

VILLAGE OF RYLEY
Regular Council Meeting (Video Conference), 21 September 2021, 6:45 p.m.
Public Attendance via Livestream Video on Facebook Group: Village of Ryley

AGENDA

1. Call Regular Meeting to Order:
 - 1.1 Recognize Treaty 6
2. Additions/Deletions: None
3. Approval of the Agenda
4. Minutes of Previous Meetings: *pg 2*
 - 4.1 September 07, 2021 Regular Council Meeting
5. Delegation(s): None
6. Business from the Minutes:
 - 6.1 49 Street: 2021 Capital Project *pg 6*
7. New Business:
 - 7.1 Beaver County Victim Services: Funding Request *pg 12*
 - 7.2 International Day of Old Persons – Oct 1 *pg 15*
8. Bylaws:
 - 8.1 Ryley Municipal Library Bylaw *pg 16*
9. Financial Reports:
 - 9.1 Bank Statement *pg 19*
 - 9.2 Budget Update
10. Correspondence: None
11. Reports:
 - 11.1 Written
 - 11.2 Verbal
 - 11.3 CAO & Staff *pg 20*
12. In Camera:
13. Upcoming Meetings (and Events):
 - 13.1 October 5, 2021 – Regular Council Meeting
 - 13.2 October 18, 2021 – Municipal Election (Recount/Challenge Period to October 23)
 - 13.3 November 2, 2021 – New Council Orientation (Joint - Beaver County Organized)
 - 13.4 November 16-19 – AUMA Annual Conference (Edmonton)
14. Adjournment



Highway 14 Regional Water Services Commission
 Box 540, 5029 - 51 Avenue
 Ryley, Alberta, Canada T0B 4A0
 (780) 663-2019 or 1-866-333-3791
 Fax (780) 663-2050
 E-mail: info@hwy14water.ca

20210907
 Glen Hamilton-Brown,
 CAO, Village of Ryley

Dear Glen,

In regards to the Village of Ryley 'Request for Decision' item 6.1 2021 on the 01 September 2021 general council meeting, and the previous discussions we have had over the past months, I offer the following.

The Highway 14 Regional Water Services Commission will not be participating in the Village of Ryley's 2021 capital construction project:

- The watermain described in this plan has a life expectancy exceeding 20 more years in its current condition. Best practices express this line will continue to service customers for the next 20 to 30 years. This will put replacement well into the next cycle to replace the road surface.
- Highway 14 Regional Water Services Commission water does not currently have any plans designed to replace any watermains within the Village of Ryley.
- All costs associated with this replacement of \$168,000 construction, plus \$15,000 inspection and Administration fees for a total \$183,000.00 will be directly recovered by increasing water fees to all of the customers of Highway 14 Regional Water Services Commission in Ryley in the shortest time possible. This could amount to a monthly increase of \$62/customer/month for the next year.
- Best practices for watermain replacement construction in Alberta include not doing construction after September 1st until May 1st due to the extreme chances of freezing of services and temporary water service. Frozen water services and frozen temporary water services is absolutely not acceptable by Alberta Health Services for health reasons. Frozen services and working around them could easily increase the budget by 25%.
- The timing of design and tendering to replace any watermain of the Highway 14 Regional Water Services Commission would only be scheduled to start construction immediately after May 1st of any year.
- Construction of any Highway 14 Regional Water Services Commission water pipeline or appurtenances will only be done by Highway 14 Regional Water Services Commission preferred contractor.

- As discussed, most capital works for municipal infrastructure is designed for replacement years in advance and is termed to be 'shelf-ready', meaning it is designed for construction in advance, and ready to be tendered when funds become available. Funds become available when federal and provincial funding programs are made available to municipalities only during government terms that are directly for funding local municipal capital improvements. These funds are usually in the form of grants offered to municipalities usually in the range to cover 65% to 75% of the project cost. Many projects can be combined for a larger project allowing increased savings to the community. This means the Village would be utilizing 25 to 35 cent dollars to pay for the same construction every few years rather than full price when funds are not available.
- Of course, only municipalities are eligible for these grants, but not utilities such as Highway 14 Regional Water Services Commission. That is why the Highway 14 Regional Water Services Commission is giving ownership of their water distribution system back to the municipalities so that they can put these grant savings towards the infrastructure in Ryley, thus making it more affordable and sustainable. As discussed, the municipalities, during the franchise negotiations, will have 'right of first refusal' to assume ownership of the water utility. If the municipality does not want ownership of the utility, Highway 14 Regional Water Services Commission will sell it to the next highest bidder. This would more than likely be one of the other 'for profit' water utility operators in Alberta. The purpose of the change in ownership is to allow the municipalities to apply for grants to reduce the amount it must borrow and finance by its ratepayers, and to reduce the cost to users of the Highway 14 Regional Water Services Commission water transmission line.
- This transfer of ownership is a win-win for all municipalities utilizing the Highway 14 Regional Water Services Commission water distribution system. It lowers the cost to all for water utility infrastructure upgrades, and allows the Highway 14 Regional Water Services Commission to concentrate on operating the distribution system and delivering safe, potable water to all users on the system. This is the goal of Highway 14 Regional Water Services Commission to make potable water sustainable to people in the area where other forms of potable water are not available.

