

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held September 25, 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  
Tim Hoven  
Michelle Swanson  
Theresa Laing

**Staff:**

Chief Administrative Officer  
Recording Secretary  
Director, Public Works Operations  
Director, Public Works Infrastructure  
Sergeant, Community Peace Officer  
Director, Corporate Services  
Manager, Legislative Services  
Communications Coordinator

Rick Emmons  
Tracy Haight  
Kurt Magnus  
Erik Hansen  
Terri Miller  
Murray Hagan  
Christine Heggart  
Djurdjica Tutic

**Media:**

Diane Spoor  
Jessie Weisner

**AGENDA  
APPROVAL:**

**COUNCILLOR SWANSON:** That the September 25, 2018 Regular Meeting Agenda is adopted as circulated.

**363/18**

CARRIED 7/0

**CONFIRMATION  
OF MINUTES:**

**1. September 11, 2018 Regular Meeting Minutes**

**COUNCILLOR DUNCAN:**

That the Minutes of the September 11, 2018, Regular Meeting Minutes are adopted as circulated.

**364/18**

CARRIED 7/0

**PUBLIC WORKS:**

**1. Community Peace Officer Program Review and 6-Month Report**

Clearwater County Community Peace Officers (CPO) provide enforcement of provincial and municipal traffic regulations and municipal bylaws, emergency services and, public and industry educational programs. In addition, the CPO's participate in local community events, crime watch groups and advisory committees; and, as per regulations under the *Peace Officer Act*, assist local and surrounding RCMP detachments and other provincial agencies.

Current full staff complement for County CPOs is five positions, however the department has been operating with three and a half to four positions since 2017. As per Council's direction on January 23, 2018, a review was conducted to determine the impact of a four-position staff complement and, the implementation of a night shift schedule, had on programs and services.

The review compared industry activity levels and the level of service provided by five CPOs positions from January – June 2017 to service provided by 3.5 positions during the same period in 2018. Review findings indicated the following:

- 10% decrease in industry activity levels;
- 47% decrease in violation tickets issued;
- 20.5% increase in average hours worked per officer;
- 16% decrease in average kilometers travelled per officer.

As a pilot project, five night shifts were worked over a period of five months, from 2:00 pm to 1:00 am. After project evaluation, averaged findings indicated a minimal amount of traffic and CPO interaction with drivers took place compared to day shifts and, there were increased concerns with officer safety. It was also determined that working night shifts reduced staff availability for day shift coverage.

Discussion took place and it was noted that the number of road use agreements increased in July 2018, and further details would be provided during budget deliberations scheduled for December.

Discussion continued on CPO after-hours response duties and it was noted that although CPOs are not typically 'on-call', CPOs will respond to requests for assistance from County Public Works Department, Clearwater Regional Fire Rescue Services and RCMP dependent on incident type and officer availability.

Discussion took place on the timeliness of CPO's response to public complaints and it was noted that all complaints are dealt with immediately, however should a complaint determine a violation, enforcement is dependent on receipt of a written complaint. It was also noted that although there is no policy dictating complaint response time, administrative procedures for all County departments ensure that complaints are acknowledged within 48 hours.

Sgt. Miller responded to questions and explained a five-position CPO staff complement will ensure: service deliverables; continued support of interagencies; and, that anticipated responsibilities related to cannabis legalization are met.

Sgt. Miller responded to question and confirmed that revenues from violation tickets issued by CPOs are returned to the municipality and effective June 1, 2018, revenue from correctly coded tickets issued by the RCMP are also returned to the municipality.

Sgt. Miller reviewed the 'May Long Weekend Report – Multi-Agency Taskforce' and responded to questions.

COUNCILLOR LAING:

That Council considers funding the fifth Community Peace Officer position in the 2019 Operating Budget.

**2. Rocky Mountain House RCMP Enhanced Policing Services**

RCMP Headquarters 'K' Division Alberta offers options for municipalities to purchase additional policing over and above the base level of service provided by the Province, as follows:

Option 1 – Minimum three-year contract for a full time RCMP Member at 70% cost of the provincial rate (approximately \$158,000 per year)

Option 2 – Limited time specific contract for RCMP Member(s) for policing special and/or seasonal community events at a cost of RCMP's overtime rate of pay (approximately \$88.00/hour).

Discussion took place and the following points were made:

- The RCMP is under contract with the province to provide policing for counties at no direct cost.
- Clearwater County currently funds four positions in the Rocky Mountain House RCMP Detachment.
- Most of the County's geographical area is Crown land which is regulated by the province.
- The Alberta Justice and Solicitor General RCMP 2017/18 Joint Business Plan commits to high quality law enforcement services for communities.
- There is no guarantee that enhanced policing positions will be filled.

COUNCILLOR LAIRD:

That Council receives the 'Rocky Mountain House RCMP Enhanced Policing Services' report for information as presented.

366/18

CARRIED 7/0

**3. Rimbey RCMP Request for Support Staff Funding**

On July 10, 2018, Rimbey RCMP Detachment requested funding for additional Administrative support positions for the Rimbey Detachment.

