



VILLAGE OF CHAMPION

September 22, 2016 Special Meeting of Council  
MINUTES

The Village of Champion Council held a Special Meeting of Council in the Champion Council Chambers on Thursday, September 22<sup>nd</sup>, 2016, commencing at 7:00 p.m. The purpose of the Special Meeting was to complete the Monday, September 19<sup>th</sup>, 2016 Regular Meeting agenda. The September 19<sup>th</sup> Regular Meeting of Council was not held since quorum was not achieved.

In attendance were: Mayor Jamie Smith, Councillor Dick Ellis, Councillor Aaron Matlock and Interim CAO Jeffrey Coffman. Mr. Patrick Bergen participated via Skype.

	<u>CALLED TO ORDER</u>	Mayor Jamie Smith called the Special Meeting to order at 7:00 PM
	<u>ADDITIONS TO THE AGENDA</u>	None
2016-123	<u>ADOPTION OF AGENDA</u>	<b>MOVED</b> by Councillor Ellis to adopt the Agenda for the September 22 <sup>nd</sup> , 2016 Special Meeting of Council.  Carried.
2016-124	<u>ADPOTION OF THE MINUTES</u>	4.1 <b>MOVED</b> by Councillor Matlock to adopt the Minutes of the August 15 <sup>th</sup> , 2016 Regular Council Meeting as presented.  Carried.
	<u>DELEGATION</u>	None
	<u>Items for Action</u>	8.1 On September 8 <sup>th</sup> , 2016, Mayor Smith, on behalf of Village Council, offered the position of Chief Administrative Officer for the Village to Mr. Patrick Bergen; Mr. Bergen accepted the offer. To bring the appointment into effect, the contract for Interim CAO Coffman must be terminated.
2016-125		<b>MOVED</b> by Councillor Matlock that the appointment and employment of the Chief Administrative Officer, Jeffrey Coffman, with the Village of Champion be terminated effective September 22 <sup>nd</sup> , 2016.  Carried.
2016-126		8.2 <b>MOVED</b> by Councillor Ellis that Village Council appoint and employ Patrick Bergen as the Chief Administrative Officer, effective

**ITEM 4.2**

September 22<sup>nd</sup>, 2016, for a two (2) year contract, ending September 19<sup>th</sup>, 2018.

Carried.

CAO REPORTS

6.1 Financial Report: CAO P. Bergen circulated and reviewed the financial reports. He presented the financial information in a slightly different format, and would appreciate Council's feedback on the change.

With regards to the Variance Report, Councillor Matlock indicated that he focuses upon variances greater than 100%, but understands that variations can be the result of data not consistently entered into the appropriate General Ledger account. As the variance pertains to the Water Usage Revenue, CAO Bergen will investigate the discrepancy and report his findings to Council. CAO Bergen has also begun the 2016 monthly bank reconciliations, and he will report each completed month to Council.

6.2 CAO Report: Former Interim CAO Coffman reviewed his Report with Council and answered questions.

6.3 Council received the Public Works Report. Council did express concern with the notion of "access control" on CPR property, in that the Village has no authority to regulate access on CPR Property.

2016-127

**MOVED** by Councillor Matlock to accept the reports as presented.

Carried.

COUNCIL REPORTS

7.1 Nothing to report.

7.2 Regrets.

7.3 Updated Council on the Marquis Foundation and that the facility in Champion is now fully occupied.

7.4 Regrets.

7.5 Nothing to report.

2016-128

**MOVED** by Councillor Matlock to adopt the Council Reports as presented.

Carried.

ITEMS FOR ACTION

8.3 The Town of Olds is applying for an Alberta Capital Partnership Grant, for the purpose of participating in the Old Man River Region Orthophotography Project. Under the conditions of the Grant, the Town is asking other municipalities if they wish to participate in the Project.

## ITEM 4.2

2016-129

**MOVED** by Councillor Ellis that Council support the ACP Grant Application by the Town of Olds and that the Mayor send a Letter in support of the application.

Carried.

8.4 In early September, the Village Office received a request to book the campground from October 14<sup>th</sup> to 16<sup>th</sup>, 2016. As per the Campground Policy, bookings are accepted only until April 30<sup>th</sup>, so this request falls outside of the policy's provisions. For the Village to entertain this request, Council must consider a Motion to permit the booking.

2016-130

**MOVED** by Councillor Matlock that Council approve a booking for the campground, scheduled from October 14<sup>th</sup> to 16<sup>th</sup>, 2016.

Carried.

8.5 The Champion Fire Department is scheduled to move to a new facility, once Vulcan County has completed the structure. The Village Office has received several enquiries about the future use of the existing fire hall, and residents have been advised that Champion Council has had no conversations regarding future uses of the facility.

2016-131

**MOVED** by Councillor Matlock that Council Table discussion on the issue until the Champion Fire Department moves out of the current fire hall and Village Council determines appropriate use for the building.

Carried.

