with the Administrator on June 16th 10 am to discuss fire services.
- GAS R-O-W Council reviewed the R-O-W agreement requested by Cochrane Lake Gas Co-op

for crossing Lot C3. Council agreed that the agreement would be specific for servicing Lot 9 Block 4 Plan 1368 JK and would not be a blanket easement.

15-031 MOVED by Mayor Anderson that the Mayor and Administrator sign the Right of Way agreement as amended by the Summer Village.
CARRIED.

COMM
REPORTS

TRAILS & GWTA Cr. Birkett reported that the GWTA Annual Meeting will be held on May 23rd.

PUBLIC WORKS Mayor Anderson discussed MDL undertaking landscape work in the area and having them do some work at the picnic site preparing an area for a firepit.

FIRE & EMERGENCY Cr. Birkett reported on the equipment practice that occurred this month. Discussion was had on running a prescribed burn in the Village and the need for a mutual aid agreement with AESRD.

15-032 MOVED by Mayor Anderson that the Summer Village of Waiparous enter into a mutual aid agreement with Alberta Environment and Sustainable Resource Development.
CARRIED.

MEETING DATES Council reviewed the date for an Organizational meeting and next Regular Council Meeting.

15-033 MOVED by Mayor Anderson that the Organizational Meeting be held on Saturday, July 18, 2015 immediately following the Annual General Meeting at the Village Picnic Site and that the regular meeting dates be set at that time.
CARRIED.

ADJOURN 15-033 MOVED by Mayor Anderson that the meeting adjourn at 8:38 pm.
CARRIED.

Mayor

Municipal Administrator

Summer Village of Waiparous
Cheque Register
As of May 5, 2015

Num	Name	Memo	Amount
CASH AND INVESTMENTS			
BANK - TD CANADA TRUST			
DW	EPCOR	Mar Power	-74.32
DW	Provincial Treasurer	Mar installment school requisition	-16,528.48
DW	EPCOR	Apr Power	-68.46
2342	Sharon Plett	Mar contract, Council dinner, postage, phone, backpacks, mileage	-3,178.87
2343	BFI	April Bin Service	-349.84
2344	Land Titles	Release Caveat on Title A077291	-10.00
2345	Lucky Loggers	FireSmart Fuel Modification	-8,169.14
2346	Ken Birkett	FireSmart events - lunch supplies	-188.12
2347	Joleen Molenaar	Wildfire Supplies	-500.00
2348	Sharon Plett	Apr contract phone SDAB postage	-2,662.52
2349	Ken Birkett	FireSmart events printing, Sign materials	-157.14
2350	Alta-West Hydrant & Hottappi...	Hydrant Repair	-405.41
Total BANK - TD CANADA TRUST			-32,292.30
Total CASH AND INVESTMENTS			-32,292.30
TOTAL			-32,292.30

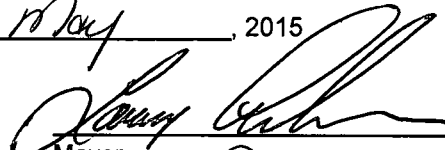
**SUMMER VILLAGE OF WAIPAROUS
MONTHLY BANK STATEMENT
For the two months ending April 30, 2015**


	General Account	GIC/Trust Investments	Total
Net Balance at end of previous month	\$ 23,763.14	\$ 230,000.00	\$ 253,763.14
Receipts for the Month	\$ 68,884.51		\$ 68,884.51
Interest Earned	\$ -	\$ 271.51	\$ 271.51
Disbursements for the Month	\$ (44,155.51)		\$ (44,155.51)
Net Bank Memos	\$ (19,728.49)	\$ 19,728.49	\$ -
Net Balance at end of Month	<u>\$ 28,763.65</u>	<u>\$ 250,000.00</u>	<u>\$ 278,763.65</u>
Bank Balance at end of Month	\$ 37,630.91	\$ 250,000.00	\$ 287,630.91
Cash on Hand at end of Month	\$ -		\$ -
SUB-TOTAL	<u>\$ 37,630.91</u>	<u>\$ 250,000.00</u>	<u>\$ 287,630.91</u>
Less: Outstanding Cheques	\$ 8,867.26		\$ 8,867.26
Net Bank Balance at end of Month	<u>\$ 28,763.65</u>	<u>\$ 250,000.00</u>	<u>\$ 278,763.65</u>

