

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held April 28, 2015 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:                                    | Patrick Alexander |
| Councillors:                              | Earl Graham       |
|   | Curt Maki         |
|   | Jim Duncan        |
|   | John Vandermeer   |
|   | Kyle Greenwood    |
|   | Theresa Laing     |
| Acting CAO:                               | Rudy Huisman      |
| Director, Public Works:                   | Marshall Morton   |
| Director, Community & Protective Service: | Ted Hickey        |
| Director, Ag Services & Landcare:         | Matt Martinson    |
| Recording Secretary:                      | Tracy Haight      |
| Staff:                                    | Kurt Magnus       |
|   | Brad Welygan      |
|   | Whitney Wedman    |
| Media:                                    | Laura Button      |
|   | Helge Nome        |
|   | Denia Gravelle    |
| Public:                                   | Jody Bignell      |

**AGENDA  
APPROVAL:**

Councillor Graham requested the addition of the Red Deer River Watershed Alliance (RDRWA) Municipal Board Position as item I3.

135/15

COUNCILLOR DUNCAN: That the April 28, 2015 Regular Meeting Agenda be accepted as amended.  
  
CARRIED 7/0

**CONFIRMATION  
OF MINUTES:**

1. April 10, 2015 Special Meeting Minutes

136/15

COUNCILLOR VANDERMEER: That the Minutes of the April 10, 2015 Regular Meeting be accepted.  
  
CARRIED 7/0

1. April 14, 2015 Regular Meeting Minutes

137/15

COUNCILLOR GRAHAM: That the Minutes of the April 14, 2015 Regular Meeting be accepted.  
  
CARRIED 7/0

AG SERVICES  
& LANDCARE:

1. Ag Services Board Report – Jody Bignell, Chair

Matt Martinson introduced Jody Bignell, Agricultural Service Board (ASB) Chair, to Council.

Ms. Bignell provided a summary of the ASB’s 2015 work plan that includes the following:

- development of a new roadside mowing policy;
- increased weed spraying on provincial and county roads;
- continuation of the Century Farm Award program;
- ongoing participation in Watershed Planning and Advisory Councils;
- prevention and control of clubroot infestations; and
- evaluation of retail pricing for 2015 commodity sales.

Ms. Bignell noted that the 2015 ASB budget reflects service delivery increases for programs such as weed spraying and clubroot prevention and control.

Mr. Martinson provided Council with copies of the *ASB 2014 Annual Report* and noted ASB’s future goals and objectives.

Mr. Martinson responded to questions from Council and noted that Administration is developing a new policy for prevention and control of clubroot infestations and also researching a course of action for the development of a soil movement bylaw.

Discussion followed on challenges faced in the development of an agriculture plastics recycling program due to the lack of provincial legislation.

Christine Heggart joined the meeting.

COUNCILLOR MAKI:	That Council receives the information as presented.
138/15	CARRIED 7/0

PUBLIC  
WORKS:

1. Town of Rocky Mountain House, Wastewater Facility Update Q1, 2015

Kurt Magnus presented the *2015 Quarterly Report* from the Town of Rocky Mountain House on the wastewater treatment and septage receiving station’s effluent results and wastewater volumes.

Mr. Magnus noted that as per Environment Canada regulations effective January 1, 2015, the report now includes quarterly acute lethality monitoring results, which are well below approved levels. The Town is also required to provide assessment reports on receiving water quality and treatment capacity to Alberta Environment by March 2016 in order to meet approval requirements.

Marshall Morton explained the effluent sample results shown in the report and noted the significant decrease in levels since the wastewater facility upgrades. He stated that Kris Johnson, Director of Engineering and Operations from the Town of Rocky Mountain House, will attend Council on an annual basis to provide detailed information.

Mr. Magnus and Mr. Morton responded to questions from Council on monitoring acute lethality results. Council requested Administration to provide further information on monitoring equipment at first opportunity.

139/15

COUNCILLOR DUNCAN: That Council receives the information as presented.

CARRIED 7/0

**2. Grader Maintenance Tender Award – Grader Beat #505**

Kurt Magnus stated Clearwater County received seven bids for the Grader Beat #505 tender, effective May 1, 2015, for maintenance of approximately 169 km of gravel road. Mr. Magnus noted 821367 Alberta Ltd. as the low value bidder at \$85.90/hour.

140/15

COUNCILLOR GRAHAM: That Council awards the Grader Beat #505 tender to 821367 Alberta Ltd.