Glen, I hope this helps in highlighting the Highway 14 Regional Water Services Commission plans in the near future. I have always strived to get the best deal for the ratepayer and for those paying fees for service. The Highway 14 Regional Water Services Commission will be working closely with our engineers and the other municipalities, users, and suppliers to utilize best practices to provide the most sustainable form of potable water to all the users within the Highway 14 Regional Water Services Commission. If you have any questions, please call or email me.

Thank you,

W Michael Bolch

CAO,

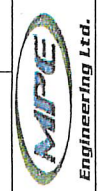
Highway 14 Regional Water Services Commission.



- NOTES:
1. FOR INFORMATION REGARDING GENERAL NOTES, UTILITIES, SYMBOLS AND ABBREVIATIONS REFER TO THE LEGEND AND ABBREVIATIONS DRAWING.
 2. ALL ELEVATIONS, STATIONS, PIPE LENGTHS AND DIMENSIONS IN METRES AND PIPE SIZES IN MILLIMETRES UNLESS NOTED OTHERWISE.
 3. ALL BOLD ITEMS INDICATE WORK TO BE DONE AND ALL LIGHT ITEMS INDICATE EXISTING CONDITIONS.
 4. THE CONTRACTOR SHALL CALL ALBERTA ONE-CALL AT 1-800-242-3447 AT LEAST THREE (3) WORKING DAYS PRIOR TO BEGINNING ANY EXCAVATION OR REMOVALS.
 5. THE CONTRACTOR IS RESPONSIBLE FOR COORDINATING UTILITY LINE CROSSING WITH UTILITY COMPANIES.
 6. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING ADEQUATE BARRICADES, CONSTRUCTION SIGNS, TRAFFIC CONTROL AND PUBLIC ACCESS FOR RESIDENTS AND BUSINESSES AFFECTED BY CONSTRUCTION PROCEDURES AT LEAST SEVEN (7) DAYS PRIOR TO COMMENCING CONSTRUCTION.
 7. THE CONTRACTOR IS RESPONSIBLE FOR MEETING OCCUPATIONAL HEALTH AND SAFETY REGULATIONS.
 8. THE CONTRACTOR IS RESPONSIBLE FOR MEETING OCCUPATIONAL HEALTH AND SAFETY REGULATIONS.
 9. INSTALL INSULATION ON ALL WATER AND SEWER SERVICES WITH LESS THAN 3.0m OF COVER.

THIS DRAWING MAY HAVE BEEN MODIFIED FROM ITS ORIGINAL SIZE. ALL SCALE NOTATIONS INDICATED ARE BASED ON 11"x17" FORMAT DRAWINGS

