

Minutes of Tuesday February 11, 2014 SPECIAL BUDGET MEETING OF COUNCIL OF THE VILLAGE OF NOBLEFORD IN THE PROVINCE OF ALBERTA, held in Council Chambers, at 906 Highway Avenue Nobleford, AT 7:00PM

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

Staff Kirk Hofman, Chief Administrative Officer, Karen Feenstra, Recording Secretary/Assistant to the CAO

Gallery One person in the gallery, RCMP.

Call to Order Mayor Don McDowell called meeting to order at 6:56 p.m.

Open floor to citizens No one in attendance

APPROVAL OF AGENDA

February 11, 2014 Agenda

MOVED BY Councillor Pelley to accept the agenda for the February 11, 2014 Special Budget Council meeting.

CARRIED

APPROVAL OF MINUTES NONE

DELEGATIONS

RCMP, PB Detachment, RCMP Report, Curling Liquor License

Sgt. Dewsbery – I have been avoiding quarterly meetings with Nobleford Council because he has had no concerns. Sgt. Dewsbery reviewed the RCMP Report with Council. A concern regarding drugs in surrounding area and some drugs have been found in the school. Traffic concerns – parking on Highway Avenue. Total Federal – Federal Statutes/Young offenders

The person that was charged with break and enter/theft at Nobleford Food Market – may be let off with mental incapability, but RCMP is trying to get the man charged. Nobleford Food Market has been told to apply for Victims of Crime; they would get some money back that was lost in the theft. There have been some issues with the Nobleford Curling Club and their liquor license is in jeopardy, a few people getting impaired driving violations in the area. RCMP has been locked out of Curling Rink building when trying to enter the building. Councillor stated that there are concerns with street lighting on Highway Avenue and other areas and asked if he had issues. Sgt Dewsbery said he thought Street lighting was fine and noted no concerns. Councillor commented on phone calls he received regarding speeding in school zone but resident does not want to report to RCMP.

Arrange Meeting with Nobleford Curling Club

#60-2014

MOVED BY Councillor Pelley that the CAO invite Curling Club executive to a meeting with the Nobleford Council to be held in council chambers and request for the RCMP to be in attendance at the meeting.

CARRIED

Annual Detachment Plan – Any suggestions that Council would have for the RCMP for policing in the community.

Nobleford and District Emergency Services has been great with traffic control and professionalism. The department is very awesome and it is great to work with them. Volker Stevin is supposed to take care of traffic control on #519/23, but do not have the man power.

Constable DuPonte will be leaving in two weeks. One new one Constable last summer and will be getting a new recruit out of college. There are also three Constables that patrol the County.

7:40 p.m. Sgt. Dewsbery left Council Chambers

Suggestions from Council regarding Annual Detachment Plan

1. Continue with current or increase in RCMP presence in Nobleford
2. Monitor possible Speeding on Highway Avenue – early morning traffic before 8:00 am
3. Encourage community citizen watch and report concerns to RCMP directly.

UNFINISHED BUSINESS

AUDIT COMMITTEE REPORT

2012 Audit & Management Letter

Addressing Concerns of the Management Letter

CAO met with YPM, Michelle Gedrasik, on February 3, 2014 for discussion.

Payroll and invoice approvals.

CAO initials time sheets before payroll and cheques are prepared.

Any changes are noted on the time sheet.

Invoices are initials by CAO for payment.

If the CAO is not available, Assistant to CAO initials time sheets and invoices and reviews them with Mayor.

Employee agreements are updated where staff or policy changes occur as well as CUPE agreements

changes. Employment agreements pay rates she duals are prepared for summer staff as well. CAO initials pay-rate on time sheets.

Pre-signed cheques.

The CAO does at times leave pre-signed cheques at the office when he is away. Assistant to CAO prepares payments and cheques for Mayor or Deputy Mayor to sign. If CAO is away, cheques are processed for payment for items such as payroll, utilities or bills approved for payment by council. If cheque payment is required for other than anticipated bills, CAO is contacted via phone, text, email and payment is discussed and CAO gives direction. If CAO is not available, Bill payment will go before Council for consideration for payment.

Signing authority for all cheques, negotiable instruments and other documents for the Village of Nobleford shall be designated to the following:

- the CAO and Mayor or Deputy Mayor
- or CAO and two Councillors
- or three members of Council, one of whom must be the Mayor or Deputy Mayor.

