

MINUTES

Council Meeting

Municipal District of Lesser Slave River No. 124

March 28, 2018

MD Council Chambers, Slave Lake, Alberta

MEMBERS PRESENT

Murray Kerik - Reeve
Becky Peiffer - Division 1
Brad Pearson - Division 2
Sandra Melzer - Division 1
Jeff Commins - Division 2
Robert Esau - Division 1
Brian Rosche - Division 2

IN ATTENDANCE

Allan Winarski - Chief Administrative Officer, MD LSR
Ann Holden - Recording Secretary, MD LSR
Bill Klassen - Director of Transportation & Infrastructure, MD LSR
Russ Jassman - Director of Rural Services, MD LSR
Jason Warawa - Director of Finance, MD LSR
Jeff Alliston - Hawkings EPP Dumont LLP
Troy Birtles - Accurate Assessment Group
Kris Meadows - Accurate Assessment Group
Sean Barrett - Accurate Assessment Group
Joe McWilliams - Lakeside Leader

CALL TO ORDER

Reeve Kerik called the meeting to order at 10:05 a.m.

ADOPTION OF AGENDA

MOTION 088-18

Moved by Councillor Pearson to adopt the Agenda with the following additions:

- 8.2 Flatbush Nursery School Letter
- 9.2 Clarification on Council Benefit Package

CARRIED (7-0)

DELEGATIONS

HAWKINGS EPP DUMONT/METRIX GROUP LLP 2017 FINANCIAL STATEMENTS

Jeff Alliston gave a PowerPoint presentation of his team's audit findings for the 2017 MD Financial Statements. The company has changed names from Hawkings EPP Dumont LLP to Metrix Group LLP. The audit for 2017 is consistent with previous years financial statements and there were no unusual accounting policies, no significant control deficiencies and no significant misstatements found during the audit. Computation of debt limits and debt servicing was presented.

Overall, the MD of Lesser Slave River is in a good financial position. The audit was completed within the budget.

MOTION 089-18

Moved by Councillor Pearson to adopt and approve the audited MD 2017 Financial Statements.

CARRIED (7-0)

ACCURATE ASSESSMENT GROUP LTD.

Troy Birtles, Kris Meadows, and Sean Barrett presented an update on the assessment process and the assessment findings from 2017. Their findings will be used for 2018 taxation purposes. Changes to the assessment description in 2017 was the category of Designed Industrial Properties. In previous years most of the inventory in this category was called Industrial. The assessment group explained the following categories:

- Residential
- Non-Residential
- Designed Industrial Properties
- Linear
- Farm
- Exempt

The MD has no control over Linear Assessments. If there are no new developments, the assessment will depreciate. Based on the number of licenses that have been applied for, it looks like the drilling activity will continue in 2018. A company must start the drilling within two years of obtaining a license. Assessments only happen after production has started.

The assessors base their market assessments on July market assessments. The number of sales were down last year and that added complexity to the assessor's analyses. Alliston and his group concluded that 92% of the taxable properties in the Municipal District did not change or stayed within +/- 1% in 2017; this indicates assessment base stability. 90% of the properties fell within \$24,000 +/-.

Accurate Assessment visits all new developments in the municipality and 25% of all properties in a year. In 2018 properties in Wagner, Widewater, and Canyon Creek will be assessed.

Administration advised that the MD of Lesser Slave River does not have enough growth to warrant a Supplementary Bylaw.

MOTION 090-18

Moved by Councillor Esau to accept the *Accurate Assessment Presentation* as information.

CARRIED (7-0)

**ADOPTION OF
MINUTES**

MOTION 091-18

Moved by Councillor Pearson to adopt the *February 28, 2018 Council Minutes* as presented.

CARRIED (7-0)

MOTION 092-18

Moved by Councillor Melzer to adopt the *March 7, 2018 Special Council Meeting Minutes* as presented.

CARRIED (7-0)

ADMINISTRATION

IWMP FINAL DRAFT REVIEW

The summary of MD of Lesser Slave River comments on the final draft of the *Lesser Slave Integrated Watershed Management Plan (IWMP)* was handed out to the Councillors. The purpose of the plan is to harmonize the municipal development planning and authorizations with IWMP goals. At this time the plan is not a statutory binding document; however, it may influence amendments to statutory documents. The Council will be asked to accept the plan when it is completed. The comments made by Administration included:

- Identification of what government body is responsible for the implementation of the goal
- Consolidate setback distances into a table
- Setback discretion for development that allows for local variations in land quality
- Preserve socio economic flexibility
- Land sterilization
- Beach clean-up
- Maintaining support for dredging

The consensus of Council was to ensure that a paper trail of letters showing that the Administration's comments have been recognized by the Lesser Slave Watershed Council. Councillors wishes to abide to legislation while maintaining flexibility.

