

**COUNTY OF MINBURN NO. 27**

**COUNTY COUNCIL**

**OCTOBER 19, 2017** Minutes of the County Council meeting held on October 19, 2017 at the County of Minburn No. 27 office, Vegreville, Alberta.

**PRESENT** Present at the meeting were:

Reeve:	Roger Konieczny
Deputy Reeve:	Carl Ogradnick
Councillors:	Richard Wagner
	Eric Anderson
	David Rattray
	Tara Kuzio
	David Melenka
Superintendent of Public Works:	Graham Shell
County Manager:	David Marynowich
Recording Secretary:	Trudy Shukalak

**CALL TO ORDER** Reeve Konieczny called the meeting to order at 10:00 a.m.

**COUNCILLOR ELECT** Councillor Elect Clifford Wowdzia joined the meeting as an observer. Time 10:00 a.m.

**ACCEPTANCE OF AGENDA** Deputy Reeve Ogradnick moved the Agenda for the October 19 and 20, 2017 regular County Council meeting be accepted as presented.  
**Carried.**

**COUNTY COUNCIL MEETING MINUTES** Councillor Kuzio moved the minutes of the September 18 and 20, 2017 regular County Council meeting be adopted as presented.  
**Carried.**

**IN-CAMERA** Councillor Rattray moved the meeting proceed in-camera to discuss regional recreation plan issues. Time 10:01 a.m.  
**Carried.**

Councillor Kuzio moved that Council revert to the regular meeting. Time 10:20 a.m.  
**Carried.**

**SHOP FOREMAN/ SUPERVISOR** Shop Foreman/Supervisor Ian Uskiw presented the Shop Foreman/Supervisor's written report for the period August 25 to September 24, 2017 and reported on monthly activities. Time 10:30 to 10:40 a.m.

- General maintenance of equipment;
- Preparation of winter road maintenance/snow removal equipment;
- Discovery of break-in at Vegreville Public Works yard on August 9, 2017;
- Council consensus to install increased outside lighting and surveillance signage at the Vegreville Public Works yard.

Councillor Anderson moved the Shop Foreman/Supervisor's report be accepted as presented.  
**Carried.**

**SUPERINTENDENT OF PUBLIC WORKS** Superintendent of Public Works Graham Shell presented the written report for the period September 11 to October 4, 2017 and reported on monthly activities. Senior Accountant Kari Janzen also joined the meeting. Time 10:45 a.m.

- Gravel supply offers received from Wowdzia's Trucking Ltd., Keith Austin Construction and Bykowski Sand & Gravel Inc.;
- Gravel crushing proposals for 2018;
- Review and update of gravel inventory.

Councillor Rattray moved the Superintendent of Public Works report be accepted as presented.  
**Carried.**

