

STARLAND COUNTY

COUNCIL MEETING, November 16th, 2022

A regular meeting of the Council of Starland County was held at the Starland County Administration Building in Morrin, Alberta on Wednesday, November 16th, 2022, commencing at 9:04 a.m.

Attendance

Present: Reeve: Steve Wannstrom
Deputy Reeve: Bob Sargent
Councillors: Mark Landry and John Rew
Staff: CAO Shirley Bremer
Corporate Services Director Judy Fazekas
HR Coordinator Kory Schofer
Absent: Councillor Jackie Watts

C22-266 Agenda Approval

[C22-266] MOVED BY DEPUTY REEVE SARGENT

that the agenda for the November 16th, 2022 meeting of the Council of Starland County be approved as presented with the following additions:

- Alternate board member for the Drumheller & District Solid Waste Management Association
- Red Deer River Watershed Alliance 2023 membership

CARRIED UNANIMOUSLY.

C22-267 Approval of Organizational Meeting Minutes

[C22-267] MOVED BY COUNCILLOR LANDRY

that the minutes of the October 26th, 2022 Organizational meeting of the Council of Starland County be approved as presented.

CARRIED UNANIMOUSLY.

C22-268 Approval of Minutes

[C22-268] MOVED BY COUNCILLOR LANDRY

that the minutes of the October 26th, 2022 regular meeting of the Council of Starland County be approved as presented.

CARRIED UNANIMOUSLY.

Accounts

Deputy Reeve Sargent and Councillor Rew checked accounts with Administrative Assistant Laya Montgomery on November 16th, 2022.

C22-269 Accounts

[C22-269] MOVED BY DEPUTY REEVE SARGENT

that accounts (cheque numbers 54700 to 54769 and 24 electronic funds transfer payments) totalling \$482,977.00 be approved for payment.

CARRIED UNANIMOUSLY.

C22-270 Financial Statements

[C22-270] MOVED BY COUNCILLOR REW

that the financial statement for the period ending October 31st, 2022 be approved as submitted.

CARRIED UNANIMOUSLY.

CAO Report

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

- Ed Gross of HR Outlook, our HR consultant, has completed the salary survey of comparatives with other rural municipalities and in working towards a salary grid, he now wants to confirm where everyone is comfortable in establishing this matrix. He would like to present his

findings at the next Council meeting.

- The RCMP Townhall meeting held in Rumsey on October 27th, 2022 was well received. The RCMP would welcome another engagement session like this in another community if requested.
- Our AARMA colleagues in Zone 2, as well as the LGAA colleagues (mainly towns and villages) met in Three Hills on October 28th. There were several interesting presentations and discussions on the operations within these areas. Although these two groups have many different priorities, there are also many areas in which we align and can be helpful to one another. They have proposed that we meet annually for similar discussions.
- Ascend LLP Chartered Professional Accountants performed our interim audit on October 31st and November 1st. All appears to be in order currently and they are proposing on completing the annual audit in March of 2023.
- CAO Bremer and CSD Fazekas met with the ATB Investment Leader to discuss possible short-term investments. Investment rates are up at this point; however, Janice Hupper our Relationship Manager, suggested placing the bulk of our funds into a high interest savings account at a current interest rate of 4.3% which is comparable or better than the short-term investment rates. This option will provide us the flexibility to withdraw or deposit funds as required and provide protection against cheque fraud.
- At the Joint Health and Safety Committee meeting, it was agreed that the *Boot Voucher Policy* and the *Smoking in Public Buildings and Vehicles Policy* need to be updated. These are in the works and will be presented for approval at an upcoming meeting.
- The 2022 Fall RMA Convention was very good this year and it was good to be together again with our fellow municipalities and network without restrictions.
- We met with our Kneehill County colleagues on Monday to discuss the proposed Intermunicipal Development Plan between Starland County and Kneehill County. Bylaw 1190 will be presented today for review and First Reading. A Public Hearing date will also need to be established.
- Council invitations to the Starland County Christmas Party have been distributed. The event will be taking place on Friday, December 9th. Please RSVP by November 25th, 2022.

