

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held November 28, 2017, 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:

Council:	
Reeve	John Vandermeer
Councillors	Jim Duncan
	Cammie Laird
	Daryl Lougheed
	Theresa Laing
	Tim Hoven
	Michelle Swanson

Staff:	
Interim Chief Administrative Officer	Rick Emmons
Recording Secretary	Tracy Haight
Director, Community and Protective Services	
Manager, Legislative Services	Ted Hickey
	Christine Heggart

Media:	Shaelyn Poteet
	Keanna Nelson

**AGENDA
APPROVAL:**

The following items were added to the November 28, 2017 Regular Meeting Agenda:

- Municipal Governance Training as Item I6.
- Clearwater County Signing Authority as Item D8.

COUNCILLOR SWANSON: That the November 28, 2017 Regular Meeting Agenda is adopted as amended.

447/17 CARRIED 7/0

**CONFIRMATION
OF MINUTES:**

1. November 03, 2017 Special Meeting of Council Minutes

COUNCILLOR LAIRD: That the Minutes of the November 03, 2017 Special Meeting of Council are adopted as submitted.

448/17 CARRIED 7/0

2. November 07, 2017 Regular Meeting Minutes

COUNCILLOR LAING: That the Minutes of the November 07, 2017 Regular Meeting are adopted as submitted.

449/17 CARRIED 7/0

MUNICIPAL: **1. Acting Chief Administrative Officer Appointment**

On November 3, 2017, at a Special Meeting of Council, Council appointed Rick Emmons as Acting Chief Administrative Officer during Ron Leaf's leave of absence.

By mutual agreement, Ron Leaf's employment as Chief Administrative Officer (CAO) was concluded at end of day Thursday, November 9, 2017.

450/17	COUNCILLOR LAING:	That Council revokes the appointment of Ron Leaf, Chief Administrative Officer, effective November 9, 2017, pursuant to the Municipal Government Act 206(1).
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CARRIED 7/0

451/17	COUNCILLOR LAIRD:	That Council appoints Rick Emmons as Interim Chief Administrative Officer, effective November 9, 2017, as established by Clearwater County Bylaw 636/99 until a new Chief Administrative Officer is appointed by Council.
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CARRIED 7/0

452/17	COUNCILLOR LOUGHEED:	That in advance of 2018 budget deliberations, Council excludes the Chief Administrative Officer position from the hiring freeze instated on October 24, 2017 and authorizes advertisement for the hiring of a Chief Administrative Officer.
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CARRIED 7/0

2. Additional Applicants for Members-at-Large Board Positions

Clearwater County received applications for member-at-large vacancies, as follows:

Subdivision and Development Appeal Board (SDAB)

- Bob Bryant
- Pat Butler
- Randy Hill
- Chuck Shipley
- Murray Welch
- Dick Wymenga

Central Alberta Economic Partnership (CAEP)

- Robert Haagsma
- Jennifer McDougall
- Randy Hill
- Andrea Garnier Spongberg

Clearwater Heritage Board

- Bob Bryant
- Rick Cuerrier

Councillor Duncan nominated all the SDAB applicants for the member-at-large position.

A vote by secret ballot was conducted.

COUNCILLOR LAIRD: That Council appoints Murray Welch as a member-at-large to the Subdivision Development Appeal Board, effective November 28, 2017 for the remainder of the one-year term.

453/17

CARRIED 7/0

Councillor Duncan nominated all the remaining SDAB applicants for three alternate member-at-large positions.

A vote by secret ballot was conducted.

COUNCILLOR DUNCAN: That Council appoints Pat Butler, Dick Wymenga and Chuck Shipley as alternate members-at-large to the Subdivision Development Appeal Board, effective November 28, 2017, for the remainder of the one-year term.

454/17

CARRIED 7/0

Councillor Laird nominated all the CAEP applicants for the member-at-large position.

A vote by secret ballot was conducted.

COUNCILLOR LAIRD: That Council appoints Andrea Garnier Spongberg as a member-at-large to the Central Alberta Economic Partnership, effective November 28, 2017 for the remainder of the one-year term.

455/17

CARRIED 7/0

Councillor Laing nominated all the Clearwater Heritage Board applicants for the member-at-large position.

A vote by secret ballot was conducted.

COUNCILLOR LOUGHEED: That Council appoints Rick Cuerrier as a member-at-large to the Clearwater Heritage Board, effective November 28, 2017 for the remainder of the one-year term.

456/17

CARRIED 7/0

457/17

COUNCILLOR LAING: That the ballots from elections be destroyed.

CARRIED 7/0

3. Todd Hirsch Presentation on December 12

Administration coordinated a community presentation by Todd Hirsch, Alberta Treasury Branch Senior Economist, on December 12.

Prior to the community presentation, a dinner meeting with Todd Hirsch and Councils of Town of Rocky Mountain House and Clearwater County is scheduled to address any specific questions on economic development that Councillors may have. Village of Caroline Council is unable to attend as this conflicts with their regularly scheduled Council meeting.

