

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held October 23, 2018, in the Clearwater County Council Chambers in Rocky Mountain House.

CALL TO ORDER: The Meeting was called to order at 10:38 am by Reeve Duncan with the following being present:

Reeve
Councillors

Jim Duncan
John Vandermeer
Cammie Laird
Daryl Lougheed
Tim Hoven
Michelle Swanson
Theresa Laing

Staff:
Chief Administrative Officer
Recording Secretary
Director, Public Works Operations
Director, Corporate Services
Manager, Legislative Services
Fleet and Equipment Supervisor

Rick Emmons
Tracy Haight
Kurt Magnus
Murray Hagan
Christine Heggart
Scott Brettelle

Media:

Diane Spoor

Public:

Helge Nome

**AGENDA
APPROVAL:**

Caroline Municipal Library Funding was added to the agenda as item E3.

COUNCILLOR SWANSON: That the October 23, 2018 Regular Meeting Agenda is adopted as amended.

484/18

CARRIED 7/0

**CONFIRMATION
OF MINUTES:**

1. October 9, 2018 Regular Meeting Minutes

COUNCILLOR LAIRD:

That the Minutes of the October 9, 2018, Regular Meeting Minutes are adopted as circulated.

485/18

CARRIED 7/0

2. October 9, 2018 Public Hearing Bylaw 1044/18 Minutes

COUNCILLOR HOVEN:

That the Minutes of the October 9, 2018, Public Hearing Bylaw 1044/18 Minutes are adopted as circulated.

486/18

CARRIED 7/0

PUBLIC WORKS: 1. Clearwater County Draft 'Fleet and Equipment Management Plan

The 'Fleet and Equipment Management Plan' was drafted, as directed in Council's 2015 – 2018 Strategic Plan, to provide framework for the provision, management and maintenance of County-owned vehicles and equipment to ensure service levels are met in the most cost effective and efficient way possible.

The plan outlines legislative requirements for safe operation and, provides guidelines for general maintenance, replacement, procurement and dispersal of fleet vehicles and equipment.

COUNCILLOR LAIRD: That Council approves the Clearwater County Fleet and Equipment Management Plan as presented.

487/18

CARRIED 7/0

CORPORATE SERVICES:

1. Request for Tax Penalty Waiver

Administration received a ratepayer's written request to waive penalties for late payment of property taxes on Roll #3907335002 (\$720.09) and Roll #4007044005 (\$644.74).

Discussion took place and the following points were made:

- Historically, Council has not supported these requests and it is important to remain consistent with this philosophy to ensure fairness to all ratepayers.
- Mail-out of assessment and tax notices, including advertising and notification, met legislative requirements.
- Payment options are available to ratepayers, i.e. monthly tax installment plan, post-dated cheque(s).

COUNCILLOR SWANSON: That penalties for late payment of property taxes on Roll #3907335002 and Roll #4007044005 stand as applied.

488/18

CARRIED 7/0

2. Clearwater County Third Quarter Capital and Operating Financial Report

Clearwater County's third quarter Capital and Operating Financial Statements, as of September 30, 2018, were reviewed.

M. Hagan responded to questions and confirmed Administration is compiling a summary report on shared operational costs with Town of Rocky Mountain House and Village of Caroline and will present results at a future regular council meeting.

M. Hagan responded to questions and explained not all fire service revenues have been received as of the September 30 reporting date, however they are expected by year-end.

M. Hagan responded to questions and noted the provincial Municipal Sustainability initiative (MSI) funding program expires 2021 and Administration will provide Council with further details as they become available.

Discussion took place on public communications regarding project delays. It was noted that project updates are reported in the Public Works Report posted twice a month online and in the County Highlights newsletter published six times per year.

COUNCILLOR LOUGHEED: That Council receives the September 30, 2018 Capital and Operating Financial Report for information as presented.

489/18

CARRIED 7/0

3. Caroline Municipal Library Funding

Caroline Municipal Library Board requested a \$1000 increase to its 2018 budget.

COUNCILLOR HOVEN: That Council approves Caroline Municipal Library Board's request for an increase to its 2018 budget and reallocates \$1,000.00 from Contingency to Agriculture and Community Services in Clearwater County's 2018 budget.

490/18

CARRIED 7/0

MUNICIPAL:

1. Council Apparel Wear

Councillors expressed interest in purchasing Clearwater County branded vests to create interest, promote identity and build market recognition for the County while councillors are attending public events and conferences.

Discussion took place on options for funding vest purchases, as follows:

1. Clearwater County Legislative Services Budget; or,
2. Joint cost sharing by councillors and Legislative Services budget; or,
3. Paid out of pocket by councillors.

Discussion also took place on the potential of implementing an apparel wear program for employees, however further discussion at a future date is required.

COUNCILLOR SWANSON: That Council authorizes the purchase of Clearwater County branded vests for Councillors; and that costs are paid out of pocket by councillors.

