



# Town of Milk River

## Regular Council Meeting Agenda

### Town Hall Complex

### January 11<sup>th</sup>, 2016 at 5:30 pm

- 1) Call Council Meeting to Order
- 2) Delegations
- 3) Additions to the Agenda
- 4) Minutes of the December 14<sup>th</sup>, 2015, Regular Council Meeting
- 5) Business Arising from Minutes
- 6) Financial Reports
  - Accounts Payable #20150903 to #20150980
- 7) Administration Reports
  - a) CAO Report
  - b) PW Foreman Report
  - c) Council Resolution Status
  - d) Capital Project Status
- 8) Old Business
- 9) New Business
  - a) Bylaw #989 – Water, Wastewater, Garbage Services - Rate Amendment
  - b) Alberta Community Partnership (ACP) Grant – Motion Supporting Application
  - c) Water Conservation Bylaw Discussion
  - d) Prairie Rose Lodge Member at Large Town Rep Discussion
  - e) Emergency Management Committee Meeting Setup – Dates?
  - f) 2015 – 2018 Strategic Plan (to be emailed out by Friday)
  - g) Correspondence
- 10) Councillors Reports (Round Table Discussion)
  - a) Councillor Cody Report enclosed
- 11) Mayor's Report
- 12) In Camera
  - a) FOIPP Section 24 – Advice from Officials – Land
- 13) Adjournment

**TOWN OF MILK RIVER  
REGULAR COUNCIL MEETING MINUTES  
December 14, 2015**



*The regular meeting of the council of the Town of Milk River was held in council chambers in the municipal office on Monday, December 14<sup>th</sup>, 2015, commencing at 5:30 pm.*

**Attendance**

Mayor, D. Hawco  
Councillor, M. McCanna  
Councillor, P. Losey  
Councillor, D. Cody

Councillor S. Liebelt was excused.

Chief Administrative Officer, R. Leuzinger & Public Works Foreman S. Beliveau.

**Call to Order**

Mayor Hawco called the meeting to order at 5:30 pm.

**Additions to Agenda**

Res. No. 2015-12-03

MOVED by Councillor Cody that the agenda be approved, with the following additions:

k) Air Compressor – Raw Water Station

UNANIMOUSLY CARRIED

**Approval of Minutes**

Res. No. 2015-12-04

MOVED by Councillor McCanna that the minutes of the Regular Council Meeting held on November 9, 2015, and the Special Council Meeting held on December 8, 2015, be approved.

UNANIMOUSLY CARRIED

**Accounts Payable**

Res. No. 2015-12-05

MOVED by Councillor Losey to accept accounts payable #20150822-#20150902.

UNANIMOUSLY CARRIED

**Administration Reports**

Res. No. 2015-12-06

MOVED by Councillor McCanna to accept the Administration reports as information, as presented.

UNANIMOUSLY CARRIED

**New Business**

**Bylaw #989 – Water, Wastewater and Garbage Services**

Res. No. 2015-12-07

MOVED by Councillor Losey for first reading of Bylaw #989 – Water, Wastewater and Garbage Services, as presented.

UNANIMOUSLY CARRIED

Res. No. 2015-12-08

MOVED by Councillor Cody for second reading of Bylaw #989 – Water, Wastewater and Garbage Services, as presented.

UNANIMOUSLY CARRIED

Res. No. 2015-12-09	MOVED by Councillor McCanna for unanimous consent to provide for third reading of Bylaw #989 – Water, Wastewater and Garbage Services.  UNANIMOUSLY CARRIED
Res. No. 2015-12-10	MOVED by Councillor Losey for third and final reading of Bylaw #989 – Water, Wastewater and Garbage Services, as presented.  UNANIMOUSLY CARRIED
<b>Bylaw #990 – Council Remuneration and Expenses</b> Res. No. 2015-12-11 Res. No. 2015-12-12	MOVED by Councillor McCanna for first reading of Bylaw #990 – Council Remuneration and Expenses, as presented.  UNANIMOUSLY CARRIED  MOVED by Councillor Cody for second reading of Bylaw #990 – Council Remuneration and Expenses, as presented.  UNANIMOUSLY CARRIED
Res. No. 2015-12-13	MOVED by Councillor Losey for unanimous consent to provide for third reading of Bylaw #990 – Council Remuneration and Expenses.  UNANIMOUSLY CARRIED
Res. No. 2015-12-14	MOVED by Councillor McCanna for third and final reading of Bylaw #990 – Council Remuneration and Expenses, as presented.  UNANIMOUSLY CARRIED
<b>100<sup>th</sup> Anniversary Celebration Request</b> Res. No. 2015-12-15	MOVED by Councillor Cody to provide for the following requests for the 100 <sup>th</sup> Anniversary Celebrations in 2016: <ul style="list-style-type: none"><li>• \$10,000 donation to be used for event expenses</li><li>• Allow for temporary camping in the un-serviced area north of 7<sup>th</sup> Avenue (south of mud bogs)</li><li>• Allow hot air balloon to set up east of Kinsmen Park</li><li>• Provide the inflatable playhouse for the Saturday</li><li>• Free swimming all weekend of Bonanza Days</li></ul> UNANIMOUSLY CARRIED
<b>2016 Operating and Capital Budget</b> Res. No. 2015-12-16	MOVED by Councillor McCanna to approve the 2016 interim operating budget of \$1,856,649 and the interim capital budget of \$640,750.  UNANIMOUSLY CARRIED
<b>2016 Staff Christmas Bonus</b> Res. No. 2015-12-17	MOVED by Councillor Cody to provide a \$100 Christmas bonus to all permanent staff members.  UNANIMOUSLY CARRIED

**Assessment Review  
Board Training**

Res. No. 2015-12-18

MOVED by Councillor Losey to send Mayor Hawco to Lethbridge for the Assessment Review Board Training session in 2016.