458/17

COUNCILLOR SWANSON: That Council authorizes Councillors' attendance at an informal dinner with Todd Hirsch and Town of Rocky Mountain House Council at 5:30 pm, and the community presentation at 7:00 pm, on December 12, 2017.

CARRIED 7/0

4. 'Ignite Rocky' Invitation

'Ignite Rocky and Clearwater County' group, an organization that intends to become a non-profit society that works with local government and businesses to stimulate economic growth in the area, extended an invitation for one or two council members to attend their general meetings.

459/17

COUNCILLOR DUNCAN: That Council declines to appoint council members to the 'Ignite Rocky and Clearwater County' group at this time; and, authorizes councillor attendance at 'Ignite Rocky and Clearwater' meetings on an ad hoc basis; and, sends a letter inviting 'Ignite Rocky and Clearwater' to attend Council as a delegation, and requesting that 'Ignite Rocky and Clearwater' provide additional information on proposed meetings.

CARRIED 7/0

5. Meeting Procedures Bylaw Review

Draft bylaw, 'Meeting Procedures Bylaw 1033/17' addresses required amendments to Council's Procedure Bylaw 954/12, as per the Modernized Municipal Government Act's (MGA) that came into force on October 26, 2017, and other amendments Council discussed on October 11, 2016 and November 7, 2017.

Additional amendments were recommended.

Upon approval of amendments, Administration will present a final draft of Bylaw 1033/17 for Council's review prior to consideration of readings.

COUNCILLOR HOVEN: That Council directs Administration to draft Bylaw 1033/17 with recommended amendments as discussed.

460/17

CARRIED 7/0

Colleen Dwyer and Prab Lashar joined the meeting.

PUBLIC

PRESENTATION: 1. Rocky Mountain House & District Chamber of Commerce

Colleen Dwyer, President, and Prab Lashar, Executive Director, Rocky Mountain House and District Chamber of Commerce (Chamber), presented a Power Point presentation that outlined the Chamber's purpose and role in supporting business interest and economic development in the local area.

C. Dwyer explained revenue losses incurred by the Chamber over the past two years and requested \$30,000 in funding to continue Chamber operations in 2018.

COUNCILLOR LAING: That Council receives the Rocky Mountain House & District Chamber of Commerce presentation for information.

461/17

CARRIED 7/0

Tracy With joined the meeting.

DELEGATION:

1. Banister Research Broadband Survey Results

Tracy With, Vice President, Banister Research, presented a Power Point presentation on the results of the 2017 Clearwater County Broadband Demand Study survey that was conducted on businesses and residents.

COUNCILLOR LAING: That Council receives the Banister Research 'Clearwater County Business Broadband Demand Study and Resident Broadband Demand Study for information as presented.

462/17

CARRIED 7/0

6. Code of Conduct Bylaw Review

Draft bylaw, 'Code of Conduct Bylaw 1034/17, addresses a recommended amendment to the "Compliance/Complaints" section of Schedule A of Bylaw 1025/17, as per Council's direction, to have complaints directed to the Reeve or Deputy Reeve, as opposed to the "Reeve or CAO".

Upon approval of amendments, Administration will present a final draft of Bylaw 1034/17 for Council's review prior to consideration of readings.

COUNCILLOR SWANSON: That Council approves amendments to Schedule A of Bylaw 1025/17 as presented.

463/17

CARRIED 7/0

7. Live Video Feed in Council Chambers

The installation of a live video feed system in Council Chambers for online streaming of council meetings is estimated at \$75,000. Camera, sound system and software that integrates with council agendas and minutes are included in costs.

COUNCILLOR LAING: That Council tables Item D7 pending more information and additional quotes on alternative live video feed systems.

464/17

CARRIED 6/1

COUNCILLOR LAING: That Council directs Councillor Hoven to gather information on ways Council can improve transparency; and, directs Council members to provide Councillor Hoven with suggestions on ways to make Council more transparent.

465/17

CARRIED 7/0

8. Clearwater County Signing Authority

Administration requested Council appoint the Manager of Financial Services as an additional signing authority to facilitate efficiencies and provide adequate coverage during staff vacations or absences.

COUNCILLOR HOVEN: That Council appoints the Manager of Financial Services as signing authority for Clearwater County.

466/17

CARRIED 7/0

RECESS: Reeve Vandermeer recessed the meeting at 11:57 am.

CALL TO ORDER: Reeve Vandermeer called the meeting to order at 12:30 pm with the following people present: Councillors Duncan, Laird, Lougheed, Laing, Hoven and Swanson; Shaelyn Poteet, Keanna Nelson, Ted Hickey, Rick Emmons and Tracy Haight.

CORPORATE SERVICES:

1. Broadband Policy Framework

Currently, Council does not have a policy framework to address governance, operations and/or financing for the development of community-controlled internet services.

Administration recommends scheduling a series of Agenda and Priorities Council Committee meetings to determine Council's direction, municipal risk tolerance and level of public engagement in the development of services.

Stephen Bull, SuperNet Secretariat, is scheduled to attend Council on January 9, 2018, to provide an update on the development of policy framework and public engagement on a provincial and federal level that Council may find helpful.

