

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held January 25th, 2011 in the County Office at Rocky Mountain House.

CALL TO ORDER: The Meeting was called to order at 9:09 A.M. by Reeve Alexander with the following being present:

Reeve:	Pat Alexander
Deputy Reeve:	Earl Graham
Councillors:	Robert Bryant
	John Vandermeer
	Case Korver
	Jim Duncan
Municipal Manager:	Ron Leaf
Public Works Manager:	Marshall Morton
Construction Supervisor:	Erik Hansen
Recording Secretary:	Jeannine Tschetter
Communications Coordinator:	Christine Heggart
Mountaineer:	Jessica Jones

**AGENDA
APPROVAL:**

EARL GRAHAM:	That the January 25 th , 2011 Regular Meeting Agenda be accepted as amended.
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032/11 CARRIED 6/0

**CONFIRMATION
OF MINUTES:**

1. January 11th, 2011 Regular Meeting Minutes

Jim Duncan indicated that his name was not at the beginning of the January 11th, 2011 Regular Meeting Minutes.

JOHN VANDERMEER:	That the Minutes of the January 11 th , 2011 Regular Meeting be confirmed as amended.
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033/11 CARRIED 6/0

PUBLIC WORKS: 1. Public Works Manager's Report

Marshall Morton presented the January 25th, 2011 Public Works Manager's Report to Council.

Maintenance

The sand/plow trucks have been busy removing the drifting snow off of our surfaced roadways.

With the recent variable temperatures there has been an increase in ice flow activity.

Numerous frozen culverts have been reported and steamed.

Crews have also been out washing our regulatory signs.

Grader Beats

The graders have been busy working on hills and intersections where the warm weather has attributed to icing of these locations.

Winter Gravel Program

The winter gravel program is currently operating out of the Cooper pit with approximately 12,200 tonnes of gravel having been applied to 40 miles of road.

Water/Wastewater

Clearwater County has received the new pump for Leslieville lift station, pump installation and lift station work are in process.

The high level warning light for the Leslieville lift station that was identified as being inside the building was not accurate! The light is located on the outside of the building above the roof level.

Access Roads

The tender for the Hoven Access Road will go out today with tenders to be received on February 7, 2011.

Council Road Tour

With the election last year the fall road tour was cancelled. If Council wishes to continue with the road tours a spring road tour could be coordinated for the end of May. Typically the spring road tours are utilized to identify for Council projects that will be undertaken during the construction season.

Current Road Bans:

HIGHWAY NO.

Chicken Ranch Rd RR 7-3A
From Hwy #11 north for 1.5 km TWP RD 40-1A
75%
Rainbow Ford Rd TWP RD 39-3
From Town/County Bndry east to the Taimi Road
50%
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
50%

Darrell Philip joined the meeting.

Staff responded to questions received from Council.

Council discussed the Public Works Manager's Report.

BOB BRYANT: That the Public Works Manager's Report of January 25th, 2011 be accepted as presented.

034/11 CARRIED 6/0

PUBLIC WORKS: 3. Sunchild Road Speed Increase

Sunchild Marshall Morton presented a request to Council to Increase the Road Speed Limit.

With the improvement and paving of the Sunchild Road from a gravel road to a paved road surface, it is proposed that the speed limit be increased from 80 Km/h to 90 Km/h for the completed section (24 Km's) heading north from the Hwy. 11 intersection.

Staff responded to questions received from Council.
Council discussed the Sunchild Road Speed Increase.

FIRST READING of Bylaw No. 933/11 was moved by Councillor

Bryant.
035/11 CARRIED 6/0

SECOND READING of Bylaw No. 933/11 was moved by Councillor Vandermeer.

036/11 CARRIED 6/0

CASE KORVER: That third reading to Bylaw 933/11 be taken at this meeting.
CARRIED 6/0

037/11

THIRD READING of Bylaw No. 933/11 was moved by Councillor Duncan.

038/11

CARRIED 6/0

PUBLIC WORKS: 2. Access Road Policy Review

Marshall Morton presented some concerns received from residents regarding the Access Road Policy.

The first inquiry is in relation to an existing Oilfield Road that is being utilized as the only access to a residence (NE 26-41-6-W5) where young school aged children reside. The request is that the County maintains the private road as was done in the past by both the Improvement District and the Municipality for a period of more than 20 years.

