

Minutes; FOR THE REGULAR MEETING OF COUNCIL OF THE VILLAGE OF NOBLEFORD HELD IN THE COUNCIL CHAMBERS AT 906 HIGHWAY AVENUE, NOBLEFORD on January 2, 2018 at 7:00 pm

Council: Deputy Mayor Don Holinaty, Councillor Marinus de Leeuw, Councillor Tony Aleman, Councillor Melissa Jensen **ABSENT: Mayor Don McDowell**

Staff: Kirk Hofman, Chief Administrative Officer; Lisa Wiebe, Recording Secretary

Call to Order Deputy Mayor Holinaty called the meeting to order at 7:00 pm

Gallery None

APPROVAL OF AGENDA

January 2, 2018 Agenda #1-2018

MOVED BY Councillor de Leeuw to accept the agenda for the January 2, 2018 meeting with addition of '5.4 WTP Reservoir, MPE Jan 2, 2018 information'.

CARRIED

APPROVAL OF MINUTES

December 19, 2017 Regular Council Meeting Minutes #2-2018

MOVED BY Councillor Jensen to approve the minutes of the December 19, 2017 regular Council Meeting with amendment of one word "Village" to "Town" in discussion of resolution 348.

CARRIED

DELEGATIONS

7:02 pm – ORRSC: Ryan Dyck, Planner & Lenze Kuiper, Director

- Ryan introduced himself and shared that he has worked with the village for a few years now
- Lenze introduced himself and shared his history with ORRSC as well as his prior experience. He feels it is prudent to come out after an election to share who they are and what they do and what that means to the village. ORRSC has a board of 42 members that meet 4 times per year; one person from each member municipality. The board elects 7 executives who meet monthly.
- ORRSC is autonomous; it reports to the Municipal Affairs but first and foremost report to its members. With exception of the City of Lethbridge and the Town of Taber, all the municipalities in southern Alberta are a member of ORRSC. In the past few years, membership has grown with the addition of Newell, Bassano, and Brooks. It is an extensive area to cover. They also provide GIS services to a number of municipalities in the Red Deer area (GIS is a mapping system which includes infrastructure, services, etc). There are about 20 employees at office in Lethbridge, ranging from planners to GIS analysts and technicians. Budget is around 2 million and requisitions to members cover a portion of this.
- Lenze shared a sheet with council stating what ORRSC does, including planning, development, subdivision, and regional assessment review board, and discussed what Ryan's involvement in Nobleford is.
- Lenze shared about the history of ORRSC, with origins as a provincial agency and then reforming to give advice, helping and offer guidance to municipalities in their decision-making. ORRSC is the only one in the province and considered southern Alberta very fortunate to have this commission to handle land use aspects. Lenze shared that with the budget of \$2 million, the majority is spent on salaries as their work is largely knowledge-based. They also have a fee-for-service component where they charge for writing or preparation of new plans. ORSSC's fee is about half of what private consultants would charge, with a goal of offering affordable and reliable services.
- Lenze discussed GIS and Nobleford's annual cost for the service. GIS is fairly intensive and currently shared between about 45 municipalities; cost to do this independently is not feasible.
- Council asked about how rates are calculated. Lenze commented there are 2 components. One is based on total equalized assessments and GIS is per capita, although participating non-members are charged a premium for the service. There is also a small fee per year for the assessment review board for admin fees, and in addition on a per use basis.
- CAO mentioned that with equalized assessments, Nobleford's low debts and high assessments per capita mean Nobleford has a higher rate than some other and commented on a possible change in the formula in the future. Lenze commented there is a maximum and minimum on the requisitions. ORRSC is considered non-profit.
- Another area ORRSC receives funds is subdivision, as this costs the developer or landowner not the municipality.
- Ryan Dyck shared a presentation on Planning Overview, Subdivision and Development Process, briefly going over everything that pertains to the planning and development world including MDP, IMDP, Land Use Bylaw and revisions.
- Ryan asked for questions and CAO commented on value of having ORRSC

- Asked was that for future development of the annexed 100 acres, how much multi-family does Nobleford need. There is no quantified minimum established by province but various factors should be considered and could be further discussed in the future.

