

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held May 10, 2016, in the Clearwater County Council Chambers in Rocky Mountain House.

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

- | | |
|--------------------------------------|------------------------|
| Reeve: | Pat Alexander |
| Councillors: | Earl Graham |
| | John Vandermeer |
| | Jim Duncan |
| | Kyle Greenwood |
| | Theresa Laing |
| | Curt Maki |
| Chief Administrative Officer: | Ron Leaf |
| Recording Secretary: | Tracy Haight |
| Director, Public Works: | Marshall Morton |
| Director, Corporate Services: | Rudy Huisman |
| Director, Ag Services & Landcare: | Matt Martinson |
| Manager, Infrastructure: | Erik Hansen |
| Manager, Operations: | Kurt Magnus |
| Assistant Communication Coordinator: | Michelle Meatheringham |
| Manager, TIMS: | Brad Welygan |
| Public: | Marianne Cole |
| | John Reid |
| | Neil Ratcliffe |

**AGENDA
APPROVAL:**

Councillor Laing added a verbal report on the Alberta Land Use Conference 2016 as Item H3. Councillor Graham added a verbal request. Councillor Vandermeer added a verbal report as Item H3. Councillor Duncan added a verbal report on the Clearwater Trails Initiative as Item H3. Ron Leaf added Joint Council Meeting as Item G2, a verbal report on wildfire preparedness as G3, and two in camera items, draft intermunicipal development plan and legal opinion.

COUNCILLOR MAKI: That the May 10, 2016 Regular Meeting Agenda be accepted as amended.

156/16

CARRIED 7/0

**CONFIRMATION
OF MINUTES:**

1. April 26, 2016 Regular Meeting Minutes

COUNCILLOR GREENWOOD: That the Minutes of the April 26, 2016 Regular Meeting are accepted as circulated.

157/16

CARRIED 7/0

Councillor Graham requested that Council consider asking Alberta Municipal Affairs to conduct a municipal inspection of Clearwater County as a result of derogatory comments received from the public.

Discussion took place on the cost for a municipal inspection, estimated at \$50,000 to \$75,000, and obtaining a legal opinion to determine the best course of action. Administration will report back to Council with options and a proposed budget.

Laura Button and Sylvana Crosby joined the meeting.

PUBLIC WORKS: 1. Clearwater County Administration Building and Operations Facility Overview

Erik Hansen reviewed steps leading up to Council's decision to purchase land north of Rocky Mountain House for the development of a salt/sand storage facility and to accommodate a future administration building.

During the 2016 budget deliberations, Council discussed a phased approach for the development of an administration/operations facility. Phase 1 includes the complete design and partial construction of an administration building to accommodate Public Works, Agricultural Services and IT departments, salt/sand storage facility, service shop, heated and unheated storage buildings and gate house/chemical storage building. Phase 2 completes construction of the administration building to accommodate Corporate Services, Planning and Development, Community and Protective Services, and Council departments.

Mr. Hansen explained the objectives of the proposed development as follows:

- Promote opportunity for future public partnerships;
- Promote opportunity for intermunicipal development;
- Improve public service delivery;
- Maximize efficiency of County operations;
- Address environmental compliance issues for salt/sand and chemical storage;
- Address existing and future spatial needs, over a 50-year life span, for increasing County services;
- Incorporate low maintenance, energy efficiency, and sustainable building practices;
- Use appropriate and practical mechanical and electrical equipment that is locally serviced and maintained.

Marshall Morton responded to questions and stated project consultants currently estimate construction costs at approximately \$225-250 per square foot. Discussion followed on the effects of the Fort McMurray wildfire and the Province's infrastructure budget potentially increasing construction costs and availability of qualified builders.

Mr. Hansen presented the overall site plan and floor plan for the proposed project.

Mr. Hansen responded to questions and explained the two-story building design is the most cost effective. The design allows for an estimated 20% growth rate over 50 years based on architectural models of similar organizations. Discussion followed on lessons learned from other municipalities to accommodate for growth in the initial design to achieve cost effectiveness.

Mr. Hansen reviewed proposed square footage for the phased development, associated completion dates, and the proposed move in date of November 2017.