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- 143-17  
GRAVEL CRUSH  
PROPOSALS** Councillor Anderson moved the County of Minburn accept request for proposals for crushing of approximately 75,000 cubic yards of gravel at the Coulter Pit located at SW 8-52-9-W4M to be completed in 2018 as per County and engineering specifications.  
**Carried.**
- 144-17  
2018 GRAVEL  
REQUIREMENTS –  
KEITH AUSTIN  
CONSTRUCTION** Councillor Melenka moved the County of Minburn enter into an agreement with Keith Austin Construction for the purchase and delivery of gravel in 2018 as follows as per County specifications, terms and conditions:  
  - Up to 5,000 cubic yards of ½” crushed gravel at a cost of \$27.71 per cubic yard plus G.S.T. delivered to the County’s Vegreville stockpile site; and
 Further, allocate funds for the purchase of the gravel from capital reserves.  
**Carried.**
- 145-17  
2018 GRAVEL  
REQUIREMENTS –  
KEITH AUSTIN  
CONSTRUCTION** Councillor Melenka moved the County of Minburn enter into an agreement with Keith Austin Construction for the purchase and delivery of gravel in 2018 as follows as per County specifications, terms and conditions:  
  - Up to 3,000 cubic yards of 1½” crushed gravel for \$25.87 per cubic yard plus G.S.T. delivered to construction or other sites throughout the County; and
 Further, allocate funds for the purchase of the gravel from the General Form “A” Budget, Road and Improvement Projects.  
**Carried.**
- TRANSPORTATION** Kari Janzen presented the Transportation Report for the period January 1 to September 30, 2017. Time 11:05 to 11:12 a.m.
- Councillor Rattray moved the Transportation Report for the period January 1 to September 30, 2017 be accepted as presented.  
**Carried.**
- RECESS** Councillor Kuzio moved the meeting recess in order for the Subdivision Authority Board to meet. Time 11:12 a.m.  
**Carried.**
- RECONVENE** The meeting reconvened at 11:15 a.m. with all present as previously recorded.
- PLANNING AND  
DEVELOPMENT  
SERVICES** Planning and Development Officer Davin Gegolick presented the written report for the period September 11 to October 2, 2017 and reported on monthly activities. Time 11:15 a.m. to 12:05 p.m.
- Development permit applications, subdivision inquiries and approvals;
  - Time extension request for Subdivision Application File No. 17-2016;
  - ATCO 7L65 Line Rebuild Project and review of transmission line route and public consultation process;
  - Concerns regarding the May 2019 estimated start-date of ATCO 7L65 Line Rebuild Project;
  - *New Home Buyer Protection Amendment Act* creating a Builder Licensing Program which is proposed to come into force December 2017;
  - Letter received from the Minister of Economic Development and Trade dated October 11, 2017 advising that the County of Minburn’s application for grant funding under the Community and Regional Economic Support (CARES) program has been approved for the amount of \$35,000.00 for development of the West Industrial Area Structure Plan;
  - Pre-feasibility study and preliminary design proposals received for proposed construction of a waste transfer station;
  - Grizzly Bear Creek Wind Energy Project update.

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**PLANNING AND DEVELOPMENT SERVICES CONT'D** Councillor Kuzio moved the Planning and Development Services report be accepted as presented.  
**Carried.**

**146-17 SUBDIVISION APPLICATION NO. 17-2016 EXTENSION** Councillor Rattray moved the County of Minburn extend the registration due date of Subdivision Application File No. 17-2016 regarding NE 34-51-11-W4M to September 19, 2018.  
**Carried.**

**147-17 WASTE TRANSFER STATION PRELIMINARY DESIGN AND STUDY – WSP CANADA INC.** Councillor Melenka moved the County of Minburn approve the pre-feasibility study and preliminary design received from WSP Canada Inc. dated August 10, 2017 for the proposed construction of a waste transfer station in NE 9-52-14-W4M for the approximate cost of \$28,300.00 plus G.S.T.; and Further, funds for the pre-feasibility study and preliminary design are to be allocated from general reserves.  
**Carried.**

**RECESS** Councillor Wagner moved the meeting recess for lunch and reconvene at 1:00 p.m. Time 12:05 p.m.  
**Carried.**

**RECONVENE** The meeting reconvened at 12:45 p.m. with all present as previously recorded.

**DIRECTOR OF PROTECTIVE SERVICES/ FIRE CHIEF** Director of Protective Services/Fire Chief Mike Fundytus presented the written report for the period September 9 to October 11, 2017 and reported on monthly activities. Time 12:45 to 1:10 p.m.

- Fire incidents, medical assists and motor vehicle collision responses;
- Two-way radio inventory;
- E-mail received from Alliance Pipeline dated October 11, 2017 advising of their approval of a grant in the amount of \$5,000.00 which will be allocated towards the purchase of specialized equipment for the new rapid attack truck for the Mannville Fire Department;
- Discovery of attempted break-in at the Innisfree Public Works Shop on October 14, 2017;
- Proposed bridge file projects for submission under the Strategic Transportation Infrastructure Program (STIP) for 2018.