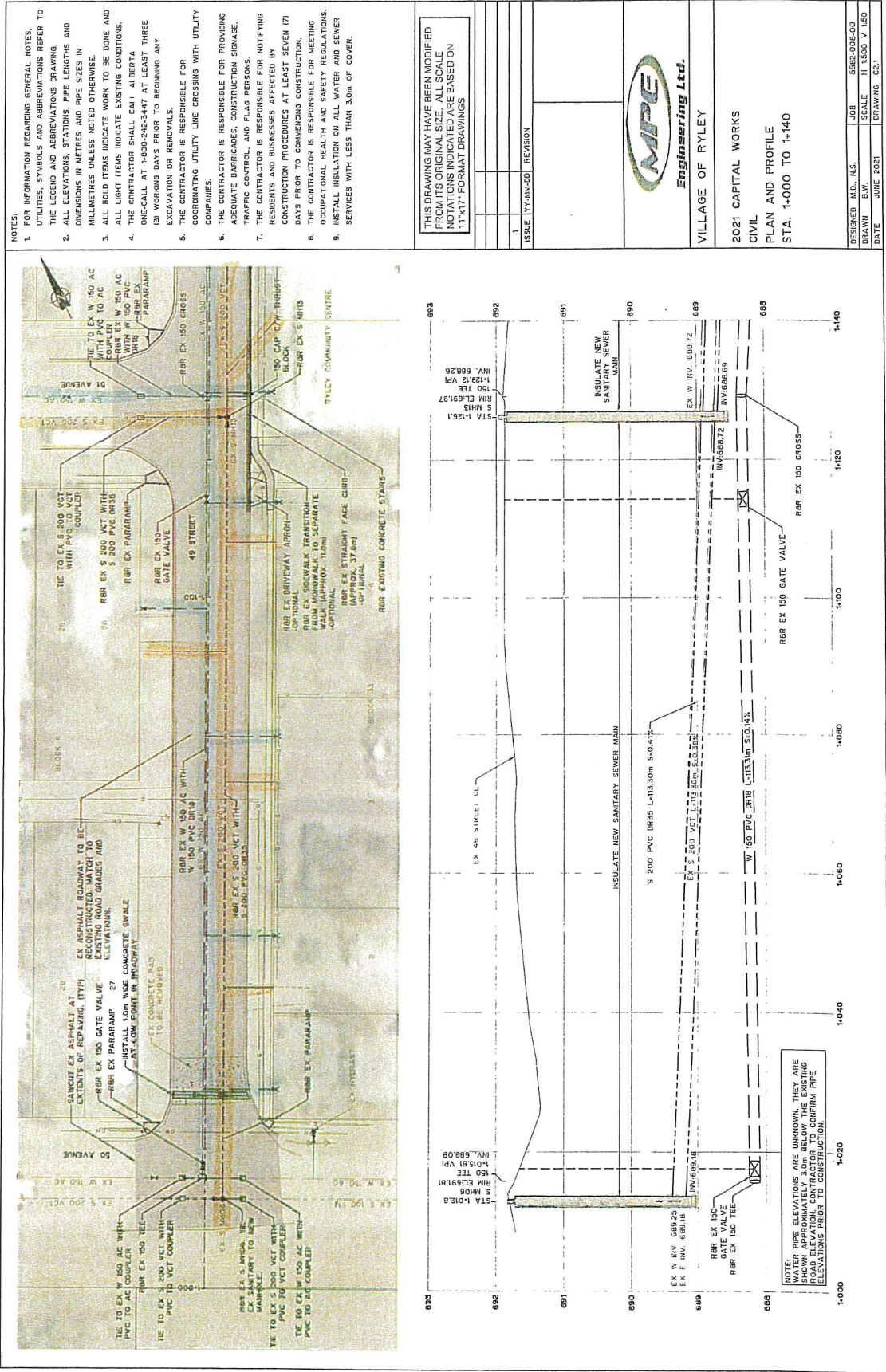
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