

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held May 23, 2017, in the Clearwater County Council Chambers in Rocky Mountain House.

**CALL TO ORDER:** The Meeting was called to order at 9:00 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	Tracy Haight
Director, Corporate Services	Rodney Boyko
Manager, Finance	Rhonda Serhan
Manager, Infrastructure	Erik Hansen
Director, Public Works	Marshall Morton
Manager, Intergovernmental & Legislative Services	Christine Heggart

Media:	Shaelyn Poteet
	Keanna Nelson

Public:	Cammie Laird
	Dan Warkantin

**AGENDA  
APPROVAL:**

Councillor Laing requested addition of: "Verbal Report - West Country Drug Coalition" as Item I3.

COUNCILLOR VANDERMEER: That the May 23, 2017 Regular Meeting Agenda is adopted as amended.

184/17

CARRIED 7/0

**CONFIRMATION  
OF MINUTES:**

1. May 09, 2017 Regular Meeting Minutes

COUNCILLOR MAKI: That the Minutes of the May 09, 2017 Regular Meeting are adopted as circulated.

185/17

CARRIED 7/0

**PUBLIC WORKS:** 1. Contracted Equipment Rate Review

E. Hansen presented Clearwater County's 2017 rate schedule for construction equipment contracted by Public Works for use in gravel road programs, drainage and ditching work. The rates are based on the Alberta Road Builder's and Heavy Construction Association (ARHCA) 2017 rate schedule guide which remained unchanged from the previous year.

M. Morton responded to questions and explained County rates fluctuate between 75-90% of ARHCA rates due to supply and demand factors. He confirmed that hourly equipment rates are reviewed annually and are not affected by fuel indexing.

COUNCILLOR VANDERMEER: That Council approves the Clearwater County 2017 Contracted Equipment Rate schedule as presented.

186/17

CARRIED 7/0

Rick Emmons and Ted Hickey joined the meeting.

## **2. Range Road 5-1 Maintenance Request**

E. Hansen presented a request from landowners at NE 23 41 05 W5M for the County to assume maintenance and control of an industry access road that provides access to their residential property. The no-exit road, situated on road allowance Range Road 5-1, is no longer used and/or maintained by industry.

E. Hansen noted although the condition of the road's substructure is uncertain, the top structure is in poor condition due to lack of general maintenance.

E. Hansen responded to questions and confirmed approximately 180 meters of this industry road requires maintenance at an estimated cost of \$35,000.

Discussion followed on the initial construction of the road, timing of the residential development and installation of 'no municipal maintenance' signage.

M. Morton noted applicable sections of the Industry Access Road policy that states Council, at its discretion, may approve maintenance/control of an industry road by the County or the landowner. Currently, the policy does not include standards to evaluate and/or determine if a road should be added to the public road inventory. Administration anticipates an increase in landowner requests of this kind and therefore, recommends Council revise the policy to provide options when considering these requests.

Discussion continued on the value of revising the policy and including criteria to determine if an abandoned industry road is in a settled or green area and conditions for assuming County maintenance/control.

COUNCILLOR VANDERMEER: That Council tables the landowner's request for the County to assume maintenance of the portion of road south of the intersection at Range Road 5-1 and Township Road 41-4 pending a review of the Industry Access Road policy.

187/17

DEFEATED 2/5

M. Morton responded to questions and explained Administration anticipates the policy review to take approximately three to five months.

COUNCILLOR LAING: That Council assumes maintenance of the 180 meter portion of road south of the intersection at Range Road 5-1 and Township Road 41-4.

188/17 CARRIED 4/3

189/17 COUNCILLOR GRAHAM: That Council directs Administration to review the Industry Access Road Policy.

CARRIED 7/0

Arnie Taylor, Gary Lewis, Brian Allen and Jerry Pratt joined the meeting.

**3. 9:30 am Delegation – Wastewater System for the Hamlet of Withrow**

M. Morton presented a letter from Arnie Taylor, Withrow Community Association’s Wastewater Representative, requesting Council’s support of a Local Improvement Tax (LIT) for a communal wastewater system in the Hamlet of Withrow.

M. Morton responded to questions and confirmed a recent survey of Withrow residents conducted by A. Taylor indicated less than 2/3 of the residents are in favour of a LIT.

A. Taylor reviewed residents’ concerns with water well contamination, property resale values and soil contamination if a communal system is not installed.

