

**Minutes: FOR THE REGULAR MEETING OF COUNCIL OF THE VILLAGE OF NOBLEFORD HELD IN COUNCIL CHAMBERS AT 906 HIGHWAY AVENUE, NOBLEFORD on November 2, 2015 at 6:30 pm**

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

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

Gallery None

Call to Order Mayor McDowell called meeting to order at 6:26 pm

Open floor to citizens, no one in attendance.

**APPROVAL OF AGENDA  
November 2, 2015 Agenda  
#335-2015**

MOVED BY Councillor Vincent to accept the agenda for the November 2, 2015 regular council meeting.

**APPROVAL OF MINUTES  
October 20, 2015 Minutes  
#336-2015** CARRIED

MOVED BY Councillor Holinaty to approve the minutes of the October 20, 2015 regular Council Meeting.

**UNFINISHED BUSINESS  
P5 Subdivision, Land Reclaimed, New Fence  
#337-2015** CARRIED

MOVED BY Councillor Wobick to receive as information the update for the P5 Subdivision, that the land has been reclaimed and the new page wire fence is being put in place.

**Mayor and Reeves, Common Regional Priorities  
#338-2015** CARRIED

MOVED BY Councillor Holinaty that CAO and Mayor prepare a presentation for the Mayors and Reeves with the regional priorities of Education Property Taxation, Mandatory New Home Warranty, and Transfer Payments from AB Government.

**Education Property Taxation.** CARRIED

1-Suggest that the Alberta government collect education tax themselves through means other than municipal property taxation. Sample of 2015 Nobleford residential property tax: a \$360,000 valued residential property will be taxed \$1000, \$810 for School Education ASFF, \$145 for Municipal and \$45 for seniors housing.  
2- Efficiency in the delivery of education facilities should be examined. Example is the apparently high cost of school renovation or new construction and poor value for money.

**Alberta Mandatory New Home Warranty.** Suggest that this be an optional program. Example, because of this program, new residential home construction in Nobleford has significantly been reduced. It is more difficult than ever to BUILD YOUR OWN HOME. Nobleford has very good quality control programs in place and views the mandatory warranty program as ineffective and detrimental to rural Alberta Municipalities.

**Transfer Payments from AB Government.** Suggest that transfer payment programs, such as Municipal Sustainability Initiative (MSI) capital and operational be maintained for the long term.

**Hwys 519 & 23 Roundabout  
#339-2015**

MOVED BY Councillor Pelley to receive as information the update on Alberta Transportation's discussion regarding changes at the roundabout of highways 519 and 23, including the possibility of rumble strips, large size speed limit signs, advance warning signs, electronic speed indicator boards the removal of landscape rocks and blade display.

CARRIED

**DELEGATIONS**

**Don Zech, Darren Stock (Supervisor of Buildings & Maintenance), & Greg Rollingson (NCS Principal) re: NCS Decanting Proposal, 6:56 pm**

-NCS is planning to start construction on the school in January 2016 and will for sure need use of the complex by February. Classes in the school will be moved to the school's gym but some courses and activities would need to be elsewhere (noise/space concerns). A presentation was given showing a schedule keeping the majority of classes in the afternoon. They would need to have the gym facility starting at 12:20 pm (after their lunch break) for the duration of the construction. A block of time in the morning would also be required for the remainder of this school year, but starting in the fall of 2016 (next school year), they could arrange all courses that require use of the complex to be in the afternoon.

-Practice for athletic events would need to be looked at season by season. Games are typically held in the evening but NCS is trying to work with the region to schedule games out of town.



- Palliser/NCS is primarily looking for the ability to work with administration to schedule and book times in the complex. They are willing to be flexible if something does come up that the community has a need for the complex. There are options to not use the gym certain days or utilize other facilities for those courses.
- NCS agrees to leave the complex in the condition it was and will use their janitors to do cleaning.
- The question was raised if the school's use of the complex would cause conflicts with the planned renovations. The village is willing to make it work, probably doing interior work during the summer months.
- Finances will be managed by Palliser Treasurer, Wayne.
- The modernization project will begin in January of 2016 and end in June of 2017.

