

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held March 8, 2016 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:	Pat Alexander
Councillors:	Earl Graham
	John Vandermeer
	Jim Duncan
	Kyle Greenwood
	Theresa Laing
	Curt Maki
Chief Administrative Officer:	Ron Leaf
Director, Public Works:	Marshall Morton
Director, Community Services:	Ted Hickey
Recording Secretary:	Tracy Haight
Staff:	Kate Reglin
	Jerry Pratt
Media:	Laura Button
	Slyvana Crosby
Public:	Fred Blair

**AGENDA  
APPROVAL:**

Marshall Morton added a verbal update on road bans as Item D3.  
Reeve Alexander added Canadian Arctic Aviation Tour 2017 as Item H5.

**COUNCILLOR MAKI:** That the March 8, 2016 Regular Meeting Agenda be accepted as amended.

**082/16**

**CARRIED 7/0**

**CONFIRMATION  
OF MINUTES:**

**1. February 23, 2016 Regular Meeting Minutes**

**COUNCILLOR DUNCAN:** That the Minutes of the February 23, 2016 Regular Meeting are accepted as circulated.

**083/16**

**CARRIED 7/0**

**PUBLIC WORKS: 1. Policy Review – Hiring of Equipment Guidelines**

Marshall Morton reviewed the proposed amendments to the County's Hiring of Equipment Guidelines policy. The outlined changes are proposed to ensure consistency with the new Grader Maintenance Contract policy and outline how the County will hire contractors.

Discussion took place and additional amendments to the policy were noted as follows:

- Clarify procedures for reporting on hired equipment;
- Define "staff";
- Include best management practices to mitigate the transfer of weeds and clubroot by equipment and swamp mats.

Mr. Morton confirmed that Administration will present a final draft policy for Council's approval.

COUNCILLOR DUNCAN: That Council accepts the amendments to the Hiring of Equipment Guidelines Policy as discussed.

084/16

CARRIED 7/0

Christine Heggart, Keith McCrae, and Tina McCallum joined the meeting.

**2. DRAFT Policy – Grader Maintenance Contracts**

Marshall Morton reviewed the draft Grader Maintenance Contracts policy that establishes Council's requirements and expectations relating to the fair distribution and award of grader maintenance contracts to eligible contractors.

Discussion took place and it was noted that Procedural Item 6 requires further clarification and that an additional procedural item to address operator qualifications is required.

Mr. Morton confirmed that Administration will present a final draft policy for Council's approval.

COUNCILLOR GRAHAM: That Council accepts the draft Grader Maintenance Contracts policy with amendments as discussed.

085/16

CARRIED 7/0

**3. Verbal Update: Road Bans**

Marshall Morton stated that road bans on local surfaced roads are effective Friday, March 11. Road bans on gravel roads will take effect as required.

COUNCILLOR GRAHAM: That Council receives the information as presented.

086/16

CARRIED 7/0

Matt Martinson and Sergeant Terri Miller joined the meeting.

**COMMUNITY  
& PROTECTIVE  
SERVICES:**

**3. Condor Community Centre Grant Request**

Jerry Pratt presented an application for grant funding from the Condor Community Centre Association (Association). The Association requests approximately \$4000 for exterior building repairs, parking lot drainage, and interior refurbishing.

Fred Blair, representative from the Association, explained that the Association's priorities are to fix the parking lot drainage issue and replace the back entrance door.

He presented photographs of the building and parking lot conditions. He noted concerns with the structural integrity of the building due to moisture damage from pooling water and drainage. He also noted concerns with building and property security due to the faulty back entrance door.

Mr. Blair responded to questions from Council and stated that the estimated replacement cost for the back entrance door is \$6,500.

Discussion took place and the following recommendations were noted:

- That the Association obtains a complete building inspection;
- That Public Works inspects the parking lot and drainage ditch;
- That the Association establishes a three to five year sustainability plan; and,
- That the Association resubmits the grant funding application based on information received from the inspections.

COUNCILLOR DUNCAN: That Council postpones the Condor Community Centre Association's grant funding request pending receipt of new application for funding based on recommendations as discussed.

087/16

CARRIED 7/0

Fred Blair left the meeting.

