

SUMMER VILLAGE OF WEST COVE

A G E N D A

For the regular meeting of the Council of the Summer Village of West Cove, scheduled for **7:00 p.m. Thursday, June 25, 2015**, at the Community Hall in West Cove, Alberta.

1. **Call to Order:**
 2. **Agenda:**
 3. **Minutes:** Budget meeting March 12, 2015, March 26, 2015, April 23, 2015, June 7, 2015
 4. **Public Hearings:**
 - (a) None
 - (b)
 5. **Delegations**
 - (a) Seniuk & Co. (Auditor)
 - (b)
 6. **Bylaws and Policies:**
 - (a) Council orientation policy
 - (b) Custody of municipal keys policy
 - (c)
 - (d)
 7. **New Business**
 - (a) Appointment of Returning Officer
 - (b) Organizational meeting date: August 20, 7:00 p.m.
 - (c) Council orientation date: August 22 10:00a.m. to 5:00 p.m.
 8. **Council Reports**
 - (a)
 - (b)
 9. **CAO Report and action list**
 - (a) Action list
 - (b) CAO report
 10. **Financial matters**
 - (a) Financial Statement (green)
 - (b) Accounts (green)
 - (c) 2014 Audited Financial Statement
 - (d)
 11. **Correspondence**
 - (a) Correspondence – accept for information
 - (b)
 12. **Confidential Items**
 - (a) OIPC reports
 - (b)
 13. **Adjournment:** _____ pm
- Next regular council meeting date: July 23, 2015

SUMMER VILLAGE OF WEST COVE

MNUTES

For the budget committee meeting of the Summer Village of West Cove, held at 7:00 p.m. Thursday, March 12, 2015, at the Community Hall in West Cove, Alberta.

Present: Mayor Don Henderson
Councillor Lynne Worden
Councillor Dave Breton
CAO Anita Blais

Call to Order:

The mayor called the meeting to order at 7:00 p.m.

Council reviewed the draft budget as prepared by the CAO.

RESOL. 15-039

MOVED by Councillor Worden to go in camera at 7:05 p.m.

CARRIED

RESOL. 15-040

MOVED by Mayor Henderson to go out of camera at 7:12 p.m.

CARRIED

RESOL. 15-041

MOVED by Councillor Worden to go in camera at 8:10 p.m.

CARRIED

RESOL. 15-042

MOVED by Councillor Worden to go out of camera at 8:34 p.m.

CARRIED

RESOL. 15-043

MOVED by Mayor Henderson to adjourn at 8:48 p.m.

CARRIED

Mayor

Administrator

SUMMER VILLAGE OF WEST COVE

MINUTES

For the regular meeting of the Council of the Summer Village of West Cove, held at 7:00 p.m. Thursday, March 26, 2015, at the Community Hall in West Cove, Alberta.

1. Call to Order:

Present: Mayor Don Henderson
Councillor Dave Breton
CAO Anita Blais

Absent: Councillor Lynne Worden (with notice)

2. Agenda:

RESOL. 15-044

MOVED by Mayor Henderson to adopt the agenda as drafted.

Recorded vote: Mayor Henderson – yes, Councillor Breton – yes

CARRIED

3. Minutes: February 19, 2015, Budget meeting March 12, 2015 October 27, 2014

RESOL. 15-045

MOVED by Mayor Henderson to table the minutes

TABLED

4. Business Arising from Minutes:

(a) Mail boxes: should be up and running by mid-May.

(b) Lagoon cattail removal:

RESOL. 15-046

MOVED by councillor Breton to accept the contract for \$11,550.00

Recorded vote: Mayor Henderson – yes, Councillor Breton – yes

CARRIED

NEW BUSINESS

5. Council Reports

Mayor Henderson nothing to report.

6. Public Works

(a) Maintenance position: two contracts were reviewed at the budget meeting, council felt both bids were too high and the position was posted again until April 17, 2015 .

(b) Lagoon report: received for information.

(c) Quote for electrical for the new maintenance shop was reviewed. Administration will post on the website and try to obtain more quotes.

7. Financial matters:

(a) Financial Statement:

TABLED

(b) Accounts: Received for information.

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- (c) SCF grant: we don't meet the requirements so we cannot take advantage of this grant.

8. Development & Assessment

- (a) SDAB: appeal on decision **TABLED**

- (b) Lot consolidation: Bylaw 314-14
RESOL. 15-047
MOVED by Mayor Henderson to give first reading to Bylaw 314-14. **CARRIED**
RESOL. 15-048
MOVED by councillor Breton to give first reading to Bylaw 314-14. **CARRIED**
RESOL. 15-049
MOVED by Mayor Henderson to give consideration to third reading of Bylaw 314-14. **CARRIED**
RESOL. 15-050
MOVED by councillor Breton to give third reading to Bylaw 314-14. **CARRIED**

- (c) Bylaw 404-15 (SDAB) **TABLED**

9. Safety Matters

- (a) Working Alone Policy: administration is working on the policy, hopefully complete by next meeting.

- (b) CPO reports: Received for information.

10. Taxation and Administration

- (a) Tax lot sale: administration will check with Municipal Affairs to determine if we can set the sale price lower than the assessed value.

- (b) MGA review: Edmonton journal article received for information.

- (c) Municipal Affairs – 4 letters with respect to the ACP grant application and municipal review were received for information.

- (d) FCSS: need to give 6 months notice if we want to withdraw from the program. Administration will provide council with copy.

- (e) Hutchison Law letter: refund of retainer on the mail sorter issue with Ross Haven was received for information.

- (f) Newsletter: Administration will draft and email to council to review (include mailbox information).

- (g) Annual meeting date: Administration will email council to select a date.

