

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held May 14, 2013 at the Tamarack Inn in Rocky Mountain House.

**CALL TO ORDER:** The Meeting was called to order at 9:03 A.M. by Reeve Alexander with the following being present:

Reeve:	Pat Alexander
Councillors:	Dick Wymenga
	John Vandermeer
	Bob Bryant
	Jim Duncan
	Case Korver
	Earl Graham
Director, Corp Services:	Murray Hagan
Director, Public Works:	Marshall Morton
Director, Planning & West Country:	Rick Emmons
Director, Community & Protect Services:	Mike Haugen
Recording Secretary:	Tracy Haight
	Darrell Philip
	Brad Welygan
	Denniece Crout
	Terri Miller
	Christine Heggart
	Scott Brettelle
	Ron Mclvor
	Steve Maki
	Michelle Marshall
	Trevor Duley
	Kurt Magnus
	Angie Mellett
	Jennifer McQuoid
	Jordan Marsollier
	Helge Nome
	Sarah Maetche
	Jenny Oatway

Senior Peace Officer Terri Miller introduced newly appointed Peace Officer Jordan Marsollier. Denniece Crout introduced new staff Jennifer McQuoid, Assessor and Angie Mellett, Assessment Technician. Marshall Morton introduced new staff Kurt Magnus, Operations Manager.

Jennifer McQuoid and Angie Mellett left the meeting.

**AGENDA:**

JOHN VANDERMEER: That the May 14, 2013 Regular Meeting Agenda be accepted.

157/13

CARRIED 7/0

**CONFIRMATION OF MINUTES:**

1. April 23, 2013 Regular Meeting Minutes

JIM DUNCAN: That the Minutes of the April 23, 2013 Regular Meeting be accepted as presented.

158/13

CARRIED 7/0

**2. April 23, 2013 Public Hearing Minutes Bylaw 972/13 – Williamson**

BOB BRYANT: That the Minutes of the April 23, 2013 Public Hearing be accepted as presented.

159/13

CARRIED 7/0

**COMMUNITY  
& PROTECTIVE  
SERVICES:**

**2. May Long Weekend – Verbal Update**

Terri Miller stated an appreciation barbeque will be held on Friday, May 17 for the May Long Weekend Taskforce at 5:00 p.m. Councillors will be notified via email of the location for the barbeque once it has been determined.

Ms. Miller reported helicopters are assisting fire fighters in the Nordegg area and will not be available for patrol in the West Country during the long weekend. Ms. Miller noted provincial ministers who were contacted to participate in the tour had not responded. Ms. Miller stated that an invitation will be extended to provincial ministers to participate in the September long weekend patrol.

Ms. Miller noted other agencies will be partnering with County Peace Officers to patrol the West Country and room may not be available for councillors to ride along. Ms. Miller requested Councillors to contact her via email if they were interested in riding along with officers during the 2013 May long weekend and they would be notified via email if space becomes available.

EARL GRAHAM: That Council accepts the information as presented.

160/13

CARRIED 7/0

Terri Miller, Jordan Marsollier, Mike Haugen and Ron McIvor left the meeting. Rhonda Serhan joined the meeting.

**MUNICIPAL: 1. Clearwater County Newsletter**

Christine Heggart presented Clearwater County's first edition newsletter and stated it will be printed May 8 and delivered May 10-15 to approximately 5300 residential addresses. Ms. Heggart noted this edition provides details on the County's funding partnerships, general reminders, equipment available for rent and emergency preparedness. The focus of the newsletter is educational, with information regarding Council meeting dates and times, open house dates, election date and nomination information, seasonal programs, property assessment and tax information. Ms. Heggart stated the second edition is scheduled for publication the first week of September and will continue to focus on educational content and the third edition for early December will also include a year-end summary.

BOB BRYANT: That Council accepts the information as presented.

161/13

CARRIED 7/0

Christine Heggart left the meeting.

**PUBLIC WORKS: 1. Award Tender For Five-Yard Loader**

Marshall Morton and Scott Brettelle presented the supplier and bid list for the tender on the capital purchase of a five cubic yard wheeled loader. Mr. Morton noted a total of 10 bids were received with Rocky Mountain Equipment as the lowest valid bid of \$308,500. Mr. Morton stated this bid is

\$8,500 over the approved budget of \$300,000, however, a budget adjustment is not recommended as the monies saved on the grader purchased in 2013 will cover the over expenditure on the loader.

Discussion followed on the required specifications for the loader and pricing on various makes and models of loaders as shown on the bid list. Mr. Morton noted the purchase of the loader will replace the 950 Cat loader which has been disposed of.

