

**MINUTES
SADDLE HILLS COUNTY
COUNCIL MEETING
TUESDAY SEPTEMBER 28, 2010**

Meeting of the Council for Saddle Hills County was held in the Council Chambers of the Saddle Hills County Administration Building on Tuesday September 28, 2010.

PRESENT:

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

***REEVE
COUNCILLOR
COUNCILLOR
COUNCILLOR
COUNCILLOR
COUNCILLOR
COUNCILLOR***

DIANNE NELLIS

***CHIEFADMINISTRATIVE
OFFICER***

SANDY PEDDLE

RECORDING SECRETARY

JASON JAGODICH

***DIRECTOR OF ENGINEERING
AND PUBLIC WORKS***

ABSENT:

CALL TO ORDER

Reeve Stone called the meeting to order at 11:01 a.m.

Jason Jagodich, Director of Engineering and Public Works entered the Council meeting at 11:02 a.m.

1. ADOPTION OF AGENDA

The following items were added to the agenda:

- 6.4 Administration Facility
- 7.9 Economic Development Initiative

**MOTION
01.09.28.10**

Moved by Councillor Clarke that County Council adopt the agenda for the September 28, 2010 regular meeting with the noted additions.

Carried

2. ADOPTION OF MINUTES

3.1 Council Meeting Minutes – September 14, 2010

The minutes from the September 14, 2010 regularly scheduled meeting of Council were presented for Council's review. The following correction was noted;

Pg. 2 item 3.1 last sentence change the wording from *were* to *was*

MOTION 02.09.28.10

Moved by Councillor Buck that the Council minutes from the September 14, 2010 Council meeting be adopted as amended.

Carried

5.1 CAO Report

The Chief Administrative Officer's written report was presented to Council. The following items were discussed:

- Communities in Bloom
- Agricultural Drought Initiative Meeting
- 2011 Budget Discussion Date
- Emergency Alert Training date cancelled
- Mackenzie Municipal Services Agency Proposal

MOTION 03.09.28.10

Moved by Councillor McRann that County Council accept the Chief Administrative Officer's written report for information purposes only.

Carried

Rebecca Fitzsimmons, Nicole Bouck and Meaghan Fitzsimmons from the Savanna Day Care entered the Council meeting at 11:20 a.m.

4.1 Savanna Day Care Funding Request

Rebecca Fitzsimmons and Nicole Bouck from the Savanna Day Care Centre presented Council with a Power Point and verbal presentation for Council's consideration to financially support their program by assisting to contribute for the insurance required to operate the Day Care Centre.

Rebecca Fitzsimmons and Nicole Bouck from the Savanna Day Care departed the Council meeting at 11:40 a.m.

Mel Vollman, Brenda Friedel, Sandy Issac and Al Georget form the Central Peace Aquatic Centre Building Committee entered the Council meeting at 11:41 a.m.

4.2 Central Peace Aquatic Centre Building Committee

Mel Vollman along with Brenda Friedel, Sandy Issac and Al Georget presented Council with a power point presentation on the aquatic center proposed to be constructed in the Town of Spirit River. The project is proposed to be a regional project with the five Central Peace municipalities. Council was advised of the proposed management structure that would have a representative from each municipality on a management board.

Mel Vollman, Brenda Friedel, Sandy Issac and Al Georget form the Central Peace Aquatic Centre Building Committee departed the Council meeting at 12:25 p.m.

Council recessed the meeting at 12:26 p.m. and reconvened at 1:30 p.m.

Laurie Jackson, Manager of Planning and IT Service, Cheryl Dwernychuk Assistant Development Officer and David Schoor from ISL Engineering and Land Services entered at 1:31 p.m.

Reeve Stone called for a motion to open the Public Hearing.

MOTION 04.09.28.10

Moved by Councillor Clarke that a public hearing be open to hear comments and review written submissions regarding the proposal to adopt a Municipal Development Plan, being bylaw 186-2010 and, concurrently, to hear comments regarding the application to amend the Bay Tree Area Structure Plan to have it congruent with the proposed Municipal Development Plan.

Carried

4.3 Municipal Development Plan and Bay Tree Area Structure Plan- Public Hearing

The Public Hearing commenced at 1:32 p.m.

Laurie Jackson, Manager of Planning and IT Services introduced David Schoor representing ISL Engineering and Land Services, the consultant firm hired to provide the services for the joint municipal planning project. Mr. Schoor presented Council with an overview of the process that was followed to obtain public input into the development of a Municipal Development Plan. He advised that once the draft plan was presented, it was noted that the Bay Tree Area Structure Plan required minor amendments to bring the two documents into compliance, as required in the Municipal Government Act. Mr. Schoor pointed out further amendments that were required to the Municipal Development Plan that were required to bring it into compliance with the existing Land Use Bylaw.