Mr. Hansen explained the proposed funding strategy for Phase 1, as reflected in the current approved budget, provides funding for estimated costs of \$21,989,500.00. Ron Leaf responded to question and he stated estimated costs for connecting the private deep utility service system with the Town of Rocky Mountain House are unknown at this time. He explained

that the Intermunicipal Development Plan committee is currently reviewing a concept in principal proposal and information will be presented at the joint Town and County council meeting scheduled for May 17.

Mr. Hansen explained the proposed funding strategy for Phase 2, at an estimated cost of \$6,532,500.00, includes the sale of current building assets. Mr. Leaf responded to question and explained the estimated sale amount is based on in-house assessments.

Mr. Morton explained the tender process and noted the bid contract for Phase 1 includes Phase 2 as a deletable item. He explained Council will have opportunity to remove Phase 2 from the tender prior to accepting the bid contract.

Mr. Hansen reviewed next steps for the project which includes designing schematic plans, tendering site grading work, advertising the Request for Qualifications from contractors, and holding a public open house on May 30. He noted the salt/sand storage facility is expected to be operational by October 2016.

Councilor Vandermeer expressed concern with the scope and timeliness of the project as follows:

- Using reserves allocated for other projects.
- Using reserves during the economic downturn in the oil/gas industry, potential loss of linear assessment, potential loss in Municipal Sustainability Initiative funding, and the use of reserves without a certain outcome of the Municipal Government Act review.
- Developing property while costs for water/wastewater servicing in the area are unknown.
- Using non-local contractors.
- Building new space without assessing the availability of existing spaces.

Councilor Vandermeer noted that the community may benefit more from the construction of a fibre optic network and improved internet access and mobility service.

Discussion followed noting that there is no guarantee of the up take by residents or businesses and that other municipalities previously considering assisting with the provision of internet service are reevaluating their role.

Council noted that the May 30 Open House would provide a venue for Council to receive feedback from the community on the building and other Council projects.

COUNCILLOR GREENWOOD: That Council receives the information as presented.

158/16

CARRIED 7/0

**COMMUNITY &
PROTECTIVE
SERVICES:**

3. 10:30 A.M. Delegation: Arbutus Community Hall Grant Request

Ron Leaf noted Elliott Diedrich informed Administration that the Arbutus Community Hall delegation withdraws their request at this time.

COUNCILLOR GRAHAM: That Council receives the information as presented.

159/16

CARRIED 7/0

PUBLIC WORKS: 2. Contractor Rate Review

Erik Hansen stated that Administration proposes a 5-10% reduction in contractor equipment rates for 2016 based on the Alberta Road Builder's and Heavy Construction Association (ARHCA) 2016 rate schedule guide.

Council reviewed proposed changes to the County's equipment rate schedule and noted influencing factors on equipment rates as follows:

- equipment usage
- readily available parts and supplies
- adverse geographical conditions in the area
- fuel and lubrication costs
- supply and demand.

Most of the equipment used for Public Works projects is readily available and operates under average conditions. The projects, which account for approximately \$6 million of the annual Public Works budget, include gravel road programs, drainage and ditching work.

Marshall Morton responded to questions and confirmed the ARHCA 2016 rate schedule guide is used extensively throughout the province. He confirmed that hourly equipment rates are reviewed annually and are not affected by fuel indexing. He noted that the proposed rates are comparable with other municipalities.

COUNCILLOR GRAHAM: That Council approves the Clearwater County 2016 Equipment Rate Schedule.

160/16

CARRIED 7/0

3. North Development Cropping Plan

Matt Martinson stated that there are approximately 110 acres of cropland on the County's property north of Rocky Mountain House located at NW 03-40-07 W5th. Given the potential of future development on this property and to avoid potential liability issues arising from owner development on land leased to a third party, Administration recommends that Clearwater County temporarily manages this agriculture resource for the 2016/2017 growing season.

Mr. Martinson responded to questions and confirmed that Clearwater County will not purchase equipment, nor hire additional staff, to manage the cropland. He noted Administration is confident that the public sale of harvested forage/crop will cover expenses.

Discussion took place on the short-term management of the cropland to ensure the agricultural resource is not wasted and future development is not hindered by leased land commitments or formal agreements.

COUNCILLOR DUNCAN: That Council authorizes Agricultural Services & Landcare to manage cropland at NW 03-40-07 W5th for 2016 and 2017.

161/16

CARRIED 5/2

Matt Martinson, Marshall Morton, and Erik Hansen, left the meeting. Denniece Crout, Michael Tautchin, Mike Minard, and Brenda Therrien joined the meeting.

