



Town of Milk River

Town Hall Complex

October 21st, 2019 at 5:45pm

- 1) Call Council Meeting to Order
- 2) Additions to the Agenda
- 3) Minutes of the July 8th, 2019 Regular Council Meeting & the September 26, 2019 Special Council Meeting
- 4) Business Arising from Minutes
- 5) Delegation
 - a) Jamie Anderson, Safety Coordinator – 5:45pm - 6:00pm
- 6) Financial Reports
 - a) Accounts Payable #20190701 to #20190778
 - b) September 2019 Bank Reconciliation
- 7) Administration Reports
 - a) CAO Report
 - b) PW Foreman Report
 - c) Council Resolution Status
 - d) Capital Project Status
 - e) Alberta Environment and Parks – Water Treatment Plant Inspection Report
- 8) New Business
 - a) Bylaw #1023 – Council Procedure Bylaw
 - b) Milk River Cable Club – 2010 Linear Tax Waiver Agreement
 - c) FORTIS – Franchise Fee
 - d) Provincial Policing Funding Formula Changes
 - e) Swimming Pool Conceptual Plans – Direction from Council
 - f) Southgrow – Water Security Forum
 - g) Hay Request – Warren Cunningham
 - h) Quad Council Meeting Date – January 21, 2020 work for Council?
 - i) Farm Safety Donation Request
- 9) Correspondence
 - a) ORRSC Board Minutes – June 6, 2019 (emailed to Council September 9, 2019)
 - b) ORRSC Executive Minutes – August 2019 (emailed to Council September 16, 2019)
 - c) Municipal Affairs – Municipal Viability Indicator Letter
 - d) Canadian Badlands Minutes – June 2019 Meeting (emailed October 18, 2019)
 - e) FCSS – Quarterly Report (emailed October 18, 2019)
 - f) ORSSC Executive Minutes – September 2019 (emailed October 18, 2019)
- 10) Council Reports (Roundtable Discussion)
 - a) Councillor Liebelt Report
- 11) Closed Session
 - a) FOIPP Section #17 – Personnel
 - b) FOIPP Section #24 – Council Matters
- 12) Adjournment

**TOWN OF MILK RIVER
REGULAR COUNCIL MEETING MINUTES
September 9th, 2019**



The regular meeting of the council of the Town of Milk River was held in council chambers in the municipal office commencing at 5:30 pm.

<u>Attendance</u>	Mayor, P. Losey Councillor, S. Liebelt Councillor, M. McCanna Councillor, L. McCulloch Councillor, P. Wright Chief Administrative Officer, R. Leuzinger
<u>Call to Order</u>	Mayor Losey called the meeting to order at 5:27pm.
<u>Additions to Agenda</u> #2019-09-01	MOVED by Councillor Wright that the agenda be approved, as amended: 8j) Peaks to Prairies Discussion <p style="text-align: right;">CARRIED</p>
<u>Minutes</u> #2019-09-02	MOVED by Councillor Liebelt to approve the minutes of the July 8, 2019 Regular Council meeting, as amended. <p style="text-align: right;">CARRIED</p>
<u>Delegations</u>	Andrew Kleisinger, MPE Engineering Ltd., presented the tender results for the Booster Station Rehabilitation project, highlighting the reasoning for the project coming in over budget and the measures that have been taken to reduce the scope of the project to help reduce the overages.
<u>Accounts Payable & July and August 2019 Bank Reconciliations</u> #2019-09-03	MOVED by Councillor Liebelt to approve accounts payable #20190508 - #2019070. Councillor Liebelt abstained from voting on #20190543 & #20190560. <p style="text-align: right;">CARRIED</p>
#2019-09-04	MOVED by Councillor Wright to approve the July and August 2019 Bank Reconciliations. <p style="text-align: right;">CARRIED</p>
<u>Administration Reports</u> #2019-09-05	MOVED by Councillor McCulloch to accept the Administration Reports as information, as presented. <p style="text-align: right;">CARRIED</p>
<u>New Business</u> Booster Station Rehabilitation Project #2019-09-06	MOVED by Councillor McCanna to increase the Booster Station Rehabilitation Project to \$525,000, including GST and to award the project to Parcon Construction Ltd. <p style="text-align: right;">CARRIED</p> Andrew Kleisinger, MPE Engineering Ltd., left the meeting.
Bylaw #1023 – Council Procedure Bylaw #2019-09-07	MOVED by Councillor McCanna to approve first reading of Bylaw #1023 – Council Procedure Bylaw, as presented. <p style="text-align: right;">CARRIED</p>
#2019-09-08	MOVED by Councillor Liebelt to approve second reading of Bylaw #1023 – Council Procedure Bylaw. <p style="text-align: right;">CARRIED</p>

Bylaw #1024 – Nuisance Bylaw #2019-09-09	MOVED by Councillor Wright to approve first reading of Bylaw #1024 – Nuisance Bylaw, as presented.	CARRIED
#2019-09-10	MOVED by Councillor McCulloch to approve second reading of Bylaw #1024 – Nuisance Bylaw, as presented.	CARRIED
#2019-09-11	MOVED by Councillor Liebelt to consider third and final reading of Bylaw #1024 – Nuisance Bylaw.	CARRIED UNANIMOUSLY
#2019-09-12	MOVED by Councillor McCanna to approve third and final reading of Bylaw #1024 – Nuisance Bylaw.	CARRIED
HALO – Letter of Advocacy #2019-09-13	MOVED by Councillor Liebelt to approve sending an advocacy letter to the Premier and Minister of Health supporting the HALO program, as presented.	CARRIED
Cemetery Fees #2019-09-14	MOVED by Councillor McCanna to amend the fee schedule for opening and closing of cremation plots at the cemetery to \$200.	CARRIED
Green Strip Credit #2019-09-15	MOVED by Councillor Wright to amend the fee schedule in Policy F2.0 to increase the credit to \$100/year and direct administration to review the recipients who are receiving this credit.	CARRIED
ATCO Franchise Fee #2019-09-16	MOVED by Councillor Liebelt to keep the ATCO Franchise Fee the same as in 2019 for 2020.	CARRIED
950 Main Street - Extension #2019-09-17	MOVED by Councillor McCanna to approve a construction timeline extension until December 2020, 2020 for 950 Main Street NE.	CARRIED
Bonanza Days Committee – Fireworks #2019-09-18	MOVED by Councillor Liebelt to accept the email request as information and forward the email we received from Mrs. Rey Richards to the Bonanza Days committee.	CARRIED
<u>Correspondence</u> #2019-09-19	MOVED by Councillor McCanna to accept the correspondence as information.	CARRIED
<u>Council Reports</u>	Councillor McCanna <ul style="list-style-type: none">• Attended a Ridge Country Housing meeting• Attended a Library Board meeting• Attended a Quad Municipal Health Support meeting	

Councillor McCulloch

- Attended a Handibus meeting

Councillor Liebelt

- Report was included with the agenda package

Councillor Wright

- Attended an Agricultural Society meeting
- Attended multiple Southgrow meetings
- Attended a County of Warner Regional Emergency management committee meeting
- Attended a Chief Mountain Solid Waste Authority meeting
- Attended two Riverside Golf Society meetings

Mayor Losey

- Attended a meeting with Associate Minister Grant Hunter regarding red tape and the impacts on our processes
- Attended the Ridgeview grand opening
- Attended an ORRSC meeting where they toured the Town of Raymond solar facilities
- Attended a Mayors and Reeves meeting

Council took a recess from 7:22pm – 7:23pm.

Closed Session
#2019-09-20

MOVED by Councillor Wright to enter a Closed Session, as per Section #24 of FOIPP for advice from Council for the website project and Section #27 of FOIPP for legal updates at 7:24pm.

CARRIED

#2019-09-21

MOVED by Councillor Liebelt to come out of the Closed Session at 7:52pm.

CARRIED

Adjournment
#2019-09-22

MOVED by Councillor Wright to adjourn the meeting @ 7:52pm.

CARRIED

These minutes approved this 21st day of October, 2019.

Mayor – Peggy Losey

CAO – Ryan Leuzinger

**TOWN OF MILK RIVER
SPECIAL COUNCIL MEETING MINUTES
September 26th, 2019**



The special meeting of the council of the Town of Milk River was held in the Courtyard Marriott Downtown Edmonton (One Thornton Court 99 Street and Jasper Avenue), commencing at 5:00 pm.

Attendance

Mayor, P. Losey via electronic means
Councillor, S. Liebelt
Councillor, M. McCanna
Councillor, L. McCulloch
Councillor, P. Wright
Chief Administrative Officer, R. Leuzinger

Call to Order

Mayor Losey called the meeting to order at 5:00pm.

Additions to Agenda

#2019-09-23

MOVED by Councillor Wright that the agenda be approved, as presented.

CARRIED

NEW BUSINESS

**Electric Vehicle
Charging Station –
License Agreement**

#2019-09-24

MOVED by Councillor Liebelt to approve the presented license agreement with ATCO Power (2010) Ltd for the proposed electric vehicle charging station, with the amendment to increase the timeline in Clause 12 to 30 days.

CARRIED

Adjournment

#2019-09-25

MOVED by Councillor McCanna to adjourn the meeting @ 5:09pm.

CARRIED

These minutes approved this 21st day of October, 2019.

Mayor – Peggy Losey

CAO – Ryan Leuzinger



TOWN OF MILK RIVER

Cheque Listing For Council

2019-Oct-18
7:17:15AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20190701	2019-09-09	ALBERTA ONE-CALL CORPORATION	153601	PAYMENT AUGUST NOTIFICATIONS	63.00	63.00
20190702	2019-09-09	AUMA	0028-0531-0565 0028-0532-0566 0028-0533-0567 0028-0534-0568 0028-0535-0569 0028-0536-0570	PAYMENT CONVENTION REGISTRATION-R.LEL CONVENTION REGISTRATION-P.LO CONVENTION REGISTRATION-S.LIEI CONVENTION REGISTRATION-P.WR CONVENTION REGISTRATION-L.MC CONVENTION REGISTRATION-M.MC	603.75 603.75 603.75 603.75 603.75 603.75	3,622.50
20190703	2019-09-09	BENCHMARK ASSESSMENT CONSULT.	1160	PAYMENT SEPT ASSESSMENT FEE	1,266.56	1,266.56
20190704	2019-09-09	CARO ANALYTICAL SERVICES	IC1912943	PAYMENT BI-ANNUAL WATER TESTING	2,454.64	2,454.64
20190705	2019-09-09	CHARLTON & HILL LTD.	SM0014317	PAYMENT SERVICE CALL, INSPECTED RTU, TH	385.21	385.21
20190706	2019-09-09	CHIEF MOUNTAIN REGIONAL	2471	PAYMENT 2ND HALF OF ANNUAL REQUISITION	12,309.35	12,309.35
20190707	2019-09-09	GOVERNMENT OF ALBERTA	0218-2019	PAYMENT 2019 DIP ASSESSMENT REQUISITIO	115.64	115.64
20190708	2019-09-09	LAKELAND FIRE AND SAFETY	77947	PAYMENT NOZZLE, ADAPTER, TIP	512.90	512.90
20190709	2019-09-09	LIFESAVING SOCIETY	8675	PAYMENT BRONZE MEDALLION, CROSS EXAM	104.04	104.04
20190710	2019-09-09	MILK RIVER & DIS. AG. SOCIETY	201901	PAYMENT CIVIC CENTRE RENAL-MATSON WEI	800.00	800.00
20190711	2019-09-09	MILK RIVER CABLE CLUB	50321	PAYMENT SEPT INTERNET	129.15	129.15
20190712	2019-09-09	MILK RIVER CEMETERY COMPANY	201904	PAYMENT 2 PLOTS, CEMETERY DONATIONS	850.00	850.00
20190713	2019-09-09	MILK RIVER FIREFIGHTERS SOCIETY	201901 201902	PAYMENT GOLF TOURNAMENT PROCEEDS DONATIONS-ROY SWANSON FARM	1,640.00 1,000.00	2,640.00
20190714	2019-09-09	MILK RIVER HOME HARDWARE	2457451 2457463 2457528 2457533 2457625 2457679 2457730 2457796 2457811 2457828 2457896 2458039 2458046 2458051 2458053 2458075 2458092 2458138 2458211 2458216 2458253 2458283 2458286 2458287 2458335	PAYMENT PLUG, WALL CLOCK, BATTERY, THE WATER REFILLS JAR, GARBAGE CAN-POOL WINDEX-POOL CHAIN WATER REFILL HOOKS PAINT ROLLER REFILLS UTILITY KNIFE, GRILLE-SIDEWALL SCREWS SCREWS SCALE WASP INSECTICIDE 2X4 WOOD-ROAD BARRIERS MEMORY CARD-CAMERA WASHERS PAINT BRUSHES WATER REFILL BATTERIES-POOL PAINT TRAY, PAINT PAINT, AEROSOL FAUCETS- CAMPGROUND RETURN FAUCET-CAMPGROUND FITTINGS FOR FIRE 4/4 PRIMER, AEROSOL PAINT	51.39 11.97 27.28 8.39 2.51 7.98 16.78 8.34 31.48 9.75 9.75 23.09 31.99 46.58 16.79 0.61 5.22 7.98 23.60 21.66 25.48 18.35 (7.34) 28.13 47.82	475.58



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2019-Oct-18

7:17:18AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20190715	2019-09-09	RIDGE AUTO PARTS LTD.		PAYMENT		1,177.36
			661743	CENTERFEED TOWELS-POOL	115.79	
			661744	BUG TAR REMOVER	6.70	
			661846	COUPLING-HOSE REPAIR-FIRE TRU	26.25	
			661854	QUALISORB OIL ABSORB, SMART S	74.27	
			661927	ELECTRIC TAPE, CABLE TIES	45.08	
			662039	CAMLOCKS, BALLVALVE, MARKERS	434.24	
			662055	DUCT TAPE	26.90	
			662154	GARBAGE BAGS- CAMPGROUND	124.17	
			662209	SPARK PLUG	3.15	
			662508	FAST ORANGE LIQUID, GOJO HAND	78.33	
			662642	BOLT CUTTERS-FIRE DEPT	79.78	
			662829	SHOP TOWELS, DIESEL EXHAUST F	42.12	
			664851	JUMBO BATHROOM TISSUE	120.58	
20190716	2019-09-09	RIVERSIDE MARKET 2009		PAYMENT		474.47
			1234313	PARADE CANDY-POOL FLOAT	150.82	
			1238351	STAFF BBQ-SALAD, VEGES, CAKE-S	72.52	
			1242424	POOL STAFF PARTY-CHIPS,POPCOF	36.71	
			1242444	FOAM CUPS-POOL PARTY	5.23	
			423264	PARADE CANDY-POOL FLOAT	155.76	
			423437	PLASTIC CUPS, ICE POPS	29.45	
			424582	COFFEE, SUGAR, COFFEE MATE	23.98	
20190717	2019-09-09	RMA		PAYMENT		161.44
			51127527	STAPLES-RETURN TONER	(131.22)	
			51237801	STAPLES-INK CARTRIDGE, INDEX, F	188.96	
			P61545	RME-VISOR WRAP	4.96	
			P61893	RME-CONTACT TIP	16.36	
			P62175	RME-HARDWARE	2.37	
			P62189	RME-RESPIRATOR,THICKSTER, DEF	64.30	
			P62266	RME-YELLOW PAINT-TOWN OFFICE	15.71	
20190718	2019-09-09	TRUCK/RV/CAR/WASH		PAYMENT		181.00
			4187	AUGUST VEHICLE WASHES	181.00	
20190719	2019-09-09	UNITED FARMERS OF ALBERTA		PAYMENT		2,895.12
			112005298	FUEL	1,720.46	
			112005299	FIRE FUEL	279.33	
			112087414	BULK FUEL DELIVERY	895.33	
20190720	2019-09-09	WRIGHT, PHILIP		PAYMENT		555.44
			201903	MILEAGE-MEETINGS-JUN 11- AUG 2	555.44	
20190728	2019-09-20	AMSC INSURANCE SERVICES LTD.		PAYMENT		384.13
			HSAUG2019-2	HEALTH SPENDING ACCT	384.13	
20190729	2019-09-20	██████████		PAYMENT		139.73
			201914	CLOTHING ALLOWANCE	139.73	
20190730	2019-09-20	CANADIAN RED CROSS		PAYMENT		126.13
			CRC-177772	SWIM BADGES	126.13	
20190731	2019-09-20	CITY OF LETHBRIDGE		PAYMENT		752.57
			52569	3/4 FIRE DISPATCHING SERVICE	752.57	
20190732	2019-09-20	HOYTOS WELDING SERVICES		PAYMENT		525.00
			053779	MODIFY RAILING, ADD STEP-RECYC	525.00	
20190733	2019-09-20	L.A. POWER SYSTEMS LTD.		PAYMENT		1,958.25
			79369	HYDROVAC CENTER AVE, 5 AVE 1S	1,958.25	
20190734	2019-09-20	LAKELAND FIRE AND SAFETY		PAYMENT		466.19
			76689	TIP FOR CS NOZZLE	98.69	
			78034	NOZZLE WILDLAND	367.50	
20190735	2019-09-20	LOSEY, PEGGY		PAYMENT		395.38
			201902	MILEAGE-MEETINGS-APR 10-JUN 7	395.38	
20190736	2019-09-20	MCCULLOCH, LEONARD		PAYMENT		214.12
			201901	MILEAGE-MEETINGS-JAN 10-SEPT 9	214.12	



