

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held February 13, 2018, in the Clearwater County Council Chambers in Rocky Mountain House.

**CALL TO ORDER:** The Meeting was called to order at 9:00 am by Reeve Vandermeer with the following being present:

Reeve  
Councillors

John Vandermeer  
Jim Duncan  
Cammie Laird  
Daryl Lougheed  
Theresa Laing  
Tim Hoven  
Michelle Swanson

Staff:  
Interim Chief Administrative Officer  
Recording Secretary  
Director, Corporate Services  
Manager, Planning  
Planner

Rick Emmons  
Tracy Haight  
Murray Hagan  
Keith McCrae  
Dustin Bisson

Media:

Shaelyn Poteet

**AGENDA  
APPROVAL:**

Reeve Vandermeer and Councillors Laing, Duncan and Laird added verbal reports under Item 14 to the February 13, 2018, Regular Meeting Agenda.

**COUNCILLOR SWANSON:** That the February 13, 2018 Regular Meeting Agenda is adopted as amended.

**068/18**

**CARRIED**

**CONFIRMATION  
OF MINUTES:**

**1. January 23, 2018 Regular Meeting Minutes**

**COUNCILLOR LAIRD:**

That the Minutes of the January 23, 2018, Regular Meeting are adopted as circulated.

**069/18**

**CARRIED**

**PUBLIC  
WORKS:**

**1. Endeavour to Assist Policy Review and *\*\*Tabled Item\*\** Sponberg Cost Share Request**

Revisions to the 'Endeavour to Assist' policy remove Clearwater County and the Province of Alberta's exemption from contributing to costs incurred by a

Developer for the construction of, or enhancement to publicly owned infrastructure.

Keanna Nelson joined the meeting.

COUNCILLOR LAIRD: That Council approves draft revisions, in principle, to the 'Endeavour to Assist' policy; and, reviews final draft revisions at the next scheduled regular meeting of Council.

070/18

CARRIED

COUNCILLOR LAING: That Council lifts the January 9, 2018, Spongberg Cost Share Request from the table.

071/18

CARRIED

At the January 9, 2018, Council meeting, Council considered a request from the Developer of Metaldog Industrial Park, K. and A. Spongberg, for Clearwater County to share \$161,375.00 in costs for upgrading a portion of Range Road 7-2.

Discussion took place and it was determined that although Clearwater County is not obligated to share costs, even with revisions to the Endeavour to Assist policy, there is benefit to County ratepayers and cost contributions may be recoverable, as per policy, if additional development in the area occurs within the next ten years.

COUNCILLOR LAING: That Council agrees to sharing 50% of \$161,375.00 in costs for upgrades to a portion of Range Road 7-2 with the Developer of Metaldog Industrial Park and transfers \$80,687.50 from Contingency for payment to K. and A. Spongberg.

072/18

CARRIED

PLANNING:

**1. Bylaw 1035/18 for Application No. 04/17 to amend the Land Use Bylaw**

Bylaw 1040/18, to amend Land Use Bylaw 714/01 to regulate and control the use and development of medical marijuana production facilities within the municipality.

COUNCILLOR SWANSON: That Council grants first reading to Bylaw 1040/18 and schedules a public hearing for March 27, 2018.

073/18

CARRIED

D. Bisson and K. McCrae left the meeting.

**CORPORATE SERVICES:**

**1. Manager, Revenue and Assessment Position**

As of November 1, 2018, Clearwater County contracted municipal assessment services rather than hire a permanent employee to replace the retiring Revenue and Assessment Manager.

Clearwater County recently received a sixty-day notice of termination, effective March 29, 2018, from the service contractor and Administration recommends recreating the position, and hire, of a Revenue and Assessment Manager.

Discussion took place on advantages of having an Revenue and Assessment Manager on site rather than engaging contract services.

COUNCILLOR HOVEN: That Council approves recreating and posting of the Revenue and Assessment Manager position; and, reallocates \$110,000 from Contracted Services to Salaries and Benefits within the 2018 Revenue and Assessment Budget for the position.

074/18

CARRIED

RECESS: Reeve Vandermeer recessed the meeting at 9:58 am.

CALL TO ORDER: Reeve Vandermeer called the meeting to order at 10:13 am with the following people present: Councillors Duncan, Laird, Loughheed, Laing, Hoven and Swanson; Keanna Nelson, Shaelynn Poteet, Murray Hagan, Rick Emmons and Tracy Haight.

**MUNICIPAL:**

**1. Clearwater Trails Initiative – West Country Recreation Management Survey**

The West Country Recreation Management survey conducted last summer by a volunteer synergy group, Clearwater Trails Initiative, indicates public lands within Clearwater County are a popular destination for a variety of recreational activities that include random camping, off highway vehicle riding, hiking and fishing.

Responses indicated efforts by Clearwater County, industry and volunteer associations to manage recreational activities have added value to user experience and improved environmental protection in the area. Respondents also indicated support of a user-pay system for managing and developing recreational activities on public lands.

Discussion took place on various methods that could be used to recover costs, such as implementing user fees/permits, for the protection, education and development of public lands.

COUNCILLOR LAIRD: That Council receives the West Country Recreation Management Survey results for information as presented.

075/18

CARRIED

**2. Alberta Environment and Parks – Letter to Deputy Minister**

Issues and concerns with recreation and management of public lands within Clearwater County were addressed at a meeting with Alberta Environment and Parks Deputy Minister, Andre Corbould, and some members of Council on December 4, 2017. At that time the Deputy Minister suggested municipalities write directly to the provincial government indicating concerns.

A letter, drafted by Councillor Duncan, intends to follow up with the Deputy Minister to encourage further discussions on exploring a user-pay system, outside of provincially managed parks and recreation areas, for funding management and sustainable development of recreational activities on public lands.

