



# Town of Milk River

Town Hall Complex  
June 10<sup>th</sup>, 2019 at 5:30pm

- 1) Call Council Meeting to Order
- 2) Additions to the Agenda
- 3) Minutes of the May 13<sup>th</sup>, 2019 Regular Council Meeting
- 4) Business Arising from Minutes
- 5) Delegation
  - a) Riverside Community Golf Society – 5:35pm – 5:50pm
  - b) Family Play and Sport Development Presentation – Paul Goldsmith, Rachelle Miller – 5:50pm – 6:00pm
- 6) Financial Reports
  - a) Accounts Payable #20190327 to #20190410
  - b) May 2019 Bank Reconciliation
- 7) Administration Reports
  - a) CAO Report
  - b) PW Foreman Report
  - c) Council Resolution Status
  - d) Capital Project Status
- 8) New Business
  - a) Riverside Community Golf Society Request
  - b) Council Summer Schedule
  - c) Benchmark Assessment – Contract Renewal
  - d) Chief Mountain Solid Waste Authority – Commission Motion Updates
  - e) 8<sup>th</sup> Avenue Curbing
- 9) Correspondence
  - a) ORSSC Executive Minutes – April 11, 2019 Meeting – (emailed May 14, 2019)
  - b) Ridge Country Housing Meeting Minutes (emailed May 23, 2019)
  - c) Alberta Recreation and Parks Association (emailed May 28, 2019)
  - d) ORRSC – AGM Meeting and 2018 Annual Report (emailed May 30, 2019)
  - e) Badlands Board Minutes – April 2019 Meeting (emailed May 31, 2019)
- 10) Council Reports (Roundtable Discussion)
  - a) Councillor Liebelt Report
- 11) Closed Session
  - a) FOIPP Section #24 – Advice from Officials – Land Contract
- 12) Adjournment

**TOWN OF MILK RIVER**  
**REGULAR COUNCIL MEETING MINUTES**  
**May 13<sup>th</sup>, 2019**



*The regular meeting of the council of the Town of Milk River was held in council chambers in the municipal office commencing at 5:30 pm.*

**Attendance**

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

Councillor, L. McCulloch was excused.

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

**Call to Order**

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

**Additions to Agenda**

#2019-05-01

MOVED by Councillor McCanna that the agenda be approved, as presented.

CARRIED

**Minutes**

#2019-05-02

MOVED by Councillor Wright to approve the minutes of the April 8, 2019 Regular Council meeting.

CARRIED

**Delegations**

The delegation from the Riverside Golf Course was absent.

Corporal Gemmell, RCMP, presented quarterly statistics to Council and discussed what our municipal priorities would be for 2019.

**Accounts Payable &  
April 2019 Bank  
Reconciliation**

#2019-05-03

MOVED by Councillor Liebelt to approve accounts payable #20190253 - #20190326. Councillor Liebelt abstained from voting on #20190263. Mayor Losey abstained from voting on #20190320.

CARRIED

#2019-05-04

MOVED by Councillor McCanna to approve the April 2019 Bank Reconciliation.

CARRIED

**Administration  
Reports**

#2019-05-05

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

CARRIED

**New Business**

**Riverside Golf Society  
Request**

#2019-05-06

MOVED by Councillor McCanna to table this item until the June Council Meeting, asking that a member of the Riverside Golf Society Board attend the next Council meeting and bring a specific plan for 2019 capital improvements for the golf course.

CARRIED

**Milk River Water  
Users Association  
Donation Request**

#2019-05-07

MOVED by Councillor Wright to approve providing a donation of \$500 to the Milk River Water Users Association and the Town will be removing ourselves from membership of the group effective June 1, 2019.

CARRIED

	Council took a short recess from 6:44pm - 6:46pm.	
<b>2019 Final Operating and Capital Budget</b> #2019-05-08	MOVED by Councillor Liebelt to approve the 2019 Final Operating Budget of \$2,142,757 and the 2019 Final Capital Budget of \$682,000, as amended by eliminating the North and South Entrance Beautification capital project and eliminating the Town Hall Solar Installation Project.	CARRIED
<b>Bylaw #1021 – 2019 Tax Rate</b> #2019-05-09	MOVED by Councillor McCanna to approve 1 <sup>st</sup> reading of Bylaw #1021 – 2019 Tax Rate Bylaw, as presented.	CARRIED
#2019-05-10	MOVED by Councillor Liebelt to approve 2 <sup>nd</sup> reading of Bylaw #1021 – 2019 Tax Rate Bylaw, as amended by the 2019 Operating and Capital Budgets (resolution #2019-05-08).	CARRIED
#2019-05-11	MOVED by Councillor Wright to consider 3 <sup>rd</sup> and final reading of Bylaw #1021 – 2019 Tax Rate Bylaw.	CARRIED UNANIMOUSLY
#2019-05-12	MOVED by Councillor McCanna to approve 3 <sup>rd</sup> and final reading of Bylaw #1021 – 2019 Tax Rate Bylaw.	CARRIED
<b>Bylaw #1022 – 2019 Special Levies Tax Rate</b> #2019-05-13	MOVED by Councillor Liebelt to approve 1 <sup>st</sup> reading of Bylaw #1022 – 2019 Special Levies Tax Rate Bylaw, as presented.	CARRIED
#2019-05-14	MOVED by Councillor Wright to approve 2 <sup>nd</sup> reading of Bylaw #1022 – 2019 Special Levies Tax Rate Bylaw, as presented.	CARRIED
#2019-05-15	MOVED by Councillor McCanna to consider 3 <sup>rd</sup> and final reading of Bylaw #1022 – 2019 Special Levies Tax Rate Bylaw.	CARRIED UNANIMOUSLY
#2019-05-16	MOVED by Councillor Liebelt to approve 3 <sup>rd</sup> and final reading of Bylaw #1022 – 2019 Special Levies Tax Rate Bylaw.	CARRIED
<b>County of Warner ICF/IDP Framework</b> #2019-05-17	MOVED by Councillor Liebelt to accept the County of Warner recommendation for completing the Intermunicipal Collaboration Framework and Intermunicipal Development Plans.	CARRIED
<b>Parade Involvement</b> #2019-05-18	MOVED by Councillor McCanna to send a Councillor to the municipal parades in Coutts, Warner and Bonanza Days in Milk River.	CARRIED
<b>RCMP – Municipal</b>	MOVED by Councillor Liebelt to designate the following priorities as our municipal	