Budget Stream

1. Budget process is continuous and starts one year prior to approved budget, tax bylaw
2. Council considers its goals and objectives, sustainability plans, IMDP, MDP, provincial financial indicators reports and audit reports.
3. Long term infrastructure plans are updated annually
4. Infrastructure and Asset inventory's are updated annually, TCA.
5. Multi year grant funding schedules are updated annually (MSI, BMTG, FGT...etc)
6. Grant availability and eligibility are researched regularly.
7. CAO works with Nobleford Societies to secure grants such as, CIP, CFEP, Community Foundation, County Land Trust, Council policy, Community Initiatives #02-22 considered.
8. Capital and operating budgets are prepared separately but considerate of each other. Amortization is budgeted separate from budget revenues and expenditures.
9. Capital budgets are prepared in consultation with Planners, engineers, Federal and Provincial Governments.
10. Operational Expenditures and revenues from previous years are considered in preparing budget.
11. Zero base budgeting is done annually (we do not just add an increase over previous year).
12. Audit committee (Council as a whole) recommendations are consider in budget discussions.
13. Ratio allocations to various departments is reviewed annually and adjusted by CAO.
14. In the year previous to Budget year, Council discusses budget issues at regular meetings and CAO collects pertinent information and incorporates this into a DRAFT budget.
15. Property assessment is declared with province in February
16. Outside requisitions, (ASFF, LRWMSC, SENIORS, and ORRSC.... etc) are finalized by March.
17. Actual expenditures (Trial Balance) for previous budget year are finalized by Mid February.
18. Auditor recommendations are considered.
19. Council DRAFT budget is reviewed and discussed by Council at least one meeting before January 1, and in February and March with final budget usually adopted by May when tax bylaw is approved.

*In 2009 Operating Contingency reserve was established to cushion annual properly tax in future years. Transfers to and from this account are considered on an annual basis in the budget.

* In 2012 Council chose to maintain current tax rate threshold for many future years rather than large decreases in taxes in 2012. 2011 Surplus was put in reserves for future years tax subsidies.

* In 2012 for 2013 tax year, there was a significant increase in ASFF (school) tax and Council chose to stabilize 2013 tax rate with a transfer from the Operating reserve (\$25,780) for tax stabilization

Financial Reserve Accounts pre-Audit, Dec 31, 2013

Reviewed Reserve Accounts and the balances that are currently in the reserve. There is \$3,013,811.30 million in reserves.

Financial Indicators Brief, 2007-2012, Population 1000-1500

Reviewed Financial Indicators with Council.

Some of the graphs the CAO made comment to are:

Equalized Tax Rates: Net Municipal – lowest in the province every year since 2008, in all size municipalities, currently 7 times lower than the Median.

Total Equalized Assessment Per Capita @ 106,222– highest in the province, median is aprox 85,000.

Revenue Sources Per Capita: Net Municipal Property Taxes @ 150 – Lowest in the province, median is 849
Major expenditures Per Capita by Type: Salaries, Wages and Benefits is 325 – lowest in the province, median is 626.

Accumulated Surplus Categories as % of Total, 2013 – 1% Unrestricted, 24% Restricted, 75% Equity in TCA
Ratio of Current Assets to Liabilities 14.26 to 1 – (Assets \$2,071,322, Liabilities \$145,270)

Audit Committee Report

#61-2014 MOVED BY Councillor Holinaty to receive Audit Report

CARRIED

2014 Budget**Water Rate, Utility, Conveyance Rates**

Reviewed the NBC cost of water. One item noted was the cost of power. Council inquired using gas for pumping from canal to reservoir – what are the pros and cons to this. The CAO will investigate if this is possible. In 2013 the cost to distribute water is \$1.01 NBC. This does not include cost of Nobleford Administration or Governance.

Utility Rates, Garbage, Sewer
Council reviewed the Utility Rates Schedule.

SCHEDULE "A" Bylaw #577, UTILITY CHARGES
Bylaw #577, Village of Nobleford Utility rates, 2012

Feb 2013

RESIDENTIAL RATES per account. All water is metered

Basic Water Rate,	\$24.00 bimonthly
January 1 -December 31 water rate	\$.60 per m3 (\$.0027 per gallon)
Over 100 m3 (22,000 gallons), bimonthly-	\$ 1.17 per m3
SEWER RATES-	\$16.00 bimonthly
GARBAGE RATES-	\$26.00 bimonthly

Potable Commercial, Industrial, Institutional, Bulk, WATER RATES. All water is metered

Basic Water rate for Commercial, Industrial, Institutional	\$24.00 bimonthly
January 1 -December 31 water rate	\$1.17 per m3
BULK WATER RATES -- Double Barons/County rate	\$2.34 per m3
SEWER RATES -	\$16.00 bimonthly
GARBAGE RATES -	\$26.00 bimonthly.

Potable Water Conveyance rates outside of the Corporate limits of Nobleford. All water is metered

Excluding Municipalities, A prepaid conveyance agreement with the property owner with a \$600 deposit is required.

*Barons and County water line rate, cost plus 5%	\$1.17 per m3
Treated potable water, Double Barons/County rate	\$2.34 per m3
	or minimum of \$100 bimonthly

- 1 m3 = 219.9612 gallons. 1 cent per gallon = \$2.19 m3

THAT this amendment to Schedule "A" of bylaw 577 shall come into force and effect upon the final passing thereof.

Read a FIRST time this 7 day of February 2012.

Read a SECOND time this 7 day of February 2012,

Read a THIRD time and FINALLY PASSED this 21 day of February 2012,

M. Wobick

Mayor, Marguerite Wobick

K. Hofman

CAO, Kirk Hofman

Cost recovery support by utility rates, not property taxation

2013; Bulk water via hydrant \$4 per m3

7

Feb 7/2014
JW

Feb 2013

Schedule "A" Bylaw #577, Utility Charges #62-2014

MOVED BY Councillor Vincent that the Schedule "A" Bylaw #577, Utility Charges remain the same.

