

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held June 28<sup>th</sup>, 2011 in the County Office at Rocky Mountain House.

**CALL TO ORDER:** The Meeting was called to order at 9:02 A.M. by Reeve Alexander with the following being present:

Reeve:	Pat Alexander
Deputy Reeve:	Earl Graham
Councillors:	Robert Bryant
	Dick Wymenga
	Case Korver
	Jim Duncan
	Ron Leaf
Municipal Manager:	Marshall Morton
Public Works Manager:	Darrell Philip
IT:	Brad Welygan
IT:	Christine Heggart
Recording Secretary:	Erik Hansen
Construction Supervisor:	Jessica Jones
Mountaineer:	

Councillor Jim Duncan added In Camera as F9-b.  
Councillor Bob Bryant added Goldeye Road as D4.

**AGENDA**  
**APPROVAL:** BOB BRYANT: That the June 28<sup>th</sup>, 2011 Regular Meeting Agenda be accepted as amended.

256/11 CARRIED 6/0

**CONFIRMATION OF MINUTES:** 1. June 14<sup>th</sup>, 2011 Regular Meeting Minutes  
JIM DUNCAN: That the Minutes of the June 14<sup>th</sup>, 2011 Regular Meeting be confirmed as circulated.

257/11 CARRIED 6/0

Diane Fingler joined the meeting.

**PUBLIC WORKS:** 1. Public Works Manager's Report

**Construction**  
Prentice Creek Contracting has completed the grading portion of entire roadway and is working on the cleanup, fencing, erosion control and topsoil placement on Twp. 40-1A (Chicken Ranch Rd.) this project has been slowed by weather over the last two weeks.

Crews working on Range Road 8-5 (Southfork Rd) South of the Prairie Creek Road have completed the entire 1.2km's and have been working on flood damages in the West Country. The crew working on Range Road 5-5 North of Hwy 587 extension has shut down and have spent the last week and a half working on flood damages.

The tentative start date for Prentice Creek Contracting for the Nordegg Intersection is July 16<sup>th</sup>.

**Asphalt Overlay**  
Sandstar has completed the asphalt overlay of the Rainy Creek Road and Beaverflats Roads. They are currently working on the Buster Creek Road, they should complete this project by the end of the week – weather permitting.

### **Gravel Roads Maintenance**

Beat graders have been busy in-between rain storms. Eight additional graders were also hired to try to catch up after all the wet weather.

### **Leslieville Lagoon**

The Leslieville Lagoon is accepting sewage from external haulers, for the summer of 2011, Monday through Friday.

### **Maintenance**

Dust control crews should complete all new applications by the end of the week. The repair and maintenance of older dust controls will not be completed for a couple of weeks. The crack sealing program slowed due to the weather and is only about 30% completed.

### **Bridges**

The abutment on Bridge 5km's north of Hwy 12 on The Oras Road (Lobstick Creek) slumped as the road washed out behind the backwall and the road is down to one lane while the concrete (roadcrete) sets up.

### **Flood Repairs**

All Clearwater County West Country roads that were damaged during father's day weekend are now open for traffic. Crews continue to work on completing these repairs.

### **Current Road Bans:**

Road Bans are unchanged from June 14<sup>th</sup>, 2011 Council meeting.

Staff responded to questions on bridge location on Oras Road and the concrete repair methods, Taimi Road crack sealing and line painting on Rainy Creek Road.

DICK WYMENGA:

That the Public Works Manager's Report of June 28<sup>th</sup>, 2011 be accepted as presented.

258/11

CARRIED 6/0

Darrell Philip and Brad Welygan left the meeting.

### **PUBLIC WORKS: 2. Contractor Equipment Rate Review**

Erik Hansen presented a 2011 Equipment Rate Schedule which includes a list of commonly used equipment used by the County for day labour projects including the Gravel Road Rehabilitation program, Drainage Works program, Ditching program and the Summer Gravel program.

The administration has compiled a recommended rate schedule factoring in the following conclusions.

- The use of the current Alberta Road Builders and Heavy Construction Association (ARHCA) rate book as a framework to help determine current and non-current equipment relativity and categorization.
- The availability of certain types of equipment.
- Cost of fuel and lubrication products
- A combination of comparable rates from neighboring Municipalities
- Consultation with local contractors
- Local market economy

Staff responded to questions on additional equipment, standard rates and equipment rates are for 100 per cent loads.

EARL GRAHAM:

That Council approves the hired equipment rates as presented.

259/11

CARRIED 6/0

**PUBLIC WORKS: 3. Flood Damage Report**

Marshall Morton reported on flood conditions and locations that sustained major damage, including photos of Northfork Road, Chungo Road, Rough Creek Road, Snow Creek Road and Lookout Creek Road.

