



Town of Milk River

Town Hall Complex
September 9th, 2019 at 5:30pm

- 1) Call Council Meeting to Order
- 2) Additions to the Agenda
- 3) Minutes of the July 8th, 2019 Regular Council Meeting
- 4) Business Arising from Minutes
- 5) Delegation
 - a) Booster Station Tender - Andrew Kleisinger – MPE Engineering – 5:35pm – 5:50pm
- 6) Financial Reports
 - a) Accounts Payable #20190508 to #20190700
 - b) July 2019 Bank Reconciliation
 - c) August 2019 Bank Reconciliation
- 7) Administration Reports
 - a) CAO Report
 - b) PW Foreman Report (to be emailed out)
 - c) Council Resolution Status
 - d) Capital Project Status
- 8) New Business
 - a) Booster Station Tender Results
 - b) Bylaw #1023 – Council Procedural Bylaw
 - c) Bylaw #1024 – Nuisance Bylaw
 - d) HALO – Mayors and Reeves Follow Up
 - e) Cemetery Fees – Letter from Milk River Cemetery Company
 - f) Policy #F2.0 - Green Strip Credit
 - g) ATCO Gas – 2020 Franchise Fee
 - h) 950 Main St NE Building Timeframe Extension Request
 - i) Bonanza Days Committee Request – Fireworks
- 9) Correspondence
 - a) Ridge Country Housing Board Minutes – May 16th, 2019 (emailed July 7, 2019)
 - b) ORRSC Executive Meeting Minutes – May 9, 2019 (emailed August 14, 2019)
 - c) Chinook Arch Board Report (emailed August 27, 2019)
 - d) ORRSC Board Meeting – September 5, 2019 (emailed August 28, 2019)
 - e) Municipal Affairs – Grant Update Letter from Minister Madu (emailed August 28, 2019)
- 10) Council Reports (Roundtable Discussion)
 - a) Councillor Liebelt Report
- 11) Closed Session
 - a) FOIPP Section #27 – Legal Updates
 - b) FOIPP Section #24 – Advice from Officials – Town Website
- 12) Adjournment

TOWN OF MILK RIVER
REGULAR COUNCIL MEETING MINUTES
July 8th, 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 5:30pm.
<u>Additions to Agenda</u> #2019-07-01	MOVED by Councillor McCanna that the agenda be approved, as amended with the following addition: 8f) Swimming Pool Concept Plans RFP 8g) World Heritage Site – Writing on Stone 8h) Land Question 8i) Bogle Building Proposal CARRIED
<u>Minutes</u> #2019-07-02	MOVED by Councillor McCulloch to approve the minutes of the June 10, 2019 Regular Council meeting. CARRIED
<u>Delegations</u>	Bob and Liesl Bogle presented a proposal to Council regarding the building located at 113 1 Ave NW that includes donating the land and building to the Town for the Milk River Historical Society to use as a museum.
<u>Accounts Payable & June 2019 Bank Reconciliation</u> #2019-07-03	MOVED by Councillor Liebelt to approve accounts payable #201900411 - #20190507. Councillor Liebelt abstained from voting on #20190419 & #20190494. Councillor Wright abstained from voting on #20190434. Councillor McCanna abstained from voting on #20190455. CARRIED
#2019-07-04	MOVED by Councillor Wright to approve the June 2019 Bank Reconciliation. CARRIED
<u>Administration Reports</u> #2019-07-05	MOVED by Councillor McCanna to accept the Administration Reports as information, as presented. CARRIED
<u>New Business</u> Milk River Curling Club Lease Agreement Renewal #2019-07-06	MOVED by Councillor Liebelt to approve the proposed lease agreement renewal for a 10-year agreement. CARRIED
<u>8th Avenue Approaches</u> #2019-07-07	MOVED by Councillor McCulloch to direct administration to install delineators at the entrances and exits along 8 th Ave. CARRIED

North/South Entrance Beautification Committee Appointments #2019-07-08 #2019-07-09	MOVED by Councillor McCanna to amend the North/South Entrance Beautification Committee Terms of Reference, allowing for 5 public members at large. MOVED by Councillor Wright to appoint Mayor Losey to the North/South Entrance Beautification Committee.	CARRIED CARRIED
#2019-07-10	MOVED by Councillor Liebelt to appoint: Betty O'Donnell, Bernice Wright, Sylvia Gall, Yvette Baril, and Gary Smith to the North / South Entrance Beautification Committee.	CARRIED
Swimming Pool Concept Design Plans RFP #2019-07-11	MOVED by Councillor Liebelt to amend the budget for the Swimming Pool Concept design project to \$30,000.	CARRIED
Bogle Building Donation #2019-07-12	MOVED by Councillor McCanna to accept the donation of the building located at 113 1 st Ave NW from Bogle Holdings Ltd., effective September 1, 2019.	CARRIED
<u>Correspondence</u> #2019-07-13	MOVED by Councillor Liebelt to accept the correspondence as information.	CARRIED
<u>Council Reports</u>	<p>Councillor McCanna</p> <ul style="list-style-type: none"> • Attended a FCSS Seniors Conference meeting • Attended a Ridge Country Housing meeting • Attended a Library Board meeting • Attended a Quad Municipal Health Support meeting • Attended a Chinook Arch Library Board meeting <p>Councillor McCulloch</p> <ul style="list-style-type: none"> • Attended a Handibus meeting <p>Councillor Liebelt</p> <ul style="list-style-type: none"> • Report was included with the agenda package <p>Councillor Wright</p> <ul style="list-style-type: none"> • Attended an Agricultural Society meeting • Attended the Southgrow Annual General Meeting • Attended a County of Warner Regional Emergency management committee meeting • Attended a Chief Mountain Solid Waste Authority meeting • Attended a Riverside Golf Society meeting • Attended a meeting with a group looking at bringing an electric vehicle charging station to Town 	
Closed Session #2019-07-14	MOVED by Councillor Wright to enter a Closed Session, as per Section #24 of FOIPP for a Land Issue at 7:27pm.	CARRIED

#2019-07-15

MOVED by Councillor McCanna to come out of the Closed Session at 7:35pm.

Adjournment

CARRIED

#2019-07-16

MOVED by Councillor McCulloch to adjourn the meeting @ 7:36pm.

CARRIED

These minutes approved this 9th day of September, 2019.

Mayor – Peggy Losey

CAO – Ryan Leuzinger



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Cheque Listing For Council

2019-Sep-4
3:48:53PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20190508	2019-07-05	ALBERTA ONE-CALL CORPORATION	152121	PAYMENT JUNE NOTIFICATIONS	50.40	50.40
20190509	2019-07-05	AMSC INSURANCE SERVICES LTD.	201907 34137	PAYMENT JULY BENEFITS CREDIT-VEHICLE INS-DELETE 2010	2,580.69 (379.87)	2,200.82
20190510	2019-07-05	API ALARM INC.	186300	PAYMENT ANNUAL ALARM MONITORING-TOWI	213.57	213.57
20190511	2019-07-05	BENCHMARK ASSESSMENT CONSULT.	1112	PAYMENT JULY ASSESSMENT FEE	1,266.56	1,266.56
20190512	2019-07-05	COUNTY OF WARNER	201901 2396	PAYMENT PROPERTY TAXES-ROLL317500,317 JUNE SAFETY OFFICER-J.ANDERSC	355.59 1,000.00	1,355.59
20190513	2019-07-05		201911	PAYMENT MILEAGE-LGAA MEETING, COSTCO-	96.68	96.68
20190514	2019-07-05	MILK RIVER CABLE CLUB	49078	PAYMENT ADS, JULY INTERNET	269.15	269.15
20190515	2019-07-05	MILK RIVER HOME HARDWARE	2455447 2455688 2455716 2455717 2455790 2455902 2455937 2455980 2455991 2456019 2456024 2456159 2456163 2456170 2456195 2456202 2456203 2456237	PAYMENT POTTING SOIL-TOWN PLANTERS ENTRY KNOBSET NOZZLE, BATTERIES HOSE HANGER HOSE CLAMPS BATTERIES BROOM KEY, KWIKSET PLYWOOD TAPE, WIRE PLUG FUNNEL, TAPE, MAGIC ERASER SPC BRUSHES, SANDING BLOCK-POOL BROOM HANDLE-POOL BATTERIES, SURGE PROTECTOR C COOLER WEED KILLER-TOWN HALL TAPE	26.44 29.37 27.80 13.64 16.77 39.86 11.01 36.88 44.35 28.56 8.91 21.90 14.64 5.97 49.84 35.69 33.57 5.22	450.42
20190516	2019-07-05	RIDGE AUTO PARTS LTD.	658908 659137 659455 659604 659779 659835 659922 660094 660241 660257 660275 660278 660355	PAYMENT ARMOR ALL-FIRE DEPT FITTINGS FOR FIRE 4X4 HD MIXED FLEET ELC REDTAC GREASE OIL FILTERS, OIL FOR GENERATOR ELECTRONIC CLEANER REDTAC GREASE CABIN AIR FILTER, SHOP TOWELS DIESEL EXHAUST FLUID SOLVENT SPARK PLUG RATCHET STRAPS, ANTIFREEZE-JE POWER PLUG	32.01 26.25 13.27 62.98 48.77 7.02 125.96 127.95 307.50 80.04 4.17 139.51 5.88	981.31
20190517	2019-07-05	RIVERSIDE MARKET 2009	1224482 419597 419598	PAYMENT POOL STAFF MEETING SNACKS PARADE CANDY-COUTTS, WARNER COFFEE	21.01 244.00 17.99	283.00
20190518	2019-07-05	RMA	50627360 50734875 90712025-00 P60768 P60851 P60854	PAYMENT STAPLES-TONER STAPLES-FRAME EMCO-PIPE, ELLS RME-HITCH PIN RME-PAINT RME-GREASE COUPLER	160.95 20.99 412.10 6.47 15.70 7.77	4,447.85



