

**MINUTES OF THE REGULAR MEETING OF COUNCIL FOR THE VILLAGE OF
KITSCOTY, ALBERTA HELD ON TUESDAY, APRIL 3, 2018 AT THE KITSCOTY
VILLAGE OFFICE #2 COMMENCING AT 6:30 P.M.**

PRESENT Mayor Daryl Frank
Deputy Mayor Dennis Roth
Councillors: Geoff Barr, Heather Perryman
Assistant CAO Colleen Parker
Administrative Assistant Laurie Koenig

ABSENT Councillor Travis Pollard – with regrets
CAO Sharon Williams - with regrets

1. CALL TO ORDER

Mayor Frank called the meeting to order at 6:30pm.

2. AGENDA

077-18 Moved by Councillor Perryman
That the Council of the Village of Kitscoty adopt the Agenda as presented.
CARRIED

3. MINUTES

078-18 Moved by Deputy Mayor Roth
**That the Council of the Village of Kitscoty approve the minutes of the
Regular Meeting of Council held on Monday, March 19, 2018 as presented.**
CARRIED

4. BUSINESS ARISING

4.1. Disposition of Delegations AR-054-2018

The Council of the Village of Kitscoty reviewed and discussed the Disposition of
Delegations AR-054-2018.

4.2. Action Item List Review - Q1 2018 AR-058-2018

079-18 Moved by Councillor Barr
**That the Council of the Village of Kitscoty accepts the Action Item List as
presented.**
CARRIED

5. FINANCIAL REPORTS

5.1. Transfer from Reserves AR-055-2018

080-18 Moved by Deputy Mayor Roth
**That the Council of the Village of Kitscoty, in accordance with the Financial
Reserves Policy FE 0001, approve the following transfers:**

- a. \$5,650.00 in Alberta Community Partnership Grant – Infrastructure
Management Project from the General Administrative Reserve into
the current account;**
- b. \$19,229 in protected MSI CAP-9268 funds for the 2018 ACE
Waterline Municipal Contribution from the General Administrative
Reserve into the current account.**

CARRIED



5.2. 2018, 2019, 2020 Budget AR-056-2018

081-18 Moved by Deputy Mayor Roth
That the Council of the Village of Kitscoty approve the 2018-2020 Operating and Capital Budget as presented and attached to the minutes.
CARRIED

6. INFORMATION

- 6.1.** Listing of Accounts Payable Cheques #2480 to #2487 Inclusive, Vouchers #201818 to #201820 Inclusive;
- 6.2.** TCYHA Board Meeting Minutes – March 16, 2018;
- 6.3.** Walking Through Grief Society AGM Invitation;
- 6.4.** WCB Day of Mourning;
- 6.5.** AUMA:
 - 6.5.1.** AUMA Digest March 21, 2018;
 - 6.5.2.** AUMA Digest March 28, 2018;
 - 6.5.3.** AUMA Analysis of Provincial Budget 2018.

082-18 Moved by Mayor Frank
That the Council of the Village of Kitscoty accept the items numbered 6.1 through 6.5.3. as information.
CARRIED

7. REPORTS

7.1. CAO Report AR-057-2018

083-18 Moved by Councillor Barr
That the Council of the Village of Kitscoty accept the CAO report as presented.
CARRIED

7.2. Council Reports

7.2.1. Councillor Barr

Councillor Barr provided a verbal report on the following:

- Attendance to the Kitscoty Fire Department meeting on March 26, 2018.

7.2.2. Councillor Perryman

Councillor Perryman provided a verbal report on the following:

- Attendance to the Alberta HUB Membership meeting on March 29, 2018;
- Upcoming Meetings:
 - Community Futures Lloydminster Board meeting on April 18, 2018;
 - Alberta HUB Annual General meeting on June 20, 2018 in St. Paul, Alberta.

7.2.3. Deputy Mayor Roth

Deputy Mayor Roth provided a verbal report on the following:

- Attendance to the meeting between Pioneer House and the builder of Pioneer House on April 3, 2018;
- Upcoming Meetings:
 - Pioneer Lodge Union negotiations on April 5, 2018;
 - TransCanada Yellowhead Highway Association Annual General meeting on April 6, 2018.



7.2.4. Mayor Frank

Mayor Frank provided a verbal report on the following:

- Attendance to the Lloyd Region Housing Group Board meeting on March 21, 2018;
- Attendance to the VRRRA Broadband Research Project meeting on March 22, 2018.

