

# STARLAND COUNTY

## COUNCIL MEETING, December 14<sup>th</sup>, 2022

A regular meeting of the Council of Starland County was held at the Starland County Administration Building in Morrin, Alberta on Wednesday, December 14<sup>th</sup>, 2022, commencing at 9:00 a.m.

### Attendance

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

### C22-291 Agenda Approval

#### [C22-291] MOVED BY COUNCILLOR LANDRY

that the agenda for the December 14<sup>th</sup>, 2022 meeting of the Council of Starland County be approved as presented with the following additions:

- Approval for MPE water studies
- Acquisition of brusher attachment for Public Works
- Amateur team grant application
- Advertising with Travel Drumheller.

CARRIED UNANIMOUSLY.

### C22-292 Approval of Minutes

#### [C22-292] MOVED BY COUNCILLOR WATTS

that the minutes of the November 30<sup>th</sup>, 2022 regular meeting of the Council of Starland County be approved as presented.

CARRIED UNANIMOUSLY.

### Accounts

Deputy Reeve Sargent and Councillor Watts checked accounts with Administrative Assistant Laya Montgomery on December 14<sup>th</sup>, 2022.

### C22-293 Accounts

#### [C22-293] MOVED BY DEPUTY REEVE SARGENT

that accounts (cheque numbers 54824 to 54884 and 32 electronic funds transfer payments) totalling \$743,037.35 be approved for payment.

CARRIED UNANIMOUSLY.

### CAO Report

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

- CAO Bremer and Public Works Supervisor Menage met with Derek Beattie of Stantec to discuss the upcoming tender for the construction of the Lenfesty Bridge, BF.06918. The Stantec bridge team did review the information supplied by Council regarding the ACROW bridges which had declared significant cost savings from more traditional bridge structures. The bridge team determined that the type of structure that was proposed would not be adequate for rural use (to accommodate heavier axle loads for farm equipment and loaded farm trucks or wider loads) and recommended that the original bridge design be utilized. Stantec hopes to get the proposal out early in 2023 and get a tender approved for construction in mid-2023 and completed no later than October 31<sup>st</sup>.
- In discussions with MPE Engineering, the County has noted the urgency to try and obtain additional water allocation from the Red Deer River as soon as possible. This will require doing an inventory of what we already have and what we are utilizing. Then preparation

of proposals for the various projects to determine the approximate amount of water required for each. Potential water projects include expanding the Kirkpatrick waterline to supply water past the campground to existing residences as well as new developments near the golf course; update the proposal for supplying water to Rowley and Rumsey from the Morrin West line; and a proposal to supply Michichi from either the Henry Kroeger Regional Water Commission or from Drumheller. MPE will work on these proposals and then we should be prepared to apply for water study funding through the ACP grant, and then hopefully funding will be available for pipeline construction at some point in the near future.

- The Starland County Christmas party was a huge success with everyone attending have a good time.
- CAO Bremer reported that the road closure for Bob Grenville has now finally been approved. The road closure will still have to be registered and the County will have to invoice Bob for the sale of land.
- CAO Bremer congratulated Council in appointing a new CAO for Starland County and wished the County all the best in the future.

Alphabow:  
Update on  
Statement of  
Claim

CAO Bremer reported that our legal counsel has finalized the Affidavit of Records. It will be sworn by Corporate Services Director, Judy Fazekas, who will attend court if required.

Code of  
Conduct for  
Personnel Policy

The Code of Conduct from the Starland County Personnel Policy and Procedures Manual has been updated to exclude the inclusion of "Council" as they have their own Council Code of Conduct Bylaw 1187.

