

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held May 22, 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:  
Chief Administrative Officer  
Recording Secretary  
Director, Corporate Services  
Director, Agriculture and  
Community Services  
Manager, Intergovernmental &  
Legislative Services  
Manager, Planning  
Senior Planner  
Economic Development Officer

Rick Emmons  
Tracy Haight  
Murray Hagan

Matt Martinson

Christine Heggart  
Keith McCrae  
Kim Gilham  
Jerry Pratt

Media:

Shaelynn Poteet  
Jessie Weisner

**AGENDA,  
APPROVAL:**

The following item was added to the May 22, 2018, Regular Meeting Agenda:  
- 'Royal Canadian Air Force Request for Authorization' as Item G4.

**COUNCILLOR LAIRD:**

That the May 22, 2018 Regular Meeting Agenda is adopted as amended.

**238/18**

**CARRIED 7/0**

**CONFIRMATION  
OF MINUTES:**

**1. May 08, 2018 Regular Meeting Minutes**

**COUNCILLOR SWANSON:**

That the Minutes of the May 08, 2018, Regular Meeting are adopted as circulated.

**239/18**

**CARRIED 7/0**

**RECESS:**

Reeve Vandermeer recessed the meeting at 9:01 am for a Public Hearing of Bylaw 1046/18.

**CALL TO ORDER:**

Reeve Vandermeer called the meeting to order at 9:11 am with the following people present: Councillors Duncan, Laird, Lougheed, Laing, Hoven and Swanson; J. Weisner, S. Poteet, K. McCrae, K. Gilham, M. Hagan, R. Emmons, C. Heggart and T. Haight.

**PLANNING:**

**1. Bylaw 1046/18 for Application 03/18 to amend the Land Use Bylaw - Consideration of Second and Third Reading**

The purpose of Bylaw 1046/18 is to amend the Land Use Bylaw 714/01 to redesignate +/- 99.0 acres located at SW 15 36 06 W5M from Recreation facility District 'RF' to Agriculture District 'A'.

COUNCILLOR DUNCAN: That Council grants second reading of Bylaw 1046/18 – to amend the Land Use Bylaw.

240/18

CARRIED 7/0

COUNCILLOR SWANSON: That Council grants third reading of Bylaw 1046/18 – to amend the Land Use Bylaw.

241/18

CARRIED 7/0

**2. Economic Indicators for Clearwater County**

Council reviewed the 'Summary of Economic Indicators for Clearwater County' report on Clearwater County statistics which are compiled from Statistics Canada, 'Alberta Economic Dashboard' and *Macleans* news magazine on the following areas:

- Population
- Current demographic
- Labour Force and Industries of Employment
- Size and types of business
- Employees by Occupation
- Labour Force Education
- Housing costs
- Municipal taxes and expenditures.

This report will be used to analyze the County's current economic climate and to develop strategy for economic development.

Discussion took place on the format and objectives of the Economic Development Open House scheduled for May 29.

COUNCILLOR LAING: That Council receives the 'Summary of Economic Indicators for Clearwater County' report for information as presented.

242/18

CARRIED 7/0

**AGRICULTURE &  
COMMUNITY  
SERVICES:**

**1. Appointment of Weed and Pest Inspectors**

The Alberta Weed Control Act requires yearly appointments of weed inspectors to conduct inspections of deeded properties for noxious and prohibited noxious weeds, as well as performing duties related to administration and enforcement of the legislation within Clearwater County's jurisdiction.

The Alberta Agricultural Pest Act also requires yearly appointments of pest inspectors to mitigate concerns with clubroot and grasshopper and fusarium surveillance.

COUNCILLOR SWANSON: That Council appoints Agriculture and Community Services Staff members Conner Frizzley, Ryan Jeffery, Taylor Michalsky, Devlyn Beeman, and Brittney Willsie as Clearwater County Weed Inspectors for the duration of their employment.

243/18

CARRIED 7/0

COUNCILLOR DUNCAN: That Council appoints Agriculture and Community Services Staff members Conner Frizzley, Ryan Jeffery, Taylor Michalsky, Devlyn Beeman, and Brittney Willsie as Clearwater County Pest Inspectors for the duration of their employment.

244/18

CARRIED 7/0

**CORPORATE SERVICES:**

**1. Draft Bylaw 1051/18 – 2018 Borrowing Bylaw**

The purpose of Bylaw 1051/18, as per the Municipal Government Act (MGA) Sections 251 through 257, is to allow the borrowing of sums Council considers necessary to meet the current operating expenditures and obligations of the municipality in a fiscally prudent manner. Bylaw 1051/18 also repeals the 2017 Borrowing Bylaw 1024/17.

COUNCILLOR LAIRD: That Council grants first reading of Bylaw 1051/18 – 2018 Borrowing Bylaw.

245/18

CARRIED 7/0

COUNCILLOR LOUGHEED: That Council grants second reading of Bylaw 1051/18 – 2018 Borrowing Bylaw.

246/18

CARRIED 7/0

COUNCILLOR LAIRD: That Council grants permission for third reading of Bylaw 1051/18 – 2018 Borrowing Bylaw.

247/18

CARRIED

COUNCILLOR SWANSON: That Council grants third reading of Bylaw 1051/18 – 2018 Borrowing Bylaw.

248/18

CARRIED

M. Hagan confirmed the dollar figure shown in Agenda Item F1 is incorrect. The correct amount for the County's borrowing limit is \$77,471,486.00.