Policy 970-1
Municipal
Reserves

Council reviewed proposed interfund reserve transfers to better align reserve balances in accordance with Policy 970-1 *Municipal Reserves*. This policy outlines the requirements for the establishment and administration of all County reserves, including specifying reserve categories and uses.

C22-271
Policy 970-1
Municipal
Reserves –
Interfund
Transfers

[C22-271] MOVED BY COUNCILLOR REW

that the following interfund reserve transfers be made to realign reserve balances in accordance with Policy 970-1 *Municipal Reserves*:

1. Transfer \$2,367.00 from account 1-4-12-750-00 Reserves – General Admin to account 1-4-12-760-00 General Admin Reserve Capital.
2. Transfer \$35,000 from account 1-4-12-760-00 Reserves – Buildings to account 1-4-12-760-00 General Admin Reserve Capital.
3. Transfer \$40,000 from account 1-4-12-761-00 Reserves – Mach and Equipment to account 1-4-12-760-00 General Admin Reserve Capital.
4. Transfer \$39,512.49 from account 1-4-23-750-00 Fire Operating Reserve to account 1-4-23-760-00 General Fire Reserve Capital.
5. Transfer \$513,602.32 from account 1-4-23-762-00 Fire Truck Reserve to account 1-4-23-760-00 General Fire Reserve Capital.
6. Transfer \$600.00 from account 1-4-32-750-00 Reserves Operating (PW) to account 1-4-32-760-00 Public Works Road and Bridges Reserve.
7. Transfer \$1,639,695.66 from account 1-4-32-760-00 Reserves Capital (PW) to account 1-4-32-760-00 Public Works Road and Bridges Reserve.

CARRIED UNANIMOUSLY.

Council Committee List	Council reviewed the revised Council Committee Members Listing for 2022/2023.
Attendance	Public Works Supervisor Menage and Assistant Public Works Supervisor Black attended the meeting at 9:30 a.m.
MRF Geosystems Quotes	Council, Administration and Public Works reviewed the following product descriptions and associated quotes that were presented to Starland County by MRF associates on October 12, 2022: Employee Work Alone Safety Solutions, Base Station, MRF Timesheet System, MRF Location Aware 360° Video Solution, MRF Gravel Road LIDAR Solution, and Hydrotechnical Assessment of Local Road Culverts. After discussion, Council determined that the subscription-based model for the bulk of these services was cost prohibitive and that Starland County would not proceed in this regard.
Departure	Public Works Supervisor Menage and Assistant Public Works Supervisor Black departed the meeting at 9:45 a.m.
Ratepayer Complaint – Tax Notice Delivery	A ratepayer has complained that their tax notice was mailed to an “undeliverable” address which resulted in the taxes being paid late and penalties applied. Although their correct address was provided earlier in the year for a gravel invoice, it was never updated in the system. Administration advised that they did speak with the ratepayer on the phone on the tax due date and advised them that they could pay online, over the phone, in person or leave a cheque in the drop box outside. Council has requested that Administration send a letter to the ratepayer advising that the penalty is still due and that the County sends the Drumheller Mail to all ratepayers as our formal way of notifying residents of all public notices, due dates, and advertisements.
Ratepayer Complaint – Late Land Tax Penalty	A ratepayer has complained that penalties have been applied to their taxes. They claim that they mailed payment by regular mail 11 days prior to the due date of September 29, 2022, they have never had a late payment, and volunteer in the community extensively. They are asking that the penalties be reversed. The envelope in which the payment was mailed was clearly postmarked Oct 1 st , 2022, on both the front and back. Council has requested that Administration send a letter to the ratepayer advising that they appreciate their volunteerism, but the penalty is still due, and the problem appears to be with Canada Post and not the County.
Bylaw 1190 – Intermunicipal Development Plan between Kneehill and Starland Counties	Bylaw 1190 is a bylaw to adopt the Intermunicipal Development Plan between Kneehill and Starland Counties. This IDP will address approximately one mile on either side of the Red Deer River which is our mutual boundary. A lot of this area is Badlands, however, this IDP will address any rezoning, subdivisions, proposed developments, etc. Whenever something is proposed within this zone, it will be required to notify the adjacent municipality to make them aware of it. This effort establishes cooperation and collaboration between the two municipalities.
<u>C22-272</u> Bylaw 1190 – Kneehill County and Starland County IDP	<u>[C22-272] MOVED BY COUNCILLOR LANDRY</u> that Bylaw 1190, for the purpose of adopting the Intermunicipal Development Plan between Kneehill and Starland Counties, be established.
	CARRIED UNANIMOUSLY.
<u>C22-273</u> Bylaw 1190 – 1 st Reading	<u>[C22-273] MOVED BY DEPUTY REEVE SARGENT</u> that Bylaw 1190, for the purpose of adopting the Intermunicipal Development Plan between Kneehill and Starland Counties, be given first reading.