**PLANNING:**

**1. 9:30 A.M. Delegation: Parkland Community Planning, Tina McCallum – Rocky Mountain House Airport Development Plan**

Tina McCallum, Planner Parkland Community Planning Services, presented the Rocky Mountain House CYRM Airport Development Plan on behalf of the Rocky Mountain House Airport Commission. She explained the Plan's intent, development considerations and concepts, proposed land use and overlay districts, and outlined the application and permit process.

Ms. McCallum responded to questions from Council and explained that the location of existing wetlands limits expansion to the North West. The Plan adheres to all wetland setbacks and buffers as per regulations and provides guidelines that facilitates future development of infrastructure. She reviewed public and stakeholder comments and noted that all issues of concern were addressed.

COUNCILLOR VANDERMEER: That Council adopts the Rocky Mountain House CYRM Airport Development Plan dated February 2016.

088/16

CARRIED 7/0

**2. First Reading: Bylaw 1014/16 Land Use Amendment**

Keith McCrae, on behalf of Clearwater County, presented an application to amend the land use bylaw to designate all lands within the Airport Boundary to the Public Airport District "PA"; and, apply the Airport Vicinity Overlay District to lands adjacent to the Airport, as described in the Bylaw 1014/16 Schedule "A", containing approximately 962 acres, for the purpose of consistency with the "Rocky Mountain House CYRM Airport Development Plan".

Mr. McCrae reviewed the proposed amendments to the land use bylaw that provides details of permitted and discretionary uses; clarifies definitions; addresses setbacks; and, outlines procedures for development permit applications.

He noted that the amendments provides Rocky Mountain House Airport Commission with direction for the approval of development and that the

County will only accept development permits that have been endorsed by the Airport Commission.

The amendments also outline lands affected by the Public Airport District, Overlay District, and the Airport Vicinity Overlay District. Mr. McCrae noted that as per Federal regulations, lands within the Airport Vicinity Overlay District are protected from uses incompatible with the operation and future development of an airport. The lands would also remain zoned Agriculture District "A".

Mr. McCrae confirmed that an Open House was held on October 29, 2015; ads were placed in newspapers prior to; and information letters were delivered to adjacent landowners.

COUNCILLOR GRAHAM: That Council grants first reading to Bylaw 1014/16.

089/16

CARRIED 7/0

Keith McCrae and Tina McCallum leave the meeting. Staff Sergeant Mark Groves, Constable Carmen Dutz, Gary and Donna Beagle join the meeting.

**COMMUNITY  
& PROTECTIVE  
SERVICES:**

**1. 10:30 A.M. Delegation: Rocky Mountain House & Rimbey RCMP Detachment Commanders**

RCMP Staff Sargent (S/Sgt.) Mark Groves, Rocky Mountain House Detachment, and Constable (Const.) Carmen Dutz, Rimbey Detachment, reviewed RCMP initiatives and programs over the last year for each of the respective detachments. S/Sgt Groves and Const. Dutz noted objectives have met and/or exceeded expectations. The detachments are currently developing strategies for future initiatives and requested that Council report any concerns from local residents.

Discussion took place on the effective measures taken to enhance law enforcement services and target local crime in the area. S/Sgt. Groves and Const. Dutz acknowledged the positive working relationship between the detachments and Clearwater Highway Patrol.

COUNCILLOR GREENWOOD: That Council receives the information as presented.

090/16

CARRIED 7/0

**4. Taimi Hall Grant Request**

Jerry Pratt presented an application for grant funding from the Taimi Community Hall Association (Association). The Association requests approximately \$21,500 for building demolition and land reclamation.

Gary and Donna Beagle, representatives from the Association, explained that the dilapidated building has not been used in the last seven years and that the Association is no longer active. The building is located on leased property adjacent to two acres of land owned by the Association.

Discussion took place on transferring the land title for the two acres owned by the Association to the County to cover the costs of demolition and reclamation. Administration will investigate options and report to Council.

COUNCILLOR MAKI:

That Council postpones the Taimi Hall Grant Request pending further information.

091/16

CARRIED 7/0

Alison Ronson joined the meeting. Gary and Donna Beagle left the meeting.

**AG SERVICES  
& LANDCARE:**

**1. 11:00 A.M. Delegation: Canadian Parks and Wilderness Society – Alison Ronson**

Matt Martinson introduced Alison Ronson, Executive Director, Canadian Parks and Wilderness Society (CPAWS) Northern Alberta, to Council.