The second inquiry was in regards to a recently constructed access road approved on a cost share basis with William & Silvia Clark. The described road continued 850 meters south of the Crammond Road on Range Road 5-2 providing access to SE 22 – 35- 5 W5.

Upon completion of this road the County has since received a letter from the Clark’s challenging the methodology and the basic philosophy of the Access Roads Policy.

Staff responded to questions received from Council.

Council discussed the Access Road Policy and the residents’ concerns.

Shirley Hope and Marlene Levinsky joined the meeting.

EARL GRAHAM:	That Council tables this item until further review of the Access Road Policy can be completed.
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039/11

CARRIED 6/0

Marshall Morton and Erik Hansen left the meeting.

MUNICIPAL: 2. 9:30 Senior Health Care Matrix

Shirley Hope and Marlene Levinsky introduced themselves to Council.

Marlene Levinsky presented to Council the Continuing Care Strategy- Aging in the right place.

Marshall Morton, Murray Hagan and Rhonda Serhan joined the meeting.

Shirley Hope and Marlene Levinsky responded to questions received from Council.

Council commended Marlene Levinsky and Shirley Hope for a very informative presentation and for taking the lead for the province in Home Care initiative.

Council discussed the Senior Health Care Matrix.

CASE KORVER:	That Council accepts this presentation as information.
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040/11

CARRIED 6/0

Shirley Hope and Marlene Levinsky left the meeting.

FINANCE: 1. Accounts Payable Listing

Council reviewed the Open Payable Report for January 25th, 2011 which was previously sent to Council.

By consensus Council accepted the Accounts Payable Listing as information.

041/11 CARRIED 6/0

FINANCE: 2. Borrowing Bylaw

Murray Hagan presented to Council the Borrowing Bylaw for 2011.

Prior to any borrowing of funds, Section 251(1) of the Municipal Government Act requires that the County pass a borrowing bylaw.

In order to enable effective cash management and prudent investment practices, the County has passed a borrowing bylaw annually. This allows County administration to establish an operating line of credit that can be accessed during the year to accommodate any temporary cash deficiencies.

Staff responded to questions received from Council.

Council discussed the Borrowing Bylaw.

Korver.
042/11 FIRST READING of Bylaw No. 932/11 was moved by Councillor
CARRIED 6/0

Graham.
043/11 SECOND READING of Bylaw No. 932/11 was moved by Councillor
CARRIED 6/0

044/11 JIM DUNCAN: That third reading to Bylaw
932/11 be taken at this meeting.
CARRIED 6/0

045/11 THIRD READING of Bylaw No. 932/11 was moved by Councillor
Vandermeer.
CARRIED 6/0

FINANCE: 3. Request for Cancellation of Penalties

Murray Hagan presented a request to Council in relation to late payment of farm taxes with respect to roll numbers 3906212001 and 3906171001.

Payment was received December 20, 2010, five days past the deadline. As a result, penalties of \$284.57 have been applied to the respective tax accounts.

In accordance with the Municipal Government Act and County policy, Council has the discretion to cancel these penalties. However, to do so would set a significant precedent for the County and jeopardize the fair and equitable treatment of all tax accounts.

Staff responded to questions received from Council.

Council discussed the Request for Cancellation of Penalties.

046/11 JOHN VANDERMEER: That Council denies the
request for cancellation of
penalties.
CARRIED 6/0

FINANCE:

4. High Interest Savings Account

Murray Hagan presented a High Interest Savings Account investment option to Council.

In late November, administration met with representatives from ATB Financial to discuss investment options for the County.

One of the products they suggested was a high interest savings account. The account would reside with one of the major banks, but ATB would manage the flow of funds to/from our operating account. Such an account would offer more flexibility in managing our short-term investments and provide a higher return than we are currently seeing on term deposits.

A high interest savings account meets the requirements of the Municipal Government Act and the County's current investment policy.

Documents are currently being prepared to enable the opening of this account, and we expect to transfer in approximately \$15,000,000 from a recently matured term deposit during the next week.

Staff responded to questions received from Council.

Council discussed the High Interest Savings Account.

CASE KORVER:
presentation as

That Council accepts the information.

CARRIED 6/0

047/11

Rhonda Serhan left the meeting.

MUNICIPAL:

1. Municipal Manager's Report

Ron Leaf presented the Municipal Manager's Report for January 25th, 2011.