CARRIED UNANIMOUSLY.

**C22-274
Bylaw 1190 –
Public Hearing**

[C22-274] MOVED BY COUNCILLOR REW

that a Public Hearing be held in regard to Bylaw 1190, a bylaw to adopt the Intermunicipal Development Plan between Kneehill and Starland Counties, on December 14, 2022, at 2:00 p.m. at the Starland County Administration Building in Morrin, AB.

CARRIED UNANIMOUSLY.

Recreation and
Cultural Grants

Administration has prepared a list of proposed grant funds to be distributed to each of the applications for the 2022 Operational, Ice Plant, and Library Grants. The grants are based on a percentage of the utility costs incurred by the community groups operating the facilities to be funded, with the exception of the Library grants which are funded as per Policy 740-01 – *Operational Grants – Culture (Libraries)*.

**C22-275
Operational
Grants**

[C22-275] MOVED BY DEPUTY REEVE SARGENT

that Starland County fund the Operational Grant Program in the amount of \$92,000 and that the funds be distributed as follows:

Craigmyle Historic Society	\$2,144.24
Craigmyle Civic Centre	\$2,663.00
Delia & District Ag Society	\$10,069.43
Delia & District Community Ass.	\$4,486.62
Delia & District Historical Society	\$2,423.87
Delia & District Senior Citizens	\$3,599.34
Delia Curling Club	\$5,129.01
Morrin & District Ag Society	\$21,032.22
Morrin Community Hall	\$5,664.15
Morrin Historical Park & Sod House Society	\$1,714.42
Munson & Area Community Ass.	\$2,692.99
Rowley Community Hall Ass.	\$9,031.82
Rumsey & District Ag Society	\$14,760.38
Rumsey Drop-In Centre	\$2,225.45
Verdant Valley Ag Society	\$4,363.06
TOTAL	\$92,000.00

CARRIED UNANIMOUSLY.

**C22-276
Library Grants**

[C22-276] MOVED BY COUNCILLOR LANDRY

that Starland County fund the Operational Library Grant Program in the amount of \$3,000 and that the funds be distributed as follows:

Delia Municipal Library	\$1,000.00
Rumsey Community Library	\$1,000.00
Village of Morrin Library	\$1000.00
TOTAL	\$3,000.00

CARRIED UNANIMOUSLY.

**C22-277
Ice Plant Grants**

[C22-277] MOVED BY COUNCILLOR REW

that Starland County fund the Ice Plant Grant Program in the amount of \$38,000 and that the funds be distributed as follows:

Delia & District Ag Society	\$8,102.24
Morrin & District Ag Society	\$17,260.82
Rumsey & District Ag Society	\$12,636.94
TOTAL	\$38,000.00

CARRIED UNANIMOUSLY.

