

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held February 14, 2017, 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
	Kyle Greenwood
	Theresa Laing
	Jim Duncan

Staff:	
Chief Administrative Officer	Ron Leaf
Recording Secretary	Tracy Haight
Director, Public Works	Marshall Morton
Director, Corporate Services	Rodney Boyko
Director, Planning	Rick Emmons
Manager, Operations	Erik Hansen
Manager, Legislative Services	Christine Heggart

Media:	Logan Schenk
	Keanna Nelson
	Helge Nome

**AGENDA
APPROVAL:**

- Amendments to the agenda were requested as follows:
- Addition of ‘Town of Rocky Mountain House Wastewater Treatment Facility’ as Item D4 by Councillor Laing;
 - Addition of Councillor Verbal Reports: Committee updates on Bighorn Backcounty and Central Alberta Economic Partnership as Item I3 by Councillors Duncan and Vandermeer, respectively.

COUNCILLOR DUNCAN:	That the February 14, 2017 Regular Meeting Agenda is adopted as amended.
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046/17	CARRIED 6/0
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**CONFIRMATION
OF MINUTES:**

1. January 24, 2017 Regular Meeting Minutes

COUNCILLOR GRAHAM:	That the Minutes of the January 24, 2017 Regular Meeting are adopted as circulated.
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047/17	CARRIED 6/0
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**PUBLIC
WORKS:**

1. Tender Award: 2017 Northfork Grading Program

E. Hansen stated Administration received five bids on the tendered 2017 grading program for the Northfork Road (approximately 5.2 km) with Netook Construction Ltd. being the low valid bidder at a total of \$1,101,360.79. Although the total project cost is \$197,146.87 over the engineer's estimated amount, the overage amount represents costs for approximately one mile of road which will be covered by the 2017 Gravel Road Rehabilitation budget.

M. Morton responded to questions and explained the project is for a complete road rebuild to improve site alignments and he noted price increases for dirt work and decreased market competition impacted tender prices. He also noted the budget overage for this project will not significantly impact Public Works projects for 2017.

COUNCILLOR LAING: That Council awards the 2017 Northfork Grading Program tender to Netook Construction Ltd. in the amount of \$1,101,360.79.

CARRIED 6/0

048/17

2. Policy Review: Policies Associated with the Highway Management Bylaw

E. Hansen reviewed proposed amendments for the following policies associated with Bylaw 1018/16 Highway Management:

1. Permitting of Road Allowances Policy
 - Changing 'Permit Application' to 'License Application'
 - Authorizing the CAO or designate as licensor
 - Adding liability insurance requirements
 - Adding signage requirements on undeveloped road allowances when grazing livestock
2. Isolated Access Roads Policy
 - Adding definitions
 - Adding licensing requirements for Isolated Access Roads
 - Authorizing the CAO or designate as licensor
 - Adding liability insurance requirements
3. Road Weights Control Policy; and,
4. Road Use Industrial/Commercial Truck Haul Policy
 - Changing 'Road Use Agreements' to 'Road Use Permits'.

E. Hansen explained amendments, as per legal recommendations, limits County liability, clarifies terms and conditions and provides consistency with Bylaw 1018/16.

M. Morton confirmed that Administration will present final draft policies for Council's approval.

COUNCILLOR DUNCAN: That Council accepts draft amendments to Road Allowance License Agreement and Permitting of Road Allowances, Isolated Access roads, Road Weights Control and Road Use Industrial/Commercial Truck Haul policies as present.

CARRIED 6/0

049/17

3. Road Construction Request

E. Hansen presented a property owner's request to extend the undeveloped portion of Township Road 41-2, east of Range Road 5-0, by approximately 200 metres. The owner would like additional access to NE 07 41 04 W5M for farm use and to potentially facilitate a future subdivision. The owner also asks that the municipality assume ownership and maintenance of the roadway once construction is completed.

E. Hansen noted as the owner's property is currently serviced with a municipally maintained road, the request is ineligible for cost share and County road maintenance under Council's Access Roads Policy, however the request is eligible under Council's policies for Residential Subdivision Standards and Endeavor to Assist.

Discussion took place and E. Hansen responded to questions and explained policy framework addresses criteria for obtaining a development permit prior to subdivision development.

COUNCILLOR VANDERMEER: That Council approves the extension of Township Road 41-2, east of Range Road 5-0, by approximately 200 metres at NE 07 41 04 W5M under the provisions of Clearwater County's Residential Subdivision Standards Policy.

050/17

CARRIED 6/0

4. Town of Rocky Mountain House Wastewater Treatment Facility

Councillor Laing inquired on operations and status of the Town of Rocky Mountain House Wastewater Treatment Facility and Septage Receiving Station.

051/17

COUNCILLOR DUNCAN: That Administration provides an update on on Town of Rocky Mountain House's Wastewater Treatment Facility and Septage Receiving Station operations, compliance, usage and capacity to Council.