CARRIED

Emergency Services Budget

Reviewed 2014 budget for the Fire Department -- County 70%, Village 30%. The Village invoices the County on a quarterly basis.

Capital -- P5 Residential Subdivision -- other

Reviewed costs of last industrial and residential subdivision,. For 2014 there is a proposed \$250,000 in the budget for planning, engineering, drafting, survey, sub division, administration.

Council Costs

The costs for Council Governance are calculated on new expense and honorarium rate increases. Total cost for Governance is near provincial average.

Staff Costs, Cupe Agreement, CAO employment agreement, Assistant to CAO to be discussed in Camera.

Amortization schedule, ASFF, Property Assessment Summary and Sample Tax Mill Rate Projection were reviewed.

Draft budget amendments were reviewed:

-draft should include an addition \$20,000 from County for building rent.
-CAO pay need to be included

FINANCIAL REPORT

FS, Bank Reconciliation

#63-2014

MOVED BY Councillor Wobick to receive the December 2013 Financial Statement indicating \$3,795,650.77 balance as information.

CARRIED

MSI Statement of Financial Expenditures (SFE) for 2013 Budget

#64-2014
MOVED BY Councillor Holinaty to receive the MSI Statement of Financial Expenditures (SFE) for 2013 for information.

CARRIED

NEW BUSINESS

2014 - 2018 Nobleford Mayors Centennial Committee, Draft Guidelines

#65-2014
MOVED BY Councillor Vincent to approve the 2014-2018 Nobleford Mayors Centennial Committee Mandate and Guidelines.

2014-2018 Nobleford Mayors Centennial Committee
Mandate and Guidelines
Nobleford date of incorporation February 28, 1918

- 1- The Mayor shall organize a committee of up to 10 volunteer people.
- 2- Individuals and Organizations from the community may be asked to have a representative on the committee.
- 3- The Committee will work in a complimentary manner with all others involved in Nobleford Centennial year.
- 4- The Committee will initially act in an advisory capacity to Council and may at Councils approval be authorized to other activity.
- 5- Councillors attending the committee meetings will do so in a volunteer capacity.
- 6- No honorariums will be paid to committee members or other volunteers.
- 7- The Committee is encouraged to seek Provincial, Federal, other government, private and public corporate funding as well as philanthropist funding for activities.
- 8- The Committee is encouraged to advise council on possible projects for 2013 through to 2018 that will possibly leave a legacy in the Village and commemorate the Centennial.
- 9- The Committee may also consider possible Canada day, Heritage day or other celebrations.
- 10- The committee is encouraged to work with the Nobleford Heritage Society in conjunction with their plans for Nobleford Heritage Days and all Nobleford Societies and organization.

CARRIED

Arrange Meeting – Nobleford Mayors Centennial Committee

#66-2014
MOVED BY Councillor Vincent for CAO to arrange a Nobleford Mayors Centennial Committee meeting tentative on March 11, 2014 at 7:00 pm at the Nobleford Community Complex and invite the public, all Societies, Churches and School to attend.

CARRIED

REPORTS – NONE

INFORMATION/CORRESPONDENCE – NONE

MEETING DATES

Feb 18, 2014 Regular Council meeting
 Feb 25, 2014 Joint County Council dinner meeting 6:00 pm @ Nobleford Fire Hall
 March 4, 2014 Regular Council meeting CAO ay LGAA Mar 6-7
 March 18, 2014 Regular Council meeting – Emergency Response Plan, PP
 April 1, 2014 Regular Council meeting Audit presentation YPM
 April 15, 2014 Regular Council meeting Final budget, Tax bylaw
 May 6, 2014 Regular Council meeting – May 13-16, SLGM
 May 20, 2014 Regular Council meeting
 June 3, 2014 Regular Council meeting
 June 17, 2014 Regular Council meeting
 July 8, 2014 Regular Council meeting
 August 5, 2014 Regular Council meeting
 Sept 2, 2014 Regular Council meeting
 Sept 16, 2014 Regular Council meeting
 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 18, 2014 Regular Council meeting

#67-2014 MOVED BY Councillor Wobick to accept the meeting dates as presented. CARRIED

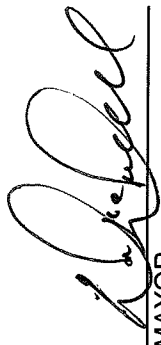
In Camera 9:46 pm Staff Costs, CUPE, CAO Agreement, Assistant to CAO
#68-2014 MOVED BY Councillor Peley to go in camera. CARRIED

Recording Secretary/Assistant to the CAO leaves council chambers.

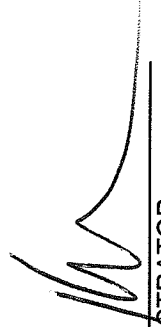
Out Camera 9:59 pm
#69-2014 MOVED BY Councillor Vincent to go out of camera. CARRIED

ADJOURNMENT

10:00 pm Mayor McDowell moves the meeting to be adjourned.



 MAYOR



 ADMINISTRATOR

