

COUNTY OF MINBURN NO. 27COUNTY COUNCIL

- JANUARY 15, 2018** Minutes of the County Council meeting held on January 15, 2018 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 |
| | Clifford Wowdzia |
| | 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 10:10 a.m.
- ACCEPTANCE OF AGENDA** Councillor Kuzio moved the Agenda for the January 15 and 16, 2018 regular County Council meeting be accepted as presented.
Carried.
- COUNTY COUNCIL MEETING MINUTES** Councillor Melenka moved the minutes of the December 18, 2017 regular County Council meeting be adopted as presented.
Carried.
- SEQUOIA RESOURCES CORP. – OUTSTANDING TAXES** The County Manager reported on the letter received from Reynolds Mirth Richards & Farmer (RMRF) LLP dated December 20, 2017 to Sequoia Resources Corp. advising the County of Minburn will be registering a special lien for the outstanding property taxes, including linear and non-linear taxes, at the Personal Property Registry and at Land Titles Office.
- The County Manager also presented a summary of all tax arrears and penalties due to the County of Minburn from all other oil and gas companies.
- SHOP FOREMAN/ SUPERVISOR** Shop Foreman/Supervisor Ian Uskiw presented the written report for the period November 24 to December 31, 2017 and reported on monthly activities. Time 10:15 to 10:20 a.m.
- General maintenance of equipment;
 - Equipment operation status.
- Deputy Reeve Ogradnick 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 December 8, 2017 to January 3, 2018 and reported on monthly activities.
- 2018 proposed Gravel Plan;
 - 2018 cost summary proposals for Public Works Policy No. PW 10, Dust Control with Oil and PW 12, Dust Control with Calcium;
 - Written proposal received from Perpetual Operating Corp. dated January 11, 2018 regarding a payment option for the amount owing on the repair of Township Road 504 between Range Road 93 and 102;
 - Gravel supply offer received from Bykowski Sand & Gravel Inc. dated January 8, 2018;
 - Proposed amendment of Public Works Policy No. PW 43, Road Construction Compensation for Borrow Pit/Disturbed Area Dirt.
- Councillor Kuzio moved the Superintendent of Public Works report be accepted as presented.
Carried.

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- 1-18**
POLICY PW 10 –
DUST CONTROL
WITH OIL AND PW 12
DUST CONTROL
WITH CALCIUM Deputy Reeve Ogradnick moved that County of Minburn Public Works Policy No. PW 10, Dust Control with Oil and Policy No. PW 12, Dust Control with Calcium on Roads in Front of Farmyard Sites remain the same as approved on December 18, 2017.
Carried.
- 2-18**
PERPETUAL
OPERATING CORP.
ROAD
MAINTENANCE AND
REPAIR PROPOSAL Deputy Reeve Ogradnick moved the County of Minburn approve Perpetual Operating Corp.’s proposal dated January 11, 2018 for the maintenance and repair of Township Road 504 between Range Road 93 and 102; and
 - Cancel Invoice No. 21904 dated September 11, 2017, effective as of December 31, 2017;
 - Issue a new invoice for \$2,500.00 plus G.S.T.
Carried.
- RECESS** Councillor Kuzio moved the meeting recess in order for the Subdivision Authority to meet. Time 11:00 a.m.
Carried.
- RECONVENE** The meeting reconvened at 11:05 a.m. with all present as previously recorded.
- 3-18**
GRAVEL SUPPLY
OFFER – BYKOWSKI
SAND & GRAVEL
INC. County moved the County of Minburn defer discussion on the gravel supply offer received from Bykowski Sand & Gravel Inc. dated January 8, 2018 until more information is received.
Carried.
- 4-18**
AMEND PUBLIC
WORKS POLICY NO.
PW 43 – ROAD
CONSTRUCTION
COMPENSATION Councillor Melenka moved the County of Minburn amend Public Works Policy No. PW 43, Road Construction Compensation for Borrow Pit/Disturbed Area Dirt by deleting item “a” and replacing with the following, effective January 15, 2018:
 ...Compensation for borrow pit/dirt acquired for the construction of roads shall be paid at \$5,000.00 for one (1) borrow pit per half mile...
Carried.
- TRANSPORTATION** Senior Accountant Kari Janzen presented the Transportation Report for the period January to December 2017 interim. Time 11:30 a.m. to 12:00 p.m.
 Deputy Reeve Ogradnick moved the Transportation Report for the period January to December 2017 interim be accepted as presented.
Carried.
- RECESS** Councillor Wagner moved the meeting recess for lunch and reconvene at 1:00 p.m. Time 12:00 p.m.
Carried.
- RECONVENE** The meeting reconvened at 1:00 p.m. with all present as in the forenoon.
- 5-18**
2018 GRAVEL PLAN Councillor Kuzio moved the 2018 County of Minburn Gravel Plan be approved as presented.
Carried.
- DIRECTOR OF**
PROTECTIVE
SERVICES/
FIRE CHIEF Director of Protective Services/Fire Chief Mike Fundytus presented the written report for the period December 12, 2017 to January 9, 2018 and reported on monthly activities. Time 1:20 to 1:30 p.m.
 - Fire incidents, medical assists and motor vehicle collision responses;
 - 2017 fire permit summary;
 - 2017 emergency service call-out summary;
 - Concerns regarding fireworks permit issued for display on December 31, 2017 in the Hamlet of Minburn;

