

VILLAGE OF ROCKYFORD
AGENDA REGULAR COUNCIL MEETING
January 12, 2022
via Telus BusinessConnect

1. CALL TO ORDER
2. ADOPT AGENDA
3. PUBLIC WORKS REPORT
4. DELEGATIONS
5. ADOPT MINUTES A. Minutes from December 8, 2021, Regular Meeting
6. FINANCIAL REPORTS A. Bank Reconciliation December 2021 – Village
 B. Bank Reconciliation December 2021- WRC
7. UNFINISHED BUSINESS OR BUSINESS ARISING FROM MINUTES
 A. Response Letter from Municipal Affairs re FIR Extension Request
8. NEW BUSINESS A. By-Election Date/Appointment of Returning Officer and Deputy Returning Officer
 B. Columbarium Purchase
 C. Council Appointments – Marigold Library Board, Rockyford Community Centre
 Rockyford Library and Joint Assessment Review Board
 D. Bylaw 2022-001 – Bylaw Enforcement Officer Bylaw
 E. Museum Committee – Mayor Burke
 F. Tax Penalty Waiver Request
9. CORRESPONDENCE
10. OTHER BUSINESS
11. ACTION ITEM LIST REVIEW
12. CLOSED SESSION A. Court Ruling – Pursuant to FOIPPA Section 27 – Privileged Informaiton
13. OUT OF CLOSED SESSION MOTION
14. REPORTS
15. ADJOURNMENT

Dec 2021 public works report

1. Delivered letter to camp resident RE overdue site rental fees.
2. Resident at campsite left cleaned up campsite hauled garbage and old recliner to dump.
3. Cleaning side walks at Prairie ridge, community center and camp bathroom.
4. Swept floors at Prairie ridge ongoing caused by dead flies.
5. Added entrances to 4 plex 6 plex and seniors complex on GIS system.
6. Set up 2 dehumidifiers in Prairie ridge moved every 24 hours to different rooms for 10 days zero moisture removed.
7. Spray foamed cracks in cinder blocks at prairie ridge.
8. Curtis's plumbing and heating out to trouble shoot and service shop heater. Tube in heater is rusted out full replacement needed will get quotes.
9. Snow removal on streets and alley.
10. Issues with transtor and truck that empties transtor has made garbage days challenging.

VILLAGE OF ROCKYFORD
MONTHLY CASH STATEMENT
Month Ending December 31, 2021

	Current Year		Last Year	
Net Balance as at November 30, 2021	\$	49,620.48	\$	143,157.81
Receipts for Month	\$	86,442.47	\$	154,333.63
Interest Earned	\$	37.71		77.44
Bank Error				0.5
Transferred from T-Bill	\$	-	\$	35,000.00
	\$	<u>136,100.66</u>	\$	<u>332,569.38</u>
Less:				
Disbursements	\$	(77,062.00)	\$	(118,634.82)
Bank Charges	\$	(64.42)	\$	(64.51)
Auto Debit Alarm Fee	\$	(56.69)	\$	(56.69)
PAD School Taxes	\$	(18,887.07)	\$	(30,491.77)
Water Debenture & Interest	\$	(11,528.75)	\$	(11,528.75)
Duplicate posting	\$	(75.45)		
Transfer to L of C	\$	(35.35)		
Transferred to T-Bill	\$	-	\$	(100,000.00)
G/L Balance Dec 31, 2021	\$	<u>28,390.93</u>	\$	<u>71,792.84</u>
Bank Reconciliation				
Bank Balance at Dec 31, 2021	\$	40,573.52	\$	138,414.17
O/S Cheques	\$	(26,137.58)	\$	(76,822.74)
O/S Deposits	\$	13,954.99	\$	79,538.76
	\$	-		
Bank Balance Dec 31, 2021	\$	<u>28,390.93</u>	\$	<u>141,130.19</u>

