

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held July 10, 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
Communications
Manager, Legislative Services
Director, Public Works Operations
Manager, Assessment

Rick Emmons
Tracy Haight
Murray Hagan
DJ Tutic
Christine Heggart
Kurt Magnus
Robert Kotchon

Delegates:
Shell Canada Ltd. External Relations
Shell Canada Ltd. Area Manager

Craig Hallden
Mike Hrudey

Media:

Jessie Weisner
Laura Button
Helge Nome

**AGENDA,
APPROVAL:**

COUNCILLOR DUNCAN:

That the July 10, 2018 Regular Meeting Agenda is adopted as circulated.

306/18

CARRIED 7/0

**CONFIRMATION
OF MINUTES:**

1. June 26, 2018 Regular Meeting Minutes

COUNCILLOR LAIRD:

That the Minutes of the June 26, 2018, Regular Meeting are adopted as circulated.

307/18

CARRIED 7/0

DELEGATION:

1. Shell Canada Ltd.

M. Hrudehy and C. Hallden presented a Power Point, 'Shell Update – Clearwater County' that outlined the following: activities within Clearwater County over the past couple of years; production plans for 2019; fresh water management practices that reduce water use for well completions; funding contributions to local community services; Shell's 'Community Grants Program'; stakeholder engagement plan; and, Shell's program for supporting local business through contracted work and procured services.

M. Hrudehy and C. Hallden responded to questions and discussion followed.

COUNCILLOR LAIRD:

That Council receives the Shell Canada Ltd. Delegation's information as presented.

308/18

CARRIED 7/0

PUBLIC WORKS:

1. Municipal (Condor and Leslieville) Wastewater System Letters of Support for Wild Rose School Division

Wild Rose School Division Board of Trustees (WRSD) is considering options for capital projects, as follows: modernize both Condor and Leslieville schools; build a new school in each location; or, modernize Condor school and build a new school in Leslieville.

WRSD asks that Clearwater County Administration support each of these options by confirming current wastewater systems in Condor and Leslieville could service an increase in sanitary flows because of additional students and staff.

After reviewing both systems, Administration confirmed Leslieville's wastewater system, including lagoon, has capacity to service increased flows. Should WRSD construct a new school at the current location, relocation of the utility forcemain, estimated at \$50,000.00, is required.

Condor's lift station has capacity to service increased flows, however the lagoon, currently at maximum capacity, requires upgrades before servicing an increase. Clearwater County applied for provincial grants to fund the upgrades.

Administration drafted two letters to WRSD, one confirming operational capacity for the Leslieville system and Condor lift station and, emphasizing support of the Condor lagoon upgrades pending provincial funding. The letter also confirms that even if provincial funding for the Condor lagoon is not received by April 2020, Clearwater County will move forward with other methods and/or solutions until funding is received.

The second letter confirms Clearwater County will fund the relocation of the utility forcemain in Leslieville, if required, to facilitate construction of a new school.

COUNCILLOR SWANSON:

That Council approves the July 10, 2018 Letter to Wild Rose School Division indicating that the Condor and Leslieville wastewater system can accommodate an increased school population.

309/18

CARRIED 7/0

COUNCILLOR DUNCAN: That Council approves the July 10, 2018 Letter to Wild Rose School Division indicating Clearwater County's funding support for the relocation of a utility forcemain located on the Leslieville school property.

310/18

CARRIED 7/0

2. Land and Building Purchase

As approved by Council on June 12, 2018, Administration submitted a \$1.9 million offer to purchase a judicial sale property in the Town of Rocky Mountain House, which was heard by Court of Queen's Bench on July 9, 2018. Administration has not yet been informed of the Court's decision however, a ruling is expected by end of day.

The building and yard's square footage meets the County's need, identified in the Facility Needs Assessment presented to Council on June 26, for additional space to accommodate vehicle and equipment maintenance operations and administrative offices. However, renovations to the building and yard, estimated at \$355,000.00, are required to improve property access, perimeter security, shop and office setup.

With the addition of this facility, combined with the reinvestment /reorganization of existing facilities, it is anticipated that this will provide part of a 10+year solution for the County's facility needs. Currently, Clearwater County has two facilities that are being utilized to support regional partnerships with the Town of Rocky Mountain House, leaving the current Administration building and the proposed building to sustain operations.

The County completed due diligence, prior to submitting the offer, by obtaining written consent from the Town of Rocky Mountain House to purchase the property and conducting an environmental assessment and building inspection.

COUNCILLOR LAIRD: That Council approves the transfer of \$ 2,255,000.00 from the Facilities Reserve for the purchase and renovation of property located at 4401 44 Street, Rocky Mountain House, Plan 1423962, Block 1, Lot 4.

311/18

CARRIED 7/0

CORPORATE SERVICES:

1. Appointment of Municipal Assessor

Rob Kotchon, recently hired as Corporate Services Assessment Manager, is an Accredited Municipal Assessor of Alberta (AMAA). As per Clearwater County's Bylaw 1037/18, appointment by Council is required.

