

**COUNTY OF TWO HILLS NO. 21 COUNTY COUNCIL MEETING
January 12, 2010**

Meeting Called to Order The County Council Meeting was called to order by Reeve, A. Saylor at 10:12 a.m. on Tuesday, January 12, 2010.

Attendance Present were:

A. Pidruchney S. Odegard
A. Saylor E. Yakemchuk
P. Gordeyko R. Jorgensen, CAO
 S. Dary, Recording Secretary

Agenda The Agenda for the January 12, 2010 Council Meeting was presented for review and consideration, having the following listed additions being presented:

- Policy PUB-EQU-1
- Village of Willingdon request
- Bridge Files 7199, 75019, and 75011
- Northeast District Citizens on Patrol Group
- Regional Emergency Management Response Plan
- Gravel Lease on Pt. NE 10-54-9-W4
- Budget Meeting Date

There being no further additions; it was moved by:

R-8009 A. PIDRUCHNEY
That the Agenda, inclusive of the additions be approved.

Motion Carried

Previous Minutes The minutes of the November 26, 2009 Special Council Meeting having been presented to each Councillor and each Councillor having declared to have received and read the minutes, Reeve, A. Saylor asked for adoption. There being no errors or omissions; it was moved by:

R-8010 P. GORDEYKO
That the November 26, 2009 Special Council Meeting Minutes be approved as amended.

Motion Carried

The minutes of the December 9, 2009 Council Meeting having been presented to each Councillor and each Councillor having declared to have received and read the minutes, Reeve, A. Saylor asked for adoption. There being no errors or omissions; it was moved by:

R-8011 S. ODEGARD
That the December 9, 2009 Council Meeting Minutes be approved as presented.

Motion Carried

Business Arising from the Minutes

- 2009 Development Permits to Date
- Administration will notify and request that ratepayers obtain required Development Permits
- Correspondence re: previous meetings

Councillors, S. Odegard and P. Gordeyko reported on the North East Alberta Water Management Coalition meeting attended January 8, 2010.

Councillor, P. Gordeyko reported on the Two Hills FCSS meeting attended December 10, 2009, noting that the Village of Willingdon will also join FCSS.

Councillor, A. Pidruchney reported on the Eagle Hill Foundation (1995) Board Meeting attended December 22, 2009.

EHF Vehicle
Donation

A. Pidruchney, Chairman of the Eagle Hill Foundation Board requested that a used vehicle be donated (if available) from the County for utilization of maintenance personnel, having any maintenance/insurance costs being the responsibility of the Eagle Hill Foundation.

Council having discussed this item; it was moved by:

R-8012

E. YAKEMCHUK

That the County of Two Hills donate the Eagle Hill Foundation Board with a used vehicle (approximately \$5,000 dollar value) for utilization by maintenance personnel, having any future maintenance, and insurance costs being the responsibility of the Eagle Hill Foundation.

Motion Carried

Councillor, E. Yakemchuk reported on the Landfill Commission Meeting attended December 17, 2009.

Reeve, A. Saylor informed Council that S. Dary, Executive Assistant received a passing mark on her first course in the NACLAA Program and will provide a copy of the same when received.

R. Jorgensen, CAO presented the Essential Services Coordinator's Report.

R. Jorgensen, CAO presented the Water/Sewer Report.

L. MacMurdo, Director of Finance was invited into the Council Chambers to present the November 2009 Bank Reconciliation Report.

Bank Rec.

The Bank Reconciliation Report for the month ending November 2009, indicating a bank balance of \$1,326,841.67 (together with municipal term certificates) was presented for review and consideration.

Council having reviewed and discussed the November 2009 Bank Reconciliation Report; it was moved by:

R-8012a

E. YAKEMCHUK

That the Bank Reconciliation Report for the month ending November 2009 as presented, reviewed and discussed by Council be approved, signed and incorporated into the minutes.

Motion Carried

Bylaw 1-2010

The CAO presented for Council's review and consideration By-Law No. 1-2010, of which authorizes the borrowing of monies for the purpose of financing operating expenditures until taxes are collected.

Council having reviewed and discussed By-Law No. 1-2010; it was moved by:

R-8013

A. PIDRUCHNEY

That By-Law No. 1-2010 be given first reading this 12th day of January 2010.

Motion Carried

R-8014

P. GORDEYKO

That By-Law No. 1-2010 be given second reading this 12th day of January 2010.

Motion Carried

R-8015

S. ODEGARD

That authority to proceed with third and final reading of By-Law No. 1-2010 be given this 12th day of January 2010.