- (h) Correspondence from ratepayers:

11. In-camera discussions

- (a) OIPC responses:
RESOL. 15-051
MOVED by Mayor Henderson to go in camera at 7:57 pm. **CARRIED**
RESOL. 15-052
MOVED by Mayor Henderson to go out of camera at 8:08 pm. **CARRIED**

12. **Assortment of Newsletter, Bulletins etc.:**
13. **Date of next Meeting:** April 23, 2015
14. **Adjournment:**
RESOL. 15-053
MOVED by Mayor Henderson to adjourn at 8:20 pm.

CARRIED

Mayor

Administrator

SUMMER VILLAGE OF WEST COVE

MINUTES

For the regular meeting of the Council of the Summer Village of West Cove, held at 7:00 p.m. Thursday, April 23, 2015, at the Community Hall in West Cove, Alberta.

1. Call to Order:

Present: Mayor Don Henderson
Councillor Lynne Worden
Councillor Dave Breton
CAO Anita Blais

- 2. Agenda:** add 7(d) Order for trailer removal. Remove October 27, 2014 minutes from agenda as they were adopted at the February meeting.

RESOL. 15-054

MOVED by Councillor Worden to adopt the agenda as amended.

Recorded vote: Mayor Henderson – yes, Councillor Worden – yes, Councillor Breton – yes

CARRIED

- 3. Minutes:** February 19, 2015, Budget meeting March 12, 2015, March 26, 2015

RESOL. 15-055

MOVED by Councillor Worden to adopt the February 19, 2015 minutes.

Recorded vote: Mayor Henderson – yes, Councillor Worden – yes, Councillor Breton – no

CARRIED

RESOL. 15-056

MOVED by Councillor Worden to table the March 12, 2015 minutes.

TABLED

RESOL. 15-057

MOVED by Councillor Worden to go in camera at 7:06 p.m.

CARRIED

RESOL. 15-058

MOVED by Mayor Henderson to go out of camera at 7:11 p.m.

CARRIED

RESOL. 15-059

MOVED by Mayor Henderson to adopt the March 26, 2015 minutes.

Recorded vote: Mayor Henderson – yes, Councillor Breton – no

RESOL. 15-060

MOVED by Councillor Worden to table the March 26, 2015 minutes until she confirms with Municipal Affairs about voting.

TABLED

4. Business Arising from Minutes:

- (a) Bylaw 404-15 (SDAB)

RESOL. 15-061

MOVED by Mayor Henderson to table the bylaw.

TABLED

NEW BUSINESS

5. Public Works

- (a) Maintenance position:

RESOL. 15-062

MOVED by Mayor Henderson to go in camera at 7:15 p.m.

CARRIED

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RESOL. 15-063

MOVED by Mayor Henderson to go out of camera at 7:37 p.m.

CARRIED

Council reviewed the four bids that were received.

RESOL. 15-064

MOVED by Councillor Worden to accept either number one or three, depending on who has the best references.

Recorded vote: Mayor Henderson – yes, Councillor Worden – yes, Councillor Breton – yes

CARRIED

RESOL. 15-065

MOVED by Councillor Worden to pay Lean2 contracting to provide orientation (standard billing rate) to the new contractor,

Recorded vote: Mayor Henderson – yes, Councillor Worden – yes, Councillor Breton – yes

CARRIED

(b) Lagoon report: (on file) work on removing the cat tails should start soon.

(c) Quote for electrical: administration was only able to get one quote.

RESOL. 15-066

MOVED by Mayor Henderson to accept the quote and request an exhaust fan.

Recorded vote: Mayor Henderson – yes, Councillor Worden – yes, Councillor Breton – yes

CARRIED

(d) Quote for gas: Council reviewed a few options from Lac Ste Anne regarding the gas and furnace installation at the new maintenance shop.

RESOL. 15-067

MOVED by Councillor Worden to accept quotes 1245 & 1246, including both trenches

Recorded vote: Mayor Henderson – yes, Councillor Worden – yes, Councillor Breton – yes

CARRIED

(e) Drainage issues: Camp Warwa cannot assist financially. Need to see what the engineer proposed for lot 12 and the cost. Then council can meet with the property owner for further discussion.

(f) Tender(s): Very difficult to get tenders for work out here. Need to figure out the best way. Advertise? Need to fix cracks on the roads. Preferred vendor list?

RESOL. 15-068

MOVED by Mayor Henderson to contact paving company(s) to get bids to repair potholes and cracks.

Recorded vote: Mayor Henderson – yes, Councillor Worden – yes, Councillor Breton – yes

CARRIED

RESOL. 15-069

MOVED by Mayor Henderson to take a five minute break at 8:04 p.m.

The meeting resumed at 8:09 p.m.

CARRIED

6. Financial matters:

(a) Financial Statement:

RESOL. 15-070

MOVED by Councillor Worden to adopt the financials.

Recorded vote: Mayor Henderson – yes, Councillor Worden – yes, Councillor Breton – yes

CARRIED

(b) Accounts: Received for information.

(c) 2015 Budget: Council reviewed the budget prepared by administration.

RESOL. 15-071

MOVED by Councillor Worden to adopt the budget with one change: set transfer from reserves to \$45,000.00.

Recorded vote: Mayor Henderson – yes, Councillor Worden – yes, Councillor Breton – no

CARRIED

RESOL. 15-072

MOVED by Mayor Henderson to take a five minute break at 9:28 p.m.
The meeting resumed at 9:33 p.m.

CARRIED

(d) 2015 tax bylaw: amend based on the changes to the budget, Assign three readings

RESOL. 15-073

MOVED by Councillor Worden to give first reading to Bylaw 450-15, 2015 tax rates.

CARRIED

RESOL. 15-074

MOVED by Councillor Breton to give second reading to Bylaw 450-15.

CARRIED

RESOL. 15-075

MOVED by Mayor Henderson to give consideration to third reading of Bylaw 450-15.