**Priorities**

#2019-05-19

priorities for 2019: 1) traffic enforcement; and 2) substance abuse, enforcement & education.

CARRIED

**Correspondence**

#2019-05-20

MOVED by Councillor McCanna to accept the correspondence as information.

CARRIED

**Council Reports**

Councillor McCanna

- Attended a FCSS meeting
- Attended a Ridge Country Housing meeting
- Attended a Library Board meeting

Councillor Liebelt

- Attended a Businessmens' Association meeting

Councillor Wright

- Attended an Agricultural Society meeting
- Attended a Milk River Water Users Association meeting AGM
- Attended a Chief Mountain Solid Waste Authority meeting
- Attended a Riverside Golf Society meeting

Mayor Losey

- Attended the Tourism Committee meeting with other municipalities (no formal name developed yet)
- Attended a Mayors and Reeves meeting
- Attended a Seniors Society meeting
- Attended a Ridge Country Housing meeting
- Attended an online Energy Conference through AUMA

**Closed Session**

#2019-05-21

MOVED by Councillor McCanna to enter a Closed Session, as per Section #24 of FOIPP for a Land Issue and a Recycling Issue at 8:42pm.

CARRIED

#2019-05-22

MOVED by Councillor Wright to come out of the Closed Session at 8:59pm.

CARRIED

**Offer to Purchase**

#2019-05-23

MOVED by Councillor Liebelt to direct administration to put an offer to purchase in on Lot 18, Block 40, Plan 8210427, as discussed in the Closed Session.

CARRIED

**Adjournment**

#2019-05-24

MOVED by Councillor Liebelt to adjourn the meeting @ 9:01pm.

CARRIED

These minutes approved this 10<sup>th</sup> day of June, 2019.

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Mayor – Peggy Losey

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CAO – Ryan Leuzinger



# TOWN OF MILK RIVER

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## Cheque Listing For Council

2019-Jun-5  
9:40:28AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20190327	2019-05-06	ALBERTA HOTEL & LODGING ASSOCIATION	461380	PAYMENT 2019 CAMPGROUND LISTING	414.75	414.75
20190328	2019-05-06	ALBERTA ONE-CALL CORPORATION	150730	PAYMENT APRIL NOTIFICATIONS	107.10	107.10
20190329	2019-05-06	AMSC INSURANCE SERVICES LTD.	201905	PAYMENT MAY BENEFITS	2,349.06	2,349.06
20190330	2019-05-06	BARONS-EUREKA-WARNER F.C.S.S.	517	PAYMENT 2019 ANNUAL FUNDING CONTRIBUT	6,293.47	6,293.47
20190331	2019-05-06	BENCHMARK ASSESSMENT CONSULT.	16507	PAYMENT MAY ASSESSMENT FEE	1,268.75	1,268.75
20190332	2019-05-06	[REDACTED]	201902	PAYMENT MEALS-LEVEL 1 WATER COURSE-C/	119.52	119.52
20190333	2019-05-06	CARO ANALYTICAL SERVICES	IC1906734	PAYMENT WATER THM TESTING	90.30	90.30
20190334	2019-05-06	COUNTY OF WARNER	2293	PAYMENT SAFETY SERVICES-APRIL-J.ANDER	1,000.00	1,000.00
20190335	2019-05-06	L.A. POWER SYSTEMS LTD.	77225	PAYMENT HYDROVAC WATER BREAK-1 AVE &	1,722.00	1,722.00
20190336	2019-05-06	MCTAGGART HVAC	414	PAYMENT REPAIR FURNACE-PUMP STATION E	229.95	229.95
20190337	2019-05-06	MEQUIPCO LTD.	52847	PAYMENT GR100K-2 ELECTRONIC CHLOR-SCA	4,269.76	4,269.76
20190338	2019-05-06	MILK RIVER CABLE CLUB	47865	PAYMENT APR ADS, MAY INTERNET	299.15	299.15
20190339	2019-05-06	MILK RIVER HOME HARDWARE	2453360 2453480 2453535 2453811	PAYMENT PAINT, BRUSH FAUCET TOOL BOXES, SCREWDRIVER PLIEF INSULATION, 2"	20.20 7.02 117.24 244.61	389.07
20190340	2019-05-06	PETTY CASH - RYAN LEUZINGER	201901 201902 201903	PAYMENT GARGER AGENCIES-COPY OF REGI PRL AUXILLARY-PIE FUNDRAISER REXALL-CARD-E.ELMAN RETIREMEI	22.45 14.00 6.80	43.25
20190341	2019-05-06	PUROLATOR INC.	441330302	PAYMENT FREIGHT-CARO ANALYTICAL	51.57	51.57
20190342	2019-05-06	RIDGE AUTO PARTS LTD.	656142 656193 656259 656485 656557 657328 657368	PAYMENT REDTAC GREASE EYEWASH STATIONS, SIPHON PUMI RUST PAINT BATHROOM TISSUE MAGNETIC PICK UP TOOL BATHROOM TISSUE-CAMPGROUND FIRE DEPT-HOOK JAW, KNURL	71.23 118.31 111.49 10.05 9.75 120.58 45.65	487.06
20190343	2019-05-06	RIDGE COUNTRY HOUSING - LODGE OPERATIONS	323	PAYMENT 2019 ANNUAL REQUISITION	25,858.09	25,858.09
20190344	2019-05-06	RIVERSIDE MARKET 2009	1202989 1205333 1206616 415034	PAYMENT SYMPATHY CARD-S.BUTLER COFFEE,B-DAY CAKE-K.SWANSON SUGAR GIFT BASKET-S.BUTLER	4.08 26.48 4.59 52.50	87.65
20190345	2019-05-06	RMA	1121-50011517 50181937 90711417-00	PAYMENT ATS TRAFFIC-SIGNS, CONES, BARR STAPLES-COLORED PAPER, INDEX EMCO-CURBSTOP BOX TOPS	2,606.60 706.46 52.91	7,764.80