UNANIMOUSLY CARRIED  
Mayor Hawco abstained from voting

**Muniware Contracts**

Res. No. 2015-12-19

MOVED by Councillor McCanna to direct administration to sign the Software Support Agreement and the Software License Agreements with Muniware.

UNANIMOUSLY CARRIED

**Milk River Cable  
Club Internet Issue**

MOVED by Councillor Cody to write off invoice #20150099 in the amount of \$560.

UNANIMOUSLY CARRIED

**Raw Water Pump  
House Air  
Compressor  
Purchase**

Res. No. 2015-12-20

MOVED by Councillor McCanna to purchase an air compressor for the Raw Water Pump House for \$188,000 from Consolidated Compressor, to be funded by the Water for Life Grant (\$166,410) and \$21,590 from reserves.

UNANIMOUSLY CARRIED

**Correspondence**

Res. No. 2015-12-21

MOVED by Councillor McCanna to accept the correspondence as information, as presented.

UNANIMOUSLY CARRIED

**Councillor Reports**

Councillor McCanna

- Riverside Golf Course Society meeting
- Doctor Recruitment Committee

Councillor Liebelt, Losey and Cody

- Reports included in the Council agenda package.

**Mayor's Report**

Mayor Hawco reported on the following:

- Oldman River Regional Services Commission Executive meeting
- Mayors & Reeves meeting
- Discussions with MLA Grant Hunter about our situation with water shortages

**In Camera Session**

Res. No. 2015-12-22

MOVED by Councillor Losey to go in camera at 7:38pm, as per section #24 of FOIPP.

UNANIMOUSLY CARRIED

Res. No. 2015-12-23

MOVED by Councillor McCanna to come out of the in camera session at 7:50pm.

UNANIMOUSLY CARRIED

**Adjournment**

Res. No. 2015-12-24

MOVED by Councillor Cody to adjourn the meeting at 7:52pm.

UNANIMOUSLY CARRIED

These minutes approved this 11<sup>th</sup> day of January, 2016.

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Mayor – David Hawco

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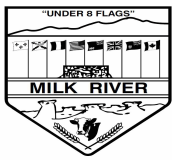
CAO – Ryan Leuzinger



# TOWN OF MILK RIVER

## Cheque Listing For Council

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20150903	2015-12-07	A.A.M.D.C.		PAYMENT		8,034.82
			39857817	STAPLES-OFFICE SUPPLIES	594.35	
			39863997	STAPLES-CREDIT ITEMS NOT RECE	(92.35)	
			39864279	STAPLES-PAPER/COLOR PAPER	489.81	
			39988576	STAPLES-HAND SOAP, OFFICE SUP	54.78	
			40086904	STAPLES-OFFICE SUPPLIES	189.23	
			P39138	RME-SNOW FENCE	579.42	
			p39166	RME-FLAG FOR PLOW	89.89	
			P39184	RME-14" COLD W THER	84.55	
			P39198	RME-DERMA-MAX	13.13	
			P39384	RME-NIGHTHAWK LIGHT-GARBAGE	25.96	
			P39387	RME-ANTIFREEZE	17.18	
			W10767	RME-INSPECT/REPAIR GARBAGE TF	1,878.49	
			W10784	RME-INSPECT SANDING TRUCK	522.63	
			W10789	RME-INSPECT CUBE VAN	655.51	
			W10790	RME-INSPECT/REPAIR INT DUMP TF	1,494.77	
			W10791	RME-INSPECT BACKHOE	506.17	
			W10797	RME-REPAIR GARBAGE TRUCK	931.30	
20150904	2015-12-07	ALBERTA ONE-CALL CORPORATION		PAYMENT		12.60
			120828	NOVEMBER NOTIFICATIONS	12.60	
20150905	2015-12-07	BELIVEAU, SAMUEL		PAYMENT		468.25
			17	MAY-DEC 2015 CELL PHONE USE	400.00	
			18	2015 CLOTHING ALLOWANCE	68.25	
20150906	2015-12-07	BENCHMARK ASSESSMENT CONSULT.		PAYMENT		1,139.60
			15211	DECEMBER ASSESSMENT FEE	1,139.60	
20150908	2015-12-07	HACKE, DEREK		PAYMENT		240.00
			90	2015 CELL PHONE USE	240.00	
20150909	2015-12-07	LEUZINGER, RYAN SCOTT		PAYMENT		400.00
			35	MAY-DEC 2015 CELL PHONE USE	400.00	
20150910	2015-12-07	MCCOY, ISABELLE		PAYMENT		250.00
			22	2015 PLANT CARE HONORARIUM	250.00	
20150911	2015-12-07	MILK RIVER CABLE CLUB		PAYMENT		158.75
			22266	DECEMBER INTERNET/CABLE	158.75	
20150912	2015-12-07	MILK RIVER CURLING CLUB		PAYMENT		969.08
			28	POWER-OCT 8-NOV 7	811.91	
			29	GAS OCT 6-NOV 6	157.17	
20150913	2015-12-07	MILK RIVER HOME HARDWARE		PAYMENT		1,191.58
			2411527	DOWELLING	5.55	
			2411839	SNOW PUSHERS	43.03	
			2411884	SNOW BRUSH	9.44	
			2411956	HOOKS	13.51	
			2411980	HOOKS	6.27	
			2412170	AIRBLOWN FIGURES-CHRISTMAS D	356.84	
			2412272	SNOW FENCE	419.95	
			2412346	WIRE TIES-SNOW FENCE	7.34	
			2412434	SPACE HEATERS-TOWN HALL	161.67	
			2412540	SNOW FENCE	167.98	
20150914	2015-12-07	OSTENBERG, KAREN		PAYMENT		250.00
			25	2015 PLANT CARE HONORARIUM	250.00	
20150915	2015-12-07	PETTY CASH - ESTHER ELMAN		PAYMENT		57.50
			597	R.C.L. POPPY FUND	30.00	
			598	CANADA POST-XPRESSPOST-GST A	16.10	
			599	CANADA POST-PARCEL	11.40	
20150916	2015-12-07	RIDGE AUTO PARTS LTD.		PAYMENT		448.99
			604891	GARBAGE BAGS-CAMPGROUND	133.62	
			605414	BATHROOM TISSUE	241.88	



