

STARLAND COUNTY

COUNCIL MEETING, JANUARY 9, 2019

A regular meeting of the Council of Starland County was held in the Administration Office, Morrin, Alberta, on Wednesday, January 9, 2019, commencing at 9:00 a.m.

Attendance Present: Reeve: Steve Wannstrom
Deputy Reeve: Bob Sargent
Councillors: Jackie Watts, John Rew and Murray Marshall
Staff: A/CAO Matthew Kreke
Financial Services Manager
Judy Fazekas

C19-001
Approval of Minutes

[C19-001] MOVED BY COUNCILLOR MARSHALL

that the minutes of the December 12, 2018 regular meeting of the Council of Starland County be approved with noted corrections.

CARRIED UNANIMOUSLY.

Accounts Checked

Deputy Reeve Sargent and Councillor Rew checked accounts with Administrative Assistant Laya Montgomery on January 3, 2019.

C19-002
Accounts

[C19-002] MOVED BY DEPUTY REEVE SARGENT

that accounts (cheque numbers 48094 to 48204) totalling \$363,805.06 be approved for payment.

CARRIED UNANIMOUSLY.

Financial Statements

The December 2018 financial statement will not be prepared until Endeavour Chartered Accountants complete the 2018 external audit in April 2019 and the 2018 fiscal year is closed.

CAO Report

Assistant Chief Administrative Officer Matthew Kreke reviewed his CAO Report with Council. Highlights of the report included the following:

- The Alberta Government's Made-In-Alberta Energy Strategy was reviewed. The strategy is comprised of several initiatives including: royalty credits for the petrochemical industry; new investment teams to explore a new refinery project; new LNG export facilities; advocacy programs to promote the benefits of building the Trans Mountain Pipeline; purchase of 7,000 rail cars; as well as the recently-announced production shut-in. These initiatives are intended to alleviate pressure in the industry over the short-to-medium term.
- Starland County will be moving forward on several new IT initiatives suggested by our new IT Coordinator, Jason Carlson. There will be an amendment to our existing contract with IT service provider, Trinus Technologies, and several of the services that they have provided in the past will be managed in-house. This includes changing the e-mail server and bringing the GIS server onsite.
- The Federal Carbon tax will come into effect this year and those provinces with inadequate carbon pricing systems will be subject to the \$20/ton tax, which will rise by \$10/ton each year to reach \$50/ton in 2022. As Alberta currently has a \$30/ton tax we are exempt from the federal tax. This could change in 2021 if the Alberta carbon tax is not raised.
- Employee evaluations for all full-time staff have been completed and merit increases were issued at the end of 2018.
- Starland County is still waiting on proposals to settle

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outstanding tax collection issues. This uncertainty is having a negative impact on capital and operational planning. Debt financing may have to be considered in the future.

- Starland County is currently advertising for a Community Peace Officer. Interviews are expected to be conducted in January of 2019.
- Matthew took the opportunity to acknowledge Starland County staff for their perseverance in 2018 which proved to be a very difficult and challenging year for the staff members.
- Shirley is currently away for a two-week vacation and will be returning on January 21, 2019.

Wage and Salary Memorandum of Agreement

As per the recently negotiated Wage and Salary Memorandum of Agreement, 2019 cost-of-living adjustments to salary and wages will be based on the November 2018 Consumer Price Index (CPI) for Alberta. The November CPI inflation rate for Alberta was published at 1.7%.

C19-003
2019 Cost of Living Increase

[C19-003] MOVED BY COUNCILLOR MARSHALL

that a 1.7% cost of living increase be implemented for 2019 salary and wages.

CARRIED UNANIMOUSLY

Central Alberta Rural Municipalities Association Meeting

The Central Alberta Rural Municipalities District 2 Spring General Meeting will be hosted by Stettler County at the Stettler Community Hall on February 1, 2019 at 10:00 a.m. All councillors confirmed their attendance at this meeting.

Federation of Canadian Municipalities Conference

The Federation of Canadian Municipalities (FCM) Conference will be held this year in Quebec City from May 30 to June 2, 2019. All councillors confirmed their attendance. Flights are to be booked and hotel reservations will be made once the block of rooms become available for booking.

