

**MINUTES
SADDLE HILLS COUNTY
COUNCIL MEETING
TUESDAY NOVEMBER 13, 2007**

Meeting of the Council for Saddle Hills County was held in the Council Chambers of the Saddle Hills County Administration Building on Tuesday November 13, 2007.

PRESENT:

*TIM STONE
MIKE MCRANN
BARBARA BUCK
BRUCE JACK
CINDY CLARKE
JOHN MOEN
ALVIN HUBERT*

*REEVE
DEPUTY REEVE
COUNCILLOR
COUNCILLOR
COUNCILLOR
COUNCILLOR
COUNCILLOR*

*TAROLYN PEACH
ELIZABETH GUSTAFSON*

*CAO
EA/RECORDING SECRETARY*

1. CALL TO ORDER

Reeve Stone called the meeting to order at 10:12 a.m.

2. ADOPTION OF AGENDA

The following items were added to the agenda:

- 3.2 Organizational Meeting Minutes – October 23, 2007**
- 7.19 Other Committee Appointments**
- 8.4 Councillor Orientation - Councillor Clarke**
- 7.9 Vehicle Replacement Plan update**

MOTION

01.11.13.07

Moved by Councillor McRann that County Council adopt the agenda as amended.

Carried

3. ADOPTION OF MINUTES

3.1 Council Meeting Minutes – October 23, 2007

The minutes from the October 23, 2007 regularly scheduled meeting of Council were presented for Council's review.

MOTION

02.11.13.07

Moved by Councillor Clarke that the Council minutes from the October 23, 2007 regular scheduled Council meeting be adopted as presented.

Carried

3.2 Organizational Meeting Minutes – October 23, 2007

The minutes from the October 23, 2007 organizational meeting of Council were presented for Council's review.

MOTION

03.11.13.07

Moved by Councillor Jack that the Organizational Meeting minutes from the October 23, 2007 Organizational meeting be adopted as presented.

Carried

5. Administration Reports

5.1 CAO Regular Council Meeting Report

The Chief Administrative Officer presented her report to Council. The following items were discussed;

- Meeting with Minister of Alberta Infrastructure and Transportation at AAMD&C
- Staff Christmas Party

MOTION

04.11.13.07

Moved by Councillor Clarke that County Council accept the Chief Administrative Officers recommendation for the Christmas Party. Tickets are to be purchased for all fulltime and seasonal staff that wish to attend the Kinnettes Christmas Party and that a \$50 bonus be given to fulltime employees.

Carried

MOTION

05.11.13.07

Moved by Councillor Moen that County Council accept the Chief Administrative Officers report for information purposes only.

Carried

Mr. Emdadul Haque, Director of Engineering and Public Works entered the meeting at 10:25 a.m.

5.2 Director of Engineering and Public Works Report

Mr. Haque presented Council with his report on the Public Works Department. The following items were discussed;

- garbage hauling from transfer sites, reclamation
- RR84 and pipeline crossing
- TWP 820
- log hauling, correction line, major accident
- Bridge File 81946

MOTION

06.11.13.07

Moved by Councillor McRann that County Council accept the Director of Public Works report for information purposes only.

Carried

6. Business Arising from the Minutes

6.1 Meeting with AIT Minister at AAMD&C

Alberta Infrastructure and Transportation will be attending the AAMD&C Fall Convention to meet with municipal representatives. Staff will be available to discuss transportation issues and grant assistance programs.

6.2 County Council Visioning Retreat

The County Council can discuss the 2008 visioning retreat agenda and location. The Chief Administrative Officer would like to discuss the following items as possible Visioning Retreat agenda items.

1. Dump Closing Dates
 - Fourth Creek Dump
 - East Doe River Dump
 - Gordondale Dump
2. Capital Road Projects
3. Municipal Issues

7.1 Land acquisition for RR 80 & BF 81946

So far administration has no luck to convince the owner of East ½ of 24 -76-08-W6 and NW 19-76-07-W6 to purchase additional R-R-O-W for RR 80 and BF 81946 re-construction projects. Does Council wish for administration to start expropriation process?

MOTION
07.11.13.07

Moved by Councillor Clarke that County Council direct administration to start the expropriation process.

Carried

7.2 PW 01 Dust Control Treatment Policy Review

Attached is the Dust Control Treatment Policy PW 01 with proposed amendments. The proposed changes to the existing policy are bolded.

The total number of residence along the secondary gravel HWYs are 32. Therefore due to the proposed change the total expenditure might be $32 \times 250m \times 7.50 = \$ 60,000.00$ (actual increase = $50\% \times 32 \times 150m \times 7.50 = \$ 18,000.00$).