MOTION 093-18

Moved by Councillor Rosche to forward the Municipal District of Lesser Slave River's remarks for the *IWMP Final Draft Review* to the Lesser Slave Watershed Council and request an acknowledgement of the MD's concerns be provided.

CARRIED (7-0)

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MOTION 094-18

Moved by Councillor Esau to approve Councillor Melzer to attend the *Lesser Slave Lake 101: Watershed Stewardship & Management Session* being held on April 19th at the Slave Lake & Inn Conference Centre.

CARRIED (7-0)

RECESS

12:03 p.m.

RECONVENE

1:00 p.m.

FINANCE

CHEQUE REGISTERS

MOTION 095-18

Moved by Councillor Pearson to accept the *Cheque Registers* as information.

CARRIED (7-0)

TRANSPORTATION

DIGITAL TWO-WAY RADIO SYSTEM TENDER RESULTS

The radio system is a closed radio system; the MD decides who has access to the system. A radio license is not needed for these systems. The radio system will use infrastructure that is already in place. None of the tenders fulfilled all the tender requirements.

Council approved the purchase of a new two-way radio system in the 2018 budget. The following three (3) tenders were received:

1. Bell Mobility	\$66,899
2. Sniper Communication Ltd.	\$289,050
3. Slave Lake Communications Ltd.	\$1,472,700

MOTION 096-18

Moved by Councillor Rosche to award the contract for the Digital Two-Way Radio System to Bell Mobility Inc. in the amount of \$ 66,899.00 plus GST with the contract subject to the trial period being successful for radio use/coverage.

CARRIED (7-0)

ENGINEERING & CONSULTING SERVICES – OLD SMITH HIGHWAY RE-ROUTE – RFP TENDER RESULTS

In the 2018 budget, Council approved the engineering and design funding to re-route a portion of the Old Smith Highway that is sliding into the Lesser Slave River.

The tender was advertised for a month. A Strategic Transportation Infrastructure Program (STIP) grant funding application has been submitted.

The full project, including land purchases, will cost approximately \$3 million.

Beirsto came in close to 9% of the full project cost, which is a realistic figure. The company has operated since 1967 and has consistently delivered at 9% of the full project cost.

The following three (3) tenders were received:

1. Beirsto & Associates Engineering Ltd.	\$213,850.15
2. WSP Canada Inc (excluding deletables)	\$399,094.12
3. WSP Canada Inc (including deletables)	\$506,967.00

MOTION 097-18

Moved by Councillor Esau to award the contract for Engineering & Consulting Services – Old Smith Highway Re-Route to Beirsto & Associates Engineering Ltd. in the amount of \$213,850.15 plus GST.

CARRIED (7-0)

UTILITY TRAILER TENDER RESULTS

In the 2018 budget, Council approved the purchase of a new utility trailer to replace R1.

The following two (2) tenders were received:

- | | |
|------------------------------|----------|
| 1. Flaman Group of Companies | \$18,478 |
| 2. Brandt Tractor Ltd. | \$18,500 |

Council discussed if Administration should include the number of hits on the tender request website.

As this information takes time to gather and does not add accurate information of why the number of tenders received is high or low for a particular project, the majority of Councillors did not think it was necessary to include in future briefs.

MOTION 098-18

Moved by Councillor Melzer to authorize the purchase of a utility trailer from Flaman Group of Companies for \$18,478 plus GST.

CARRIED (7-0)

MULTI-YEAR CONTRACT FOR LINE PAINTING TENDER RESULTS

In the 2018 budget, Council approved the line painting on selected paved roads.

The following five (5) tenders were received:

	Total	2018
AAA Striping & Seal Coating Services	\$ 49,923	\$16,464
Lafrentz Road Marking	\$ 74,994	\$24,998
Line King	\$ 76,560	\$23,550
694091 Alberta Ltd. O/A RANN Maintenance Western	\$ 86,911	\$28,971
Alberta Parking Lot Service	\$134,660	\$40,846

MOTION 099-18

Moved by Councillor Pearson to award a multi-year (3 year) contract for Line Painting to AAA Striping & Seal Coating Services in the total amount of \$49,923 plus GST with the 2018 annual amount being \$16,464.