**C22-294**  
**Code of  
Conduct for  
Personnel  
Policy and  
Procedures  
Manual**

**[C22-294] MOVED BY COUNCILLOR WATTS**

**that the amended Code of Conduct for the Personnel Policy and Procedures Manual be adopted as presented.**

**CARRIED UNANIMOUSLY.**

Draft 2023  
Interim Budget

Corporate Services Director Fazekas presented the 2023 draft interim operating budget. Highlights of the interim operating budget are:

- There has been a budgeted 2% overall increase to taxation revenue. This increase was necessary to offset decreases in other operating revenues.
- Projected operating revenue is \$15,372,346 and operating expenses are \$15,342,855 for a projected operating surplus of \$29,491.
- Projected capital finances acquired is \$3,051,812 and projected capital finances applied is \$3,048,000 for a projected surplus of \$3,812.

Council is required to approve an interim budget before January 1<sup>st</sup> so operations can continue; however, the final budget will not be approved until later in 2023.

**C22-295**  
**2023 Interim  
Operating and  
Capital Budget**

**[C22-295] MOVED BY COUNCILLOR WATTS**

**that 2023 Interim Operating Budget in the amount of \$15,342,855 and the Interim Capital Budget in the amount of \$3,048,000 be approved as presented.**

**CARRIED UNANIMOUSLY.**

Fuel Surcharge  
Review for  
Contract Graders

Council reviewed resolution C22-228 which provided for a \$5.00/hour fuel surcharge for the two contract grader operators for the period of September 15<sup>th</sup> to December 31<sup>st</sup>, 2022 inclusive. Council determined that since diesel prices have come down over the last two months, that the resolution should run its course and expire on December 31<sup>st</sup>, 2022.

CRMA Zone 2  
Director Meeting

The CRMA Zone 2 Directors Meeting will be held in Three Hills on January 6<sup>th</sup>, 2023.

RMA Spring Resolutions Deadline

The deadline for resolutions for the RMA Spring Convention will be January 10<sup>th</sup>, 2023.

CRMA Spring Zone 2 Meeting

The CRMA Spring Zone 2 meeting will be held on February 3<sup>rd</sup>, 2023 and will be hosted by the M.D. of Acadia Valley.

Tax Write Offs

CAO Bremer advised that there are linear properties from bankrupt oil and gas companies for which the 2022 taxes need to be written off and expensed as a bad debt as the likelihood of collecting these taxes are remote. Starland County can apply for the PERC and DIRC credits for these properties.

C22-296  
2022 Tax Write Offs

[C22-296] MOVED BY DEPUTY REEVE SARGENT

that unpaid 2022 taxes be written off for the following bankrupt companies and that Starland County apply for any PERC/DIRC credits available. Taxes to be written off are:

Sanling Energy Ltd. \$24,516.07  
Capital Oil Ltd. \$ 237.39

CARRIED UNANIMOUSLY.

PERC/DIRC Application

CAO Bremer reported that a council resolution is required to apply for the PERC/DIRC credits for oil and gas companies that are not bankrupt but have outstanding 2022 taxes. These taxes will not be written off and will remain as a receivable on the County records.

C22-297  
PERC/DIRC Credit Application

[C22-297] MOVED BY COUNCILLOR REW

that Starland County apply for eligible PERC and DIRC credits on all unpaid 2022 taxes for properties owned by Alphabow Energy Ltd. and Blaze Energy Ltd. c/o FTI Consulting.

CARRIED UNANIMOUSLY.

Bylaw 1191 Chief Administrative Officer Bylaw

Bylaw 1191 is a bylaw of Starland County to establish the position of Chief Administrative Officer (CAO) and to appoint Christopher Robblee to Starland County's CAO position effective January 9<sup>th</sup>, 2023. This bylaw defines the duties, powers, and functions of that position.

C22-298  
Bylaw 1191 – Chief Administrative Officer Bylaw

[C22-298] MOVED BY COUNCILLOR WATTS

that Bylaw 1191, a bylaw to establish the position of Starland County's Chief Administrative Officer, be established.

CARRIED UNANIMOUSLY.

C22-299  
Bylaw 1191 – 1<sup>st</sup> Reading

[C22-299] MOVED BY COUNCILLOR LANDRY

that Bylaw 1191, a bylaw to establish the position of Starland County's Chief Administrative Officer, be given first reading.

CARRIED UNANIMOUSLY.

