



Town of Milk River

Town Hall Complex
December 11th, 2017 at 5:30pm

- 1) Call Council Meeting to Order
- 2) Additions to the Agenda
- 3) Minutes of the November 13th, 2017 Regular Council Meeting
- 4) Business Arising from Minutes
- 5) Delegations
 - a) Director Rod Tilson – Ridge Regional Public Safety Services - 5:30pm – 5:45pm
- 6) Financial Reports
 - a) Accounts Payable #20170852 to #20170917
 - b) November 2017 Bank Reconciliation
- 7) Administration Reports
 - a) CAO Report
 - b) PW Foreman Report
 - c) Council Resolution Status
 - d) Capital Project Status
- 8) New Business
 - a) 4H Meeting Space Donation Request
 - b) 2018 Interim Operating and Capital Budget Review
 - c) January Council Meeting Date Change
 - d) Staff Christmas Bonus
 - e) Airport Lighting – Community Airport Program Grant
- 9) Correspondence
 - a) ORRSC – May 2017 Executive Minutes
 - b) ORRSC – September 2017 Executive Minutes
 - c) Canadian Badlands Meeting Minutes
 - d) Brownlee – Emerging Trends Session
- 10) Council Reports (Roundtable Discussion)
- 11) Adjournment

TOWN OF MILK RIVER
REGULAR COUNCIL MEETING MINUTES
November 14th, 2017



The regular meeting of the council of the Town of Milk River was held in council chambers in the municipal office on November 14th, 2017, commencing at 5:30 pm.

Attendance

Mayor, P. Losey
 Councillor, S. Liebelt
 Councillor, M. McCanna
 Councillor, L. McCulloch
 Councillor, P. Wright

Chief Administrative Officer, R. Leuzinger and PW Foreman S. Beliveau.

Call to Order

Mayor Losey called the meeting to order at 5:24pm.

Additions to Agenda

#2017-11-01

MOVED by Councillor McCanna that the agenda be approved.

CARRIED

Minutes

#2017-11-02

MOVED by Councillor Liebelt to approve the minutes of the October 10th, 2017 Regular Council meeting and the October 30th, 2017 Organizational Meeting Minutes.

CARRIED

Delegations

Dennis Hoytos made a presentation to Council regarding the alley behind his home.

Rae Richards expressed her concerns to Council regarding Bylaw #971 – Animal Bylaw.

Accounts Payable &

October 2017 Bank

Reconciliation

#2017-11-03

MOVED by Councillor McCulloch to approve accounts payable #20170763 - #20170851, excluding #20170772 and #20170790. Councillor Liebelt abstained from voting on #20170772. Councillor McCanna abstained from voting on #20170790.

CARRIED

#2017-11-04

MOVED by Councillor Wright to approve the October 2017 Bank Reconciliation.

CARRIED

Administration Reports

#2017-11-05

MOVED by Councillor Liebelt to accept the Administration Reports as information, as presented.

CARRIED

New Business

Mayor Credit Card

#2017-11-06

MOVED by Councillor Wright to approve cancelling the old credit card and removing David Hawco.

CARRIED

Mayor Cell Phone

Allowance

#2017-11-07

MOVED by Councillor McCanna to provide a cell phone usage allowance of \$50/month to Mayor Losey beginning in November 2017 for the duration of this Council term. Mayor Losey abstained from voting.

CARRIED

Councillor Benefits

#2017-11-08

MOVED by Councillor Liebelt to allow all Councillors interested to enroll in the Town's benefit package for the duration of this Council term.

CARRIED

Social Media Policy #2017-11-09	<p>MOVED by Councillor McCanna to approve the Social Media Policy, as presented.</p> <p>CARRIED</p>
8th Avenue Road Rehabilitation – Sandstone Motel Approach #2017-11-10	<p>MOVED by Councillor Liebelt to direct administration to gather more information regarding the replacement cost of the approach.</p> <p>CARRIED</p>
Bylaw #1007 - Ridge Regional Public Safety Services Commission Authorization #2017-11-11 #2017-11-12	<p>MOVED by Councillor McCulloch to approve first reading of Bylaw #1007 – Ridge Regional Public Safety Services Commission Authorization Bylaw.</p> <p>CARRIED</p> <p>MOVED by Councillor McCanna to approve second reading of Bylaw #1007 – Ridge Regional Public Safety Services Commission Authorization Bylaw.</p> <p>CARRIED</p>
#2017-11-13	<p>MOVED by Councillor Liebelt to consider third reading of Bylaw #1007 – Ridge Regional Public Safety Services Commission Authorization Bylaw.</p> <p>UNANIMOUSLY CARRIED</p>
#2017-11-14	<p>MOVED by Councillor Wright to approve third reading of Bylaw #1007 – Ridge Regional Public Safety Services Commission Authorization Bylaw.</p> <p>CARRIED</p>
Ridge Regional Public Safety Services – 2018 Priorities #2017-11-15	<p>MOVED by Councillor McCulloch to approve setting the 2018 priorities for the Peace Officers to focus on as: 1) Unsightly Premises Enforcement, 2) Bylaw Enforcement (Animal Control, Trailers, etc.).</p> <p>CARRIED</p>
Milk River Cable Club – Liability Claim #2017-11-16	<p>MOVED by Councillor McCanna to deny the request by Vic Haddad and to install a 4 way stop at the intersection of 2nd St and 2nd Ave.</p> <p>CARRIED</p>
209 Centre Ave – Alley Concerns #2017-11-17	<p>MOVED by Councillor McCanna to direct administration to investigate the cost of lowering the gas line in the alley behind 209 Centre Ave.</p> <p>CARRIED</p>
<u>Correspondence</u> #2017-11-18	<p>MOVED by Councillor Wright to accept the correspondence as information, as presented.</p> <p>CARRIED</p>
<u>Council Reports</u>	<p>Councillor Liebelt’s report was included in the agenda package.</p> <p>Councillor McCanna</p> <ul style="list-style-type: none"> • Attended two Doctor Recruitment and Retention Committee meeting • Attended an FCSS meeting • Attended a Library Board meeting • Attended the Doug Griffiths presentation <p>Councillor McCulloch</p> <ul style="list-style-type: none"> • Attended the Ridge Regional Public Safety Services Committee

- Attended the Doug Griffiths presentation

Councillor Wright

- Attended a Riverside Golf Society Committee meeting
- Attended the Chief Mountain Solid Waste Authority meeting
- Attended the Doug Griffiths presentation

Mayor Losey

- Attended the Mayors and Reeves meeting
- Attended the Seniors meeting
- Attended the Doug Griffiths presentation

In Camera Session
#2017-11-19

MOVED by Councillor Wright to go into the closed session portion of the meeting as per Section #24 & #27 of FOIPP @ 8:09pm.

CARRIED

#2017-11-20

MOVED by Councillor McCanna to come out of the closed portion of the meeting at 8:52pm.

CARRIED

Swimming Pool Liner Specialist
#2017-11-21

MOVED by Councillor Liebelt to approve \$5,000 to be used for hiring a liner specialist to review the condition of the liner at the swimming pool.

CARRIED

Lot Purchase Offer
#2017-11-22

MOVED by Councillor Wright to deny the offer to purchase of Lots 1 & 2, Block 16, plan 4110CA.

CARRIED

Adjournment
#2017-11-23

MOVED by Councillor Liebelt to adjourn the meeting @ 9:02pm.

CARRIED

These minutes approved this 14th day of November 2017.