Picker Truck Upgrades

At 9:50 a.m. and 10:00 a.m. respectively, Gary Collins, Public Works Shop Foreman, and Ken Menage, Public Works Supervisor, attended the meeting. The picker truck that was ordered in 2018 is currently being outfitted in Calgary. Councillor Rew recommended that several upgrades be included in the initial fit-up of the truck in order to ensure that it's use is safer and more efficient for employees.

C19-004
Upgrades to Picker Truck

[C19-004] MOVED BY REEVE WANNSTROM

that the following upgrades, totalling \$12,890.00, be installed on the picker truck, including: 4 oval SST lights and tri-light; 2 locking chain hangers and trays; 5 tool pockets; 18-inch recessed stairs; 1 each 24”dx20”hx46”w driver-side and passenger-side aluminium toolboxes (one with roll tray and one with 3 drawers); auger storage under deck at back; and A-B selector valve for future hydraulic tamper.

MOTION CARRIED.

Departure

At 10:30 a.m. Gary Collins departed the meeting.

PW Report

Ken Menage reviewed his Public Works Report with Council. Highlights of his report included the following:

- The PW crew have been working on the year-end inventory count; organizing the yard and outside buildings for winter storage; hauling and spreading gravel to new yard; cleaning shop and painting floors; installing and repairing signs; hauling

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sand to yard; checking hamlets for sanding; and brushing with mulcher.

- The mechanics have been conducting regular maintenance and repairs to the heavy-duty equipment and light-duty vehicles as well as CVIPS to same.
- The grader men have been blading roads, ploughing snow, and reclaiming.
- Ken has been coordinating work on the new building site which shut down for winter on December 21, 2018; working on bridge inspections; and working on gravel tender.
- Ken is scheduled to meet with Stantec Engineering on January 11, 2019 regarding work on the Walker Road.

Access to Craigmyle Fire Hall

Ken advised Council that the grader man for division 1 does not have the access code for the Craigmyle Fire Hall, and as such, does not have access to washroom facilities during the work day. The employee will be provided with the access code to the Craigmyle Fire Hall.

Surplus Pick-up Trucks and Equipment

Ken advised that there are 3 pick-up trucks (Units 32, 34, and 36) and the 2005 TS-14G Terex Scraper (Unit 70) that are surplus. These units will be put up for tender and sold in the spring.

Departure

PW Supervisor Menage departed the meeting at 11:00 a.m.

Strategic Transportation Infrastructure Program

A/CAO Kreke advised Council that Starland County's 2019 application for grant funding for Bridge Files BF9567, BF13105, and BF70286, under the Local Road Bridge Program component of STIP, has been received and confirmed by Alberta Transportation and is currently under review. We will be advised once the evaluation of the projects has been completed.

MSI Capital Funding

Starland County's amended capital project application for the Public Works Shop and Administration Building has been accepted by Municipal Affairs.

Attendance of Manager Riep

Manager Riep attended the meeting at 11:05 a.m.

Municipal Services Report

Manager Riep reviewed his Municipal Services Report with Council. Highlights of his report included the following:

- Utilities staff are completing the 2018 year-end inventory count for all water works systems.
- Skylar Bulechowsky is back temporarily to assist in the Utility operations. Starland County will advertise again for a certified operator to take on more of the daily operating and repair works.
- Repairs have been made to the water service at Cliff Morrow's farm site. The leak on his side of the service was not noted due to the County's inability to collect water reads over the summer/fall.
- The new Neptune water meter reader unit that was lost in the fire has now been replaced and water reads are being collected regularly. Some ratepayers have contacted the County complaining of excessively-high water bills (since the bills were only estimated over the summer and early fall months).
- There were some electrical issues at the McLaren Dam Truck Fill over the holidays. The main breaker was tripping out causing the station to go down as well as affecting the internet service in the area. The building now has temporary heat until the replacement parts are available.
- The replacement pump for the Craigmyle station is still en route to Calgary and is expected to be delivered here next week.