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DIRECTOR OF PROTECTIVE SERVICES/FIRE CHIEF CONT'D

- 2017 occupational health and safety summary;
- Working with Superintendent of Public Works and equipment operators to develop an improved daily equipment inspection checklist for County equipment;
- Submission of grant application under the ATCO Community Investment Program to assist with purchase of new rapid attack truck for the Mannville Fire Department.

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

Carried.

DELEGATION: MUNICIPAL ASSESSMENT SERVICES GROUP

Assessor Ray Crews of Municipal Assessment Services Group (MASG) joined the meeting, presented and discussed the following and responded to Council's questions. Director of Finance and Administration Susan Babyn, Taxation Supervisor Myrna Swihun, Municipal Clerk Shirley Kercher and Kari Janzen also joined the meeting. Time 1:30 p.m.

- Summary of supplementary property assessment and taxation;
- As per Section 313 of the *Municipal Government Act (MGA)* if a municipality wishes to require the preparation of supplementary assessments for improvements, the council must pass a supplementary assessment bylaw authorizing the assessments to be prepared for the purpose of imposing a tax under Part 10 in the same year;
- Council consensus was to not implement a supplementary assessment bylaw for 2018;
- Amendment of the *MGA* to enable splitting of municipal non-residential class into sub-classes;
- Collection of outstanding property taxes from oil and gas companies and tax recovery options for municipalities.

Reeve Konieczny thanked the delegation for attending the Council meeting and making his presentation. Ray Crews, Susan Babyn, Myrna Swihun, Kari Janzen and Shirley Kercher left the meeting. Time 2:25 p.m.

6-18 LETTER TO MINISTER OF ENERGY – ENERGY DEVELOPMENT APPLICATIONS

Councillor Wowdzia moved the County of Minburn write a letter the Alberta Minister of Energy requesting consideration that approval of energy development applications by Alberta Energy Regulator (AER) be conditional on the payment in full of municipal taxes prior to the development proceeding forward in the respective municipality.

Carried.

PLANNING AND DEVELOPMENT SERVICES

Planning and Development Officer Davin Gegolick presented the written report for the period December 13, 2017 to January 5, 2018 and reported on monthly activities. Time 2:25 to 2:45 p.m.

- Development permit applications, subdivision inquiries and approvals;
- Development permit application and road use agreement inquiry regarding business operations at NW 2-52-16-W4M;
- Roadside development application submitted to Alberta Transportation by WSP Engineering for proposed construction of the waste transfer station at NE 9-52-14-W4M.

Councillor Wagner moved the Planning and Development Services report be accepted as presented.

Carried.

REPORTS

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

Division No. 1

- Update on projects, roads, etc.
- 2018 road construction projects;
- Road maintenance ongoing;
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:

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- REPORTS CONT'D**
- Alberta Association of Municipal Districts and Counties (AAMDC) District No. 5 meeting, Moscow Hall, Lamont County, January 11, 2018;
 - Vegreville & District Chamber of Commerce round-table luncheon meeting, Vegreville Centennial Library, January 15, 2018;

Division No. 2

- Update on projects, roads, etc.
- Road maintenance ongoing;
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
 - Dealt with concerns regarding fireworks display on December 31, 2017 in the Hamlet of Minburn;
 - Vegreville & District Chamber of Commerce round-table luncheon meeting, Vegreville Centennial Library, January 15, 2018.

GAVEL Deputy Reeve Ogradnick assumed the gavel.