At Rough Creek the road coming up to bridge (to the east) was washed away, caused by driftwood piling up at bridge. Mr. Morton noted a cracked piling which will also need repair in the future.

At Snow Creek west of Nordegg a culvert washed away and staff replaces culvert and road with bailey bridge as temporary solution and will reevaluate whether culvert is appropriate for future. Staff responded to questions regarding the bailey bridge installation.

At Northfork Road the ram river came up over the road and washed it away.

Murray Hagan, Rhonda Serhan and Denniece Crout joined the meeting.

At Phillip Creek it was noted that approximately 25% of water is running in creek, the rest is running down road, in ditches and culverts and that staff are working with Department of Fisheries and Oceans (DFO) for approvals to remove drift from creek.

JIM DUNCAN: That Council accepts the verbal flood damage report as information.

260/11

CARRIED 6/0

**PUBLIC WORKS: 4. Goldeye Road**

Staff responded to concerns about a half kilometre portion of road that is currently not maintained and noted that the County graders do not go north of the gate on the Goldeye Road, as the County does not own the portion or road.

Ron Leaf noted staff will review the West Country Transfer Agreement and report back to Council at the July 12, 2011 meeting.

BOB BRYANT: That Council tables the Goldeye Road discussion until the July 12, 2011 meeting.

261/11

CARRIED 6/0

Marshall Morton and Erik Hansen left the meeting.

**FINANCE: 1. Accounts Payable Listing**

Council reviewed the Open Payable Report for June 28<sup>th</sup>, 2011 which was previously sent to Council.

Staff responded to questions regarding duplicate payment, the AAMDC memberships fee and whether Leslieville Lagoon expenses could be tracked for total cost.

DICK WYMENGA: That Council accepts the Accounts Payable Listing as information.

262/11

CARRIED 6/0

In prior years the combined assessment and tax notice identified land and each improvement for each assessment class separately whereas this year each assessment class is shown as a total. The changes were made to streamline the process and provide consistency. The Municipal Government Act states that the person liable to pay a property tax is the assessed person and the assessed person is the owner of the parcel of land and the improvements.

Staff responded to questions regarding the reporting change, the improved consistency and finding that the majority of ratepayers accept the change. Council discussed whether new reporting format is transparent enough.

BOB BRYANT: That Council reconfirms the consolidation of information on the combined assessment and tax notice.

265/11

CARRIED 4/2

**FINANCE: 5. Refund of Partial Property Tax- Roll 3807122002**

Denniece Crout presented a letter from the owner of Roll 3807122002 requesting a partial refund of the 2011 municipal property tax for the NW 12-38-7-W5 based on Bylaw 832/05.

The residence burnt beyond repair February 2, 2011. The residence was only in existence for 33 days in 2011 and the taxes levied for the residence in 2011 are 843.44. As per bylaw 832/05 the calculation for a partial refund would be  $\$843.44/365 * 332 = \$767.18$

EARL GRAHAM: That Council authorizes a refund of \$767.18 to the owners of roll number 3807122002.

266/11

CARRIED 6/0

Murray Hagan, Rhonda Serhan and Denniece Crout left the meeting.  
Terri Miller, Ron McIvor, Travis Bartsch and Bill Laidlaw joined the meeting.

**MUNICIPAL: 3. Jan – June 2011 Enforcement Report**

Terri Miller presented a Highway Patrol Enforcement Report for January to June 2011, which included staff preparing an Alberta Traffic Safety grant submission, judging at the Alberta Motor Transport Association Truck Rodeo, conducting a number of industry training sessions and hiring and training a new officer. The citation summary included the number of overloads, speed, seatbelts, passing emergency vehicle, stop signs, liquor, off highway vehicles, suspended driver, no insurance, litter, load securement, and equipment permit infractions.

Ms. Miller noted the increase in liquor, stop signs and speed infractions and the large number of OHV complaints.

Staff Sgt. Bill Laidlaw presented a summary of offences for the Clearwater County area for the first half of the year and noted an increase in fines reflect increased enforcement presence in the area.

Staff responded to questions on arrests and as well current RCMP staffing levels in the Rocky Mountain House area..

CASE KORVER: That Council accepts the January – June 2011 report as information.

267/11

CARRIED 6/0

**IN CAMERA: 9. In Camera**

EARL GRAHAM: That Councils meets as a Committee of the Whole for the purpose of discussing Legal - Enforcement.  
10:55 A.M.

268/11

CARRIED 6/0

Jessica Jones and Diane Fingler left the meeting.

