

## MINUTES

Regular Meeting  
Village of Ryley

Friday, December 17, 2021 at 1:00 pm – Via Zoom

The Village of Ryley Council, in the Province of Alberta, held their Regular Meeting of Council in Ryley Council Chambers via electronic means in accordance with the *Municipal Government Act RSA 2000, M-26* Section 19(1), and (COVID-19 Suppression) Regulation AR-50/2020 via “Zoom” web meeting platform.

### COUNCIL PRESENT

Nikita LEE, Mayor  
Nola WOOD-HERRICK, Deputy Mayor  
Sheldon REID, Councilor  
Annette SHORT, Councilor

### IN ATTENDANCE

Ron CUST, CAO  
Jolene WIGINGTON, Executive Assistant to CAO

### DELEGATION, RESIDENTS AND PUBLIC

Paul SMITH – Smith Consulting

### CALL TO ORDER

Mayor Lee called the meeting to order at 1:04 p.m.

### ADDITIONS / DELETIONS

Business Tax Rebate (6f)

**Moved by A. Short**  
CARRIED

### ADOPTION OF THE AGENDA

#### Resolution No. 2021-12-17 #1

RESOLVED THAT the agenda for the December 17, 2021 Regular Meeting of Council be adopted as presented.

**Moved by: S. Reid**

CARRIED

### ADOPTION OF MEETING MINUTES

#### Resolution No. 2021-12-17 #2

RESOLVED THAT the minutes of the Regular Meeting held November 12, 2021 be adopted as presented.

**Moved by: A. Short**

CARRIED

#### Resolution No. 2021-12-17 3

RESOLVED THAT the minutes of the Special Meeting held December 1, 2021 be adopted as presented.

**Moved by: A. Short**

CARRIED

### PUBLIC HEARING

None

### DELEGATIONS

Covid Restrictions in Place

### PUBLICS CORNER

None

### OLD BUSINESS

Grethe Cardinal Plaque

#### Resolution No. 2021-12-17 #4

Engraving for the Columbarium Plaque complete.

CLOSED

Curling Rink Contract	<b><u>Resolution No. 2021-12-17 #5</u></b> Council moves that the CAO will review and negotiate the current Contract between Curling Rink Concession for two years; a draft Contract will be presented at the January 7, 2022 Council Meeting.	<b>Moved by: A. Short</b>  CARRIED
Drainage Ryley Sport Grounds	<b><u>Resolution No. 2021-12-17 #6</u></b> Council moves to direct the CAO to research the background of Ryley Sport Grounds with Alberta Environment to confirm if stormwater drainage project is in place.	<b>Moved by: S. Reid</b>  CARRIED
Replacement of Entrance Signs	<b><u>Resolution No. 2021-12-17 #7</u></b> Council moves to direct the CAO get a quote from Alberta Traffic Supply and others for new welcome signs for the Village and return same to Council.	<b>Moved by: N. Lee</b>  CARRIED
Code of Conduct	<b><u>Resolution No. 2021-12-17 #8</u></b> Council moves to research other small municipalities' examples of Codes of Conduct; Council will revisit, draft, and have Code of Conduct signed by February, 2022.	<b>Moved by: N. Wood-Herrick</b>  CARRIED
<b><u>NEW BUSINESS</u></b>		
Financial and Governance	<b><u>RFD 2021-12-01 2022 Interim Budget</u></b> Verbal report made by Dara Schaaf of Koshman & Schaaf LLP Council resolves to approve the Interim Operating Budget for the Interim period of four months of 2022 until the 2022 Village of Ryley Operating Budget can be passed.	<b>Moved by: S. Reid</b>  CARRIED
	<b><u>RFD 2021-12-02 Appointment of Auditor</u></b> Council moves to appoint the Leduc branch of Meyers Norris Penny as the new auditor for end of 2021 annual audit report.	<b>Moved by: N. Wood-Herrick</b>  CARRIED
	<b><u>RFD 2021-12-03 Village of Ryley By-Election</u></b> Council moves to hold By-Election February 28, 2022 with a nomination date of January 21, 2022. Council will appoint a Returning Officer at first regular meeting of 2022.	<b>Moved by: N. Wood-Herrick</b>  CARRIED
Council Meeting Dates &	Council moves that the CAO prepare a council meeting timetable for 2022. CAO will also look into closing the Village Office for the month of August.	<b>Moved by: S. Reid</b>  CARRIED
Vince Jones Appointed to Library Board	Council moves to appoint Vince Jones to the Village of Ryley Library Board effective immediately for a term of three years based on the recommendation of the Ryley Library Board.	<b>Moved by: A. Short</b>  CARRIED
Business Tax Rebate	Council moves that the CAO confirm the Policy in place in 2018 and confirm the current Policy and bring forward the difference between the two Policies.	<b>Moved by: A. Short</b>  CARRIED
<b><u>PUBLIC WORKS &amp; FIRE SERVICE</u></b>		
	<b><u>RFD 2021-12-04 Contract for Lift Station</u></b> Motion 2021-10-05#3 Stands Information regarding the Lift Station Contract signed December 17, 2021.	
	<b><u>Ryley Fire Department Level of Service</u></b> Council moves that the CAO will request a Risk Analysis/Fire Service Level using the Alberta Fire Chief's Association Community Risk Assessment Tool by February 2022.	<b>Moved by: S. Reid</b>  CARRIED

**Clarification and instructions a “Request for a Decision”  
Pertaining to Clean Harbors**

**Moved by: S. Reid**

Council moves to discuss in Closed Session.

CARRIED

**Snow Removal Policy Map**

**Moved by: S. Reid**

Council moves to engage Public Works to review and consider other options of where to move snow and the costs of same.

CARRIED

**CLOSED SESSION**

Councilor N. Wood-Herrick moves that Village of Ryley Council enter into Closed Session @ 3:19 pm pursuant to §197 of the Municipal Government Act, and §16 of the Freedom of Information and Protection of Privacy Act.

CARRIED

Mayor N. Lee moves that the Village of Ryley Council return to an open meeting at 4:31 pm.

CARRIED

**FINANCIAL**

Bank Reconciliation – November 2021

Trial Balance year to date – November 2021

Accounts Payable Cheque List – November 2021

Finance Director will be forwarding to Council after Reconciliation of the account.

**COUNCIL REPORTS**

*Appointments:*

*Councilor S. Reid*

*Clean Harbors*

Budget is completed and ready for the New Year. The garbage flying out of the trucks have been reduced due to a new cover on top of the trucks that contain garbage.

*Councilor S. Reid*

*Highway 14 Water*

Had a meeting and tour of Kinsella water facility. Within the year, they will be updating their systems and converting to pipe. The Commission has downsized from trucks to cars, which are getting three times the mileage.

*Councilor A. Short*

Councilor Short provided a written report – attachment #1

*Councilor N. Wood-Herrick*

Beaver Emergency Service Commission held meeting on November 29, 2021 Regarding their 2022 budget; several repairs needed.

BESC is holding the following meetings:

- January 6, 2022 Emergency Management Meeting
- January 11, 2022 Committee Awards
- January 14, 2022 Training @ 9:00am
- January 20, 2022 Chief's Meeting

Councilor N. Wood-Herrick Beaver Emergency Service Commission passed motion to purchase a brush firetruck for Kinsella; secondly they passed a motion for the 2022 budget.

Councilor N. Wood-Herrick Beaver Ambulance meeting held November 15<sup>th</sup> had technical issues with Zoom, so could not participate.

Mayor N. Lee Attended the FCSS Organizational Meeting on November 23, 2021 and also the Strategic Planning meeting on December 4, 2021.

Mayor N. Lee December 10, 2021 met with legal counsel, as well as MNP (Meyers Norris Penny) and signed an Engagement Letter.

Mayor N. Lee Attended the Organizational Meeting with Beaver Municipal Solutions (BMS). They are in the process of turning assets over to Claystone. There will be a Final meeting to approve their 2021 financial statements in February 2022.

Mayor N. Lee On December 14, 2021, Nola Wood-Herrick and the Mayor attended The Ryley School to present them with a bank draft to go towards their Christmas lunch.

Mayor N. Lee We will be adding Christmas lights to Century Park.

Mayor N. Lee The Good News Church Youth Group has volunteered to judge the annual Christmas Light-Up Contest that will be judged on December 20, 2021 at 7:00pm. Each judge will receive a \$20 gift card from Subway and the Village will also cover the costs of pizza and refreshments the evening of the event. The judges will be looking at resident dwellings as well as commercial buildings. I would ask that residents watch for the judges on the evening of December 20, 2021.

**Moved by: A Short to accept all reports as presented  
CARRIED**

**CAO REPORTS**

Action List from previous meetings - attachment #2.

CAO Verbal Report

Thank you for the opportunity to work in the Village. I look forward to bringing in some systems and policies to help streamline operations in the office without creating stress to council and the Village. If there are any questions or concerns, please don't hesitate to call or email me at any time.

**CORRESPONDENCE**

Correspondence from Assistant Deputy Minister Gary Sandberg Dated December 3, 2021 regarding a request for inspection Receive and File – attachment #3.

CARRIED

**NEXT COUNCIL MEETING**

January 7, 2022

**ADJOURNMENT**

Council moves to adjourn the meeting at 5:00 pm

**Moved by: N. Lee  
CARRIED**

These minutes approved the day of January 2022.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

Northern Lights Library System Board Meeting, November 27, 2021

1. All executive positions and committee appointments approved.
2. No change to the municipal or libraries requisitions.
3. Weekly updates from James McDonald – system manager
4. Next meeting February 2022.

Beaver Foundation, November 30, 2021

1. The Ryley 3<sup>rd</sup> quarter requisition not yet received
2. Approval of the 2022 draft budget, includes an increase of 40,000.
3. A small increase in the requisition amount for 2022 for municipalities
4. Salaries to increase using the 2019 salary grid by 4% in 2022
5. Draft mandatory vaccination policy approved – deadline is April 1, 2022
6. ASCHA Northern Region meeting December 3, 2021 ( I was unable to attend)
7. Next meeting scheduled for January 25, 2022, in person, optional Zoom attendance.

Village of Ryley Library Board, December 13, 2021

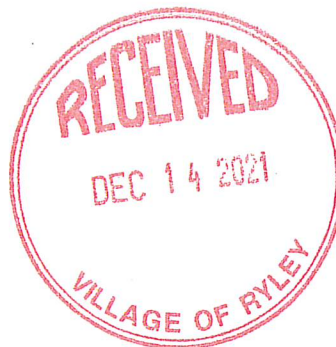
1. The legal name of the Board does not include the word Municipal.
2. Interim Budget approved.
3. Received verbal application from the volunteer treasurer to become a Board member,
4. Would like Village of Ryley council approval to appoint the treasurer as a Board member as soon as possible.
5. There are currently only 4 board members.
6. Discussion to recruit board member(s) from the rural population served by McPherson Library.
7. Next meeting scheduled for January 10, 2022 –option to attend on Zoom or at the Library.

Tofield Community Health Foundation, December 15, 2021

1. Election of Kevin Smook as vice chair.
2. Election of Dawn Arnold as secretary-treasurer.
3. Discussion of distribution of posters containing a lengthy list of help organizations with phone numbers.
4. Disk golf course at Tofield sports grounds – delegation. Discussion of possible ways that the Foundation could promote this healthy outdoor course, including partnering in the construction, supplying disks to participants. Further discussion at a future meeting pending Town of Tofield approval for the proposal.
5. Next meeting scheduled for January 19, 2022 via Zoom.

RESOLUTIONS ACTION LIST

DESCRIPTION	RESOLUTION	STATUS
<b>November 12, 2021 Council Meeting</b>		
Engraving Columbarium Plaque for Wilfred O. Budinski	2021-11-12#4	Completed
Commercial Tax Rebate Policy	2021-11-12#7	Ongoing
Payment to Beaver Emergency Service	2021-11-12#8	In 2021-09-01
\$100 Donation to Royal Canadian Legion Poppy Fund	2021-11-12#9	Completed
\$500 Donation to the Royal Canadian Legion Branch #192	2021-11-12#10	Completed
\$500 Donation to the Ryley Sunshine Club	2021-11-12#11	Completed
Investigate the costs of utilities to run curling rink	2021-11-12#12	Meet to discuss with Grethe Cardinal
Temporary repairs to skating rink	2021-11-12#13	Discussion with Robert Young
Replace Village Signs	2021-11-12#14	Not started
Timesheet Reinstated	2021-11-12#15	Completed
Prepare Interim Budget	2021-11-12#16	Presented
Christmas Lights Purchase \$3000	2021-11-12#17	For Purchase
Drainage Work @ Ryley Sports Centre	2021-11-12#18	Councillor Reid
<b>November 8, 2021</b>		
Per Member for Council Meeting \$130 for Councillors; \$150 for Mayor .59/km not including mileage in the Village of Ryley corporate limits	2021-11-08	Implemented
Retain Reynolds Mirth Richards & Farmer LLP	2021-11-08	Contract Completed
<b>November 5, 2021</b>		
Consult with Reynolds Mirth Richards & Farmer	2021-11-05	Done
Meetings for Council first/third Friday	2021-11-05#3	Implemented



AR107449

December 3, 2021

Interim Chief Administrative Officer  
Village of Ryley  
Box 230  
Ryley, AB T0B 4A0

Dear Interim Chief Administrative Officer:

On November 25, 2021, the Minister of Municipal Affairs received a petition requesting an inspection into the actions of council in the Village of Ryley.

The *Municipal Government Act* requires a person be designated to carry out the duties of a chief administrative officer in order to determine the petition's sufficiency. I have attached a copy of Ministerial Order No. MSD:123/21, appointing Kylie Rude of Municipal Affairs as the designated person. Mrs. Rude has 45 days from the date the petition was received to report to the Minister of Municipal Affairs on the sufficiency of the petition.

Once the Minister receives this report, you will be advised of the findings.

Yours truly,

A blue ink handwritten signature, appearing to read "Gary Sandberg", with a horizontal line underneath.

Gary Sandberg  
Assistant Deputy Minister

cc: Mayor Nikita Lee

Attachment: Ministerial Order No. MSD:123/21



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

MINISTERIAL ORDER NO. MSD:123/21

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 220 of the *Municipal Government Act*, make the following order:

1. That Kylie Rude is designated to carry out the duties of a chief administrative officer with respect to the petition received on November 25, 2021, regarding an inspection into the actions of council in the Village of Ryley.
2. That in the event Kylie Rude become incapable of carrying out the duties of chief administrative officer with respect to the petition, Jeremy Schiff be designated as chief administrative officer in place of Kylie Rude.

Dated at Edmonton, Alberta, this 3<sup>rd</sup> day of December, 2021.

  
Ric McIver  
Minister of Municipal Affairs