- REPORTS CONT'D**
- Division No. 3
- Update on projects, roads, etc.
 - Road maintenance ongoing; using
 - Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
 - AAMDC District No. 5 meeting, Moscow Hall, Lamont County, January 11, 2018;
 - Vegreville & District Chamber of Commerce round-table luncheon meeting, Vegreville Centennial Library, January 15, 2018;
 - Commissioner for Oath duties.

GAVEL Reeve Konieczny assumed the gavel.

- REPORTS CONT'D**
- Division No. 4
- Update on projects, roads, etc.
 - Removal of "Stop" sign on Township Road 532 and Range Road 134;
 - Road maintenance ongoing;
 - Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
 - Alberta Central East (ACE) Water Corporation meeting, Village of Kitscoty, January 8, 2018;
 - AAMDC District No. 5 meeting, Moscow Hall, Lamont County, January 11, 2018;
 - Vegreville & District Chamber of Commerce round-table luncheon meeting, January 15, 2018;
 - Request received from New Kiew Cemetery for the County of Minburn to provide a load of black dirt to level cemetery headstones for their 100th year anniversary;
 - Purchase of 100 year anniversary plaque for New Kiew National Hall Association.

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:
 - Meeting with student from Youth Making a Change (YMAC) regarding representation on the Vegreville Region Physician and Health Professionals Attraction and Retention (VRPHPAR) Committee, December 19, 2017;
 - AAMDC District No. 5 meeting, Moscow Hall, Lamont County, January 11, 2018;

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- REPORTS CONT'D**
- Vegreville & District Chamber of Commerce round-table luncheon meeting, Vegreville Centennial Library, January 15, 2018;
 - Advertising closure of County transfer stations on holidays other than statutory holidays;
 - Requesting the County increase their broadcast time on local radio station, Country 106.5.

Division No. 6

- Update on projects, roads, etc.
- Road maintenance ongoing;
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
 - AAMDC District No. 5 meeting, Moscow Hall, Lamont County, January 11, 2018;
 - Vegreville & District Chamber of Commerce round-table luncheon meeting, Vegreville Centennial Library, January 15, 2018;
 - Meeting with Superintendent of Public Works and landowners regarding 2018 road construction projects;
 - Discussions with Vegreville Library Board regarding application for board appointment. Request to add Vegreville Library Board application for appointment as a topic for discussion on the agenda for the upcoming Joint Town of Vegreville and County of Minburn meeting.

Division No. 7

- Update on projects, roads, etc.
- Road maintenance ongoing;
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
 - Signed letters to Alberta Minister of Agriculture and Forestry and Minister of Labour regarding the *Enhanced Protection for Farm and Ranch Workers Act* and financial funding support for Agricultural Service Boards and Agricultural Societies, January 3, 2018;
 - Vegreville Economic Development Board sub-committee meeting, January 5, 2018;
 - Vegreville Economic Development Board meeting, January 9, 2018;
 - AAMDC District No. 5 meeting, Moscow Hall, Lamont County, January 11, 2018;
 - Vegreville & District Chamber of Commerce round-table luncheon meeting, Vegreville Centennial Library, January 15, 2018;
 - Thank you received from Warwick Ladies Club for the County of Minburn plaque recognizing their 95th year anniversary.

Councillor Wagner moved the reports be accepted as presented.

Carried.

**NEW KIEW
CEMETERY –
REQUEST FOR
BLACK DIRT/
100TH YEAR
ANNIVERSARY
PLAQUE**

Council consensus was that no black dirt be provided to New Kiew Cemetery as this is a privately owned cemetery.

A plaque will be purchased for New Kiew National Hall Association to commemorate their 100th year anniversary celebration in 2018.

**OBTAIN AIR-TIME
COSTS – COUNTRY
106.5**

Council consensus was that Administration obtain air-time costs from Country 106.5 to broadcast County of Minburn current events and news items.

GAVEL

Deputy Reeve Ogradnick assumed the gavel.

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REEVES REPORT Reeve Konieczny reported and commented on the following:

- January 9, 2018 – Received letter from the Town of Vegreville thanking the County of Minburn for their donation of \$250.00 and volunteer help for the 2017 Family Day Breakfast, and requesting the County of Minburn participate again in the 2018 Family Day Breakfast by providing volunteers or a monetary donation;
- January 11, 2018 – Met with Town of Vegreville Mayor Tim MacPhee regarding the 2018 Solid Waste Agreement between the Town of Vegreville and County of Minburn;
- February 1, 2018 – Vegreville Community Forum, Vegreville Seniors Sunshine Club;
- February 28, 2018 – Vegreville Community Networking meeting, Vegreville Community Health Centre.