8. CIRCULATION FILE

- 8.1. Makadiff Sports Innovation Challenge;
- 8.2. Western Canada Water Magazine – Spring 2018;
- 8.3. AHNA Publication – Volume 14 Issue 1;
- 8.4. Brandt Used Equipment Magazine – Spring 2018;
- 8.5. ReNew Canada Magazine – March/April 2018.


ADJOURNMENT

Mayor Frank adjourned the meeting at 7:40 pm.

The next Regular Meeting of Council will be held on Monday April 16, 2018 at the Village Office #2, upper level Council Chambers, at 6:30pm.


MAYOR


CHIEF ADMINISTRATIVE
OFFICER



Village of Kitscoty
2018 -2020 Combined Operating and Capital Budget Summary

Function Name	2018			*2019			*2020			Highlights	
	Revenue	Expense	Net	Revenue	Expense	Net	Revenue	Expense	Net		
Taxation	856,913.17	0.00	856,913.17	902,829.95	0.00	902,829.95	902,829.95	0.00	902,829.95	2018 Municipal Mill Rate Unchanged 8.034 Res, 15.038 Non Res; School Mill Rate Increase 2.71 Res, 3.722 Non Res. 2019 & 2020 Mill Rate 8.5 Res, 15.5 M/E, Non Res; School Mill Rate (2019 - 2.845 Res, 4.023 Non Res) (2020 - 2.996 Res, 4.238 Non Res)	
School Requisition	273,501.23	273,499.14	2.09	288,052.55	288,052.55	0.00	303,352.95	303,352.95	0.00	2018 School Req Released Mar 22/18. 2019/2020 increased by 3 yr avg 5.32%	
Legislative	0.00	49,781.00	(49,781.00)	0.00	44,360.00	(44,360.00)	0.00	48,750.00	(48,750.00)	Council Honorariums, Convention, Training and Travel	
Administrative	214,846.00	462,319.72	(247,473.72)	105,500.00	410,030.38	(304,530.38)	107,825.00	415,638.07	(307,813.07)	Admin Wages, VoK Memberships (AUMA, FCM), Software renewals, Audit Fees, Website fees, Training, OHS Training, Travel, IT Services, Office Supplies, Postage, Copying, WCB, Utilities, Office Supplies, Insurance, FCM Grant contribution, \$63,180 transfer to reserve (former debenture payment). MSI Operating Grant Revenue included in 2018 Revenue. Estimated Depreciation \$15,752	
Police	0.00	6,314.00	(6,314.00)	0.00	6,424.00	(6,424.00)	0.00	6,536.00	(6,536.00)	VoK share of Police Secretarial Position (Increased hours in 2018)	
Fire	36,165.00	161,775.59	(125,610.59)	34,865.00	160,399.95	(125,534.95)	34,865.00	160,949.81	(126,084.81)	Wages, Training, Land line and Cell phone chgs, Medical Supplies, Office Supplies, Honorariums, Fuel, Insurance, Truck Maintenance, Safety, Bunker Gear, boots, helmets, pelican lights (CVR cost share), Back up Generator. Estimated Depreciation \$73,153	
Emergency Services	0.00	900.00	(900.00)	0.00	945.00	(945.00)	0.00	992.50	(992.50)	Training and Travel	
Ambulance	0.00	6,250.00	(6,250.00)	0.00	6,400.00	(6,400.00)	0.00	6,600.00	(6,600.00)	East Central 911 Requisition	
Bylaw Services	2,550.00	3,700.00	(1,150.00)	2,550.00	25,815.00	(23,265.00)	2,550.00	32,250.00	(29,700.00)	Animal Control, Bylaw Enforcement Fees (2018 cover by grant) 2019,2020	
Road	99,100.00	534,399.61	(435,299.61)	0.00	451,135.64	(451,135.64)	0.00	459,780.97	(459,780.97)	Wages (2 Summer students @X16 weeks, 2X8 weeks), Steamer costs, line painting, street sweeping, pot hole material, crack sealer, paving, sidewalk repairs, sand/salt mix, culvert cleaning, tools, oil, fuel, repairs on equipment, utilities, streetlights, spraying, snow removal, dust control, 50 Ave pavement rehab engineering. Estimated Depreciation \$133,134	
Water	315,800.00	393,632.92	(77,832.92)	483,551.80	555,171.49	(71,619.69)	483,551.80	556,372.69	(72,820.89)	Wages, training, travel, Reg Water Operator, Well Road Lease, curb stop repairs, valve repair on distribution valve, Chlorine, H2O testing agents, Purchase of ACE Water, 2018 ACE Contribution, WTP Plant repairs, utilities. (Forecast Water Rev for ACE water 2018 \$135,720 - 6 mos; 2019 & 2020 \$272169.80) Estimated Depreciation \$30,896	
