



# MINUTES

## Regular Council Meeting

9:00 AM - Tuesday, February 11, 2020

Council Chambers, 4340 – 47 Avenue, Rocky Mountain House, AB

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**COUNCIL  
PRESENT:**

Reeve Timothy Hoven  
Councillor Cammie Laird  
Councillor Daryl Lougheed  
Councillor John Vandermeer  
Councillor Theresa Laing  
Councillor Michelle Swanson

**COUNCIL  
ABSENT:**

Councillor Jim Duncan

**ADMINISTRATION  
PRESENT:**

Chief Administrative Officer - Rick Emmons  
Director, Corporate Services - Murray Hagan  
Finance Manager - Rhonda Serhan  
Recording Secretary - Amber Williams  
Administrative Assistant – Whitney Wedman  
Director, Public Works Operations - Kurt Magnus  
Director, Agriculture & Community Services - Matt Martinson  
Director, Public Works Infrastructure - Erik Hansen  
Communications Coordinator - Djurdjica Tutic  
Director, Emergency & Legislative Services - Christine Heggart  
Director, Planning & Development - Keith McCrae  
Senior Planner - José Reyes  
Senior Planner - Kim Gilham  
Planner - Dustin Bisson  
Fire Chief - Steve Debienne  
Systems Administrator - Mike Bell  
IT Manager - Cam McDonald  
Public Works Civil Engineer Intern - Monica Purewal

**DELEGATES:**

Barry McQueen - Kinsmen Club  
Jessica Szewczuk - Metrix Group LLP

**MEDIA:**

**1 CALL TO ORDER**

Reeve Hoven called the meeting to order at 9:03 am.

## **2 ADOPTION OF AGENDA**

### **2.1 Adoption of the February 11, 2020 Regular Meeting Agenda**

RES-57-2020 Motion by Councillor Michelle Swanson that the February 11, 2020, Regular Meeting Agenda be adopted as circulated.

CARRIED

## **3 ADOPTION OF MINUTES**

### **3.1 Regular Council Meeting January 28, 2020, Minutes**

RES-58-2020 Motion by Councillor Theresa Laing that the January 28, 2020, Regular Meeting Minutes are adopted as circulated.

CARRIED

### **3.2 Special Council Meeting January 30, 2020, Minutes**

RES-59-2020 Motion by Councillor Cammie Laird that the January 30, 2020, Special Council Meeting Minutes are adopted as circulated.

CARRIED

## **4 DELEGATION/PRESENTATION**

### **4.1 9:00 am - Barry McQueen, Past National President and Life Member, Kin Canada**

RES-60-2020 Motion by Councillor John Vandermeer that Council provides the Rocky Mountain House Kin Clubs (Kinsmen and Kinettes) with a Certificate of Recognition in appreciation of community service and, in celebration of Kin Canada's 100 Anniversary on February 20, 2020.

CARRIED

## **5 CORPORATE SERVICES**

### **5.1 Results of Enterprise Resource Planning (ERP) System Review**

RES-61-2020 Motion by Councillor John Vandermeer that Council receives the [November 25, 2019 Clearwater County Business Needs Assessment and Enterprise Resource Planning \(ERP\) Feasibility Report](#), as presented by Metrix Group LLP, for information; and, that Council directs Administration to issue a Request For Proposal (RFP) with respect to replacing Clearwater County's existing Enterprise Resource Planning (ERP) System.

CARRIED

Reeve Hoven recessed the meeting at 9:50 am.

Reeve Hoven reconvened the meeting at 10:01 am.

## **6 PLANNING & DEVELOPMENT**

### **6.1 First Reading of Bylaw 1083/20 Clearwater County to amend Land Use Bylaw 714/01.**

RES-62-2020 Motion by Councillor Cammie Laird that Council grants First reading of Bylaw 1083/20 for the purpose of regulating and controlling the use and development of land and buildings in Clearwater County and proceed to a public hearing.

CARRIED

**6.2 First Reading of Bylaw 1076/20 for Application No. 01/20 to amend Land Use Bylaw 714/01.**

RES-63-2020 Motion by Councillor Michelle Swanson that Council consider granting first reading of Bylaw 1076/20 to redesignate +/- 27.4 acres of Lot 1, Block 6, Plan 8122203 from the Manufactured Home Park District 'MHP'/Hamlet Residential District 'HR' to the Institutional District 'P' and proceed to a public hearing.

CARRIED

**7 EMERGENCY & LEGISLATIVE SERVICES**

**7.1 Improvement District No. 12 & Clearwater County Intermunicipal Collaborative Framework Bylaw 1084/20**

RES-64-2020 Motion by Councillor Daryl Loughheed that Council grants first reading of Bylaw 1084/20 to adopt the Improvement District No. 12 and Clearwater County Intermunicipal Collaboration Framework.

CARRIED

RES-65-2020 Motion by Councillor John Vandermeer that Council grants second reading of Bylaw 1084/20 to adopt the Improvement District No. 12 and Clearwater County Intermunicipal Collaboration Framework.

CARRIED

RES-66-2020 Motion by Councillor Michelle Swanson that Council grants permission for third reading of Bylaw 1084/20 to adopt the Improvement District No. 12 and Clearwater County Intermunicipal Collaboration Framework.

CARRIED

RES-67-2020 Motion by Councillor Theresa Laing that Council grants third reading of Bylaw 1084/20 to adopt the Improvement District No. 12 and Clearwater County Intermunicipal Collaboration Framework.

CARRIED

**7.2 Bylaw 1087/20 Yellowhead County - Clearwater County Intermunicipal Collaboration Framework (ICF)**

RES-68-2020 Motion by Councillor Cammie Laird that Council grants first reading of Bylaw 1087/20 to adopt the Yellowhead County and Clearwater County Intermunicipal Collaboration Framework (ICF).