8.6 At the last Regular Meeting, Interim CAO Coffman identified necessary work to repair or replace the variable frequency device (VFD) for the Water Plant. Last week, TriQuest provided a quotation (approximately \$9,800) for work involved in mapping, purchasing, installing and operationalizing a new, multi-pump VFD for the Water Plant. The VFD will help reduce operating costs and extend the working life of the water pumps. There are several options for funding this work, including the budgeted account for Water Plant Maintenance, 2016 MSI Operational funds (not yet received) or an MSI Capital Grant.

2016-132

**MOVED** by Councillor Matlock that the Chief Administrative Officer determine the appropriate funding source for mapping, purchase, installation and operationalization of a new, multi-pump variable frequency device (VFD) for the Water Plant, and that, once determined, the CAO contract this work.

Carried.

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2016-133

8.7 **MOVED** by Councillor Ellis that Village Council proceed with First Reading of Bylaw 2016-004 (Land Use Bylaw).

Carried.

2016-134

FIRST READING of BYLAW 2016-004 (Land Use Bylaw).

Carried.

ITEMS FOR DISCUSSION

9.1 Gas Plus was asked to offer Champion residents a cardlock card, for the local pump. Gas Plus has agreed and has provided the Village Office with applications for a card. Residents of Champion will be exempt from the \$150 annual fee and they will not have to fulfill any minimum consumption levels.

Ms. Smith (Village Clerk) will place a notice of the application in the next newsletter. A notice will also be placed at the Post Office.

CAO Bergen requested feedback from Council regarding the Gas Plus station and their future in the village. Council indicated that having a gas station in the village is a core support for the community, as long as it is viable and professionally operated.

While the Village can help facilitate and promote a new owner, at this time Council does not want to commit municipal funds.

9.2 CAO Bergen identified that the apartment above the Village Office requires some repairs and maintenance.

2016-135

**MOTION** by Councillor Matlock that the CAO spend up to \$1,500, from Facility Maintenance, on repairs to the Village Office apartment.

Carried.

2016-136

**MOTION** by Councillor Ellis that the CAO have Rhodes Electric inspect and assess the electrical work in the Village Office apartment.

Carried.

9.3 Councillor Matlock discussed issues and concerns regarding the current financial position of the Pool Committee. The Committee overspent by approximately \$33,000 to complete site work at the Pool, with a Committee Member paying 'out of pocket' for the cost overrun. Councillor Matlock asked CAO Bergen to investigate options for the Village to contribute funds towards paying for the cost overrun, including working with the Skating Rink Committee to re-allocate funds to the Pool Committee, with an offset commitment from the Village. Councillor Matlock will

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**ITEM 4.2**

invite Skating Rink Committee representatives to the October 3<sup>rd</sup>, 2016 Regular Meeting for a discussion of funding allocations and options.

Councillor Matlock would also like CAO Bergen to explore possible grants for the purchase of a boiler and finishing work, at the Pool.

**MOTION** by Councillor Ellis that the CAO explore costs of purchasing and installing a new boiler for the swimming pool, and costs required to complete Pool renovations, and FURTHER THAT once estimates are gathered, the CAO can apply for funding from an MSI Capital grant.

Carried.

9.4 Councillor Ellis expressed observations and concerns regarding the 2016 operation of the campground. He would like CAO Bergen to present a 2017 operational strategy and budget (operating and capital) to Council prior to the 2017 Budget deliberations.

INFORMATION  
ITEMS

10.1 Alberta Culture Days will be held September 30<sup>th</sup> to October 2<sup>nd</sup>, with events across the province..

10.2 In honour of the passing of the former Lieutenant Governor Norm Kwong, the flags will be lowered to half-mast until his funeral.

10.3 The 2016 Star of Alberta Volunteer Award nomination is open, until September 20<sup>th</sup>.

10.4 AUMA has advised us that the Federal Infrastructure Funding agreement is now in place. Approximately \$500 million dollars is available to Alberta municipalities for public transit, water and wastewater projects.

10.5 The ORRSC Board Minutes are available for Council to view, in the CAO's office.

10.6 The CAO presented a report demonstrating possible discrepancies between water metering and water billing. Potential issues that could cause a discrepancy may be water estimates, constant water flows, meters not working properly or homes without meters.

IN-CAMERA

None

ITEM 4.2

LAID ON THE TABLE

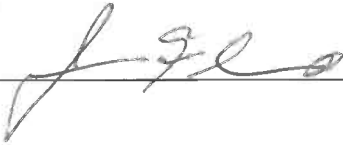
12.1 2016-2020 Community Peace Officer Agreement

NEXT REGULAR  
COUNCIL MEETING

13.1 Regular Meeting, October 3, 2016 at 7:00 PM

ADJOURNMENT

14.1 Mayor Smith adjourned the meeting at 8:43 PM



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Jamie Smith  
Mayor



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Patrick Bergen  
Chief Administrative Officer