MOTION
8.11.13.07

Moved by Councillor McRann that County Council adopt the Dust Control Policy PW01 as amended.

Carried

7.3 MPA Engineering's Local Road Detour Request

Administration has received an e-mail from MPA Engineering as follows: "We are currently putting together a tender for a culvert replacement (BF 77432, WNW 34-76-06-W6M) on Highway 731 for Alberta Infrastructure and Transportation. The AADT was only 590 in 2005, I've attached a map of the proposed local road detour, and the detour is shown as an orange and green dashed line. Could you please let us know if the County would be okay with allowing a local road detour for this culvert installation, and what requirements the County would have if they allow the detour."

As per our further inquiries MPA has provided the following information:

- Construction is scheduled for the 2008 construction season, with a completion date of likely October 15, 2008
- The detour would likely be open for approximately 4 weeks
- The AADT is 590, with approximately 20% truck traffic
- We will contact the MD of Spirit River for approval to use Twp 770

The proposed Detour Route includes first 3 miles of Northmark Road and 2 miles of RR 70 (Another 3 miles of TWP 770 belongs to MD 133).

MOTION

9.11.13.07

Moved by Councillor Jack that County Council directs administration to respond to MPA's Engineering's e-mail requesting an on site detour.

Carried

7.4 Road Acceptance Request

Randy Giesbrecht has sent us a letter requesting to accept RR 132 which he developed to have access to his home parcel. The issue of Range Road 132 came to our attention late last fall. This is an unusual case, no permits were issued for the development of this Road allowance, however as per Mr. Giesbrecht in 2005 a conversation between Kelly Hudson, the former DOPW, and him did take place and apparently Mr. Hudson gave Mr. Giesbrecht permission to develop the road allowance. Once brought to administration's attention last year Matt Moorman went out to inspect the road, noting a number of deficiencies and he informed Mr. Giesbrecht who then promptly corrected the issues. Matt Moorman re-inspected the road on August 16, 2007 and found the road had been built to Saddle Hill County's specification (as per policy # PW18) as shown on his inspection check list. As pursuant to SHC policy # PW-16 an ad was run in the Signal from October 2, 2007-October 16, 2007 to see if there were any objections to Saddle Hills County accepting this road and we haven't received any objection.

MOTION

10.11.13.07

Moved by Councillor Clarke that County Council accepts the ownership and control of RR132 south of HWY49 and direct administration accordingly.

Carried

Recess for lunch at 11:57.

Council reconvened at 1:30.

Laurie Jackson, Development Services Co-ordinator, Bruce Beirsto, Joy Yeatman, Bruce Boyer and Trina Underwood entered at 1:30 p.m..

Council recessed the regularly scheduled meeting at 1:31p.m. for a public hearing.

Council closed the public hearing at 1:50 p.m.

Laurie Jackson, Development Services Co-ordinator, Bruce Beirsto, Joy Yeatman, Bruce Boyer and Trina Underwood departed the public hearing at 1:50 p.m..

Council reconvened the regularly scheduled meeting at 1:51 p.m.

4. Delegation

**4.1 Application to Amend Land Use Bylaw – Rezoning
(By-law 157-2007 – Amended Application No. 1-AM-07)**

Bylaw 157-2007, being an amendment to the Land Use Bylaw to rezone Part of NW 17-78-13-W6 from Agriculture District to Country Residential Agriculture (CR2) District was given first reading on October 9, 2007. A public hearing regarding the rezoning bylaw was scheduled for November 13, 2007 at 1:30 p.m.

The applicant intends to subdivide the 19.47 acres into Country Residential lots that will accommodate small livestock holdings.

**MOTION
11.11.13.07**

Moved by Councillor Clarke that County Council give Bylaw 157-2007 a second reading.

Carried

**MOTION
12.11.13.07**

Moved by Councillor McRann that County Council give Bylaw 157-2007 a third reading.

Carried

Mr. Emdadul Haque, Director of Engineering and Public Works entered the meeting at 1:55 p.m.

7.5 AIT's comments on Municipal Bridge Funding Request -2007

Alberta Infrastructure and Transportation (AIT) had completed a preliminary review of Saddle Hills County's Municipal Bridge Request list 2007. Attached is a copy of their brief response regarding each bridge file that was included in our funding request list – 2007.

**MOTION
13.11.13.07**

Moved by Councillor Moen that County Council accepts this for information purposes only.

