

**MINUTES
SADDLE HILLS COUNTY
COUNCIL MEETING
TUESDAY DECEMBER 9, 2008**

Meeting of the Council for Saddle Hills County was held in the Council Chambers of the Saddle Hills County Administration Building on Tuesday December 9, 2008.

PRESENT:

*TIM STONE
MIKE MCRANN
BARBARA BUCK
JOHN MOEN
ALVIN HUBERT*

*REEVE
DEPUTY REEVE
COUNCILLOR
COUNCILLOR
COUNCILLOR*

TAROLYN PEACH

*CHIEFADMINISTRATIVE
OFFICER*

JASON JAGODICH

*DIRECTOR OF ENGINEERING
AND PUBLIC WORKS*

KRISTEN YANISHEWSKI

RECORDING SECRETARY

ABSENT:

*BRUCE JACK
CINDY CLARKE*

*COUNCILLOR
COUNCILLOR*

1. CALL TO ORDER

Reeve Stone called the meeting to order at 10:34am.

2. ADOPTION OF AGENDA

The following items were added to the agenda:

1. 7.14 Tax Penalty Cancellations
2. 8.1 PREDA

**MOTION
01.09.12.08**

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

Carried

3. ADOPTION OF MINUTES

3.1 Council Meeting Minutes – November 25, 2008

The minutes from the November 25, 2008 regularly scheduled meeting of Council were presented for Council's review.

MOTION

02.09.12.08

Moved by Councillor Buck that the Council minutes from the November 25, 2008 regular scheduled Council meeting be adopted as presented.

Carried

5.1 CAO Regular Council Meeting Report

The Chief Administrative Officer verbal report was presented to Council. The following items were discussed:

- Open House MLA – Hector Goudreau
- Regional Protocol
- Regional Partnership Initiative
- Regional Disaster Services Meeting Reminder
- Volunteer Recognition Meeting after January 13th Meeting
- Library Update focussing on the County of Grande Prairie contributions
- Vacation
- Cost of Living Adjustment
- Assessment Breakfast: invite Council

The CAO Report is attached to, and forms part of these minutes.

Great Plains Financial Software Version 10

Tarolyn Peach, Chief Administrative Officer, requested that Council approve to book now to receive Great Plains Financial Software Version 10 due to a discount of \$3500 if booked by December 10th.

MOTION

03.09.12.08

Moved by Councillor Moen that County Council accept the Chief Administrative Officers recommendation to purchase Great Plains Financial Software Version 10 for accounting software for 2009 from the 2008 budget.

Carried

MOTION

04.09.12.08

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

Carried

5.2 Director of Engineering and Public Works Report

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

Garbage Bin issue

- Reeve Stone had a ratepayer call and report that the latches were freezing on the garbage disposal bins. Council feels that we need to look into keeping tops of lids usable, if this a reoccurring problem.

Transfer Stations

- These transfer stations are not “Household Waste Transfer Stations” they are “Waste Transfer Stations”. Therefore, signs need to be changed to display the correct name.

Laurie Jackson, Manager of Planning IT Service, and Cheryl Dwernychuk, Assistant Development Officer, entered the meeting at 10:57am.

Street Lighting

- Reeve Stone reported that every intersection on Highway 49 has four lights at secondary highway intersections except for Saddle Hills County.

MOTION 05.09.12.80

Moved by Councillor Hubert that County Council request that Administration forward a letter to Alberta Transportation and to Hector Goudreau regarding lighting at Hwy 49 and Sec. Hwy. 725 intersection and lighting at Hwy 49 and Sec. Hwy. 719 intersection, as well as turning lanes at Baytree.

Carried

Crossing Lights

- Reeve Stone noted that Savanna School and Woking crossings need lights put up. Emdad previously had a conversation with Alberta Transportation regarding this issue.

Hydraulic Bins

- Jason Jagodich, Director of Engineering and Public Works, reported that Haul-All has never had an issue with oil lines freezing when dumping bins. These bins need to be easily accessible from both sides and there needs to be a good ground base.

**MOTION
06.09.12.08**

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

Carried

Randal and Kathyne Giesbrecht entered the meeting at 11:05am.

4.1 – Development Agreement – Randal & Kathyne Giesbrecht

On March 11, 2008, the Municipal Planning Commission approved a Country Residential subdivision of 11 lots on the SE 3-79-13-W6 subject to conditions. One condition is as follows:

“The landowner/developer must enter into a developer’s agreement with Saddle Hills County concerning matters such as, but not limited to, providing suitable access to the lots and balance of the quarter including road maintenance all to County standards.”