Central Alberta
Regional
Assessment
Review Board

The Central Alberta Regional Assessment Review Board is recruiting board members and is asking for volunteers from partnering municipalities to sit on the Review Committee. Anyone interested in volunteering is asked to contact them by November 18, 2022.

Central Alberta
Economic
Partnership

Councillor Landry attended the CAEP meeting in Sylvan Lake and asked for references with respect to contracting an in-depth economic development profile for \$20,000 through CAEP. After discussion, Council decided they will approach the Town of Drumheller and ask if they can prepare a Terms of Reference for the Starland-Drumheller Economic Development Partnership. Once this has been completed, the Partnership can contract an Economic Development Officer as per the agreed upon Terms of Reference.

Badlands
Historical Centre

Reeve Wannstrom attended the Clam Chowder Night held by the Badlands Historical Centre. The Historical Centre shared the new direction they are taking focusing on Agriculture through a partnership with the 4-H community. Their facility is in need of roof repairs, and they have asked the adjacent counties and the Town of Drumheller each for a \$5,000.00 donation to cover the costs of same.

C22-278
**Donation to
Badlands
Historical
Centre**

[C22-278] MOVED BY REEVE WANNSTROM

that Starland County donate \$5,000.00 to the Badlands Historical Centre to be used for roof repairs for their agricultural museum.

CARRIED UNANIMOUSLY.

2023 Equalized
Assessment
Report

Council reviewed the 2023 Equalized Assessment Report. There was a 2.9% increase to overall assessment from 2022. Equalized assessment values are used in the formulas for grant funding and requisitions.

DDSWMA
Alternate Board
Member

The Drumheller and District Solid Waste Management Association has requested that an alternate board member from Starland County be selected.

C22-279
**DDSWMA
Alternate Board
Member**

[C22-279] MOVED BY REEVE WANNSTROM

that Councillor Watts be appointed as the alternate board member to the Drumheller and District Solid Waste Management Association for 2022/2023.

CARRIED UNANIMOUSLY.

Red Deer River
Watershed
Alliance

The Red Deer River Watershed Alliance is seeking continued financial support from Starland County for the 2023 year. They are requesting a membership fee of \$0.50 per capita for a total of \$910.50.

C22-280
**Red Deer River
Watershed
Alliance
Membership**

[C22-280] MOVED BY COUNCILLOR LANDRY

that Starland County pay the 2023 membership fee in the amount of \$910.50 to the Red Deer River Watershed Alliance Membership.

CARRIED UNANIMOUSLY.

Council
Committees

All councillors present reported briefly on the committees to which they are appointed.

Council
Communications

Council Communications:

- i) Alberta Municipal Affairs re: New Minister of Municipal Affairs Announcement.
- ii) Brownlee LLP re: Save the Date for Emerging Trends in Municipal Law: Calgary Feb 9/23 or Edmonton Feb 16/23.

- iii) Fox Creek re: Victim Services Redesign.
- iv) Palliser Regional Municipal Services re: Board Meeting Minutes – April and June 2022.
- v) RCMP Drumheller Detachment re: Quarterly Report
- vi) Prairie Land Public School re: Prairie Land Pride.
- vii) Rural Municipalities of Alberta (RMA)
 - Message from RMA President Paul McLauchlin
 - Contact Newsletter (2 issues)

C22-281
Motion to
Proceed in
Closed Session

[C22-281] MOVED BY COUNCILLOR REW

that under the exemptions granted by Section 17, Division 4, of the Freedom of Information and Protection of Personal Privacy Act, Reeve Wannstrom, Deputy Reeve Sargent, and Councillors Rew and Landry, proceed with the meeting in Closed Session at 11:55 a.m.

CARRIED UNANIMOUSLY.

