

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held April 11, 2017, in the Clearwater County Council Chambers in Rocky Mountain House.

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

Reeve:	Pat Alexander
Councillors:	Earl Graham
	John Vandermeer
	Kyle Greenwood
	Theresa Laing
	Jim Duncan
	Curt Maki

Staff:	
Chief Administrative Officer	Ron Leaf
Recording Secretary	Christine Heggart
Director, Ag Services & Landcare	Matt Martinson
Director, Corporate Services	Rodney Boyko
Director, Community & Protective Services	Ted Hickey
Director, Public Works	Marshall Morton
Manager, Financial Services	Rhonda Serhan
IT	Mike Bell

Media:	Laura Button
	Keanna Nelson
	Helge Nome

Public:	Marianne Cole
	Cammie Laird

**AGENDA  
APPROVAL:**

The April 11, 2017 Regular Meeting Agenda was amended as follows:

- 'Communications Towers' was added as Item F3; and,
- 'Canada 150' was added to Item I3 – Councillor's Verbal Report.

COUNCILLOR MAKI:	That the April 11, 2017 Regular Meeting Agenda is adopted as amended.
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119/17

CARRIED 7/0

**CONFIRMATION  
OF MINUTES:**

1. March 28, 2017 Regular Meeting Minutes

COUNCILLOR VANDERMEER:	That the Minutes of the March 28, 2017 Regular Meeting are adopted as circulated.
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120/17

CARRIED 7/0

**AG SERVICES &  
LANDCARE:**

**1. Summer Tour**

M. Martinson stated as per Council's March 28 discussion to invite members of the Alberta Rural Caucus on a Summer Tour, planning is underway and Administration asks for confirmation of priority messaging for the tour as follows:

- 1. That areas within the West Country can be responsibly managed with Public Land Use Zones (PLUZ) designation and considered protected through the Federal Government commitments made under the *Convention on Biological Diversity* treaty for sustainable development.
- 2. That changing the Rig Street area land use designation to a PLUZ will assist and empower Clearwater Trails Initiative and partnering stakeholders to further manage and protect the area.
- 3. That Clearwater County and partners are implementing programs and projects to protect land and water resources in the West Country.

M. Martinson noted to demonstrate principles of the messaging, Administration recommends scheduling an ATV tour of either the Big Horn or Rig Street area on or around August 10. He also confirmed that North Saskatchewan Watershed Alliance (NSWA), Clearwater County's partner in watershed protection, expressed interest in assisting with the tour.

Discussion took place on ATV trip and planning logistics, land use zoning, criteria for protected lands and potential for a May long weekend fly-over tour.

COUNCILLOR GRAHAM: That Council accepts the key messaging for an invitation to Rural Caucus MLAs to attend an ATV tour in Clearwater County on or around August 10.

121/17

CARRIED 7/0

**COMMUNITY &  
PROTECTIVE  
SERVICES:**

**1. Clearwater Regional Fire Rescue Services – Fire Station**

T. Hickey reported that Pivotal Projects, who are providing project management services for Clearwater Regional Fire Rescue Services' (CRFRS) for the construction of a new fire station to replace Stations 10 and 20, completed summary evaluations and scoring on six Request for Proposals for Primary Consultant (RFP) and awarded BR2 Architecture with the contract.

Discussion took place regarding building costs, land purchase options and future steps in the new firehall building process.

COUNCILLOR MAKI: That Council receives the Clearwater Regional Fire Rescue Services – Fire Station Request for Proposal Report for information as presented.

122/17

CARRIED 7/0

Rick Emmons and Amanda Rodriguez joined the meeting. Matt Martinson left the meeting.

**PLANNING:**

**1. Nordegg's Historic CIBC Bank Building**

R. Emmons stated Tdb Construction offered to reconstruct the CIBC Bank building in Nordegg at a cost equal to tearing it down. Council allocated funds in 2017 for dismantling the building, excepting the façade. He noted that Tdb

Construction intends to preserve the historic building by constructing a new foundation, back wall and painting.

