

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held March 29, 2011 in the County Office at Rocky Mountain House.

CALL TO ORDER: The Meeting was called to order at 9:02 A.M. by Reeve Alexander with the following being present:

Reeve:	Pat Alexander
Councillors:	Robert Bryant
	Dick Wymenga
	John Vandermeer
	Case Korver
	Jim Duncan
	Ron Leaf
Municipal Manager:	Marshall Morton
Public Works Manager:	Rick Emmons
Public Works Assistant Manager:	Erik Hansen
Public Works Construction Foreman:	Terri Miller
Highway Patrol Officer:	Ron Mclvor
Highway Patrol Officer:	Travis Bartsch
Highway Patrol Officer:	Mike Haugen
Community/Protective Services Manager:	Darrell Philip
IT:	Christine Heggart
Recording Secretary:	Jessica Jones
Mountaineer:	

AGENDA

APPROVAL: BOB BRYANT: That the March 29th, 2011 Regular Meeting Agenda be accepted as amended.

Bob Bryant added Westview Lodge Update to in camera agenda
Pat Alexander added a committee report to regular meeting agenda

122/11 CARRIED 6/0

**CONFIRMATION
OF MINUTES:**

1. March 8, 2011 Regular Meeting Minutes

DICK WYMENGA: That the Minutes of the March 29th, 2011 Regular Meeting be confirmed as circulated.

123/11 CARRIED 6/0

Highway Patrol Officer Terri Miller introduced new Highway Patrol Officer Travis Bartsch and Mr. Bartsch introduced himself to Council.

Terri Miller, Ron Mclvor, Mike Haugen and Travis Bartsch left the meeting.

PUBLIC WORKS: 1. Public Works Manager's Report

Marshall Morton presented the March 29th, 2011 Public Works Manager's Report to Council.

Road Bans

Effective yesterday at noon Clearwater County has placed road bans on its surfaced roads that are not constructed to a ban free structure. Gravel roads will only be banned on a as required basis.

Gravel Pits

The work in the Martin Pit (Clearing) has been completed in preparation of the moving of the Rocky Gas Coop pipeline to the perimeter of the pit.

Water/Wastewater

Staff anticipate the commission of the Nordegg lagoon by the end of April. The commissioning of the Nordegg lagoon has been delayed a few weeks due to mechanical issues with one of the lift station pumps.

Repairs of the Condor lift station genset have been completed and the genset is back in standby readiness should the power go out in condor.

Just reminder for Councilor Wymenga and Reeve Alexander that we have scheduled a meeting with the residents of Withrow to discuss the sewer options on April 6, 2011 @ 7:30pm. We will meet at the Church in Withrow.

Grader Beats

The grader tenders for Beat 504 and 507 have been advertised and the closed date is March 23, 2011. The agenda item for the award of this tender is included in this agenda package as D 3 and D4.

Access Roads

The contractor(Robin Trucking Ltd.) working on the access road to SW 28-37-4-W5 (Hoven Access) has completed the road work and has met all of the requirements of their contract. The County will go in and finish the cleanup, placement of topsoil and final graveling of this access road.

Gravel Road Rehab

The tender for the grading work on TWP 40-1A (Chicken Ranch Road) has been advertised and closed on March 16, 20011 @ 2:00pm. The agenda item for the award of this tender is included in this Agenda Package as D6.

Current Road Bans:

Percentage Axle Weights for Highways are:

HIGHWAY #	LOCATION	AXLE WEIGHT
Angle Road Twp Rd 38-0	From Hwy 22 East to Arbutus Road Rge Rd 6-3	
Arbutus Rd RR 6-3 & 6-1	From Hwy #11 to Butte Hall Rd	
Airport Road Access	From Twp Rd 40-0 North 2.8 Kms	
Airport Rd TWP RD 40-0	From Taimi Rd to Highway #22	
Alhambra Rd RR 5-4	From Hwy #11 to SH598	
Beaver Flats Rd RR 6-0	From Hwy #598 to Hwy #12	
Bunch Road Rge Rd 5-4	From Hwy #598 north to Twp Rd 40-0	
Burnstick Lake Rd RR 6-3	From Hwy #54 to 9 km south	
Buster Creek Rd RR 8-0	From the end of Hwy #756 north 6 KM to Twp Rd 41-	
0A	100%	
Buster Creek Rd RR 8-0	From Twp Rd 41-0A north 13 KM to end of chip seal	
Caroline North RR 6-1	From Hwy #54 north 10.5 kms to Butte Hall Rd Twp	
Rd 37-3	75%	
Caroline South Rd RR 6-1	From the Village of Caroline south to extension of	
#587	90%	
Chicken Ranch Rd RR 7-3A	From Hwy #11 north for 1.5 km TWP RD 40-1A	
Condor Rd RR 4-5	From Hwy #11 to Condor	
Cougar Ridge Twp Rd 38-5	From Hwy752 east ¼ mile Cougar Ridge Access Rd &	
Subdivision	75%	
Crammond Rd TWP RD 35-4	From Hwy #22 east for 8 km	
Everdell Rd RR 7-3	From Prairie Creek (Hobbs) Road north to Hwy #752	
Golf Course Rd TWP RD 39-5	From Hwy #11A east to the golf course	
James River Rd RR 5-3	From James River Store on Hwy #587 south to Bridge	
North Fork Rd RR 9-1	From Hwy #752, north 8 km	
Old 11A TWP RD 39-3	From Junction Hwy #11A west to the gravel	
Old Dovercourt Rd	From Hwy #11 for 1 km south RR 7-1 & east TWP RD	
	75%	
Oras Rd RR 6-3	From Hwy #12 north to Esso Plant	
Oras Rd RR 6-3	From Junction Hwy #598 north to Hwy #12	
Oras Rd RR 6-3	From Junction Hwy #11 north to Hwy #598	
Prairie Ck Rd (Hobbs Rd) TWP RD 38-0	From Junction of Hwy #22 west to Hwy #752	
Rainbow Ford Rd TWP RD 39-3	From Town/County Bndry east to the Taimi Road	
Rainy Creek Rd TWP RD 40-0	From Hwy #761 east to the County Boundary	
Red Deer River Access Rd	From County Boundary west for 10 km	
Sunchild Road	From Hwy 11 North to Sunchild Store	
Sunchild Road	From Sunchild Store to Nordegg River Road	
Tiami Rd RR 6-5	From Hwy 11 to Twp Rd 40-0	
Wall Street Rd RR 4-3	From Hwy #11 south to County Boundary	
Withrow Rd RR 4-3	From Hwy #11 to Rainy Creek Road	
#587 Extension TWP RD 34-4	From Hwy #22 west to Caroline South Road	
#752 Access TWP RD 39-2	From Hwy #11 to Hwy #752	
Dead End Gravel Road TWP RD 40-4	Gravel - From NE Corner of 20-40-8-W5 west to end	
of road	50%	
Chungo Road	Gravel-From 13-42-17-W5M to SE-33-42-17-W5M	

Staff responded to questions received from Council regarding Nordegg Lift Station.

Council requested the April 6th meeting with Withrow residents be changed. Council also discussed need to amend summer fuel costs. Staff advised fuel prices would be monitored and a report brought back to Council in late May.

BOB BRYANT: That the Public Works Manager's Report of March 29th, 2011 be accepted as presented.

CARRIED 6/0

Darrell Phillip left the meeting.

PUBLIC WORKS: 2. Draft Minor Works and Water (NWPA) Regulations Information

Rick Emmons advised that the Federal Government is reviewing the Navigable Waters and Protection Act and have asked for input from local and provincial authorities.

Administration has drafted a response illustrating Clearwater County's concerns with NWPA's current practices and is bringing it forward to ensure it accurately reflects council's views.

Council discussed navigable waters act and that changes to the legislation are needed.

JIM DUNCAN: That Council approves the draft letter proposing changes to the Navigable Water and Protection Act as presented.

CARRIED 6/0

PUBLIC WORKS: 3. Grader Maintenance Tender – Grader Beat #504

Marshall Morton presented that Clearwater County received six (6) valid bids on the grader beat #504 tender. This beat is for a three year (3 yr.) term beginning April 15, 2011.

