

**MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL COUNCIL OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA HELD MONDAY, JANUARY 16, 2012, IN THE TOWN OF SUNDRE COUNCIL CHAMBERS**

**PRESENT**

Mayor Annette Clews and Councillors Michael Baird, Paul Isaac, Tony Jordan, Myron Thompson, Pat Toone, and Chris Vardas

**STAFF**

Dave Dubauskas, Acting Chief Administrative Officer  
Wanda Watson-Neufeld, Director of Corporate Services  
Ron Baker, Director of Operational Services  
Jacci Hager, Manager of Legislative and Community Services  
Denica Crosbie, Assistant Development Officer

**CALL TO ORDER**

Mayor Annette Clews called the meeting to order at 6:37 p.m. with a moment of reflection.

**AGENDA APPROVAL**

**01/12** Councillor Paul Isaac moved that Council adopt the agenda as amended to remove 8.2 and add 11.5 In Camera – Legal, Land, Labour. **CARRIED**

**MINUTES**

**Monday, December 5, 2011 Regular Council Minutes**

**02/12** Councillor Chris Vardas moved that Council approve the minutes of the December 5, 2011 Regular Council Meeting as presented. **CARRIED**

**FINANCE**

**Bank Reconciliation – November 2011 and Capital Listing**

**03/12** Councillor Pat Toone moved to accept the Bank Reconciliation November 2011 and Capital Listing as presented. **CARRIED**

**2012 Operating & Capital Budget**

**04/12** Councillor Chris Vardas moved that Council approve the 2012 operating and capital budget as presented. **CARRIED**

**2012 Transfer of Reserves**

Council was presented the need for \$577,725 reserves and set a maximum reserve rate for 2012 at \$225,000. Hence, significant cuts were made during budget deliberations with the note that future budgets will require an increase in reserves or amortization expense will need to be charged within the operating budget so that future infrastructure and capital replacement can occur to ensure service levels are maintained

**Cost of Living**

3% increase to all Town employees and Council

**Legislative**

Net increase of \$2,146 based on presented items



Corporate Services

Council recommended approving the use of \$80,000 from General Surplus to cover overall budget costs to assist tax rates. Council directs that the use of General Surplus should be phased out in future budgets. Council supported an Education Scholarship Program for employees of \$5,000 that increased the budget by \$836. Council recommended approving GIS software at an estimated annual support cost of \$4.40 per capita was approved

Bylaw Control

Council recommended approving an increase of \$3,124 for installation of in-car camera system

Development

Council recommended approving the use of \$22,500 from General Reserves to cover potential legal and planning costs if needed. This resulted in a \$6,521 increase to the 2012 budget. Council directs that the use of the General Reserves in this department should be phased out in future budgets

Fire Budget

Council recommended approving increasing the Fire Chief Honorarium to \$1,200 per month. Council recommended approving increasing the Volunteer Fire Fighter Honorarium to \$42,320 per year. Volunteer Fire Fighter and Fire Chief Honorarium increase was discussed and Council has designated an additional \$11,490 to support these volunteers. Funds will be provided to and allocated by the Fire Chief in November of each year

Economic Development

Council recommended approving an increase of \$6,359 to the Promotions budget as presented during budget deliberations. Council recommended approving \$7,000 to the Sundre Economic Development Initiative Fund to be administered by the Sundre Economic Development Committee where any remaining funds are reserved for use in the next operating year for this initiative and \$500 for Small Business Week appreciation/recognition event

Roads

Council recommended approving additional street improvement expenses of \$41,390 and the expenditure of \$121,800 for a Master Infrastructure Study that will be paid for via grants and current water and wastewater rates, having no impact on 2012 tax rates

Water & Wastewater

Council recommended using the estimated Wastewater surplus of \$91,444 and a Water & Wastewater Reserves of \$71,817 in the water department to overcome water treatment plant cost increases and allow the water and wastewater prices to remain the same and not increase. Council recommended approving additional expenses of \$64,800 for a wastewater treatment study. This cost will be recovered through current wastewater rates, having no impact on 2012 tax rates

Solid Waste

Fees increased substantially due to an increase in population estimates by the Waste Commission. Since census results are unknown at this time, Council recommended approving the use of \$7,000 from the Solid Waste reserve so that Garbage rates do not increase in 2012

Arena

Council recommended approving an additional \$10,000 for arena maintenance to better reflect actual costs



Baseball

Council recommended approving \$2,000 for fence repair

Trails

Council recommended approving \$4,000 for brush clearing

FCSS

Council recommended that they accept the FCSS budget as presented to Council on October 20, 2011

Library

Council recommended approving an increase in the Library Town Contributions to the amount of tax rate increase allocating \$96,596 as Town Contributions

Recreation & Culture

Council recommended allocating \$165,000 to the Sundre Aquatic Society once 2010 Financial Statements have been received and presented to Council.