Mayor – Peggy Losey

CAO – Ryan Leuzinger



TOWN OF MILK RIVER

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Cheque Listing For Council

2017-Dec-5
3:34:02PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20170852	2017-11-06	A.A.M.D.C.		PAYMENT		1,893.97
			013340232	KALTIRE-TIRE FOR RECYCLE TRAIL	258.30	
			013340238	KALTIRE-FLAT REPAIR	29.40	
			0475466	W.E. GREER-ICE MELTER DRUMS	712.09	
			45590015	STAPLES, SOAP, INKED STAMP	41.46	
			45704321	STAPLES-DESK SET, STAPLES	72.89	
			45739199	STAPLES-SOAP	27.67	
			45789543	STAPLES-TAPE, DESK PAD, BULLET	726.81	
			P51862	RME-CLEVIS	25.35	
20170853	2017-11-06	ALBERTA ONE-CALL CORPORATION		PAYMENT		22.05
			136449	OCTOBER NOTIFICATIONS	22.05	
20170854	2017-11-06	BENCHMARK ASSESSMENT CONSULT.		PAYMENT		1,218.00
			15908	NOVEMBER ASSESSMENT FEE	1,218.00	
20170855	2017-11-06	MILK RIVER CABLE CLUB		PAYMENT		159.75
			36780	INTERNET/CABLE	99.75	
			37338	CABLE ADVERTISING	60.00	
20170856	2017-11-06	MILK RIVER HOME HARDWARE		PAYMENT		286.23
			2436458	JIGSAW BLADES	18.87	
			2436489	VALVE, AIR DEFLECTORS	14.89	
			2436619	HOSE CONNECTORS	12.05	
			2436666	BATTERIES	23.06	
			2436705	COOLER, BRACKETS	38.17	
			2436765	EXPANDING FOAM	5.97	
			2436817	SNAP, SAFETY SPRING	4.19	
			2436956	SCREWDRIVER KIT, TWISTOR	52.47	
			2436962	TARP, LUMBER, NAILS	97.27	
			2437232	TOILET REPAIR KIT	16.26	
			2437344	KEY RING	3.03	
20170857	2017-11-06	MILK RIVER KINSMEN		PAYMENT		50.00
			201701	CORVETTE TICKETS-PAID BY DEBIT	50.00	
20170858	2017-11-06	SAFEGUARD BUSINESS SYSTEMS LTD.		PAYMENT		322.20
			032457664	LASER CHECK BLANKS-2000	322.20	
20170859	2017-11-06	SILVER RIDGE CONSTRUCTION (1999) LTD.		PAYMENT		47,386.50
			PROG CERT 3	8TH AVE ROAD REHAB	47,386.50	
20170860	2017-11-06	SMH PRINTING		PAYMENT		374.56
			1597	CAMPGROUND ENVELOPES PRINTE	374.56	
20170861	2017-11-06	SOCIETY OF LOCAL GOV'T MANAGERS OF ALBERTA		PAYMENT		315.00
			19	REGISTRATION-R.LEUZINGER-CLAR	315.00	
20170862	2017-11-06	TETRA TECH CANADA INC.		PAYMENT		1,734.33
			60546391	2017 GROUNDWATER MONITORING	1,734.33	
20170863	2017-11-06	TEXAS ANCHOR ENERGY LTD.		PAYMENT		1,740.65
			1384	REPAIR SNOW PLOW BLADE FRAME	720.07	
			1388	RECYLCING DOCK LEG EXTENSION	1,020.58	
20170864	2017-11-06	TRUCK/RV/CAR/WASH		PAYMENT		74.00
			2439	VEHICLE WASHES	74.00	
20170871	2017-11-15	AMSC INSURANCE SERVICES LTD.		PAYMENT		1,587.59
			HSOCT2017-1	OCT HEALTH SPENDING ACCT	1,587.59	
20170872	2017-11-15	L.A. POWER SYSTEMS LTD.		PAYMENT		5,596.50
			70405	FLUSH SEWER MAINS	2,677.50	
			70443	HYDROVAC CURBSTOPS-424 7 AVE	1,459.50	
			70455	HYDROVAC 117 2ND AVE NE	1,459.50	
20170873	2017-11-15	MCTAGGART HVAC		PAYMENT		588.00
			248	REPAIR WTP FURNACE	588.00	
20170874	2017-11-15	MILK RIVER & DIS. AG. SOCIETY		PAYMENT		100.00
			14	CIVIC CENTRE RENTAL-D.GRIFFITH:	100.00	



TOWN OF MILK RIVER

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Cheque Listing For Council

2017-Dec-5

3:34:02PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20170875	2017-11-15	MPE ENGINEERING LTD.	1440-047-00-13 1440-049-00-04	PAYMENT RIVERSIDE WETLANDS ENHANCEMENT RAW WATER STORAGE RESERVOIR	22,618.05 9,512.48	32,130.53
20170876	2017-11-15	PUROLATOR INC.	436308593	PAYMENT FREIGHT-TROJAN TECHNOLOGIES	117.97	117.97
20170877	2017-11-15	RIVERSIDE MARKET 2009	1077101	PAYMENT POP, ICED TEA	44.43	44.43
20170878	2017-11-15	TOWN OF RAYMOND	20170400	PAYMENT NOVEMBER PEACE OFFICERS	2,009.58	2,009.58
20170879	2017-11-15	UFA CO-OPERATIVE LIMITED	111106588 111106589	PAYMENT FUEL COUNTY FIRE FUEL	3,055.63 91.32	3,146.95
20170880	2017-11-15	WASTE CONNECTIONS OF CANADA INC.	7410-0000415000	PAYMENT PLASTICS RECYCLING	21.74	21.74
20170881	2017-11-15	WENSVEEN, RICHARD	0220	PAYMENT ROCK CHIP REPAIR-UNIT 116	30.00	30.00
20170882	2017-11-15	KUHL, CINDY	201722	PAYMENT ROTO ROOT SEWER-204 4 AVE NW	562.86	562.86
20170883	2017-11-15	R.C.L. POPPY FUND	201720	PAYMENT DONATION-POPPY CAMPAIGN	30.00	30.00
20170884	2017-11-15	ROWLAND, DARWIN	201721	PAYMENT FIX DRYWALL, MUD, TAPE, SAND-TC	460.00	460.00
20170885	2017-11-15	RUSSELL, BREANN	201719	PAYMENT LIFEGUARD TRAINING ALLOWANCE	300.00	300.00
20170901	2017-11-27	ALBERTA ELECTED OFFICIALS EDUCATION	0005-0279-0422 0005-0280-0423	PAYMENT MUNIS 101-P.WRIGHT-DEC 2-3, MED MUNIS 101-JAN 8-9, LETHBRIDGE	210.00 1,050.00	1,260.00
20170902	2017-11-27	AMSC INSURANCE SERVICES LTD.	201712	PAYMENT DECEMBER BENEFITS	2,268.68	2,268.68
20170903	2017-11-27	ATB FINANCIAL ACCOUNTS PAYABLE	201711	PAYMENT NOVEMBER RRSP CONTRIBUTIONS	681.10	681.10
20170904	2017-11-27	ATB FINANCIAL MASTER CARD	747 748 749 750 751 752 753 754 755 C161820024 C162645897 C162764474 F6220942	PAYMENT MR INN-ELECTION STAFF MEAL SANDSTONE-ELECTION STAFF MEAL SANDSTONE-COUNCIL ORGANIZATION STAPLES-SHREDDER SANDSTONE-D.GRIFFITHS MEAL GEARBEST-PHONE CHARGER VISTAPRINT-RUBBER STAMPS-COUNCIL VISTAPRINT-COUNCIL BUSINESS CARDS SYMANTEC-COMPUTER VIRUS PRO CPC-ELECTION ADVERTISING CPC-NEWSLETTER CPC-AD-D.GRIFFITHS FT.GARRY IND-BELT, TENELENE SH	75.36 79.04 118.25 293.85 171.83 23.05 88.68 168.43 191.10 88.36 107.68 107.68 896.07	2,409.38
20170905	2017-11-27	BELIVEAU, SAMUEL	73	PAYMENT NOVEMBER RRSP CONTRIBUTION	657.00	657.00
20170906	2017-11-27	BOUNDARY EQUIPMENT CO. LTD. CALGARY	C00564-IN	PAYMENT CURB RUNNERS, BLADES-TRUCK P	1,282.05	1,282.05
20170907	2017-11-27	CANADIAN FREIGHTWAYS	310-0627989	PAYMENT FREIGHT-FT. GARY INDUSTRIES	214.12	214.12
20170908	2017-11-27	GASPAR, MARYAN	201711	PAYMENT NOVEMBER JANITORIAL	700.00	700.00
20170909	2017-11-27	J.T. WINE & SPIRITS	74802	PAYMENT BASKETS-DR. RECRUIT, DUCKS	80.00	80.00



