

COUNCIL MINUTES OF OCTOBER 8, 2013

MINUTES OF THE OCTOBER 8, 2013 REGULAR MEETING  
OF THE COUNCIL OF KNEEHILL COUNTY AT THE KNEEHILL  
COUNTY OFFICE, 232 MAIN STREET, THREE HILLS, ALBERTA.

**PRESENT:**

<b>PRESENT</b>	Division No. 5	Bob Long, Reeve
	Division No. 1	Brian Holsworth, Deputy Reeve
	Division No. 2	Carol Calhoun, Councillor
	Division No. 3	Jerry Wittstock, Councillor
	Division No. 4	Glen Keiver, Councillor
	Division No. 6	Ken Hoppins, Councillor
	Division No. 7	Bobby Painter, Councillor

**ADMINISTRATION PRESENT:**

CAO	Al Hoggan
Assistant CAO	Laurie Watt
Recording Secretary	Carolyn Van der Kuil
Director of Operations	Pete McRae
Director of Planning and Protective Services	Jerry Brett
Director of Finance	Mike Morton (Regrets)

**CALL TO ORDER**

**Reeve Long in the Chair**

Reeve Long called the meeting to order at 8:32 a.m.

**AGENDA**

**ADDITIONS**

**1.0 Agenda**

**1.1 Additions to the Agenda**

Additions under New Business

8.19 Medical Clinic Building

Additions under Council and Committee Reports

10.3 Agriculture Service Board

10.4 Community Action

10.5 FCSS

10.6 Kneehill Housing

10.7 Doctor Recruitment and Retention Barbeque

Additions under In-Camera

14.3 Land

14.4 Labour

**ADOPTION OF  
AGENDA**

**445/13**

**1.2 Adoption of Agenda**

Councillor Wittsock moved approval of the agenda as amended.

CARRIED UNANIMOUSLY

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MINUTES

**2.0 Minutes**

446/13

**2.1 Approval of the September 24, 2013 Regular Meeting Minutes**

Councillor Hoppins moved approval of the September 24, 2013 Council Meeting minutes as presented.

CARRIED UNANIMOUSLY

OPERATIONS

**4.0 Operations**

OPER REPORT

**4.1 Operations Report**

447/13

Councillor Wittstock moved that Council receive the Operations Report as presented.

CARRIED UNANIMOUSLY

RESTRUCTURE  
POSITION

**4.2 Restructure Position**

448/13

Councilor Calhoun moved that Council approve the reclassification of one of the Mechanic positions to that of Municipal Assistant – Purchasing and Procurement.

CARRIED UNANIMOUSLY

CASE TRACTOR

**4.3 Case STX-335 4-WD Tractor**

449/13

Councillor Holsworth moved that Council direct Administration to retain the Case STX-335, and remove from sale list.

CARRIED UNANIMOUSLY

FINANCE

**5.0 Finance**

RESERVES

**5.1 2013 Reserve Reappropriation**

450/13

Councillor Calhoun moved that Council approve the reappropriation of reserves:

- \$200,000 from Strategic Plan to Parks
- \$990,513 from Buildings to Bridges
- \$5,763,190 from WSA to Medical Facility \$4,000,000 and Roads \$1,763,190

CARRIED UNANIMOUSLY

Debi Moon, reporter for the Capital, entered the meeting at 8:56 a.m.

BYLAW #1664

**5.2 Bylaw #1664- Assessor Designation**

451/13

Councillor Wittstock moved that first reading of Bylaw 1664, being a Bylaw to appoint an Assessor as a Designated Officer.

CARRIED UNANIMOUSLY

452/13

That Councillor Hoppins moved second reading of Bylaw 1664.

CARRIED UNANIMOUSLY

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**453/13** That Councillor Holsworth moved consideration to hold third reading be given to Bylaw 1664.

CARRIED UNANIMOUSLY

**454/13** That Councillor Calhoun moved third reading to Bylaw 1664.

CARRIED UNANIMOUSLY

**TAX SALE**

**5.3 Tax Sale Property Appraisals**

**455/13** Councillor Wittstock moved that Council set the reserve bids for the properties listed as per the appraisals done by the County Senior Assessor.

CARRIED UNANIMOUSLY

**BUS ARISING**

**7.0 Business Arising from Previous Minutes**

**2014 STRAT PLAN**

**7.1 2014 Strategic Planning Report**

**456/13** Councillor Holsworth moved that Council receive the 2014 Strategic Action Summary Report and Strategic Action Chart.

CARRIED UNANIMOUSLY

The meeting recessed from 9:15 a.m. to 9:27 a.m.

When meeting reconvened the Grade 6 class from Three Hill School was in attendance.