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20190518	2019-07-05	RMA	P60884 P60946 P61001	RME-VISOR WRAP, AIR HOSE RME-BATTERY, WHITE MARKER RME-CONFINED SPACE KIT, HARNE	45.64 145.49 3,632.74	4,447.85
20190519	2019-07-05	SKYLINE DESIGN LTD.	2417	PAYMENT WEBSITE MAINTENANCE-JUL-SEPT	56.70	56.70
20190520	2019-07-05	SOUTH COUNTRY TIRE	878328 878460 878528	PAYMENT FLAT REPAIR-UNIT 116 FLAT REPAIR-BACKHOE FLAT REPAIR-GARBAGE TRUCK	29.40 225.75 73.45	328.60
20190521	2019-07-05	TRUCK/RV/CAR/WASH	4020	PAYMENT VEHICLE WASHES	215.00	215.00
20190522	2019-07-05	UNITED RENTALS OF CANADA	170787643-001	PAYMENT TRIPOD RESCUE PACKAGE	449.19	449.19
20190523	2019-07-05	1ST TECHNICALL SYSTEMS INC.	109289	PAYMENT SET UP POOL ANTI-ENTRAPMENT C	378.00	378.00
20190524	2019-07-05	SWANSON, TED	201901	PAYMENT BORDER BOUND-CANADA DAY ENT	650.00	650.00
20190525	2019-07-05	TOP NOTCH MECHANICAL	74364	PAYMENT REPAIR POOL BOILER	406.35	406.35
20190540	2019-07-17		201902	PAYMENT SOD FOR RECOVERING CURBSTOP	164.22	164.22
20190541	2019-07-17	FORD, DAVE	2196671	PAYMENT YARD CLEAN UP-710 MAIN, 108-4 AV	440.00	440.00
20190542	2019-07-17	HAGEN ELECTRIC LTD.	70154 70977	PAYMENT REPAIR AND MAINTENANCE-PUMP 1 REPAIR SEWAGE PUMP 3	637.56 7,625.03	8,262.59
20190543	2019-07-17	LIEBELT, SUZANNE	201902	PAYMENT MILEAGE-JUN 11 AUMA LEADERSHIP	180.20	180.20
20190544	2019-07-17	MILK RIVER & DISTRICT AG SOCIETY	201904	PAYMENT BONANZA DAY BUTTONS (30)	150.00	150.00
20190545	2019-07-17	MPE ENGINEERING LTD.	1440-050-00-04	PAYMENT BOOSTER STATION UPGRADE	13,690.26	13,690.26
20190546	2019-07-17	MUNICIPAL INFORMATION SYSTEMS	20190862	PAYMENT AUGUST SUPPORT	846.00	846.00
20190547	2019-07-17	RIDGE WATER SERVICES COMMISSION	375	PAYMENT WTP MANAGER, LEVEL 2 OP-MAY 2019	3,637.91	3,637.91
20190548	2019-07-17	SOUTHERN IRRIGATION	S-INV157425 S-INV158385	PAYMENT CONTROL PANEL FOR IRRIGATION FILTER-WTP	332.01 90.09	422.10
20190549	2019-07-17	TOWN OF RAYMOND	20190199	PAYMENT JULY PEACE OFFICERS	2,479.58	2,479.58
20190550	2019-07-17	UNITED FARMERS OF ALBERTA	111915589 111915590 112004508	PAYMENT FUEL FIRE FUEL BULK FUEL	2,721.64 275.10 1,963.83	4,960.57
20190551	2019-07-17	UNITED RENTALS OF CANADA	1705323314-001 170761691-001	PAYMENT TRIPOD RESCUE PACKAGE RENTAL PUMP RENTAL-WTP 1 WEEK	224.60 2,240.92	2,465.52
20190552	2019-07-17	WASTE CONNECTIONS OF CANADA INC.	7410-0000448758 7410-0000449301	PAYMENT PLASTICS RECYCLING CARDBOARD RECYCLING, 2 DUMP /	20.41 855.75	876.16
20190553	2019-07-17	KELSEY OCHSNER	201902	PAYMENT JANITORIAL-JUL 11-12	100.00	100.00



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20190554	2019-07-17	THOMAS, JOHNATHON	201903	PAYMENT 3/4 SCREENED ROCK-TOWN HALL	446.25	446.25
20190555	2019-07-26	ATB FINANCIAL MASTER CARD	2019065 2019066 2019067 2019068 2019069 2019070 2019071 2019072 2019073 2019074 2019075 2019076 C168791392 C168803476	PAYMENT GREEN HAVEN-TOWN HALL XERISC GREEN HAVEN-TOWN HALL XERISC GREEN HAVEN-TOWN HALL XERISC SANDSTONE-COUNCIL MEETING ME SANDSTONE-MEAL-XERISCAPING P IN-MOTION HOSTING-WEB HOSTING ALL TIDES-LIFEGUARD HOODIES, W TWO GUYS PIZZA-LGAA MEETING E TIM HORTONS-LGAA EXPENSE SAFEWAY-LGAA EXPENSE KIEFER-SPINE BOARD-POOL SANDSTONE-TRAY-CONDOLENCES CPC-POOL NEWSLETTER CPC-NEWSLETTER	302.37 1,180.33 63.33 48.79 81.75 259.06 491.17 232.44 10.99 25.16 642.20 57.74 75.94 110.32	3,581.59
20190556	2019-07-26	BEACHCOMBER HOT TUBS, POOL & PATIO	C10692	PAYMENT COLOR REGEANTS-POOL	58.50	58.50
20190557	2019-07-26	COUNTRY BLOOMS GARDEN CENTRE 2009 LTD.	2019214	PAYMENT TUNE UP FERTILZER	425.25	425.25
20190558	2019-07-26	COUNTY OF WARNER	2455	PAYMENT SAFETY OFFICER-J.ANDERSON	1,000.00	1,000.00
20190559	2019-07-26	DIGITEX CANADA INC.	IN563358	PAYMENT JULY COPIES	236.50	236.50
20190560	2019-07-26	J.T. WINE & SPIRITS	112662	PAYMENT LADIES GOLF TOURNAMENT GIFT B	40.00	40.00
20190561	2019-07-26	L.A. POWER SYSTEMS LTD.	78415	PAYMENT HYDROVAC-REPAIR 3 CURBSTOPS	2,430.75	2,430.75
20190562	2019-07-26	LIFESAVING SOCIETY	7966	PAYMENT LIFESAVING MANUALS (10)	380.63	380.63
20190563	2019-07-26	NEW-WAY IRRIGATION	P28546	PAYMENT OIL FILTERS, FUEL FILTERS, PARTS	637.82	637.82
20190564	2019-07-26	██████████	201901	PAYMENT DRIVERS ABSTRACT	24.45	24.45
20190565	2019-07-26	PLEASURE POOL (2011) LTD.	03201 03244	PAYMENT SWIMMING POOL CHEMICALS LEAF SKIMMER	3,565.24 34.11	3,599.35
20190566	2019-07-26	PUROLATOR INC.	442029570	PAYMENT FREIGHT-CARO ANALYTICAL	88.71	88.71
20190567	2019-07-26	SAAL PAVING LTD.	3280	PAYMENT PAVING, PATCHING	20,254.76	20,254.76
20190568	2019-07-26	SMH PRINTING	3582	PAYMENT CAMPGROUND ENVELOPES	390.31	390.31
20190595	2019-07-29	██████████	201901 201902	PAYMENT POOL MILEAGE-11 TRIPS BOTTLED WATER FOR POOL	165.00 8.55	173.55
20190596	2019-07-29	██████████	201901	PAYMENT POOL MILEAGE-18 TRIPS	270.00	270.00
20190597	2019-07-29	ATB FINANCIAL ACCOUNTS PAYABLE	201907	PAYMENT JULY RRSP CONTRIBUTION	275.90	275.90
20190598	2019-07-29	██████████	201912	PAYMENT JULY RRSP CONTRIBUTION	685.84	685.84
20190599	2019-07-29	██████████		PAYMENT		255.00