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- There have been challenges in arranging fire training this winter due to scheduling conflicts and availability of instructors. However, there are still plans to complete several courses over the upcoming winter/spring months.
- Starland County is still waiting for the final processing of the application for the licensing of the radio frequencies which will allow us to proceed with the repeater station on the Special Areas tower site.
- The County is continuing to work to get a developer in Craigmyle to comply with previous orders placed on the property and development so that it conforms with the Alberta Safety Code requirements.
- Glen has been working with MPE and Collicutt Energy to upgrade the Morrin water plant for the supply and installation of the new generator which will provide back-up power to keep the Village and County systems running during a power outage. The delay is getting the Village to commit to the proposal.
- Glen will be attending the RUSA Directors meetings in Red Deer, January 17-18, 2019.
- Glen has been working on the following: MPC meeting/reports; fire equipment repairs; water connection inquiries; development and property issues; MPE on proposed water developments; AENV compliance reporting; burning permits; supplies and equipment; pipeline crossing agreements.

C19-005
Alberta Water and Wastewater Conference

[C19-005] MOVED BY COUNCILLOR WATTS

that Glen Riep and one operator be authorized to attend the 2019 Alberta Water and Wastewater Conference and Pre-Conference Training in Banff, Alberta, March 11-14, 2019 and that registration and expenses be paid.

CARRIED UNANIMOUSLY.

Morning Glory Water Association

Starland County met with delegates from the Morning Glory Water Association (MGWA) to discuss the terms of the agreement and to clarify several items within the agreement. The agreement is structured so that Starland County is responsible solely for water supply and MGWA is responsible for all repairs and upgrades to their system. MGWA requested a few minor changes to the agreement which have been accepted. MGWA has also asked that Starland County enter into a service contract with them for repairs to be completed at cost. Matthew will advise MGWA that Starland County will not enter into a service contract with them but will provide repair services at our established rates for equipment and labour if staff and equipment are available. Once the agreement has been signed by all parties, Starland County will proceed with the purchase of the distribution pump and controls. Until then, water supply is being provided from a temporary bypass line.

Subdivision Time Extension Application

Bruce and Becky Freebairn have submitted a Request for Subdivision Time Extension on PRMS File # 47/435 #2017-042 re NW1/4-06-32-17-W4. They have requested a one-year extension as the terms of the subdivision cannot be completed within the timeline indicated in the original approval.

C19-006
Subdivision Time Extension Application

[C19-006] MOVED BY COUNCILLOR WATTS

that a one-year extension be granted on Subdivision File No. 47/435 #2017-042 re a subdivision on NW1/4-06-32-17-W4 as submitted by Bruce and Becky Freebairn.

CARRIED UNANIMOUSLY.

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- Emergency Management
 A joint Emergency Advisory Committee meeting was held to review Starland County's current emergency management status and to devise an implementation plan to ensure compliance with the revised Emergency Management Act and Local Authorities Emergency Management Regulations (LAERM) which came into effect as of November 27, 2018. The LAERM defines roles and responsibilities and provides clarification on several practices of the Local Authority with respect to the Municipal Emergency Management Agency, the Emergency Advisory Committee, as well as the training requirements and planning exercises required by all local authorities. Compliance to the regulation is required by January 1, 2020.
- Emergency Management Training
 A Basic Emergency Management course and the Incident Command System (ICS 100) course have been scheduled for January 21, 2019 at the Starland County Fire Hall in Munson. All staff and persons involved with the Emergency Operations Centre are required to attend the training.
- Municipal Emergency Management Bylaw No. 1134
 Manager Riep reviewed draft Bylaw 1134 which will replace existing Bylaw 893. The new bylaw references the new requirements under the revised Emergency Management Act and Local Authorities Emergency Management Regulations and uses definitions and terminology that is standard across the industry. Major changes include clarification on membership and roles and responsibilities of Committee and Agency members.
- Departure
 Councillor Watts departed the meeting at 12:00 p.m.
- C19-007**
Motion to Establish Municipal Emergency Management Bylaw No. 1134
[C19-007] MOVED BY REEVE WANNSTROM
 that Bylaw No. 1134 be established to comply with the requirements of the revised Emergency Management Act and Local Authorities Emergency Management Regulations.
CARRIED UNANIMOUSLY.
- C19-008**
Bylaw No. 1134 – 1st Reading
[C19-008] MOVED BY COUNCILLOR MARSHALL
 that Bylaw No. 1134 be given First Reading.
CARRIED UNANIMOUSLY.
- C19-009**
Bylaw No. 1134 – 2nd Reading
[C19-009] MOVED BY DEPUTY REEVE SARGENT
 that Bylaw No. 1134 be given Second Reading.
CARRIED UNANIMOUSLY.
- C19-010**
Motion to have 3rd Reading on Bylaw No. 1134
[C19-010] MOVED BY COUNCILLOR REW
 that Bylaw No. 1134 be presented at this meeting for Third Reading.
CARRIED UNANIMOUSLY.
- C19-011**
Bylaw No. 1134 – 3rd Reading
[C19-011] MOVED BY REEVE WANNSTROM
 that Bylaw No. 1134, a Bylaw of Starland County, to comply with the requirements of the revised Emergency Management Act and Local Authorities Emergency Management Regulations, be given Third Reading and finally passed.
CARRIED UNANIMOUSLY.

