

MINUTES

Yellowhead County Council held a meeting on August 26, 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:

Brent Shepherd, Planning Supervisor
Barb Lyons, Director of Corporate Services
Don O'Quinn, Director of Infrastructure Services

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

1.1 ADOPTION OF THE AUGUST 26, 2008 REGULAR COUNCIL MEETING AGENDA

RES 818-08-26-08

MOVED BY Councillor Lowe that Council adopts the August 26, 2008 regular council meeting agenda with the following amendments:

- Add agenda item "5.1 Disposition of 3.1 Michael Mills - Request for Second Approach - Scheduled Public Presentation".

CARRIED UNANIMOUSLY

2.1 ADOPTION OF THE JULY 14, 2008 COMMITTEE OF THE WHOLE MEETING MINUTES

RES 819-08-26-08

MOVED BY Councillor Richter that Council adopts the July 14, 2008 Committee of the Whole meeting minutes as presented.

CARRIED UNANIMOUSLY

2.2 ADOPTION OF THE JULY 15, 2008 REGULAR COUNCIL MEETING MINUTES

RES 820-08-26-08

MOVED BY Councillor Kwirant that Council adopts the July 15, 2008 regular council meeting minutes as presented.

CARRIED UNANIMOUSLY

3.1 MICHAEL MILLS - REQUEST FOR SECOND APPROACH - SCHEDULED PUBLIC PRESENTATION

Michael Mills submitted a written presentation to Council regarding approval for two additional approaches to 31-53-12-W5M. Mr. Mills stated:

- The land would be subdivided into three portions, a campground, a mobile home park and the last part would be undeveloped at this time,
- Required an approach to enter each subdivided portion of land,
- Necessary for the viable flow of traffic and safety of people living in the mobile home park and campground,
- Safer for emergency vehicles to enter quickly,
- There would be a pond in the campground which fire trucks could access as an emergency source of water for fires on this property and surrounding properties,
- Current approach policy did not really apply to hamlets,
- The approach would be on a no-exit road,
- The approach would be gated,
- Submitted detailed drawing of requested three approach locations.

3.2 LYNDA HAMAR – PEMBINA HOUSING AUTHORITY - SCHEDULED PUBLIC PRESENTATION

Lynda Hamar, CAO Pembina Housing Authority submitted a written presentation to Council regarding the proposed addition to the Pembina Pioneer Haven in Evansburg and the Affordable Housing Request for Proposal Application.

- Proposed addition was 16 one bedroom units 650 square feet of self contained living space plus a 665 square foot office, storage, etc. for a total addition of 14,415 square feet,
- Would be an addition to the Pembina Village complex,
- Estimated cost of addition was \$3,258,000.00,
- 70% Provincial funding and 30% from Yellowhead County and Pembina Housing Authority combined,
- Hire architectural firm and project manager to oversee construction,
- Request that Yellowhead County sell/donate land base to Pembina Pioneer Haven,
- Request Yellowhead County complete Application for Request for Proposal,
- Rezoning if required,
- Development permits for construction of building, parking areas, sidewalks, etc.

4.1 DISPOSITION OF LYNDA HAMAR – PEMBINA HOUSING AUTHORITY – SCHEDULED PUBLIC PRESENTATION

Administration advised that earlier in the year, some Council members and staff had attended a meeting hosted by the Pembina Pioneer Haven with respect to the possible addition of 16 units to the Pembina Pioneer Haven. A subsequent community meeting was held and the Mayor, some Councilors and MLA George VanderBurg attended. At that time the Councilors were advised of the strong desire of the community to see this project move forward and encouraged Yellowhead County to give this project positive support. This sentiment was also echoed by MLA George VanderBurg who advised that he supported the project and advised that the Province would fund up to 70% of the project if approved. To move this initiative forward, the Pembina Pioneer Haven required the support of Yellowhead County to assist in applying for the grant (needed to be administered by Yellowhead County) and to assist in the remaining funding requirements of 30%.

The Pembina Pioneer Haven now formally requested Council support of this project. Attached to the agenda package was a project overview which, in essence, stated that the overall project was for an additional 16 units to be constructed (attached) to the existing facility. The estimated cost of this project was \$3,258,000.00.

Based on the Provincial grant program, it was requested that the funding for this project be achieved as followed:

Province	70%	\$2,280,600
Yellowhead County	5% (land Contribution)	165,000
Yellowhead County	18% (cash contribution)	616,920
Pembina Housing	5% (mortgage)	<u>195,480</u>
Total		\$3,258,000

As per the attachment, Pembina Pioneer Haven also required Yellowhead County staff time to assist in the preparation of the application and Request For Proposals. It appeared that this project might qualify under the Municipal Sustainability Initiative (MSI) funding the County received from the Province.

