

# STARLAND COUNTY

## COUNCIL MEETING, FEBRUARY 28, 2018

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A regular meeting of the Council of Starland County was held in the Administration Office, Morrin, Alberta, on Wednesday, February 28, 2018, commencing at 9:03 a.m.

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

**C18-034**  
**Approval of  
Minutes**

**[C18-034] MOVED BY COUNCILLOR MARSHALL**

**that the minutes of the February 14, 2018 regular meeting of the Council of Starland County be approved as read.**

**CARRIED UNANIMOUSLY.**

Accounts Checked

Deputy Reeve Sargent and Councillor Rew checked accounts with Administrative Assistant Laya Montgomery.

**C18-035**  
**Accounts**

**[C18-035] MOVED BY DEPUTY REEVE SARGENT**

**that accounts (cheque numbers 46318 to 46360) totalling \$176,078.44 be approved for payment.**

**CARRIED UNANIMOUSLY.**

Financial  
Statements

The financial statements are currently in progress. We are expecting Endeavour Chartered Accountants to come and do the Starland Regional Water Association audit, which is normally completed prior to Starland County's external audit (which will be conducted April 3-5, 2018).

CAO Report

Chief Administrative Officer Shirley Bremer reviewed her CAO Report with Council. Highlights of the report included the following:

- The Government of Alberta has released the regulations in relation to the Alberta Cannabis Framework. The Alberta Gaming and Liquor Commission (AGLC) will be the regulatory body and will be accepting applications from potential retailers commencing March 6, 2018. The new regulations outline who can own retail outlets, location of retail outlets, requirements for employees of retail outlets, safety and security requirements, and other operational requirements for private retailers. Online sales of cannabis will be managed directly by AGLC, as well as the distribution, compliance and enforcement of the retail system. The legal age for consumption and purchase of cannabis will be set at 18. The new land use bylaw addresses cannabis production and sales.
- Construction of the new Munson Fire Hall is progressing nicely. The original electrical contractor has gone bankrupt; however, a new electrical firm has been engaged to complete the original contract. Overhead doors and windows were installed this week and the plumbing and electrical rough-ins are slated for inspection this upcoming week. The projected substantial completion date is April 9 – 15, 2018 with a projected occupancy date of April 16, 2018.
- 2018 AAMDC Spring Convention and Trade Show will take

place March 19-21, 2018 at the Shaw Conference Centre in Edmonton, AB.

- The transfer documents for the new Craigmyle Fire Hall are now complete and Starland County is officially the new owner of the two buildings. Arrangements will be made for some minor repairs to the buildings such as wiring, new eave troughs, and patching on exterior walls. The large building will house the new fire truck and has a meeting room. The second building will house a grader, truck and other equipment as required. Signage will be made for this facility shortly. The title to the old fire hall has also been transferred to the new owners.
- There are currently two employees on medical leave and we wish them both a speedy recovery.
- CAO Bremer, PW Supervisor Pratt and Assistant PW Supervisor Black met with engineers from Stantec Consulting regarding road and bridge files. File BF71779, for which the tender was awarded to Unsurpassable, was reviewed. Unsurpassable has requested to move the construction date up to March and April of this year; however, our engineers have advised against this due to potential road bans, frost in the ground, and possible school bus detours. A decision was made to continue with the original construction plan for July and August 2018. A review of the bridge files was also undertaken and an action plan for addressing the substantial list will be developed by PW Supervisor Pratt and Stantec engineers.
- Stantec will be providing an estimate of the cost savings if the County returned to 3:1 slopes instead of 4:1 slopes. Stantec is strongly recommending that we remain with the 4:1 slopes as per AB Transportation standards.
- A road meeting needs to be scheduled to review the 10-year road plan, bridge replacement and repair files, gravel program, etc.
- Sharon White has been organizing and coordinating the changes required under the National Safety Codes. Training has been scheduled for our staff and volunteer fire fighters on March 9, 2018 and consists of four courses: hours of service (timesheets), trip inspections, cargo securement, and weight and dimensions. Sharon and Gary have also been implementing a maintenance and safety program which is due by March 7, 2018.