Mayor

Administrator

Wheatland Regional Corporation
Monthly Cash Statement
December 31, 2021

Net Balance as at November 30, 2021	\$ 1,189.37
Interest Earned	\$ 0.56
Transfer from T-Bill	\$ 0.00
	\$ 1,189.93
Transfer to T-Bill Account	\$ 0.00
Disbursements	\$ 0.00
G/L Balance as at December 31, 2021	<u>\$ 1,189.93</u>
Bank Reconciliation:	
Balance as at December 31, 2021	\$ 1,189.93
Sub Total	
Less Outstanding Cheques	<u>\$ 0.00</u>
Balance as at December 31, 2021	<u>\$ 1,189.93</u>

Mayor

Administrator



REQUEST FOR DECISION

Subject: By-Election Date/Appointment of Returning Officer and Substitute Returning Officer

Prepared By: Elaine Macdonald

Council Meeting Date: January 12, 2022

Agenda Item: 8A

Background: With the recent order from the Court of Queen's Bench, we are required to hold a by-election to fill the vacant seat on Council. The court order stated that we must hold the by-election within six months, but the MGA states we must hold the by-election within 120 days of the vacancy.

Because of the ambiguity in timeline, I contacted Municipal Affairs and asked them how we should proceed. The court order was forwarded to them for review and their response was that we must follow the MGA and have the by-election within the 120 days. This would make April 8, 2022 the latest possible date for us to hold the by-election. April 8 is a Friday and elections are typically held on the Monday because we must provide 4 days before the results are official and that would be the Friday.

There are advertising requirements; we must advertise nomination day for two weeks before nomination day and nomination day must be four weeks before the election date. We must advertise the election for two weeks before the election date if there are enough nominations to hold an election.

Nominations will be open to anyone to run, it is not limited to the two candidates from the general election as indicated in the courtroom.

If we were to have the advertising for nomination day in the next 2 editions of the newspaper, the earliest we could hold the by-election would be March 1, 2022. The advertising for nomination day would be Jan. 22 and Jan. 29 with nomination day being Feb. 1, 2022. Four weeks from that day is March 1, 2022, and the last two weeks of Feb. would be the advertising period for the by-election. Those dates are the newspaper advertising, we would do our own advertising on our Facebook page, website, and posters as soon as we know if there will be an election or not.

In addition to establishing the date for the by-election, Council must also appoint the Returning Officer and the Substitute Returning Officer in the same motion as outlined in Section 13(1) and 13(2.1) of the Local Authorities Election Act. The excerpts from the LAEA are included in the Council package for your review.

Options:

Financial Implications: There will be costs for advertising and ballots if there are enough candidates come forward to meet the requirements to hold an election. There will also be staffing costs as we have to separate those costs from the normal payroll and overtime is a factor.

Communication: Advertising by all available methods will be done. Newspaper ads will be done within the prescribed timelines but our own advertising will be in excess of those timelines.

Recommendation: *THAT Village Council establish a date for the By-election no earlier than March 1, 2022 and no later*

than April 4, 2022. AND that Council appoints Elaine Macdonald as the Returning Officer and Tara Kathol as the Substitute Returning Officer for the By-election.



REQUEST FOR DECISION

Subject: Columbarium Purchase

Prepared By: Elaine Macdonald

Council Meeting Date: January 12, 2022

Agenda Item: 8B

Background: A representative from the St. Rita's Cemetery has contacted the Village regarding the purchase of a columbarium. St. Rita's has been selling columbarium niches with success and are ready to purchase a second columbarium.

We currently don't have anything at the Union Cemetery and people wishing to inter cremains buy a ground plot to place those cremains in. A columbarium would provide a different option.

If one columbarium is purchased the price is \$19,280 but if we partner with St. Rita's and get two, the price per unit is \$18,738 which includes shipping. The other cost we would incur would be a concrete foundation to place the columbarium on. No quote has been requested for that yet. They do recommend that the foundation be engineered to ensure it will hold the weight. Information regarding the weight and measurements have been included in the package.