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Departure	Manager Riep departed the meeting at 12:10 p.m.
Return	Councillor Watts returned to the meeting at 1:00 p.m.
Alberta Municipal Alcohol Policy Pilot Program	Diana Rowe, Family and Community Support Services, attended the meeting at 1:00 p.m. Diana reviewed a presentation with Council regarding the pilot program for the Alberta Municipal Alcohol Policy (AMAP) Program which aims to educate on the harmful effects of alcohol abuse on individuals and the community. Goals of the AMAP pilot are to create awareness, learn what other rural communities are doing, as well as keep students and youth engaged on this issue. There is no commitment at the end of the six-month pilot project to establish a Municipal Alcohol Policy, but participating municipalities are expected to have three members attend weekly meetings via video conference. Participants for Starland County will be Diana Rowe, Katie Suntjens, and Councillor Rew/Councillor Watts (alternate).
Departure	Diana Rowe departed the meeting at 1:28 p.m.
New PW Shop and Administration Buildings	The most recent version of the Request for Proposals for the Design and Construction of the New Public Works Shop and Administration Building, prepared by MPE Engineering, was reviewed by Council. The Building Committee will have a meeting with MPE on Friday, January 11, 2019, and once Shirley has had the final review, the RFP will be put out for tender. The closing date is tentatively scheduled for March 8, 2019. A discussion followed regarding potential funding strategies for the new build.
Interim Budget	The Interim budget was presented to Council by Financial Services Manager, Judy Fazekas. The budget remains largely unchanged from 2018 with only minor changes for inflation and new commitments. 2019 may prove to be a challenging year for Starland County due to uncertainty in various sectors of the economy as well as the large amount of outstanding uncollected tax revenues.
<u>C19-012</u> Interim Budget	<u>[C19-012] MOVED BY COUNCILLOR WATTS</u> that the 2019 Interim Budget be adopted as presented. CARRIED UNANIMOUSLY.
<u>C19-013</u> Postage for Rumsey Centennial	<u>[C19-013] MOVED BY REEVE WANNSTROM</u> that Starland County pay the postage for mailing invitations for the Rumsey Centennial celebrations on behalf of the Rumsey Community. CARRIED UNANIMOUSLY.
Council Committee Reports	Each of the Councillors present briefly reported on the various committees to which they are appointed.
Council Communications	<ul style="list-style-type: none"> i) Canadian Badlands <ul style="list-style-type: none"> • Thank you • Board Meeting Minutes, November 7, 2018 ii) Drumheller & District Chamber of Commerce re: Upcoming Chamber Events iii) Marigold Library System re: Marigold Report iv) Verdant Valley Ag Society re: Thank you v) ATCO Drumheller re: Scotties Tournament of Hearts vi) Rural Municipalities of Alberta: <ul style="list-style-type: none"> • Contact Newsletter (2 issues)

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C19-014
Growing Rural
Tourism
Conference

[C19-014] MOVED BY COUNCILLOR WATTS

that Councillor Marshall, Deputy Reeve Sargent and Councillor Watts be authorized to attend the Growing Rural Tourism Conference to be held February 11-13, 2019 in Camrose, Alberta and that registration and expenses be paid.

CARRIED UNANIMOUSLY.

Accounts

Accounts - see prior motion.