2018 AAMDC  
Spring Convention  
and Trade Show

Council was provided with a draft convention schedule for the 2018 AAMDC Spring Convention and Trade show to be held March 19-21, 2018 in Edmonton, AB. Hotel rooms have been reserved at the Westin Hotel and confirmation numbers will be provided to attendees at the next Council meeting. There will be a Mayor/Reeves Liaison Meeting at 3:00 p.m. on the Monday for which agenda items are to be submitted in advance. There will also be a Genesis meeting at 4:00 p.m. for which the County can submit a proxy.

PW Report

At 10:00 a.m., Al Pratt, Public Works Supervisor, attended the meeting and reviewed his Public Works Report with Council. Highlights of his report included the following:

- The PW crew has continued with ploughing and sanding with tandems and one-ton; ploughing and winging with spare graders; snow removal in hamlets; tree cutting and bucking into firewood; brushing; installing temporary signage; scrap metal run to Brooks; hauled unit #601 to Calgary; garbage run; and sump clean-out in County Shop.
- Buck continues with the regular maintenance of the County's light duty fleet and CVIPs of the light duty vehicles.
- Gary, Kevin and Thomas have been doing regular maintenance of the County's heavy-duty equipment and

CVIPs for same.

- Gary and Sharon are implementing a new pre-trip book and maintenance schedule as per the AB Transportation audit.
- The grader men have been winging and ploughing snow, as well as opening roads for the brusher and clearing roads after the brusher is done.
- PW Supervisor Pratt has been responding to a couple of snow complaints; completing paperwork; Road Data inspections including safety concerns over frac crew's hose reels; inspection of Mixcor and Moench pits to ensure stakes were still visible and marked clearly so that surveyors can complete gravel survey; reviewed five Safe Work Procedures at February Safety Meeting; met with sales personnel.

Road Use Agreement

Councillor Rew expressed concern over safety issues surrounding a fracing unit operated by Marquee Energy Ltd. The hose reels are sitting on the road and are a potential driving hazard. There is pipe going across the road, the signage is inadequate, the road crossing is poor, and the reels need to be moved off the road to a staging area or approach/access. The current road use agreement for this construction, which has not been signed by the County Administration, does not specify any requirements in relation to signage/safety. PW Supervisor Pratt will contact Marquee Energy to get our concerns over this current issue resolved asap. Councillor Rew would like to have a formal review of the Road Use Agreement template to ensure that signage and road safety issues are addressed in future agreements where construction affects the motoring public. The format of the road use agreement template will be reviewed at a future safety meeting and at the next road meeting.

Annual Road Tour and Road Meeting

The annual Road Tour has been tentatively scheduled for April 26, 2018 at 8:30 a.m. The Road Meeting has been tentatively scheduled for April 27, 2018 at 9:00 a.m.

Departure

PW Supervisor Pratt departed the meeting at 10:55 a.m.

Government of Alberta Municipal Hybrid Designated Industrial Property Assessment Contract

The Government of Alberta and the Oil and Gas sector have been working on getting a more consistent approach to oil and gas machinery and equipment (M&E) assessments across all Local Governments. Starland County currently has a contract assessor and have had very few complaints regarding our M&E tax assessments. We have been asked to sign an agreement to become part of the hybrid contract whereby Alberta Municipal Affairs will eventually be the assessor for all designated industrial properties. The transition period is over three years, during which our contracted assessor will provide the M&E assessment information to Municipal Affairs Assessment Branch. The assessments will be sent to Municipal Affairs in a format prescribed by them which will be consistent throughout Alberta. Designated Industrial Properties (DIP) will be levied a fee to compensate for the expense involved in this assessment transition process. Most counties have already signed these agreements with the province.

Departure

Councillor Rew departed the meeting at 11:08 a.m.

Return

Councillor Rew returned to the meeting at 11:11 a.m.