The cemetery bylaw could be amended to make it mandatory for someone wishing to inter cremains to purchase a niche rather than a ground plot making the columbarium the

Options:

1. Council can make a motion to purchase a columbarium for the Union Cemetery.
2. Council can make a motion to not purchase a columbarium for the Union Cemetery.
3. Council can defer making a motion until a future date.

Financial Implications: This would be a capital purchase and as such would have to be considered in the capital budget. Funding would come from what is left of the CRISP grant or from reserves. As niches are sold, the revenue would offset the expense over time. The cost of each niche is \$585 (\$18,738/32 niches) and it would be Council's decision as to what they would sell for.

Communication: N/A

Recommendation: *THAT Village Council discuss the purchase of a columbarium for Union Cemetery and give direction to Administration regarding how to proceed.*



REQUEST FOR DECISION

Subject: Council Appointments

Prepared By: Elaine Macdonald

Council Meeting Date: January 12, 2022

Agenda Item: 8C

Background: With the recent vacancy on Council, we have a shortfall in representation on some of the committees/boards that Council has a seat on.

Marigold Library Board – we are required to have a representative appointed to this board and identify the length of the appointment. We could do it for 1 year and then select someone else for the remaining 3 years of the term at the Organizational Meeting next October. The permitted term on this board is 1-3 years.

Rockyford Community Centre – we have an alternate on this board, it's open for Council to decide if we have a new person appointed or if the alternate assumes the role until after the by-election.

Rockyford Library Board – we can't appoint an alternate to this board, so we have no one in place at this time. This is another one where we have to identify the length of the term the appointed person is sitting, with the maximum being 3 years. We could treat this one the same as the Marigold Library Board if Council so chooses.

Assessment Review Board – this one is a little more intense than the others. This requires training and the training session is being held before our by-election. Whomever Council appoints will have to take the training and should probably be willing to commit for the 3 years that the training is valid for. This is a Joint Assessment Review Board as we are in a partnership with several other municipalities and what this means is if a panel is being called, the person could be called to sit in a hearing for an appeal elsewhere.

Options:

Financial Implications: N/A

Communication: N/A

Recommendation: *THAT Village Council makes appointments to the Boards/Committees that are lacking representation.*



REQUEST FOR DECISION

Subject: Bylaw 2022-001 – Bylaw Enforcement Officer Bylaw

Prepared By: Elaine Macdonald

Council Meeting Date: January 12, 2022

Agenda Item: 8D

Background: When we received our Municipal Accountability Report from Municipal Affairs in 2020, one item that was noted as being deficient was the Bylaw Enforcement Officer Bylaw. We mirrored the Wheatland County Bylaw because we contract Bylaw Enforcement through them so the Bylaw must reflect what they have in place for their employees. The Bylaw had to be amended some because we can't discipline another municipality's employees so all reference to discipline goes back to Wheatland County.

The deficiency that was noted was that there was no consideration for appeal. Wheatland County was contacted to discuss amending the Bylaw and that was done and approved by their Council in November. The amendments have been made to reflect Rockyford where necessary and once signed, the Bylaw will be forwarded to Municipal Affairs. This was the only item not sent before Dec. 1, 2021 but it was discussed with the advisor and they had no issue with it being sent this month.