Councillor Anderson moved the Reeves report be accepted as presented.
Carried.

GAVEL Reeve Konieczny assumed the gavel.

7-18 FINANCIAL CONTRIBUTION – TOWN OF VEGREVILLE 2018 FAMILY DAY Deputy Reeve Ogradnick moved the County of Minburn contribute \$250.00 to the Town of Vegreville to assist them in their 2018 Family Day Pancake Breakfast.
Carried.

DIRECTOR OF AGRICULTURE AND UTILITY SERVICES Director of Agriculture and Utility Services presented the written report for the period November 14, 2017 to January 3, 2018 and reported on monthly activities. Time 3:00 to 3:10 p.m.

- 2018 Provincial Agricultural Service Board (ASB) Conference, City of Grande Prairie, January 16 to 19, 2018;
- 2018 roadside brushing projects;
- 2018 Roadside Mowing and Parks and Recreation Mowing programs.

Councillor Kuzio moved the Director of Agriculture and Utility Services report be accepted as presented.
Carried.

WATER/UTILITY SERVICES/ALBERTA CENTRAL EAST (ACE) WATER Darwin Ullery presented the following Water/Utility Services and Alberta Central East (ACE) Water report. Time 3:10 to 3:20 p.m.

- Rural residential water connections;
- County of Minburn bulk water stations.

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

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

1. Regional Assessment Review Board .. December 12, 2017 Meeting Minutes;
2. Reynolds Mirth Richards & Farmer. Municipal Law Seminar – February 16, 2018;
3. Town of Vegreville/County of Minburn. Joint Meeting;
4. Dr. Richard Starke, MLA Vermilion/Lloydminster Constituency .. Infrastructure Priorities;
5. AAMDC District 5 Meeting September 28, 2018 – County of Minburn Hosting Location/Venue;
6. RCMP AAMDC Spring Convention Meetings;
7. Statistics Canada County of Minburn Population Statistics and Maps;
8. Alberta Innovates February 8, 2018 Workshop

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- COUNTY MANAGER REPORT CONT'D** Deputy Reeve Ogradnick moved the County Manager's report be accepted as presented.
Carried.
- REGIONAL ASSESMENT REVIEW BOARD – DECEMBER 12, 2017 MEETING** The County Manager reported on the following items discussed at the Regional Assessment Review Board (RARB) meeting held on December 12, 2017 in Council Chambers:
- Review of the Regional Assessment Review Services Agreement between the County of Minburn, Village of Innisfree and Village of Mannville;
 - Village of Innisfree's intent to appoint two members to the RARB following Assessment Review Board (ARB) training;
 - The *Modernized Municipal Government Act (MMGA)* and changes to ARBs and Matters Relating to Assessment Complaints (MRAC) Regulation 2018;
 - Assessment appeal complaint process and timelines;
 - ARB training requirements.
- RMRF – MUNICIPAL LAW SEMINAR – FEBRUARY 16, 2018** The County Manager reported on the e-mail received from Reynolds Mirth Richards & Farmer (RMRF) LLP inviting Council and Administration to attend their 2018 Annual Municipal Law Seminar scheduled for February 16, 2018 in the City of Edmonton.
- TOWN OF VEGREVILLE/ COUNTY OF MINBURN JOINT MEETING** The County Manager reported on the e-mail received from the Town of Vegreville dated January 8, 2018 advising that the Joint Town of Vegreville and County of Minburn Joint meeting is scheduled for February 20, 2018 at the Vegreville Pomeroy Inn and Suites Conference Room at 5:00 p.m.
- 8-18 MLA DR. RICHARD STARKE – INFRASTRUCTURE PRIORITIES** The County Manager reported on the e-mail received from Member of the Legislative Assembly (MLA) for Vermilion-Lloydminster Dr. Richard Starke dated December 27, 2017 advising of Infrastructure Minister Sandra Jansen's request to provide her with infrastructure priorities for his constituency. Projects must be deemed critical priorities and are to be owned by the Province after completion of construction.
- MLA Dr. Richard Starke is requesting a list of infrastructure priority projects Council deems needed in the County of Minburn.
- Councillor Anderson moved the County of Minburn submit the 2018 Infrastructure Priority Project list dated January 15, 2018 to Member of the Legislative Assembly (MLA) for Vermilion-Lloydminster Dr. Richard Starke as requested in his e-mail dated December 27, 2017.
Carried.
- 9-18 AAMDC DISTRICT 5 MEETING – SEPTEMBER 28, 2018** Councillor Melenka moved the County of Minburn host the September 28, 2018 Alberta Association of Municipal Districts and Counties (AAMDC) District No. 5 meeting at the Innisfree Recreation Centre.
Carried.
- RCMP – AAMDC SPRING CONVENTION MEETING** The County Manager reported on the e-mails received from Vegreville RCMP Detachment Sergeant Jerry Nutbrown and Vermilion RCMP Detachment Sergeant Jane Boehr dated January 8, 2018 advising that RCMP K Division Commanding Officer and Assistant Deputy Minister of Justice will be available to meet with the County of Minburn at the 2018 AAMDC Spring Convention on March 19 to 21, 2018.
- Council consensus was that a meeting is not required with the RCMP K Division Commanding Officer and Assistant Deputy Minister of Justice at the 2018 AAMDC Spring Convention.

