

# STARLAND COUNTY

## COUNCIL MEETING, JULY 16<sup>TH</sup>, 2014

A regular meeting of the Council of Starland County was held in the Administration Office, Morrin, Alberta, on Wednesday, July 16<sup>th</sup>, 2014, commencing at 9:00 a.m.

### Attendance

Present: Reeve: Barrie Hoover  
Deputy Reeve: Allen Avramenko  
Councillors: Murray Marshall, Bob Sargent and  
Steven Wannstrom  
Staff: CAO R. Rawlusyk  
Special Projects Manager M. Kreke  
Recording Secretary S. Bremer

### C14-117 Approval of Minutes

#### [C14-117] MOVED BY COUNCILLOR WANNSTROM

that the minutes of the June 25<sup>th</sup>, 2014 regular meeting of the Council of Starland County be approved.

**CARRIED UNANIMOUSLY.**

### Financial Statement

Council reviewed the Monthly Financial Statement for Starland County as of June 30<sup>th</sup>, 2014.

### C14-118 Approval of Financial Statement

#### [C14-118] MOVED BY COUNCILLOR MARSHALL

that Council approve the Monthly Financial Statement for Starland County as of June 30<sup>th</sup>, 2014.

**CARRIED UNANIMOUSLY.**

### Revenue & Expenditure Rpt.

Council also reviewed the Report of Revenues and Expenditures as of June 30<sup>th</sup>, 2014 for Starland County.

### CAO Report

Chief Administrative Officer Ross Rawlusyk reviewed his CAO Report with Council. Highlights of his report included the following:

- He reviewed the newly revised Alberta Community Partnership Program (ACPP). This funding will replace the Regional Collaboration Program (RCP), which we most recently accessed with Palliser Regional Municipal Services for updated aerial photography.
- Brownlee LLP is presently reviewing a copy of the draft Land Use Bylaw and will provide comments on same when done. They will mainly focus on the key additions to the bylaw including new policies on wind and solar energy, medical marijuana facilities and intensive livestock operations, setback issues for both flood plain development and slope escarpments and the definitions. Brownlee will also make sure any new legislation is included and referenced where required.
- An External Safety Audit will be conducted from August 19<sup>th</sup> to 22<sup>nd</sup>, 2014.
- The Annual Starland County ASB Tour will be held on Thursday, August 7<sup>th</sup>, 2014, with registration starting at 12:00 p.m. (Noon) in Rowley. The cost of the tour is just \$20.00 and it includes transportation, refreshments, a beef dinner and a chance for several door prizes.
- The Federation of Canadian Municipalities started a new campaign called the Hometown Champions. This will be a national campaign to encourage all federal parties to recognize that a strong Canada begins with strong communities. Federal funding programs are key in helping local communities meet the program needs of all Canadians.

- Ross provided an update on the CLV Water Project, noting that we finalized the last progress claim for the project and the pipeline installation work is largely complete. There is still some residual reclamation and clean-up work, but the hold-back and final quantity payments can now be processed.
- The Central Zone CAAMDC Director's Meeting will be held in Three Hills on Friday, August 15<sup>th</sup> at 10:00 a.m.
- The new Council photos have been ordered and will be distributed to staff and council. We still have some wall repair to get done in the Council Chambers before we can re-hang the historical council photos.
- Ross has been busy planning the Starland County portion of the duties for hosting the Alberta Rural Municipal Administrator's Conference. This years conference will be held in Drumheller from September 3<sup>rd</sup> to 5<sup>th</sup>, 2014.
- He has been reviewing the new guidelines for submitting the applications and required forms for the MSI Operating and Capital programs.
- Ross has been trying to get prices from the two companies in Alberta that manufacture portable trailer barbeques.
- Al Hampton and Ross picked up the new gazebo for the Craigmyle Park at the Coutts border crossing last week.

Attendance of  
Manager Riep &  
Westcan Advanced  
Communications  
Solutions Rep

At 10:30 a.m., Manager Riep and Ken Trudel from Westcan Advanced Communications Solutions attended the meeting. Mr. Trudel reviewed in depth the requirements study which his company conducted, assessing the County's radio system. The assessment was intended to provide guidance for the enhancement of the current county wireless VHF two-way radio communications, consider the utility of existing communications assets (radio and cell phones) and provide vision to extend coverage to required Fire District areas and County footprint. This report will also be used by the County in their development of their Fire Department Master Plan. Westcan recommended replacing the current VHF radio communications infrastructure over several phases of implementation, offering the County options to transition their system gradually and plan with flexibility. Council discussed commencing immediately with Phase 1 and Mr. Trudel noted that he would provide a firm quote on the implementation of Phase 1, which would include obtaining tower access, licencing application and upgrades to the Morrin Repeater. Mr. Trudel departed from the meeting at 12:00 p.m.