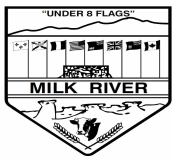
# TOWN OF MILK RIVER

## Cheque Listing For Council

2016-Jan-6

1:13:34PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20150916	2015-12-07	RIDGE AUTO PARTS LTD.	605460	AIR INFLATER GAUGE	73.49	448.99
20150917	2015-12-07	DAVIS, DAKOTA	21	PAYMENT CELL PHONE USE	240.00	240.00
20150918	2015-12-07	GOLDSMITH, R. PAUL	4 5	PAYMENT CELL PHONE USE 2015 CLOTHING ALLOWANCE	80.00 25.00	105.00
20150926	2015-12-16	ALBERTA WATER & WASTE WATER	920	PAYMENT ANNUAL MEMBERSHIP-D HACKE	60.00	60.00
20150927	2015-12-16	AMSC INSURANCE SERVICES LTD.	HSNOV2015-1	PAYMENT NOV HEALTH SPENDING	206.61	206.61
20150928	2015-12-16	BELIVEAU, SAMUEL	19	PAYMENT CHRISTMAS BONUS	100.00	100.00
20150929	2015-12-16	CHARLTON & HILL LTD.	JC80026	PAYMENT SERVICE CALL-ADMIN FURNACE	372.42	372.42
20150930	2015-12-16	CODY, DONALD THOMAS	10 11	PAYMENT MILEAGE-CHINOOK ARCH MTG-DEC MILEAGE-RRPSS MTG-DEC 7	85.50 86.50	172.00
20150931	2015-12-16	DAVIS, DAKOTA	22 24	PAYMENT BOOTS, WORK CLOTHES CHRISTMAS BONUS	215.86 100.00	315.86
20150932	2015-12-16	ELMAN, ESTHER	34	PAYMENT CHRISTMAS BONUS	100.00	100.00
20150933	2015-12-16	GOLDSMITH, R. PAUL	6	PAYMENT CHRISTMAS BONUS	100.00	100.00
20150934	2015-12-16	HACKE, DEREK	91	PAYMENT CHRISTMAS BONUS	100.00	100.00
20150935	2015-12-16	HAWCO, DAVID	25	PAYMENT MILEAGE FOR MEETINGS-OCT 2-DE	659.00	659.00
20150936	2015-12-16	HUGHSON TRUCKING INC.	145440	PAYMENT DITCHING ALONG BALL DIAMONDS	10,500.00	10,500.00
20150937	2015-12-16	L.A. POWER SYSTEMS LTD.	63023	PAYMENT DECALS FOR FIRE HELMETS	52.50	52.50
20150938	2015-12-16	LEUZINGER, RYAN SCOTT	36	PAYMENT CHRISTMAS BONUS	100.00	100.00
20150939	2015-12-16	LIEBELT, SUZANNE	4	PAYMENT AUMA-CALGARY-SEPT 22-25	600.00	600.00
20150940	2015-12-16	MCCANNA, MARY MARGARET	8	PAYMENT MILEAGE-SEPT 1-DEC 1 MEETINGS	64.00	64.00
20150941	2015-12-16	MPE ENGINEERING LTD.	1440-045-00-01	PAYMENT GRAVEL LEASE-CONSERVATION/BL	10,906.58	10,906.58
20150942	2015-12-16	NORTH & CO LLP	69580	PAYMENT PROF. FEES-EVEREST LAWSUIT	11,564.81	11,564.81
20150943	2015-12-16	PROGRESSIVE WASTE SOLUTIONS CANADA INC.	639-0000376493	PAYMENT PLASTIC RECYCLING	14.18	14.18
20150944	2015-12-16	SWANSON, KIM	14	PAYMENT CHRISTMAS BONUS	100.00	100.00
20150945	2015-12-16	TOWN OF RAYMOND	20150440	PAYMENT DECEMBER PEACE OFFICER PROGI	2,181.00	2,181.00