CARRIED 6/0

PLANNING:

1. Nordegg Mobile Home Park

R. Emmons summarized Council's previous discussions regarding the development of the commercial core and a new mobile home park in Nordegg and noted as per Council's request for an analysis of Nordegg's priority projects, Administration recommends that Council approves a \$2.55 million expenditure for the design, tender and construction of a mobile home park before further development in the commercial core.

He explained while both projects are critical to the development of Nordegg, constructing the mobile home park first supports future commercial core development by: providing land availability for affordable housing; addressing issues related to deteriorating wastewater infrastructure; and, providing a faster rate of return on development investment.

R. Emmons responded to questions and confirmed the mobile home park could be expanded to accommodate camping stalls dependent on public interest. He also confirmed current mobile home residents are permitted to

relocate existing mobile homes, as is, to the new park however, new residents are required to comply with mobile home age restrictions.

COUNCILLOR LAING:

That Council approves Nordegg 2017 capital project expenditure in the amount of \$2.55 Million for engineering and construction of a new mobile home park.

052/17

CARRIED 6/0

Ted Hickey, Ivan Dijkstra, Jesse Kurtz and Kathy Snyder joined the meeting.

**COMMUNITY &
PROTECTIVE
SERVICES:**

1. 9:45 am Rocky Senior Housing Council

K. Snyder, Administrator for Rocky Senior Housing Council (operating as Westview Lodge), reported on affordable senior housing operations in the Town of Rocky Mountain House and Village of Caroline. Westview Lodge offers independent and assisted living for seniors and is negotiating with Alberta Health Service (AHS) to offer level three supportive living. Funding sources for the care facility includes the 2017 requisition amount of approximately \$685,000 for Clearwater County.

K. Snyder responded to questions and explained there are currently 82 residents and 20 applicants on a wait list. Discussion followed on future expansion plans and K. Snyder noted plans have not been determined yet however, AHS negotiation results will have an impact on expansion decisions.

COUNCILLOR VANDERMEER: That Council receives the Rocky Senior Housing Council's report as information.

053/17

CARRIED 6/0

Kathy Snyder left the meeting.

2. Sundre Fire Services Agreement

J. Kurtz, Interim Fire Chief for Clearwater Regional Fire Rescue Services, informed Council of discussions with Town of Sundre's Fire Chief (SFC) on January 19, 2017, regarding Council's December 13, 2016 decision to amend the Clearwater County/Sundre Fire Agreement for fire service response in the south portion of the County. At that time, the SFC expressed concerns with the decision and indicated concerns would be discussed with Sundre Administration. On February 6, 2017, the *Sundre Roundup* published an article that reported SFC's concerns with the amendments after which community members from that area contacted Councillors Graham and Vandermeer with their concerns.

J. Kurtz provided clarification on key messaging to address community concerns as follows:

1. The Sundre Fire Department continues to be the fire service provider in the area south of #587 and west of Sundre.
2. There is no intent to cancel the service agreement that sets out the cost sharing arrangement between the Town of Sundre and Clearwater County, nor to cancel the mutual aid agreement between Clearwater County and the Town of Sundre.
3. The implementation of Council's decision will result in the CRFRS (Station 30 located in Caroline) being the initial station to respond into the south portion of the County. The opportunity remains for a Battalion

- Chief, the Duty Officer for CRFRS or other emergency agencies (i.e. RCMP, EMS) to involve Sundre Fire through mutual aid.
4. The Level of Fire & Rescue service remains unchanged.
 5. Public education and messaging was to be part of this transition. This will be a jointly coordinated communication strategy between the Town of Sundre and Clearwater County.
 6. The specific date of the change was not set by Council and is yet to be determined, recognizing that there are formal notifications required within the agreement with Sundre.

R. Leaf noted conversations with Town of Sundre, Mountainview County and Village of Caroline Administration and Councils, have taken place and/or are scheduled to confirm messaging and ensure consistency when addressing public concerns.

COUNCILLOR GREENWOOD: That Council receives the Clearwater Regional Fire Rescue Services Interim Fire Chief's report as information.

054/17

CARRIED 6/0

Melanie Broadway joined the meeting. Jesse Kurtz and Ivan Dijkstra left the meeting.

DELEGATION:

1. 10:30 am Medical Equipment Lending (M.E.L) Society

M. Broadway, Executive Director of M.E.L. Society (Society), provided information on the Society's purpose, activities and services as follows:

- The Society is a non-profit organization, located in Rocky Mountain House, that meets the medical equipment needs of individuals in West Central Alberta.
- The Society, open to the public two days per week, lends equipment, free of charge, to support the aged, and persons injured, recovering from illness and/or surgery, or facing end of life.
- The Society relies on grant monies and corporate/individual donations to fund operations and program needs.

M. Broadway responded to questions and discussion followed on the Society's community value in meeting the needs of residents in all three municipalities since it opened in October 2016. M. Broadway noted the Society appreciates the efforts of its volunteers and is currently looking for more volunteer board members.