C22-300  
Bylaw 1191 – 2<sup>nd</sup> Reading

[C22-300] MOVED BY DEPUTY REEVE SARGENT

that Bylaw 1191, a bylaw to establish the position of Starland County's Chief Administrative Officer, be given second reading.

CARRIED UNANIMOUSLY.

**C22-301**  
Bylaw 1191 –  
Motion to Have  
3<sup>rd</sup> Reading

**[C22-301] MOVED BY COUNCILLOR LANDRY**

that Bylaw 1191 be presented for the third reading at this meeting.

**CARRIED UNANIMOUSLY.**

**C22-302**  
Bylaw 1191 –  
3<sup>rd</sup> and Final  
Reading

**[C22-301] MOVED BY REEVE WANNSTROM**

that Bylaw 1191, a bylaw to establish the position of Starland County's Chief Administrative Officer, be given third and final reading.

**CARRIED UNANIMOUSLY.**

Member Survey  
RMA Strategic  
Direction

Every four years the RMA engages with members to review and set the strategic direction for the association. Council completed and submitted the survey online during the regular meeting.

ARMA  
Community  
Bench Giveaway

Starland County's application for the Alberta Recycling Management Authority's 30<sup>th</sup> Anniversary Community Bench Giveaway was approved. Starland County will be receiving the park bench early in the spring and it will be placed in the Rowley Park.

2023 MISA  
Prairies Spring  
Conference and  
Trade Show

Paul Wheeler, IT/Communications Support, is requesting to attend the 2023 Municipal Information Systems Association (MISA) Prairies Spring Conference and Trade Show to be held May 8-10, 2023 in Edmonton, Alberta.

**C22-303**  
MISA Prairies  
Spring  
Conference and  
Trade Show

**[C22-303] MOVED BY COUNCILLOR LANDRY**

that Paul Wheeler be authorized to attend the 2023 MISA Prairies Spring Conference and Trade Show on May 8-10, 2023 in Edmonton, Alberta and that registration and expenses be paid.

**CARRIED UNANIMOUSLY.**

2023 Tax Sale

CAO Bremer is recommending Starland County hold our 2022 Tax Sale on February 22, 2023 at 2:00 p.m. at the Starland County Administration Office.

**C22-304**  
2023 Tax Sale

**[C22-305] MOVED BY DEPUTY REEVE SARGENT**

that Starland County's 2023 Tax sale be held on February 22, 2023 at 2:00 p.m. at the Starland County Administration Office in Morrin, Alberta.

**CARRIED UNANIMOUSLY.**

Policy 120-12  
Employee Use of  
Facilities,  
Vehicles and  
Equipment

Policy 120-12, *Employee Use of Facilities, Vehicles and Equipment* is a new policy, recommended by the Joint Health and Safety Committee, which is an inclusive policy to outline employee expectations when using company assets, as well as guidelines to ensure compliance with provincial regulations and acts.

**C22-305**  
Policy 120-12  
Employee Use  
of Facilities,  
Vehicles and  
Equipment

**[C22-305] MOVED BY COUNCILLOR WATTS**

that Policy 120-12, *Employee Use of Facilities, Vehicles and Equipment* be adopted as presented.

**CARRIED UNANIMOUSLY.**

**C22-306**  
Motion to  
Proceed in  
Closed Session

**[C22-306] MOVED BY COUNCILLOR WATTS**

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, Watts and Landry and CAO Bremer proceed with the meeting in Closed Session at 11:31 a.m.

**CARRIED UNANIMOUSLY**

Departure

Corporate Services Director Fazekas and HR Coordinator Schofer departed the meeting at 11:31 a.m.

**C22-307**  
**Motion to**  
**Proceed Out of**  
**Closed Session**

**[C22-307] MOVED BY COUNCILLOR LANDRY**

that the meeting proceed out of closed session at 11:54 a.m.

**CARRIED UNANIMOUSLY.**

Attendance

Corporate Services Director Fazekas and HR Coordinator Schofer attended the meeting at 11:54 a.m.