TOWN OF MILK RIVER

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Cheque Listing For Council

2017-Dec-5
3:34:02PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20170910	2017-11-27	LAMY, JOEY	15	PAYMENT NOVEMBER RRSP CONTRIBUTION	380.16	380.16
20170911	2017-11-27	LEIKEIM, CURTIS	21	PAYMENT NOVEMBER RRSP CONTRIBUTION	440.14	440.14
20170912	2017-11-27	LEUZINGER, RYAN	98	PAYMENT NOVEMBER RRSP CONTRIBUTION	942.40	942.40
20170913	2017-11-27	LOOMIS EXPRESS	7352125 CREDIT	PAYMENT FREIGHT-SUPERIOR TRUCK EQUIP LOOMIS CREDIT	373.69 (79.19)	294.50
20170914	2017-11-27	MILK RIVER CABLE CLUB	37341 37345	PAYMENT BUCKET TRUCK RENTAL-SHOP, FIR BUCKET TRUCK RENTAL-CHRISTMA	262.50 393.75	656.25
20170915	2017-11-27	MUNICIPAL INFORMATION SYSTEMS	20171403	PAYMENT DECEMBER SUPPORT	805.25	805.25
20170916	2017-11-27	RECEIVER GENERAL FOR CANADA	201711	PAYMENT NOVEMBER REMITTANCE	8,231.35	8,231.35
20170917	2017-11-27	WRIGHT, DARREN	22	PAYMENT NOVEMBER RRSP CONTRIBUTION	440.14	440.14

Total 124,045.91

*** End of Report ***



TOWN OF MILK RIVER
Accounts Payable Bank Reconciliation

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2017-Dec-1

10:57:36AM

November

Balance Shown on Bank Statement

3,621,015.18

Add Outstanding Deposits

Deposit Description	Batch #	Deposit Date	Amount
DIRECT DEPOSIT	11415	2017-11-30	218.80
BANK DEPOSIT	11407	2017-11-30	28,824.37
DEBIT DEPOSIT	11407	2017-11-30	1,101.01
MASTER CARD DEPOSIT	11407	2017-11-30	300.00
Total Deposits Outstanding			30,444.18
			30,444.18
Sub Total			3,651,459.36

Less Outstanding Cheques

Payee	Cheque #	Cheque Date	Amount
MILK RIVER KINSMEN	20170857	2017-11-06	50.00
SOCIETY OF LOCAL GOV'T MANAG	20170861	2017-11-06	315.00
MILK RIVER & DIS. AG. SOCIETY	20170874	2017-11-15	100.00
WENSVEEN, RICHARD	20170881	2017-11-15	30.00
R.C.L. POPPY FUND	20170883	2017-11-15	30.00
ALBERTA ELECTED OFFICIALS EDI	20170901	2017-11-27	1,260.00
AMSC INSURANCE SERVICES LTD.	20170902	2017-11-27	2,268.68
BELIVEAU, SAMUEL	20170905	2017-11-27	657.00
BOUNDARY EQUIPMENT CO. LTD. (20170906	2017-11-27	1,282.05
CANADIAN FREIGHTWAYS	20170907	2017-11-27	214.12
LOOMIS EXPRESS	20170913	2017-11-27	294.50
MILK RIVER CABLE CLUB	20170914	2017-11-27	656.25
MUNICIPAL INFORMATION SYSTEM	20170915	2017-11-27	805.25
Total Outstanding Cheques			7,962.85
			(7,962.85)

And Adjustments

Your Bank Balance Should Be **3,643,496.51**

Your Reconciled Bank Balance Is **3,643,496.51**

Difference **0.00**

*** End of Report ***



Chief Administrative Officer Report

REGULAR COUNCIL MEETING

Monday, December 11th, 2017

Administration & Operations

- Website Updating
- Created the Towns' Facebook page
- Managing Towns' Facebook page
- Attended a course - What's on First Base? Priority Setting in Local Government
- Attended the Doug Griffiths presentation
- Attended the AUMA Conference with Council
- Preparing for the Council planning session
- Met with MPE regarding Riverside Wetlands Project
 - Tender to be released in early January – should be awarded in late January
- Met with MPE regarding the Raw Water Reservoir expansion project
 - Tender to be released in early January – should be awarded in late January
- Budget implementation
- Municipal Government Act amendment planning work
- Provided follow up information to the Federal Government for the Enabling Accessibility Grant Fund on behalf of the Playground Society
- Applied for Alberta Transportations STIP Grant for the airport lighting
 - \$191,250 grant if successful
 - Would require \$63,750 from the Town if successful
- Completed 4 compliance letters for home sales

Expected Upcoming Holidays/Days Off

- January 20 - 28, 2018
- March 1 – 4, 2018

Upcoming Training/Courses/Conferences

- Local Government Administrators' Association (LGAA) Annual Conference - April 3 – 7, 2018
- Society of Local Government Managers (SLGM) Annual Conference – May 14 – 18, 2018



Public Works Foreman's Report

REGULAR COUNCIL MEETING

Monday, December 11th, 2017

General:

- All Christmas decorations were installed around Town.
- Town office Atrium was decorated on November 15th.
- Annual inspection were performed on:
 - Unit #113 (Light truck)
 - Diamond C tandem trailer
 - Unit #216 (Cube Van)
 - Unit #298 (3 tons)

Parks and Rec:

- Installed and repaired snow fences around the community.

Roads:

- All our waste concrete was crushed and organized in pile at the WTP.
- New road signs (Street names) were installed at the intersection of Main Street & 10th Avenue N.
- New stop signs were installed at the intersection of 2nd Street N.E. & 2nd Avenue N.E. (East & West bound)

Water & Wastewater:

- **WATER:**
 -
- **WTP:**
 - Replaced lamps in the U.V. reactor.
 - Annual servicing and Certification by HACH at the WTP on November 22nd 2017.
 - Annual inspection & servicing on the generator set. (WTP)
 - All wells were cleaned and inspected on November 23rd 2017. (Should be done every 5 years)
- **WATER DISTRIBUTION:**
 -
- **RAW WATER:**
 - Pump #2 being rebuild, inspection & servicing. (RAW WATER STATION)
- **SEWER WORK:**
 - Annual inspection & servicing on the generator set. (SEWAGE LIFT STATION)

Swimming Pool:

Staff Management:

Education & Training:

- Mr. Curtis Leikeim is still attending "small engine course" in Lethbridge. (Will be completed December 6th 2017)

Projected Plans:

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

Respectfully submitted

Samuel Béliveau – PW Foreman

Council Resolution Status

Regular Meeting - August 2017

2017-08-05	Raw Water Reservoir Project	Admin	Ongoing
2017-08-06	Riverside Wetland Project	Admin	Ongoing
2017-08-07	Water License Transfer - Golf Course	Admin	Ongoing
2017-08-10	Caragana Request	Admin	Ongoing

Regular Meeting - November 2017

2017-11-06	Credit Card Cancellation	Admin	Completed
2017-11-07	Mayor Cell Phone Allowance	Admin	Completed
2017-11-08	Councillor Benefits	Admin	Completed
2017-11-09	Social Media Policy	Admin	Completed
2017-11-10	8th Ave Rehab	Admin	Ongoing
2017-11-11 - 2017-11-14	RRPS - Commission Authorization Bylaw	Admin	Completed
2017-11-15	RRPS Priorities	Admin	Completed
2017-11-16	MRCC Liability Claim - 4 Way Stop	Admin	Completed
2017-11-17	209 Centre Ave Alley Concerns	Admin	Ongoing
2017-11-21	Swimming Pool Liner Specialist	Admin	Ongoing
2017-11-22	Lot Purchase Offer	Admin	Completed

2017 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>
<u>2017</u>					
PW	8th Ave Sewer Repair	\$15,000	\$4,000	Yes	Awaiting billing - paving patch will occur in Spring 2018, less work was required than expected
PW	WTP Cistern Repairs	\$10,000	\$5,775	Yes	Less work was required than expected
PW	Raw Water Valve Replacement (Golf Course)	\$15,000	\$7,700	Yes	
PW	Riverside Wetland Project	\$1,664,000		Ongoing	Tender to be released early January 2018
PW	Raw Water Reservoir	\$1,860,000		Ongoing	Tender to be released early January 2019
PW	8th Ave Paving Project	\$582,000	\$546,316	Yes	Project Complete
PW	New Recycling Trailer, Decals, Stand Changes	\$27,500	\$26,750	Ongoing	Awaiting delivery
		\$4,173,500	\$590,541		

4H Meeting Space Donation Request

Background

The Coutts 4H Club has requested the donation of the use of the meeting room for their meetings. They meet twice a month. The group previously asked Council for this same donation in January 2017, which was granted. They have been using our facility without incident and they also assisted the Town with decorating the atrium for Christmas this year.

