



## AGENDA

**VILLAGE OF ACME  
REGULAR COUNCIL MEETING  
MONDAY, December 14, 2015  
6:30 pm**

### **VILLAGE OF ACME COUNCIL CHAMBERS**

#### **CALL TO ORDER**

**1. AGENDA**

- 1.1 Approval of Agenda

**2. DELEGATIONS**

- 2.1 Derek Emmott, Bylaw Officer

**3. APPROVAL OF MINUTES**

- 3.2 Regular Council Meeting of November 23, 2015

**4. BUSINESS**

- 4.1 Operational Budget 2016:  
Report from CAO dated December 14, 2015  
(Options attached)
- 4.2 Capital Budget 2016:  
Draft Capital Budget for Council Approval
- 4.3 Report from Urban Systems, Engineering Projects  
Proposal from Urban Systems dated December 3, 2015
- 4.4 Bylaw 2015 – 14 (Water Rates Amendment)  
First and Second Readings of Bylaw

**5. INFORMATION ITEMS**

- 5.1 Correspondence**

- 5.2 Circulated**

- 5.3 Council Perusal Basket**

- 5.4 Meetings, Courses and Events**

- 5.4.1 Council Meetings:  
Jan. 11, 2016 Regular Council Meeting
- 5.4.2 Courses:
- 5.4.3 Events:

## **REPORTS**

### **6.1. Financial Reports**

- 6.1.1 Accounts Payable - as of December 14, 2015 – On Table
- 6.1.2 Bank Reconciliation Report – On Table
- 6.1.3 Financial Report (n/a)

### **7.2 Administrative Reports**

- 7.2.1 Chief Administrative Officer (November)
- 7.2.2 Public Works (November)

### **7.3 Councillor Reports**

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

## **7. IN CAMERA**

- 7.1 Personnel Matters

## **8. ADJOURNMENT**

## VILLAGE OF ACME

### MINUTES OF THE November 23, 2015 REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF ACME AT THE COUNCIL CHAMBERS OF THE ACME VILLAGE OFFICE, 203 CLARK STREET, ACME, ALBERTA COMMENCING AT 6:30 PM.

#### PRESENT

Mayor	Bruce McLeod
Deputy Mayor	Dennis Kuiken
Councillor	Jason Bates
Councillor	Ross Gilmore
Councillor	Lucy Ann Daubert

#### OTHERS PRESENT

Chief Administrative Officer      Mark Brennan

#### Mayor McLeod in the Chair:

Mayor McLeod called the meeting to order at 6:30 p.m.

#### 1.0 ADOPTION OF AGENDA

Additions to the Agenda:

Add Item 5.1.1: Letter from Kneehill Historical Society, dated Nov. 14, 2015

301/15

#### JASON BATES

IT WAS RESOLVED to adopt the agenda as amended.

CARRIED

#### 2.0 DELEGATIONS

##### **2.1 Brian Fradgley, Fire Chief**

Council requested a breakdown of "absolutes" versus "discretionary" as related to MVC funding expenditures. There was some discussion of the proposal to have a regional fire commission, but there has only been very preliminary discussion at this point.

The Chief outlined requested items for the 2016 operating budget: memberships, supplies/maint., vehicles. He also outlined a capital expenditure regarding change in o/h doors, locks/security, outside trim and door replacement.

7:08 pm – 7:12 pm:

**PUBLIC HEARING: Bylaw 2015-12:**

**1. OPENING STATEMENTS**

- 1.1 This Hearing is held pursuant to Sections 230, 606 and 692 of the Municipal Government Act, RSA 2000, as amended.
- 1.2.1 The purpose of Bylaw #2015-12 is to amend the Village of Acme Land Use Bylaw #2004-04, specifically to amend Part VIII, the Land Use District Map by re-designating Lot 47 feet South of 31-32, Block 6, Plan 2315AB (202 Main Street) in the Village of Acme from 'C-B' – Central Business District to 'R-1A' – Residential District.
- 1.3 The notice of the Hearing was given in writing to:
  - i) the Planning & Development Officer.
- 1.4 The notice of the Hearing was advertised in the Three Hills Capital Newspaper on November 11<sup>th</sup> and 18<sup>th</sup>, 2015.
- 1.5 Presentations are to be brief and to the point and limited to 5 minutes.
- 1.6 All persons giving presentations are to state their name and address. All persons giving presentations must be electors of the municipality, meaning they must be eligible to vote in a civic election and must be a resident of the Village of Acme.
- 1.7 The Chairman may allow questions from members of Council after each presentation.
- 1.8 The Chairman may allow rebuttal from persons having given presentations.

**2. HEARING PRESENTATIONS**

- 2.1 Planning & Development Officer:

The purpose of Bylaw #2015-12 is to amend the Village of Acme Land Use Bylaw #2004-04, specifically to amend Part VIII, the Land Use District Map by re-designating Lot 47 feet South of 31-32, Block 6, Plan 2315AB (202 Main Street) in the Village of Acme from 'C-B' – Central Business District to 'R-1A' – Residential District.

The owner desires to rezone the property so that residential can be the primary use.

Council gave First Reading and set the required Public Hearing at its meeting October 26, 2015.

2.2 Those in favour of the Bylaw

None

2.3 Those opposed to the Bylaw

None

2.4 Any person deemed to be affected who wishes to be heard.

None

### **3. ADJOURNMENT**

Chair McLeod declared the public hearing closed at 7:12 pm.

### **3.0 MINUTES**

302/15

#### **LUCY ANN DAUBERT**

The Minutes of the Regular Meeting of the Council of the Village of Acme held November 10, 2015, and there being no errors, omissions or corrections, and the Councillors all having read them, are approved as distributed.

CARRIED

### **4.0 BUSINESS**

4.1 Bylaw 2015-12: A Bylaw to re-designate Lot 47 feet South of 31-32, Block 6, Plan 2315AB (202 Main Street) from 'C-B' Central Business District to 'R-1A' Residential District

303/15

#### **JASON BATES**

THAT Bylaw 2015-12 receive second reading.

CARRIED

304/15

#### **DENNIS KUIKEN**

THAT Bylaw 2015-12 be allowed third reading at the same meeting.

CARRIED UNANIMOUSLY

305/15

#### **ROSS GILMORE**

THAT Bylaw 2015-12 receive third reading.

CARRIED

#### 4.2 Draft Operating Budget, 2016

The CAO gave a visual presentation on the status of the draft. With all currently anticipated revenues (with no increase to property tax revenues) and with currently contemplated expenditures, there is a shortfall of approximately \$28,000. He further outlined options for a 2% and a 0% increase in property tax revenue.

### **5.0 INFORMATION ITEMS**

#### **5.1 Correspondence**

5.1.1 Kneehill Historical Society, Re: School Site Marking

#### **5.4 Meetings, Courses and Events**

306/15

##### **ROSS GILMORE**

THAT the Council meeting regularly scheduled for December 28, 2015 be cancelled.

CARRIED

5.4.1 Council Meetings:

December 14, 2015 Regular Council Meeting (no meeting Dec. 28<sup>th</sup>)

5.4.2 Courses:

5.4.3 Events:

### **6.0 REPORTS**

#### **6.1 Financial Reports**

6.1.1 Accounts Payable – as of November 23, 2015.

307/15

##### **ROSS GILMORE**

That the accounts payable as of November 23, 2015 are approved.

CARRIED

6.1.2 Bank Reconciliation Report (Oct.)

308/15

##### **JASON BATES**

THAT the Bank Reconciliation Report for October, 2015 be approved.

CARRIED

**6.3 Councillor Reports**

**6.3.1 Mayor McLeod**

Attended Water Commission meeting. Rates are increasing by 5%.  
Attended Community Centre (Hall Board) meeting. They applied for a grant to paint the interior.

**6.3.2 Deputy Mayor Kuiken**

Kneehill Housing Committee, Red Deer River MUG and Palliser meetings are all upcoming.