**2. Tax Revenue Budget Adjustment**

Actual tax revenue collected for 2018 is \$2.7 million higher than estimated. As per the MGA Part 8, Council may adjust the operating budget by transferring additional revenue to one or more reserves for capital projects.

COUNCILLOR LAING: That Council increases the tax revenue budget by \$2,700,000.00 and allocate amounts to 2018 reserves as follows: \$1,500,000.00 to Paving; \$1,000,000.00 to Condor/Leslieville Fire Station(s); and, \$200,000.00 to North Saskatchewan River Park.

249/18

CARRIED 7/0

**MUNICIPAL: 1. Appointment of Deputy Chief Administrative Officer**

Bylaw 1049/18 Section 3.3 allows appointment of a Deputy Chief Administrative Officer by Council resolution.

COUNCILLOR LAIRD: That Council appoints Murray Hagan, Director, Corporate Services, as Clearwater County's Deputy Chief Administrative Officer, effective immediately and for the duration of his employment, in accordance with Bylaw 1049/18 Section 3.3.

250/18

CARRIED 7/0

**RECESS:** Reeve Vandermeer recessed the meeting at 10:05 am.

**CALL TO ORDER:** Reeve Vandermeer called the meeting to order at 10:15 am with the following people present: Councillors Duncan, Laird, Loughed, Laing, Hoven and Swanson; J. Weisner, S. Poteet, M. Hagan, R. Emmons, C. Heggart and T. Haight.

**2. Draft Accountability and Transparency Policy**

The draft 'Accountability and Transparency Policy' states 'Clearwater County is committed to the fundamental principles of accountability and transparency that are essential to effective local government and building public trust.' The policy also states that Council and Clearwater County 'is committed to conducting business in a transparent and accountable manner' and outlines guidelines for best practices on how to ensure and enhance accountability, transparency, and public trust.

Discussion took place on various amendments to sections within the policy.

COUNCILLOR SWANSON: That Council reviews the draft 'Accountability and Transparency Policy', as amended, at Council's regular meeting on June 12, 2018.

251/18

CARRIED 7/0

**3. Draft Public Participation Policy**

The revised draft 'Public Participation Policy' was developed to comply with new MGA legislation for municipalities to establish a public participation policy that outlines 'why' and 'how' the municipality will engage with municipal stakeholders. The policy outlines public engagement principles, Council and Administration responsibilities, implementation strategy, and standards for public participation.

Discussion took place on various amendments to sections within the policy.

COUNCILLOR DUNCAN: That Council approves the Public Participation Policy as amended.

252/18

CARRIED 7/0

**4. Royal Canadian Air Force Request for Authorization**

Canadian Forces Snowbirds 431 Demonstration Squadron and, the F-18 Performance Jet Demonstration Team requests permission to operate at less than 1000 feet above ground level during the Rocky Mountain House Airshow on July 25, 2018.

Although regulation of air traffic falls under federal government authority, Council may authorize the Royal Canadian Air Force to fly at altitudes as low as 500 feet under certain circumstances such as community airshows and special events. This would include all activities such as arrival, practice, performing, and media flights.

COUNCILLOR DUNCAN: That Council authorizes Royal Canadian Air Force aircraft to overfly Clearwater County no lower than 500 feet above ground during the 2018 Rocky Mountain House Airshow.

253/18

CARRIED 7/0

DELEGATION:

**1. RCMP Headquarters 'K' Division Alberta and Rocky Mountain House RCMP Detachment**

Due to unforeseen circumstances, the RCMP Headquarters 'K' Division Alberta delegate cannot attend today's meeting and asks that the presentation is rescheduled.

COUNCILLOR LAIRD: That Council tables the RCMP Headquarters 'K' Division Alberta and Rocky Mountain House RCMP Detachment Delegation.

254/18

CARRIED 7/0

INFORMATION:

**1. CAO's Report**

R. Emmons reported the following:

- Clearwater County received a \$10,000 Conditional Grant from Municipal Affairs, Alberta Emergency Management Agency, for Phase 1 – 2018 Flood Readiness Initiative Program.

- Administration intends to review County procedures and processes for safe work practices to ensure compliance with new legislation coming into effect June 1, 2018.

COUNCILLOR LAIRD: That Council authorizes councillors' attendance at the Central Alberta Economic Partnership's Annual General Meeting on June 14, 2018.

255/18

CARRIED 7/0

**2. Public Works Report**

R. Emmons reviewed the May 22, 2018, Public Works Report as submitted.

**3. Councillor's Verbal Report**

Councillor Laing reported on the Rocky Regional Solid Waste Authority Board meeting she attended on May 10.

Councillor Hoven reported on the Caroline and District Recreation and Agricultural Society meeting he attended.

Councillor Lougheed reported on the Clearwater Regional Fire Rescue Services Committee meeting he attended on May 9.

COUNCILLOR SWANSON: That Council receives the CAO's Report, Public Works Directors' Report, Accounts Payable, Councillor's Verbal Report, and Councillor Remuneration for information as presented.

256/18

CARRIED 7/0

**ADJOURNMENT:**  
11:22 pm

COUNCILLOR LOUGHEED:

That the Meeting adjourns.

257/18

CARRIED 7/0



REEVE



CHIEF ADMINISTRATIVE OFFICER