

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held November 22, 2016, in the Clearwater County Council Chambers in Rocky Mountain House.

**CALL TO ORDER:** The Meeting was called to order at 9:00 am by Reeve Alexander with the following being present:

Reeve:	Pat Alexander
Councillors:	Earl Graham
	John Vandermeer
	Jim Duncan
	Kyle Greenwood
	Theresa Laing
	Curt Maki

Staff:	
Chief Administrative Officer	Ron Leaf
Recording Secretary	Tracy Haight
Director Public Works	Marshall Morton
Director Agriculture Services and Landcare	Matt Martinson
Director Community and Protective Services	Ted Hickey
Director Corporate Services	Rodney Boyko
Communications	Christine Heggart
Manager, Operations	Erik Hansen
Manager, Finance	Rhonda Serhan
Community Relations Advisor	Jerry Pratt

Media:	Laura Button
	Helge Nome
	Keanna Nelson

Public:	Dennis Ross
	Dan Warkentin

**AGENDA  
APPROVAL:**

The November 22, 2016 Regular Council Meeting agenda was amended as follows:

- Municipal Agriculture Disaster Declaration Process as item H3.
- West Fraser Winter Logging Tour as item F2.

COUNCILLOR MAKI:	That the November 22, 2016 Regular Meeting Agenda be adopted as amended.
------------------	--

371/16	CARRIED 7/0
--------	-------------

**CONFIRMATION  
OF MINUTES:**

1. November 08, 2016 Regular Meeting Minutes

COUNCILLOR DUNCAN:	That the Minutes of the November 8, 2016 Regular Meeting are adopted as circulated.
--------------------	---

372/16	CARRIED 7/0
--------	-------------

Rick Emmons joined the meeting.

**PUBLIC  
WORKS:**

**1. 2017 Asphalt Overlay Tender Award**

Erik Hansen stated Administration tendered the 2017 Asphalt Overlay program which includes re-surfacing, side slope improvement and other work for approximately 22.3 km on the Prairie Creek Road from the junction of Highway 752 to Highway 22.

Seven bids were received at the November 3 tender opening in which Border Paving Ltd. was the low valid bidder at a cost of \$2,915,963. This amount is \$1,001,494 less than the engineer's estimated amount.

Mr. Morton responded to questions from Council and explained factors contributing to cost savings are exceptional low market price of asphalt at \$58 per tonne and that the contractor has scheduled other work in the area at the same time.

COUNCILLOR GREENWOOD: That Council awards the 2017 Asphalt Overlay Program tender, in the amount of \$2,580,918.00 to Border Paving Ltd.

**373/16**

CARRIED 7/0

Marshall Morton and Erik Hanson left the meeting.

**PLANNING:**

**1. Area Structure Plan – Landowner Meeting**

Rick Emmons stated Administration scheduled a meeting for November 29, 7:00 pm, at the Christensen Centre for affected landowners to review and provide input on the draft Area Structure Plan (ASP) that the County is currently preparing for the Intermunicipal Development Plan.

The ASP guides future development and land use zoning in the Joint Development Area which includes eleven quarter sections located north of Airport Road.

Mr. Emmons responded to questions and explained there are approximately 27 affected landowners invited to the meeting.

COUNCILLOR GRAHAM: That Council receives the information presented and authorizes Councillors attendance at the ASP Landowner Meeting on November 29.

**374/16**

CARRIED 7/0

**MUNICIPAL:**

**1. Review of Town of Rocky Mountain House Municipal Inspection Report**

Christine Heggart stated Administration reviewed the recommendations in the Town of Rocky Mountain House's municipal inspection report with intent to develop an action plan that addresses areas in governance, financial and administrative operations which the County can also improve on.

Ms. Heggart noted many of the County's existing practices currently meet or exceed legislative requirements; however, processes and/or procedural changes are anticipated dependent on legislative changes to the Municipal Government Act and a review of Council's policies and bylaws. Administration will continue to monitor and assess the impacts of these changes and develop plans for compliance.

Rodney Boyko responded to question and explained Administration also intends to work with Council to modernize future budget/financial statements

to include performance measures related to the budget and council's strategic plan to improve financial reporting.

Discussion took place on Council gaining a better understanding of each committee and board and their purpose and/or overall benefit to the County; rational for councillor appointment; and, expectations for funding and/or administrative support.