**NEW BUSINESS**

**8.0 New Business**

**CAO REPORT**

**8.1 CAO Report**

**457/13** Councillor Holsworth moved that the CAO Report for September 2013 be received for information.

CARRIED UNANIMOUSLY

**WAGE & SALARY**

**8.2 2014 Wage and Salary Grid**

**458/13** Councillor Calhoun moved that Council approve the wage and salary grid as presented with defined steps.

CARRIED UNANIMOUSLY

**SRO REQUEST**

**8.3 School Resource Officer Request**

**459/13** Councillor Calhoun moved That Council provides support to the School Resource Officer Program, by donating \$200.00 to have a Christmas Tree decorated for Kneehill County to be auctioned off at the School Resource Officer fundraiser on November 29th, 2013 at the Trochu Hall.

CARRIED UNANIMOUSLY

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**COUNCILLOR  
ORIENTATION  
460/13**

**8.4 Councillor Orientation**

Councillor Wittstock moved that Council authorize the attendance of all Council members to attend the Councillor Orientation on October 31, 2013 in Linden facilitated by Gordon McIntosh.

CARRIED UNANIMOUSLY

**COMM POLICY  
461/13**

**8.5 Communication Policy**

Councillor Holsworth moved that Council approve the Communications Policy as presented.

CARRIED UNANIMOUSLY

**EOEP  
462/13**

**8.6 Elected Officials Education Program**

Councillor Calhoun moved that Council allow Council members who have not already attended the Elected Officials Education Program, Ethic seminar to attend the education program facilitated by Gord McIntosh on November 12th, 2013 at the Shaw Convention Centre in Edmonton.

CARRIED UNANIMOUSLY

The meeting recessed from 9:56 a.m. to 10:08 a.m.

When the meeting reconvened Ed Miller, Lyle Miller and Norman Thurn were in attendance.

**DELEGATION**

**3.0 Delegations**

**3.2 Ed Miller**

Ed Miller, Lyle Miller and Norman Thurn presented to Council their concern regarding the black dirt trail road at Range Road 24-3, SW 34-28-24 W4.

Ed Miller, Lyle Miller and Norman Thurn left the meeting at 10:29 a.m.

The meeting recessed from 10:30 a.m. to 10:35 a.m.

When the meeting reconvened the Grade Six Class from Three Hills School were not present.

**POLICY #3-11  
463/13**

**8.7 Policy #3-11- Legal Costs Review**

Councillor Calhoun moved that, Policy 3-11 Legal Costs, be accepted as proposed and presented.

CARRIED UNANIMOUSLY

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- POLICY #3-13**  
**464/13**                    **8.8 Policy #3-13- Media Policy Review**  
Councillor Wittstock moved that, Policy 3-13 Media Policy, be accepted as proposed and presented.  
CARRIED UNANIMOUSLY
- POLICY #3-14**  
**465/13**                    **8.9 Policy #3-14- Meeting Divisional Review**  
Councillor Calhoun moved that, Policy 3-14 Meetings-Divisional, be accepted as proposed and presented.  
CARRIED UNANIMOUSLY
- POLICY #3-14-1**  
**466/13**                    **8.10 Policy #3-14-1- Meetings with Ratepayers Review**  
Councillor Calhoun moved that, Policy 3-14-1 Meetings-With Ratepayers, be accepted as proposed and presented.  
CARRIED UNANIMOUSLY
- 467/13**                    Councillor Holsworth moved that Administration investigate and bring back to Council a Councillor Terms of Reference for Council to review.  
CARRIED
- POLICY #3-15**  
**468/13**                    **8.11 Policy #3-15- Overnight Expenses Review**  
Councillor Wittstock moved that, Policy 3-15 Overnight Expenses, be accepted as proposed and presented.  
CARRIED UNANIMOUSLY
- POLICY #3-17-2**  
**469/13**                    **8.12 Policy #3-17-2- Council Appointments Review**  
Councillor Holsworth moved that, Policy 3-17-2 Council Appointments, be accepted as proposed and presented.  
CARRIED UNANIMOUSLY
- POLICY #3-19-1**  
**470/13**                    **8.13 Policy #3-19-1- Reimbursement Mileage Review**  
Councillor Hoppins moved that, Policy 3-19-1 Reimbursement - Mileage, be accepted as amended.  
CARRIED UNANIMOUSLY
- POLICY #3-19-2**  
**471/13**                    **8.14 Policy #3-19-2- Reimbursement Meals Review**  
Councillor Hoppins moved that, Policy 3-19-2 Reimbursement - Meals, be accepted as amended.  
CARRIED UNANIMOUSLY
- POLICY #3-19-3**  
**472/13**                    **8.15 Policy #3-19-3- Council Appointments Reimbursement Review**  
Councillor Hoppins moved that, Policy 3-19-3 Council Appointees Reimbursement, be accepted as proposed and presented.  
CARRIED

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**SPECIAL MTG  
REQUEST**

**473/13**

**8.16 Special Meeting Request**

Councillor Painter moved that Council approve the Special Meeting dates of Monday, October 21<sup>st</sup> at 9:00 a.m. to discuss the draft 2014 budget, and the date be advertised to the public.