TOWN OF MILK RIVER

Cheque Listing For Council

2019-Oct-18

7:17:18AM

Cheque			Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name				
20190737	2019-09-20	MPE ENGINEERING LTD.	1440-050-00-06	PAYMENT BOOSTER STATION UPGRADE	7,117.11	7,117.11
20190738	2019-09-20	MUNICIPAL INFORMATION SYSTEMS	20191274	PAYMENT OCTOBER SUPPORT	846.00	846.00
20190739	2019-09-20	NEW-WAY IRRIGATION	P29245	PAYMENT MOWER PARTS	988.57	988.57
20190740	2019-09-20	NOBLES HD & AG REPAIR	I002407	PAYMENT SERVICE GARBAGE TRUCK	398.04	398.04
20190741	2019-09-20	OLDMAN RIVER REGIONAL	10634	PAYMENT OCT 1-DEC 31 PLANNING SERVICES	1,324.00	1,324.00
20190742	2019-09-20	PLEASURE POOL (2011) LTD.	03323 03338	PAYMENT POOL CHEMICALS POOL CHEMICALS	123.69 108.31	232.00
20190743	2019-09-20	RIDGE WATER SERVICES COMMISSION	395	PAYMENT PLANT MANAGER, LEVEL 2 OP-AUG	1,743.13	1,743.13
20190744	2019-09-20	SCHAMBER, WILLIAM	201901	PAYMENT MPC MEETING-SEPT 8/19	50.00	50.00
20190745	2019-09-20	SOUTHERN IRRIGATION	S-INV173492 S-INV173514	PAYMENT BUSHING, ADAPTER, TEE-WTP IRIGATION VALVE,ADAPTER, COUPL	17.48 546.34	563.82
20190746	2019-09-20	TOWN OF RAYMOND	20190265	PAYMENT SEPTEMBER PEACE OFFICERS	2,479.58	2,479.58
20190747	2019-09-20	VORNBROCK, NORMAN	201901	PAYMENT MPC MEETINGS-JULY 18/18, SEPT 1	100.00	100.00
20190748	2019-09-20	WASTE CONNECTIONS OF CANADA INC.	7410-0000451939 7410-0000452459	PAYMENT PLASTICS REYCLING CARDBOARD RECYCLE-2 DUMP ANI	6.80 855.75	862.55
20190763	2019-09-30	AMSC INSURANCE SERVICES LTD.	201909	PAYMENT SEPTEMBER BENEFITS	3,037.33	3,037.33
20190764	2019-09-30	ATB FINANCIAL ACCOUNTS PAYABLE	201909	PAYMENT SEPT RRSP CONTRIBUTION	643.44	643.44
20190765	2019-09-30	ATB FINANCIAL MASTER CARD	2019088 2019089 2019090 2019091 C168963670	PAYMENT ADOBE-COUNCIL AGENDAS RIVERSIDE GOLF-GREEN FEES- TO HUDSONS-LUNCH-GOLF COURSE M SANDSTONE-COUNCIL MEAL CPC-NEWSLETTER	21.38 1,262.00 50.40 50.07 110.32	1,494.17
20190766	2019-09-30	██████████	201915	PAYMENT SEPT RRSP CONTRIBUTION	685.84	685.84
20190767	2019-09-30	COUNTY OF WARNER	2518	PAYMENT SEPT SAFETY OFFICER-J.ANDERSC	1,000.00	1,000.00
20190768	2019-09-30	DELREI ROOFING	10739	PAYMENT REMOVE, RESEAL, RESET SKYLIGH	1,890.00	1,890.00
20190769	2019-09-30	DIGITEX CANADA INC.	IN582767	PAYMENT SEPT COPIES	170.26	170.26
20190770	2019-09-30	██████████	201903	PAYMENT SEPT RRSP CONTRIBUTION	412.88	412.88
20190771	2019-09-30	GASPAR, MARYAN	201909	PAYMENT SEPT JANITORIAL	700.00	700.00
20190772	2019-09-30	██████████	201909	PAYMENT SEPT RRSP CONTRIBUTION	455.22	455.22
20190773	2019-09-30	██████████		PAYMENT		993.12



TOWN OF MILK RIVER

Cheque Listing For Council

2019-Oct-18
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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20190773	2019-09-30	[REDACTED]	201916	SEPT RRSP CONTRIBUTION	993.12	993.12
20190774	2019-09-30	RECEIVER GENERAL FOR CANADA	201909	PAYMENT SEPT REMITTANCE	9,376.21	9,376.21
20190775	2019-09-30	[REDACTED]	201909	PAYMENT MILEAGE-SEPT 4	20.00	20.00
20190776	2019-09-30	TETRA TECH CANADA INC.	60630321	PAYMENT 2019 GROUNDWATER MONITORING	3,137.06	3,137.06
20190777	2019-09-30	READ ON ROADS INCORPORATED	2019167	PAYMENT CRF SAND SEAL - JULY 23/19	9,613.80	9,613.80
20190778	2019-09-30	TOLY, ELIZABETH WILDE	201905	PAYMENT HIGHEST ENGLISH 30-1	100.00	100.00

Total 86,569.03

*** End of Report ***



TOWN OF MILK RIVER

Accounts Payable Bank Reconciliation

September Balance Shown on Bank Statement

1,902,419.16

Add Outstanding Deposits

Deposit Description	Batch #	Deposit Date	Amount
BANK DEPOSIT	12354	2019-09-30	3,429.63
DIRECT DEPOSIT-OCT	12354	2019-09-30	1,210.58
VISA DEPOSIT	12354	2019-09-30	1,096.93
MASTER CARD DEPOSIT	12354	2019-09-30	1,265.55
Total Deposits Outstanding			7,002.69
			Sub Total

7,002.69

1,909,421.85

Less Outstanding Cheques

Payee	Cheque #	Cheque Date	Amount
MILK RIVER WATER USERS	20190397	2019-05-29	500.00
[REDACTED]	20190488	2019-06-26	685.84
[REDACTED]	20190598	2019-07-29	685.84
[REDACTED]	20190684	2019-08-29	685.84
[REDACTED]	20190692	2019-08-29	300.00
MILK RIVER & DIS. AG. SOCIETY	20190710	2019-09-09	800.00
MILK RIVER FIREFIGHTERS SOCIE	20190713	2019-09-09	2,640.00
[REDACTED]	20190729	2019-09-20	139.73
CITY OF LETHBRIDGE	20190731	2019-09-20	752.57
L.A. POWER SYSTEMS LTD.	20190733	2019-09-20	1,958.25
LOSEY, PEGGY	20190735	2019-09-20	395.38
MCCULLOCH, LEONARD	20190736	2019-09-20	214.12
MUNICIPAL INFORMATION SYSTEM	20190738	2019-09-20	846.00
NOBLES HD & AG REPAIR	20190740	2019-09-20	398.04
OLDMAN RIVER REGIONAL	20190741	2019-09-20	1,324.00
PLEASURE POOL (2011) LTD.	20190742	2019-09-20	232.00
RIDGE WATER SERVICES COMMIS	20190743	2019-09-20	1,743.13
SOUTHERN IRRIGATION	20190745	2019-09-20	563.82
AMSC INSURANCE SERVICES LTD.	20190763	2019-09-30	3,037.33
ATB FINANCIAL ACCOUNTS PAYAE	20190764	2019-09-30	643.44
ATB FINANCIAL MASTER CARD	20190765	2019-09-30	1,494.17
[REDACTED]	20190766	2019-09-30	685.84
COUNTY OF WARNER	20190767	2019-09-30	1,000.00
DELREI ROOFING	20190768	2019-09-30	1,890.00
DIGITEX CANADA INC.	20190769	2019-09-30	170.26
[REDACTED]	20190770	2019-09-30	412.88
GASPAR, MARYAN	20190771	2019-09-30	700.00
[REDACTED]	20190772	2019-09-30	455.22
RECEIVER GENERAL FOR CANADA	20190774	2019-09-30	9,376.21
[REDACTED]	20190775	2019-09-30	20.00
TETRA TECH CANADA INC.	20190776	2019-09-30	3,137.06
READ ON ROADS INCORPORATED	20190777	2019-09-30	9,613.80
TOLY, ELIZABETH WILDE	20190778	2019-09-30	100.00
Total Outstanding Cheques			47,600.77

(47,600.77)

And Adjustments



TOWN OF MILK RIVER
Accounts Payable Bank Reconciliation

Your Bank Balance Should Be	<u>1,861,821.08</u>
Your Reconciled Bank Balance Is	<u>1,861,821.08</u>
Difference	<u><u>0.00</u></u>

*** End of Report ***



Chief Administrative Officer Report

REGULAR COUNCIL MEETING

Monday, October 21st, 2019

Administration & Operations

- Met with MPE:
 - Riverside Wetlands Project
 - Booster Station Rehabilitation Project
- Met with Alvin Fritz and MPE Engineering – Swimming Pool Concept plans
- MPC Meeting
 - Approval for a storage facility provided
- 5-year capital budget development
- Ongoing website redesign project
- Discussions with County administration and ORRSC regarding IDP and ICF documents
- Submitted the 2019 Federal Gas Tax Fund project application
- Drafted an updated Council Procedure Bylaw
- Personnel
- ATCO – Electric Vehicle Charging Station
- Attended the 2019 AUMA Conference and Convention
-

Holidays/Days Off

- October 2 – 17, 2019

Upcoming Training/Courses/Conferences

-

Council Resolution Status

Regular Meeting - August 2017

2017-08-06	Riverside Wetland Project	Admin	Ongoing
2017-08-07	Water License Transfer - Golf Course	Admin	Ongoing

Regular Meeting - June 2018

2018-06-13	Airport Lighting Upgrade Project	Committee	Ongoing
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Regular Meeting - August 2018

2018-08-13	112-4th Ave Drainage Concerns	Admin	Ongoing
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Regular Meeting - February 2019

2019-02-17	Booster Station Upgrade	Admin	Ongoing
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Regular Meeting - April 2019

2019-04-11	8th Ave Development - 5 Year Plan	Admin	Ongoing
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Regular Meeting - May 2019

2019-05-17	County ICF/IDP Negotiations	Admin	Ongoing
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Regular Meeting - June 2019

2019-06-10	Water Rebate Request	Admin	Completed
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Regular Meeting - July 2019

2019-07-07	8th Ave - Delineator Installation	Admin	Ongoing
2019-07-12	Bogle Building Donation	Admin	Ongoing

Regular Meeting - September 2019

2019-09-06	Booster Station Contract Award	Admin	Completed
2019-09-07-08	Bylaw #1023 - First and Second Reading	Admin	Completed
2019-09-09-12	Bylaw #1024	Admin	Completed
2019-09-13	HALO Advocay Letters	Council	Completed
2019-09-14	Cemetery Fee Reduction	Admin	Completed
2019-09-15	Green Strip Credit Review	Admin	Ongoing
2019-09-16	ATCO Franchise Fee	Admin	Completed
2019-09-17	950 Main Street - Building Requirement Date Extension	Admin	Completed
2019-09-18	Bonanza Days Committee Fireworks	Admin	Completed

2018 - 2019 Capital/Large Operational Budget Progress Sheet

<u>Dept</u>	<u>Project Description</u>	<u>Original Budget</u>	<u>Actual Cost (excluding GST)</u>	<u>Completed</u>	<u>Notes</u>
2018					
PW	Riverside Wetland Project & Sewer Replacement	\$1,966,882	\$1,591,170	Ongoing	Final deficiencies being cleaned up
PW	Raw Water Reservoir	\$1,860,000	\$1,322,010	Completed	awaiting final billing
		\$3,826,882	\$2,913,180		
2019					
Bylaw	Bike Rodeo	\$1,000	\$1,000	Completed	
Admin	Website	\$5,000		Ongoing	Contract Awarded - first draft completed
PW	Cemetery Heating Blanket	\$2,000	\$1,650	Completed	
PW	Bulk Water Station Payment System	\$4,000	\$4,498	Completed	
PW	Road Resurfacing Test	\$10,000	\$9,156	Completed	
PW	Sidewalk/Curbing Project	\$100,000		Ongoing	Weather delays
PW	Booster Station Upgrade	\$525,000		Ongoing	Contract awarded - February 2020 completion
PW	Skidsteer Purchase	\$60,000	\$60,000	Completed	
PW	Small Mower Purchase	\$20,000	\$20,000	Completed	
PW	Water Valve Replcaments	\$30,000		Completed	Completed - awaiting final billing
PW	Shop Concrete Pads(Sander and Front)	\$12,000		Ongoing	Weather delays
Rec	Swimming Pool Concept Plans	\$27,878		Ongoing	Contract signed - project commenced
Rec	Swimming Pool Main Drain	\$5,000	\$3,142	Completed	
		\$801,878	\$98,446		

October 3, 2019

Ryan Leuzinger
Chief Administrative Officer
Town of Milk River
Box 270
Milk River, AB
T0K 1M0

Mr. Leuzinger

RE: Inspection of Milk River Regional Waterworks Approval # 91

On Aug 29, 2019 Alberta Environment and Parks conducted an inspection of the Milk River Regional Waterworks System and the 2018 annual report. I would like to thank Mr. Prince for his assistance during the inspection.

The purpose of the inspection was to assess compliance with the terms and conditions of the waterworks system's approval/registration, related legislation, and to identify any additional potential risks. The inspection was restricted to risks indicated in the AEP Waterworks Inspection Report. Attached is a copy of the Inspection Report. A list of follow-up items requiring your attention is summarized below.

Contraventions (Revised)

As Mr. Prince was able to produce a revised 2018 CARO analytical report that contained the parameter Microcystin that had not been sent with the annual report and he was able to find the same parameter in the July report that I had overlooked the contravention has been removed and the RBI form has been adjusted to reflect this.

Issues

Approval 91-03-00 Clause 6.1.2 "requires an immediate report be sent to the Director when there is a structural or equipment malfunction that may affect the quality or supply of potable water."

When work is being done on any portion of the waterworks system (including the distribution system) that may affect the quality or the supply of water it has to be reported immediately, this does not mean until depressurization, rather around the time the problem etc. has been noticed.

As the hospital has lost water pressure twice this is an issue that needs to be resolved

The approval Holder is required to take all actions necessary to immediately resolve any non-compliance issues. There is not need to provide a written report to this revised letter as a written report has already been received



Mel Koehler
Environmental Protection Officer
Alberta Environment and Parks
Lethbridge Provincial Building
Tel 403 382 4246

AEP WATERWORKS

INSPECTION REPORT

Saved

Health Risk: **Health Risk**
Operational Risk: **Operational Risk**
Administrative Risk: **PASS**

Waterworks System Name:	Town of Milk River	Approval Registration#	91
Approval Holder:	Town of Milk River	Approval Expiry Date:	2019-11-01
Plant Classification (Type):	<u>Surface Water</u>	Plant Classification (Level):	<u>WT Level 2</u> (Water Treatment) <u>WD Level 1</u> (Water Distribution)

FACILITY

Address:	Street:	Box 270 240 Main Street									
	Town:	Milk River	Province:	AB	Postal Code:	T0K 1M0					
Facility Contact Number:	403	-	647	-	2339	Facility Emergency Contact Number:	403	-	421	-	0140
Facility Location GPS: Latitude: (e.g. 51.1235)						Diversion Location GPS: Latitude: (e.g. 51.1235)					
						Longitude: (e.g.-114.2168)					
Water Diversion Licence No:	35364	Municipal/Industrial Facility:	<u>Municipal</u>	Source:	Milk River						
Daily Peak Flows (m3):	6762 m3/day	Population served:	972 Coutts and Milk River		Number of Connections:						
Renewal Application Submitted(yes/no):	Yes <input checked="" type="radio"/> No: <input type="radio"/>	Daily Average Flows (m3):									

OPERATOR AND INSPECTOR

Operator's Certification Level: (Interviewed only)		
Operator's Name	Select Water Treatment Certification Level	Select Water Distribution Certification Level
Brad Prince	<u>WT Level 2</u>	<u>WD Level 1</u>
Inspector's Name	Inspector's District:	Inspection Number:
Mel.Koehler	<u>SSR-Lethbridge</u>	August 2019
Date and Time of Inspection:	2019/08/29 10:30 AM	Date of previous Inspection: 2018-10-24

GENERAL CONDITIONS

A. Are there any Short-Term Approval Conditions?	Yes <input checked="" type="radio"/> No <input type="radio"/> (If Yes, answer B & C)
B. What are the Short Term Approval Condition required due dates?	
C. Have these Short Term Approval Conditions been achieved?	yes
D. Have there been any changes to the waterworks system since the last AEP inspection?	No

INSPECTION SUMMARY COMMENTS

Jeffrey Wu about to send letter requesting the Town to post a public notice regarding approval renewal

Operations ID 00000078

Emergency number is 24/7 on call

Health Risk Assessment Questions

1	<p>Are chlorine/ozone residual and contact time (CT) ratio requirements met entering the distribution system at the point where CT is calculated? This question applies to all waterworks facilities that have chlorine/ozone residual and contact time limits (for either Giardia and/or viruses) specified in their Approval or Code of Practice (COP) Registration.</p>	<input type="radio"/>	N/A
		<input type="radio"/>	1. Unreported failure to achieve Approval/COP limit.
		<input type="radio"/>	2. Reported failure to achieve Approval/COP limit but appropriate follow up actions were not taken by the operator(s) and a drinking water safety concern resulted.
		<input type="radio"/>	3. Meets Approval/COP limits at all times or if a contravention is reported the incident response resolved the issue so that no drinking water safety concerns resulted.
		<input checked="" type="radio"/>	4. Meets best practice with chlorine residuals between 0.2-2.00 mg/L at the point that CT's were achieved and all CT Disinfection ratios were greater than 1.0.