Caroline Meet & Greet, Kurt Browning Complex – January 31st, 2011

The Caroline Chamber of Commerce is hosting their annual Meet & Greet and Ag. Society Awards night on January 31st from 7pm to 9pm. All of Council has been invited and they would appreciate confirmation of who will be able to attend?

All of Council will be in attendance with the exception of Dick Wymenga and Bob Bryant.

Cabinet Tour - tentative

The Provincial Government's Cabinet will be touring Alberta the weeks of February 9th and 14th. There are a number of groups and organizations that will have the opportunity to meet with the Ministers and local MLA, Ty Lund but the meeting format has not been set out at this time. Should a question and answer period be provided, Ron suggests the following topics for discussion:

- Highlight success of doctor recruitment/retention and discuss need for renovation and replacement of the existing hospital
- Municipal Bridge deficit

Red Deer River Watershed Alliance (RDRWA) Workshops

The RDRWA is hosting a number of workshops around central Alberta, with one being Wednesday, January 26th from 10am to 3 pm. Confirmation of attendance from Clearwater County is need by January 25th. Ron would like to know if any member of Council wishes to attend.

BOB BRYANT:
attendance for

That Council approves
any member of

Council at the Red Deer
Watershed Alliance Workshop.

River

048/11

CARRIED 6/0

Keith McCrae joined the meeting.

Wildrose School Division Meeting

Brian Celli, Superintendent WRSD, has indicated that his Board is available to meet with Clearwater County on April 12th. Brian and Ron are suggesting that the WRSD board meet with County Council at 11:00am followed by a joint luncheon.

Some topics for discussion are:

- How to increase access to post-secondary education within RMH/Clearwater area?
- How to improve inter-agency emergency/disaster planning?
- Joint tour with WRSD, Town & Village of RDC?

Ron wishes to confirm that April 12th is an acceptable date and if Council agrees with the proposed topics for discussion listed above or if there are other topics/issues that Council wishes to include on the agenda?

Reschedule Joint Council meeting re: sewage lagoon

Due to scheduling conflicts the Town/County Sewage Lagoon Committee is unable to meet until February 14th and is requesting that the Town/County Joint Council meeting be rescheduled to February 23rd at 1:00pm. Ron would like to know if this proposed time works for Council.

Council agreed with dates and times suggested by Ron.

FireSmart Conference

The FireSmart Community Series is an annual conference intended for municipal officials, administration and wildfire experts to meet and discuss methods and education programs to reduce the risk of wildfire and impact on residential property and/or settlements. This year's conference will be held from March 23rd to 25th, directly following the AAMDC Spring Convention, at the Westin in Edmonton. Some of the conference sessions will focus on topics such as: FireSmart bylaws, vegetation management in subdivisions, forest renewal and future wildfires in pine mountain beetle forests, etc. Ron would like to know if any member of Council wishes to attend.

BOB BRYANT:
attendance for
Council at the FireSmart
Conference.

That Council approves
any member of

049/11

CARRIED 6/0

Public Lands Regulations

Prior to Christmas Council asked for an update on the Public Lands Regulations being drafted in relation to the Alberta Land Stewardship Act (ALSA). Ron discussed the status of the legislation with the local SRD office and was advised that due to the volume of response the Province received regarding this legislation there is extension for further review and rewrite with the draft's anticipated released being mid to late March. Ron will follow-up on this legislation in March and advise Council after that time of its status.

Staff certification and training

Ron would like to recognize the accomplishments of two of our County staff and the training/certification they have recently received:

Ron wishes to congratulate Marty Bozek on his completion of the necessary training and study to become a certified "Safety Auditor".

Ron would also like to recognize Murray Hagan who recently received a certificate from the Canadian Institute of Chartered Accountants recognizing his completion of the International Financial Return Standards course.

Upcoming Events

- Cabinet Tour – February 9th
- CAAMDC Meeting February 11th – depart County office 6:30am & Caroline 7:15am
- AAMDC Spring Convention – March 21st to 23rd
- March 29th Council meeting (rescheduled from March 22nd)

Reminder to Council:

Ron Leaf will be out of the office January 28th through February 1st

Staff responded to questions received from Council.

Council discussed the Municipal Manager's Report.

EARL GRAHAM:

That the Municipal Manager's Report of January 25th, 2011 be accepted as presented.

050/11

CARRIED 6/0

Marilyn Sanders, Kim Jakowski, Eleanor Pengelly, Craig Kolochuk, Glen Richardson and Ron Stroobant joined the meeting.

