

MINUTES

The Council for Yellowhead County held a meeting on February 12, 2008 at 9:30 a.m. in the Council Chambers, at the Yellowhead County Administration Building in Edson, Alberta.

COUNCILLORS

PRESENT:

Gerald Soroka, Mayor
Larry Richter, Deputy Mayor & Councillor, Division No. 4
George Webster, Councillor, Division No. 1
Ewald Kwirant, Councillor, Division No. 2
Jay Lowe, Councillor, Division No. 3
Cheryl Bissell, Councillor, Division No. 5
William Velichko, Councillor, Division No. 6
Roxanne Scherger, Councillor, Division No. 7
Lavone Olson, Councillor, Division No. 8

COUNCILLORS

ABSENT:

None

ADMINISTRATION

PRESENT:

Jack Ramme, Chief Administrative Officer
Linde Proskow, Council Secretary/Recording Secretary
Catherine Adair, Communications Coordinator

STAFF

PRESENTATIONS:

Barb Lyons, Director of Corporate Services
Mike Steffler, Project Engineer
Debbie Charest, Director of Community Services
Crystal McNernie, Parks and Special Projects

Mayor Soroka called the council meeting to order at 9:30 a.m.

1.1 ADOPTION OF THE FEBRUARY 12, 2008 REGULAR COUNCIL MEETING AGENDA

RES 028-02-12- 08

MOVED BY Councillor Richter that Council adopts the February 12, 2008 regular council meeting agenda with the following amendments:

- Remove agenda item "3.2 Drug Action Coalition"; and
- Remove agenda item "6.3 Automated Vehicle Location (AVL) System"; and
- Add agenda item "6.3 West Yellowhead Leadership".

CARRIED UNANIMOUSLY

2.1 ADOPTION OF THE JANUARY 21, 2008 COMMITTEE OF THE WHOLE MEETING MINUTES

RES 029-02-12- 08

MOVED BY Councillor Kiwrant that Council adopts the January 21, 2008 Committee of the Whole meeting minutes as presented.

CARRIED UNANIMOUSLY

2.2 ADOPTION OF THE JANUARY 22, 2008 REGULAR COUNCIL MEETING MINUTES

RES 030-02-12- 08

MOVED BY Councillor Scherger that Council adopts the January 22, 2008 regular council meeting minutes as presented.

CARRIED UNANIMOUSLY

Councillor Olson declared a pecuniary interest as her husband was employed by the developer and joined the public gallery in Council Chambers at 9:33 a.m.

3.1 JUNIPER RIDGE DEVELOPMENT - SCHEDULED PUBLIC PRESENTATION

Connie Bresnahan and Rahel Bauman made a verbal presentation to Council regarding the Juniper Ridge Development. Points raised were:

- They were not aware of the October 15th deadline for inspection of the road, this deadline was not in the developers package they received.
- This presented an unnecessary delay.
- No lots could be sold until the subdivision was registered with land titles.
- EXH Engineering had done compaction tests and provided a letter to Yellowhead County that stated that they felt the road was constructed to Yellowhead County standards.
- Requested variance on final inspection.

Councillor Olson returned to the meeting at 9:40 a.m.

3.2 ROYAL CANADIAN MOUNTED POLICE - SCHEDULED PUBLIC PRESENTATION

Sergeant Ron Lyons, Constable Colin Kuca and Constable Jason Lapointe of the Royal Canadian Mounted Police, Western Alberta District (South) Traffic Services Unit submitted a written presentation to Council with regard to:

- Composed of traffic units in Jasper, Edson, Evansburg, Whitecourt and Mayerthorpe, patrol area also encompassed Hinton, Drayton Valley, Breton and Swan Hills.
- Current compliment consisted of 1 sergeant, 3 corporals, 8 constables and 1 police dog (Kerry).
- Traffic services members delivered enhanced traffic enforcement, the interdiction of traveling criminals and contraband and provided expertise at serious motor vehicle accidents.
- Relayed statistics regarding traffic enforcement and criminal interdiction.
- Demonstrated the ability of Kerry, a police dog that was trained to “sniff out drugs”.

