

**Minutes:** FOR THE REGULAR MEETING OF COUNCIL OF THE VILLAGE OF NOBLEFORD HELD IN COUNCIL CHAMBERS AT 906 HIGHWAY AVENUE, NOBLEFORD on January 20<sup>th</sup>, 2015 at 6:30 pm

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

Staff Kirk Hofman, Chief Administrative Officer

Gallery No one

Call to Order Mayor McDowell called meeting to order at 6:33pm

Open floor to citizens No one

DELEGATIONS No one

**APPROVAL OF AGENDA**

**January 20th, 2015 Agenda**

**#22-2015** MOVED BY Councillor Pelley to accept the agenda for the January 20<sup>th</sup>, 2015 regular council meeting as amended " Lateral Service policy" added. CARRIED

**APPROVAL OF MINUTES**

**January 6th, 2015 Minutes**

**#23 -2015** MOVED BY Councillor Pelley to approve minutes of the January 6th, 2015 regular Council Meeting. CARRIED

**UNFINISHED BUSINESS**

**AB Municipal Affairs Financial Indicators Dec 31, 2013**

CAO presented Alberta Municipal Affairs Financial Indicators report for Dec 31, 2013. Comparing Nobleford to other Municipalities we rank very positive with lowest taxes and highest asset and assessment values along with health financial operations and reserves.

**#24-2015** MOVED BY Councillor Holinaty to receive the AB Municipal Affairs Financial Indicators for December 31, 2013 as information. CARRIED

**Lethbridge County Fire Services Agreement, Outstanding Invoice for Rent**

Mayor is involved with Interviews for FD Officers, Councillor discussion on why County has not signed the agreement that the Village signed in Dec 2014.

**#25-2015**

MOVED BY Councillor Vincent that CAO continue discussion with Lethbridge County Administration regarding the Fire Services Agreement and outstanding \$22000 invoice for 2014 building rent and Mayor McDowell to discuss the issue with Council Councillors or Reeve. CARRIED

**YPM Audit Letter, December 30, 2014 (March 2 & 3 onsite in Nobleford) Office Closed to Public**

**#26-2015** MOVED BY Councillor Pelley to have the Mayor and CAO sign the letter from YPM for the 2014 Annual Audit of the Village of Nobleford. CARRIED

**Audit, Control Documents**

Council reviewed the audit control streams documents

**#27-2015** MOVED BY Councillor Wobick to approve the 2014 Audit Control Streams, Documents. CARRIED

**prepared by client, (PBC) Audit Report Sample Info (sick leave, vacation, TIL)**

**#28-2015** MOVED BY Councillor Vincent to receive the prepared by client, PBC, and Audit Report Samples as information. CARRIED

**2015 Budget, Residential Tax Minimum Levy Bylaw**

The Village has no control over the ASFF Education School Tax or seniors housing tax which is 90% of a Nobleford residential tax bill, but Council can make bylaws regarding the Municipal portion of property taxation.

The municipal tax range for residential homes in 2014 was \$15 to \$195 per year, discussion took place on what a fair minimum basic tax should be. \$120 per year was used as a discussion base. By implementing a annual minimum municipal tax bylaw of say \$120, council could reduce the mill rate slightly , therefore in effect reducing the tax collected but collecting it a more equal manner. This would bring everyone closer to the \$120 per year base rate because those paying \$195 could pay less if Council choose to. Maybe also have a maximum municipal tax rate to address public relations. Council realized that a minimum tax of \$120 would provide a better balanced and fair payment from homeowners but questions the timing of implementing this for 2015 and suggest that continuing discussion on this issue with the public would be the proper way.



**Minimum RES tax levy  
#29-2015**

MOVED BY Councillor Wobick to receive minimum residential tax bylaw presentation as information and to focus on regular public education related to taxation issues.

CARRIED

**2015 Budget, NON-Residential Tax Minimum Levy Bylaw  
See attached information  
#30-2015**

MOVED BY Councillor Pelley to receive minimum tax info and direct the CAO to prepare a sample tax bylaw for minimum property tax, along with bylaw examples, for the February 17, 2015 meeting.

CARRIED

**Budget update  
#31-2015**

MOVED BY Councillor Wobick to approve the 2015 budget updates that were presented to Council.

CARRIED

**Utility Bylaw Base Rate \$12, \$8 per month**

Council reviewed the Lateral Utility Policy #04-03, specifically the base rates for water \$12 per month and sewer \$8 per month that apply to all property's even if they do not use the service, and felt the bylaws and policy are in order.

**Utility base rate**

**#32-2015**

MOVED BY Councillor Vincent to receive the Utility Base Rate from the Lateral Utility Policy #04-03 as information.