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.

DICK WYMENGA: That Council approves awarding the Grader Beat contract to the low bidder - Ron's Grader Service - \$89.00 Per Hour.

CARRIED 6/0

PUBLIC WORKS: 4. **Grader Maintenance Tender – Grader Beat #507**

Marshall Morton presented that Clearwater County received six (6) valid bids on the grader beat 507. Five bids were been received on the above noted tender.

Council discussed age of graders and Council's policy that graders need to be six years old or newer.

CASE KORVER: That Council accepts this information and approves awarding the Grader Beat contracts to the low bidder- Ogopogo Graders Ltd - \$89.98 per hour

CARRIED 6/0

Leanne Murray joined the meeting.

PUBLIC WORKS: 5. Policy Review – Seismic Vibrosis Operations

Marshall Morton presented that as part of an ongoing review of policy, administration identified a few changes to the Seismic Vibrosis Operations Policy for Council’s consideration.

The Seismic Vibrosis policy was implemented in April, 1989 and recommended changes include the Effective Date and Revised Date headings, adding “or his/her designate” and wording changes to the traffic hazard clause c) and that written approval from Clearwater County is needed to cross paved or oiled roads and approaches.

Council discussed the hours of operations of Oil and Gas activities and that road signage needs to be both “adequate and proper” signage.

Staff answered questions from Council regarding road crossing and required permissions.

JOHN VANDERMEER: That Council accepts the Seismic Vibrosis policy as amended.

128/11 CARRIED 6/0

PUBLIC WORKS: 6. Chicken Ranch Road Tender Award

Erik Hansen presented information regarding the Chicken Ranch Road retendering, covering the area from Highway 756 east 3.3 Km.

The tender opening was held on March 16, 2011 at 2:00 p.m. for the work outlined above and Clearwater County received 5 tenders, with Prentice Creek Contracting Ltd. having the low Valid Tender. The cost for this project came \$12,411.54 under the estimated budget amount of \$600,600.00.

Administration originally tendered this project in late August 2010 and upon reviewing the tender results Council decided not to award this project due to the low bid coming in \$69,000.00 over estimate amount of \$508,700.00 and low bidder turnout and a late season tender release. Council approved tendering this project again in the spring of 2011.

Council requested clarification on contract items, such as: the road structure, erosion control, bid costs and contingency costs and “signing bonus” which was identified as a safety and signage bonus.

JOHN VANDERMEER: That Council approves awarding the Chicken Ranch Road Tender to Prentice Creek Contracting Ltd.

129/11 CARRIED 6/0

Marshall Morton, Rick Emmons and Erik Hansen left the meeting.

FINANCE: 1. Accounts Payable Listing

Council reviewed the Open Payable Report for March 22nd, 2011 which was previously sent to Council.

Staff answered questions on MR/TA item.

JIM DUNCAN: That Council accepts the Accounts Payable Listing as information.

130/11 CARRIED 6/0

Mike Haugen joined the meeting.

FINANCE: 2. Salary/Benefits, Staff Satisfaction Surveys

Murray Hagan presented the proposal to conduct a salary and benefits review, along with employee satisfaction survey. Mr. Hagan discussed Council’s reaffirmation of a County’s core value regarding staff development and being viewed as an employer of choice.

In 2008, a comparative salary survey was performed and the results allowed Council to be informed as to how competitive Clearwater County salary levels were in comparison to the local and regional labour market. Council opted to go with the 65th percentile compared to other organizations and 2009 salaries were adjusted accordingly to reflect this decision, and wage bands were specified for all positions.

Council discussed the rationale behind the current wage and salary grid.

Further discussion occurred regarding succession planning, market competitiveness and history regarding how percentile decisions were used in the past.

JIM DUNCAN:	That Council approves management to proceed with the salary/benefits and staff satisfaction surveys.
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131/11	CARRIED 6/0
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Cammie Laird and Patrick Oslund joined the meeting.

MUNICIPAL: 1. Municipal Manager’s Report

Ron Leaf presented the Municipal Manager’s Report for March 29th, 2011.