DICK WYMENGA: That Council approves awarding the tender in the amount of \$308,500 to Rocky Mountain Equipment for the purchase of a Case 1021F Loader.

162/13

CARRIED 7/0

Scott Brettelle left the meeting.

**2. Policy Review – Road Use/Road Weights**

Marshall Morton presented the amended Road Weights Control Policy and Road Use Policy for Industrial/Commercial Truck Hauls for review. Mr. Morton noted the recommended amendments changing the number of trips per hour and the wording change from “special circumstances” to “certain circumstances” in the Road Use Policy for Industrial/Commercial Truck Hauls.

JIM DUNCAN: That Council approves the “Road Weights Control Policy and Road Use Policy for Industrial/Commercial Truck Hauls as presented.

163/13

CARRIED 7/0

MUNICIPAL:

**2. Returning Officer Appointment**

Murray Hagan stated Joy Marshall has expressed interest in being the Official Returning Officer for the 2013 election. Mr. Hagan noted Ms. Marshall has provided electoral administration services to Clearwater County for the past four elections and that Administration has enjoyed a positive working relationship with Ms. Marshall.

DICK WYMENGA: That Council appoints Joy Marshall Official Returning Officer for the 2013 municipal election.

164/13

CARRIED 7/0

**3. Tax Penalty Waiver Program**

Dennice Crout presented the tax penalty waiver program as requested by Council at the April 23, 2013 Regular Meeting. Ms. Crout stated the program is designed to transition ratepayers to the change in tax due date for farmland and will only be available for the 2013 tax year. Ms. Crout noted the program will allow ratepayers opportunity to request the waiving of late tax payment penalties for the 2013 property taxes.

Ms. Crout reviewed Bylaw 961/12 and noted as per the bylaw an 8% penalty is to be applied to all property taxes outstanding on September 16 and an additional 2% applied to all outstanding taxes on October 1. The recommended program will give Council an opportunity to waive the penalties that are to be applied in September and October.

Ms. Crout outlined the procedure for the tax penalty waiver program as follows:

- The Clearwater County Tax Penalty Waiver Application form must be completed and submitted to Clearwater County office prior to September 16. The application form will be available on the Clearwater County website, at the front counter in the Clearwater County office, and also at the June 19 and 20 Open Houses.
- At the September 24<sup>th</sup> Council meeting, the list of requests will be presented to Council for a decision if the penalties are to be waived on a case by case basis.
- All applicants will be notified of Council's decision by mail.

Ms. Crout noted the program information and procedures will be published in the Mountaineer "County Highlights" segment.

Discussion followed on the tax penalty waiver program as available to all ratepayers, not only farmland property owners and the process of reviewing and evaluating the applications on a case by case basis.

BOB BRYANT:

That Council approves the Clearwater County Tax Penalty Waiver Program for taxes due September 16, 2013 for all ratepayers on a case by case basis.

165/13

CARRIED 7/0

Denniece Crout and Rhonda Serhan left the meeting.

#### **4. Policy Review – Incident Reporting**

Steve Maki and Rick Emmons presented the Incident Reporting Policy for review. Mr. Emmons noted changes made to the administrative policy meet government occupational health and safety legislation. Mr. Emmons stated the definition of "incident" has been clarified and not limited to a dollar value, the purpose and directives of the policy have been expanded; position titles and incident reporting procedures have been updated; and notification to Council of incidents requiring medical aid and/or involving damages exceeding \$1000 has been deleted.

Discussion followed on the existing administrative procedures for incident reporting and of advising Council. Reeve Pat Alexander stated it is important that Council is informed of all incidents.

CASE KORVER:

That Council approves the draft revisions to the Incident Reporting Policy.

166/13

CARRIED 7/0

Rick Emmons and Steve Maki left the meeting.

### **COMMUNITY & PROTECTIVE SERVICES:**

#### **3. David Thompson Health Advisory Council Community Health Forum**

Trevor Duley presented an invitation from Gerald Ingeveld, Chair of the David Thompson Health Advisory Council (DTHAC), to attend a discussion forum and facilitate networking between community leaders and senior Alberta Health Services officials. The event will be held on Thursday, May 23, 4:30 p.m. at the Wetaskiwin Montgomery Glen Golf Course.

DICK WYMENGA: That Council authorizes Reeve Alexander and Councillor Graham to attend the DTHAC Community Health Forum and Networking Event on May 23, 2013.

167/13

CARRIED 7/0

**4. 2013 Graduation Ceremonies**

Trevor Duley presented invitations to attend 2013 Graduation Ceremonies at West Central High School, St. Dominic's Catholic High School, and the David Thompson High School on June 27. Mr. Duley noted Caroline School's ceremony was held on May 11, which Councillor Vandermeer attended.