Council was directed to information provided on written submissions from Peace River Regional District, MD of Clear Hills and Alberta Transportation. Each submission noted no concerns with the proposed Municipal Development Plan or the proposed amendments to the Bay Tree Area Structure Plan.

There being no further presentations or comments, Reeve Stone requested a motion to conclude the Public Hearing.

MOTION
05.09.28.10

Moved by Councillor Hubert that the public hearing be closed at 1:45 p.m.

Carried

6.1 Municipal Development Plan Bylaw 186-2010

Administration presented Council with the Municipal Development Plan Bylaw 186-2010 for second and third readings. The amendments to the Municipal Development Plan were noted to Council.

MOTION
06.09.28.10

Moved by Councill Clarke that County Council give the Municipal Development Plan Bylaw 186-2010, as amended, second reading.

Carried

MOTION
07.09.28.10

Moved by Councillor McRann that County Council give the Municipal Development Plan Bylaw 186-2010 third and final reading.

Carried

6.2 Bay Tree Area Structure Plan Bylaw 187-2010

Administration presented Council with the amended Bay Tree Area Structure Plan Bylaw 187-2010 for second and third readings.

MOTION
08.09.28.10

Moved by Councillor Moen that County Council give Bylaw 187-2010, amending Bylaw 107-2001, The Bay Tree Area Structure Plan, second reading.

Carried

MOTION
09.09.28.10

Moved by Councillor Buck that County Council give Bylaw 187-2010, amending Bylaw 107-2001, The Bay Tree Area Structure Plan, third and final reading.

Carried

5.2 Director of Engineering and Public Works' Report

The Director of Engineering and Public Works' written report was presented to Council. The following items were discussed:

- Savanna Crossing Lights
- Hydrologic study in Woking
- Fall Clean Up Bin Request
- Recycle Bin Update
- Birchcliff – Gravel Donation
- Range Road 134 Traffic Count Request
- Gravel Program Completion
- Service Road Inquiry – Savanna
- Woking Water Supply
- Pillsworth Road Update
- Pipes Under the Rail Lines
- Bay Tree – Acceleration / Deceleration Lanes

MOTION
10.09.28.10

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

Carried

6.3 Request to Reinstate Road Allowance Lease No. 6177

Administration presented information to Council on a request to have motion, 12.09.14.10 . . . *that County Council direct administration to notify the lessee of road allowance #6177, that due to the unpaid lease fees for 2010, the road allowance lease will be cancelled effective 30 days from the date of notice to essentially reopen the road allowance to public travel and that County Council direct administration to cancel outstanding invoice #9352 in the amount of \$40.00 due to cancellation of road allowance lease #6177*", rescinded and lease # 6177 reinstated.

MOTION
11.09.28.10

Moved by Councillor Hubert that County Council rescind motion #12.09.14.01 and reinstate road allowance lease #6177, subject to the lessee bringing the outstanding account into good standing.

Carried

6.4 Administration Facility

Administration brought forward information on what would be involved with a new stand alone building plan for the Administration building and a possible renovation and addition to the existing Administration building for consideration.

MOTION
12.09.28.10

Moved by Councillor Clarke that County Council direct Administration to prepare a Request For Proposal package including terms of reference for a design on a standalone Administration building and a renovation plan for the current Administration facility.

Carried

7.1 List of Equipment for Sale at Auction

Administration presented to Council a proposed list of items from the County's Mobile Equipment Plan to be sent for auction.

MOTION

13.09.28.10

Moved by Councillor Clarke that County Council direct Administration to dispose of the following mobile equipment which have been replaced in accordance with the Mobile Equipment Policy to a spring auction conducted by Weaver Bros. Auction Ltd. in Rycroft, namely:

**T10SH tri axle belly dump
T11SH tri axle belly dump
T12SH tri axle belly dump
T18SH tandem pup
T17SH tandem pup
T9105 tandem axle flat deck
SH09 International flat deck
SH19 Dodge ¾ ton
SH22 Chev ¾ ton
SH17 tandem gravel truck**

Carried

7.2 Purchasing Policy FN05

Council was presented the amended copy of the Purchasing Policy FN05 for consideration and adoption.

MOTION

14.09.28.10

Moved by Councillor Clarke that County Council refer the Purchasing Policy FN05 back to Administration to include a clause prohibiting the contracting of equipment or materials owned by any of Saddle Hills County Staff or Councillors.

Carried

7.3 Saddle Hills County Bursary Policy AD34

Council was presented with the amended copy of the Saddle Hills County Bursary Policy AD34 for consideration and adoption. Further minor amends were discussed and a recommendation to approve was given.

MOTION

15.09.28.10

Moved by Councillor Hubert that County Council adopt Policy AD34 the Saddle Hills County Bursary Policy, as amended.