DICK WYMENGA: That the meeting reverts to an  
Open Meeting at 11:16 A.M.

Terri Miller, Ron McIvor, Travis Bartsch and Bill Laidlaw left the meeting.  
Keith McCrae, Marilyn Sanders, Kelly Sponberg, Vic Maxwell, Jessica Jones and Diane Fingler  
joined the meeting.

EARL GRAHAM: That the meeting recess for a public  
hearing at 11:17 A.M.

269/11

CARRIED 6/0

The Meeting reconvened at 11:43 A.M. with the same people present as  
noted at the beginning of the meeting excluding Erik Hansen, Darrell Philip,  
Brad Welygan and Marshall Morton.

**PLANNING:**

**1. Land Use Amendment – Public Hearing**

Marilyn Sanders presented the June 28, 2011 Public Hearing information  
regarding Application No. 01/11 by Peter and Jean Smith for Bylaw 940/11  
Application 06/11 to Amend Land Use Bylaw, ±16.76 Acres in NE 14-36-07-  
W5M from “CRA” to Agriculture District “A”; Bylaw 941/11 Request for  
discharge of over-dedication of municipal reserve; and, Bylaw  
942/11 Request for road closure and consolidation.

Staff responded to questions regarding the suggested runoff and that Alberta  
Health are one of the referral agencies for the subdivision application.

SECOND READING of Bylaw 940/11, being a bylaw to amend  
±16.76 acres of land within PT NE 14-36-07-W5M from Country  
Residence Agriculture District “CRA” to Agriculture District “A”;  
was moved by Councillor Wymenga.

270/11

CARRIED 6/0

THIRD READING of Bylaw 940/11, being a bylaw to amend  
±16.76 acres of land within PT NE 14-36-07-W5M from Country  
Residence Agriculture District “CRA” to Agriculture District “A”;  
was moved by Councillor Bryant.

271/11

CARRIED 6/0

SECOND READING of Bylaw 941/11, being a bylaw to discharge an  
over-dedication of municipal reserve, Plan 812-2452, Lot 10MR,  
PT NE 14-36-07-W5M was moved by Councillor Korver.

272/11

CARRIED 6/0

THIRD READING of Bylaw 941/11, being a bylaw to discharge an  
over-dedication of municipal reserve, Plan 812-2452, Lot 10MR,  
PT NE 14-36-07-W5M was moved by Councillor Duncan.

273/11

CARRIED 6/0

EARL GRAHAM: That Council authorizes asking the  
Minister for approval for the application  
for subdivision for Bylaw 942/11, being a  
bylaw to close a portion of cul-de-sac on  
Macklen Drive, Plan 812-2452, PT NE  
14-36-07-W5M.

274/11

CARRIED 6/0

EARL GRAHAM: That the meeting recess for lunch at 11:50 A.M.

275/11

CARRIED 6/0

The Meeting reconvened at 12:43 P.M. with the same people present as noted at the beginning of the meeting excluding Erik Hansen, Darrell Philip, Brad Welygan and Marshall Morton and including John Vandermeer.

**MUNICIPAL: 1. Municipal Manager's Report**

Ron Leaf presented the Municipal Manager's Report for June 28<sup>th</sup>, 2011.

**Council Parade Schedule**

The following is the information regarding Council's attendance at upcoming parades:

- Ponoka – Wednesday June 29 – Councillor Graham to attend.
- Westerner Days – Wednesday July 20 – Councillor Graham and Vandermeer to attend.
- Bowden Daze – Saturday July 23 – Reeve Alexander to attend.

**Strategic Plan (SP) update**

Russ Heppell provided the results from Council's strategic planning session. As Council may recall, the "Governance Area of Interest" was not completed during the session, however some areas, particularly citizen engagement will be addressed through the communication plan being developed.

Staff has begun organizing the SP material and writing a draft plan relating to the period of 2012 – 2015 with the intent of presenting a draft document for Council's review the first week of September. The draft SP would continue to develop and be refined as we work through the budgets for these same years and it is my recommendation that Council address the "Governance" focus when we meet in September. It is my hope that the SP document would be finalized by December. Is Council supportive of developing a plan focusing on the 2012 period and with this schedule?

JIM DUNCAN: That Council approves the timeframe for development of the 2012 -2015 Strategic Plan.

276/11

CARRIED 7/0

Staff responded to questions regarding budget timelines.