PLANNING:

1. 11:00 Use of County Municipal Reserve/Install Children at Play Signs-Cartier Creek

Craig Kolochuk, Glen Richardson and Ron Stroobant, landowners at Cartier Creek, introduced themselves to Council.

Firstly:

Use of County Municipal Reserve

The County owns a municipal reserve lot surrounding the subdivision known as Cartier Creek along the Red Deer River at the south end of the County. This reserve lot has been the subject of inquiries and complaints since the fall of 2009.

Information letters on the use of the municipal reserve lot were sent October 2009, July 2010 and October 2010 to the entire community. Additionally there were removal orders and warning letters issued in October 2010 for encroachments on the municipal reserve lot.

One of the encroachment letters ordered removal of a fence and a play structure on the reserve lot adjacent to Lot 22. In a letter of response to the removal order, Mr. Kolochuk indicates he has been working on the removal of the fence and expects to have the ground reclaimed in the spring when weather conditions permit. In his letter he also gives background to the existence of the play structure and requests that the play structure be allowed to remain where it is located.

Secondly:

Install Children at Play Signs

Clearwater County has received a request to install two (2) 'Child at Play' signs warning drivers to slow down while entering the Cartier Creek cul-de-sac. The proponents submitted a letter of request for the County's consideration. Council's Informational Signs Policy requires Children Playing signs to be approved by Council.

Council allowed Craig Kolochuk to make a presentation outlining the work done by the residents at Cartier Creek and their proposed changes.

Staff and landowners of Cartier Creek responded to questions received from Council.

Council discussed the Use of County municipal Reserve and the Installation of Children at Play Signs-Cartier Creek.

Mike Haugen and Tyler McKinnon joined the meeting and Craig Kolochuk, Glen Richardson, Ron Stroobant, Kim Jakowski and Eleanor Pengelly left the meeting.

051/11

EARL GRAHAM:

That Council denies the request for the play structure to remain on the municipal reserve lot as a community facility.

CARRIED 6/0

052/11

JIM DUNCAN:

That Council denies the request for (2) Children Playing Signs along Cartier Creek Crescent.

CARRIED 6/0

053/11

BOB BRYANT:

That the meeting recess for lunch at 12:04 P.M.

CARRIED 6/0

The Meeting reconvened at 1:04 P.M. with the same people present as noted at the beginning of the meeting with the exclusion of Jessica Jones and Christine Heggart and the inclusion of Mike Haugen, Tyler McKinnon, Eleanor Pengelly and Marilyn Sanders.

Jeannine Tschetter left the meeting.

INCAMERA:

EARL GRAHAM:

That Councils meets as a Committee of the Whole for the purpose of discussing Enforcement-Land Use and Land Acquisition.

1:05 P.M.

CARRIED 6/0

EARL GRAHAM:

That the meeting reverts to an Open Meeting at 2:00 P.M.

CARRIED 6/0

Jessica Jones, Jeannine Tschetter, Christine Heggart, Denniece Crout, Rhonda Serhan and Murray Hagan joined the meeting.

MUNICIPAL: 4. Reeve's Economic Summit (RES)

Mike Haugen presented the summary of the Reeve's Economic Summit held in the summer of 2009, at Council's request.

The summit participants represented the four core industries present in Clearwater County.

The intent was to engage industry expertise and to then use that expertise to chart future economic development initiatives of the County.

To move this process forward, staff is recommending that one or two specific industry areas be targeted and engaged for more detailed consultation. Staff is recommending the Oil and Gas Industry as a primary focus, with Forestry as a secondary focus. Other industries such as Tourism and Agriculture could follow once the first studies were complete and resources are available.

Staff is recommending that Terms of Reference be drafted which will outline the responsibilities and deliverables of the working groups.

In terms of the development of these Committees staff are requesting direction from Council on whether Council wishes to advertise for members once the ToR are adopted, or does Council wish to appoint members to the Committees and have the committee members participate in the development of the ToR.

Staff responded to questions received from Council.

Council discussed the Reeve's Economic Summit (RES).

BOB BRYANT: That Council directs Administration to develop a Draft Terms of Reference for working groups in the Oil and Gas industry;
CARRIED 6/0

054/11

MUNICIPAL: **6. Withrow Community Association Capital Funding Request-Tabled Item**

Tyler McKinnon presented a Capital Funding Request from the Withrow Community Association.

