



1. CALL THE MEETING TO ORDER



2. ADOPTION OF THE AGENDA

Agenda
Village of Nampa
Council Meeting
August 15, 2017
Village of Nampa Council Chambers
7:00 p.m.

1. Call the meeting to order

2. Adoption of the agenda

3. Adoption of Previous Minutes

3.1 Minutes of the Regular Council Meeting held July 18 2017

4. Business Arising out of the Minutes

4.1 RFD Arena Lane Drainage

4.2 Commercial Lots Comparisons

5 New Business

5.1 7:00 pm with Romeo Lavoie, Director NWL

5.2 RFD Advance Poll date

5.3 Karen Diebert, Manager, MMSA, July 25, 2017 RE:
Land Use Planning Municipal Internship

5.4 CAO Performance Evaluation

5.5 ATCO Gas and Pipeline Ltd Franchise Fee Agreement 2018

6. Reports

6.1a Cheque Listing # 201700327 - 201700358

6.1b June 2017 Bank Rec & Cleared Cheque Listing

6.2 Water Account Arrears as of August 11, 2017

6.3 CAO Report August 15, 2017

6.4 Public Works Report July 2017

6.5 Councilor Reports August 15, 2017

6.6 Council Calendars September 2017

7. Correspondence

7.1 Doug Dallyn, Chair, North Peace Housing Foundation August 9, 2017 RE: Closure of Autumn Lodge - Berwyn

8. In-Camera

8.1 Nampa & District Museum Agreement

9. Adjournment



3. ADOPTION OF PREVIOUS MINUTES



4. BUSINESS ARISING OUT OF THE MINUTES

Request for Decision (RFD)
Council Meeting August 15, 2017

Topic:

Arena Lane Drainage

Background:

At last month's council meeting on July 18, 2017 council had discussions about the drainage on the east side of the complex building. Unfortunately Jason Schuler did not make it to the meeting to explain the work to be done and the costs. Council did discuss briefly having someone else come in to do the work, however it was tabled to the next council meeting

Administration Recommendation:

That Council decide what they would like to do with the lane drainage at the Nampa complex.

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Chief Administrative Officer: Dianne Roshuk

Date: August 9, 2017

August 15, 2017

Regular Council Meeting

At last month's council, meeting Perry had asked Administration to find out what commercial lots sell for in Peace River and Grimshaw.

I spoke with Dale Espetveidt and he said in Peace River it is mostly Industrial commercial lots, not much for highway commercial.

He mentioned he recently sold a commercial highway lot in Grimshaw for \$115,000, listed price was \$140,000.00: this was four 50 ft. x 120 ft. lots

Other lots are going for around \$ \$35,000 - \$45000.00

Copies of comparisons will be handed out at meeting



5. NEW BUSINESS

Request for Decision (RFD)
Council Meeting August 15, 2017

Topic:

Advance Poll Date for 2017 elections

Background:

It was brought to Administration attention to ask council if they wanted to have an advance vote day.

As per Section 73(1) of the Local Authority Act:

An elected authority may by resolution provide for holding as advance vote day on any vote to be held in an election.

Administration Recommendation:

That Council make a motion to not hold an advance date for voting as it has never been needed in the past and Administration feels that it is not necessary at this time

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Chief Administrative Officer: Dianne Roshuk

Date: July 27, 2017

Request for Decision (RFD)
Council Meeting August 15, 2017

Topic:

MMSA Land Use Planning Municipal Internship Program

Background:

Administration received an email from MMSA. They are participating in the Land Use Planning Internship Program offered by Municipal Affairs. They have had great success in their participation in this program in the past and they would like to continue for the next rotation. They are asking municipalities to participate as a "municipal partner" in this collaboration. The Village of Nampa has participated in this collaboration in the past. There is no financial commitment in participating.

Administration Recommendation:

That Council make a motion authorizing the Village of Nampa to participate in the application for the Municipal Internship project submitted by Mackenzie Municipal Services under the Alberta Communities Partnership.