CARRIED

RES-69-2020 Motion by Councillor John Vandermeer that Council grants second reading of Bylaw 1087/20 to adopt the Yellowhead County and Clearwater County Intermunicipal Collaboration Framework (ICF).  
CARRIED

RES-70-2020 Motion by Councillor Theresa Laing that Council grants permission for third reading of Bylaw 1087/20 to adopt the Yellowhead County and Clearwater County Intermunicipal Collaboration Framework (ICF).  
CARRIED

RES-71-2020 Motion by Councillor Daryl Lougheed that Council grants third reading of Bylaw 1087/20 to adopt the Yellowhead County and Clearwater County Intermunicipal Collaboration Framework (ICF).  
CARRIED

## **8 CAO OFFICE**

### **8.1 2020 Alberta Community Partnership Grant**

RES-72-2020 Motion by Councillor Cammie Laird that Council endorses Clearwater County's 2020 Alberta Community Partnership application in partnership with the Village of Caroline, for a 'Municipal Restructuring - Restructuring Study Stream' Grant.  
CARRIED

## **9 REPORTS**

### **9.1 CAO's Report**

RES-73-2020 Motion by Councillor Cammie Laird that Council authorizes all Councillors to attend the Chamber Lunch & Learn on February 13, 2020.  
CARRIED

RES-74-2020 Motion by Councillor Theresa Laing that Council authorizes all Councillors to attend the Family & Community Support Services (FCSS) Poverty Simulation workshop on March 25, 2020.  
CARRIED

RES-75-2020 Motion by Councillor Cammie Laird that Council directs Administration to draft a letter to Alberta Municipal Affairs regarding concerns with the local authority election process.  
CARRIED

### **9.2 Public Works Report**

### **9.3 Councillor Reports**

Councillors Vandermeer, Laing, Swanson reported on meetings attended between January 29 and February 10, 2020.

RES-76-2020 Motion by Councillor Michelle Swanson that Council receives the February 11, 2020, CAO Report, Public Works Report and Councillors' Reports for information as presented.  
CARRIED

Reeve Hoven recessed the meeting at 10:50 am.

Reeve Hoven reconvened the meeting at 11:00 am.

## **10 CLOSED SESSION\***

\* For discussions relating to and in accordance with: a) the Municipal Government Act, Section 197 (2) and b) the Freedom of Information and Protection of Privacy Act

**10.1 DRAFT Correspondence; FOIP s.24 Advice From Officials**

**10.2 Leslieville Lands Conceptual Site Plan; FOIP s.24 Advice From Officials**

**10.3 Land Acquisition; FOIP s.16 Disclosure Harmful to Third Party Interest**

**10.4 2019/2020 Intermunicipal Mediation Verbal Report; FOIP s.21 - Disclosure Harmful to Intergovernmental Relations**

RES-77-2020 Motion by Councillor Michelle Swanson that Council goes into CLOSED SESSION for Item 10.1 2019/2020 DRAFT Correspondence; and, Item 10.2 Leslieville Lands Conceptual Site Plan; FOIP s.24 - Advice from Officials at 11:00 am.  
CARRIED

RES-78-2020 Motion by Councillor Michelle Swanson that Council goes into OPEN SESSION at 12:03 pm.  
CARRIED

Reeve Hoven recessed the meeting at 12:03 pm.

Reeve Hoven reconvened the meeting at 12:43 pm.

RES-79-2020 Motion by Councillor John Vandermeer that Council goes into CLOSED SESSION for Item 10.3 Land Acquisition; FOIP s.16 - Disclosure Harmful to Third Party Interest; and, Item 10.4 2019/2020 Intermunicipal Mediation Verbal Report; FOIP s.21 - Disclosure Harmful to Intergovernmental Relations 12:43 pm.  
CARRIED

RES-80-2020 Motion by Councillor Michelle Swanson that Council goes into OPEN SESSION at 5:00 pm.  
CARRIED

Reeve Hoven recessed the meeting at 5:00 pm.

Reeve Hoven reconvened the meeting at 5:01 pm.

RES-81-2020 Motion by Councillor Cammie Laird that Council authorizes Reeve Hoven to sign a letter to the Town of Rocky Mountain House Mayor requesting that the Town consider finalizing and adopting the draft Rocky Mountain House-Clearwater County Intermunicipal Collaboration Framework (ICF) prior to the March 31, 2020 ICF deadline.

CARRIED

RES-82-2020 Motion by Councillor John Vandermeer that Council directs Administration to amend the Leslieville Lands Conceptual Site & Contour Plan to include a phased grading plan.

CARRIED

RES-83-2020 Motion by Councillor Michelle Swanson that Council directs Administration to proceed with a Tender for Leslieville Lands site grading for Phase one (Leslieville Public Services Building) and for Phase two (Fire Training).

CARRIED

RES-84-2020 Motion by Councillor Daryl Lougheed that Council directs Administration to set a date for a public open house to provide the community with an update on the Leslieville project and gather input regarding the Leslieville Public Services Building and Leslieville Lands conceptual plan, and to advertise the open house in the local newspapers, Facebook, and the County website (open house meeting to be held in the coming weeks and prior to Council's regular meeting on March 10, 2020).

CARRIED

RES-85-2020 Motion by Councillor Theresa Laing that Council authorizes Administration to commence land negotiations.

CARRIED

## 11 ADJOURNMENT

RES-86-2020 Motion by Councillor John Vandermeer that the meeting adjourn at 5:07 pm.

CARRIED

  
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Reeve  
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CAO