Policy for  
Personal  
Protective  
Equipment

The Joint Health and Safety Committee has recommended that the *Policy for Personal Protective Equipment*, Section 3 of the Starland County Safety Manual, be revised to increase the boot allowance from \$150.00 to \$200.00 per year for indeterminate staff and every other year for seasonal staff who require PPE for their work. This is due to the increased cost of safety boots.

**C22-308**  
**Policy for**  
**Personal**  
**Protective**  
**Equipment**

**[C22-308] MOVED BY COUNCILLOR REW**

that the *Policy for Personal Protective Equipment*, Section 3 of the Starland County Safety Manual, be revised to increase the boot allowance to \$200.00 per year for indeterminate staff and every other year for seasonal staff who require PPE for their work.

**CARRIED UNANIMOUSLY.**

**C22-309**  
**Capital**  
**Equipment**  
**Acquisition**

**[C22-309] MOVED BY DEPUTY REEVE SARGENT**

that Starland County purchase a brusher attachment in 2022 from Seppi Canada from the 2022 capital budget in the amount of \$63,000.00.

**CARRIED UNANIMOUSLY.**

MPE – Regional  
Water Project  
Proposals

MPE Engineering has submitted proposals for undertaking three feasibility studies for possible regional water projects in Starland County. The projects and estimated costs for these studies are as follows:

1. Extending treated water supply from the existing Kirkpatrick/Prestige RV Campground waterline for possible water service to potential commercial and residential developments in the Red Deer River Valley. Estimated cost for study - \$19,900.00.
2. Extending treated water supply from the existing Morrin West Rural Water System north to the Hamlets of Rowley and Rumsey. Estimated cost for study - \$18,200.00.
3. Providing treated water supply to the Hamlet of Michichi, either from the existing Morrin Rural Water system or from the existing Craigmyle Rural Water system, or possibly from both sides. Estimated cost for study - \$23,200.00.

Council also requested that MPE explore the possibility of partnering with Stettler County and the Village of Big Valley to see if treated water can be supplied to Rowley and Rumsey from the Shirley McLellan Regional Water system.

**C22-310**  
**MPE – Regional**  
**Water Project**  
**Proposals**

**[C22-310] MOVED BY COUNCILLOR LANDRY**

that MPE Engineering move forward with all three feasibility studies for proposed regional water projects in Starland County.

**CARRIED UNANIMOUSLY.**

Amateur Team  
Grant

The Delia Penguins Hockey team has applied for the Amateur Team grant. They received this grant earlier in 2022 in the amount of \$750.00 and are asking

to receive the balance of the \$2,000.00 available per team for the 2022 year. They have applied for 26 players 18-years of age or under at \$50.00 each.

**C22-311**  
**Amateur Team Grant**

**[C22-311] MOVED BY COUNCILLOR WATTS**

that Starland County donate \$1,300.00 to the Delia Penguins Hockey teams through the Amateur Team Grant Program from the 2023 budget.

**CARRIED UNANIMOUSLY.**

**C22-312**  
**Recess Meeting**

**[C22-312] MOVED BY DEPUTY REEVE SARGENT**

that the regular meeting of the Starland County Council be recessed at 1:53 p.m. for the Public Hearing.

**CARRIED UNANIMOUSLY.**

Departure

Councillor Rew departed the meeting at 2:00 p.m.

**C22-313**  
**Resume Meeting**

**[C22-313] MOVED BY COUNCILLOR WATTS**

that the regular meeting of the Starland County Council resume at 2:26 p.m.

**CARRIED UNANIMOUSLY.**

**C22-314**  
**Bylaw 1190 – 2<sup>nd</sup> Reading**

**[C22-314] MOVED BY COUNCILLOR WATTS**

that Bylaw 1190, for the purpose of adopting the Intermunicipal Development Plan between Kneehill and Starland Counties, be given second reading.