Ms. Ronson provided a Power Point presentation, "The Conservation Blueprint and Headwaters: Protected Areas and Clearwater County" to Council. She stated that CPAWS, a non-profit conservation organization that focuses on protecting public lands and water, along with the Yellowstone to Yukon Initiative (Y2Y), proposes the designation of a Wildland Provincial Park in the Bighorn Backcounty area.

Discussion took place on concerns with the provincial government's issues with park management, funding for designated trail development, and park enforcement operations.

COUNCILLOR VANDERMEER: That Council receives the information as presented.

092/16

CARRIED 7/0

**RECESS:**

Reeve Alexander recessed the meeting for lunch at 12:35 P.M.

The Meeting reconvened at 1:11 P.M. with the following people present: Councillors Maki, Duncan, Vandermeer, Greenwood, Graham and Laing; Ron Leaf, Tracy Haight, Ted Hickey, Sgt. Terri Miller, Whitney Wedman, Marshall Morton, Jerry Pratt and Laura Button.

**COMMUNITY  
& PROTECTIVE  
SERVICES:**

**5. Clearwater Regional Tourism Update**

Jerry Pratt reported on the outcome of the Tourism Business Forum, hosted by Clearwater County on January 28, 2016. The forum was well attended by tourism business operators and the Regional Tourism Group (representatives from the Town, Village, and Nordegg Chambers of Commerce and Town, Village, and County administration). Information on current tourism activities were shared and opportunities for tourism services were identified.

Participants also discussed the use and/or development of public/crown land by tourism businesses. Consequently, the Regional Tourism Group met with representatives from Alberta Culture and Tourism and Alberta Environment and Parks and learned that capital development on crown land is not allowed, however recreational activity is encouraged. Future meetings with the provincial government to discuss potential tourism opportunities on crown land are scheduled.

The Regional Tourism Group also hosted an education session for tourism operators from Travel Alberta. Travel Alberta will also provide assistance and resources for the development of tourism in the area.

Discussion took place on extending invitations to Sunchild, O'Chiese, and Bighorn First Nations to participate in the Regional Tourism Group and in regional economic development initiatives.

COUNCILLOR DUNCAN: That Council extends an invitation to Sunchild, O'Chiese, and Bighorn First Nations to participate in the Regional Tourism Group and regional economic development initiatives.

093/16

CARRIED 7/0

COUNCILLOR MAKI: That Council receives the information as presented.

094/16

CARRIED 7/0

Jerry Pratt left the meeting.

**2. Administrative Review of Vacant Community Peace Officer Position and Amended Highway Patrol Vehicle Replacement Schedule.**

As per Council's request made during budget review, Ted Hickey provided an overview of the Community Peace Officer (CPO) program. Mr. Hickey reviewed Clearwater County Highway Patrol's roles and responsibilities relating to municipal infrastructure protection, enforcement, community relations and public education, and assistance with West County management. Mr. Hickey also reviewed 2015 statistics relating to CPO activities as well as statistics relating to industrial road use .

Discussion regarding whether filling the vacant position is required in light of the economy and decreased industrial activity, hours of patrolling and the expansion of Sgt. Miller's time relating to regional emergency management.

COUNCILLOR VANDERMEER: That Council maintains a four position CPO staff level.

095/16

DEFEATED 5/2

COUNCILLOR GREENWOOD: That Council approves filling the vacant CPO position.

096/16

CARRIED 5/2

Discussion took place on the replacement of a CPO vehicle. Council inquired on what cost savings could be realized by replacing the existing Tahoe vehicle with a pickup truck style. Administration will report cost comparisons to Council.

COUNCILLOR GREENWOOD: That Council postpones the CPO vehicle replacement pending cost comparison information.

097/16

CARRIED 5/2

Ted Hickey, Whitney Wedman, Sgt. Terri Miller, and Marshall Morton left the meeting.

MUNICIPAL:

**1. Strategic Transportation Infrastructure Program Consultation Session**

Ron Leaf stated that a Strategic Transportation Infrastructure Program (STIP) consultation session, with Alberta Transportation, is scheduled for March 15 during the Alberta Association of Municipal Districts and Counties Spring 2016 Convention. Administration requests direction so as to finalize registration for two delegates.

Ron Leaf indicated Marshall Morton's availability to attend.

Councillor Maki indicated his availability to attend.

COUNCILLOR DUNCAN: That Council authorizes the Director of Public Works and Councillor Maki's attendance at the STIP consultation session on March 15.