A draft Development Agreement has been prepared for Council’s approval. The applicants were mailed a copy of the draft for their review on November 12, 2008.

The Developer contacted administration requesting to be included in the December 9th Council agenda to address concerns they have with the Development Agreement.

Laurie Jackson, Manager of Planning and IT Services, and Cheryl Dwernychuk, Assistant Development Officer, departed the meeting at 11:18 am.

Randal and Kathyne Giesbrecht departed the meeting at 11:18 am.

Jerry Bauer entered the meeting at 11:18 am.

4.2 Jerry Bauer

Jerry Bauer presented County Council with an update on the Mountain Pine Beetle Project.

Jerry reported that they had responded to call ins from landowners in Saddle Hills County and had removed less than 200 trees off of farms and acreages in the County. Jerry reported that they are successfully reducing the intensity of the attack but are experiencing a lack of funding. There is a huge population of Mountain Pine Beetles across the border, therefore, the government feels that it would be ineffective to focus on pine trees in Saddle Hills County.

Jerry Bauer departed the meeting at 11:30 am

Laurie Jackson, Manager of Planning and IT Service, entered the meeting at 11:31 am.

Discussion continued on the Giesbrecht Development agreement. Various possibilities on supplying a Security deposit were discussed. Laurie felt that it would not be a major issue to extend the subdivision completion date. Council felt that they would like to table the issue till more information is accumulated for the December 16th Council meeting.

Laurie Jackson, Manager of Planning and IT Service, departed the meeting at 11:52 am.

7.1 North Silver Valley SP Site

Saddle Hills County received email correspondence from Michel Lussier, Aggregates Coordinator for the Peace Region, from Alberta Transportation.

“Alberta Transportation owns a 100m X 170 m stockpile site in SE36-82-11-6 and considers it surplus to our needs. Mr. Melvin Derksen who owns the rest of SE36-82-11-6 is interested in purchasing this parcel of land to place grain bins on. Since the Saddle Hills County has first rights of refusal, I am enquiring if the County has any interest in purchasing this property and assuming all reclamation liability?”

MOTION 07.09.12.08

Moved by Councillor Buck that County Council send a letter to Alberta Transportation stating that Saddle Hills County has no interest in purchasing the site on SE-36-82-11-6 but recommends a sale to the adjacent landowner requiring the consolidation to the adjacent quarter.

Carried

Council recessed for lunch at 12:00 pm and reconvened at 1:25 pm.

Brian Ballard, Regional Fire/Disaster Services Manager, entered the meeting at 1:26 pm.

7.2 Regional Emergency Management Committee

On October 16th, a meeting was held to discuss the possibilities of a Regional Emergency Management Committee. Saddle Hills County will inherently be the lead due to necessary involvement of Brian Ballard, Regional Fire/Disaster Services Manager. Brian Ballard’s lead in this project should not represent an increased workload since he has already taken on these responsibilities. Thus far,

we have received support letters from three of the five Central Peace Municipalities.

**MOTION
08.09.12.08**

Moved by Deputy Reeve McRann that County Council approves that Saddle Hills County is the lead municipality on the Regional Emergency Management Committee. Also, Council gives Mr. Brian Ballard, Regional Fire/Disaster Services Manager, permission to administer the Regional Emergency Management Committee.

Carried

7.3 Emergency Health Services Act

Administration presented Council with a memo regarding the Emergency Health Services Act. Brian reported that there is currently discussion on placing regulation on ambulance services from the Provincial Government.

**MOTION
9.09.12.08**

Moved by Councillor Buck that County Council accept the memo from Brian Ballard for information purposes only at this time.

Carried

Brian Ballard, Regional Fire/Disaster Services Manager, departed the meeting at 1:32 pm.

7.4 Grader Maintenance Standards Policy PW14

Administration presented Council with Public Works Policy PW14 to be adopted.

**MOTION
10.09.12.08**

Moved by Councillor Hubert that County Council adopt the Grader Maintenance Standards Policy PW14 as amended.

Carried

7.5 Letter from Savanna Creations Craft Club

Administration presented Council with a letter regarding the Savanna Creations Spring Quilt show from the Savanna Creations Craft Club.

MOTION

11.09.12.08

Moved by Councillor Moen that County Council provides funding, in the amount of \$250, to the Savanna Creations Craft Club from the 2009 Budget.