Outstanding Cheques

Cheque Number	Amount
2344 \$	10.00
2345 \$	8,169.14
2346 \$	188.12
2347 \$	500.00
	<u>\$ 8,867.26</u>

This Statement submitted to Council this 5th day of May, 2015



 Mayor


 Administrator

NOTICE

SUMMER VILLAGE OF WAIPAROUS SPECIAL COUNCIL MEETING

TO DISCUSS REGULAR MEETING AGENDA ITEMS

Monday, March 16, 2015

6:30 p.m.

**Room 242, Provincial Building
213 – 1 Street West
Cochrane, Alberta**



**Sharon Plett
Municipal Administrator
March 3, 2015**

SUMMER VILLAGE OF WAIPAROUS
REGULAR COUNCIL MEETING AGENDA – March 16, 2015 6:30 pm
Room 242 Provincial Building, Cochrane, Alberta

Item No.	Description	
1	AGENDA ADOPTION	
2	DELEGATIONS	
2.1	NIL	
3	MINUTES & FINANCE	
3.1	October 22, 2014 Regular Meeting	Adopt
3.2	November 30, 2014 Special Meeting	Adopt
3.4	Cheque Register	Acknowledge
3.3	Cash Statement, December 31, 2014 Financial Report, December 31, 2014	Approve Approve
3.4	Audited 2014 Financial Statements	Approve
3.5	Cash Statement, February 28, 2015 Financial Report, February 28, 2015	Approve Approve
3.5	2015 Interim Budget	See staff report
4	OLD BUSINESS	
4.1	Community Services Facility	Discuss deficiencies update
4.2	Road Overlay & Drainage Project	See Staff Report
4.3	Emergency Planning	Adopt Plans
4.4	GWTA Access Permits	Table
4.5	Bylaw Enforcement	See Staff Report
4.6	Wood chipper	
4.7	Trail Expansion 2015	
4.8	Land Use Guidelines – Firesmart	

4.9 Sustainability Plan Review

5.0 CORRESPONDENCE

5.1 Re: 2015 Firesmart Grant Approve Workplan

5.2 Marigold Library
Re: Schedule C

5.3 Municipal Affairs
Re: Census

5.4 International & Intergovernmental Relations
Re: New West Partnership Trade Agreement

6 COMMITTEE REPORTS

6.1 Trails & GWTA

6.2 Public Works

6.3 Emergency & Fire

6.4 FireSmart See Staff Report

7 NEW BUSINESS

7.1 Garbage Services See Staff Report

7.2 Next Meeting Date

8 ADJOURNMENT

MINUTES OF THE SPECIAL MEETING OF THE COUNCIL OF THE SUMMER VILLAGE OF WAIPAROUS HELD ON MONDAY, MARCH 16, 2015 AT 6:30 P.M. AT THE PROVINCIAL BUILDING, COCHRANE ALBERTA FOR THE PURPOSE OF DISCUSSING REGULAR MEETING AGENDA ITEMS.

PRESENT Mayor Larry Anderson, Councillor Ken Birkett and Administrator Sharon Plett. Deputy Mayor Kingston was absent.

Called to Order by Mayor Anderson at 6:50 pm

AGENDA Council reviewed the agenda.

15-001 MOVED by Mayor Anderson that the agenda be adopted, as submitted.
CARRIED.

MINUTES Council reviewed the minutes of the Regular Meeting held on October 22, 2014.

15-002 MOVED by Mayor Anderson that the minutes of the Regular Meeting of October 22, 2014 be adopted as submitted
CARRIED.

Council reviewed the minutes of the Special Meeting of Council held on November 30, 2014.

15-003 MOVED by Cr. Birkett that the minutes of the Special Meeting of November 30, 2014 be adopted as submitted
CARRIED.

CHEQUE REGISTER Council reviewed the cheque register and acknowledged payments for the total amount of \$84,810.96 including direct withdrawals and cheque numbers 2305-2341.

CASH STATEMENT Council reviewed the Cash Statement for the period ending December 31, 2014.

