

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held April 26, 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 |
| Councillors: | Robert Bryant |
| | Dick Wymenga |
| | John Vandermeer |
| | Case Korver |
| | Jim Duncan |
| Municipal Manager: | Ron Leaf |
| Public Works Manager: | Marshall Morton |
| Public Works Assistant Manager: | Rick Emmons |
| IT: | Darrell Philip |
| Recording Secretary: | Christine Heggart |
| Mountaineer: | Jessica Jones |

**AGENDA
APPROVAL:**

Addition of a Committee Report item on PowWow by Jim Duncan
Addition of In Camera item on Town Development Permit by Pat Alexander

JIM DUNCAN: That the April 26th, 2011 Regular Meeting Agenda be accepted as amended.
CARRIED 6/0

169/11

**CONFIRMATION
OF MINUTES:**

1. April 12th, 2011 Regular Meeting Minutes

BOB BRYANT: That the Minutes of the April 12th, 2011 Regular Meeting be confirmed as circulated.
CARRIED 6/0

170/11

PUBLIC WORKS: 1. Public Works Manager's Report

Marshall Morton presented the April 26th, 2011 Public Works Manager's Report to Council.

Frost Probes

The frost probes that are located on the Caroline South, Prairie Creek, Hwy 761 and Wallstreet Roads indicate that 0.85m of frost has come out. The reading was taken last Monday and will be rechecked today.

Potential Road Tour Dates

Council identified they would again like to go on a Spring Road Tour to look at proposed projects for 2011 as well as projects that were completed in 2010. By Consensus, Council selected June 24th as the Council Road Tour date.

Plow Truck tender

The successful bidder for our replacement plow truck was Sterling Western Star Trucks Alberta Ltd with Prairie Hydraulic sander @ a

bid price of \$251,033.81. This price is inclusive of a new plow and sander. Budget was approved at \$260,000.

Maintenance Director Position

During the previous Strategic Planning session and the fall budget review for 2011 budget, the Public Works Department discussed the Maintenance Director position which will oversee all maintenance related programs and staff is to be advertised shortly.

JOHN VANDERMEER: That discussion is tabled for strategic planning meeting May 30 and 31.

171/11

CARRIED 5/1

Leanne Murray joined the meeting. Darrell Philip left the meeting.

Current Road Bans

Road Bans are unchanged from April 12th, 2011 Council meeting.

Staff responded to questions received from Council regarding Nordegg Lift station pump and that nothing has changed from last meeting. Staff responded to Dust control and that maintenance will begin once frost is out of the ground.

DICK WYMENGA: That the Public Works Manager's Report of April 26th, 2011 be accepted as presented.

172/11

CARRIED 6/0

PUBLIC WORKS: 2. Local Road Bridge Request List – Three Year Program

Rick Emmons presented a request from Alberta Transportation to submit Clearwater County's Local Road Bridge Request List – Three Year Program for 2012, 2013 and 2014. Council reviewed the recommended local road bridge – three year program and which only includes bridges on local roads requiring an assessment, maintenance, or replacement.

Council reviewed a list of projects that have been approved for funding.

Staff responded to questions on the 2012 bridge projects, adjustments to the request list based on previous year's feedback and clarified definitions for technical terms.

JIM DUNCAN: That Council approves the attached Local Road Bridge Request List – Three Year Program for 2012, 2013 and 2014 list as presented.

173/11

CARRIED 6/0

PUBLIC WORKS: 3. Grader Maintenance Tender – Beat #503, #506 and #509

Marshall Morton presented bids received for grader beats #503, #506 and #509.

Clearwater County’s grader beat tender document requires a machine six (6) years old or newer to be identified for the perspective beat, any machine older than six years will not be accepted.

Staff responded to questions as to the locations of the three grader beats and fuel adjustments.

| | |
|-----------------|--|
| BOB BRYANT: | That Council approves |
| awarding Grader | |
| | Beat #503 contract to the low bidder; Shields Grader Service - \$87.95 Per Hour. |

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| 174/11 | CARRIED 6/0 |
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| | |
|------------------|---|
| JOHN VANDERMEER: | That Council approves |
| | awarding Grader Beat #506 contract to the second lowest bidder; Northslope Contracting Ltd. - \$88.00 Per Hour. |

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| 175/11 | CARRIED 6/0 |
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| CASE KORVER: | That Council reviews this information and approves |
| | awarding Grader Beat #509 contract to the third lowest bidder; Harders Grader Service - \$91.00 Per Hour. |

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| 176/11 | CARRIED 6/0 |
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PUBLIC WORKS: 4. Bridge Tender

Rick Emmons presented five bids received for BF-8192 Bridge Replacement, with Gross Ventures Ltd. being the low valid bidder.