CARRIED (7-0)

GPS TRACKING & FLEET MANAGEMENT TENDER RESULTS

Tender packages included costs for first year expenses and ongoing yearly operating expenses for the GPS Tracking & Fleet Management System.

The two companies with the best prices were CTS Titan GPS and GPS to GO. GPS to GO is based in Ontario and each visit will add \$5,000 to the bill. CTS Titan GPS is a local company.

The following thirteen (13) tenders were received:

- | | |
|----------------------------------|--------------|
| 1. CTS Titan GPS | \$17,074.80 |
| 2. Synovia Solutions | \$23,185.62 |
| 3. MRF Geosystems | \$25,628.00 |
| 4. GPS to GO | \$26,901.49 |
| 5. Telitek Wireless | \$29,670.00 |
| 6. Vecima Networks Inc | \$31,364.80 |
| 7. Advantage Asset Tracking | \$33,067.00 |
| 8. Slave Lake Communications | \$33,867.00 |
| 9. Focus Fleet & Fuel Management | \$36,084.00 |
| 10. Sniper Communications | \$36,444.00 |
| 11. Infranovate | \$42,286.46 |
| 12. SkyHawk Telematics | \$61,423.50 |
| 13. AssetWorks | \$158,534.00 |

MOTION 100-18

Moved by Councillor Pearson to award the contract for GPS Tracking & Fleet Management to CTS Titan GPS for the annual cost of \$17,074.80 plus GST for a 5-year term.

CARRIED (7-0)

DUST SUPPRESSANT TENDER RESULTS

In the 2018 budget, Council approved the annual dust control program for municipal gravel roads.

Three tenders were received; however, one of the tender packages did not contain all the required documents. The deficient tender package did have a quote for environmentally friendly dust suppressant. The regular dust suppressant is corrosive, which causes rust on vehicles.

The following two (2) tenders were received without deficiencies in documentation:

- | | |
|---------------------------|--------------|
| 1. Tiger Calcium Services | \$135,342.80 |
| 2. 1446662 Alberta Ltd. | \$201,402.87 |

MOTION 101-18

Moved by Councillor Pearson to award the multi-year (3-year) contract for Dust Suppressant to Tiger Calcium Services in the amount of \$135,342.80 annually for 2018, 2019 and 2020.

Councillor Rosche requested a recorded vote:

- For: Reeve Kerik, Councillors Pearson, Melzer, Peiffer, Commins and Esau
Against: Councillor Rosche

CARRIED (6-1)

MOTION 102-18

Moved by Councillor Rosche to have Administration arrange for a pilot project in Widewater with environmentally friendly dust suppressant(s).

CARRIED (7-0)

VEHICLE PURCHASE

In the 2018 budget, Council approved the replacement of eleven fleet vehicles. On February 24, 2018 a tender was advertised locally and on Alberta Purchasing Connections for one full size SUV, one 1-ton pick-up, two ¾ ton pick-ups and seven ½ ton pick-ups.

The following two (2) tenders were received:

- | | |
|--------------------|--------------|
| 1. Whitecap Motors | \$429,513.00 |
| 2. Windsor Ford | \$447,202.80 |

MOTION 103-18

Moved by Councillor Commins to approve the purchase the eleven fleet vehicles as provided in the report to Council from Whitecap motors for the maximum amount of \$437,285.00 plus GST, which includes \$595 per vehicle for pantoune blue exterior paint color.

CARRIED (7-0)

RURAL SERVICES

FCSS GRANTS TO GROUPS APPLICATIONS

Flatbush Help Service Society

- The Flatbush Help Service Society has been operating since 1989. This is a completely volunteer run organization. The Society applied for a grant of \$2500.

MOTION 104-18

Moved by Councillor Melzer to provide 2018 FCSS funding of \$2500 to Flatbush Help Service Society.

CARRIED (7-0)

**CONFIDENTIAL
ITEMS****FLATBUSH NURSERY SCHOOL LETTER****MOTION 105-18**

Moved by Councillor Pearson to move to closed session to discuss privileged information at 3:30 p.m. as per Section 27 of the FOIP Act with Allan Winarski attending.