Discussion took place on amending the letter to include examples of user-pay systems implemented by other jurisdictions.

Council thanked Councillor Duncan for his efforts.

COUNCILLOR DUNCAN: That Council authorizes the Reeve to sign the letter, as amended, to Deputy Minister Andre Corbould, Alberta Environment and Parks, regarding West Country recreation and management.

076/18

CARRIED

**INFORMATION:**

**1. Interim CAO's Report**

R. Emmons reported the following:

- Effective April 1, 2018, the Alberta Ombudsman/Public Interest Commissioner will have the ability to review complaints about municipalities and investigate complaint-handling processes and administrative decisions made at the municipal level.
- Deadline for receiving applications for citizen-at-large positions on the newly formed Council Compensation Committee is February 20.
- Alberta Urban Municipalities Association (AUMA) Municipal Leaders' Caucus is scheduled for March 14 – 15.
- Administration is in the process of finalizing meeting arrangements with Alberta Environment and Parks Deputy Minister, Service Alberta Minister and Municipal Affairs Minister during the Alberta Association of Municipal Districts and Counties Spring 2018 Convention.
- Lacombe County accepted Council's invitation to discuss intermunicipal topics of interest however, it was suggested to schedule the discussion for either February 27, March 26 or 28.
- Wild Rose School Division Board of Trustees' invited Clearwater County, Town of Rocky Mountain House and Village of Caroline Councils to facilitate municipal understanding of issues impacting the School Division.
- Administration attended a 'Good Governance for Councils, Committees and Management' workshop.

COUNCILLOR LAIRD: That Council authorizes the Reeve's and one councillor's attendance at the AUMA Municipal Leaders' Caucus scheduled for March 14 – 15.

077/18

CARRIED

Discussion took place on the David Thompson Country Tourism Forum taking place on March 8 for tourism business owners and managers.

COUNCILLOR LAING: That Council authorizes Councillors' attendance at the David Thompson Country Tourism Forum on March 8.

078/18

CARRIED

COUNCILLOR SWANSON: That Council proposes meeting with Lacombe County Council on March 26, 2018.

079/18

CARRIED

**2. Public Works Directors' Report**

The February 13, 2018, Public Works Directors' Report was reviewed as submitted.

**3. Councillor's Verbal Report**

Councillor Laing reported on the Rocky Mountain Regional Solid Waste Authority meeting she attended on February 1.

Councillor Hoven reported on the Evergreen Community Association he attended.

Councillor Laird reported on the following meetings she attended:

- February 7, 2018 MLA Jason Nixon's Town Hall;
- February 8, 2018 Clearwater County Taxpayers' Association (CCTA);
- and,
- February 12, 2018 Physician Recruitment and Retention Committee.

Discussion took place on inquiries from CCTA regarding Clearwater County's policy for employee vehicle use. It was suggested that Council review the policy.

Councillor Duncan reported on the meet and greet session with Minister Phillips, Alberta Environment and Parks, and the North Saskatchewan Watershed Alliance meeting he attended on February 12.

Reeve Vandermeer reported on the Central Alberta Economic Partnership Board meeting he attended on February 7.

COUNCILLOR LAIRD: That Council receives the Interim CAO's Report, Public Works Manager's Report, Accounts Payable, and Councillor's Verbal Report, for information as presented.

080/18

CARRIED

R. Emmons requested that the agenda be further amended to include the addition of a closed session item, H2. Alberta Counsel – Engagement Proposal, in accordance with Section 197(2) of the Municipal Government Act and Section 25(1)(b) Disclosure Harmful to Economic or Other Interests of a Public Body.

COUNCILLOR LAING: That the February 13, 2018 Regular Meeting Agenda is adopted as further amended.

081/18

CARRIED

**CLOSED SESSION:**

COUNCILLOR SWANSON: That Council approves meeting as a Committee of the Whole, in a closed session, to discuss: Caroline Industrial/Commercial Subdivision and Alberta Counsel – Engagement Proposal in accordance with Section 197(2) of the Municipal Government Act and Section 25(1)(b) Disclosure Harmful to Economic or Other Interests of a Public Body as per the Freedom of Information and Protection of Privacy Act at 11:11 am.

082/18

CARRIED

Pursuant to Section 197(6) of the Municipal Government Act, the following members of Administration were in attendance in the closed session discussion with respect to Report H1 Caroline Industrial/Commercial Subdivision and Report H2 Alberta Counsel – Engagement Proposal:

K. McCrae (Advice), M. Hagan (Advice), R. Emmons (Advice) and T. Haight (Clerk).

K. McCrae left the meeting at 12:17 pm.

COUNCILLOR DUNCAN: That the meeting reverts to an Open Session at 12:40 pm.

083/18

CARRIED

COUNCILLOR DUNCAN: That Council authorizes Administration to sell the following development ready lots: Residential Lots 6 and 7; and, Phase One Industrial/Commercial Lots 11 – 15, and 19 – 24, located at Block 1, Plan 052 6151 NW 13 36 06 W5M in the Village of Caroline, at suggested real estate market prices.

084/18

CARRIED

COUNCILLOR LAIRD:

That Council receives the Alberta Counsel Engagement Proposal for information as presented.

085/18

CARRIED

ADJOURNMENT:  
12:42 pm

COUNCILLOR SWANSON:

That the Meeting adjourns.

086/18

CARRIED

A handwritten signature in blue ink, appearing to read "John Warden", written over a horizontal line.

REEVE

A handwritten signature in black ink, written over a horizontal line.  
INTERIM CHIEF ADMINISTRATIVE OFFICER