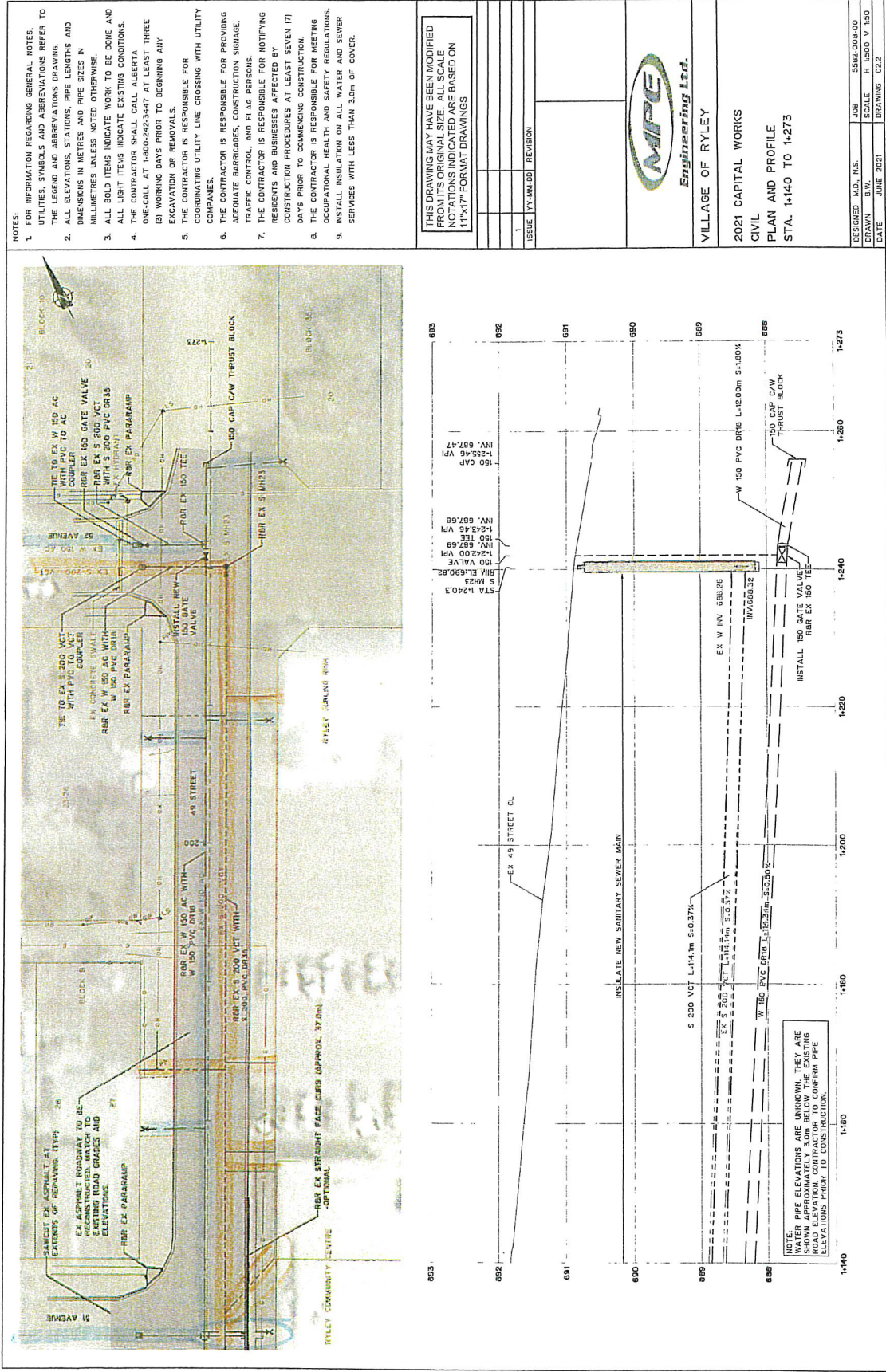


