

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held March 25, 2014 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:	Curt Maki
	Jim Duncan
	Theresa Laing
	Earl Graham
	Kyle Greenwood
CAO:	Ron Leaf
Recording Secretary:	Tracy Haight
Director, Public Works:	Marshall Morton
Administration:	Kurt Magnus
	Trevor Duley
Public:	Dennis Ross
	Marianne Cole
	Joy Marshall
Media:	Sarah Maetche
	Rianne De Lang

**AGENDA
APPROVAL:**

Ron Leaf requested Item D2 withdrawn and noted it will be presented at a later date.

COUNCILLOR GREENWOOD: That the March 25, 2014 Regular Meeting Agenda be accepted as amended.

113/14 CARRIED 6/0

**CONFIRMATION
OF MINUTES:**

1. March 11, 2014 Regular Meeting Minutes

COUNCILLOR DUNCAN: That the Minutes of the March 11, 2014 Regular Meeting be accepted.

114/14 CARRIED 6/0

**PUBLIC
WORKS:**

1. Grader Maintenance Tender Award – Grader Beat #504

Kurt Magnus stated three bids were received in response for a tender on Grader Beat #504, maintenance of approximately 169 km of gravel road, which is scheduled to begin on May 1, 2014. Mr. Magnus noted Ron’s Grader Service Ltd. as the low valid bidder.

Councillor Greenwood inquired on the length of the contract. Staff responded contract is for five-year term. Marshall Morton noted Ron’s Grader Service Ltd. is the current contract holder.

COUNCILLOR MAKI: That Council awards the Grader Beat #504 maintenance contract to Ron’s Grader Service Ltd. effective May 1, 2014.

115/14 CARRIED 6/0

Marshall Morton and Kurt Magnus left the meeting.

**COMMUNITY &
PROTECTIVE
SERVICES:**

2. Draft Policy Amendment: Capital Grant Funding for Community Halls & Association

Trevor Duley presented policy amendments, as per Council's direction, for final approval.

COUNCILLOR DUNCAN:

That Council approves the *Capital Grant Funding for Community Halls & Association* Policy as presented.

116/14

CARRIED 6/0

3. Community Hall Capital Grant Applications: Aurora community Centre & Buster Creek-Crimson Lake Community Hall

Trevor Duley presented a request from Aurora Community Centre for \$15,000 in funding from the 2014 Community Halls/Association Capital Grant program. Mr. Duley provided information on the planned upgrades and noted total project costs are estimated at \$37,530.

Mr. Duley noted Aurora Community Centre previously accessed this grant in 2013 to complete the first phase of a two-year capital upgrade project in excess of \$75,000.

Mr. Duley noted Council's budget amount of \$35,000 for the 2014 grant program has not been accessed and funds are usually distributed on a "first come, first served" basis.

Matt Martinson joined the meeting.

COUNCILLOR LAING:

That Council grants \$15,000 to Aurora Community Centre from the 2014 Community Halls/Association Capital Grant program.

117/14

CARRIED 6/0

Trevor Duley presented a request from Buster Creek-Crimson Lake Community Hall for \$3,005.05 in funding from the 2014 Community Halls/Association Capital Grant program to replace metal roofing and install LED lighting. The total cost is quoted at \$6,011.10.

Mr. Duley noted should Council approve this request, balance remaining in the 2014 capital grant budget is \$16,994.45.

COUNCILLOR DUNCAN:

That Council grants \$3,005.05 to Buster Creek-Crimson Lake Community Hall from the 2014 Community Halls/Association Capital Grant program.

118/14

CARRIED 6/0

MUNICIPAL:

1. Returning Officer's Report for October 21, 2013 Municipal Election

Christine Hegart joined the meeting. Matt Martinson left the meeting.

Joy Marshall, Returning Officer for the 2013 Municipal Election, provided a summary of the election and noted the following:

- Elections services were provided for the Wild Rose School Division Election for Ward 2 and 4.

- Thirty-six election workers were hired and received two hours of training.
- The new requirement for voter identification was successfully implemented.
- Fourteen polling stations were provided, along with two advance polls.
- Division boundary changes caused some confusion with voters.
- A recount was requested in Division Four and Division Five.

Ms. Marshall thanked staff for providing their assistance and stated overall, the 2013 Clearwater County Municipal Election went very well.

Ms. Marshall made the following recommendations:

- Review agreement with Wild Rose School Division for election services.
- Communicate election requirements with the school division four months prior to the election.
- Review location and number of polling stations, particularly Faraway.
- Budget for an increase to the election workers compensation.
- Consider electronic voting.
- Review election bylaws and pass any required bylaws six months before the election.
- Increase public education throughout the year.
- Advertise election information in newspapers from Eckville and Rimbey.
- Increase election signage.

Ms. Marshall noted a nominator recommended Butte and the Crammond Hall be closed for future elections to save costs and time. The issue was discussed by Council and determined there was no need to close either of the above mentioned halls.

Discussion followed on boundary divisions, effects of location and amount of polling stations on voter turnout, and map preparations.