CARRIED (7-0)**MOTION 106-18**

Moved by Councillor Commins to return to open meeting at 3:39 p.m.

CARRIED (7-0)**MOTION 107-18**

Moved by Councillor Commins that a meeting be requested with the Flatbush Nursery School with the Director of Rural Services, Russ Jassman and Reeve Kerik attending.

CARRIED (7-0)**BOARD REPORTS****Agricultural Service Board**

- Two weed inspectors will be hired
- Farm plans older than ten years need to be updated. A workshop was held on March 20, 2018; four farms renewed their plans at the workshop, which will enable the farmers to obtain grant funding under the government program Canadian Agricultural Partnerships (CAP)

Athabasca Watershed Council (AWC)

- Councillor Esau asked for direction for his role on the Athabasca Watershed Council
- CAO and Councillor Esau will go over the Terms of Reference and other documents to look at the strategy of the board, hold the board accountable, and to communicate the strategies to other municipalities
- CAO will assist Councillor Esau with engagement in his role as the municipal representative on the AWC
- Council reviewed the concerns of LSWC absorption

Community Futures – Tawatinaw

- Community Futures have 27 loans
- Will speak at the "Women in the North" conference
- Has been recognized for thinking outside the box
- Has received funding for three more years
- Is conducting classes for kids on entrepreneurship. Information on these classes has been sent to Pembina and Aspen View School Districts

Chamber of Commerce

- The Chamber has three new members
- Planning an outdoor Trade Show
- Working on getting a Junior Hockey team to Slave Lake
- Bus safety: High Prairie School Division had a presentation on school bus safety. Over 100 near misses has happened in the last few months
- Update on the Alberta economy presented by the Minister of Economic Development and the local MLA

Economic Development Committee

- VIC travel counselors funding
- Funding for the giftshop in Visitor Information Centre (VIC)
- First draft of tourism guide brochure
- Tourism website under review
- Website will be linked to guide

Inter-Municipal Committee

- Reviewed the Fire and Intermunicipal Development Plans
- Operating and Capital budgets
- Community Futures moving out of the VIC
- Legacy Centre – the Elks will manage the bar, but not the booking of the hall
- Caribou planning

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- Joint advocacy suggestion: Gilwood Golf & Country Club funding and FireSmart trails between the VIC and the Town of Slave Lake

Lesser Slave Lake Regional Housing Authority

- Alberta Government may use the Forestry Building for affordable housing
- Updating policies

Lesser Slave Regional Waste Management Services Commission

- Audit review and statements
- Adopted the budget – the requisitions will be kept the same. This means that based on volume, the town will pay slightly less, and the MD will pay slightly more
- Staffing shortage

Municipal Planning Commission

- Renauer presented a letter but had no application for a subdivision extension
- Timber Ridge was granted their 5th extension
- Malone subdivision application was tabled to the next meeting. The proposed parcel has almost no building pocket and needed a geotechnical report to confirm the suitability of the land for a subdivision

Regional Library Board

- Smith Library is hosting a movie night
- Slave Lake Library has an art wall of local artists
- Planning to expand its archives
- Plan of service review underway

Peace Library System (PLS)

- Reviewed year end audited numbers
- Linda Dubessis to come to the MD to follow up on PLS activities during Council's term
- Building repairs underway

Lesser Slave Lake Watershed Council

- April 19, 2018 seminar reviewed
- Water quality testing plans for April 17, 2018 may have to be postponed
- AGM on June 8, 2018
- The MD is not currently funding the Watershed Council. The funding has been in the budget for the last three years but has not been used as per the previous Council's direction. The level of participation warrants funding.

MOTION 108-18

Moved by Councillor Rosche that the budgeted funding of \$5,000 be released to the Lesser Slave Watershed Council.

CARRIED (7-0)

FireSmart

MOTION 109-18

Moved by Councillor Commins to request the FireSmart Crew to volunteer with the MD and Town for the Devonshire Beach Clean-up event.

CARRIED (7-0)

Health Committee

- A motion was made at the last Health Committee meeting regarding the unacceptable wait times for the ambulance services
- CT Scans available in High Prairie

MOTION 110-18

Moved by Councillor Commins to accept the *Board Reports* as information.

CARRIED (7-0)

ADJOURN

MOTION 111-18

Moved by Councillor Rosche to adjourn the meeting at 4:58 p.m.

CARRIED (7-0)



Chief Administrative Officer



Reeve