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Chief Administrative Officer: Dianne Roshuk

Date: July 27, 2017



MACKENZIE MUNICIPAL SERVICES AGENCY

5109 - 51 Street P.O. Box 450
Berwyn, Alberta T0H 0E0
Phone: (780) 338.3862 Fax: (780) 338.3811
www.mmsa.ca

MEMORANDUM

TO: Municipal Members

FROM: Karen Diebert, Manager

DATE: July 25, 2017

SUBJECT: Land Use Planning Municipal Internship

As you may be aware, the Agency is currently participating in the Land Use Planning Internship Program offered by Alberta Municipal Affairs. The current program that we are involved with will be completed in May, 2018. The department is now accepting applications for the next rotation which will run from May, 2018 to May, 2020. As we have had great success in our participation in this program in the past we would like to continue for the next rotation.

For those of you not familiar with the program, this is a grant made available from Alberta Municipal Affairs for the Land Use Planning Internship Program under the Alberta Community Partnership. The objective of the program is to provide individuals who are interested in pursuing a career in municipal planning with the opportunity to gain first-hand experience and knowledge. The grant is for \$64,500 over a 2 year time frame.

In order to qualify for the grant, the Agency is required to partner with a municipality(s). The current program has all twelve members as partners and we would certainly appreciate this level of support of this next application. For your reference, the MMSA would be the managing partner and would administer the requirements of the program. There would be **no requirement of financial commitment** from your municipality. The implication to your municipality may be one of time commitment, however, based on the current program, this would be minimal and spread out over a few of the participating municipalities.

As mentioned, the Agency's experience with the current internship program has been very positive and has proven to be an asset to the Agency in terms of acquiring qualified planning staff.

.../2

Memorandum to Municipal Members
Page Two
July 25, 2017

Your consideration to participate as a "municipal partner" in this collaboration would be most appreciated. As the application deadline has been moved up this year to September 1, 2017, we would like to submit our application as soon as possible and would, therefore request your response by August 23rd. Attached is a sample Council Resolution that would be required if you agree to participate as a partner in the grant application.

I believe that this is, once again, a positive step for the Agency and would be of a benefit to all our members.

Thank you for your consideration of this request. If you require additional information, please contact our office or check out the program website at www.municipalaffairs.alberta.ca/ms/internship.

Yours truly,



Karen Diebert
Manager
Mackenzie Municipal Services Agency

Appendix 5 – Schedule 2 – Sample Resolution or Motion

- * 1) "Be it resolved that we authorize _____ to participate in
(Legal Status and Name of the Organization) *Municipality*
an application for the Municipal Internship project, submitted
(Project Name)
by Mackenzie Municipal Services under the ALBERTA COMMUNITIES PARTNERSHIP
(Legal Status and Name of the Project Manager) *Agency* (Name of the program component)

~~Use Clause 2a for a municipality or organization that is the Project Manager (i.e. the applicant)~~

- ~~2a) That the _____, the applicant, agrees to enter into a
(Legal Status and Name of the Project Manager)
Conditional Grant Agreement, governing the purpose and use of the grant funds."~~

OR

Use Clause 2b for municipalities or organizations that are project participants.

- * 2b) That the _____, a participant, agrees to abide by the
(Legal Status and Name of the Organization) *Municipality*
terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds."

* _____
Chief Elected Official or
Duly Authorized Signing Officer

* _____
Date

Request for Decision (RFD)
Council Meeting August 15, 2017

Topic:

CAO Performance Evaluation

Background:

The CAO performance evaluation was given to all councilors to fill out. **ALL** councilors need to fill out the performance evaluation in order for it to be a fair evaluation. Council needs to set a date with the CAO to review the evaluation.

Administration Recommendation:

That Council set a date to review the performance evaluation with the CAO.

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Chief Administrative Officer: Dianne Roshuk

Date: July 27, 2017

Request for Decision (RFD)
Council Meeting August 15, 2017

Topic:

ATCO Gas and Pipelines Ltd. Franchise Agreement 2018

Background:

ATCO Gas pays the Village a franchise fee. The franchise fee is collected from customers in the community based on a percentage of their Delivery Tariff. That percentage is 16.84%. Their forecast tariff fee for revenues for 2018 is \$147, 000 and based on the current franchise fee percentage, the forecast 2018 franchise fee revenue for the Village would be \$24,755.00

Administration Recommendation:

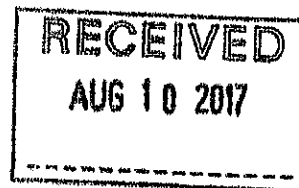
That Council does not increase the franchise fee for the 2018 year.