Currently, we have a policy to charge \$25 per meeting in the Council meeting for any group that does not have any Council representation on.

Options (administrative recommendation marked with “x”):

- ☒ **#1** – Provide administration with further direction with an approach Council would like to take.

Attachments

1. Donation Request Letter

Coutts 49er's 4-H Club
Box 334
Milk River, AB
T0K 1M0
403-642-7494

Milk River Town Council
Town Hall
Main Street
Milk River, AB

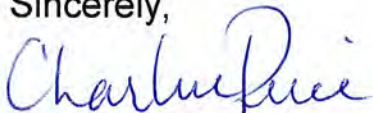
Dear Mayor Losey and Council Members,

The Coutts 49er's 4-H club is once again looking for a place to hold our monthly meetings. Although our club name is the Coutts 49er's, there are members from New Dayton all the way to the United States border so we would like a more central location. We enjoyed the privilege of holding our monthly meetings and the workshop we hosted in the Milk River Town Hall last year. The facility suited our needs very well.

Last year the Council very kindly allowed us to use this facility free of charge. It is our hope that the Council would again consider a reduced rate for the rental or even a donation of the total cost for the use of the small meeting room. The money we save on rental of a meeting room could be used to offer the 4-H members more learning opportunities in the form of guest presenters or clinics. We would be very appreciative of any help you could offer the club. We understand if this is not possible and would still like to make use of the facilities. We meet the second and fourth Monday of every month.

Thank-you for considering our request.

Sincerely,



Charlene Price
General Leader
Coutts 49er's 4-H Club

RECEIVED

DEC - 1 2017



Request for Decision

December 11, 2017

Agenda Item: 8b

2018 Interim Operating and Capital Budget Review

Background

In an effort to assist the new Council with the transition and learning roles, the previous Council approved the attached 2018 Interim Operating and Capital Budgets to lighten the load of the new Council. As such, this is merely a review of the approved interim budgets. Once all the requisitions are received in March/April, and the Council planning session takes place, a final budget will be presented to Council to reflect the wishes and needs of this Council.

Attachments

1. 2018 Interim Budget Notes
2. 2018 Interim Operating Summary
3. 2018 Interim Operating Budget
4. 2018 Interim Capital Budget

2018 Operating Budget Notes

Assumptions

- Interim Budget is developed using 2017 Assessment numbers (2018 actual assessment not expected to drop)
- Estimated Seniors Housing increase of 5% (about \$1,250)
- COLA for staff is estimated at 1% increase (using July to July CPI Alberta Index)
- Provincial Carbon Tax increase of about 5% on building utilities and fuel for equipment & vehicles
- Overall insurance rates are anticipated to rise (5% is budgeted - estimate)
- Additional benefit costs potential due to new council coming in
- Planting of Caraganas or trees along Main street in alley (westside of alley) - \$4,000
 - Council motion was for \$2,000

Reserves

- \$115,000 going into reserves (same as 2017)
 - \$50,000 for water
 - \$25,000 for fire department
 - \$35,000 for garbage truck
 - \$5,000 for future tax stabilization

Budget 2018 Summary	
2018 Operating Budget (includes capital levy)	\$1,935,510

2018 Reserve Contributions	
Water Capital	\$50,000
Fire Capital	\$25,000
Tax Stabilization	\$5,000
Garbage Truck	\$35,000
	\$115,000

Operating Budget History		
Year	Budget	% Increase
2018	\$1,935,510	-1.36%
2017	\$1,962,152	4.28%
2016	\$1,881,558	5.85%
2015	\$1,777,500	9.76%
2014	\$1,619,391	-1.33%
2013	\$1,641,298	

Prior Municipal Tax Rate					
Year	Residential Rate	Commercial Rate	Special Levies	Capital Levy	Tax Assessment
2015	7.81	21.29	0.99555	0.455385	\$65,066,490
2016	9.12	23.252	\$24,750	0.467	\$64,380,650
2017	9.292	23.668	\$24,750	0.467	\$65,142,590
2018	9.569	24.342	\$24,750	0.467	\$65,142,590 *based on 2017 assessment

nents and the \$ Impact (Municipal Portion Only)												
	Assessment	2017 Tax \$	2017 Special	2017 Capital	2017 Total	2018 Tax \$	2018 Special	2018 Capital	2018 Total	\$ Increase	% Increase	AVG Tax Increase
Residential	\$50,000	\$465	\$50	\$23	\$538	\$478	\$50	\$23	\$552	\$14	2.51%	2.67%
	\$100,000	\$929	\$50	\$47	\$1,026	\$957	\$50	\$47	\$1,054	\$28	2.63%	
	\$150,000	\$1,394	\$50	\$70	\$1,514	\$1,435	\$50	\$70	\$1,555	\$42	2.67%	
	\$200,000	\$1,858	\$50	\$93	\$2,002	\$1,914	\$50	\$93	\$2,057	\$55	2.69%	
	\$250,000	\$2,323	\$50	\$117	\$2,490	\$2,392	\$50	\$117	\$2,559	\$69	2.71%	
	\$300,000	\$2,788	\$50	\$140	\$2,978	\$2,871	\$50	\$140	\$3,061	\$83	2.71%	
	\$350,000	\$3,252	\$50	\$163	\$3,466	\$3,349	\$50	\$163	\$3,563	\$97	2.72%	
	\$400,000	\$3,717	\$50	\$187	\$3,954	\$3,828	\$50	\$187	\$4,064	\$111	2.73%	
Commercial	\$50,000	\$1,183	\$50	\$23	\$1,257	\$1,217	\$50	\$23	\$1,290	\$34	2.61%	2.68%
	\$100,000	\$2,367	\$50	\$47	\$2,464	\$2,434	\$50	\$47	\$2,531	\$67	2.66%	
	\$150,000	\$3,550	\$50	\$70	\$3,670	\$3,651	\$50	\$70	\$3,771	\$101	2.68%	
	\$200,000	\$4,734	\$50	\$93	\$4,877	\$4,868	\$50	\$93	\$5,012	\$135	2.69%	
	\$250,000	\$5,917	\$50	\$117	\$6,084	\$6,086	\$50	\$117	\$6,252	\$169	2.70%	
	\$300,000	\$7,100	\$50	\$140	\$7,291	\$7,303	\$50	\$140	\$7,493	\$202	2.70%	
	\$350,000	\$8,284	\$50	\$163	\$8,497	\$8,520	\$50	\$163	\$8,733	\$236	2.70%	
	\$400,000	\$9,467	\$50	\$187	\$9,704	\$9,737	\$50	\$187	\$9,974	\$270	2.70%	

	Residential / Farmland	Commercial	M & E	Linear	Special Levy	Capital	Seniors	ASFF - Res	ASFF Non
Assessments	\$53,756,330	\$10,139,160	\$11,970	\$1,235,130		\$65,142,590	\$65,142,590	\$51,658,370	\$10,832,680
2018 Mill Rate	9.569	24.342	24.342	24.342	\$50/parcel	0.467	0.40000	2.4800	3.6400
Tax Revenue	\$514,394	\$246,807	\$291	\$30,066	\$24,750	\$30,422	\$26,057.04	\$128,112.76	\$39,430.96
Total Tax Revenue	\$791,559					\$24,750	\$30,422		\$167,544
Total Municipal Taxation	\$846,730								