CARRIED 7/0

**COMMUNITY  
& PROTECTIVE  
SERVICES:**

**1. May 28 Council Spring Tour**

Ted Hickey stated that as per Council's request to view County fire halls, Administration scheduled a facilities tour in Leslieville, Condor, and Village of Caroline on May 28, 2015 with a 9:00 a.m. departure time. He stated that the Village of Caroline tour includes public works assets.

Discussion followed on councillor's availability to attend the tour.

141/15

COUNCILLOR VANDERMEER: That Council attends the facilities tour on May 28, 2015.

CARRIED 7/0

**2. 2015 Parades and Councillor Participation**

Ted Hickey stated Council received invitations to attend and participate in parades scheduled for 2015 as follows:

- Village of Caroline – May 16
- Rocky Mountain House – June 6
- Ponoka – June 26
- Red Deer – July 15
- Lacombe – July 25
- Bentley – August 6

Mr. Hickey requested direction on Council's level of participation and the type of entry for 2015 parades.

Mr. Hickey responded to questions from Council and stated that at this time, it is uncertain if the County float will meet Red Deer's standards for float entries. Administration will review the standards and provide Council with further information at first opportunity.

Mr. Hickey responded to questions from Council and stated that Administration expects an invitation to the Eckville parade.

Discussion followed and Council noted the invitation from Bentley is in recognition of their 100-year anniversary.

Discussion followed on parade participation in previous years and the costs associated with entering the parade float. Council noted that councillors are attending the Federation of Canadian Municipalities convention the same day as the Town's parade date. Staff and their families may volunteer to ride the float in place of Council.

COUNCILLOR DUNCAN: That Council authorizes the County float entry for the Town of Rocky Mountain House and Village of Caroline parades; and authorizes all councillors attendance at the Village of Caroline, Ponoka, and Bentley parades.

142/15

CARRIED 7/0

MUNICIPAL:

1. Public Notification Methods Policy

Christine Heggart stated that due to the Provincial Government's approved amendments to the *Municipal Government Act* (MGA) regarding public notification practices, Administration has drafted a new *Public Notification Methods Policy*. Ms. Heggart explained that the new policy combines Clearwater County's current *Advertising Policy* and *Public Notice for Meeting Date Changes Policy*.

Upon Council's review of the draft *Public Notification Methods Policy*, Administration recommends rescinding the other two policies as content is similar to the new policy. The new policy is also in line with Council's Procedural Bylaw 954/12 and current MGA's advertising requirements under Section 606 (1) and (2).

COUNCILLOR GREENWOOD: That Council rescinds the *Advertising Policy* (2013).

143/15

CARRIED 7/0

COUNCILLOR GRAHAM: That Council rescinds the *Public Notice For Meeting Date Changes Policy* (1995).

144/15

CARRIED 7/0

Council reviewed the draft *Public Notification Methods Policy*. Ms. Heggart responded to questions from Council and explained the wording under *Procedure #7*.

Discussion followed and Council suggested amending *Procedure #7* to list committees that require public notification of meeting dates.

Ms. Heggart stated that Administration will present the amended policy to Council for final approval and adoption at first opportunity.

COUNCILLOR VANDERMEER: That Council approves the draft *Public Notification Methods Policy* as amended.

145/15

CARRIED 7/0

Rick Emmons, Marilyn Sanders, Doug Bolin, and Dustin Bisson joined the meeting

**2. 2015 Minister’s Awards for Municipal Excellence**

Christine Heggart stated that Administration suggests submitting an application for the 2015 Minister’s Awards for Municipal Excellence in the partnership category based on Clearwater County’s history of collaborative efforts with the Town of Rocky Mountain House and the Village of Caroline.

Ms. Heggart explained that the *Stronger Together Agreement* and efforts undertaken by the Intermunicipal Collaboration Committee and Tri-Council demonstrate that all three Councils work together to achieve stronger and sustainable communities.

Discussion followed and Ms. Heggart responded to questions.

COUNCILLOR MAKI:	That Council endorses the submission of the <i>Stronger Together Agreement</i> and the successes of the Intermunicipal Collaboration Committee and Tri-Council for consideration for the 2015 Minister’s Awards for Municipal Excellence in the partnership category.
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146/15

CARRIED 7/0

**3. Red Deer River Watershed Alliance (RDRWA) Municipal Board Position**

Councillor Graham stated that the RDRWA has two municipal seats available on the board and they are asking Council for a board nominee for their upcoming election.