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20190599	2019-07-29		201901	POOL MILEAGE-17 TRIPS	255.00	255.00
20190600	2019-07-29		201907	PAYMENT JULY RRSP CONTRIBUTION	355.12	355.12
20190601	2019-07-29	GASPAR, MARYAN	201907	PAYMENT JULY JANITORIAL	650.00	650.00
20190602	2019-07-29		201906	PAYMENT JULY RRSP CONTRIBUTION	498.58	498.58
20190603	2019-07-29		201913	PAYMENT JULY RRSP CONTRIBUTION	993.12	993.12
20190604	2019-07-29		201901	PAYMENT POOL MILEAGE-21 TRIPS	420.00	420.00
20190605	2019-07-29	RECEIVER GENERAL FOR CANADA	201907	PAYMENT JULY REMITTANCE	14,580.13	14,580.13
20190606	2019-07-29		201901	PAYMENT POOL MILEAGE-11 TRIPS	220.00	220.00
20190607	2019-07-29		201903 201904	PAYMENT POOL MILEAGE-24 TRIPS POOL SUPPLIES, SWIM DIAPERS	480.00 98.97	578.97
20190608	2019-08-09	ALBERTA ONE-CALL CORPORATION	152829	PAYMENT JULY NOTIFICATIONS	100.80	100.80
20190609	2019-08-09	AMSC INSURANCE SERVICES LTD.	201908 34366 34367	PAYMENT AUGUST BENEFITS INS-ADD SKID STEER, DELETE KUB INS-AMEND SKID STEER	2,960.56 65.68 (14.38)	3,011.86
20190610	2019-08-09	BENCHMARK ASSESSMENT CONSULT.	1133	PAYMENT AUGUST ASSESSMENT FEE	1,266.56	1,266.56
20190611	2019-08-09	CLEARTECH INDUSTRIES INC.	188092 JMH 800759	PAYMENT CONTAINER RETURN CREDIT SODIUM HYPOCHLORITE	(987.00) 1,144.93	157.93
20190612	2019-08-09	HI-WAY 9 EXPRESS LTD.	12007824	PAYMENT FREIGHT-CLEARTECH-POOL	596.41	596.41
20190613	2019-08-09	ITRON CANADA INC.	42801	PAYMENT IMA WALKBY SUBSCRIPTION	319.74	319.74
20190614	2019-08-09	KUKUCSKA, RANDY	486453	PAYMENT PLOW 3/4" PIPE FOR DRIPPERS BY	675.00	675.00
20190615	2019-08-09	L.A. POWER SYSTEMS LTD.	78598	PAYMENT SELF REGISTRATION SIGN-CAMPGF	63.00	63.00
20190616	2019-08-09	MILK RIVER CABLE CLUB	49681	PAYMENT INTERNET	169.15	169.15
20190617	2019-08-09	MILK RIVER CEMETERY COMPANY	201903	PAYMENT CEMETARY PLOT PURCHASES, DON	1,750.00	1,750.00
20190618	2019-08-09	MILK RIVER HOME HARDWARE	2456386 2456444 2456507 2456641 2456721 2456722 2456727 2456747 2456813 2456845 2456854 2456864 2456989	PAYMENT WATER, GARBAGE CAN,RBR BOOR LUMBER PADLOCKS (6) COMBO KIT, COLS 18V GRAB BAR-POOL GRAB BAR, HOOKS, SCREWS-POOL SCREWS KEYS HOSE NOZZLE WATER REFILL BALLOONS-POOL MOUSE TRAPS, GLUE MOUSE TRAPS, GLUE	106.28 36.29 103.89 236.24 129.12 78.14 2.09 9.22 7.02 3.99 2.63 20.12 120.71	977.91



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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
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20190618	2019-08-09	MILK RIVER HOME HARDWARE	2457067	WATER REFILL, CAP-POOL	12.90	977.91
			2457071	BATTERY CHARGING KIT, LUMBER	48.95	
			2457092	GARBAGE BAGS-POOL	36.74	
			2457118	LUMBER	3.50	
			2457171	TOILET BRUSH, ADHESIVE	13.42	
			2457336	COUPLING, NIPPLE-BALL DIAMOND	3.86	
			2486525	SCREWS	2.80	
20190619	2019-08-09	NORTH & CO LLP	104787	PAYMENT LEGAL FEES-ACAPULCO POOL	4,751.25	4,751.25
20190620	2019-08-09	RIDGE AUTO PARTS LTD.	660448	PAYMENT SLA 12V BATTERY	73.44	1,016.92
			660486	ECONOMY FORESTRY KIT	79.07	
			660761	BATHROOM TISSUE, GARBAGE BAG	244.76	
			660814	HYDRAULIC OIL	151.61	
			660960	CLEANER LUBRICANT WD-40	12.58	
			660980	EMERY CLOTH	23.09	
			661279	SPARK PLUG	3.15	
			661364	NITRILE GLOVES	23.50	
			661612	KIT MODULE IGNITION	234.23	
			661683	HAND TOWEL PAPER	171.49	
20190621	2019-08-09	RMA	0499342	PAYMENT W.E. GREER-TOILET TISSUE, KLEEN	201.05	1,485.11
			50870513	STAPLES-PAPER, BINDERS, TONER	277.75	
			51030361	STAPLES-OFFICE SUPPLIES	156.56	
			51067151	STAPLES-TONER, COLORED PAPER	648.32	
			P61044	RME-SCOTT CENTER FL, DISPENSE	38.90	
			P61091	RME-FORD BLUE PAINT	15.71	
			P61253	RME-HARDWARE	1.07	
			P61254	RME-HARDWARE	1.61	
			P61314	RME-SWIVEL CONNECTOR	3.78	
			P61332	RME-HEX PIPE NPPLE	1.37	
			P61333	RME-BUSHING, HEX PIPE NIPPLE	3.16	
			P61398	RME-QUICK PIN, DUCT TAPE, HOSE	48.42	
			P61404	RME-THICKSTER EX PW, QUICK PIN	26.39	
			P61432	RME-THICKSTER EX PW	24.53	
			P61441	RME-VISOR WRAP	7.44	
			P61499	RME-HOSE CLAMPS	4.29	
			P61546	RME-THICKSTER EX PW	24.76	
20190622	2019-08-09	TRUCK/RV/CAR/WASH	4098	PAYMENT VEHICLE WASHES	188.25	188.25
20190635	2019-08-14	BEACHCOMBER HOT TUBS, POOL & PATIO	C2475	PAYMENT COLORQ REAGENT-POOL	33.12	33.12
20190636	2019-08-14	MPE ENGINEERING LTD.	1440-049-00-19	PAYMENT RAW WATER STORAGE RESERVOIR	938.70	22,969.38
			1440-050-00-05	BOOSTER STATION UPGRADE	22,030.68	
20190637	2019-08-14	NEW-WAY IRRIGATION	P29010	PAYMENT REAR WINDOW, BLADES-KUBOTA	860.67	860.67
20190638	2019-08-14	RIDGE WATER SERVICES COMMISSION	385	PAYMENT JULY 7-AUG 3 PLANT MANAGER, LE'	1,953.27	1,953.27
20190639	2019-08-14	UNITED FARMERS OF ALBERTA	112000842	PAYMENT FUEL	2,507.26	3,287.18
			112000843	FIRE FUEL	255.42	
			112045842	BULK DIESEL DELIVERY	524.50	
20190640	2019-08-14	WASTE CONNECTIONS OF CANADA INC.	7410-0000450351	PAYMENT PLASTICS RECYCLING	35.72	1,295.72
			7410-0000450889	CARDBOARD RECYCLING-3 DUMPS	1,260.00	
20190641	2019-08-14	OBBAGY, LUCILLE	201904	PAYMENT REFUND PARTIAL AQUAFIT PASS	30.00	30.00
20190642	2019-08-26	AMSC INSURANCE SERVICES LTD.		PAYMENT		77.17



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Cheque #	Date					
20190642	2019-08-26	AMSC INSURANCE SERVICES LTD.	34065	BREATHING AIR COMPRESSOR INSI	77.17	77.17
20190643	2019-08-26	ATB FINANCIAL MASTER CARD		PAYMENT		686.86
			2019077	ADOBE-COUNCIL AGENDAS	21.20	
			2019078	ADOBE-COUNCIL AGENDAS	21.20	
			2019079	PICTURE BUTTE HOTEL-MEAL-POOL	34.45	
			2019080	JT WINE-GIFT CERT-GOLF TOURNE'	75.00	
			2019081	MR HOME HARDWARE-GIFT CERT-C	75.00	
			2019082	RIDGE AUTO PARTS-GIFT CERT-GO	50.00	
			2019083	LAND TITLES	30.00	
			2019084	MONERIS-POS RECEIPT PAPER	35.90	
			2019085	FASTENAL-ROUNDSTOCK	77.52	
			2019086	AAWOA-ANNUAL MEMBERSHIP-S. B	60.00	
			2019087	UPS-BROKERAGE FEE, GST-SPINE I	96.27	
			C168880984	CPC-NEWSLETTER	110.32	
20190644	2019-08-26	CAMFIELD GROUNDWATER SERVICES LTD.		PAYMENT		12,012.00
			134-PROG INV 4	RIVERSIDE WETLANDS ENHANCEMI	12,012.00	
20190645	2019-08-26	CLEARTECH INDUSTRIES INC.		PAYMENT		777.82
			801351	LEAD WASHERS, SOCIUM HYPOCHL	777.82	
20190646	2019-08-26	DBS ENVIRONMENTAL		PAYMENT		530.47
			2019332	PAINT COLLECTION, HAZARDOUS V	530.47	
20190647	2019-08-26	DIGITEX CANADA INC.		PAYMENT		126.82
			IN572359	AUGUST COPIES	126.82	
20190648	2019-08-26			PAYMENT		116.60
			201914	PICTURE BUTTE NEW POOL SITE VI	116.60	
20190649	2019-08-26	MUNICIPAL INFORMATION SYSTEMS		PAYMENT		846.00
			20191062	SEPTEMBER SUPPORT	846.00	
20190650	2019-08-26	RIVERSIDE MARKET 2009		PAYMENT		1,345.34
			420976	POPSICLES, CHIPS, SALSA-POOL	31.33	
			422635	COFFEE	54.01	
			423596	BONANZA DAY FIREWORKS	1,260.00	
20190651	2019-08-26	SANDSTONE FOODS INC.		PAYMENT		2,388.38
			2020389	MEAL-GOLF TOURNAMENT (67 PEOI	2,388.38	
20190652	2019-08-26	SOUTHERN IRRIGATION		PAYMENT		1,247.22
			S-INV165470	IRRIGATION SUPPLIES	1,247.22	
20190653	2019-08-26	TOWN OF RAYMOND		PAYMENT		2,479.58
			20190229	AUGUST PEACE OFFICERS	2,479.58	
20190654	2019-08-26	WASKASOO HYDROGEOLOGICAL SERVICES		PAYMENT		7,350.00
			PROG INV 1	RIVERSIDE WETLANDS ENHANCEMI	7,350.00	
20190681	2019-08-29			PAYMENT		360.00
			201903	AUGUST MILEAGE (24 TRIPS)	360.00	
20190682	2019-08-29			PAYMENT		195.00
			201902	MILEAGE (13 TRIPS)	195.00	
20190683	2019-08-29	ATB FINANCIAL ACCOUNTS PAYABLE		PAYMENT		658.06
			201908	AUGUST RRSP CONTRIBUTIONS	658.06	
20190684	2019-08-29			PAYMENT		685.84
			201913	RRSP CONTRIBUTION	685.84	
20190685	2019-08-29	COUNTY OF WARNER		PAYMENT		1,000.00
			2501	AUGUST SAFETY OFFICER - J ANDE	1,000.00	
20190686	2019-08-29			PAYMENT		255.00
			201902	AUGUST MILEAGE (17 TRIPS)	255.00	
20190687	2019-08-29	GASPAR, MARYAN		PAYMENT		700.00
			201908	AUGUST JANITORIAL	700.00	
20190688	2019-08-29			PAYMENT		736.80
			201907	RRSP CONTRIBUTION	476.90	



