

AGENDA FOR THE REGULAR MEETING OF THE ELNORA VILLAGE COUNCIL

January
14, 2025
7:00 PM
Village
Office

Agenda prepared on January 10, 2025

Attendees: Mayor: Jul Bissell Deputy Mayor: Ron Duft Councillor: Lisa Ferguson

CAO – Sharon Wesgate
Recording Secretary – Tina Williamson Ward
Zoom Meeting Attendees, Public

Agenda

1.0 Call to Order

2.0 Adoption of Agenda

- 2.1 Adds/Deletes
- 2.2 Motion to Adopt

3.0 Adoption of Minutes

- 3.1 **Minutes of Regular Meeting** – December 10, 2024
- 3.2 **Minutes of Special Meeting** – December 27, 2024

4.0 Business Arising Out of Minutes

- 4.1 **Village of Delburne** – Speed Monitor Loan Update
- 4.2 **ATCO Electric** – Campground Trees, Power Line Update

5.0 Bylaws, Policies

No bylaws or policies

6.0 Delegation(s)

No delegations

7.0 New Business

- 7.1 **Red Deer County**
 - a) *Enforcement Contract* – December 2024 & Year End Report
 - b) *Peace Officer/Bylaw Enforcement Services Agreement* -
Review/approve
 - c) *2025 Red Deer Regional Management Partnership* – 2025 Levy
- 7.2 **Elnora Strategic Plan** – Update
- 7.3 **The Grocery Barn**
 - a) *FCSS Fundraiser*
 - b) *Delivery Truck* – Loading Dock, damage

	7.4 Leased Library Railing - Update
8.0 Financial	8.1 Monthly Statement – December 2024 8.2 Council Cheque Listing – December 2024
9.0 Correspondence	No correspondence
10.0 Council Reports	10.1 Mayor Jul Bissell 10.2 Deputy Mayor Ron Duft 10.3 Councillor Lisa Ferguson
11.0 Reports – CAO & Public Works	11.1 CAO a) Administration Report – December 2024 11.2 Public Works a) Public Works Foreman – December 2024
12.0 Confidential	12.0 FOIP – Part 1, Division 2, Section 17
13.0 Adjournment	NEXT REGULAR MEETING: February 11, 2025

1.0 – CALL TO ORDER

2.0 – ADOPTION OF AGENDA

Additions/Deletions

MOTION to approve the Agenda for January 14, 2025

3.0 – ADOPTION OF MINUTES

3.1 **Minutes of Regular Meeting** – December 10, 2024 (forwarded under prior email)
Errors/Omissions

MOTION to adopt the minutes for the Regular Meeting of December 10, 2024 as presented.

3.2 **Minutes of Special Meeting** - December 27, 2024 (forwarded under prior email)
Errors/Omissions

MOTION to adopt the minutes for the Special Meeting of December 27, 2024 as presented.

4.0 – BUSINESS ARISING OUT OF MINUTES

4.1 **Village of Delburne** - Speed Monitor Loan, Update

Delburne Public Works returned the speed monitor they borrowed on December 23, 2024

Receive as information

4.2 **ATCO Electric** – Campground Trees, Power Line Update

ATCO Electric staff will be coming to Elnora on January 22, 2025 at 9:00 am to do a site evaluation and a subsequent costing for the trees in the campground (Sites 1-12)

Receive as information

5.0 – BYLAWS, POLICIES

No bylaws, no policies

6.0 – DELEGATION(S)

No delegations

7.0 – NEW BUSINESS

7.1 **Red Deer County**

a) **Enforcement Contract** – December 2024 & Year End Report (next page)

Receive as information



PROTECTIVE SERVICES
38106 Range Road 275
Red Deer County, AB, T4S 2L9
Phone: 403.343.6301
Fax: 403.347.0572

January 3, 2024

Village of Elnora
P.O. Box 629
Elnora, AB
T0M 0Y0

Sent Via Email to: cao@villageofelnora.com

Attention: Sharon Wesgate, CAO

Dear Madam:

Re: December & Year End Enforcement Report

Please be advised for the month of December, Red Deer County Patrol Officers spent 8 hours and 2 minutes in the Village of Elnora during which time there were two tickets issued for failing to wear a seatbelt.