Discussion took place and it was noted that the Rimbey Detachment service area in Clearwater County is considerably smaller and, the number of occurrences calls for service in 2017 for Clearwater County are substantially lower, compared to the Town of Rimbey and Ponoka and Lacombe Counties.

COUNCILLOR SWANSON:

That Council receives the 'Rimbey RCMP Request for Support Staff Funding' for information as presented; and, that Council declines Rimbey RCMP's request for support staff funding.

367/18

CARRIED 7/0

**RECESS:**

Reeve Vandermeer recessed the meeting at 10:34 am.

**CALL TO ORDER:**

Reeve Vandermeer called the meeting to order at 10:45 am with the following people present: Councillors Duncan, Laird, Loughheed, Laing, Hoven and Swanson; Rick Emmons, Murray Hagan, Tracy Haight, Devin Drozdz, Kurt Magnus, Christine Heggart, Djurdjica Tutic, Diane Spoor and Jessie Weisner.

**4. Town of Rocky Mountain House Quarterly Lagoon Summary Report**

The Town of Rocky Mountain House submitted the 'Lagoon Summary Report – September 2018' for review, as per the agreement between the Town and Clearwater County. The report summarizes lagoon operations, compliance, usage and capacity from June – August 2018, confirms the reserve fund for capital improvements is \$600,000.00 as of 2017 year-end and, confirms the Town has not received any non-compliance notices.

Discussion took place on the absence of technical data for acute lethality test results in the summary report and, factors that determine a 'non-compliant' status according to federal and provincial regulations.

COUNCILLOR LAING: That Council requests a delegation from the Town of Rocky Mountain House Public Works Department to present a Quarterly Lagoon Full Report that includes acute lethality test results, required capital upgrades, and 2019 budget amounts for the lagoon's capital and operation costs.

368/18

CARRIED 7/0

COUNCILLOR LOUGHEED: That Council requests the Town of Rocky Mountain House Public Works Department clarifies and confirms the Town of Rocky Mountain House Lagoon's compliance with federal and provincial regulations in the Quarterly Lagoon Full Report.

369/18

CARRIED 7/0

Kate Reglin joined the meeting.

**5. Bylaw 1050/18 Waterworks and Sewage Utilities**

Clearwater County's *Waterworks and Sewage Utilities* Bylaw 1050/18 is a bylaw to support, regulate, control, and improve the water and waste water treatment and distribution systems within Clearwater County. The bylaw also establishes and sets water and sewage utility rates and charges as outlined in Schedule 'A', attached to the bylaw.

COUNCILLOR SWANSON: That Council grants first reading of Bylaw 1050/18 'Waterworks and Sewage Utilities'.

370/18

CARRIED 7/0

COUNCILLOR LAING: That Council grants second reading of Bylaw 1050/18 'Waterworks and Sewage Utilities'.

371/18

CARRIED 7/0

COUNCILLOR DUNCAN: That Council grants permission for third reading of Bylaw 1050/18 'Waterworks and Sewage Utilities'.

372/18

CARRIED 7/0

COUNCILLOR HOVEN: That Council grants third reading of Bylaw 1050/18 'Waterworks and Sewage Utilities'.

373/18

CARRIED 7/0

**COPORATE SERVICES:**

**1. Recovery of Taxes**

Unpaid property tax, in arrears for over three years, remains outstanding on property located at NE 14 38 5 W5M, Lot 1, Block 1, Plan 0821633. In compliance with the Municipal Government Act Section 419 legislation, Clearwater County will begin proceedings to offer the property for sale at a public auction.

Based on a market value appraisal, a reserve selling price for the property is set at \$350,000.00. If the property is sold at auction, the tax recovery process provides persons 10 years from the date of public auction or the actual property sale date, to claim any surplus sale proceeds.

M. Hagan responded to questions and confirmed appraisal costs are added to the unpaid property tax amount.

COUNCILLOR DUNCAN: That Council sets a reserve bid of \$350,000.00 for the public auction sale of property located at NE 14 38 5 W5M, Lot 1, Block 1, Plan 0821633 and, applies the following terms and conditions to the sale: payment by cash or certified cheque; 10% deposit of bid amount paid at time of sale; and balance of payment to be paid within 90 days.

374/18

CARRIED 7/0

**MUNICIPAL:**

**1. Draft 2019 – 2022 Strategic Plan**

During strategic planning workshops in November 2017 and July 2018, Council developed the draft 'Clearwater County Strategic Plan 2019 – 2022' that identifies goals, strategies and key priorities for economic development and growth. At that time, Council also indicated a desire to develop a tool to improve public communications and provide regular updates on Council's priorities and activities related to the Strategic Plan.

Discussion took place on the draft Strategic Plan and amendments were made.

Discussion took place on the draft Public Participation Plan that outlines processes, as per Council's 'Public Participation Policy', for obtaining public feedback on the draft Strategic Plan as follows:

- Draft Strategic Plan to be posted on the County's website for public viewing and comment until October 31.
- Council to review public comment, make final amendments if required, and adopt the Plan before the New Year.