# TOWN OF MILK RIVER

## Cheque Listing For Council

2016-Jan-6

1:13:34PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20150946	2015-12-16	UFA CO-OPERATIVE LIMITED		PAYMENT		2,530.66
			110196054	FUEL	1,891.05	
			110196055	DIESEL FOR SEWAGE LIFT STN GEN	476.55	
			110196056	FIRE FUEL	84.31	
			207829539	DELIVERY CHARGE-FUEL-SEWAGE	78.75	
20150947	2015-12-16	LAKELAND COLLEGE-PESTICIDES		PAYMENT		420.00
			201501	PESTICIDE COURSE-P GOLDSMITH	420.00	
20150961	2015-12-30	ATB FINANCIAL ACCOUNTS PAYABLE		PAYMENT		689.14
			201512	DECEMBER RRSP CONTRIBUTION	689.14	
20150962	2015-12-30	ATB FINANCIAL MASTER CARD		PAYMENT		444.45
			496	DINOS-SPECIAL COUNCIL MTG MEA	52.10	
			497	SANDSTONE-BUDGET MTG-MEAL	83.91	
			498	APPLE STORE-ADAPTER	61.95	
			499	HUDSONS-MEAL-TRAFFIC SAFETY E	40.70	
			500	MICROSOFT-OFFICE 365	103.95	
			c142036901	CPC-NEWSLETTER	101.84	
20150963	2015-12-30	BELIVEAU, SAMUEL		PAYMENT		103.92
			20	COSTCO-CLOTHING ALLOWANCE	20.99	
			21	MARKS-CLOTHING ALLOWANCE	68.24	
			22	MARKS-CLOTHING ALLOWANCE	14.69	
20150964	2015-12-30	DAVIS, DAKOTA		PAYMENT		395.28
			26	DECEMBER RRSP CONTRIBUTION	395.28	
20150965	2015-12-30	DENNIS' MOBILE GLASS LTD.		PAYMENT		420.00
			899	REPAIR DOOR-SWIMMING POOL	420.00	
20150966	2015-12-30	GOLDSMITH, R. PAUL		PAYMENT		390.96
			7	DECEMBER RRSP CONTRIBUTION	390.96	
20150967	2015-12-30	HACKE, DEREK		PAYMENT		595.92
			92	CLOTHING ALLOWANCE-JACKET	100.00	
			93	DECEMBER RRSP CONTRIBUTION	495.92	
20150968	2015-12-30	HUGHSON TRUCKING INC.		PAYMENT		31.50
			145929	FREIGHT-PRESSURE PUMP FROM S	31.50	
20150969	2015-12-30	L.A. POWER SYSTEMS LTD.		PAYMENT		2,142.00
			63233	HYDROVAC TO REPAIR WATERLEA	2,142.00	
20150971	2015-12-30	PARCON CONSTRUCTION LTD.		PAYMENT		416,472.26
			P.C. #2	SANITARY LIFT STN UPGRADE	416,472.26	
20150972	2015-12-30	PUROLATOR COURIER LTD.		PAYMENT		62.17
			429902044	FREIGHT-KAIZEN LABS	62.17	
20150973	2015-12-30	RECEIVER GENERAL FOR CANADA		PAYMENT		11,840.34
			201512	DECEMBER REMITTANCE	11,840.34	
20150974	2015-12-30	ROSSCO'S TREE SERVICE & CONTRACTING LTD.		PAYMENT		1,995.00
			5012	TREE REMOVAL, STUMP GRINDING	1,995.00	
20150975	2015-12-30	SAFEGUARD BUSINESS SYSTEMS LTD.		PAYMENT		177.45
			031142181	PENS	177.45	
20150976	2015-12-30	SEGO INDUSTRIES INC.		PAYMENT		679.90
			LETI-010091	PRESSURE TANK-WTP	679.90	
20150977	2015-12-30	THE CYPRESS GROUP		PAYMENT		298.01
			241693	DECEMBER COPIES	298.01	
20150978	2015-12-30	THE ODD JOB COUPLE		PAYMENT		787.50
			201512	DECEMBER JANITORIAL	787.50	
20150979	2015-12-30	TRIPLE 'O' SALES		PAYMENT		1,105.29
			WO30266	REPAIR OIL LEAK, U-JOINT UNIT 11	1,105.29	





# TOWN OF MILK RIVER

## Cheque Listing For Council

2016-Jan-6

1:13:34PM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20150980	2015-12-30	BELIVEAU, SAMUEL	24	PAYMENT DEC RRSP CONTRIBUTION	867.28	867.28

**Total 494,684.16**

\*\*\* End of Report \*\*\*



## **Chief Administrative Officer Report**

REGULAR COUNCIL MEETING

Monday, January 11<sup>th</sup>, 2016

### **Administration & Operations**

- Budget Preparation
- Website Updating
- Strategic Planning
- Met/worked with MPE Engineering
  - Sewer Lift-station Renovation Project
  - Regional Waterline project
- Applied for the Alberta Recycling Authority Municipal Demonstration grant
  - \$30,000 grant for redoing the pool deck
  - December 2015 notification of award or denial
  - Grant awarded
- Applied for a grant to provide an AED for the golf course and the curling rink

### **Expected Upcoming Holidays/Days Off**

- January 24 – February 1, 2016
- September 9, 2016

### **Upcoming Training/Courses/Conferences**

- Brownlee Law – Emerging Trends – February 11, 2016
- LGAA Conference – April 5-8, 2016
- Intern Supervisor Orientation – April 14, 2016
- SLGM Conference - May 17-20, 2016



## **Public Works Foreman Report**

REGULAR COUNCIL MEETING

January 11<sup>th</sup>, 2016

### **General**

- All fire extinguishers in the Town of Milk River's buildings have passed their Annual inspection which was performed by Kost Fire Equipment Ltd. on December 30<sup>th</sup>.
- Eaves trough project at the Fire hall got completed on December 15<sup>th</sup>.
- Glass door at the swimming pool got fixed by Dennis Mobile Glass on December 18<sup>th</sup>.
- Oil leak on Unit #11 got fixed by Triple "O" on December 18<sup>th</sup>.
- Oil change and maintenance was performed on the Hotsy on December 18<sup>th</sup>.

### **Parks and Rec**

- 2 trees and 8 stumps were cut and grinded by Rossco's Tree Services on December 9<sup>th</sup>.

### **Roads**

- Water leak on the service line at 109 Main Street got fixed on December 15<sup>th</sup>.

### **Water & Wastewater**

- Bi-Annual test and report was completed on December 14<sup>th</sup>.
- Pump #3 got realigned by DTR and is fully operational at the WTP.
- Replaced one of the faulty pressure tank at the WTP.

### **Waste Management**

- We camera the sewer line at 204 4<sup>th</sup> Avenue N. on December 11<sup>th</sup>. Report and Video have been forwarded to our CAO.