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9:40:29AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20190345	2019-05-06	RMA	90711486-00 P59252 P59432	EMCO-SUPPLIES FOR WATERWORKS RME-QUICK FRESH, GLASS CLEANER RME-SLEEVE, NUT	4,359.64 38.12 1.07	7,764.80
20190346	2019-05-06	SOUTH COUNTRY TIRE	877737	PAYMENT FLAT REPAIR-UNIT 16	29.40	29.40
20190347	2019-05-06	TRUCK/RV/CAR/WASH	3859	PAYMENT VEHICLE WASHES	163.75	163.75
20190348	2019-05-06	UNITED FARMERS OF ALBERTA	111889882 111889883 111921503	PAYMENT FUEL FIRE DEPT FUEL BULK FUEL-SEWAGE LEFT STN	2,106.16 24.90 379.48	2,510.54
20190349	2019-05-06	WESTECH SANITATION SYSTEMS LTD.	33110	PAYMENT PUMP, PRESSURE WASH, RECHARGE	141.75	141.75
20190356	2019-05-13	[REDACTED]	201903	PAYMENT MEALS, LEVEL 1 WATER COURSE, M	121.76	121.76
20190357	2019-05-13	CANDU AUTOMATION & CONTROL SOLUTIONS LTD.	1379	PAYMENT WTP-INSTALL NEW SCALE, CONNECTION	720.35	720.35
20190358	2019-05-13	DIGITEX CANADA INC.	IN515615	PAYMENT FEBRUARY COPIES	165.99	165.99
20190359	2019-05-13	MILK RIVER HISTORICAL SOCIETY	201903	PAYMENT COMMUNITY FOUNDATION DONATION	4,480.00	4,480.00
20190360	2019-05-13	OSSA TERRA LTD.	PROG CERT NO 1	PAYMENT RAW WATER STORAGE RESERVOIR	71,035.39	71,035.39
20190361	2019-05-13	RIDGE WATER SERVICES COMMISSION	355	PAYMENT WTP MANAGER, LEVEL 2 OP, MAR 3	1,741.40	1,741.40
20190362	2019-05-13	TANEX (2003) INC.	PROG CERT NO 1	PAYMENT RIVERSIDE WETLANDS ENHANCEMENT	387,413.90	387,413.90
20190363	2019-05-13	TOWN OF RAYMOND	20190118 20190128 20190137	PAYMENT ADMIN SERVICE MAY PEACE OFFICERS ADMIN SERVICE	165.38 2,479.58 110.25	2,755.21
20190364	2019-05-13	WASTE CONNECTIONS OF CANADA INC.	7410-003363-000 7410-005386-000	PAYMENT PLASTICS RECYCLING CARDBOARD CONTAINER, DELIVER	6.30 698.25	704.55
20190381	2019-05-29	1932320 ALBERTA LTD	1111	PAYMENT PULL OUT ROW OF CARRAGNA AT P	1,470.00	1,470.00
20190382	2019-05-29	ATB FINANCIAL ACCOUNTS PAYABLE	201905	PAYMENT MAY RRSP CONTRIBUTION	273.18	273.18
20190383	2019-05-29	ATB FINANCIAL MASTER CARD	2019045 2019046 2019047 2019048 2019049 2019050 2019051 2019052 2019053 C168647681	PAYMENT ADOBE-COUNCIL AGENDAS SANDSTONE-PW WATER BREAK SU VICE-GOLF BALLS FOR TOURNAMENT ULINE-POLY ROPE FOR GOLF COUP AIR CANADA-RETURN FLIGHT-EDMONTON WESTJET-FLIGHT-EDMONTON COU HOME HARDWARE-GIFT CARD-E.EL HOTEL BLACKFOOT-AWWOA COUR HOTEL BLACKFOOT-AWWOA COUR CPC-NEWSLETTER	21.70 79.71 833.11 176.36 142.93 145.03 500.00 296.10 296.10 110.32	2,601.36
20190384	2019-05-29	[REDACTED]	201910	PAYMENT MAY RRSP CONTRIBUTION	723.52	723.52
20190385	2019-05-29	CAMFIELD GROUNDWATER SERVICES LTD.	130-PROG INV #2	PAYMENT RIVERSIDE WETLANDS PROJECT-W	60,822.83	60,822.83
20190386	2019-05-29	CANDU AUTOMATION & CONTROL SOLUTIONS LTD.	1381	PAYMENT REPAIR PRESSURE PUMP, INSTALL	847.88	847.88



