

VILLAGE OF ACME - COUNCIL MEETING

March 14, 2016

MINUTES

of the Regular Meeting of the Council of the Village of Acme

Held at the Village Office , 203 Clark Street, Acme, Alberta

At 6:30 p.m. March 14, 2016

PRESENT

MAYOR
COUNCILLOR
COUNCILLOR
COUNCILLOR

BRUCE MCLEOD
JASON BATES
LUCY ANN DAUBERT
ROSS GILMORE

ABSENT WITH PERMISSION

COUNCILLOR

DENNIS KUIKEN

ADMINISTRATION PRESENT

INTERIM C.A.O.
ADMIN. ASSISTANT

RHODA HANNAH
V. M. CHALACK, CLGM
(RECORDING SECRETARY)

GUESTS PRESENT

Gordon Kesler, Doreen Ternowetsky, Kari Nielsen

ORDER

Mayor McLeod in the Chair:

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

AGENDA
067/16

1.0 Adoption of Agenda

Councillor Daubert moved that the Agenda be approved for the March 14, 2016 Council Meeting with the addition of:

- 1) Additional Cheque Run – Accounts Payable of March 14, 2016 \$ 7747.59 for expenses.
- 2) Letter from Kneehill Wellness Centre.

CARRIED

DELEGATES

2.0 Delegations

URBAN SYSTEMS

2.1 Urban Systems -Elias Hernandez -(Drawings emailed to Council)

Elias outlined the projects on Wheeler Avenue and Prospect Ave. to Council. A discussion followed.

By-law Enforcement

2.2 Bylaw Officer – Inspection Report follow-up- Derek Emmott

Derek outlined the procedure he follows when he is in the Village of Acme making patrols.

MINUTES

68/16

3.0 CONFIRMATION OF MINUTES

3.1 Councillor Bates moved to confirm minutes of the Regular meeting held February 22, 2016.

CARRIED

BUSINESS

4.0 BUSINESS - Requests for Decision

4.1 Appoint new Assistant

Appoint new Assistant

69/16

Moved by Councillor Daubert that a new part time assistant be appointed.

CARRIED

4.2 New Snow Removal Policy #2016-0001P

Snow Removal Policy #2016-0001P

70/16

Moved by Councillor Bates that the New Snow Removal Policy #2016-0001P be approved.

CARRIED

4.3 Community Standards Bylaw

Community Standards Bylaw

71/16

This item was discussed. There is a need for By-laws to be combined and concise.

Moved by Councillor Daubert that the Community Standards By-law be re-drafted by Eric Christiansen at a cost of \$3000.00.

CARRIED

4.4 New Policy #2016-0002P for Waste Disposal

Policy #2016-0002P for Waste Disposal

72/16

Moved by Mayor McLeod that this policy be approved.

CARRIED

4.0 Business – For Your Information

4.1 Review Kneehill County Peace Officer Contract

Kneehill County Peace Officer Contract

73/16

Moved by Councillor Bates that the Village of Acme enter into a contract (memorandum of agreement) with Kneehill County for provision of Peace Officer services and that the document of agreement be duly signed by the Mayor of the Village of Acme and the CAO.

CARRIED

4.2 Review Submitted Inspection Report to Minister

Municipal Inspection Report

Council discussed this item, which was submitted March 11, 2016 and have reported to the Minister of Municipal Affairs within the 45 day time period requirement. They will continue to work on various areas of the report and will wait for a response from the Minister. The installation of the security gate and locks are presently awaiting a response from contractors for quotes.

4.3 Business arising from Land Use Bylaw workshop with Palliser Municipal Services

Land Use Bylaw Workshop March 14, 2016

Mayor McLeod, Councillor Daubert, CAO Rhoda Hannah and Admin. Assistant Maureen Chalack attended a workshop with Palliser Planning Services to update the Land Use By-law and the MDP. Their CAO will be compiling suggestions for the updates and circulating them to Council in the near future.

5. REPORTS

5.1.0 Financial Information

5.1.1 Accounts Payable as of February 29, 2016 is \$ 45,891.54 for expenses

Accounts Payable Feb. 29, 2016 \$45,891.54

74/16

Moved by Councillor Gilmore that the Accounts Payable listing of February 29, 2016 for \$45,891.54 be accepted for payment.

CARRIED

5.1.2 Accounts Payable of March 14, 2016 is \$ 31,765.52 for expenses and Accounts Payable of March 14, 2016 is \$ 7747.59 for expenses

Accounts Payable Mar.14, 2016 \$ 31,765.52 and \$7,747.59

75/16

Moved by Councillor Bates that Accounts Payable listings of March 14, 2016 in the amounts \$31,765.52 and Accounts Payable of March 14, 2016 \$ 7747.59 for expenses be accepted for payment.