Councillor Graham provided information on RDRWA board activities and membership. He explained that the County currently provides bookkeeping services to the board as an in-kind service. He noted that the board suggests Councillor Duncan as a nominee based on his participation with Clearwater Land Care.

Councillor Graham outlined board members duties, time commitment, and noted meeting dates.

Councillor Duncan noted the RDRWA board meeting dates conflict with ASB meeting dates. Councillor Maki indicated his interest as a nominee.

COUNCILLOR GRAHAM:	That Council nominates Councillor Maki for the RDRWA Municipal Board position.
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147/15

CARRIED 7/0

**COMMUNITY &  
PROTECTIVE  
SERVICES:**

**3. TABLED ITEM: Aurora Community Centre Grant Request**

Ted Hickey informed Council that due to a scheduling conflict, the Aurora Community Centre representative is unable to attend today’s meeting.

COUNCILLOR VANDERMEER: That Council postpones Agenda Item F3 until a later meeting.

148/15

CARRIED 7/0

**PLANNING:**

**1. Bylaw 1003/15 – Redistrict Ag to DC-1**

Marilyn Sanders presented an application from Douglas Bolin operating as Rainy Creek Powersports Ltd. to redistrict 9.21 acres within SE 06-39-04 W5 to allow the location and development of an existing ATV/OHV/Snowmobile dealership.

Marilyn provided background information on the application and noted boundary and access roads.

Ms. Sanders outlined applicable sections of the Municipal Development Plan and Land Use Bylaw. Ms. Sanders noted that as this application is not a permitted or discretionary use in any of the County's existing land use districts, Administration drafted a Direct Control District One (DC-1) that would allow the establishment of a site specific Direct Control District to accommodate a recreational motor sport vehicles sales, service and repair business, test area and related facilities.

Ms. Sanders responded to questions from Council and explained the purpose of Bylaw 1003/15 and noted sections one and two. Ms. Sanders outlined the bylaw schedules "A" and "B" and explained the bylaw's procedures.

Doug Bolin provided background information on the growth of the business and the responsibilities and expectations of the dealership franchise. He noted that the proposed location is well suited to the current business's needs.

Ms. Sanders responded to questions from Council and explained the intent of the direct control designation and noted this is an interim measure that allows for the option of not requiring an area structure plan for growth related to the hamlet prior to approval of this application.

Rick Emmons explained the direct control designation allows opportunity for the application to be considered immediately, and if an area structure plan is required at a later date, Council may consider amendments to the plan that include the direct control designation for the 9.21 acres.

Council discussed the requirements of an area structure plan for growth of hamlets and noted the lengthy process involved.

Ms. Sanders noted should Council decide not to proceed with an area structure plan at this time, it would be prudent for Council to not approve any other applications for redistricting around the Hamlet of Condor until an area structure plan is completed.

Discussion followed and Council noted that as the DC-1 is for only 9.21 acres, an area structure plan is not required and that the business will effect economic development within the area.

COUNCILLOR LAING: That Council grants first reading of Bylaw 1003/15.

149/15

CARRIED 7/0

Marianne Cole joined the meeting.

**INFORMATION:**

Rudy Huisman reviewed the April 28 *Manager's Report*.

Councillor Greenwood stated that he received a request to bring greetings from the County at the Women's Institute Conference on May 7, 2015.

Reeve Alexander stated that he received a request for a letter of recommendation for Regional Fire Chief Cammie Laird's nomination for the Canadian Fire Services Lifetime Achievement Award. Council requested that Administration draft a letter of recommendation and reviews the nomination documents prior to submission.

COUNCILLOR DUNCAN:

That Council receives the CAO Report, Public Works Director's Report, Accounts Payable Listing, Councillor Remuneration as information; and authorizes Councillor Greenwood's attendance at the Women's Institute Conference; and directs Administration to draft a letter of recommendation on behalf of Regional Fire Chief Cammie Laird's nomination.

150/15

CARRIED 7/0

**CORPORATE  
SERVICES:**

**2. Budget Amendment**

Rudy Huisman stated that a budget amendment is required due to the variance between the estimated and actual assessment growth.

Mr. Huisman explained that at the January 13, 2015 regular council meeting, Council adopted the 2015 Capital and Operating Budgets based on an estimated assessment growth of \$800,000. On January 30, 2015, Alberta Municipal Affairs released the actual linear assessment amount which resulted in an actual assessment growth in the amount of \$1,207,059 for Clearwater County.

