

**Minutes: FOR THE REGULAR MEETING OF COUNCIL OF THE VILLAGE OF NOBLEFORD TO BE HELD IN COUNCIL CHAMBERS AT 906 HIGHWAY AVENUE, NOBLEFORD on August 5, 2014 at 7:00 pm**

Council Mayor Don McDowell, Councillor Marguerite Wobick, Councillor Don Holinaty, Councillor Pete Pelley, Councillor Don Vincent

Staff Karen Feenstra, Assistant to Chief Administrative Officer, Sammy Jordan, Recording Secretary, *Kirk Hofman, CAO Absent*

Gallery No one in attendance

Call to Order Mayor McDowell called meeting to order at 7:00pm

Open floor to citizens

**APPROVAL OF AGENDA  
August 5, 2014 Agenda**

**#249-2014** MOVED BY Councillor Vincent to accept the agenda for the August 5<sup>th</sup>, 2014 regular Council Meeting.

CARRIED

**APPROVAL OF MINUTES  
July 8, 2014 Minutes**

**#250-2014** MOVED BY Councillor Holinaty to approve the minutes of the June 24<sup>th</sup>, 2014 regular Council Meeting.

CARRIED

**DELEGATIONS:** No delegations.

**UNFINISHED BUSINESS**

**EMS meeting July 10, 2014 Minutes, DH**

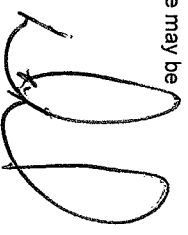
Minutes, FOR THE Nobleford Emergency Services Committee meeting OF THE VILLAGE OF NOBLEFORD TO BE HELD IN COUNCIL CHAMBERS AT 906 HIGHWAY AVENUE, NOBLEFORD on Thursday July 10, 2014, 8:00 pm

*DH, DV, RW, JS, KH*

1. 8:00 pm .CALL TO ORDER Chair, Councillor Don Holinaty
2. Attendance, Councillor Don Holinaty, Councillor Don Vincent, Fire Chief Ryan Wagner, Deputy Fire Chief Ivan Slingerland, CAO Kirk Hofman.
3. APPROVAL OF AGENDA, CHANGES / ADDITIONS TO THE Agenda.  
Moved by: Councillor Don Vincent to adopt agenda as presented. Carried
4. Minutes of February 25, 2014 Joint Council meeting with Lethbridge County.  
Ratified Minutes of February 25, 2014 Joint Council meeting with Lethbridge County were reviewed.
5. Motion #34-2013, Council position on regional study MORRISON HERSHFIELD.  
Committee agreed that Noblefords Council position of February 5, 2013 should be reconfirmed and expressed to Lethbridge County emphasizing that the Village does not consider the bulk of the MORRISON HERSHFIELD study of value and too much time is now being spent on items from the study.
  - Consider formalizing the "Regional Fire and Rescue Service group, RFRS, at an operational level, NOT Governance.
  - Support regional emergency service equipment standardization.
  - DO not support any REGIONAL GOVERNANCE MODEL at this time.
  - Support equity in service and response time, based on each jurisdiction chosen level of service.
  - Volunteer personnel is a priority, cannot not afford paid staff.
  - Continue the agreement with the County and mutual aid agreements, but not make any service agreements with Barons

6. Regional Collaboration grant for training, County, Coalhurst and Nobleford recent resolutions of support, waiting for Picture Butte resolution from July 15, 2014 Council meeting.

For September 2, 2014 Nobleford Council meeting, Fire department will prepare a recommended program of education for senior officers and identified who will provide the education and certification, when, where and costs and potential participants. It was suggested the fire Chief discuss this with other Chiefs and possibly bring this the next JCC meeting. This could be a good project for the Joint Chiefs Committee have input on for Sept 2, 2014. Nobleford CAO will make application to AB Government for funding under the Collaboration program. Participants are anticipated to be County, Nobleford, Coalhurst and Picture butte. There was some concern that too much training may not serve the department in a beneficial manner because then there may be expectations laid out in the future that Nobleford fire department does not want.



7. Emergency services agreement Nobleford and County of Lethbridge. Majority of the 2009 agreement is ok. Suggest that fee schedules for operation and equipment and capital replacement be amended to better represent actual usage ( calls) in county and Nobleford. Majority of calls are in the County with no fire calls in Nobleford. Nobleford calls are medical response. Article 10 should be reviewed and consider amendment to:

-ENGINE -60% county 40% Village change to 80% county 20% village. Village has not used this in Village but does need "Just in Case". A Basic pump to work with our hydrant system.