TOWN OF MILK RIVER

Page 7 of 7

Cheque Listing For Council

2019-Sep-4
3:48:53PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20190688	2019-08-29		201908	CLASS 3 KNOWLEDGE PERMIT, SAF	259.90	736.80
20190689	2019-08-29	L.A. POWER SYSTEMS LTD.	78847	PAYMENT HYDRVAC INSTALL CULVERT, REPA	2,270.63	2,270.63
20190690	2019-08-29		201915	PAYMENT RRSP CONTRIBUTION	993.12	993.12
20190691	2019-08-29	LIEBELT, LARRY	201901	PAYMENT SOUTHERN MONUMENT-PLAQUES F	451.50	451.50
20190692	2019-08-29		201902	PAYMENT AUGUST MILEAGE (15 TRIPS)	300.00	300.00
20190693	2019-08-29	RECEIVER GENERAL FOR CANADA	201908	PAYMENT AUGUST REMITTANCE	13,623.65	13,623.65
20190694	2019-08-29		201902	PAYMENT AUGUST MILEAGE (6 TRIPS)	120.00	120.00
20190696	2019-08-29	SOUTH COUNTRY TIRE	879045	PAYMENT FLAT REPAIR-SWIMMING POOL CAF	22.05	22.05
20190697	2019-08-29	TARPON ENERGY SERVICES LTD.	008063943	PAYMENT REPLACE BREAKER-WTP	641.85	641.85
20190698	2019-08-29	WILD ROSE CONCRETE LTD.	2643 2646	PAYMENT CONCRETE REPAIR, SIDEWALKS, C AG SOCIETY-CIVIC CENTRE-FRONT	32,991.00 11,392.50	44,383.50
20190699	2019-08-29	BROWN OKAMURA & ASSOCIATES LTD.	INV00017083	PAYMENT GRAVEL LEASE-SURVEY TO RENEV	2,887.49	2,887.49
20190700	2019-08-29		201907 201908	PAYMENT AUGUST MILEAGE LIFEGAURD COURSE, PHONE USE, I	480.00 455.81	935.81

Total 254,489.17

*** End of Report ***



TOWN OF MILK RIVER

Accounts Payable Bank Reconciliation

Page 1 of 2

2019-Aug-1

1:02:44PM

July Balance Shown on Bank Statement

1,488,345.69

Add Outstanding Deposits

Deposit Description	Batch #	Deposit Date	Amount
BANK DEPOSIT	12266	2019-07-31	7,494.59
DEBIT DEPOSIT	12266	2019-07-31	2,248.88
VISA DEPOSIT	12266	2019-07-31	575.00
MASTER CARD DEPOSIT	12266	2019-07-31	1,955.55
DIRECT DEPOSIT-AUG	12266	2019-07-31	40.00
Total Deposits Outstanding			12,314.02
Sub Total			12,314.02
			1,500,659.71

Less Outstanding Cheques

Payee	Cheque #	Cheque Date	Amount
MILK RIVER WATER USERS	20190397	2019-05-29	500.00
	20190488	2019-06-26	685.84
	20190540	2019-07-17	164.22
RIDGE WATER SERVICES COMMIS	20190547	2019-07-17	3,637.91
ATB FINANCIAL MASTER CARD	20190555	2019-07-26	3,581.59
COUNTRY BLOOMS GARDEN CENT	20190557	2019-07-26	425.25
COUNTY OF WARNER	20190558	2019-07-26	1,000.00
DIGITEX CANADA INC.	20190559	2019-07-26	236.50
J.T. WINE & SPIRITS	20190560	2019-07-26	40.00
L.A. POWER SYSTEMS LTD.	20190561	2019-07-26	2,430.75
LIFESAVING SOCIETY	20190562	2019-07-26	380.63
	20190564	2019-07-26	24.45
PLEASURE POOL (2011) LTD.	20190565	2019-07-26	3,599.35
PUROLATOR INC.	20190566	2019-07-26	88.71
SAAL PAVING LTD.	20190567	2019-07-26	20,254.76
SMH PRINTING	20190568	2019-07-26	390.31
	20190595	2019-07-29	173.55
	20190596	2019-07-29	270.00
ATB FINANCIAL ACCOUNTS PAYAE	20190597	2019-07-29	275.90
	20190598	2019-07-29	685.84
	20190599	2019-07-29	255.00
	20190600	2019-07-29	355.12
GASPAR, MARYAN	20190601	2019-07-29	650.00
	20190602	2019-07-29	498.58
	20190604	2019-07-29	420.00
RECEIVER GENERAL FOR CANADA	20190605	2019-07-29	14,580.13
	20190606	2019-07-29	220.00
	20190607	2019-07-29	578.97
Total Outstanding Cheques			56,403.36
			(56,403.36)

And Adjustments



TOWN OF MILK RIVER
Accounts Payable Bank Reconciliation

Page 2 of 2

2019-Aug-1
1:02:44PM

Your Bank Balance Should Be	1,444,256.35
Your Reconciled Bank Balance Is	1,444,256.35
Difference	0.00

*** End of Report ***



TOWN OF MILK RIVER

Accounts Payable Bank Reconciliation

Page 1 of 2

2019-Sep-4

1:26:10PM

August Balance Shown on Bank Statement

1,887,697.82

Add Outstanding Deposits

Deposit Description	Batch #	Deposit Date	Amount
DEBIT DEPOSIT	12303	2019-08-30	8,303.68
MASTER CARD DEPOSIT	12303	2019-08-30	9,409.50
VISA DEPOSIT	12303	2019-08-30	1,493.33
BANK DEPOSIT	12311	2019-08-31	26,231.37
MASTER CARD DEPOSIT	12311	2019-08-31	10,858.49
DEBIT DEPOSIT	12311	2019-08-31	500.00
VISA DEPOSIT	12311	2019-08-31	2,703.27
DIRECT DEPOSIT-SEPT	12311	2019-08-31	3,132.15
Total Deposits Outstanding			62,631.79
Sub Total			62,631.79
			1,950,329.61

Less Outstanding Cheques

Payee	Cheque #	Cheque Date	Amount
MILK RIVER WATER USERS	20190397	2019-05-29	500.00
	20190488	2019-06-26	685.84
	20190540	2019-07-17	164.22
PLEASURE POOL (2011) LTD.	20190565	2019-07-26	3,599.35
	20190598	2019-07-29	685.84
RIDGE WATER SERVICES COMMIS	20190638	2019-08-14	1,953.27
AMSC INSURANCE SERVICES LTD.	20190642	2019-08-26	77.17
CAMFIELD GROUNDWATER SERVI	20190644	2019-08-26	12,012.00
CLEARTECH INDUSTRIES INC.	20190645	2019-08-26	777.82
DBS ENVIRONMENTAL	20190646	2019-08-26	530.47
DIGITEX CANADA INC.	20190647	2019-08-26	126.82
MUNICIPAL INFORMATION SYSTEM	20190649	2019-08-26	846.00
RIVERSIDE MARKET 2009	20190650	2019-08-26	1,345.34
SOUTHERN IRRIGATION	20190652	2019-08-26	1,247.22
TOWN OF RAYMOND	20190653	2019-08-26	2,479.58
WASKASOO HYDROGEOLOGICAL	20190654	2019-08-26	7,350.00
	20190681	2019-08-29	360.00
	20190682	2019-08-29	195.00
	20190684	2019-08-29	685.84
COUNTY OF WARNER	20190685	2019-08-29	1,000.00
	20190686	2019-08-29	255.00
GASPAR, MARYAN	20190687	2019-08-29	700.00
L.A. POWER SYSTEMS LTD.	20190689	2019-08-29	2,270.63
	20190692	2019-08-29	300.00
	20190694	2019-08-29	120.00
SOUTH COUNTRY TIRE	20190696	2019-08-29	22.05
TARPON ENERGY SERVICES LTD.	20190697	2019-08-29	641.85
WILD ROSE CONCRETE LTD.	20190698	2019-08-29	44,383.50
BROWN OKAMURA & ASSOCIATES	20190699	2019-08-29	2,887.49
	20190700	2019-08-29	935.81
Total Outstanding Cheques			89,138.11
			(89,138.11)

And Adjustments



TOWN OF MILK RIVER
Accounts Payable Bank Reconciliation

Page 2 of 2

2019-Sep-4
1:26:10PM

Your Bank Balance Should Be	1,861,191.50
Your Reconciled Bank Balance Is	1,861,191.50
Difference	0.00

*** End of Report ***



Chief Administrative Officer Report
REGULAR COUNCIL MEETING
Monday, September 9th, 2019