CARRIED

**FINANCIAL REPORT**

Councillor questioned items in the APR. CAO provided explanation and continued to explain expenditure procedures that are also included in the Audit streams that Council just approved and the that; Council first approves a budget, expenditures are presented to Council in Accounts payable, AP and or accounts payable ratified statement, APR, often a month after AP, for council approval, then again in the ATB bank reconciliation, that council receives as information that may be a month or more after APR. The budgetary control report summarizes all the expenses and is a good reference for Council to use to track the Village financial position. The Monthly Nobleford financial statement also indicates a current financial position. In summary a single expenditure may first be seen in AP, then a month later in APR and a month later in ATB statement cheaques. It would be appreciated if Councillors had questions on these items to request the information before a council meeting so that CAO can provide the correct information as it can be difficult for the CAO to recall single items that took place 3 to 4 months prior. Council receives the meeting packages on the Friday before the Tuesday Council meetings.

**APR**

**#33-2015**

MOVED BY Councillor Wobick to ratify the Accounts Payable Ratified in the amount of \$28,857.47

CARRIED

**NEW BUSINESS**

**Alberta, New Home Warranty, exemption for Nobleford.**

This will be discussed at the Mayor and Reeves Meeting on February 6, 2015. MA Minister Diana McQueen will be in attendance. Council would like to have Nobleford exempt from the Mandatory program. Majority of our home builders are self build home owners and the near 200 home build in Nobleford in past 8 years are properly monitored under our safety code inspections and have seen no failures.

**New Home Warranty**

**#34-2015**

MOVED BY Councillor Holinaty to receive the Alberta, New Home Warranty and Mayor and Reeves meeting as information.

CARRIED

**Park Enterprises, new contract agreement proposal**

CAO presented a draft agreement, with new fee schedule proposal from Park for safety code inspection services. Council discussed the increase in rates, service

**Park, agreement**

**#35-2015**

MOVED BY Councillor Pelley to approve the Park Enterprises Ltd. Fee Schedule and the 5 Year Agreement Contract Effective January 1, 2015 to December 31, 2019.

CARRIED



**Newsletter Policy #02-10**  
Village of Nobleford, POLICY #02-10, Newsletter

SUBJECT: Newsletter

DEPARTMENT: Administration

ADOPTED & APPROVED BY COUNCIL: March 14 2005, Dec 2, .2010, Feb 7, 2012, July 2, 2013, Jan 2015 AP PP  
PURPOSE: To establish guidelines for the Nobleford Newsletter

- 1-The Nobleford Newsletter, an information bulletin published and managed by the Village, shall be used in a manner in which to inform, and in an effort to improve the lives of all citizens.
- 2-Nobleford Newsletter will be used in a responsible positive manner to communicate announcements to the Community, report on events, report organizations activities, advertise businesses, and report Council Announcements, bylaw and policy.
- 3-Upon Council approval the CAO shall appoint a newsletter coordinator.
- 4-The coordinator may work outside of the Village office on the newsletter and use a format and computer programs that are acceptable to the CAO.
- 5-The coordinator, in consultation with the CAO, will set regular submission dates and publishing dates. These dates will be published in each edition.
- 6-The coordinator will be responsible to collect information, format information and supply a printable document to the printer and then circulate the newsletter. The CAO shall prepare bimonthly submissions to the coordinator.
- 7-Paper and electronic Copies of each edition will be provided to the Village secretary and filed in the Village office.
- 8-The coordinator will provide the Village with an acceptable electronic format of each newsletter for publishing on web sites, as well as circulated via e-mail or other electronic communication. Village secretary shall post the newsletter on the Nobleford Web site upon receipt.
- 9- Mayor and CAO may review and approve the newsletter prior to publication.
- 10-The newsletter will be managed in an effort to be self-supporting financially on a cost recovery basis through advertising and donations. The Village Council will set the advertising rates.
- 11-The coordinator shall solicit and promote advertising with all monies payable to the Village of Nobleford.
- 12-The Village will pay for printing of the Newsletter and postage.
- 13-The Village may pay, an honorarium of up to \$100 per edition to the coordinator or at, regular hourly pay rates.
- 14-There will be up to 6 editions published each year.
- 15- Rates for ads and announcements.
  - No Charge for Nobleford Societies and Organizations for up to ¾ of a page or per CAO approval prior to publishing.
  - No charge for brief, business card size citizen announcements related to Nobleford area.
  - All submissions will contain contributor name.
  - Business card \$10.00, ¼ page 20.00, ½ page \$35.00, full page \$60.00. Plus GST.

January 1, 2015.

The NOBLEFORD NEWSLETTER is an information bulletin published by the Village of Nobleford on a cost recovery basis through advertisement fees and donations. Please email your newsletter submission to [news@nobleford.ca](mailto:news@nobleford.ca) at the Village Municipal Office. The deadline for submissions is the 20<sup>th</sup> day of the month prior to publication. Due date is 20th day of January, March, May, July, Sept, November. Publication will be circulated the first week of the following month in print and available on [nobleford.ca](http://nobleford.ca) web site. Late submissions will not be published.