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- STATISTICS CANADA – COUNTY OF MINBURN POPULATION STATISTICS AND MAPS** The County Manager reported that Statistics Canada has provided their final 2016 population census data and updated County of Minburn population statistics and maps dated January 8, 2018 have been prepared by Administration. The maps include a breakdown of County population for the following:
- Divisions;
 - Hamlets;
 - Emergency Services Zones;
 - Family and Community Support Services (FCSS) Districts;
 - Fire Districts;
 - Library Districts;
 - Landfills and Waste Transfer Sites;
 - RCMP Police Districts.
- ALBERTA INNOVATES** The County Manager reported on the e-mail received from Alberta Innovates dated December 8, 2017 inviting County of Minburn Council to attend the “Growing Industrial Hemp” workshop scheduled for February 8, 2018 at the Vegreville Centennial Library from 9:15 a.m. to 3:00 p.m.
- CORRESPONDENCE** The following items of correspondence were reviewed by Council:
- Information to Council for the period December 18, 2017 to January 9, 2018;
 - Alberta Blue Cross – December 21, 2017 letter thanking the County of Minburn for their grant application for the construction of the Wapasu Conservancy Recreation Park playground, and advising that unfortunately the project was not chosen to receive a grant in 2018;
 - Elk Island Public Schools – December 12, 2017 e-mail inviting the County of Minburn to attend the Alberta Rural Education Symposium scheduled for March 4, 5 and 6, 2018 at the Fantasy Land Hotel and Conference Centre.
- 10-18 TOWN OF VEGREVILLE 2018 SOLID WASTE AGREEMENT** The County Manager reported on the letter received from the Town of Vegreville dated December 6, 2017 requesting \$164,584.31 for 2018 for the usage of the Vegreville Landfill and participation in the Town of Vegreville’s Recycling Program by County residents residing in all the areas west of Highway 36 running from the north to south boundary lines with the exception of the Hamlet of Lavoy.
- The County Manager reviewed with Council a summary of the annual landfill site fees paid to the Town of Vegreville by the County of Minburn from 2013 to 2017 and the 2017 Central Recycling Drop-off Centre Survey results received from the Town of Vegreville dated October 6, 2017.
- Councillor Wagner moved the County of Minburn offer the Town of Vegreville \$69,815.53 for landfill operations and \$31,586.47 for recycling services totalling \$101,402.00 for 2018 for County of Minburn residents residing in all the areas west of Highway 36 running from the north to the south boundary lines with the exception of the Hamlet of Lavoy.
Carried.
- 11-18 INNISFREE AND MANNVILLE FIRE DEPARTMENT FUNDING – 2018** Councillor Kuzio moved the County of Minburn approve the revised allocation of 2018 operating funds to the Innisfree Fire Department and Mannville Fire Department as presented in the budget report dated January 8, 2018 to reflect the Fire District population changes.
Carried.
- ACCOUNTS PAYABLE** Councillor Anderson moved the Accounts Payable listing be approved.
Carried.

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ADJOURNMENT Councillor Wagner moved the meeting adjourn to February 20, 2018 at 10:00 a.m. Time 4:35 p.m.
Carried.

Reeve

County Manager

Recording Secretary