The low valid bid for this project came in a total of \$18,520.00 under the Engineer’s estimated cost of \$830,075.00. Under the GAP funding program Clearwater County’s portion would be \$224,335.10. Bids did not include Site Occupancy, Engineering, Contingency or Bonuses.

| | Engineer’s Estimate | Tender |
|-------------------------------|-----------------------|--------|
| Pricing | | |
| Construction | \$830,075.00 | |
| \$811,555.00 | | |
| 10 % Contingency | \$83,007.50 | |
| \$81,155.50 | | |
| Engineering | <u>\$99,691.00</u> | |
| <u>\$99,691.00</u> | | |
| Total Schedule A&B | \$1,012,773.50 | |
| \$992,401.50 | | |

Staff responded to questions regarding the contractor’s references.

DICK WYMENGA:

That Council approves
awarding the contract to Gross
Ventures Ltd.

177/11

CARRIED 6/0

Murray Hagan, Denniece Crout, Rhonda Serhan and Phil Dirks joined the meeting.
Marshall Morton and Rick Emmons left the meeting.

FINANCE:

1. Accounts Payable Listing

Council reviewed the Open Payable Report for April 26th, 2011 which was previously sent to Council.

BOB BRYANT:
Accounts

That Council accepts the
Payable Listing as information.

178/11

CARRIED 6/0

FINANCE:

2. Tax Rate Bylaw 936/11

Denniece Crout presented an overview of assessment figures and changes between 2009 and 2010, the impacts on the 2011 tax rates and the overall levy applied as April 27, 2011.

Ms. Crout spoke to the highway levy, distribution of tax notices by May 20, 2011 and the sixty (60) days after mailing appeals period.

The 2011 Residential and Farmland municipal tax rate have been increased by 2.5% from 2010.

- a. Farmland – .0034964 Tax Rate (2011); .0034112 Tax Rate (2010)
- b. Residential – .0024075 Tax Rate (2011); .0023488 Tax Rate (2010)

Non-residential, Machinery & Equipment, and Linear rates include a 0.6705 highway levy as part of the 5% increase from 2010.

- a. Non-residential, M&E, and Linear – .0062540 Tax Rate (2011); .0059562 Tax Rate (2010)

The Provincial Education live tax rates:

- a. Residential and Farmland – .0022044 Tax Rate (2011); .0020354 Tax Rate (2010)
- b. Non-residential, M&E, and Linear – .0038839 Tax Rate (2011); .0039160 Tax Rate (2010)
- c. Uncollectible School Tax Rate - -.0000085 Tax Rate (2011); 0.0000454 Mill Rate (2010). *Note: this rate is calculated based upon prior years' uncollected amounts.

Westview Lodge Tax Rate - .0000713 Tax Rate (2011); 0.000717 Tax Rate (2010)

Ms. Crout also discussed the changes in the format of the combined Assessment and Tax Notice to streamline the process and focus on the market value of the property as a whole. Moving forward, notices will have one number for each assessment class.

Staff responded to questions regarding volume of questions received from ratepayers and clarification of the appeals process.

FIRST READING of Bylaw No. 936/11 was moved by Councillor
Duncan

179/11

CARRIED 6/0

SECOND READING of Bylaw No. 936/11 was moved by
Councillor Korver.

180/11

CARRIED 6/0

DICK WYMENGA: That third reading of Bylaw
936/11 be taken at this
meeting.

181/11

CARRIED 6/0

THIRD READING of Bylaw No. 936/11 was moved by Councillor
Bryant.

182/11

CARRIED 6/0

DICK WYMENGA: That Council defers the
Farmland Assessed Property
Tax Deadline to December 15,
2011.