Councillor Anderson moved the Director of Protective Services/Fire Chief report be accepted as presented.  
**Carried.**

**148-17 ALLIANCE PIPELINE – THANK YOU FOR GRANT CONTRIBUTION** Councillor Melenka moved the County of Minburn send a letter to Alliance Pipeline thanking them for the \$5,000.00 grant contribution under the Alliance Pipeline Community Investment Program to upgrade the new rapid attack truck for the Mannville Fire Department.  
**Carried.**

**149-17 STRATEGIC TRANSPORTATION INFRASTRUCTURE PROGRAM – PRIORITY BRIDGE PROJECTS** Councillor Wagner moved the County of Minburn submit an application for grant funding under the Strategic Transportation Infrastructure Program (STIP) Local Road Bridge (LRB) component for 2018 for the following priority bridge projects:

<u>Bridge File</u>	<u>Location</u>	<u>Division No.</u>	<u>Approximate Cost</u>
BF 6828	SE 23-52-10-W4M	3	\$462,020
BF 6827	SE 4-51-14-W4M	6	\$450,000
BF 73592	NW 11-53-15-W4M	7	\$8,500
BF 1818	SSE 27-48-9-W4M	1	\$400,000
BF 1538	SSE 25-51-15-W4M	6	\$9,000

**Carried.**

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**150-17  
BYLAW NO. 1259-17  
– AGREEMENT WITH  
ATCO ELECTRIC  
LTD.** Bylaw No. 1259-17 of the County of Minburn No. 27, Vegreville, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act (MGA)*, Revised Statutes of Alberta 2000, Chapter M-26 as amended to enter into an agreement granting Atco Electric Ltd. the right to provide electric distribution service within the County of Minburn No. 27.

Councillor Rattray moved Bylaw No. 1259-17 be given first reading.  
**Carried.**

**REPORTS** Reports were presented by Councillors representing various Boards/Committees/Divisions.

Division No. 1

- Update on projects, roads, etc.
  - Spot gravelling required on Minburn Road (Range Road 102);
  - Review of 2018 road construction projects;
- Road maintenance ongoing;
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
  - Alberta Association of Municipal District and Counties (AAMDC) District No. 5 meeting, Lac La Biche County, September 22, 2017.

Division No. 2

- Update on projects, roads, etc.
  - 2017 road construction projects still ongoing;
  - Ratepayer inquiries regarding use of road construction equipment;
  - Ratepayer request to close road allowance on Range Road 112 north of Township Road 492;
- Road maintenance ongoing;
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
  - Innisfree Seed Cleaning Plant meeting, September 20, 2017;
  - AAMDC District No. 5 meeting, Lac La Biche County, September 22, 2017.

**GAVEL** Deputy Reeve Ogradnick assumed the gavel.

**REPORTS CONT'D** Division No. 3

- Update on projects, roads, etc.
  - Additional gravelling on shoulder pull road work projects;
- Road maintenance ongoing;
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
  - Innisfree Seed Cleaning Plant meeting, September 20, 2017;
  - AAMDC District No. 5 meeting, Lac La Biche County, September 22, 2017;
  - Bridge inspection tour with Director of Protective Services/Fire Chief, September 28, 2017.

**GAVEL** Reeve Konieczny assumed the gavel.

**REPORTS CONT'D** Division No. 4

- Update on projects, roads, etc.
  - Completion of road gravelling;
  - Roads in good condition;
- Road maintenance ongoing;
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
  - AAMDC District No. 5 meeting, Lac La Biche County, September 22, 2017;
  - ACE Water Corporation conference call meeting, September 25, 2017;

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**REPORTS CONT'D**

- Road construction project meeting on Range Road 114, October 3, 2017;
- Checked culvert and water issues on Range Road 114 and Township Road 522, October 3, 2017;
- Meeting with Superintendent of Public Works regarding road construction projects, October 4, 2017
- ACE Water Corporation Board meeting, Village of Kitscoty, October 5, 2017.