Administration & Operations

- Met with MPE:
 - Riverside Wetlands Project
 - Booster Station Rehabilitation Project
- Reviewed the Water Treatment Plant Operation plan
- Recycling Options investigation
- 5-year capital budget development
- Began website redesign project
- Town Golf Tournament – August 15, 2019
 - Total donation is \$1875
- Began discussions with County administration regarding IDP and ICF documents
- Gravel Pit Surface Materials Lease renewal
- Met with Minster Hunter regarding approval process concerns
- Submitted the 2019 Federal Gas Tax Fund project application
- Drafted an updated Council Procedure Bylaw
- Reviewed the Proposals for the Pool Concept Drawings
 - Awarded to Alvin Reinhard Fritz Architecture Inc – Lethbridge, Alberta
- Drafted a bylaw review for Nuisance Properties
- Drafted a bylaw review for the Council Procedural Bylaw
- Conducted a site visit to the Town of Picture Butte to review their new swimming pool project
-

Holidays/Days Off

- October 2 – 17, 2019

Upcoming Training/Courses/Conferences

- AUMA Conference – September 24 – 27, 2019

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
2018-08-14	8th Ave Curbing	Admin	Ongoing

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
2019-04-13	Swimming Pool Fundraiser Committee	Admin	Completed
2019-04-14	North/South Entrance Beautification Committee	Admin	Completed

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

2019-07-06	Curling Club Lease Renewal	Admin	Completed
2019-07-07	8th Ave - Delineator Installation	Admin	Ongoing
2019-07-08-10	North/South Entrance Beautification Committee Appointments	Admin	Completed
2019-07-11	Swimming Pool Design Concept Budget Increase	Admin	Completed
2019-07-12	Bogle Building Donation	Admin	Ongoing

2018 - 2019 Capital/Large Operational Budget Progress Sheet					
Dept	Project Description	Original Budget	Actual Cost (excluding GST)	Completed	Notes
2018					
PW	Riverside Wetland Project & Sewer Replacement	\$1,966,882	\$1,591,170	Ongoing	Pumphouse nearing completion; well #2 complete
PW	Raw Water Reservoir	\$1,860,000	\$1,322,010	Ongoing	minor deficiencies still outstanding
		\$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		Completed	awaiting billing
PW	Sidewalk/Curbing Project	\$50,000		Ongoing	Partially Complete - Contractor back in Sept
PW	Booster Station Upgrade	\$460,000		Ongoing	Tenders submitted
PW	Skidsteer Purchase	\$60,000	\$60,000	Completed	
PW	Small Mower Purchase	\$20,000	\$20,000	Completed	
PW	Water Valve Replcaments	\$30,000		Ongoing	Sept/Oct
PW	Shop Concrete Pads(Sander and Front)	\$12,000		Ongoing	Sept/Oct
Rec	Swimming Pool Concept Plans	\$27,878		Ongoing	Contract signed - project commenced
Rec	Swimming Pool Main Drain	\$5,000		Completed	awaiting billing
		\$686,878	\$86,148		

Booster Station Rehabilitation Project Tender

Background

With the 2019 Capital Budget, Council approved a construction budget for the booster station rehabilitation project of \$460,000 + GST (\$483,000 w/GST). Upon receiving the tenders for this project, the low bidder submitted a bid of \$565,530 w/GST, \$82,530 over budget due to material cost overruns and temporary pumping provisions. Administration directed MPE Engineering to work with the low bidder to try and find cost savings to help reduce the budget overages and they have been able to find \$40,656 w/GST in savings through various changes to the project. As a result, the project is \$41,874 w/GST over budget.

Options (administrative recommendation marked with "x"):

- ☒ **#1** – Approve increasing the budget for the Booster Station Rehabilitation Project to \$525,000, including GST and approve awarding the project to Parcon Construction Ltd.
- ☐ **#2** – Direct administration to not award the Booster Station Rehabilitation Project and reissue a new tender in 2020, thus delaying the project.
- ☐ **#3** – Provide administration with further direction with an approach Council would like to take.

Attachments

- 1) Tender Recommendation letter

Town of Milk River
PO Box 270
240 Main Street
Milk River, AB
T0K 1M0

September 4, 2019
File: N:\1440\050\00\L01

Attention: Mr. Ryan Leuzinger,
Chief Administrative Officer

Dear Mr. Leuzinger:

**RE: Town of Milk River
Booster Station Upgrade
Tender Closing**

The public tender opening for the above mentioned project took place at 2:00 p.m. Tuesday, August 20th, 2019 at MPE Engineering Ltd. offices in Lethbridge. We have reviewed the tenders for arithmetic errors. The following summarizes the tenders received on the tender opening day from lowest to highest. All prices are inclusive of \$40,000.00 extra work allowance, \$45,000.00 in prime cost allowances and 5 % GST.

<u>Tender</u>	<u>Tender Amount</u>
1. Parcon Construction Ltd.	\$565,530.00
2. Midwest Design & Construction Ltd.	\$581,931.00
3. DMT Mechanical Ltd.	\$594,294.75
4. Dynamic Industrial Solutions (1462782 Alberta Ltd.)	\$625,490.75
5. Filtrum Construction Inc.	\$663,600.00
6. Nitro Construction Ltd.	\$674,178.75

Tenders received indicated a competitive bidding process and strong interest in the project. All prices received exceeded estimates previously developed by MPE, largely due to impacts of material costs and contractor risk related to the provision of temporary pumping. MPE discussed options with the town during our Tuesday August 27th phone call to review the tenders. At that meeting, MPE was directed to discuss potential cost savings measures that the low bidder, Parcon Construction Ltd., could offer. MPE commenced negotiations with Parcon, the details of which are documented in a letter outlining these potential savings (Attached).

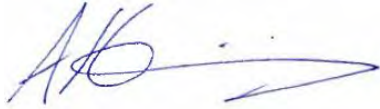
It was ultimately agreed to a price reduction of \$40,656.00, including GST. The adjusted tender amount is **\$524,874.00** including GST.

MPE Engineering Ltd. has completed multiple similar projects with Parcon and can indicate that from our experience, the Contractor has the capability to perform the work required. We therefore recommend the acceptance of the adjusted tender submitted by Parcon Construction Ltd.

If you wish to proceed with this project please inform our office so that we may prepare the necessary contract documents for execution by the Town of Milk River and the Contractor. Please contact the undersigned, if you have any questions, comments or concerns at (403) 317-3636.

Yours truly,

MPE ENGINEERING LTD.

A handwritten signature in blue ink, appearing to be 'AK', followed by a long horizontal stroke.

Andrew Kleisinger P.Eng.
Project Manager

MH:mw

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.

Options (administrative recommendation marked with “x”):

- ☒ **#1** – Approve 1st, 2nd, and 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(a) and (b) inclusive 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 ~~Mayor and Councillors~~ **duly elected Council of the** Town of Milk River ~~for the time being elected pursuant to the provisions of the Act whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the Act.~~
 - h) **“Deputy Mayor”** means the ~~member~~ **person** who is 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) ~~**“Member”** means a member of Council, duly elected and continuing to hold office.~~
 - k) **“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.
 - l) **“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.
 - m) **“Quorum”** means minimum number of members of Council or Committee necessary to conduct business.
 - n) **“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.
 - o) **“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, ~~he~~ **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, ~~he~~ **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 ~~purpose~~ is to allow for Council and Department heads to have discussions on operational and capital priorities and issues. It shall include ~~the Mayor, all members of Council, Cao~~ **the CAO**, the Public Works Foreman and the Fire Chief. Only the ~~Mayor and~~ members of Council are able to vote. The Committee of the Whole meets ~~three times a year, as required and as determined at the organizational meeting by Council~~.

Commented [C1]: Do you want this section? Is it necessary?

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 5:30 p.m. and adjourn by a unanimous vote of the members present. Adjournment of a meeting shall be no later than 9:30 p.m.
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 ~~himself~~ 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.
13. Audio and video recordings of all meetings of Council are prohibited, unless authorized by a unanimous vote of Council.

Commented [C2]: Do you want to allow for extending the meeting by motion of Council? If so, does it have to be unanimous?

Commented [C3]: Do we want to allow this? If so, other questions should also be answered: what is a valid reason to allow? How many meetings in a row should a councillor be allowed to use electronic means? Are per diem rates paid at the same rate? Will we allow a councillor to partake in a closed session via electronic means?

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.) ~~By-Laws~~
- (9.) Old Business
- (10.) New Business & Bylaws
- (11.) Councillor’s Reports
- (12.) Mayor’s Report
- (13.) In Camera (if required)
- (14.) Adjournment

Commented [C4]: Is included with New Business

- 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 ~~Thursday~~ **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.

Commented [C5]: Just moved this into this section from another area

PART IX: ORDER OF PROCEEDINGS WHEN IN CAMERA A CLOSED SESSION

- 1. The rules of the Council shall be observed when Council is in ~~camera~~ **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 ~~in-camera~~ 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 ~~Secretary~~ 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.

PART XIII: PARLIAMENTARY RULES

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.~~

This By-Law shall rescind By-Law No. 873 952 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 and a third time, with unanimous consent this 9th day of September 2019.

MAYOR – Peggy Losey

CAO – Ryan Leuzinger

Bylaw #1024 – Nuisance Bylaw

Background

With the annual summer yard cleanup efforts conducted by the Peace Officers, there has been a growing trend of repeat nuisance properties year after year. One of the frustrations we have been hearing consistently from neighbouring residents and the Peace Officers is the amount of time it takes to notify the nuisance property owner and for the property owners to take action. The amount of notice required in the current nuisance bylaw is 14 days. With the recommended amendment, properties that are non-complaint year after year would have the 14 day notification period reduced to 7 days, to ensure a quicker cleanup of the property. The recommended additions are in red on the draft bylaw.

Options (administrative recommendation marked with “x”):

- ☒ **#1** – Approve 1st, 2nd, and 3rd reading of Bylaw #1024 – Nuisance Bylaw, as presented.
- ☐ **#2** – Approve 1st reading of Bylaw #1024 – Nuisance Bylaw, as amended by Council.
- ☐ **#3** – Provide administration with further direction with an approach Council would like to take.

