

**Claresholm, Alberta, October 21, 2015**

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 Wilson, Deputy Reeve Hemmaway, Councillors Alm, Kroetsch, Sandberg, Sundquist and Van Hierden, CAO Vizzutti and Executive Assistant Arlene MacOdrum as recording secretary present.

**Director of Finance Hannas entered the meeting.**

**Rob Vogt – Reporter entered the meeting.**

1. Reeve Wilson called the meeting to order at 10:46 a.m.

2. **ADDITIONS TO THE AGENDA:**

No additions to the agenda were requested.

3. **MINUTES:**

- (a) **October 14, 2015 Organizational Meeting Minutes**

Moved by Councillor Alm the October 14, 2015 Organizational meeting minutes be accepted as presented.

Carried.

- (b) **Council Minutes October 14, 2015**

CAO Vizzutti advised of the following changes to the minutes since the agenda was sent out as information:

Page 10687 – Discussion regarding Dekok's Public Works Agreement and policy regarding purchase of right-of-way.

Page 10689 – Clarification was added regarding the Draft Governance Model submission by Reeve Wilson.

Moved by Councillor Alm the Council meeting minutes of October 14, 2015 be accepted as amended.

Carried.

4. **FINANCIAL MANAGEMENT:**

- (a) **Cheque Register**

Director of Finance Hannas presented the cheque register for cheque #'s 20179 – 20232 in the amount of \$112,368.31 as information.

**Superintendent of Public Works Johnson entered the meeting at 10:51 a.m.**

- (b) **Discretionary Spending Report**

Director of Finance Hannas presented the Discretionary Spending report as of September 30, 2015.

Moved by Councillor Sandberg to accept the Discretionary Spending report as presented.

Carried.

- (c) **Revenue Expenditure Report**

Director of Finance Hannas presented the Revenue/Expenditure Report as of September 30, 2015 as information.

5. **PUBLIC WORKS:**

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**(a) CAT Graders**

Moved by Councillor Van Hierden to authorize Superintendent of Public Works Johnson to preorder 2 CAT graders, for delivery in 2016, at a cost of \$520,921.00 plus \$600.00 tire levy each.

Carried.

**Director of Finance Hannas left the meeting at 11:10 a.m.**

**Superintendent of Public Works Johnson left the meeting at 11:10 a.m.**

6. **COUNCIL MANAGEMENT:**

**(a) Organizational Chart – Policy 110-01**

CAO Vizzutti presented an updated Organizational Chart – Policy 110-01 to replace the old chart. She asked all Council members to check their Policy Manual to ensure it is up-to-date.

**(b) Policy Manual Legal Review**

CAO Vizzutti requested Council to authorize a legal review of the M.D.'s Policy Manual in 2016 at an estimated cost of up to \$10,000.00.

Moved by Councillor Sundquist a legal review of the M.D. Policy Manual be included in the 2016 budget.

Carried.

**(c) Nanton & Area Physician Recruitment and Retention**

**Committee**

CAO Vizzutti presented a letter from the Nanton & Area Physician Recruitment and Retention Committee requesting funding to assist with physician retention initiatives.

Council acknowledged that \$10,000.00 was put in a reserve for Nanton Physician Recruitment and Retention in 2014.

Moved by Reeve Wilson to provide \$5,000.00 from the Nanton Physician Recruitment reserve, to the Nanton & Area Physician Recruitment and Retention Committee, to assist with physician retention initiatives.

Carried.

7. **CORRESPONDENCE:**

**(a) Claresholm & District Museum – 3 Year Strategic Plan**

CAO Vizzutti presented a letter from the Claresholm & District Museum advising of a meeting on October 23, 2015 to renew its three-year Strategic Plan.

**(b) Municipal Affairs – Calgary Regional Partnership**

CAO Vizzutti presented a letter from Municipal Affairs regarding the Calgary Regional Partnership. She advised the current mandate is not that of the M.D. of Willow Creek.

Received as information.

**(c) AAMDC Risk Pro 8**

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CAO Vizzutti advised she attended the Risk Pro 8 course and provided a copy of the document for Council as information. She advised the M.D. receives a 2% reduction on insurance premiums by attending the Risk Pro course on a yearly basis.

**Meeting recessed for lunch at 12:02 p.m.**

**CAO Vizzutti left the meeting at 12:02 p.m.**

**Rob Vogt left the meeting at 12:02 p.m.**

**Meeting reconvened at 12:30 pm.**

Moved by Councillor Alm the meeting goes in committee of the whole for a personnel matter at 12:31 p.m.

Carried.

**Executive Assistant MacOdrum left the meeting at 12:31 p.m.**

Moved by Councillor Alm the meeting comes out of the committee of the whole at 12:57 p.m.

Carried.

**CAO Vizzutti, Executive Assistant MacOdrum returned to the meeting at 1:00 p.m.**

**Rob Vogt – Reporter returned to the meeting at 1:00 p.m.**

**(d) Shirley Pickering – Re: Flood Mapping**

CAO Vizzutti presented an email from Shirley Pickering regarding the Alberta Environment and Park's Highwood River Hazard Study. She noted her request to AEP to include the Little Bow, within the MD of Willow Creek and Vulcan County, to Travers Reservoir in the study.

Moved by Councillor Alm to send a letter to Shirley Pickering of the Highwood Management Plan Public Advisory Committee and the Hon. Shannon Phillips, Minister of Environment and Parks, requesting flood mapping of the Little Bow River to the Travers Reservoir be included in the Highwood River Hazard Study, subject to further information to be provided by Shirley Pickering.

Carried.

**(e) Claresholm & District Transportation Society – August 21, 2015 Minutes – presented.**

**(f) Draft Alberta First Responder Radio Communications System (AFRRCS) – Standard Form of Agreement**

Council reviewed the draft AFRRCS standard form of agreements.

Moved by Councillor Sundquist to send a letter to AAMDC requesting to better define the cost recovery in AFRRCS Secondary Responder

Agreement and the cost to the municipality, and if it might be a cost recovery subscription plan.

Carried.

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(g) **Court of Queen's Bench Ruling – Town of Fort Macleod –**  
presented.

(h) **Oldman Watershed Council – Celebrating 10 Years –**  
presented.

Moved by Councillor Sundquist the meeting goes in camera to  
discuss a legal matter at 1:21 p.m.

Carried.

**Rob Vogt left the meeting at 1:21 p.m.**

Moved by Councillor Alm the meeting comes out of in camera at 1:45  
p.m.

Carried.

8. **ADJOURNMENT:**

Moved by Councillor Van Hierden to adjourn the meeting.

Carried.

Meeting adjourned at 1:45 p.m.

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Reeve

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Chief Administrative Officer