

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held March 8, 2011 in the County Office at 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
Deputy Reeve:	Earl Graham
Councillors:	Robert Bryant
	Dick Wymenga
	John Vandermeer
	Case Korver
	Jim Duncan
	Ron Leaf
Municipal Manager:	Marshall Morton
Public Works Manager:	Rick Emmons
Public Works Assistant Manager:	Phyllis Forsyth
IT:	Christine Heggart
Recording Secretary:	Jessica Jones
Mountaineer:	Bob Johnston

AGENDA APPROVAL: JOHN VANDERMEER: That the March 8, 2011 Regular Meeting Agenda be accepted as circulated.

100/11 CARRIED 7/0

CONFIRMATION OF MINUTES: 1. February 22, 2011 Regular Meeting Minutes

BOB BRYANT: That the Minutes of the February 22, 2011 Regular Meeting be confirmed as circulated.

101/11 CARRIED 7/0

2. February 22, 2011 Public Hearing Meeting Minutes

BOB BRYANT: That the Minutes of the February 22, 2011 Public Hearing Meeting be confirmed as circulated.

102/11 CARRIED 7/0

Phyllis Forsyth left the meeting.

PUBLIC WORKS: 1. Public Works Manager's Report

Marshall Morton presented the March 8, 2011 Public Works Manager's Report to Council.

Maintenance

With the snow fall experienced and with the temperatures dipping below minus 30 degrees the graders did not get their beats cleaned within the 96 hour time frame identified in Councils goals and objectives portion of the Vision Statement.

Winter Gravel Program

The winter gravel program has now been completed with the Medicine Lake Road being the last road completed.

Water/Wastewater

Staff anticipate the commission of the Nordegg lagoon by the end of March.

Public Works staff will be contacting the representative for Hamlet of Withrow this week to discuss possible dates in April that would work for a meeting to discuss Withrow's options in relation to a communal sewer system.

Grader Beats

The grader tenders for Beat 504 have been advertised and the closing date is March 10, 2011.

Access Roads

The contractor (Robin Trucking Ltd.) working on the access road to SW 28-37-4-W5 (Hoven Access) started work on Feb 16, 2011 and have roughed in approximately 200 meters of the scheduled 800 meters. This project has also been substantially affected by the cold temperatures.

Gravel Road Rehab

The tender for the grading work on TWP 40-1A (Chicken Ranch Road) has been advertised and closes on March 16, 20011 @ 2:00pm.

Current Road Bans

Road Bans are unchanged from February 22, 2011 Council meeting.

Staff responded to questions received from Council regarding winter gravel program.

Discussion followed and Council asked that they be emailed if there is a significant shut downs of graders.

EARL GRAHAM: That the Public Works Manager's Report of March 8, 2011 be accepted as presented.

103/11

CARRIED 7/0

PUBLIC WORKS: 2. Field Spreading Septage

Rick Emmons presented amendments made by Alberta Environmental Protection (AEP) in regards to the spreading of human septage on fields.

The amendments from AEP are only in effect for the Central Region at this time. The main focus of the amendments is not to permit field spreading when:

- the septage is within 50 km of a wastewater treatment facility or
- if the field is in a water run area that would feed into a lake.

Council discussed the questions for the upcoming delegation with Alberta Environment.

JIM DUNCAN: That Council receives the information as provided by Administration.

104/11

CARRIED 7/0

PUBLIC WORKS: 3. Fuel Adjustment Rate Review

Rick Emmons presented figures detailing the dramatic increase in fuel prices from the start of winter gravel program in November 2010 to its completion in March 2011.

Staff conducted a survey of contractors to determine average amount of diesel usage per day, then compared with Clearwater County's experience.

Staff's recommended temporary fuel adjustment, retroactive to January 1, 2011, would mean a \$23,904.00 budget implication, which could be accommodated in the existing 2011 winter gravel program budget.

Council asked question around equipment used in averaging the fuel costs and whether all equipment contractors would be compensated. Staff discussed all contractors would receive the same percentage increase and noted this fuel adjustment practice has occurred in the past.