Attachments

- 1) Bylaw #1024 – Nuisance Bylaw DRAFT

BYLAW NO.1024

A BY-LAW OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF REGULATING AND CONTROLLING UNSIGHTLY AND UNTIDY PREMISES, FOR THE CONTROLLING OF NOXIOUS / RESTRICTED AND OTHER WEEDS, THE TRIMMING OF TREES, AND THE ABATEMENT OF NOISE AND OTHER NUISANCES.

WHEREAS the Council of the Town of Milk River, in the Province of Alberta, duly assembled may pass a by-law and/or regulation pursuant to Section 7(c) of the Municipal Government Act, being Chapter M-26, Revised Statutes of Alberta 2000, as amended;

AND WHEREAS the Council of the Town of Milk River, in the Province of Alberta, duly assembled may pass a bylaw and/or regulation pursuant to the Provincial Weed Act, being Chapter W-6, R.S.A. 1990, and amendments thereto;

AND WHEREAS, the Council of the Town of Milk River, in the Province of Alberta, deems it proper and expedient to pass a Bylaw for the purposes of controlling nuisances within the Town.

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

SECTION I This By-Law shall be cited as “THE NUISANCE BY-LAW”

SECTION II **DEFINITIONS**

In this By-Law:

- (a) **TOWN** - means the corporate limits of the Town of Milk River, in the Province of Alberta.
- (b) **COUNCIL** - means the duly elected Council of the Town of Milk River.
- (c) **CAO** - means the person designated by the Town Council to carry out the Administrative duties of the Town of Milk River.
- (d) **OWNER** - means the registered owner of the land or premises for which an order or direction has been issued and served pursuant to this By-Law.
- (e) **OCCUPANT** - is the person or persons who reside at or on a property whether they are the owners or lessees.
- (f) **PROPERTY** – means real property and includes land, together with all improvements which have been so affixed to the land as to make them in fact and in law a part thereof.
- (g) **COMMUNITY PEACE OFFICER** - means a member of the Milk River RCMP, a Special Constable or a Community Peace Officer.
- (h) **WEEKDAY**- means any day other than a Sunday, Saturday or a holiday

SECTION III **NUISANCES**

1.) “Nuisance” for the purpose of this by-law means any use of or activity upon any property which is offensive to any person, or has or may have a detrimental impact upon any person or other property in the neighborhood, and without limiting the generality of the foregoing, includes the following:

- (a) the failure to cut grass or weeds, including responsibility for the land at the front of property to the centre of the Street/Avenue and at the alley to the centre of the alley;
- (b) the failure to destroy restricted weeds, control noxious weeds, or prevent the spread or scattering of nuisance weeds, as per the Provincial Weed Act.
- (c) the owner of properties in the Town of Milk River, shall trim all trees, shrubs, bushes or

hedges so that:

- i) they are clear of all sidewalks and alleyway lanes, and do not overhang from such property to interfere with pedestrian or vehicular traffic lawfully using such street, sidewalk or walkway;
 - ii) they do not interfere with or endanger visibility to street signage or sidewalks, roadway clearance beneath them of a distance of three (3) meters from the top of the sidewalks, roadway or alleyway to the lowest most branch;
 - iii) along the frontage of properties and on corner lots with intersections, the bushes, shrubs, or hedges must be trimmed to a maximum height of one (1) meter.
- (d) the generation of excessive dust and permitting such dust to escape from the property;
- (e) the use of any pesticide or herbicide which has significant detrimental or environmental effects on surrounding areas;
- (f) the failure to control or eliminate insect pests harmful to the growth and development of trees and shrubs or any vegetable or plant life;
- (g) the owners of properties in the Town of Milk River, shall ensure that:
 - i) the neat and orderly storage of unregistered and un-operational vehicles be limited to no more than two (2) vehicles on any one property;
 - ii) the neat and orderly storage or accumulation of, or failure to dispose of, discarded or dilapidated furniture or household appliances, scrap metals, scrap lumber, tires, and motor vehicle parts;
- (h) the posting or exhibiting of posters, signs, billboards, placards, writings or pictures upon any fence or wall on any property, where the same are accumulated and become in a dilapidated and unsightly condition.
- (i) building structures as described in Section IV of this Bylaw;
- (j) Litter as described in Section V of this Bylaw;
- (k) noise as described in Section VII of this Bylaw;

2) No person being the owner, agent of the owner, lessee or occupier of any property within the Town shall permit such property, or the activities upon such property, to be or to remain a nuisance.

SECTION IV **WRITTEN ORDER**

1.) An Order to remedy dangerous or unsightly property,

- (a) Shall be in writing, shall be served on the person which has allowed a dangerous or unsightly condition, to the registered owner of the property.
- (b) An Order given by the Community Peace Officer pursuant to any of the provisions of the Bylaw shall be deemed to have been duly given and served on the person to whom it is addressed:
 - i) On the Order being personally delivered to the person or whom it is addressed;
 - ii) On leaving the Order with a person apparently over the age of eighteen 18 years at the place of abode of the person to whom the notice is addressed;
 - iii) On sending the Order by mail, addressed to the last known postal address, or address shown on the assessment roll, as the case maybe;
 - iv) On the Order being sent by any electronic means so long as it is possible to make a copy of the document from the electronic signals used by the electronic

- means;
- v) In the case where the property is a rental:
 - 1. On the tenant or any adult person, (18 years or older) who apparently resides with the tenant, or
 - 2. If the tenant or adult residing at the property or property owner cannot be served by posting the notice, order or document in a conspicuous place on some part of the premises
- (c) Upon completion of the inspection, the Community Peace Officer or a designated person may direct the owner or occupant of the property to:
- i) cease the activity which causes the nuisance;
 - ii) change the way in which such person is carrying out the activity;
 - iii) direct any person to take any action or measure necessary to compel the elimination or abatement of the nuisance, including the removal of any thing or matter from the property, which constitutes the nuisance;
 - iv) specify the time within which such person must comply with the directions contained in the notice; and
 - v) notify the owner or occupant that if compliance with the notice is not affected within a specified time, the Town of Milk River will take the actions or measures specified in the notice to abate the nuisance, at the expense of the owner or occupier.
- (d) If a Notice / Order of Compliance of the Community Peace Officer or a designated person is not complied with within fourteen (14) calendar days, after the date upon the notice, the Community Peace Officer may enter upon the said premises and carry out an inspection. As per Section 3, the Town of Milk River may remedy any situation and charge any costs incurred back to the owner or occupant, pursuant to the Provincial Weed Act, Section 27 and the Municipal Government Act, Section 553.
- (e) The owner or person who receives a written order pursuant to this bylaw may request Council to review the order by written notice to the CAO within fourteen (14) days of the date the order is received.
- i) Where an appeal is lodged, the order is stayed pending a final decision of Council.
 - ii) Upon reviewing the order, Council may confirm, vary, substitute or cancel the order.
 - iii) The owner or person who receives the written order may appear before Council in person or through a representative.
 - iv) Notice of decision of Council will be served to the person who requested the Council review.
 - v) Any owner or person affected by the decision of a Council review of an order pursuant to this bylaw may appeal to the Court of Queen's Bench. This appeal must be made within 30 days of the Council's date of decision.
- (f) In the case of a repeat non-compliance, the owner or person who receives the written Order shall have seven (7) days to submit a written request for a review of said Order.
- (g) A repeat offence occurs when the owner contravenes an Order for the same property more than once in a lifetime.
- (h) In the case where the Owner is in repeated non-compliance of an Order, it may be stated a date within which the person must remedy the dangerous or unsightly property. This date shall not be less than 7 days from the date the Notice of Decision of Council Review is received by the owner.

2.) DANGEROUS / EMERGENCY SITUATIONS - means in such case that a dangerous situation has not been remedied by the date required in the notice, the Town may take whatever actions or

measures deemed necessary to eliminate the danger to public safety caused by a structure, excavation or hole or to deal with the unsightly condition of property. The Town may take whatever actions necessary to eliminate an emergency.

SECTION V **BUILDINGS / STRUCTURES**

- (a) The owner(s) of properties in the Town of Milk River, shall ensure that old unoccupied residences, no longer in use or in a safe condition for occupancy and old sheds and garages and other buildings in run down/poor condition and unsafe be demolished and removed from the property, or restored to a useable and safe condition in accordance with Building Standards and Codes and with the required demolition or building permits.
- (b) If an Order / Compliance Notice under this Section of the bylaw is not complied with within ninety (90) days of the date of the notice, the Community Peace Officer shall have the right to direct any person to do the work required by the order. *The cost of doing the work required, plus a fifty dollar (\$50.00) administration fee, may be recovered from the Owner of the property as a debt due to the Town of Milk River*, or such costs may be charged against the property taxes due and owing, pursuant to the Municipal Government Act, Section 553.

SECTION VI **LITTER**

1.) No person shall place, deposit or throw or cause to be placed, deposited or thrown upon any Town property, including any street, lane, sidewalk, parking lot, park, or other public place or water source:

- (a) a cardboard or wooden box, carton, container, or receptacle of any kind;
- (b) a paper, wrapper, envelope, or covering of any kind, whether paper or not, from food or confectionery;
- (c) paper of any kind, whether or not containing written or printed matter thereon;
- (d) any glass, crockery, nails, tacks, barbed-wire or other breakable or sharp objects;
- (e) scrap metal, scrap lumber, tire, dismantled wrecked or dilapidated motor vehicle or parts there from;
- (f) any motor vehicle or any part of any motor vehicle which may, in whole or in part, obstruct any highway, street, lane, alley, or other public place;
- (g) dirt, filth or rubbish of any kind whether similar or dissimilar to the foregoing.