15-004 MOVED by Cr. Birkett that the Cash Statement for the period ending December 31, 2014 be approved as submitted.
CARRIED.

FINANCIAL REPORT Council reviewed the financial report for the period ending December 31, 2014.

15-005 MOVED by Cr. Birkett that Council approve the December 31, 2014 financial report as presented.
CARRIED.

AUDIT STATEMENT Council reviewed the 2014 Audited Financial Statements.



- 15-006 MOVED by Mayor Anderson that Council approved the December 31, 2014 audited financial statements.
CARRIED.
- CASH STATEMENT Council reviewed the Cash Statement for the period ending February 28, 2015.
- 15-007 MOVED by Mayor Anderson that the Cash Statement for the period ending February 28, 2015 be approved as submitted.
CARRIED.
- FINANCIAL REPORT Council reviewed the financial report for the period ending February 28, 2015.
- 15-008 MOVED by Cr. Birkett that Council approve the February 28, 2015 financial report as submitted.
CARRIED.
- 2015 BUDGET Council reviewed the draft 2015 Operating Budget. It was agreed that Council continue to look for a bylaw officer.
- 15-009 MOVED by Mayor Anderson that Council approve the draft budget as an interim 2015 operating budget for the Summer Village of Waiparous.
CARRIED.
- COMM SERV BUILDING Cr. Birkett reported that he will be meeting with the Masters Group to address the deficiencies in the Community Services Facility.
- WILLOW DRIVE DRAINAGE AND ROAD OVERLAY Council discussed the deficiencies with the road project including the road occurring at the drainage system and the geotech asphalt depth results. Council reviewed a report on options for addressing the deficiencies. Council recommended tabling discussion until the Mayor and Administrator meet with the senior engineer.
- EMERGENCY PLANS Council reviewed the Municipal Emergency Management Plan and Emergency Social Services Plan.
- 15-010 MOVED by Mayor Anderson that the Summer Village of Waiparous Municipal Emergency Management Plan and Emergency Social Services Plan be adopted as submitted.
CARRIED
- GWTA PERMITS Table discussion, awaiting information from the Ghost Waiparous Trails Association on special access permits.

BYLAW
ENFORCE

The Administrator noted that the Bylaw Officer that was anticipated to be hired has relocated and is no longer able to contract with the Summer Village. Council reviewed the draft bylaw and contract and discussed the need to find a bylaw officer to address dog issues at the Summer Village. The Administrator was directed to continue looking for a bylaw officer.

WOOD
CHIPPER

Council discussed including the sale of the Wood Chipper in the upcoming newsletter.

TRAILS
EXPANSION

Cr. Birkett noted that he will be bringing forward a draft 3 year trail expansion plan to the next Council meeting.

LAND USE
GUIDELINES

Council tabled discussion of the land use guidelines awaiting the Firesmart website development.

SUSTAIN
PLAN

Council reviewed the Sustainability Plan and discussed recommendations for change. It was agreed that the Administrator check with Deputy Mayor Kingston with regards to social events and newcomers meeting and that recommended changes to the plan be brought forward to the next Council meeting.

Council discussed a volunteer recognition presentation at the Annual Meeting and the Administrator was directed to source out backpacks.

CORRES.

Council reviewed the following correspondence: Alberta Municipal Affairs – Census results, NW Partnership Trade Agreement, Firesmart and Marigold.

FIRESMART

Council reviewed the letter and agreement from the Province regarding the 2015/16 \$47,000 Firesmart Grant.

15-011

MOVED by Mayor Anderson that Council enter into the Firesmart Grant Agreement.
CARRIED.

MARIGOLD
LIBRARY

Council reviewed the amendments to Schedule C of the Marigold Agreement.

15-012

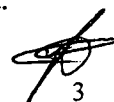
MOVED by Mayor Anderson that Council agree to sign the Schedule C amendments to the Marigold Agreement.
CARRIED

COMM
REPORTS

TRAILS &
GWTA

Cr. Birkett reported that the GWTA Annual Meeting will be held on May 23rd. He also reported that GWTA was unsuccessful securing a Firesmart grant.