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Chief Administrative Officer: Dianne Roshuk

Date: August 10, 2017

July 31, 2017



Village of Nampa
PO Box 69
Nampa, AB T0H 2R0

Attention: Ms. Dianne Roshuk
Chief Administrative Officer

Re: ATCO Gas and Pipelines Ltd. Franchise Agreement Clause 5

Dear Madam:

Pursuant to Clause 5 of our franchise agreement, the municipality has the ability to change the franchise fee percentage in 2018; this request must be received by ATCO Gas in writing prior to November 1st. If you are considering changing the franchise fee in 2018, please contact us as soon as possible to begin the process.

As you are aware, ATCO Gas pays the Village of Nampa a franchise fee. The franchise fee is collected from customers in the community based on a percentage of our Delivery Tariff. In the Village of Nampa this percentage is 16.84%.

In 2016, our Delivery Tariff revenue in the Village of Nampa was \$142,241. Our forecast Delivery Tariff revenue for 2018 is \$147,000. Therefore, based on the current franchise fee percentage, the forecast 2018 franchise fee revenue would be \$24,755.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to call me at (780) 509-2215.

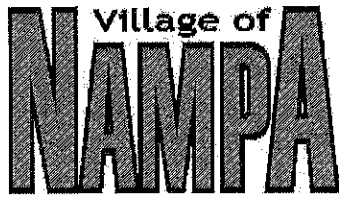
Sincerely,

A handwritten signature in black ink, appearing to be "CH" followed by a stylized flourish.

Chance Herring,
Senior Manager, North Districts Region



6. REPORTS



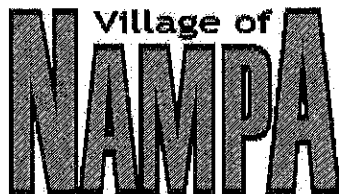
VILLAGE OF NAMPA

6.1a
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Cheque Listing For Council

2017-Aug-8
1:35:55PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
201700327	2017-07-19	NAMPA & DISTRICT AGRICULTURAL SOCIETY	2017	PAYMENT ANNUAL ALOTTMENT CONTRIBL	69,000.00	69,000.00
201700328	2017-07-19	NAMPA & DISTRICT AGRICULTURAL SOCIETY	201701	PAYMENT COSTS FOR CHILLER REPAIRS	100,000.00	100,000.00
201700329	2017-07-24	ATCO ELECTRIC	July 132017	PAYMENT STREET LIGHTS HWY #2 & 99 AV	23.15	23.15
201700330	2017-07-24	DIRECT ENERGY	15476	PAYMENT STREET LIGHTS ALONG 97 AVEN	99.84	99.84
201700331	2017-07-24	TELUS MOBILITY INC.	July 2017	PAYMENT CELL PHONE CHARGES PUBLIC	85.98	85.98
201700332	2017-07-25	DIRECT ENERGY	3071 July 17 6189 July 17 6577 July 17 6932 July 17 7641 July 17 7960 July 17 7971 July 17	PAYMENT ELECTRICITY OLD OFFICE ELECTRICITY FIRE HALL ELECTRICITY TENNIS CRTS ELECTRICITY SEWER LIFT ELECTRICITY BALL DIAMOND ELECTRICITY CIVIC CENTER ELECTRICITY STREET LIGHTS	135.63 244.11 179.22 515.71 36.84 1,877.65 4,093.86	7,083.02
201700333	2017-07-25	BUTZ, CLYNTON	012017	PAYMENT COUNCIL HONORARIUM & MEET	373.27	373.27
201700334	2017-07-25	DION COMPUTER SALES & SERVICE	3152 3162	PAYMENT TROUBLE SHOOT ADMIN ASST C CAO COMPUTER TROUBLESHO	163.20 47.25	210.45
201700335	2017-07-25	ELITE VAC & STEAM	11088	PAYMENT PORTA POTTY RENTALS FOR FA	493.50	493.50
201700336	2017-07-25	GACH, DALE	032017	PAYMENT COUNCIL MEETING & HONORAR	428.27	428.27
201700337	2017-07-25	HOME HARDWARE	872680	PAYMENT WOOD FOR TRUCK DECK	31.46	31.46
201700338	2017-07-25	KIT BUSINESS EQUIPMENT	103063	PAYMENT TONERS FOR CAO OFFIVE PRIN	317.84	317.84
201700339	2017-07-25	MUNICIPAL INFORMATION SYSTEMS	20170675 20170684 20170752	PAYMENT OUT OF SCOPE BILLABLE TRAIN OUT OF SCOPEWORK ADMIN AS MONTHLY SUPPORT AUGUST 20	105.00 105.00 548.53	758.53
201700340	2017-07-25	NEW WATER LTD.	0105	PAYMENT PARTNER BILLING MAY & JUNE	22,660.41	22,660.41
201700341	2017-07-25	NOVAK, CHERYL	2 2017 07	PAYMENT MILEAGE FOR DR RETENTION COUNCIL MEETINGS & HONORA	30.00 373.27	403.27
201700342	2017-07-25	PEACE REGIONAL WASTE MANAGEMENT COMI	18391 18392	PAYMENT NAMPA TRANSFER STATION JUN TIPPING FEES GARBAGE PICK L	184.16 335.86	520.02
201700343	2017-07-25	ROSHUK, DIANNE	072017 July 19, 2017	PAYMENT REIMBURSEMENT FOR CAKE MILEGAGE	16.59 30.00	46.59
201700344	2017-07-25	RUEL BROTHERS CONTRACTING	Porject 160035	PAYMENT 2017 ROAD REPAIRS	283,424.49	283,424.49
201700345	2017-07-25	SKRLIK, EDWARD JOSEPH	42017	PAYMENT COUNCIL MEETINGS & HONORA	373.27	373.27
201700346	2017-07-25	SKRLIK, PERRY	52017	PAYMENT COUNCIL MEETINGS & HONORA	481.32	481.32
201700347	2017-07-25	ALFRED, MELANIE		PAYMENT		350.00



