

**REGULAR MEETING OF COUNCIL
IN THE VILLAGE OF GLENDON IN THE PROVINCE OF ALBERTA
IN COUNCIL CHAMBERS AT THE VILLAGE OFFICE
May 28, 2020 at 7:00 p.m.**

PRESENT: Mayor Laura Papirny
Deputy Mayor Nicholas Werstiuk – By Telephone
Councilor Roger Belknap
CAO Melody Kwiatkowski
Administrative Assistant Jennifer Davis

ORDER: Mayor Papirny called the meeting to order at 7:02 p.m.

AGENDA:

Res: 1996/20 Moved by Mayor Papirny to accept the agenda as presented. CARRIED

MINUTES:

Res: 1997/20 Moved by Councilor Belknap to accept the May 12, 2020 Regular Meeting Minutes as presented. CARRIED

BUSINESS ARISING FROM THE MINUTES:

None

DELEGATIONS:

Debby Vezeau and Karla Gamblin - Glendon Parent Farewell Banquet Committee
Debby Vezeau and Karla Gamblin on behalf of the Glendon Parent Farewell Banquet Committee presented details of the Glendon 2020 Graduates Farewell Celebration.

Res: 1996/20 Moved by Mayor Papirny to allow the drive by grad recognition on June 13, 2020 from 7-9 p.m. for the road to be turned into a one-way and allow use of the derby grounds from 9 p.m. – 12 a.m.

CARRIED

Stacey Sandmeyer and Andrea Wolosiewicz - Glendon Agricultural Society
Discussion was held regarding a potential campground and fitness room.

BYLAWS & POLICIES:

Tax Bylaw

Res: 1997/20 Moved by Mayor Laura Papirny that Bylaw 485-20 Taxation Bylaw being a bylaw to authorize the rates of taxation to be levied against assessable property within the Village of Glendon for the 2020 taxation year be given first reading.

CARRIED

Res: 1998/20 Moved by Councilor Belknap that Bylaw 485-20 Taxation Bylaw being a bylaw to authorize the rates of taxation to be levied against assessable property within the Village of Glendon for the 2020 taxation year be given second reading.

CARRIED

Res: 1999/20 Moved by Deputy Mayor Werstiuk that Council proceed with third and final reading of Bylaw 485-20.

CARRIED UNANIMOUSLY

Res: 2000/20 Moved by Mayor Papirny that Bylaw 485-20 Taxation Bylaw being a bylaw to authorize the rates of taxation to be levied against assessable property within the Village of Glendon for the 2020 taxation year be given third and final reading.

CARRIED

NEW BUSINESS

Business Licenses

Res: 2001/20 Moved by Councilor Belknap for administration to draft a business license bylaw.

CARRIED



Packer Purchase for Public Works

Res: 2002/20 Moved by Deputy Mayor Werstiuk that Public Works purchase a 4' double drum packer for \$4,000 with the funds to come from Public Works Equipment Purchases budget.
CARRIED

Office Reopening

Res: 2003/20 Moved by Mayor Papirny that the Village Office reopen to the public on June 15, 2020.
CARRIED

Skating Rink Disrepair

Res: 2004/20 Moved by Councilor Belknap to pull the skating rink back from the school and to research how to fix the puck board to get it fixed.
CARRIED

Res: 2005/20 Moved by Mayor Papirny to terminate the lease between NLSD and the Village of Glendon for the skating rink and send a letter to Northern Lights School Division for the 12-month termination notice.
CARRIED

Reopening of Playground and Ball Diamonds

Res: 2006/20 Moved by Councilor Belknap that the Village Office reopen the playgrounds and the ball diamond to the public providing there is no league playing at the ball diamonds and that the washroom facilities remain locked in Pyrogy Park and all porta potties be removed from the grounds and that signage regarding COVID19 regulations and responsibilities be posted on the properties.
CARRIED

Trees for the School

Res: 2007/20 Moved by Mayor Papirny that the Village of Glendon does not pay for any trees for the school at this time.
CARRIED

OLD BUSINESS:

Budget

Res: 2008/20 Moved by Mayor Papirny to approve the 2020 budget.
CARRIED

**Draft RFP
FYI**

Quote for Tree Removal

Res: 2009/20 Moved by Deputy Mayor Werstiuk to proceed with the quote for tree and stump removal.
CARRIED

Quote for Road Repairs

Res: 2010/20 Moved by Mayor Papirny to proceed with the road repair, as per the quote from Knelsen.
CARRIED

Quote for Back Alley Materials

Res: 2011/20 Moved by Deputy Mayor Werstiuk to get a quote from Knelsen and North East Bulk Transportation for gravel and try to get other quotes for cold mix, then proceed with the lowest quote.
CARRIED

COMMITTEE REPORTS:

Verbal reports were presented for the following committees:
PCN
Lakeland Lodge & Housing



CORRESPONDENCE:

Assistant Deputy Minister Gary Sandberg – ID 349 Regional Collaboration Project
Funding
AUPE Challenges Due to Political Decisions
Minister Kaycee Madu – MSI Allocations

IN CAMERA

Res: 2012/20 Moved by Deputy Mayor Werstiuk that Council adjourn the Regular Meeting of Council and council close the meeting to the public for Agenda items 12. A. Legal pursuant to Section 27(1) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000.
Time: 9:03 P.M.