VILLAGE OF RYLEY

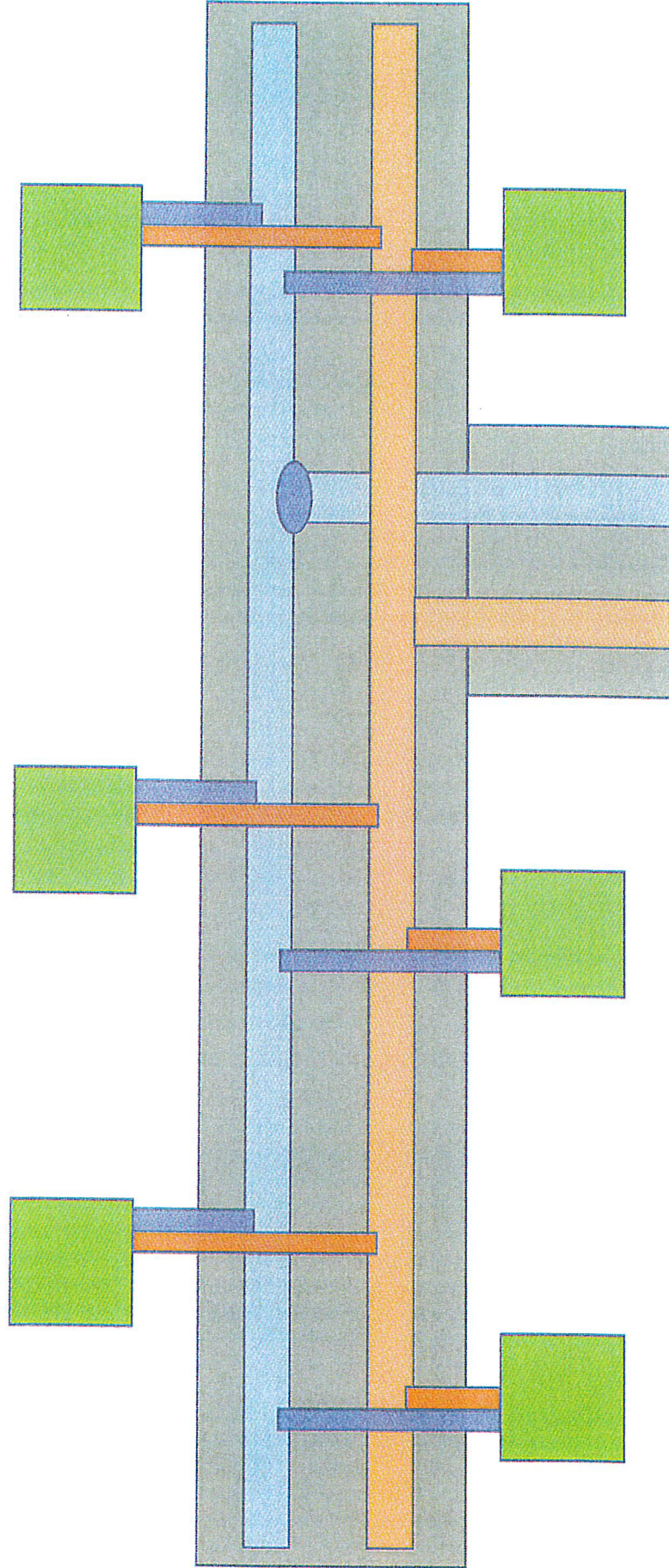
2021 CAPITAL WORKS
CIVIL
OVERALL PLAN

DESIGNED	M.D. N.S.	JOB	5582-008-00
DRAWN	B.W.	SCALE	1/1000
DATE	JUNE 2021	DRAWING	CL1





ROAD RECONSTRUCTION - UTILITIES



Village of Ryley
Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	21 September 2021
Presented By:	CAO Glen Hamilton-Brown
Title:	7.1 Beaver County Victim Services Municipal Funding Request

RECOMMENDED MOTION:

That Council for the Village of Ryley donate \$966 to the Beaver County Victim Services organization as per the 2021 funding request.

BACKGROUND / PROPOSAL:

1. Beaver County Victim Services is a non-profit organization put in place by the Alberta Solicitor General Department. This volunteer organization is currently one of the committees that Ryley participates in by way of Council representation. Its role is to assist victims of crime in coping with the effects of crime, education of crime prevention techniques, liaison between victims and police and courts, public awareness and more.

2. The organization operates under grants and donations from third parties. A Municipal Funding Request for Ryley has been submitted at a rate of \$2/capita based on Ryley's amended population total of 483.

COST / SOURCE OF FUNDING

Donations to Community Groups GL 2-11-981 has a budget of \$20.5K.
There is a total expenditure of \$2,035.00, leaving a balance of \$18,465.00
Anticipated upcoming expenditure of \$2,700.00

Author: Glen Hamilton-Brown
Date: 21 September 2021

2021 FISCAL YEAR ANNUAL REQUEST



BEAVER COUNTY VICTIM SERVICES

PROPOSED BY

Coordinator Ara Victoor
Coordiniator Jaylynn Umphrey

PROPOSED TO

Municipalities

[Municipal Funding Request]

Beaver County Victim Services yearly request for funding during the 2021 fiscal year

[MUNICIPAL FUNDING REQUEST]

OUR ORGANIZATION

Beaver County Victim Services is a non-profit organization administered by the Alberta Government Solicitor General Department, funded through operational grants and donations.

Our Program provides immediate emotional support to victims of crime and trauma, 24-hour volunteer on-call support to police, fire, and ambulance services 365 days of the year, lessening the immediate impact of crime on a victim, alleviating stress on a victim through support, information, and referrals in crisis times.

Victim Services provide support and services to victims to cope with the effects of crime by providing information and referrals for victims to follow up with police file status updates, court processes, disposition, victim impact statements, police procedures, and processes.

We provide ongoing public awareness through the promotion of victimizing programs and deliver the programs to the community.

We provide well-trained volunteers who can maintain the integrity and ensure confidentiality for all contacts with the police, victims, and the public.

Please know that without the support from our county and municipalities, it would be difficult to run this needed government-mandated non-profit organization. Therefore, we would like to continue accessing and seeking your continued and ongoing support, to provide direct client support for victims, including but not limited to court support, victim expenses, and training our volunteers.