1. Luncheon for former Councillors – In the past Council has hosted a luncheon for all former Councillors and made a presentation to the former Councillors from the previous term. Mr. Leaf spoke with Larry Kowatch this past week and Larry and Bonnie will be returning to RMH around April 20. Mr. Leaf asked if Council wishes to host the former Councillor luncheon on April 26, May 10 or an alternate date.

By consensus, Council chose April 26th as the date for the luncheon with all former Councillor, subject to Larry Kowatch, Dwight Oliver and Ken Qually being available.

2. FCM Registration – the early bird deadline is March 31. Mr. Leaf asked Council to get FCM session registrations to Christine by March 30th.

3. Meeting with WRSD Board
The Wild Rose School Division Board confirmed attendance at Council’s April 12 meeting, which will include a joint lunch. The proposed agenda topics are:

- Joint Use Agreement – the current agreement was last updated in early 2000s. Details use by school of recreation facilities (e.g. arena) and public’s use of school facilities
- Emergency Planning – update on current efforts to coordinate municipal and school responses to major emergencies or disasters
- Update on Family Wellness Workers – school took over administration of the FWW program a couple of years ago.
- School Time Zones – the Province is proposing changes to school time zones which may impact DT High School, Condor and Leslieville schools.
- Campus Alberta – I believe this is an initiative regarding improving post-secondary opportunities within rural Alberta. I will be confirming this with Brian Celli prior to April 12
- School Resource Officer (SRO) program – This item will discuss the benefits and successes of the SRO program, which is now approximately 3 years old. The County assists in funding two SRO positions.

4. West County Stakeholder’s Group
Council previously received invitations from Krista Waters to attend the March 29 meeting; doors open at 6 with the sessions beginning at 7:00.

5. South Saskatchewan Regional Advisory Plan

The South Saskatchewan Regional Advisory Committee has released their advisory plan to the Provincial Government. There will be meetings held to provide the public opportunity to provide feedback regarding the document however, dates have not been announced as of yet.

Upcoming Events

- Manager holidays Mar 30 – April 4 – Murray Acting Manager
- Strategic Planning Session - May 30 & 31 dates confirmed.

Council discussed the Municipal Manager's Report.

JOHN VANDERMEER: That the Municipal Manager's Report of March 29th, 2011 be accepted as presented.
CARRIED 6/0

132/11

MUNICIPAL: 3. Annual - Fire Season Prevention

Patrick Oslund presented an update on Clearwater Regional Fire Rescue Services (CRFRS) work with upcoming Provincial Fire Season – which runs from April 1 – October 31.

CRFRS is working with Sustainable Resources Development (SRD) and Forestry closely on joint initiatives regarding prevention messaging relative to camping, recreation, wildfire, wildland urban interface and FireSmart programs. During fire season, Provincial fire permits are required and can be obtained through the Rocky SRD office for any fires other than campfires in the FPA – Forest Protection Area.

Council discussed partnerships with SRD, burn notifications, dry conditions anticipated for 2011 and high to extreme fire alerts anticipate, Nordegg winter fire coverage and the FireSmart program. Mr. Oslund detailed the FireSmart program basic principles for Council.

DICK WYMENGA: That Council approves the Annual Fire Season Prevention report as presented.
CARRIED 6/0

133/11

Keith McCrae and Tom Cottrell joined the meeting. Cammie Laird and Patrick Oslund left the Meeting.

MUNICIPAL: 2. Integrated Watershed Management Plan (IWMP) Response

Councillors introduced themselves to Tom Cottrell from the North Saskatchewan Watershed Alliance (NSWA).

Mr. Cottrell's presentation included an overview of the objectives of NSWA's Integrated Watershed Management Plan (IWMP), the IWMP workbook, regional issues and the process and outcomes that the NSWA will follow from the completion of the IWMP workbook.

Council asked Mr. Cottrell questions regarding the IWMP working group, water quality indicators and cumulative effects and what that means.

Mr. Leaf recommended that Council discuss the general principles in relation to the IWMP workbook and direct staff respond to the technical components of the document with the following points in mind:

- Protection of water quality and ensuring water volumes is critical to the growth and development of communities within the North Saskatchewan watershed.
- Responsibility for any legislation or regulations directing the maintenance or improvement of water quality must be held by elected officials in order to ensure accountability to the general public and landowners.