COUNCILLOR SWANSON: That Council appoints Robert Kotchon, Accredited Municipal Assessor of Alberta, to the position of designated officer to carry out the duties and responsibilities of an Assessor, under the Municipal Government Act, for Clearwater County, effective July 10, 2018 for the duration of his employment and in accordance with Bylaw 1037/18.

312/18

CARRIED 7/0

MUNICIPAL:

1. Draft Letter of Invitation/Support for Clearwater County Internet Infrastructure Development

As per Council's direction on January 9, 2018, and Internet Broadband Council Committee's recommendations on July 3, Administration prepared a draft template for a letter of invitation to urban municipalities and First Nations located within Clearwater County.

The letter asks for a letter of support, in principle, of Clearwater County's development of municipally-owned Internet Infrastructure; extends an invitation to participate in discussions during the County's planning concept design phase; and, asks for indication of the desired level of involvement, as part of a regional economic development strategy, with the County's plans for internet infrastructure development.

Discussion took place and amendments were made as follows:

- insert 'open access network' after 'municipally-owned' in the first sentence;
- request that a response and a letter of support is required by July 24, 2018 .

COUNCILLOR DUNCAN: That Council approves the 'Letter of Invitation/Support for Clearwater County Internet Infrastructure Development' template, as amended; and, directs Administration to mail letters to Town of Rocky Mountain House, Village of Caroline, Summer Village of Burnstick Lake Councils and Big Horn 144A Wesley Nakoda, O'Chiese and Sunchild First Nation Councils.

313/18

CARRIED 7/0

2. Draft Letter – Clearwater County Broadband Initiative and Provincial Broadband Strategy

Reeve Vandermeer submitted a revised draft letter addressed to the Minister of Service Alberta, Honourable Brian Malkinson, that outlined the County's recommendations for the Provincial Broadband Strategy as follows:

- That the Province provide matching grants to municipalities for community-based broadband infrastructure which will allow opportunity to pursue additional grants from the Federal government so costs can be shared equally between three levels of government.
- That the Province further address the cost of service disparity between rural and urban customers and adjust the 'flat rate fee' for internet service providers to account for low population densities.
- That the Province support community-based broadband projects.

Discussion took place on suggested revisions that:

- communicates the importance of implementing a provincial strategy to support and/or create opportunity for 'bridging the digital divide' between rural and urban communities;
- asks for policy relaxation on provincial highway right-of-ways to achieve municipal cost efficiencies for installation of infrastructure;
- asks for interest-free loans from provincial agencies to fund infrastructure costs;
- advocates for high quality and low-cost broadband services for all rural Alberta;
- emphasizes the value of provincial funding to create opportunities for municipal sustainability and economic development;
- reformats the letter with highlights and bullet points;
- includes Sunchild and Big Horn 144A Wesley Nakoda First Nations, and Summer Village of Burnstick Lake in the copy list.

COUNCILLOR DUNCAN:

That Council directs Administration to amend the draft 'Clearwater County Broadband Initiative and Provincial Broadband Strategy' letter to the Minister of Service Alberta, as discussed; and, presents a second draft to Council for review on July 24, 2018.

314/18

CARRIED 7/0

RECESS:

Reeve Vandermeer recessed the meeting at 10:07 am.

CALL TO ORDER:

Reeve Vandermeer called the meeting to order at 10:19 am with the following people present: Councillors Duncan, Laird, Lougheed, Laing, Hoven and Swanson; L. Button, J. Weisner, M. Hagan, R. Emmons, C. Heggart, T. Haight, K. Magnus, and Constable (Cst) Carman Dutz, Staff Sergeant (S/Sgt) Mark Groves, Pat Harrish, and Inspector (Insp) Shane Ramteemal.

M. Hagan announced that the Court of Queen's Bench accepted Clearwater County's offer to purchase the judicial sale property and a court order is expected to follow.

DELEGATION:

2. RCMP Rimbey Detachment

Cst. Dutz presented a request from the Rimbey RCMP Detachment for Council to consider partnering with other municipalities to fund additional administrative support positions for the Rimbey Detachment. He explained additional positions are intended to reduce administrative duties performed by officers thereby increasing police effectiveness, improving service delivery

and, reducing policing costs. With increased support staff, officers can focus their time on enforcement, investigations, patrols and community engagement rather than office work.

He noted that the Province does not anticipate increasing the Detachment's current staff complement or providing additional funds for administrative support in the near future.

Cst. Dutz responded to questions and discussion took place on the following: crime statistics reported for the Rimbey Detachment; detachment comparisons on workload versus staff complement; advantages of better internet connectivity; and challenges with processing files for court cases.

COUNCILLOR LOUGHEED: That Council receives the RCMP Rimbey Detachment Delegate's information as presented.

315/18

CARRIED 7/0

Cst. Dutz left the meeting.

3. TABLED ITEM 254/18 Delegation: RCMP Headquarters 'K' Division Alberta and Rocky Mountain House RCMP Detachment

COUNCILLOR DUNCAN: That Council lifts *TABLED ITEM 254/18* Delegation: RCMP Headquarters 'K' Division Alberta and Rocky Mountain House RCMP Detachment from the table.