2.) A person who has placed, deposited or thrown or caused to be placed or thrown anything or any matter mentioned in subsection (1) upon any street, lane, sidewalk, parking place, park, or other public place or water course shall forthwith remove it.

3.) No person shall place, deposit or throw or cause to be placed, deposited or thrown upon or into any motor vehicle, which is parked on any street, lane, parking lot or other public place, any leaflet, pamphlet, poster, handbill, flyer or any paper containing printed or written matter, whether advertising or not, with the exception of any violation ticket or summons issued pursuant to lawful authority.

4.) The Community Peace Officer, by authorization of the CAO, may direct a Town employee, or other person, to remove and put in storage or destroy anything placed upon Town property in contravention of Section III, V and VI of this By-Law

SECTION VII **TOWN PROPERTY**

No person shall cause or permit or undertake any activity that is a nuisance upon any Town property.

SECTION VIII **NOISE****1.)**

- (a) No persons shall, within the Town of Milk River, during any period of the day allow, suffer or permit any electronic equipment, musical instruments, vehicles or any other devices to be sounded or used in any area of the Town of Milk River, that may or is likely to disturb others.
- (b) No person shall allow, suffer or permit loud noises to be emitted from within a premise occupied or under the control of that person that may or is likely to disturb other persons in the area.
- (c) No person shall allow, suffer or permit loud noises to be emitted from a vehicle, in its self, or from equipment in the interior of the vehicle that may or is likely to disturb others.
- (d) No person shall own, keep or harbour any animal or bird which makes, or causes to be made, any noise which disturbs or tends to disturb others.

2.) Domestic Noises

- (a) No person shall operate;
 - i) A motorized or electric construction/lawn/garden tool;
 - ii) A snow clearing device powered by a engine of any type;

In a residential zone between the hours of

- iii) Ten o'clock (10:00PM) in the evening and seven o'clock (7:00AM) in the morning of the next day which is a weekday; or
- iv) Ten o'clock (10:00PM) in the evening and eight o'clock (8:00AM) in the morning of the next day which is a Sunday, Saturday or holiday

3.) Construction Noises

- (a) No person shall carry on construction of any kind that can be heard beyond the boundary of the construction site between the hours of ten o'clock (10:00PM) in the evening and seven o'clock (7:00AM) in the morning of the next day which is a weekday; or
- (b) Ten o'clock (10:00PM) in the evening and eight o'clock (8:00AM) in the morning of the next day which is a Sunday, Saturday or holiday

4.) SPECIAL EXEMPTIONS of this Bylaw may be granted by the Council of the Town of Milk River or by the CAO of the Town of Milk River for:

- (a) special events as designated by Council; and
- (b) the operation of equipment, within reason, within Commercial or Industrial areas / lands of the Town of Milk River, as designed in the Land Use Bylaw; and
- (c) work of an exigent nature being carried on by a town department, utility company, or outside contractor acting on the town's behalf.
- (d) NOTHING HEREIN shall render any person liable to a fine, penalty or punishment for performing work of an emergency nature for the preservation or protection of life, health or property.

SECTION IX **ALL PENALTIES**

1) ANY PERSONS who are found to be in contravention of this Bylaw are liable to pay a voluntary penalty, that may be issued and served on a Provincial Part 3 Violation Ticket as follows:

- (a) A one hundred & fifty (\$150.00) dollar fine for first offense;
- (b) A three hundred (\$300.00) dollar fine for second offense; and
- (c) A five hundred (\$500.00) dollar fine for third and subsequent offenses.

2) ANY PERSON who contravenes any provisions of the bylaw, is guilty of an offense and may be liable on summary conviction to a fine of not more than one thousand (\$1,000.00) dollars or not more than three (3) months imprisonment or to a fine and imprisonment. Any costs incurred by the Town, including, but not limited to costs of prosecution, shall be borne by the owner / occupant in addition to any other penalties or fines.

SECTION X **RESCINDING OF BYLAWS**

The following Bylaws in and for the Town of Milk River are hereby rescind in their entirety:

Bylaw No. 915 – Nuisance By-Law

SECTION XI This Bylaw shall take force and effect upon the final reading thereof.

READ a first, second and with unanimous consent, a third and final time this 9th day of September, 2019.

MAYOR – Peggy Losey

CAO – Ryan Leuzinger

To: All Southern Alberta Mayors and Reeves

August 9, 2019

RE: HALO Air Ambulance

Background:

The Mayors and Reeves of Southern Alberta recently met in Taber to discuss the financial situation and future of the HALO Air Ambulance program. That situation is serious and the future may be bleak.

Earlier this year negotiations between HALO and AHS resulted in a one-year agreement, expiring October 1, 2019 and included "restricted funding" (meaning one-time) of \$1,000,000.00. The Minister at the time indicated that a review of HALO's performance would be carried out before renewing the agreement this coming fall but, would not commit to ongoing funding because of the pending election and that the 1 million was all that was available. Then of course they magically found \$13,000,000 to give to STARS for a new helicopter after the election was called. That would have funded HALO's entire operation for 5 years with NO public fundraising! This agreement stipulates that a twin-engine helicopter was required and HALO obtained the services of such a machine through Rangeland Helicopters in Medicine Hat. The operating costs of this helicopter including the extended daylight hours it is allowed to fly are certainly higher than the original machine but it is more effective and HALO's budget is still considerably lower than anyone else. These additional costs have put HALO in a bind and in spite of some amazing public donations this summer they currently have a \$750,000 shortfall between now and the next contract being signed.

Private individuals, businesses, municipalities, service clubs and other groups in Southern Alberta have donated an astounding amount of money to keep HALO in the air. The taxpayers of this region, our constituents, have demonstrated with their dollars that they believe in this life saving, cost-effective program and want to see it continue.

At the Taber meeting a motion was passed calling on the Premier and the Health Minister to provide adequate ongoing funding to HALO and provide the very important \$750,000 bridge funding. A second motion passed, calling on the Province to conduct an independent review of the Helicopter EMS system in Alberta that includes consulting with the public and stakeholders such as industry and municipalities in all parts of the province.

Letters have been sent to the Premier and Health Minister and attached is a template, as requested by some at the Taber meeting, for your municipality to use to add your individual voices to this advocacy. Further information is available from Mayor Gordon Reynolds at mayor@bowisland.com.

The Honourable Jason Kenney
Premier of the Province of Alberta

307 Legislature Building
10800 – 97 Ave, NW
Edmonton, AB Canada
T5K 2B6

premier@gov.ab.ca

The Honourable Tyler Shandro
Minister of Health for the Province of Alberta

423 Legislature Building
10800-97 Ave, NW
Edmonton, AB Canada
T5K 2B6

health.minister@gov.ab.ca

Please send a letter to both of these gentlemen and CC your MLA

Re: Support for the HALO Air Ambulance program & a review of the Provincial HEMS model.

Dear Sir,

The City/Town/Village/County/MD of _____ believes that the HALO Air Ambulance program is a very valuable asset for the EMS system in Southern Alberta. Our Council and constituents wish to see it adequately supported and funded by the Provincial government. Since its inception in 2007, HALO has been involved in over 500 operations in the south and is credited with saving over 200 lives. Over those 12 years, HALO has received relatively little funding from the government, with the exception of a one-time grant of one million dollars prior to the last election. Private individuals, businesses, municipalities, service clubs and other groups in Southern Alberta have donated an astounding amount of money to keep HALO in the air.

The next contract for HALO is due October 1st, we wish to see that negotiation completed with a proper, sustainable, ongoing compensation component at the centre of the agreement. In the meantime, in spite of record public fund raising efforts, HALO has a serious shortfall to get them to that new contract and will require some bridge funding to clear up some debt and keep them operating. Without it, there is a very real chance they will shut down.

The Helicopter EMS program in Alberta seems to have evolved over the past 30 plus years and there are concerns that it is unable to adequately serve all Albertans in a timely, cost-effective manner. Basing EMS helicopters in the outlying areas rather than just in the central corridor, such as HALO in the south, HERO in the northeast and STARS in the northwest reduces critical wait times and saves lives.

By motion: the Town/Village/County/MD of _____ urges the Alberta government to provide the bridge funding of \$750,000 to carry HALO through to the next contract, and further calls on the government to commission an independent review of the Helicopter EMS system in Alberta. This review should engage the public and stakeholders such as industry and municipalities in all parts of the province. Obviously, AHS and current service providers are stakeholders too and need to be part of the review but should not drive it so that a fresh look at the situation can be achieved.



Request for Decision

September 9, 2019

Agenda Item: 8e

Cemetery Fees

Background

At the December 2018 Council meeting, Council approved the fees for opening and closing graves at the Milk River Cemetery of \$450 for summer full casket burials, \$650 for winter full casket burials and \$300 for cremation plots. The Milk River Cemetery Company has sent a letter requesting a decrease to the cremation plot opening and closing fee due to complaints raised to them.

Options (administrative recommendation marked with "x"):

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

Attachments

- 1) Milk River Cemetery Company Letter

Milk River Cemetery Company
PO Box 251
Milk River, Alberta
T0K 1M0

July 31, 2019

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

Mayor Losey and Councilors:

At our recent AGM there was concern expressed on the increase in the cost of opening and closing of cremation sites.

We respectfully ask that you consider reviewing these costs and advise us of your decision so we can pass this information on to people inquiring about the costs of cremation service.

Thank You,

per. Harold Thompson, President

Milk River Cemetery Company

Green Strip Credit

Background


A green strip credit was introduced in 2010 for those who live on and maintain the green strips throughout Town. This credit is intended to offset the additional costs incurred by the property owners who water and mow the areas. One of the credit recipients has requested that the \$85 yearly credit be increased due to the increased cost of water.