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## Cheque Listing For Council

2019-Jun-5

9:40:29AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20190387	2019-05-29	DELREI ROOFING	10472	PAYMENT SEAL SKYLIGHTS-TOWN HALL	210.00	210.00
20190388	2019-05-29		201905	PAYMENT MAY RRSP CONTRIBUTION	418.86	418.86
20190389	2019-05-29		201901	PAYMENT DRIVERS ABSTRACT	24.45	24.45
20190390	2019-05-29	GASPAR, MARYAN	201905	PAYMENT MAY JANITORIAL	700.00	700.00
20190391	2019-05-29	HIRE STANDARD INC.	7950	PAYMENT REFERENCE CHECKS, STRENGTH F	409.50	409.50
20190392	2019-05-29	KALLIO, LES	013	PAYMENT INSTALL OUTSIDE PLUGS-TOWN HA	373.50	373.50
20190393	2019-05-29		201904	PAYMENT MAY RRSP CONTRIBUTION	498.58	498.58
20190394	2019-05-29	L.A. POWER SYSTEMS LTD.	77463	PAYMENT HYDROVAC CURBSTOP-926 MAIN S	1,958.25	1,958.25
20190395	2019-05-29		201908 201909	PAYMENT MILEAGE, MEALS, TRAINING, CONF MAY RRSP CONTRIBUTION	990.67 993.12	1,983.79
20190396	2019-05-29	MILK RIVER & DISTRICT AG SOCIETY	201902	PAYMENT BONANZA DAY BOOKLET AD	50.00	50.00
20190397	2019-05-29	MILK RIVER WATER USERS	201901	PAYMENT DONATION	500.00	500.00
20190398	2019-05-29	MPE ENGINEERING LTD.	1440-047-00-31 1440-050-00-02	PAYMENT RIVERSIDE WETLANDS ENHANCEMI BOOSTER STATION UPGRADE	35,711.36 8,966.48	44,677.84
20190399	2019-05-29	MUNICIPAL INFORMATION SYSTEMS	20190461	PAYMENT JUNE SUPPORT	846.00	846.00
20190400	2019-05-29	NEW-WAY IRRIGATION	19480E P26570	PAYMENT KUBOTA ZD 1211 MOWER BRG CONES	20,568.45 48.47	20,616.92
20190401	2019-05-29	NOBLES HD & AG REPAIR	I002328	PAYMENT SERVICE GARBAGE TRUCK	398.04	398.04
20190402	2019-05-29	NUTRIEN AG SOLUTIONS (CANADA)	11987733	PAYMENT FERTILIZER	593.08	593.08
20190403	2019-05-29	RECEIVER GENERAL FOR CANADA	201905	PAYMENT MAY REMITTANCE	10,731.40	10,731.40
20190404	2019-05-29	SAAL PAVING LTD.	3242	PAYMENT PAVING, PATCHING ROADS	31,585.31	31,585.31
20190405	2019-05-29	SOUTHERN IRRIGATION	S-CR12045 S-CR12603 S-INV135373 S-INV136234 S-INV138399 S-INV143025	PAYMENT RETURN IRRIGATION SUPPLIES RETURN PIPING, FITTINGS IRRIGATION SUPPLIES SUPPLIES FOR WTP SUPPLIES FOR WTP WATER SYSTEI PIPING, FITTINGS, WTP	(290.70) (121.13) 87.65 218.03 518.18 322.43	734.46
20190406	2019-05-29	SOUTHERN REWIND LIMITED	93212 93346	PAYMENT REPAIR PRESSURE PUMP AT WTP REPAIR PRESSURE PUMP MOTOR	332.66 268.34	601.00
20190407	2019-05-29	TRIPLE 'O' SALES	CT30634	PAYMENT PIN FOR SEEDER	3.18	3.18
20190408	2019-05-29	UNITED RENTALS OF CANADA		PAYMENT		544.59



# TOWN OF MILK RIVER

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## Cheque Listing For Council

