

Claresholm, Alberta, November 8, 2017

The regular meeting of the Council of The Municipal District of Willow Creek No. 26 was held in the Administration Building on the above date with Reeve Sandberg, Deputy Reeve Alm, Councillors Berger, Kroetsch, Markle and Sundquist, CAO Vizzutti and Executive Assistant MacOdrum as recording secretary present.

Absent: Councillor Van Driesten

Lawrence Gleason – Reporter entered the meeting.

Director of Finance Hannas and Payroll Clerk Jaylene Atkinson entered the meeting.

Doug Sedgwick – IT entered the meeting.

1. Reeve Sandberg called the meeting to order at 10:01 a.m.

2. **ADDITIONS TO THE AGENDA:**

Deputy Reeve Alm requested to report on the Physician Recruitment meeting. Noted this item be added as item 3. Council Matters (u)

3. **MINUTES:**

- (a) **October 18, 2017 Council Meeting Minutes**

Moved by Councillor Sundquist the October 18, 2017 Council meeting minutes be accepted as presented.

Carried.

- (b) **October 23, 2017 Organizational Meeting Minutes**

Moved by Deputy Reeve Alm the October 23, 2017 Organizational meeting minutes be accepted as presented.

Carried.

4. **FINANCIAL MANAGEMENT:**

- (a) **Cheque Register**

Director of Finance Hannas presented the cheque register for cheque #'s 23022 – 23059 and EFT #'s 179 – 199 in the amount of \$350,950.61 as information.

- (b) **Investment Reconciliation**

Moved by Councillor Sundquist the Investment Reconciliation as of November 8, 2017 be accepted as presented.

Carried.

- (c) **5 Year Capital Plan**

Director of Finance Hannas provided a hard copy of the proposed 5 year Capital Plan for Council to review for the November 22, 2017 Council meeting.

- (d) **Penny Training**

Moved by Councillor Kroetsch the meeting goes in camera under Section 27 of FOIP – Privileged Information at 10:13 a.m.

Carried.

Lawrence Gleason – Reporter left the meeting at 10:13 a.m.

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Director of Finance Hannas, Jaylene Atkinson & Doug Sedgwick left the meeting at 10:20 a.m.

Moved by Deputy Reeve Alm the meeting came out of in camera at 10:20 a.m.

Carried.

Lawrence Gleason – Reporter returned to the meeting at 10:21 a.m.

5. **COUNCIL MANAGEMENT:**

(a) Fort Macleod Hall Repairs – Tabled Item

CAO Vizzutti provided information she received from the Fort Macleod Hall Board which included an estimate to replace the fridge and 2 quotes to replace the flooring. She advised a total for the entire project is not provided or other revenue sources.

Moved by Deputy Reeve Alm the funding request from the Fort Macleod Hall Board be tabled until a detailed list of revenue sources and expenses is received for the project.

Carried.

(b) Claresholm & District Health Foundation – Donation

CAO Vizzutti presented a letter from the Claresholm & District Health Foundation requesting a donation to support their fundraising Gala on November 25, 2017.

Moved by Councillor Kroetsch to donate \$1,000.00 from the following discretionary spending accounts, a jacket and a set of glasses to the Claresholm & District Health Foundation Gala:

Division 2 - \$200.00

Divisions 3 & 5 - \$100.00 each

Divisions 4 & 7 - \$300.00 each

Carried.

Noted Deputy Reeve Alm and Councillor Markle will attend the event on behalf of the MD.

(c) Hydra Pharmaceuticals Inc.

CAO Vizzutti presented a letter from Hydra Pharmaceuticals Inc. requesting relief from the tax penalty on Tax Roll #7831.000 due to a financial difficulty.

Moved by Councillor Sundquist the request for relief from the tax penalty on Tax Roll #7831.000 be denied.

Carried.

(d) Alberta Transportation Regional Meeting – AAMDC

CAO Vizzutti advised of an invitation to meet with Alberta Transportation regional staff during the Fall AAMDC Convention.

Council advised a meeting with Alberta Transportation regional staff is not required at this time.

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(e) Fort Macleod Santa Claus Parade

CAO Vizzutti presented a letter from the Fort Macleod Santa Claus Parade Committee inviting the M.D. to participate in the parade on November 25, 2017 and requesting a donation.

Moved by Councillor Markle to donate \$1,000.00 to the Fort Macleod Santa Clause Parade from the following discretionary spending accounts:

Divisions 1 & 2 - \$200.00 each

Division 3 - \$300.00

Divisions 4, 5 & 7 - \$100.00 each

Carried.

(f) Councillors Retirement Dinner

CAO Vizzutti advised one of the past Council members is not available to attend the retirement dinner on December 8th and asked for an alternate date.

Noted the retirement dinner be arranged for January 20, 2018.

(g) Subdivision and Development Appeal Board Appointments

CAO Vizzutti presented a letter from the Town of Stavely advising Janice Binmore has been appointed as their representative for the ensuing year on the MD SDAB. The Town also appointed an alternate however an alternate is not required due to the makeup of the board.