ORRSC Presentation #3-2018

MOVED BY Councillor de Leeuw to receive as information the update and presentation from ORRSC.

CARRIED

UNFINISHED BUSINESS

Jan 10 2018, Joint Emergency Services Committee Meeting – Guest, Fire Chief Ryan Wagner

CAO commented on presence of Fire Chief Ryan Wagner to give insight into issues that will be discussed at the upcoming January 10th joint emergency services committee meeting with Nobleford and Lethbridge County. A letter was sent to the county regarding the issues.

MVC billing – There are 2 units that the county is getting money for which they have no cost/investment in. Total of 150 calls the past year and 26% are MVCs. The number of vehicles sent out depends on time of day and day of week. County has stated that the 2 units in question are not necessary for their service model. CAO commented that notice was sent to the county in January 2017 regarding change the agreement's clause, to either forward billed funds to Nobleford or notify AB Transportation that Nobleford will bill. CAO discussed history of Nobleford billing AB transportation and receiving payment and thereafter invoicing the county instead. The county has not dealt with the issue in a timely manner.

-Discussed having public or media attendance at committee meetings, decided not to involve media at this time.

-Council reviewed the county's budget and high internal cost for protective services.

-Asked was if funding to Nobleford will be reduced; no notice has been received yet and the agreement Chief states that he thinks 1 year notice required for service district change involving Barons.

Emergency Livestock Response Trailer – This was paid for by the Fire Fighter Society, at no capital cost to the Village or the County. It has been used 3 times this year in the County, but is not part of the service agreement. When billing was brought up, the society had no interest in billing for use of the trailer. CAO commented that there could be a possibility to bill for it through Alberta Transportation; it could be considered a specialty apparatus.

Radios – CAO updated council on communication issues and a new AFFRSC radio system that became available. This was a safety concern for years that the County failed to solution. The issue; there was a need to for clear communication systems. The County wants a regional purchase for digital radios to save money but county is procrastinating. Village was spending money to fix old analog outdated radios so the decision was made to begin replacing them with new AFFRSC compatible digital motorola radios. A special meeting of 20 people at County office in spring 2017 met to discuss joint digital radio purchase, but agenda changed at last minute. Joint regional purchase not followed through on.

Nobleford had a good opportunity to get radios at half the cost (savings of approximately \$50,000) and asked county to contribute to funding, county was not ready. Nobleford did not want to miss the opportunity and went ahead with purchasing them for the department anticipating County would contribute funds fairly later on. The question now is if the county will contribute. Realistically, they are used mostly in the county. Ryan commented on approaching the county 4 years ago already and asking what could be done to improve reception. Council discussed the future of AFFRSC, who is on it already, and when dispatch will be switching over to it entirely. Discussed county contribution options.

Barons – Previously, there was a change of boundary to include the area around Barons in Nobleford's response area. In 2017, Nobleford had 11 calls in this area. Discussed why Barons originally lost their agreement (2009 map reviewed). Nobleford was continually called for mutual aid and Ryan shared the experience of Nobleford arriving after the fact and having to take command of the situation. Ultimately Barons was audited and unable to produce training records, call data, etc. The county temporarily revoked their services agreement and approached Nobleford to take over the area. Council discussed current funding and call volumes in different areas, and mutual aid to Barons. Discussed the small size of the Barons department and that in most events, Nobleford will likely get called anyways and likely, the same service will be expected as what is given now. With MVC calls and especially fires, extra help is required. Also mentioned was the delay occurring from first calling Barons and then needing additional help and notifying Nobleford after the fact.

--Council discussed the upcoming joint meeting and the benefit of preparing a presentation re:

- MVC Billing - get the 2 units identified and either invoice the county or AB Transportation;
- Livestock Response Unit - what is the concern with having it and is it valuable
- Radios - discuss value of the equipment (safety) and what was the County's plan/funding model;
- Barons - ask what the County's plan is and rely on Ryan's legitimate concerns
- Council was updated on renovations to the firehall at no cost to the county, it is being done under this and the previous year's maintenance budget with half funded by the society labour done by volunteers.
- Ryan gave review of the past year including membership, training and courses, administration changes for information tracking, and policy manual revision
- Council and CAO thanked Fire Chief Ryan Wagner
- CAO commented that Nobleford will be billing Fort Macleod/Willow Creek for mutual aide at Moon River Estates fire

**Joint Emergency Services Committee Meeting, January 10 2018
#4-2018**

MOVED BY Councillor de Leeuw to receive as information the issues for discussion and CAO to prepare power point presentation for the January 10th Nobleford and Lethbridge County Joint Emergency Services Committee Meeting 2:00 pm at the Nobleford fire hall

CARRIED

MGA Update

CAO presented MGA updates for 2018.