For your additional reference, I have also enclosed a copy of Red Deer County Patrol's year end report regarding our current enforcement contract agreement with the Village of Elnora. This report provides further detail in relation to a total of 8 citations that were issued within the Village boundaries, from January 1, 2024, to December 31, 2024. Patrol officers provided a total of 64 hours and 30 minutes within the Village in 2024.

Considering the extensive time that has elapsed since our enforcement contract was initially agreed to, I am also enclosing a draft copy of a revised Enforcement Contract Agreement, for your review. Please advise via email, if this revised agreement is acceptable or if you would like any changes, omissions or additions to be made.

It is Red Deer County Patrol's pleasure to serve the Village of Elnora and we look forward to our continued partnership, in the interest of public safety and bylaw compliance.

I trust you will find the foregoing satisfactory, if you have any questions, please feel free to contact our office.

Sincerely,

A handwritten signature in blue ink, appearing to read "Irv Heide".

Sgt. Irv Heide
Patrol Manager,
Red Deer County, Protective Services

Red Deer County Patrol

VIOLATIONS - ELNORA YTD Statistics from: 1/1/2024 12:00:00AM to 12/31/2024 11:59:00PM

Citation Printout Report by Violation

Total Citations of (167(1)(B) FAIL TO PRODUCE REGISTRATION FAIL TO PRODUCE REGISTRATION): 1
Total Mandatory Appearances: 0

Total Citations of (52(1)(A) UNREGISTERED MOTOR VEHICLE / TRAILER UNREGISTERED MOTOR VEHICLE / TRAILER): 1
Total Mandatory Appearances: 0

Total Citations of (53(1)(B) DISPLAY IMPROPERLY ISSUED LIC PLATE DISPLAY IMPROPERLY ISSUED LIC PLATE): 1
Total Mandatory Appearances: 0

Total Citations of (71(1) LICENCE PLATE NOT CLEARLY VISIBLE LICENCE PLATE NOT CLEARLY VISIBLE): 1
Total Mandatory Appearances: 0

Total Citations of (82(2)(A) DRIVER FAIL TO WEAR SEATBELT DRIVER FAIL TO WEAR SEATBELT): 2
Total Mandatory Appearances: 0

Total Citations of (ENLORA BYLAWS ELNORA BYLAWS): 2
Total Mandatory Appearances: 0

Grand Total

Total Number of Citations Reported: **8**

Total Fine Amounts Reported: **\$0.00**

Total Money Collected: **\$0.00**

Total Money Still Due: **\$0.00**

Total Mandatory Appearances: **0**

Red Deer County Patrol

VIOLATIONS - ELNORA (MONTH END) Statistics from: 12/1/2024 12:00:00AM to 12/31/2024 11:59:00PM

Citation Printout Report by Violation

Total Citations of (82(2)(A) DRIVER FAIL TO WEAR SEATBELT DRIVER FAIL TO WEAR SEATBELT): 2
Total Mandatory Appearances: 0

Grand Total

Total Number of Citations Reported: 2
Total Fine Amounts Reported: \$0.00
Total Money Collected: \$0.00
Total Money Still Due: \$0.00
Total Mandatory Appearances: 0

b) **Peace Officer/Bylaw Enforcement Services Agreement** – Review/Approve

The revised 2025 Agreement remains at 5 hours per month, the rate has increased as follows:

Prior - \$55.00/hr at 5 hours per month:	\$275.00/month	\$3,300/year
Revised - \$75.00/hr at 5 hours per month:	\$375.00/month	\$4,500/year
2025 INCREASE: \$20.00/hr	\$100.00/month	\$1,200/year

MOTION for Mayor Bissell to sign the Peace Officer/Bylaw Enforcement Services Agreement with Red Deer County, the revised rates to be reflected in the 2025 Operational Budget.

c) **2025 Red Deer Regional Management Partnership** – 2025 Levy

In 2024 Red Deer County had given notice to the municipalities they would be invoiced for cost sharing of expenses related to training and support for members of the Joint Regional Emergency Management.