Carried

7.6 Appointment of SDAB Members

At Council's annual Organizational Meeting, members are appointed to various boards including the Subdivision and Development Appeal Board. It was determined to table the appointment of the members of the Subdivision and Development Appeal Board to the December 9, 2008 meeting.

The County's Bylaw 134-2003, states that the members on this board shall consist of 2 members of council plus 3 members-at-large and a quorum is 3 members. The MGA requires that any given hearing shall not consist of a majority of Councillors.

Seven (7) letters of application have been received from members at large to sit on the Subdivision and Development Appeal Board.

If ever a SDAB member cannot attend a hearing, or is in a conflict of interest situation, alternate members would be able to sit on the board. Therefore it is requested that the applicants not appointed to the Board be appointed as alternates.

MOTION

12.09.12.08

Moved by Deputy Reeve McRann that County Council appoint Bernard Schuett, Mike Collins, and Sherrill Day as three members-at-large to the Subdivision and Development Appeal Board and that the remaining applicants, Tony Weiler, Jean McRann, Ron Doetzel, and William Pollard be appointed as Alternate Members of the Subdivision and Development Appeal Board.

Carried

MOTION

13.09.12.08

Moved by Councillor Buck that County Council reappoint Councillor John Moen and Deputy Reeve Mike McRann to be members of the Subdivision and Development Appeal Board.

Carried

MOTION

14.09.12.08

Moved by Deputy Reeve McRann that County Council appoint Councillor Hubert, Councillor Buck, Councillor Clarke, Councillor Jack, and Reeve Stone to be members of the MPC.

Carried

7.7 Write-Off of Uncollectible Accounts

A number of accounts have been deemed to be uncollectible and Council is requested to consider writing off these amounts.

Action through Small Claims is also an option, however, based on past experience this is not an effective method of collection. There is extensive paper work required to file the claim and once approved by the Courts, there is still no guarantee that the collection will be successful.

Working with a collection agency is also an option, however, based on the small amount owed by each individual, this option is not recommended.

Piper Resources – This company has claimed bankruptcy.

Invoice 7256 Inspection Fee	148.40
Invoice 7381 Inspection Fee	105.00
Invoice 7382 Inspection Fee	<u>105.00</u>
Total	358.40

Lauren Coldwell – Outstanding since September 2007.

Invoice 6890 Request for Road Approach 106.00

WN Oilfield – outstanding since 2006.

Invoice 5616 Road Damage \$384.78

Utility Accounts

211710.000 Boyd, Arita	\$ 84.70	Outstanding since 2003
211940.000 Needham, Tina	\$270.34	Outstanding since 2003
211950.000 Bailey, Mike	\$ 84.00	Outstanding since 2003
211999.001 Aron Services	\$ 15.00	Outstanding since 2006

Total recommended for write off \$1303.22

Faye Kary, Director of Corporate Services, entered the meeting at 1:46 pm.

Faye Kary, Director of Corporate Services, departed at 1:50pm.

**MOTION
15.09.12.08**

Moved by Deputy Reeve McRann that County Council approve the write off of outstanding accounts in the amount of \$1303.22.

Carried

7.8 Household Waste Bins at the Bonanza Fire Hall

Councillor Hubert would like to discuss the possibility of placing Household Waste Bins at the Bonanza Fire Hall. Saddle Hills County leases a portion of land from Peace Wapiti School Division #76 for the Bonanza Fire Hall and would need to notify them to discuss the scope of use. This should be a part of the 2009 budget.

MOTION
16.09.12.08

Moved by Councillor Hubert that County Council direct administration to research the possibilities of placing bins on Peace Wapiti School Boards land located in Bonanza.

Carried

7.9 Savanna Fire Hall Boiler Requirement- Presented by Brian Ballard

Earlier this fall, the boiler at the Savanna Fire Hall failed (rusted out) and has now been replaced. The failure was reported to our insurance company and I anticipate that approximately seventy-five per cent of the cost will be covered by Jubilee Insurance. However, we cannot confirm this until the invoices have been submitted and a response received.

In the interim, the invoices must be paid and year end is quickly approaching. To accommodate the year end close off, I am requesting that Council provide approval for funding of the portion of costs not covered by insurance, from the reserve for Capital Structures Facilities. The current balance in this reserve is \$2,640,168.