Comments:

Cl2 residual mg/L .68 - 1.53

CT ratio 106 - 1173

2	<p>Are treated water turbidity (prior to entering clearwell reservoir) limits met?</p>	<input type="radio"/>	N/A
		<input type="radio"/>	1. Unreported failure to achieve approval limit.
		<input type="radio"/>	2. Reported failure to achieve Approval/COP limit but appropriate follow up actions were not taken by the operator(s) and a drinking water safety concern resulted.
		<input type="radio"/>	3. Meets approval limits for the monitoring required or if a turbidity contravention is reported the incident response resolved the issue so that no drinking water safety concerns resulted.
		<input checked="" type="radio"/>	4. The waterworks system has been upgraded to meet AEP's 2012 Standards and Guidelines for turbidity reduction for each filter (i.e. <0.3 NTU for dual media filtration systems or <0.1 NTU for membrane filtration systems in 99% of the samples) with continuous monitoring and data capture off each filter are in place to verify that treated water turbidity limits were met. The system also has filter to waste capability.

Comments:

Train 1 online Jan 17 to Jun 10 .05 - .4 NTU

Train 2 online Jun 11 to Nov 25 .06 - .16 NTU

Train 3 online Jan 1 to Jan 16 and Nov 6 to Dec 31 .26 - .7 NTU

Filter to waste - yes

3	Are UV disinfection approval requirements met (Typically includes UV reactor flow limits, UV transmittance (%T) limits and UV dose limits)?	<input type="radio"/>	N/A
		<input type="radio"/>	1. Unreported failure to achieve Approval limit.
		<input type="radio"/>	2. Reported failure to achieve Approval/COP limit but appropriate follow up actions were not taken by the operator(s) and a drinking water safety concern resulted.
		<input type="radio"/>	3. Meets Approval limits at all times or if a contravention is reported the incident response resolved the issue so that no drinking water safety concerns resulted.
		<input checked="" type="radio"/>	4. Meets Approval limits at all times for UV reactor flow, UV dosage, and UV transmittance with alarms and system shutdowns in place to prevent any improperly UV disinfected water from entering the clearwell/distribution system. The approval/registration holder calibrates the UV sensor against a reference sensor on an annual basis (this device will compare the UV sensor dose generated by the reactor to a reference standard).

Comments:

Transmittance 87.2 - 98.1 % **allowed min 80%**

Flow Reactor 1 Jan 24 = 532 m3/day Feb 22 to Dec 2 = 35 - 3218 m3/d **allowed max 50L/sec or 4320 m3/day**

Dose Reactor 1 Jan 24 = 50 mj/cm2 Feb 22 to Dec 31 = 20 - 45.1 **allowed min 11.53 mj/cm2**

Dose Reactor 2 Jan 1 to Dec 31= 17.8 - 68 mj/cm2

Alarms are connected to a shut down sytem of the plant but it has never been tested since instalation, should be tested.

4	Is the operator's certification (includes back-up operators) appropriate for the facility?	<input type="radio"/>	N/A
		<input type="radio"/>	1. Operator(s) is under certified with no supervision (or back-up) by an appropriately certified operator.
		<input type="radio"/>	2. Operator(s) is under certified and is working under the remote supervision of an appropriately certified operator(s) but does not meet the requirements of the 'Waterworks Systems Attendance' section of the Water and Wastewater Operators' Certification Guidelines.
		<input type="radio"/>	3. Attending operator(s) is certified to the level of the facility and meets the requirements of the 'Waterworks Systems Attendance' section of the Water and Wastewater Operators' Certification Guidelines. Back-up operator(s) can be under certified, but working under the direction of a certified operator (s).
			4. For each level of certified operator required by the Approval or Code of Practice an equivalent number of



certified operators must be available as back up. Note: A conditional certificate can't be used to achieve a rating of four.

Comments:

Rick Lowry WT2 WD2

Brad Prince WT2 WD2 WWT 1 WWC1

Samual Beliveau WT2 WD1

Randy Kukucska - small systems

5

Are Approval/Code of Practice (COP) chlorine residual (secondary disinfection in the distribution system) limits met?



N/A



1. Unreported failure to achieve Approval/COP limit.



2. Reported failure to achieve Approval/COP limit but appropriate follow up actions were not taken by the operator(s) and a drinking water safety concern resulted.



3. Meets Approval/COP limits at all times or if a contravention is reported the incident response resolved the issue so that no drinking water safety concerns resulted.



4. Meets best practices (residuals between 0.1 – 2.0 mg/L) at all times.

Comments:

Distribution system CL2 mg/L 1.45 - .65

6

Is the monitoring frequency being met for treated water bacteriological sampling in the distribution system as specified by the approval or COP registration, the "Guidelines for Canadian Drinking Water Quality (GCDWQ)" and "Action Protocol for Failed Bacteriological Sampling Results in Drinking Water" (Bac-T protocol)? Notes: - for Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System for a small water system (less than 1500 people and less than 10 km of distribution system), only 1 sample per 500 population per month. - it is not considered additional bacteriological monitoring when bacteriological samples are collected once per week and 5 sample weeks occur in the month.



N/A



1. Unreported failure to meet bacteriological monitoring frequency requirement.



2. Reported failure to meet required bacteriological monitoring but appropriate follow up actions were not taken by the operator(s) and a drinking water safety concern resulted.



3. The bacteriological monitoring conducted in the distribution system consists of evenly spaced, weekly samples collected throughout the distribution system as specified or if a contravention is reported the incident response resolved the issue so that no drinking water safety concerns resulted.



4. In addition to the requirements in 3, additional monthly bacteriological monitoring is conducted in each month of the year in the distribution system, in conjunction with chlorine residual monitoring. Re-samples and samples collected after repairs have been made in the distribution system are not counted for the purposes of additional compliance monitoring.

Comments:

Only required samples taken

7

Were emergency situations (such as failure to meet chlorine/ozone residual limits, contact times, ultra violet disinfection limits, membrane log reduction credits, turbidity limits, bacteriological quality requirements, loss of positive pressure, etc.) dealt with as required by the Approval, Code of Practice (COP), or legislation? Definition: an emergency is defined as a situation where one or more of the treatment or disinfection barriers (coagulation, filtration, chlorine, ozone or UV) fail, an exceedance of the treated water quality limits specified in the approval/COP or an issue in the water distribution system that has or may, impact potable water quality (i.e. reservoir contamination, major or uncontrolled loss of pressure or possible contamination of water supply). This includes when a Boil Water Advisory or Water Use Advisory has been issued by Alberta Health Services.

- N/A
- 1. Operators did not recognize emergency situations where action was mandated or failed to take the appropriate actions necessary to address emergency situations.
- 2. Some emergency actions taken, but not as required.
- 3. Appropriate emergency actions taken as required, and reported in a complete and timely manner.
- 4. No emergency actions were necessary during the previous two (or more) years or where emergency actions were required the Drinking Water Safety Plan was reviewed and/or revised to reflect the lessons learned from the emergency incident.

Comments:

BWO was issued by Town and AHS due to unplanned depressurization which was not reported immediately

8

Have Approval/Code of Practice (COP) and Potable Water Regulation contraventions for the primary assessment been properly reported?

- N/A
- 1. Have had unreported contraventions, or operator(s) failed to notice when contraventions occurred that should have been reported.
- 2. Contraventions are reported but not as required (i.e. no written report(s) submitted, late reports, incomplete reports, or reports sent to the wrong location).
- 3. Contraventions reported properly with complete and appropriate written follow-up that resulted in the resolution of the issue(s) or no health related contravention reports were required during the reporting period
- 4. In addition to the requirements of point 3 above, contraventions are tracked and reviewed to identify any reoccurring incidents or issues in an effort to minimize or prevent future reoccurrences.

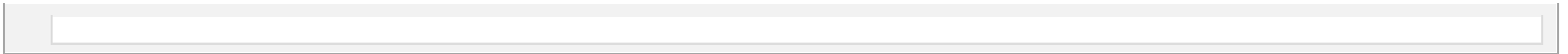
Comments:

Unplanned Depressureization was reported late which resulted in BWO being issued by Town and AHS

HEALTH RISK ASSESSMENT:

Health Risk

HEALTH RISK ASSESSMENT COMMENTS:



Operational Risk Assessment Questions

9	<p>Is the monitoring equipment (portable, bench top, and continuous on-line meters) used to verify compliance properly maintained and calibrated? Has a data validation program been implemented and is it being followed? These components are to be completed by a qualified person(s). Notes: - the data validation portion of this question does not apply to those waterworks systems that do not use continuous monitoring equipment to verify compliance with their Approval or COP Registration. -All continuous monitoring equipment including turbidity/chlorine meter readings, flow rates, volumes, particle counts, UV Intensity/dose and Transmittance readings, etc., must be validated to ensure that the results reflect the actual quality of the water being sampled. Examples of erroneous data results are when air bubbles in the turbidity meter affect the readings or when reduced/increased sample flow through the chlorine residual analyzer or turbidity meter changes the readings. - A data validation program should also include an established protocol to compare continuous analyzer results with those of another representative sample and with tolerance limits established for how far apart the comparison readings shall be. Examples where comparable grab sample results are easily attainable include chlorine residuals, filter turbidity and UV transmittance readings.</p>	<input type="radio"/>	N/A
		<input type="radio"/>	1. Equipment maintenance, calibration or accuracy checks are not being completed.
		<input type="radio"/>	2. Some equipment maintenance, calibration or accuracy checks are being completed but supporting documentation is incomplete.
		<input checked="" type="radio"/>	3. Annual equipment maintenance, calibration or accuracy checks (on meters utilized for compliance monitoring) have been completed with supporting documentation available.
		<input type="radio"/>	4. All monitoring equipment reflects best available technology, maintenance, and calibration is done annually by a qualified person(s), and accuracy checks (i.e. using primary or secondary standards) are performed at minimum on a monthly basis, and all supporting documents are available as verification. Definition: a qualified person is an instrumentation technician, a representative of the manufacturer of the instrument(s) or an operator certified to the level of the waterworks.

Comments:

HACH was on site and certified all meters

Online to bench meter comparison done every **2 months**.

CL2 residual entering the distribution system, Milk River 1.26 mg/L and AEP 1.26 mg/L

Turbidity entering the distribution system, .AEP 39 NTU and Milk River .37 NTU

10	<p>Were treated water sample(s) taken as required, for all listed parameters at the required frequency and location and analyzed by a lab that is accredited to ISO/IEC 17025 standard for the parameters (accrediting bodies are CALA (Canadian Association for Laboratory Accreditation) or Standards Council of Canada)?</p>	<input type="radio"/>	N/A
		<input type="radio"/>	1. Samples were not taken.
		<input checked="" type="radio"/>	2. Samples were taken, but did not meet frequency requirements and/or include all parameters.
		<input type="radio"/>	3. All required samples were taken at the required frequency and analyzed for the required parameters by an appropriately accredited lab. The approval holder reviewed and understood the lab sample results and immediately reported any results which exceed the Maximum Acceptable Concentration values.
		<input type="radio"/>	4. In addition to point 3 all applicable parameters with maximum acceptable concentrations (MAC) and aesthetic objectives (AO) are being trended to show if water quality is changing over time (To show if any of the parameters tested are increasing/decreasing from historical values).

Comments:

Cyanobacterial toxins

- 2016 sample results in both biannual sample reports (Kaizen)

- 2017 sample results in only the July sample report not the February biannual sample report . It appears that a bioassay was done which does not provide the required information (CARO).

- 2018 sample results missing in both Biannuals reports (CARO)

No sample locations marked on the reports

THM samples taken at required times

Biannual samples taken at required times

11	Does treated water meet the GCDWQ parameters based on the sampling required for the facility?	<input type="radio"/>	N/A
		<input type="radio"/>	1. One or more parameters exceed the Maximum Acceptable Concentration (MAC), or required MAC sampling data is incomplete.
		<input type="radio"/>	2. All Maximum Acceptable Concentration requirements are met except Trihalomethanes (THMs), Halo Acetic Acids (HAA's), or bromate where required or one of the above parameters were missed.
		<input type="radio"/>	3. All Maximum Acceptable Concentration requirements are met for the parameters required to be tested
		<input checked="" type="radio"/>	4. All Maximum Acceptable Concentration and Aesthetic Objective (AO) requirements are met. (Note: For a water distribution system to achieve a (4) rating additional sampling is required by the registration holder or the most recent sample results from their treated water supplier are to be obtained and provided to AEP).

Comments:

The CARO January 15 2018 lab reports has Chloroform in red (42.7) and indicates a Guidline of 1.8 ug/L but does not indicate anything else. There is no seperate MAC for Chloroform but the THM MAC of 100 ug/L is based on Chloroform health affects.

12	Are filter(s) effluent turbidity monitoring (entering clearwell reservoir) requirements met?	<input type="radio"/>	N/A
		<input type="radio"/>	1. No filter effluent turbidity monitoring
		<input type="radio"/>	2. Common header turbidity (continuous/grab) monitoring.
		<input type="radio"/>	3. Individual filter continuous monitoring or meets approval requirements.
		<input type="radio"/>	4. Individual filter continuous turbidity monitoring with data trending, limit alarms and system shutdowns (before the turbidity exceeds the approval limits). Definition: data trending is the recording of



continuous analyzer results in a format that enables the operator to look back over time and see the values produced by an analyzer (at a minimum of 5 minute intervals). This verifies that the data produced by the continuous analyzer is valid.

Comments:

alarms - H = .90 & HH = 1HH after a 300 second delay the plant will shut down

13

Are treated water chlorine residual monitoring (entering distribution system at the point where CT's have been achieved) Approval/COP requirements met?



N/A



1. Chlorine residual monitoring not conducted.



2. Chlorine residual monitoring conducted, but not with adequate frequency.



3. Continuous chlorine residual monitoring conducted or meets approval/COP requirements.



4. Continuous chlorine residual monitoring is conducted with data trending, limit alarms and operator call outs when limits are not met. Operators are using the lowest chlorine residual (off the continuous analyzer) for the day to calculate their CT disinfection ratio. Definition: data trending is the recording of continuous analyzer results in a format that enables the operator to look back over time and see the values produced by an analyzer (at a minimum of 5 minute intervals). This verifies that the data produced by the continuous analyzer is valid.

Comments:

data trending - yes

alarms - L = .65 & LL = .5 H = 2.0 after a 300 second delay the plant will shut down

call out - operators said it had been tested the previous day

CL2 sensor alarm was tested at time of inspection and passed

14

Are treated water chlorine residual monitoring (in the distribution system) requirements met?



N/A



1. Chlorine residual monitoring frequency not met.



2. Some distribution system chlorine residual monitoring is conducted, but not at random locations throughout the system.



3. Required approval/Code of Practice (COP) distribution system chlorine residual monitoring conducted at random locations throughout the distribution system.

4. Additional daily distribution system chlorine residual monitoring is routinely conducted, with

		○	excellent representative coverage of the entire system. Definition: additional daily monitoring means that chlorine residuals are monitored, one or more days, per week than what is required by the approval or COP.
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Comments:

Cl2 residual mg/L 1.32 - .66

Samples taken daily as required by approval

5 sample sites used

15	Is the approval/registration holder diligent in ensuring that all bacteriological sampling is done properly - as determined by the Bac-T Protocol and the Environmental Public Health Field Manual for Private, Public and Communal Drinking Water Systems in Alberta?	○	N/A
		○	1. Bacteriological re-sampling required due to initial sampling error (total coliforms or E. coli present) and operator did not follow the Bac-T Protocol when re-sampling, or poor re-sample techniques were used resulting in additional false positives.
		○	2. Bacteriological re-sampling required due to operator sampling error (total coliforms or E. coli present) but operator followed the Bac-T Protocol. There are ongoing issues with sample management and delivery (i.e. no ice packs included, incorrect labelling, courier issues, etc.).
		○	3. All bacteriological samples are collected and submitted properly with no repeat samples required as a result of operator sampling errors. If bacteriological re- sampling was required due to the presence of total coliforms or E. coli the operator followed the Bac-T Protocol and no other sample management issues were identified. A Bacteriological Quality Monitoring Plan has been developed as part of the Operations program.
		●	4. All bacteriological samples are collected and submitted properly with no repeat samples required or samples rejected as a result of sample management issues. The system operator is following the Bacteriological Quality Monitoring Plan as set out in their Operations Program (i.e. where, when and how to sample).

Comments:

No resamples reported

16	Are treated water fluoride concentration limits and monitoring requirements met?	●	N/A
		○	1. Fluoride monitoring not conducted and/or unreported Approval/COP (Code of Practice) limit failure occurred.
		○	2. Fluoride monitoring conducted, but not with adequate frequency and/or reported Approval/COP limit failure occurred.
			3. Daily fluoride grab monitoring conducted and limits meet requirements of Approval/COP or if a

		<input type="radio"/> contravention is reported the incident response resolved the issue so that no drinking water safety concerns resulted.
		<input type="radio"/> 4. In addition to the requirements of (3) above, the Approval/Registration Holder is splitting their samples and submitting (at least on a monthly basis) a fluoride sample to an accredited lab for comparison analysis.

Comments:

NA

17	Are system water volumes metered?	<input type="radio"/> N/A
		<input type="radio"/> 1. No metering of water volumes.
		<input type="radio"/> 2. Facility influent or effluent water volumes metered.
		<input checked="" type="radio"/> 3. Facility influent (from the source) and effluent water volumes metered.
		<input type="radio"/> 4. Facility influent and effluent water volumes metered, including backwash/filter to waste volumes (or calculate) and a full water distribution system metering program is in place. Water balancing is conducted and a program is in place to address water losses that occur throughout the waterworks system (plan to systematically replace leaking valves, water lines, etc.).