COUNCILLOR GREENWOOD: That Council receives the information as presented.

375/16

CARRIED 7/0

**2. West Fraser Winter Logging Tour**

Councillor Graham stated West Fraser - Sundre Forest Products invites Council to a winter tour of West Fraser's logging operations on a date convenient with Council. Ron Leaf noted West Fraser recommends including the Town of Rocky Mountain House and Village of Caroline in the tour.

Discussion took place on tentatively scheduling the tour for January or February.

COUNCILLOR DUNCAN: That Council directs Staff to coordinate a West Fraser Winter Logging Tour with the Town and Village Councils.

376/16

CARRIED 7/0

**CORPORATE SERVICES:**

**1. Request for Contingency Reallocation**

Rodney Boyko stated Administration requests authorization to utilize, as required and with discretion, the remaining \$150,000 in the Technology Department operating and capital accounts; and, authorization to access a maximum of \$50,000 from the contingency account to fund Information and Technology (IT) firewall, storage, hardware and software upgrades.

Mr. Boyko explained the upgrades are required to address several issues with IT infrastructure related to mail filtering (blacklisting) and management, software and hardware efficiencies, electronic storage capacity and overall system reliability, performance and security.

Discussion followed and Mr. Boyko responded to questions and explained upgrading the IT security system significantly reduces the risk of hacking and unlicensed use. He explained blacklisting refers to email address security which effects email receipt and delivery.

Mr. Boyko noted that Administration will provide a final itemized reallocation report to Council upon completion of the project.

COUNCILLOR GRAHAM: That Council approves IT upgrades and authorizes Administration to reallocate, as required, \$150,000 between the Technology Department's capital and operating budget accounts; and, reallocate a maximum of \$50,000, as required, from the contingency account to Technology Department's capital and operating budget accounts for the IT upgrades.

377/16

CARRIED 7/0

## AGRICULTURE SERVICES & LANDCARE:

### 3. Municipal Agriculture Disaster Declaration Process

Matt Martinson responded to questions and explained the process undertaken by a municipality when declaring an agriculture disaster. He noted traditionally, Clearwater County effectively communicates agricultural and environmental conditions to the government through various methods, i.e. reports, survey responses and lobby efforts, and that agriculture producers in the County are eligible for programs and tax deferrals without the declaration of an agriculture disaster.

Discussion followed on the diverse challenges facing producers within the County, dependent on conditions in the area, and various services from agricultural agencies to assist with farm sustainability.

**COUNCILLOR MAKI:** That Council receives the information as presented.

378/16

CARRIED 7/0

Art Terpsma and Ellen Bonde joined the meeting.

## AGRICULTURE SERVICES & LANDCARE:

**1. Delegation – Agriculture Recreation Committee**

Matt Martinson reviewed the Agricultural Recreation Committee's progress on Council's mandate to complete a feasibility study on the development of an agricultural recreation facility in Clearwater County.

The study, completed and presented to Council at the January 27, 2015 Regular Meeting, recommended a two-phased approach for the project. The study also includes results from preliminary stakeholder consultations that indicated general support for the project.

The Committee wishes to move forward with further stakeholder engagement to determine the level of support and capacity to assist with project financing, however in order to proceed the Committee would like to identify a potential site for the facility.

Art Terpsma, Rocky Ag Society President, inquired on the possibility of developing the facility on County property located at NE 03 40 07 W5. He also inquired on: whether funds reserved in Council's budget is still available for the project, the availability of funding for facility operations; and, the continued availability of administrative support for the committee from Agriculture Services and Landcare department.

Ellen Bonde, Rocky Ag Society Past President, responded to questions and explained grant funding is available for capital and operations on a match basis.

Mr. Martinson responded to questions and explained the site criteria is for approximately 40 acres for the complete project that includes parking, camping, animal penning and track.

Ms. Bonde responded to questions and explained the committee is looking for Council's support of the project before proceeding with a fund raising strategy.

Discussion took place and it was suggested to address the Committee's request for facility operations funding and administrative support for the

committee during the upcoming budget reviews. Council suggested that the committee investigate fund raising strategies.