### **Education & Training**

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### **Projected Plans**

- **Building protocols on how we do things**
- **Updating maintenance program**
- **Promoting continuous education/ Water certification**

Respectfully submitted

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Samuel Béliveau – PW Foreman

## Council Resolution Status

### Regular Meeting - September 2015

2015-09-12	Riverside Market - Water Issue	Admin	Ongoing	*looking into options with his plumber
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### Regular Meeting - November 2015

2015-11-10	Baseball Diamond Drainage Swale	Admin	Ongoing	*Seeding and finalization to occur in spring
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### Regular Meeting - December 2015

2015-12-07-10	Utility Rates Bylaw	Admin	Completed	
2015-12-11-14	Council Remuneration Bylaw	Admin	Completed	
2015-12-15	100th Anniversary Letter	Admin	Completed	
2015-12-16	Operating and Capital Budgets	Admin	Completed	
	Letter to MRCC - Donation	Admin	Completed	
2015-12-17	Staff Xmas Bonus	Admin	Completed	
2015-12-18	Assessment Review Board Training - Hawco	Admin	Ongoing	
2015-12-19	Muniware Contracts	Admin	Completed	
2015-12-20	MRCC Invoice Write Off	Admin	Completed	
2015-12-21	Air Compressor	Admin	Ongoing	

## 2015 Capital/Large Operational Budget Progress Sheet

<u>Dept</u>	<u>Project Description</u>	<u>Original Budget</u>	<u>Actual Cost</u>	<u>Completed</u>	<u>Notes</u>
Corp	Regional Accounting Support (Raymond)	\$9,500	\$9,500	Yes	decreased original budget by \$2,500; Will be funded through ACP grant w/ Raymond & Warner
Corp	New Phone System	\$4,000	\$2,500	Yes	Will be funded through ACP grant w/ Raymond & Warner
Corp	Office Flag Poles/Cenotaph	\$4,000			Deferred to 2016 project
Rec	Swimming Pool Liner	\$150,000	\$141,911	Yes	
PW	Fire Hydrant Replacement/Fix	\$15,000	\$21,500	Yes	Over budget due to unexpected main line break
PW	Sewer Liftstation Upgrade	\$840,000		Yes	Major systems all operational; minor finishing will occur in spring (seeding, etc)
PW	Campground Electrical Upgrades	\$8,500	\$8,100	Yes	
PW	School Site Drainage	\$18,000		Yes	Construction began, finish work will occur in spring (90% Complete)
PW	WTP Cistern Crack Repairs	\$12,500	\$13,200	Yes	
PW	Firehall Eavestroughs			Yes	awaiting final bill
PW	Sidewalk Replacements	\$70,000		Yes	awaiting final bill
Ec Dev	Directional Signage	\$3,000	\$1,900		2 of 3 signs installed
		\$1,134,500	\$198,611		
<b>Deferred Projects 2015</b>					
PW	Airport Paving	\$875,000			
PW	Booster Station Upgrade (PRL)	\$500,000			Grant denied
PW	Airport Lighting	\$260,000			
PW	WTP Operator Practicum	\$15,000			Lack of qualified candidates - did not hire (\$7,500 actual budget savings)



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## **Bylaw #989 – Water, Wastewater and Garbage Services – Schedule A Amendment**

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### **Background:**

The Water, Wastewater, and Garbage Services bylaw sets out the rules for how we operate our utilities within the Town. Further, this bylaw outlines the rates that are charged to the users of the different services that we provide.

When updating the accounting system with the new rates to be charged for residents and users, it was found that there was no rate for users that reside out of Town, but are being supplied with treated water (5 in total).

In the past they have been charged double the monthly base rate, plus consumption, that in town residents are charged for water. This amendment ensures that the rates we charge are all stated within the Bylaw.

### **Options (administrative recommendation marked with “x”):**

- #1 – Approve the amendment to Schedule A, as presented.
- #2 – Provide administration with further direction with an approach Council would like to take.

### **Attachments**

1. Bylaw #989 – Water, Wastewater and Garbage Services Bylaw

## BY-LAW NO. 989

**A BY-LAW OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA TO REGULATE THE USE OF WATER WORKS, WASTEWATER WORKS, AND GARBAGE COLLECTION SYSTEMS AND TO ESTABLISH RATES FOR THESE PUBLIC SERVICES IN THE TOWN.**

**WHEREAS**, pursuant to the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000, as amended, the Council may pass by-laws for the general maintenance of management or conduct of any public utility, the rates, charges, tolls, fares, rents, the times and places where they will be payable, and provide for a discount that the Council considers expedient for prepayment or punctual payment; and

**WHEREAS**, the Council of the Town of Milk River deems it necessary to provide for the control and management of the water works, wastewater and garbage collection systems.

**NOW THEREFORE**, the Council of the Town of Milk River, duly assembled enacts as follows:

That this By-Law shall be cited as the Water and Wastewater Works By-Law of the Town of Milk River.

### **PART 1: DEFINITIONS**

**TOWN** shall mean the Town of Milk River, in the Province of Alberta.

**CHIEF ADMINISTRATIVE OFFICER** shall mean the person appointed by Council in accordance with Section 205 of the Municipal Government Act, and is referred to throughout this By-Law as "CAO".

**TOWN FOREMAN** shall mean the person with authority to supervise and have charge of the Water and Sewer Department, subject to the powers delegated to him through the Chief Administrative Officer of the Town of Milk River.

**AUTHORIZED PERSON** shall mean any person employed by the Town of Milk River.

**BOILERS** shall include hot water heaters and/or tanks.

**PERSON** shall mean an individual, firm, corporation, owner, occupiers, lessee or tenant.

**TOWN** shall mean the Town of Milk River.

**COUNCIL** shall mean the Council of the Town of Milk River elected pursuant to the provisions of the Municipal Government Act.

**CURB STOP** shall mean the device on a water service line used to interrupt or discontinue the supply of water.

**CONSUMER** shall mean and include the owner or occupier of lands and premises therein or on, to which any water or wastewater service pipes are installed to service any land or premises thereon or in.

**HOUSEHOLD WASTE** shall mean any waste normally generated within a household and shall not include those items listed in Part 4 Section 4.05 of this by-law.

**METER** shall mean a mechanical and/or electronic device used to measure the amount of water consumed on the premises upon which such meters are situated.