Discussion took place on availability of grants associated with heritage properties.

123/17

COUNCILLOR GREENWOOD:      That Council approves the preservation of the CIBC Bank building in Nordegg.

CARRIED 7/0

**3.      Communications Towers**

C. Maki requested Council revisit the fees associated with Communications Towers for residential use.

R. Leaf discussed the costs associated with advertising and public notification criteria.

124/17

COUNCILLOR MAKI:                      That Council revisits the residential Communications Tower fee schedule in the Land Use Bylaw.

CARRIED 7/0

Rob Friberg and Jerry Pratt joined the meeting. Marshall Morton and Ted Hickey left the meeting.

**2.      9:45 am Pine Beetle Resilience Project Delegation**

R. Friberg, Registered Professional Forester, PhD Student, University of British Columbia, presented 'Supporting Community Resilience to Potential Forest Change from Mountain Pine Beetle' outlining details of a research project on mountain pine beetle ecology.

He noted that the project, funded by Foothills Research Institute (fRI), explores key characteristics that contribute to Alberta communities' resilience to potential mountain pine beetle epidemic. Research process includes: working with stakeholders to identify and explore locally relevant factors; developing resilience framework strategies; conducting focus group interviews; and, providing regular updates, reports and a practical end product.

Discussion took place on Council's level of support for community resilience research, pine beetle migration and adaptation and the proposed study areas and sample sizes.

125/17

COUNCILLOR GRAHAM:                      That Council in principle supports the Pine Beetle Resilience Project case study in the Clearwater County.

CARRIED 7/0

Rick Emmons, Amanda Rodriguez and Rob Friberg left the meeting.

**CORPORATE SERVICES:**

**1.      2017-18 Federal Budget Update**

R. Boyko provided a summary of the Federal Government's 2017 Budget and several federal programs, that may affect Alberta municipalities, including:

- \$285 million in 2017 for Public Transit Infrastructure;
- \$165 million in 2017 for Clean Water and Wastewater;
- \$222 million in 2017 for Gas Tax; and,
- \$30 million one-time payment in 2017 to stimulate economic growth in Alberta's resource sector.

He noted grants support many urban projects and that some municipalities are concerned with the impact of the Federal Government's proposed change, scheduled for 2019, to require that non-accountable allowances paid to elected officials be included in income.

Discussion took place on Clean Water and Wastewater grants allocation to First Nations and that 'Green' infrastructure criteria should include Internet projects.

COUNCILLOR GRAHAM: That Council receives the 2017-18 Federal Budget Update for information as presented.

126/17

CARRIED 7/0

**2. Reserve Transfers for Year Ending December 31, 2016**

R. Serhan presented budgeted reserve transfer amounts, totaling \$5,340,432.00 for 2016, and made recommendations for transfers to and from County reserves as identified during Council's 2017 budget deliberations.

R. Serhan noted total includes \$927,413.00 transferred to Work in Progress for incomplete projects in 2016. As a result of these projects continuing into 2017, budget adjustments required are as follows:

- Flood related infrastructure repair \$140,000.00;
- NE 03 40 07 W5M development \$183,421.00;
- Land purchase for Leslieville/Condor Firehall \$403,992.00;
- Budget Software \$70,000.00; and,
- Camera Project \$130,000.00

Discussion took place on reserve transfer strategy, restricted versus unrestricted reserves,

COUNCILLOR MAKI: That Council approves reserve transfer amounts in the amount of \$5,340,432.00 for 2016 as listed in Appendix A attached to these minutes.

127/17

CARRIED 7/0

COUNCILLOR DUNCAN: That Council approves increasing the 2017 Budget by transferring \$927,413.00 from the 2016 Work in Progress Reserves to 2017 Budget Lines as follows: Flood related infrastructure repair \$140,000.00; NE 03 40 07 W5M development \$183,421.00; Land purchase for Leslieville/Condor Firehall \$403,992.00; Budget Software \$70,000.00; and, Camera Project \$130,000.00.