CAO Vizzutti presented a letter from the Town of Fort Macleod advising Gord Wolstenholme has been appointed as their representative for the ensuing year on the MD SDAB.

Moved by Deputy Reeve Alm the Town of Stavely representative Janice Binmore and the Town of Fort Macleod representative Gord Wolstenholme be appointed to the Subdivision and Development Appeal Board for the ensuing year.

Carried.

(h) Town of Stavely – Notice of Public Hearing

CAO Vizzutti presented a Notice of Public Hearing from the Town of Stavely for a land use redesignation of Lot 1, Block 5, Plan 1711676 from 'Urban Reserve – UR' to 'Industrial – IN'. She advised the Public Hearing will be held on November 14, 2017 at 7:00 p.m. at the Town of Stavely Council Chambers.

Noted the M.D. has no concerns regarding the redesignation.

(i) Tower Upgrade in the Forestry

Don Kitchener entered the meeting at 10:47 a.m.

Deputy Reeve Alm advised during the flood in 2013 cell coverage in the hills was good for approximately three days. He was told that the cell phone coverage increased because Telus turned on the repeater on the Forestry tower. He stated he would like to investigate this further to improve cell phone coverage in the hills.

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Don Kitchner advised he could contact the M.D.'s Bell representative to investigate the repeater issue with Telus and obtain recommendations to increase cell phone coverage in the porcupine hills.

Moved by Deputy Reeve Alm Administration be instructed to investigate cell phone coverage in the porcupine hills with Bell and Telus.

Carried.

(j) Solar Upgrade to Internet Towers

Reeve Sandberg declared a pecuniary interest and left the Council Chambers at 10:53 a.m. and Deputy Reeve Alm assumed chairmanship of the meeting.

CAO Vizzutti advised they are requesting to purchase additional solar panels and batteries to be installed on the internet towers to provide battery backup. The project will cost approximately \$38,000.00 and asked for a resolution to transfer the funds from the transportation contingency fund.

Don Kitchner provided location information of the various towers.

Moved by Councillor Berger to purchase solar and battery storage equipment to be installed on eight M.D. internet towers and the funds of \$40,000.00 be transferred from transportation's contingency fund.

Carried.

Don Kitchner left the meeting at 11:01 a.m.

Reeve Sandberg returned at 11:01 a.m. and assumed chairmanship of the meeting.

(k) AAMDC Resolutions for Review

Councillor Berger left the meeting at 11:04 a.m.

CAO Vizzutti asked Council if they had any questions regarding the resolutions being presented at the AAMDC Convention.

Noted Council had no comments.

Councillor Berger returned to the meeting at 11:05 a.m.

(l) Election Issues

Reeve Sandberg asked the Councillors who campaigned in the recent election to provide comments from ratepayers.

Councillor Markle advised in his Division the Leavings Water Co-op said getting water is very important and asked if there is any help the M.D. can give them.

CAO Vizzutti advised the M.D. has a preliminary certificate for the Leavings Water Co-op and if they build within 5 years it can be converted to a water license or they can apply for a 5 year extension which would give the Co-op 10 years to complete the project. She advised there is no government funding available for this type of project.

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Councillor Markle advised he is a member of the Leavings Water Co-op.

CAO Vizzutti advised Councillor Markle if he is a member of the Leavings Water Co-op he should declare a pecuniary interest and step down regarding any discussions or decisions of Council in that regard.

Councillor Markle advised the Leavings Water Co-op invited him to meet with them and he asked if he would be in conflict.

CAO Vizzutti advised if he is speaking as a Councillor to the group he would be in a direct conflict of interest.

Reeve Sandberg advised that Pat Stier – MLA called her and she suggested he should meet with the Leavings Water Co-op and then they could provide the MD with any new information in this regard.

Councillor Markle advised another concern was in camera decisions made by Council and he explained how it works and they understood.

CAO Vizzutti advised going in camera is regulated according to the Freedom of Information and Protection of Privacy Act (FOIPPA)

Councillor Sundquist advised no decisions are made in camera.

Councillor Markle stated roads were discussed, too much gravel, not enough gravel and reclaiming of gravel.

Councillor Kroetsch left the meeting at 11:20 a.m.

Councillor Kroetsch returned to the meeting at 11:22 a.m.

Councillor Markle advised the use of ATV's on M.D. roads was discussed. He suggested the MD could make amendments to their bylaws to allow ATV's.

Discussion ensued regarding the Highway Traffic Act and the use of ATV's on any road.

CAO Vizzutti explained the insurance liability issues allowing ATV's on the MD roads.

Deputy Reeve Alm advised the biggest issue was the expense of operating the parks.

Councillor Berger advised calcium chloride issues and locked road allowances.

CAO Vizzutti advised the road allowance leaseholder have to allow access to adjacent landowners.

Councillor Sundquist advised there is concern with the concentration of gravel pits in his area.

(m) Councillor Business Cards

CAO Vizzutti discussed that personal addresses should not be on the M.D. business cards. She advised the M.D. mailing address will be provided on the business cards to ensure M.D. related documentation is sent to the M.D.

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(n) SLGM Workshop – What’s on First Base?