Mayor Soroka recessed the regular council meeting at 10:02 a.m.

Mayor Soroka reconvened the regular council meeting at 10:12 a.m.

4.1 DISPOSITION OF ROYAL CANADIAN MOUNTED POLICE TRAFFIC SERVICES YEAR END REPORT – SCHEDULED PUBLIC PRESENTATION

Administration advised that Sergeant Ron Lyons, Constable Colin Kuca and Constable Jason Lapointe of the Royal Canadian Mounted Police presented a review of the Western Alberta District (South) Traffic Services Units to Council. Issues discussed were:

- Statistics for traffic enforcement
- Criminal Interdiction
- Seizures
- Demonstration of police dog Kerry’s abilities.

RES 031-02-12- 08

MOVED BY Councillor Velichko that Council accepts for information the Western Alberta District (South) Traffic Services Unit report as presented.

CARRIED UNANIMOUSLY

4.2 HEALTH AND SAFETY PROGRAM

Administration advised that the Alberta Occupational Health and Safety Act required that an employer must do everything that they reasonably could to protect the health and safety of workers. Through policy statement, Yellowhead County was committed to a health and safety program that protected staff, County property, other workers and the general public who entered onto Yellowhead County property. Yellowhead County’s goal was a healthy, injury free workplace for all employees.

In keeping with the intent of the legislation and Council policy, Administration prepared (in conjunction with an employee joint worksite safety committee) a Health and Safety Program. The program was divided into eight (8) relevant sections:

1. Organizational Commitment
2. Hazard Identification and Assessment
3. Hazard Control
4. Formal Inspections
5. Orientation and Training
6. Emergency Response Planning
7. Incident Investigation
8. Program Administration.

Although many aspects of the program had operated in Yellowhead County for many years, the program would focus attention better on safety practices, record keeping and training.

RES 032-02-12- 08

MOVED BY Councillor Velichko that Council accepts for information the Health and Safety Program as presented.

CARRIED UNANIMOUSLY

4.3 PEMBINA VALLEY REGIONAL AMBULANCE AUTHORITY

Administration advised that Yellowhead County was a member of the Pembina Valley Regional Ambulance Authority (PVRAA) which was comprised of the municipalities of Drayton Valley, Brazeau County, Parkland County, the Village of Breton and Yellowhead County.

The Pembina Valley Regional Ambulance Authority (PVRAA) had a service contract with Associated Ambulance to provide service in the area and the contract expired December 31, 2008; however the Pembina Valley Regional Ambulance Authority (PVRAA) had the right to negotiate a two year extension to the agreement.

Administration believed that Yellowhead County might be better served by leaving the Pembina Valley Regional Ambulance Authority (PVRAA) and tenders the area out under a separate contract or combines it with the Edson Ambulance District contract. Administration believed that Yellowhead County might get a better service model for the area if they left the Pembina Valley Regional Ambulance Authority (PVRAA).

Pursuant to the contract, a municipality that wished to withdraw must provide 1 years notice. As the agreement expired December 31, 2008, the intent would be to advise the Pembina Valley Regional Ambulance Authority (PVRAA) to exclude Yellowhead County from any discussions with the operator to extend the current contract.

If the Pembina Valley Regional Ambulance Authority (PVRAA) concurred with this course of action, Yellowhead County would then explore other options for service delivery for the east end of the County.

RES 033-02-12- 08

MOVED BY Councillor Lowe that Council provides the Pembina Valley Regional Ambulance Authority with notice that Yellowhead County might consider removing itself from the Authority effective December 31, 2008;

AND THAT Administration explores service options to provide for a better service model.

CARRIED UNANIMOUSLY

4.4 FIRST, SECOND AND THIRD READING OF FIRE SERVICES BYLAW NO. 2.08, BEING A BYLAW WHICH PROVIDES FOR THE ESTABLISHMENT AND OPERATION OF A FIRE DEPARTMENT

Administration advised that the formation, structure and authority of the Fire Department and its officers were determined by Bylaw No. 6.95. This bylaw had been reviewed, updated and revised. Bylaw No. 2.08 provided more detail and clarity which was of significance to Administration and the Fire Service.