**MUNICIPALITY** shall mean the Town of Milk River.

**SEWER SERVICE LINE** shall mean that portion of the sewer line from the collecting street mains to the property line of the land or building being serviced.

**SHUT OFF** shall mean the interruption in or discontinuation of the supply of water.

**STREET MAIN** shall mean that portion of the water and/or sewer system laid down in Town owned land for the purpose of servicing more than one property.

**STORM SEWER** shall mean the line dedicated for storm, surface drainage, and groundwater only.

**UTILITY** shall mean and includes, as the context may require, the supply of water and/or the provision of wastewater and storm water collection and disposal.

**UTILITY CHARGES** shall include charges for water, wastewater, and garbage.

**WATER SERVICE LINE** shall mean that portion of the water line from the distributing street mains to the property line of the land or building being serviced.

**WATERWORKS** shall mean all public water treatment systems, street mains and service lines within the Town of Milk River.

**PART 2: WATER WORKS REGULATIONS**

- 2.01 No person, except employees of the Town, shall make any connection or communication whatsoever with any of the public water pipes or mains, unless otherwise approved by the Municipal Foreman. Upon authorization, an individual assumes full liability for any damage caused while making such connection and will also provide adequate safety provisions during the connection.
- 2.02 The Town shall be responsible for the costs of installation and repair of a water service line from the main line to the curb stop. All water service lines laid down on private property shall be constructed of CSA approved material of equal or better quality to the service lines in the street between the street main and the property line.
- 2.03 After any construction, reconstruction, alteration or change, or the completion of any work requiring a permit, water shall not be turned on to any building or premises until after the whole of the work has been done to the satisfaction of the Town. Water shall be turned on or off only by an authorized employee of the Town, as dictated by Town policy. Water consumed during new construction shall be free of charge.
- 2.04 To maintain an adequate supply of water and adequate water pressure within the Town, or in the emergency situations, the Council or CAO may authorize restriction on the use of water.



- 2.05 Except as hereinafter provided, no person other than authorized employees of the Town shall open or close or operate or interfere with any valve, hydrant or fire plug, or draw water therefrom.
- 2.06 The Fire Chief of the Town Fire Department, his assistants and officers, members of the department, are authorized to use the hydrants or fire plugs for the purpose of extinguishing fires, or fire practices, or testing of hose pipe for fire protection. However, all such cases shall be under the direction and supervision of the said Chief or his duly authorized assistants, and in no event shall any inexperienced or incompetent person be permitted to manipulate or control in any way any hydrant or plug.
- 2.07 No person shall in any manner obstruct the free access to any hydrant or valve or curb stop. No vehicle, building, or any other matter which would cause such obstruction shall be placed nearer to a hydrant than the property line of the street in which the hydrant is located, nor within five (5) meters of the hydrant in a direction parallel with the said property line.
- 2.08 The Town shall assume the full responsibility and cost for any water service line, which may hereinafter be frozen between the property line and the main line. Any water service line frozen between the property line and the building shall be the responsibility of the person owning the property. In addition, should the water service line be frozen between the street main and the property line as the result of the negligence of the customer, the customer will be held responsible for costs associated with unthawing said line.
- 2.09 The Town may, with due notice, shut off the water supplied to the land or premises of any consumer who may be guilty of a breach of non-compliance with any of the provisions of the By-Law or Board of Health regulation, and may refuse to turn on the water until satisfied and assured that the consumer intends to comply with the By-Law or Health regulations.
- 2.10 When possible, reasonable notice will be provided to all customers, however the Town reserves the right to turn off water service without notice to any or all consumers in an emergency situation. It is hereby declared that no person shall have any claim for compensation or damages as a result of the Town turning off the water service in an emergency situation without notice or from the failure of water supply system from any cause whatsoever.
- 2.11 No person shall interfere with, damage or make inaccessible any curbstop due to the construction of sidewalks, pathways, driveways, etc. If it is required to make any repairs or changes to inaccessibility to or damage to curb stops, the owners of the property being serviced by said curb stop shall, in addition to the penalties of this By-Law, be required to assume all costs involved in said repair.
- 2.12 Any person or persons about to vacate a premises that has been supplied with water and / or who are desirous of discontinuing the use thereof must give notice to the Town, either in writing or by telephone, to shut off the water to said premises. Otherwise they will be held liable for the accruing rates therefore and for all damages suffered or sustained by the Town and caused by failure to give such notice. There will be a charge associated with water turn on and shut off.
- 2.13 In all cases where boilers or electric water heaters may become damaged or cause damage, the property owner must notify the Town and make arrangements for the Town

to disconnect the unit prior to a water shutoff. If no notification is given, and the unit, persons and/or property becomes damaged in a water shut-off or water supply failure, the Town shall not be liable for any damages which result, the customer may be subject to a fine under this by-law, and no deduction from water bills will be made in consequence thereof.

- 2.14
  - a) All development within the Town of Milk River requiring connection to the water system for the Town of Milk River shall require a water meter, as a condition of development.
  - b) The said meter shall be acquired from the Town and installed at the developer's expense.
  - c) The meter shall remain the property of, and shall be maintained by, the Town. The Town will replace any meter that stops working due to normal wear and tear at no cost to the owner.
  - d) No person shall interfere with, disconnect, impede, damage, permit to be damaged, or otherwise tamper with a water meter. Repairs to said meters will be at the expense of the customer, and as listed in Schedule A of this bylaw.
  - e) The Town, upon due notification to the occupant, shall be provided clear and unhindered access to the meter.
- 2.15 No well or other source of water except the Town waterworks will be permitted within the Town of Milk River corporate boundaries.