CARRIED

RESOL. 15-076

MOVED by Councillor Worden to give third reading to Bylaw 450-15.

CARRIED

7. Development & Assessment

(a) Dev Perm 15-02: Received for information.

(b) Demolition Perm 15-01: Received for information.

(c) Inspection report on new maintenance shop was received for information.

8. Safety Matters

(a) Working Alone Policy:

TABLED

(b) WCB day of mourning: Poster was put up on bulletin board. Received for information.

9. Taxation and Administration

(a) Tax lot sale:

RESOL. 15-077

MOVED by Mayor Henderson to list the property at \$39,000.00.

Recorded vote: Mayor Henderson – yes, Councillor Worden – yes, Councillor Breton – yes

CARRIED

RESOL. 15-078

MOVED by Councillor Worden to list with Diamond Realty (Knysh).

Recorded vote: Mayor Henderson – yes, Councillor Worden – yes, Councillor Breton – yes

CARRIED

(b) Letter from deputy minister regarding council discussing the lawsuit was received for information.

(c) MSI additional funding for 2014.

RESOL. 15-079

MOVED by Councillor Worden to apply additional \$18,287 to the hall renovations.

Recorded vote: Mayor Henderson – yes, Councillor Worden – yes, Councillor Breton – yes

CARRIED

(d) ACP grant: Alberta Beach applied for 200,000.00 for revenue and cost sharing study

(e) Lac Ste Anne County – Invitation for council to meet with their council was received for information. 29th of August, the county will be celebrating 50th anniversary. Challenge to all municipalities to donate \$100 to encourage more women in municipal government.

RESOL. 15-080

MOVED by Mayor Henderson to donate the \$100.00 100 to the FCM Women in Municipal Government initiative. Recorded vote: Mayor Henderson – yes, Councillor Worden – yes, Councillor Breton – yes

CARRIED

(f) Annual meeting date:

RESOL. 15-081

MOVED by Mayor Henderson to have the general meeting on August 8, 2015 at 1:00 p.m.

Recorded vote: Mayor Henderson – yes, Councillor Worden – yes, Councillor Breton – no

CARRIED

(g) Newsletter:

RESOL. 15-082

MOVED by Mayor Henderson to send out the newsletter as drafted.

Recorded vote: Mayor Henderson – yes, Councillor Worden – yes, Councillor Breton – no

CARRIED

(h) Advertising: delete

(i) Correspondence from ratepayers: CAO read a letter from several ratepayers thanking councillor Breton for his hard work.

10. **Council Reports:** Regional Emergency Service committee meeting: Mayor Henderson attended, looking at regional planning council will review information provided meet with representatives. Mayor Henderson provided council with confidential draft information. There was also discussion about disasters, terms of reference, bylaws, etc. Mandatory to have an emergency plan. Councillor Breton: attended the ASVA boat mooring workshop: docks 15 feet from property line, 5 feet wide maximum, private docks are covered by cabin insurance. ASVA website – look at presentation. Councillor Breton will email the information. ASVA is looking for input to help draft guidelines.

11. **In-camera discussions**

RESOL. 15-083

MOVED by Mayor Henderson to go in camera at 10:36 p.m.

CARRIED

RESOL. 15-084

MOVED by Councillor Worden to go out of camera at 10:45 p.m.

CARRIED

RESOL. 15-085

MOVED by Councillor Worden to authorize mayor Henderson to sign the letter to the Minister with respect to the request for the ACP funding for the region, if it is presented at the May 19th meeting.

Recorded vote: Mayor Henderson – yes, Councillor Worden – yes, Councillor Breton – yes

CARRIED

(a) OIPC: email was received for information.

12. **Assortment of Newsletter, Bulletins etc.:**

YRL Annual Report, Municipal Excellence, Oilsands Review

13. **Date of next Meeting:** May 28, 2015

14. **Adjournment**

RESOL. 15-086

MOVED by Councillor Worden to adjourn at 10:46 p.m.

CARRIED

Mayor

Administrator

SUMMER VILLAGE OF WEST COVE

MINUTES

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

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

1. Call to Order:

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

2. Agenda:

RESOLUTION 15-087

MOVED by Official Administrator Nelson to adopt the agenda.

CARRIED

3. Banking:

RESOLUTION 15-088

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

CARRIED

4. Returning Officer:

RESOLUTION 15-089

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

CARRIED

5. By-election Date and Nomination Date:

RESOLUTION. 15-090

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

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

CARRIED

RESOLUTION 15-091

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

CARRIED

6. **Financial statements**
RESOLUTION 15-092
MOVED by Official Administrator Nelson that the CAO request a further extension date to June 30, 2015 for submitting the 2014 financial statements to the Minister of Municipal Affairs. **CARRIED**

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

8. **Adjournment**
RESOLUTION 15-093
MOVED by Official Administrator Nelson to adjourn the meeting at 10:40 a.m. **CARRIED**

Official Administrator

Chief Administrative Officer

Request For Decision (RFD) Meeting: Regular Council
Meeting Date: June 25, 2015
Originated By: Anita Blais, Chief Administrative Officer
Title: Council Orientation Policy
Agenda Item Number: 6(a)

BACKGROUND/PROPOSAL:

There is a need to establish orientation and training to newly elected councillors in the summer village.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Orientation and training will enable the newly elected council members gain a better understanding of their roles, responsibilities, and duties under the Municipal Government Act , the working relationship with administration and the various other organizations the summer village works with or is associated with , summer village bylaws, policies, strategic plans, status of the summer village business and current issues facing the summer village as well a providing them with a framework to begin strategic planning in order to set direction, priorities, and corporate objectives for the term.

COSTS/SOURCE OF FUNDING (if applicable)

Municipal Affairs provides workshops at no cost to the summer village.