**Division No. 5**

- Update on projects, roads, etc.
- Road maintenance ongoing;
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
  - Vegreville Library Board meeting, September 21, 2017;
  - AAMDC District No. 5 meeting, Lac La Biche County, September 22, 2017;
  - Alberta HUB meeting, Town of St. Paul, September 27, 2017;
  - Vegreville and District Family and Community Support Services (FCSS) Advisory Board Committee meeting, October 3, 2017;
  - Appointment of Vegreville FCSS Advisory Board Public-at-large member for the County of Minburn, Cheryl Quinton;
  - Vegreville Library Board Budget meeting, October 4, 2017;
  - Meeting with Supervisor of Agricultural Services and ratepayer regarding roadside brushing project on Township Road 514;
  - Received concerns from ratepayers regarding increased crime activity in the Hamlets of Lavoy and Ranfurly and surrounding rural area;
  - Received concern from Hamlet of Lavoy resident regarding unsightly premises in the Hamlet;
- Upcoming meetings, workshops, etc.
  - Living Well in the Autumn Years, Vegreville Seniors' Health and Wellness Day, Vegreville Sunshine Club, November 1, 2017.

**Division No. 6**

- Update on projects, roads, etc.
  - "School Bus" signs required in SE 9-52-15-W4M at 52116 Range Road 153;
  - BF 1109 located on Range Road 143 south of Township Road 514.
- Road maintenance ongoing;
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
  - AAMDC District No. 5 meeting, Lac La Biche County, September 22, 2017;
  - Vegreville & District Chamber of Commerce meeting, October 5, 2017;
  - Presented greetings on behalf of the County of Minburn at the Vegreville & District Chamber of Commerce Annual Awards Gala, Vegreville Social Centre, October 18, 2017.

**Division No. 7**

- Update on projects, roads, etc.
  - Culvert replacements;
- Road maintenance ongoing;
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
  - Alberta Transportation attending the Vegreville Seed Cleaning Plant Annual meeting to speak on Transportation Association of Canada (TAC) permits and Commercial Vehicle Dimension and Weight Regulations, November 20, 2017;
  - Certificate of Appreciation received from 4-H Alberta.

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- REPORTS CONT'D** Councillor Anderson moved the reports be accepted as presented.  
**Carried.**
- 151-17** Councillor Anderson moved the County of Minburn write a letter to the  
**LETTER TO** landowner of NW 11-49-11-W4M advising that Council will not allow the  
**LANDOWNER –** closure of the undeveloped regular road allowance on Range Road 112  
**CLOSING OF** north of Range Road 492 as per the reasons listed on the County's  
**REGULAR ROAD** general directive regarding undeveloped road allowances dated  
**ALLOWANCE** October 17, 2017.  
**Carried.**
- 152-17** Deputy Reeve Ogradnick moved the County of Minburn install “School  
**“SCHOOL BUS”** Bus” signs in SE 9-52-15-W4M at 52116 Range Road 153.  
**SIGNS** **Carried.**
- COST ANALYSIS –** Council consensus was for Administration and Public Works to prepare a  
**CONSTRUCTION** five year cost analysis on the use of road construction equipment and road  
**EQUIPMENT AND** construction projects.  
**ROAD PROJECTS**
- GAVEL** Deputy Reeve Ogradnick assumed the gavel.
- REEVE’S REPORT** Reeve Konieczny reported and commented on the following:  
  - Received telephone call from Canadian Natural Resources Limited (CNRL) requesting use of information from the County of Minburn’s letter to the Honourable Premier Rachel Notley and Honourable Minister of Energy Margaret McCuaig-Boyd dated August 18, 2017 regarding the Province’s proposed regulations to reduce methane emissions in the oil and gas sector;
  - Received telephone call from the Vegreville News Advertiser regarding the proposed development of the marijuana production facility in the County of Minburn;
  - Received second place ribbon in the “Out of Town” parade float category at the Mannville and District Agricultural Society Parade held on August 19, 2017.

Councillor Melenka moved the Reeve’s report be accepted as presented.  
**Carried.**

**DIRECTOR OF** Director of Agriculture and Utility Services Darwin Ullery presented the  
**AGRICULTURE AND** written report for the period September 7 to October 4, 2017 and reported  
**UTILITY SERVICES** on monthly activities. Time 1:35 to 1:45 p.m.  
  - 2017 Northeast Regional Agricultural Service Board (ASB) Conference, M.D. of Bonnyville, November 2, 2017;
  - Roadside brushing in Minburn Community Pasture;
  - Beaver damage control/management;
  - Completion of roadside brushing and weed spraying in September 2017.