**C14-119**  
**Motion to proceed**  
**with Phase 1 re:**  
**Communications**  
**System Upgrades**

**[C14-119] MOVED BY COUNCILLOR WANNSTROM**

**that Starland County proceed with the implementation of Phase 1 as outlined by Westcan Advanced Communications Solutions (ACS); and that Westcan ACS be contracted to complete this phase as outlined.**

**CARRIED UNANIMOUSLY.**

Municipal  
Services Report

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

- Crews have been busy with regular maintenance items including mowing, watering, cemetery clean-up, etc.
- The final water meeting with Chinook Pipelines was held to discuss the status of the water project and we agreed to significant completion terms with respect to overall project completion which means Chinook is now done. A water loss audit was completed to determine areas where any leaks might be, which identified 2 areas with very minor leaks. There is a work warranty which will remain in effect for things such as water line breaks on the new lines or other failures contributed to the work they did on the project. The fencing and other small reclamation issues will be done upon scheduling of the solar project at the CLV truck fill station.

- The Craigmyle Lift Station went into complete failure over the weekend resulting in some evasive emergency measures necessary to prevent the backup of waste water into private homes. The waste had to be hauled from the lift station by truck to the Town of Hanna's sewage lagoon.
- The Lift Station Replacement Project is still on hold as the work progress has been delayed due to the building fabrication. Shawne Excavation has requested an extension to the project completion date as a result in the delay. The project completion date has now been extended until September.
- The gazebo in the Delia cemetery has been completed.
- The summer crew have been working at cleaning up a number of the grave sites and some markers that have sunken and needed re-leveling.
- The Annual Fire Appreciation BBQ is set for Wednesday, July 23<sup>rd</sup>, 2014. Council is invited to attend as well as all fire department members including spouses.
- Frank Harris from the Fire Commissioner's Office was out last week. Their department is in the process of restructuring, therefore any requests made for assistance with fire investigations is unavailable.
- The Starland Fire Services will be hosting their annual practical training exercise again this summer including training on water supply operations and fire hose laying techniques.

Attendance of  
PWS Pratt

At 1:25 p.m., Public Works Supervisor Al Pratt attended the meeting.

Attendance of  
Ratepayer,  
Barry Keirle

At 1:40 p.m., Barry Keirle, attended the meeting to discuss the possibility of the County assisting him with costs involved in repairing/replacing the overflow culvert on his dam located on the SE 14-29-18-W4M. Mr. Keirle departed from the meeting at 2:00 p.m.

Bridge Files  
Tender Opening

At 2:00 p.m., the Council meeting recessed to allow for the Bridge File Tenders opening. These tenders are for the repairs/replacement needed on three bridge files, including BF 7701, BF 9564 and BF 13658. Representatives from Bridgemen Services and Gabriel Construction attended the meeting for the tender opening. CAO Rawlusk proceeded with opening the tenders which were as follows:

- |                                   |                |
|-----------------------------------|----------------|
| 1) Bridgemen Services, Didsbury:  | \$ 884,335.00  |
| 2) Gabriel Construction, Cremona: | \$1,822,033.00 |
| 3) Prairie Erectors Inc., Nisku:  | \$ 913,382.70  |

Departure of  
Bridge File Tender  
Representatives

At 2:10 p.m., the delegation departed from the meeting. As there was no representation from Stantec Consulting, these tenders will be forwarded to their office for review and recommendations.

Public Works  
Report

Public Works Supervisor Pratt reviewed his Public Works Report with Council. Highlights of his report included the following:

- Crews have been working on the Gartley Road repairing and re-packing trouble areas;
- Truckers helped haul gravel for Farmer's Day;
- Ongoing patching with cold mix;
- Tearing down fence at the Craigmyle ball diamond;
- Some employees took First Aid Training on July 8<sup>th</sup> and 9<sup>th</sup>;
- Started mowing roadside shoulders on July 3<sup>rd</sup> with the Kuhn 700 mower;
- Al assisted with the camera installation;
- Mechanics have been busy with repairs, regular maintenance and CVIP's;
- Brenda has been monitoring Marquee along with other fluid haulers and fracking crews and also bylaw issues;
- 33 miles of road have been completed on the gravel program, as

well as 14 miles of add-ons;

- The Road Crew have completed another ½ mile on the Hill Road and also demolished a house for Doug Hodge with the track hoe.

