

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held January 10, 2017, in the Clearwater County Council Chambers in Rocky Mountain House.

**CALL TO ORDER:** The Meeting was called to order at 9:04 am by Reeve Alexander with the following being present:

Reeve:	Pat Alexander
Councillors:	Earl Graham
	John Vandermeer
	Jim Duncan
	Kyle Greenwood
	Theresa Laing
	Curt Maki

Staff:	
Chief Administrative Officer	Ron Leaf
Recording Secretary	Tracy Haight
Director Public Works	Marshall Morton
Director Corporate Services	Rodney Boyko
Manager, Legislative Services	Christine Heggart
Project Technologists	Kate Reglin
Manager, Finance	Rhonda Serhan
Director, Community & Protective Services	Ted Hickey
Community Relations Advisor	Jerry Pratt

Media:	Laura Button
	Helge Nome
	Keanna Nelson

**AGENDA  
APPROVAL:**

COUNCILLOR MAKI:	That the January 10, 2017 Regular Meeting Agenda be adopted as circulated.
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001/17

CARRIED 7/0

**CONFIRMATION  
OF MINUTES:**

**1. December 13, 2016 Regular Meeting Minutes**

Councillor Vandermeer noted that the motion recorded in the December 13, 2016, Minutes as #410/16 *“That Council directs County Administration to work with Clearwater Broadband Foundation to develop a funding agreement and define and assess the necessary components for a broadband open access system program in 2017”* be amended to: *“That Council directs County Administration to work with Clearwater Broadband Foundation to develop a funding agreement and define and assess the necessary components for a broadband demonstration program in 2017”*.

COUNCILLOR VANDERMEER:	That the Minutes of the December 13, 2016 Regular Meeting are adopted as amended.
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002/17

CARRIED 7/0

**1. December 19, 2016 Special Meeting Minutes**

COUNCILLOR DUNCAN: That the Minutes of the December 19, 2016 Special Meeting are adopted as circulated.

003/17

CARRIED 7/0

**PUBLIC  
WORKS:**

**1. 2017 Winter Gravel Program**

K. Reglin presented the proposed 2017 Winter Gravel Program, at a budgeted cost of \$1,182,700, to re-gravel approximately 343 km of road with approximately 62,836 tonnes of gravel from current inventory. Start date is scheduled for January 16 dependent on suitable weather conditions.

Discussion took place on program setup, scheduling of contract operators and the impact of weather conditions on the program.

COUNCILLOR GREENWOOD: That Council receives the 2017 Winter Gravel Program information as presented.

004/17

CARRIED 7/0

Dean Schweder joined the meeting.

**2. Bridge File 75501 (SW 33 40 07 W5M Township Road 40-5) Bridge Rehabilitation Tender Award**

K. Reglin presented the results of the bridge construction rehabilitation for Bridge File 75501 for the removal of existing structure and installation of a bridge concrete box culvert.

K. Reglin noted Administration previously tendered this project in June 2016 with three bids received. The low value bid received was \$104,525 over the engineer's estimated cost of \$370,677. Subsequently, Administration retendered the project with tender opening taking place on December 8, 2016 with fourteen bids received. THS Septic and Civil Solutions, a local contractor, was the low valid bidder at \$278,659.75 which is \$92,017 less than the engineer's estimated cost.

M. Morton responded to questions and noted a detour route with a temporary bridge will be in place when construction starts in January.

COUNCILLOR GRAHAM: That Council receives the Bridge File 75501 Bridge Rehabilitation Tender Award as information.

005/17

CARRIED 7/0

COMMUNITY &  
PROTECTIVE  
SERVICES:

2. “Growing Rural Tourism” Conference Attendance

T. Hickey provided information on the “Growing Rural Tourism” Conference taking place in Camrose on February 13 – 15, 2017. He noted that the conference provides opportunity for attendees to learn of strategies that may expand the tourism industry and increase the economic benefits of tourism in rural municipalities.

Discussion took place regarding Councillors availability to attend and it was noted conference dates conflict with the February 14 council meeting.