RES 821-08-26-08

MOVED BY Councillor Webster that Council supports the proposed Pembina Pioneer Haven Addition project based on the community need, 70% Provincial support and MLA support;

AND THAT Yellowhead County donates the land base in Evansburg;

AND THAT Yellowhead County contributes a cash contribution of \$616,920.00 from sources to be determined by Council at a later date.

CARRIED

Mayor Soroka recessed the regular council meeting at 10:15 a.m.
Mayor Soroka reconvened the regular council meeting at 10:28 a.m.

4.2 COUNCIL REMUNERATION – POLICY 1100.07

Administration advised that at the Committee of the Whole meeting of July 14, 2008 Council was advised that the Administration (CAO) was charged with the review and approval of council honoraria and expenses. As Council was the direct supervisor of the Chief Administrative Officer (CAO), the auditor raised the issue (during past audits) that perhaps Council should review and approve the honoraria and expenses rather than a direct report.

To bring about consistency and political accountability to the process, Council implemented an Honoraria and Expense Claim Oversight Committee to review Council claims. The committee was comprised of the Mayor and Deputy Mayor. The intent was that all of Council submits their respective claims and receipts at the second regular meeting of the month for the Oversight Committee to review and approve. The benefits of such a process included:

- satisfied the audit concerns,
- brought greater consistency in how meetings were charged,
- Council had a better understanding of the work load of various members,
- all Council claims were submitted at the same time which kept reporting up to date.

Based on the discussion of the Committee of the Whole meeting, Policy 1100.07 was amended to include clarity in that Council must submit their expense claims at the second meeting of the month (or only meeting of the month) and that same were to be reviewed and approved by the Oversight Committee made up of the Mayor and Deputy Mayor. A new clause was added which dealt with re-imbusement of fees by a Councilor for any event that was paid for on the Councilors behalf but for whatever reason was not attended by the Councilor. Another clause was added in the schedule which outlined the rate for meeting participation via conference call, being half of the meeting rate.

RES 822-08-26-08

MOVED BY Councillor Kwirant that Council adopts the amendments to Policy 1100.07 as presented.

CARRIED UNANIMOUSLY

4.3 GOLF COURSE ROAD

Administration advised that the Edson and District Recreation Complex was a Town of Edson owned facility that provided recreation services to Town and County residents as well as tourists. The operations were funded by users fees and operating grants from the municipalities. Currently, Yellowhead County provided 35% of the operating grant.

As Council was aware, the road leading to the Recreation Complex was an oiled road and was in very poor condition. Based on the amount of use, as well as the “branding” of the facility as a community venue, the access road should be rebuilt and paved. Beyond the Recreation Complex, the road continued on for another two miles and served another eighteen or more County properties.

The Town of Edson had contemplated moving forward with reconstruction and paving of the road from Highway 16 up to the second approach at the Recreation Complex for the 2009 budget year.

Costs were not yet determined, however it was initially estimated that the project would cost between \$1 and \$1.5 million dollars. As partners in the operations of the facility, the Town of Edson requested Yellowhead County’s support and partnership with this initiative.

RES 823-08-26-08

MOVED BY Councillor Richter that Council funds 35% of the project costs of the reconstruction and paving of the Golf Course road (based on the estimated project cost of \$1.5 million);

AND THAT the project costs of the reconstruction and paving of the Golf Course road be included in the 2009 budget;

AND THAT any funds over the estimated \$1.5 million would be budgeted in the 2010 budget.

CARRIED UNANIMOUSLY

5.1 DISPOSITION OF MICHAEL MILLS – REQUEST FOR TWO ADDITIONAL APPROACHES NW 31-53-12-W5M

Administration advised that Mr. Mills had requested two additional approaches on the north side of NW 31-53-12-W5M. Yellowhead County had inspected the site and found the proposed additional approaches would not meet County policy and Mr. Mills request was denied. There were three existing approaches along this half-mile of County road. One of the existing approaches provided access to this property and could be relocated within Yellowhead County guidelines.

If this request was allowed there would be a total of five approaches for this half-mile of road, Yellowhead County policy was three approaches per half-mile.

After inspection of the site Administration felt that there was no physical reason why the additional approaches would be approved.

RES 824-08-26-08

MOVED BY Councillor Lowe that Council approves Mr. Mill’s request for Council to relax Access Management Policy 3200.08 as Mr. Mill’s property was within the Hamlet of Niton Junction’s boundaries;

AND THAT Mr. Mill’s request for one additional approach on the east side of NW 31-53-12-W5M, Lot 8 was approved.

CARRIED UNANIMOUSLY

7.1 WEST YELLOWHEAD CORRIDOR COMMERCIAL RECREATION AND TOURISM NODES

Councillor Olson declared a pecuniary interest as she lived in the Brule area and left the Council Chambers at 10:40 a.m.