Revised Bylaw No. 2.08 was structured with specific headings which provided greater detail than the previous bylaw. The revised bylaw provided a detailed explanation of the purpose of the fire service, the administration of the fire service (appointment of members, protection from litigation etc), powers of the Fire Chief and other members, membership criteria, offences, cost recovery and control of fire hazards. The revised bylaw was circulated to a majority of the chiefs, and no concerns were raised as the intent of all discussion was followed, and expanded upon in a positive manner.

FIRST READING

RES 034-02-12- 08

MOVED BY Councillor Kwirant that Council gives Bylaw No. 2.08, being a bylaw which provides for the establishment and operation of a fire department, first reading.

CARRIED UNANIMOUSLY

SECOND READING

RES 035-02-12- 08

MOVED BY Councillor Webster that Council gives Bylaw No. 2.08 second reading.

CARRIED UNANIMOUSLY

RES 036-02-12- 08

MOVED BY Councilor Richter that Council presents Bylaw No. 2.08 for third reading at this meeting.

CARRIED UNANIMOUSLY

THIRD READING

RES 037-02-12- 08

MOVED BY Councillor Lowe that Council gives Bylaw No. 2.08 third and final reading.

CARRIED UNANIMOUSLY

Councillor Olson declared a pecuniary interest as her husband was employed by the developer and left the Council Chambers at 10:31 a.m.

5.1 JUNIPER RIDGE DEVELOPMENT

Administration advised that the Juniper Ridge Development (multi-lot subdivision) was constructed during the 2007 construction season. Substantial completion for the road construction was not attained until the end of October 2007. Yellowhead County was asked to do an inspection on November 2, 2007 but due to the weather conditions (frost and snow) and Council's Road Construction Policy 3200.10; section 8 "*construction completion certificates will not be issued after October 15 and prior to May 15 of the following year,*" Administration denied the inspection request. The developer wished to register the subdivision plan but due to the outstanding road issue, Yellowhead County would not endorse the plan of survey.

Council options were as followed:

- That the plan of survey not be endorsed because the road had not received the construction completion certificate as per Council policy.

- That the plan of survey be endorsed subject to the developer providing, a letter signed by a professional engineer from their engineering firm (EXH Engineering) that confirmed the construction of the road was to Yellowhead County standards (including compaction) and that the \$100,000 security would be held until the road was properly inspected after May 15, 2008.

RES 038-02-12-08

MOVED BY Councillor Richter that Council endorses the plan of survey for the Juniper Ridge Subdivision road construction subject to the developer providing, from their engineer (EXH Engineering) a letter signed by a professional engineer that confirmed that the construction of the road was to Yellowhead County standards (including compaction);

AND THAT the \$100,000 security bond would be held until the road was properly inspected after May 15, 2008.

CARRIED

Councillor Olson returned to the meeting at 10:43 a.m.

Mayor Soroka recessed the regular council meeting at 10:43 a.m.

Mayor Soroka reconvened the regular council meeting at 10:48 a.m.

5.2 2008 BRIDGE MAINTENANCE TENDER – AWARD OF TENDER

Administration advised that Request for Tenders were received on January 11, 2008 for the maintenance repairs of four (4) bridge structures on local roads which included:

- BE 7711 - Leeman Road (RR 110) across the Lobstick River
- BF 70587 and BF 76138 - Hamlet of Robb across Embarass River
- BF 73291 - Coalspur across Chance Creek

Four Tenders were received as followed (not including GST):

• Bridgemen Service Ltd	\$233,175.00
• Ardy Rigging Ltd.	\$252,155.00
• Formula Contracting	\$254,500.00
• Carmacks Enterprises Ltd	\$259,770.00

Under the Province's Government Assistance Program, these bridges were approved for funding. Based on the low Tender results, the cost sharing between the Province and Yellowhead County was \$198,962 and \$34,213 respectively. Based on the 2008 Interim Budget, the total cost of the project was budgeted for \$235,000 with a cost sharing between the Province and Yellowhead County was \$212,000 and \$23,000 respectively.

