

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held December 13, 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:	Earl Graham
	John Vandermeer
	Jim Duncan
	Robert Bryant
	Dick Wymenga
	Case Korver
Municipal Manager:	Ron Leaf
Public Works Manager:	Marshall Morton
Public Works Assistant Manager:	Rick Emmons
Recording Secretary:	Christine Heggart
Mountaineer:	Jessica Jones
IT:	Darrell Philip
IT:	Brad Welygan

F8 b – Ron Leaf requested Council consider adding Enforcement to the In Camera agenda.

**AGENDA
APPROVAL:**

JOHN VANDERMEER: That the December 13, 2011 Regular Meeting Agenda be accepted as amended.

479/11

CARRIED 7/0

**CONFIRMATION
OF MINUTES:**

1. November 29, 2011 Regular Meeting Minutes

EARL GRAHAM: That the Minutes of the November 29, 2011 Regular Meeting be confirmed as circulated.

480/11

CARRIED 7/0

2. November 29, 2011 Public Hearing Minutes

BOB BRYANT: That the Minutes of the November 29, 2011 Public Hearing be confirmed as circulated.

481/11

CARRIED 7/0

PUBLIC WORKS: 1. Surfacing Request - Gimlet

Marshall Morton presented a request from a number of residents that live on or adjacent to R.R.4-3(Gimlet Road) to consider paving this roadway from SW10-40-4-W5 north to NW27-41-4-W5. The reasoning provided for this request is the increased level of industrial activity in the area that is creating concerns road conditions and its effect on vehicles.

Mr. Morton recommended adding the Gimlet Road to agenda for potential joint meeting with Ponoka and Lacombe County. Staff responded to questions on length of road in Clearwater County.

JIM DUNCAN: That Council direct staff to send a response letter outlining that Council will be discussing this Road with both Ponoka County as well as Lacombe County when they meet to discuss other issues in the New Year with our neighboring municipalities.

482/11

CARRIED 7/0

Marshall Morton and Rick Emmons left the meeting.

MUNICIPAL: 4. Wild Rose Public Schools Meeting Request

Ron Leaf presented a request for a meeting with Wild Rose Public Schools Board of Trustees and senior administration to discuss matters of mutual interest and asked to confirm whether the invitation for lunch meeting with Wild Rose Public Schools on Tuesday February 7, 2012 will work for Council.

Mr. Leaf discussed the topics for discussion, including emergency management and school multi-use agreements.

EARL GRAHAM: That Council confirms the meeting date of February 7, 2012 for a meeting with the Wild Rose Public Schools Board of Trustees and senior administration.

483/11

CARRIED 7/0

Darrell Philip and Brad Welygan left the meeting.

MUNICIPAL: 1. Procedural Bylaw

Ron Leaf presented a draft Procedural Bylaw, which provides rules for the orderly proceedings of council meetings. The Municipal Government Act (MGA) 145 (a) and (b) authorizes Council to pass a bylaw in relation to the procedure and conduct of Council, and other bodies established by Council. The County does not currently have a procedure bylaw relying rather on policy or convention to guide or direct Council meetings, hearings, etc. Mr. Leaf noted the intention of the Procedural Bylaw is to formalize current practices.

The proposed bylaw incorporates a number of MGA requirements (e.g. timing of organizational meetings, appointment Reeve/Deputy Reeve) and practices (e.g. Public Hearing processes) providing a legislated basis for many of these practices. The bylaw also proposes to address other issues such as meeting attendance through electronic means or issues concerning conduct during a Council meeting.

Staff responded to questions regarding various sections of the draft bylaw, including: 21.1 – 21.5; 5.10; 6.12 (comma needed between confirms, varies); 9-0 Reeve (add Chair to heading). 14.12; 19; and 20.7.

Staff responded to questions regarding recordings of Council meetings. By consensus, Council agreed to allow electronic recordings except quasi-judicial meetings such as Public Hearings, SDAB etc.

CASE KORVER: That Council directs staff to revise the draft procedural bylaw and bring back to Council for first reading.

484/11

CARRIED 7/0

MUNICIPAL: 3. RPAP Skills Day Funding Request

Ron Leaf presented a request from the Rocky/Clearwater Physician Recruitment and Retention Society who is partnering with Rural Physician Action Plan (RPAP) to bring 55 first year medical students to the Rocky Mountain House area for skills training. This program will expose medical students to rural medicine early in their training and the Society feels this will be a wonderful showcase of our community to future physicians.

The Skills Day will be held in Clearwater County on February 12, 2012. Staff recommended funding up to half of the estimated \$4550.00 cost of the event as there are other potential funding sources.