**6.3.3 Councillor Bates**

Drumheller Solid Waste meeting is coming up December.

**6.3.5 Councillor Gilmore**

Communications Committee postponed until next week.

**6.3.4 Councillor Daubert**

No report.

**309/15**

**LUCY ANN DAUBERT**

Moved that all Administrative and Councillor reports, as recorded on the agenda for November 23, 2015 be accepted for information and filing.

**CARRIED**

**7.**

**IN CAMERA**

**310/15**

**LUCY ANN DAUBERT**

Moved to recess the Regular Meeting at 8:08 pm in order to hold an "In Camera Meeting" pursuant to Section 197(2) of the Municipal Government Act, RSA Chapter M-26 and the Freedom of Information and Protection of Privacy Act, Section 23(1) & 24(1)(a).

**CARRIED**

**7.1 Personnel Matters**

**311/15**

**LUCY ANN DAUBERT**

Moved to reconvene the Regular Meeting at 8:22 pm

**CARRIED**

**312/15**      **DENNIS KUIKEN**

THAT the Village Office be closed December 24th to December 28<sup>th</sup>, inclusive, and from December 31<sup>st</sup> to January 3<sup>rd</sup>, inclusive.

CARRIED

**313/15**      **JASON BATES**

THAT, as a Christmas bonus, all full-time staff receive a \$100 visa voucher and all part-time receive a \$50 visa voucher.

CARRIED

**8.**            **ADJOURNMENT**

**314/15**      **BRUCE MCLEOD**

It was moved to adjourn the meeting at 8:25 pm.

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MAYOR

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C.A.O.





# Village of Acme

## REPORT TO COUNCIL

MEETING OF DECEMBER 14, 2015

**FROM: Mark Brennan, Chief Administrative Officer      AGENDA ITEM: 4.1**

**Subject: 2016 Operating Budget Options**

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### **PURPOSE**

To present options for the 2016 Operating Budget.

### **BACKGROUND**

Following direction from Council, three options are presented representing a 0% property tax increase, a 2% increase (a), and a 2% increase (b).

#### Option 1: 0%:

- Assumes no changes to revenues
- Assumes cost of goods and services will not change
- Anticipates a cost of living increase for wages (estimated at 2%) plus an amendment to benefits
- Both revenue and expenditure amended to account for 5% increase in water cost
- Increase to cemetery costs for additional casual labour
- Increase to contribution to Wellness Centre
- Increase to Fire expenditures as per department request
- Sidewalk program reduced down to \$20,000
- Engineering reduced to \$17,000
- Additional expenditure to repair lagoons (burrowing)
- Miscellaneous amendments made to expenditures to bring in line with 2015 actuals, e.g. general expenses under Water and Roads

#### Option 2: 2% (a):

- Adds \$15,163 for purchase for hydrant replacement

#### Option 3: 2% (b):

- Adds \$5,000 back in to sidewalk program
- Adds \$10,163 for contracted services for subdivision land prep

December 14, 2015

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**DISCUSSION**

Option 1 represents no significant increase or decrease in operational activity. However, there is no allowance for a cost of living increase for property taxes, therefore in real terms it is a reduction in revenues. Such a move is unsustainable in the long run as eventually there will have to be an adjustment, which will be larger years down the road.

Both Options 2 and 3 incorporate a cost of living increase of 2%. This increase would have the following *estimated* impact on the taxpayer (actual is dependent on assessment):

- Residential property assessed at \$235,520 (2015):           +\$60.18
- Residential property assessed at \$169,890 (2015):           +\$43.37
- Residential property assessed at \$54,630 (2015):           +\$13.95

In Option 2 this extra revenue is allocate to the replacement of a hydrant. Staff advise that the replacement *could* be postponed. However, this postponement is not recommended as it merely procrastination and other repairs etc. will arise in future years.

In Option 3 the extra revenue is allocated partly to increase the sidewalk program and partly to fund contracted services should Council decide to prepare more lots for sale in 2016.