- Protection, maintenance or improvement of the North Saskatchewan watershed should not come at the “expense” of one region for the benefit of another. For example, development within the headwaters should not be limited to provide a “dilution factor” for regions with lower quality water standards.
- Municipal authority with regard to land use planning and infrastructure development (e.g. roads, bridges, etc.) must be recognized.

Mr. Cottrell further noted that there is no intention in the IWMP to limit development. NSWA has no regulatory authority and decisions are up to those who receive recommendations (the Province) to use those in their own work. IMWP workbook information will be submitted to Alberta Environment, all stakeholders, municipalities, industry and NGOs.

Tom Cottrell left the meeting.

BOB BRYANT:	That Council accepts the presentation provided by Tom Cottrell on behalf of the NSWA as information
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134/11	CARRIED 6/0
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CASE KORVER:	That Council confirms the watershed management principles as presented, directs staff to complete the IWMP workbook and bring back to Council for approval in April and provide a copy to the Town of Rocky Mountain House of Clearwater County's submission.
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135/11	CARRIED 6/0
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BOB BRYANT:	That the meeting recess for lunch at 12:02 A.M.
136/11	CARRIED 6/0

Leanne Murray left the meeting.

The Meeting reconvened at 1:18 P.M. with the same people present as noted at the beginning of the meeting and the inclusion Jeff Tzovanas and Tobias Rapley, Keith McCrae, Kim Jakowski, Mike Haugen and excluding Marshall Morton, Rick Emmons, Erik Hansen and Darrell Philip.

PLANNING: 1. Bylaw 935/11 to amend Land Use Bylaw

Kim Jakowski presented the application for First Reading of Bylaw 935/11 to amend the Land Use Bylaw for the redesignation of two hamlet commercial lots in Leslieville described as Plan 762 1456, Block 3, Lots 18 & 19, PT SE 26-39-05-W5 from Hamlet Commercial “HC” to Hamlet Residential “HR” for the purpose of allowing development as two residential parcels.

Shortly after the aforementioned lots were approved for subdivision in 1976 for the purpose of making two residential parcels, a residence was built on lot 19 and a development permit was received in 1998 for a manufactured home to be placed on lot 18; however, no rezoning was applied for so the lots remained commercial. The current application is to legalize existing parcel use.

The applicants Jeff Tzovanas and landowners Tobias Rapley spoke to the rezoning application. Council discussed water and wastewater options for the property and the applicants responded that both properties are already hooked up to municipal wastewater system and that they would continue to use the existing shared water well.

As the parcels are 9,262 sq. ft. in size, they would not meet the Land Use Bylaw minimum lot requirement of 10,000 sq. ft. for parcels of this nature, and would require a relaxation of 738 sq. ft. or 7.4%.

FIRST READING of Bylaw No. 935/11 was moved by Councillor Wymenga.

137/11 CARRIED 6/0

Jeff Tzovanas and Tobias Rapley left the meeting. Johan and Danielle Feddema joined the meeting.

PLANNING: 2. Delegation 2:00 PM – Johan and Danielle Feddema

Keith McCrae introduced Johan and Danielle Feddema, owners and operators of Riverview Campground who asked to meet with Council to express concern over the intersection of River Road and Highway 11 and in particular the response they received from Alberta Transportation regarding the proposed expansion of their existing campground and the requirement for intersectional treatment.

Marshall Morton joined the meeting.

Johan Feddema provided Council background on the Riverview Campground and how they intend to restructure the lots on their property in order to accommodate the bigger recreational vehicles. Mr. Feddema stated that the Traffic Impact Assessment and intersectional improvements are financially beyond their capacity to undertake. Mr. Feddema also noted an increased traffic from the rodeo grounds and other events held at the North Saskatchewan River Park users.

Council discussed how permits trigger Alberta Transportation requirements, the issues surrounding the upgrades to the North intersection of River Road at Highway 11 and whether intersectional treatment is possible. Council continued discussion noting the larger traffic on the road and that the North intersection would likely require acceleration and deceleration lanes.