C22-282
Motion to
Proceed Out of
Closed Session

[C22-282] MOVED BY DEPUTY REEVE SARGENT

that the meeting proceed out of closed session at 12:23 p.m.

CARRIED UNANIMOUSLY.

Accounts

Accounts - see prior motion.

APEX UTILITIES INC.	CK# 54700	1,867.58
Sub-Total:		\$ 1,867.58
DRUMHELLER SALVATION ARMY FOOD BANK	CK# 54701	2,493.00
JAMES, VICTORIA	CK# 54702	1,000.00
MORRIN SOD HOUSE & HISTORICAL SOCIETY	CK# 54703	500.00
Sub-Total:		\$ 3,993.00
LAPP	CK# 54704	20,770.40
RECEIVER GENERAL OF CANADA	CK# 54705	44,947.41
Sub-Total:		\$ 65,717.81
A&D HARPER TIRE (1979) LTD.	CK# 54706	208.95
ACKLANDS-GRAINGER INC.	CK# 54707	1,091.20
ADAMS INDUSTRIAL	CK# 54708	235.15
AIR LIQUIDE CANADA INC.	CK# 54709	446.27
ALBERTA GOVERNMENT SERVICES	CK# 54710	40.00
ATB FINANCIAL MASTERCARD	CK# 54711	653.46
BLACK, COLBY	CK# 54712	1,631.92
BREMER, SHIRLEY J.	CK# 54713	1,748.16
CAMPUS ENERGY PARTNERS LP	CK# 54714	11,172.53
CANADIAN TIRE #439	CK# 54715	515.45
CAPITAL "I" INDUSTRIES	CK# 54716	2,727.95
CINTAS CANADA LIMITED	CK# 54717	436.43
CLARESHOLM CASTING	CK# 54718	3,862.00
CLEARTECH INDUSTRIES INC.	CK# 54719	1,047.82
DIGITAL SYSTEMS GROUP	CK# 54720	815.00
DRUM WIRELESS LTD.	CK# 54721	753.64
DRUMHELLER & DISTRICT SOLID WASTE MANAGEMENT	CK# 54722	244.13
DRUMHELLER REGISTRIES	CK# 54723	28.00
EMCON SERVICES INC.	CK# 54724	9,409.58