2018 Operating Budget

Revenues	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Interim Budget	Notes
General Revenue	\$205,514	\$162,524	\$179,857	\$165,500	\$168,500	
General Taxation	\$667,955	\$731,561	\$760,313	\$826,643	\$791,556	
ASFP (Schools)	\$174,821	\$176,707	\$165,408	\$172,063	\$173,012	
Seniors Lodging	\$23,981	\$23,487	\$21,455	\$24,926	\$24,926	
Legislative	\$336	\$150	\$57	\$100	\$100	
General Admin	\$54,331	\$109,057	\$150,952	\$149,545	\$146,649	
Fire Department	\$95,682	\$30,302	\$25,288	\$28,000	\$27,500	
Bylaw	\$980	\$1,956	\$1,543	\$1,500	\$1,500	
Common Services	\$1,011	\$7,940	\$11,019	\$0	\$0	
Roads, Streets, Sidewalks	\$25,314	\$24,250	\$29,200	\$24,500	\$24,500	
Airport	\$365	\$465	\$465	\$500	\$500	
Water	\$176,090	\$266,834	\$279,537	\$283,300	\$288,300	
Sewer	\$55,596	\$55,998	\$75,695	\$85,500	\$85,500	
Garbage, Transfer Station, Recycling	\$103,530	\$103,542	\$108,991	\$109,325	\$107,850	
Planning and Development/Land Sales	\$19,004	\$41,936	\$152,850	\$24,000	\$27,750	
Recreation	\$63,499	\$65,197	\$82,643	\$66,750	\$67,367	
Total Revenues	\$1,668,009	\$1,801,906	\$2,045,273	\$1,962,152	\$1,935,510	
Expenditures						
General Expenditures	\$9,340	\$10,000	\$9,890	\$9,500	\$9,500	
ASFP	\$174,855	\$177,500	\$165,935	\$172,063	\$173,012	
Seniors Lodging	\$24,004	\$24,000	\$21,518	\$24,926	\$24,926	
Legislative	\$73,510	\$69,550	\$80,595	\$76,500	\$72,469	
General Administrative	\$350,045	\$342,000	\$355,669	\$375,875	\$370,290	
Fire Department	\$46,525	\$61,650	\$79,228	\$102,000	\$94,347	
Disaster Services	\$0	\$1,000	\$0	\$1,000	\$0	
Bylaw	\$15,636	\$20,500	\$23,184	\$26,500	\$25,500	
Common Services	\$107,833	\$115,000	\$95,916	\$106,710	\$146,673	
Roads, Streets, Sidewalks	\$149,900	\$227,500	\$193,499	\$205,000	\$183,500	
Airport	\$5,764	\$7,550	\$4,370	\$4,260	\$4,457	
Water	\$163,106	\$207,500	\$341,414	\$354,525	\$393,709	
Sewer	\$43,500	\$57,700	\$58,134	\$84,823	\$62,208	
Garbage, Transfer Station, Recycling	\$91,338	\$106,000	\$133,623	\$166,160	\$132,928	
FCSS	\$5,588	\$5,600	\$6,396	\$6,400	\$6,800	
Cemetery	\$1,500	\$1,500	\$2,387	\$2,000	\$2,000	
Planning and Development/Land Sales	\$16,970	\$13,000	\$23,370	\$10,250	\$7,750	
Economic Development	\$16,661	\$18,250	\$27,396	\$23,000	\$12,500	
Recreation	\$127,895	\$229,000	\$187,233	\$196,660	\$198,941	
Culture and Library	\$12,669	\$12,700	\$13,601	\$14,000	\$14,000	
General Expenses (debt)	\$0	\$70,000	\$47,500	\$0	\$0	
Total Expenditures	\$1,436,639	\$1,777,500	\$1,870,858	\$1,962,152	\$1,935,510	
Total Surplus / Deficit	\$231,370	\$24,406	\$174,415	\$0	\$0	

Budget 2018										
Project & Grant Summary Sheet										
					Taxation					
Dept	Grant Program	Project Description	Total Cost	Grant Funding	Operational Funding	Capital Funding	Debt	Reserves	Other Funding	Notes
Operational Projects										
PW	MSIO	Water Valve Replacements	\$30,000		\$30,000					
PW		Sewer Auger/Camera	\$15,000		\$15,000					
PW		Water Meter Reader Replacement	\$25,000		\$25,000					
PW		Main Street Caragana/Tree Planting	\$4,000		\$4,000					
		Sub-total	\$74,000	\$0	\$74,000	\$0	\$0	\$0	\$0	
Capital Projects										
PW	AMWWP/MSI	Water Reservoir Expansion	\$1,810,000	\$1,702,100					\$107,900	\$1,395,000 AWWP; 2018 MSI \$165k; 2019 MSI \$142,100; Coutts - ~\$107,900 (estimate)
PW	ACRP	Riverside Wetlands Project	\$1,664,600	\$1,497,600				\$67,000	\$100,000	Kinsmen \$100k
PW	ACRP	Riverside Wetlands (Sewer Replacement)	\$302,882	\$272,594				\$30,288		*grant submitted Sept 2017 - notice by April 2018
PW	MSI/GTF	Sewage Lagoon De-sludging	\$160,000	\$160,000						GTF \$50k; \$110k MSI
PW		Pickup Truck	\$35,000			\$35,000				
		Sub-total	\$3,972,482	\$3,632,294	\$0	\$35,000	\$0	\$97,288	\$207,900	
		Total	\$4,046,482	\$3,632,294	\$74,000	\$35,000	\$0	\$97,288	\$207,900	
				\$4,046,482						
Guaranteed Grant Programs			2017	2018	2019					
MSI - C		Municipal Sustainability Initiative Capital	\$273,735	\$275,000	\$275,000	2018, 2019 estimated				
MSI - O		Municipal Sustainability Initiative Operating	\$86,149	\$86,149	\$86,149					
FGT		Federal Gas Tax Fund	\$50,000	\$50,000	\$50,000					
		Total	\$409,884	\$411,149	\$411,149					
		MSI Capital	2018	2019	Total					
		Raw Water Reservoir	\$165,000	\$142,100	\$307,100					
		Riverside Wetlands Sewage Project	\$0	\$0	\$0					
		Sewage Lagoon De-sludging	\$110,000	\$0	\$110,000					
		Total	\$275,000	\$142,100	\$417,100					
		Remaining Funds by Year	\$0	\$132,900						
		Federal Gas Tax Fund	2018	2019						
		Sewage Lagoon De-sludging	\$50,000	\$0						
		Remaining Funds by Year	\$0	\$50,000						

January 2018 Council Meeting Date Change

Background

With Council and the CAO attending the Munis 101 Course all day on January 8th and 9th, timing wont allow for holding our regularly scheduled Council meeting on January 8th. Does January 15th, 2018 @ 5:30pm work for everyone?

Options (administrative recommendation marked with "x"):

- ☒ **#1** – Approve changing the January 2018 Council meeting to January 15, 2018 @5:30pm.
- ☐ **#2** – Provide administration with further direction with an approach Council would like to take.

Attachments

N/A

Town Staff Christmas Bonus

Background

For many successive years, Council has provided a Christmas bonus of \$100 to each permanent staff member.

Options (administrative recommendation marked with "x"):

- ☒ **#1** – Approve providing a \$100 Christmas bonus to all permanent staff.
- ☐ **#2** – Deny providing a \$100 Christmas bonus to all permanent staff.
- ☐ **#3** – Provide administration with further direction with an approach Council would like to take.

Attachments

N/A

Community Airport Program – Airport Lighting

Background

The lights at the airport have not been functional since 2014 when an inspection was completed and it was found that the runway lighting system was hazardous and unsafe due to deteriorated underground cables. As a result, the runway lighting system was de-energised and locked out.

The Town has been the operator of the airport since its inception but is owned by Alberta Transportation. We are responsible for maintaining the runway, taxiway, apron, associated buildings, and land surrounding the airport operations. While we did recently receive assistance from Volker Stevin with completing crack filling and line painting, we have largely been responsible for the operations and maintenance of the airport. Due to the ever-growing maintenance requirements and capital replacement costs, we have been unable to complete the installation of a new lighting system, as recommended in 2014. Administration has had discussions with Alberta Transportation and their position is that the only way we can receive funding for the airport would be through the Community Airport Program grant. They will not provide any other funding for the airport and it would be the Town's choice as to what level of maintenance we would provide at the airport should we not be successful with the grant application.