Rates for ads and announcements.

-No Charge for Nobleford Societies and Organizations for ¾ of a page. Special requests for additional space at no charge must be made to the CAO so possible approval can be made in advance of each submission due date.

- No charge for brief, business card size, citizen announcements related to Nobleford area.

- All submissions shall contain contributor name.

-Business card \$10.00, ¼ page 20.00, ½ page \$35.00, full page \$60.00. Plus GST.

\* if you do not have the capability of email, please contact the Village office to discuss other acceptable electronic or other forms for your contribution.

**#36-2015**

**MOVED BY Councillor Pelley to approve the amendments to the Newsletter Policy #02-10.**

CARRIED

**REPORTS**

CAO, written: No report

**Mayors, written:**

Jan 8/15. Badlands Meeting. Getting set for the AGM in Strathmore on Mar 25/27. Pre- registration available now.  
 Jan 9/15. Full house again. Paula Burns from the College gave a presentation and answered questions. New home warranty discussed.  
 Lethbridge asking what everyone does with recycling.  
 Jan 15/15. Ian Donovan presentation at the Complex. No dissenters. No rocks thrown. Good meeting.  
 After looking at the condition of the complex (needs upgrading) and hearing nothing from some of our other Societies regarding them doing anything (nothing), I think it's time we had a general meeting with all of them.  
 MA Jim Hillier – Bill C-644 Violation Parole Criminal Offence  
 New Home Warranty – Cliff Avery sent out a newsletter regarding warranty  
 Waste Water Treatment Plant Operator – do not build a water treatment plant that needs a Level 3 Operator  
 MLA Bridget Pastoor – Provincial Budget on hold

**Councillors, written reports:**

**MW. Written report,**  
 Jan. 9, 2015 – Green Acres Executive Meeting  
 Jan. 12 – Heritage Society Meeting, non council  
 Jan. 15 – Meeting with MLA Ian Donovan  
 Jan 19 – Centennial Society Meeting, non council

**P.P. Written report,**  
**D.V. Written report**  
**DH. Written report**

**#37-2015** MOVED BY Councillor Holinaty to accept CAO, Mayor and Councillors reports as information.

CARRIED

**INFORMATION/CORRESPONDENCE**

LGAA Conference, March 4-6 in Red Deer, CAO attending

**Meeting dates; Regular Council meeting are at 6:30 pm.**

January 20	2015	6:30 pm Regular Council meeting
<del>February 3</del>	<del>2015</del>	<del>6:30 pm Regular Council meeting CAO absent Cancelled</del>
February 17	2015	6:30 pm Regular Council meeting
March 3	2015	6:30 pm Regular Council meeting
March 4-6		LGAA, Red Deer CAO
March 17	2015	6:30 pm Regular Council meeting
April 7	2015	6:30 pm Regular Council meeting
April 21	2015	6:30 pm Regular Council meeting
May 5	2015	6:30 pm Regular Council meeting CAO absent 5-18
May 19	2015	6:30 pm Regular Council meeting
June 2	2015	6:30 pm Regular Council meeting
June 5-8		FCM Edmonton
June 23	2015	6:30 pm Regular Council meeting
July 7	2015	6:30 pm Regular Council meeting
August 18	2015	6:30 pm Regular Council meeting
Sept 1	2015	6:30 pm Regular Council meeting
Sept 15	2015	6:30 pm Regular Council meeting
Sept 23-25		AUMA convention Calgary

**#38-2015**

MOVED BY Councillor Vincent to accept the meeting dates as presented noting Feb 7 meeting cancelled.

CARRIED

**Industrial Land Lease, Staff**

**In Camera**

**#39-2015**

MOVED BY Councillor Holinaty to go into camera at 9:56pm.

CARRIED

**Out of Camera**

**#40-2015**

MOVED BY Councillor Wobick to go out of camera at 10:30 pm.

CARRIED

**Industrial Land Lease**

**#41-2015**

MOVED BY Councillor Vincent to approve the lease of an estimated 1.6 acres of land north of industrial lot 5 and 6 on 14 Street to Noble Concrete Extruders Ltd. at a rate of \$1.00 per year plus annual payments of \$1010.00 per acre minimum levy per year ( same as Minimum levy in place on Ind lots), other conditions to be identified in a proposed draft lease in Spring 2015.

CARRIED

**Staff**

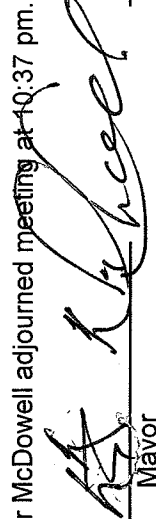
**#42-2015**

MOVED BY Councillor Holinaty that CAO discuss staffing options with personnel.

CARRIED

**ADJOURNMENT**

Mayor McDowell adjourned meeting at 10:37 pm.

  
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 Mayor Administrator