MOTION to approve the 2025 Levy of \$3,000.00 payable to Red Deer County for cost sharing of expenses related to training and support for members of the Joint Regional Emergency Management, the levy to be reflected in the 2025 Operational Budget.

7.2 **Strategic Plan** – Update

CAO will be taking a webinar session on Strategic Planning , January 22, 2025.

Receive as information

7.3 **The Grocery Barn**

a) **FCSS Fundraiser** (next page)

The Grocery Barn's Post



The Grocery Barn

January 5 at 2:59 PM · 🌐



We are excited to announce, that between till, cash, food donations, and a 12 Draws winner donating their gift card, we have raised over \$1500 for Elnora FCSS! We are blown away by the kindness this community has shown, coming together to raise these much needed funds for FCSS!

Village of Elnora Elnora & District FCSS



b) **Delivery Truck** – Loading dock, damage

Damage was sustained at the loading dock when the delivery truck backed into it just prior to Christmas, the repair costs will be forwarded to the responsible party. Bullet Contracting will be assessing the damages and preparing a quote to remediate the site.

[Receive as information](#)

7.4 **Leased Library Railing** - Update

The railing was installed on January 7, 2025.

[Receive as information](#)

VILLAGE OF ELNORA
Revenues / Expenditures
December 2024

Function	GL Description	REVENUE		VARIANCE	EXPENSES		VARIANCE
		Budget	Actual		Budget	Actual	
00	General Government	\$ 479,844.00	\$ 490,275.34	\$ (10,431.34)	\$ 64,656.00	\$ 33,199.49	\$ 31,456.51
11	Council	\$ -	\$ -	\$ -	\$ 21,710.00	\$ 17,660.47	\$ 4,049.53
12	Administration	\$ 25,129.00	\$ 43,119.00	\$ (17,990.00)	\$ 184,889.00	\$ 185,561.97	\$ (672.97)
21	Protective Services	\$ 750.00	\$ 821.00	\$ (71.00)	\$ 14,511.00	\$ 14,511.00	\$ -
23	Fire Department	\$ -	\$ -	\$ -	\$ 12,024.00	\$ 12,969.95	\$ (945.95)
24	Disaster Services	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
26	Bylaws	\$ 650.00	\$ 830.00	\$ (180.00)	\$ 3,300.00	\$ 2,947.50	\$ 352.50
32	Streets	\$ 2,550.00	\$ 253.00	\$ 2,297.00	\$ 183,584.00	\$ 161,606.54	\$ 21,977.46
41	Water	\$ 65,000.00	\$ 65,277.24	\$ (277.24)	\$ 64,560.00	\$ 62,558.54	\$ 2,001.46
42	Sewer	\$ 25,000.00	\$ 25,786.02	\$ (786.02)	\$ 24,862.00	\$ 19,535.83	\$ 5,326.17
43	Garbage	\$ 49,240.00	\$ 47,967.85	\$ 1,272.15	\$ 47,198.00	\$ 47,339.47	\$ (141.47)
51	FCSS	\$ 66,762.00	\$ 66,762.00	\$ -	\$ 80,162.00	\$ 84,425.55	\$ (4,263.55)
51-01	Youth Centre	\$ 19,424.00	\$ 19,424.00	\$ -	\$ 21,924.00	\$ 20,197.58	\$ 1,726.42
61	Planning & Dev	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
62	Campground	\$ 5,500.00	\$ 3,498.10	\$ 2,001.90	\$ 12,009.00	\$ 10,963.82	\$ 1,045.18
72	Recreation	\$ 40,250.00	\$ 40,250.00	\$ -	\$ 25,138.00	\$ 27,535.44	\$ (2,397.44)
74	Library	\$ 7,160.00	\$ 26,000.00	\$ (18,840.00)	\$ 20,732.00	\$ 22,232.27	\$ (1,500.27)
	Subtotals:	\$ 787,259.00	\$ 830,263.55	\$ (43,004.55)	\$ 787,259.00	\$ 723,245.42	\$ 64,013.58