We have submitted an application for the Community Airport Program grant that would cover 75% of the costs of replacing the runway lighting system, which in 2014, had an estimated cost of \$255,000 – thus resulting in a Town portion of \$63,750 if the grant is successful.

It is estimated that the hospital would utilize the Medevac system around 6 times a year if they could utilize the airport at all hours of the day and there are approximately 75 daytime flights a year from private individuals. It is not known how much additional use would result from private individuals if the runway lighting system was upgraded.

Does Council want to proceed with the grant application?

Options (administrative recommendation marked with "x"):

- ☒ #1 – Provide administration with further direction with an approach Council would like to take.

Attachments

N/A



MINUTES - 4 (2017)
EXECUTIVE COMMITTEE MEETING
Thursday, May 11, 2017 at 7:00 p.m.
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - *Chair*
Henry Van Hierden - *Vice-Chair*
Don Anderberg
Jim Bester

Bill Chapman
Tom Rose (absent)
Barry Johnson

STAFF:

Lenze Kuiper – *Director*

Barb Johnson – *Executive Secretary*

AGENDA:

1. **Approval of Agenda** – May 11, 2017
 2. **Approval of Minutes** – April 13, 2017(attachment)
 3. **Business Arising from the Minutes**
 4. **New Business**
 - (a) ORRSC Shared Services and Member Utilization Draft Letter(attachment)
 - (b) Alberta Community Partnership Resolution(attachment)
 - (c) CPAA Conference Report
 - (d) New Staff
 - (e) Subdivision Activity 2017.....(attachment)
 - (f) Fee For Service Update(attachment)
 - (g) Summer Executive Committee Meeting Date
 5. **Accounts**
 - (a) Office Accounts – April 2017 (handout)
 - (b) Financial Statements –
 - (i) January 1 - January 31, 2017..... (handout)
 - (ii) January 1 - February 28, 2017 (handout)
 - (iii) January 1 - March 31, 2017..... (handout)
 6. **Director's Report**
 7. **Executive Report**
 8. **Adjournment**
-

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:00 P.M.

1. APPROVAL OF AGENDA

Moved by: Don Anderberg

THAT the Executive Committee approve the agenda, as amended:

ADD: 5(b) Financial Statements (January, February and March 2017) **CARRIED**

2. APPROVAL OF MINUTES

Moved by: Henry Van Hierden

THAT the Executive Committee approve the minutes of April 13, 2017, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) ORRSC Shared Services and Member Utilization Draft Letter

- The draft letter presented at the last meeting has been reworked and simplified incorporating Committee members' comments. Jim Bester suggested that an introductory paragraph be added to explain reasons why the letter is being sent. A hard copy of the final letter will be addressed to the Mayor/Reeve, Council and Administration of all member municipalities. The letter will also be handed out at the upcoming Board of Directors' meeting on June 1 and its importance reinforced with Board members.

Moved by: Barry Johnson

THAT the Executive Committee accept the draft letter with the proposed addition, to be circulated to the Mayor/Reeve, Council and Administration of all member municipalities, as well as handed out at the June 1, 2017 Board of Directors' meeting. **CARRIED**

(b) Alberta Community Partnership Resolution

- Parkland Community Planning Services and its partners:

Oldman River Regional Services Commission
Mackenzie Municipal Services Agency
Palliser Regional Municipal Services
West Central Planning Agency

have been approved to receive a \$500,000 Alberta Community Partnership Grant for the project: *Guidebook for Preparing a Municipal Development Plan*.

- As manager of the project, Parkland Community Planning Services requires ORRSC to pass the following resolution:

“Be it resolved:

1. That we authorize the Oldman River Regional Services Commission to participate in an application for the preparation of municipal development plan (MDP) guidance materials made by Parkland Community Planning Services under the Strategic Initiatives Component of the Alberta Community Partnership Program, further
2. That the Oldman River Regional Services Commission, a participant, agrees that Parkland Community Planning Services will be the managing partner for the project.”

Moved by: Jim Bester

THAT the Executive Committee authorize the Chair and Director to sign the above resolution for participation in the Alberta Community Partnership Grant Project. **CARRIED**

(c) CPAA Conference Report

- Four members of the Executive Committee attended the CPAA Conference in Red Deer on May 1-3, 2017 (Gordon Wolstenholme, Henry Van Hierden, Jim Bester, Bill Chapman) and each reported on the various topics discussed which included: gravel, marihuana, Bill 8 and Modernized MGA, Intermunicipal Collaborative Frameworks, etc.

(d) New Staff

- Yueu Majok began working on May 1 as CAD/GIS Technologist, replacing Steven Ellert who is retiring.
- Jennifer Maxwell, Subdivision Technician, returned May 1 after a one-year maternity leave.

(e) Subdivision Activity 2017

- 66 subdivision applications were received in the first four months of this year, with subdivision revenues totalling \$124,917.50. ORRSC will be revisiting our subdivision fees in the near future when the new step of deeming the application complete comes into effect.

Moved by: Bill Chapman

THAT the Executive Committee accept the Subdivision Activity 2017, as information. **CARRIED**

(f) Fee For Service Update

- The Fee For Service 2017 updated April 28 was reviewed. The Director is working on getting a more up-to-date way of reporting current projects, as well as a time schedule for all the plans that will have to be completed in the next few years so municipalities will know where they are in the queue.

Moved by: Don Anderberg

THAT the Executive Committee accept the Fee For Service Update, as information. **CARRIED**

(g) Summer Executive Committee Meeting Date

- The summer Executive Committee meeting will be held on Thursday, July 13, 2017. There will not be a meeting in August.

5. ACCOUNTS

(a) Office Accounts – April 2017

5150	Staff Mileage	B. Brunner	\$ 37.50
5150	Staff Mileage	S. Johnson (March - April)	78.50
5151	Vehicle Gas & Maintenance	S. Johnson (March - April)	118.92
5320	General Office Supplies	S. Johnson (March - April)	46.97
5530	Coffee & Supplies	S. Johnson (March - April)	101.85
5280	Janitorial Services	Madison Ave Business Services	425.00
5320	General Office Supplies	Madison Ave Business Services	9.12
5310	Telephone	Bell Mobility	654.84
5310	Telephone	Shaw Cablesystems	494.65
5320	General Office Supplies	Purolator	91.38
5320	General Office Supplies	Supreme Basics	180.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5380	Printing & Printing Supplies	Peak Vocational Services	90.00
5430	Aerial Photos & Maps	Lethbridge County	250.00
5440	Land Titles Office	Minister of Finance	1,822.00
5490	Consultants	MPE Engineering	4,407.00
5500	Subdivision Notification	Postmedia Network	174.00
5500	Subdivision Notification	Lethbridge Herald	309.68
5570	Equipment Repairs & Maintenance	Xerox Canada	752.88
5580	Equipment & Furniture Rental	Pitney Bowes	330.45
1160	GST Receivable	GST Receivable	429.37
TOTAL			<u>\$10,827.11</u>

Moved by: Henry Van Hierden

THAT the Executive Committee approve the Office Accounts of April 2017 (\$10,827.11), as presented. **CARRIED**

(b) Financial Statements –

(i) January 1 - January 31, 2017

(ii) January 1 - February 28, 2017

(iii) January 1 - March 31, 2017

Moved by: Jim Bester

THAT the Executive Committee approve the following unaudited Financial Statements, as presented:

January 1 - January 31, 2017

January 1 - February 28, 2017

January 1 - March 31, 2017

CARRIED

6. DIRECTOR'S REPORT

- The Director reported on his activities since the last Executive Committee meeting.

7. EXECUTIVE REPORT

- Committee members reported on various projects and activities in their respective municipalities.


8. ADJOURNMENT

- There will be no Executive Committee meeting in June 2017.