COUNCILLOR SWANSON: That Council begins the orientation process to determine policy framework for the development of internet services within Clearwater County following Council’s regular meeting on December 12, 2017.

467/17

CARRIED 7/0

**COMMUNITY &
PROTECTIVE
SERVICES:**

1. Support of Community Groups and Events

Over the past several years, Council received funding requests to support operations, cultural activities, tourism events and cemetery management from various community groups, recreation boards, and non-profit organizations.

Current policies do not support these types of requests and as they are becoming more frequent, Administration recommends Council identify philosophy and strategy for the County’s role in supporting these groups.

COUNCILLOR HOVEN: That Council reviews philosophy and strategy for funding community groups, non-profit organizations and recreation boards at the January 15, 2018 Agenda and Priorities Council Committee Meeting.

468/17

CARRIED 7/0

2. Elected Official Course in Economic Development

Clearwater County will host the ‘Elected Officials Course’, offered by Economic Developers Alberta, on strategies, tools and resources needed for community economic development. An invitation to participate will be extended to other municipal councils once a date is confirmed.

COUNCILLOR LAIRD: That Council authorizes Councillors’ attendance at the ‘Elected Official Course’ to be scheduled early 2018.

469/17

CARRIED 7/0

3. Funding Request from Rocky Mountain House & District Chamber of Commerce

The Chamber requested \$30,000 in funding from the County by year-end 2017 to continue operations in 2018.

Options for funding include a loan, grant, or pre-payment of services provided by the Visitor Information Centre which is operated by the Chamber. Budget 2017 reallocation from economic development and/or contingency funding may be required.

470/17

COUNCILLOR SWANSON: That Council approves a \$30,000 grant to the Rocky Mountain House and District Chamber of Commerce.

CARRIED 7/0

INFORMATION:

1. CAO's Report

R. Emmons reported on upcoming meetings and events for December 2017.

He provided updates on the following:

- Canadian Natural lobby efforts on the province's draft methane regulations;
- The November 8 meeting with TELUS representatives;
- The 'Provincial Education Requisition Credit for Uncollectable Education Property Taxes on Oil and Gas Properties (PERC)' grant; and,
- Central Alberta Association of Municipal Districts and Counties District 2 Board of Directors upcoming election for Chair, Vice Chair and Resolution Committee members.

2. Public Works Director's Report

R. Emmons explained costs to remove and repour a footing in the County's Operations Building located in the Caroline Industrial Development was incorrectly reported as \$75,000. Actual costs are approximately \$10,000.

3. Councillor's Verbal Report

Councillor Lougheed and Reeve Vandermeer reported on sessions they attended at the AUMA 2017 Convention.

6. Municipal Governance Training

Sage Analytics offers municipal governance training that may be beneficial for Town, County and Village elected officials.

471/17

COUNCILLOR LAING: That Council tables Item I6 Municipal Governance Training pending further information.

CARRIED 7/0

472/17

COUNCILLOR HOVEN: That Council receives the Acting CAO's Report, Public Works Director's Report Committee Minutes, Councillor's Verbal Report and Councillor Remuneration for information as presented.

CARRIED 7/0

RECESS: Reeve Vandermeer recessed the meeting at 2:08 pm.

CALL TO ORDER: Reeve Vandermeer called the meeting to order at 2:14 pm with the following people present: Councillors Duncan, Laird, Lougheed, Laing, Hoven and Swanson; Rick Emmons and Tracy Haight.

IN CAMERA:

COUNCILLOR HOVEN: That Council meets as a Committee of the Whole to discuss: Labour – Verbal Report, in camera in accordance with Section 197(2) of the Municipal Government Act and Section 17(1), Disclosure Harmful to Personal Privacy, of the Freedom of Information and Protection of Privacy Act at 2:14 pm

473/17

CARRIED 7/0

COUNCILLOR LOUGHEED: That the meeting reverts to an Open Meeting at 3:52 pm.

474/17

CARRIED 7/0

RECESS: Reeve Vandermeer recessed the meeting at 3:52 pm.

CALL TO ORDER: Reeve Vandermeer called the meeting to order at 3:53 pm with the following people present: Councillors Duncan, Laird, Lougheed, Laing, Hoven and Swanson; Rick Emmons and Tracy Haight.

COUNCILLOR LOUGHEED: That Council excludes the hiring of a Corporate Services Director from the hiring freeze.

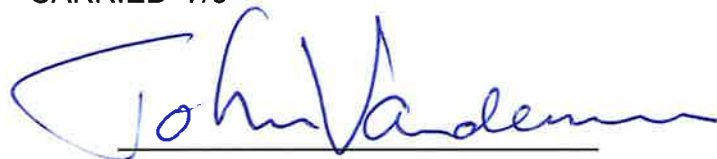
475/17

CARRIED 7/0

ADJOURNMENT: **COUNCILLOR SWANSON:** That the Meeting adjourns.
3:53 pm

476/17

CARRIED 7/0



REEVE



INTERIM CHIEF ADMINISTRATIVE OFFICER