TOTALS: \$ (43,004.55)

\$ 64,013.58

INVESTMENTS		GIC	
MSI Capital (Term)		\$	215,064.16
Fire Department Rsrve	GIC	\$	81,233.44
Library Facility GIC		\$	21,078.71
Civic Centre GIC		\$	22,800.00
AMMWWP Grant GIC		\$	-
CCB Grant GIC		\$	466,778.00
		\$	806,954.31

8.0 – FINANCIAL

8.1 **Monthly Statement** – December 2024

MOTION to accept the Monthly Statement for December 2024 as presented

8.2 Council Cheque Listing – December 2024

MOTION to accept the Council Cheque Listing for December 2024 as presented



Village of Elnora
Cheque Listing For Council

Page 1 of 2

2025-Jan-10
4:15:21PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20240497	2024-12-04	1514588 Alberta Ltd	Oct 24 reissue	OCT STATEMENTS REISSUED CI	196.09	196.09
20240498	2024-12-04	Alberta Municipal Services Corporation	Oct 24 reissue	OCT POWER AND GAS - REISSU	5,006.33	5,006.33
20240499	2024-12-04	AMSC - Benefits	1848-2024-12 1848-24-11	DECEMBER BENEFITS NOVEMBER BENEFITS REISSUE	2,327.65 2,327.65	4,655.30
20240500	2024-12-04	City of Red Deer	449864-reissue	FCSS COST SHARE - REISSUE C	15,803.15	15,803.15
20240502	2024-12-04	Elnora Ag Society	92	AUG-OCT WALKING GROUP HAL	150.00	150.00
20240503	2024-12-04	Elnora Motors 2005	WI 96332	FUEL - DEF	57.83	57.83
20240505	2024-12-04	GFL Environmental Inc.	YC0000003479	OCT-NOV RESIDENTIAL WASTE	1,221.50	1,221.50
20240506	2024-12-04	LAPP	Oct 24 reissue	REISSUE OCTOBER LAPP PAYMI	2,275.60	2,275.60
20240508	2024-12-04	Servus Credit Union - M/C	Nov 2024	MASTERCARD FOR NOVEMBER	1,937.69	1,937.69
20240510	2024-12-04	Telus	Oct 2024 reissu	OFFICE AND YC - CHEQUE REIS	206.09	206.09
20240511	2024-12-04	Timcon Construction (1988) Ltd	206/8	WRES AND PUMPHOUSE PC #8	62,309.15	62,309.15
20240512	2024-12-04	UFA	Oct 24 reissue	REISSUE OCT PAYMENT - PW SU	25.17	25.17
20240513	2024-12-04	Worker's Compensation Board - Alberta	Dec 2024	WCB PREMIUM PAYMENT	989.05	989.05
20240514	2024-12-04	Xplore Inc.	INV54418742	OCT - DEC INTERNET FOR SHOF	206.08	206.08