RES 039-02-12-08

MOVED BY Councillor Lowe that Council awards the contract for the 2008 Bridge Maintenance Program to Bridgemen Service Ltd. of Didsbury in the amount of \$233,175.00;

AND THAT the final 2008 Operating and Capital Budget were amended accordingly.

CARRIED UNANIMOUSLY

5.3 MAIN STREET OVERLAY – HAMLET OF WILDWOOD

Administration advised that the main street in the Hamlet of Wildwood was in need of repair and overlay. As a stand alone project this work would be extremely expensive therefore Administration included this project in the Wolf Creek Road overlay project scheduled for 2008. Administration investigated the condition of the water and sewer infrastructure and considered it acceptable with no repairs required prior to the overlay. By combining the projects Administration estimated the Main Street – Wildwood portion at \$181,500 with 75% funding (\$136,125) available under Alberta Infrastructure's Hamlet Street Assistance program. The remaining 25% (\$45,375) would be funded by a Yellowhead County tax levy. The final budget presented to Council in April/May would reflect the additional funds required.

RES 040-02-12-08

MOVED BY Councillor Bissell that Council directs Administration to proceed with the Main Street Overlay - Hamlet of Wildwood project;

AND THAT Yellowhead County's 25% funding of \$45,375.00 be included in the 2008 final budget.

CARRIED UNANIMOUSLY

6.1 CAMPGROUND OPERATOR CONTRACT

Administration advised that Yellowhead County was in the process of hiring new campground operators to maintain Bear Lake Park, Shining Bank Lake Campground and Day Use Area, Long Lake Park, Jerry Vanderwell Memorial Park and Riverside Campground.

The call for proposals concluded on November 29, 2007, Yellowhead County received four (4) applications for the position and the top three candidates were interviewed.

Campground operators had a variety of responsibilities which included:

- Visitor Services: Meet and greet campers and inform them of campground rules.
- Fee Collection: Collect fees from the self-registration booths.
- Outhouses: Disinfect/wash all floors and fixtures, etc with germicidal detergent.
- Garbage Collection: Ensure garbage was emptied daily and was not overflowed.
- Fish Cleaning Stands: Remove entrails from bins and disinfect daily.
- Firewood Sales: Provide firewood for a fee to all campers in all five (5) campgrounds; firewood must be made available twice daily.
- Programming Initiatives: Offer educational/recreational opportunities to campers.

After the proposals were reviewed and the interviews completed, a unanimous decision was made as to who should be awarded the contract. Karen Crory stood out amongst the other applicants primarily because of her past experience in operating campgrounds as well as her extensive preparation for the upcoming season if she was selected.

For the past five (5) years Mrs. Crory operated the Goose Lake and Schuman Lake Campgrounds. Goose Lake Campground was a 64-stall facility complete with a 4-stall shower room. She was responsible for taking reservations, registering campers upon arrival, all bookkeeping duties as well as all maintenance work. She had a dependable and knowledgeable team to assist with all aspects of operation and was the only applicant that already had someone in place to supervise Shining Bank Lake Campground and had already solidified a firewood supplier.

Mrs. Crory had an extensive equipment inventory which included a John Deere gator for collecting garbage, riding mowers, push mowers, a harrow for maintaining the beach, weed trimmers as well as a pressure washer.

Above and beyond Mrs. Crory's qualifications and experience she was very personable and appeared to possess a great attitude and willingness to work alongside Yellowhead County in improving campground operations. It was Administration's expectation that the working relationship between Yellowhead County and this campground operator would be a good one.

RES 041-02-12- 08

MOVED BY Councillor Richter that Council awards the contract for campground operations at Bear Lake Park, Shining Bank Lake Campground and Day Use Area, Long Lake, Jerry Vanderwell Memorial Park and Riverside Park for the 2008-2012 operating seasons to Karen Crory.