EARL GRAHAM: That Council approves a temporary fuel adjustment of 9.6% retroactive to January 1, 2011 for the gravel trucks contracted to the 2011 Winter Gravel Program.

105/11 CARRIED 7/0

FINANCE: **1. Accounts Payable Listing**

Council reviewed the Open Payable Report for March 8, 2011 which was previously sent to Council.

JIM DUNCAN: That Council accepts the Accounts Payable Listing as information.

106/11 CARRIED 7/0

Leanne Murray and Murray Hagan joined the meeting.

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

Ron Leaf presented the Municipal Manager's Report for March 8, 2011.

Confirmation of 2011 MSI funding

Staff received confirmation of 2011 MSI funding in the amount of \$5,249,250, which includes capital project funding of \$4,869,711 and conditional operational funding of \$379,539. Interestingly, while the Provincial budget reflected an increase of approximately \$10 million for the overall program, Clearwater County's MSI funding decreased by approximately \$62,000.

Council/Manager's Strategic Planning session

Mr. Leaf discussed potential dates for the spring strategic planning session with Council and proposed Council set aside two consecutive days (9 a.m. – 4 p.m.) for the session.

The proposed dates included:

- Week May 30
- Week June 6 (potential conflict June 9 MPC)
- June 15, 16

Other than the June 9 MPC, are there any other meeting conflicts.

Council agreed by consensus that the week of May 30 works best and Mr. Leaf is to confirm dates.

K Division Meeting – AAMDC convention

Mr. Leaf confirmed meeting with K Division at the AAMDC Spring convention is to take place on March 22, 2011 from 10:25 a.m. – 10:45 a.m. in Salon One.

Upcoming Events

- Meeting MPs Richards/Calkins – Mar 15 – 9:30 – 10:30 a.m – Mr. Leaf to provide Council with briefing sheets prior to meeting.
- AAMDC Spring Convention – Mar 21 – 23
- Mayors/Reeves meeting (Pat & Earl) Mar 21 5:45 p.m.
- March 29 Council meeting (rescheduled from March 22)
- CAO on holidays Mar 30 – April 4 – Murray covering

Staff responded to questions received from Council.

EARL GRAHAM: That the Municipal Manager’s Report of March 8, 2011 be accepted as presented.

107/11 CARRIED 7/0

Murray Hagan joined the meeting.

MUNICIPAL: 2. AAMDC Resolutions

Ron Leaf presented AAMDC Spring resolutions and administrative comments with respect to each resolution to facilitate Council discussion.

Past practice has been for each Councillor to vote as he/she chooses during the convention with the resolutions being provided prior to allowing Council the opportunity to debate the merits of the respective resolutions.

Council discussed grazing leases and the process of transferring or selling leases.

DICK WYMENGA: That Council accept the AAMDC Spring resolutions as information.

108/11 CARRIED 7/0

MUNICIPAL: 3. Council and Board Reimbursement Policy

Ron Leaf presented amendments to the current Council and Board Reimbursement policy with the addition of Federation of Canadian Municipalities (FCM) conference in point 6.

The proposed amendment provides for the Reeve and two Councillors to attend the FCM each year. The intent of the policy is to provide opportunity for all councillors to attend the FCM at least once during an election term. The policy allows all of Council to attend the FCM, should the event be held in Alberta.

Council discussed FCM conference benefits.

EARL GRAHAM: That Council adopts the Council and Board Reimbursement policy as amended.

109/11 CARRIED 7/0

CASE KORVER: That Reeve and two councillors are authorized to attend the 2011 FCM Conference in Halifax.

110/11

CARRIED 7/0

By ballot Council approved Earl Graham, Dick Wymenga attend upcoming FCM Conference 2011.

Joe Baker joined the meeting.

MUNICIPAL: 4. Vehicle Use Policy

Ron Leaf presented amendments to the vehicle use policy and discussed the rationale for policy changes.