20240515	2024-12-10	1514588 Alberta Ltd	Nov 30, 24	SUPPLIES AND MATERIALS	88.60	88.60
20240516	2024-12-10	Central Alberta Co-op	514851	FUEL	657.93	657.93
20240517	2024-12-10	Elnora Royal Canadian Legion # 42	Dec 2024	DONATION FOR FACILITY USE (7	350.00	350.00
20240518	2024-12-10	Perry Warner Plumbing	13767	WATER LINE LOCATE	525.00	525.00
20240519	2024-12-10	Rich, Michelle	Dec 2024	CLOTHING A.LOWANCE	150.00	150.00
20240520	2024-12-10	Rintoul, Rodney	Dec 2024	CLOTHING A.LOWANCE	150.00	150.00
20240521	2024-12-10	Rowland, Jesse	Nov 30, 2024	SNOW REMOVAL FOR NOVEMBE	264.00	264.00
20240522	2024-12-10	Tees, Wyatt	November 2024	OUTDOOR RINK - PREP AND MA	220.00	220.00
20240523	2024-12-10	Twidale, Joe	November 2024	OUTDOOR RINK PREP AND MAI	120.00	120.00
20240524	2024-12-10	Wesgate, Sharon	Dec 2024	CLOTHING ALLOWANCE	150.00	150.00
20240525	2024-12-10	WilliamsonWard, Tina	Dec 2024 December 2024	CLOTHING ALLOWANCE POSTAGE	150.00 35.61	185.61
20240535	2024-12-20	Aable Directional Boring / 858550 Alberta Lt	10166	HVAC SERVICES FOR WATER	5,089.88	5,089.88
20240536	2024-12-20	Birnie, Ross	Dec 2024	PUBLIC WORKS ASSISTANCE	325.50	325.50
20240537	2024-12-20	Current Electric	4145	SHOP RENOS	3,833.70	3,833.70
20240538	2024-12-20	Elnora Ag Society	Dec 2024	SKATE HOUSE GAS	800.00	800.00
20240539	2024-12-20	Elnora Motors 2005	96485	VEHICLE INSPECTION	455.30	455.30
20240540	2024-12-20	Ferguson, Lisa	Dec 2024	MILEAGE	72.80	72.80
20240541	2024-12-20	Krunek, Aimee	Dec 2024	MILEAGE FCSS YC	294.00	294.00
20240542	2024-12-20	LAPP	Dec 2024	DEC 2024 LAPP	2,113.47	2,113.47
20240543	2024-12-20	Mainroad Maintenance Products	00000052	TREATED SAND	655.20	655.20
20240544	2024-12-20	NextGen Automation	634791	COPIER - NOVEMBER BILLING	214.13	214.13
20240545	2024-12-20	Perry Warner Plumbing	13779	SEWER LINE REPAIR	554.35	554.35
20240546	2024-12-20	Prairie View Contracting	237016	EXCAVATOR	1,099.88	1,099.88
20240547	2024-12-20	Receiver General for Canada	Dec 2024	DEC 2024 REMITTANCE	4,261.11	4,261.11