Tenders re: Fuel Truck & Tank; & Plow Truck

CAO Rawlusyk reviewed the tenders received for the purchase of a new fuel truck and tank, as well as a new plow truck for public works. He noted that there is a shortage in the capital budget allowed for these items and council may need to consider adjustments to same, either with removal of approved capital and/or transfers from reserves.

**C14-120**  
Acceptance of tenders re: Fuel Truck, Fuel Tanks, Plow Truck

**[C14-120] MOVED BY REEVE HOOVER**

that Starland County Council accept the tenders received as follows:

- 1) Fuel Truck - Glover International, Red Deer  
2015 7400 SBA 6x4 International Truck - \$105,946.25
- 2) Tanks for Fuel Truck - Trans Talk Systems, Ontario  
Supply & Install 3-compartment aluminum tank with pumping equipment onto chassis supplied - \$82,725.00
- 3) Plow Truck - Glover International, Red Deer  
2015 7400 SBA 6x4 International Truck - \$110,196.25

**MOTION CARRIED.**

**C14-121**  
Amendment to 2014 Capital Budget & Authorization for Transfer from Reserves

**[C14-121] MOVED BY COUNCILLOR MARSHALL**

that the Capital Budget be amended by deleting funding budgeted for a new Bobcat Excavator in the amount of \$87,500.00; and that these funds together with a transfer from Reserves be used towards the shortfall in the budgeted capital for the fuel truck and tanks, as well as the plow truck and installation of a box, plow and sander.

**MOTION CARRIED.**

Environmental Site Assessment on CNR Property

CAO Rawlusyk advised that he retained the services of Levelton Consultants Ltd. to conduct a Phase I and Limited Phase II Environmental Site Assessment (ESA) on the CNR parcel of land in the Village of Morrin adjacent to the Public Works Yard. As the County is currently considering purchase of this site, we wanted to confirm that the soil was not contaminated. Based on the results of Phase I ESA and Limited Phase II ESA soil sampling completed, Levelton is of the opinion that no contaminants of significant concern were identified on this site.

Cell Phone Policy

Project Manager Kreke reviewed a draft copy of the Staff Cell Phone Provision, Policy Number 120-4 with Council. Council suggested that they didn't see the need for reimbursement classes and only regular usage needs to be addressed with a reimbursement amount of \$50.00 per month set.

**C14-122**  
Adoption of Cell Phone Policy No. 120-4

**[C14-122] MOVED BY COUNCILLOR WANNSTROM**

that Policy Number 120-4, a Staff Cell Phone Provision Policy, be adopted as reviewed with amendments as noted, including reimbursement of \$50.00 per month for usage of personal cell phones by employees identified as being required to carry a cell phone for County use.

**CARRIED UNANIMOUSLY.**

Departure of PWS Pratt

At 3:40 p.m., Public Works Supervisor Pratt departed from the meeting.

AAMDC re: MGA Submission

CAO Rawlusk reviewed the key components of the formal submission made by the AAMDC with regards to the MGA Review with Council.

Family Resource Worker Review

In regards to the Family Resource Worker Program Review, Chief Administrative Officer Rawlusk reviewed the staff recommendations drafted and forwarded to Schollie Research & Consulting. These recommendations were implemented into the review and final report.

AESO re: Changes To CETD Plan

Correspondence was received from AESO with regards to the need for a new transmission in central east Alberta. They noted that changes are necessary to the Central East Transmission Development (CETD) Plan approved in 2011 and they will be applying to the Alberta Utilities Commission to amend their CETD plan.

Starland Solar Initiative

Project Manager Kreke reviewed a summary of the Starland Solar Initiative with Council. He noted that after concluding the wrap-up to the Solar Initiative on June 27<sup>th</sup>, Starland County has now allocated all funds associated with the target goal of 10 installations. However, due to the smaller size of some of the installations the total dollar value which was allocated on a per watt installed basis is smaller than the projected budget of \$50,000.00 going directly to fund installations. 85 kilowatts of solar power were installed in 10 different installations. He noted that they have grant funding left over and would like approval to fund two additional applications that were received slightly late. He also suggested that Council consider making a commitment to continue on with this program for another year at least, perhaps at a slightly reduced incentive amount.