Carried

7.4 Write Off of Utility Account Balance

Council was presented information on Utility Account 212170.001 in the Hamlet of Woking for consideration of writing off the amount owing. It was noted that the charges were incurred by the renter of a property and cannot be applied to the tax roll for collection. Council was advised that the charges date back to November 4, 2008 and that numerous attempts to collect the account have been unsuccessful.

MOTION
16.09.28.10

Moved by Councillor McRann that County Council authorize the cancellation of charges in the amount of \$354.37 on utility account 212170.001 and that the account be closed.

Carried

7.5 Highway Signage for Churches

Council was presented with a request to consider installation of directional signage along roadways for Churches within Saddle Hills County.

MOTION
17.09.28.10

Moved by Councillor Clarke that County Council direct Administration to bring costs associated with the request to install direction signage for Churches located within Saddle Hills County and to bring back information to a subsequent meeting.

Carried

7.6 Appointment of Acting Agricultural Fieldman

Council was presented information relating to the requirement to appoint an Acting Agricultural Fieldman, due to the recent resignation of the Manager of Rural Development. They were advised that in the interim, Administration suggests that Council appoint the CAO, Dianne Nellis, as Acting Agricultural Fieldman. Administration will also use the services of the Director of Engineering and Public Works, Jason Jagodich to manage the operations portion of the Agricultural Department as 2010 is concluded and initiatives for 2011 are work on.

**MOTION
18.09.28.10**

Moved by Councillor McRann that County Council appointed CAO, Dianne Nellis, as Acting Agricultural Fieldman and that both CAO, Dianne Nellis and Director of Engineering and Public Works, Jason Jagodich, be appointed to enforce the following Acts:

- **Inspector pursuant to the Weed Control Act**
- **Officer pursuant to the Agricultural Pest**
- **Soil Conservation Officer under the Soil Conservation Act**
- **Inspector pursuant to the Agricultural Chemical Act**
- **Agricultural Service Board Act**

Carried

7.7 2010 Election Workers

Administration presented information to Council requesting direction on pay levels for election workers during the upcoming 2010 election.

**MOTION
19.09.28.10**

Moved by Councillor Moen that County Council authorizes the compensation for the Presiding Deputy Returning Officer at \$250/day and the compensation for the Deputy Returning Officer to be \$195/day plus mileage as per policy AD01.

Carried

7.8 Wages for Non Union Employees

Administration presented information relating to a 2010 pay increase for non-union workers. Information presented indicated that municipal employees in the region had received increases up to 2%, with most municipalities receiving no increase. It was further noted that the year over year consumer price index cost of living as of January 1st was less than zero and the Alberta August Consumer Price Index notes the provincial year over year C.P.I. is 0.6.

**MOTION
20.09.28.10**

Moved by Councillor Hubert that County Council award the non union employees a 2.25% pay increase effective as of January 1, 2010.

Carried

7.9 Economic Development Initiative

Council reviewed a proposal from Aylward Research Services for the development of an economic development department for Saddle Hills County.

MOTION
21.09.28.10

Moved by Councillor Clarke that County Council enter into a contract with Aylward Research Services to develop the Economic Development Department and Economic Development Strategy for Saddle Hills County, as per the presented proposal.

Carried

8.1 Councillor Roundtable

County Councillors provided verbal reporting on various Committee activities. Such topics were discussed for information purposes only.

MOTION
22.09.28.10

Moved by Councillor McRann that County Council endorse the letter to the Minister of Agriculture regarding drought assistance request as presented.

Carried

Council re-opened discussions on the presentation made by the Savanna Day Care Centre requesting funding assistance for 2010.

MOTION
23.09.28.10

Moved by Councillor Buck that County Council donate \$1000.00 to the Savanna Day Care with the expenditure to come from the Recreational Grants portion of the 2010 budget.

Carried

MOTION
24.09.14.10

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

Carried

9. Information Items

- 1 Accounts Payable**
- 2 Contact (assorted material)**
- 3 Conflict Resolution Day**
- 4 AAAF- Workshop on Board Governance**
- 5 PLS Board Meeting Highlights**
- 6 Alberta Municipal Affairs – Elections Act Changes**
- 7 Alberta Agriculture & Rural Development –Ag. Disaster**
- 8 Working Communities in Bloom**
- 9 STARS 25th Anniversary Invitation**
- 10 South Peace Regional Archives Event**
- 11 Drought Letter to Minister Jack Hayden**

MOTION
25.09.28.10

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

Carried

MOTION
26.09.28.10

Moved by Councillor Hubert that County Council authorize Councillor Buck to attend the South Peace Regional Archives event on October 2, 2010 in Grande Prairie.

Carried

MOTION
27.09.28.10

Moved by Councillor Buck that County Council authorize Reeve Stone to attend the STARS 25th Anniversary event on October 15th, 2010 in Grande Prairie.

Carried

10. ADJOURNMENT

There being no further business Reeve Stone declared the meeting adjourned at 3:28 p.m.

REEVE

CAO