COUNCILLOR DUNCAN: That Council authorizes one member of Administration to attend the Growing Rural Tourism Conference on February 13 – 15, 2017.

007/17

CARRIED 7/0

1. Clearwater Regional Tourism Working Group

Dean Schweder, Clearwater Regional Tourism Working Group (RTWG) representative, presented the “David Thompson Country – Challenge Your Inner Explorer” logo design and advertising proof, created by the RTWG to meet its objective for regional branding. He also presented a video and noted the logo and video will be used to market tourism activities and events in the region. He outlined RTWG’s next steps include distributing the logo and video on social media and internet, conducting a Tourism Business Forum in March and providing customer service training for tourism operators with grant funding from Alberta Jobs.

Discussion followed on the logo design and video content.

Ivan Dijkstra and Jesse Kurtz joined the meeting.

COUNCILLOR VANDERMEER: That Council receives the Clearwater Regional Tourism Working Group logo and video presentation for information.

006/17

CARRIED 7/0

3. Asset E05-1(Fire Engine Unit #501) Replacement

J. Kurtz, Clearwater Regional Fire Rescue Services (CRFRS) Interim Fire Chief, presented an Administrative recommendation to purchase a Rosenbauer Rescue Engine (Truck #16909) to replace Fire Engine Unit #501, an insurance write-off, at a net cost of \$163,851 (approved in the 2017 budget) to the County’s Fire Apparatus Fleet Reserve. He noted Truck #16909 is readily available and requires minimal set-up therefore allowing service availability by mid-February and the return of the rental unit. The new truck, slated for placement in the Rocky Mountain House Station #60, will increase pump capacity for Station #60 and improve performance in the backcountry. Unit #603 will be transferred to Nordegg Station #50.

J. Kurtz responded to questions and explained Truck #16909's features include increased compartment space for equipment and personnel, configuration flexibility and improved safety for firefighters.

Discussion followed on safe operation of fire engine vehicles with water load weights. CRFRS Administration is developing new vehicle operating guidelines, increasing operator training and installing monitoring tools to proactively address safety concerns.

COUNCILLOR GRAHAM: That Council accepts the CRFRS recommendation for Fire Engine Unit #501 replacement.

008/17

CARRIED 7/0

Rick Emmons and Steve Maki joined the meeting.

**PLANNING:**

**1. 2016 Clearwater County Internal Safety Audit**

S. Maki stated Clearwater County achieved a grade of 95% on the 2016 Internal Safety Audit. He explained the audit process, provided an overview of the scoring system and noted Administration intends to develop an action plan with improvements and changes based on the audit results for 2017.

R. Emmons responded to questions and explained implementation of the action plan will mitigate claim rates and address the increase in Workers' Compensation Board premiums rate.

Discussion took place on Administration's role and responsibilities in maintaining a Certificate Of Recognition and the administration process for the health and safety program.

COUNCILLOR GREENWOOD: That Council receives the 2016 Clearwater County Internal Safety Audit results as information.

009/17

CARRIED 7/0

**MUNICIPAL:**

**1. CAAMDC FCM Committee Nomination**

T. Haight asked for direction from Council on whether any Councillors are interested in the candidacy for Central Alberta Association of Municipal Districts and Counties – District 2 (CAAMDC) nomination of a member for a position on one or more Federation of Canadian Municipalities (FCM) Standing Committees.

T. Haight responded to questions and noted that Wheatland County recently submitted its nomination and endorsement of Councillor Brenda Knight as a candidate for the 2017-18 term.

Discussion took place on the various FCM Standing Committees, anticipated workload of members, and time required to travel and attend meetings.

COUNCILLOR GRAHAM: That Council receives CAAMDC FCM Committee Nomination for information.

010/17

CARRIED 7/0

**2. AAMDC Climate Change Advisory Committee Nomination**

C. Heggart presented a draft letter of support for Councillor Maki's nomination to the Alberta Association of Municipal Districts and Counties (AAMDC) Climate Change Advisory Committee. The Committee's mandate is to provide a rural municipal perspective on the impacts of provincial and federal legislation, policies and programming related to climate change.

