

**VILLAGE OF MORRIN
COUNCIL MEETING**

WEDNESDAY, DECEMBER 16, 2020 AT 7:00 P.M.
AUDIO TELECONFERENCE

ATTENDING:	OFFICIAL ADMINISTRATOR:	HAROLD JOHNSREUDE
	CAO:	ANNETTE PLACHNER

1. CALL TO ORDER

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

Official Administrator Johnsrude opened the meeting by providing comments regarding the situation of no quorum of Village Council resulting in the Minister of Municipal Affairs appointing him to be Council through to the next municipal election to be held in October 2020.

2. ADOPTION OF AGENDA

The Village is working on changing to video meetings.

Disbursements and accounts payable are not items on the agenda, these items are the responsibility of the signing authorities and do not require Council approval unless there are payments that are not within the parameters of the budget. Disbursement listings may be provided to Council for information but normally not as part of the meeting agenda.

Moved by Official Administrator Johnsrude to approve the December 16, 2020 Council Meeting Agenda as presented. CARRIED.

3. PUBLIC WORKS REPORT:

GARBAGE & RECYCLING: All systems are functioning normally and no major interruptions expected.

ROADS: Two blades have been purchased for the snow removal this year. Quotes for the lowering of the manholes have been received. The repairs will be done in the spring. There are two spots of asphalt that have been previously dug up and are filled with gravel, no need for replacement until more sites occur. Icy conditions have caused the need for sanding, Starland County has sanded the intersections and streets.

WATER AND WASTEWATER SYSTEMS: Repairs have been done at the water plant. The reservoirs have been cleaned. The pressure relief valve and manifold has been replaced. The bulk water requires replacement. The lagoon was discharged. Public Works acquired the Level 1 certification for water distribution.

FLUSHING SEWER LINES: Due to cold weather Thuro services have cancelled the flushing for the fall. The lines will be flushed in the spring.

4. REGISTERED PRESENTATIONS:

Presentations will be accepted from the public in accordance with the Procedural Bylaw. Requests are to be provided in writing to the CAO four business days prior to the date of the Council meeting.

There are no registered presentations for this meeting.

5. ADOPTION OF MINUTES:

The October 21, 2020 regular council meeting was conducted without a quorum resulting in all the decisions to be declared invalid. The September 16 and 25, 2020 Council meeting minutes were approved at the October 21, 2020 meeting and need to be validated.

5.1 Regular Council Meeting, September 16, 2020.

Moved by Official Administrator Johnsrude to approve the minutes of the Regular Council meeting held on September 16, 2020. CARRIED.

5.2 Special Council meeting, September 25, 2020.

Moved by Official Administrator Johnsrude to approve the minutes of the Special Council meeting held on September 25, 2020. CARRIED.

5.3 Special Council Meeting, December 7, 2020.

This Special Council meeting was held to appoint the Official Administrator as a signing Officer of the Village.

Moved by Official Administrator Johnsrude to approve the minutes of the Special Council meeting held on December 7, 2020. CARRIED.

6. OLD BUSINESS:

Official Administrator Johnsrude mentioned that he had reviewed the 2019 and 2020 minutes and noticed Old Business items lists. These will be reviewed with the CAO to determine which items are outstanding, the source and timing of these requests and when and how each will be resolved. They will not be addressed at today's meeting

6.1 October 21, 2020 Organizational Meeting.

Two councillors attended the October 21, 2020 Organizational meeting one which had resigned effective September 26, 2020. This meeting was conducted without a quorum of Village Council resulting in all of the decisions to be declared invalid. Each decision has been reviewed and the following criteria used to develop the recommendations:

- a. Decisions made at the October 16, 2019 organizational meeting that can be considered to be for more than 1 year will continue from the 2019 organizational meeting.
- b. Decisions made for the 2020 year and the 2020/21 year will be validated with new duplicate motions.

- c. Appointments of the previous Mayor and councillors to specific responsibilities will be amended due to the Provincial appointment of the Official Administrator.