CAO Vizzutti advised a minimum of 20 participants are required for the course to be provided. She advised the What’s on First Base workshop is scheduled for December 1, 2017 if enough people register.

Noted Deputy Reeve Alm and Councillor Markle would be interested in attending the workshop.

(o) Land Use Bylaw – Council Retreat

CAO Vizzutti asked for direction from Council regarding dates to have discussions between Council, Administration and the MD Planner to update the Land Use Bylaw.

Discussion ensued.

Noted Land Use Bylaw discussions be scheduled for two consecutive days the week of January 29 – Feb 2, 2018 if possible.

(p) Council Meeting Date Change

Moved by Deputy Reeve Alm the January 17, 2018 regular MPC and Council meetings be held on January 24, 2018 due to a conflict with the ASB Conference.

Carried.

(q) Mayors & Reeves Meeting

Reeve Sandberg asked Council if there are any topics of concern they wish her to discuss with other jurisdictions at the Mayors & Reeves meeting.

Reeve Sandberg discussed shutting off the power during high winds to reduce the number of fires however not clear whose jurisdiction it would be.

John Kroetsch suggested there should be a requirement for power companies to inspect power poles on a regular basis.

Discussion ensued regarding mandatory inspection of power poles and some members felt this is already in place.

Councillor Berger stated he would be angry if he was filling his water tank to help fight the fire and the power gets shut off.

Noted Reeve Sandberg will attend the meeting however no concerns to be presented at this time.

(r) Recognition Sign

Council agreed the recognition signs should be taken down.

Moved by Councillor Berger to instruct CAO Vizzutti to draft a policy to deal with recognition signs.

Carried.

(s) Alberta Surface Rights Federation

CAO Vizzutti presented a Notice of a meeting of the Alberta Surface Rights Assoc. on November 17, 2017 in Camrose.

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Reeve Sandberg asked if this information should be put on the MD website.

Discussion ensued and CAO Vizzutti advised the MD gets various requests to post information on the website however it is limited to links to direct government departments and notifications that impact the municipality as a whole. She advised the MD is cautious about items involving user groups and associations.

Received as information.

(t) The Station Association – Funding Request

Deputy Reeve Alm provided an overview of the Station and advised they access the FCSS funding.

CAO Vizzutti reviewed FCSS funding as information.

Moved by Councillor Kroetsch the request for funding from The Station Association be denied.

Carried.

(u) MD of Foothills – Development Notification

CAO Vizzutti presented a request for comments from the MD of Foothills on a development application to place a temporary mobile home on the NW 9-17-27-4.

Moved by Councillor Berger the MD of Willow Creek has no objection to development application File 17D 240 in the MD of Foothills.

Carried.

(v) Physician Recruitment

Councillor Alm reported on the Claresholm Physician Recruitment and Retention meeting he attended. He advised the Chief of Staff of the doctors is concerned if the Federal Government tax reform bill on small corporations goes through the doctors may cut back their hours which will affect the health care delivery and more doctors may be required.

6. **CORRESPONDENCE:**

(a) **Rotary Club of Lethbridge – Los Amigos Convoy** – presented.

(b) **MPE – Dinner Invitation during AAMDC** – presented.

(c) **WSP – Invitation to Hospitality Suite – AAMDC** – presented.

(d) **Town of Rocky Mountain House – Re: Thoughts/Condolences concerning fires in Southern Alberta** – presented.

(e) Ex-Officio Commissioner of Oaths

CAO Vizzutti informed the Councillors of their appointment as an Ex-Officio Commissioner of Oaths by virtue of being elected as a municipal Councillor. She provided the wording required to be placed under their name when commissioning documents and a copy of the Notaries and Commissioners Act and a Commissioner Info booklet as info.

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(f) **Munis 101 Course – January 8 & 9, 2018 in Lethbridge at the Coast Hotel** - presented.

(g) **Lobby Government Effectively – November 29, 2017 at the MacEwan University in Edmonton** – presented.

Moved by Deputy Reeve Alm to go in camera at 1:50 p.m. under the following sections of FOIP:

- Section 27 of FOIP – Privileged Information
- Section 23 of FOIP – Local Public Body Confidences
- Section 21 of FOIP – Disclosure Harmful to Intergovernmental Relations

Carried.

Lawrence Gleason left the meeting at 1:51 p.m.

Reeve Sandberg declared a pecuniary interest and left the meeting at 3:14 p.m. and Deputy Reeve Alm assumed chairmanship of the meeting.

Don Kitchner – IT entered the meeting at 3:14 p.m.

Moved by Councillor Berger to come out of in camera at 3:57 p.m.

Carried.

5. **COUNCIL MANAGEMENT (CONT:)**

(w) **Fee for Municipal Tower Co-locate**

Moved by Councillor Kroetsch a fee of \$2,000.00 per tower be charged on all municipal tower co-location applications.

Carried.

Don Kitchener left the meeting at 3:59 p.m.

Reeve Sandberg returned to the meeting at 4:00 p.m.

7. **ADJOURNMENT:**

Moved by Councillor Sundquist to adjourn the meeting.

Carried.

Meeting adjourned at 4:01 p.m.

Reeve

Chief Administrative Officer