VILLAGE OF NAMPA

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Cheque Listing For Council

2017-Aug-8
1:35:55PM

Cheque

Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
201700347	2017-07-25	ALFRED, MELANIE	July 17	JANITORIAL SERVICES JULY 201	350.00	350.00
201700348	2017-07-27	GIRARD, CAMILLE				
201700349	2017-07-27	Roshuk, Dianne G				
201700350	2017-07-27	MATIASIEWICH, SHIRLEY A				
201700351	2017-07-27	SURMAN, STEVE C				
201700352	2017-07-27	HANKINS, LAYNE				
201700353	2017-07-27	UNRAU, MATTHEW W				
201700354	2017-08-02	LOCAL AUTHORITIES PENSION PLAN	2017 JULY	PAYMENT LAPP DEDUCTIONS JULY 2017	3,486.12	3,486.12
201700355	2017-08-02	RECEIVER GENERAL - PAYROLL	JULY 2017	PAYMENT RECEIVER GENERAL CONTRIBU	5,821.74	5,821.74
201700356	2017-08-03	ATB FINANCIAL MASTERCARD	JULY 12 JULY 2 JUNE 22 JUNE 28 JUNE 29	PAYMENT HOTEL ROOM - ELECTION TRAIN INTERNIC MTHLY WEB FEE MEALS - ELECTION TRAINING ELECTION BOXES/SHEILDS PW COFFEE/WATER	220.15 20.95 39.13 98.15 62.29	440.67
201700357	2017-08-03	DIRECT ENERGY	2223 AUG 2017 6793 AUG 2017 7130 AUG 2017 8666 AUG 17	PAYMENT NATURAL GAS - CIVIC CENTER NATURAL GAS - OLD OFFICE NATURAL GAS - SEWER LIFT NATURAL GAS - FIRE HALL	31.04 56.28 66.39 66.39	220.10
201700358	2017-08-03	NAMPA AUTO & FARM SUPPLY	144907 145356 145565 145853 145868	PAYMENT FREIGHT WEED WAKER/PLUGS/ELBOW/G MOWER BLADES/PULLEY/RESPI SLING HOSE	40.67 596.09 415.57 20.92 41.33	1,114.58

Total 509,566.66

*** End of Report ***

UTILITY ACCOUNTS IN ARREARS

6.2

Account Number	O/S AMOUNT	Arrears Description
Arrears as of August 4/17		
19004	\$ 291.60	2 mths plus current
127002	\$ 291.60	2 mths plus current
131001	\$ 253.18	2 mths plus current
153000	\$ 218.80	2 mths plus current
167003	\$ 302.21	2 mths plus current
184003	\$ 210.31	1 mth plus current



Chief Administrative Officer Report

6.3

August 15, 2017

Shirley and I have been familiarizing ourselves with the Election process. We have another training session on September 21st in Grande Prairie, the office will be closed that day. Nomination packages are ready and are available at the Village office during business hours. Nomination day is September 18.