Moved by: Bill Chapman

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:30 p.m. until **Thursday, July 13, 2017 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: 



MINUTES - 5 (2017)

EXECUTIVE COMMITTEE MEETING

Thursday, September 7, 2017 at 5:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - *Chair* (absent)
Henry Van Hierden - *Vice-Chair*
Don Anderberg (absent)
Jim Bester

Bill Chapman (absent)
Tom Rose
Barry Johnson (absent)

STAFF:

Lenze Kuiper – *Director*

Barb Johnson – *Executive Secretary*

AGENDA:

1. **Approval of Agenda** – September 7, 2017
 2. **Approval of Minutes** – May 11, 2017 (attachment)
 3. **Business Arising from the Minutes**
 4. **New Business**
 - (a) Alberta Environment Letter and Meeting..... (attachment)
 - (b) Modernized MGA Plan Requirements Update (attachment)
 - (c) Assessment Review Board Update.....
 - (d) Tree Removal (attachment)
 - (e) Coalhurst Development Officer Service (attachment)
 - (f) Subdivision Activity 2017..... (attachment)
 - (g) Fee For Service (attachment)
 5. **Accounts**
 - (a) Office Accounts –
 - (i) May 2017 (attachment)
 - (ii) June 2017 (attachment)
 - (iii) July 2017 (handout)
 - (b) Financial Statements –
 - (i) January 1 - April 30, 2017 (attachment)
 - (ii) January 1 - May 31, 2017 (attachment)
 - (iii) January 1 - June 30, 2017 (attachment)
 - (iv) January 1 - July 31, 2017 (handout)
 6. **Director's Report**.....
-

7. **Executive Report**
8. **Adjournment**

VICE-CHAIR HENRY VAN HIERDEN CALLED THE MEETING TO ORDER AT 5:15 P.M.

As a quorum was not present, those in attendance reviewed and discussed agenda items and made recommendations to the Executive Committee. Meeting minutes will be forwarded to each Executive Committee member and ratified at the next Executive Committee meeting.

1. **APPROVAL OF AGENDA**

Recommended by: Tom Rose

THAT the Executive Committee approve the agenda of September 7, as amended:

ADD: 5(a)(iii) Office Accounts – July 2017

5(b)(iv) Financial Statements – January 1 - July 31, 2017

2. **APPROVAL OF MINUTES**

Recommended by: Tom Rose

THAT the Executive Committee approve the minutes of May 11, 2017, as presented.

3. **BUSINESS ARISING FROM THE MINUTES**

- None.

4. **NEW BUSINESS**

(a) Alberta Environment Letter and Meeting

- In February 2016, ORRSC sent a letter to Shannon Phillips (Minister of Alberta Environment & Parks) requesting an update on the status of the Flood Hazard Identification Program and the timelines for studies on the rivers and creeks in southern Alberta. We received a response in June 2017 apologizing for the delay (they had just found the letter which had been misplaced) and advised that our request will be taken under consideration during the prioritization process as part of the provincial Flood Hazard Identification Program.
- Nancy Morrison, Ministerial Assistant to the Minister, visited the office and met with Lenze, Gavin and Bonnie to discuss the Flood Hazard Identification Program, etc. Lenze will try to set up a meeting with the Minister sometime this fall.

(b) Modernized MGA Plan Requirements Update

- In order to determine the amount of work ORRSC has upcoming in the next few years to comply with ALSA and the SSRP, two spreadsheets are being developed – one lists Land Use Bylaws and Intermunicipal Development Plans, and the other lists Municipal Development Plans. A total of approximately 105 plans will have to be either reviewed and updated or a new one completed. Timelines for completion have not been entered on the spreadsheet yet.

(c) Assessment Review Board Update

- A total of nine tax assessment appeals spread out over several municipalities have been received: two commercial and 7 residential. We provided a quote to the Town of Taber for two additional CARB appeals with tight timelines, but haven't heard back from them yet. Hearings will begin October 19 using Board members from a pool of approximately 12 trained members.

(d) Tree Removal

- In the evening of June 8, a storm passing through Lethbridge uprooted one of ORRSC's large poplar trees and fell toward the west, blocking 31 Street. Because the tree was planted on the boulevard, city crews removed it at no cost. The remaining trees have been assessed and it was determined they should all be removed to avoid a similar incident and to stop the roots from coming up through the parking lot pavement. A quote of \$14,500 to remove the four poplar trees, one apple tree, grind six stumps, and prune the shrubs was obtained. Preferably the work will be done this fall, within the current budget.
- Quotes to redo pavement in both front and back parking lots have come in from \$100,000 to \$160,000. Although this issue will need to be addressed in the future, the trees should be removed before any pavement work takes place.

(e) Coalhurst Development Officer Service

- ORRSC provided Development Officer services to the Town of Coalhurst for the last seven years on a temporary basis. They have now hired Leda Kozak Tittsworth from our staff full-time for the position and sent a letter of appreciation for providing the service.

(f) Subdivision Activity 2017

- 139 subdivision applications were received in the first eight months of the year, with subdivision revenues totalling \$241,855. ORRSC will be increasing the subdivision fee once the new MGA comes into play as there will be additional steps required in the application process. Target for this year is \$305,000 but we estimate closer to \$330,000 will be achieved.

(g) Fee For Service

- A number of outstanding projects currently in progress are listed (quote less payments = \$313,733.32). Values from the Fee for Service handout will be transferred to the previous spreadsheets [see 4(b)].

5. ACCOUNTS

(a) Office Accounts

(i) May 2017

5160	Staff Field Expense	B. Johnson	\$	54.62
5170	Staff Conference & Area	APPI		28.00
	R. Dyck - Lethbridge - "Implementing the Vision" - April 20/17 - registration fee			
4140	Approval Fees	Jones Geomatics		125.00
5265	Utilities	City of Lethbridge.....		673.94
5280	Janitorial Services	Madison Ave Business Services.....		475.00

5285	Building Maintenance	Westburne.....	96.60
5285	Building Maintenance	Zora Marcic	100.00
5310	Telephone	Bell Mobility.....	655.44
5310	Telephone	DRC Communication	135.00
5310	Telephone	DRC Communication	289.00
5590	Equipment & Furniture Purchases	DRC Communication	410.00
5320	General Office Supplies	Desjardin Card Services	87.49
5320	General Office Supplies	Desjardin Card Services	159.98
5380	Printing & Printing Supplies	Desjardin Card Services	163.08
5330	Dues & Subscriptions	Vauxhall Advance	22.00
5330	Dues & Subscriptions	Westwind Weekly.....	35.00
5330	Dues & Subscriptions	Claresholm Local Press.....	38.10
5380	Printing & Printing Supplies	Paramount Printers	70.00
5390	Graphic & Drafting Supplies	Digitex	3,332.00
5390	Graphic & Drafting Supplies	Digitex	363.90
5390	Graphic & Drafting Supplies	Digitex	106.00
5420	Accounting & Audit Fees	KPMG	9,370.00
5430	Aerial Photos & Maps	County of Newell.....	250.00
5460	Public Relations	Steven Ellert.....	300.00
5470	Computer Software	Autodesk.....	3,200.00
5570	Equipment Repairs & Maintenance	PitneyWorks.....	119.98
1160	GST Receivable	GST Receivable	981.37
TOTAL			<u>\$21,641.50</u>

(ii) June 2017

5150	Staff Mileage	B. Brunner	\$ 52.00
5150	Staff Mileage	S. Johnson (April - June)	99.00
5160	Staff Field Expense	S. Johnson (April - June)	13.05
5320	General Office Supplies	S. Johnson (April - June)	103.82
5330	Dues & Subscriptions	S. Johnson (April - June)	120.00
5530	Coffee & Supplies	S. Johnson (April - June)	103.07
5160	Staff Field Expense	Petty Cash (meals - C. Klassen)	41.64
5320	General Office Supplies	Petty Cash (platter, gloves, plunger)	32.35
5350	Postage & Petty Cash	Petty Cash (Canada Post)	28.02
5530	Coffee & Supplies	Petty Cash (cream)	7.72
4140	Approval Fees	Chris Bourassa	106.73
4140	Approval Fees	Jones Geomatics	200.00
5310	Telephone	Bell Mobility	690.04
5310	Telephone	Shaw Cablesystems	269.14
5320	General Office Supplies	Paramount Printers	24.00
5320	General Office Supplies	Desjardin Card Services	242.19
5380	Printing & Printing Supplies	Desjardin Card Services	163.77
5320	General Office Supplies	Desjardin Card Services	62.11
5330	Dues & Subscriptions	Municipal World	89.10
5330	Dues & Subscriptions	Professional Standards Board	375.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5440	Land Titles Office	Minister of Finance	414.00