EARL GRAHAM: That Council authorizes Councillor Bryant to attend David Thompson High School ceremonies; Councillor Korver to attend St. Dominic's Catholic High School ceremonies; and Reeve Alexander to attend West Central High School ceremonies, on June 27.

168/13

CARRIED 7/0

**5. May and June Parade Invitations**

Trevor Duley presented invitations to attend Big Horn (Caroline) Rodeo Parade on May 18, Eckville Rodeo Parade on June 1, The Rocky Rodeo Parade on June 8, and the Innisfail Rodeo Parade on June 16. Mr. Duley noted the Councillor and Board Reimbursement Policy authorizes all Councillors to participate in the Rocky Rodeo Parade and Big Horn (Caroline) Rodeo Parade.

Mr. Duley stated subject to Council's direction, expenses may be incurred for staff time and that parade costs would be covered from Council's operating budget.

Discussion followed on rodeo parade participation and type of entry Council would like for each parade.

JIM DUNCAN: That Council authorizes: float entry for Big Horn (Caroline) Rodeo Parade on May 18; Councillors Korver and Wymenga to attend Eckville Rodeo Parade on June 1 with horseback entry; horseback entry for Rocky Rodeo Parade on June 8; and Councillors Wymenga and Duncan to attend Innisfail Rodeo Parade on June 16 with horseback entry.

169/13

CARRIED 7/0

Trevor Duley left the meeting.

**INFORMATION: 1. Information Items**

BOB BRYANT: That the CAO's Report, Public Works Director's Report, Accounts Payable

listing as of April 23, 2013, and Councillor remuneration be accepted as information.

170/13

CARRIED 7/0

**COMMITTEE  
REPORT:**

**1. West Country Sasquatch Signage Project**

Councillor Duncan reported the West Country Sasquatch signage project "Welcome To Our Backyard" (art work by Ben Crane) illustrating the message "Enjoy with Respect" is complete. Ten signs will be strategically located, as suggested by industry sponsorship, installed with the assistance of Public Works Department before the May long weekend and monitored by Environment and Sustainable Resource Development (ESRD). The project includes pamphlets distributed at checkpoints and portable signs available for other events. Clearwater County Agriculture Services and Landcare administers the program and will ensure industry sponsors are invoiced. Councillor Duncan will provide a report to the Town of Rocky Mountain House Council and the Village of Caroline Council.

JOHN VANDERMEER: That Council accepts the Committee Report as presented.

171/13

CARRIED 7/0

Reeve Alexander recessed the Council meeting for two Public Hearings at 10:10 A.M.

Reeve Alexander reconvened the Council meeting at 10:30 A.M. with Dick Wymenga, John Vandermeer, Bob Bryant, Jim Duncan, Case Korver, Earl Graham, Murray Hagan, Marshall Morton, Tracy Haight, Helge Nome, Sarah Maetche, Jenny Oatway, Michelle Marshall, and Kurt Magnus present. Keith McCrae, Marilyn Sanders, Jenny Wong, Jacinta Parson, and Wayne Gustafson joined the meeting.

**PUBLIC WORKS: 3. Bylaw 973/13 - Rissi**

Council reviewed all information presented at the May 14, 2013 public hearing for an application from Hans and Kathy Rissi for a road allowance permit which lies between NE-16-40-8 W5M and NW-15-40-8 W5M (approximately 124 meters/0.61 acres more or less) to run cattle between their two quarters (NE-16-40-8 W5M and NW-15-40-8 W5M).

JOHN VANDERMEER: That Council grants Second Reading to Bylaw 973/13.

172/13

CARRIED 7/0

EARL GRAHAM: That Council grants Third Reading to Bylaw 973/13.

173/13

CARRIED 7/0

**3. Bylaw 971/13 - Elliott**

Council reviewed all information presented at the May 14, 2013 public hearing for an application from Todd Elliot for Road Allowance Permit on the use of the road allowance which lies south of Range Road 8-3 between NE-16-40-8 W5M and NW-15-40-8 W5M (approximately 100 meter/0.50 acres more or less) for the purpose of grazing for donkeys.

BOB BRYANT: That Council grants Second Reading to Bylaw 971/13.

174/13

CARRIED 7/0

JOHN VANDERMEER:

That Council grants Third Reading to Bylaw 971/13.

175/13

CARRIED 7/0

Michelle Marshall and Marshall Morton left the meeting. Ron Leaf joined the meeting.