Motion Carried Unanimously

R-8016

E. YAKEMCHUK

That By-Law No. 1-2010 be given third and final reading and finally passed this 12th day of January 2010.

Motion Carried

Auditing Firm The CAO informed Council that Section 280(1) of the Municipal Government Act reads, that each Council must appoint one or more Auditors for the municipality.

Council having discussed this item; it was moved by:

R-8017 A. PIDRUCHNEY

That the Auditing Firm of Synergy Chartered Accountants be appointed as Auditors for the County of Two Hills No. 21 for the 2010 fiscal year.

Motion Carried

Legal Surveyor The CAO informed Council that the County requires from time to time the service of a Legal Surveyor for the provision of legal road plan revisions and cancellations due to road construction projects.

Council having discussed this item; it was moved by:

R-8018 E. YAKEMCHUK

That the Legal Surveying Firm of Rachynski Land Survey's Ltd. be engaged (when required) to provide legal and survey service for the County of Two Hills in the 2010 fiscal year.

Motion Carried

Engineering Services The CAO informed Council that the County has over the past years retained the firms of AMEC and Genivar Engineering for the provision of Road/Bridge Engineering Services.

Council having discussed this item; it was moved by:

R-8019 S. ODEGARD

That Council of the County of Two Hills retain the services of an Engineering Firm by way of appointment or tender invitation for the projects within the County requiring engineering services in the 2010 fiscal year.

Motion Carried

Joint Engineer Discussion took place on retaining the services of an Engineer for all municipalities within the County of Two Hills.

Council having discussed this item; it was moved by:

R-8020 E. YAKEMCHUK

That the County of Two Hills discuss at the Joint Municipalities Meeting retaining the services of an Engineer with all municipalities within the County and possibly a neighboring municipality.

Motion Carried

Policy Meeting The CAO informed Council that the County has on hand (since August 1995) a Municipal Policy & Information Manual, of which addresses the following: Organizational Structure, Administration, Agriculture, Council, Development, Fire & Communications, Park Control, Public Works and Utilities.

The said manual is reviewed on an annual or as need basis by Council and Department Heads, having all revisions to policies being brought forward to Council for review and consideration.

Council having discussed this item; it was moved by:

R-8021 **S. ODEGARD**

That a Special Council Meeting be held February 18, 2010 at 10:00 a.m. with Council as a whole, together with the CAO and Department Heads to review the Municipal Policy and Information Manual.

Motion Carried

Assessment
Services

The CAO informed Council that the Memorandum of Agreement for Assessment Services with Accurate Assessment will expire March 31, 2010.

Under the TILMA legislation the County is required to electronically tender for Assessment Services.

Council having discussed this item; it was moved by:

R-8022 **A. SAYLER**

That the County of Two Hills No. 21 prepare a Request Proposal for Assessment Services Contract, for a five year term, and place the same on Alberta's electronic tendering site.

Motion Carried

R-8023 **P. GORDEYKO**

That the Council Meeting be recessed for lunch – time 11:46 a.m.

Motion Carried

The County Council Meeting reconvened at 1:09 p.m., having all Councillors in attendance.

Village of
Derwent

The Village of Derwent Dissolution Study was placed on the table for discussion.

Ms. Sarah Ranson, Alberta Municipal Affairs entered the Council Chambers to discuss the Village of Derwent Dissolution Study and provided the following information:

- Will provide the County CAO with a workbook (upon completion), Municipal Affairs will provide a report regarding the same.
- Dissolution Study will be forwarded to County Council, Village of Derwent and Residents.
- Public Meeting will be held in the Village of Derwent.
- A Plebiscite Vote will be held for Village Residents.
- Should the vote be positive, an Order in Council will be held.
- The County may submit correspondence to the Minister of Municipal Affairs regarding extra costs incurred by the County due to the current infrastructure of the Village of Derwent.

There being no further comments or questions, Ms. Ranson thanked Council for their time and left the Council Chambers.

Council having discussed the Derwent Dissolution Study; it was moved by:

R-8024 **P. GORDEYKO**

That the Council of the County of Two Hills inform the Minister of Municipal Affairs of the Village of Derwent's prior and current infrastructure deficiencies and request funding for the same.

Motion Carried

B. Straty, ESC was invited into the Council Chambers to discuss the services of a Safety Codes Officer and investigators duties.

B. Straty left the Council Chambers.

Municipal
Sponsorship

The CAO informed Council that the Municipal Sponsorship Program provides conditional grants to eligible Alberta Municipalities for projects that will improve municipal governance or administration, enhance municipal services or service delivery and/or increase cooperation with neighboring municipalities.