Discussion took place on maintaining Council’s support of requiring a 2/3 majority, as per Municipal Government Act legislation, prior to implementing a LIT on residents. There is concern with all residents paying for a system without a majority.

COUNCILLOR MAKI: That Council receives the information from the Withrow Community Association Wastewater Representatives as presented; and, that Council requests an Administrative report outlining wastewater servicing options and alternatives to applying a Local Improvement Tax to fund wastewater services for the Hamlet of Withrow.

190/17 CARRIED 7/0

Gwen MacGregor and Karen Kantor joined the meeting.  
Arnie Taylor, Gary Lewis, and Brian Allen left the meeting.

**COMMUNITY &  
PROTECTIVE  
SERVICES:**

**1. 10:15 am Delegation – Mountain Rose Women’s Shelter Association**

G. MacGregor, Point-In-Time Coordinator for the Mountain Rose Women’s Shelter Association (MRWSA) presented information on a ‘Point-In-Time Count for Homelessness (PIT Count)’ project to determine the scope of

homelessness in the Town of Rocky Mountain House and Clearwater County.

The PIT Count, scheduled for September 2017, intends to identify the number of people experiencing homelessness and determine service needs of the homeless population in the community.

K. Kantor, Housing Support Services Coordinator, noted the survey results will be submitted to Alberta Rural Economic Development.

COUNCILLOR GREENWOOD: That Council receives the information from Mountain Rose Women's Shelter Association Delegation as presented.

191/17

CARRIED 7/0

COUNCILLOR GREENWOOD: That Council raises the discussion on the reimbursement of development permit fees for telecommunications towers from the table.

192/17

CARRIED 7/0

PLANNING:

**1. Reimbursement of Telecommunications Tower Development Permit Fee**

R. Emmons requested direction from Council on the reimbursement of development permit fees for telecommunications towers paid by landowners since 2014 or, paid in 2017. A total of 18 applications were processed since 2014, representing \$4,700 in fees. One application was processed since 2017, representing \$300 in fees.

Discussion followed and it was noted that reimbursing fees for permits on towers for private use is preferred over commercial use.

COUNCILLOR MAKI: That Council reimburses development permit fees for Telecommunications Towers, paid since 2014, to private individuals upon confirmation of eligibility through an application process; and, that total reimbursement costs, transferred from Contingency, are not to exceed \$4700.

193/17

CARRIED 7/0

CORPORATE  
SERVICES:

**1. Letter to Municipal Affairs Regarding Uncollected School Tax**

R. Serhan reported that Leduc County is requesting Municipal Affairs reimburse or credit their Alberta School Foundation Fund (ASFF) requisition for uncollectable provincial education tax, paid by the municipality on behalf of oil and gas companies that have ceased operations and/or claimed bankruptcy.

R. Serhan explained the province requisitions ASFF tax amounts from rate payers and uses municipalities as agents to collect and submit the amounts to the province. If amounts are uncollectable by the municipality, it would be logical that these amounts are refunded by the province.

R. Serhan stated Clearwater County currently has \$45,000 deemed uncollectable, in addition to \$19,000 previously written off, in ASFF amounts. Because the amounts are collected on behalf of the province, with no benefit to Clearwater County rate payers, Administration recommends the County follow Leduc County's example and make the same request.

Discussion took place the potential for a resolution on this issue to come forward for consideration at the Alberta Association of Municipal Districts and Counties Fall convention.

COUNCILLOR GRAHAM: That Council requests Administration draft a letter to Municipal Affairs requesting to discuss the reimbursement or credit of Alberta School Foundation Fund tax requisitions for school taxes that are uncollectable by Clearwater County.

194/17

CARRIED 7/0

**2. Financial Software**

R. Serhan reported that Administration compared costs and functionality of the current finance software program to a new program, 'TownSuite Municipal Software', and suggests moving forward on purchasing the new software in 2017 for implementation on January 1, 2018. The current financial software no longer meets the organization's needs for financial reporting and integrated job costing, maintenance and support costs are increasing, and required upgrades to improve the software are costly.

R. Boyko stated \$70,000 was allocated in the 2017 budget for upgrading the current software, however Administration suggests purchasing new software with additional funds from Contingency to take advantage of a limited time offer for discounted pricing, allow for a smoother transition period and minimize customer service disruption.