**PART 3: WASTEWATER WORKS REGULATIONS**

- 3.01 No person, except employees of the Town, shall make any connection whatsoever with any of the public wastewater pipes or mains, unless otherwise approved by the Municipal Foreman. Upon authorization, an individual assumes full liability for any damage caused while making such connection and will also provide adequate safety provisions during the connection.
- 3.02 The Town shall be responsible for the costs of installation or repair of a wastewater service line from the main line to the property line. All wastewater service lines laid down on private property shall be constructed of CSA approved material of equal or better quality to the service lines in the street between the street main and the property line.
- 3.03 No person shall discharge, throw, deposit or leave in or upon any Town wastewater service or any trap, basin, grating, manhole or other appurtenance or any Town wastewater main any material, thing or liquid which would prejudicially affect the wastewater collection system.
- 3.04 The Town Foreman shall have the right, with due notice, to enter houses or other places which have been connected with Town wastewater collection systems. In the case of emergency, no notice is required. Facilities will be provided him in order for him to ascertain whether or not any improper material or liquid is being discharged into the

wastewater collection system and he shall have the power to stop or prevent any material or action from continuing to damage the system.

3.05 The person(s) owning or occupying any premises connected to a street main by a wastewater service line shall be responsible for contacting a plumber to clean the wastewater service line. Should a plug be located on the customer's line, the plumber has the right to bill the customer. Should the plug be thought to be on the public side of the property line, or the location cannot be determined, the plumber will contact the Town to inspect the line, and to confirm the location of the plug and responsibility for the costs associated.

3.06 The owner of any premises connected to a street main by a sewer service line may take advantage of sewer camera service programs offered by the Town through policy.

**PART 4: WASTE MANAGEMENT REGULATIONS**

4.01 The Municipality shall provide waste management services as follows:

- a) RESIDENTIAL waste pickup shall be conducted on Tuesdays.
- b) COMMERCIAL waste pickup shall be conducted as follows:
  - i) Restaurants, grocery stores and recreational facilities shall have waste collection pickups on Tuesdays and Fridays.
  - ii) All other commercial outlets shall have waste collection pickups on Fridays.
  - iii) Should the Town feel that extra pickups are necessitated due to volume or other extenuating circumstances, additional pickups will be authorized at Council's discretion.
- c) In the event a statutory or provincial or municipal holiday falls on a regularly scheduled waste collection day the pickup shall be conducted on the next following work day.

4.02 Waste shall be picked up:

- a) at the curb in residential areas;
- b) at the curb or other such location deemed appropriate in commercial areas;
- c) on the North and West side of the street in residential areas;
- d) generally starting from the south end of the Town, working north.

4.03 All waste shall be securely bagged and tied or boxed. If garbage isn't bagged and tied or boxed the garbage will be left and a notice sticker will be left explaining the reason(s).

4.04 The following wastes are deemed appropriate for pickup and disposal by the Municipality:

- i) household / commercial waste;
- ii) paper;
- iii) cardboard;
- iv) bagged or boxed cold ashes from fireplaces, wood stoves and garbage barrels

- 4.05 The following wastes will not be picked up for disposal by the Municipality:
- i) dead animals;
  - ii) noxious or hazardous wastes, used oils, used commercial food oils;
  - iii) construction and demolition debris, concrete and pavement;
  - iv) refrigerators, air conditioners, freezers, stoves, ovens, washers or dryers;
  - v) furniture;
  - vi) metal;
  - vii) tree branches, limbs and trunks;
  - viii) tires;
  - ix) grain dust and seed screenings;
  - x) burning barrels
- 4.06 Recycling shall be encouraged by the Municipality, and composting will be encouraged by the Municipality.
- 4.07 The Municipality is not responsible for cleaning out any bins, or containers. If a bin or container is in need of cleaning a notice will be given.
- 4.08 If a bag is considered too heavy by the Municipality, it will be left. A notice explaining the reason(s) why will be left on the bag.
- 4.09 Burning barrels will not be provided by the Municipality.
- 4.10 The Municipality shall not conduct Spring and Fall cleanups.
- 4.11 Residential dwellings will be limited to one garbage bin per property. Multi-family residential will be allocated one garbage bin per unit within the multi-family complex.

**PART 5: UTILITY BILLING AND PENALTIES**

- 5.01 The monthly water rates for unmetered water shall be as outline in Schedule “A” of this By-Law.
- 5.02 The monthly wastewater rates shall be as outlined in Schedule “B” of this By-Law. The sanitary sewer meter rates are based on metered water consumption for all residential, commercial, and institutional buildings.
- 5.03 The monthly waste collection rates shall be as outlined in Schedule “C” of this By-Law.
- 5.04 Utility billings showing all service charges to the user, shall be delivered to the user bi-monthly. The garbage service charge will be combined on the same bill as the water service charge and the wastewater service charge; but each shall be calculated separately and separate entries shall be made on the utility bill.
- 5.05 No reduction in rates shall be made for:
- a) interruption of the service on account of any service or main piping becoming frozen or out of order as a result of frost; or