STRONGCO LIMITED PARTNERSHIP	CK# 48094	1,607.47
Sub-Total:	\$	1,607.47
RMA TRADE	CK# 48095	5,141.49
Sub-Total:	\$	5,141.49
ADAMS INDUSTRIAL SUPPLIES INC.	CK# 48096	380.74
ALLIED DISTRIBUTORS DRUM LTD.	CK# 48097	1,071.07
ATCO ELECTRIC LTD.	CK# 48098	37.46
BIG SKY CALL CENTERS INC.	CK# 48099	381.59
BURT, EDWIN L.	CK# 48100	150.00
RECEIVER GENERAL	CK# 48101	1,950.00
CAP-IT RED DEER	CK# 48102	7,835.07
CINTAS CANADA LIMITED	CK# 48103	2,366.58
CONTACT SAFETY SERVICE LTD.	CK# 48104	168.26
DAVIDSON, DARCY	CK# 48105	1,000.00
DIRECTDIAL.COM	CK# 48106	426.56
DRUM WIRELESS LTD.	CK# 48107	1,075.10
DRUMHELLER CHRYSLER LTD.	CK# 48108	489.99
DRUMHELLER EQUIPMENT SALES	CK# 48109	1,525.25
EAST CENTRAL GAS CO-OP LTD.	CK# 48110	431.96
FRESON BROS DRUMHELLER	CK# 48111	73.49
GENTECH FIELD SERVICES LTD.	CK# 48112	1,284.15
GLOVER INTERNATIONAL TRUCKS LTD.	CK# 48113	173.52
GRIFFITH, SHERRY	CK# 48114	599.94
HAMPTON, ALAN W.	CK# 48115	1,551.25
HI-WAY 9 EXPRESS LTD.	CK# 48116	30.10
KIEMELE, LANCE	CK# 48117	1,000.00
KNEEHILL COUNTY	CK# 48118	239.32
KUDRAS, DARA	CK# 48119	1,228.00
LN LAND DEVELOPMENT TECH	CK# 48120	1,328.25
LONE WORKER SAFETY SOLUTIONS	CK# 48121	448.36
LOOKER OFFICE EQUIPMENT	CK# 48122	723.45
LOOMIS EXPRESS	CK# 48123	176.47
MARSHALL, MURRAY	CK# 48124	299.68
MARTIN, KEITH	CK# 48125	1,000.00
MPE ENGINEERING LTD.	CK# 48126	8,619.45
OLD MACDONALD KENNELS	CK# 48127	589.05
OLMSTEAD, BRENT	CK# 48128	1,000.00
PETTY CASH	CK# 48129	72.75
PIONEER RESEARCH CORPORATION	CK# 48130	4,277.89
PRINTER WORLD INTERNATIONAL	CK# 48131	331.75
PUROLATOR INC.	CK# 48132	37.62
REW, JOHN	CK# 48133	298.71
RMA FUEL	CK# 48134	9,637.75
SARGENT, ROBERT	CK# 48135	1,752.95
SHRED-IT INTERNATIONAL ULC	CK# 48136	241.82
SLGM	CK# 48137	325.00
STANTEC CONSULTING LTD.	CK# 48138	8,557.50
STEVENS, DALLAS	CK# 48139	1,000.00
STEWART, KIM	CK# 48140	130.00
SYLOGIST LTD.	CK# 48141	420.00

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TELUS COMMUNICATIONS INC.	CK# 48142	258.44
THE GOVERNMENT OF ALBERTA	CK# 48143	17,959.24
TOWN OF DRUMHELLER	CK# 48144	3,155.94
UFA CO-OPERATIVE LIMITED	CK# 48145	768.30
VILLAGE OF DELIA	CK# 48146	154.00
WANNSTROM, STEVE	CK# 48147	1,000.00
WARWICK PRINTING CO. LTD	CK# 48148	60.90
WATER PURE & SIMPLE	CK# 48149	63.00
WATTS, JACKIE	CK# 48150	1,613.67
WESTVIEW CO-OPERATIVE ASSN LTD.	CK# 48151	431.44
WOLF, TRACY	CK# 48152	1,305.00
WOLSELEY WATERWORKS	CK# 48153	777.84