FAZEKAS, JUDITH W	CK# 54725	1,475.92
FERGUSON, ALISHA K.	CK# 54726	164.25
FLAGHILL RANCH	CK# 54727	150.00
GARRY'S WELDING AND SUPPLIES	CK# 54728	115.50
GLOVER INTERNATIONAL TRUCKS LTD.	CK# 54729	177.86
GOVERNMENT OF ALBERTA	CK# 54730	61.90
HI-WAY 9 EXPRESS LTD.	CK# 54731	344.34
HR OUTLOOK	CK# 54732	4,173.75
HYDRODIG CANADA INC.	CK# 54733	5,003.25
INSTA DOCK	CK# 54734	20,989.50
JERRY'S LOCK & KEY SERVICE	CK# 54735	35.50
KNEEHILL SOIL SERVICES	CK# 54736	540.00
KUDRAS AG LTD.	CK# 54737	60.00
LACOMBE COUNTY	CK# 54738	504.00
LANDRY, MARK	CK# 54739	4,515.62
MENAGE, KEN E	CK# 54740	1,178.92
MORRIN COMMUNITY HALL ASSOCIATION	CK# 54741	200.00
NEXTGEN AUTOMATION	CK# 54742	236.18
PACIFIC FLOW CONTROLS LTD.	CK# 54743	1,867.43
PIONEER RESEARCH CORPORATION	CK# 54744	4,435.79
POLAR PIN	CK# 54745	547.05
QUADROCK TRUCKING & EXCAVATING	CK# 54746	3,528.00
RAYMOND, MARCIA	CK# 54747	205.00
RIEP, GLEN	CK# 54748	5,009.74
RUMSEY AND DISTRICT AGRICULTURAL SOCIETY	CK# 54749	500.00
SEED CHECK TECHNOLOGIES INC.	CK# 54750	231.00
STERICYCLE ULC	CK# 54751	673.75
SITEONE LANDSCAPING SUPPLY, LTD.	CK# 54752	653.49
STANTEC CONSULTING LTD.	CK# 54753	46,292.99
SUN LIFE ASSURANCE COMPANY OF CANADA	CK# 54754	18,119.45
SUN LIFE ASSURANCE COMPANY OF CANADA	CK# 54755	112.56
TANAS CONCRETE INDUSTRIES	CK# 54756	813.76
TELUS	CK# 54757	1,169.44
TELUS MOBILITY INC.	CK# 54758	1,132.55
THUNDER RIDGE RANCH	CK# 54759	66.00
TOWN OF DRUMHELLER	CK# 54760	17,879.57
TRU-FENCE	CK# 54761	2,047.50
UFA CO-OPERATIVE LIMITED	CK# 54762	3,674.85
VIKING CIVES LTD.	CK# 54763	3,157.09
VILLAGE OF MORRIN	CK# 54764	517.50
WANNSTROM, STEVE	CK# 54765	4,242.32
WASTE MANAGEMENT OF CANADA CORPORATION	CK# 54766	620.64
WATTS, JACKIE	CK# 54767	4,722.67
4IMPRINT INC.	CK# 54768	1,280.37
Sub-Total:	\$	200,494.64
CANOE PROCUREMENT GROUP OF CANADA	CK# 54769	126,692.01
Sub-Total:	\$	126,692.01
A.H. GRADER SERVICE LTD.	800000036	17,052.00
ADAMS INDUSTRIAL SUPPLIES INC.	800000037	2,519.97
AUTO VALUE PARTS – DRUMHELLER	800000038	3,786.06
BIG COUNTRY GAS COOP	800000039	331.73
BROWNLEE LLP BARRISTERS AND SOLICITORS	800000040	1,646.88
DIGITEX CANADA INC.	800000041	360.89

DRUMHELLER EQUIPMENT SALES AND RENTALS	800000042	9,256.05
FRESON BROS DRUMHELLER	800000043	82.94
HENRY KROEGER REGIONAL WATER SERVICES	800000044	17,155.10
HIWAY 9 EXPRESS LTD	800000045	1,208.32
IMAGE CRAFTER DESIGNS INC.	800000046	404.25
KUHL TUF WEAR LTD.	800000047	136.49
PRONGHORN CONTROLS	800000048	885.78
ROADATA SERVICES LTD.	800000049	3,181.51
STETTLER TELEPHONE ANSWERING SERVICE	800000050	359.10
TAQA NORTH	800000051	21.00
TOWN OF DRUMHELLER	800000052	2,962.58
VILLAGE OF DELIA	800000053	177.40
WARWICK PRINTING CO. LTD.	800000054	74.55
WATER PURE AND SIMPLE	800000055	81.00
WESTVIEW COOPERATIVE ASS.	800000056	2,230.80
WIART DIRTWORK LTD.	800000057	7,918.06
WILD ROSE ASSESSMENT SERVICE	800000058	7,875.00
3D PATCHWORK LTD.	800000059	4,504.50

Sub-Total: \$ 84,211.96

TOTAL: \$ 482,977.00

i.

C22-283
Adjournment

[C22-283] MOVED BY COUNCILLOR REW

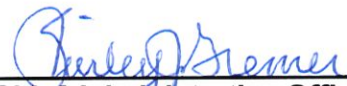
that the meeting be adjourned at 12:24 p.m.

CARRIED UNANIMOUSLY.

The next meeting of the Council of Starland County is to be held on Wednesday, November 30th, 2022, at the Starland County Administration Building, commencing at 9:00 a.m.



**Reeve:
Steve Wannstrom**



**Chief Administrative Officer:
Shirley Bremer**