Appointments:

Moved by Official Administrator Johnsrude that Endeavor Chartered Professional Accountants be appointed to be the auditors for the Village of Morrin for the 2021 fiscal year. Carried

Moved by Official Administrator Johnsrude that Gareth Thomas, Community Peace Officer, be appointed as the Peace Officer for the Village of Morrin.

Moved by Official Administrator Johnsrude that Old MacDonald Kennels be appointed to be the Animal Control Service for the Village of Morrin.

Moved by Official Administrator Johnsrude that Chinook Financial, Drumheller, be appointed to provide financial banking services for the Village of Morrin.

Moved by Official Administrator Johnsrude that the following be appointed to the Morrin Library Board: Alenda Gridley, Jolynn Kopjar, Sue Lacher, Kim Neill, Arlynda Thacker, Christine Wolf, Tracy Wolf.

6.2 October 21, 2020 Regular Council Meeting.

Two councillors attended the October 21, 2020 Regular Council Meeting one of which had resigned effective September 26, 2020. The meeting was conducted without a quorum of Village Council resulting in all the decisions to be declared invalid. Each decision has been reviewed and those which have future operational implications will be validated with similar motions.

Marigold Library System Requisition

Moved by Official Administrator Johnsrude to approve the 2021 Marigold Library System requisition at \$6.24 per capita.

CARRIED.

Friends of the Morrin School

Moved by Official Administrator Johnsrude to address the previously Council approved \$50,000 contribution to the building of a new school in the Village of Morrin in the 2021 Village budget development regarding timing of the contribution payment (s).

CARRIED.

6.3 2019 Financial Statements

The 2019 financial statements dated July 29, 2020 were initially presented to Council at a special Council meeting held on September 11, 2020 by the auditor, Endeavour Chartered Professional Accountants. Council did not approve the financial statements and the resulting motion from that meeting was:

Endeavour Chartered Accountant will assist the CAO with internal controls deficiencies and other matters reported as a result of the 2019 audit. Although non-material adjustment note #10, salary and benefits will be adjusted to reflect additional benefits received by the CAO. Endeavour will forward updated closure to Alberta Municipal Affairs and will return to council for approval. Carried.

Endeavour researched the salary item, determined the statements did not require amendments and advised the Village accordingly.

When financial statements are presented and further analysis is requested subsequent to the date of the statements, in this case analysis after July 29, 2020, auditors are required to determine if any subsequent events have taken place that may impact the 2019 financial statements. That was the situation in this case because Provincial approval was received to use Federal Gas Tax grant funding in the amount of \$100,000 towards a 2019 capital project. This resulted in:

- Deferred revenues decreasing \$100,000 because these grant funds had been received.
- Net financial assets increasing \$100,000.
- Accumulated surplus increasing \$100,000.

The auditor has reviewed these statements with Council previously, therefore, they were not reviewed again at this meeting. The audit report stated an unqualified opinion – a clean audit – the financial statements present fairly the financial position of the Village.

Official Administrator Johnsrude pointed out a significant item in the 2019 financial statements:

- The total accumulated surplus (includes non-cash assets) only decreased \$8,000.
- Yet the cash position decreased \$229,000.
- Why, because \$322,000 of capital assets were acquired and \$222,000 of those transactions were funded by the annual operating revenues.
- The significant capital items are:
 - Paving \$109,000
 - Water Generator \$60,000 net (\$100,000 grant funded)
 - Fire gear \$12,000.
 - Greenspace \$38,000.

Moved by Official Administrator Johnsrude that the Audited Financial Statements and Financial Information Return for the year ended December 31, 2019 dated December 8, 2020 be approved. CARRIED.

7. NEW BUSINESS:

7.1 Boards and Committees Appointments

The Minister of Municipal Affairs has appointed Official Administrator, Harold Johnsrude, to replace the Village of Morrin Council until there is a quorum of Village

Council which will be at the earliest the first Council meeting following the October 2021 municipal election. Councillors previously appointed to positions, Boards and Committees can no longer serve as representatives of the Village. The Village should have representation throughout 2021. Therefore, appointments will be made to provide this necessary representation.

