

Minutes of an Agenda & Priorities Committee of Council, Clearwater County, Province of Alberta, held January 16, 2017, in the Clearwater County Council Chambers in Rocky Mountain House.

CALL TO ORDER: The Meeting was called to order at 9:05 A.M. by Reeve Alexander with the following being present:

Reeve:	Patrick Alexander
Councillors:	John Vandermeer
	Jim Duncan
	Theresa Laing
	Curt Maki
	Kyle Greenwood

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

REGRETS: Councillor: Earl Graham

AGENDA:

K. Greenwood motioned to adopt the A&P Committee of Council January 16, 2017 agenda as circulated.

CARRIED

**2017 STRATEGIC
PRIORITIES
DEPARTMENTAL
WORKPLANS:**

1. Public Works

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

Discussion took place on Council reviewing County standards for no-exit roads. Public Works to plan a future agenda item for Council’s review of this program.

Discussion took place on Condor lagoon and lift station upgrades. This project sets a precedence for other similar projects in hamlets therefore requiring further discussions on whether residents should be contributing to infrastructure costs by way of tax levy/local improvement levy.

M. Morton responded to questions on residents identifying concerns with a bridge near Hoppies residence. Public Works to investigate concerns.

2. Planning

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

Discussion took place on the increasingly occurrence of Administration being drawn into neighbor conflicts which increases the department's workload. Planning intends to develop and present a bylaw for enforcement of non-compliance development issues, including a fine structure, for Council's review.

R. Emmons responded to questions on the keeping of chickens in hamlets. Administration to follow up and present information to Council for discussion.

3. Corporate Services

R. Boyko reviewed Corporate Services' 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 County's role in promoting economic diversity to increase the tax base. A marketing strategy to attract commercial and industrial business to the County would be beneficial once the IDP, ASP and JDA projects are approved.

5. Communications

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

Discussion took place on how best to maximize citizen engagement. Council indicated interest in conducting a telephone poll/survey to determine community expectations.

Discussion took place on website usage and Council requested Administration to provide information on website usage.

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.

7. CAO

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

**PLANNING &
DEVELOPMENT:**

1. Nordegg Development

R. Emmons requested direction regarding a review of Nordegg's planning policies and guidelines before proceeding with proposed capital plans associated with the Commercial Core and Mobile Home Park projects.

R. Emmons noted a comprehensive review would require a lengthy study of the following documents:

1. The MDP planning policies and Land Use Bylaw provisions associated with Nordegg and related developments in the hamlet;
2. The Nordegg Development Plan and the associated Nordegg Design guidelines;
3. The Nordegg Utility Master Plan;
4. Public Work's road standards policy;
5. The proposed subdivision development plans (residential, commercial and trailer park) and,
6. The results of recent engineering reports and utility inspections.

Given that a developer would like to begin construction in Nordegg within the next four to six weeks, Administration suggests a broad review, accomplished in one day, after which Council could determine whether to confirm the current planning framework for Nordegg development or whether additional work/evaluation is required.

C. Maki motioned that the A&P Council Committee recommends Council discuss a review of Nordegg planning policies and guidelines for development at the January 24 Regular Council Meeting.

CARRIED

RECESS:

The meeting recessed for lunch at 12:00 p.m.

**CALL TO
ORDER:**

The meeting was called to order at 12:35 p.m.

MUNICIPAL:

1. Broadband Funding

R. Leaf reviewed Clearwater Broadband Foundation's (CBF) request for Council to establish a funding commitment to support their proposal to enhance broadband service in Clearwater County. Administration asks if the following information is sufficient for Council to discuss the request or if additional information is required:

- Reserve: \$6,900,00 at 2017 year end
- Grant Funding: unknown at this time. CBF may not be eligible for grant funding. Clearwater County's may be required to own/control assets purchased by grant funding. Administration intends to engage consultants to review grant requirements and assist with application.
- Eligibility: Administration intends to obtain a legal opinion to determine if the proposal to lend meets legislative and legal.
- Borrowing: a bylaw is required to meet legislative requirements and is subject to petition.
- Financial Analysis: required to determine impact of borrowing and/or allocating reserves on operating funds, capital projects and tax rates.

J. Vandermeer stated CBF requested to make a presentation to Council on February 14.

Discussion followed and it was noted to continue discussions after CBF's presentation.

K. Greenwood motioned that the A&P Council Committee receive the information as presented.

CARRIED

2. Council Communications and Public Participation

C. Heggart reviewed a model of Public Participation Spectrum used to show Council's level of existing public engagement practices and where they fall on the International Association for Public Participation (IAP2) spectrum.

Discussion took place on Council's expectations and desired outcomes with respect to communication and community engagement. Suggestions to improve community engagement were made as follows:

- Include a questionnaire/survey with tax notices;
- Include a Q&A session with the public before regular council meetings;
- Schedule regular council meetings in the evening;
- Engage with service groups and increasing representation on community committees;
- Conduct random phone surveys at least once per term.

R. Leaf noted Administration is developing a public participation strategy and policy as well as a bylaw for council committees.

J. Duncan motioned that the A&P Council Committee receives the information as presented.

CARRIED

**CONFIRMATION
OF MINUTES:**

C. Maki motioned that the A&P Committee adopts the September 16, 2016 A&P Council Committee Meeting Minutes as circulated.

CARRIED

3. Modernized Municipal Government Act – Continuing the Conversation Discussion Guide

C. Heggart presented a survey from Alberta Municipal Affairs on the Municipal Government Act (MGA) Review. The Provincial Government is requesting feedback that will be used to inform potential amendments to the MGA. The Alberta Association of Municipal Districts and Counties (AAMDC) asks that they receive a copy of members' responses.

Discussion took place on the survey questionnaire and responses were noted.

J. Duncan motioned that the A&P Council Committee recommends Councillors complete the survey individually and copy key messages and general comments to AAMDC.

CARRIED

ADJOURNMENT:

C. Maki motioned to adjourn the meeting at 2:15 pm



REEVE


CHIEF ADMINISTRATIVE OFFICER