

Minutes of an Agenda & Priorities Committee of Council, Clearwater County, Province of Alberta, held April 18, 2017, in the Clearwater County Council Chambers in Rocky Mountain House.

CALL TO ORDER: The Meeting was called to order at 9:02 A.M. by Reeve Alexander with the following being present:

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| Reeve: | Patrick Alexander |
| Councillors: | John Vandermeer |
| | Jim Duncan |
| | Theresa Laing |
| | Curt Maki |
| | Kyle Greenwood |
| | Earl Graham |
| Staff: | |
| Chief Administrative Officer | Ron Leaf |
| Recording Secretary | Tracy Haight |
| Director, Public Works | Marshall Morton |
| Director, Corporate Services | Rodney Boyko |
| Director, Planning | Rick Emmons |
| Director, Ag Services & Landcare | Matt Martinson |
| Director, Community Protective Services | Ted Hickey |
| Manager, Infrastructure | Erik Hansen |
| Manager, Operations | Kurt Magnus |
| Manager, Finance | Rhonda Serhan |
| Manager, Intergovernmental & Legislative Services | Christine Heggart |
| Manager, Rocky Regional Waste Authority | Reid Williams |
| Communications Technician | Djurdjica Racunica |
| Media: | Laura Button |

AGENDA:

J. Duncan motioned that the Committee adopts the Agenda & Priorities (A&P) Committee of Council April 18, 2017, agenda as circulated.

CARRIED

M. Morton introduced R. Williams, recently hired as Manager for Rocky Regional Waste Authority.

CONFIRMATION OF MINUTES:

J. Vandermeer motioned that the Committee adopts the January 16, 2017, A&P Committee Meeting Minutes as circulated.

CARRIED

CAO:

1. Council Committees Bylaw

R. Leaf presented the draft Council Committees bylaw for establishing council committees, such as the A&P Committee, for review. The bylaw formally defines the purpose and function, and delegates powers and duties for these committees.

As per the bylaw, the purpose of A&P Committee meetings is to review policy and/or confidential items as identified by Council, the Reeve, individual councillors and/or the Chief Administrative Officer. The A&P Committee meets as a 'Committee of Council', without powers to pass bylaws and/or resolutions, to discuss issues related to Clearwater County in the following areas:

- municipal issues and priorities;
- policy and bylaw development;
- organizational and financial planning;
- agreements related to legal services, land sale or purchases, and negotiations;
- personnel matters; and,
- economic and tourism development tourism.

R. Leaf confirmed the A&P Committee's decision-making powers are limited to requesting additional information and/or forwarding items for Council's consideration.

Discussion followed on the types of committees that are governed and regulated under the bylaw and R. Leaf confirmed that only committees established by Clearwater County Council are included. Committees established by other organizations and municipalities are governed by agreements, terms of reference, or bylaws under the applicable jurisdiction. Committees established for municipal planning and subdivision development control are governed by provincial legislation.

Discussion took place on Section 5(d) of the bylaw and R. Leaf confirmed Administration will review and provide clarity upon presentation to Council.

Discussion took place on Section 8(o)(ii) of the bylaw and suggestions for reporting procedures and processes were made. It was also suggested to provide clarity on which committee minutes are reported.

J. Duncan motioned that the Committee recommends Council review the draft Council Committees Bylaw.

CARRIED

FINANCE & CORPORATE SERVICES:

1. Assessment Forecasts and Reserves

R. Boyko reviewed administrative graphs showing Clearwater County's rate of non-residential and overall assessment values from 2008 to 2016 and explained due to an economic market correction in the oil and gas industry, the County realized decreased tax revenues resulting from decreased assessment.

He reviewed forecasts for machinery and equipment assessment and growth and compared well and pipeline depreciation amounts from 2010 to 2016. He noted Administration forecasts that growth may not keep ahead of depreciation and adjustments related to the base year modifiers. Consequently, Administration recommends Council review its taxation philosophy regarding tax and assessment ratios, Reserves Policy and current reserve levels in relation to the forecasted revenue and projected capital and operating expenses.

R. Boyko noted the taxation review should also include an overall review of financial management policies to provide direction on the following:

- reserve methodologies;
- service levels;
- long term capital planning;

- intermunicipal priorities;
- intermunicipal revenue sharing (Intermunicipal Collaborative Framework); and,
- taxation.

He asked for direction from the Committee to determine the level of review and outlined options as follows:

1. a one to three-day workshop session, or
2. during regular council meetings for the remainder of 2017.

Discussion took place on the importance of financial planning to address shifts in industry changes and economic conditions. Although the County is currently in a healthy financial position, its tax revenues are reliant on non-residential assessments and consideration must be given to variables impacting future growth and depreciation.

Discussion continued on the proposed review process and it was recommended that Council consider the following:

- Addressing services levels and capital planning at the same time as they directly impact capital projects.
- Developing taxation and reserve strategies required for conscientious planning rather than reacting to circumstances.
- Discussing Council's capital planning priorities i.e. joint development area.
- Discussing revenue sharing relationship with Town and Village municipalities.
- Reviewing recommendations from the Intermunicipal Collaboration Committee regarding capital planning priorities for all three municipalities.
- Establishing framework that formalizes Council's plans and provides clear direction for budget deliberations by future Councils.
- Rationalizing reserve balances for various projects.

C. Maki motioned that the Committee approves the review process.

CARRIED

J. Duncan motioned that the Committee undertakes a preliminary Financial Policy Review at the June 19, 2017 A&P Committee meeting.

CARRIED

C. Heggart introduced D. Racunica, recently hired as Communications Technician.

**PLANNING &
DEVELOPMENT:**

1. Penalty Bylaw

R. Emmons presented a draft bylaw to amend the Land Use Bylaw #714/01 for the purpose of implementing enforcement provisions that are in alignment with current legislation.