183/11

CARRIED 6/0

Discussion followed that practice of deferring farmland tax
deadline to be discussed at Strategic Planning meeting.

FINANCE:

3. Consolidated Financial Statements

Murray Hagan presented Clearwater County's consolidated
financial statements for the year ended December 31, 2010 and
introduced Phil Dirks, CA partner with Hawkings Epp Dumont LLP,
Chartered Accountants.

Mr. Dirks presented a summary of the audit process and
standards, the state of Clearwater County's records and a detail of
adjustments made for amortization, land sales and holdbacks.
Staff responded to questions on changes to accounting practices,
and the recognizing of revenue for the sale of Nordegg lots.

Mr. Dirks provided specific figures, including the County's net
financial assets (\$26,798,848) and accumulated surplus
(\$390,442,841) and pointed out that of the \$390 million in
accumulated surplus, approximately \$360 million is tangible
capital assets.

Mr. Dirks presented slides from Municipal Affairs which detailed
Clearwater County's position in relation to other Alberta
municipalities, discussed the purpose of the Auditor's Letter to
Council and noted a specific direction in the Auditor's Letter
suggesting adjustments to the Rocky Mountain Regional Solid
Waste Authority (RMRSWA) accounting practices. Mr. Hagan
noted that changes should be first disclosed to regional partners
prior to implementation.

Mr. Hagan summarized the audit process from County perspective
and that administration feels the overall financial strength of the
County is excellent. Cash resources have decreased somewhat

since 2009, mainly due to spending on capital projects, but are still sufficient to meet the immediate to mid-term strategic priorities set by Council. The County has incurred debt related to the Westview Lodge expansion, but Council has provided for repayment of this amount over the next fifteen years within its strategic planning and budgeting.

Summarizing the 2010 Consolidated Financial Statements, Hagan also touched on the significant accounting policies, changes in accounting policies, cash position, taxes and grants in place of taxes receivables, investments, long-term debt, debt limits, deferred revenue, accumulated surplus, salary and benefits disclosure, pension plans, financial instruments, commitments, prior period adjustments and comparative figures.

JOHN VANDERMEER: That Council approves the consolidated financial statements for Clearwater County for the year ended December 31, 2010.

184/11

CARRIED 6/0

Phil Dirks, Rhonda Serhan, Denniece Crout and Murray Hagan left the meeting. Marilyn Sanders, Bob Haagsma and Dale Blake joined the meeting.

The meeting adjourned for public hearing at 11:11am.

The meeting reconvened at 11:25 A.M. with the same people present as noted at the beginning of the meeting excluding Darrell Philip, Marshall Morton, and Rick Emmons and with inclusion of Leanne Murray, Marilyn Sanders, Bob Haagsma and Dale Blake.

PLANNING:

1. Application to Amend Land Use Bylaw – Bylaw 934/11

Council reviewed all information presented at the April 26, 2011 Public Hearing regarding Bylaw 938/11 to amend the Land Use Bylaw For the redesignation of 6.69 acres described as Plan 962-1321, Block 1, Lot 6, PT NW 05-40-09-W5 from Country Residence Agriculture District "CRA" to Country Residence District "CR" for the purpose of splitting the existing parcel into three parcels.

SECOND READING of Bylaw No. 934/11 was moved by Councillor BRYANT.

185/11

CARRIED 6/0

THIRD READING of Bylaw No. 934/11 was moved by Councillor KORVER.

186/11

CARRIED 6/0

Bob Haagsma, Dale Blake and Marilyn Sanders left the meeting. Tyler McKinnon and Mike Haugen joined the meeting.

MUNICIPAL:

1. Municipal Manager's Report

Ron Leaf presented the Municipal Manager's Report for April 26th, 2011.

1. Nomination of Pat Alexander to N. Sask. RAC

The AAMDC advised they have submitted Pat Alexander's name, along with two other AAMDC members to represent the AAMDC on the forth coming North Saskatchewan Regional Advisory Council (RAC). The AAMDC anticipates the N. Saskatchewan RAC will be formed in late 2011 or early 2012.