Alberta Municipal Affairs is accepting applications for the 2009/10 Municipal Sponsorship Program.

As discussed at the Joint Municipalities Meeting, this grant can be used to upgrade equipment in all fire departments. The Villages and Town Council are in agreement and have passed resolution to allocate 100% of their funding towards this venture. Total grant applied for is \$98,872.45.

Council having discussed this item; it was moved by:

R-8025

A. PIDRUCHNEY

That the County of Two Hills No. 21 participate in, at 100% of grant, and submit a Municipal Sponsorship Program Grant Application for a joint fire equipment purchase under the Alberta Municipal Sponsorship Program.

Motion Carried

VR Joint
Meeting

The CAO informed Council that at the Joint Meeting with the County of Vermilion River on August 18, 2009, it was agreed that a meeting be held in 2010 with the County of Vermilion River hosting. Vermilion River has requested that the said meeting be scheduled on May 17, 2010.

Items for discussion being: Public Works Items, Gas Utility Items, Agricultural Service Board Items and General Discussion.

It was the consensus of Council that Administration contact the County of Vermilion River and request a meeting date of April 21, 2010.

Bylaw 2-2010

The CAO informed Council that a) a Council may, by bylaw, at any time establish one or more local Assessment Review Boards and one or more Composite Assessment Review Boards. b) Despite subsection (1), a Council must by bylaw, on receiving, a complaint under Section 461, establish a Local Assessment Review Board or Composite Assessment Review Board, depending on the type of complaint, to hear the complaint.

Council having reviewed and discussed By-Law No. 2-2010; it was moved by:

R-8026

A. PIDRUCHNEY

That By-Law No. 2-2010 be given first reading this 12th day of January 2010.

Motion Carried

R-8027

P. GORDEYKO

That By-Law No. 2-2010 be given second reading this 12th day of January 2010.

Motion Carried

R-8028

S. ODEGARD

That authority to proceed with third and final reading of By-Law No. 2-2010 be given this 12th day of January 2010.

Motion Carried Unanimously

R-8029 **E. YAKEMCHUK**

That By-Law No. 2-2010 be given third and final reading and finally passed this 12th day of January 2010.

Motion Carried

Bylaw 3-2010

The CAO informed that a) a Council may, by bylaw, at any time establish one or more Local Assessment Review Boards and one or more Composite Assessment Review Boards. b) Despite subsection (1), a Council must by bylaw, on receiving a complaint under Section 461 establish a Local Assessment Review Board or Composite Assessment Review Board, depending on the type of complaint, to hear the complaint.

Council having reviewed and discussed By-Law No. 3-2010; it was moved by:

R-8030 **A. PIDRUCHNEY**

That By-Law No. 3-2010 be given first reading this 12th day of January 2010.

Motion Carried

R-8031 **P. GORDEYKO**

That By-Law No. 3-2010 be given second reading this 12th day of January 2010.

Motion Carried

R-8032 **S. ODEGARD**

That authority to proceed with third and final reading of By-Law No. 3-2010 be given this 12th day of January 2010.

Motion Carried Unanimously

R-8033 **E. YAKEMCHUK**

That By-Law No. 3-2010 be given third and final reading and finally passed this 12th day of January 2010.

Motion Carried

Surface Rights Meeting

The CAO informed Council that the Alberta Surface Rights Federation is holding its annual meeting on February 8, 2010 in Camrose.

Council having discussed this item; it was moved by:

R-8034 **E. YAKEMCHUK**

That Council and Administration be authorized to attend the Alberta Surface Rights Federation Annual meeting in Camrose on February 8, 2010.

Motion Carried

Roadata Services

The CAO informed Council that Roadata Services Ltd. is holding a Municipal Infrastructure Protection Conference on January 20, 2010 in Red Deer. Council and Administration has been invited to attend the same.

Council having discussed this item; it was moved by:

R-8035 **S. ODEGARD**

That Council and Administration be authorized to attend the Municipal Infrastructure Protection Conference on January 20, 2010, at the Capri Hotel in Red Deer.

Motion Carried

Emergency
Management

Mr. David Hodgins, Managing Director, Alberta Emergency Management Agency will not be attending the Council Meeting; however will attend a future Joint Municipalities Meeting.