#### **#340-2015 Noble Central School decanting Jan 2016 to June 2017**

MOVED BY Councillor Pelley that CAO will work with NCS/Palliser on fees, schedule and guidelines for use of the complex during decanting and present it to council at the next meeting, as well as see if there is adequate insurance coverage for this.

CARRIED

#### **FINANCIAL REPORT**

##### **Accounts Payable for Ratification**

**#341-2015**

MOVED BY Councillor Vincent to approve the Accounts Payable ratification in the amount of \$9,476.01.

CARRIED

##### **Bank Reconciliation and Financial Statement**

**#342-2015**

MOVED BY Councillor Wobick to receive as information the bank reconciliation and financial statement stating a balance of \$3,071,038.49.

CARRIED

##### **ATB Statements**

**#343-2015**

MOVED BY Councillor Holinaty to receive as information the ATB statements.

CARRIED

##### **Ratification of Subdivision Reserve Transfer**

**#344-2015**

MOVED BY Councillor Wobick to approve the ratification of the subdivision reserve transfer of \$1,010,046.17.

CARRIED

##### **Budgetary Control Report**

CAO to send details of misc expense acct to councilors, act 2-12 -290, ask curling club about sharing a phone line to reduce \$1000 annual cost, find out about getting a cellphone amplifier to increase cell service and find out from insurance if this is acceptable.

The rent fire hall payment not yet received from Lethbridge County will remain an outstanding amount receivable in 2015 financial statements for audit review.

**#345-2015**

MOVED BY Councillor Holinaty to receive as information the budgetary control report showing a surplus of \$827,248.04.

CARRIED

##### **Development Permit Report**

**#346-2015**

MOVED BY Councillor Holinaty to receive as information the development permit report indicating a value of \$10,642,000 issued so far for 2015.

CARRIED

#### **NEW BUSINESS**

##### **AUDIT PREPERATION, Audit Feb 9-10-11, 2016, to close office to public.**

##### **Review of 2014 YPM Audit Report,**

**#347-2015**

MOVED BY Councillor Holinaty to receive as information the auditor's recommendation report with no recommendations made after the previous audit and considers the report valid with no concerns.

CARRIED

##### **Review of YPM Indicators Report**

**#348-2015**

MOVED BY Councillor Vincent to receive as information the 2014 YPM Audit Indicators of Financial Condition Report, stating a very positive position for Nobleford.

CARRIED

##### **2014 Statistical Information Return**

**#349-2015**

MOVED BY Councillor Wobick to receive as information the 2006 and 2014 Statistical Information Return (SIR).

CARRIED

**Amendments to Audit Streams  
#350-2015**

MOVED BY Councillor Vincent to adopt as policy the 2015 amendments made to the audit streams.

CARRIED

**Tangible Capital Assets Policy & Amortization Schedule  
#351-2015**

2015 Amortization for Budget

ACCT Number	Account Name	Amount
2-12-000-900	Amortization:Administrative	\$ 10,300.00
2-23-000-900	Amortization:Fire Dept.	\$ 14,867.00
2-23-000-901	Amortization:Buildings Fire	\$ 4,800.00
2-31-000-900	Amortization:Public Works	\$ 6,123.00
2-31-000-901	Amortization:Buildings Public Works	\$ 1,192.00
2-32-000-900	Amortization:Roads & Sidewalks	\$ 90,982.00
2-41-000-900	Amortization:Water	\$ 14,777.00
2-41-000-901	Amortization:Reservoirs	\$ 72,452.00
2-41-000-902	Amortization:Water Treatment Plant	\$ 86,465.00
2-42-000-900	Amortization:Sewer	\$ 11,100.00
2-72-000-900	Amortization:Parks	\$ 35,755.00
2-72-000-901	Amortization:Buildings Recreation	\$ 29,221.00
2-72-000-902	Amortization:Equipimnet-Community	\$ 989.00
2-72-000-904	Amortization:Storm Retention Pond	\$ 895.00
	<b>TOTAL AMORTIZATION</b>	<b>\$ 379,918.00</b>

Note: Phase 5 Subdivision is not included on this schedule. Approximately 1,080,000.00 will be added to the TCA listing and will be amortized for Dec 31, 2015 Year End.

MOVED BY Councillor Holinaty to approve the TCA policy as is and amortization schedule, including P5 subdivision for 2015.