098/16

CARRIED 7/0

**2. Rural Physician Action Plan – Letter of Support Request**

Ron Leaf stated that Health Workforce for Alberta requests a letter of support for the Rural Physician Action Plan's (RPAP) contribution to the community. The group offers support and programs to enhance rural medical services through the education, attraction, recruitment, and retention of physicians. RPAP is currently under review by Alberta Health.

Discussion took place on informing the Rocky – Caroline – Clearwater Physician Recruitment and Retention Society of RPAP's request and the possible outcome of Alberta Health's review leading to decreased funding or closure of the RPAP.

COUNCILLOR DUNCAN: That Council postpones endorsement of the Rural Physician Action Plan's letter of support pending a review and comment by the Rocky – Caroline – Clearwater Physician Recruitment and Retention.

099/16

CARRIED 7/0

**3. Council Internet and Succession Planning Workshop**

Ron Leaf inquired on suitable dates to hold an educational workshop on Internet Technologies and Chief Administrative Officer (CAO) Succession Planning.

The Internet Technologies session, conducted by Brian Olafson, Alberta Rural communications Alliance (ARCA) consultant, will provide information on the various options that are available to facilitate improved broadband service and review industry challenges.

The CAO Succession Planning session, conducted by James Davies, DCG Consulting, will provide information on the opportunities and challenges with CAO succession planning and also identify CAO qualities, credentials, and required experience.

Discussion followed and April 1, 8, and 11 were identified as available dates. Administration will confirm consultants' availability and report to Council.

COUNCILLOR GRAHAM: That Council receives the information as presented.

100/16

CARRIED 7/0

**4. AAMDC 2016 Resolutions – Verbal Report**

Ron Leaf provided background information and administrative comments on the AAMDC Spring 2016 Resolutions.

Discussion took place on Resolution 5-16S for the reinstatement of the provincial 2014 Agricultural Opportunity Fund increase that was allocated for agricultural research and forage associations. Agricultural research and forage associations are beneficial to agricultural producers and without reliable funding, producers are not receiving valuable support.

Discussion took place on Resolution 7-16S for the Wildlife Damage Compensation Program. The Provincial Agriculture Service Board also intends to submit recommendations for this program as it does not address compensation for crop/swath damage by wildlife. Consideration should also be given to obtaining additional funding sources for this program.

Discussion took place on Resolution 9-16S for legislation and financial assistance in maintaining secure access to natural gas pipelines for rural municipalities and gas co-ops.

Discussion took place on Resolution 12-16S for provincial funding for school resource officers. Lobby efforts from school boards would be more effective on this issue.

COUNCILLOR GRAHAM: That Council receives the AAMDC Spring 2016 Resolutions Review as information.

101/16

CARRIED 7/0

**5. 2017 Canadian Arctic Aviation Tour**

Reeve Alexander presented a request from the Canadian Arctic Airshow Tour Society for a letter of support for endorsement of the 2017 Canadian Arctic Aviation Tour. The tour is in celebration of Canada's 150 anniversary and will bring airshows to various locations in the Yukon, Northwest Territories, Nunavik, Nunavut, and Nunatsiavut.



COUNCILLOR GRAHAM:

That Council provides a letter of support for the 2017 Canadian Arctic Aviation Tour.

102/16

CARRIED 7/0

**INFORMATION:**

**1. CAO's Reports**

Ron Leaf reviewed upcoming events and programs. He noted that Councillor Graham and Administration will meet with RCMP Sgt. Jim Lank, Sundre Detachment, on March 24 to discuss the detachment's performance goals for 2016/17. He noted that Council's Agenda and Priorities meeting is scheduled for April 18.

Rudy Huisman provided an update on the Technology and Information Management Systems department's progress with migrating data to the new server. It is anticipated that the new environment will provide greater stability compared to the old server which was damaged by a lightning strike and a network virus.

Discussion took place on Administration reviewing the capabilities of accounts payable reporting so as to include more detail.

COUNCILLOR VANDERMEER:

That Council receives the CAO Report, Public Works Director's Report, the Accounts Payable listing and Councillors' Remuneration as information.

103/16

CARRIED 7/0

**ADJOURNMENT:**  
**3:30 P.M.**

COUNCILLOR MAKI:

That the Meeting adjourns.

104/16

CARRIED 7/0

  
REEVE

  
CHIEF ADMINISTRATIVE OFFICER