2019-Jun-5  
9:40:29AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20190408	2019-05-29	UNITED RENTALS OF CANADA	168755250-001 169616229-001	TRIPOD RESCUE PACKAGE RENTAL TRIPOD RESCUE PACKAGE RENTAL	319.99 224.60	544.59
20190409	2019-05-29	VALIANT INTERNATIONAL INC.	1113	PAYMENT 8 JUGS RECON	489.30	489.30
20190410	2019-05-29	FORTISALBERTA INC.	90190720	PAYMENT RIVERSIDE PROJECT-MOVE SERVIC	27,603.84	27,603.84

**Total 738,119.95**

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





# TOWN OF MILK RIVER

## Accounts Payable Bank Reconciliation

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2019-Jun-5

9:20:18AM

May Balance Shown on Bank Statement

2,073,782.39

### Add Outstanding Deposits

Deposit Description	Batch #	Deposit Date	Amount
BANK DEPOSIT	12183	2019-05-31	73.14
DIRECT DEPOSIT-JUNE	12183	2019-05-31	825.45
MASTER CARD DEPOSIT	12183	2019-05-31	1,820.55
VISA DEPOSIT	12183	2019-05-31	300.00
MASTERCARD DEPOSIT-JUNE	12173	2019-05-31	131.06
DEBIT DEPOSIT-JUNE	12173	2019-05-31	1,032.49
Total Deposits Outstanding			4,182.69
Sub Total			4,182.69
			2,077,965.08

### Less Outstanding Cheques

Payee	Cheque #	Cheque Date	Amount
	20180398	2018-05-30	20.00
	20180476	2018-06-27	60.00
	20180479	2018-06-27	20.00
	20180704	2018-08-31	24.98
MILK RIVER & DISTRICT AG SOCIE'	20190249	2019-03-27	500.00
MCCULLOCH & SONS LTD.	20190321	2019-04-29	1,470.00
1932320 ALBERTA LTD	20190381	2019-05-29	1,470.00
ATB FINANCIAL ACCOUNTS PAYAE	20190382	2019-05-29	273.18
	20190384	2019-05-29	723.52
CAMFIELD GROUNDWATER SERVI	20190385	2019-05-29	60,822.83
CANDU AUTOMATION & CONTROL	20190386	2019-05-29	847.88
DELREI ROOFING	20190387	2019-05-29	210.00
	20190388	2019-05-29	418.86
	20190389	2019-05-29	24.45
GASPAR, MARYAN	20190390	2019-05-29	700.00
HIRE STANDARD INC.	20190391	2019-05-29	409.50
	20190393	2019-05-29	498.58
L.A. POWER SYSTEMS LTD.	20190394	2019-05-29	1,958.25
MILK RIVER & DISTRICT AG SOCIE'	20190396	2019-05-29	50.00
MILK RIVER WATER USERS	20190397	2019-05-29	500.00
MPE ENGINEERING LTD.	20190398	2019-05-29	44,677.84
MUNICIPAL INFORMATION SYSTEM	20190399	2019-05-29	846.00
NEW-WAY IRRIGATION	20190400	2019-05-29	20,616.92
NOBLES HD & AG REPAIR	20190401	2019-05-29	398.04
NUTRIEN AG SOLUTIONS (CANADA	20190402	2019-05-29	593.08
SAAL PAVING LTD.	20190404	2019-05-29	31,585.31
SOUTHERN IRRIGATION	20190405	2019-05-29	734.46
SOUTHERN REWIND LIMITED	20190406	2019-05-29	601.00
TRIPLE 'O' SALES	20190407	2019-05-29	3.18
UNITED RENTALS OF CANADA	20190408	2019-05-29	544.59
VALIANT INTERNATIONAL INC.	20190409	2019-05-29	489.30
FORTISALBERTA INC.	20190410	2019-05-29	27,603.84
Total Outstanding Cheques			199,695.59
			(199,695.59)

### And Adjustments



**TOWN OF MILK RIVER**  
Accounts Payable Bank Reconciliation

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2019-Jun-5  
9:20:18AM

<b>Your Bank Balance Should Be</b>	<b>1,878,269.49</b>
<b>Your Reconciled Bank Balance Is</b>	<b>1,878,269.49</b>
<b>Difference</b>	<b>0.00</b>

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



## **Chief Administrative Officer Report**

### **REGULAR COUNCIL MEETING**

Monday, June 10<sup>th</sup>, 2019

#### **Administration & Operations**

- Met with MPE:
  - Riverside Wetlands Project
  - Booster Station Rehabilitation Project
- Safety Program discussions with Jamie from the County of Warner
- Recycling Options investigation
- Tax Arrears Public Auction
  - Alberta Gazette notification completed
- Held a Health and Safety Committee meeting
- Completed a tax notification removal
- Completed the Incident Command System 300 training to comply with recent changes to the Alberta Emergency Management Act
- Final Budget implementation
- 5-year capital budget development
- 2018 Statistical Information Return submitted to the Province
- Reviewing website redevelopment proposals
- Planning for Town Golf Tournament – August 15, 2019
- Conducted interviews for PW Operator positions
- Began discussions with County administration regarding IDP and ICF documents
- Discussions with realtor regarding purchasing commercial land in Town
- Drafting the Request for Proposals for the Swimming Pool concept plans
- 

#### **Holidays/Days Off**

- August 19 – 26, 2019
- October 2 – 17, 2019

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

- AUMA Summer Leaders Caucus – June 11, 2019
- AUMA Conference – September 24 – 27, 2019



## **Public Works Foreman's Report**

REGULAR COUNCIL MEETING

Monday, June 10<sup>th</sup>, 2019

### **General:**

- The contractor came back to fix some deficiencies on the new basin project. (Project completion target was April 30<sup>th</sup> 2019)
  - The engineers are scheduled to meet with us again to review the project upon completion.