**CARRIED UNANIMOUSLY.**

**C22-315**  
**Bylaw 1190 – 3<sup>rd</sup> and Final Reading**

**[C22-315] MOVED BY COUNCILLOR LANDRY**

that Bylaw 1190, for the purpose of adopting the Intermunicipal Development Plan between Kneehill and Starland Counties, be given third and final reading.

**CARRIED UNANIMOUSLY.**

Travel Drumheller Travel Guide

Travel Drumheller is in the process of planning their 2023 Travel Guide. All advertising space must be purchased, and artwork submitted no later than January 31, 2023. A full-sized, one-page ad costs \$1,675.00 and \$75.00 for additional design support with no partnership fee. This would be a good medium to advertise Starland County's campgrounds and Horsethief Canyon.

**C22-316**  
**Advertising in Travel Drumheller's Travel Guide**

**[C22-316] MOVED BY COUNCILLOR WATTS**

that Starland County purchase a full-sized, one-page ad in the 2023 Travel Drumheller Travel Guide.

**CARRIED UNANIMOUSLY.**

Committee Reports

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

Departure

Councillor Watts departed the meeting at 2:50 p.m.

**C22-317**  
**Motion to Proceed in Closed Session**

**[C22-317] MOVED BY COUNCILLOR LANDRY**

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, Councillor Landry, CAO Bremer, CSD

Fazekas, and HRC Schofer proceed with the meeting in Closed Session at 2:51 p.m.

**CARRIED UNANIMOUSLY.**

**C22-318  
Motion to  
Proceed Out of  
Closed Session**

**[C22-318] MOVED BY COUNCILLOR LANDRY**

that the meeting proceed out of closed session at 2:56 p.m.

**CARRIED UNANIMOUSLY.**

Council  
Communications

Council Communications:

- i. Alberta Public Safety & Emergency Services re: Victim Services
- ii. Palliser Regional Municipal Services re: Meeting Minutes
- iii. Prairie Land Regional School Division re: Board Highlights
- iv. Rural Municipalities of Alberta (RMA) re: Contact Newsletter (2 issues)

**C22-319  
Motion to  
Proceed in  
Closed Session**

**[C22-319] MOVED BY DEPUTY REEVE SARGENT**

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, Councillor Landry, and CAO Bremer proceed with the meeting in Closed Session at 3:00 p.m.

**CARRIED UNANIMOUSLY.**

Departure

Corporate Services Director Fazekas and Human Resources Coordinator Schofer departed the meeting at 3:00 p.m.

**C22-320  
Motion to  
Proceed Out of  
Closed Session**

**[C22-320] MOVED BY DEPUTY REEVE SARGENT**

that the meeting proceed out of closed session at 3:16 p.m.

**CARRIED UNANIMOUSLY.**

**C22-321  
Salary  
Negotiations**

**[C22-321] MOVED BY COUNCILLOR LANDRY**

that Starland County Council approve the 2022/2023 Memorandum of Understanding which outlines the merit allocation funding pool for 2022 and the Cost-of-Living Allowance (COLA) for 2023 regarding the employee salary negotiations.

**CARRIED UNANIMOUSLY.**

Accounts

Accounts - see prior motion.

PINE CLIFF ENERGY LTD.	CK# 54824	1,430.10
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<b>Sub-Total:</b>	<b>\$</b>	<b>1,430.10</b>
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DELIA & DISTRICT SENIOR CITIZENS CENTRE	CK# 54825	500.00
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<b>Sub-Total:</b>	<b>\$</b>	<b>500.00</b>
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CANOE PROCUREMENT GROUP OF CANADA	CK# 54826	124,807.17
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<b>Sub-Total:</b>	<b>\$</b>	<b>124,807.17</b>
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ACCU-FLO METER SERVICE LTD.	CK# 54827	1,304.10
ACKLANDS-GRAINGER INC.	CK# 54828	493.56
ACTIVE GLASS	CK# 54829	336.00
AIR LIQUIDE CANADA INC.	CK# 54830	479.12
ANDERSON, LARRY	CK# 54831	1,500.00