#5-2018

MOVED BY Councillor de Leeuw to receive as information updates to the MGA.

Town Status

A Municipal affairs rep has been appointed to prepare support information for a speech for minister of MA to cabinet to request TOWN status for Nobleford effective February 28, 2018. Information continues to be posted on web site and social media seeking comments.

#6-2018

MOVED BY Councillor Jensen to receive as information the update on the process of Nobleford seeking Town status.

CARRIED

WTP Reservoir, MPE Jan 2 2018 Information

MPE has forwarded information on prices of tanks for the WTP reservoir, including a recommendation. To stay within the matching grant, Nobleford would have to stay with the 500 m³ size tank, to go with a bigger tank will mean having to use taxpayer money to fund it and possible other increased costs with the rest of the project. Council discussed benefits of having a bigger tank and to include it in requests for pricing.

#7-2018

MOVED BY Councillor de Leeuw to receive as information updates on the WTP Reservoir and approve the engineer's recommendations and to also get pricing on the 600 m³ tank.
MPE: My recommendation would be to proceed with an RFP process for the tank supply and installation, based on a 500m³ tank volume. This will be a competitive process with the RFP sent out to at least 3 known suppliers. Once we receive firm price proposals back, we can evaluate and award the tank supply contract to the best proponent. There may be a potential to work with the chosen supplier to increase the tank volume, depending on pricing. The Village would then be in contract with the tank supplier for supply and installation. We would still require the work of a general contractor to complete site work, tank subbase construction, piping connections, electrical, etc. Verbiage in the general contract would be included to transfer coordination of the tank supply to the general contractor.
-Andrew, MPE Engineering

CARRIED

FINANCIAL REPORT

Accounts Payable for Ratification

Councillor de Leeuw expressed pecuniary interest in the accounts payable on cheque 8615 to Delco Contractors for \$4856.00.
#8599, Fees for Firefighters, is an amount deducted off of each fire fighter's cheque and paid to the department. CAO shall circulate all the councillor/mayor expense reports details to all council. On #8621, "present" is short for presentation.

Councillor de Leeuw left the meeting.

Accounts Payable for Ratification

#8-2018

MOVED BY Councillor Aleman to ratify accounts payable of cheque 8615 to Delco Contractors in the amount of \$4,856.00.

CARRIED

Councillor de Leeuw rejoined the meeting.

Accounts Payable for Ratification

#9-2018

MOVED BY Councillor Jensen to ratify accounts payable (excluding cheque 8615 to Delco Contractors) in the amount of \$69,783.27.

CARRIED

Ratification of Reserve Transfers

Reserve transfers have been done as per budget and actual expenditures; higher balance than expected. Discussed what subdivision reserve is for. Asked was how much went into the Roads and Streets Reserves this year and what is used for. CAO commented that for small repairs the reserves are not used but did use some for Highway Avenue paving, which is usually what it is used for.

#10-2018
MOVED BY Councillor de Leeuw to ratify reserve transfers:

Tr #	Account #/Description	Date	Transaction Description	Project Code/Description	Debit Amount	Credit Amount	
1	4-10-000-706 - Capital Contingency Reserve kf	22/12/2017	Trfr from Capital Cont Reserve	180,895.40			
2	5-10-000-706 - Tr. Fr. Capital Contingency Reserve kf	22/12/2017	Trfr from Capital Cont Reserve		180,895.40	180,895.40	
Total kf:							180,895.40
3	4-66-000-708 - Subdivision Reserve kf2	22/12/2017	Trfr from Subdivision Reserve	44,870.00			
4	5-66-000-708 - Tr. Fr. Subdivision reserve 4-66-708 kf2	22/12/2017	Trfr from Subdivision Reserve		44,870.00	44,870.00	
Total kf2:							44,870.00
5	4-72-000-700 - Environmental Reserve kf3	22/12/2017	Trfr from Environmental Reserve	41,754.68			
6	5-72-000-700 - Tr. Fr. Environmental Reserve 4-72-700 kf3	22/12/2017	Trfr from Environmental Reserve		41,754.68	41,754.68	
Total kf3:							41,754.68