**C18- 036**

**Agreement re: Hybrid Delivery Model for DIP Assessments**

**[C18-036] MOVED BY COUNCILLOR REW**

**that Starland County enter into an agreement with Alberta Municipal Affairs to become part of the Transitional Hybrid Delivery Model for Assessment of Designated Industrial Property (DIP) over the next three-year period, commencing January 1, 2018 to December 31, 2020; and that the Reeve and CAO be authorized to endorse this Agreement on behalf of Council.**

**CARRIED UNANIMOUSLY.**

Drumheller RCMP  
CompStat Report  
for 2017

CAO Bremer reviewed the 2017 CompStat Report from the Drumheller RCMP with Council. Some statistics of note included:

- A 17% increase in calls for service from 2016.
- 45.15% of calls were from Starland County zone.

Departure

Reeve Wannstrom departed the meeting at 11:19 a.m.

Return

Reeve Wannstrom returned to the meeting at 11:26 a.m.

Municipal  
Borrowing Bylaw  
No. 1130

CAO Bremer reviewed proposed Bylaw 1130 with Council which would authorize Administration to access short-term financing up to a ceiling of \$5,000,000.00 (which includes \$30,000.00 allowance for Mastercard) until the majority of tax revenues are realized in September/October. Council has previously discussed options to move up the tax payment deadline to reduce any borrowing requirements but decided against this strategy so that farmers had an opportunity to harvest their crops and generate revenues to pay their taxes.

**C18-037**  
**Motion to**  
**Establish**  
**Borrowing Bylaw**  
**No. 1130**

**[C18-037] MOVED BY COUNCILLOR WATTS**

that Bylaw No. 1130 be established to authorize the County to enter into short-term borrowing arrangements in 2018 for the purpose specified in Section 256 of the Municipal Government Act.

**CARRIED UNANIMOUSLY.**

**C18-038**  
**Bylaw No. 1130 –**  
**1<sup>st</sup> Reading**

**[C18-038] MOVED BY DEPUTY REEVE SARGENT**

that Bylaw No. 1130 be given First Reading.

**CARRIED UNANIMOUSLY.**

**C18-039**  
**Bylaw No. 1130 –**  
**2<sup>nd</sup> Reading**

**[C18-039] MOVED BY COUNCILLOR MARSHALL**

that Bylaw No. 1130 be given Second Reading.

**CARRIED UNANIMOUSLY.**

**C18-040**  
**Motion to have 3<sup>rd</sup>**  
**Reading on**  
**Bylaw No. 1130**

**[C18-040] MOVED BY DEPUTY REEVE SARGENT**

that Bylaw No. 1130 be presented at this meeting for Third Reading.

**CARRIED UNANIMOUSLY.**

**C18-041**  
**Bylaw No. 1130 –**  
**3<sup>rd</sup> Reading**

**[C18-041] MOVED BY COUNCILLOR REW**

that Bylaw No. 1130, a Bylaw of Starland County, to authorize the County to enter into short-term borrowing arrangements in 2018 for the purpose specified in Section 256 of the Municipal Government Act, be given Third and Final Reading.

**CARRIED UNANIMOUSLY.**

Proposed Solar  
Power Farm  
Development

Council reviewed a petition that has been submitted to the County in relation to a proposed Solar Power Farm Development on SW & E ½ 28-29-20-W4M. Starland County Council discussed this matter, however, an application for this proposed development has not yet been received.

Departure

Deputy Reeve Sargent departed the meeting at 11:42 a.m.