I will be attending Regional training sessions at the Sawridge Inn in Peace River on August 29th & 30th. This is put on by Alberta Municipal Affairs.

Public Works has been working diligently on the hydrants. Most have been repaired, needing a hydrant to replace a cracked one, the hydrant along railway avenue needs to be dug up and we are just waiting for a crossing agreement from ATCO gas due to the fact that there are 2 gas lines in that area.

PUBLIC WORKS REPORT FOR JULY 2017

- Checked sewer lift station every day
- Watered plants every day
- Checked campgrounds
- Mowed grass and weed eat
- Cut up dead trees in campgrounds
- Repaired mowers and weed eaters
- Picked weeds around civic centre
- Took down flag poles to refurbish (*centotaph*)
- Worked on hydrants

2017

CALENDAR YEAR

SEPTEMBER

CALENDAR MONTH

SUNDAY

FIRST DAY OF WEEK

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11 New Water Ltd Mtg 10 a.m. FCSS Mtg 7 pm Cadotte	12	13	14	15	16
17	18 ELECTION NOMINATION DAY	19 Council meeting	20	21 Elections Training GP - Dianne & Shirley	22	23
24	25	26	27	28	29	30
01	02	03	04	05	06	07



7. CORRESPONDENCE

North Peace Housing Foundation

Box 7050
Peace River, Alberta T8S 1S7

Telephone 624-2055
Fax 624-2065

August 9, 2017

The Honourable Lori Sigurdson, Minister
Alberta Seniors and Housing
404, Legislature Building
10800 – 97 Avenue
Edmonton, Alberta T5K 2B6

Dear Honourable Minister Sigurdson:

Re: Closure of Autumn Lodge - Berwyn

I am writing in response to your August 2, 2017 letter outlining the legislative requirements in regards to the planned closure of the Autumn Lodge in Berwyn, and the notice period being provided to the residents of the lodge.

The North Peace Housing Foundation held a Special Meeting on August 8, 2017 to both review the information and questions that arose from the public meeting held on July 27, 2017 and to address the requirements under Section 33(3) of the Management Body Operation and Administration Regulation.

The North Peace Housing Foundation passed the following resolution, with a recorded 9 to 3 vote;

Moved by Skrepnek that the North Peace Housing Foundation provide notice to the Minister of Alberta Seniors and Housing and the residents of Autumn Lodge of the North Peace Housing Foundation's intention to close the Autumn Lodge in Berwyn effective April 30, 2018.

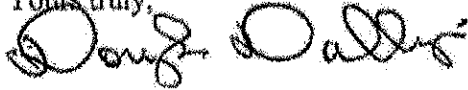
The North Peace Housing Foundation passed a subsequent resolution as follows:

Moved by Radbourne that the North Peace Housing Foundation provide residents of the Autumn Lodge in Berwyn priority to all vacant rooms within North Peace Housing Foundation facilities until October 15, 2017.

We hope this clarifies the intentions of the North Peace Housing Foundation and we apologize for the misunderstanding. It was our intentions to provide incentives to the residents to entice transfers to available suites rather than order the residents out of the facility by a hard-line date. This was an error in judgement and we apologize to the Ministry staff that were affected by this transition plan miscue.

I hope that this provides you with the information you need. If you have any further questions, please do not hesitate to contact me.

Yours truly,

A handwritten signature in dark ink, appearing to read "Doug Dallyn". The signature is fluid and cursive, with the first name "Doug" and last name "Dallyn" clearly distinguishable.

Doug Dallyn, Chair
North Peace Housing Foundation

cc. Honourable Marg McCuaig-Boyd, Minister of Energy, MLA
Dunvegan-Central Peace-Notley
Honourable Danielle Larivee, Minister of Children's Services, MLA
Lesser Slave Lake
Ms. Debbie Jabbour, MLA
Peace River
North Peace Housing Foundation Member Municipalities



8. IN CAMERA



9. ADJOURNMENT