COUNCILLOR GRAHAM: That Council authorizes up \$100,000 from the 2017 Contingency budget for the purchase of 'TownSuite Municipal Software'.

195/17

CARRIED 7/0

Theresa Stevens joined the meeting.

**MUNICIPAL:**

**1. 11:00 am Delegation: Telus**

T. Stevens, General Manager, Telus Alberta South, reported on Telus' plans for mobility and broadband services, recent tower installation in Rocky Mountain House, and the Telus Smart Hub device for wireless internet service.

T. Stevens responded to questions and discussion followed on wireless and fibre technology and the increasing demands for data from end-users that drives technology.

COUNCILLOR GREENWOOD: That Council receives the information from the Telus Delegation as presented.

196/17

CARRIED 7/0

CORPORATE  
SERVICES:

3. Operating Line Borrowing Bylaw 1024/17

R. Serhan presented Operating Line Borrowing Bylaw 1024/17, to authorize an operating line of credit (OLC) with ATB Financial, for Council's consideration.

R. Serhan explained the OLC is for a maximum of \$5,000,000, at a borrowing cost of ATB Prime Rate, only if accessed. ATB Financial requires annual renewal terms, therefore bylaw advertisement is not required as per MGA Section 256.

R. Serhan responded to question and confirmed the OLC has only been accessed once in the past seven years.

COUNCILLOR DUNCAN: That Council grants first reading of Operating Line Borrowing Bylaw 1024/17.

197/17 CARRIED 7/0

COUNCILLOR MAKI: That Council grants second reading of Operating Line Borrowing Bylaw 1024/17.

198/17 CARRIED 7/0

COUNCILLOR VANDERMEER: That Council considers third reading of Operating Line Borrowing Bylaw 1024/17.

199/17 CARRIED 7/0

COUNCILLOR MAKI: That Council grants third and final reading of Operating Line Borrowing Bylaw 1024/17.

200/17 CARRIED 7/0

MUNICIPAL: 1. Caroline HUB Community Centre and South East Recreation Grounds Tour

Discussion took place on potential dates for Council to tour the Caroline HUB Community Centre and South East Recreation Grounds.

COUNCILLOR GRAHAM: That Council schedules a tour of the Caroline HUB Community Centre and South East Recreation Grounds for June 27.

201/17 CARRIED 7/0

2. Proposed Meeting Dates

Discussion took place on scheduling an industry meeting with Repsol Oil & Gas Inc., as per their request, to receive industry updates and address any questions or concerns Council may have.

Discussion took place on scheduling a joint council meeting with Town of Rocky Mountain House and Village of Caroline Councils, as recommended in the 'Stronger Together Agreement'.

202/17

COUNCILLOR VANDERMEER: That Council schedules an industry meeting with Repsol Oil and Gas Canada Inc. representatives on a regular council meeting date.

CARRIED 7/0

COUNCILLOR GREENWOOD: That Council schedules a Special Council Meeting with the Town and Village Councils for June 29; and, that the meeting date is advertised in accordance with the Procedural Bylaw and Municipal Government Act.

203/17

CARRIED 7/0

INFORMATION:

1. CAO's Report

R. Leaf presented the CAO's report and reviewed upcoming meeting dates and noted the Agenda and Priorities meeting, scheduled for June 19, will follow a 'workshop' format.

He reported that Administration is scheduled to meet with O-Net's Assistant General Manager to discuss O-Net's experience with business planning, community engagement and network management process related to fibre deployment.

He also noted that Administration is monitoring the potential for flooding and ensuring Clearwater Regional Emergency Management Agency staff are in place because of Environment Canada's weather alert issued this morning. Council will receive updates via email.

2. Councillor's Verbal Report

Councillor Laing reported on West Country Dug Coalition's recent activities and operation.

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

204/17

CARRIED 7/0

**IN CAMERA:**

COUNCILLOR VANDERMEER: That Council meets as a Committee of the Whole to discuss Item J1 – Third-Party Interest – Telus 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 11:47 am.

COUNCILLOR DUNCAN: That the meeting reverts to an Open Meeting at 12:51 pm.

**205/17**

CARRIED 7/0

**ADJOURNMENT:  
12:51pm.**

COUNCILLOR MAKI:

That the Meeting adjourns.

**206/17**

CARRIED 7/0



REEVE



CHIEF ADMINISTRATIVE OFFICER