

Minutes of a Regular Meeting of the Council of the Municipal District of Peace No. 135, Province of Alberta, held January 9, 2018 at the Municipal Office, Berwyn, Alberta.

**Present**  
Reeve Robert Willing  
Councillors Ken Herlinveaux  
Theresa Johnson  
Janice Reyda via Skype

**Regrets**  
Councillor Sandra Eastman

**Attending**  
C.A.O. Lyle McKen  
Recording Secretary Barbara Johnson

**Call to Order**  
Reeve Willing called the meeting to order at 9:17 a.m.

**Adoption of Agenda**  
Theresa Johnson: 1/18 MOVED that the agenda for the January 9, 2018 regular meeting of Council be adopted as presented.  
Carried

**Approval of Minutes**  
**1. December 12, 2017 Regular Council Meeting**  
Janice Reyda: 2/18 MOVED that the minutes of the regular meeting of Council held on December 12, 2017 be approved as presented.  
Carried

**2. December 13, 2017 Special Council Meeting**  
Theresa Johnson: 3/18 MOVED that the minutes of the special meeting of Council held on December 13, 2017 be approved as presented.  
Carried

**Appointments**  
**1. Barry Denison, Public Works Foreman**  
Barry Denison joined the meeting at 9:19 a.m.  
**a) Public Works Foreman's Report**  
Barry Denison reviewed his written report.  
Ken Herlinveaux: 4/18 MOVED that the Public Works Foreman's Report be accepted as presented.  
Carried

Barry Denison excused himself from the meeting at 9:23 a.m.

**Business Arising Out of Minutes**  
**1. Municipal Elected Officials Emergency Management Training**  
Council accepted for information only the notice of the Municipal Elected Official Emergency Management Training scheduled for Monday, April 9, 2018 @ 6:30 p.m. at the Berwyn Elks Hall.  
**2. Road Widening Request - Township Road 804**  
Council accepted for information only the decision made by Dwayne Lee to be responsible for the installation and cost of a new 3-strand barbed wire fence along the section of road where the widening will occur.  
**3. Village of Berwyn Viability Review**  
Council accepted for information only the Village of Berwyn Viability Report and the notice of the public meeting to be held on January 22, 2018 at 6:30 p.m. at the Berwyn Elks Hall.

**4. Approval of Barbara Johnson's Acceptance of CAO Position**

Theresa Johnson:      MOVED that Council approve the hiring of Barbara Johnson  
5/18                      as Chief Administrative Officer for the Municipal District  
                                 of Peace No.135 with the following conditions:

- start date - March 1, 2018
- starting salary - \$100,000.00 per year
- upon successful completion of a 6 month probationary period, salary will be reviewed with a mutually agreed salary increase to be considered
- 5 weeks of annual vacation commencing in 2018 based on previous years of service
- eligible for same benefits as currently receiving as a full-time employee
- compensation will be provided for evening meetings other than regular Council meetings and Public Hearings.

Carried

**5. Alberta Community Partnership Program  
- Viability Study to Establish a Regional Subdivision and Development  
Appeal Board**

Ken Herlinveaux:      MOVED that Council ratify the MD of Peace's grant  
6/18                      application as Managing Partner to the Alberta Community  
                                 Partnership Program for the purpose of conducting a Viability  
                                 Study to establish a Regional Subdivision and Development  
                                 Appeal Board.

Carried

**Reports**

**1. Financial Report**

Theresa Johnson:      MOVED that Council accept the December 31, 2017  
7/18                      Financial Report as presented, a copy of which forms part of  
                                 these minutes.

Carried

Janice Reyda:              MOVED that Council authorize the transfer of any 2017 cash  
8/18                      surplus to the following reserves:

Office Equipment	\$ 25,000
PW Capital Equipment	\$230,000
Environment	\$ 40,000
Hamlet of Brownvale	\$100,000
ASB Erosion Control	\$ 15,000
ASB Equipment	\$100,000
Recreation	\$ 24,900

and further, that any further surplus exceeding \$5,000 be transferred to the Tax Rate Stabilization Reserve for the year ending December 31, 2017.

Carried

**2. Accounts for Payment**

Ken Herlinveaux:      MOVED that 30 electronic fund transfers and cheque #10484  
9/18                      to cheque #10575, in the total amount of \$284,684.53, be  
                                 approved for payment.

Carried

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**Reports Continued****3. Administrator's Report**

Lyle McKen reviewed his written report with Council.

Janice Reyda:            MOVED that the Administrator's report be accepted for  
10/18                            information, a copy of which forms part of these minutes.  
Carried

**Appointments Continued****2. Nasar Iqbal, Agricultural Fieldman**

Nasar Iqbal joined the meeting at 10:30 a.m.

**a) Manager of Agricultural Services Report**

Theresa Johnson:        MOVED that the January 9, 2018 Manager of Ag Services  
11/18                            report be accepted as presented.  
Carried

**b) Special Cleaning Conditions for Construction/Oilfield Equipment/Vehicles Entering MD**

Ken Herlinveaux:        MOVED that the Special Cleaning Conditions for  
12/18                            Construction/Oilfield Equipment/Vehicles be approved as  
presented.  
Carried

Nasar Iqbal excused himself from the meeting at 10:45 a.m.