Comments:

Filter to waste is not metered or calculated

18	Are the chemicals used at the Water Treatment Plant (includes both direct and indirect additives) listed and used as specified by ANSI (American National Standards Institute)/NSF (National Sanitation Foundation) Standard 60 or IISO/IEC 9000 or ISO (International Standards Organization)/IEC 14001?	<input type="radio"/> N/A
		<input type="radio"/> 1. Not all of the chemicals used at the facility are listed in the ANSI/NSF Standard and/or the operator is not aware of this requirement.
		<input type="radio"/> 2. All of the chemicals used at the facility are listed in the ANSI/NSF Standard, but the chemical feed dosage exceeds the dosage specified as the Maximum Use Limit (specified in NSF Standard 60) or the limits set out in a Letter of Authorization (LOA) issued by the Director.
		<input checked="" type="radio"/> 3. All of the chemicals are specified in the ANSI/NSF Standard and the chemical feed dosages do not exceed the dosage specified as the Maximum Use Limit (MUL) or the Letter of Authorization limits.
		<input type="radio"/> 4. In addition to meeting the requirements of (3) above, all chemicals are stored properly with spills immediately cleaned up, secondary containment in place around the chemical storage area and current SDS records are kept on site. Operator(s) is aware of the Maximum Use Limits for all the chemicals added to the water supply.

Comments:

Cl2 gas MUL and NSF certification was found up SD sheets

Operator was unable to find MUL and NSF for copper sulfate in SD sheet or smart phone

19	Have Approval/Code of Practice (COP) and Potable Water Regulation contraventions for the secondary assessment been properly reported?	<input type="radio"/>	N/A
		<input checked="" type="radio"/>	1. Have had unreported contraventions, or operator(s) failed to notice when contraventions occurred that should have been reported.
		<input type="radio"/>	2. Contraventions are reported but not as required (i.e. no written report(s) submitted, late reports, incomplete reports, or reports sent to the wrong location).
		<input type="radio"/>	3. Contraventions reported properly with complete and appropriate written follow-up that resulted in the resolution of the issue(s) or no contravention reports were required as the facility was operated to meet Approval/COP requirements.
		<input type="radio"/>	4. Addition to the requirements of point 3 above, contraventions are tracked and reviewed to identify any reoccurring incidents or issues in an effort to minimize or prevent future reoccurrences.

Comments:

Missing Cyanobacterial toxins in both biannual chemical analysis reports. This was not reported. This was also pointed out in the 2017 AEP Waterworks Inspection Report

OPERATIONAL RISK ASSESSMENT:

Operational Risk

OPERATIONAL RISK ASSESSMENT COMMENTS:

Administrative Risk Assessment Questions

20	<p>Have preventative maintenance measures been established in the distribution system and treated water reservoir(s) to minimize adverse effects to water quality? Preventative maintenance program includes: a protocol that outlines when/how valves are to be exercised (annual exercising is recommended), a protocol for the scouring of water mains by high velocity unidirectional flushing, pigging of water mains or by other means, inspection/cleaning of clearwells/reservoirs, installation/inspection of backflow preventers (AEP Standards require backflow preventers at the entry into the waterworks system or at a truck fill station), a cross connection control program, a protocol for the return to service of a water main that has been repaired or for a newly installed water main.</p>	<input type="radio"/>	N/A
		<input type="radio"/>	1. No scheduled maintenance program (valve exercising, water main flushing, treated water reservoir inspection) for the distribution system and treated water reservoir(s). Backflow preventers or air gaps are not installed on truck fill. No cross connection control program is in place.
		<input type="radio"/>	2. Distribution system maintenance and treated water reservoir inspection completed but no documentation is available to demonstrate when it was completed and/or water main breaks occur each year resulting in a widespread loss of positive pressure and interruption of key water services.
		<input checked="" type="radio"/>	3. Distribution system maintenance and treated water reservoir inspection completed with supporting documentation available to demonstrate when it was completed. Cross connection (connections with a wastewater system, a storm water system or another unapproved waterworks system) control inspection program is in place. Documented return to service protocol in place for new and repaired water mains.
		<input type="radio"/>	4. A full preventative maintenance program is in place that includes the requirements of point 3 as well as the completion of the following: a documented unidirectional flushing program, water valves to isolate water lines for repairs are located and exercised to ensure they are operational, documentation of a water main and valve replacement schedule and future life expectancy is completed. The water distribution system infrastructure has the ability to maintain service to the rest of the community, and minimize disruption to consumers, while repairs are conducted on isolated sections (i.e. looped water lines to allow water to be distributed from multiple directions).

Comments:

unidirectional **flushing - not being done**

treated water reservoir inspection - yes in 2018

Backflow preventers - don't have a camp ground with direct hook up to RV units

air gaps are installed on truck fill - yes back flow preventor in place

cross connection control program - No

documents - yes for TWR inspection and valve exercising

valve exercising - yes the program replaces 4 valves every year. In 2018 4 valves of the 80 exercised needed to be and were replaced

		<input checked="" type="radio"/>	N/A
			1. The well(s) are in a poor location (low lying area, in

21	Are raw water wells located, protected, and maintained in a sanitary manner (including Groundwater Under Direct Influence Systems)? Definition: a preventative well maintenance program includes but not limited to: documented regular well site inspections, documentation of when the last shock chlorination occurred, when the next one is due, documented protocol, schedule for pulling the well pump and screen for inspection and/or cleaning.	<input type="radio"/>	close proximity to a watercourse, subject to runoff, accessible by livestock, or subject to contamination from other sources (i.e. manure is being spread close to the well site).
		<input type="radio"/>	2. The well(s) are in a good location but do not have protection measures in place (fencing, caplocks installed, well head is accessible for maintenance, well casing is vented, casing(s) that extend above the snowline, or have watertight caps, etc.).
		<input type="radio"/>	3. The well(s) are in a good location with protection measures in place (fencing, caplocks installed, well head is accessible for maintenance, well casing is vented, casing(s) that extend above the snowline, or have watertight caps, etc.).
		<input type="radio"/>	4. The well(s) are in a good location, protection measures are in place, and a documented preventative maintenance program is in place and is being followed.

Comments:

NA

22	Do the operators demonstrate awareness of applicable legislation as required in the operators' Code of Conduct (Approval or Registration under the Code of Practice, the Potable Water Regulations (PWR) and AEP Standards and Guidelines (Standards))?	<input type="radio"/>	N/A
		<input type="radio"/>	1. Approval/COP, PWR and Standards not immediately available and operator cannot demonstrate awareness of requirements.
		<input type="radio"/>	2. Approval/COP, PWR and Standards are available, however operator is not aware of the requirements.
		<input type="radio"/>	3. Approval/COP, PWR and Standards documents were available at the time of inspection and the operator is aware and following the requirements.
		<input checked="" type="radio"/>	4. Approval/COP, PWR and Standards were available at the time of inspection and all operators are aware of and following the requirements. All operators have completed a review of the Approval/COP and have signed off on the review.

Comments:

Operators have electronic copies of PWR and Standards and Guidelines and there was a sign off sheet for the approval

		<input type="radio"/>	N/A
		<input type="radio"/>	1. No reports and no records are available.
		<input type="radio"/>	2. Reports and records retained, but do not include all required information; either the monthly or annual report was incomplete. Required monthly e-reporting not completed.

23	Were reports (monthly and annual) properly compiled and submitted on time?	<input type="radio"/>	3. Complete reports were properly and accurately compiled, retained and available or submitted as required. This includes the electronic submission of annual reports to the correct district address as specified by the AEP Report Submission Guidelines and if applicable monthly data is being submitted electronically to the AEP drinking water quality website.
		<input checked="" type="radio"/>	4. In addition to all the requirements of (3) above, the annual report includes: a cover page, the name and approval/registration number of the waterworks facility, a list of all the operators currently working (or had worked) at the waterworks in that year, the date the Annual report was submitted to AEP, the date(s) of when the DWSP was updated and the signature of person in charge of the waterworks system.

Comments:

Operators are sending part of the annual report to the correct email address and a second part is being reported on line

24	Is the Operations Program completed as per the Approval/Code of Practice	<input type="radio"/>	N/A
		<input type="radio"/>	1. The operations program has not been started.
		<input type="radio"/>	2. The operations program has been started but is not complete.
		<input type="radio"/>	3. The operations program is completed and readily available for AEP to review.
		<input checked="" type="radio"/>	4. The operations program is completed, being followed, reviewed annually and signed off by all staff involved in the operation of the waterworks system.

Comments:

Operations Program signed off by all staff - yes

25	Is the Drinking Water Safety Plan completed as per the Approval/Code of Practice (COP)? Completed means in accordance with the requirements in the Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems; Part 1 Standards for Municipal Waterworks (2012), as amended. It also means that the completed Drinking Water Safety Plan has been presented to and reviewed by the person(s) responsible for the operation of the waterworks system (this could include the CAO, mayor, reeve, council, system owner, condo board, president of the water co-op, etc.)	<input type="radio"/>	N/A
		<input type="radio"/>	1. The Drinking Water Safety Plan has not been started.
		<input type="radio"/>	2. The Drinking Water Safety Plan has been started but is not complete.
		<input type="radio"/>	3. The Drinking Water Safety Plan has been completed, is updated as required by the authorization, and is readily available for AEP to review.
		<input checked="" type="radio"/>	4. Drinking Water Safety Plan has been completed, reviewed annually, and signed off by all staff involved with the waterworks system. Actions have been taken to address one or more key risks that have been identified (if applicable).

Comments:

Signed off - yes

Key Risk addressed - the volume of raw water storage has been increased and a third filter was added reducing the risk of algae blooms as copper sulfate can be used in rotation

26

Are the data results of the on-line or continuous monitoring equipment (applies to any approval parameter that has a limit and is required to be continuously monitored - this includes turbidity/chlorine meter readings, flow rates, volumes, particle counts, UV Intensity and Transmittance) validated to ensure that the results reflect actual quality of the water (some examples of erroneous data results are when air bubbles in the turbidity meter influence the readings or with reduced/increased flow through the chlorine residual monitor)? (Note this question does not apply to those waterworks systems that do not use on-line or continuous monitoring equipment to verify compliance with their Approval or COP Registration).

N/A

1. The Approval/Registration holder is submitting data results to AEP without validation to ensure that they reflect actual water quality.

2. The Approval/Registration holder is submitting some of the data results to AEP, but not all, without validation to ensure that they reflect actual water quality. An attempt at data validation is being made but insufficient evidence as to why the data is not valid can't be provided.

3. The Approval/Registration holder is validating the data results of the on-line or continuous monitoring equipment prior to submission to AEP. A documented data validation control program is in place for both chlorine residuals, filter turbidities, and UVT meter readings and comparisons are done on a monthly basis. Definition: a data validation program includes a protocol established to compare continuous analyzer results with those of grab sample and with tolerance limits established for how far apart the comparison readings can be. Data validation only applies to continuous monitoring data in which approval limits have been established (and where comparable grab sample results are easily attainable). This would include filter turbidimeter readings, chlorine residual analyzer readings and continuous UV transmittance readings.

4. In addition to the requirements of point 3 above, the Approval/Registration holder has taken actions to correct any on-line or continuous monitoring equipment that has generated data results not reflective of actual water quality (examples include installation of an air trap to remove the air bubbles from the water, reinstallation of a meter in a more suitable location or replacement of a problematic meter). This includes data validation even when results are still within approval limits. A documented data validation control program is in place for both chlorine residuals/filter turbidities and UVT meter readings and comparisons are done on a daily basis.

Comments:

Data is verified at end of each month before it is entered online

A documented data validation control program needs to be in place for both chlorine residuals, filter turbidities, and UVT meter readings and needs to be in the Operations Program

Comparisons need to be done on a monthly basis.

A data validation program includes a protocol established to compare continuous analyzer results with those of grab sample and with tolerance limits established for how far apart the comparison readings can be. Data validation only applies to

continuous monitoring data in which approval limits have been established (and where comparable grab sample results are easily attainable). This would include filter turbidimeter readings, chlorine residual analyzer readings and continuous UV transmittance readings.

27	Have Approval/Code of Practice (COP) and Potable Water Regulation contraventions for the tertiary assessment been properly reported?	<input type="radio"/>	N/A
		<input type="radio"/>	1. Have had unreported contraventions, or operator(s) failed to notice when contraventions occurred that should have been reported.
		<input type="radio"/>	2. Contraventions are reported but not as required (i.e. no written report(s) submitted, late reports, incomplete reports, or reports sent to the wrong location).
		<input type="radio"/>	3. Contraventions reported properly with complete and appropriate written follow-up that resulted in the resolution of the issue(s) or no contravention reports were required as the facility was operated to meet Approval/COP requirements.
		<input checked="" type="radio"/>	4. In addition to the requirements of point 3 above, contraventions are tracked and reviewed to identify any reoccurring incidents or issues in an effort to minimize or prevent future reoccurrences.

Comments:

ADMINISTRATIVE RISK ASSESSMENT:

PASS

ADMINISTRATIVE RISK ASSESSMENT COMMENTS:



Bylaw #1023 – Council Procedure Bylaw

Background

The current Council Procedure Bylaw is 9 years old and a number of new realities are now faced by Council that are not captured with this older bylaw. The recommended changes and updates capture common terminology and are highlighted throughout the draft bylaw. The amendments recommended by Council at the September Council meeting are now captured in the version presented.

Options (administrative recommendation marked with “x”):

- #1** – Approve 3rd reading of Bylaw #1023 – Council Procedure Bylaw, as presented.
- #2** – Approve the 1st reading of Bylaw #1023 – Council Procedure Bylaw, as amended.
- #3** – Provide administration with further direction with an approach Council would like to take.

Attachments

- 1) Bylaw #1023 – Council Procedure Bylaw DRAFT

BY-LAW NO. 1023

A BY-LAW OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA, TO DEAL WITH THE PROCEDURE AND THE TRANSACTING OF BUSINESS BY THE COUNCIL OF THE TOWN OF MILK RIVER.

WHEREAS, Section 145 of the Municipal Government Act, being Chapter M-26 R.S.A. 2000 and amendments thereto, deal with meetings of Council, this By-Law, by virtue of the Act, provides for the regulation of the proceedings of Council and the Committees thereof.

NOW THEREFORE, the Council of the Town of Milk River, duly assembled enacts as follows:

PART I: TITLE

1. This By-Law shall be cited as the "Procedure By-Law" of the Town of Milk River.

PART II: DEFINITIONS AND INTERPRETATION

1. In this By-Law:

- a) "Act" means the Municipal Government Act, Chapter M-26, as amended.
- b) "Acting Mayor" means the member selected by the Council to preside at a Regular Meeting thereof in the absence or incapacity of both the Mayor and the Deputy Mayor, pursuant to the Act.
- c) "Agenda" means the agenda for a Regular, Special or Committee of the Whole meeting prepared pursuant to Part VII of this By-Law.
- d) "By-Law" means a By-Law of the Town.
- e) "Chair" means the person who has been given authority to direct the conduct of a meeting including the appointed head of a committee.
- f) "Committee" means any committee, board or other body established by Council under the Municipal Government, unless Council decides that this by-law does not apply to any particular Council Committee.
- g) "Council" means the duly elected Council of the Town of Milk River
- h) "Deputy Mayor" means the person appointed by Council pursuant to the provisions of Part IV of this By-Law to act as Mayor in the absence or incapacity of the Mayor.
- i) "Mayor" means the person elected as the Chief Elected Officer under Section 150 of the Act.
- j) "New Business" means business dealing with a matter, which has not been introduced at the same or previous meeting and of which no notice has been given of the intention to present it.
- k) "Privilege" means the rights and immunities of Council collective or the position and conduct of members of Council in their office character as elected representatives and a "matter of privilege" means any matter affecting privilege.
- l) "Quorum" means minimum number of members of Council or Committee necessary to conduct business.
- m) "Town" means the corporation of the Town of Milk River and where the context so requires, means the area included within the boundaries of the Town.
- n) "Old Business" means the business which has been raised at the same or previous meeting and which has not been completed.

2. Wherever this By-Law requires that a motion be made, a By-Law be passed or any other action be taken by a vote of:

- a) a simple majority of Council;
- b) two-thirds or any other stipulated fraction of Council members;
- c) all members of Council;

the requirements shall be interpreted as meaning such majority, fraction or total of the members of Council who are present and voting on the matter.

PART III: APPLICATION OF BY-LAW

1. This By-Law applies to:
 - (a) All Regular and Special Meetings of Council; and
 - (b) the conduct of meetings of all Committees and Boards of Council.