In 2007 the same failure occurred at the Bonanza Fire Hall and funds were transferred from the Capital Structure Reserve to fund that replacement. In prior budget discussions Council choose not to allocate funds specifically for this purpose, but indicated their preference was to fund the incidents as they occurred from the capital fund.

Anticipated costs:

Wild Electric (actual)	\$ 773.29
Reynold's Plumbing (estimated) (actual invoice should be available by Dec. 9 th)	<u>\$19,226.71</u>
Estimated Total Cost	\$20,000.00

The real invoice showed that Reynold's Plumbing invoice is equal to \$11,236.89.

MOTION

17.09.12.08

Moved by Councillor Moen that County Council approve the funding for replacement of the Savanna Fire Hall boiler, from 2008 Surplus, to a maximum of \$13,010.18.

Carried

7.10 Financial Assistant Position Memorandum

Administration presented Council with a memorandum concerning the renaming of the Financial assistant. The renamed position and position description need to be ratified by Council. In addition, Administration requests that Council considers the acceptance of the proposed grid.

MOTION

18.09.12.08

Moved by Councillor Buck that County Council requests to have administration modify the Financial Assistant Position memorandum to include the will to continue with Professional Development as a requirement.

Carried

7.11 Technical Services Coordinator Memorandum

Administration presented Council with a memorandum concerning the proposed grid for the Technical Services Coordinator. Administration requests that Council considers the acceptance of the proposed grid.

MOTION

19.09.12.08

Moved by Deputy Reeve McRann that County Council requests to have administration modify the Technical Services Coordinator Memorandum to include the will to continue with Professional Development as a requirement.

Carried

Jason Jagodich, Director of Engineering and Public Works, departed the meeting at 2:30 pm.

7.12 Update on Additional Named Insured (ANI's)

Administration presented Council with a memo from Faye Kary, Director of Corporate Services. The memo was an outline of the Additional Named Insured's covered under Saddle Hills County insurance Policy, as well as the services that we are providing them with.

MOTION
20.09.12.08

Moved by Deputy Reeve McRann that County Council accepts the memo for information purposes only.

Carried

7.13 Capital Reserve Detail

Administration presented Council with the Capital Reserve breakdown and description as of November 2008.

MOTION
21.09.12.08

Moved by Councillor Moen that County Council accepts the Capital Reserve Detail as the detailed outline of the Saddle Hills County Reserve of Accounts.

Carried

7.14 Tax Penalty Calculations

Administration is requesting that Council consider cancelling the penalty applied to two accounts and implement the 3% discount on both accounts.

MOTION
22.09.12.08

Moved by Councillor Buck that County Council authorize the cancelation of penalty in the amount of \$9.53 on tax account #064768 and the penalty in the amount of \$69.24 on tax account #62502.

Carried

8.1 PREDA

Reeve Stone presented Council with his report on the PREDA meeting he participated in on December 5th, 2008.

Reeve Stone reported that building permits were down in 2008 for Grande Prairie; also, Birch Hills County has had a reduction in cattle production of 40%. Also, Reeve Stone reported to PREDA that we are currently revising our land use bylaw to attract younger citizens to our County. Tim feels that it is important to put more emphasis on attracting younger citizens to the County due to the downfall in farming in the area.

MOTION **23.09.12.08**

Moved by Councillor Hubert that County Council accepts the reports for information purposes only.

Carried

9. Information Items

1. Letters from Mayor Theresa Sandul
2. Emerging Trends in Municipal Law
3. Detailed Crime Monthly Report
4. Municipal Safety News
5. Contact (assorted material)
6. AAMD&C Members Bulletin
7. Letter from Alberta Environment
8. Letter from Municipal Affairs
9. Letter from Municipal Affairs – Time Extension
10. Newspaper Clippings (assorted material)
11. Partners in Trade
12. ISL Engineering Christmas Open House
13. FCM Members Advisory
14. Accounts Payable
15. Letter from TransCanada
16. Alberta Health Services Newsletter

MOTION **24.09.12.08**

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

Carried

MOTION

25.09.12.08

Moved by Deputy Reeve McRann that County Council address Administration to write a letter to the Chair of the Central Peace Community Health Council expressing the dissatisfaction with the tone as being counterproductive, in relation to the letters submitted by the Chair to Ken Hughes and Hector Goudreau.

Carried

10. ADJOURNMENT

There being no further business Reeve Stone declared the meeting adjourned at 2:50 pm.

REEVE

CAO