Total Debits: 267,320.08
 Total Credits: 267,320.08
 Difference: 0.00
 Total Non Ledger: 0.00

Tr #	Account #/Description	Date	Transaction Description	Project Code/Description	Debit Amount	Credit Amount	
1	2-66-000-400 - Tr. To Subdivision Reserve 4-66-708 kf	22/12/2017	Trfr Land to Subdivision Reserve		245,081.00		
2	4-66-000-708 - Subdivision Reserve kf	22/12/2017	Trfr Land to Subdivision Reserve			245,081.00	
Total kf:							245,081.00

Total Debits: 245,081.00
 Total Credits: 245,081.00
 Difference: 0.00
 Total Non Ledger: 0.00

Report Date: 29/12/2017 2:17 PM
 Village of Nobleford
 G.L. Trial Balance
 Year to Date As Of 31/12/2017
 Fund RES - Reserves

GL Account	Class	Debit	Credit
4-10-000-706 - Operating Contingency Reserve	Liability		1,214,430.00
4-10-000-706 - Capital Contingency Reserve	Liability		634,248.08
4-12-000-211 - Wages Election CLOSED	Liability		45,963.53
4-23-000-700 - Emergency Services Reserve	Liability		104,860.00
4-23-000-711 - MVA Claims Reserve-CLOSED	Liability		500,000.00
4-32-000-704 - Roads/Street Reserve	Liability		227,000.00
4-41-000-714 - Water Treatment Plant (WTP) Reserve	Liability		
4-42-000-700 - Utility Reserve	Liability		1,141,533.26
4-42-000-715 - Sewer Main Replacement Reserve-CLOSED	Liability		
4-66-000-707 - Industrial Sub Reserve (Toold)CLOSED	Liability		
4-66-000-709 - Subdivision Reserve	Liability		131,366.75
4-66-000-712 - Land Reserve CLOSED	Liability		
4-72-000-700 - Environmental Reserve	Liability		3,999,380.23

General Ledger Totals: 0.00

CARRIED

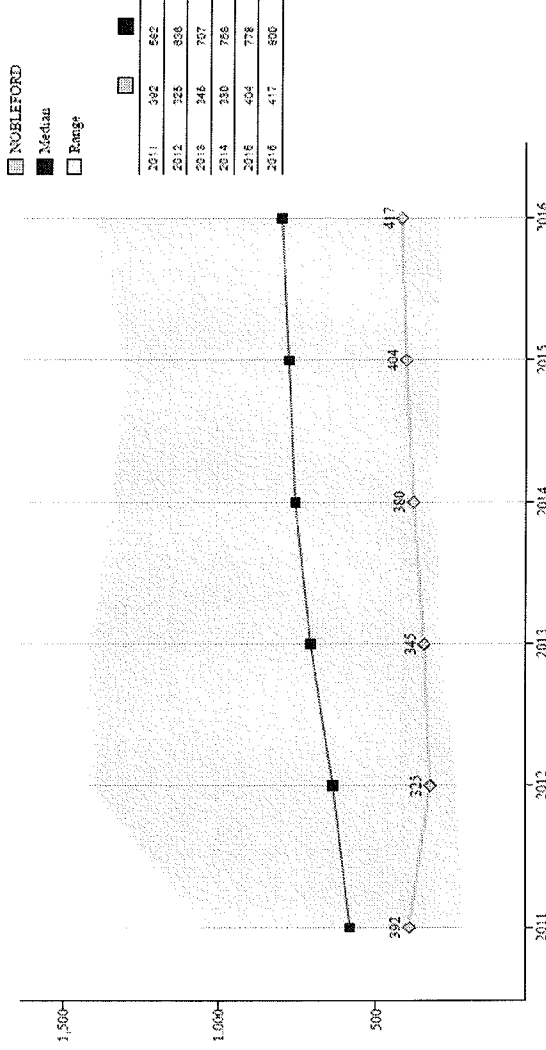
NEW BUSINESS

Financial Indicators Report, CUPE Employee Rates Cost, Council Pay

CAO reviewed Financial Indicators Reports indicating Nobleford excelling in all categories, high assets, low liabilities, and lowest taxes. Attached