491/18

CARRIED 7/0

INFORMATION:

1. CAO's Report

R. Emmons reviewed the October 23, 2018, CAO Report, as submitted.

2. Public Works Report

R. Emmons reviewed the October 23, 2018, Public Works Report, as submitted.

Discussion took place on the practice of reading aloud the CAO and Public Works reports during the meeting. It was noted both reports are circulated to Council and Media prior to the meeting, so it is sufficient to have Administration answer any related questions instead reading the reports aloud.

Don Livingston and Kevin Gagne joined the meeting.

DELEGATIONS: 1. Rocky Search and Rescue

Representatives from Rocky Mountain House Search and Rescue (SAR), Don Livingston, Treasurer, and Kevin Gagne, Equipment Director, provided an update on the allocation of the \$25,000 annual grant funding from Clearwater County for SAR's 2017 – 2018 operating expenses.

D. Livingston thanked Council for funding SAR and noted funds have allowed SAR to meet various strategic goals and priorities despite a substantial reduction in industry donations over the past two years.

D. Livingston and K. Gagne responded to questions and discussion followed.

COUNCILLOR VANDERMEER: That Council receives Rocky Mountain House Search and Rescue Delegation's presentation for information.

492/18

CARRIED 7/0

4. Councillor Verbal Reports

Councillor Swanson reported on the following:

- Alberta Master Games Committee activities;
- Her discussion with Matt Jeneroux, Member of Parliament, on federal and provincial strategy for broadband and, CRTC's decision to lower standards for acceptable internet speeds.

Councillor Laing reported on the following:

- Rocky Mountain Regional Solid Waste Authority Board meeting;
- Sessions and keynote speaker presentations she attended at the Digital Futures Forum;
- Her meeting, accompanied by Councillor Vandermeer, with the Manager of Wilderness Village on how improved broadband service would benefit tourism in the area.

Councillor Vandermeer also reported on sessions and keynote speaker presentations he attended while at the Digital Futures Forum.

Councillor Lougheed reported he is unable to attend the Alberta Recreation and Parks Association 2018 Conference scheduled for October 25 – 27, 2018.

COUNCILLOR LOUGHEED: That Council authorizes Councillor Laird's attendance at the Alberta Recreation and Parks Association 2018 Conference on October 25 – 27, 2018.

493/18

CARRIED 7/0

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

494/18

CARRIED 7/0

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

CALL TO ORDER: Reeve Duncan called the meeting to order at 12:34 pm with the following people present: Councillors Vandermeer, Laird, Lougheed, Laing, Hoven and Swanson; R. Emmons, M. Hagan, T. Haight, Erik Hansen and Steven Debiegne.

Councillor Lougheed declared a pecuniary interest in Closed Session Item 1 Land – Condor Public/Fire Services Facility and left the meeting at 12:34 pm.

CLOSED SESSION:

COUNCILLOR VANDERMEER: That Council approves meeting as a Committee of the Whole, to discuss Item 11. Land – Condor Public/Fire Services Facility and Item 12. Personnel, in a closed session, in accordance with Section 197(2) of the Municipal Government Act; Section 21, Sections 16, 17 and 24 as per the Freedom of Information and Protection of Privacy Act at 12:34 pm.

495/18

CARRIED 6/0

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 Land – Condor Public/Fire Services Facility:

R. Emmons (Advice) M. Hagan (Advice), E. Hansen (Advice), S. Debiegne (Advice) and T. Haight (Clerk)

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 Personnel:

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

Pursuant to Section 197(6) of the Municipal Government Act, Ed Gross, Consultant, HR Outlook (Advice) was in attendance in the closed session discussion with respect to Personnel.

Councillor Lougheed joined the meeting at 12:59 pm

COUNCILLOR VANDERMEER: That the meeting reverts to an Open Session at 2:02 pm.

496/18

CARRIED 7/0

RECESS: Reeve Duncan recessed the meeting at 2:02 pm.

CALL TO ORDER: Reeve Duncan called the meeting to order at 2:05 pm with the following people present: Councillors Vandermeer, Laird, Lougheed, Laing, Hoven and Swanson; R. Emmons, M. Hagan, and T. Haight.

COUNCILLOR LAIRD: That Council approves moving Clearwater Regional Fire Rescue Services Headquarters Staff salaries closer to the 65th percentile, effective October 1, 2018.

497/18 CARRIED 7/0

Councillor Lougheed abstained from voting on the following motion and left the meeting 2:06 pm.

COUNCILLOR VANDERMEER: That Council authorizes Administration to make a conditional offer to purchase 8.0+/- acres of land located at SW 5 39 4 W5M for the Condor Public Services Facility.

498/18 CARRIED 6/0

Councillor Lougheed joined the meeting at 2:07 pm.

Discussion took place on councillors' attendance at upcoming Remembrance Day Ceremonies.

COUNCILLOR LAIRD: That Council authorizes Councillors' attendance at 2018 Remembrance Day Ceremonies in the Town of Rocky Mountain House and/or Village of Caroline.

499/18 CARRIED 7/0

ADJOURNMENT: **COUNCILLOR LAIRD:** That the Meeting adjourns.
2:13 pm

500/18 CARRIED 7/0



REEVE



CHIEF ADMINISTRATIVE OFFICER