-Wildland- 75% County, 25% Village change to 100% county. Village does not use or need this.

- Rescue Command- 51% County, 49% Village, remain the same. County uses more but both need this " just in case".

- Rescue 101 - County does not want to consider this unit part of the fleet. Nobleford Department refurbished this unit and continues to use it the majority of time outside Nobleford on calls. It is an excellent safety vehicle. Recommend that this remain in service under what ever agreement takes place between County and Village.

County Council September 2013 resolution

*MOVED that the Village of Nobleford will keep Rescue Unit 101 in their fleet on an interim basis. Insurance and registration will be transferred to the Village of Nobleford. That any negotiation with the County to permanently add a "utility" unit to the Nobleford fleet will be scheduled for the next Fire and Rescue Services Agreement negotiations in 2014 and further that the County will not appoint its Director of Emergency Management (DEM) to be the DEM for the Village of Nobleford. County Administration will continue to work with its municipal partners on the coordination of disaster planning, training and responding. CARRIED*

-Nobleford Chief suggests that a water tanker tender would be of use to service the County. Recommend that this would be 100% county use and cost.

-Insurance should be carried by the majority owner of each vehicle.

SCHEDULE 'C'  
70%County and 30% Village change to 75% County and 25% Village, this better reflects call usage, equipment needs, and partially address building usage.

Draft rental Agreement for County payment to Nobleford, for new fire hall addition appears to be fair. \$1,500 per month Base rent, fixed for a 20 year term, and will continue unless changes are mutually agreed. \$250 per month for Natural gas and Electricity and may be adjusted annually if there is a deficit. \$100 per month insurance and may be adjusted annually if there is a deficit. \$1850. Total monthly rent to be paid in one annual payment as invoiced by Nobleford. This revenue, less utilities, should go into Nobleford reserves annually.

- Revenues from the Province for vehicle attendance at calls are not being considered in the agreement and is currently being collected and retained by the County. This should be discussed at the joint Council meeting regarding the new agreement.

8. Fire Chiefs Organization.  
Ryan reported on the Joint Chief Committee and the terms of reference that has not been agreed to by Nobleford and Coalhurst and suggests that the terms be amended before council considers agreeing to them. Fire Chief will prepare recommendations for September 2, 2014 Council meeting presentation.

9. Nobleford and District emergency Services Policy Manual.  
This was not discussed as Chief and Deputy Chief left meeting to attend an emergency call.  
This will be presented at September 2014 meeting.

10. Nobleford Fire Fighter Society partnership with Village. Tabled to future meeting, CAO will keep information circulating.

11. Fire hall rent from County. Village is invoicing County for 2014 rent

12. Adjournment: Chair adjourned meeting at 9:20 pm

Chair person, Don Holinaty CAO, Kirk Hofman

"Cannot, not afford staff". Councillor Wobick believes that this is a double negative statement and may change the overall meaning of the statement.  
Councillor Holinaty: The number split up for finances is based on need. For example, the fire truck has, in the past, been used very little for actual fires. The fire chief joint council has been extending their jurisdiction. Nobleford, along with other municipalities are opposing the Chief joint council's expansion. They believe that this will lead to too much bureaucracy in the region.  
Barons has no agreement with Nobleford's fire department or County, but mutual aid is practiced. Council discussed the recommendations and funding ratio changes and to revise capital funding ratio on Engine fire truck from 40% to "20%" contribution from the Village" amendment # 7 in the Nobleford Emergency Services Committee meeting minutes. Council would like to further review the reasoning and formula to achieve this ratio at the next meeting before presenting a new agreement Joint EMS meeting with the County.

**#251-2014** MOVED BY Councillor Wobick to accept the minutes of the July 10, 2014, EMS meeting as amended ( delete ~~the~~) for information and to discuss Village contribution to capital equipment schedule formula related to engine 20% Village / 80% County recommendation by committee at the next regular meeting.

CARRIED



**AUMA registration**

AUMA registration has just opened. Resolutions for the AUMA Conference have been emailed to councilors. Registration before August 29, 2014, is \$700 each and \$825 after. Mayor McDowell has found that in his experience of attending these types of conferences, they are beneficial. Councilors Woblick and Holinaty will not be attending. Councilors Pelley and Vincent have yet to confirm, Mayor McDowell and CAO Hofman will be attending.