### **Parks and Rec:**

- Water was turned ON at the campground on May 7<sup>th</sup> 2019.
- Our annual herbicide spring program was completed on May 27<sup>th</sup> 2019.
- We received our new zero-turn mower on May 17<sup>th</sup> 2019.

### **Roads & Sidewalks:**

- Asphalt project has been completed for May. They will come back late June or in July for more patching.
- Getting quotes for the concrete sidewalk & curb project.
- Scheduled the annual street sweeping for June 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> 2019.
- Met with the contractor to review the 8<sup>th</sup> Avenue N.W. project and fix some deficiencies on May 16<sup>th</sup> 2019.

### **Water & Wastewater:**

- **WATER:**
  - We have been blowing the galleries at the raw water station almost every week, the level and flow of the Milk river has been very high and quite dirty.
  - Repaired/replaced curb stop at 925 Main Street N. on May 3<sup>rd</sup> 2019
  - Met with the engineers to review and discuss the upgrade on our booster station on May 3<sup>rd</sup> 2019.
- **WTP:**
  - We have been working with the engineers to fix a few problems in our programming with our SCADA system.
  - We rebuilt the pressure system at the WTP.
- **RAW WATER:**
  - ETA on pump LLP1101 is Friday, June 7<sup>th</sup> 2019.
- **SEWER WORK:**
  - We encountered a few problems with two of our pumps at the sewage lift station.
    - We pulled them up for inspection and cleaning.
      - We were able to fix pump SP\_2303, something was lodge in the jet system.
      - Pump SP\_2301 was sent to Lethbridge for further inspection and repair as it was overloaded.

### **Swimming Pool:**

- As of June 4<sup>th</sup> 2019, we have completed our hiring for the coming season with 6 full-time & 3 part-time positions. We are also looking at adding some local junior staff as they complete their training.
- We emptied the swimming pool and cleaned the liner on May 29<sup>th</sup> & 30<sup>th</sup> 2019. The pool has been refilled and we should be starting our technical operation by June 10<sup>th</sup>.
- All our chemicals and reagents have been ordered for the coming season.

### **Staff Management:**

- Mr. Greg Fleming was hired and started with us as our new public works operator on May 15<sup>th</sup> 2019.

### **Education & Training:**

- Mr. Sean Butler successfully completed Level 1 Certification Preparation in Calgary on May 6<sup>th</sup> & 7<sup>th</sup> 2019.
- Mr. Sean Butler attended Applied Math. & Support system in Lethbridge on May 27<sup>th</sup> & 28<sup>th</sup> 2019.

### **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

2017-08-06	Riverside Wetland Project	Admin	Ongoing
2017-08-07	Water License Transfer - Golf Course	Admin	Ongoing

### Regular Meeting - June 2018

2018-06-13	Airport Lighting Upgrade Project	Committee	Ongoing
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### Regular Meeting - August 2018

2018-08-13	112-4th Ave Drainage Concerns	Admin	Ongoing
2018-08-14	8th Ave Curbing	Admin	Ongoing
2018-08-16	Town Hall Rental Agreement Extension	Admin	Completed

### Regular Meeting - February 2019

2019-02-17	Booster Station Upgrade	Admin	Ongoing
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### Regular Meeting - March 2019

2019-03-18-20	Tax Arrears Public Auction	Admin	Ongoing
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### Regular Meeting - April 2019

2019-04-11	8th Ave Development - 5 Year Plan	Admin	Ongoing
2019-04-13	Swimming Pool Fundraiser Committee	Admin	Ongoing
2019-04-14	North/South Entrance Beautification Committee	Admin	Ongoing

### Regular Meeting - May 2019

2019-05-06	Riverside Golf Society - Letter	Admin	Completed
2019-05-07	Milk River Water User Association Donation	Admin	Completed
2019-05-08	2019 Operating and Capital Budget	Admin	Completed
2019-05-09-12	Bylaw #1021 - 2019 Tax Rate Bylaw	Admin	Completed
2019-05-13-16	Bylaw #1022 - 2019 Special Levies Bylaw	Admin	Completed
2019-05-17	County ICF/IDP Negotiations	Admin	Ongoing
2019-05-18	Council Parade Involvement	Admin	Completed
2019-05-19	RCMP Priorities	Admin	Completed
2019-05-23	Offer to Purchase	Admin	Completed