Options:

Financial Implications: N/A

Communication: N/A

Recommendation: *THAT Village Council gives first reading to Bylaw 2022-001 – Bylaw Enforcement Officer Bylaw.
THAT Village Council gives second reading to Bylaw 2022-001 – Bylaw Enforcement Officer Bylaw.
THAT Village Council gives permission to proceed to third and final reading to Bylaw 2022-001 – Bylaw Enforcement Officer Bylaw.
THAT Village Council gives third and final reading to Bylaw 2022-001 – Bylaw Enforcement Officer Bylaw.*

**VILLAGE OF ROCKYFORD
BYLAW NO. 2022-001**

**BEING A BYLAW OF VILLAGE OF ROCKYFORD IN THE PROVINCE OF ALBERTA,
FOR THE PURPOSE TO SPECIFY DUTIES AND POWERS OF BYLAW
ENFORCEMENT OFFICERS.**

WHEREAS Section 7 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, provides that a Council may pass a bylaw for the enforcement of bylaws. Appointment of designated Officers (Bylaw Enforcement Officers) is approved in Section 210(1) of the *Municipal Government Act*, RSA 2000, Chapter M-26.

AND WHEREAS Section 555 of the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended, a person who is appointed as a Bylaw Enforcement Officer is, in the execution of those duties, responsible for the preservation and maintenance of the public peace.

AND WHEREAS Section 556 of the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended, provides that if a Council does appoint Bylaw Enforcement Officers, the Council shall establish a Bylaw specifying the powers, duties, and disciplinary procedures, including penalties and appeal procedures, for such Officers.

NOW THEREFORE, the Council of Village of Rockyford, in the Province of Alberta, duly assembled, enacts as follows:

1. Title

This Bylaw may be cited as the "Bylaw Enforcement Officer Bylaw."

2. Definitions

- 2.1 "Bylaw" means Bylaws of the Municipality.
- 2.2 "Bylaw Enforcement Officer" means a person appointed as such by Village of Rockyford.
- 2.3 "Council" means Council of Village of Rockyford.
- 2.4 "Chief Administrative Officer (CAO)" means a person appointed by Council pursuant to Section 205 of the *Municipal Government Act*.
- 2.5 "Municipality" means the jurisdiction of Village of Rockyford.

3. Duties of the Chief Administrative Officer (CAO)

- 3.1 The Chief Administrative Officer (CAO) may:
 - a) appoint individuals as Bylaw Enforcement Officers in accordance with this Bylaw;
 - b) revoke, suspend, or modify the appointment of Bylaw Enforcement Officers in accordance with this Bylaw;
 - c) monitor and investigate complaints against Bylaw Enforcement Officers;
 - d) authorize, or require Bylaw Enforcement Officers to carry out, any powers, duties, or functions necessary to fulfill their responsibility for the preservation and maintenance of public peace.

4. Powers and Duties of the Bylaw Enforcement Officer

- 4.1 At all times, Bylaw Enforcement Officers shall:
 - a) enforce the Bylaws which Council has authorized the Bylaw Enforcement Officer to enforce, within the boundary and jurisdiction of Village of Rockyford.
 - b) follow the directions of the CAO, and report to the CAO, as required;

- c) respond to, and investigate, complaints of Bylaw violations;
- d) conduct routine patrols within the Municipality;
- e) issue notices, Bylaw tags, or tickets;
- f) assist in the prosecution of Bylaw contraventions including appearances in court to provide evidence;
- g) perform all other duties as deemed necessary from time to time, as assigned by the CAO, and;
- h) take the official oath prescribed by the Oaths of Office Act upon being appointed as a Bylaw Enforcement Officer.

5. Complaints

5.1 Any complaint concerning a Bylaw Enforcement Officer shall be referred to the CAO of Wheatland County for investigation according to their policies and/or Bylaws.

6. Appeal

6.1 If the complainant or the Bylaw Enforcement Officer wish to appeal the decision of the CAO of Wheatland County, the appeal shall be delivered to the CAO of Wheatland County within thirty (30) days of the receipt of notice of the results of the investigation.

7. Severability

7.1 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.