Administration advised that during the period of June through August 2008 extensive Council discussions had taken place on the topic of development of the West Yellowhead Corridor Commercial Recreation and Tourism Nodes. The discussions included the Town of Hinton, Alberta Sustainable Resource Development, the working group that was established and also included a public presentation. During the discussions, Councils for both Yellowhead County and the Town of Hinton expressed concerns regarding the process for public consultation that was followed by Sustainable Resource Development and felt that broader public information sessions would have been beneficial.

Through the information presented and discussed it was determined that Council supported development of the Overlander and Entrance nodes however it did not support the Brule node due to the location, existing tourism activities and the displacement of the current lease holders. In addition Council had expressed an interest in potential for node development surrounding the Hinton/Jasper Airport.

RES 825-08-26-08

MOVED BY Councillor Velichko that Council forwards a letter to Sustainable Resource Development which indicated:

- Council supported the creation of the proposed Overlander and Entrance nodes,
- Council declined support for the creation of the proposed Brule node,
- Council was concerned with the process that was followed in the public consultation over the nodes creation,
- Council would like Sustainable Resource Development to pursue the option of node development in the area surrounding the Jasper/Hinton airport,
- Council met with their partner in the area, being the Town of Hinton, and the Town of Hinton fully supported the Yellowhead County Council position on the nodes development.

COUNCILLOR OLSON, - ABSTAINED
CARRIED UNANIMOUSLY

Councillor Olson returned to the meeting at 10:45 a.m.

7.2 FINANCIAL REPORTS – JUNE AND JULY 2008

Administration advised that the following financial reports had been reviewed by Council:

- Short Term and Long Term Investment Report to August 6, 2008.
- Financial Summary for June 2008 and July 2008.
- Payroll report for Salary, Council and Wage Staff for June 2008 in the amount of \$267,755.78 and for July 2008 in the amount of \$300,631.11.
- Salary and Benefit Disclosure to June 30, 2008 and to July 31, 2008.
- Listing of paid accounts for June 2008 (Cheques No: 61021 – 61437) in the amount of \$2,721,146.74, and a listing of paid accounts for July 2008 (Cheques No. 61438 - 61810) in the amount of \$1,826,699.25.

RES 826-08-26-08

MOVED BY Councillor Scherger that Council accepts the financial information as presented, being the Short Term and Long Term Investment Report to August 6, 2008, the Financial Summary for June 2008 and July 2008, the Payroll report for Salary, Council and Wage Staff for June 2008 in the amount of \$267,755.78 and for July 2008 in the amount of \$300,631.11, the Salary and Benefit Disclosure to June 30, 2008 and to July 31, 2008, the listing of paid accounts for June 2008 (Cheques No: 61021 – 61437) in the amount of \$2,721,146.74, and a listing of paid accounts for July 2008 (Cheques No. 61438 - 61810) in the amount of \$1,826,699.25.

CARRIED UNANIMOUSLY

7.3 PROPERTY TAX SALE DATES

Administration advised that in March of 2007 all properties that had taxes outstanding were placed on a tax notification listing. At that time all interested parties were advised, and the property owner received notification that if not all arrears were paid the property would go up for tax sale at a public auction.

According to the Municipal Government Act, R.S.A., 2000, M-26, Sections 418 to 421, the public auction must be held no sooner than April 1, 2008 and no later than March 31, 2009, and certain conditions must be met. They were as followed:

- The municipality must offer for sale at a public auction any land shown on its tax arrears list. Yellowhead County's public auction would be held on October 29, 2008 at 10:00 a.m.
- The municipality must advertise the public auction in one issue of the Alberta Gazette not less than 40 days and not more than 90 days before the auction. Yellowhead County would advertise in the September 15, 2008 issue of the Alberta Gazette.

- The auction must be advertised in one issue of a newspaper having general circulation in the municipality not less than 10 days and not more than 20 days before the auction. Yellowhead County would advertise in the local paper on October 14, 20, 2008.
- No less than four weeks before the auction the municipality must send the owner of each parcel and any other party with an interest in the parcel or parcels to be sold at the auction a copy of the advertisement that appeared in the Gazette. Yellowhead County would mail the copy of the Gazette advertisement on September 19, 2008.
- The Council must establish a reserve bid price before it could auction a property. Yellowhead County's reserve bid price was established at the August 26, 2008 regular Council meeting.

RES 827-08-26-08 MOVED BY Councillor Webster that Council accepts the date, time and location of the public auction for the 2008 tax sale to be Wednesday, October 29, 2008, 10:00 a.m. local time at the Yellowhead County Edson office.

CARRIED UNANIMOUSLY

7.4 2008 PUBLIC AUCTION RESERVE BID

Administration advised that a listing of proposed reserve bids for all properties on the 2007 tax notification listing that still had tax arrears outstanding was attached to the agenda package.