Reeve Alexander thanked Ms. Marshall and noted Ms. Marshall, as the Returning Officer, conducted the election correctly as per the Local Authorities Election Act.

COUNCILLOR GRAHAM: That Council accepts the information as presented.

119/14

CARRIED 6/0

2. Returning Officer's Report for March 5, 2014 By-Election

Christine Heggart, Returning Officer for the 2014 By-Election reported the following:

- As per the Justice of the Alberta Court of Queen's Bench, Council authorized the Division Four by-election take place on March 5, 2014
- Four polling stations were used and nine election workers were hired and trained.
- A request for an special ballot by an incapacitated voter was authorized by Council on February 25, 2014
- Voter turnout increased by 25% compared to the October 21, 2013 election for Division Four.

Ms. Heggart made the following recommendations:

- That Council consider a resolution to allow for special ballot.

Discussion followed on special ballots. Ms. Heggart explained the process and noted the difference between special ballots for incapacitated voters, extended absence due to work, and advanced polls.

Discussion continued on the challenges with electronic voting and administration noted the County inquired into this process several years ago. Issues identified were secure and stable WiFi access, costs and minimum requirements.

Mr. Leaf noted comments on lack of a voters list were received from the community. Costs for compiling a voters list, which would be similar to a census, could be explored.

Discussion followed on election procedures and recommendations from the Returning Officers.

Council determined a report on costs for the recommendations would be beneficial. Mr. Leaf noted a report will be presented to Council at a future meeting.

COUNCILLOR DUNCAN: That Council accepts the information as presented.

120/14

CARRIED 6/0

Christine Heggart left the meeting. Tracy King and Jessica Seitz joined the meeting.

**COMMUNITY &
PROTECTIVE
SERVICES:**

**3. Clearwater Regional Emergency Management Agency (CREMA)
Council Orientation**

Ron Leaf stated Clearwater Emergency Management Agency (CREMA) is hosting an orientation workshop for councils of Clearwater County, Town of Rocky Mountain House, Village of Caroline, and Summer Village of Burntstick Lake on April 9, 2014.

Mr. Leaf noted the purpose of the workshop is to provide councillors with information on policy framework, governance and management responsibilities as described in the Alberta Emergency Management Act, and illustrate emergency management principles and procedures.

COUNCILLOR DUNCAN: That Council authorizes councillors attendance at the CREMA Orientation session.

121/14

CARRIED 6/0

1. Delegation: Family & Community Support Services

Tracy King, Manager of Clearwater Regional Family and Community Support Services (FCSS) introduced Jessica Seitz, Community Volunteer Coordinator for the Rocky Community Volunteer Hub (RCVH). Ms. Seitz explained RCVH's function, purpose, and its goal to promote awareness and recognition of volunteers in the Community.

Ms. Seitz extended an invitation to Council to attend the Volunteer Appreciation Dessert Afternoon in Caroline on April 6, the West Country Family Service Association and RCVH's grand opening on April 7, and the Community Volunteer Appreciation Luncheon on April 11 in Rocky Mountain House. Council's attendance at these functions would show support and recognition of volunteers in Clearwater County. Ms. King noted RCVH is appreciative of Council extending invitations, on behalf of RCVH, to all volunteers in the community and not just members of specific organizations.

Councillor Duncan noted in the past, several groups have individually taken the same action, however the goal is to move towards a singular effort to show appreciation and recognition for community volunteers as a whole.

Ms. King responded to questions from Council on funding for RCVH and noted RCVH achieved substantial cost savings as a result of amalgamating services. Ms. Seitz responded to questions from Council on the recruitment of volunteers, services provided by volunteers, and the process for volunteering.

COUNCILLOR MAKI:

That Council accepts the information as presented.

122/14

CARRIED 6/0

Joy Marshall, Tracy King, and Jessica Seitz left the meeting. Keith McCrae, Eleanor Pengelly, and Lorraine Kloan joined the meeting.

Reeve Alexander recessed the Council meeting for a Public Hearing at 10:00 A.M.

Reeve Alexander reconvened the Council meeting at 10:12 A.M. with the same people present as noted at the beginning of the meeting including Keith McCrae and excluding Marshall Morton, Kurt Magnus and Joy Marshall.

Matt Martinson joined the meeting.

PLANNING:

1. Second and Third Readings – Land Use Amendment Bylaw 984/14

Council reviewed all information presented at the March 25, 2014 public hearing for an application to amend the land use bylaw for the redesignation of 1.71 acres from Industrial District “I” to Country Residence District “CR” on Plan 812 1228, Lot 1 (PT SW 31 39 05 W5M).

COUNCILLOR GRAHAM:

That Council grants second reading to Bylaw 984/14.

123/14

CARRIED 6/0

COUNCILLOR LAING:

That Council grants third reading to Bylaw 984/14.