PART IV: ORGANIZATIONAL MEETING OF COUNCIL

1. Council must hold an organizational meeting annually not later than two weeks after the third Monday in October.
2. Unless the Mayor has been elected at the last General Election, immediately preceding the Organizational meeting, the Mayor shall take the chair and call the meeting to order.
3. If the Mayor has been elected at the last General Election, immediately preceding the meeting, the CAO shall call the meeting to order and shall preside over the meeting until the oath, prescribed by the Oath of Office Act, has been administered to the Mayor.
4. After the Mayor has taken the oath, the Mayor shall preside over the meeting and the Councillors shall take the Official Oath of Office.
5. All Committees and other bodies that Council is entitled to appoint may be changed annually at the time of the Organizational Meeting as set by the statute then in effect.
6. The business of the Organizational Meeting shall be limited to:
 - a. The appointment of the Deputy Mayor;
 - b. The appointment of Council to committees or other bodies;
 - c. Setting the date, time and place for regular Council meetings;
 - d. A review the Councillor Code of Conduct;
 - e. A review of the remuneration and expenses policy;
 - f. In an election year, a review of the Procedural Bylaw;
 - g. Appoint signing authorities;
 - h. Appoint the auditor;
 - i. Appoint the assessor;

PART V: APPOINTMENT AND ORGANIZATION OF COMMITTEES OF COUNCIL

1. All Committees of Council and all members of Committees, including citizen members shall be bound by the voting rules of this by-law.
2. All elected and citizen members of Committees of Council, will be appointed at an Organizational Meeting, or by a motion of Council.
3. Terms for Councillors appointed to any Committee are twelve months.
4. Terms for residents at large appointed to a Committee will be a twelve-month term.
5. Residents interested in volunteering to serve on Committees may apply to the Town by way of cover letter outlining their interest. Recommendations for appointments will be made using the following considerations:
 - (i) the best interests of the Town
 - (ii) the competence of members
 - (iii) willingness to serve.
6. The purpose of the Committee of the Whole is to allow for Council and Department heads to have discussions on operational and capital priorities and issues. It shall include Council, the CAO, the Public Works Foreman and the Fire Chief. Only the members of Council are able to vote. The Committee of the Whole meets, as required and as determined by Council.

PART VI: GENERAL RULES OF COUNCIL

1. Regular Meetings of Council shall be held on the second Monday of each month provided that where a Regular Council Meeting falls on a holiday, the meeting shall be held on the next following day, not being a holiday, or on such other day as Council decides.

2. Regular Meetings of Council shall commence at 5:30pm and adjourn by a unanimous vote of the members present. Adjournment of a meeting shall be no later than 9:30pm, unless a vote of the majority of Council extends the meeting for 30 minutes. The Council meeting must be completed before 10:00pm, including an extension.
3. If there is no quorum present within fifteen minutes after the time appointed for the meeting of Council, the CAO shall, for the purpose of remuneration, call the roll and take down the names of the members present and the Council shall stand absolutely adjourned until the next meeting.
4. Absences of a member of Council shall be dealt with under the provisions provided in the Act.
5. The minutes of the preceding meeting shall have previously been circulated to the Councillors, allowing the minutes circulated to be adopted by a majority vote.
6. The Chair shall preserve order and decorum and decide questions of order, subject to an appeal to the Council, and the decision of the Chair shall be final unless reversed or altered by a majority vote of the members present without debate.
7. Every member wishing to speak to a question or motion shall address themselves only to the Chair.
8. When a request is made to have a member's vote recorded against a question, all present at that time shall be recorded, and the member's votes shall be recorded as voting for, against, and /or abstained for pecuniary interest only, pursuant to the Act.
9. Special Council meetings can be held under the provisions provided in Section 194 of the Act.
10. Special Council meetings should only be held to address time sensitive issues.
11. Public Hearings will follow the process outlined in the Act.
12. A member of Council shall be allowed to participate in a Regular or Special meeting of Council via electronic means, as described in the Act. A member of Council will only be able to participate in one meeting via electronics means in a row. The per diem rates for a member of Council participating in a meeting via electronic means will be paid at the same rate as if the member of Council is physically present. If the meeting goes into a Closed Session, while a member of Council is participating via electronic means, he/she will not be able to participate in the Closed Session portion of the meeting.
13. Audio and video recordings of all meetings of Council are prohibited, unless authorized by a unanimous vote of Council.

PART VII: PROCEEDINGS AT MEETINGS

1. Unless otherwise specified in this By-Law, the Order of Business for a Regular Meeting of Council shall be contained in the agenda for the meeting, which shall be prepared by the CAO. Copies of all reports or communications to be dealt with shall be placed at the disposal of Council by the noon on the Friday immediately preceding a Regular Council Meeting.
2. The Order of Business in the agenda shall be as follows:
 - (1.) Call to Order
 - (2.) Delegations
 - (3.) Additions to the Agenda
 - (4.) Approval of Minutes
 - (5.) Business Arising from Minutes
 - (6.) Financial Reports
 - (7.) Administration Reports

- (8.) Old Business
 - (9.) New Business & Bylaws
 - (10.) Councillor's Reports
 - (11.) Mayor's Report
 - (12.) In Camera (if required)
 - (13.) Adjournment
3. Additions to the agenda will be made by motion and accepted by majority vote of the Council.
 4. Delegations who wishes to bring any matter to the attention of the Council or who wishes to have any matter considered by the Council, shall address a letter to the Council outlining the subject to be discussed. The letter shall be typewritten or legibly written, signed by the correct name of the writer, delivered or mailed to the office of the CAO so that it arrives no later than 1:00 p.m. on the Tuesday immediately preceding the meeting at which it is to be presented, and it shall contain the full mailing address of the writer. If he or she wishes to appear before Council, it shall be so stated in the letter. The CAO shall then place the person(s) on the next meeting agenda if possible.
 5. Delegations will be allocated a maximum of 10 minutes to present the subject matter indicated in their request. The Chair of the meeting may extend this maximum time allocation at their choice. A maximum of 2 delegations will be included on the agenda at a Regular Council meeting.
 6. Delegations may present to Council no more than 2 times per year on items considered to be the same issue.

PART VIII: MOTIONS AND PUTTING QUESTIONS OR RESOLUTIONS IN COUNCIL

1. In all cases not provided for in the proceedings of the Council or in Committee, Robert's Rule of Order shall be followed and, in such cases, the decision of the Chair shall be final and accepted without debate.
2. No motion bringing in a new matter before Council may be made while any other motion is pending.
3. A recommendation in a report does not constitute a motion until a Council Member has expressly moved it.
4. A motion is not required to be seconded.
5. All motions shall be in writing and recorded before being debated or put from the Chair.
6. The Chair must call for a motion before a vote is taken
7. A motion may be tabled to enable Council to deal with other more pressing matters. A motion that has been tabled may be brought back at any time by a majority vote and when brought back, it will take precedence over other new motions.
8. Under Section 183 of the Act, every member of Council present, shall vote on every matter of Council, unless they are required to or permitted to abstain from voting due to a pecuniary interest.

PART IX: ORDER OF PROCEEDINGS WHEN IN A CLOSED SESSION

1. The rules of the Council shall be observed when Council is in a closed session as far as may be applicable. Recommendations shall be voted on after returning to Regular Meeting.
2. The Committee of the Whole Meeting can, by resolution, move into a closed session and exclude any person or persons from the meeting. Recommendations shall be voted on after returning to Regular Meeting.

PART X: READING OF PROPOSED BY-LAWS AND PROCEEDINGS THEREON

1. When a proposed By-Law is read in Council, the CAO shall certify the reading and the date of the reading on the face thereof. When a By-Law has been read a third time and finally passed the CAO shall keep on file correct copies thereof, including amendments, if any.
2. A By-Law appearing upon the Council agenda when listed as ready for first reading shall be introduced by a member moving "That By-Law No. (Quoting the By-Law No.) be now read a first time." After first reading, the By-Law may be debated, referred or laid over. If a By-Law fails to receive first reading, then it may be struck from the agenda.
3. Every By-Law shall be read a third time before it is signed by the Mayor or Deputy Mayor. If a By-Law fails to receive third reading, it shall remain on the agenda to be dealt with at the next Regular Meeting of Council. However, if a By-Law fails to receive third reading at three consecutive Regular Meetings of Council, it shall be deemed to have failed and be struck from the agenda.

PART XI: REGULATIONS FOR CONDUCTING BUSINESS IN COMMITTEE

1. The business of the Committee of the Whole, Authorities, Boards, and other Committees shall be conducted in accordance with the rules governing procedure in the Council, in addition, the following rules shall be adhered to:
 - a) The Chairperson shall preside at each meeting, shall vote on all questions submitted and, upon an equal vote, the question shall be negative.
 - b) The name of the Chairperson shall appear on all reports and recommendations made by a Committee/Authority/Board.
 - c) In the absence of the Chairperson and unless another has been appointed by the Mayor or the Council, one of the other members shall be elected to preside and shall discharge the duties of the Chairperson during the meeting or until the arrival of the Chairperson.
 - d) The minutes of the transactions of each Committee/Authority/Board shall accurately kept in a book provided for that purpose and, at each meeting, the minutes of the preceding meeting shall be submitted for approval. After they are approved by a majority of the members present, shall be signed by the Chairperson and the CAO.
2. The general duties of all the Committees of Council shall be as follows:
 - a) To report to the Council, on all matters connected with the duties imposed upon each such Committee and to recommend such action by the Council as it deems necessary within its terms of reference.
 - b) To observe, unless otherwise specifically permitted, the rules prescribed by the By-Laws of the Council.

This By-Law shall rescind By-Law No. 952 upon final passing thereof. This By-Law shall come into full force and effect on the final day of passing.

READ a first and second this 9th day of September 2019.

MAYOR – Peggy Losey

CAO – Ryan Leuzinger

READ a third and final time this 21st day of October, 2019.

MAYOR – Peggy Losey

CAO – Ryan Leuzinger



Milk River Cable Club – 2010 Linear Tax Exemption Agreement

Background

At the November 2010 Council meeting, Town Council approved a 10-year linear tax exemption. The original agreement included an option for an additional 10-year linear tax exemption, upon mutual consent of the Town and the Milk River Cable Club. The Provincial Government recently approved an amendment to the *Municipal Government Act* allowing for tax incentives on non-residential properties. Should Council wish to offer this 10 year tax exemption incentive to the Milk River Cable Club, we would be required to develop a new Bylaw outlining the criteria and conditions where these incentives can be applied equally to all non-residential property owners. In 2019, the total linear assessment the town levied was \$1,269,790, which equated to approximately \$31,082 in municipal taxation collected.

Options (administrative recommendation marked with “x”):

- #1 – Provide administration with further direction with an approach Council would like to take.

Attachments

- 1) Town of Milk River Letter to Milk River Cable Club – November 2010
- 2) Exemption Cost Analysis



THE TOWN OF
Milk River

"Under 8 Flags – A Great Place to Call Home"

December 14, 2010

Milk River Cable Club
Attn: Vic Haddad, President
Box 698
Milk River, Alberta T0K 1M0

Mr. Haddad,

At our November 8, 2010 meeting of Council the following motion was passed as it relates to the Milk River Cable Club linear assessment;

Moved by Councillor Smith THAT the cable club linear assessment be deemed non-taxable for a period of 10 years with an option to renew for another 10 years at the end of the agreement.

CARRIED

I trust that this is all the you require. If you do have any questions or concerns I can be reached at 403-647-3773 or by email at cao@milkriver.ca.

Sincerely,

Shawn Hathaway
CAO – Town of Milk River

Cable Club Linear Tax Exemptions

Year	Assessment	Municipal	Special Levy	Capital Levy	Emergency Levy	School
2010	\$116,200	\$2,555	\$50	\$0	\$106	\$460
2011	\$116,740	\$2,600	\$50	\$57	\$104	\$439
2012	\$123,110	\$2,741	\$50	\$59	\$105	\$481
2013	\$137,160	\$2,923	\$50	\$63	\$113	\$516
2014	\$146,560	\$3,120	\$50	\$67	\$133	\$530
2015	\$146,330	\$3,366	\$50	\$70	\$0	\$532
2016	\$146,990	\$3,418	\$50	\$69	\$0	\$477
2017	\$148,490	\$3,526	\$50	\$69	\$0	\$541
2018	\$150,000	\$3,665	\$50	\$66	\$0	\$564
2019	\$150,000	\$3,672	\$50	\$67	\$0	\$597
		\$31,583	\$500	\$587	\$560	\$5,135
						\$5,6

*these numbers are if the exemption wasn't in place

* November 2010 - Council approved a 10 year tax exemption on linear taxes for Cable Club

* this exemption included a mutual agreement 10 year renewal clause

* Emergency Services Levy stopped in 2015 and rolled into taxation

*Town has been paying the education requisition and seniors foundation portion - highlighted in yellow

Sr	Total
\$41	\$3,211
\$40	\$3,288
\$41	\$3,476
\$45	\$3,709
\$53	\$3,953
\$55	\$4,072
\$50	\$4,063
\$57	\$4,242
\$58	\$4,403
\$58	\$4,443
\$497	\$38,862
32	

FORTIS Electrical Franchise Fees – RFD

Background

On a yearly basis, we are required to inform FORTIS of any changes we would like to make to our franchise fee. Currently, our franchise fee is 12%. According to our franchise agreement with FORTIS, we can charge a maximum of 20%. FORTIS is forecasting that the 12% franchise fee results in \$78,408 for 2020. If Council would like to increase or decrease the rate, a formal notification process is initiated as outlined by the Alberta Utilities Commission.

Options (administrative recommendation marked with “x”):

- #1** – Approve keeping the annual FORTIS Electrical Franchise fee at 12%.
- #2** – Approve increasing the annual FORTIS Electrical Franchise fee to higher than 12% but equal or less than 20%.
- #3** – Approve decreasing the annual FORTIS Electrical Franchise fee to a number lower than 12%, as decided by Council.
- #4** – Provide administration with further direction with an approach Council would like to take.

Attachments

- 1) FORTIS Electrical Franchise Fee Letter

MUNICIPAL FRANCHISE FEE RIDERS

Availability Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to all FortisAlberta distribution tariffs, except riders and rebates, in each municipality.

Price Adjustment A percentage surcharge per the table below will be added to the gross distribution tariff, excluding any riders or charges that relate to deferral account amounts, calculated for each site within each municipality and will be billed to the applicable retailer.

FortisAlberta will pay to each municipality each month, in accordance with the franchise agreements between FortisAlberta and the municipalities, the franchise fee revenue collected from the retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	03-0041	Boyle	6%	2018/07/01
01-0003	Airdrie	17%	2019/04/01	03-0042	Breton	20%	2015/01/01
03-0005	Alix	8.50%	2019/01/01	01-0043	Brooks	12.63%	2015/01/01
03-0004	Alberta Beach	5%	2017/01/01	02-0044	Bruderheim	0%	2013/07/01
03-0007	Amisk	0%	2014/01/01	02-0047	Calmar	20%	2013/07/01
02-0011	Athabasca	7%	2018/04/01	01-0048	Camrose	10%	2016/01/01
04-0009	Argentia Beach	0%	2017/01/01	02-0050	Canmore	10%	2016/01/01
03-0010	Arrowwood	12%	2015/07/01	03-0054	Carmangay	5%	2018/01/01
02-0387	Banff	4%	2018/01/01	03-0055	Caroline	10%	2019/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	12%	2016/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	3%	2013/07/01	02-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	4%	2017/01/01
01-0019	Beaumont	11.125%	2019/04/01	03-0066	Clive	9%	2013/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	11%	2015/01/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	5%	2015/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	15%	2015/01/01
02-0030	Black Diamond	10%	2017/01/01	03-0076	Coutts	3%	2017/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0077	Cowley	5%	2016/01/01
02-0034	Bon Accord	20%	2013/07/01	03-0078	Cremona	10%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	02-0079	Crossfield	0%	2015/01/01
02-0040	Bowden	15%	2017/01/01	09-0361	Crowsnest Pass	16%	2016/01/01

FortisAlberta's Customer and Retailer Terms and Conditions of Distribution Tariff Services provide for other charges, including an arrears charge of 1.5% per month.

MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective	Muni Cod	Municipality	Rider	Effective
04-0080	Crystal Springs	0%	2016/01/01	04-0196	Lakeview	2%	2016/01/01
03-0081	Czar	5%	2013/10/01	02-0197	Lamont	5%	2013/07/01
02-0082	Daysland	7%	2018/01/01	01-0200	Leduc	16%	2014/01/01
02-0086	Devon	13%	2018/01/01	02-0202	Legal	10%	2018/01/01
02-0088	Didsbury	17%	2016/01/01	03-0207	Lomond	15%	2017/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0208	Longview	17%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0209	Lougheed	5%	2016/01/01
02-0095	Eckville	10%	2015/01/01	02-0211	Magrath	8%	2017/01/01
03-0096	Edberg	10%	2018/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
03-0097	Edgerton	16%	2015/01/01	02-0215	Mayerthorpe	8%	2016/01/01
02-0100	Edson	5%	2015/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0109	Ferintosh	11%	2016/01/01	02-0218	Milk River	12%	2017/01/01
03-0112	Foremost	7%	2016/01/01	02-0219	Millet	16%	2019/01/01
02-0115	Fort Macleod	15%	2018/10/01	03-0220	Milo	20%	2017/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	02-0224	Morinville	20%	2013/07/01
02-0124	Gibbons	10%	2013/01/01	04-0230	Nakamun Park	0%	2013/10/01
03-0128	Glenwood	0%	2016/02/11	02-0232	Nanton	9%	2019/01/01
04-0129	Golden Days	0%	2017/01/01	02-0236	Nobleford	0%	2013/10/01
02-0135	Granum	5.50%	2013/07/01	03-0233	New Norway	6%	2009/01/01
04-0134	Grandview	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	7.50%	2019/01/01	02-0238	Okotoks	18%	2019/01/01
03-0144	Hay Lakes	7%	2017/11/01	02-0239	Olds	15%	2019/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	7.50%	2013/01/01
03-0149	Hill Spring	5%	2015/09/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	12.70%	2019/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	10%	2016/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	12%	2019/01/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	0%	2013/10/01	02-0261	Raymond	12%	2016/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	0%	2013/07/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	16%	2019/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	12%	2017/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	5%	2015/04/01
02-0188	Killam	8%	2017/01/01	03-0272	Rosemary	12%	2016/01/01
01-0194	Lacombe	12.75%	2019/01/01	04-0273	Ross Haven	0%	2016/01/01

FortisAlberta's Customer and Retailer Terms and Conditions of Electric Distribution Service provide for other charges, including an arrears charge of 1.5% per month.

MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective
03-0276	Ryley	3%	2016/01/01
04-0279	Seba Beach	4%	2014/01/01
02-0280	Sedgewick	8%	2017/04/01
04-0283	Silver Sands	3%	2018/01/01
04-0369	South Baptiste	0%	2005/05/01
04-0288	South View	3%	2019/01/01
01-0291	Spruce Grove	20%	2016/01/01
01-0292	St. Albert	5%	2019/01/01
03-0295	Standard	0%	2015/01/01
02-0297	Stavelly	5%	2017/01/01
03-0300	Stirling	12%	2019/01/01
02-0301	Stony Plain	20%	2015/01/01
09-0302	Strathcona County	0%	TBD
02-0303	Strathmore	16.25%	2019/04/01
03-0304	Strome	8%	2016/01/01
02-0307	Sundre	9%	2018/01/01
04-0386	Sunrise Beach	0%	2018/01/01
04-0308	Sunset Point	10%	2017/01/01
02-0310	Sylvan Lake	15%	2019/01/01
02-0311	Taber	20%	2013/10/01
03-0315	Thorsby	20%	2015/01/01
02-0318	Tofield	5%	2015/01/01
02-0321	Turner Valley	10%	2017/01/01
04-0324	Val Quentin	0%	2016/01/01
02-0326	Vauxhall	4%	2019/01/01
02-0331	Viking	8%	2013/07/01
02-0333	Vulcan	20%	2013/10/01
03-0364	Wabamun	10%	2017/01/01
02-0335	Wainwright	9%	2019/01/01
07-0159	Waterton Park	8%	2018/10/01
03-0338	Warburg	10%	2015/01/01
03-0339	Warner	0%	2017/01/01
04-0344	West Cove	0%	2018/01/01
02-0345	Westlock	12%	2013/07/01
01-0347	Wetaskiwin	12%	2016/01/01
04-0371	Whispering Hills	5%	2016/10/01
02-0350	Whitecourt	2.42%	2019/01/01
04-0354	Yellowstone	3%	2016/01/01



Town of Milk River

October 22, 2019

Honourable Doug Schweitzer
Minister of Justice and Solicitor General
424 Legislature Building
10800 - 97 Avenue NW
Edmonton, Alberta T5K 2B6

RE: Proposed Police Funding Model Changes

To the Minister of Justice and Solicitor General,

The Town of Milk River would like to formally inform you of our significant concerns regarding the proposed changes to the police funding model. We feel that a much broader review of the police costing model needs to be considered in order to develop an equitable model for all municipalities, small or large, urban or rural. The current proposed approach will unfairly burden small municipalities, like Milk River, who are already grappling with decreasing revenues, decreasing grant revenues and increasing costs of operations.

It would be very detrimental to our taxpayers to download an unequitable police costing model on to municipalities, with the real potential of over a 9% tax increase to pay for your proposed funding model. With the proposed approach, we would be forced to sacrifice our local priorities to collect money on your behalf, exactly like how we have to when collecting the education requisition on the Provinces' behalf. We are already forced to sacrifice our own operating and capital budgets due to increases to the education requisition while we consider our taxation bylaws, we simply cannot afford to continually operate this way with the potential of another requisition. This is direct proof that municipalities collecting requisitions on behalf of the Provincial Government are detrimental to our local operations.

The proposed police funding model changes poses several questions: 1) will municipalities be receiving an equal portion of the revenues that would be realized from increasing policing throughout the Province? 2) will smaller municipalities receive an increase to service levels with the increased funding? 3) will the small, local detachments be provided with additional support or will all the additional funds be funneled to the larger municipalities? 4) will the Province be using this funding approach to add to their general revenues?

The Town of Milk River welcomes an additional and extensive public input process that will reflect all provincial stakeholders. Should you have any questions, please do not hesitate to contact me at (403) 647-3773.

Yours truly,

Peggy Losey
Mayor

cc. Premier Jason Kenney
Honourable Grant Hunter – Associate Minister of Red Tape Reduction; MLA for Taber-Warner
Honourable Kaycee Madu – Minister of Municipal Affairs



Box 270
Milk River, AB T0K 1M0



403-647-3773 (p)
403-647-3772 (f)



milkriver.ca

Police Cost Model Review

Engagement Meeting

September 5, 2019



Alberta

Introductions



2

Alberta



Introduction



3



Agenda

1. Opening Remarks
2. Discuss engagement process
3. Review background to engagement
4. Share police costing model
 - a) Base Cost Distribution
 - b) Modifiers
 - c) Examples
5. Provincial Comparisons
6. Next Steps
 - a) Webinar
 - b) Written feedback

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Process

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Timelines



- Kick-off meeting focusing on the police costing model meeting
- Review alternative models
- Form template for in-depth responses

- Review Bill 158
- Meeting focusing on police enforcement of cannabis legalization
- Form template for in-depth responses

Sharing of findings from the analysis of meetings and form submissions.

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Outcome of Engagement

Part 1: Police Costing

- Development of a future police costing model which will consider the input gathered from the most relevant stakeholders.
- For the government to develop proposed legislative amendments for the *Police Act* that will reflect the considerations of municipalities in a new police funding model.

Part 2: Cannabis Enforcement

- Compilation of information that can direct the future of the MCTP or alternative funding support for the enforcement of cannabis legalization.

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Principles of Engagement

- **Transparency** - Intent and processes will be clear and transparent. Stakeholders will understand the consultation process and how their input will affect policy decisions and drafting of legislation.
- **Communication** - Accurate, consistent and timely communication and information sharing with stakeholders in order to avoid confusion or raise false expectations.
- **Follow up** – Reporting back and sharing the results of consultation and how the input was used to inform the legislation.
- **Evaluation** – Consultation sessions with stakeholders will be evaluated against these principles for the purposes of continuous improvement.

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Invited Stakeholders

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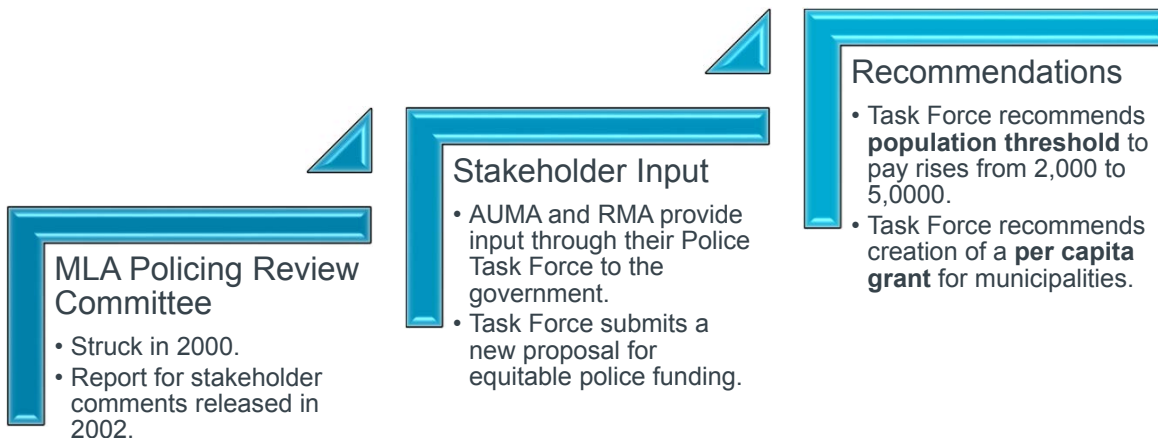


Background

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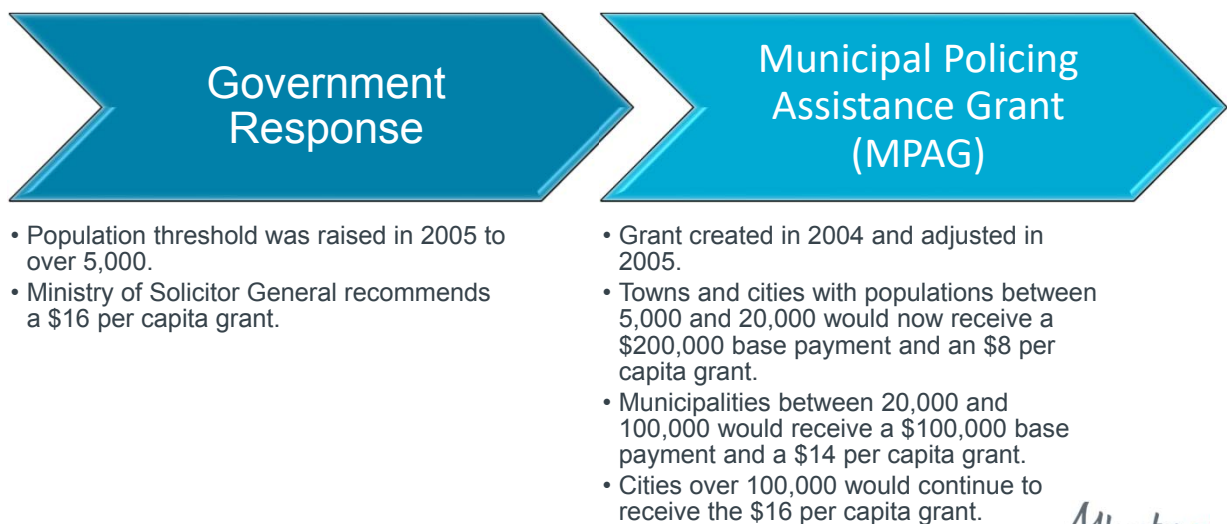
Strategic Background



11



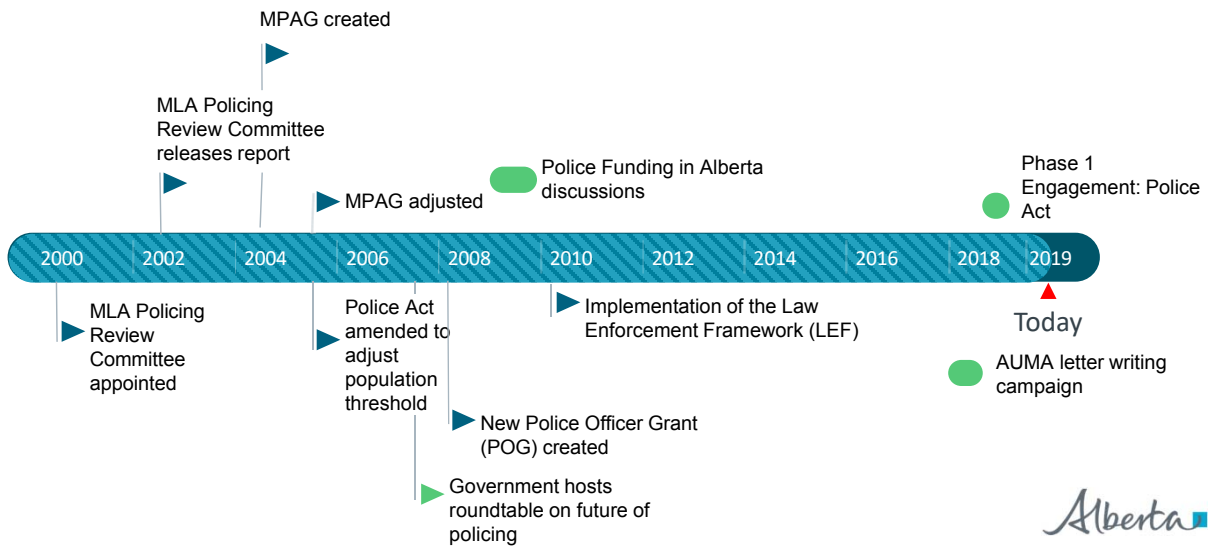
Strategic Background



12



Strategic Background



13

Strategic Background

- The ***Police Act*** requires urban municipalities with populations over 5,000 to provide police services in their communities.
- Under the **Provincial Police Service Agreement (PPSA)**, policing is provided at no direct cost to all rural municipalities (municipal districts regardless of population, and to towns, villages and summer villages with populations of 5,000 or less) as per the *Police Act*.

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Proposed Cost Model

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Currently

- 291 rural municipalities do not directly pay for policing through their municipal taxes.
- This is approximately 20% of the Alberta population.

Proposal

- These communities would begin paying a percentage of their frontline policing costs.
- In 2018/19, the cost of frontline policing was \$232.5 million

Frontline policing is considered to include: general duty, traffic, and general investigative section and accounts for 62% of all police positions.

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Base Cost Distribution

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Base Cost Distribution

Equalized Assessment



Population



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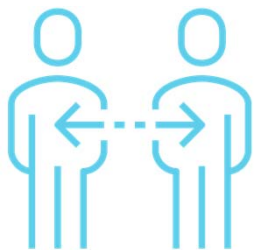
The Modifiers

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Shadow Population

- Subsidy received if recognized and reported to Municipal Affairs



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Crime Severity Index

- Subsidy received if above rural municipal average



Examples

Range of Cost Recovery Options

Police Costing Model (PCM) Options						
Weighting	30%	70%		0.05% per Municipal CSI point above average	5%	
Cost Recovery Options - Frontline Policing Costs	Population affected	Total Equalized Assessment	Total Share Policing Cost	CSI Subsidy given	Shadow Population Subsidy given	Revenue Generated
15%	765,780	\$293,162,459,917	\$34,900,000	\$1,015,167	\$203,263	\$33,681,570
30%	765,780	\$293,162,459,917	\$69,800,000	\$2,030,334	\$406,526	\$67,363,141
40%	765,780	\$293,162,459,917	\$93,000,000	\$2,705,172	\$541,646	\$89,753,182
50%	765,780	\$293,162,459,917	\$116,300,000	\$3,382,920	\$677,349	\$112,239,731
60%	765,780	\$293,162,459,917	\$139,500,000	\$4,057,758	\$812,469	\$134,629,772
70%	765,780	\$293,162,459,917	\$162,800,000	\$4,735,506	\$948,172	\$157,116,322

15% Cost Recovery

- Example for two municipalities:
 - Municipality A: responsible for \$4,049,067 of policing costs or 0.74 per cent of municipal property tax.
 - Subsidies for CSI (minus \$708,512) and shadow population (minus \$202,453).
 - The **total cost recovery would be \$3,138,101.**
 - Municipality B: responsible for \$277,966 of policing costs or 1.54 per cent of municipal property tax.
 - Does not qualify for any subsidies.
 - The **total cost recovery would be \$277,966.**

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70% Cost Recovery

- Example for two municipalities:
 - Municipality A: responsible for \$18,887,911 of policing costs or 3.45 per cent of municipal property tax.
 - Subsidies for CSI (minus \$3,305,036) and shadow population (minus \$944,396).
 - The **total cost recovery would be \$14,638,479.**
 - Municipality B: responsible for \$1,296,642 of policing costs or 7.19 per cent of municipal property tax.
 - Does not qualify for any subsidies.
 - The **total cost recovery would be \$1,296,642.**

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Provincial Comparisons

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Provincial Comparisons

BC

- Municipalities with populations over 5,000 pay for policing through their municipal tax.
- Municipalities with under 5,000 persons have tax rates set to recover a portion of the costs.

SK

- Costs of policing distributed by formula in legislation among all municipalities. This includes rural municipalities with under 5,000 population.

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Guiding Questions

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Guiding Questions



Pros and Cons

1. What are the benefits of the model presented?
2. What are the pitfalls to the model presented?



Cost Recovery

1. What are your thoughts on the province recovering a percentage of frontline policing costs from those currently not paying?



Impacts

1. What do you anticipate as challenges for implementing the model?
2. What impact to addressing rural crime would you anticipate this costing model having?

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Questions?



Alberta

Police Costing Model Engagement

Backgrounder

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Introduction

The police costing model has a large impact on the lives of Albertans. In communities and municipalities that help pay for their police services, their tax-payers pay for cost increases. Changes in the costing model guides local budget deliberations and may affect police services.

Over the past decade, stakeholders told Alberta Justice and Solicitor General that the police costing model needs revision. The current approach is 15 years old. It has been adjusted since 2004, but there have been no large-scale changes. But policing has evolved. The costing model needs to address those changes and keep pace with current and future needs. To modernize the cost model, the ministry wants to hear from you as elected and administrative municipal leaders, and from the groups that represent you: the Alberta Urban Municipalities Association and Rural Municipalities Association.

This engagement process will gather your input on how a new police costing model would fit for communities across Alberta. We are counting on you, our partners. You are the experts on the needs of your local communities. With your help, this will be a thorough and effective review, so the new model helps your communities and police services thrive together.

This backgrounder provides context around the police costing model. Please get in touch with the engagement team (JSG.PSDEngagement@gov.ab.ca) if there are any errors, omissions, or aspects that are unclear.

Guiding Questions for this review:

- What are your thoughts on the province recovering a percentage of frontline policing costs from those currently not paying?
- What aspects of the proposed costing model do you feel would reflect the needs of your community?
- What will not work in the proposed costing model?
- What ability do communities and municipalities have to be agile in their budgets for policing costs?
- What kind of timeline would be ideal for implementation of a new model?
- What impact will a new costing model have on communities?
- What do you anticipate as challenges for implementing the model?
- What impact to addressing rural crime would you anticipate this costing model having?
 - What other impacts might a new cost model have?