Deputy Reeve Ogradnick moved the Director of Agriculture and Utility Services report be accepted as presented.  
**Carried.**

**BABYN/SWIHUN/** Director of Finance and Administration Susan Babyn, Taxation Supervisor  
**HOPPER/** Myrna Swihun and Accounting Clerk Dwight Hopper joined the meeting.  
Time 1:45 p.m.

**WATER/UTILITY** Darwin Ullery presented the following Water/Utility Services/Alberta  
**SERVICES/ALBERTA** Central East (ACE) Water report. Time 1:45 to 2:00 p.m.  
**CENTRAL EAST**  
**(ACE) WATER**  
  - Establishment of the new Utility Rate Plan for the Hamlet of Lavoy;
  - Five year implementation period of Hamlet of Lavoy utility rates will include 2018 to 2022;
  - Proposed Hamlet of Lavoy utility rates for 2018;

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**WATER/UTILITY SERVICES/ALBERTA CENTRAL EAST (ACE) WATER CONT'D** - Review of proposed Utilities Bylaw at November 20, 2017 County Council meeting;  
- Notification to Hamlet of Lavoy residents regarding new proposed rates and discussion of the rates at the November 20, 2017 County Council meeting.

Councillor Rattray moved the Water/Utility Services and Alberta Central East (ACE) Water report be accepted as presented.  
**Carried.**

**153-17 UTILITY RATE PLAN** Deputy Reeve Ogrodnick moved the County of Minburn approve the Utility Rate Plan as presented, dated October 16, 2017.  
**Carried.**

**BUDGET REPORT** Susan Babyn reviewed the Budget Report with revenue and expenditures for the period January 1 to September 30, 2017. Time 2:00 to 2:10 p.m.

Councillor Wagner moved the Budget Report with revenue and expenditures for the period January 1 to September 30, 2017 be accepted as presented.  
**Carried.**

**ACCOUNTS PAYABLE** Councillor Anderson moved the Accounts Payable listing be approved.  
**Carried.**

**COUNTY MANAGER REPORT** County Manager David Marynowich reported and commented on the following:

1. AAMDC 2017 Fall Convention ..... Partners Program;
2. AAMDC District No. 5 Meeting ..... January 11, 2018 in Lamont County;
3. Alberta Central East (ACE) Zone 1 ..... Annual General Meeting – November 8, 2017;
4. Intermunicipal Meeting with Villages of Innisfree and Mannville ..... November 8, 2017;
5. Personnel Committee ..... Set Date;
6. Subdivision and Development Appeal Board ..... Appoint Member;
7. Audit ..... Interim and Final Dates;
8. County Safety/Risk Infrastructure Management Tour ..... Schedule Date;
9. Finance Committee Meeting ..... Reschedule January 12, 2018 Meeting to January 15, 2018 at 9:00 a.m.;
10. Top Grade ..... Questioning Dates;
11. County of Minburn ..... Administration Building Concrete Concern.

Councillor Anderson moved the County Manager’s report be accepted as presented.  
**Carried.**

**AAMDC 2017 FALL CONVENTION – PARTNERS PROGRAM** The County Manager reported on the Alberta Association of Municipal Districts and Counties (AAMDC) 2017 Fall Convention and Partner’s Program scheduled for November 14 to 17, 2017 at the Edmonton Shaw Conference Centre.

**AAMDC DISTRICT NO. 5 MEETING – JANUARY 11, 2018** The County Manager reported that an AAMDC District No. 5 Organizational and Regular meeting has been scheduled for January 11, 2018 in Lamont County.