RECOMMENDED ACTION:

1. Council provide further direction or required changes/amendments
2. Council review the policy and if satisfied, adopt the policy as drafted.

Initials show support – Reviewed By: _____ **CAO:** _____

Official Administrator: _____

Deputy Official Administrator: _____



Summer Village of West Cove

Council Orientation Policy

Approved by Council June 25, 2015

Policy Statement

The Summer Village of West Cove will provide Council orientation and training to the elected members of Council after every general municipal election and by-election.

Reason for Policy

The purpose of this policy is to establish guidelines for Council's orientation to ensure members of Council have an overview of:

- their roles, responsibilities, and duties under the Municipal Government Act
- working relationship with administration and the various other organizations the summer village works with or is associated with
- summer village bylaws, policies, strategic plans, status of the summer village business and current issues facing the summer village
- a framework to begin strategic planning in order to set direction, priorities, and corporate objectives for the term.

Administration will present a Council orientation and training plan to Council for its approval before every general municipal election.

This Policy to become effective June 25, 2015

Official Administrator Aleks Nelson

Anita Blais, CAO

Returning Officer (SV of West Cove) - Service Request

From : Paul Hanlan <cao@hotlinkwireless.com>
Subject : Returning Officer (SV of West Cove) - Service Request
To : svoffice@telusplanet.net

Tue, Jun 09, 2015 08:05 PM

Anita

How are you? I am responding to your e-mail request (forwarded to ASVA – Bev Anderson) seeking a quote for the provision of services for a Returning Officer for the West Cove By-election. For yours – and the Administrators – consideration we provide the following itemized quote. Regardless – we wish you and the Summer Village all the best through this pending By-election.

Nomination Day (July 18, 2015)	Travel time	1 hour @ \$30.00 per/hr	\$
30.00	Mileage	85 kms @ \$0.55 per/km	\$
46.75	Nomination*	3 hours @ \$75.00 per/hr	\$
225.00	* Additional hours would be charged – if necessary – at the same hourly rate (\$75.00) until at least three (3) Nominations have been received (or instructed to close Nominations by Administrators and/or CAO).		
Advance Poll (August 8, 2015)	Travel time	1 hour @ \$30.00 per/hr	\$
30.00	Mileage	85 kms @ \$0.55 per/km	\$
46.75	Advance Poll	5 hours @ \$75.00 per/hr	\$
375.00			
By-election Day (August 15, 2015)	Travel time	1 hour @ \$30.00 per/hr	\$
30.00	Mileage	85 kms @ \$0.55 per/km	\$
46.75	By-election	12 hours @ \$75.00 per/hr	\$
900.00			
Registration of By-Election Results to Municipal Affairs	Election Reporting	2 hours @ \$ 75.00 per/hr	
\$150.00			

Sub-total 1,880.25 \$

(Plus GST – 5%) \$

94.01

TOTAL QUOTE 1,974.26 \$

Our consultancy "SV Planning and Development" (Kim and myself) would directly provide these services (and provide a back up/redundancy for each other) - Kim as Deputy Returning Officer and myself as Returning Officer.

This quote includes (within the hours of each activity) for administrative/support time to set up and tear down each venue and prepare advertising as required as well as final reporting of election results to Municipal Affairs. Our quote for the provision of Returning Officer duties is \$1,974.26 (including gst).

Thank you for your consideration Anita.

ITEM # 7(a)
 JUN 25 2015

Summer Village of Sunset Point

Paul Hanlan - Chief Administrative Officer

Kim Hanlan - Administrative Assistant

cao@hotlinkwireless.com

Phone (780) 717-6843

Fax (780) 967-5651

Summer Village of Sunset Point

RR2, Site 202, Comp 89

Onoway, Alberta

T0E 1V0

Summer Village of West Cove Action List

Date of Meeting	Resolution	Status
07-Jun-15	<p>RESOLUTION 15-083</p> <p>MOVED by Official Administrator Nelson that Aleks Nelson (Official Administrator) and Debbie McCann (Deputy Official Administrator) are the authorized signing officers for the Summer Village of West Cove. Cheques and other official documents must be signed by the CAO and either the Official or Deputy Official Administrator</p> <p>RESOLUTION 15-084</p> <p>MOVED by Official Administrator Nelson that the CAO obtain three quotes by email of individuals who are willing to act as the Returning Officer for the upcoming by-election. Quotes should include information on relevant experience and cost of providing the service. Quotes should be obtained by June 19, 2015.</p> <p>RESOLUTION 15-086</p> <p>MOVED by Official Administrator Nelson that the CAO prepare packages for people who are interested in seeking nomination. Packages should include a nomination form, the publication "Running for Municipal Office in Alberta" and a copy of the current procedural bylaw.</p> <p>RESOLUTION 15-087</p> <p>MOVED by Official Administrator Nelson that the CAO request a further extension date to June 30, 2015 for submitting the 2014 financial statements to the Minister of Municipal Affairs</p>	<p>Sent to bank on June 8/15</p> <p>Sent request to ASVA on June 8/15. Have received one quote so far</p> <p>packages available at the meeting on June 25/15</p> <p>emailed request on June 9/15</p>

ITEM # 9(a)
JUN 25 2015

CAO Report for the council meeting on Thursday, June 25, 2015

Finances: \$327.36 rebate from WCB (surplus). \$17,428.97 gst rebate received.

Development: 4 permits issued: 3 new residences (606- 6 street, 503 - 5 Street, 1704 Cove Crescent) one 10x14 shed (706-7 Street), one compliance certificate issued.

Public Works: Lagoon report – everything is fine, Lagoon – reeds were removed the last week of May. Picnic table vandalized, staff have repaired. One swing vandalized, staff have removed.