Sewer	84,300.00	206,169.66	(121,869.66)	76,800.00	188,906.01	(112,106.01)	76,800.00	189,600.34	(112,800.34)	Wages, Cam Tracs Annual Flushing of Lines, Sewer line repair (50 Ave by CVR), utilities, Debenture payments, Lift #2 Pump repair, 50 Ave sewer rehab engineering. Debenture Payment \$92,620.00. Estimated Depreciation \$42,332. Eliminated transfer of surplus revenue to Infrastructure Reserve.	
Solid Waste	119,160.00	106,141.00	13,019.00	119,160.00	110,325.00	8,835.00	119,160.00	113,470.00	5,690.00	Commercial Garbage Chgs, VRRWMSR Requisition, Recycle chgs (VRRWMSR, Grass clipping, newspaper). Eliminated transfer of surplus revenue to Infrastructure Reserve.	
FCSS	25,342.00	31,678.00	(6,336.00)	25,342.00	31,678.00	(6,336.00)	25,342.00	31,678.00	(6,336.00)	VoK's contribution to the FCSS program as required by Gov't of AB	
Cemetery	2,150.00	12,258.95	(10,108.95)	800.00	11,103.77	(10,303.77)	800.00	11,289.80	(10,489.80)	Wages, clean fill, insurance, spraying. Estimated Depreciation \$1,791	
Planning	42,900.00	43,400.00	(500.00)	0.00	500.00	(500.00)	0.00	500.00	(500.00)	Advertising costs, 46 St Survey, Heritage/centennial Park survey, 53Ave/46St Commercial Engineering	
Development	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	0.00	1,000.00	(1,000.00)	2019, 2020 Advertising and Consulting	
Municipal Rec Grant	0.00	29,280.00	(29,280.00)	0.00	29,280.00	(29,280.00)	0.00	29,280.00	(29,280.00)	Population (976) X \$30/person to Ag Society for Grant Distribution	
Regional Park	12,215.00	74,408.86	(62,193.86)	12,215.00	74,334.31	(62,119.31)	12,215.00	71,911.33	(59,696.33)	Wages, Reg Pk Registration Envelopes, Insurance, Fire Woods, General Supplies, Sewer Pump outs, Utilities, Gravel, Spraying, Roof Repair (cost spread over 2018&2019). Estimated Depreciation \$47,849	
Parks/Trails	3,500.00	14,833.40	(11,333.40)	3,500.00	15,207.65	(11,707.65)	3,500.00	15,625.80	(12,125.80)	Wages, Spraying, Litter bags, recycle bags	
Culture	60,450.00	74,614.19	(14,164.19)	48,180.00	62,990.92	(14,810.92)	48,874.00	63,903.64	(15,029.64)	Newsletter - wages, Advertising, memberships, Flowers, Library Requisitions (NLLS, KHL). Community Hall Utility Costs included in expenses & reimbursement shown in revenue.	
Net Surplus/Deficit with Depreciation			(336,463.64)	Net Surplus/Deficit			(370,713.37)	Net Surplus/Deficit			(397,816.21)
Net Surplus/Deficit without Depreciation			8,443.36	Net Surplus/Deficit			(25,806.37)	Net Surplus/Deficit			(52,909.21)

General Notes: REMOVED FROM BUDGET: EXPENSES: Transfer of Sanitary & Solid Waste Surplus; Trail Resurface Project; 2018 Estimated enforcement services; 2018 Census; 2018 Admin Summer Student; North Sask Watershed membership; New Office Chairs, reduced staff functions; travel and subsistence for Fire Chief at Seminar; Fire Extrication stabilizers; reduced animal control fees. ADDED TO BUDGET: REVENUE: MSI Operating Grant Funds; Transfer from Infrastructure Reserve from past years unexpended funds: Contract snow removal, Gravel purchase & Dust control; Increase Reg Pk camping revenue by \$2,000; Transfer from Admin Reserve \$23,250 for 53 Ave/46 St Commercial engineering, Transfer from Infrastructure Reserve \$14,000 for 50 Ave Pavement/Sanitary Engineering. EXPENSES: COLA wage increase; Fire Dept Training Increase; Lift Station #2 clean out; 50 Ave Engineering for Sanitary and Pavement; 53 Ave/46 St Commercial engineering; RCMP Secretarial increase; PW Cell Phone; Contract Snow removal increased to \$15,000, increased 50 Ave Pavement Engineering to \$6,500 and 50 Ave Sanitary Engineering to \$7,500. Total Depreciation \$344,907. *In 2019/2020 Enforcement services will require VoK contribution.