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- ACE ZONE 1 – ANNUAL GENERAL MEETING** The County Manager advised that as per the ACE Water Corporation Unanimous Shareholders Agreement an ACE Water Corporation Zone 1 – Minburn and District an Annual General meeting is scheduled for November 8, 2017 at the Innisfree Seniors Drop-in Centre at 7:00 p.m.
- 154-17 INTERMUNICIPAL MEETING WITH VILLAGES OF INNISFREE AND MANNVILLE – NOVMEBER 8, 2017** Councillor Anderson moved the County of Minburn schedule an Intermunicipal meeting with the Village of Innisfree and Village of Mannville on November 8, 2017 at the Innisfree Seniors Drop-in Centre at 7:30 p.m.  
**Carried.**
- 155-17 PERSONNEL COMMITTEE MEETING** Deputy Reeve Ogradnick moved the County of Minburn schedule a Personnel Committee meeting on November 22, 2017 at 10:00 a.m.  
**Carried.**
- SUBDIVISION AND DEVELOPMENT APPEAL BOARD – APPOINT MEMBER** The County Manager reported on the member vacancy of the County of Minburn Subdivision and Development Appeal Board (SDAB) and *Weed Control Act* Appeal Panel and requested Council to seek interested public-at-large individuals who must be County residents to serve as a Board member.
- AUDIT – INTERIM AND FINAL DATES** The County Manager reported that the County of Minburn’s 2017 annual audit has been scheduled for the following:  
- Interim Audit, December 5 and 6, 2017;  
- Final Audit, February 27, 28 and March 1, 2017.
- COUNTY SAFETY/RISK INFRASTRUCTURE MANAGEMENT TOUR** The County Manager reported on the proposed scheduling of a County Safety/Risk Infrastructure Management Tour.  
  
Council consensus was to seek available transportation options and schedule a date for the Safety/Risk Infrastructure Management Tour.
- 156-17 JANUARY 2018 FINANCE COMMITTEE MEETING – RESCHEDULE** Councillor Kuzio moved the January 12, 2018 Finance Committee meeting be rescheduled to January 15, 2018 at 9:00 a.m.  
**Carried.**
- TOP GRADE – QUESTIONING DATES** The County Manager reported on the e-mail received from Reynolds Mirth Richards & Farmer (RMRF) LLP dated October 6, 2017 advising of the request received from the solicitor for the plaintiff, Top Grade Construction Ltd. to provide questioning dates available by the County of Minburn.  
  
As the County of Minburn’s corporate representative, the County Manager advised RMRF LLP to schedule the questioning dates in late January or early February 2018.
- COUNTY OF MINBURN – ADMINISTRATION BUILDING CONCRETE CONCERN** The County Manager reported on the e-mail received from Brxton Construction dated October 17, 2017 advising they will repair the loose concrete on the County of Minburn Administration building in the spring of 2018. The warranty period for the work has expired but Brxton Construction confirmed the work will be completed in good faith at no cost to the County.
- CORRESPONDENCE** The following items of correspondence were reviewed by Council:  
- Information to Council for the period September 14 to October 11, 2017;



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**CORRESPONDENCE  
CONT'D**

- Alberta Municipal Affairs – September 22, 2017 letter thanking the County of Minburn for their letter regarding the requirement for a municipality to pay requisitions for education property taxes and seniors housing which are not collectable from delinquent industrial properties. The Honourable Minister of Municipal Affairs Shaye Anderson advised that a cross-ministry working group has been assembled to explore ways to address these uncollectable property taxes – specifically oil and gas properties which do not have easily seized assets;
- Town of Vegreville – September 1, 2017 e-mail containing the Regional Recreation and Culture Master Plan Steering Committee “Terms of Reference” for the County Manager’s and Council’s review;
- The Royal Canadian Legion – October 4, 2017 letter inviting an elected Council member to attend the Veterans Appreciation Dinner on November 3, 2017 at the Vegreville Royal Canadian Legion Hall at 11:00 a.m. to mark Veterans Week in 2017;
- Northern Lights Library System (NLLS) – October 11, 2017 e-mail containing information on being a member of the NLLS Board and the responsibilities required to serve on this Board, and requesting the County contact them when a member has been selected from Council.

**ADJOURNMENT**

Councillor Rattray moved the meeting adjourn to November 20, 2017 at 10:00 a.m. Time 2:30 p.m.  
**Carried.**

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
County Manager

\_\_\_\_\_  
Recording Secretary