- b) the absence of the occupier, if the service is not turned off; or
  - c) interruption of service due to repair work.
- 5.06 Utility billings shall be due and payable within thirty (30) days of the date of mailing. The penalty for failure to pay a utility bill on or before the due date and payable date shall be three (3%) of the then unpaid current outstanding balance.
- 5.07
- a) The Town reserves the right to discontinue service to any property where any charges for services remain outstanding for a period of more than sixty (60) days.
  - b) A written notice will be forwarded giving five (5) working days to pay the account in full or water service will be discontinued.
  - c) When water service is inactive, basic sewer and garbage rates will also no longer be applied, providing the customer is not utilizing the services.
  - d) Any person or persons about to vacate any premises that have been supplied with water service or who are desirous of discontinuing the use thereof, must give notice to the Town to terminate billing and/or shut off the water at the said premises otherwise they will be held liable for the accruing rates therefor and for all damages suffered or sustained by the Town and caused by failure to give such notice.
- 5.07 Yearly prepayments of utility billings will be accepted during the month of January in any year. Persons making said yearly prepayment shall receive by way of credit on account an amount equal to one (1) months charges for water, wastewater and garbage. Said prepayments will be equal to eleven (11) months of charges.
- 5.08
- a) All utility accounts shall be placed in the name of the registered owner(s) of the property for which the account is for;
  - b) The Town shall not hold a renter responsible for payment of utility charges, the owner shall be responsible to collect any necessary charges from his or her renter(s).
- 5.09
- a) Any rates, costs or penalties for utilities supplied by the Town to any land or premises may be added to the taxes assessed against the real property to which the utility services have been supplied, and may be collected in any of the ways provided by the collection of taxes, including the sale of the said property provided that the consumer is the owner or purchaser of the property.
  - b) If the consumer is a person other than the owner of the property, any arrears of utility charges are a lien against his personal property and may be collected with costs by distress.
- 5.10 Any person who violates a provision of the By-Law is guilty of an offence and liable upon summary conviction to a fine of not more than five hundred (\$500.00) dollars exclusive of costs and in each and every case of default of payment, said person may be liable to imprisonment in the nearest common jail for a period not exceeding thirty (30) days, unless fines are sooner paid.

**PART 6: BY-LAWS REPEALED AND ENACTMENT**

6.01 By-Law Numbers 916 and 976 are hereby repealed.

5.01 This By-Law shall come into full force and effect on the final passing thereof.

**READ** a first, second and, by unanimous consent of the Councillors present, a third and final time this 14<sup>th</sup> day of December AD, 2015.

\_\_\_\_\_  
**Mayor – David Hawco**

\_\_\_\_\_  
**CAO – Ryan Leuzinger**

**SCHEDULE “A”  
MONTHLY WATER RATES**

**1. Water Base Rate Monthly Charges:**

<b><u>Type</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
<b>Single Family Dwelling</b>	\$25.50	\$26.50	\$27.50
<b>Out of Town Treated Water Users</b>	\$51.00	\$53.00	\$55.00
<b>Multi Family Dwelling (per complex)</b>	\$53.00	\$54.00	\$55.00
<b>Commercial</b>	\$25.50	\$26.50	\$27.50
<b>Institutional (schools, hospital, Prairie Rose Lodge)</b>	\$25.50	\$26.50	\$27.50

**2. Usage Charge per Cubic Meter Consumed:**

<b><u>Type</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
<b>All Accounts (\$/m3)</b>	\$0.18	\$0.21	\$0.24
<b>Farm Water - Regional Pipelines (\$/m3)</b>	\$0.40	\$0.43	\$0.46

**3. Other Charges:**

Minimum repair cost for a damaged meter	\$50.00
Water services disconnected	\$20.00
Water services re-connected	\$20.00
Farm Water Station (per cubic meter)	\$2.50

- 4. Erle Rivers High School and Milk River Elementary School Irrigation Charge**
- Flat Rate per irrigation season = \$800 for 2016, to be reviewed for future years

**SCHEDULE “B”  
MONTHLY SEWER RATES**

**1. Sewer Base Monthly Charges:**

<u>Type</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
<b>Single Family Dwelling</b>	\$9.00	\$10.00	\$11.00
<b>Multi Family Dwelling (per unit)</b>	\$9.00	\$10.00	\$11.00
<b>Commercial</b>	\$12.50	\$13.50	\$14.50
<b>Motels/Hotels</b>	\$75.00	\$76.00	\$77.00
<b>Institutional</b> (seniors lodge, schools, hospital)	\$53.70	\$54.70	\$55.70

**2. Usage Charge per Cubic Meter of Sanitary Sewer:**

<u>Type</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
<b>All Accounts (\$/m3)</b>	\$0.13	\$0.16	\$0.18

**3. Other Charges:**

Onsite sewage dumping fee (per load) \$50 per load



**SCHEDULE “C”  
MONTHLY GARBAGE RATES**

**1. Monthly Garbage Charges:**

<b><u>Type</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
<b>Single Family Dwelling</b>	\$10.00	\$11.00	\$12.00
<b>Multi-Family Dwelling (per garbage bin)</b>	\$10.00	\$11.00	\$12.00
<b>Commercial (per garbage bin)</b>	\$15.00 for first bin; \$5 per additional bin	TBD	TBD
<b>Institutional Schools Hospital  Prairie Rose Lodge</b>	\$18 per school \$15 for first bin; \$5 per additional bin \$45	TBD	TBD



## Request for Decision

January 11, 2016

Agenda Item: #9b

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### Alberta Community Partnership Grant

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#### **Background:**

The provincial government has released the new Alberta Community Partnership grant that will provide funding to municipalities who work in partnerships to provide a higher level of service to the residents. The Town will be applying to purchase a new garbage truck and new garbage bins, as well as applying for money to help fund a new composting program in conjunction with the Villages of Coutts and Warner.

The grant is does not technically have a cost sharing component; however, scoring for grant awarding will be affected without contributing money to the project. The application is due February 5, 2016. In the 2016 capital budget, Council approved the purchase of new garbage bins and a new garbage truck (dependant on grant funding). At this time, it is not known how much money will be required for the new composting program that we are looking into. What we need now is to have a Council motion supporting the application itself.

#### **Options (administrative recommendation marked with "x"):**

- #1** – Approve the application for the ACP grant to the provincial government to apply for funding for a new garbage truck, garbage bins and to work with the Villages of Coutts and Warner to develop a composting solution, as presented.
- #2** – Provide administration with further direction with an approach Council would like to take.

#### **Attachments**

N/A

Monday, January 11, 2016

## **Council Report**

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### MPC Committee Meeting 01-05-2016

- The committee met to discuss Pattison Sign Group's plan to put up a billboard on the 2 South halves of section 3-2-16 W4.
- We all had no objections to why they couldn't put the sign up so the request was approved and Pattison can move on to their next steps.