CORPORATE
SERVICES:

2. 11:00 A.M. Delegation: Alberta Municipal Affairs Linear Property Assessment Team – Michael Tautchin, Operations Manager; Mike Minard, Well & Pipeline Advisor; and Brenda Therrien, Utilities Advisor

Michael Tautchin, Mike Minard, and Brenda Therrien, representing Alberta Municipal Affairs Linear Property Assessment Unit, presented a slideshow “2016 Tax Year Linear Property Assessment Overview Clearwater County”. The presentation outlined roles and responsibilities of the unit, legislated process and guidelines for linear property assessment, and a summary of 2016 linear property assessment for the province and for Clearwater County.

Denniece Crout responded to questions and explained that linear property in Clearwater County is comprised of wells, pipeline, electric power systems and generation, and telecommunication. Linear assessment on these properties represents approximately 43% of Clearwater County’s assessment base.

Mr. Tautchin, Mr. Minard, and Ms. Therrien responded to questions and discussion took place on well drilling activity and anticipated changes to linear property growth.

Councillor Earl Graham left the meeting at 11:55 a.m.

COUNCILLOR VANDERMEER: That Council receives the information as presented.

162/16

CARRIED 6/0

RECESS:

Reeve Alexander recessed the meeting for lunch at 12:03 P.M.

Reeve Alexander reconvened the meeting at 12:40 P.M. with the following people present: Councillors Maki, Duncan, Vandermeer, Greenwood, and Laing; Ron Leaf, Jerry Pratt, Whitney Wedman, Michelle Meatheringham, Laura Button, and Tracy Haight.

COMMUNITY &
PROTECTIVE
SERVICES:

1. 2016 Parades

Council discussed 2016 Summer Parade attendance. Councillor Duncan indicated his interest in driving the County parade float at the Village of Caroline Big Horn Parade. Reeve Alexander indicated his availability to attend the Ponoka Parade. Councillor Laing and Duncan will consider attending the Eckville Parade.

COUNCILLOR VANDERMEER: That Council authorizes Councillors Laing and Duncan’s attendance at the Eckville Parade.

163/16

CARRIED 6/0

Rudy Huisman, Rick Emmons, and Keith McCrae joined the meeting. Whitney Wedman left the meeting.

2. Clearwater Regional Tourism

Jerry Pratt provided an update on the Regional Tourism Working Group’s activities that include working with Travel Alberta to identify target audiences, gaps in tourism products and services, and communication strategies that include community branding videos.

He noted the Group developed a survey, available online and printed copy, to gauge the public's opinions on tourism opportunities in the region. Survey results will be used in the development of tourism marketing strategies and a regional tourism brand.

Mr. Pratt explained the Group's objective is to introduce completed strategies and branding at the Tourism Business Forum in October and a regional tourism website by end of December, 2016.

COUNCILLOR DUNCAN: That Council receives the information as presented.

164/16

CARRIED 6/0

4. Royal Canadian Legion Caroline Branch Request

Jerry Pratt reviewed the grant funding request from the Royal Canadian Legion Caroline Branch (Caroline Legion) for \$15,000 to replace the roof. He noted the existing policy for funding community halls and associations does not address requests from halls/associations in other municipalities. Should Council wish to approve Caroline Legion's request, Administration recommends the development of policy framework to address this request and similar requests in the future.

Discussion followed on the number of funding requests received to date from halls within the County and budget allocated for funding. Mr. Pratt noted Condor and Taimi Hall requests are currently postponed pending assessment of cost estimates and that Arbutus Hall may resubmit their request in the future.

Discussion took place on Caroline Legion's opportunity to borrow funds from the national Royal Canadian Legion and that it is questionable if the existing policy reflects intent to fund halls in other municipalities.

COUNCILLOR GREENWOOD: That Council approves the funding request from the Royal Canadian Legion Caroline Branch

165/16

DEFEATED 6/0

Discussion continued on reviewing funding criteria for community halls within Clearwater County so that funding is based on the organization's viability and sustainability and an active membership and volunteer base.

COUNCILLOR VANDERMEER: That Council reviews the *Capital Grant Funding for Community Halls/Associations* policy before accepting new applications for funding requests.

166/16

CARRIED 6/0

Jerry Pratt left the meeting. Denniece Crout joined the meeting.