The existing policy was last amended in 1993 and a number of changes have occurred in terms of County operations as well as the number of staff required to drive in the performance of their duties.

Council discussed “near miss” clause, vehicles going outside of County boundaries, manager on call and public works on call rotations and CPOs vehicle usage. Council asked whether any vehicles would be left un-decaled and staff indicated that would not be required.

DICK WYMENGA: That adopts the amendments to the Vehicle Use Policy as presented.

111/11

CARRIED 7/0

MUNICIPAL: 5. Upper Shunda Creek Recreation Area – Land Purchase Agreement

Joe Baker presented a land sale agreement for the purchase of Upper Shunda Creek Campground for \$1.00. This land parcel consists of 45.02 hectares (111.25 acres).

The agreement states the lands are to be used only for the purpose of public recreation and that the County not to “sell, agree to sell, transfer, assign, mortgage, lease, encumber or grant any other interests in the Lands”. The County’s current leasing arrangement would not be affected by this agreement however, if we anticipated a long term leasing arrangement or a sale of the property to a developer that we may be required to pay “fair market value” to the Province as determined by an independent appraiser or to transfer the land back to the Province.

Council asked questions regarding servicing campground and revenues associated from campground operations. Council asked staff to discuss future management contracts with Rocky Waste Authority for appropriate waste disposal coordination.

BOB BRYANT: That Council authorizes the Reeve and CAO to sign agreement for the purchase of the Upper Shunda Creek Recreation Area.

112/11

CARRIED 7/0

Joe Baker left the meeting.

MUNICIPAL: 6. 2009 August Long Weekend Windstorm – Disaster Recovery Program

Mike Haugen presented the letter of response from the Alberta Emergency Management Agency (AEMA) denying the Disaster

Recovery Program (DRP) Application submitted formally in May of last year. After the County was made aware that only municipal costs would be covered, staff consulted with AEMA and made application on behalf of residents and businesses.

The County originally made application for a DRP as a result of high intensity winds that affected a large area of the County and the Province approved municipal costs of \$102,865.96 which is roughly 91% of costs incurred.

EARL GRAHAM: That Council receives the AEMA letter as information.

113/11 CARRIED 7/0

MUNICIPAL: **7. Provision of Web Speace for External Organizations - Policy**

Mike Haugen presented a new policy for the provision of web space to external organizations which provides a framework of criteria to determine which organizations are suitable to be included on the County website, and to manage expectations around content management.

Marshall Morton, Frank McBride, Julian Huang and Todd Aasen joined the meeting.

External organizations will not be given administrative access to the County's website. The proposed policy would allow only those groups with formal County representation on to be part of County's website. Regional services such as Waste, Fire and FCSS are specifically excluded from this policy.

JIM DUNCAN: That Council adopt the Web Space for External Organizations Policy as presented.

114/11 CARRIED 7/0

PUBLIC WORKS: **4. Alberta Environment**

Council introduced themselves to delegates Julian Huang and Todd Aasen from Alberta Environment. Rick Emmons presented the rationale behind requesting Alberta Environment to answer questions on the Alberta Environmental Protection (AEP) regulations regarding field spreading septage in central Alberta region.

Council questioned what initiated AEP changes and Mr. Aasen noted managing nutrient loading, density issues and the protection of water bodies. He continued that AEP has no jurisdiction on private lands and that septage must "cross property lines" before AEP deals with issue or have volumes in excess of 25 cubic metres/day. Letters of Agreement (LOAs) are issued to septage haulers and they detail conditions for using lands - runoffs, setbacks etc. No spreading by haulers will be allowed within 10 kms from lakes.

Council asked why regulations only apply to Central Region and Mr. Aasen discussed that issues arose around Pigeon Lake, as well as the region's density of recreational lakes. Reeve Alexander asked about application timeframes for development of a new sewage lagoon and Mr. Assen answered any new facility application could be completed in a few months' time. LOAs are two weeks for simple application and issued for five year period and Mr. Assen noted there are none issued in Clearwater County.