ARIES AIRFLO	CK# 54832	3,097.71
ATB FINANCIAL MASTERCARD	CK# 54833	4,681.82
CAMPUS ENERGY PARTNERS LP	CK# 54834	21,802.15
CANADIAN TIRE #439	CK# 54835	14.68
CHRIST THE REDEEMER CATHOLIC EDUCATION	CK# 54836	4,944.49
CINTAS CANADA LIMITED	CK# 54837	306.98
CITITONE COMMUNICATIONS LTD.	CK# 54838	189.00
THINQ TECHNOLOGIES LTD.	CK# 54839	1,648.07
DRUM WIRELESS LTD.	CK# 54840	1,541.40
DRUMHELLER CHRYSLER	CK# 54841	1,640.52
DRUMHELLER EQUIPMENT SALES AND RENTAL	CK# 54842	133.34
EAST COULEE CONCRETE	CK# 54843	9,500.00
FORT GARRY INDUSTRIES LTD.	CK# 54844	801.67
FRESON BROS DRUMHELLER	CK# 54845	111.30
GANE VACUUM SERVICES LTD.	CK# 54846	1,995.00
GLOVER INTERNATIONAL TRUCKS LTD.	CK# 54847	3,532.95
GRANT'S OILFIELD SERVICE	CK# 54848	262.50
GREATWEST KENWORTH LTD.	CK# 54849	88.17
HALLETT, RYAN	CK# 54850	1,748.87
HENRY KROEGER REGIONAL WATER SERVICE	CK# 54851	351.47
HI-WAY 9 EXPRESS LTD.	CK# 54852	108.79
HR OUTLOOK	CK# 54853	4,410.00
HUMAN EDGE EXECUTIVE SEARCH	CK# 54854	16,800.00
HYDRODIG CANADA INC.	CK# 54855	1,921.50
KENNEDY MECHANICAL 2069349 ALBERTA	CK# 54856	2,615.60
KOPJAR, GERALD M. & MARILYN J.	CK# 54857	1,600.00
KUHL TUF WEAR LTD.	CK# 54858	131.24
LAPP	CK# 54859	21,504.55
LOOMIS EXPRESS	CK# 54860	105.35
MORRIN FIGURE SKATING CLUB	CK# 54861	1,450.00
MORRIN FIRE DEPARTMENT	CK# 54862	1,000.00
MORRISON, LILLIAN	CK# 54863	3,596.62
OLD MACDONALD KENNELS, ANIMAL SERVICE	CK# 54864	971.25
PETERSON AUTO BODY LTD.	CK# 54865	6,367.22
PETTY CASH	CK# 54866	264.40
PHASE 3 ELECTRIC PONOKA	CK# 54867	913.93
PUROLATOR INC.	CK# 54868	47.68
REACT FIRST AID & SAFETY SERVICES	CK# 54869	152.25
RECEIVER GENERAL OF CANADA	CK# 54870	43,424.73
ROCKY MOUNTAIN PHOENIX	CK# 54871	20,532.83
STERICYCLE ULC	CK# 54872	410.89
STANTEC CONSULTING LTD.	CK# 54873	4,258.45
SUN LIFE ASSURANCE COMPANY OF CANADA	CK# 54874	112.56
TARIN RESOURCE SERVICES (1994) LTD.	CK# 54875	17,109.75
TELUS	CK# 54876	260.40
TELUS MOBILITY INC.	CK# 54877	839.12
UFA CO-OPERATIVE LIMITED	CK# 54878	368.52
VILLAGE OF MORRIN	CK# 54879	303.00
WANNSTROM, STEVE	CK# 54880	8,859.19
WASTE MANAGEMENT OF CANADA CORPORATION	CK# 54881	442.19
WATTS, JACKIE	CK# 54882	7,762.34
WELDCO-BEALES MFG. INC.	CK# 54883	2,215.20
WOLSELEY WATERWORKS	CK# 54884	1,865.68

**Sub-Total: \$ 235,230.10**

A.H. GRADER SERVICE LTD. 800000079 10,962.00