Details of employee costs showing Nobleford employee costs at \$417 are near half the per capita cost of what the rest of the province is at \$800. This efficiency is significant in keeping taxes low

Major Expenditures Per Capita by Type: Salaries, Wages and Benefits



(From Alberta Government Financial report Indicator Graphs 2016)

Councillor honorarium comparison: error was found in excel formula stating 7 council members cost \$4271 annually each, rather than 5 of council, correct cost is \$5980; ranking Nobleford 3rd. In 2009 Council honorariums were \$13,000 (\$2600 each). Previous Council significantly increased Honorarium rates. Current honorarium rates are:

- Mayors Annual allowance \$ 3000. -Councillors Annual allowance \$ 1800.
- Council and committee meetings \$ 100. -Per Diem, full day \$ 200.
- Per Diem, part day (4 hr meeting) \$ 100. (Maximum per day \$300.00)

Current rates and totals paid to councillors are on the high side relative to other municipalities similar or larger in size. Council cost per resident is low. Council is efficient in their meeting activities. Councillors may also receive honorarium and expense payment for other commission and organizations; this is in addition to below data.

Villages of Southern Alberta 2016 report, Council Honorariums Comparison, (Chad Parsons created)

Village	Rank (H to L)	Honorarium/travel budget avg per Councillor for 2014	Rank (H to L)	Total cost per resident	Mayor honorarium per meeting	Councillor honorarium per meeting	Mayors monthly stipend	Councillors monthly stipend	KM rate	County	per day maximum
Rosemary	1	\$ 8,833.33	6	\$ 62.95	\$ -	\$ -	\$ 500.00	\$ 400.00	\$ 0.55	Newell	
Carmangay	2	\$ 7,066.67	2	\$ 80.92	\$ 55.00	\$ 55.00	\$ 75.00	\$ 45.00	\$ 0.55	Vulcan	
Nbl 2016											
Warner	4	\$ 5,800.00	3	\$ 73.98	\$ -	\$ -	\$ 320.00	\$ 320.00	\$ 0.55	Warner	
Duchess	5	\$ 5,662.20	11	\$ 28.56	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ 0.52	Newell	
Courts	6	\$ 5,134.00	1	\$ 92.67	\$ 110.00	\$ 110.00	\$ 100.00	\$ -	\$ 0.50	Warner	
Cowley	7	\$ 5,050.00	5	\$ 64.19	\$ 125.00	\$ 125.00	\$ 100.00	\$ 100.00	\$ -	Pincher Creek	
Stirling	8	\$ 5,000.00	15	\$ 21.80	\$ 80.00	\$ 80.00	\$ 160.00	\$ 160.00	\$ 0.54	Warner	
Nobleford	3	\$ 5,980.00	10	\$ 29.90	\$ 100.00	\$ 100.00	\$ 250.00	\$ 150.00	\$ 0.52	Lethbridge	\$300.00
Glenwood	9	\$ 3,843.88	4	\$ 66.97	\$ 50.00	\$ 50.00	\$ -	\$ -	\$ 0.50	Cardston	
Longview	10	\$ 3,556.00	8	\$ 34.75	\$ 90.00	\$ 90.00	\$ -	\$ -	\$ 0.54	Foot Hills	
Barnwell	11	\$ 2,900.00	18	\$ 17.86	\$ -	\$ -	\$ 250.00	\$ 250.00	\$ 0.50	Taber	
Barons	12	\$ 2,789.00	12	\$ 26.31	\$ 60.00	\$ 60.00	\$ 80.00	\$ 60.00	\$ 0.55	Lethbridge	
Foremost	13	\$ 2,700.00	13	\$ 25.67	\$ 50.00	\$ 50.00	\$ 150.00	\$ 75.00	\$ 0.50	Forty Mile	
Champion	14	\$ 2,600.00	9	\$ 34.39	\$ 55.00	\$ 55.00	\$ -	\$ -	\$ 0.54	Vulcan	
Arrowwood	15	\$ 1,562.43	14	\$ 24.93	\$ 50.00	\$ 50.00	\$ -	\$ -	\$ 0.50	Vulcan	
Hill Spring	16	\$ 1,419.80	7	\$ 38.17	\$ 50.00	\$ 50.00	\$ -	\$ -	\$ 0.50	Cardston	
Lomond	17	\$ 1,107.22	17	\$ 19.20	\$ 75.00	\$ 75.00	\$ -	\$ -	\$ 0.50	Vulcan	
Milo	18	\$ 855.27	16	\$ 21.03	\$ 35.00	\$ 35.00	\$ -	\$ -	\$ 0.50	Vulcan	
Average (Mean)	N/A	\$ 3,992.49	N/A	\$ 42.46	\$ 60.28	\$ 60.28	\$ 110.28	\$ 86.67	\$ 0.49	N/A	
Median	N/A	\$ 3,699.94	N/A	\$ 32.15	\$ 55.00	\$ 55.00	\$ 77.50	\$ 22.50	\$ 0.51	N/A	