This item was originally brought before Council at their December 14th, 2010 meeting. At that time, Council tabled the item and directed staff to confirm whether or not the Withrow Community Association was a registered society. The Withrow Community Association was registered as a society on November 5th, 1984 and has maintained registration since that time.

The Withrow Community Association requested funding to cover the cost of a shed which is to be used as a school bus shelter. The group had already purchased the shed at a cost of \$2,143.60 prior to requesting County funding to reimburse the full purchase cost.

As discussed in December, Council has not historically approved retroactive funding requests.

Should Council wish to retroactively fund this project, it may be paid out of Council's 2011 Community Hall Capital Grant budget. To date, there is \$30,000.00 in the 2011 approved grant budget.

Staff responded to questions received from Council.

Council discussed the Withrow Community Association Capital Funding Request.

CASE KORVER: That Council approves 50% of the funding in the amount of \$1,071.80.
CARRIED 6/0

055/11

MUNICIPAL: **5. Caroline Clinic Financial Summary**

Tyler McKinnon presented the Caroline Clinic Financial Summary to Council.

In 2010, Clearwater County Council approved \$15,000 funding for the Caroline Medical Clinic, as requested by the Caroline Chamber of Commerce. The Caroline Chamber is acting as general manager for the Caroline Medical Clinic. In their funding request, the Caroline Chamber noted that they would be providing financial updates for the clinic. The clinic has been in operation since September and this will be the first financial summary that has been submitted for Council's information.

Staff responded to questions received from Council.

Council discussed the Caroline Clinic Financial Summary.

EARL GRAHAM: That Council accepts the
Caroline Clinic Financial Summary as
information.

056/11 CARRIED 6/0

Mike Haugen and Tyler McKinnon left the meeting.

MUNICIPAL: **3. Alberta Association of Municipal Districts & Countries (AAMDC) Revised Bylaws**

Ron Leaf presented to Council the revisions for the Alberta Association of Municipal Districts & Counties (AAMDC). These revisions will be discussed and voted on at the Spring convention.

The principle changes to the bylaws are identified in the AAMDC cover. Ron has reviewed the proposed changes and has no concerns with the proposed changes.

Staff responded to questions received from Council.

Council discussed the Alberta Association of Municipal Districts & Countries (AAMDC) Revised Bylaws.

BOB BRYANT: That Council accepts the report as
information.

057/11 CARRIED 6/0

Councillor Bryant left the meeting.

FINANCE: **5. Financial Indicator Graphs**

Murray Hagan presented Financial Indicator Graphs to Council.

Each year, Alberta Municipal Affairs prepares financial indicator graphs based on information submitted by municipalities. These graphs depict Clearwater County's information as compared to provincial medians and other rural municipalities.

Staff responded to questions received from Council.

Council discussed the Financial Indicator Graphs.

BOB BRYANT: That Council accepts the
Financial Indicator Graphs
as information.

058/11 CARRIED 5/0

Murray Hagan, Rhonda Serhan and Denniece Crout left the meeting.

MUNICIPAL: **7. Strategic Plan Review**

Christine Heggart presented a summary of the Strategic Planning Session to Council for review.

During the recent Strategic Plan review, Council identified the desire to revisit and expand environmental and stakeholder analysis in order to:

- o Better identify stakeholders groups
- o Determine how to engage stakeholders in two-way communications

- Better inform and educate the public
- Determine how to best gather information

Staff’s recollection of the discussion was that Council wishes to revisit the Vision, Mission and Core Value statements prior to the Council/Management Strategic session, currently planned for early June. Council also discussed the need to broaden its community engagement strategy.

In terms of the revisiting Council’s Vision, Mission, Core Values statements, I recommend that Council meet on February 15, 16 or 18 to discuss these particular areas. Following Council’s confirmation/amendment of its Vision, Mission and Core Values I recommend that Council meet early to mid-March to discuss its Strategic Focus areas (e.g. Development, Intergovernmental Relations, Infrastructure, etc.) and, potentially, establish communication plans and community engagement strategies and schedules.

By consensus, Council chose February 18th as a tentative date for discussion.

Staff responded to questions received from Council.

Council discussed the Strategic Plan Review.

059/11	JIM DUNCAN:	That Council accepts the
	presentation as	information.
		CARRIED 5/0

ADJOURNMENT:	JOHN VANDERMEER:	That the Meeting adjourns.
4:05 P.M.		CARRIED 5/0

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REEVE	MUNICIPAL MANAGER