Discussion followed on the possibility of developing the facility on County property and it was noted that this will be determined once the plans currently underway for area structure, intermunicipal development and servicing agreements are completed.

It was recommended that the committee include the general public with stakeholder engagement to determine the public’s overall level of interest and support for the facility.

379/16

COUNCILLOR VANDERMEER: That Council receives the information as presented.

CARRIED 7/0

COUNCILLOR LAING: That Council confirms NE 03 40 07 W5M as a potential site for a proposed Agricultural Recreation facility should the project move forward.

380/16

CARRIED 7/0

David Gummer and Lorena Dmytriev joined the meeting. Art Terpsma and Ellen Bonde left the meeting.

**2. Delegation – Plains Bison Reintroduction – David Gummer, Wildlife Ecologist, Banff National Park**

David Gummer presented a slide show ‘Banff National Park – Update November 2016: Restoration of Plains Bison’ that outlined Parks Canada’s pilot project to reintroduce a small herd of plains bison to Banff Nation Park in 2017. Parks Canada proposes that wild free-roaming bison in the Park will benefit plant species and wildlife, create tourism opportunities, and renew cultural reconnection.

Mr. Gummer responded to questions and discussion took place on monitoring and assessment measures in place to address potential negative impacts of the project.

COUNCILLOR MAKI: That Council receives the information as presented.

381/16

CARRIED 7/0

David Gummer and Lorena Dmytriev left the meeting. Don Livingston and Ed Van Heeren joined the meeting

**COMMUNITY &  
PROTECTIVE  
SERVICES:**

**1. Delegation – Rocky Mountain House Search and Rescue**

Ted Hickey stated Rocky Mountain House Search and Rescue (SAR) requests Council consider funding its 2017 operational and capital costs at the upcoming budget review.

Don Livingston and Ed Van Heeren, representatives of SAR, provided details on SAR’s year-to-date activities and noted approximately 5545 volunteer hours includes nine completed missions and participation in 17 fund raising events and 16 educational presentations.

SAR requires funding assistance to cover operational costs such as training, due to higher costs for advanced certified levels and increased membership, and hosting an upcoming conference. SAR is in the process of applying for matching grants and soliciting sponsorship to cover host costs.

SAR also requires funding assistance for capital costs to replace a snowmobile unit and purchase external slinging for helicopter use during mountain rescue missions.

COUNCILLOR LAING: That Council receives the information as presented.

382/16

CARRIED 7/0

David McDonald, Tanya Johnston and Owen Stuart joined the meeting.

## **2. Delegation – Prairie Creek Memorial Cemetery Association**

Dave McDonald, Prairie Creek Memorial Cemetery Association (PCMCA) Past President, requested the following:

- That Council consider adopting PCMCA's goals and guidelines, that include restricting the sale of plots to local residents only, for all rural cemeteries in Clearwater County;
- That Council consider purchasing property adjoining PCMCA property for PCMCA's use;
- That Council fund costs for fencing and gates, estimated at \$7100 - \$9100, around the PCMCA property; and,
- That Council fund costs for surveying additional plots at PCMCA cemetery.

Ted Hickey noted that, currently, Administration is only mapping and collecting historical data from rural cemetery plots in the County for record management purposes. There are no policies, bylaws, or budget strategy in place to address cemetery management, operations or requests of this kind.

Discussion took place on processes required to identify, assess and develop a strategy to address rural cemetery needs.

COUNCILLOR GRAHAM: That Council directs Administration to conduct a rural cemetery needs assessment in 2017 to determine options, with applicable budget, policy and bylaws, for municipal support.

383/16

CARRIED 7/0

RECESS: Reeve Alexander recessed the meeting for lunch at 12:10 p.m.

CALL TO ORDER: Reeve Alexander called the meeting to order at 12:35 p.m. with the following people present: Councillors Graham, Duncan, Maki, Vandermeer, Laing, and Greenwood; Ron Leaf, Rodney Boyko, Jerry Pratt and Tracy Haight.

## **3. Central Alberta Economic Partnership Ltd. (CAEP) Business Representative Appointment**

Ted Hickey stated the member at large Council appointed to the CAEP committee as a Business Representative recently indicated lack of availability for this position. As per CAEP's guidelines for representation, the member municipality may choose an Economic Development Officer (EDO) as a designate. Currently, Jerry Pratt's role, functions and administrative duties as Clearwater County's Community Relations Advisor supports Council's

strategy for economic development. Consequently, Administration recommends appointing Mr. Pratt as the CAEP Business Representative.