CASE KORVER: That Council approve funding in the amount of \$2275.00 to the Rocky/Clearwater Physician Recruitment and Retention Society for the purpose of facilitating the RPAP Skills Day event in Clearwater County on February 11th, 2012.

485/11

CARRIED 7/0

MUNICIPAL: 5. Parkland Regional Library Satisfaction Survey

Ron Leaf presented a request from Parkland Regional Library (PRL) to complete their annual satisfaction survey. PRL uses the results of this survey to assist local libraries in their service provision to the municipal population and also releases the results to member municipalities.

Mr. Leaf noted Council's library board representatives, Councillor Bryant and Deputy Reeve Graham, reviewed the survey and submitted their recommended responses. Council discussed whether the survey should include a request that Ron Shepperd attend Council and by consensus Council agreed not necessary.

JIM DUNCAN: That Council authorizes staff to submit the PRL Satisfaction Survey as presented.

486/11

CARRIED 7/0

MUNICIPAL: 6. Caroline Residential Building Disposal

Tyler McKinnon presented disposal options for buildings on property recently purchased (Lot 8 Block 3 Plan 6976ET - 5215 48 Avenue) in Caroline, Alberta. There is currently a mobile home, barn and shed on the lot.

The options for dealing with these buildings include: maintain the buildings on-site, as is; rent the mobile home out to on-site tenants; or, sell the buildings and have the new owner remove them from the site. Mr. McKinnon recommended the sale option, as it requires the least maintenance from the County and clears the buildings off-site in preparation of future development.

Staff responded to a question on timeline for south east recreation grounds expansion, discussion on selling trailer versus renting out trailer.

By consensus, Council agreed to amend the third option and put up for sale the three buildings, with the option available to the purchaser of the trailer to lease the trailer lot.

JIM DUNCAN: That Council direct staff to sell the three buildings independently, with the option for the trailer purchaser to lease the trailer stall with the requirement that the trailer be removed by the purchaser once lease expires.

487/11

CARRIED 7/0

Marshall Morton, Rick Emmons, Erik Hansen, Mike Breunig and Julie Kajner joined the meeting.

MUNICIPAL: 7. West Country Family Services Van Agreement

Tyler McKinnon presented background information on the West Country Family Services (WCFS) wheelchair van which is owned by Clearwater County. This van was originally purchased through a partnership between Clearwater County, the Town of Rocky Mountain House and the Rotary Club.

The the Rotary Club provided some funding for van maintenance. \$11,250.00 funding for this van in their annual Community Services budget. WCFS has not historically needed to access these funds because the Rotary Club was providing money for maintenance. That source of funding is no longer available

Council discussed the van usage and funding.

BOB BRYANT: That Council table West Country Family Services Van Agreement.

488/11

CARRIED 7/0

Tyler McKinnon left the meeting.

PUBLIC WORKS: 1. Sewage Lagoon Update

Rick Emmons presented the proposed location of Clearwater County's new lagoon (SW 34-39-8-W5M). The required native consultation has been completed and SRD stated that they feel it has met the requirements.

A rough design of the lagoon facility has been completed (enough for application to ASRD). An application is expected to be put before Alberta Environment for their review by Feb. 2012. The projected cost estimate for engineering, construction and commissioning is \$6.1 million. This lagoon is the first of its kind in Alberta and possibly Canada.

Mr. Emmons noted the location will provide all weather access, best serves the majority of the volume of effluents being accepted as to reduce hauling costs for the majority of citizenry and is as close to Rocky Mountain House as reasonably practical. This site also has the capability to allow for Rocky to connect into it if their future expansion should so require.

Rick Emmons reviewed the other potential options including: hauling to Sylvan Lake; hauling to Nordegg (with required upgrades as was not designed for volume of hauling); or partnering with the Town of Rocky Mountain House. Additional options included purchasing another property closer to Rocky Mountain House which would add an estimated two years to the construction schedule.

Mike Breunig of MPE reviewed what the lagoon would be designed to treat, the constituents the lagoon would be dealing with, the septage characteristics and how the design of the new sewage lagoon would be able to meet the potential user base.

Mr. Breunig noted the lagoon will be designed for peak loads, will discharge to Prentice Creek (with required water quality analysis) over a 4-6 week period during spring runoff for dilution purposes.

Mr. Breunig responded to questions regarding discharge, the use of "black boxes", alternate design options and costs and the need to deal with a higher volume and concentration of sludges.

Council discussed discharge locations, equipment options, monitoring requirements and open house timeframe.

JIM DUNCAN: That staff be directed to organize a public open house at the County office on January 31 from 2:00 – 8:00 p.m.