Res: 2013/20 Moved by Mayor Papirny that Council adjourn In Camera and return to the Regular Meeting of Council.
Time: 9:11 P.M.

Res: 2014/20 Moved by Mayor Papirny to contact Brownlee LLP to provide a referral for consultants and frame instructions to selected consultants to approach the landowner regarding undertaking investigative work on their lands and putting in place any required agreements.

CARRIED

NEXT MEETING:

The next Regular Council meeting will be held Tuesday, June 9, 2020 at 7:00 P.M. in council chambers.

ADJOURNMENT:

Being that the agenda matters have been concluded the meeting adjourned at 9:15 P.M.

These minutes approved this 9th day of June 2020.



Mayor Orderly



Chief Administrative Officer

2020 Budget & 3 Yr. Operating Plan

General Government & Planning & Development Revenue

	2019	2020	2021	2022	2023	
	Budgeted	Actual	Budgeted	Projected	Projected	Projected
Net Municipal Tax						
Commercial	85,478	85,478	78,612	0	0	0 2% increase added to revenue each year
Farm	1,484	1,484	1,418	0	0	0 2.5% increase added to expenses each year
Linear	25,151	25,151	24,423	0	0	0
Residential	294,815	294,815	283,987	0	0	0
Penalties & Costs on Taxes	18,000	18,849	18,000	0	0	0
Investment Income	35,000	66,308	50,000	0	0	0
Franchise & Concession	17,750	18,260	18,000	0	0	0
Subtotal	477,678	510,345	474,440	0	0	0
User Fees & Sale of Goods	2,000	2,107	2,000	2,040	2,081	2,122
General Services & Supplies	1,000	644	1,000	1,020	1,040	1,061
Permits	3,000	4,230	3,000	3,060	3,121	3,184
Licenses - Animal	300	360	100	102	104	106
Rental & Lease	3,400	4,120	4,000	4,080	4,162	4,245
Other Revenue	1,500	1,110	1,500	1,530	1,561	1,592
MD Operating Grant	142,502	315,532	117,502	117,502	117,502	117,502
Subtotal	153,702	328,103	129,102	129,334	129,571	129,812
Total	631,380	838,448	603,542	129,334	129,571	129,812

General Government Expenses

	Actual	2020	2021	2022	2023	
	Budgeted	To Date	Budgeted	Projected	Projected	Projected
Salaries, Wages & Benefits	152,360	153,957	182,378	186,937	191,611	196,401
Contacted & General Services	54,000	51,266	79,000	80,975	82,999	85,074 \$5,000 added each year for legal for Bylaw Development & Revision
Training & Travel	13,000	4,640	13,000	13,325	13,658	14,000
Materials, Goods & Supplies	119,460	107,021	150,710	154,478	158,340	162,298
Bank Charges & Short-term Interest	1,000	775	1,600	1,638	1,676	1,715
Total	339,820	317,659	426,688	437,353	448,284	459,489

Net Revenue (Tax Subsidy)	291,560	520,789	176,854	-308,019	-318,713	-329,677
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Revenue
Protective Services

	Budgeted	Actual To Date	2020 Budgeted	2021 Projected	2022 Projected	2023 Projected
Bylaw Tickets	1,500	623	1,000	1,020	1,040	1,061
Fire Department Grant	0	14,426	0	0	0	0
MSI Operating Grant	16,800	16,800	16,800	16,800	16,800	16,800
Total	18,300	31,849	17,800	17,820	17,840	17,861

Protective Services Expenses

	Budgeted	Actual To Date	2020 Budgeted	2021 Projected	2022 Projected	2023 Projected
Contracted & General Services	18,779	18,379	28,279	33,248	37,730	38,223
Materials, Goods & Supplies	0	23,835	5,350	5,484	5,621	5,761
Total	18,779	42,214	33,629	38,732	43,351	43,985

Includes costs for policing

Net Revenue (Tax Subsidy)	-479	-10,365	-15,829	-20,912	-25,511	-26,123
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Revenue
Roads