The engagement will focus on broad questions about funding for police services to identify the most important factors for communities in a model.

What is *not* being reviewed?

This review will focus only on the development and implementation of a proposed new cost model. Other issues related to policing costs and the *Police Act* will not specifically be addressed. This includes:

- *Police Act* issues unrelated to policing costs;
- Municipal Policing Assistance Grants (MPAG);
- Police Officer Grants (POG);
- First Nations Policing; and
- Enhanced policing for Metis Settlements.

First Nations Policing and enhance policing for Metis Settlements will not be affected by a new costing model.

Ways to participate

The review team will host two kick-off meetings. The first one will focus on policing costs and will take place on September 5, 2019. AUMA and RMA will be invited to meet with the ministers of Justice and Solicitor General and Municipal Affairs to discuss the purpose of this engagement and the ways in which stakeholders can participate.

A webinar will share information on a police costing model with elected and administrative leaders from all municipalities on (date). Stakeholders will have until October 15, 2019 to provide written feedback on the police costing model via an online survey.

A second kick-off meeting will focus on costs incurred related to enforcing the legalization of cannabis. AUMA, RMA, and the Metis Settlements General Council will be invited to attend that meeting on September 24, 2019.

The first week of October, a second webinar will provide information on the input being gathered for this engagement to municipal and Metis Settlements leaders (elected and administrative). Municipal and Metis Settlement representatives will then have until November 1, 2019 to provide feedback via an online survey.

A separate backgrounder will be made available to those invited to participate in the cannabis enforcement portion of the engagement. This backgrounder **only** addresses information pertinent to the police costing model.

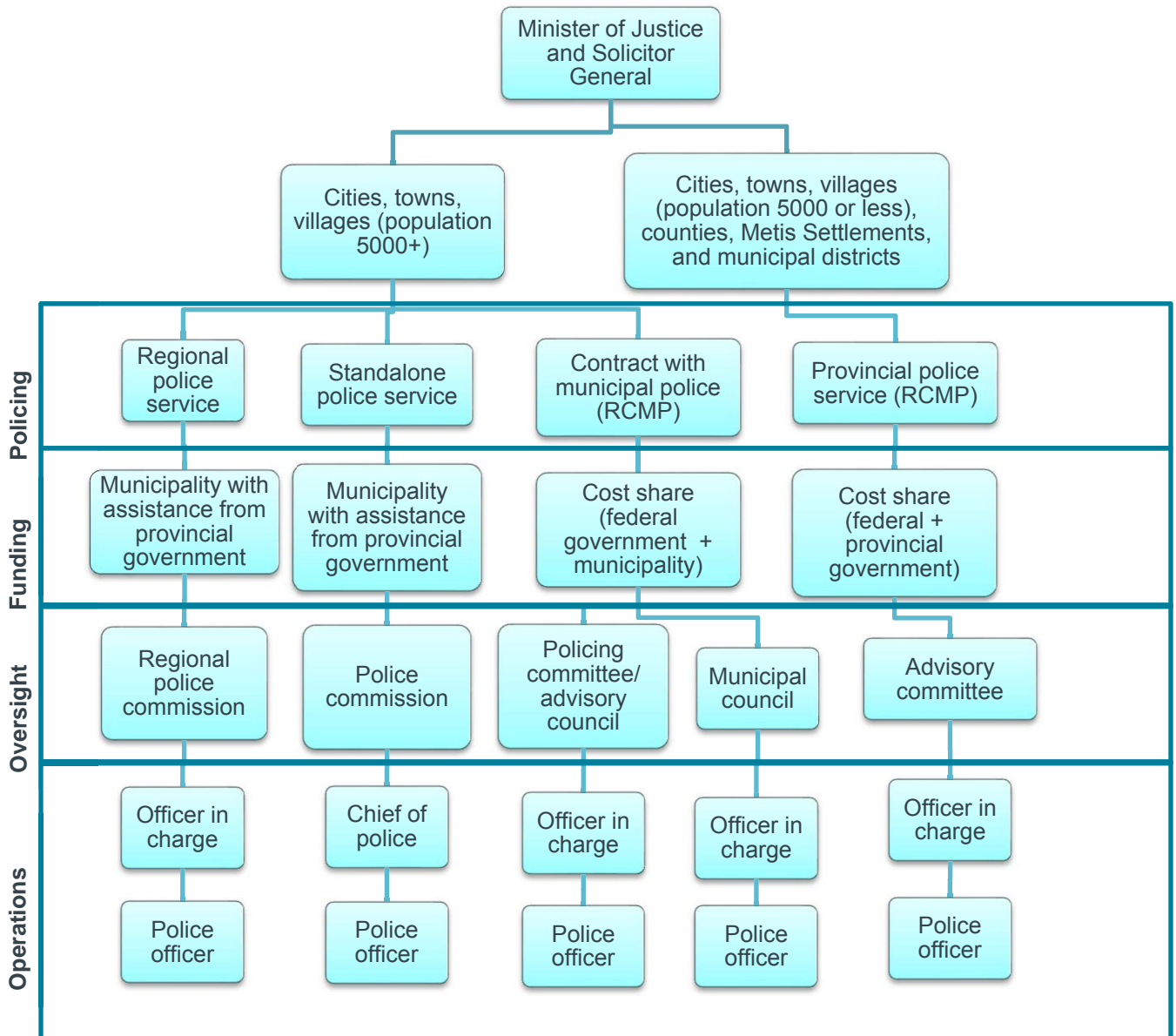
After all information is gathered, stakeholders will be invited to participate in a wrap-up session where the results will be shared. **The date of this wrap-up is still to be determined.**

The engagement team is happy to hear from you at any time. Contact us at **JSG.PSDEngagement@gov.ab.ca**.

Policing Models

This chart provides an overview of policing in Alberta as outlined in the current *Police Act*.

Chart 1: Policing Models Flow Chart



Provincial policing: As per the Alberta *Police Act*, under the Provincial Police Service Agreement (PPSA), the province provides policing at no direct cost to all rural municipalities (towns with a population of 5,000 or fewer, Metis Settlements and all municipal districts/counties regardless of population). Alberta contracts the RCMP as its provincial police service.

Municipal policing: Urban municipalities with a population greater than 5,000 are responsible for their own policing. They can opt for one of the following options:

- Establish a stand-alone municipal police service.
- Pay the federal government, the Alberta government or another municipality to deliver police services, often under a policing agreement. Most municipalities contract their police services directly from the RCMP through a Municipal Police Service Agreement.
- Two or more municipalities enter into a contract to establish a regional police service.

First Nations policing: First Nations are policed by the RCMP provincial police service (PPS) unless another arrangement is made under the *Police Act* of Alberta. The First Nations Policing Program (FNPP) provides First Nations with two other such arrangements in Alberta:

1. Tripartite agreement (e.g. stand-alone police service like Blood Tribe Police)
2. Community tripartite agreement that provides enhanced policing in addition to the core policing provided by the PPS.

Metis Settlements: Indigenous Relations funding provides an enhanced level of policing service to each of the eight Metis Settlements, with one RCMP officer dedicated to each location.

History of Cost Model Engagements

The following provides a brief overview of the previous discussions that have taken place with regards to the police costing model. It is important to address the historical process of reviewing the police costing structure, as it has contributed to the design of the proposed model.

Discussions and the Law Enforcement Framework

- **2009:** Several engagements were held with AUMA, RMA, and other stakeholders. These discussions were referred to as “Police Funding in Alberta – Continuing the Discussion.” In response, a Policing Task Force was created that consulted with AUMA members through a workshop and survey at the annual AUMA convention. A subsequent survey to all AUMA members asked about policing funding options and special circumstances that affect police resources.
- **2010:** Engagements with the RMA and AUMA on the Law Enforcement Framework raised issues on the flexibility and equity of the costing model. The framework was released the same year and incorporated prior input, but did not include a costing model.
- **2012:** The RMA report “Funding Options for Law Enforcement Services in Alberta”, was received. It proposed six potential options for funding. The ministry completed a review of the report and principles for consideration. RMA’s preferred vision was to maintain the status quo, but identified a Base plus Modifier model as their second choice.
- **2013 to 2017:** The ministry communicated with AUMA and RMA to explore community views on factors to include in a new police-costing model. The ministry put out a request for proposals to develop an analytical tool that would show the effects of the factors being considered, and how each factor impacts municipal policing costs. Due to budget constraints, the request for proposals was cancelled and no contract was awarded.
- **2018:** Police costing was the topic of a letter writing campaign from AUMA members.

Police Funding and the 2018/2019 *Police Act* Review

- The first phase of the *Police Act* review occurred between June 2018 and March 2019, to gather stakeholder perspectives on topics related to the *Police Act* and Police Service Regulation. Engagement occurred through roundtable discussions, a survey to police officers, a survey to administrative and elected officials from municipalities and Indigenous communities, in-person discussions with Indigenous communities, and written submissions. While the roundtable discussions focused on distinct topics, police funding was often mentioned. Stakeholders emphasized the necessity for a multi-factor police-funding model and policing grants that better reflect the needs of different-sized municipalities.

Written submissions also contained sections on police funding:

RCMP Submission

- RCMP K-Division highlighted the need for consistent commitments for funding and the benefits of multi-year funding agreements.

Rural Municipalities Association Submission

The RMA suggested that much more engagement was needed on funding police services. They wanted several factors to be considered in the development of a funding model:

- Ability to pay – focusing on equating fairness only with equal cost contributions is inappropriate as all municipalities have different needs, ability to pay, and service level expectations;
- Clarify costs of policing – recognize that saying some municipalities do not pay for policing is inaccurate. They contend that all pay, but in different ways.
- MPAG and POG should be considered in evaluating various costing models.
- Costs for policing should be linked to service levels; funding should be directed where it is needed; efficiency, effectiveness, and police-community collaboration should be encouraged; all police-related costs should be recognized; and funds should remain where they are collected.

Alberta Urban Municipalities Association Submission

The AUMA stated that the *Police Act* should specify a new, more equitable police costing model where all municipalities contribute directly to the costs of policing. The new model should consider both the demand for services in a municipality, as well as the municipality's ability to pay. Specifically, the AUMA believes that a costing model should be:

Equitable:

- All Albertans are entitled to receive police services.
- Police should treat all Albertans equitably.
- All Albertans should contribute to the costs of policing.
- Police governance and oversight should be equitable and universal.

Responsive:

- Police must be responsive to the needs of Albertans.
- Police must be responsive to changing legislative and social environments.

- Police should have the flexibility to adjust to regional differences.
- Policing must be appropriately resourced to fulfill its responsibilities.

AUMA's suggested principles for an equitable police costing model are:

- A fair, flexible, and equitable model should be developed that:
 - Ensures the level of provincial funding is sufficient to meet standard levels of service.
 - Requires services beyond the standard level to be funded by the jurisdiction wanting the additional services.
 - Recognizes the unique needs of each municipality.
 - Recognizes the ability of a municipality to pay for services.
- The model should encourage efficiencies by:
 - Using other mechanisms to address municipal capacity issues.
 - Encouraging regional policing models.
- The transition to a new model should:
 - Ensure an adequate impact assessment analysis is completed.
 - Ensure that effective education and engagement mechanisms are available to Alberta's municipalities.
 - Allow for an adequate notice period.
 - Revenues created from the new model should be reinvested in public safety.
 - Ensure any revenue collected from an "everyone pays" model is returned to the municipalities that generated the revenue for the protection of public safety.
 - Ensure fine revenues stay in the municipalities in which they are generated.
 - Paying directly for policing should enable municipalities to participate meaningfully in police oversight, e.g. setting local policing priorities.

Current Funding for Police Services

Municipal Policing Assistance Grant

The Municipal Policing Assistance Grant eases the financial burden on towns and cities responsible for their own policing. The funds are for:

- Police operating and administration costs, including manpower costs
- Kit and clothing, equipment, police vehicles, etc.
- Governance- and oversight-related initiatives by police commissions and policing committees. Funding is provided to municipalities based on the following payment formulas:

Population of municipality	Payment thresholds
5,001 to 16,666	\$200,000 base payment + \$8.00 per capita
16,667 to 50,000	\$100,000 base payment + \$14.00 per capita
Over 50,000	\$16.00 per capita

Police Officer Grant

The Police Officer Grant applies to municipalities that were responsible for their own policing before 2008. Municipalities had added 300 police officers. Each eligible municipality receives \$100,000 per position, per year.

Distribution of fine revenues

Traffic violations generate most provincial statute fine revenues. Fine revenues are returned to either the province or the municipality whose police service levied the fine.

Under the *Fuel Tax Act*, *Gaming and Liquor Act*, *Tobacco Tax Act* and *Weed Control Act*, revenue from a conviction for an offence that occurred in a city, town, village, municipal district or Metis Settlement or First Nation reserve goes to that community.

The *Police Act*

Funding provisions are mentioned in the following areas of the *Police Act*:

- Section 4(1) states that municipalities and communities with a population under 5,000 will receive general policing services provided by the provincial police services at no direct cost to the town, village, summer village, municipal district or Metis settlement.
- Section 4(5) states that municipalities and communities with a population over 5,000 will enter into an agreement or establish their own police services in their area.
- Section 5(4) states that when a town, village or summer village attains a population that is greater than 5000, that municipality shall assume responsibility for providing its policing services on April 1 in the 2nd year following the year of the population increase
- Section 6 states that the population for municipalities and communities will be determined in accordance with the *Municipal Government Act*.
- Section 29 (1) states that commissions with the chief of police are able to prepare an annual budget for police services.

Proposed Costing Model

The following provides a brief overview of the proposed model. This section can be used for reference when completing the survey.

Communities with Populations under 5,000

Currently 291 municipalities do not directly pay for policing through their municipal taxes. These communities account for one-fifth (20 per cent) of Alberta's population. Under the proposed costing model, these communities would begin paying a percentage of their frontline policing costs. Frontline policing refers to general duty, traffic, and general investigations, which are about 62 per cent of all policing positions. In 2018-2019, the cost of frontline policing was \$232.5 million.

Cost Distribution

The proposed costing model distributes costs based on two factors: equalized assessment and population. Equalized assessment would look at the annually calculated assessment value for the municipality to determine the relative resources to pay. The assessment value will be weighted at 70 per cent to determine part of the base cost distribution – the costs to a municipality prior to applying the subsidies.

Using the most recent municipal or federal census data, as reported to the Ministry of Municipal Affairs, population would account for 30 per cent of the base cost distribution.

Cost Modifiers

Shadow Population

These often are workers who generally live and pay property taxes outside of a community or municipality and are not included in local census data on which per capita funding is based. But when in the community they use the same municipal resources and infrastructure as primary residents. A shadow population cost modifier would enable a subsidy for frontline policing. To receive a maximum five per cent subsidy, a shadow population would need to be recognized and officially reported to Municipal Affairs.

Crime Severity Index

This measure analyzes changes in police-reported crime rates across the country, and is tracked and reported to Statistics Canada annually. The index allows the ability to track changes in the volume of police-reported crime each year, in the volume of particular offences, and their relative seriousness. More serious offences have a greater impact on the index, which allows comparisons across municipalities. The crime severity index rural municipal average would be calculated and used as a baseline measure. A community with a higher crime severity index than the baseline would be eligible for a subsidy of 0.05 per cent per index point.

Examples of the Cost Model

Police Costing Model (PCM) Options						
Weighting	30%	70%		0.05% per Municipal CSI point above average	5%	
Cost Recovery Options - Frontline Policing Costs	Population affected	Total Equalized Assessment	Total Share Policing Cost	CSI Subsidy given	Shadow Population Subsidy given	Revenue Generated
15%	765,780	\$293,162,459,917	\$34,900,000	\$1,015,167	\$203,263	\$33,681,570
30%	765,780	\$293,162,459,917	\$69,800,000	\$2,030,334	\$406,526	\$67,363,141
40%	765,780	\$293,162,459,917	\$93,000,000	\$2,705,172	\$541,646	\$89,753,182
50%	765,780	\$293,162,459,917	\$116,300,000	\$3,382,920	\$677,349	\$112,239,731
60%	765,780	\$293,162,459,917	\$139,500,000	\$4,057,758	\$812,469	\$134,629,772
70%	765,780	\$293,162,459,917	\$162,800,000	\$4,735,506	\$948,172	\$157,116,322

Source:

Alberta Municipal Affairs, Municipal Services Branch, 2018 Official Population List
 Alberta Municipal Affairs, Municipal Financial and Statistical Data, 2018 Equalized Assessment
 Statistics Canada, Canadian Centre for Justice Statistics, CSI Weighted 2015-17 file

If a 15 per cent cost recovery model is implemented:

- Municipality A would be responsible for \$4,049,067 of policing costs or 0.74 per cent of its municipal property tax (excluding education). This figure would be adjusted for subsidies for CSI (minus \$708,512) and shadow population (minus \$202,453). The total cost recovery would be \$3,138,101 as revenue to the province.
- Municipality B would be responsible for \$277,966 of policing costs or 1.54 per cent of its municipal property tax (excluding education). Municipality B would not qualify for any subsidies. The total cost recovery would be \$277,966 as revenue to the province.

If the cost recovery was maximized to 70 per cent:

- Municipality A would be responsible for \$18,887,911 of policing costs or 3.45 per cent of its municipal property tax (excluding education). This figure would be adjusted for subsidies for CSI (minus \$3,305,036) and shadow population (minus \$944,396). The total cost recovery would be \$14,638,479 as revenue to the province.
- Municipality B would be responsible for \$1,296,642 of policing costs or 7.19 per cent of its municipal property tax (excluding education). Municipality B would not qualify for any subsidies. The total cost recovery would be \$1,296,642 as revenue to the province.