128/17

CARRIED 7/0

Phil Dirks, Marshall Morton and Ted Hickey joined the meeting.

**3. 2016 Audited Financial Statements and Auditor's Report**

R. Serhan presented Clearwater County's consolidated financial statements for the year ended December 31, 2016 and noted overall the County is in a healthy financial position with net assets of \$67.8 million and a total accumulated surplus of \$424.4 million. She reviewed the financial statement highlights, variances and total revenues of \$51.3 million (\$3.3 million higher than originally budgeted due to assessment no longer at risk) and expenses

of \$31.5 million, not including amortization (less than \$36 million originally budgeted).

P. Dirks reported on Hawkings Epp Dumont's duties and responsibilities as Council's auditor. He noted the County's 2016 audit went well, audit procedures didn't reveal any significant deficiencies in internal control, that financial statements are not materially misstated and that financial statements presented to Council accurately represent the County's strong financial position.

P. Dirks touched on the statement of financial position key audit areas including receivables, inventory, payables/purchases, deferred revenues and tangible capital assets. Key areas for statement of operations included taxes, government transfers and operating surplus. He summarized that the County has low debt, average but healthy reserves and average/comparable spending.

Discussion took place on the Rocky Mountain Regional Waste Authority (RMRWA) financial statement preparation process and Public Sector Accounting Standards, and it was noted that in future years RMRWA financials will be consolidated with the County's financial statements.

COUNCILLOR GRAHAM: That Council approves the 2016 Consolidated Financial Statements as presented.

129/17

CARRIED 7/0

**4. 2017 Tax Rate Bylaw**

R. Boyko stated as per Council's direction during budget deliberations, Administration prepared the 2017 Tax Rate Bylaw with the same municipal tax rates used in 2016. He noted a decrease in overall assessment, municipal tax collected decrease of \$2.2 million, resulting in a \$213,757.00 budget deficit and reviewed options to address deficit including tax rate increase, reduction of reserve transfers, utilization of reserves or leaving as is and adjusting at year end.

R. Serhan noted school tax levy, requisitioned by the Province, increased by approximately \$500,000.00 for all classes, and West View Lodge requisition increased by \$70,000.00.

Discussion took place on budget strategy and managing deficit.

COUNCILLOR VANDERMEER: That Council grants first reading to Bylaw 1021/17 2017 Tax Rate Bylaw as presented.

130/17

CARRIED 7/0

COUNCILLOR MAKI: That Council grants second reading to Bylaw 1021/17 2017 Tax Rate Bylaw.

131/17

CARRIED 7/0

COUNCILLOR GREENWOOD: That Council considers granting third reading to Bylaw 1021/17 2017 Tax Rate Bylaw.

132/17

CARRIED 7/0

COUNCILLOR LAING: That Council grants third reading to Bylaw 1021/17 2017 Tax Rate Bylaw.

133/17 CARRIED 7/0

MUNICIPAL: **1. Clearwater County Taxpayers' Association Regular Meeting Invitation**

C. Heggart noted Council members received an email on March 29, 2017, from the Clearwater County Taxpayers' Association (CCTA) inviting Council to attend their regular monthly meeting. She reviewed legislative direction regarding public participation including the Municipal Government Act, the County's Procedural Bylaw and the County's Strategic Plan.

Discussion took place regarding Council's individual attendance at events, development of the Council Committees bylaw and need to review the public participation policy.

COUNCILLOR DUNCAN: That Council authorizes the Reeve and Deputy Reeve to meet with the CCTA.

134/17 CARRIED 7/0

COUNCILLOR GRAHAM: That the Public Participation Policy provide criteria for evaluating meeting requests from community groups.