Carried

7.6 Jess and Nora Sadlier's Request for refund

Jess and Nora Sadlier have sent us a letter requesting for the refund of \$ 7,500.00 they paid on October 01, 2002 as their 25% cost share for constructing RR 130. SHC Council had a motion at August 12, 2003 meeting (motion # 06.03.08.12) approving the refund of \$ 7,500.00 subjected to condition: "This payment is conditionally dated for October 01, 2007, and will only be paid if a residence has been maintained by the Sadlier's on the NE 35-78-13-W6 for five years." As per the County tax information they are still maintaining their residence at the said location.

MOTION

14.11.13.07

Moved by Councillor Hubert that County Council approves the refund request and direct administration with appropriate interest rate in 2007, from contingency fund.

Carried

7.7 AIT's proposal to remove Bridge File 77071

Alberta Infrastructure and Transportation (AIT) had reviewed the engineering assessment of B.F 77071 (Located at WSW 30-79-07-W6). The assessment recommends constructing one mile of road (may be along section line 30) to provide alternate access and permanently remove the structure. In his letter AIT Bridge Manager indicates department's intention in providing some funding for the road construction cost. This option could save both County and AIT's money in the future, however it will increase road maintenance length by ½ mile.

Based on the engineering assessment the remaining life of the structure is 3-5 years.

Does Council wish for administration to proceed with AIT to investigate further to the possibilities of construction of alternate road and eliminate the structure.

MOTION

15.11.13.07

Moved by Councillor Clarke that County Council table this until after the road tour.

Carried

Mr. Emdadul Haque, Director of Engineering and Public Works left the meeting at 2:15 p.m.

7.8 Risk Control Policy

A Risk Control Policy is presented here that should fulfill the needs of Saddle Hills County.

MOTION

16.11.13.07

Moved by Councillor McRann that County Council approves the Risk Control Policy as presented.

Carried

7.9 Vehicle Replacement Plan 2008

There is a capital vehicle reserve which funds the replacement of vehicles. The 2008 Vehicle Replacement Plan is presented here and the Mobile Equipment Replacement Plan is included for those that are interested.

MOTION

17.11.13.07

Moved by Councillor Buck that County Council accept the Replacement Plans for information purposes only.

Carried

7.10 Computer Replacement Plan 2008

There is a capital computer reserve which funds the replacement of computers. The Computer and Office Equipment Replacement Plan is presented here.

MOTION

18.11.13.07

Moved by Councillor Jack that County Council accept the Computer and Office Equipment Replacement Plan for information purposes only.

Carried

7.11 FCSS Funding Agreement

Attached is an agreement for 2008/2009 FCSS funding. The maximum amount of funding that Saddle Hills County is eligible for is \$ 58,200.00, the provincial portion, and \$ 14,550.00, municipal portion, for a total of \$ 72,750.00 to be allocated to the Saddle Hills County FCSS program.

The current FCSS funding for 2007/2008 is \$ 25,000.00, the provincial portion, and \$ 6,250.00, the municipal portion, for a total of \$ 31,252.00.

MOTION

19.11.13.07

Moved by Councillor McRann that County Council increases the amount of the grant application to the maximum allocation to meet increased needs.

Carried

7.12 Royal Canadian Legion Annual Poppy Campaign

The Royal Canadian Legion, Spirit River Branch 72, is requesting a donation from Saddle Hills County.

In 2006 Saddle Hills County donated \$200 to the Royal Canadian Legion, Spirit River Branch 72.

MOTION

20.11.13.07

Moved by Councillor Buck that County Council authorizes a donation of \$500 to the Royal Canadian Legion, Spirit River Branch 72.

Carried

7.13 Letter of Support for Spirit River Minor Hockey

The Spirit River Minor Hockey Provincial host committee is bidding to host the 2008 PeeWee C Hockey Alberta Provincials. To be successful in this bid they require a letter of support from Saddle Hills County.

MOTION

21.11.13.07

Moved by Councillor Clarke that County Council provides the Spirit River minor Hockey Provincial Host Committee with a letter of support for their bid to host the 2008 PeeWee C Hockey Alberta Provincials.

Carried

7.14 Use of Municipal EOC by Industrial Operators

We are getting requests from Emergency Response Planning consultants regarding the possibility of Industrial Operators using our Municipal Emergency Operating Centre (EOC) during an emergency event involving their operations in our county.

MOTION

22.11.13.07

Moved by Councillor McRann that County Council authorizes the use of the Municipal EOC during an emergency event involving their operations in our county.

Carried

7.15 Request to lease part of Road Plan 762 1106

A letter was received from Wayne Kettner on October 21, 2007 requesting that Saddle Hills County allow him to lease a part of road plan 762 1106 that he had already been using. Wayne Kettner was initially under the impression that he owned this parcel and has offered to pay for a lease to continue using this land.