CARRIED

**Draft 1 of 2016 Operation Budget**

Reviewed operation expenditure: 3% staff salary increase, for now same tax revenue as 2015, Complex revenue / expense, insurance change will probably not take place in 2015; snow plow sand spreader has had significant repairs. CAO allowance of \$1000 is money to be used at CAO's discretion, typically used to do something kind for others. This allowance was \$500 in 2006, up to \$800 in 2014, then \$1000 in 2015. CAO 5 yr, salary in employment agreement was reviewed along with additional mandatory employer contributions of CPP and Employment Insurance of about \$3500 per year. CAO bylaw #627 is applicable, Kirk Hofman is an employee not a Consultant. P5 includes employee costs. Other staff salaries are divided up in to cost allocation accounts in the GL. Sample pay sheet was reviewed. Library policy is to be reviewed at next meeting. Lethbridge County will continue to be invoiced for their outstanding fire hall rent for 2014.

**#352-2015 2016 operation budget.**

MOVED BY Councillor Vincent to adopt the first draft of the 2016 budget.

CARRIED

**Nobleford Business License 2016 NO FEE**

**#353-2015**

MOVED BY Councillor Pelley that, effective immediately, the Village of Nobleford require all businesses, including home businesses, to register for a business license but with no fee required for 2016, and they will receive a license certificate as well as be added to the business list on the website with potential for enhanced services.

CARRIED

**Fortis Franchise Agreement**

Council discussed pro and cons to adding increased franchise fees to Nobleford citizens ATCO gas bill.

**#354-2015**

MOVED BY Councillor Holinaty to maintain no franchise fee, at 0% with Fortis.

CARRIED

**Water Meter Policy #04-07**

Up to 100 Nobleford water meter readers are not properly located as they are often located behind a gate or in a back yard. Some yards are closed for a reason for pets or privacy. Reading meters can be significantly more time/ cost effective and safer for PW staff. Remote reader test sites proved to be ineffective and more costly. Council reviewed the 2010 /2011 and past policy directive to have 100% operation water meters / readers, and properly locate readers outside property owners fenced yards. Council agreed that in order to do the best job possible in keeping low utility fees to property owners, that water meter policy #04-07 be enforced including compliance that the exterior water meter reader must be mounted on the building at eye level on the front or within 2 meters of the front of the house and not behind any gate or obstructions. This should be completed in 2016. Council expects to see a staff efficiency increase due to a reduction in time spent reading water meters as well as a safer work environment.

**#355-2015 Water meter policy**

MOVED BY Councillor Wobick to approve policy #04-07 and support a letter being sent out with the next utility bill in regards to the policy on the water meters, in an attempt to improve efficiency.

POLICY #04-07

**SUBJECT:** Water meters  
**DEPARTMENT:** Public Works  
**ADOPTED & APPROVED BY COUNCIL:** December 20, 2005, Sept 1, 2011, Nov 2, 2015  
**RESOLUTION NO** #522-2005, #424-2010, 302-2011, #355-2015

**PURPOSE:** To establish guidelines for installation and responsibility of water meters

1. It is a requirement of all property owners to have an operating water meter for their water supply.
2. It is the property owner's responsibility to install the water meter on the main service water line. Property owners are to arrange with the Village office to purchase a water meter and the Village will bill the property owner for the water meter.
3. After the Village is notified that the meter is installed, village employees will make arrangements within 60 days, to install an exterior remote reader at no additional charge.
4. For new installation or complete replacement, the Village of Nobleford will supply water meters, wiring and exterior remote reader on a cost recovery basis.
5. If a property owner's water meter is not functioning the Village staff will attempt to repair the meter at no cost to the property owner. However, if the Village incurs any cost to supply these replacement parts the property owner will be billed for these parts.
6. Any properties without operating water meters are subject to billing penalties of \$175 for estimate readings, interest charges of 2% per month on outstanding account balance and potential discontinuation of water supply.
7. Any outstanding accounts with the Village under this policy may be placed on the property owners property taxes and subject to additional penalties relative to tax bylaws and other policies.
8. The property owner owns the water meter.
9. The exterior water meter reader must be mounted on the building at eye level on the front or within 2 meters of the front of the house and not behind any gate or obstructions.