**C14-123**  
**Authorization to utilize unallocated funding for solar projects**

**[C14-123] MOVED BY DEPUTY REEVE AVRAMENKO**

**that Starland County use the unallocated revenue from the MCCAC and Bull Frog Energy to fund the remaining projects at \$5,000.00 each in 2014.**

**CARRIED UNANIMOUSLY.**

**C14-124**  
**Motion to continue solar support with additional funding in 2015**

**[C14-124] MOVED BY COUNCILLOR SARGENT**

**that Starland County continue to support solar initiatives within the County with a commitment of \$20,000.00 towards solar installation incentives in 2015.**

**CARRIED UNANIMOUSLY.**

IT Security Report from Trinus Technologies

Special Project Manager Kreke reviewed a summary of the IT Security Report prepared by Trinus Technologies for Starland County. The review revolved around 3 key areas including physical security, IT network assessment and intrusion and external threats. Overall, Trinus noted that security was fairly good at the County with the exception of the Public Works Shop. As we have been operating without a major security breach for a number of years this would indicate that our general threat level is low. However, they did outline a number of cost effective improvements that we could make and which they will be following up with us over the coming year.

ARMAA Conference

The Annual ARMAA Conference is to be held in Drumheller, Alberta, from September 3<sup>rd</sup> to September 5<sup>th</sup>, 2014. CAO Rawlusk advised that Starland County is the host municipality this year and responsible for helping organize this event. Facilities have been secured for the conference and trade show, as well as the golf tournament. Bussing and entertainment expenses are generally the responsibility of the host municipality. He requested Council's consideration of sponsoring these items and making a contribution of funding to cover the costs for same.

C14-125

Authorization to attend ARMAA Conference

[C14-125] MOVED BY COUNCILLOR MARSHALL

that CAO Rawlusyk, Assistant CAO Bremer and Special Project Manager Kreke be authorized to attend the 2014 ARMAA Conference in Drumheller, Alberta, from September 3<sup>rd</sup> to 5<sup>th</sup>, 2014; and that registration and expenses be paid.

CARRIED UNANIMOUSLY.

C14-126

Sponsorship Funding to ARMAA Conference

[C14-126] MOVED BY DEPUTY REEVE AVRAMENKO

that Starland County make a donation of \$5,000.00 towards the sponsorship of the 2014 ARMAA Conference being held in Drumheller, Alberta from September 3<sup>rd</sup> to 5<sup>th</sup>, 2014.

CARRIED UNANIMOUSLY.

Village of Delia Parade

The Village of Delia is celebrating its Centennial on August 2<sup>nd</sup> and 3<sup>rd</sup>, 2014. They forwarded an invitation for Starland County to participate in their parade on August 2<sup>nd</sup>, 2014, commencing at 10:00 a.m. CAO Rawlusyk advised that the staff are planning on decorating a float for the parade and invited Council members to ride in the parade.

Village of Delia Feature Ads

Correspondence was received from the Drumheller Mail with regards to printing a special feature in the July 30<sup>th</sup> edition of their paper, in recognition of Delia's 100<sup>th</sup> Anniversary. They are looking for story ideas for Delia as well as congratulatory messages, etc. CAO Rawlusyk advised that he is preparing articles on the solar and water projects in Delia and would probably buy a quarter page ad for same.

Committee Reports

Each of the Councillors present briefly reported on the various committees to which they are appointed.

Internment Camp Plaque - Munson

Councillor Wannstrom noted that on August 22<sup>nd</sup>, 2014 at 11:00 a.m., an *Internment Camp Plaque* is to be unveiled in Munson. These plaques are to be placed at all internment camp sites across Canada on this date.

Council Communications

Council Communications:

- i) Alberta Municipal Affairs re: Alberta Community Partnership (ACP) Guidelines
- ii) Alberta Association of Municipal Districts and Counties:
  - Member Bulletin - New Local Bridge Design Guidelines Now Available
  - Member Bulletin - Industrial Taxation Position Statement Now Online at AAMDC.com
  - Member Bulletin - AAMDC Update on Pension Reform in Alberta
  - Member Bulletin - Meet the Candidates for Premier
  - Member Bulletin - Recap on AER Webinar on Transloader Facilities
  - Jubilee Insurance Bulletin - Water and Sewage Utilities
  - Contact Newsletter (3 issues)

**C14-127**  
**Adjournment**

**[C14-127] MOVED BY DEPUTY REEVE AVRAMENKO**

that the meeting be adjourned at 5:40 p.m.

**CARRIED UNANIMOUSLY.**


*The next regular meeting of the Council of Starland County is to be held in the Starland County Administration Office, Morrin, Alberta, on Wednesday, August 13<sup>th</sup>, 2014, commencing at 9:00 a.m.*



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Reeve:

**J. Barrie Hoover**



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Chief Administrative Officer:

**Ross D. Rawlusyk**

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