Moved by Official Administrator Johnsrude that Chief Administrative Officer, Annette Plachner, be appointed to the following Boards and Committees until the next Council Organizational meeting.

- a. Expected to attend all scheduled meetings:
 1. Drumheller & District Senior Foundation
 2. Palliser Regional Municipal Planning Commission
 3. Drumheller Solid Waste Commission
 4. Regional Starland FCSS Board
 5. Starland/Morrin/Munson Water Authority
 6. Starland Fire Protection Committee
- b. Expected to attend meetings only upon request of the specific Board/Committee:
 1. Morrin fire Department
 2. Morrin Municipal Library Board
 3. Drumheller Community Futures
 4. Morrin Sportsplex Agriculture Society
 5. Starland/Morrin Planning Committee
 6. Morrin Planning Committee

CARRIED.

Moved by Official Administrator Johnsrude that CAO Annette Plachner be appointed as the Public Safety Officer and Public Works, Dave Benci, be appointed as the Public Safety Alternate.

CARRIED.

Moved by Official Administrator Johnsrude that CAO Annette Plachner be appointed as the Director of Regional Disaster & Emergency Management and Public Works, Dave Benci be appointed as the Deputy Director of Regional Disaster & Emergency Management.

CARRIED

7.2 Interim 2021 Operating and Capital Budgets

The 2021 operating and capital budgets should be approved by Council prior to the start of the budget year. Section 242(2) provides for an interim operating budget to be approved for part of the upcoming calendar year with the interim budget ceasing to have effect when the operating budget is approved. The 2020 Village budget combined the operating and capital budgets and this budget will be used to provide the basis for the 2021 interim operating budget.

Moved by Official Administrator Johnsrude that a 2021 interim budget in the amount of \$696,824 be approved.

CARRIED.

7.3 Palliser Regional Municipal Services Enhancement Project

Palliser Regional Municipal Services requires support from the partner municipalities to apply for a grant to fund necessary strategic planning and a review of their funding model. This necessary initiative is due to the gradual shift in planning and geographical information system needs. This grant is through the Alberta Community Partnership Program under the Intermunicipal Collaboration component and the more municipalities showing support, the better is the chance of receiving grant approval. Moved by Official Administrator Johnsrude that Council authorize the Village of Morrin to participate in an application for the “Palliser Regional Service Enhancement Project” submitted by the Village of Acme with Palliser Regional Municipal Services as the Primary Contractor under the Intermunicipal Collaboration component of the Alberta Community Partnership Program; further that the Village of Morrin, as a grant partner, agrees to abide by the terms of a Condition Grant Agreement governing the purpose and use of the grant.

CARRIED

7.4 Appoint Returning Officers – 2021 Municipal Election

A general municipal election will be held in 2021 and the Local Authorities Act has been amended to provide for nominations to be filed in the period starting the 1st day the Village Office is open in January 2021. Council is required to appoint the Returning Officer and the Substitute Returning Officer. The Village CAO has normally been the Returning Officer and will continue in that role for the 2021 municipal election. A Substitute Returning Officer also needs to be appointed.

Moved by Official Administrator Johnsrude that Annette Plachner, CAO, be appointed to the position of Returning Officer of the Village of Morrin for the 2021 municipal election and that Laura Jarvis be appointed to the position of Substitute Returning Officer.

CARRIED

7.5 Tax Roll # 21.06 – Tax Penalty

A request to waive the January 1, 2021 tax penalty on tax roll # 21.06 has been received citing financial hardship as the reason. Section 347(1) provides that authority to Council if it ‘considers it equitable to do so’. The term ‘equitable’ is a key factor because most tax arrears situations are normally due to lack of ability to pay. Waiving the penalty in this case would not be equitable to other property owners who may also be in lack of finances.

Moved by Official Administrator Johnsrude that the request to waive the tax penalty on tax roll #21.06 be denied and that the CAO be instructed to provide this decision immediately to the property owner.