316/18

CARRIED 7/0

P. Harrish, Police Planning and Contract Coordinator with Alberta Solicitor General, Public Security Division, presented a slide show, 'Enhanced Levels of Policing Services' that reviewed options for municipalities to purchase additional policing over and above the base level of service provided by the Province.

Option One offers municipalities a full time RCMP officer for a minimum three-year term at a 70% cost of the annual officer salary (approximately \$158,000.00 per year, adjusted annually for inflation).

Option Two offers additional policing for special community events, with specified maximum hours, at a cost of RCMP's overtime rate of pay (approximately \$88.00/hour).

Insp. S. Ramteemal, Client Services Officer, Operations Strategy Branch RCMP "K" Division, and S/Sgt. M. Groves, RCMP District Advisory Non Commissioned Officer, provided 2014 – 2017 crime statistics for Clearwater County and noted out of five area detachments, 85.1% of police files are generated by the Rocky Mountain House Detachment.

The delegates responded to questions and discussion took place on the following: strategies used to reduce rural crime; objectives of enhanced policing services; factors to be considered when comparing crime statistics from the Province with Town of Rocky Mountain House Detachment; and electronic monitoring of offenders.

COUNCILLOR HOVEN: That Council receives the RCMP Headquarters 'K' Division Alberta and Rocky Mountain House RCMP Detachment Delegation's information as presented.

317/18

CARRIED 7/0

RECESS: Reeve Vandermeer recessed the meeting at 12:00 pm.

CALL TO ORDER: Reeve Vandermeer called the meeting to order at 12:40 pm with the following people present: Councillors Duncan, Laird, Loughheed, Laing, Hoven and Swanson; M. Hagan, and T. Haight.

INFORMATION: **3. Councillor's Verbal Report**

Councillor Swanson reported on Alberta Master Games Committee's planning progress for the 2019 event and, key messages and presentations from the Alberta Internet Society and Equal Voice Alberta South meetings.

1. CAO's Report

M. Hagan reviewed the July 10, 2018, CAO Report, as submitted.

Discussion took place on process and timeline for submitting a resolution advocating for rural broadband/internet service to the Rural Municipalities Association District 2 membership.

Barrie Bouwman and Keith McCrae joined the meeting.

Discussion took place on options for reporting Caroline/Clearwater Intermunicipal Committee's progress on the development of an intermunicipal collaboration framework and intermunicipal development plan for Clearwater County and Village of Caroline.

R. Emmons joined the meeting.

COUNCILLOR DUNCAN: That Council prefers that the Caroline/Clearwater Intermunicipal Committee reports achievement of significant project goals and milestones on the development of an intermunicipal collaboration framework and intermunicipal development plan for Clearwater County and Village of Caroline to Council, as they happen.

318/18

CARRIED 7/0

CLOSED SESSION:

COUNCILLOR LAING: That Council approves meeting as a Committee of the Whole, to discuss Item I1. Third Party Interest – Land and I2 Personnel – CAO Performance Evaluation, in a closed session, in accordance with Section 197(2) of the Municipal Government Act; Section 16(1)(a) Disclosure Harmful to Business Interests of a Third Party; and, Section 17(1) Disclosure Harmful to Personal Privacy, as per the Freedom of Information and Protection of Privacy Act at 1:10 pm.

319/18

CARRIED 7/0

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 I1 Third Party Interest – Land:

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

Pursuant to Section 197(6) of the Municipal Government Act, B. Bouwman was in attendance in the closed session discussion with respect to Report I1 Third Party Interest – Land.

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 I2 Personnel – CAO Performance Evaluation.

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

COUNCILLOR SWANSON: That the meeting reverts to an Open Session at 2:27 pm

320/18

CARRIED 7/0

RECESS:

Reeve Vandermeer recessed the meeting at 2:27 pm.

CALL TO ORDER:

Reeve Vandermeer called the meeting to order at 2:34 pm with the following people present: Councillors Duncan, Laird, Loughheed, Laing, Hoven and Swanson; M. Hagan, R. Emmons, and T. Haight.

Discussion took place on documents used in the CAO Performance Evaluation process.

COUNCILLOR LOUGHEED: That Council strikes a CAO Performance Evaluation Working Group; and appoints: Councillor Laird, and Councillor Laing as alternate; M. Hagan, Director Corporate Services; and T. Haight, Executive Assistant; effective July 10, 2018, to compile documents and create template forms for use in the CAO Performance Evaluation process; and, present documents and draft forms for Council's review on August 28, 2018.

321/18

CARRIED 7/0

2. Public Works Report

R. Emmons reviewed the July 24, 2018, Public Works Report as submitted.

R. Emmons responded to questions and discussion followed.

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

322/18

CARRIED 7/0

ADJOURNMENT:
3:30 pm

COUNCILLOR LAING:

That the Meeting adjourns.

323/18

CARRIED 7/0



REEVE



CHIEF ADMINISTRATIVE OFFICER