**WATER METER INSTALLATION REPORT**

DATE:  
NAME OF PROPERTY OWNER:  
ADDRESS OF INSTALLATION:

WORK DONE: \_\_\_\_\_ complete installation for new service, \$150.00  
\_\_\_\_\_ complete new installation of existing service. \$150.00  
\_\_\_\_\_ complete replacement of existing service (rebuilt or used) up to \$100.00  
\_\_\_\_\_ partial replacement of existing service, (detail) new, rebuilt or used, up to \$100.00  
\_\_\_\_\_ repair of existing service, (detail) \_\_\_\_\_ up to \$50.00  
All prices include GST

CARRIED

November 2015, RE: Your exterior water meter reader must be relocated.

We are asking for your cooperation in addressing some issues with the location of your water meter exterior reader. The current requirement is that the exterior reader must be mounted on the building at eye level on the front or within 2 meters of the front of your house and not behind any gate or obstructions. To assist you in relocating the reader to the proper location the Village will provide you with whatever length of wire is required for you to string between the water meter in your house to the reader location outside of your house. It is up to you to string this wire. If you require assistance to make the wire connection to the meter and the reader the Village staff is available to provide instructions or do the connection at a fee of \$25.00

There is a \$175 penalty fee charged for non functioning meter or meters that are not accessible to our Public Works Staff. Please relocate your meter ASAP to avoid this penalty.

It is your responsibility to keep the water meter and reader functioning. Please contact the Village office for more information



**REPORTS**

**CAO written Report:**

CAO Hofman report for Council Nov 2, 2015:  
 Provided council with background info related to Rustic Chef letter and presented Draft Response Letter to Marty Kettle, Rustic Chef.  
*Your letter dated August 13, 2015, that was emailed to Nobleford Councillors on October 15, 2015, was further reviewed at the November 2, 2015 regular meeting of Council.  
 Your concerns will be considered in our efforts to improve our community complex. Any assistance you are willing to provide in these improvements would be appreciated.*

Kirk Hofman disclosed he has or may be purchasing a maximum of 2000 AG Growth and 20,000 AXIA, shares on TSE.

**Mayor's Written Report:** Had a community futures meeting

**Councillors' Written Reports:**

**M.W. written report:** Green Acres executive meeting for planning/organization

**P.P. written report:** None

**D.V. written report:** None

**D.H. written report:** NONE. Oct 28th - attended BEW / Fcss board meeting  
 -25 million in additional funding announced by provincial govt.(76 million to 101 million) 10 million approved immediately with 15 million to be dispersed at a later date.  
 - this means BEW will receive an additional 103,000 this year.  
 - municipalities are required to contribute 20% of this amount with the province contributing 80%. this means municipalities funding the minimum will be hit with an increase. BEW does not foresee an increase to it's municipalities as we currently contribute more than the min.  
 - I will be attending the FCSSAA conference in Edmonton Nov 25th to 27th.

**#356-2015**

MOVED BY Councillor Vincent to receive CAO, Mayor and Councillors' reports.

CARRIED

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

Nov 17 6:30 pm Regular Council meeting – Community Complex Tour  
 Nov 18 – Dec 2 CAO away 2 weeks (as per 2015 vacation / TIL)  
 Dec 8 6:00 pm Staff / Council Dinner and Social at Fire Stone Lethbridge (private room)  
 Dec 15 6:30 pm Regular Council meeting

**21 regular Council meetings in 2016**

Jan 5 and Jan 19 6:30 pm, Regular 1<sup>st</sup> and 3<sup>rd</sup> Tuesday, Council meeting  
 Feb 2 and Feb 16  
 Mar 1 and Mar 15  
 April 5 and Apr 19  
 May 3 and May 17  
 June 7 and June 21  
 July 5  
 Aug 16  
 Sept 6 and Sept 20  
 Oct 4 and Oct 18  
 Nov 8 and Nov 22  
 Dec 6

**#357-2015**

MOVED BY Councillor Vincent to accept the meeting dates.

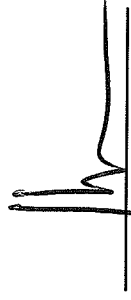
CARRIED

**ADJOURNMENT**

Mayor McDowell adjourned meeting at 9:34 pm



Mayor



Administrator