CARRIED

5.1.3 Bank Reconciliation – February 2016

Bank Reconciliation

76/16

Moved by Councillor Daubert to accept the Bank Reconciliation Report for February 2016.

CARRIED

5.2.0 Staff and Council and Committee Reports

Staff, Council, and Committee Reports

5.2.1 CAO Report - February 2016 - Attached

5.2.2 Public Works Report – Attached

5.2.3 Council Reports (Verbal)

Several verbal reports were received from Council from Committee and Community meetings they had attended. Mayor McLeod read a letter from the Kneehill Wellness Centre.

77/17

Moved by Councillor Gilmore to accept the attached written reports and file for information.

CARRIED

6. COURSES AND MEETINGS

Council Meetings -

-March 29, 2016 – Regular Council Meeting

- Ember Resources invitation to Recognition Night with Rural Fire Department, March 16, 2016, Trochu Hall. Acme Fire Department will be attending.

7. In-Camera – Dealing with Labour information

In Camera Motion 7:50 p.m.

78/16

Moved by Councillor Bates to go in camera at 7:50 p.m.

CARRIED

Guests Gordon Kesler, Doreen Ternowetsky, and Kari Nielsen left the meeting and the building at this time.

Out of Camera Motion 8:10 p.m.

79/16

Moved by Councillor Bates to come out of camera at 8:10 p.m.

CARRIED

8. ADJOURNMENT

Adjournment

80/16

Moved by Mayor McLeod to adjourn the meeting at 8:11 p.m.

CARRIED



MAYOR



C.A.O.

COPY



VILLAGE OF ACME

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Email: cao@acme.ca

March 11, 2016

Honourable Danielle Larivee
Minister, Municipal Affairs
204 Legislation Building
10800 – 97 Avenue
Edmonton, AB T5K2B6

Dear Minister Larivee:

The Village of Acme Council and Administration are pleased to respond to your letter dated January 28, 2016 where you wrote: "I request your written comments on the Inspection report, including your preliminary plans to implement any of the recommendation's no later than 45 days from the delivery of the report." We have attempted to identify what actions the Village of Acme has taken prior to the release of the report, the ongoing plans and council's future plans to deal with the report and the business of the Village of Acme.

The attached document, The Village of Acme 2016 Municipal Inspections Recommendation's, outlines what the Village has done to comply with your directions to each of recommendations.

It is the Village of Acme Council and Administration's belief that we have or will have fulfilled the requirements contained in the Municipal Inspections Report. Upon your review Madame Minister of our submission, if you determine that there are other requirements, the Village of Acme Council will be more than willing to address those concerns or requirements. We are a small Village and we appreciate the recommendations of this report and we will be calling upon Municipal Affairs for assistance.

We interviewed Applicants for CAO position and while there were many good qualities we felt they lacked sufficient municipal experience. Council hired Ravenhill Group Inc. to advertise, interview and make recommendations to Council for a qualified CAO. As well we have hired a retired, experienced former CAO as part time Administrative Assistant to the Interim CAO.

If you or your staff have any questions please do not hesitate to contact the Village of Acme.

Yours truly,

VILLAGE OF ACME

A handwritten signature in cursive script, appearing to read "W. Bruce McLeod", written over a horizontal line.

W. Bruce McLeod

Mayor, Village of Acme

A handwritten signature in cursive script, appearing to read "Rhoda Hannah", written over a horizontal line.

Rhoda Hannah

Interim CAO, Village of Acme

**Village of Acme
2016 Municipal Inspection Recommendations**

Recommendation	Response
<p>1. Council appoints an external experienced, qualified individual or contractor as Returning Officer for the 2017 municipal election.</p>	<p>February 8, 2106 Minutes Motion #026-16</p>
<p>2. Council provides adequate financial resources for property tax recovery process training for all administrative/finance personnel immediately.</p>	<p>February 8, 2016 Minutes Motion #027-16 Contacted Kneehill County and they would assist as needed. Also new Administrative Assistant has Tax Recovery experience and will train staff and establish a Tax Recover Policy and Procedure.</p>
<p>3. Council directs administration to undertake a comparative cost/benefit analysis on developing four lots on the Tire Park property versus the next phase of Heritage Estates.</p>	<p>Cost Analysis was done in April 2015. February 22, 2016 Minutes. Accepted cost analysis and Councils' decision and Motion #015-16 was to proceed with Prospect Ave lots and Wheeler Ave project.</p>
<p>4. Council conducts a formal review of the Municipal Development Plan at least every five to ten years.</p>	<p>The MDP will be renewed after the LUB is completed. Approx. in 3 to 6 months. Meeting scheduled with Palliser Municipal Services on March 14, 2016.</p>
<p>5. Council commit the resources necessary to conduct a formal review of the Land Use Bylaw at least every five to ten years, concurrent with or following review of the Municipal Development Plan.</p>	<p>Meeting with Palliser Municipal Services on March 14, 2016 at 2:00 pm for a workshop to renew the Land Use Bylaw #2004-04.</p>
<p>6. Council repeals Subdivision and Development Appeal Board Bylaw No. 95-7.</p>	<p>February 8, 2016 Minutes New Bylaw #2016-01 repeals Bylaw #1995-07</p>
<p>7. Council amends Land Use Bylaw No. 2004-04 to reflect: a. the repeal of Subdivision</p>	<p>February 8, 2016 Minutes New Bylaw #2016-01 amends LUB #2004-04 and adopts Bylaw #2015-15.</p>

