



AGENDA

**VILLAGE OF ACME
REGULAR COUNCIL MEETING
MONDAY, August 24, 2015
6:30 pm**

VILLAGE OF ACME COUNCIL CHAMBERS

CALL TO ORDER

1. AGENDA

- 1.1 Approval of Agenda

2. DELEGATIONS –

Joe Schwartzenberger, 720 Walsh Ave – Letters Attached
Ike Chukuka, 3 Pacific Ave – Letter Attached
Shawn Ali, Acme Foods – Letters Attached

3. APPROVAL OF MINUTES

- 3.1 Regular Council Meeting of July 13, 2015

4. BUSINESS

- 4.1 Appointment of Chief Administrative Officer - RFD
- 4.2 Communications Advisory Committee - RFD
- 4.3 Tax Arrears List – Set Auction Date - RFD
- 4.4 Public Works request for Monitor & Logger System - RFD
- 4.5

5. INFORMATION ITEMS

5.1 Correspondence

- 5.1.1- Village of Acme Strategic Plan - Copies to Distribute
- 5.1.2 – Bylaw Enforcement Services - Contract has been signed by ThreeHills, Trochu and Acme, and Mike Watt has been hired as the Bylaw Officer.

5.2 Circulated

- 5.2.1

5.3 Council Perusal Basket

- 5.3.1- Whoever is going to AUMA Convention can Schedule a meeting with Alberta Environment at the Convention

5.4 Meetings, Courses and Events

- 5.4.1 Council Meetings:
September 14, 2015 Regular Council Meeting
- 5.4.2 Courses:
- 5.4.3 Events:
AUMA September 23-25, 2015, Calgary

REPORTS

6.1. Financial Reports

- 6.1.1 Accounts Payable - as of August 24, 2015 – On Table
- 6.1.2 Bank Reconciliation Report (Monthly) – On Table
- 6.1.3 Financial Report (Quarterly)

7.2 Administrative Reports

- 7.2.1 Chief Administrative Officer (Monthly) - E
- 7.2.2 Public Works (Monthly) - E
- 7.2.3 Council Resolution Status Report

7.3 Councillor Reports

- 7.3.1 Mayor McLeod
- 7.3.2 Deputy Mayor Kuiken
- 7.3.3 Councilor Bates
- 7.3.4 Councilor Daubert
- 7.3.5 Councilor Gilmore

7. IN CAMERA

8. ADJOURNMENT

RFD – Request For Decision

E - Enclosure



Village of Acme

REPORT TO COUNCIL

MEETING OF AUG. 24, 2015

FROM: Rhoda Hannah, Interim Chief Administrative Officer AGENDA ITEM: 5.1

Subject: APPOINTMENT OF CHIEF ADMINISTRATIVE OFFICER

BACKGROUND

The current CAO's last day of employment was July 8, 2015. Council advertised to fill the position. Council interviewed applicants and picked Mark Anthony Brennan to fill the position of Chief Administrative Officer for the Village of Acme.

DISCUSSION

OUTCOME

COMMUNICATIONS

RECOMMENDATION TO COUNCIL

Recommended to appoint Mark Anthony Brennan as Chief Administrative Officer
Starting date as of August 24, 2015.

SUGGESTED MOTION (based on recommendation)

Motion made by _____ to appoint Mark Anthony Brennan as the Village of Acme new Chief Administrative Officer starting August 24, 2015.

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-

Report Prepared by:

Report Approved for Council by:

Rhoda Hannah
Interim Chief Administrative Officer

Interim Chief Administrative Officer



Village of Acme

REPORT TO COUNCIL

MEETING OF AUG. 24, 2015

FROM: Rhoda Hannah, Interim Chief Administrative Officer AGENDA ITEM: 5.2

Subject: COMMUNICATIONS ADVISORY COMMITTEE

PURPOSE

To determine terms of reference on the communications advisory committee.

BACKGROUND

One of the goals of the Village of Acme Strategic Plan is to improve its communications with the public. Strategy 5.A of the Strategic Plan is the establishment of a Communications Advisory Committee. The Chair person and a Council member have prepared a draft of Terms of Reference for such a committee.

DISCUSSION

Council can establish Committees of Council under the authority of the Council Procedure Bylaw. Committees must have approved terms of reference.

OPTIONS

1. In order to improve communications at all levels, the Village of Acme Council hereby establishes the Communications Advisory Committee and approves the Communications Advisory Committee Terms of Reference. Further, Council directs the Chairperson, Council member and CAO to recruit committee members and create a Communications Policy and Strategy.

RESOURCE IMPACTS

OUTCOME

The establishment of a Communications Advisory Committee to enhance all levels of communication.

COMMUNICATIONS

Advertising for Committee Members.

RECOMMENDATION TO COUNCIL

Option 1

SUGGESTED MOTION (based on recommendation)

- 1. In order to improve communications at all levels, the Village of Acme Council hereby establishes the Communications Advisory Committee and approves the Communications Advisory Committee Terms of Reference. Further, Council directs the Chair person Ross Gilmore, Councillor Lucy Ann and the Chief Administrative Officer to recruit committee members and create a Communications Policy and Strategy.**
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Report Prepared by:

Report Approved for Council by:

Rhoda Hannah

Interim Chief Administrative Officer

Interim Chief Administrative Officer

COMMUNICATIONS COMMITTEE, VILLAGE OF ACME

TERMS OF REFERENCE

Composition

The Communications Committee shall consist of at least two (2) and up to four (4) Governing representatives, of which one shall be Chair of the Communications Committee, one shall be a Village Councillor, and two will be recruited from the Village Citizenry, at large.

Purpose and Authority

The Communications Committee is responsible for the following:

1. Providing direction on the communications strategic planning process of the Village of Acme;
2. Identifying the Village of Acme Councils communications needs and priorities through appropriate consultation with both the Council Membership, the village residents, and the CAO of the Village;
3. Assessing and evaluating the delivery of communications periodically against the needs and/or expectations of the Village of Acme Council membership;
4. Developing and periodically updating a Village of Acme Council communications strategic plan for the Village of Acme Council Membership, overall, and through them, for the Village of Acme
5. Recommending communications initiatives to the Village of Acme Council for approval, as appropriate;
6. Supporting the efforts of the Village of Acme staff and Council and other Village of Acme working groups by such actions as:
 - a. Developing and implementing an effective protocol for dealing with media enquiries;
 - b. Developing and implementing an effective protocol relating to the approval of website content and messages to the membership, media and public generally;
 - c. Developing and implementing an effective protocol for tracking media worthy content;
 - d. Developing and implementing an effective protocol for dissemination of received correspondence relevant to Village residents.
7. Providing oversight on the implementation of the internal and external communications programs of the Village of Acme Council, which may include but not be limited to the further development and maintenance of the Village of Acme website, Twitter feeds, the Village of Acme Facebook Page, and any other social media tools that may be advantageously employed for dissemination of information to village residents and the public, at large.
8. Ensuring that each Council member is well-informed on matters affecting the Village of Acme Council membership and the Village of Acme, in general;
9. Promoting recognition and awareness of the Village of Acme Council as an organization defending the interests of Village residents;
10. Providing advice to the Overall Village Council and, via the Village Council, to the Village CAO as appropriate, on communications matters as they arise;
11. Identifying the annual budgetary requirements related to the delivery of communications, at all levels;
12. Liaising with the other Governing Council committees, as needed and as they arise, to ensure that appropriate and effective protocols are in place for the proper co-ordination of Village of Acme Council communications;
13. Developing and proposing policies and changes thereto in relation to communications for overall Village Council approval;
14. Providing periodic reports and updates to the overall Council on communications;
15. Approving expenditures relating to the delivery of communications, within the prescribed budget, as appropriate.

Chair of the Communications Committee

The Chair shall be responsible for chairing the meetings, reporting activities of the Committee to the Village Council, ensuring that the meetings move forward in an efficient manner and that updates on communication-related matters are provided to the Governing Council as

appropriate.

The Chair shall liaise directly with any temporary or permanent sub-committees or delegates, as appropriate within the context of the role of this committee.