8. Repeal

8.1 Bylaw 2020-004 is hereby repealed upon third and final reading of Bylaw 2022-001.

9. Effective Date

9.1 This Bylaw shall come into force and take effect upon the date of third and final reading.

Read a first time this ____ day of _____, 2022

Read a second time this ____ day of _____, 2022

Read a third time this ____ day of _____, 2022

MAYOR

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

Subject: Tax Penalty Waiver Request

Prepared By: Elaine Macdonald

Council Meeting Date: January 12, 2022

Agenda Item: 8F

Background: The owner of the property labelled as roll number 1160 requested that his property be listed on the tax deferral program Council offered to residents for the 2021 tax year. This allowed him to have until the end of Sept., 2021 to pay his taxes without penalty.

At the end of the allowed period the penalties were manually applied to the accounts that hadn't been paid, this was one of those properties. The penalty amount on this account was \$322.81.

The property owner came into the office to pay his taxes before the Christmas break and paid the tax balance but not the penalty amount. He stated that he had received a paper from the office saying that he would have to pay the \$1793.35 if paid by Dec. 31, 2021. I asked to see a copy of that paper and he brought his tax notice. There was no indication that a penalty would be applied at all, his tax notice did say the amount would be the same amount at the end of December as it was at the end of July.

When I looked at his account, he had been on the automatic withdrawal program until 2013 when he started paying taxes off in full annually. When the properties are added to the automatic withdrawal program, they are changed to penalty exempt because they have until the end of the year to pay in full instead of July 31 and this property didn't get changed to regular penalty when the automatic withdrawals stopped. That means that when the tax notice was printed, the system recognized it as being penalty exempt and didn't include an amount for penalties for late payment.

This resident didn't receive notification of the penalty amount or that there would be an increase in amount owing for failure to pay on time, for that reason we are seeking permission to waive the penalty amount on this account. Council is the only body that has the authority to waive or cancel taxes – once the penalty is applied, they become part of the taxes on that property and Administration can't remove them without a motion of Council.

Options: 1. Council can approve the request for penalty waiver on Roll # 1160 in the amount of \$322.81.
2. Council can deny the request for penalty waiver on Roll # 1160.

Financial Implications: N/A

Communication: The resident will be notified of Council's decision by letter, providing him with written documentation.

Recommendation: *THAT Village Council discusses the request for tax penalty waiver on the property labelled as Roll #1160.*

Council Committee Report
December 2021
Darcy J. Burke

WADEMESA

- Call Volumes -5495 YTD represents a 29.8% increase in the same period of time in 2020.
- Long service awards postponed
- Town of Strathmore RFP for dispatch services cancelled
- Core Flex Shifting announcement, Wademsa has been granted funding
- I have been appointed Vice Chairperson of Wademsa

WFCSS

- Lunch & Learn had 21 participants
- Community Coats program has started with boots available this year. Very low turnout.
- Christmas Hamper is underway, with many volunteers
- Home Support has 21 clients
- I have been appointed Chairperson of WFCSS

Wheatland Regional Corporation

- Meeting postponed

January 2022 council meeting report
by Bill Goodfellow

1. Hall board meeting December 6 2021 @5:00

April Geeraert in the chair

Members present : Darcy Burke , Bill Goodfellow, Robert Koester, Gordon Koester
, Brent Melcer

Minutes of last meeting March 2021

Agenda for this meeting :roof repair:stage Reno :all leasers and renters of the community
hall can have a choice in which covid program they will follow as occupancy

2- DDSWMA budget mtg December 7

Approved changes for tipping fee schedule

Recycle and landfill profit improved

New customer sisika contribution \$93,000 and wants to raise tonnage

Hold requisition at last years rate

No withdrawal from reserves no cola increases

3- DDSWMA general meeting December 17

Organizational mtg and general meeting

Ben Armstrong replacement assumes chair of DDSWMA

Administration changes are continuing , 2 new administration people positions are being
interviewed by knee hill HR department

Tipping fees and old contracts being researched by administration of partners and
DDSWMA to be rewritten or eliminated

Tipping fee schedule to be made same for partners and customer

Letters to be sent to partners and customer to inform them of standardization of
schedule and board's position on fairness