C. Heggart noted as per the Committee's terms of reference, per diem and other associated costs are the responsibility of the member municipality.

COUNCILLOR GREENWOOD: That Council approves the letter of support for nomination of Councillor Maki to AAMDC's Climate Change Advisory Committee (CCAC) and authorizes any per diem expenses associated with the CCAC, should Councillor Maki be selected.

011/17

CARRIED 7/0

**3. Alberta Community Partnership Grant Applications**

C. Heggart reported on two Alberta Community Partnership (ACP) grant applications submitted on behalf of its partner municipalities prior to the December 16, 2016 deadline. The applications require Council endorsement by February 3, 2017, in order to be considered.

Both applications are in the Intermunicipal Collaboration category that funds partnerships of two or more municipalities, to a maximum of \$200,000 per project, to support intermunicipal land use and service delivery planning.

The first ACP application is for the Intermunicipal Development Plan (IDP) and Joint Development Area (JDA) project with the Town of Rocky Mountain House. The project includes amending the existing IDP and undertaking an area structure plan, a master stormwater management plan, wetland delineation report, transportation assessments, geotechnical assessments, water/wastewater assessments and studies, and water/wastewater design.

The second application is for the regional waste partnership project with the County, Town and Village of Caroline. The project includes an operational review of the Rocky Mountain House Regional Solid Waste Authority to determine service efficiencies improvements, ensure regulatory compliance and confirm long term operating and capital priorities.

COUNCILLOR DUNCAN: That Council endorses Clearwater County's 2016/2017 Alberta Community Partnership grant application, in partnership with the Town of Rocky Mountain House, for the Intermunicipal Development Plan and Joint Development Area project.

012/17

CARRIED 7/0

COUNCILLOR VANDERMEER: That Council endorses the Town of Rocky Mountain House's 2016/2017 Alberta Community Partnership grant application, in partnership with Clearwater County and the Village of Caroline, for the operational review of the Rocky Mountain Regional Solid Waste Authority project.

013/17

CARRIED 7/0

**4. 2017 Municipal Law Educational Seminars**

Ron Leaf reviewed dates and locations for Municipal Law 2017 Educational Seminars provided by Brownlee LLP and Reynolds Mirth Richards and Farmer LLP law firms. He asked that upon consideration, Councillors advise staff of their interest in attending so that registrations can be made.

COUNCILLOR LAING: That Council authorizes Councillors attendance at the Municipal Law 2017 Educational Seminars.

014/17

CARRIED 7/0

**5. Alberta Electoral Boundaries Review**

C. Heggart presented Alberta Electoral Boundaries Commission’s invitation to participate in public hearings on the Province’s review of electoral boundaries and names of electoral constituencies.

C. Heggart noted the previous review in 2010 resulted in adjustments to the Rocky Mountain House constituency to include additional towns and villages for a total estimated population of 40,205.

C. Heggart asked if Council wishes to send a member of Council to attend and make presentations at hearings in Red Deer on January 20 and/or Olds on January 25.

Discussion followed on the importance of making a presentation to reflect how boundary changes to the current Rocky Mountain House-Rimbey-Sundre constituency might decrease representation resulting in the marginalization of rural citizen’s perspectives and interests. Councillor Graham and Reeve Alexander indicated interest in attending dependent on schedules.

COUNCILLOR GRAHAM: That Council authorizes Councillors attendance and presentation at the Alberta Electoral Boundaries Commission’s scheduled public hearings.

015/17

CARRIED 7/0

**6. AAMDC Board Governance Review**

C. Heggart reviewed a questionnaire from the Alberta Association of Municipal Districts and Counties (AAMDC) Board Governance Review Committee. The Committee is seeking member input on the Governance Board’s membership, structure, roles and responsibilities, governance processes and compensation to ensure that the Board aligns with its strategic plan and meets the needs of the AAMDC membership.

Discussion took place on responses to the questionnaire and suggestions were made for improving the resolution process, timely response to issues and emerging trends and processes used to obtain member input.