Respectfully submitted

A. Blais,
CAO

ITEM # 9(b)
JUN 25 2015

SUMMER VILLAGE OF WEST COVE

Balance Sheet

May 2015

General Ledger	Description	2015 May	YTD Balance
Assets	Asset Capital		
Fixed Assets			
3-00-610-000	Engineered Paved Roads	0.00	1,050,629.59
3-00-615-000	Acc Dep Engineered Pave Roads	0.00	(404,348.48)
3-00-640-000	Land	0.00	1,030,271.00
3-00-645-000	Land Improvements - 15 yrs	0.00	52,095.95
3-00-647-000	Acc Dep Land Improvements - 15 yrs	0.00	(24,423.08)
3-00-680-000	Buildings	0.00	142,670.00
3-00-685-000	Acc Dep Buildings	0.00	(29,959.90)
3-00-710-000	Engineered Gravel Roads	0.00	1,100,475.00
3-00-715-000	Acc Dep Engineered Gravel Roads	0.00	(1,048,360.92)
3-00-810-000	Engineered Wastewater	0.00	382,197.71
3-00-815-000	Acc Dep Engineered Wastewater	0.00	(154,626.80)
3-00-910-000	Machinery & Equipment	0.00	50,966.00
3-00-915-000	Acc Dep Machinery & Equipment	0.00	(32,653.30)
3-00-925-000	Acc Dep Furniture and Fixtures	0.00	(3,322.40)
3-00-955-000	Acc Dep Software	0.00	(2,500.00)
	Total Fixed Assets	0.00	2,109,110.37
Other Assets			
3-00-950-000	Software - Muniware	0.00	5,000.00
	Total Other Assets	0.00	5,000.00
	Total Asset Capital	0.00	2,114,110.37
Assets	Asset Operating		
Accounts Receivable			
3-00-200-012	Grants Receivable	0.00	11,787.00
	Total Accounts Receivable	0.00	11,787.00
Bank			
3-00-121-000	Operating Bank Account	23,968.77	153,891.59
3-00-150-000	Savings Bank Account	238.00	339,780.58
3-00-190-000	GIC - Tax Recovery Account	0.00	4,656.85
	Total Bank	24,206.77	498,329.02
Other Assets			
3-00-205-000	Accrued Interest Receivable	0.00	706.69
	Total Other Assets	0.00	706.69
Other Current Assets			
3-00-970-000	Work in Progress	0.00	17,426.00
	Total Other Current Assets	0.00	17,426.00
Assets			
3-00-210-000	Taxes Receivable	(49,074.04)	364,135.64
3-00-260-000	GST Receivable	1,027.11	21,252.15
	Total Assets	(48,046.93)	385,387.79
	Total Asset Operating	(23,840.16)	913,636.50
	Total Assets	(23,840.16)	3,027,746.87

ITEM # 10(a)
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Liabilities	Liability Capital		
Other Current Liability			
4-00-007-800	MSI Capital Grant	0.00	70,141.14
	Total Other Current Liability	0.00	70,141.14
Surplus Deficit			
4-00-891-000	Capital Surplus/Deficit	0.00	0.00
	Total Surplus Deficit	0.00	0.00
Liability			
4-00-002-000	Reserve Capital	0.00	25,000.00
4-00-005-000	Reserve Cap Maint Building	0.00	0.00
4-00-006-200	Machinery & Equipment	0.00	29,933.00
4-00-006-400	Land Improvements	0.00	18,863.25
4-00-006-600	Lagoon Restoration Fund	0.00	0.00
4-00-060-000	Engineered Structures	0.00	177,940.61
4-00-800-000	Equity in Fixed Assets	0.00	1,965,753.19
	Total Liability	0.00	2,217,490.05
	Total Liability Capital	0.00	2,287,631.19
Liabilities	Liability Operating		
Other Current Liability			
4-00-007-000	BMTG/SIP Grant	0.00	13,709.00
4-00-007-200	FGTF/NDCC Grant	0.00	14,418.00
4-00-007-600	AMIP Grant	0.00	18,616.87
4-00-007-850	MSI Operating Grant	0.00	1,999.86
4-00-280-000	Net Proceeds L Morgan TR#1271	0.00	4,656.85
4-00-285-000	Accrued Payables	0.00	3,300.00
	Total Other Current Liability	0.00	56,700.58
Surplus Deficit			
4-00-850-000	Accumulated Surplus/Deficit	0.00	161,700.64
4-00-890-000	Operating Surplus/Deficit	0.00	112,493.33
	Total Surplus Deficit	0.00	274,193.97
Liability			
4-00-001-000	Operating Reserves	0.00	6,000.00
4-00-030-000	Development Bonds	0.00	0.00
4-00-050-000	Payroll Withholdings	0.00	0.00
4-00-270-000	Accounts Payable	0.00	1,367.68
	Total Liability	0.00	7,367.68
	Total Liability Operating	0.00	338,262.23
	Total Liabilities	0.00	2,625,893.42
	Current Year Surplus/Deficit	(23,840.16)	401,853.45
	Total Liabilities	(23,840.16)	3,027,746.87

SUMMER VILLAGE OF WEST COVE

Accounts Payable Bank Reconciliation

Page 1 of 1

2015-Jun-17
7:54:12PM

May Balance Shown on Bank Statement

145,022.87

Add Outstanding Deposits

<u>Deposit Description</u>	<u>Batch #</u>	<u>Deposit Date</u>	<u>Amount</u>
BANK DEPOSIT	413	2015-05-29	19,719.93
Total Deposits Outstanding			19,719.93
			19,719.93
Sub Total			<u>164,742.80</u>