Sincerely,
Ara Victor & Jaylynn Umphrey
Program Coordinators

CONTACT US

5515 49 St, Tofield AB
P.O. Box 540 T0B 4J0

+(780) 662 2258
ara.victor@rcmp-grc.gc.ca
jaylynn.umphrey@rcmp-grc.gc.ca

FUNDING EXPLAINED

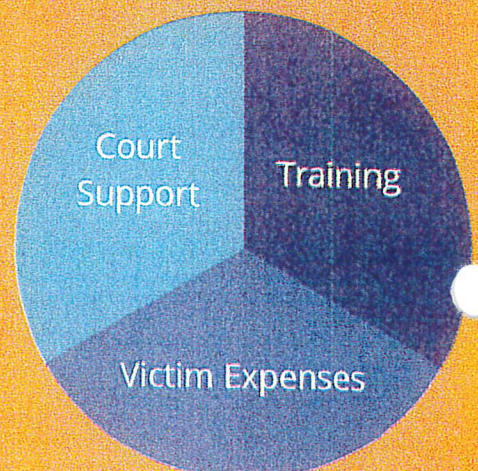
During a Beaver Regional Partnership meeting a recommendation was made to each of the municipalities to provide a municipal grant to Victim Services at \$2.00/ per capita.

These numbers are based from census numbers and would be an annual contribution.

HOW IT WILL BE SPENT

Recently we have noticed a trend of longer wait times for our victims to receive help from support services due to COVID-19. COVID-19 has limited the amount of in-person support services that are available to victims.

The money will go directly to the cost of supporting victims in areas such as:



International Day of Older Persons Declaration October 1



Alberta Council on Aging

Logos

DECLARATION

WHEREAS the **City/Town** recognizes and values the experience, contributions and wisdom of seniors; and

WHEREAS the declaration of International Day of Older Persons would give us the opportunity to build greater awareness, understanding and appreciation of seniors; and

WHEREAS an International Day of Older Persons will stand as an important annual occasion to celebrate the strength and community connections of seniors in our province.

THEREFORE, I **Mayor/Reeve** DO HEREBY DECLARE OCTOBER 1, 2020 AS INTERNATIONAL DAY OF OLDER PERSONS IN THE **CITY/TOWN** OF ALBERTA

Signature

Title

Click or tap to enter a date.

Village of Ryley

REQUEST FOR DECISION

Meeting:	Regular Council
Meeting Date:	21 September 2021
Presented By:	Glen Hamilton-Brown
Agenda Item No:	8.1 Ryley Public Library Bylaw

RECOMMENDED ACTION

2021-09-21 #__ : MOVED by ____ that Council for the Village of Ryley provides First Reading to the Ryley Public Library Bylaw 2021-955.

Seconded by Cr. _____

CARRIED

2021-09-21 #__ : MOVED by ____ that Council for the Village of Ryley provides Second Reading to the Ryley Public Library Bylaw 2021-955.

Seconded by Cr. _____

CARRIED

2021-09-21 #__ : MOVED by ____ that Council for the Village of Ryley proceeds to Third and Final Reading to the Ryley Public Library Bylaw 2021-955.

Seconded by Cr. _____

CARRIED

2021-09-21 #__ : MOVED by ____ that Council for the Village of Ryley provides Third and Final Reading to the Ryley Public Library Bylaw 2021-955.

Seconded by Cr. _____

CARRIED

BACKGROUND/PROPOSAL

Current Ryley Municipal Library Bylaw (item 7) states that:

"Each year Council shall supply an unconditional grant of \$1,000.00 to the Board. This grant may be increased at the discretion of council."

Given that the Shared Service Agreements (SSA) have provided an amount much greater than \$1000 per year to the library since 2006 we feel it is necessary to remove (7) from the current bylaw. Also, for more context see attached 8.1b – Letter of Understanding Agreement dated July 13, 2017.

COST / SOURCE OF FUNDING

None.

Author: Angel Matyachuk
Date: 21 September 2021

**VILLAGE OF RYLEY
BYLAW NO. 2021-955**

**A BYLAW BEING A BYLAW IN THE VILLAGE OF RYLEY IN THE
PROVINCE OF ALBERTA FOR THE PURPOSE OF REGULATING THE
RYLEY PUBLIC LIBRARY IN ACCORDANCE WITH THE "LIBRARIES
ACT, BEING CHAPTER L-11 OF THE REVISED STATUTES OF THE
PROVINCE OF ALBERTA, AND AMENDMENTS MADE THERETO:**

FOR THE PURPOSE OF THIS BYLAW:

The Board shall mean and be referred to herein after as "The Village of Ryley Municipal Library Board".

The Council shall mean and be referred to herein after as the Council of the Village of Ryley.

THE COUNCIL DULY ASSEMBLED and by authority of the "Libraries Act" enacts as follows:

1. The Board and the Council shall not contravene the "Libraries Act".
2. The Board shall consist of a minimum of 5 and a maximum of 10 members, to include not more than 2 members of Council.
3. The term of office of each member at large shall be in accordance to Section 4(5) of the "Libraries Act". New members shall be appointed by Council of the Village of Ryley prior to the annual library board organizational meeting.
4. Copies of the Minutes of each meeting shall be supplied to all members of the Board and the council.
5. Budget will be presented to Council on or before March 1st of each year for the Current year. This budget must be approved by a motion in Council.
6. The auditor for the Board must be approved by council resolution.
7. The Village of Ryley shall pay the yearly Northern Lights Library System membership levy, based on a per capita basis.

8. The Village shall pay gas, power, water, and insurance incurred for the library building, as well as Board insurance. Any alterations or renovations to the building must be approved by Council prior to commencement.

10. Bylaw 2004-05 is hereby rescinded.

READ a first time this ____ day of _____, 2021.

READ a second time this ____ day of _____, 2021.

READ a third time and finally passed this ____ day of _____, 2021.

Terry Magneson, Mayor

Glen Hamilton-Brown, CAO

LETTER OF UNDERSTANDING

This Agreement made in duplicate

The 13TH day of July A.D. 2017

BETWEEN:

THE VILLAGE OF RYLEY

In the Province of Alberta

(Hereinafter referred to as the "Village")

And

THE VILLAGE OF RYLEY LIBRARY BOARD

(Hereinafter referred to as the "Board")

The Village of Ryley (the "Village") and the Village of Ryley Library Board (the "Board") seek to clarify and formalize their relationship. To this end, the Village and the Board associate in a spirit of cooperation and open communication while preserving their individual corporate identities, in order to provide maximum benefit to ratepayers and Library patrons.

The Village and the Board understand:

- McPherson Municipal Library provides a community service in partnership with the Village, as outlined in the *Libraries Act, Chapter L-11*
- Benefits to ratepayers and Library patrons are greatest when the Village and the Board work cooperatively to maximize the use of available resources.
- The Village and the Board intend for the delivery of the most effective Library service possible, while recognizing the dependence of quality service upon financial, physical and human resources.
- The board retains full management control over the Library as defined in the *Libraries Act*.

Therefore, the Village and the Board agree, as follows:

1. That their relationship will be governed by the *Libraries Act* and *Libraries Regulation* of the province of Alberta.
2. That the Board will provide the Village Council a copy of its approved budget each calendar year, as per the *Libraries Act* Part 1, Sec 8(1).
3. The Library Manager is the sole employee of the Board, and Library Staff report to the Library Manager. Library policy applies to all Library personnel in order to ensure smooth administrative operations between Village and Library staff. The Board determines salaries and benefits paid to the Library Manager and Library employees.
4. The Village provides space within a facility in which Library business may be conducted for the provision of Library services and programs to the community. The current designated space is located at 5113-50 St, and this building is wholly owned by the Village. The Village remains responsible for the care and maintenance of the facility, subject to Schedule A. The Board remains responsible for the operation of the Library within the facility.
5. The Village ensures that the costs associated with operating a clean and safe facility, such as maintenance, utilities and insurance for the facility are included in the Village's annual budget as paid expenses by the Village. Such expenses will be reported to Municipal Affairs as "Expenditures made directly by the municipality on behalf of the Library" in the Statement of Receipts and Disbursements filed by the Municipality on behalf of the Library.

6. That all Library furnishings, capital equipment and other holdings are adequately insured under the Village's insurance policies. The Board shall purchase a comprehensive general liability insurance of not less than two (2) million dollars per occurrence. Costs of such insurances are included as expenditures in the Library budget.

7. Periodic scheduled meetings for Village Administration and Library Management may take place to discuss items pertaining to the Library. A mutually agreed upon agenda will be determined in advance.

8. The terms of this letter of understanding are subject to review every three (3) years, at a time mutually agreeable to the Village and the Board. Either party to the agreement may notify the other in writing of proposed amendments prior to the three-year review. This agreement remains in effect unless the review deems any amendments appropriate.

9. Either party may terminate this agreement at any time without cause by providing notice in writing to the other party of not less than one (1) year.

In witness whereof the parties have hereunto executed this document on the date first written.


THE VILLAGE OF RYLEY



MAYOR



PRINT NAME



CAO



PRINT NAME

THE VILLAGE OF RYLEY LIBRARY BOARD



CHAIR



PRINT NAME



VICE CHAIR



PRINT NAME

"Schedule A"

Village Responsibilities

Purchasing, Installing and Maintenance of permanent fixtures

Insurance - Property and Building

Utilities to include – Electricity, Natural Gas and Water

Recording in Maintenance Manual

- Furnace Cleaning – every 2 years
- Fire Extinguisher Inspection – annually
- Breaker Box inspection – every 2 years

Cleaning and Maintenance

- Ensure emergency exits are in proper operating order at all times
- Ensure HVAC system, hot water tank, electrical system and breaker box are in good operating condition
- Maintenance timeline – non-urgent - 14 days
- Maintenance timeline – urgent - 24 hours

Concerns

- Report concerns directly to Library Management via email and/or phone immediately upon discovery
- Response timeline to concerns received – 48 hours

Board Responsibilities

Ensuring proper use of all permanent fixtures by patrons and reporting deficiencies upon discovery

Insurance – Contents and General Liability

Utilities to include – Telephone, Fax and Internet

Recording in Maintenance Manual

- Changing Furnace Filter – every 3 months
- Change Smoke Detector Battery – every 6 months

Cleaning and Maintenance

- Maintaining clean library
- Carpet deep cleaning – annually
- Exterior window cleaning – semi-annually
- Snow removal – Front and Back – within 24 hours of snow fall
- Changing light bulbs as required – includes exterior light

Concerns

- Reporting concerns directly to Village via CAO email and/or phone immediately upon discovery
- Response timeline to concerns received – 48 hours

Account Summary

Today's items for review:

Notices (4)

Approvals (0)

Warnings (0)

Current Accounts

Account Name	Account Number	Currency	Balance	Available Balance
Cemetery Reserve	727-00033436700	CAD	\$17,707.92	\$17,707.92
MUSH Operating Account	727-00103981401	CAD	\$1,374,124.55	\$1,374,124.55
Walking Path Reserve	727-00477567800	CAD	\$29,314.88	\$29,314.88
Roads Reserve	727-00477637200	CAD	\$26,263.40	\$26,263.40
Sewer Reserve	727-00477730100	CAD	\$26,123.18	\$26,123.18
Facilities Reserve	727-00684401400	CAD	\$25,570.65	\$25,570.65
Totals		CAD	\$1,499,104.58	\$1,499,104.58

Savings Accounts

Account Name	Account Number	Currency	Balance	Available Balance
Env Stewardship Reserve	727-00566041600	CAD	\$5,000.00	\$0.00
d Development Reserve	727-00566042400	CAD	\$5,000.00	\$0.00
Century Pk Restricted Reserve	727-00566045900	CAD	\$5,000.00	\$0.00
Tax Sale	727-00766128200	CAD	\$0.00	\$0.00
Totals		CAD	\$15,000.00	\$0.00

Lending Products

Account Name	Account Number	Currency	Balance	Available Balance	Facility Loan Number
Municipal Revolving	727-28989065300	CAD	\$0.00	\$230,000.00	
Totals		CAD	\$0.00	\$230,000.00	

Mastercard®

Company Name	Currency	Credit Limit	Balance	Available Balance
VILLAGE OF RYLEY	CAD	\$20,000.00	\$12,593.00	\$7,407.00

Angli Natyachuk Report

Bylaw Enforcement Letters/Notices

2021	Total	Grass/Weeds	Snow/Ice	Vehicles	Yard Clean Up	Dog Issues	House Maintenance
February				4			
March				7		2	
April							
May							
June							
July				10		1	
August		4		4		1	
September		7		7	2		
October							
November							
December							

Note: Notices for vehicles could be for more than one vehicle on the property.

2021 Entry	0
Entry Notices for Vehicles	0
Vehicles Towed by Village	0

* This does not include the several phone calls and verbal conversations with residents that took place to avoid sending out letters.