**Reports Continued****4. Councillors' Reports**

As Council had provided written reports which were part of the agenda package, there was minimal discussion.

Janice Reyda:            MOVED that the Councillors' Reports be accepted as  
13/18                            presented.  
Carried

**Land Use/Planning/ Subdivisions****1. Amendment to the Land Use Bylaw**

- Pt. River Lot 7 Shaftesbury Settlement
- Bylaw No. 1/2018

Theresa Johnson:        MOVED first reading of Bylaw No. 1/2018.  
14/18                            Carried

**Correspondence****1. Alberta Sand & Gravel Association**

- **Regulatory Community Aggregate Payment Levy (CAPL) Changes**  
Council requested that an updated CAP Levy Bylaw be prepared using the  
\$.40 per metric tonne rate to be brought before the February Council  
meeting, using April 1, 2018 as the effective date.

**2. Peace Valley Conservation, Recreation and Tourism Society**

Janice Reyda:            MOVED that the M.D. of Peace contribute  
15/18                            \$1,000 in 2018 to Peace Valley Conservation, Recreation  
and Tourism Society.  
Carried

Council suggested that the Peace Valley Conservation, Recreation and Tourism Society work with the Mighty Peace Tourist Association in future projects.

**3. South Peace Regional Archives**

Council accepted for information only the letter received from the South Peace Regional Archives regarding the availability of the Peace River Country Land Settlement Database.

**4. Alberta Infrastructure**

**- Investing in Canada Infrastructure Plan (ICIP)**

Council discussed whether the extension of the Shaftesbury Water Co-op line would be eligible for grant funding.

**5. Town of Grimshaw**

**- 2017 FCSS Review**

Council accepted for information only the 2017 FCSS Review received from the Town of Grimshaw.

**6. Reta Toews**

Council requested that the water meter be removed and tested, as well as a check done comparing the total volume of water leaving the pumphouse to the total volume of the meter readings during that time.

**New Business**

**1. 2018 Agricultural Service Board Conference**

Theresa Johnson:      MOVED that Ken Herlinveaux be authorized to  
16/18                      attend the 2018 Provincial Agricultural Service Board  
                                    Conference to be held in Grande Prairie January  
                                    16-19, 2018.

Carried

**2. Federation of Canadian Municipalities**

**- Voluntary Legal Defense Fund**

Janice Reyda:              MOVED that the M.D. of Peace make an annual voluntary  
17/18                      contribution of \$50 plus GST to the FCM Legal Defense  
                                    Fund.

Carried

**3. Alberta Association of Municipal Districts & Counties**

**- 2018 Spring Convention & EOEP Course Registrations**

Ken Herlinveaux:        MOVED that up to 2 people be authorized to attend  
18/18                      the EOEP course "Regional Partnerships and Collaboration"  
                                    to be held prior to the Spring AAMDC Convention.

Carried

All Councillors, the Public Works Foreman and the CAO will be registered for the Spring AAMDC Convention.

**Information**

Website activity was discussed and Councillors were informed of the cost to update the website to better accommodate small screen devices.

**Roundtable**

Three Councillor representatives on the North Peace Housing Foundation Board will be meeting with Friends of the Autumn Lodge on January 15, 2018.

**Question Period**

n/a

Council recessed for lunch at 11:57 a.m.

Council reconvened from lunch at 1:04 p.m. with Robert Willing, Theresa Johnson, Ken Herlinveaux, Janice Reyda via skype, Lyle McKen and Barbara Johnson present.

- Theresa Johnson: 19/18      MOVED that Council go in-camera at 1:04 p.m. to discuss the following items:
1. Personnel - Administrative Staff Position Descriptions
  2. Personnel - Amended Salary Grid
  3. Personnel - Banked Flex/Overtime Hours
  4. Personnel – Merit Based Salary Increase.
- Carried
- Janice Reyda: 20/18      MOVED that Council revert to an open meeting at 1:19 p.m.
- Carried
- Theresa Johnson: 21/18      MOVED that Council approve the revised position descriptions for the Director of Finance and the Director of Legislative Services.
- Carried
- Ken Herlinveaux: 22/18      MOVED that the January 2018 Salary Grid be approved.
- Carried
- Ken Herlinveaux: 23/18      MOVED that Council authorize that the banked flex/overtime hours be paid out as presented.
- Carried
- Theresa Johnson: 24/18      MOVED that the CAO be authorized to award a maximum of .5% of the total actual 2017 salaries for merit based salary increases that are warranted.
- Carried

**Appointments  
Continued**

**3. ATCO Electric**

Pam Rawlek, Barry Himer and Ed Pimm joined the meeting at 1:30 p.m.

They discussed the cost of moving a power pole due to the pole leaning and road work that may be required in the future, and whose responsibility the cost of the pole move would be. It has not yet been determined whether or not the existing power pole is on private or public property.

Pam Rawlek, Barry Himer and Ed Pimm excused themselves from the meeting at 2:11 p.m.

Council requested that RR253 along NW22-81-25-W5 be placed on Council's spring road tour, as well as RR231 south of Highway 2A.

**Adjournment**

Being that the agenda matters have been concluded, the meeting adjourned at 2:26 p.m.

These minutes approved this 23 day of January, 2018.

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Chief Administrative Officer