Upon review of the budget, and in consideration of Council's pending decisions involving various County facilities that include salt sheds, fire halls, etc., Administration recommends amending the 2015 Approved Budget to reflect a contribution to the County Facilities Reserve in the amount of \$1,207,059.

COUNCILLOR VANDERMEER:

That Council approves the budget amendment to include a contribution to the Facilities Reserve of \$1,207,059 from 2015 operations.

151/15

CARRIED 7/0

Denniece Crout, Rhonda Serhan, and Phil Dirks joined the meeting.

**3. 2015 Property Tax Rate Bylaw 1001/15**

Denniece Crout presented the 2015 Tax Rate and Minimum Tax Bylaw 1001/15. The Bylaw sets the 2015 tax rates as follows:

- Residential municipal tax rate at .0025612
- Farmland municipal tax rate at .0040958 and
- Non-residential, machinery and equipment, and linear rates at .0074670

Ms. Crout noted the Provincial Education live tax rates:

- Residential and Farmland – .0024430 Tax Rate 2015
- Non-residential and Linear – .0034390 Tax Rate 2015
- Uncollectible School Tax Rate – (-.000014) Ms. Crout noted the rate is calculated based upon prior years' uncollected amounts.
- Westview Lodge Tax Rate - .000120 Tax Rate 2015

Ms. Crout stated overall, County assessments saw a net increase primarily due to the oil and gas sector which saw growth above the provincial average. The Provincial education requisition for 2015 increased by \$670,000 to \$17,034,452 which had an effect on the education tax rate and the overall tax levy.

Ms. Crout noted taxes will be levied beginning April 29, 2015 and distribution of the notices by mail completed by May 15, 2015. The public will then have sixty (60) days after mailing to submit appeals pertaining to the assessed value, ending the appeal period approximately on July 15, 2015.

Ms. Crout responded to questions from Council and noted that the Provincial education requisition amount increased by 3.5% on residential and farmland this year.

Ms. Crout noted the increase to the Westview Lodge Tax Rate for 2015. Council noted the change is reflective of needs.

Ms. Crout responded to questions from Council and discussion followed on the expectation that linear growth may become stagnant in 2017.

Discussion continued and Council noted that tax increases are required to meet the needs of ratepayers and provide expected service levels. With decreased funding from provincial sources and increased provincial downloading, municipalities are pressured to meet the province's requirements for "shovel ready" projects in order to receive funding for infrastructure needs.

Council noted that historically, the County has not borrowed funds to meet budget needs and that tax increases are used to build reserves and funding for current projects.

Discussion continued on the expected changes to linear assessment, in favour of industry, that will result in decreased revenue. Council noted that the strategic and capital plan for Clearwater County considers the possibility of lower revenue and is poised to move forward in meeting the needs of the ratepayers in a fiscally responsible manner.

**152/15**

COUNCILLOR MAKI: That Council grants First Reading to Bylaw 1001/15 2015 Tax Rate Bylaw.

CARRIED 7/0

COUNCILLOR GREENWOOD: That Council grants Second Reading to Bylaw 1001/15 2015 Tax Rate Bylaw.

**153/15**

CARRIED 7/0



comparable spending. He stated that compared to other municipalities, Clearwater County's reserve balance is average. He noted that there are no significant control deficiencies, no unusual accounting policies or estimates, no material uncorrected misstatements, and no difficulties were encountered during the audit.

Discussion followed on the County's reserves and Mr. Dirks noted comparisons used are based on per capita averages from information obtained from Alberta Municipal Affairs.

Discussion continued on amortization calculations on infrastructure; differences between liability and reserve funds for land reclamation; and the general principals related to auditor statements.

Mr. Dirks responded to questions from Council and explained auditor comments related to the consolidation of financial statements with the Regional Waste Authority. He noted currently, the County is requisitioned by Regional Waste Authority and that it is Council's decision to determine whether full accounting information for the authority is included in the financial statements and whether to address partnership between local municipalities.

156/15

COUNCILLOR GRAHAM: That Council approves the 2014 Consolidated Financial Statements as presented.


CARRIED 7/0

ADJOURNMENT:  
12:16 P.M.

157/15

COUNCILLOR MAKI: That the Meeting adjourns.

CARRIED 7/0

  
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REEVE

  
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ACTING CHIEF ADMINISTRATIVE OFFICER