Tyler McKinnon and Mike Haugen joined the meeting.

Mr. Assen discussed that to manage septage in area with least impacts, these are the AEP's regulations for now. He noted that Spring 2011 is targeted date for implementation, and welcomed recommendations from Council. Mr. Assen further noted that NRCB has jurisdiction over manure spreading that the 50km distance for hauling outlined in the regulations was developed in consultation with septic haulers and Alberta Transportation.

Council discussed concerns with developing a policy that will impact Province when pressures are mostly in the higher density areas including Sylvan Lake and Pigeon Lake.

EARL GRAHAM: That Council receives the information provided in the presentation by Alberta Environment as presented.

115/11 CARRIED 7/0

EARL GRAHAM: That Council directs staff to develop septage spreading recommendations summary to send to Alberta Environment.

116/11 CARRIED 7/0

Marshall Morton, Frank McBride, Rick Emmons and Julian Huang and Todd Aasen left the meeting

EARL GRAHAM: That the meeting recess for lunch at 11:48 A.M.

117/11 CARRIED 7/0

The Meeting reconvened at 12:54 P.M. with the same people present as noted at the beginning of the meeting excluding Marshall Morton, Rick Emmons and Phyllis Forsyth and with the inclusion of Leanne Murray and Tyler McKinnon.

MUNICIPAL: **10. Museum Agreement**

Tyler McKinnon presented the Rocky Mountain House Museum agreement to provide operational funding to the museum, which is operated by the Reunion Historical Society.

The proposed agreement formalizes the status quo, with the exception of a few key changes:

- 1) The term of the agreement has been extended from one year to three years.
- 2) An item has been included which allows the museum to put any surplus amount into a reserve fund, provided that the reserve is shown on the museum's financial statement.

Council discussed surplus caps and concluded they can be reviewed in the 2012 review of the agreement.

DICK WYMENGA: That Council authorizes the Reeve and Municipal Manager to sign the agreement

118/11 CARRIED 7/0

Councillor Bryant discussed the upcoming Alberta Library Board conference April 28- May 1st in Jasper, Alberta.

EARL GRAHAM: That Council authorizes Bob Bryant to attend the 2011 Alberta Library Board conference.

119/11 CARRIED 7/0

MUNICIPAL: **8. Website Policy – Community Events Calendar**

Ron Leaf presented a new website policy regarding a Community Events Calendar on the County’s website. The purpose of the calendar is to advertise local events to visitors and residents alike.

The Community Events Calendar policy outlines rules for use of calendar, gives staff parameters to assess requests, details examples of qualifying events and depicts the required information to submit a calendar posting.

JIM DUNCAN: That Council adopts the Website Community Events Calendar Policy as presented.

120/11 CARRIED 7/0

Councillor Bryant declared conflict of interest as his daughter is president of the Bits and Spurs 4H Equine Club and left meeting.

MUNICIPAL: **9. Bits and Spurs 4H Equine Club Request**

Mike Haugen presented a letter from Briana Sigouin of the Bits and Spurs 4H Equine Club requesting event funding.

Staff reviewed Council’s Charitable Donations and Solicitations Policy and Event Funding policy which indicates that Council will not generally provide funding for requests of this nature.

CASE KORVER: That Council deny funding the request received from the Bits and Spurs 4H Equine Club.

121/11 CARRIED 6/0

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

INCAMERA:

BOB BRYANT: That Councils meets as a Committee of the Whole for the purpose of discussing the draft Tax Rate Bylaw, potential land purchase, sewage lagoon update and legal opinion regarding investments.

1:10 P.M.

CARRIED 7/0

Christine Heggart, Mike Haugen, Tyler McKinnon, Jessica Jones, Leanne Murray and Bob Johnston left the meeting.

DICK WYMENGA: That the meeting reverts to an Open Meeting at 3:40 P.M.

CARRIED 7/0

ADJOURNMENT: JIM DUNCAN: That the Meeting adjourns.

3:41 P.M. CARRIED 7/0