

**MINUTES OF REGULAR MEETING
OF THE COUNCIL**

OF THE VILLAGE OF CHIPMAN

January 12, 2015

In Council Chambers - Chipman Municipal Building – Chipman AB

CALL TO ORDER:

Mayor Palmer called the regular monthly meeting to order at 8:15 p.m.
The meeting was called to order late due to time overrun in meetings with Chipman Fire Chief Steve Rasmussen and Deputy Fire Chief Don McBride.

PRESENT:

In attendance were Mayor Palmer, Councillors Stead and Seipert, and administrator Pat Tomkow.

Six members of the public attended the meeting.

ADOPTION OF AGENDA:

M#01-2015 Seipert: that the agenda be adopted as presented and distributed.

Carried Unanimously

ADOPTION OF MINUTES

M#02-2015 Stead: that the Minutes of Regular Meeting held December 8, 2014 be adopted as printed and distributed.

Carried Unanimously

DELEGATION(s):

No requests.

BUSINESS ARISING OUT OF MINUTES:

a) Chipman Fire Department Transitioning

Mayor Palmer indicated that this was covered extensively in earlier discussions with the Fire Chief and that the Village will continue to move forward in its efforts to work out an amicable separation with the County.

Quotes for radio communications presented:

Glentel \$8,154.35

Westcan \$6,097.00

M#03-2015 Stead: that the Village proceed with the offer from West Can.

Carried Unanimously

b) Status Update – Chipman Industrial Park – Area Structure Plan Revisions

MPS indicated that three outstanding matters need to be addressed by the Developer before the revised Area Structure Plan can be considered by the Village for approval.

- i) Provision of municipal water supply and sewage disposal services. This should be a function of either parcel size or land use as recommended by MPS.
- ii) Evidence of Consultation with Alliance Pipeline to see if 30 m setback from pipeline will satisfy Alliance's concerns
- iii) Storm water management. All maps to show a storm water management facility (SWMF) as a public utility lot.

Business Arising Cont'd

M#04-2015 Stead: that the information provided by MPS on the foregoing items be accepted as information at the present time.

Carried Unanimously

FINANCIAL REPORTS:

A preliminary Statement of Operating Revenues and Expenditures together with a budget comparative for the month ending December 31, 2014 was presented to Council. Overall, utilities are shown to be self-sustaining and the Village remains in a surplus position for the year end.

M#05-2014 Seipert: that the financial report for the period ending December 31, 2014 be accepted for information purposes.

Carried Unanimously

A comparative summary of Capital Revenues and Expenses was also included with the financial reports.

M#06-2015 Stead: that the capital summary report for the period ending December 31, 2014 be received as information.

Carried Unanimously

PAYMENT OF ACCOUNTS:

M#07-2015 Seipert: that the accounts covered by cheque numbers 20140404 to 20140440 inclusive, for the total sum of \$97,059.09 be and are hereby approved for payment.

Carried Unanimously

Noted by Mayor Palmer that the Chipman Players Theatre Group contributed 50 percent of the cost of the defibrillators for Village facilities.

CORRESPONDENCE for Information:

a) Alberta Emergency Management Agency
December 10, 2014 letter regarding the November 3rd Municipal Emergency Plan Review. Recommended additional individuals be trained for AB Emergency Alert and table top exercise of Emergency Plan.

b) Lamont County – 4th Quarter Fire Payment
Payment of \$20,000.00 received from County December 9, 2014.

c) Alberta Municipal Affairs – MSI Operating Grant
December 4, 2014 letter from Municipal Affairs Minister Diana McQueen confirming that the Village Operating Spending Plan under the 2014 component of the MSI grant Program has been approved.

d) North Saskatchewan Water Shed Alliance
Update on planning activities of the NSWA and request for financial support @\$0.50 per capita.

Correspondence (Cont'd)

e) Jubilee Insurance Bulletin – Risk Management

Memorandum from AAMD&C regarding the function of risk management and the fact that it should be considered as a completely separate body of work from insurance. Municipalities need to be aware of potential risks (financial, physical, operational) and know what to do about mitigating any potential risks that arise.

f) Ian Fox (AEMA) – Training AB Emergency Alert

January 5, 2014 e-mail notice of new on line training version of Alberta Emergency Alert.

g) Priddle Insurance Adjusters – Settlement Public Works Fence

December 23, 2014 damage settlement of \$854.85 public works yard fence.

M#08-2015 Seipert: that the foregoing correspondence items be accepted as information and that the financial support to NSWA be declined.

Carried Unanimously

OTHER BUSINESS:

a) Fire Services Bylaw

A draft by law for the purpose establishing and providing fire protection services within the Village was circulated for review.

M#09-2015 Palmer: that the bylaw be presented at the February meeting of Council.

Carried Unanimously

b) Sewer Issue – Mobile Home

Included with the agenda were copies of correspondence from the Village and an Order from Alberta Health to repair the sewer leak and clean up all sewage waste that has accumulated beneath the mobile home.

Health Inspector indicated that owner has refused registered mail and advised of the process Alberta Health has to follow to enforce the Order. Council directed administration to give notice that water will be shut off if the owner fails to comply with the Order.

M#10-2015 Stead: that Village public works be given authority to shut off water service at the mobile home on 4832-48 Avenue, should owner fail to comply with clean up order.

Carried Unanimously

c) Hall Upgrades

Improvements to the National Hall Kitchen for replacement of the gas stove, sink and cupboards for an estimated cost of \$7,800 were presented to Council.

M#11-2015 Palmer: that the Village proceed with the required upgrades.

d) RRSP Contribution

M#12-2015 Palmer: that Council approve annual RRSP contribution of \$2,000 for the administrator.

Carried Unanimously

REPORTS:

a) Administrator

A brief verbal report noted the following activities:

- extended warranty for sewer camera approved
- Lamont County notice of farm subdivision 80 acres SE 26-54-19-W4 located one mile west of Village boundary.
- audit of Commission records will commence Tuesday, January 13th
- Fortis advised of main street light outages
- December 16, 2014 Health Inspection Report Chipman National Hall
- information on subsidized shelterbelt trees available for Villages and Towns

M#13-2015 Seipert: that the administrator's report be accepted for information.

Carried Unanimously

b) **COMMITTEE REPORTS:**

i) Fire Department

Mike provided Council with information on level of training achieved and that he is close to achieving status as a qualified fire/safety instructor and that to date, he has expended \$3,000 to achieve this status.

Mayor Palmer stated Councillor Seipert should submit a bill for training as this is benefit to the Village and will save costs in training a new fire department.

ii) St. Michael Regional Solid Waste Commission

Mayor Palmer posed question of how the Commission would set requisition without 2014 audited financial statement.

iii) Lamont County Housing Foundation

Regular meeting to take place in three weeks.

iv) John S. Batiuk Regional Water Commission

Chairman Mayor Palmer reported on meeting with Alberta Transportation for the purpose of securing additional grant funding on the capital upgrades required for the Commission. The Commission will be following up with a letter to the Minister.

v) Chipman Agricultural Society

Councillor Seipert reported a good turnout for the Ag Society AGM and provided an update on planned Blues Festival.

vi) F.C.S.S.

No Items

vii) LCREDI

January meeting cancelled. Copies of December 15th activities report were made available at the meeting.

M#14-2015 Stead: that the committee and Board reports be received for information purposes and that the Mayor's absence for the months of February and March 2015 be authorized.

Carried Unanimously

ADJOURNMENT:

Mayor Palmer adjourned the meeting at 9:45 p.m.

Mayor, Jim Palmer

Administrator, Pat Tomkow