Approved by Council: April 3, 2018
Motion Number: 08-18

Mayor: Suzyl Frank
Chief Administrative Officer: C. Hunter

Village of Kitscoty
2018 -2020 Operating Budget

Function Name	2018			*2019			*2020			Highlights	
	Revenue	Expense	Net	Revenue	Expense	Net	Revenue	Expense	Net		
Taxation	856,913.17	0.00	856,913.17	902,829.95	0.00	902,829.95	902,829.95	0.00	902,829.95	2018 Municipal Mill Rate Unchanged 8.034 Res, 15.038 Non Res; School Mill Rate Increase 2.71 Res, 3.722 Non Res 2019 & 2020 Mill Rate 8.5 Res, 15.5 M/E, Non Res; School Mill Rate (2019 - 2.845 Res 4.023 Non Res) (2020 - 2.996 Res 4.238 Non Res)	
School Requisition	273,501.23	273,499.14	2.09	288,052.55	288,052.55	0.00	303,352.95	303,352.95	0.00	2018 School Req Released Mar 22/18. 2019/2020 increased by 3 yr avg 5.32%	
Legislative	0.00	49,781.00	(49,781.00)	0.00	44,360.00	(44,360.00)	0.00	48,750.00	(48,750.00)	Council Honorariums, Convention, Training and Travel	
Administrative	214,846.00	462,319.72	(247,473.72)	105,500.00	410,030.38	(304,530.38)	107,825.00	415,638.07	(307,813.07)	Admin Wages, VoK Memberships (AUMA, FCM), Software renewals, Audit Fees, Website fees, Training, OHS Training, Travel, IT Services, Office Supplies, Postage, Copying, WCB, Utilities, Office Supplies, Insurance, FCM Grant contribution, \$63,180 transfer to reserve (former debenture payment). MSI Operating Grant Revenue included in 2018 Revenue. Estimated Depreciation \$15,752	
Police	0.00	6,314.00	(6,314.00)	0.00	6,424.00	(6,424.00)	0.00	6,536.00	(6,536.00)	VoK share of Police Secretarial Position	
Fire	36,165.00	155,775.59	(119,610.59)	34,865.00	160,399.95	(125,534.95)	34,865.00	160,949.81	(126,084.81)	Wages, Training, Land line and Cell phone chgs, Medical Supplies, Office Supplies, Honorariums, Fuel, Insurance, Truck Maintenance, Safety, Bunker Gear, boots, helmets, pelican lights (CVR cost share). Estimated Depreciation \$73,153	
Emergency Services	0.00	900.00	(900.00)	0.00	945.00	(945.00)	0.00	992.50	(992.50)	Training and Travel	
Ambulance	0.00	6,250.00	(6,250.00)	0.00	6,400.00	(6,400.00)	0.00	6,600.00	(6,600.00)	East Central 911 Requisition	
Bylaw Services	2,550.00	3,700.00	(1,150.00)	2,550.00	25,815.00	(23,265.00)	2,550.00	32,250.00	(29,700.00)	Animal Control, Bylaw Enforcement Fees (2018 cover by grant) 2019,2020	
Road	12,600.00	447,899.61	(435,299.61)	0.00	451,135.64	(451,135.64)	0.00	459,780.97	(459,780.97)	Wages (2 Summer students @X16 weeks, 2X8 weeks), Steamer costs, line painting, street sweeping, pot hole material, crack sealer, paving, sidewalk repairs, sand/salt mix, culvert cleaning, tools, oil, fuel, repairs on equipment, utilities, streetlights, spraying, snow removal, dust control. Estimated Depreciation \$133,134	
Water	296,570.00	374,402.92	(77,832.92)	355,569.80	427,189.49	(71,619.69)	355,569.80	428,390.69	(72,820.89)	Wages, training, travel, Reg Water Operator, Well Road Lease, curb stop repairs, valve repair on distribution valve, Chlorine, H2O testing agents, Purchase of ACE Water, WTP Plant repairs, utilities. (Forecast Water Rev for ACE water 2018 \$135,720 - 6 mos; 2019 & 2020 \$272169.80) Estimated Depreciation \$30,896	
Sewer	76,800.00	198,669.66	(121,869.66)	76,800.00	188,906.01	(112,106.01)	76,800.00	189,600.34	(112,800.34)	Wages, Cam Tracs Annual Flushing of Lines, Sewer line repair (50 Ave by CVR), utilities, Lift #2 Pump repair, 50 Ave sewer rehab engineering. Debenture Payment \$92,620.00. Estimated Depreciation \$42,332. Eliminated transfer of surplus revenue to Infrastructure Reserve.	
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FCSS	25,342.00	31,678.00	(6,336.00)	25,342.00	31,678.00	(6,336.00)	25,342.00	31,678.00	(6,336.00)	VoK's contribution to the FCSS program as required by Gov't of AB.	
Cemetery	2,150.00	12,258.95	(10,108.95)	800.00	11,103.77	(10,303.77)	800.00	11,289.80	(10,489.80)	Wages, clean fill, insurance, spraying. Estimated Depreciation \$1,791	
Planning	19,650.00	20,150.00	(500.00)	0.00	500.00	(500.00)	0.00	500.00	(500.00)	Advertising costs, 46 St Survey, Heritage/centennial Park survey	
Development	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	0.00	1,000.00	(1,000.00)	2019, 2020 Advertising and Consulting	
Municipal Rec Grant	0.00	29,280.00	(29,280.00)	0.00	29,280.00	(29,280.00)	0.00	29,280.00	(29,280.00)	Population (976) X \$30/person to Ag Society for Grant Distribution	
Regional Park	12,215.00	74,408.86	(62,193.86)	12,215.00	74,334.31	(62,119.31)	12,215.00	71,911.33	(59,696.33)	Wages, Reg Pk Registration Envelopes, Insurance, Fire Woods, General Supplies, Sewer Pump outs, Utilities, Gravel, Spraying, Roof Repair (cost spread over 2018&2019). Estimated Depreciation \$47,849	
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Net Surplus/Deficit with Depreciation			(330,463.64)	Net Surplus/Deficit			(370,713.37)	Net Surplus/Deficit			(397,816.21)
Net Surplus/Deficit without Depreciation			14,443.36	Net Surplus/Deficit			(25,806.37)	Net Surplus/Deficit			(52,909.21)