**Caroline CAO**

The Village of Caroline has hired a new CAO, Harold Northcott. Harold is currently the CAO for two summer villages and was the former Community Services Manager for the Town of RMH. Harold is to begin with the Village on August 2<sup>nd</sup>

**Upcoming Events**

- June 29 – West Central Grad – Reeve Alexander
- June 29 – Ponoka Parade – Councillor Graham
- June 29 – CAAMDC golf tournament - Olds
- July 1 – County office closed – Canada Day
- July 4 –11 – CAO away – MD Lesser Slave River

DICK WYMENGA: That the Municipal Manager's Report of June 28<sup>th</sup>, 2011 be accepted as presented.

277/11

CARRIED 7/0

Cammie Laird and Paul Prevost joined the meeting.

**MUNICIPAL: 5. Communications Work Plan 2011-2012**

Christine Heggart reported on the 2011 – 2012 Communications Work Plan which included Branding and Messaging, Citizen Engagement, Internal Communications, Online Communications and Media Relations. The intent of the Work Plan is to clarify expectations and timelines for various communication strategies and associated tactics.

By consensus, Council agreed there is need for community open house events in all seven divisions, once per three year Council term.

By consensus, Council agreed that public opinion surveys and municipal service reviews are not necessary at this time and are comfortable gauging citizen feedback from Open House events.

Vic Maxwell, Kelly Spongberg, Mike Haugen, Nathan Klosse, Keith McCrae and Marilyn Sanders joined the meeting.

**MUNICIPAL: 2. Paul Prevost – Regional Deputy Chief**

Council introduced themselves and Cammie Laird introduced Paul Prevost the newly hired Regional Deputy Chief – Operations / Maintenance. Paul has over two decades of experience as a volunteer fire fighter and fire officer in both rural and urban settings with a couple of different fire services.

JIM DUNCAN:

That Council accepts the introduction of Paul Prevost as information.

278/11

CARRIED 7/0

Cammie Laird and Paul Prevost left the meeting.

**PLANNING:            2.       Land Use Amendment**

Marilyn Sanders presented the application by Kelly Sponberg for First Reading of Bylaw 943/11, application No. 04/11 to amend the Land Use Bylaw for the redesignation of 12.6 acres described as PT NW 02-40-07-W5 From Agriculture District "A" to Light Industrial District "LI" for the purpose of tank storage and vehicle storage

The subject parcel would be used for outdoor storage tanks (40 tanks when completed) to store petrochemicals, primarily methanol, condensates and glycols. The application also noted that no buildings are planned and applicant intends to move from property adjacent to a subdivision in Rocky Mountain House and that will be purchasing new double walled tanks.

Mr. Spongberg responded to questions from Council regarding the height of the structure, the location of the development and the present use of the land as pasture. Council discussed truck traffic, Hwy 22 and Hwy 11 intersection and adjacent properties. Vic Maxwell noted the agricultural impact to be minimal, as the land is not well rated farmland.

Council discussed the need for light industrial development areas, and potential for developing an outline plan and Mr. Spongberg stated he is not opposed to developing site as Business Park.

FIRST READING of Bylaw 943/11, being a bylaw to amend the Land Use Bylaw for the redesignation of 12.6 acres described as PT NW 02-40-07-W5 From Agriculture District "A" to Light Industrial District "LI" for the purpose of tank storage and vehicle storage was moved by Councillor BRYANT.

279/11

CARRIED 7/0

Keith McCrae, Marilyn Sanders, Kelly Sponberg and Vic Maxwell left the meeting.



**MUNICIPAL: 8. Tax Share Agreement**

Ron Leaf reported on his discussion with Rocky Mountain House CAO Todd Becker and Mayor Fred Nash regarding the Tax Share Agreement (TSA). Mr. Leaf noted the consensus from the meeting was that the term “facilities” was not sufficiently defined; recreation facilities are covered under cost share agreements; and, voluntary reduction of TSA would result in a budgetary shortfall for the Town.

In terms of renegotiating the TSA prior to 2012, the members at the meeting could not comment as the issue had not been discussed with their Council.

Council discussed how the TSA formula was calculated, the intent of the TSA and the appropriate timeframe to revise the TSA.

By consensus, Council agreed that in any future TSA, the term facility needs to be more clearly defined.

JOHN VANDERMEER: That Council let TSA agreement run its course and renegotiate after expiration.

**280/11**

CARRIED 4/3

**MUNICIPAL: 5. Communications Work Plan 2011-2012**

By Consensus, Council agreed to participate in media training in the fall with a date to be determined at a later date.

Council discussed the desire to meet with adjacent municipal Councils, including: Ponoka County, Lacombe County, Red Deer County, Brazeau County, MD of Big Horn, Yellowhead County, Mountain View County, and Wetaskiwin County.