Helge Nome, Laura Button, Keanna Nelson, Michelle Swanson, John Reid and Dan Warkentin joined the meeting.

COUNCILLOR VANDERMEER: That Council appoints Jerry Pratt, Clearwater County Community Relations Advisor, as the CAEP Business Representative, for a one-year term effective November 1, 2016.

384/16

CARRIED 7/0

#### **4. Taimi Hall Demolition and Land Update**

Jerry Pratt stated that a cost overage of \$33,405 was incurred on the Taimi Hall demolition project, completed on October 5, 2016, due to the amount of asbestos in the building.

Mr. Pratt responded to questions and explained the original estimate quoted the removal and disposal of asbestos on a 'cost plus' basis, however the amount of asbestos in the building was significantly underestimated. The presence of asbestos in the building insulation was anticipated but asbestos in the drywall and linoleum was unexpected.

COUNCILLOR GRAHAM: That Council reallocates \$33,405 from the Economic Development 2016 budget to the Community Services 2016 budget for the Taimi Hall demolition project.

385/16

CARRIED 7/0

Mr. Pratt stated Administration is working with legal counsel regarding the land ownership transfer of the Taimi Hall property to Clearwater County. Administration anticipates the process may take approximately two to three years as Land Titles is not accepting any ownership transfer applications until further notice.

#### **5. \*Tabled Item\* Broadband Request for Proposal – Focused Study Area**

COUNCILLOR MAKI: That Council raises the Broadband Request for Proposal – Focused Study Area from the table.

386/16

CARRIED 7/0

Discussion took place on Taylor Warwick Consulting Ltd. August 2016 report, 'Regional Broadband Investigation – Needs, Opportunities, and Approaches at the Local Level and for the Calgary Region', that identifies key issues and rationale for enhanced internet services as well as regional/municipal opportunities for funding enhanced internet services.

Discussion continued on previous studies and reports completed for Clearwater County to determine feasibility, suitable infrastructure and economic models for enhanced internet services.

Councillor Vandermeer noted Clearwater Broadband Foundation (CBF), will be requesting to appear before Council on December 13 to discuss CBF's role in enhancing broadband services in the County. He also noted that CBF asks that Council makes the Taylor Warwick Consulting Ltd. January 2016 report, 'Fibre-Based Broadband Deployment – Clearwater County', as well as any other broadband studies and reports compiled for Clearwater County, available to CBF and the public.

COUNCILLOR LAING:

That Council tables Agenda Item I5 – Broadband Request for Proposal – Focused Study Area pending Clearwater Broadband Foundation's presentation to Council.

387/16

CARRIED 7/0

COUNCILLOR VANDERMEER:

That Council releases all reports and studies, including the January 2016 report, 'Fibre-Based Broadband Deployment – Clearwater County', on enhancing broadband services in Clearwater County to the public.

388/16

CARRIED 7/0

INFORMATION:

**1. CAO's Report**

Ron Leaf reviewed upcoming events, meetings and programs for November and December.

**3. Councillor Verbal Reports**

Reeve Alexander advised that he had received an invitation for Council to attend an event at Red Deer College.

COUNCILLOR GREENWOOD:

That Council receives the CAO Report, Public Works Director's Report, Councillor Verbal Report, Accounts Payable Listing, and the Councillor Remuneration as information.

389/16

CARRIED 7/0

IN CAMERA:

COUNCILLOR GREENWOOD:

That Council meets at 1:30 pm as a Committee of the Whole to discuss two Labour items in camera in accordance with: a) the Municipal Government Act, Section 197(2) and b) the Freedom of Information and Protection of Privacy Act, Section 17(1) and Section 19(1).

390/16

CARRIED 7/0



COUNCILLOR MAKI:

That the meeting reverts to an Open  
Meeting at 2:35 P.M.

391/16

CARRIED 7/0

ADJOURNMENT:  
2:35 pm

COUNCILLOR MAKI:

That the Meeting adjourns.

392/16

CARRIED 7/0



REEVE



CHIEF ADMINISTRATIVE OFFICER