Rick Emmons joined the meeting.

Ron Leaf noted the need to follow up with Town of Rocky Mountain House and Alberta Transportation.

JIM DUNCAN: That Council accepts the Feddema's presentation as information.

138/11 CARRIED 6/0

MUNICIPAL: 4. Website and Citizen Engagement

Christine Heggart presented a new page on the website www.clearwatercounty.ca under Council's section called "We Want You to Know". This new page - developed as part of Council's public consultation strategy to increase citizen engagement, communications and transparency – will provide a venue for Council and Staff to disseminate facts related to current issues or projects that the Clearwater County is working on.

Staff will continue to develop content and content areas for the entire Clearwater County website, in order to continue to meet Council's communication goals regarding Council's activities along with County operations and programs.

Council discussed how to disseminate facts about issues and FAQs and timelines for release of information to individuals or on the website.

CASE KORVER: That Council approves the "We Want You to Know" concept, and accepts the content as information.

139/11

CARRIED 6/0

MUNICIPAL: 5. Boys and Girls Club Request

Mike Haugen presented a request letter from the Clearwater Boys and Girls Club asking for the County (and other businesses') support in subsidizing Summer camps offered to local youth.

Council's Charitable Donations and Solicitations Policy states that:
"Clearwater County will generally encourage medical and social organizations to pursue alternate sources of funding such as Family and Community Support Services and the Community Facilities Enhancement Program, etc."

Regional FCSS confirmed the Clearwater Boys and Girls Club received \$45,000.00 funding through FCSS in the current budget year.

CASE KORVER:	That Council deny the funding request received by the Clearwater Boys and Girls Club.
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140/11

CARRIED 6/0

MUNICIPAL: 6. Reeve's Economic Summit – Oil and Gas Working Group Terms of Reference

Mike Haugen presented a draft a Terms of Reference for a Working Group focusing on the Oil and Gas industry in Clearwater County. Part of Council's Economic Development plan, the Reeve's Economic Summit initiative is focused on developing long term economic strategies for Clearwater County Council.

The proposed Terms of Reference for the Oil and Gas Working Group outlines the composition of the Group as well as the objectives that the group will achieve. The objectives are aimed at developing a knowledge and long term forecast for the local Oil and Gas industry. This will allow the County to ensure that its economic development programs are in alignment with industry realities.

Council discussed whether all Council will be part of the working group and the timeframe for moving ahead. Council asked staff to include "The Working group may bring in other specialists on as add needed basis" as part of the terms of reference.

JIM DUNCAN:	That Council adopt the Terms of Reference for the Reeve's Economic Summit – Oil and Gas Working Group as amended.
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141/11

CARRIED 6/0

DICK WYMENGA:	That Council appoints John Vandermeer, Earl Graham and Jim Duncan (alternate) in addition to the Reeve to the Reeve's Economic Summit - Oil and Gas Working Group.
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142/11

CARRIED 6/0

COMMUNITY REPORT

BOB BRYANT	Councillor Bryant provided Council a history of Clearwater County's role in the PowWow. Tyler McKinnon was assigned as County's Administrative representation and Bob Bryant was appointed from Council.
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Councillor Bryant detailed that there was one initial meeting in which both Councillor Bryant and Tyler McKinnon attended. At the second meeting, the organizer did not show up and there has been no further contact with the appointed members since.

IN CAMERA:

7. In Camera

JOHN VANDERMEER:

That Councils meets as a Committee of the Whole for the purpose of discussing the draft Tax Rate Bylaw, personnel issue, draft investment policy report and Westview Lodge Contract.
2:39 P.M.

143/11

CARRIED 6/0

Christine Heggart, Mike Haugen, Jessica Jones, and Keith McCrae left the meeting.

DICK WYMENGA:

That the meeting reverts to an
Open Meeting at 4:40 P.M.

CARRIED 6/0

**ADJOURNMENT:
4:41 P.M.**

BOB BRYANT: That the Meeting adjourns.

CARRIED 6/0

REEVE

MUNICIPAL MANAGER