As per Section 419(a) of the Municipal Government Act, R.S.A., 2000, M-26, Council must set for each parcel of land to be offered for sale at a public auction, a reserve bid that was as close as reasonably possible to the market value of the parcel. In accordance with that requirement Accurate Assessment was asked to provide the reserve bids at a level that was as close as reasonably possible to the market value of the parcel and in doing so had compared sales of similar properties in the area.

RES 828-08-26-08 MOVED BY Councillor Lowe that Council adopts the Public Auction Reserve Bids for the October 29th, 2008 property tax sale as presented;

AND THAT Council adopts the following terms and conditions that apply to the property tax sale:

1. That Barb Lyons, Director of Corporate & Planning Services, was appointed to act as the auctioneer,
2. That the successful bidders must give a 10% deposit by way of certified cheque or cash by 3:30 p.m. on October 29th, 2008,
3. That the balance to be paid in full on or before October 31, 2008, 4:30 p.m.,
4. All sales were subject to GST,
5. All sales were subject to the approval of Council.

CARRIED UNANIMOUSLY

8.1 COUNCIL AND COUNCIL COMMITTEES SCHEDULE

Council reviewed the Council and Council Committees Schedule.

RES 829-08-26-08 MOVED BY Councillor Bissell that Council accepts for information the Council and Council Committees Schedule as presented.

CARRIED UNANIMOUSLY

8.2 COUNCIL INFORMATION PACKAGES DATED JULY 25, 2008; AUGUST 8, 2008 AND AUGUST 19, 2008

Council reviewed the Council Information Packages dated July 25, 2008; August 8, 2008 and August 19, 2008

RES 830-08-26-08 MOVED BY Councillor Kwirant that Council accepts for information the Council Information Packages dated July 25, 2008; August 8, 2008 and August 19, 2008, as previously circulated.

CARRIED UNANIMOUSLY

8.3 ORGANIZATIONAL ISSUES UPDATE – JULY AND AUGUST 2008

Council reviewed the July and August 2008 Organizational Issues update.

RES 831-08-26-08 MOVED BY Councillor Bissell that Council accepts for information the July and August 2008 Organizational Issues update from the Chief Administrative Officer.

CARRIED UNANIMOUSLY

9.1 YELLOWHEAD COUNTY AGRICULTURE SERVICES BOARD MINUTES, MARCH 20, 2008

RES 832-08-26-08 MOVED BY Councillor Webster that Council accepts for information the Agriculture Services Board minutes dated March 20, 2008.

CARRIED UNANIMOUSLY

10.0 MAYOR AND COUNCILLOR REPORTS

RES 833-08-26-08 MOVED BY Councillor Olson that Council accepts for information the reports submitted by Councillors Lowe, Kwirant, Velichko and Mayor Soroka.
CARRIED UNANIMOUSLY

11.0 MEDIA ENQUIRIES

The media had no questions.

Mayor Soroka recessed the regular council meeting at 11:02 a.m.
Mayor Soroka reconvened the regular council meeting at 11:07 a.m.

12.0 IN-CAMERA SESSION

RES 834-08-26-08 MOVED BY Councillor Velichko that Council enters into an In-Camera Session at 11:07 a.m. to discuss legal issues.
CARRIED UNANIMOUSLY

RES 835-08-26-08 MOVED BY Councillor Bissell that Council ends the In-Camera Session at 11:55 a.m.
CARRIED UNANIMOUSLY

RES 836-08-26-08 MOVED BY Councillor Richter that Council based on the significant contribution for the future vision and development of the community for municipal purposes, offers:
1) the amount of \$200,000.00 for the land base located at NE 16-54-14-W5M, Plan 5681MC, Lot 4 with no caveats; OR
2) Council offers \$150,000 for the NE 16-54-14-W5M, Plan 5681MC, Lot 4 land base if a caveat was required.
CARRIED UNANIMOUSLY

RES 837-08-26-08 MOVED BY Councillor Velichko that Council directs Administration to secure a land base in the Hamlet of Wildwood for municipal purposes.
CARRIED UNANIMOUSLY

RES 838-08-26-08 MOVED BY Councillor Richter that Council directs Administration to start the procedure for development of a subdivision in the Hamlet of Wildwood;

AND THAT Administration advises the current Yellowhead County tenant of the cancellation of their current lease.
CARRIED UNANIMOUSLY

Councillor Webster left the meeting at 12:04 p.m.
Councillor Webster returned to the meeting at 12:07 p.m.

RES 839-08-26-08 MOVED BY Councillor Lowe that Council adjourns the regular council meeting at 12:12 a.m.
CARRIED UNANIMOUSLY

MAYOR, Gerald Soroka

CHIEF ADMINISTRATIVE OFFICER, Jack Ramme