**FINANCIAL REPORT****APR**

**#252-2014** MOVED BY Councilor Vincent to approve the Accounts Payable Ratified in the amount of \$102,226.01

CARRIED

**AP**

Councilor Pelley: Questioned why Karen Feenstra has signed AP document as Assistant to CAO, when she is Acting CAO.

**#253-2014** MOVED BY Councilor Holinaty to approve the Accounts Payable in the amount of \$12,499.20

CARRIED

**Nobleford financial statement for June 2014**

The financial statement balance is currently at \$2,704,327.37

Councilor Vincent: Does Nobleford have any outstanding utility bills?

Karen Feenstra: Yes, when these bills are over \$200.00 in outstanding fees then Assistant to CAO will call them and inform them of the situation. If this does not rectify, then Assistant to CAO reports to their banks. CAO deals with the issue further.

Councilor Vincent suggests cutting off the water supply to those citizens who continuously fail to pay their bills.

**#254-2014** MOVED BY Councilor Woblick to accept the financial statement of the balance of \$2,704,327.37 as information.

CARRIED

**ATB, statement, MasterCard**

Councilor Woblick: What is the \$100 charge from Dairy Queen?

The \$100 charge to Dairy Queen was due to CAO Hofman buying gift cards for the summer staff.

**#255-2014** MOVED BY Councilor Holinaty to accept the ATB Bank and Mastercard statements for information

CARRIED

**NEW BUSINESS 7:25pm****Safety code, Development and Building permits, Assistant development Officer KF.**

Karen Feenstra, Assistant Development Officer, gives a short presentation on all of the work she does regarding development permits in Nobleford:

**Development permit application**

When a customer comes into the office stating that they will be building on their property, the first item to be completed is a Development Permit Application which is part of the Land Use Bylaw. KF has the customer complete the form, and will assist if needed. Once this has been completed, the customer will also have to fill out a Building Permit Application.

**Building permit application**

When the customer has completed the building application in compliance with the Quality Management Plan, Land use Bylaw and Village Policy and PARK agreement. KF will review the application to make sure all information is there. Plans also have to be submitted.

**Nobleford safety code accreditation**

The Village of Nobleford is an Accredited Agency that has to abide by the Quality Management Plan. The Village of Nobleford hires Park Enterprises to do all the inspections that are required.

**Safety code designation of powers, KH, KF**

Both Karen Feenstra and Kirk Hofman are certified to issue permits under the Safety Codes Act..

**Development and building permit approvals**

Once all the permits have been completed, KF reviews the site plan to make sure that the building is in accordance with the Village's Land Use Bylaw. If KF have any concerns, KF brings concerns to Development Officer and CAO, Kirk Hofman. Once the Development Permit has been issued, KF then enters all information on Esite. Park Enterprises is notified and a Plans Review is requested. The turnaround for a Plans Review is approximately a week.

**Safety code permit application, approval, inspections**

KF is in charge of scheduling inspections. All inspections must go through KF. Once Park and finished the inspection, the report is brought to the Village Office and KF enters the report electronically on esite, a secure website. Once the final inspection has been completed, the file is closed and a Permit Services Report (PSR) is done and sent to the homeowner.

**Park Enterprises, agreement, fees, progress payments.**

The Village of Nobleford has an agreement with Park Enterprises. Electric, plumbing,, heatingPermits are not paid until all work is done and closed. There is an exception with the Building Permits, the Village pays 50% when Plans Review has been completed and 50% when permit has been closed. The prices that the Village charges for permits are some of the lowest in the province, as per CAO Hoffman. The Village retain 20% of permit fees charged.

*Council would like a comparison of these fees charged by Nobleford, with other municipalities in the region.*

Do the low fees charged in fact have any effect on development in Nobleford?

**Permit services report**

A Permit Services Report is sent out when the work has been completed and KF has closed the file.

**Fees, \$500 deposit refund**

The Village takes a \$500.00 deposit before development begins; this is to cover incidental costs such as clean up in the field east of the Village.

**Compliance certificate, upon request "not required by Nobleford"**

A compliance certificate is often asked for by lawyers, or banks, or other lenders when a property is being sold. In order to do a compliance certificate a Real Property Report (RPR), survey is needed. KF reviews the RPR to make sure all setbacks are in accordance with the Land Use Bylaw. If survey indicates compliance with Village LUB and policy such as setbacks, the letter will state that it is in compliance, and if setbacks or other is not OK, the letter will state that it is non-compliant. The Village charges \$50 for a compliance certificate. The Village of Nobleford does not require Compliance Certificates.