He explained over the last few years, non-compliant land use issues, i.e. illegal land use and/or development, have steadily increased and there is no process in place to address violations in a comprehensive, timely manner by Administration.

R. Emmons responded to questions and confirmed that Planning Department staff responds to complaints and follows up with enforcement as this does not fall under County Peace Officer jurisdiction.

C. Maki motioned that the Committee recommends Council review the draft bylaw to amend the Land Use Bylaw 714/01 for implementing enforcement provisions.

CARRIED

MUNICIPAL:

1. Strategic Plan Review – Objective 2.5.2

R. Leaf reviewed Strategy 2.5.2 of Council's current Strategic Plan that states Council will endeavor to meet with Councils, at least once per term, of adjacent rural municipalities, Summer of Burnstick Lake and Sunchild, O'Chiese and Bighorn First Nations. Council usually meets with a Council from an adjacent rural municipality during spring and fall Alberta Association of Municipal District and Counties (AAMDC) conventions.

Discussion took place on the value of continuing to meet with rural municipalities at AAMDC conventions. It was determined that with anticipated requirements for intermunicipal collaborate frameworks, the meetings provide opportunity to discuss topics of mutual concern not necessarily related to capital and infrastructure planning. It was suggested to improve the meeting structure and format and consider alternate venues. It was also suggested to amend Section 2.5.2 to clarify the intent for meeting with adjacent municipal councils.

J. Vandermeer motioned that the Committee recommends Council amends Section 2.5.2 of the 2015-2018 Clearwater County Strategic Plan to clarify the intent for meeting with adjacent municipal councils.

CARRIED

2. Public Participation Policy/Communications

C. Heggart reviewed public participation policy requirements, as per anticipated amendments to the Municipal Government Act, for municipalities to demonstrate commitment to enhancing public understanding and involvement in municipal issues. She noted municipal associations are developing a template to assist with policy development after legislation proclamation.

C. Heggart reviewed recommended approaches for public participation, that are to be identified in the policy, as types or categories used to engage municipal stakeholders and under what circumstances.

Discussion took place on the value of taking proactive measures when communicating with the public.

C. Heggart noted as part of the public participation policy development process and the County's Communication workplan, establishing key messages for public communication is required for Council to communicate clear direction, outline priorities and strategies and confirm statements. Messaging is based on direction from Council's strategic and budget plans, and is being developed as part of the process to expand Council's existing public participation program.

C. Heggart reviewed draft messaging in four categories as follows: 1. Public Land Management; 2. Economic Development; 3. Assets and Fiscal Management; and, 4. Governance.

Discussion took place on the need for more public and stakeholder engagement before provincial decisions are made on public land uses.

Discussion took place on messaging for ‘governance’ and it was suggested to include another bulletin point and/or graph explaining Council’s consideration of public participation in the decision-making process.

It was suggested to develop a series of articles highlighting key information in each of the categories.

J. Duncan motioned that the Committee recommends Council considers endorsing the draft key messaging in the following categories: 1. Public Land Management; 2. Economic Development; 3. Assets and Fiscal Management; and, 4. Governance; as presented.

CARRIED

**2017 STRATEGIC
PRIORITIES
DEPARTMENTAL
WORKPLANS:**

1. Public Works

M. Morton reviewed Public Works Strategic Priorities Work Sheet for 2017 programs and provided updates on current work projects.

J. Vandermeer inquired on the possibility of moving forward with Caroline Land Development Phase 2, ahead of schedule and, installing water/wastewater infrastructure to service lots.

Discussion followed on the required processes for adjusting the project schedule that include amendments to Village of Caroline’s intermunicipal development plan and area structure plan, a review of the Village’s existing water/wastewater infrastructure capacity, and a review of Public Works’ workload.

J. Vandermeer motioned that the Committee recommends Council considers moving forward with Caroline Land Development - Phase Two and, considers extending municipal water and sanitary infrastructure (offsite deep utilities) to service Phase 1 and 2.

CARRIED

RECESS:

The meeting recessed for lunch at 11:55 am.

**CALL TO
ORDER:**

The meeting was called to order at 12:40 pm.

2. Planning

R. Emmons reviewed Planning Strategic Priorities Work Sheet for 2017 programs and provided updates on current work projects.

4. Community & Protective Services

T. Hickey reviewed Community and Protective Services’ Strategic Priorities Work Sheet for 2017 programs and provided updates on current work projects.

Discussion took place on the new fire station construction project to replace Leslieville and Condor stations.

J. Vandermeer motioned that the Committee recommends Council reconsiders the January 24, 2017 #40/17 motion authorizing Administration to proceed with the purchase of land along Highway 761, and the design and

tender document preparation, for a new Clearwater Regional Fire Rescue Services Fire Station serving Leslieville and Condor.

DEFEATED

3. Corporate Services

R. Boyko reviewed Corporate Services Strategic Priorities Work Sheet for 2017 programs and provided updates on current work projects.

5. Communications and Legislative Services

C. Heggart reviewed Communications and Legislative Services Strategic Priorities Work Sheet for 2017 programs and provided updates on current work projects.

6. Agricultural Services & Landcare

M. Martinson reviewed Agricultural Services and Landcare Strategic Priorities Work Sheet for 2017 programs and provided updates on current work projects.

Discussion took place on Rocky Mountain House Agricultural Society's request to provide an update on the agriculture recreation facility project to Council on April 25.

7. CAO

R. Leaf reviewed CAO's Strategic Priorities Work Sheet for 2017 programs and provided updates on current work projects.

ADJOURNMENT:

K. Greenwood motioned to adjourn the meeting at 2:32 pm



REEVE


CHIEF ADMINISTRATIVE OFFICER