18 Villages of Southern Alberta " Nobleford ranks higher payments to Councillors in every category "

Village	Rank (H to L)	Honorarium/travel avg per Councillor 2014-2016	Rank (H to L)	Total cost per resident	Mayor honorarium per meeting	Councillor honorarium per meeting	Mayors monthly stipend	Councillors monthly stipend	KM rate	County
Nobleford	3	\$ 5,980.00	10	\$ 29.90	\$ 100.00	\$ 100.00	\$ 250.00	\$ 150.00	\$ 0.52	Lethbridge
Average (Mean)	N/A	\$ 3,897.57	N/A	\$ 42.46	\$ 60.28	\$ 60.28	\$ 110.00	\$ 86.00	\$ 0.49	N/A
Median	N/A	\$ 3,699.94	N/A	\$ 32.15	\$ 55.00	\$ 55.00	\$ 77.50	\$ 22.50	\$ 0.51	N/A
Nobleford 5 council		high	low	2x	very high	very high	very high	very high	ok	
2016 Nobleford		\$7,001.00		\$35.00	\$100.00	\$100.00	\$250.00	\$150.00	\$0.54	
2017 budget		\$7,000		\$27	\$100	\$100	\$250	\$150	\$0.54	

Financial Indicators Report, CUPE Employee Rates Cost, Council Pay #11-2018

MOVED BY Councillor de Leeuw to receive as information the 2016 Financial Indicator Reports, Details of Employee Costs, and Council Honorarium Comparison.

CARRIED

REPORTS - No Written Reports INFORMATION/CORRESPONDENCE - None

MEETING DATES #12-2018

MOVED BY Councillor Aleman to accept the meeting dates:

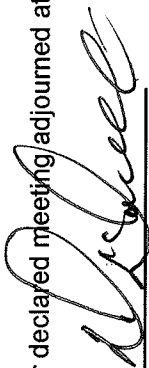
Regular Council meetings 1st and 3rd Tuesdays. Regular Council meetings are at 7:00 pm


- January 16, 2018
- Jan 8-9, 2018 (all day), Essentials of Municipal Governance, DM, DH, TA, MJ, MD, (KH or KF) car pool.
- NOTE: MJ to attend in Stoney Plain, AB on Jan 11, 12, 2018
- January 17-31, CAO away
- February 6, 2018
- February 20, 2018
- February 26, 27, Audit. Office Closed to public.
- February 28, 2018 – Village-hosted Centennial Party at Community Complex
- March 6 & 20, 2018
- April 3 & 17, 2018
- June 5 & 19, 2018
- July 3, 2018
- August 10, 11, 12, Centennial Celebrations, Heritage Day

IN CAMERA – none

ADJOURNMENT

Chair declared meeting adjourned at 11:00 pm


Mayor


Administrator

CARRIED