	Budgeted	Actual To Date	2020 Budgeted	2021 Projected	2022 Projected	2023 Projected
General Revenue	2,000	200	1,000	1,000	1,000	1,000
Total	2,000	200	1,000	1,000	1,000	1,000

Roads Expenses

	Budgeted	Actual To Date	2020 Budgeted	2021 Projected	2022 Projected	2023 Projected
Salaries, Wages & Benefits	95,264	89,370	21,000	21,525	22,063	22,615
Contracted & General Services	15,000	4,823	21,000	21,525	22,063	22,615
Training & Travel	5,000	1,407	5,000	5,125	5,253	5,384
Materials, Goods & Supplies	111,000	73,329	111,100	113,878	116,724	119,643
Total	226,264	168,929	158,100	162,053	166,104	170,256
Net Revenue (Tax Subsidy)	-224,264	-168,729	-157,100	-161,053	-165,104	-169,256

Revenue

Water

	Budgeted	Actual To Date	2020 Budgeted	2021 Projected	2022 Projected	2023 Projected
User Fees & Sale of Goods	80,000	79,285	80,000	81,600	83,232	84,897
Bulk Water Sales	2,000	2,962	3,000	3,060	3,121	3,184
Penalties and Costs	3,000	2,497	2,500	2,550	2,601	2,653
IMCP MD of Bonnyville	100,000	100,000	100,000	100,000	100,000	100,000
Total	185,000	184,744	185,500	187,210	188,954	190,733

Water Expenses

	Budgeted	Actual To Date	2020 Budgeted	2021 Projected	2022 Projected	2023 Projected
Salaries, Wages & Benefits	38,456	44,332	44,365	45,474	46,611	47,776
Contracted & General Services	8,000	8,050	19,000	11,150	11,429	11,714
Materials, Goods & Supplies	61,700	52,067	64,372	65,981	67,631	69,322
Repairs and Maintenance	70,000	32,385	50,000	51,250	52,531	53,845
Total	178,156	136,834	177,737	173,855	178,202	182,657
Net Revenue (Tax Subsidy)	6,844	47,910	7,763	13,355	10,752	8,076

2020 \$10,000 added for diver's for reservoirs

**Revenue
Sewer**

	Budgeted	Actual To Date	2020 Budgeted	2021 Projected	2022 Projected	2023 Projected
User Fees	42,000	41,727	42,000	42,840	43,697	44,571
IMCP MD of Bonnyville	100,000	100,000	100,000	100,000	100,000	100,000
Total	142,000	141,727	142,000	142,840	143,697	144,571

Sewer Expenses

	Budgeted	Actual To Date	2020 Budgeted	2021 Projected	2022 Projected	2023 Projected
Salaries, Wages & Benefits	38,456	37,897	38,100	39,053	40,029	41,030
Contracted & General Services	3,000	0	3,000	3,075	3,152	3,231
Materials, Goods & Supplies	24,600	16,275	32,700	33,518	34,355	35,214
Repairs and Maintenance	15,000	12,652	15,000	15,375	15,759	16,153
Total	81,056	66,824	88,800	91,020	93,296	95,628

Net Revenue (Tax Subsidy)	60,944	74,903	53,200	51,820	50,401	48,943
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**Revenue
Waste Management**

	Budgeted	Actual To Date	2020 Budgeted	2021 Projected	2022 Projected	2023 Projected
User Fees	45,000	44,386	45,000	45,900	46,818	47,754
MSI Operating Grant	27,304	25,902	24,130	22,640	22,640	22,640
Total	72,304	70,288	69,130	68,540	69,458	70,394

Waste Management Expenses

	Budgeted	Actual To Date	2020 Budgeted	2021 Projected	2022 Projected	2023 Projected
Salaries, Wages & Benefits	18,738	18,668	18,883	19,355	19,839	20,335
General Services	22,000	12,571	22,000	22,550	23,114	23,692
Materials, Goods & Supplies	10,900	8,163	12,300	12,608	12,923	13,246
Repairs and Maintenance	8,000	8,376	10,000	10,250	10,506	10,769
Total	59,638	47,778	63,183	64,763	66,382	68,041
Net Revenue (Tax Subsidy)	12,666	22,510	5,947	3,777	3,076	2,353

Revenue

Recreation & FCSS

	Budgeted	Actual To Date	2020 Budgeted	2021 Projected	2022 Projected	2023 Projected
User Fees	5,000	4,850	14,036	14,036	14,036	14,036
FCSS Grant	14,036	14,036	2,500	2,550	2,601	2,653
Souvenir Sales	2,500	3,213	5,000	5,100	5,202	5,306
Total	21,536	22,099	21,536	21,686	21,839	21,995