**Village of Acme
2016 Municipal Inspection Recommendations**

Recommendation	Response
<p>Development Appeal Board Bylaw No. 95-7; and</p> <p>b. adoption of Inter Municipal Subdivision and Development Appeal Board Bylaw No. 2015-15.</p>	
<p>8. Council adopt a policy to provide for elected official professional development and provide annual budgetary funding for that development</p>	<p>February 22, 2016 Minutes Motion #056-16</p>
<p>9. The CAO makes changes to improve the quality of financial reporting by:</p> <p>a. Revising the format of the quarterly financial report to that of:</p> <p>i. a summary of revenues and expenditures subtotaled by function (department), totaled by the net costs of each and totaled to indicate the surplus or deficit;</p> <p>ii. a summary of revenues and expenditures subtotaled by object code and totaled to indicate the surplus or deficit; and</p> <p>iii. a summary analysis of budget variances over 5%.</p> <p>b. Administration provides the detailed Accounts Payable (AP) listing for Council approval as part of the agenda package</p>	<p>February 8, 2016 Minutes</p> <p><u>A</u> Quarterly financial report will be presented at April 2016 council meeting with the necessary improvements outlined in the report.</p> <p><u>B</u> Detailed Accounts Payable listing is sent to council with the Agenda packages prior to all Council meetings.</p> <p><u>C</u> Discussion will be held with Financial Service Provider. Muniware to make changes.</p>

**Village of Acme
2016 Municipal Inspection Recommendations**

Recommendation	Response
which is sent to Council prior to the regular meeting.	
10. Administration and Council ensure consistency regarding registration as a delegate and time limit for speakers at council meetings pursuant to Council Procedural Bylaw No. 2014-05.	February 8, 2016 Minutes Bylaw #2014-05 will be followed at each meeting where there is a registered delegate.
11. Council approves funding for mandatory accounting skills development for Village personnel involved with finance functions.	February 8, 2016 Minutes Interim CAO contacted Muniware and they will do any additional training for \$100.00/hr. Administrative staff will work regionally with other municipalities for training sessions.
12. Council addresses security risks through the 2016 budget to: a. Provide health and safety and awareness training for employees regarding their right to work in a safe environment, zero tolerance policies and procedures, and dealing with difficult people; and b. Construct building modifications which support security of personnel.	February 8, 2016 Minutes Motion #028-16 Contacted local Locksmiths for locks on office & storage rooms. Received one quote and waiting for second quote on the work. Consulted with Kneehill County to find the necessary courses or awareness training.
13. Council review and adopt bylaws and policies concerning: a. Waste management, specifically limiting the number and weight of garbage bags for curb side pick up; and b. Snow Removal Policy.	February 22, 2016 Minutes <u>A</u> New Bylaw #2016-03 – Waste Disposal. Draft Bylaw completed. Copies to distribute to council for March 14, 2016 meeting. <u>B</u> February 22, 2016 Minutes – Motion #061-16. New Policy completed for snow Removal will be brought and approved at March 14, 2016 council meeting.
14. Council amend the following minutes to record the outcome of	February 8, 2016 Minutes Motion #029-16, re-affirm resolution #172-14

**Village of Acme
2016 Municipal Inspection Recommendations**

Recommendation	Response
<p>the votes that were conducted:</p> <p>a. October 14, 2014 Motion No. 172/14 Wild Rose Assessment Services 5 year contract</p> <p>b. October 27, 2014 Motion No. 191/14 Red Deer Watershed.</p>	<p>February 8, 2016 Minutes Motion #303-016 Re-affirm resolution #191-14</p>
<p>15. Council directs Administration to ensure there is consistent application of bylaw enforcement.</p>	<p>Bylaw Officer attending March 14, 2016 council meeting to report on the reporting system both from the Village and Bylaw Officer.</p>
<p>16. Council establish the Communications Committee pursuant to Section 145 of the Municipal Government Act by bylaw.</p>	<p>February 22, 2106 Minutes New Bylaw #2016-02 to establish a Communications Committee. All readings final and approved.</p>
<p>17. Council adopts a public engagement policy to address public participation.</p>	<p>Public meetings at Acme Hall once a year plus a Public Meeting at Acme Hall with the accountants to present the Auditors report. Communications Committee are working on a Survey for public input.</p>