Less Outstanding Cheques

<u>Payee</u>	<u>Cheque #</u>	<u>Cheque Date</u>	<u>Amount</u>
L. Worden	20150402	2015-05-15	1,115.40
Jay Kur Contracting Ltd.	20150411	2015-05-16	6,848.31
Dynamic Household Support Inc.	20150412	2015-05-18	2,887.50
Total Outstanding Cheques			10,851.21
			(10,851.21)

And Adjustments

Your Bank Balance Should Be	<u>153,891.59</u>
Your Reconciled Bank Balance Is	<u>153,891.59</u>
Difference	<u><u>0.00</u></u>

*** End of Report ***



RBC Royal Bank®

Close

Chequing

5 Jun 2015

CAD Chequing 05259-1031400

Show All Transactions for May 2015

Date	Description	Withdrawals	Deposits	Balance
1 May 2015	BR TO BR - 4089		335.00	
1 May 2015	CHEQUE - 20150393	53.55		
1 May 2015	CHEQUE - 20150395	100.00		
1 May 2015	MONTHLY FEE	3.75 ✓		
1 May 2015	SERVICE FEE	3.60 ✓		139,744.90
4 May 2015	CHEQUE - 20150390	315.00		
4 May 2015	CHEQUE - 20150396	3,023.00		136,406.90
5 May 2015	CHEQUE - 20150388	182.08		136,224.82
7 May 2015	CHEQUE - 20150384	267.75		135,957.07
13 May 2015	CHEQUE - 20150387	2,091.60		133,865.47
15 May 2015	BR TO BR - 8719		18,713.39	152,578.86
19 May 2015	BR TO BR - 4349		13,039.16	165,618.02
21 May 2015	CHEQUE - 20150403	168.00		
21 May 2015	CHEQUE - 20150408	551.25		
21 May 2015	CHEQUE - 20150409	960.83		
21 May 2015	CHEQUE - 20150399	1,157.55		
21 May 2015	CHEQUE - 20150398	3,780.00		159,000.39
22 May 2015	CHEQUE - 20150400	413.40		
22 May 2015	CHEQUE - 20150401	3,719.09		154,867.90
25 May 2015	CHEQUE - 20150406	1,356.38		153,511.52
26 May 2015	WWW PAYMENT - 9727 -ALBERTA MUN COR	1,066.85 ✓		
26 May 2015	CHEQUE - 20150404	91.04		
26 May 2015	CHEQUE - 20150405	315.00		
26 May 2015	CHEQUE - 20150407	1,052.14		
26 May 2015	CHEQUE - 20150410	1,971.00		149,015.49
28 May 2015	UTILITY BILL PMT -STE ANNE GAS-GB	42.62 ✓		148,972.87
29 May 2015	CHEQUE - 20150394	110.00		
29 May 2015	CHEQUE - 20150354	840.00		
29 May 2015	CHEQUE - 20150397	3,000.00		145,022.87



RBC Royal Bank®

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Chequing

5 Jun 2015

CAD Chequing 004 01599-1035385

Show All Transactions for May 2015

Date	Description	Withdrawals	Deposits	Balance
1 May 2015	DEPOSIT INTEREST		238.00 ✓	340,903.85

SUMMER VILLAGE OF WEST COVE

Revenues & Expenses

For the Period Ending May 31, 2015

General Ledger	Description	May 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
Revenues					
1-00-030-000	Transfer from Reserves	0.00	0.00	45,000.00	45,000.00
1-00-110-000	Residential Taxes	1,696.08	396,127.56	380,981.51	(15,146.05)
1-00-150-000	Lac Ste Anne Foundation	0.00	0.00	13,450.00	13,450.00
1-00-190-000	Taxes-Power, Gas, Telephone	0.00	705.12	705.12	0.00
1-00-510-000	Tax Penalties and Costs	0.00	5,184.31	5,000.00	(184.31)
1-00-550-000	Return on Investment	238.00	812.49	4,000.00	3,187.51
1-00-740-000	Federal Gas Tax Grant	0.00	0.00	0.00	0.00
1-12-250-000	Business Licenses	0.00	0.00	0.00	0.00
1-12-520-000	Tax Certificates	0.00	105.00	300.00	195.00
1-12-590-000	Miscellaneous Revenue	327.36	2,102.74	0.00	(2,102.74)
1-12-600-000	Safety Codes	0.00	155.62	400.00	244.38
1-12-700-000	Fines & Penalties	0.00	65.00	0.00	(65.00)
1-32-200-000	MSI Capital Grant	0.00	92,648.00	89,933.00	(2,715.00)
1-32-500-000	MSI Operating Grant	0.00	8,835.00	10,237.00	1,402.00
1-32-700-000	Basic Mun Transportation Grant	0.00	12,033.00	12,033.00	0.00
1-32-840-000	Conditional Grants	0.00	1,097.00	4,112.00	3,015.00
1-61-590-000	Development Permits, Compliance Certific	375.00	1,310.00	1,000.00	(310.00)
* Total Revenues		2,636.44	521,180.84	567,151.63	45,970.79
Expenses					
2-11-210-000	Council Honoraria	1,725.00	2,325.00	5,000.00	2,675.00
2-11-211-000	Council Expenses	0.00	100.00	500.00	400.00
2-12-111-000	Administration Fees	3,875.00	18,275.00	55,000.00	36,725.00
2-12-131-000	WCB	0.00	389.07	900.00	510.93
2-12-200-000	Conference fees	0.00	0.00	500.00	500.00
2-12-211-000	Travel & Subsistence	2,040.89	3,024.59	6,500.00	3,475.41
2-12-215-000	Postage	779.40	895.50	1,500.00	604.50
2-12-216-000	Internet	0.00	0.00	200.00	200.00
2-12-217-000	Phone	110.00	440.00	1,350.00	910.00
2-12-219-000	Website	0.00	0.00	200.00	200.00
2-12-220-000	Assessor Fees	0.00	3,984.00	7,968.00	3,984.00
2-12-224-000	Memberships	0.00	1,694.84	2,700.00	1,005.16
2-12-231-000	Audit	0.00	0.00	3,900.00	3,900.00
2-12-232-000	LTO & Legal fees	1,291.79	17,017.86	30,000.00	12,982.14
2-12-239-000	Elections	0.00	0.00	2,500.00	2,500.00
2-12-241-000	Advertising	0.00	37.00	0.00	(37.00)
2-12-250-000	Miscellaneous	0.00	0.00	0.00	0.00
2-12-251-000	Software/support	86.70	520.20	1,100.00	579.80
2-12-260-000	Office rent	150.00	600.00	1,800.00	1,200.00
2-12-274-000	Insurance/Bond	0.00	0.00	4,500.00	4,500.00
2-32-000-000	Transportation-Amortization	0.00	0.00	0.00	0.00
2-12-510-000	Office Supplies	160.65	546.63	1,100.00	553.37