CARRIED.

8. REPORTS

8.1 Financial Report as at November 30, 2020

Financial reports should be provided regularly to Council throughout the fiscal year. Some municipalities provide them monthly whereas others provide them quarterly. It is a reasonable expectation for Council to be requesting regular financial reports. This apparently is the 1st time in 2020 that a financial report has been presented. This November 30 report has been analyzed in broad parameters, but it is difficult when the 2020 budget was prepared externally without the participation of the CAO.

Broad observations are:

- Before transfers from reserves, the budgeted deficit is \$26,000 and the current position a surplus of \$37,000; result is \$63,000 net budget remaining.
- There are no major capital expenditures in these costs that would be eligible for capital grants.
- Therefore, there are \$90,000 in budget revenues that will probably not be achieved.
- There still remains some significant expenses before closing 2020; for example, the water purchase bill for October – December (estimate \$19,000.)
- The budget as noted includes a transfer from reserves in the amount of \$26,000.
- The budget document does not indicate which reserve funds are to be transferred from. This transfer may be done if the financial operations are in a deficit excluding amortization.

8.2 Official Administrator Report

- Village website – provide information such as agendas, minutes, financial statements.
- Preliminary review conducted by Municipal Affairs in 2021.
- Contacting the Official Administrator – contact the Village Office as noted in the letter to Village residents from the Minister of Municipal Affairs.
- The CAO and OA will start working on the 2021 budget in January.

8.3 Chief Administrative Officer Report

- The January Council meeting will be held by Zoom, instead of the presently used teleconference.
- The Village website Administrator is retiring. Jason Carlson from Starland County has agreed to take over the Village's website as the administrator.
- Office Closure – the Village Office will be closed on the 24th, 25th and the 28th As well as January 1, 2021. The same holidays apply to Public Works. If an emergency occurs during this time, please call the CAO's residence.

9. CORRESPONDENCE

9.1 Appointment of Municipal Official Administrator

Appointed by the Minister of Municipal Affairs until December 17, 2021 or when council forms a quorum if that is earlier than December 17, 2021.

9.2 Ministerial Order – Municipal Election

9.3 Letter to residents from the Minister of Municipal Affairs

Regarding the implications of the loss of Council quorum and the resulting appointment of Official Administrator Harold Johnsrude.

9.4 John Siemens Letter – November 12, 2020

Mr. John Siemens sent a letter to the Official Administrator requesting several documents and responses to several Village Public Works and Administrative matters and he requested that his letter be placed on the Council agenda.

The documents requested are:

- Quarterly bank reconciliations with the bank statements.
- Restated a February 19, 2020 Council motion by the then Mayor Helton requesting the CAO provide Council with financial updated information to contain
 - Actual vs Budget
 - Bank reconciliations (including all accounts)
 - Statement of financial position
 - These reports to be done quarterly (March, June, September, November)
 - December – financial position as of December 31 provided on Dec 16.
- Status of Public Works projects for specified residents other than Mr. Siemens.
- Administration of CAO vacation time.

Official Administrator Johnsrude responded as follows and confirmed that a reply would also be provided in writing:

- The actual vs budget is a very reasonable request.
- Bank reconciliations and bank statements will not be provided to the public.
- The statement of financial position is not a reasonable request of a Village CAO who is not an accountant. An accountant may be able to provide a projected statement but cannot provide a statement of financial position as at December 31 on the date of December 16, 2 weeks prior to the date.
- The Village addresses items affecting specific residents to those residents and not through other Village residents.
- Public works provides regular reports on the status of Village projects.
- Personnel matters are addressed by Council in a confidential manner; not publicly.

Village of Morrin
December 16, 2020 Regular Council Meeting

10. NEXT MEETING DATE – JANUARY 20, 2021, 7:00 P.M.

11. MEETING ADJOURNED.

Official Administrator Johnsrude declared the meeting adjourned at 8:20 p.m.
CARRIED.

OFFICIAL ADMINSTRATOR

CAO