124/14

CARRIED 6/0

AGRICULTURE
SERVICES &
LANDCARE:

1. Director’s Update

Matt Martinson stated Agricultural Services and Landcare, as per the Alberta Weed Control Act, hires seasonal staff to conduct weed inspections and duties related to administration and enforcement of the legislation within Clearwater County’s jurisdiction. Mr. Martinson stated the following staff requires Council appointments as per the Alberta Weed Control Act:

Lisa Brown (Community Driven Weed Coordinator – Everdell, Arbutus-Alhambra, Ricinus)
Erin Brun (North Region Coordinator)
Kortney Ahlstrom (Central Region Coordinator)
Taya Vandervlis (South Region Coordinator)

Mr. Martinson noted three out of four staff are returning this year, with a cumulative total of five years of seasonal service to the County.

Discussion followed on advantages of experienced staff.

COUNCILLOR DUNCAN:

That Council appoints Agricultural Services and Landcare Seasonal Staff members Lisa Brown, Erin Brun, Kortney Ahlstrom, and Taya Vandervlis as Clearwater County Weed Inspectors for the 2014 season

125/14

CARRIED 6/0

Mr. Martinson reported Agricultural Services Board (ASB) is reviewing the Clubroot policy with consideration to advances in knowledge and technology as well as the changing dynamic of Clubroot in the region. The ASB will communicate the new policy directly with county landowners that have had Canola grown on their land in the last two years.

Agricultural Services and Landcare "Celebrating Our Successes" event and workshops relating to water wells and horticulture were well attended. Workshops for tree pruning, "Fire Smart" and "Cows, Creeks, and Communities" events are scheduled to take place in the spring.

Administration is communicating key programs such as roadside spraying, Clubroot policy, and funding opportunities under "Caring for My Land" program thru print and electronic medias with Clearwater County residents. Plans for face-to-face communications are underway to reinforce ASB's messages for 2014.

Mr. Martinson responded to questions from Council and confirmed there is no evidence at this time of Clubroot in Clearwater County. Discussion followed on crops effected by Clubroot and on the Clubroot policy.

Rudy Huisman joined the meeting.

Mr. Martinson responded to questions from Council and noted the Spring Brushing Program is delayed, possibly until fall, due to snowcover and ground moisture. Mr. Martinson confirmed operators are contracted for the brushing program.

COUNCILLOR GRAHAM:

That Council accepts the information as presented.

126/14

CARRIED 6/0

Matt Martinson left the meeting.

INFORMATION: 1. Information Items

Council is invited to attend a joint health and safety presentation hosted by the Town and County on May 29, which will feature keynote speaker, Spencer Beach.

Denniece Crout joined the meeting.

Mr. Leaf responded to questions from Council and noted the procedure for bylaw readings will be presented to Council at a future date.

COUNCILLOR LAING:

That the CAO's Report, Public Works Director's Report, Accounts Payable Listing, and Councillor's Remuneration are accepted as information.

127/14

CARRIED 6/0

IN CAMERA:	COUNCILLOR DUNCAN: That Council meets as a Committee of the Whole to discuss the administrative tax report and labour items at 10:28 A.M.
128/14	CARRIED 6/0
Sarah Maetche, Rianne De Lang, Dennis Ross, Marianne Cole left the meeting.	
	COUNCILLOR GREENWOOD: That the meeting reverts to an Open Meeting at 11:58 A.M.
129/14	CARRIED 6/0
	COUNCILLOR GRAHAM: That the meeting recess at 11:58 A.M. for a meeting with the Wildrose School Division Board.
130/14	CARRIED 6/0
Reeve Alexander reconvened the Council meeting at 2:36 P.M. with the same people present as noted at the beginning of the meeting excluding Sarah Maetche, Rianne De Lang, Dennis Ross, Marshall Morton, Kurt Magnus, Trevor Duley, Marianne Cole, and Joy Marshall. Councillor John Vandermeer, Rhonda Serhan, Denniece Crout, and Rudy Huisman joined the meeting.	
IN CAMERA:	
	COUNCILLOR GREENWOOD: That Council meets as a Committee of the Whole to discuss the administrative tax report and labour item at 2:36 P.M.
131/14	CARRIED 7/0
	COUNCILLOR GRAHAM: That the meeting reverts to an Open Meeting at 4:30 P.M.
132/14	CARRIED 7/0
	COUNCILLOR MAKI: That the meeting recess at 4:30 P.M. and reconvene on Tuesday, April 1, 2014 to discuss the administrative tax report.
133/14	CARRIED 7/0
Reeve Alexander reconvened the Council meeting on Tuesday, April 1, 2014 at 9:05 A.M.	
	COUNCILLOR DUNCAN: That Council meets as a Committee of the Whole to discuss the administrative tax report at 9:05 A.M.
134/14	CARRIED 7/0

COUNCILLOR GRAHAM:

That the meeting reverts to an Open
Meeting at 12:15 P.M.

135/14

CARRIED 7/0

ADJOURNMENT:
12:15 P.M.

COUNCILLOR MAKI:

That the Meeting adjourns.

136/14

CARRIED 7/0


REEVE


CHIEF ADMINISTRATIVE OFFICER