General Notes: Total Depreciation \$344,907.

Approved by Council: April 3, 2018
Motion Number: 081-18

Mayor: *Sheryl Frank*
Chief Administrative Officer: *Cher*

Village of Kitscoty
2018 -2020 Capital Budget

2018-2020 Capital Summary											
Function Name	2018			*2019			*2020			Highlights	
	Revenue	Expense	Net	Revenue	Expense	Net	Revenue	Expense	Net		
Administrative	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Fire	0.00	6,000.00	(6,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	Back up Generator for Fire Hall	
Road	86,500.00	86,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50 St Turn Around. Funded from 2016 Operational surplus (located in operating account) as per Cncl Mt 150-17. 50 Ave Pavement Rehab Engineering, funded by Infrastructure Reserve as per Cncl Mt 054-18 and 068-18.	
Water	19,230.00	19,230.00	0.00	127,982.00	127,982.00	0.00	127,982.00	127,982.00	0.00	VoK's ACE Water Capital Contribution. Funded from approved MSI CAP-9268 Grant. 2018 contribution is based on actual. 2019 and 2020 are estimated amounts.	
Sanitary	7,500.00	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50 Ave Sanitary Rehab Engineering, funded by Infrastructure Reserves per Cncl Mt 054-18 and 069-18	
Solid Waste	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Cemetery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Planning	23,250.00	23,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53 Ave/ 46 St Commercial Area Plan Engineering as per Cncl Mt 056-18 . Funded from the Gen Admin Reserve as per Cncl Mt 057-18	
Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Regional Park	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Parks/Trails	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Culture	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Net Surplus/Deficit			(6,000.00)	Net Surplus/Deficit			0.00	Net Surplus/Deficit			0.00

Approved by Council: April 3, 2018
Motion Number: 081-18

Mayor: Daryl Frank
Chief Administrative Officer: Chuter