Meetings

Meetings shall be convened on an as-needed basis but no less than quarterly. Meetings may be held in person, by telephone or on-line forum.

Quorum

Quorum shall be a majority of the membership of the Committee. (3 out of 4)

Governance

Recommendations and decisions of the Communications Committee, to the extent decisions may be rendered, shall be made by consensus.

The Communications Committee shall report to the Village Council.

Record-Keeping of Decisions

The Chair shall ensure that a record of all decisions and recommendations of the Communications Committee is maintained. A recording secretary will be appointed or will volunteer from the communications committee membership on a term basis not to exceed one year.

Related Resolutions Consulted in Preparation of this Document

- Communications Committee Proposed by the Village Council, as a whole, at the Strategic Planning Session, held in June 2015. All council members in attendance and unanimously voted.
- Communications Committee Struck and formalized, July 14th, 2015 and directed to produce a terms of reference for review for August 17th, 2015
 - Resolved Membership:
 - Ross Gilmore, appointed as Chair by the Village Council
 - Lucy Ann Daubert, appointed as committee member from Council and by Village Council
 - Resolved that, two members of village be recruited from the village citizenry once terms of reference are finalized and approved by Council.



Village of Acme

REPORT TO COUNCIL

MEETING OF AUG. 24, 2015

FROM: Rhoda Hannah, Interim Chief Administrative Officer AGENDA ITEM: 5.3

Subject: PUBLIC AUCTION FOR TAX ARREARS PROPERTY

PURPOSE

Set Public Auction date for tax recovery property at Lot 9, Block 23, Plan 7711559 in Acme, AB
The date of the Sale must be set for the week of October 26, 2015.

BACKGROUND

Property put on Tax Arrears list, March 31, 2014 for non payment of taxes. CAO offered an agreement to the property owners with a deadline date of July 31, 2015. Owners did not sign it the agreement with no further acknowledgment. Public sale will be set.

DISCUSSION

An appraisal of the property will have to be done to arrive at a sale price for a reserve bid.

OPTIONS

RESOURCE IMPACTS

OUTCOME

Public Sale of property.

COMMUNICATIONS

Advertising will be done in the Alberta Gazette booklet and in the Capital Printers paper.

RECOMMENDATION TO COUNCIL

Option 2.

SUGGESTED MOTION (based on recommendation)

Oct 30 Friday

1. Need motion to set date of the Public Auction for the sale of Tax Recovery property at Lot 9, Block 23, Plan 7711559 in Acme, AB. Date of sale will be set for the week of October 26, 2105.
 2. Motion made by _____ to set the date as October _____ 2015 for the Public Auction of the tax arrears property at Lot 9, Block 23, Plan 7711559.
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Report Prepared by:

Report Approved for Council by:

Rhoda Hannah
Interim Chief Administrative Officer

Interim Chief Administrative Officer

VILLAGE OF ACME

Request for Decision (RFD)

Meeting:	REGULAR COUNCIL
Meeting Date:	August 24th, 2015
Originated By:	Acting C.A.O.
Subject:	MONITOR & LOGGER SYSTEM FOR LIFT STATION
Agenda Item Number:	5.4

BACKGROUND/PROPOSAL:

The pumps at the Lift Station are old and outdated and we are experiencing problems with large amounts of flow as the lift station is too small to handle it. So far this year we have rebuilt 3 pumps and bought another new pump which had to be fabricated to make it fit as these current pumps are not made anymore. The daily monitoring of the lift station will help in deciding whether we have to update the lift station, pumps and storm sewers.

We are applying for grant money to update the lift station and storm sewer but we need the monitor and logger system to help with that decision.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Advantage is to update the lift station and storm sewers to accommodate large sewer flow.

COSTS/SOURCE OF FUNDING (if applicable)

Received 2 quotes for monitor and logger. See attached.

1 - \$2,615.00

1 - \$3,950.00

RECOMMENDED ACTION:

Motion made by _____ that the Village of Acme Council agree / not agree to purchase the monitor and logger at \$2,615.00 or \$3,950.00

Public Works Foreman – Denis Boulet

Initials show support – Reviewed By:

Acting CAO: Rhoda Hannah