General Ledger	Description	May 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
Expenses cont'd					
2-12-512-000	Photocopying	173.16	282.60	500.00	217.40
2-12-810-000	Bank Charges	7.35	(403.18)	225.00	628.18
2-12-950-000	Yellowhead Regional Library	0.00	260.15	550.00	289.85
2-32-200-000	Roads - general maintenance/repairs	0.00	0.00	2,500.00	2,500.00
2-32-200-001	Roadway Repairs	0.00	0.00	2,500.00	2,500.00
2-32-000-005	Drainage Project	0.00	0.00	30,000.00	30,000.00
2-32-250-000	Roads - summer contracted	0.00	0.00	500.00	500.00
2-32-260-000	Road - winter contracted	0.00	3,880.00	7,000.00	3,120.00
2-32-500-000	Road - paving project	0.00	0.00	0.00	0.00
2-32-510-000	Roads - salaries	0.00	0.00	0.00	0.00
2-32-600-000	Roads - Streetlights	1,066.85	6,447.75	11,500.00	5,052.25
2-32-760-000	Transfer to Road Reserves	0.00	0.00	0.00	0.00
2-42-000-000	Water Systems Amortization	0.00	0.00	0.00	0.00
2-42-200-000	Lagoon	300.00	1,200.00	3,600.00	2,400.00
2-42-225-000	Lagoon Restoration	0.00	0.00	11,000.00	11,000.00
2-42-250-000	Utilities - solid waste & lagoon	0.00	0.00	0.00	0.00
2-43-200-000	Garbage Disposal	0.00	0.00	0.00	0.00
2-43-210-000	Garbage Collection	3,541.99	7,067.63	48,000.00	40,932.37
2-52-100-000	MSI Capital Project	6,522.20	9,401.25	71,646.00	62,244.75
2-61-200-000	Planning - Contracted Services	525.00	5,087.30	1,000.00	(4,087.30)
2-72-100-000	Community hall/storage centre	158.48	409.43	650.00	240.57
2-72-200-000	Salaries	2,910.00	3,070.00	45,000.00	41,930.00
2-72-250-000	Park maintenance equipment	0.00	497.76	4,700.00	4,202.24
2-72-255-000	Trees/dredging/dock	0.00	0.00	3,000.00	3,000.00
2-72-500-000	Recreation - West Cove Days	0.00	2,857.14	3,000.00	142.86
2-72-550-000	Recreation playground equipment	0.00	0.00	0.00	0.00
2-72-600-000	Equipment repairs and supplies	0.00	255.00	1,000.00	745.00
2-72-650-000	Weed control	0.00	0.00	350.00	350.00
2-72-000-000	Parks and Rec Amortization	0.00	0.00	0.00	0.00
2-72-700-000	Rec program FCSS	0.00	0.00	5,483.00	5,483.00
2-73-200-000	Lac Ste Ann Mun Services Package	1,052.14	2,118.94	40,000.00	37,881.06
2-73-300-000	Wild Water Commission	0.00	0.00	3,500.00	3,500.00
2-74-010-000	Transfer to Emergency Access Reserve	0.00	0.00	0.00	0.00
2-75-001-000	School Requisition	0.00	32,414.25	128,574.51	96,160.26
2-75-002-000	School Requisition - non residential	0.00	0.00	705.12	705.12
2-75-005-000	Lac Ste Anne Foundation	0.00	0.00	13,450.00	13,450.00
2-97-764-000	Transfer to Reserves	0.00	0.00	0.00	0.00
2-99-999-999	Clearing account	0.00	0.00	0.00	0.00
* Total Expenses		26,476.60	124,695.71	567,151.63	442,455.92
**P Surplus/deficit		(23,840.16)	396,485.13	0.00	(396,485.13)

SUMMER VILLAGE OF WEST COVE

Accounts Payable Bank Reconciliation

2015-May-12
2:12:41PM

April Balance Shown on Bank Statement

139,570.80

Add Outstanding Deposits

<u>Deposit Description</u>	<u>Batch #</u>	<u>Deposit Date</u>	<u>Amount</u>
BANK DEPOSIT	396	2015-04-30	335.00
Total Deposits Outstanding			335.00
			335.00
Sub Total			<u>139,905.80</u>

Less Outstanding Cheques

<u>Payee</u>	<u>Cheque #</u>	<u>Cheque Date</u>	<u>Amount</u>
Landscape FX	20150354	2015-01-29	840.00
Handi-Can	20150384	2015-04-22	267.75
Municipal Assessment Services	20150387	2015-04-22	2,091.60
Muniware	20150388	2015-04-22	182.08
Real Water Consulting	20150390	2015-04-22	315.00
Blais, Anita	20150393	2015-04-25	53.55
Brad Londeau	20150394	2015-04-25	110.00
Lac Ste Anne County	20150395	2015-04-25	100.00
Ste Anne Natural Gas	20150396	2015-04-25	3,023.00
West Cove Community League	20150397	2015-04-25	3,000.00
Total Outstanding Cheques			9,982.98
			(9,982.98)

And Adjustments

Your Bank Balance Should Be	<u>129,922.82</u>
Your Reconciled Bank Balance Is	<u>129,922.82</u>
Difference	<u><u>0.00</u></u>

*** End of Report ***



RBC Royal Bank®

Close

Chequing

4 May 2015

CAD Chequing 05259-1031400

Show All Transactions for April 2015

Date	Description	Withdrawals	Deposits	Balance
1 Apr 2015	MONTHLY FEE	3.75 ✓		
1 Apr 2015	SERVICE FEE	3.60 ✓		44,456.91
2 Apr 2015	CHEQUE - 20150376	862.80		43,594.11
6 Apr 2015	CHEQUE - 20150378	9,897.76		33,696.35
7 Apr 2015	CHEQUE - 20150375	100.00		33,596.35
8 Apr 2015	CHEQUE - 20150379	514.39		33,081.96
9 Apr 2015	ACCOUNT PAYABLE PMT -ALBERTA GOVT		1,097.00 ✓	34,178.96
14 Apr 2015	CHEQUE - 20150377	94.64		34,084.32
24 Apr 2015	BR TO BR - 4089		805.62 ✓	
24 Apr 2015	BR TO BR - 4089		1,200.00 ✓	36,089.94
27 Apr 2015	WWW PAYMENT - 6860 -ALBERTA MUN COR	1,120.25 ✓		
27 Apr 2015	CHEQUE - 20150386	215.00		
27 Apr 2015	CHEQUE - 20150380	397.95		
27 Apr 2015	CHEQUE - 20150382	470.53		
27 Apr 2015	CHEQUE - 20150392	525.00		
27 Apr 2015	CHEQUE - 20150381	3,780.00		29,581.21
28 Apr 2015	ACCOUNT PAYABLE PMT -ALBERTA GOVT		113,516.00 ✓	
28 Apr 2015	UTILITY BILL PMT -STE ANNE GAS-GB	52.00 ✓		
28 Apr 2015	CHEQUE - 20150389	90.00		
28 Apr 2015	CHEQUE - 20150391	1,628.50		
28 Apr 2015	CHEQUE - 20150383	1,902.06		139,424.65
29 Apr 2015	BR TO BR - 4089		185.00 ✓	139,609.65
30 Apr 2015	CHEQUE - 20150385	38.85		139,570.80

Royal Bank of Canada Website, © 1995 - 2015

CAD Chequing 004 01599-1035385

Show All Transactions for April 2015

Date	Description	Withdrawals	Deposits	Balance
1 Apr 2015	DEPOSIT INTEREST		294.32 ✓	
1 Apr 2015	SERVICE FEE	5.00 ✓		340,665.85



GIC Details

GIC 00990155026-0001

Current Details

Type of GIC	Non Redeemable GIC
Issued by	Royal Bank of Canada
Ownership	Sole Owner
Redeemable	No
Purchase Date	9 Mar 2013
Term	3 Years
Interest Rate(s)	1.8000% Per Annum
Amount Originally Invested	\$4,668.03
Current Balance	\$4,837.59
Next Payment of Interest	Reinvested, 9 Mar 2016
Interest Payment Frequency	Annual

Maturity Details

Maturity Date	9 Mar 2016
Maturity Instructions	Renew Principal
Anticipated Interest	\$256.64
Maturity Value	\$4,924.67

Note: You can update maturity instructions online anytime, up to one business day before maturity. To redeem your GIC over the phone or in person, please call 1-800-463-3863 or visit your branch.

[Update Maturity Instructions](#)
[Change Payout Account](#)
[Change Interest Payment Account](#)

SUMMER VILLAGE OF WEST COVE

Cheque Listing For Council

2015-Jun-23
3:25:03PM

Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20150413	2015-06-23	Anita, Blais	June 2015	PAYMENT ADMIN	3,780.00	3,780.00
20150414	2015-06-23	Blais, Anita	53	PAYMENT EXPENSES	963.10	963.10
20150415	2015-06-23	Brad Londeau	9	PAYMENT BURN PIT	125.00	125.00
20150416	2015-06-23	Dynamic Household Support Inc.	2181 2182	PAYMENT EXPENSES MAINTENANCE	198.93 5,775.00	5,973.93
20150417	2015-06-23	Evergreen Ecological	13200	PAYMENT MAY CONTRACT	4,655.03	4,655.03
20150418	2015-06-23	Muniware	20150456	PAYMENT JULY SUPPORT	91.04	91.04
20150419	2015-06-23	Real Water Consulting	98	PAYMENT MAY CONTRACT	315.00	315.00
20150420	2015-06-23	Reynolds Mirth	147071 147197	PAYMENT SDAB SDAB	147.00 2,907.21	3,054.21
20150421	2015-06-23	Rock Hill Contracting	1261	PAYMENT CATTAILS LAGOON	11,550.00	11,550.00
20150422	2015-06-23	West Inter Lake District	2015-13 2015-30	PAYMENT OPERATING COSTS DEBENTURE 2015	3,586.84 1,283.50	4,870.34
20150423	2015-06-23	Anita, Blais	Jun 15/DO	PAYMENT DO FEES TO JUNE 23/15	708.75	708.75
20150424	2015-06-23	Lac Ste Anne Foundation	30630	PAYMENT 2015 REQUISITION	11,633.25	11,633.25
20150425	2015-06-23	Opus Stewart Weir	32066	PAYMENT DRAINAGE PROJECT	1,539.36	1,539.36

Total 49,259.01

*** End of Report ***

ITEM # 10(b)
 JUN 25 2015