



# Summer Village of Crystal Springs

Box 6C Village Drive, Westeros, AB T0C 2V0

Tel: 780-586-2500

Email: [info@crystalsprings.ca](mailto:info@crystalsprings.ca)

[www.crystalsprings.ca](http://www.crystalsprings.ca)

## Minutes

Regular Council Meeting

September 12, 2017

Administration Boardroom

### Present:

Ian Rawlinson, Mayor

Denise Thompson, Interim Chief Administrative Officer

Ron LaJeunesse, Deputy Mayor

Margaret Gagnon, Councillor

### A. CALL TO ORDER

Mayor Rawlinson called the meeting to order at 7:01 pm

### B. ADDITIONS TO THE AGENDA

Res. #17-225

Moved by Councillor Gagnon to accept the agenda as amended.

CARRIED

### C. ADOPTION OF MINUTES

Res. # 17-226

Moved by Deputy Mayor LaJeunesse to accept the minutes of the Regular Council meeting of August 16<sup>th</sup>, 2017 as amended.

CARRIED

Res. # 17-227

Moved by Deputy Mayor LaJeunesse to accept the minutes of the Organizational Meeting of August 24<sup>th</sup>, 2017.

CARRIED

Res. # 17-228

Moved by Councillor Gagnon to accept the minutes of the Special Council Meeting of August 29<sup>th</sup>, 2017 as corrected.

CARRIED

### D. BYLAWS & POLICIES

Res. # 17-229

Moved by Deputy Mayor LaJeunesse to accept the Service Award Policy # 19-2017 as amended.

CARRIED

Res. # 17-230

Moved by Mayor Rawlinson to accept the Council Code of Conduct Policy #21-2017 as presented.

CARRIED

Res. # 17-231

Moved by Deputy Mayor LaJeunesse to accept the CAO Performance Evaluation Policy # 20-2017 as presented.

CARRIED

Res. # 17-232

Moved by Deputy Mayor LaJeunesse to give First Reading to Bylaw # 227 Council Committee Bylaw.



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CARRIED

**Res. # 17-233**

Moved by Mayor Rawlinson to give Second Reading to Bylaw #227 Council Committee Bylaw.

CARRIED

**Res. # 17-234**

Moved by Councillor Gagnon to give Third Reading and pass Bylaw #227 Council Committee Bylaw.

CARRIED

Expense Policy – tabled and Administration to review

## **E. DISCUSSION/ACTION ITEMS**

**Res. # 17-235**

Moved by Deputy Mayor LaJeunesse to accept the Terms of Reference for Parks & Recreation as presented.

CARRIED

Old Store Property – tabled for more information. Administration has asked to investigate contamination, environmental impact of tank(s), access agreement & expense recovery.

**Res. # 17-236**

Moved by Deputy Mayor LaJeunesse to direct Administration to investigate appropriate signage for the boat launch, access/locking and safety standards.

CARRIED

**Res. # 17-237**

Moved by Deputy Mayor LaJeunesse to accept the Terms of Reference for the Communications Committee.

CARRIED

**Res. # 17-238**

Moved by Mayor Rawlinson to accept the Governance and Administration Improvement Plan with changes and submit to the Minister of Municipal Affairs as required by Directive # 10 of the Ministerial Order.

CARRIED

**Res. # 17-239**

Moved by Mayor Rawlinson to direct the CAO to conduct a review of expenses of the previous (3) members of Council for 2017 for compliance of expenses with the existing bylaws and policies.

CARRIED

**Res. # 17-240**

Moved by Mayor Rawlinson that on the advice of Municipal Affairs, direct administration to review the existing honorarium and expenses bylaws and policies.

CARRIED

**Res. # 17-241**

Moved by Deputy Mayor LaJeunesse to approve the Change Order to the Wastewater contract, extending the service from the curb stop to the property line to a maximum of \$275,000 to come from General Revenues/Reserves and applied by to grand funding.

CARRIED.

## **F. REPORTS**

**Res. # 17-242**

Moved by Deputy Mayor LaJeunesse to accept the CAO Report as presented.

CARRIED



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**Res. # 17-243**

Moved by Councillor Gagnon to accept the Ministerial Directive Compliance & Progress Report as presented. **CARRIED**

**Res. # 17-244**

Moved by Deputy Mayor LaJeunesse to direct Administration to bring forward an updated 2017 Operations Budget. **CARRIED**

**Res. # 17-245**

Moved by Deputy Mayor LaJeunesse that balance of payment to Civic Solutions be deferred until the

**Res. # 17-246**

Moved by Deputy Mayor LaJeunesse to accept the Financial Reports as presented. **CARRIED**

**G. IN-CAMERA – CAO Contracts & Recruitment**

**Res. # 17-247**

Moved by Mayor Rawlinson to move in-camera. 6:20 pm **CARRIED**

**Res. # 17-248**

Moved by Deputy Mayor LaJeunesse to come out of in-camera at 7:01 pm **CARRIED**

**Res. # 17-249**

Mayor can further discuss the billing with the principle owner of the company. **CARRIED**

**H. MEETING DATES**

Next Regular Council Meeting Tuesday, October 10<sup>th</sup>, 2017 at 4:pm

**I. CORRESPONDANCE**

**Res. # 17-250**

Deputy Mayor LaJeunesse moved acceptance of the correspondence. **CARRIED**

**J. ADJOURNMENT**

**Res. # 17-251**

Mayor Rawlinson moved to adjourn at 7:03 pm **CARRIED**

**Ian Rawlinson, Mayor  
Summer Village of Crystal Springs**

**Denise Thompson, Interim C.A.O.  
Summer Village of Crystal Springs**