Sub-Total: \$ 94,285.62

ENMAX	CK# 48154	13,008.42
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Sub-Total: \$ 13,008.42

A.H. GRADER SERVICE LTD.	CK# 48155	10,069.50
ACTIVE GLASS	CK# 48156	334.43
ADAMS INDUSTRIAL SUPPLIES INC.	CK# 48157	112.21
ALLIED DISTRIBUTORS DRUM LTD.	CK# 48158	204.51
ALTAGAS UTILITIES INC.	CK# 48159	2,910.83
CERTIFIED LABS, DIV. OF NCH CORP.	CK# 48160	444.89
CHAMPION COMMERCIAL PRODUCTS	CK# 48161	3,265.86
DIGITEX CANADA INC.	CK# 48162	69.52
DRUM WIRELESS LTD.	CK# 48163	1,218.93
DRUMHELLER CHRYSLER LTD.	CK# 48164	77.94
DRUMHELLER EQUIPMENT SALES	CK# 48165	56.63
ENDEAVOR CHARTERED ACCOUNT	CK# 48166	8,400.00
NEW WEST FREIGHTLINER INC-RD	CK# 48167	283.95
GARRY'S WELDING AND SUPPLIES	CK# 48168	10,895.47
HI-WAY 9 EXPRESS LTD.	CK# 48169	257.04
I.D. APPAREL	CK# 48170	2,914.07
LAPP	CK# 48171	41,637.02
M&M ELECTRIC	CK# 48172	1,962.16
MARSHALL, MURRAY	CK# 48173	7,309.27
MONTGOMERY, KELLY	CK# 48174	1,275.00
MORROW, KENNETH J.	CK# 48175	375.00
NETAGO	CK# 48176	340.91
OLD MACDONALD KENNELS	CK# 48177	589.05
PETERSON AUTO BODY LTD.	CK# 48178	349.03
RECEIVER GENERAL OF CANADA	CK# 48179	64,921.69
REW, JOHN	CK# 48180	9,113.52
RMA FUEL	CK# 48181	18,181.69
RMA TRADE	CK# 48182	30,772.80
STANTEC CONSULTING LTD.	CK# 48183	2,495.00
STARLAND REGIONAL WATER	CK# 48184	166.57
SYLOGIST LTD.	CK# 48185	840.00
TELUS COMMUNICATIONS INC.	CK# 48186	256.79
TELUS MOBILITY INC.	CK# 48187	10.70
ULINE	CK# 48188	104.51
UNIFIED ALLOYS	CK# 48189	418.77
WANNSTROM, STEVE	CK# 48190	3,624.10
WESTVIEW CO-OPERATIVE ASSN LTD.	CK# 48191	28.34
1325856 ALBERTA LTD.	CK# 48192	84.45

Sub-Total: \$ 226,372.15

ALLIED DISTRIBUTORS DRUM LTD.	CK# 48193	119.49
BROWNLEE LLP	CK# 48194	9,550.54
KUDRAS, DARA	CK# 48195	100.00
RMA FUEL	CK# 48196	7,953.11
RMA TRADE	CK# 48197	1,529.21

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TELUS COMMUNICATIONS INC.	CK# 48198	344.46
TELUS MOBILITY INC.	CK# 48199	240.90
TRINUS TECHNOLOGIES INC.	CK# 48200	3,287.26
WATER PURE & SIMPLE	CK# 48201	18.00
WESTERGARD MOTORS DRUMHELLER	CK# 48202	171.35
WESTVIEW CO-OPERATIVE ASSN LTD.	CK# 48203	31.49
1325856 ALBERTA LTD.	CK# 48204	44.10
Sub-Total:		\$ 23,389.91
TOTAL:		\$ 363,805.06

C19-015
Adjournment

[C19-015] MOVED BY COUNCILLOR MARSHALL

that the meeting be adjourned at 3:10 p.m.

CARRIED UNANIMOUSLY.

The next meeting of the Council of Starland County is to be held on Wednesday, January 30th, 2019, in the Administration Building, Morrin, Alberta, commencing at 9:00 a.m.

Reeve:
Steven Wannstrom

Chief Administrative Officer:
Shirley Bremer