Village of Elnora
Cheque Listing For Council

Page 2 of 2
2025-Jan-10
4:15:21PM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20240548	2024-12-20	Richardson, Patricia	Dec 2024	DEC OFFICE CLEANING	130.00	130.00
20240549	2024-12-20	Tagish Engineering Ltd.	20811	PUMPHOUSEAND RES	10,628.92	10,628.92
20240550	2024-12-20	Telus	Dec 2024	OFFICE PHONE AND YC INTERN	308.70	382.20
			Dec 2024 Intern	OFFICE INTERNET	73.50	
20240551	2024-12-20	Telus Mobility	Dec 2024	WTP CALL	110.25	110.25

Total 128,920.86

*** End of Report ***

9.0 – CORRESPONDENCE

No correspondence

10.0 – COUNCIL REPORT

10.1 Mayor Jul Bissell

10.2 Deputy Mayor Ron Duft

10.3 Councillor Lisa Ferguson

11.0 – CAO & PUBLIC WORKS REPORTS

MOTION to accept the CAO and Public Works Reports for December 2024 as presented.

11.1 **CAO**

a) *Administrator's Report* – December 2024 (next page)

VILLAGE OF ELNORA

Administrator's Report

Report Period: November 2024

Report Date: December 10, 2024

1.0 ADMINISTRATION

- 1.1 *Council Meeting(s)* - Preparation, attendance
- 1.2 *Correspondence* – Letters, filing, emails
- 1.3 *Disbursements* – Review & signing
- 1.4 *Financial* – Bank Reconciliation, Revenue/Expense Reports, Budgets, Cheque signing
- 1.5 *Staff* – Payroll & Personnel matters, discussions & task lists
- 1.6 *Planning & Development* – Liaison with Red Deer County
- 1.7 *ATCO Electric* – Campground Trees, Trimming/Removal options
- 1.8 *Proctor Math Exam* – Public Works, CEU
- 1.9 2025-2028 Interim Operational Budget
- 1.10 2025-2030 Interim Capital Budget
- 1.11 *FCSS* – Multi-Municipal Agreement, 2024-2059
- 1.12 *Elections Alberta* – Agreements, Motions
- 1.13 *Year End Preparation*
- 1.14 *ATCO Gas* – Cathodic protection on Princess Street
- 1.15 *Council Updates*
- 1.16 *MSI* – Grant Applications
- 1.17 *Elections Alberta* – Data Sharing Agreement, documentation review

2.0 FIRE DEPARTMENT

3.0 EMERGENCY MANAGEMENT

4.0 BYLAWS & POLICIES, AGREEMENT

- 4.1 *Complaints*

5.0 PUBLIC WORKS/STREETS

- 5.1 *Public Works Foreman* – Daily meetings to discuss operations, concerns, tasks and directives, projects
- 5.2 *Brandt* – Skid Steer Trade-In
- 5.3 *Shop Heating Costs* – 2023/2024 Comparison
- 5.4 *Public Works* – Resumes, Interviews

6.0 WATER

- 6.1 *209 Main Street* – Water line/curb stop
- 6.2 *Agot Labs* – Water sample testing
- 6.3

7.0 SEWER

8.0 GARBAGE

- 8.1 *Circular Materials* – Webinar

9.0 FCSS

9.1 *Elnora FCSS Community Worker* – Discussions, budget review, programming

10.0 Youth Centre

10.1 *Youth Centre Co-Ordinator* – Discussions, budget review, programming

10.2 *Year End Budget - Review*

11.0 LAND

12.0 RECREATION

13.0 CULTURE

13.1 *Elnora Library* – Discussions with Chairperson/Librarian

13.2 *Library Facility Project*

14.0 COURSES/CONFERENCE

14.1 *Circular Materials* – Provincial Recycling Program

15.0 PROJECTS

15.1 Pumphouse Project (AMWWP Grant)

- R. Rintoul
- Tagish Engineering

15.2 Library Project

- Library Planning & Development Committee
- Project follow ups



Sharon Wesgate, CAO

11.2 Public Works

a) *Village Foreman's Report* – December 2024 (next page)

Elnora Public Works Report

January Meeting 2025

Streets

- Snow ploughing, street sanding, and snow removal are all ongoing as necessary.

Water

- Water usage for December was 1739 cubic meters total for a daily consumption of 56.1 cubic meters.
- A curb valve installation was required in the service line to 209 Main Street. The first attempt to find the water service line was done along the back alley. This failed so a hydro vac was hired to search for the water line inside the sidewalk in front of the building. It was located and the curb valve was installed.
- The 3 year water sampling was done in December. The 5 year sampling is due in 2025 as well as THMs in each quarter of 2025.

Sewer

- No issues to report.
- The lagoon still has ample space for storage until it can be discharged in the spring.
- Acti-Zyme continues to be used as recommended.

Equipment

- The box on the dump truck is showing its age. I will have Smith Repair give and estimate on repairs.

Training

- I passed the final exam for the correspondence course I had enrolled in.

Staff

- Max Hope will be starting as our Public Works Lead 1 on January 15, 2025

Rod Rintoul

Public Works Foreman

12.0 – CONFIDENTIAL

12.1 **FOIP** - Part 1, Division 2, Section 17

13.0 – ADJOURNMENT

NEXT MEETING: February 11, 2025