2018 - 2019 Capital/Large Operational Budget Progress Sheet					
Dept	Project Description	Original Budget	Actual Cost (excluding GST)	Completed	Notes
2018					
PW	Riverside Wetland Project & Sewer Replacement	\$1,966,882	\$1,306,830	Ongoing	Pumphouse nearing completion; making progress with wells
PW	Raw Water Reservoir	\$1,860,000	\$1,320,199	Ongoing	minor deficiencies still outstanding
		\$3,826,882	\$2,627,029		
2019					
Bylaw	Bike Rodeo	\$1,000	\$1,000	Completed	
Admin	Website	\$5,000			Reviewing quotes
PW	Cemetery Heating Blanket	\$2,000	\$1,650	Completed	
PW	Bulk Water Station Payment System	\$4,000	\$4,498	Completed	
PW	Road Resurfacing Test	\$10,000			
PW	Sidewalk/Curbing Project	\$50,000			
PW	Booster Station Upgrade	\$460,000		Ongoing	
PW	Skidsteer Purchase	\$60,000	\$60,000	Completed	
PW	Small Mower Purchase	\$20,000	\$20,000	Completed	
PW	Water Valve Replcaments	\$30,000			
PW	Shop Concrete Pads(Sander and Front)	\$12,000			
Rec	Swimming Pool Concept Plans	\$25,000		Ongoing	
Rec	Swimming Pool Main Drain	\$5,000		Ongoing	Parts installed, electrical to be completed when pool is started
		\$684,000	\$86,148		

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## **Riverside Community Golf Society Request**

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### **Background**

In 2005/2006 the Town purchased the golf course by taking out a loan for \$475,000. In 2006, the Riverside Golf Society Board agreed to reimburse the Town for the purchase, thus signing a lease to repay the Town \$475,000 over a 10-year period (\$47,500 per year). In 2014, the Town agreed to reduce the payments to \$25,000 and extend the term to assist the golf course with meeting their operational needs. Further, in 2017, the Town agreed to a request of the board for no lease payment in 2017, thus extending the lease agreement to 2023. Including 2019, the amount owing by the Riverside Golf Society is \$125,000. The Town paid off the original purchase loan in 2016, thus no more loan payments are being made.

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

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

### **Attachments**

- 1) Riverside Golf Society Request

RIVERSIDE COMMUNITY GOLF SOCIETY  
P.O. BOX 298  
MILK RIVER, AB T0K 1M0  
403-647-2502

April 2, 2019

Mayor & Council  
Town of Milk River  
P.O. Box 270  
Milk River, AB  
T0K 1M0

Dear Mayor & Council:

At this time the Board of Riverside Golf Society is asking that you consider forgiving the outstanding amount of the loan that RCGS has with the Town. We believe that the outstanding amount is approximately \$125,000.00.

The thought behind The Board asking for this forgiveness is that RCGS has paid for many upgrades to the Clubhouse and Bowling Alley which is in a building that the Town holds sole ownership of.

Listed below are the upgrades and prices associated to those improvements:

- |  |                            |
|--|----------------------------|
| • Replace Bowling Lanes                                | \$ 45,000.00               |
| • Replace 5 Toilets and 2 Sinks in Bathrooms           | \$ 3,000.00                |
| • Replace Condensing Unit/Evaporator Walk-In Cooler    | \$ 6,900.00                |
| • Renovation of Bar and Pro Shop                       | \$ 5,000.00                |
| • Replace Deep Fat Fryer                               | \$ 2,000.00                |
| • Replace Refrigerated Prep Table                      | \$ 1,500.00                |
| • Replace Ice Machine                                  | \$ 5,200.00                |
| • Replace Floor in Bowling Alley (main area not Lanes) | \$ 7,500.00                |
| • Replace Deck at Kitchen entrance (West side)         | \$ 2,900.00                |
| • Upgrade Electrical inside/outside Clubhouse          | \$ 3,390.00                |
| • Prime & Paint Kitchen area                           | \$ 300.00                  |
| • Paint Building outside                               | \$ 3,000.00                |
| • Tear off old deck & replace deck (East side)         | \$ 12,000.00 approx 2009   |
| • Build a Cart Storage area                            | \$ 1,000.00 approx 2009    |
| • Replace Roof (Spray on Roof)                         | \$ 8,000.00 approx 2006-07 |

**TOTAL IMPROVEMENT EXPENSES: \$106,690.00**

Presently the roof has a few areas where leaks are happening so either repair or replacement will need to happen soon.



There are three items that will need attention this golf season, which we have quotes on, due to safety and health concerns regarding the Building. The third item is replacement of a piece of older golf course equipment.

- Kitchen outside wall (West) must be replaced as it currently \$ 10,000.00 moves during big wind storms and is a safety issue.
- Replace flooring in Clubhouse main area (bar/restaurant/ \$ 20,000.00 serving area for tournaments) due to a leak that occurred over 2018-2019 winter. This is a health concern as mold will start to occur. The Insurance Company has been contacted and insurance may cover part of the cost.
- Mower Reels can no longer be sharpened as the Drums \$ 10,000.00 have reached a point where sharpening is impossible. Therefore, a new mower will need to be purchased.

**TOTAL UPCOMING EXPENSES:      \$ 40,000.00**

The Board also realizes that over the next 2-3 years, there will be large expenses as the older Golf Course equipment will need to be upgraded. The Board estimates that equipment upgrade will cost between \$50,000.00 - \$60,000.00.