SP


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- PUBLIC WORKS** Nil
- FIRE & EMERGENCY** Cr. Birkett reported that he attended the mutual aid meeting in Canmore. He also noted that a training awareness day will occur in April to familiarize people with emergency equipment.
- FIRESMART CONTRACT** Cr. Birkett reported that the Committee is completing fuel modification work this month under the previous contract and grant and recommended an amendment to the Lucky Loggers contract.
- 15-013 MOVED by Mayor Anderson that Council approve the Lucky Loggers contract amendment.
CARRIED.
- FIRESMART WORKPLAN** Cr. Birkett presented the Firesmart 2015/16 workplan and discussed items included in the plan.
- 15-014 MOVED by Mayor Anderson that the 2015/16 Firesmart workplan be approved.
CARRIED.
- GARBAGE SERVICE** Council reviewed a report on garbage options for the Summer Village. Council agreed to retain the existing service of the bin and Recycling depot situated in Cochrane.
- MEETING DATES** Council reviewed the date of the Annual Meeting and next Regular Council Meeting.
- 15-015 MOVED by Cr. Birkett that the Annual Meeting be held on Saturday, July 18, 2015 10:30 am at the Village Picnic Site.
CARRIED.
- 15-016 MOVED by Cr. Birkett that the next Regular Council Meeting be held on Tuesday, May 5, 2015 at 6:00 pm at the Village Community Services Facility.
CARRIED.
- ADJOURN** MOVED by Mayor Anderson that the meeting adjourn at 9:05 pm.
15-017 CARRIED.



Mayor



Municipal Administrator

Summer Village of Waiparous
Cheque Register
As of March 16, 2015

Num	Name	Memo	Amount
CASH AND INVESTMENTS			
BANK - TD CANADA TRUST			
		Service Charge - Stop Payment	-12.50
DW	EPCOR	Oct Power	-65.04
DW	EPCOR	Nov Power	-67.70
DW	Provincial Treasurer	Dec installment school requisition	-16,550.05
DW	EPCOR	Dec Power	-65.41
DW	EPCOR	Feb Power	-74.90
2305	BFI	October Bin Service	-295.56
2306	Nan Boothby Library	SAA Meeting Room Rental	-15.00
2307	Sharon Plett	Oct contract, mileage, phone, office supplies	-2,995.64
2308	BFI	November Bin Service	-294.56
2309	Steven Butt	Jan - Dec 2014 Garbage Bin Site Rental Cochrane	-378.00
2310	Bill's Plumbing & Heating Ltd	Service Boiler System	-975.61
2311	Calgary RCSSD 1	Dec School Requisition	-1,131.43
2312	Planning Protocol Inc	Subdivision Processing	-2,059.15
2313	Sharon Plett	Nov contract, phone, website	-2,414.98
2314	Nan Boothby Library	SDAB Meeting Room Rental	-10.00
2315	BFI	December Bin Service Bin Service	-299.60
2316	Whitehead Yard Care	Snowclearing Nov 9,27,29	-409.50
2317	Lucky Loggers	Fuel Modification Contract & Security Deposit Release	-25,268.49
2318	Matt Sundal	VOID: Development Deposit Refund	0.00
2319	MMM Group	Construction Administration	-4,690.17
2320	Sharon Plett	Dec contract, postage, phone Jul-Dec copies	-2,631.82
2321	FCM	2015 Membership Fees	-55.87
2322	The Muniserve Corporation	Jan - Mar Assessments	-740.25
2323	BFI	January Bin Service Bin Service	-355.60
2324	Assoc of Summer Villages of Alberta	2015 Dues	-682.00
2325	Matt Sundal	Deposit Refund	-2,000.00
2326	Whitehead Yard Care	Snowclearing Jan 2,7,21,31	-546.00
2327	A.U.M.A.	2015 Membership	-840.17
2328	BFI	February Bin Service & Extra Jan pickup	-462.96
2329	AMSC Insurance Services Limited	Insurance Premium 2015	-3,334.72
2330	Sharon Plett	Jan contract, phone post box rent,	-2,095.27
2331	MMM Group	Paving Contract Engineering Services	-787.50
2332	Workers Compensation	2015 Premium	-200.00
2333	Scase & Lively	2014 Audit	-3,045.00
2334	Marigold Library System	2015 Levy	-575.36
2335	Sharon Plett	Feb contract, phone, land titles	-2,039.66
2336	MacPherson Leslie & Tyerman LLP	Legal - Planning	-1,890.00
2337	Calgary RCSSD 1	March School Requisition	-1,153.01
2338	Town of Cochrane	2013 Recycling Fees	-1,938.36
2339	Whitehead Yard Care	Snowclearing Feb 10, 24	-273.00
2340	The Muniserve Corporation	Apr - Jun Assessments	-740.25
2341	BFI	March Bin Service	-350.87
Total BANK - TD CANADA TRUST			-84,810.96
Total CASH AND INVESTMENTS			-84,810.96
TOTAL			-84,810.96

SUMMER VILLAGE OF WAIPAROUS
MONTHLY BANK STATEMENT
For the two months ending February 28, 2015

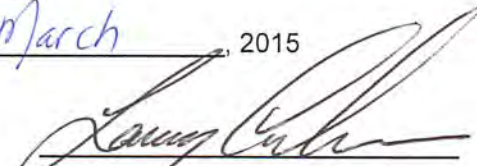
	General Account	GIC/Trust Investments	Total
Net Balance at end of previous month	\$ 52,168.18	\$ 240,000.00	\$ 292,168.18
Receipts for the Month	\$ 3,158.56		\$ 3,158.56
Interest Earned	\$ -	\$ 197.26	\$ 197.26
Disbursements for the Month	\$ (41,760.86)		\$ (41,760.86)
Net Bank Memos	\$ 10,197.26	\$ (10,197.26)	-
Net Balance at end of Month	<u>\$ 23,763.14</u>	<u>\$ 230,000.00</u>	<u>\$ 253,763.14</u>
Bank Balance at end of Month	\$ 27,938.03	\$ 230,000.00	\$ 257,938.03
Cash on Hand at end of Month	\$ -		\$ -
SUB-TOTAL	<u>\$ 27,938.03</u>	<u>\$ 230,000.00</u>	<u>\$ 257,938.03</u>
Less: Outstanding Cheques	\$ 4,174.89		\$ 4,174.89
Net Bank Balance at end of Month	<u>\$ 23,763.14</u>	<u>\$ 230,000.00</u>	<u>\$ 253,763.14</u>


Outstanding Cheques

Cheque Number	Amount
2327	\$ 840.17
2329	\$ 3,334.72

\$ 4,174.89

This Statement submitted to Council this 16th day of March, 2015



Mayor


Administrator

SUMMER VILLAGE OF WAIPAROUS
MONTHLY BANK STATEMENT
For the three months ending December 31, 2014

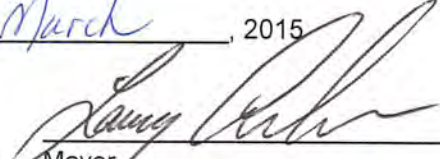
	General Account	GIC/Trust Investments	Total
Net Balance at end of previous month	\$ 76,046.88	\$ 240,000.00	\$ 316,046.88
Receipts for the Month	\$ 3,816.14		\$ 3,816.14
Interest Earned	\$ -	\$ 566.03	\$ 566.03
Disbursements for the Month	\$ (28,260.87)		\$ (28,260.87)
Net Bank Memos	\$ 566.03	\$ (566.03)	\$ -
Net Balance at end of Month	<u>\$ 52,168.18</u>	<u>\$ 240,000.00</u>	<u>\$ 292,168.18</u>
Bank Balance at end of Month	\$ 52,178.18	\$ 240,000.00	\$ 292,178.18
Cash on Hand at end of Month	\$ -		\$ -
SUB-TOTAL	<u>\$ 52,178.18</u>	<u>\$ 240,000.00</u>	<u>\$ 292,178.18</u>
Less: Outstanding Cheques	\$ 10.00		\$ 10.00
Net Bank Balance at end of Month	<u>\$ 52,168.18</u>	<u>\$ 240,000.00</u>	<u>\$ 292,168.18</u>

Outstanding Cheques

Cheque Number	Amount
2310	\$ 10.00

\$ 10.00

This Statement submitted to Council this 16th day of March, 2015



 Mayor



 Administrator