Recreation & FCSS Expenses

	Budgeted	Actual To Date	2020 Budgeted	2021 Projected	2022 Projected	2023 Projected
Salaries, Wages & Benefits	16,761	9,893	11,335	11,618	11,909	12,207
Materials, Goods & Supplies	80,036	62,588	81,036	83,062	85,138	87,267
Total	96,797	72,481	92,371	94,680	97,047	99,473
Net Revenue (Tax Subsidy)	-75,261	-50,382	-70,835	-72,994	-75,208	-77,478

Total Revenue Before Amortization	1,072,520	1,289,355	1,040,508	568,430	572,359	576,367
Total Expenses Before Amortization	1,000,510	852,719	1,040,508	1,062,456	1,092,665	1,119,529
Excess Revenue (Shortfall)	72,010	436,636	0	-494,026	-520,306	-543,162

Amortization

Expense	299,500	316,236	318,950	326,924	335,097	343,474
Net Revenue (Tax Subsidy)	299,500	316,236	318,950	326,924	335,097	343,474

Total Revenue	1,072,520	1,289,355	1,040,508	568,430	572,359	576,367
Total Expenditures	1,300,010	1,168,955	1,359,458	1,389,379	1,427,762	1,463,003
Excess Revenue (Shortfall)	-227,490	120,400	-318,950	-820,949	-855,403	-886,637

Tax Required to Balance Budget	-227,490	120,400	-318,950	-820,949	-855,403	-886,637
Add: Surplus for Future Plans						
Subtract: Amortization Expense	299,500	316,236	318,950	326,924	335,097	343,474

Total Cash Requirement (for Tax Bylaw)	72,010	436,636	0	-494,026	-520,306	-543,162	Positive Balance No Tax Subsidy Required
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2020 OPERATING BUDGET	REVENUE	EXPENSES
General Government & Planning & Development Revenue	603,542	426,688
Protective Services	17,800	33,629
Roads	1,000	158,100
Water	185,500	177,737
Sewer	142,000	88,800
Waste Management	69,130	63,183
Recreation & FCSS	21,536	92,371
Amortization		318,950
Total Revenue & Expenses	1,040,508	1,359,458
Excess Revenue (Shortfall)	-318,950	
Subtract: Non-cash Amortization Expense	318,950	
Ending Cash Balance	0	

2020 Budget & 5-Year Capital Plan Worksheet Revised May 2020

Planned Capital Additions	2020 Budget	2021	2022	2023	2024	2025
Administration						
Accounting Software Replacement	60,000					
Photocopier		10,000				
Public Works						
Tractor		75,000				
Pickup Truck			60,000			
Water/Wastewater						
PLC Replacement At Water Treatment Plant	40,000					
Drainage Parkway		900,000				
55 & 56 Street Underground Replacement	1,500,000					
2 Streets Underground Replacement			1,000,000			
2 Streets Underground Replacement					1,000,000	
Streets						
55 & 56 Street Paving & Sidewalks		1,100,000				
Resurfacing of 2 Streets & Sidewalks				1,155,000		
Resurfacing of 2 Streets & Sidewalks						1,155,000
Street & Sidewalk Repair	500,000	200,000	200,000	200,000	200,000	200,000
Reclamation						
Former Landfill Reclamation	150,000					
Recreation						
Fitness Center	100,000					
Total Planned Capital Additions	2,350,000	2,285,000	1,260,000	1,355,000	1,200,000	1,355,000

Funding Sources

Beginning Reserve Balance	1,000,000	1,994,650	691,357	413,064	39,771	(178,522)
MSI Grant Carry Forward	307,423	-				
FGTF Grant Carry Forward	250,000					
MSI Capital Grant	197,054	190,874	190,874	190,874	190,874	190,874
FGTF Grant	50,000	50,000	50,000	50,000	50,000	50,000
Investing in Canada Infrastructure Community Resilience Program	-	-				
ID 349 - Regional Project Carry Forward	300,000					
IMCP - MD of Bonnyville	740,833	740,833	740,833	740,833	740,833	740,833
ID 349 - 2019 Funds	1,499,340					
Total Funding Sources	4,344,650	2,976,357	1,673,064	1,394,771	1,021,478	803,185
Total Funding Used	2,350,000	2,285,000	1,260,000	1,355,000	1,200,000	1,355,000
Balance	1,994,650	691,357	413,064	39,771	(178,522)	(551,815)
MSI Grant Carry Forward for 2021 Project	-					
Ending Reserve Balance	1,994,650	691,357	413,064	39,771	(178,522)	(551,815)

Notes and Assumptions:

- MSI Capital - \$190,874/yr
- FGTF is \$50,000/yr
- IMCP remains 740,833/yr