Laurie Jackson, Manager of Planning and IT Services has determined that Saddle Hills County has a policy that allows for the annual license/lease a public roadway that is under its management and control.

MOTION

23.11.13.07

Moved by Councillor Clarke that County Council enter into a license/lease agreement with Wayne Kettner for \$500/year for 10 years, regarding part of Road Plan 762 1106.

Carried

7.16 Hosting the 2009 Challenge North Conference

The Northern Alberta Development Council (NADC) is in the process of selecting a location to host our next Challenge North Conference, April 22-24, 2009. This tri-annual conference brings together stakeholders from across the north to discuss and develop strategies to address current issues, priorities and opportunities for northern Alberta.

The NADC is asking for expression of interest from communities or municipalities with the facilities necessary to host this event.

MOTION
24.11.13.07

Moved by Councillor Moen that County Council accepts the correspondence from the Northern Alberta Development Council for information purposes only.

Carried

7.17 Meetings and Workshops

1. The Alberta Recycling Management Authority is seeking input from municipalities regarding a paint stewardship program and is holding regional meetings to gather input from municipalities.
2. The Northern Alberta Development Council will be holding a meeting to discuss the next steps regarding the Mountain Pine Beetle Infestation in Alberta.
3. Alberta Low Impact Development Partnership and the City of Edmonton are hosting a Low impact Conference "Innovations in Urban Development".
4. The Government of Alberta is developing a new cumulative effects management framework and will be holding workshops this fall in order to consult municipalities.

MOTION
25.11.13.07

Moved by Councillor Clarke that County Council accepts the correspondence for information purposes only.

Carried

7.18 Central Peace Signal Subscriptions

The Central Peace Signal Subscription needs to be renewed for the 2008 year. Last year Saddle Hills County paid \$ 18,128.12 for subscriptions, a total of \$18,541.52 including the extra advertisements purchased.

MOTION
26.11.13.07

Moved by Councillor McRann that County Council maintain the Central Peace Signal Subscription at the current rates

Carried

7.19 Other Committee Appointments

The New medical Clinic appointment was unclear from the organizational meeting and the Intermunicipal Committee was not appointed at that time. A new external committee has been created that will be investigating the building of more Seniors Housing.

MOTION
27.11.13.07

Moved by Councillor Hubert that County Council appoint Councillors Buck and Clarke to the New Health Clinic Committee.

Carried

MOTION
28.11.13.07

Moved by Councillor Jack that County Council defer the question of the Agricultural Service Board Chairman to the Agricultural Service Board Meeting.

Carried

MOTION
29.11.13.07

Moved by Councillor Clarke that Councillor McRann remain as the Saddle Hills County representative to the Intermunicipal Sponsorship Planning Documents Committee.

Carried

MOTION
30.11.13.07

Moved by Councillor Buck that County Council authorize the attendance of Councillors as representatives of Saddle Hills County at the Seniors Housing Meetings.

8.1 Agricultural Services Board Regional Meeting – Councillor McRann

The Manager of Rural Development and members of the Agricultural Service Board attended the Agricultural Service Board Regional Meeting. One of the resolutions presented by Saddle Hills County Agricultural Service Board was amended and both resolutions passed.

8.2 Seniors Housing Meeting – Councillor Clarke

A meeting was held regarding Seniors Housing. The group was given suggestions for sources of information and funding.

8.3 Peace Country Health Council – Councillors Clarke and Buck

Councillors Buck and Clarke attended a meeting of the Peace Country Health Council. Several areas of concern were discussed including the building of the new hospital and the retention of doctors. There were presentations and speakers that covered many diverse topics.

8.4 Councillors Orientation

Councillors Clarke and Moen and EA Elizabeth Gustafson attended the new councillor orientation presented by Alberta Municipal Affairs and Housing.

9. Information Items

1. Funeral and Cemetery Issues
2. Alberta Centre for Active Living
3. Grande Prairie and District Catholic Schools correspondence
4. Municipal Safety News
5. Municipal Affairs and Housing correspondence
6. AAMD&C Rural Matters Conference
7. Municipal Communication Conference
8. AIT correspondence
9. Association of Economic Developers Fall Conference
10. FCM correspondence

MOTION
30.11.13.07

Moved by Councillor Moen that County Council accept the information items for information purposes only.

Carried

10. ADJOURNMENT

Reeve Stone declared the meeting adjourned at 3:30 p.m.

REEVE

CAO