COUNCILLOR LAING: That Council receives the M.E.L. Society Delegation's information as presented.

055/17

CARRIED 6/0

Denniece Crout and Fred Blair joined the meeting. Melanie Broadway left the meeting.

**CORPORATE
SERVICES:**

1. 10:40 am Condor Community Centre

D. Crout presented Condor Community Centre's request for waiver, or reduction, of 2016 taxes and penalties and future tax exemption on residential property owned by the Centre as per Section 364(1) of the Municipal Government Act (MGA).

D. Crout noted the Centre owns three properties: the community hall, land associated with the hall, and residential property. The hall and land are exempt under MGA Section 362(1)(n)(ii) and Alberta Regulation 281/98 Parts 1 and 2. The residential property receives a partial tax exemption as it is rented out below market value to the Centre's caretakers.

F. Blair noted the Centre is experiencing a decline in rental revenues and industry donations and would like a tax waiver/exemption to save funds for anticipated structural repairs estimated at \$40,000.

F. Blair responded to questions and provided an overview of programs and events that are held at the Centre free of rental charge and that the Centre earned approximately \$10,000 in revenue from hall/kitchen rentals and supper events in 2016.

Discussion took place and the following points were noted:

- The tax waiver/exemption only applies to municipal taxes.
- A bylaw is required to exempt the residential property from taxation for 2017 and future years.
- Funding community centres/halls for operating costs is an out of budget expenditure requiring Council's approval.

COUNCILLOR DUNCAN: That Council reduces Condor Community Centre municipal taxes for 2016 as per Section 347(1) of the Municipal Government Act.

056/17

CARRIED 6/0

057/17

COUNCILLOR DUNCAN: That Administration prepare a budget line item for reducing Condor Community Centre municipal taxes for 2017, 2018 and 2019.

CARRIED 6/0

Denniece Crout and Fred Blair left the meeting.

INFORMATION:

1. CAO's Report

R. Leaf noted Clearwater County's population decreased by approximately 2.7% from 2011 as per Statistics Canada 2016 census results. It is uncertain how the population decrease will impact Municipal Sustainability Initiative funding however, Administration will report information as it becomes available.

Administration continues to monitor policy information and legislative developments from the Provincial Government regarding wildland park designations and is arranging a meeting between Council and Minister Phillips to discuss West Country management.

The Canadian Association of Petroleum Producers (CAPP) invited Council to meet on March 9. Discussion followed on inquiring on industry's opinion of the Province's proposed non-residential tax ratio. It was suggested to ask if Town and Village Councils would like to attend the meeting. Administration will follow up with meeting details and discussion topics.

3. Councillor's Verbal Report

Councillor Duncan reported on Bighorn Backcountry Committee's activities in support of recreational management in the West Country. The Committee met with Alberta Parks and discussed stewardship programs, responsible trail development, initiatives for responsible recreation in the West Country and the Province's position on managing recreation in the North Saskatchewan Regional Plan.

Discussion followed on the Province's decision to designate the Castle area in southern Alberta as a Provincial Wildland Park. Reeve Alexander encouraged council members to complete and submit a public survey on the Park's draft management plan.

Councillor Vandermeer reported on Central Alberta Economic Partnership's (CAEP) activities and noted the Board released its annual Community Overview and Economic Indicators report for Clearwater County. Discussion followed on the value of CAEP's membership to municipalities and it was noted that CAEP is recognized as the third largest regional economic authority in Alberta and is effective in representing the region on a provincial level.

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

058/17

CARRIED 6/0

IN CAMERA:

COUNCILLOR DUNCAN: That Council meets as a Committee of the Whole to discuss Clearwater Broadband Foundation -Third Party Interest item 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 16(1)(a) to (c) at 11:45 am.

059/17

CARRIED 6/0

Tracy Haight left the meeting.

COUNCILLOR GRAHAM: That the meeting reverts to an Open Meeting at 1:55 pm.

060/17

CARRIED 6/0

RECESS: Reeve Alexander recessed the meeting for lunch at 1:55 pm.

CALL TO ORDER: Reeve Alexander called the meeting to order at 2:25 p.m. with the following people present: Councillors Graham, Duncan, Vandermeer, and Greenwood; Ron Leaf, Rodney Boyko, Ted Hickey, and Marshall Morton.

COUNCILLOR GRAHAM: That Council meets as a Committee of the Whole to discuss the Clearwater Broadband Foundation Third Party Interest item 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 16(1)(a) to (c) at 2:25 pm.

061/17

CARRIED 5/0

COUNCILLOR DUNCAN: That the meeting reverts to an Open Meeting at 2:50 pm.

062/17

CARRIED 5/0

ADJOURNMENT:
2:58 pm

COUNCILLOR GREENWOOD: That the Meeting adjourns.

063/17

CARRIED 5/0



REEVE



CHIEF ADMINISTRATIVE OFFICER