**ALTERNATIVES TO PROCEED**

Prior to December 31<sup>st</sup> Council must adopt a budget for 2016. If Council does not elect to proceed with any of the options presented then they may opt to simply adopt the 2015 budget as the 2016 budget. Naturally, this would then have to be amended at a later time.

**RECOMMENDATION TO COUNCIL**

I feel confident that the basic budget as presented is a viable and workable budget. Furthermore, I recommend Option 2, firstly because I believe there should be a cost of living increase in property taxes (for sustainability) and secondly because the hydrant work shouldn't be postponed unnecessarily.

**SUGGESTED MOTION (based on recommendation)**

**THAT Council adopt Option 2, as presented in the attached draft, as the 2016 Operating Budget.**

December 14, 2015

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**Attachments:**

- Summary of 2016 Operating Budget Options
- 2016 Draft Operating Budget (longform)

**Report Prepared by:**

**Mark Brennan, CAO**

**Report Approved for Council by:**



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## Village of Acme

**REPORT TO COUNCIL**

**MEETING OF DECEMBER 14, 2015**

**FROM: Mark Brennan, Chief Administrative Officer**

**AGENDA ITEM: 4.3**

**Subject: Proposal Re: Prospect and Wheeler Projects**

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### **PURPOSE**

To obtain direction as to a response to Urban Systems letter dated December 3, 2015.

### **BACKGROUND**

Urban Systems is our engineering consultant. They were requested to do a proposal for both their engineering consulting costs and the construction costs for the infrastructure project on Prospect and the drainage issue at Wheeler.

### **DISCUSSION**

As indicated in the Capital Budget for 2016, the Village has sufficient grant funding to cover the costs of these projects in 2016. Therefore, Urban Systems should be given direction to proceed. The vast majority of their consulting services (if not all) will be covered by grants. In any case, proceeding to Preliminary Design is estimated at \$3,500 and the Village has sufficient operating funds to cover same.

### **RECOMMENDATION TO COUNCIL**

Direct Urban Systems to proceed to Preliminary Design.

### **SUGGESTED MOTION (based on recommendation)**

**THAT Council authorizes Urban Systems to proceed to Preliminary Design as outlined in their proposal dated December 3, 2015**

### **Attachments:**

- Letter from Urban Systems dated December 3, 2015.

**Report Prepared by:**

**Mark Brennan, CAO**

**Report Approved for Council by:**

**BYLAW # 2015-14**

**A BYLAW IN THE VILLAGE OF ACME, IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW #2008-01, WATER, SEWER UTILITY BYLAW.**

**WHEREAS**, pursuant to Part 2, Section 7, Subsection F of the Municipal Government Act, including amendments thereto, a Council may pass a bylaw respecting services provided by or on behalf of the municipality;

**AND WHEREAS**, pursuant to Part 2, Section 7, Subsection G of the Municipal Government Act, including amendments thereto, a Council may pass a bylaw respecting public utilities;

**AND WHEREAS**, the Council of the Village of Acme deem it necessary to amend Bylaw # 2008-01 to provide for an amendment to the water rate billing to utility customers.

**NOW THEREFORE**, the Council of the Village of Acme duly assembled enacts as follows:

**Amendments to Schedule "A" of Bylaw 2008-01:**

Schedule "A" – Water, Sewer and Garbage Rates shall be amended as follows:

(1) For all property classes for water usage the fee shall be:

Effective January 1, 2016:

\$3.97 per cubic meter;

\$18.06 per 1000 gallons of usage, or portion thereof; or

\$18.06 per 4.55 cubic meters.

Properties that do not have a meter are billed a flat rate of \$100.00

This bylaw shall come into full force and effect on the day that it is given its third and final reading, passed by Council and signed in accordance with the *Municipal Government Act*.

**READ** a First time this day of \_\_\_\_\_, 2015

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**READ** a Second time this day of \_\_\_\_\_, 2015

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

Unanimous consent for third reading given  
this day of \_\_\_\_\_, 2016

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**READ** a Third time and finally passed this  
day of \_\_\_\_\_, 2015

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER