

# Village of Gadsby Council Meeting

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*Held Thursday, August 22, 2019 at 7:00 p.m at the Gadsby Bulk  
Water Station, Gadsby AB*

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**Minutes of the Regular Meeting of the Village of Gadsby Council held on Thursday, July 18 2019 at  
7:00p.m. at the County of Stettler Gadsby Bulk Water Station**

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Present: Official Administrator Harold Johnsrude  
Chief Administrative Officer Yvette Cassidy  
Rick Green, Director of Public Works and Engineering

Call to Order

Official Administrator Harold Johnsrude called the meeting to order at 7:00 p.m.

Approval of Agenda

373.07.18.19 Moved by Official Administrator Harold Johnsrude that the July 18, 2019 Council Meeting agenda be approved as presented.

CARRIED

Approval of Minutes

374.07.18.19 Moved by Official Administrator Harold Johnsrude that the June 26, 2019 Regular Council Meeting Minutes be approved as presented.

CARRIED

New Business

**Appoint Auditor**

Administration recommended that Chapman and Co Professional Accounts LLP be appointed as the financial auditor for the 2019 fiscal year.

375.07.18.19 Moved by Official Administrator Harold Johnsrude that Chapman and Co Professional Accountants LLP be appointed to be the financial auditor for the 2019 fiscal year.

CARRIED

**Fourth Street Change Orders**

Administration presented unforeseen costs associated with the Fourth Street Improvements and confirmed that the expenditures were eligible for the Federal Gas Tax grant.

376.07.18.19 Moved by Official Administrator Harold Johnsrude that the following change orders totaling \$23,647 be added to the Fourth Street Improvement Project funded by the Federal Gas Tax grant:

- Lower the Paintearth Gas Co-op line (\$3,852)
- Construct an approach onto Lot 20, Block 4, Plan 153Z (\$3,522)
- Replace twin culverts crossing Railway Avenue east of Fourth Street (\$16,273)

CARRIED

Reports

377.07.18.19 Moved by Official Administrator Harold Johnsrude that the Financial Report for the period ended June 30, 2019 and the Public Works Report be received for information.

CARRIED

Next Meeting

378.07.18.19 Moved by Official Administrator Harold Johnsrude that the date of the next Village of Gadsby Council Meeting be set for Thursday, August 22 at 7:00 pm at the Gadsby Bulk Water Station.

CARRIED

Adjournment

379.07.18.19 Moved by Official Administrator Harold Johnsrude the meeting be adjourned at 7:20 p.m.

CARRIED

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Official Administrator  
Harold Johnsrude

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Chief Administrative Officer  
Yvette Cassidy

### Issue

The Village of Gadsby should adopt a revised annual budget, which will direct and enable the Village operations and capital projects for the balance of the year.

### Recommendation

That the Village of Gadsby Council adopt the 2019 Revised Annual Budget projecting a \$54 net surplus comprised of \$525,374 of revenue, \$583,385 of expense, and \$58,065 of cash flow adjustments.

### General

This budget reflects the revised operating budget passed in June, while adding capital revenues and expenses. Capital revenues and expenses had been held back pending confirmation of funds from the provincial government.

### Financial

The capital revenues balance the capital expenses, resulting in no transfer from the operating budget. A small adjustment was made to the operating revenues, as our MSI Operating grant will be \$1,400 more than previously budgeted, reducing the transfer from reserves.

### Policy/Legislation

#### **Under the authority of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26**

Section 242 (1) Each council must adopt an operating budget for each calendar year.

Section 243 (1) An operating budget must include the estimated amount of each of the following expenditures and transfers:

- (a) the amount needed to provide for the council's policies and programs;
- (b) the amount needed to pay the debt obligations in respect of borrowings made to acquire, construct, remove or improve capital property;
  - (b.1) the amount of expenditures and transfers needed to meet the municipality's obligations as a member of a growth management board;
- (c) the amount needed to meet the requisitions or other amounts that the municipality is required to pay under an enactment;
  - (c.1) the amount of expenditures and transfers needed to meet the municipality's obligations for services funded under an intermunicipal collaboration framework;
- (d) if necessary, the amount needed to provide for a depreciation or depletion allowance, or both, for its municipal public utilities as defined in section 28;
- (e) the amount to be transferred to reserves;
- (f) the amount to be transferred to the capital budget;
- (g) the amount needed to recover any shortfall as required under section 244.

(2) An operating budget must include the estimated amount of each of the following sources of revenue and transfers:

- (a) property tax;
- (b) business tax;
- (c) business improvement area tax;
  - (c.1) community revitalization levy;
- (d) special tax;
- (e) well drilling equipment tax;
  - (e.1) clean energy improvement tax;
- (f) local improvement tax;
  - (f.1) community aggregate payment levy;
- (g) grants;

(h) transfers from the municipality's accumulated surplus funds or reserves;

(i) any other source.

245 Each council must adopt a capital budget for each calendar year.

246 A capital budget must include the estimated amount for the following:

(a) the amount needed to acquire, construct, remove or improve capital property;

(b) the anticipated sources and amounts of money to pay the costs referred to in clause (a);

(c) the amount to be transferred from the operating budget.

248.1 (1) A council may adopt an annual budget in a format that is consistent with its financial statements.

(2) For the purposes of sections 247 and 248, the adoption of an annual budget is equivalent to the adoption of an operating budget under section 242 or the adoption of a capital budget under section 245.

# Village of Gadsby 2019 Revised Annual Budget

## REVENUE

Property Taxes	\$65,500
Penalties on Taxes	\$1,000
Franchises & Concession Contracts	\$4,000
Ambulance Rent	\$100
Water Revenue	\$10,500
Sewer Revenue	\$4,500
Interest Revenue	\$12,000
MSI Operating	\$17,867
MSI Capital	\$254,063
Federal Gas Tax Grant	\$70,144
ACP Grant	\$85,700

**TOTAL REVENUE** **\$525,374**

## EXPENSES

### *Council*

Council \$2,500

### *Admin*

Admin Wages	\$12,000
Payroll Expense	\$2,000
Admin Contract	\$35,000
Bylaw Enforcement	\$1,000
Utilities	\$3,200
Office supplies	\$300
Insurance	\$3,700
Membership Dues	\$400
Property Assessment Fees	\$3,400
Audit Fees	\$8,000
Legal Fees	\$5,000
Bad Debt Expense	\$500
Amortization	\$47,365

### *Fire*

Fire Agreement \$7,366

### *Disaster*

Disaster Agreement \$495

### *Roads*

Infrastructure Audit	\$85,700
House Removal	\$52,000
Maintenance (fuel and repairs)	\$3,000
Streetlights	\$4,600
Wages - summer maintenance	\$11,000
Plowing	\$1,500

### *Water*

Water testing	\$0
Water purchases	\$9,000
Water meters and repairs	\$500

### *Sewer*

Lagoon Maintenance	\$3,200
Lift station repairs	\$500

### *Planning*

Land titles \$150

### *Requisitions*

	Stettler Waste Management Authority	\$2,600
	School Requisition	\$4,000
	Recreation	\$600
	Housing Authority	\$602
<b>TOTAL EXPENSES</b>		<b>\$311,178</b>
<b>CAPITAL EXPENSES</b>		
	Storm Drainage	\$70,144
	Engineering Roads	\$202,063
<b>TOTAL CAPITAL EXPENSES</b>		<b>\$272,207</b>
<b>NET INCOME, PRIOR TO CASH FLOW ADJUSTMENT</b>		<b>-\$58,011</b>
<b>CASH FLOW ADJUSTMENTS</b>		
	Amortization	\$47,365
	Reserve Transfers	\$10,700
<b>NET INCOME</b>		<b>\$54</b>

# Village of Gadsby

## Year to Date Budget

*As of July 31, 2019*

<i>Account</i>	<i>Revised Budget</i>	<i>Actuals</i>
<b>REVENUE</b>		
<i>Property Taxes</i>	\$65,500.00	\$74,103.31
<i>Penalties on Taxes</i>	\$1,000.00	-
<i>Franchises &amp; Concession Contracts</i>	\$4,000.00	\$2,233.34
<i>Ambulance Rent</i>	\$100.00	\$135.00
<i>Water Revenue</i>	\$10,500.00	\$6,820.52
<i>Sewer Revenue</i>	\$4,500.00	\$3,175.00
<i>Interest Revenue</i>	\$12,000.00	\$10,581.63
<i>MSI Operating</i>	\$17,867.00	-
<i>MSI Capital</i>	\$254,063.00	-
<i>Federal Gas Tax Grant</i>	\$70,144.00	-
<i>ACP Grant</i>	\$85,700.00	\$62,700.00
<i>Royalties</i>	-	\$46.56
<i>Administration</i>	-	\$680.49
<i>Dog License</i>	-	\$40.00
<i>Late Fees</i>	-	\$70.00
<b>TOTAL REVENUE</b>	<b>\$525,374.00</b>	<b>\$160,585.85</b>
<b>OPERATING EXPENSES</b>		
<i>Council</i>		
<i>Council</i>	\$2,500.00	-
<i>Admin</i>		
<i>Admin Wages</i>	\$12,000.00	\$15,004.83
<i>Payroll Expense</i>	\$2,000.00	\$1,100.58
<i>Admin Contract</i>	\$35,000.00	
<i>Bylaw Enforcement</i>	\$1,000.00	
<i>Utilities</i>	\$3,200.00	\$5,877.99
<i>Office supplies</i>	\$300.00	\$1,695.24
<i>Insurance</i>	\$3,700.00	
<i>Membership Dues</i>	\$400.00	\$175.00
<i>Property Assessment Fees</i>	\$3,400.00	\$3,400.00
<i>Audit Fees</i>	\$8,000.00	\$7,000.00
<i>Legal Fees</i>	\$5,000.00	\$175.25
<i>Bad Debt Expense</i>	\$500.00	
<i>Amortization</i>	\$47,365.00	
<i>Building Repairs &amp; Maintenance</i>	-	\$10,374.54
<i>Telephone</i>	-	\$738.71
<i>Bank Charges</i>	-	\$0.45
<i>Advertising and Promotions</i>	-	\$98.96
<i>Conference and Training</i>	-	\$843.56
<i>Fire</i>		
<i>Fire Agreement</i>	\$7,366.00	
<i>Disaster</i>		
<i>Disaster Agreement</i>	\$495.00	
<i>Roads</i>		
<i>Infrastructure Audit</i>	\$85,700.00	\$60,343.21

<i>House Removal</i>	\$52,000.00	\$51,074.20
<i>Maintenance (fuel and repairs)</i>	\$3,000.00	\$2,039.23
<i>Streetlights</i>	\$4,600.00	
<i>Wages - summer maintenance</i>	\$11,000.00	\$9,681.26
<i>Gravel</i>	-	\$570.00
<i>Plowing</i>	\$1,500.00	\$2,051.12
<i>Water</i>		
<i>Water testing</i>	-	
<i>Water purchases</i>	\$9,000.00	\$2,927.31
<i>Water meters and repairs</i>	\$500.00	\$503.03
<i>Sewer</i>		
<i>Lagoon Maintenance</i>	\$3,200.00	\$2,009.92
<i>Lift station repairs</i>	\$500.00	
<i>Planning</i>		
<i>Land titles</i>	\$150.00	
<i>Requisitions</i>		
<i>Stettler Waste Management Authority</i>	\$2,600.00	\$1,300.00
<i>School Requisition</i>	\$4,000.00	\$1,949.84
<i>Recreation</i>	\$600.00	\$600.00
<i>Housing Authority</i>	\$602.00	\$602.00
<b>TOTAL OPERATING EXPENSES</b>	<b>\$311,178.00</b>	<b>\$182,136.23</b>
<b>CAPITAL EXPENSES</b>		
<i>Storm Drainage</i>	\$70,144.00	
<i>Engineering Roads</i>	\$202,063.00	\$170,278.62
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$272,207.00</b>	<b>\$170,278.62</b>
<b>TOTAL EXPENSES</b>	<b>\$583,385.00</b>	<b>\$352,414.85</b>
<b>NET SURPLUS (DEFICIT) PRIOR TO CASH ADJUSTMENTS</b>	<b>\$(58,011.00)</b>	<b>\$(191,829.00)</b>
<b>CASH FLOW ADJUSTMENTS</b>		
<i>Amortization</i>	\$47,365.00	-
<i>Reserve Transfers</i>	\$10,700.00	-
<b>NET SURPLUS (DEFICIT)</b>	<b>\$54.00</b>	<b>\$(191,829.00)</b>



## Gadsby

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### 2019 Street and Drainage Improvements

- Contracted Substantial Performance date (road open for use) August 15, 2019;
- Contracted Total Performance Date: Adjusted to September 27, 2019 due to added work (approaches and culvert replacements) & weather delays;
- The Contractor takes full responsibility for the care of the work from commencement of work until date of issue of the Certificate of Substantial Performance of the work – at which time care shall pass to the Owner and road deemed safe for full use by public;
- As this is a new road where no road was previously, past access locations should be used until the new road is deemed complete – road remains closed until work complete;
- Work remaining includes ditch slopes and cleaning, base course re-work and compaction to specification, pavement for surface. Some added work items including an approach, culvert across Railway Ave., gas main lowering on north section of 4 Street.
- Responsibility for damage to other roads during construction has been identified as direction received by past administration by the Contractor. Will need some direction going forward on expectations. My feeling is that work can wait and be included in future capital work required.
- Completion schedule – Paving should commence this week or next and be complete before long weekend. Added work for approaches and culverts will commence through September along with all final cleanup and landscaping.
- The base has been re-tested – repair work this week before paving starts.

### Mowing

- Sam is continuing to work through the summer and is responsible for trimming and mowing;
- He is being safety checked and supervised by County mowing supervisor;

### Infrastructure Audit

- MPE Engineering was contracted by the Village to complete the Infrastructure Audit to assist in viability review process. This work is near complete and “Issued for Review” version has been submitted and MPE has been instructed to complete report and issue for use as soon as possible.

### Road Maintenance

- County gravel crew is applying gravel to all Village gravel roads and alleys. Material is being spread and worked in with tractor and blade;

### Utilities

- Had a water line service repaired due to complaints of a water leak. The CC was moved to the property line at the same time.
- Flushed sewer mains to resolve blockage at a residence.
- Collected monthly bacteriological samples
- Performed Chlorine and Turbidity tests
- Monitor and Maintained Lagoon
- Collect truck fill money and Village mail