CARRIED UNANIMOUSLY

**HR POLICY AMEND**

**474/13**

**8.17 Human Resource Policy Amendment**

Councillor Calhoun moved that Council approve the amendment to Item 23 of the Human Resource Policy to Section 23.4 of the Early Retirement Incentive.

CARRIED UNANIMOUSLY

**CITIZEN ENGAGE  
MTG DATES**

**475/13**

**8.18 Citizen Engagement Meeting Dates**

Reeve Long moved that Council receive this as information.

CARRIED UNANIMOUSLY

**MEDICAL CLINIC**

**476/13**

**8.19 Kneehill Medical Clinic**

Councillor Hoppins moved that Council go into In-Camera at 11:31 a.m.

CARRIED UNANIMOUSLY

Debi Moon left the meeting at 11:31 a.m.

**477/13**

Councillor Holsworth moved the meeting out of In-Camera at 11:44 a.m.

CARRIED UNANIMOUSLY

**478/13**

Reeve Long moved that Council approve the land acquisition and design phase in consultation with the Kneehill County Building Committee with funds to come from the Medical Capital Reserves fund.

CARRIED UNANIMOUSLY

The meeting recessed from 11:47 a.m. to 1:04 p.m.

**IN-CAMERA**

**479/13**

**14.0 In Camera**

Reeve Long moved that Council go into In-Camera at 1:05 p.m.

CARRIED UNANIMOUSLY

Carolyn Van der Kuil, Laurie Watt, Jerry Brett and Pete McRae left the meeting at 2:10 p.m.

Councillor Calhoun, and Al Hoggan left the meeting at 2:40 p.m.

Al Hoggan, Carolyn Van der Kuil, Laurie Watt and Jerry Brett returned to the meeting at 3:25 p.m.

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**480/13** Councillor Wittstock moved the meeting out of In-Camera at 3:25 p.m.  
CARRIED UNANIMOUSLY

**IN-CAMERA  
MOTIONS**

**15.0 Motions from In-Camera**

**481/13** Councillor Painter moved that December 4<sup>th</sup>, 2013 at 9:00 a.m. will be the date for the Public Hearing for Bylaw 1657 Badlands Motorsports Resort Redesignation from “A” Agriculture to “DC” Direct Control. The notice will also be advertised for four weeks in advance of the public hearing date.

CARRIED UNANIMOUSLY

**482/13** Councillor Holsworth moved that the Chief Administrator Officer probationary period be waived effectively immediately and that the salary increase that was agreed upon will be effective January 1, 2014.  
CARRIED UNANIMOUSLY

**COUNCIL REPORTS  
COM FUTURES**

**10.0 Council and Committee Reports**

**10.1 Community Futures Wildrose-** Minutes from the September 5, 2013 meeting were submitted by Councillor Holsworth.

**RDRWA**

**10.2 Red Deer River Watershed Alliance Workshop-** Written report was submitted from Councillor Painter on the Workshop he attended.

**ASB**

**483/13** Councillor Hoppins moved that Council approve attendance of Council who would wish to attend the November 7, 2013 Central Region Agricultural Service Board Conference in Three Hills.  
CARRIED UNANIMOUSLY

**COMM ACTION**

**10.4 Community Action-** No report.

**FCSS**

**10.5 Kneehill Regional FCSS-** No report.

**KNEHILL HOUSING**

**10.6 Kneehill Housing-** No report.

**DR. R&R**

**10.7 Kneehill Regional Doctor Recruitment and Retention BBQ-** No report.

**484/13** Councillor Painter moved that Council receive the Council and Committee reports as presented.  
CARRIED UNANIMOUSLY

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**CORRESPONDENCE**  
**485/13**

**11.0 Correspondence Report**

Councillor Keiver moved that Council receive the Correspondence Report as presented.

CARRIED UNANIMOUSLY

**COUNCIL ACT LIST**  
**486/13**

**12.0 Council Follow-up Action List**

Councillor Painter moved that Council receive the October 8<sup>th</sup>, 2013 Council Follow-Up Action List as presented for information.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

**Adjournment**

The meeting adjourned at 4:01 p.m.

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Bob Long  
Reeve

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Al Hoggan  
CAO