Options (administrative recommendation marked with “x”):

- ☒ **#1** – Approve increasing the green strip credit to \$100.
- ☐ **#2** – Accept as information, thus keeping green strip credit at \$85 per year.
- ☐ **#3** – Provide administration with further direction with an approach Council would like to take.

Attachments

- 1) Policy F2.0 – Green Strip Credit

 <p>TOWN OF MILK RIVER POLICY & PROCEDURE MANUAL</p>	SECTION: FINANCE
POLICY: GREEN STRIP CREDIT	POLICY NUMBER: F2.0
ADOPTD BY COUNCIL: May 10, 2010	AMENDED:

PURPOSE

To establish a policy defining the application of a green strip credit to the utility accounts of persons caring for green strip.

DEFINITIONS

1. GREEN STRIP - shall mean any piece of grassed land that is registered on a plan of subdivision as a walkway, public utility lot or reserve or is a lot owned by the Town and used solely as a water runway.
2. MUNICIPAL UTILITY ACCOUNT - shall mean the bi-monthly billing for water, sewer and garbage.
3. TOWN - shall mean the Town of Milk River in the Province of Alberta.

POLICY

The Town of Milk River recognizes the contributions made by residents that care for grassed green strips within the municipal boundaries by providing an annual green strip credit of \$85.00, or less depending on parcel size to be applied to the resident's municipal utility account.

PROCEDURE

1. The Accounting Clerk will apply green strip credits against the municipal utility account of any person who is known to take care of a green strip on the June/July billing.
2. Care of a green strip may include, but not necessarily be limited to, watering and mowing.
3. The Accounting Clerk may confirm care by contacting the individual directly and through periodic checks of the subject green strips.

APPROVED GREENSTRIP LOCATIONS & LIST

Green Strip List

ACCOUNT NUMBER	NAME	GREEN STRIP CREDIT
3506000	[REDACTED]	\$85.00
3805000	[REDACTED]	\$85.00
2510000	[REDACTED]	\$85.00
3815000	[REDACTED]	\$85.00
3824000	[REDACTED]	\$85.00
4104000	[REDACTED]	\$85.00
4401000	[REDACTED]	\$85.00
4416010	[REDACTED]	\$85.00
10033000	[REDACTED]	\$85.00

ATCO Gas Franchise Fees – RFD

Background

On a yearly basis, we are required to inform ATCO of any changes we would like to make to our franchise fee. Currently, our franchise fee is 30%. According to our franchise agreement with ATCO, we are able to charge a maximum of 35%. ATCO is forecasting that the 30% franchise fee results in \$82,833. 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 ATCO Gas Franchise fee at 30%.
- ☐ **#2** – Approve increasing the annual ATCO Gas Franchise fee to 35%.
- ☐ **#3** – Approve decreasing the annual ATCO Gas Franchise fee to a number lower than 30%, as decided by Council.
- ☐ **#4** – Provide administration with further direction with an approach Council would like to take.

Attachments

- 1) ATCO Gas Franchise Fee Letter

RECEIVED

AUG 29 2019

August 27, 2019

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

Attention: Ryan Leuzinger / Chief Administrative Officer

RE: ATCO Gas and Pipelines Ltd. Franchise Agreement Clause 5

Pursuant to Clause 5 of our franchise agreement, the municipality has the ability to change the franchise fee percentage in 2020; this request must be received by ATCO Gas in writing prior to November 1st. If you are considering changing the franchise fee in 2020, please contact us as soon as possible to begin the process.

As you are aware, ATCO Gas pays the Town of Milk River a franchise fee. The franchise fee is collected from customers in the community based on a percentage of our Delivery Tariff. In the Town of Milk River, this percentage is 30.00%.

In 2018, our Delivery Tariff revenue in the Town of Milk River was \$257,961. Our forecast Delivery Tariff revenue for 2020 is \$276,109. Therefore, based on the current franchise fee percentage, the forecast 2020 franchise fee revenue would be \$82,833.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to contact me at (780) 380-5401 or Shane.Ellis@atco.com.

Yours truly,



Shane Ellis
Manager, Lethbridge
ATCO Natural Gas Division



Request for Decision

September 9, 2019

Agenda Item: 8h

950 Main Street Building Timeline Extension Request

Background

The property owners of 950 Main Street purchased the vacant lot from the Town on December 30th, 2014. On typical vacant lot sales, the Town has a repurchase clause built into the land sale agreement requiring construction within 2 years or the Town has the option of repurchasing the property for 80% of the original purchase price. With this land purchase, the purchasers requested a 5-year building requirement, which was approved by Council at the December 2014 Council meeting. This 5-year building window is finished as of December 30, 2019. The property owners are requesting a one year extension ending December 30, 2020.

Options (administrative recommendation marked with "x"):

- ☒ **#1** – Approve the requested construction timeline extension until December 30, 2020 for Lot 20, Block 41, Plan 1311514.
- ☐ **#2** – Deny the requested construction timeline extension and pursue reacquiring the land located at Lot 20, Block 41, Plan 1311514 for 80% of the original purchase price.
- ☐ **#3** – Provide administration with further direction with an approach Council would like to take.

Attachments

- 1) Letter of Request – Property Owners

Request for building date extension.

Despite our best planning and hope to early retire we find ourselves in a position unable to start building on our property in Milk River before the end of the year. We also know that you have graciously extended our building time already from 2 to 5 years but are presently asking to once again extend it longer. What has not changed is the intention to put a manufactured home and double garage on the property as our retirement home. If there are any questions about our request please call us Pat and Karen Kennedy.

Pat & Karen Kennedy

Bonanza Days Committee – Fireworks Request

Background

An email was received from the Bonanza Days Committee requesting funding to host a Pyrotechnics Certification course as well as requesting to have the responsibility for hosting the fireworks show at Bonanza Days each year, removing the responsibility from the Town. What would Council like to do?

Options (administrative recommendation marked with “x”):

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

Attachments

- 1) Email from Bonanza Days Committee

From: [Mayor Peggy Losey](#)
To: [Suzanne Liebelt](#); [cao@milkriver.ca](#); [Phil Wright](#); [Margaret McCanna](#); [Leonard McCulloch](#)
Subject: Fwd: Fireworks for Bonanza Day
Date: August 26, 2019 5:08:15 PM

Sent from my iPad

Begin forwarded message:

From: Rey Richards <rey_richards1214@yahoo.ca>
Date: August 26, 2019 at 4:57:31 PM MDT
To: losey@milkriver.ca
Cc: wright@milkriver.ca
Subject: Fireworks for Bonanza Day
Reply-To: rey_richards1214@yahoo.ca

Good Day,

Pursuant to our conversation at the end of July of 2019, I am submitting this letter as a request that the Bonanza Day Committee be assign the responsibility of addressing the event fireworks.

As the Committee will be hosting a Pyrotechnics Certification Training course, I've been in direct communication with various Fire Depts in Southern Alberta and Pyrotechnic suppliers and instructors; currently one of the major concerns which many of the towns and cities are addressing in Western Canada (with an emphasis the Prairie Provinces) is creating Bylaws against the use of Backyard Fireworks. It has been mention that even Insurance Companies are supporting this potion due to the increase of fires and fire damage being on the rise.

We appreciate the support of the Town Office with making the financial commitment and wanting to keep the budget reasonable, and to aid in that effort the Federal Government made available a \$50,000 grant to every community in Canada 3-5 years ago for the purchase of fireworks for Canada Day and Heritage Day. That memo was sent to every Hamlet/Village/Town and City across Canada attention to the CAO as it is the CAO that has to apply for it. My understanding is it is a 50/50 match program, but I'm sure Ryan would be able to tell you more about it as he would have received the letter. During my enquiry, it does not appear that the Town of Milk River has made an application. As explained to me, the town can use it in small amounts over the years till the amount of \$50,000 is used up. This would greatly assist the Town of Milk River in addressing the budget in the late winter/early spring.

What the Bonanza Day Committee is requesting is to be given the amount the total budgeted amount (including the amount the Federal Government program will reimburse to the Town after the budget is determined) in order to obtain a Certified Pyro Technician to order the fireworks and have it line up with the

year's theme. As currently there is only one Certified Pyro Technician South of Hwy 3, the course we are hosting will allow us to have better access to the trained personal which will give a better show and lessen the chance of possible fires.

Again we, the Bonanza Day Committee greatly appreciate the financial commitment of the Town of Milk River makes for the Fireworks display and we are hopeful that the Town Council grants our request.

Cheers,

Rey

Councillor Liebelt Report September 9th 2019

Milk River Cemetery Company AGM July 15,2019

Executive to stay the same

- President Harold Thompson
- Secretary/treasurer Gail Matlock
- Vice president Terry Michaelis
- Bob Matlock appointed rep on 501 water co-op board
- Les and Colleen Smith have caretaker contract

Annual fund raiser for donation will be being advertised, funds needed for cemetery upkeep

- Repair of head stones costs approximately \$1000 a year
- Terry Michaelis is working on new maps, making changes so that the town can update information
- Harold and Russ Wahl are over ½ done raising up the irrigation system
- Some older headstones needing replacement as you can no longer read them

There were 2 plots bought in the 70's and never used that Terry can't find any family who connect to the empty plots, a motion was made to resell these plots when necessary.

Gail will be writing a letter to the town to find out cost of digging a plot for cremation. We are currently charging \$300 they are wondering if that could be lowered as they have received some complaints on cost.

Bob is going to contact Ryan to see if the town has any insurance for the cemetery for liability, if not it was discussed that the cemetery should look into getting some.

Milk River Cemetery clean up Aug 10th

We spread topsoil on low spots and leveled out some of the sinking head stones