- Return Deputy Reeve Sargent returned to the meeting at 11:46 a.m.
- Attendance of Manager Riep Manager Riep attended the meeting at 1:55 p.m.
- Meeting Recessed The regular Council meeting recessed at 1:55 p.m. to allow for the Public Hearing of Bylaw No.1129 to amend the Land Use Bylaw No. 1125.
- Meeting Resumed The regular Council meeting resumed at 2:05 p.m.
- Land Use Bylaw No. 1129 Amending Bylaw No. 1129, to amend Land Use Bylaw 1125, was given a final review.
- C18-042**  
**Amending**  
**Bylaw No. 1129 –**  
**2<sup>nd</sup> Reading**
- [C18-042] MOVED BY COUNCILLOR WATTS**
- that Amending Bylaw No. 1129, a Bylaw to amend Land Use Bylaw No. 1125, amending this document to comply with the new provisions of Section 9(3) and Section 12(4) of the revised Municipal Government Act, be given Second Reading.
- CARRIED UNANIMOUSLY.**
- C18-043**  
**Amending**  
**Bylaw No. 1129 –**  
**3<sup>rd</sup> Reading**
- [C18-043] MOVED BY COUNCILLOR MARSHALL**
- that Amending Bylaw No. 1129, a Bylaw to amend Land Use Bylaw No. 1125, amending this document to comply with the new provisions of Section 9(3) and Section 12(4) of the revised Municipal Government Act, be given Third and Final Reading and Finally Passed.
- CARRIED UNANIMOUSLY.**
- Municipal Services Report Manager Riep reviewed his Municipal Services Report with Council. Highlights of his report included the following:
- The mechanical and electrical work on the Munson Truck Fill is now underway. The next step will be the disinfection and testing of the supply line to the truck fill as well as the chlorination and disinfection of the holding tank.
  - Further repairs are required on the Craigmyle emergency back-up fire pump. Currently, there is no fire pump support or emergency pump ability for the town. Repair parts should be available next week.
  - The new coin or PIN pad at the Craigmyle water station will be installed shortly. Prep work includes re-plumbing portions of the piping inside the building and installing several valves and back flow prevention devices.
  - New gas heaters have been installed at the CLV and new Munson Truck fill stations to replace electric heaters.
  - Danielle has been assisting in completing the annual water reports for all the various systems in the County. The reports include a summary of all the daily detailed data as well as information on each system, any deficiencies, repairs, and analytical reports.
  - The Munson Fire Hall project continues to be on target with an anticipated completion date of April 15, 2018.
  - There has been a steady stream of fire permits issued recently due to the optimal weather conditions. A house demolition permit has also been issued.
  - The annual inspection and certification of Self-Contained Breathing Apparatus used by fire services has been completed by Valen Industries.
  - The inspection and recertification of all the County fire

extinguishers has been completed in February 2018.

- Rocky Mountain Phoenix recently completed repairs and replaced some valves and gaskets on the Craigmyle Fire Truck. There are still some further repairs and equipment replacements required for this unit.
- Alberta Environment and Parks has approved a boat launch to be built at the Morrin Bridge site. Starland County will be deemed the owner/operator of the boat launch and will have to follow certain guidelines with respect to repairs and maintenance of the facility.
- Manager Riep has been working on the following: road crossing and utility crossing agreements; mechanical work on Munson Truck Fill; supplies and equipment; mechanical upgrades to Morrin and Munson stations; Craigmyle water cistern; truck repairs; fire permits; fire equipment needs; mechanical repairs to Craigmyle water station; MOU with Petroleum Tank Management Association of Alberta; subdivision inquiries; staffing schedules and water inspection compliance; private access approach consents.

Proposed Solar Power Farm Development                      There was further discussion regarding the proposed solar power farm development on SW & E1/2 28-29-20-W4M. Manager Riep will contact the developers.

New Water Tank                                      Councillor Marshall advised Council that Henry Kroeger Water System and the Village of Delia will be installing a new water tank that will increase water storage in Delia and assist with increasing capacity on the water line. The current capacity in the existing water tower is 10,000 gallons.

Set Back from Road Allowance                      There were some questions from Council regarding the required set-back distance from the road allowance for any improvements. Manager Riep advised that the set back is measured from the edge of the road allowance. Manager Riep will check the property improvement in question.

Departure    Manager Riep departed the meeting at 2:57 p.m.

**C18-044  
Municipal Administration Leadership Workshop**                      **[C18-044] MOVED BY DEPUTY REEVE SARGENT**  
**that Shirley Bremer, Matthew Kreke, and Judy Fazekas be authorized to attend the 2018 Municipal Administration Leadership Workshop to be held at Kananaskis Village, AB on May 15 – 18, 2018 and that registration and expenses be paid.**

**CARRIED UNANIMOUSLY.**

Committee Reports                                      Each of the councillors in attendance briefly reported on the various committees to which they are appointed.