CARRIED UNANIMOUSLY

6.2 FIRST, SECOND AND THIRD READING OF BYLAW NO. 3.08, BEING A BYLAW WHICH PROVIDES FOR CAMPING FEES

Administration advised that on February 10, 2004, Bylaw No. 6.04 which established overnight camping fees in Yellowhead County designated parks was signed. The designated parks had changed therefore a revised and updated bylaw was drafted.

Chip Lake Park was no longer a Yellowhead County operated campground, it was taken over by the Ravine Community Association in 2000. The Community Association continued to hold the lease on this property and operated the facility as their venture.

Miller's Lake Park was owned and operated by Yellowhead County, however overnight camping was not available and therefore an overnight fee was not required and would be eliminated from the bylaw.

Yellowhead County had assumed control of Riverside Campground located on Highway 32 just north of Peers. This campground attracted visitors over the summer season and therefore would be included in the updated bylaw as campers required a camping permit for overnight use.

FIRST READING

RES 042-02-12- 08

MOVED BY Councillor Velichko that Council gives Bylaw No. 3.08, being a bylaw which provides for camping fees, first reading.

CARRIED UNANIMOUSLY

SECOND READING

RES 043-02-12- 08

MOVED BY Councillor Scherger that Council gives Bylaw No. 3.08 second reading.

CARRIED UNANIMOUSLY

RES 044-02-12- 08

MOVED BY Councilor Webster that Council presents Bylaw No. 3.08 for third reading at this meeting.

CARRIED UNANIMOUSLY

THIRD READING

RES 045-02-12- 08 MOVED BY Councillor Richter that Council gives Bylaw No. 3.08 third and final reading.
CARRIED UNANIMOUSLY

6.3 WEST YELLOWHEAD LEADERSHIP

RES 046-02-12- 08 MOVED BY Councillor Bissell that Council sponsors one position, in the amount of \$1,500, on the West Yellowhead Leadership program for 2008;

AND THAT the attendee to the program was at the discretion of the Chief Administrative Officer.

CARRIED UNANIMOUSLY

8.1 COUNCIL AND COUNCIL COMMITTEES SCHEDULE

Council reviewed the Council and Council Committees Schedule.

RES 047-02-12- 08 MOVED BY Councillor Velichko that Council accepts for information the Council and Council Committees Schedule with the following amendment:

- Remove "February 21, 2008 ASB 9:30 am".

CARRIED UNANIMOUSLY

8.2 COUNCIL INFORMATION PACKAGES DATED JANUARY 25, 2008 AND FEBRUARY 7, 2008

Council reviewed the Council Information Packages dated January 25, 2008 and February 7, 2008.

RES 048-02-12- 08 MOVED BY Councillor Lowe that Council accepts for information the Council Information Packages dated January 25, 2008 and February 7, 2008 as previously circulated.

CARRIED UNANIMOUSLY

8.3 ORGANIZATIONAL ISSUES UPDATE - FEBRUARY 2008

Council reviewed the February 2008 Organizational Issues update.

RES 049-02-12- 08 MOVED BY Councillor Kiwran that Council accepts for information the February 2008 Organizational Issues update from the Chief Administrative Officer.

CARRIED UNANIMOUSLY

9.1 AGRICULTURE SERVICES BOARD MEETING MINUTES DATED NOVEMBER 7, 2007

RES 050-02-12- 08 MOVED BY Councillor Scherger that Council accepts for information the Agriculture Services Board Meeting Minutes dated November 7, 2007.

CARRIED UNANIMOUSLY

10.0 MAYOR AND COUNCILLOR REPORTS

RES 051-02-12- 08 MOVED BY Councillor Webster that Council accepts for information the reports submitted by Councillors Lowe, Olson, Velichko and Webster.

CARRIED UNANIMOUSLY

11.0 MEDIA ENQUIRIES

The media had the following question:

- 1) Why was the Wildwood main street overlay combined with the Wolf Creek Road overlay project?
Council advised that it was a cost effective way to have both overlays done.

RES 052-02-12- 08 MOVED BY Councillor Richter that Council adjourns the regular council meeting at 11:32 a.m.

CARRIED UNANIMOUSLY

MAYOR

CHIEF ADMINISTRATIVE OFFICER