489/11

CARRIED 7/0

Mr. Breunig responded to questions regarding moving forward with development for the site and timerames.

BOB BRYANT: That Council approve proceeding with new lagoon at the proposed location of 34-39-8-W5M at the estimated cost of \$6.1 million.

490/11

CARRIED 7/0

Marshall Morton, Erik Hansen, Mike Breunig and Julie Kajner left the meeting. Denniece Crout, Murray Hagan and Marlene Pannenbecker joined the meeting.

CORPORATE SERVICES:

1. Tax Penalty Waiver Request

Denniece Crout presented a request that a late payment of property taxes penalty be waived due to miscommunication when change of ownership occurred. Normally, when a title change occurs it is because the parcel has sold and a new land title is issued by the Provincial Government.

Ms. Crout noted that Clearwater County did not receive a new title for the parcel, therefore penalties were applied. Subsequently staff discovered that not only were there new owners but the parcel no longer existed, thus no new title. Despite these changes, there were no changes to the assessed value, taxes payable or due date for the taxes.

Marlene Pannenbecker responded to questions regarding timing of invoicing and title changes. Ms. Crout responded to question regarding knowledge of miscommunication. Council discussed the taxes being assessed and payable as of January 1.

BOB BRYANT: That Council decline the request to waive the tax penalties.

491/11

CARRIED 4/3

Denniece Crout, Murray Hagan and Marlene Pannenbecker left the meeting.

MUNICIPAL: 2. Safety Audit Results

Marty Bozek presented Clearwater County's 2011 external audit results, in which the County received a 92% rating and reviewed Clearwater County's scores in the various audit areas.

Mr. Bozek noted the auditor reviewed three areas: documentation, staff and tour of the audit and that a score of 80% is required to maintain Certificate of Recognition (COR).

JOHN VANDERMEER: That Council accepts the safety audit results as information.

492/11

CARRIED 7/0

PLANNING: 1. 1st Reading of Bylaw 953/11 – Land Use Amendment

Marilyn Sanders presented a request for first reading of Bylaw 953/11 to amend the Land Use Bylaw for the redesignation of 15.00 acres ± described as a portion of Plan 912-3235, Block 1, Lot 1, PT SE 24-39-08-W5 from Country Residence Minor Industrial District "CRMI" to Country Residence Agriculture District "CRA" for the purpose of consolidating the land with Plan 102-5940. The applicant's intent is to rezone, subdivide and consolidate this 15 acres with the Ron Lepard property to the south, being Plan 102-5940, Block 3, Lot 8.

A recent amendment to the Ferrier-Garth Area Structure Plan ASP under Bylaw 949/11 adopted November 29, 2011 amended the long term direction of the Ferrier-Garth Area Structure Plan as it relates to this land. The amendment allows the westerly 15 acres to be considered for future Country Residence Agriculture District "CRA" development.

Ms. Sanders responded to questions regarding future subdivision potential of the property.

FIRST READING of Bylaw 953/11 was moved by Councillor Vandermeer.

493/11

CARRIED 7/0

INFORMATION: 1. Manager's Reports

Staff responded to questions regarding Find Agreement course offering and Mr. Leaf noted that received a call from ERCB with a request to meet with Council regarding the Reeve's Economic Summit.

CASE KORVER: That the Accounts Payable listing, the Municipal Manager's Report and the Disaster Recovery Program Resident Application Process reports of December 13, 2011 be accepted as information.

494/11

CARRIED 7/0

BOB BRYANT: That the meeting recess for lunch at 12:02 P.M.

495/11

CARRIED 7/0

The Meeting reconvened at 12:44 P.M. with the same people present as noted at the beginning of the meeting including excluding Marshall Morton, Rick Emmons, Darrell Philip and Brad Welygan and including Murray Hagan.

IN CAMERA: 6. In Camera

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

labour – policy amendment and an
enforcement issue.
12:45 P.M.

496/11

CARRIED 7/0

EARL GRAHAM:

That the meeting reverts to an Open
Meeting at 2:30 P.M.

497/11

CARRIED 7/0

MUNICIPAL:

7. West Country Family Services Van Agreement

DICK WYMENGA:

That Council move West Country Family
Services Van Agreement off the table.

498/11

CARRIED 7/0

JIM DUNCAN:

That Council include funds in 2012
budget and that operations be reviewed
by 2012 year end.

499/11

CARRIED 7/0

ADJOURNMENT:
2:40 P.M.

BOB BRYANT:

That the Meeting adjourns.

CARRIED 7/0

REEVE

MUNICIPAL MANAGER