COUNCILLOR DUNCAN: That Administration submits Council’s responses on the AAMDC Board Governance Review Questionnaire to the AAMDC Board Governance Review Committee.

016/17

CARRIED 7/0

**7. Alberta Municipal Affairs Preliminary Review Findings**

R. Leaf reported on the Alberta Municipal Affairs Minister's findings on the preliminary review conducted in response to Council's request for a municipal inspection.

In a letter received December 13, 2016, the Minister noted *"although there were some concerns identified during the preliminary review, such as the need for an increased focus on communication with the public, these matters were not of sufficient concern to warrant a municipal inspection."*

The Minister also noted some members of Council and some electorate have concerns regarding recent decisions and practices of Council and encouraged Council *"to consider initiating a legal review of recent land purchase decisions as well as a governance or organizational review"*.

R. Leaf noted based on the Minister's suggestion, Administration recommends budgeting a maximum of \$75,000 for a Request For Proposal (RFP) to undertake the reviews.

Discussion took place on the proposed 2017 work plans relating to new communication initiatives, meeting the requirements of the Modernized Municipal Government Act (MMGA) specifically regarding a Council code of conduct and public participation. It was also noted that Council committee bylaws are being reviewed and updated to ensure compliance with the MMGA and to ensure clarity regarding mandate, roles, responsibilities and authority.

COUNCILLOR DUNCAN: That Council not undertake a formal municipal review process.

017/17

CARRIED 7/0

RECESS: Reeve Alexander recessed the meeting for lunch at 12:15 pm.

CALL TO ORDER: Reeve Alexander called the meeting to order at 12:58 pm with the following people present: Councillors Maki, Vandermeer, Duncan, Laing, Graham, Greenwood; Ron Leaf, Ted Hickey, Tracy Haight and Laura Button.

Discussion took place on the CRTWG's logo design and video content. Suggestions were made regarding title placement on the ad proof and modernizing the logo. It was also suggested to review the video content to ensure it reflects proper safe practices while engaging in recreational activities.

**INFORMATION: 1. CAO's Report**

R. Leaf reported on the federal 'Connect to Innovate' grant for bringing high-speed internet to rural and remote communities in Canada. Administration is reviewing grant criteria and proceeding with the preparation of grant applications. Administration intends to involve Clearwater Broadband Foundation in discussions relating to grant eligibility and conditions in relation to their proposal.

He also reported on Canadian Radio-television Telecommunications Commission's (CRTC) announcement regarding new standards for broadband internet services and funding over the next five years to facilitate rural broadband connections. Administration is in discussions with Telus representatives regarding CRTC's program.

R. Leaf also provided information on session dates for the Central Alberta Regional Broadband Preparedness (CARBP) Project hosted by CAEP and for public input on the Provincial Budget.

COUNCILLOR MAKI: That Council authorizes councillors attendance at the Central Alberta Regional Broadband Preparedness Project and Provincial Budget sessions.

018/17

CARRIED 7/0

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

019/17

CARRIED 7/0

Councillor Maki stated he is unable to attend the January 19 Red Deer River Municipal Users Group meeting due to conflicting schedules.

COUNCILLOR MAKI: That Council authorizes Councillor Greenwood's attendance, as alternate, at the Red Deer River Municipal Users Group meeting on January 19.

020/17

CARRIED 7/0

IN CAMERA:

COUNCILLOR DUNCAN: That Council meets as a Committee of the Whole to discuss a Legal Verbal Report in camera in accordance with: a) the Municipal Government Act, Section 197(2) and b) the Freedom of Information and Protection of Privacy Act, Section 27(1) at 1:25 pm.

021/17

CARRIED 7/0

COUNCILLOR GREENWOOD: That the meeting reverts to an Open Meeting at 1:40 pm.

022/17

CARRIED 7/0

ADJOURNMENT:  
1:40 pm

COUNCILLOR MAKI: That the Meeting adjourns.

023/17

CARRIED 7/0



REEVE

  
CHIEF ADMINISTRATIVE OFFICER