Councillor Pelley: The shed being built in the alleyway behind Councillor Vincent's home does not have a building permit. When Assistant to CAO Karen Feenstra is finished with other development issues, she will look into the matter.

**\*\*\*Park Permits\*\*\*? Permit Pro??**

Councillor Pelley had a home inspection done recently and inspector stated defects not noted in the Building inspection reports. Pelley says he thinks that Building inspectors who come to Nobleford may not be fulfilling their duties. CAO Feenstra may be too overburdened to inspect the inspectors. Councillor Vincent believes that this is an issue that will need to be looked into. He would like to bring in inspectors to the next council meeting to discuss this with them.

**#256-2014**

MOVED BY Councillor Vincent to receive Karen Feenstra, Assistant Development Officer report as information.

CARRIED

**REPORTS 7:54pm**

CAO Report: No report

Mayors report:

No official report. Mayor McDowell has noted that he thinks that there is an increasing issue with vandalism in the Village. The soccer center locker room was vandalized, and the heritage sign was removed and placed on the top of the school. Mayor McDowell also believes that there may not be enough resources for teens in the community but has no new suggestions at this time. The Heritage Society is getting ready for Heritage days and Mayor McDowell believes that this will be a success. Individual Councillors are involved in volunteering with the Heritage Society or other groups.

No written reports submitted.

Councillor Holinaty: No report

Councillor Wobick: July 14 – Heritage Society Meeting

July 19 – Lethbridge County 50<sup>th</sup> Anniversary

July 28 – Noble Central School Modernization

July 28 – Green Acres Foundation – Senior Lodge Tour with Municipal Affairs Greg Weadick and associate Minister Of Senior Housing & Home Care Advisor

Aug 2 – Carmangay Sports Day

Councillor Vincent: No report

Councillor Pelley: No report. Attended the 50<sup>th</sup> anniversary of the County.

**#257-2014**

MOVED BY Councillor Vincent to accept the Mayor's and Council's report.

CARRIED

**INFORMATION/CORRESPONDENCE: 8:02pm**

**2014 MSI Capital Grant, \$271,886 received**

Karen Feenstra has also received a further \$60,000 in grants.

**2014 MSI operating grant spending plan \$21,069 application**

**Logan Howes Water 2 certificate # 3736**

**ORRSC 2013 financial statements.**

**Alberta Community Partnership (APC) grant.**

<http://www.municipalaffairs.gov.ab.ca/albertacommunitypartnership.cfm>

[http://www.municipalaffairs.gov.ab.ca/audio/ACP\\_Guidelines\\_-\\_FINAL.pdf](http://www.municipalaffairs.gov.ab.ca/audio/ACP_Guidelines_-_FINAL.pdf)

[http://www.municipalaffairs.gov.ab.ca/documents/LGS/ACP\\_Application\\_Form\\_2014.pdf](http://www.municipalaffairs.gov.ab.ca/documents/LGS/ACP_Application_Form_2014.pdf)

Councillor Holinaty researched the APC Grant and has some concerns with the guidelines. This grant can only be used for research and not for implementation of projects.

Admin has provided, Public Works, with a to do list in preparation for Heritage day on August 9, 2014. For Heritage Day August 9, 2014: Vincent, Pelley, Wobick, McDowell have volunteered to help organize and run the pancake breakfast for the Heritage Society. The Village has donated \$500 to the Heritage Society for Heritage Day expenses.

**#258-2014**

MOVED BY Councillor Wobick to receive the correspondence as information.

CARRIED

Meeting dates:

- Sept 2, 2014 Regular Council meeting, Fire department
- Sept 16, 2014 Regular Council meeting
- Sept 24 - 26 2014 AUMA, Edmonton, <http://www.edmonton.suttonplace.com/>
- Oct 7, 2014 Regular Council meeting
- Oct 21, 2014 Regular Council meeting
- Nov 4, 2014 Regular Council meeting
- Nov 18, 2014 Regular Council meeting
- Dec 2, 2014 Regular Council meeting
- Dec 16, 2014 Regular Council meeting

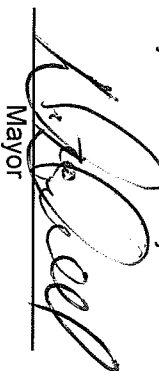
**#259-2014**

MOVED BY Councillor Holinaty to accept the meeting dates as presented.

CARRIED

**ADJOURNMENT**

Mayor McDowell adjourned meeting at 8:10pm.

  
Mayor

  
Administrator