Recreation and Culture Grants of \$13,617 will be available to the community, \$5,000 of this amount will come directly from the Recreation and Culture Reserve. All other allocations are designated per budget deliberations

Requests for Funding

Chamber of Commerce, Visitor Information Centre, to receive \$10,000 (covered by MSI operating grant funding)

Historical Society to receive \$1,000 for 2013 Winterfest

Greenwood Neighbourhood Place to receive \$10,000 (covered by MSI operating grant funding)

Community Van to receive \$7,000 (covered by MSI operating grant funding)

MSI Operating Grant Allocations

<b>2012 MSI OPERATING GRANT</b>	<b>51,653</b>
CS/Dev/Shop - GIS software	15,750
Roads/W/WW Master Infrastructure Study	45,000
Economic Development - Chamber of Commerce Donation	10,000
Community Services - Greenwood Neighbourhood Place Donation	10,000
Community Services - Community Van	7,000
Total MSI Operating Allocated	<u>87,750</u>

Capital Budget

Capital items are discussed with Council during an annual Capital Planning session where projects are itemized and discussed in detail. At that time, Council recommends bringing capital projects forward to budget with funding options

Capital Funding requirements are as follows:

Town Reserve Usage	\$ 825,569
Capital Grants	\$5,399,977
Debentures	\$ 0
Local Improvements	\$ 0
Operating Funds/Surplus	\$ 275,029
Other non-Town Sources	<u>\$ 324,625</u>
	\$6,825,200

MSI Capital Grant Allocations

<b>2012 MSI CAPITAL GRANT</b>	<b>540,028</b>
Corp. Serv - Financial System	49,500
R/W/WW - East Side Servicing	230,303
Economic Development - Entrance Sign	75,000
	<u>354,803</u>

2012 MSI Operating & Capital Grant Allocations

- 05/12** Councillor Michael Baird moved that Council approves \$15,750 be allocated from the MSI Operating Grant for GIS software set-up. **CARRIED**
- 06/12** Councillor Tony Jordan moved that Council approves \$45,000 be allocated from the MSI Operating Grant for the Master Infrastructure Study. **CARRIED**
- 07/12** Councillor Chris Vardas moved that Council approves \$10,000 be allocated from the MSI Operating Grant to assist the Chamber of Commerce with Visitor Information Centre operating expenses. **CARRIED**
- 08/12** Councillor Michael Baird moved that Council approves \$7,000 be allocated from the MSI Operating Grant to assist the Community Van with their operating expenses. **CARRIED**
- 09/12** Councillor Chris Vardas moved that Council approves \$10,000 be allocated from the MSI Operating Grant to assist Greenwood Neighbourhood Place with their operating expenses. **CARRIED**
- 10/12** Councillor Michael Baird moved that Council approves \$49,500 be allocated from the MSI Capital Grant to assist with the purchase of an upgraded financial system. **CARRIED**
- 11/12** Councillor Michael Baird moved that Council approves \$230,303 be allocated from MSI Capital Grant to assist with the East Side Services project. **CARRIED**
- 12/12** Councillor Michael Baird moved that Council approves \$75,000 be allocated from the MSI Capital Grant to assist with the purchase of an Entrance Sign on the east side of Town. **CARRIED**

2012 Fee Schedule

- 13/12** Councillor Paul Isaac moved that Council approve the 2012 Fee Schedule as presented. **CARRIED**

**COUNCIL REPORTS**

Council reviewed the Council Reports as presented for information.

**PRESENTATION**Parkland Community Planning Services

Jolene Tejkl and Dionne Comeau, Parkland Community Planning Services spoke to Council regarding their services and structure.

**BYLAWS**Regional Assessment Review Board

- 14/12** Councillor Pat Toone moved that Bylaw 09.11, being a bylaw to establish a Regional Assessment Review Board, receive second reading. **CARRIED**

- 15/12** Councillor Paul Isaac moved that Bylaw 09.11, being a bylaw to establish a Regional Assessment Review Board, receive third reading. **CARRIED**

**NEW BUSINESS**

**Fire Services Agreement – Committee Appointment**

- 16/12** Councillor Myron Thompson moved that Council appoint Mayor Annette Clews and Councillor Tony Jordan as members of the Fire Services Agreement Review Committee, and Councillor Chris Vardas as alternate, for a one-year term. **CARRIED**

**Business License Officer**

- 17/12** Councillor Myron Thompson moved that Council appoint Kim Galloway, Economic Development Officer, as the License Inspector to carry out the terms of Bylaw 810. **CARRIED**

**SCC Reserves**

- 18/11** Councillor Tony Jordan moved that Council approve the reserve of Sundre Community Centre General Supplies money for use in 2012 to purchase a dishwasher for the Sundre Community Centre. **CARRIED**

- 19/12** Councillor Paul Isaac moved that Council approve the use of \$4,500 of the Sundre Community Centre Reserves for the purchase and installation of a Commercial Dishwasher. **CARRIED**

**CORRESPONDENCE**

**Snow Removal and Land Clearing – Bearberry Condo**

Council received this letter for information.

**CAO REPORT**

**Chief Administrative Officer's Report**

Council review the November and December 2011 Planning and Development Reports as presented for information.

**Presentation of Recreation and Culture Grant**

Mayor and Council presented the Sundre & District Historical Society with funds in the amount of \$4,165.80 for their portion of the Recreation and Culture Grant.

**IN CAMERA**

- 20/12** Councillor Pat Toone moved that Council meet in camera at 7:34 p.m. **CARRIED**

- 21/12** Councillor Tony Jordan moved that Council revert back to an open meeting at 8:40 p.m. **CARRIED**

**ADJOURNMENT**

- 22/12** Councillor Chris Vardas moved at 8:40 p.m. to adjourn the meeting. **CARRIED**

  
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Mayor

I hereby certify these minutes are correct.

  
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Chief Administrative Officer