By Consensus, Council agreed staff should develop a Year Ahead report detailing budget for 2012 and County programs and projects as well as a Financial Year End Report once 2011 financial statements are available.

JIM DUNCAN: That Council accepts the Communications Work Plan 2011-2012 as information.

281/11

CARRIED 7/0

**MUNICIPAL: 4. Municipal Excellence Award Submission**

Mike Haugen discussed staff's application for the Municipal Excellence Awards for the County website's Budget Visualization Tool under the "Innovation" category.

The County's Budget Visualization tool offers the ability to easily tailor budget views on different areas of the site and provides a simple and direct link to background information on those budget items. The focus of the tool is for both transparency and education regarding municipal finances and allows users to view information without large downloading requirements.

CASE KORVER: That Council accept this report as information as presented.

282/11

CARRIED 7/0

**MUNICIPAL: 6. County Vision, Mission and Core Values Statements**

Christine Heggart presented a revised version of Clearwater County's Vision, Mission and Core Values for Council's formal adoption.

Council spent a significant amount of time reviewing the rationale of all three statements and debated the meaning of the words contained within. The Vision, Mission and Core Values will be amended on the County website, and on signage throughout the Administration Buildings.

Staff recommended a minor amendment to the Mission to read “Clearwater County will provide high quality local government services to all residents and businesses, support safe and viable communities and maintain competitive municipal tax rates.”

BOB BRYANT: That Council adopts the new Mission statement as amended and Vision and Core Values statements as presented.

283/11

CARRIED 7/0

**MUNICIPAL:** 7. County Logo

Nathan Klosse presented amended the Clearwater County logo options that include the word “County”.

Staff recommended that Council adopts version 2a of the logo due to the fact that:

- It is a small change from the old logo so it will still be easily recognizable
- It makes the fact we are a County very clear
- It is easy to read in a small format or large format
- It builds on the success of the old logo.

The newly refreshed logo will be amended on the County website and added to County signage, letterhead, flags, pins, decals etc. overtime.

JOHN VANDERMEER: That Council accepts Logo 2a as the new Clearwater County logo.

284/11

CARRIED 7/0

Nathan Klosse left the meeting.

**AGRICULTURAL SERVICES:**

## 1. ASB Vacancy

Ron Leaf presented an Agricultural Services Board (ASB) appointment request for Farmer Member, to fill a vacancy on the ASB board resulting from hiring Martin Winchell as Agricultural Programs Lead.

Staff recommended appointing Jodie Bignell from the Faraway district.

EARL GRAHAM: That Council appoints Jodie Bignell to fill the ASB vacancy left by Martin Winchell.

285/11

CARRIED 7/0

Earl Graham left the meeting.

## COMMUNITY REPORT

**JIM DUNCAN**

Led by co-chairs Louise Russell and Todd Hicking, the committee continues to meet weekly as the date for the pow-wow approaches (July 14-17).

Volunteers are working hard to secure funding and take care of all the logistics necessary. Fund raising is progressing with several companies/businesses stepping up to sponsor prize money and logistical support. The committee plans is to continue fund raising into July and establish prize money amounts for singers, dancers and drummers at that time.

ASB was able to mow the field at the Historic Park at a cost of \$210, to be reimbursed by the county which is greatly appreciated. This area will be used for parking and camping. Public works will help out with parking barricades and garbage barrels for both Canada Day and the pow-wow if possible.

The Pow-wow committee organized a fundraiser community BBQ and pow-wow demonstration in conjunction with National Aboriginal Day, June 21. Held at the curling rink, it included a tipi and Metis tent display as well as drummers and singers, dancing demonstrations and a power point presentation by a local youth group. Much of the food was donated and prepared by volunteers, and most of it was locally grown. Funds were raised from approximately 150 people attending via ticket sales, 50-50's, donations and a silent auction with donated items from local businesses. The Pow-wow committee thanks the Town of Rocky for waving the rental costs of the curling rink and Conoco-Phillips for providing the BBQ and cooks.

The pow-wow is being advertised on a number of websites and with posters. There has also been good coverage in the Mountaineer. I have attached a copy of the poster to my report.

**IN CAMERA:**

**6. In Camera**

DICK WYMENGA:

That Councils meets as a Committee of the Whole for the purpose of discussing Draft Program Development.  
2:41 P.M.

**286/11**

**CARRIED 6/0**

BOB BRYANT:

That the meeting reverts to an Open Meeting at 3:20 P.M.

**287/11**

**CARRIED 6/0**

**ADJOURNMENT:  
3:21 P.M.**

JIM DUNCAN:

That the Meeting adjourns.

**CARRIED 6/0**

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REEVE

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MUNICIPAL MANAGER