135/17 CARRIED 7/0

INFORMATION: **1. CAO's Report**

R. Leaf advised Council of an upcoming First Nations Consultation workshop; the introduction of the Alberta Government *Act to Strengthen Municipalities* a complimentary Act to the Municipal Government Act; the upcoming IDP Committee meeting; Village of Caroline appreciation luncheon; and the West Country Family Services Association luncheon.

Discussion took place on key components of the *Act to Strengthen Municipalities* including collaboration with indigenous communities, parental leave for municipal councillors, environmental well-being, notification for amalgamations and annexations and ministerial enforcement of directives.

**3. Councillor's Verbal Report**

J. Duncan provided an overview of Canada 150 events and the Voyageur's Rendezvous schedule of events in and around Canada Day. Discussion took place on the need for additional administrative support for events including a pancake breakfast. R. Leaf noted he will discuss with Directors and report back to Council.

Discussion took place on Canada 150 branding opportunities, including canoe sponsorship or community signage.

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

136/17 CARRIED 7/0

**RECESS:** Reeve Alexander recessed the meeting for lunch at 11:54 a.m.

**CALL TO ORDER:** Reeve Alexander called the meeting to order at 12:34 p.m. with the following people present: Councillors Graham, Duncan, Vandermeer, Laing, Maki and Greenwood; Ron Leaf, and Christine Heggart.

K. Greenwood added Third-Party Interest item to the in-camera agenda as J2.  
E. Graham added Third-Party Interest item to the in-camera agenda as J3.

**IN CAMERA:**

**COUNCILLOR DUNCAN:** That Council meets as a Committee of the Whole to discuss Item J1 – Legal and J2 and J3 – Third-Party Interest in camera in accordance with Section 197(2) the Municipal Government Act and Sections 16(1)(a) to (c), 17(1), and 24(1)(a), of the Freedom of Information and Protection of Privacy Act at 12:35 p.m.

**137/17** CARRIED 7/0

**COUNCILLOR MAKI:** That the meeting reverts to an Open Meeting at 1:35 p.m.

**138/17** CARRIED 7/0

**ADJOURNMENT:** **COUNCILLOR MAKI:** That the Meeting adjourns.  
**1:36 p.m.**

**139/17** CARRIED 7/0



REEVE

  
CHIEF ADMINISTRATIVE OFFICER

APPENDIX 'A':



	Balance Dec 31, 2015	Net Change 2016	Projected Balance Dec 31, 2016
Unrestricted surplus	\$ 2,875,717	\$ (2,246,589)	\$ 629,128
Restricted surplus (Reserves):			
Work in Progress	9,015,522	(984,667)	8,030,855
County Facilities	3,268,975	450,000	3,718,975
Tax rate stabilization	9,935,500	4,096,919	14,032,419
Nordegg Development	(2,830,972)	102,026	(2,728,946)
Recreation Facility	164,540	23,025	187,565
NSRP	500,000	-	500,000
High speed internet	2,250,000	1,650,000	3,900,000
Airport	64,500	-	64,500
Fire - capital	1,157,118	1,820,000	2,977,118
Disaster	2,100,000	(100,000)	2,000,000
Regional Fire	41,723	(14,250)	27,473
PW - capital	6,343,184	159,811	6,502,995
PW - paving	8,470,046	-	8,470,046
PW - gravel	4,407,953	-	4,407,953
PW - gravel reclamation	4,391,714	265,319	4,657,033
Resource roads	3,000,000	-	3,000,000
Sewer	6,321,055	-	6,321,055
Leslieville Sewer	-	6,216	6,216
Bridge deficit	2,925,000	(1,400,014)	1,524,986
GIS	76,000	76,000	152,000
West Country Roads	900,000	300,000	1,200,000
ASB	1,660,000	1,000,000	2,660,000
Rental Income Facility Reserve	-	55,000	55,000
SAR Equipment Reserve	-	-	-
	64,161,858	7,505,385	71,667,243
Total	\$ 67,037,575	5,258,796	\$ 72,296,371