4- compulsory Council training December 17 at community hall by randy tiller

Manual supplied

An annual training for all to hear of improvements to operations and administration of
emergency management

Roles of federal provincial and municipal government to supply a program and tools for
the plan

Health care roles not fully implemented

Council s must start budgeting for cost of an event and / or the planned expenses for
administration

History of emergency events in Alberta

Meaning of a state of emergency call of your municipalities or neighbouring municipalities

Council roles are compulsory. New nominees or council members must be made aware of
the obligation

Bylaws to budget must be addressed

Audits of an event will be conducted

For every dollar of pre funding will be costed to \$10

Establish partnership or mutual aid committee to plan for an event

Notification system

Shared services or equipment

Planning for an event or an emergency event practice

Community plan for 1st 72 hours -power plants,emergency radio

Grants for operation centres and emergency centres

Preparation to share the load. Not the responsibility but the authority to act and react

Establish muster points for all Vor owned buildings

Encourage family plannings

The emergency centres establish rules and procedures for people in and left the centres

Plan must include people and pets and animals

Try to get commercial places emergency plan

Not all people can or will be evacuated = move on

Food donations can be donated to the emergency shelter but must be prepared there

Alberta health =beds and blankets

Some dry food supply can be used

CAO Report
January 12, 2022

Dec. 16, 2021 – MEO Training through AEMA.

Dec. 16, 2021 – Emergency Management Exercise

We are required to hold an exercise annually to meet the legislation regarding Emergency Management. The Directors/Deputy Directors of Emergency Management from Hussar, Rockyford, Strathmore, Standard and Wheatland County were in attendance for this exercise and Randy Tiller (our field officer from AEMA) presented a scenario and asked questions about the response and activation of the ECC. reception centre, etc.

In 2019, we entered into a Regional Emergency Management Agreement and Plan with the above noted parties except Strathmore. The Town did not sign on at that time but is now looking at taking the documents to their Council for approval. There were many recommendations written as an addendum to the Regional Emergency Management Plan (REMP) but those were put on hold with the Town not signing and several staffing changes at the County. Things are back on track and both the Town and County have hired Emergency Management Coordinators. At one time, there were funding considerations identified in the agreement but there will be no funding commitment to the Villages for these two positions and we are now able to start going through the Plan and begin the work on filling the gaps that were identified.

None of the gaps were significant and we would be able to use the Plan as written if there was an incident, but now we are looking at putting together an intermunicipal emergency response team which would give us the ability to have all ICS positions filled and provide staffing for more than one operational period anywhere in the County that the incident occurs.

I spoke to Audra Reinhard about the six acre parcel owned by the Village. She doesn't know of any developers looking for land at this time but will definitely keep us in mind if she hears of anything. We also discussed the 5 lots being subdivided on the south end of the Prairie Ridge Park property and she would like to be notified when those are ready to go.

The next while will be busy with budget, yearend, preparing for an audit, whenever that may be. Some of our Munisoft modules can't be rolled over until the final adjustments from the auditor are complete and this may present some problems for us. For example, we can't post journal entries in 2022 until 2021 is closed so some of our reporting won't be able to be done until we can close the previous year. This may prove to be a challenge, but I am going to contact Munisoft and see if there is a work around. If the audit can't be done until July or August, that means we go more than half the year without being able to do the GL adjustments.

The application for the summer student grant was submitted before the Christmas break and we are waiting to hear if we have been approved for that or not.

I have spoken to the daughter of the property owner on Railway, and they have a plan for the removal of the buses and derelict vehicles. They will be submitting a development permit application for a shop and

putting up a fence but understand that the other things must be removed first. All parties are working together to have things resolved as soon as possible without fines or enforcement steps being necessary.

Letter has been sent to the property owner on the eastern side of the Village to reiterate what Council stated at their last meeting with him. The fine will be reinstated if no action is taken.