The \$25,000.00 that would be used each Fall, to pay down the loan, could help substantially if those funds were directed toward the Upcoming Expenses the Board will incur and/or upgrading the equipment over the next few years.

The Board of Riverside Community Golf Society greatly appreciates Mayor and Council taking the time to consider our request regarding forgiveness of the loan. We look forward to hearing your decision, on this matter, in the upcoming months.

Sincerely

RICHARD FEIST

*Wayne Holt*

*[Signature]*

*Russell Deane*

*Don Mattack*

*Richard Touchett*

The Board  
Riverside Community Golf Society

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## **Benchmark Assessment Consultants Inc. Contract Renewal**

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### **Background**

Benchmark Assessment has been completing our assessment for 20+ years. Our current contract is up for renewal and it is being recommended by Benchmark to renew for a 5-year term, ending in 2023. They are willing to continue with the current fees for the entire term of the new contract. The fee we are charged is \$25/parcel/year plus GST (2019 cost is \$15,225).

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

- ☒ **#1** – Approve the contract renewal with Benchmark Assessment Consultants Inc. for a 5-year term, as presented.
- ☐ **#2** – Provide administration with further direction with an approach Council would like to take.

### **Attachments**

- 1) N/A

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## **Chief Mountain Solid Waste Authority – Commission**

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### **Background**

A number of months ago, we passed a number of motions to support the Chief Mountain Solid Waste Authority applying to change the governance structure to a Commission. With these motions, we agreed to transfer the transfer station to the Chief Mountain Solid Waste Commission. Not all member municipalities agreed with this provision, so the Board has agreed to allow for the leasing of the transfer station to the Authority upon becoming a Commission. The board plans on confirming the details of the leases at a later date.

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

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

### **Attachments**

- 1) N/A

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## **8<sup>th</sup> Avenue Curbing**

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### **Background**

At the August 2018 Council meeting, Council directed administration to work with the business owner to change the size of concrete curbing and approach into their business. Council stated the Town would pay for 50% of the costs of this project. We received a quote for \$5,890 and notified the business owner and the shared cost would be \$2,945. The business owner has replied stating they do not want to spend any money on this at this time. What would Council like to do as a result of this decision by the business owner?

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

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

### **Attachments**

- 1) N/A

## **Councillor Liebelt report for June 10<sup>th</sup> 2019**

### **Milk River Watershed Council AGM May 23<sup>rd</sup>**

- Elections
  - o Chairman –John Ross
  - o Vice Chair –Ron McNeil
  - o Treasurer –Will Lindeman
  - o Secretary – Warren Cunningham
- This year's plans.
  - o Deliver and present water storage investigation to GOA, GOC, IJC
  - o Draught management planning workshops with small rural communities
  - o Review the integrated watershed management plan
  - o Looking into what new opportunities the new Government may provide
    - Possibly grass roots voluntary stewardship programs

### **Milk River Watershed Council board meeting May 23<sup>rd</sup>**

- WPAC core project grant status update
  - o Submitted request after the election, minister Phillips released some before the election until decision is made, will know more when UCP do budget in the fall
  - o Turned down for the TD friends of environment, we just found out they forgot to tell us
  - o We did receive 8 weeks funding for summer student from federal government
- Milk River Water Storage Investigation Study Summary Project is on the website now for anyone who would like to see it
  - o Next steps, community survey and information session, present to GOA
- Brian Hills with AEP reported
  - o Water supply in the Old Man Basin
    - Well below normal snow pack this year
    - Irrigation districts have all put a cap on their allocations for now
    - Potential issues with St. Mary's Reservoir and Old Man River Dam being below normal and may not be being filled
  - o The US did incur a deficit in April but not as much as hoped
- Upcoming events
  - o Canoe tour –June 21,2019. It's looking like the river will still be high enough
  - o Women Grazing School- July 16<sup>th</sup> & 17<sup>th</sup> ,2019. Hosted by County of Warner
  - o Youth Range Days- July 23<sup>rd</sup> -25<sup>th</sup> ,2019. Registration is now full, being held in Aden this year.
  - o Science Forum November 7<sup>th</sup>,2019. Working on something with the County possibly
  - o Transboundary Grasslands Workshop February 25<sup>th</sup> & 26<sup>th</sup>, 2020. In Regina
  - o Planning the Fall hike south of Writing on Stone including Police Coulee

### **Canada Day update**

I am organizing the Canada Day event again this year to be held behind the Visitor Information Center July 1<sup>st</sup> 11-3pm. Everyone is welcome and volunteers are needed. Including the money that Council has allocated for the event, I have managed to get enough sponsors for this event to keep it free for the community.

- The Ag society is supplying the tables and chairs.
- The business association is supplying the food for lunch.

- ATB is donating \$500 toward face painting.
- The Kinsmen have donated money for the fireworks and Jason Lynn from Riverside market is going to organize those.
- The Tri Community Food Pantry is helping get volunteers to help, we have had a donation jar each year and raised more than \$800 at this event for them in the past.
- The Coutts Young Woman's group is going to do the Face painting as a fund raiser for their camp.
- CIBC Run For the Cure is looking forward to setting up a run information and fundraising tent again this year as well.
- We will have Boarder Bound playing for entertainment and the town Bouncy houses for the kids.