- Council Communications
- i) AAMDC
    - Member Bulletin: Councillor Code of Conduct: A Guide for Municipalities.
    - Member Bulletin: Public Participation and Public Notification: A Guide for Municipalities.
  - ii) Insight Into Government – 2 issues.
  - iii) Contact Newsletter – 2 issues.

Accounts - see prior motion.

AAMDC	CK# 46318	10,544.97
MPE ENGINEERING LTD.	CK# 46319	8,622.08
MPE ENGINEERING LTD.	CK# 46320	5,383.35
<b>Sub-Total:</b>	<b>\$</b>	<b>24,550.40</b>

ADAMS INDUSTRIAL SUPPLIES INC.	CK# 46321	29.38
AAMDC	CK# 46322	29,062.17
ALLIED DISTRIBUTORS DRUM LTD.	CK# 46323	1,360.23
ALTAGAS UTILITIES INC.	CK# 46324	4,472.18
ARCTEC ALLOYS LIMITED	CK# 46325	110.46
ATCO ELECTRIC LTD.	CK# 46326	39.57
BURT, EDWIN L.	CK# 46327	150.00
CHAMPION COMMERCIAL PRODUCTS	CK# 46328	1,329.55
CURTIS GEO SOLUTIONS INC.	CK# 46329	3,401.58
DELIA PENGUINS	CK# 46330	900.00
DIGITAL CONNECTION OFFICE	CK# 46331	906.22
DRUMHELLER CHRYSLER LTD.	CK# 46332	145.68
EAST CENTRAL GAS CO-OP LTD.	CK# 46333	388.81
ENMAX	CK# 46334	14,311.81
HAMPTON, ALAN W.	CK# 46335	156.48
HI-WAY 9 EXPRESS LTD.	CK# 46336	184.36
I.D. APPAREL	CK# 46337	1,220.29
KLEINSCHROTH, TERENA R.	CK# 46338	101.20
KNEEHILL COUNTY	CK# 46339	2,095.75
LAPP	CK# 46340	27,140.24
M&M ELECTRIC	CK# 46341	293.06
MARSHALL, MURRAY	CK# 46342	285.48
MORRIN FIGURE SKATING CLUB	CK# 46343	1,450.00
RECEIVER GENERAL OF CANADA	CK# 46344	2,476.00
RECEIVER GENERAL OF CANADA	CK# 46345	49,623.21
REW, JOHN	CK# 46346	284.56
SARGENT, ROBERT	CK# 46347	266.39
SEED CHECK TECHNOLOGIES INC.	CK# 46348	372.75
SHAW GMC CHEVROLET BUICK LTD.	CK# 46349	253.44
SHRED-IT INTERNATIONAL ULC	CK# 46350	220.36
TELUS COMMUNICATIONS INC.	CK# 46351	252.12
TELUS MOBILITY INC.	CK# 46352	255.85
TRINUS TECHNOLOGIES INC.	CK# 46353	628.93
UNITED RENTALS OF CANADA INC.	CK# 46354	4,200.00
WANNSTROM, STEVE	CK# 46355	256.50
WATER PURE & SIMPLE	CK# 46356	90.00
WATTS, JACKIE	CK# 46357	273.98
WESTERGARD MOTORS	CK# 46358	919.65
WOLF, TRACY	CK# 46359	1,267.00
1325856 ALBERTA LTD.	CK# 46360	352.80

**Sub-Total: \$ 151,528.04**

**TOTAL: \$ 176,078.74**

**C18-045  
Adjournment**

**[C18-045] MOVED BY DEPUTY REEVE SARGENT**

**that the meeting be adjourned at 3:20 p.m.**

**CARRIED UNANIMOUSLY.**

***The next meeting of the Council of Starland County is to be held on Tuesday, March 13, 2018, in the Starland County Administration Office, Morrin, Alberta, commencing at 9:00 a.m.***

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**Reeve:  
Steven Wannstrom**

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**Chief Administrative Officer:  
Shirley Bremer**