**PLANNING &  
DEVELOPMENT:**

**1. First Reading Bylaw 975/13 – Metaldog Industrial Area Structure Plan**

Keith McCrae presented an application by Metaldog Industrial Park for the purpose of adopting the Metaldog Industrial Park Area Structure Plan. The subject land is located approximately 1.5 miles north of the Town of Rocky Mountain House on the east side of the Airport Road. Kelly Spongberg holds title to the remainder of NW 02-40-07-W5 containing 152.06 acres and presently zoned Agriculture District "A".

Mr. McCrae stated on June 29, 2011 a previous application came before Council. At that time Council granted first reading to Bylaw 943/11 to redistrict one 12.6 acre parcel in these lands from Agriculture District "A" to Light Industrial District "LI". At that time Council required an Outline Plan be prepared for Council's consideration.

Over a year later, on July 24, 2012 an amended application under Bylaw 964/12 was presented for the redesignation of approximately 70 acres of the subject lands to the Light Industrial District "LI" for the purpose of creating a business park. The proposed development would provide for the relocation of an existing oilfield tank storage business along with the creation of a number of light industrial parcels of various sizes for sale. Such a development would require the preparation of an outline plan or an area structure plan to provide a framework for subsequent subdivision and development of the subject lands. Terms of reference for the preparation of an area structure plan was approved by Council on July 24, 2012.

The applicants proceeded with the preparation of the Area Structure Plan for the subject lands with the assistance of Matrix Planning and Williams Engineering. Jenny Wong of Matrix Planning prepared the Metaldog Industrial Park Area Structure Plan, dated April 5, 2013 for Council's consideration. Mr. McCrae introduced Jenny Wong, Matrix Planning and Jacinta Parson, and Wayne Gustafson from William Engineering.

Ms. Wong provided background information on the process and procedures taken in preparation of the Metaldog Industrial Park Area Structure Plan. Ms. Wong noted a site overview was conducted; plans and policies of the Rocky-Clearwater Intermunicipal Development Plan, Clearwater County Municipal Development Plan and the Clearwater County Land Use Bylaw were consulted. Required public participation was handled by landowner mail outs and a public meeting was held on December 14, 2012. Various stakeholder groups were also contacted. Results of assessments, reports, feasibility studies, and a future land use concept were included in the Area Structure Plan.

Questions and discussion followed regarding shelterbelt areas; berm allowances; stormwater ponds; waterwells and aquifers; future water usage and licensing; and required setbacks.

JOHN VANDERMERR:

That Council grants first reading of Bylaw 975/13 and schedule a Public Hearing for June 25, 2013.

176/13

CARRIED 7/0

**COMMUNITY  
& PROTECTIVE  
SERVICES:**

**1. Nordegg Wildfire – Verbal Update**

Ron Leaf provided an update on the Nordegg wildfire. Mr. Leaf stated the fire is still classified as out of control. Relative humidity was at 89% with light rainfall as of 5:30 A.M. Over 100 individuals are working to fight the fire using heavy equipment and air support. Structural safety is one of the priorities and to date there is no significant damage to report.

Mr. Leaf noted 107 people have been evacuated from the area with 81 registered at the evacuation center and/or on Clearwater County website. Briefing will be provided to the evacuees this afternoon at the Rocky Curling Arena and will be scheduled as a daily event.

The Emergency Operations Center is currently working with Environment and Sustainable Resource Development (ESRD) on a communication plan to identify reentry criteria for the residents. Planning with the May Long Weekend Taskforce and ESRD is also underway for the impact of camping, tourists, and travellers in the area.

Mr. Leaf stated Sylvan Lake Deputy Fire Chief, Steve Scanland will be providing relief for Regional Fire Chief Cammie Laird. Other firefighters from Sundre and Penhold will also be arriving.

Discussion followed on structural priorities, province-wide wildfires taxing resources, concerns with underground fires in coal slag, challenges of road closures with travellers, positive response from community using social media, and the effectiveness of staff in the Emergency Operations Center.

JOHN VANDERMEER: That Council accepts the information as presented.

**177/13**

CARRIED 7/0

Kurt Magnus, Darrell Philip, Brad Welygan, Helge Nome, Sarah Maetche, Jenny Oatway, Keith McCrae, Marilyn Sanders, Jenny Wong, Jacinta Parson, and Wayne Gustafson left the meeting.

**IN CAMERA:**

**1. Kurt Browning Arena Expansion – Verbal Update**

DICK WYMENGA: That Council move in camera for the purpose of discussion at 11:30 A.M.

**178/13**

CARRIED 7/0

EARL GRAHAM: That the meeting reverts to an Open Meeting at 11:52 A.M.

**179/13**

CARRIED 7/0

**ADJOURNMENT:  
11:52 A.M.**

JIM DUNCAN: That the Meeting adjourns.

**180/13**

CARRIED 7/0

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REEVE

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CHIEF ADMINISTRATIVE OFFICER