Jurisdictional Scan

The comparisons below highlight the police costing models in use by provinces that recover the cost of police services. The most current cross-Canada review found that British Columbia (BC), Saskatchewan (SK), Ontario, Quebec, New Brunswick, and Nova Scotia all required every municipality to pay a portion of its policing costs. It is important to note:

- In BC, there is a police tax: municipalities over 5,000 people pay for most of their police costs directly through their municipal taxes. In municipalities under 5,000 people, and in rural areas, the BC government sets tax rates to recover a portion of police costs. These tax rates are based on provincially set tax ratios.
- In SK, the costs of policing are distributed in accordance with a formula prescribed in the regulations among all municipalities and “specified municipalities” (rural and those under 500 population) that receive policing services from the RCMP. This includes municipalities with populations less than 5,000.

British Columbia

Population cut off for provincial funding for police services	5,000
Provincial contribution share for municipalities below the above population threshold	70%
Provincial support for municipalities that do not receive dedicated funding for police services	Receives all revenues from traffic fines
Amount of traffic fine revenue that municipalities receive	See above

Saskatchewan

Population cut off for provincial funding for police services	5,000
Provincial contribution share for municipalities below the above population threshold	70% Cost recovery in Saskatchewan is based on population in the rural municipality. The amount invoiced to rural municipalities increases based on the percentage increase of overall policing costs each year.
Provincial support for municipalities that do not receive dedicated funding for police services	None
Amount of traffic fine revenue that municipalities receive	75% only for municipalities in Saskatchewan with stand-alone independent police services. This does not apply to most cities policed by PPSA.

Manitoba

Population cut off for provincial funding for police services	3 categories: 750 – 1,499; 1,499 – 5,000; and Over 5,000
Provincial contribution share for municipalities below the above population threshold	70% The Province of Manitoba provides per capita grants to municipalities. These grants are not dedicated to policing, but the same population threshold applies to those that receive large grants and pay for policing.
Provincial support for municipalities that do not receive dedicated funding for police services	Per capita grant (similar to the MPAG)
Amount of traffic fine revenue that municipalities receive	30% If the municipality (in Manitoba) pays for its own policing (stand-alone police service) it is allowed to keep a percentage of provincial fine revenue (estimated at 30%).

Ontario

Population cut off for provincial funding for police services	No population cut-off
Provincial contribution share for municipalities below the above population threshold	None. There is a sliding scale for rural and small communities: Low of 5% (\$150 < policing costs/household < \$750) to a High of 75% (policing costs/household > \$750).
Provincial support for municipalities that do not receive dedicated funding for police services	Receives all revenues from traffic fines.
Amount of traffic fine revenue that municipalities receive	See above.

Nova Scotia

Population cut off for provincial funding for police services	None
Provincial contribution share for municipalities below the above population threshold	65%
Provincial support for municipalities that do not receive dedicated funding for police services	None.
Amount of traffic fine revenue that municipalities receive	Traffic fine revenue goes to the jurisdiction paying for the officer (either a municipality or the province). The province retains victim surcharges and court costs.

Quebec

Population cut off for provincial funding for police services	50,000
	<p>Provincial legislation in Quebec defined the level of police services provided to municipalities according to population with benchmarks set at: less than 100,000 (level 1);</p> <p>100 000 to 199,999 (level 2);</p> <p>200,000 to 499,999 (level 3);</p> <p>500,000 to 999 999 (level 4);</p> <p>1 000 000 or more (level 5).</p>
Provincial contribution share for municipalities below the above population threshold	<p>47% + refund</p> <p>The province pays 47% of the amount of basic police service to communities who are policed by the provincial police service. If the contribution of a regional municipality exceeds 80% of its budget, the municipality can receive a refund for the amount over the 80% budget allocation.</p>
Provincial support for municipalities that do not receive dedicated funding for police services	None
Amount of traffic fine revenue that municipalities receive	Revenue goes to provincial revenue fund

Glossary

The **crime severity index** is a measure that is tracked and reported to Statistics Canada annually. It analyzes changes in police-reported crime rates across the country. The report allows changes to be tracked in the volume of police-reported crime each year, in the volume of particular offences, and in the relative seriousness of offences compared to other offences. More serious offences have a greater impact on the index, which allows comparisons of municipal crime levels.

Legislation is a law enacted by a governing body, including both proclaimed acts, amendments and regulations. It does not include agreements or memorandums of understanding. The *Police Act* has associated regulations, which include: the Police Service Regulation and the Exempted Areas Police Service Agreements Regulation.

A **modifier** is an element that can be taken into consideration to adjust the base price of a service. The amount of the modifier is based on the base price of the service.

The **Municipal Policing Assistance Grant** (MPAG) helps municipalities ensure adequate and effective policing and police oversight, implement provincial policing initiatives and enhance policing services. Municipalities with a population over 5,000 that provide their own municipal police services are eligible. The grant is issued each year and no application is required.

A **municipality** is a city, town, village, summer village, specialized municipality or municipal district and includes a Metis Settlement.

Police commissions provide oversight of policing to stand-alone police services, and govern municipal police services.

Police officers are responsible for enforcing federal, provincial, and municipal laws, protecting life and property, preventing crime, and keeping the peace. They have a broad range of duties and roles, of which law enforcement is a major part. Police officers investigate occurrences of crime, arrest offenders and bring them before the criminal justice system. They also provide a variety of community services including: crime prevention, educational programs, help locating missing persons, dealing with lost property, traffic control, victim assistance and collision investigation.

The **Police Officer Grant** provides annual funding to municipalities that added police officers between 2008 and 2011. It helps cover the cost of policing and promoting safe and secure communities. Each municipality receives \$100,000 per position, per year. Municipalities with a population over 5,000 that provide their own municipal police services are eligible.

A **shadow population** is made up of workers who live outside of a community or municipality. Because they are not included in the population count, they do not contribute to per capita funding calculations. Shadow populations may only be present seasonally (e.g., transient workers), when they use the resources and infrastructure of the community or municipality as if they were primary residents.

Milk River
 July 30, 2019

	Revenue Generated (after subsidies)	Total Municipal Population	Total Equalized Assessment	Average Equalized Assessment per Capita	
15%	\$33,681,570	765,780	\$293,162,459,917	\$310,203	
30%	\$ 67,363,141				
40%	\$89,753,182				
50%	\$112,239,731				
60%	\$134,629,772				
70%	\$157,116,322				
	2018 POPULATION	2018 EQUALIZED ASSESSMENT	Equalized Assessment per Capita	% Population	% Equalized Assessment
15%	827	\$64,384,918	\$79,063	0.11%	0.02%
30%	827	\$64,384,918	\$79,063	0.11%	0.02%
40%	827	\$64,384,918	\$79,063	0.11%	0.02%
50%	827	\$64,384,918	\$79,063	0.11%	0.02%
60%	827	\$64,384,918	\$79,063	0.11%	0.02%
70%	827	\$64,384,918	\$79,063	0.11%	0.02%

Weighted Percentages

Population	Equalized Assessment	Total Municipal Share Policing Costs				CSI Average (3 Years, 2015-2017)	
30%	70%	\$ 34,900,000				115.25	
		\$69,800,000					
		\$93,000,000					
		\$116,300,000					
		\$139,500,000					
		\$162,800,000					
Based on Population	Based on Equalized Assessment	Total Share Policing Cost	% Municipal Property Tax	2017 Municipal Property Tax	Municipal CSI Value (3 Year Avg)	Mun CSI points above Average	% Subsidy
\$11,307	\$5,499	\$16,756	2.01%	\$834,943	68.2	0	0.0%
\$22,614	\$10,897	\$33,511	4.01%	\$834,943	68.2	0	0.0%
\$30,130	\$14,519	\$44,650	5.35%	\$834,943	68.2	0	0.0%
\$37,679	\$18,157	\$55,836	6.69%	\$834,943	68.2	0	0.0%
\$45,196	\$21,779	\$66,975	8.02%	\$834,943	68.2	0	0.0%
\$52,744	\$25,417	\$78,161	9.36%	\$834,943	68.2	0	0.0%

Subsidy per Mun CSI point above Average				Shadow Population Max Subsidy
0.05%				5.0%
Dollar Subsidy		Shadow Population	% Subsidy	Dollar Subsidy
\$0		0	0.0%	\$0
\$0		0	0.0%	\$0
\$0		0	0.0%	\$0
\$0		0	0.0%	\$0
\$0		0	0.0%	\$0
\$0		0	0.0%	\$0
\$0		0	0.0%	\$0

Total Cost Share Including Subsidies If Eligible
\$16,756
\$33,511
\$44,650
\$55,836
\$66,975
\$78,161



Swimming Pool Concept Plans RFD

Background

Council recently approved funding to develop 4 concept plans for the Swimming Pool – 2 for a renovation of the existing swimming pool and pool house; 2 for a new swimming pool on a new location. Upon initial review, the architect has returned comment with the attached email highlighting concerns regarding costs of a new pool in a new location. Would Council like to proceed with the original plan of 2 new designs and 2 renovation designs or would you like to only go down the renovation approach?

Options (administrative recommendation marked with “x”):

- #1 – Provide administration with further direction with an approach Council would like to take.

Attachments

- 1) Email from Architect

From: [Brandie Hanzel](#)
To: cao@milkriver.ca
Cc: [Dan Kain](#)
Subject: MTOP (Milk River Pool) sd - Client - Comm - Pool Development Assessment
Date: September 12, 2019 10:32:33 AM
Attachments: [image003.png](#)
[image002.png](#)
[image005.png](#)
[image007.png](#)
[image009.png](#)

Hi Ryan,

Further to our recent discussion at the time of our meeting, please be advised that we have taken a careful look at the potential for developing the swimming pool for Milk River on both the new site and the existing site. As we assess the new site, we recognize there will be considerable costs of construction in bringing in the infrastructure, which already exists in the vicinity of the existing pool. Our concern is that this will drive the costs beyond the confines of the budget that is presently established. As we analyze the present site, utilizing the existing infrastructure and the structures that exist, we recognize that even there the budget is somewhat constraining and we look forward to working closely together with you to ensure that the project is achieved as expeditiously as possible.

We certainly could develop a conceptual site plan for the existing site as part of our scope, however, this might be most advantageous once we have analyzed all of the key criteria which will implement the pool on the existing site.

Thank you for your attention to these matters and we look forward to working closely together with you in bringing this project to fruition.

Respectfully yours,

Alvin Fritz, Architect, MRAIC, AAA, SAA, OAA, MAIBC, MAA, LEED®AP
AF/bh

Norland Coach House

10-90001 Range Road 212
Lethbridge County, AB T1J 5N9
t: (403) 320-8100 f: (403) 327-3373
www.alvinfritzarchitect.com



Please consider the environment before printing this email

[Email Transmission Policy](#)



Hay Payment Request RFD

Background

This spring, our public works crew accidentally cut some grass that Warren Cunningham usually hays from a ditch cutting lease from Volker Stevin. In the spring, Warren stated he would like to be compensated for the bales that he would normally have been able to sell had the grass not been cut by our staff. Administration recommended that he draft a letter asking for Council consideration. The letter is attached.

Options (administrative recommendation marked with "x"):

- #1 – Provide administration with further direction with an approach Council would like to take.

Attachments

- 1) Letter from Warren Cunningham

Town of Milk River
% Ryan Heuzinger

Oct. 8, 2019

Am sorry to be so late in sending
you this note concerning the baling
of hay loss along highway 4. My
closest guess is there could have been
9 bales weighing ~1400 lb in the east
ditch. I have sold the hay bales
to Ted Swanson for \$190.00/T
so to recover the loss would be
 $6.3 \text{ T} \times \$190.00 = \$1,197.00$

Thank you for taking care of this.

Wanna Luningham



Farm Safety Donation Request RFD

Background

Attached is a letter of request for a donation to help support the farm safety centre. We have donated between \$250 - \$300 each year since 2016. What would Council like to do with this request?

Options (administrative recommendation marked with "x"):

- #1 – Provide administration with further direction with an approach Council would like to take.

Attachments

- 1) Donation Request Letter



265 East 400 South – Box 291 – Raymond – Alberta – T0K 2S0 – Tel: 403 752-4585 – Fax: 403 752-3643
Email: safetyctr@abfarmsafety.com Website: abfarmsafety.com

October 7, 2019

Town of Milk River
PO Box 270
Milk River, Alberta T0K 1M0

The Farm Safety Centre is a community based organization led by farmers and ranchers with an interest in helping things go right for all individuals in rural Alberta. The centre began a farm safety educational effort called Safety Smarts in 1998.

The program has been delivered continuously since then and is now offered province wide by a team of regional instructors. Rural children across the province receive farm safety presentations in their individual school classrooms each school year. Since 1998 Safety Smarts learning and engagement has involved 732,914 elementary school aged children.

A recent program evaluation indicated that more than 85% of the rural children reached by Safety Smarts are remembering farm safety messages year to year. The evaluation also found that review materials sent home with these rural children are an important bridge to their parents.

The 2019-2020 school year is the 22nd consecutive year of Safety Smarts delivery. The generosity of many continues to make this unique farm safety extension effort possible. We are grateful for each and every dollar donated in support of the important outreach of our charitable organization. A complete 2018-2019 Safety Smarts report is enclosed with this letter, if you have donated to support the program. The complete report can also be found on our website: abfarmsafety.com

With the start of this 2019-2020 school year, we are again inviting Towns & Villages to help out. An annual contribution of \$100 from 200 + Towns/Villages would allow delivery to 4,000 + students this school year. This amount is just 1/5 of what dozens of Hutterite Colonies provide each year to support continued on-colony program delivery to their children.

If this request just will not fit within your budget, we ask you to consider other rural champions in your community who may be interested in lending a hand and donating a modest amount. In our current regulatory focused environment, it seems that family farms and the individuals on them are being somewhat forgotten. Let's look after our own and together sustain this successful farm safety initiative for another 20+ years!

As a charity registered with Canada Revenue Agency, we are able to issue charitable tax receipts for all donations.

We express heartfelt thanks to Town and Villages who are consistent and generous contributors. Their consistency is essential to the sustainability of Safety Smarts. In 2018 more than 290 entities of all types helped fund Safety Smarts.

We would be pleased to provide additional information, upon request. Thank you for your time.

Sincerely,

Laura Nelson
Executive Director
Farm Safety Centre

RECEIVED

OCT 07 2019

Office of the Assistant Deputy Minister
Municipal Services and Legislation
17th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-2225
Fax 780-420-1016

AR98655

September 30, 2019

Mr. Ryan Leuzinger
Chief Administrative Officer, Town of Milk River
PO Box 270
Milk River AB T0K 1M0

Municipal Indicators for Town of Milk River

Dear Mr. Leuzinger:

In March 2018, the Deputy Minister indicated that Municipal Affairs would be implementing a new performance measure for the ministry. Beginning with the 2019-22 business plan, the ministry will report the percentage of municipalities deemed to be "not at risk" based on 13 defined financial, governance, and community indicators. Each indicator has a defined benchmark, and a municipality is deemed to be "not at risk" as long as it does not trigger on a defined number of indicators. As part of the same correspondence, then Deputy Minister Pickering indicated that the ministry was committed to supporting accountable, responsible, and transparent local governments.

The ministry has compiled and verified the data collected from Alberta's municipalities for the 2018 financial year and is pleased to inform you that Town of Milk River did not trigger any of the 13 indicators. The 2018 Municipal Indicator Report (<https://open.alberta.ca/publications/municipal-indicator-results>) is expected to be released in January 2020.

If you would like to discuss your results or the potential future release of these results on the Municipal Affairs website, please contact the Municipal Services and Legislation Division at toll-free 310-0000, then 780-427-2225, or via email at lgsmail@gov.ab.ca.

Yours truly,



Gary Sandberg
Assistant Deputy Minister

Councilor Liebelt Report October 2019

Milk River Community Business Association

September 11/19 & October 9/19

- we are looking into the benefits/ down sides of being a chamber of commerce
- we are sponsoring an award for the high school math again this year as well as looking into sponsoring a new award that has something to do with community involvement instead of academic achievement

- Bonanza Days
 - fed approximately 750 for pancake breakfast this year
 - We discussed how we might be able to work with the AG Society to promote the Ag side of Bonanza days as well as ideas to help Bonanza day committee
 - Next Bonanza day meeting is Jan 28th 7pm
- Visitor information Center
 - this year went well, it is closed now for the season
 - the contract is up for renewal, we will put a bid in again as soon as we get the information
- Handi bus
 - evaluated the Tuesday handi bus funding and voted to continue funding the ½ day, and reevaluate in the new year
 - we will be renting the handi Bus for Customer appreciation night 3-7pm to bring people to the down town events and to do a light tour for those who have Christmas lights up
- Customer Appreciation night
 - Friday November 22nd
 - movie at the town hall 4:30/5pm
 - ATB will serve hotdogs supplied by the MRCBA at the heritage hall 5:30-7
 - Santa will be at Roller skating
 - there will be a stamp game again this year for a prize basket as well as the MRCBA gift certificate draw
 - we will have a flyer going out closer to the date with information

- MPC September 18/19
 - no objections given, approval for the Building was given

- AUMA September Sept 24-27/19
 - The sessions I went to:
 - exploring the intersection of Mental health, addictions, and crime
 - Looking after Alberta's taxpayer: the future of municipal revenue generation
 - strong communities are built on firm ethics
 - municipal innovation and drivers of change

- Alberta seniors conference Sept 17/19
 - setting up a table with info supplied by Ryan