2. ATB Invitation

The Rocky ATB extended invitation to presentations from Todd Hirsch, who is the Senior Economist for ATB Financial. Mr. Hirsch will be providing two presentations on May 12 starting at 12:00 noon (registered lunch \$15) at the Legion or at 5:00 at the Walking Eagle – Clearwater Room. Councillor's indicated their session preferences being Councillor Alexander and Korver attending the afternoon session and Councillor Duncan, Bryant, Wymenga and Vandermeer attending the evening session.

3. NSWA Workbook survey deadline extension

The NSWA has advised that the deadline for completion of the workbook has been extended to May 31. By consensus, Council asked administration to prepare workbook submission for Council's review on May 9th.

4. Opening FCM - Halifax

Earl may not be able to travel to Halifax and he suggested that Councillor Bryant attend in his place.

DICK WYMENGA: That Bob Bryant replaces Earl Graham in attendance at the 2011 FCM Conference in Halifax.

187/11

CARRIED 6/0

Mr. Leaf advised Council that he discussed with the Town of Rocky Mountain House staff the redesign of the North Saskatchewan River Park (NSRP) concept planned and was advised that the review of this plan is not anticipated in 2011, at this time.

Upcoming Events

- Councillor recognition luncheon – April 26
- Strategic Planning Session - May 30 & 31

Council discussed Councillor Duncan's PowWow Committee Report and that venue may be an issue.

Mr. Leaf noted the Agricultural Services Board invited all Councillors to attend their June 17 meeting at 10:00 a.m., to hear speaker Geoff MacFarlane discuss Australian Landcare.

JIM DUNCAN: That the Municipal Manager's Report of April 26th, 2011 be accepted as presented.

188/11

CARRIED 6/0

Cammie Laird joined the meeting.

MUNICIPAL: 2. Eckville Parade

Tyler McKinnon presented a request from the Eckville Parade Committee inviting Council to participate in their upcoming parade, which will be held in conjunction with the rodeo on Saturday June 4, 2011. The parade is scheduled from 12:00 noon to 12:30 pm.

The Councillor and Board Reimbursement Policy authorizes all Councillors to participate in the Rocky Rodeo parade, Caroline Rodeo parade and Rocky Parade of Lights and authorizes the Reeve or designate to participate in the Ponoka Stampede parade and the Westerner Days parade. Attendance at all other community events is to be considered on a case by case basis.

Mr. McKinnon noted the anticipated costs, including Councillor reimbursement and staff time to prepare and drive the float.

Council discussed the importance of Clearwater County presence at the Eckville Parade.

BOB BRYANT: That Council approves sending float and one Councillor to attend at the 2011 Eckville parade.

189/11 CARRIED 6/0

MUNICIPAL: **3. Change to Regional Fire Staff Strucure**

Cammie Laird presented background on the regional fire committee recommendation to amend the regional fire staff structure to change the rank structure of the Training / Prevention Officer from an Assistant Chief to a Deputy Chief status.

The recent staff change with our Regional Deputy Chief vacating his position has offered the opportunity to consider alternate staff organizational structures which may be a more effective and efficient model and to create equity in rank.

This change will create a salary only position, with one extra week of vacation in lieu of over time.

JOHN VANDERMEER: That Council accepts the change in CRFRS staff structure as presented.

190/11 CARRIED 6/0

COMMITTEE REPORTS: Council discussed Councillor Duncan's previously circulated Committee Report on the PowWow and questioned whether there is enough time to get an event off this summer, and the availability of adequate volunteer base.

Councillor Duncan invited all Councillors to attend the Ag Theme Park taking place May 12 at the arena.

DICK WYMENGA: That the meeting recess for lunch at 11:55 A.M.

191/11 CARRIED 6/0

The meeting reconvened at 1:12 P.M. with the same people present as noted at the beginning of the meeting excluding Darrell Philip, Christine Heggart, Jessica Jones.

IN CAMERA: **3. In Camera**

JIM DUNCAN: That Councils meets as a Committee of the Whole for the purpose of discussing two

personnel issues and two
potential land acquisitions.
1:13 P.M.

192/11

CARRIED 6/0

JIM DUNCAN:

That the meeting reverts to an
Open Meeting at 4:04 P.M.

CARRIED 6/0

ADJOURNMENT: BOB BRYANT:
4:05 P.M.

That the Meeting adjourns.

CARRIED 6/0

REEVE

MUNICIPAL MANAGER