Correspondence & Information Items

- Bills and Paysheets.
- AAMDC District 5 Zone meeting rescheduled to September 27, 2010; it was the consensus of Council that the Zone Meeting rescheduling be supported.
- Government of Alberta – Environment meeting.
- Alberta Municipal Affairs re: Budget 2010.
- Alberta Onsite Wastewater re: 2010 Annual Convention.
- AAMDC
 - Newsletters – December 9, 16 & 23, 2009
 - Member Bulletin
 - TRAVIS Fees Committee Progress Update
 - EOEP Graduates of 2009
 - Alberta Bonds to Directly Fund Seniors' Housing
 - EOEP January 2010 Course
 - Date Changes for AADMC 2010 Fall Convention

PUB-EQU-1

The CAO informed Council that at the January 6, 2010 Public Works Department Meeting Policy PUB-EQU-1 was reviewed and discussed.

Council having discussed this item; it was moved by:

R-8036

E. YAKEMCHUK

That PUB-EQU-1 be approved as amended this 12th day of January 2010.

Motion Carried

Village of
Willingdon

The CAO informed Council that at the January 6, 2010 Public Works Department Meeting correspondence was received from the Village of Willingdon requesting resurfacing of 49th Street in Willingdon in the 2010 fiscal year.

Council having discussed this item; it was moved by:

R-8037

S. ODEGARD

That the Village of Willingdon resurfacing of 49th Street be tabled to the February 2010 Council Meeting, having Administration obtaining a quote on the said street resurfacing.

Motion Carried

Bridge File
7199

The CAO informed Council that R. Bouchard, PW Supervisor informed that Bridge File 7199 received approval and recommended that the County proceed with a request for quote and that County forces perform a portion of the work (approximately \$28,000).

Council having discussed this item; it was moved by:

R-8038

A. PIDRUCHNEY

That the County of Two Hills proceed with a request for quote on Bridge File 7199 and that County forces perform a portion of work (approximately \$28,000).

Motion Carried

Bridge Files
75019 & 75011

The CAO informed Council that R. Bouchard, PW Supervisor recommended that the County proceed with a request for quote (having approval being received) for Bridge Files 75019 and 75011.

Council having discussed this item; it was moved by:

R-8039 **A. PIDRUCHNEY**
That the County of Two Hills proceeds with a request for quote on Bridge Files 75019 and 75011.

Motion Carried

NE Citizens on Patrol The CAO informed Council that correspondence was received from the Northeast District Citizens on Patrol Group requesting financial assistance for annual insurance fees of \$206.00.

Council having discussed this item; it was moved by:

R-8040 **E. YAKEMCHUK**
That the County of Two Hills provide the Northeast District Citizens on Patrol Group with financial assistance for annual insurance fees of \$206.00.

Motion Carried

Regional Emergency Response Plan The CAO informed Council that at the January 6, 2010 Agricultural Service Board Meeting, A. Ropchan informed the Board that updating the Regional Emergency Management Response Plan will cost approximately \$30,000.00.

Council having discussed this item; it was moved by:

R-8041 **A. PIDRUCHNEY**
That the County of Two Hills provide their cost share towards an updated Regional Emergency Management Response Plan (\$30,000.00), with the condition that all municipalities within the County support and provide their cost share to the same.

Motion Carried

Village of Myrnam Gravel Lease The CAO informed Council that he met with A. Sayler, Reeve, Village of Myrnam Mayor and CAO on January 11, 2010 to discuss the entering of a gravel lease on Pt. NE 10-54-9-W4 between the County of Two Hills and Village of Myrnam.

Council having discussed this item; it was moved by:

R-8042 **A. SAYLER**
That the County of Two Hills enter into a Gravel Lease agreement, including the attached addendums with the Village of Myrnam and provide an advance Royalty Fee of \$100,000.00 upon execution of the same.

Motion Carried

Discussion took place on the next meeting date; it was moved by:

Next Meeting Date **S. ODEGARD**
That the next Council Meeting be held on Tuesday, February 9, 2010 in the Council Chambers at 10:00 a.m. and the Department Head Meeting be held on February 4, 2010 in the Council Chambers at 10:00 a.m.

R-8043

Motion Carried

Discussion took place on a Budget Meeting date; it was moved by:

Budget Meeting **S. ODEGARD**
That a Special Council Meeting be held on February 5 and 8, 2010 in the Council Chambers at 10:00 a.m.

R-8044

Motion Carried

Adjournment Council having dealt with all items contained on the Meeting Agenda; it was moved by:

R-8045

E. YAKEMCHUK

That the Council Meeting be adjourned - time 3:57 p.m.

Motion Carried

REEVE

CAO