CORPORATE SERVICES:

1. 2016 Tax Rate Bylaw – Third Reading

Rudy Huisman presented the 2016 Tax Rate Bylaw #1015/16 and noted amendments as follows:

- Seniors Foundation amount changed to \$501,146 to reflect updated requisition amount received on April 27, 2016,.

- Westview Lodge tax rate changed to .0000698 to reflect the updatedl requisition amount.
- Municipal Non-residential assessment value changed to \$3,711,868,530 to correct a typographical error.
- Municipal Non-residential tax levy changed \$27,993,799 to reflect the described changes in the non-residential assessment and the levy amounts.

Denniece Crout responded to questions and explained factors that contribute to changes in the net municipal levy. Ms. Crout confirmed that the County's Corporate Services, Assessment department will answer questions from ratepayers.

167/16

COUNCILLOR DUNCAN: That Council accepts amendments to Bylaw 1015/16 2016 Tax Rate Bylaw as presented. grants third reading to Bylaw 1015/16 2016 Tax Rate Bylaw.

CARRIED 6/0

168/16

COUNCILLOR GREENWOOD: That Council grants third reading to Bylaw 1015/16 2016 Tax Rate Bylaw.

CARRIED 6/0

MUNICIPAL:

1. May 30 Open House Format

Ron Leaf stated the format for the May 30 Open House, scheduled from 7:00 p.m. to 9:00 p.m., is an informal "come and go" with opportunity for individuals to talk to Administration and project consultants. He confirmed printed copies of information presented earlier in today's meeting will be provided.

169/16

COUNCILLOR MAKI: That Council confirms the format for the May 30 Open House.

CARRIED 6/0

2. Joint Council Meeting

Ron Leaf noted a joint council meeting with Clearwater County and Town of Rocky Mountain Council is scheduled for Tuesday, May 17 at 9:00 a.m. to discuss a draft intermunicipal development plan and joint development area agreement. The meeting date will be advertised as per legislative requirements.

170/16

COUNCILLOR MAKI: That Council confirms meeting with the Town of Rocky Mountain House on May 17 at 9:00 a.m to discuss the draft Intermunicipal Development Plan and the Joint Development Agreement.

CARRIED 6/0

3. Wildfire Preparedness

Ron Leaf stated Administration met with Alberta Forestry regarding the extreme fire hazard within the Clearwater Forest area. Clearwater County's Community Police Officers (CPO) and Regional Fire personnel will remain locally to assist in West Country patrols and to augment AB Forestry's crews, in the event of any new fires that may occur in the area. Discussion also occurred regarding preparations and coordination with other provincial and enforcement agencies for the May Long Weekend activities.

Discussion followed on the CPO's expanded appointment and jurisdiction contributing to successful operations in the area and the protection of the West Country.

COUNCILLOR GREENWOOD: That Council receives the information as presented.

171/16

CARRIED 6/0

INFORMATION:

Ron Leaf reviewed upcoming events and meetings scheduled for May and June.

Mr. Leaf provided information on Alberta Health Services recruitment campaign for individuals to serve on the David Thompson Health Advisory Council. Reeve Alexander advised that Tammy Burke had submitted an application for AHS' consideration.

Councillor Duncan reported on the Clearwater Trails Initiative (CTI) group's information night scheduled for May 11, 7:00 pm at the Keyera Ricinus Gas Plant. Councillor Maki indicated interest in attending.

COUNCILLOR GREENWOOD: That Council authorizes Councillors attendance at the CTI event on May 11.

172/16

CARRIED 6/0

Councillor Laing reported on the presentations she attended at the 2016 Alberta Land Use Conference.

Councillor Vandermeer noted he had provided his comments earlier in the meeting.

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

173/16

CARRIED 6/0

Councillor Theresa Laing left the meeting 2:00 P.M.

IN CAMERA:

COUNCILLOR MAKI: That Council meets as a Committee of the Whole to discuss draft documents and a legal item at 2:00 P.M.

174/16

CARRIED 6/0

COUNCILLOR DUNCAN: That the meeting reverts to an Open Meeting at 3:00 P.M.

175/16

CARRIED 6/0

ADJOURNMENT: COUNCILLOR MAKI:
3:00 P.M.

That the Meeting adjourns.

176/16

CARRIED 6/0



REEVE

CHIEF ADMINISTRATIVE OFFICER