5460	Public Relations	The Engravers	10.00
5470	Computer Software	Digitex	17,425.00
5490	Consultants	MPE Engineering	1,172.00
5500	Subdivision Notification	Lethbridge Herald	1,083.88
5570	Equipment Repairs & Maintenance	Xerox	771.11
5580	Equipment & Furniture Rentals	Pitney Bowes	297.12
1160	GST Receivable	GST Receivable	1,149.09
TOTAL			<u>\$25,167.95</u>

(iii) July 2017

5150	Staff Mileage	M. Burla	\$ 253.50
5280	Janitorial Services	Madison Ave Business Services	475.00
5310	Telephone	Bell Mobility	694.84
5320	General Office Supplies	Best Buy	39.99
5320	General Office Supplies	Desjardin Card Services	196.86
5380	Printing & Printing Supplies	Desjardin Card Services	204.96
5350	Postage & Petty Cash	Postage by Phone	2,000.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5440	Land Titles Office	Minister of Finance	628.00
5500	Subdivision Notification	Lethbridge Herald	464.52
5531	GIS Grant	Geodesy Group Inc.	143,900.00
5570	Equipment Repairs & Maintenance	Xerox Canada	1,063.19
1160	GST Receivable	GST Receivable	7,358.09
TOTAL			<u>\$157,301.95</u>

- Geodesy Group Inc. is the company that flew the orthophotos this year (\$143,900). These will be loaded onto the GIS in the next few weeks.

Recommended by: Jim Bester

THAT the Executive Committee approve the Office Accounts of May (\$21,641.50), June (\$25,167.95) and July (\$157,301.95) 2017, as presented.

(b) Financial Statements –

- (i) January 1 - April 30, 2017**
- (ii) January 1 - May 31, 2017**
- (iii) January 1 - June 30, 2017**
- (iv) January 1 - July 31, 2017**

Recommended by: Tom Rose

THAT the Executive Committee approve the following unaudited Financial Statements, as presented:

January 1 - April 30, 2017
January 1 - May 31, 2017
January 1 - June 30, 2017
January 1 - July 31, 2017

6. DIRECTOR'S REPORT

- The Director has been involved in the preparation of a Municipal Development Plan Guidebook. A draft was provided to the province and a focus group consisting of CAOs from Stavely, Arrowwood/Milo and Magrath was held. This part will be ready October 16 and the second part (case studies on what is required for an MDP) has a January 2018 deadline.
- A solar group came in to do a presentation to planners.
- The Director will go over some budgeting items at the Board meeting tonight. GIS fees need to be raised 1-2% to cover the costs of a new server and to replace lost revenue from Rocky Mountain House.
- We are currently in the process of scanning all the subdivision files to be linked to the GIS.

7. EXECUTIVE REPORT

- Committee members reported on various projects and activities in their respective municipalities.

8. ADJOURNMENT

Recommended by: Henry Van Hierden

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 6:20 p.m. until **Thursday, October 12, 2017 at 7:00 p.m.**

/bj

CHAIR:

A handwritten signature in blue ink, appearing to read "Gordon Watt", is written over a horizontal line.



BOARD MEETING MINUTES CPR BARN, STRATHMORE THURSDAY, SEPTEMBER 7, 2017

Minutes of the Canadian Badlands Board Meeting held on September 7, 2017 at 9:00 a.m.

CALL TO ORDER

PRESENT

George Bohne	Vice President, Canadian Badlands / Mayor, Town of Raymond
Bob Long	Past President, Canadian Badlands / Reeve, Kneehill County
George Glazier	Secretary, Canadian Badlands / Reeve, County of Paintearth
Ben Elfring	Director, Canadian Badlands / Councillor, District of Taber
Doran Degenstein	Director, Canadian Badlands
Terri Kinsman	Director, Canadian Badlands / Rocking R Guest Ranch
Steve Grajczyk	Director, Canadian Badlands / Councillor, Town of Strathmore

REGRETS

Barry Morishita	President, Canadian Badlands / Mayor, City of Brooks
Jeff Carlson	Treasurer, Canadian Badlands / Councillor, City of Lethbridge
Anne Marie Philipsen	Director, Canadian Badlands / Councillor, County of Newell
Ken Kultgen	Director, Canadian Badlands / Mayor, Village of Foremost
Terry Yemen	Member-at-large, Canadian Badlands / Mayor, Town of Drumheller
Brian Varga	Member-at-large, Canadian Badlands / Councillor, City of Medicine Hat

OTHERS IN ATTENDANCE

Lonna Hoggan, Administrative Manager, Canadian Badlands
Diana Watson, Executive Assistant, Canadian Badlands

Guests: Members of the Strathmore Historical Society, Strathmore Council Members and Bruce Klieber, owner and host of the Strathmore Barn. Bruce provided the history of the Strathmore Barn and site that it sits on during our lunch break.

1. CALL TO ORDER – Vice President, George Bohne, called the meeting to order at 9:17 a.m.

2. CONSENT AGENDA APPROVAL

- 2.1 Finance Report
- 2.2 CBT Activity Report
- 2.3 Marketing Committee Update
- 2.4 Product Development Committee Update
- 2.5 Correspondence

B.M.17.37 Ben Elfring made a motion to approve the Consent Agenda items of September 7, 2017.

CARRIED UNANIMOUSLY

3. ADOPTION OF AGENDA

B.M.17.38 George Glazier made a motion to adopt the Agenda of September 7, 2017.

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES – June 29, 2017 Board Meeting

B.M.17.39 Steve Grajczyk made a motion to accept the previous minutes with amendments suggested.

CARRIED UNANIMOUSLY

Board Meeting held June 29, 2017 – Barry Morishita was not present, George Bohne presided as Chair.

5. ONGOING BUSINESS

5.1 2018 CBT Conference

B.M.17.40 Ben Elfring made a motion to move the CBT Conference dates from March 14 – 16, 2018 to March 13 – 15, 2018, in Medicine Hat.

CARRIED UNANIMOUSLY

ACTION: Lonna Hoggan to contact the organizers of the Growing Rural Tourism Conference to find out whether or not they are willing to change the location of this event occasionally, if we were to partner with them in future events. Also, to contact Wynn McLean for any ideas.

6. NEW BUSINESS

6.1 Presentation by the Western District Historical Society

7. ROUND TABLE

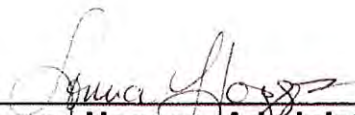
8. ADJOURNMENT

B.M.17.41 Steve Grajczyk made a motion to adjourn the meeting at 11:03 a.m.

CARRIED UNANIMOUSLY



George Bohne, Vice President



Lonna Hoggan, Administrative Manager

*The final portion of our strategic planning session with Karen Blewett took place following the Board meeting.



BROWNLEE LLP
Barristers & Solicitors

Brownlee LLP Presents:

EMERGING TRENDS IN **MUNICIPAL LAW**

February 8, 2018 - Calgary
February 15, 2018 - Edmonton

Topics include:

- Select MGA Regulations
- Cannabis & the Municipality
- Emergency Management

Registration: \$169 + fees per person

Please note that booklets will NOT be available.

Materials will be made available online should you wish to print them prior to the event.

To register for Calgary, Feb 8, 2018:
<https://2018emergingtrendssyc.eventbrite.ca>

To register for Edmonton, Feb 15, 2018:
<https://2018emergingtrendseyeg.eventbrite.ca>

For more information including venues and hotel availability:

<http://brownleelaw.com/users/>

Agenda and course descriptions available soon.

www.brownleelaw.com