To improve communications with the public, a '180 Day Priority Activity Tracker' will be published every six months, beginning in October 2018, in the County Highlights newsletter and posted on the County's website.

COUNCILLOR LAIRD: That Council approves the draft 'Clearwater County Strategic Plan 2019 – 2022' in principle, and directs Administration to advertise for public input on the Plan, as per the Public Participation Plan.

375/18

CARRIED 7/0

## 2. Intermunicipal Development Plan (IDP) Exemption Resolutions

Effective July 25, 2018, the Minister of Municipal Affairs signed Ministerial Order No. MSL:047/18 that exempts municipalities with common borders composed entirely of federal or provincial Crown land from creating intermunicipal development plans. The order also extends the timeline by one year (to April 1, 2021) for developing intermunicipal collaboration frameworks and intermunicipal development plans between rural municipalities with common borders.

Council resolutions are required for application of exemption or extension and must be filed with the Minister within 90 days of the date the resolution is passed. Currently, administration recommends delaying applications for extension until Council receives updated recommendations from administration closer to 2020.

COUNCILLOR DUNCAN: That Council agrees to apply the exemption from MGA 631, as per Ministerial Order MSL:047/18 # 1, as both Clearwater County and Yellowhead County have a common boundary composed entirely of provincial crown land.

376/18

CARRIED 7/0

COUNCILLOR SWANSON: That Council agrees to apply the exemption from MGA 631, as per Ministerial Order MSL:047/18 # 1, as both Clearwater County and MD of Bighorn have a common boundary composed almost entirely of provincial crown land.

377/18

CARRIED 7/0

COUNCILLOR LOUGHEED: That Council agrees to apply the exemption from MGA 631, as per Ministerial Order MSL:047/18 # 1, as both Clearwater County and ID 9 have a common boundary composed entirely of federal crown land.

378/18

CARRIED 7/0

COUNCILLOR DUNCAN: That Council agrees to apply the exemption from MGA 631, as per Ministerial Order MSL:047/18 # 1, as both Clearwater County and ID 12 have a common boundary composed entirely of federal crown land.

379/18

CARRIED 7/0

COUNCILLOR LAIRD: That Council agrees to apply the exemption from MGA 631, as per Ministerial Order MSL:047/18 # 1, as both Clearwater County and Brazeau County have a common boundary composed entirely of provincial crown land.

380/18

CARRIED 7/0

COUNCILLOR LAING: That Council agrees to apply the exemption from MGA 631, as per Ministerial Order MSL:047/18 # 1, as both Clearwater County and Summer Village of Burnstick Lake have a common boundary composed entirely of provincial crown land.

381/18

CARRIED 7/0

**3. Revised Draft Policy: Vehicle & Equipment Use by Staff**

Administration drafted further amendments to the Clearwater County Vehicle and Equipment Use by Staff policy, renamed as the Municipal Vehicles and Equipment policy, as per Council's direction on September 11, 2018.

COUNCILLOR LAING: That Council adopts the Municipal Vehicles and Equipment Policy, effective January 1, 2019.

382/18

CARRIED 7/0

**4. Agenda & Priorities Committee – Additional Meeting**

The Agenda & Priorities (A&P) Council of the Whole Committee met on September 17, 2018 to discuss the County's ten-year capital investment plan, however further discussion is required to set parameters for draft operating and capital budgets.

Discussion took place on also scheduling an educational workshop on capital budget planning prior to the additional A&P Committee meeting.

COUNCILLOR SWANSON: That Council schedules an Educational Capital Budget Planning Workshop on October 2, 2018 at 9:00 am.

383/18

CARRIED 7/0

COUNCILLOR DUNCAN: That Council schedules an Agenda & Priorities Council of the Whole Committee meeting on October 5, 2018 at 10:00 am.

384/18

CARRIED 7/0

**5. Clearwater Community Police Advisory Committee**

The Town of Rocky Mountain House recently entered into an agreement with the Government of Alberta for the provision of policing services specifically for the municipality.

As part of the agreement, the Town established a Policing Committee under Section 23(14) of the Police Act to oversee the administration of the agreement and represent interests of the council, and interests and concerns of the public.

The Clearwater Community Policing Advisory Committee (CCPAC), established 2010, currently acts as a liaison between local law enforcement and the community. Membership consists of representatives from: Town of Rocky Mountain House, Clearwater County and Village of Caroline Councils; First Nations Friendship Centre; RCMP, Rural Crime Watch, community members, Clearwater County CPO, and the Agriculture Society.

Discussion took place on similarities between the committees' roles and purposes and the potential for making CCPAC's role redundant given the establishment of the Town's policing committee.

COUNCILLOR HOVEN: That Council sends a letter to the Town of Rocky Mountain House requesting that the Town clarifies its intent for the role of the Town's Policing Committee.

385/18

CARRIED 7/0

**RECESS:** Reeve Vandermeer recessed the meeting at 12:23 pm.

**CALL TO ORDER:** Reeve Vandermeer called the meeting to order at 1:00 pm with the following people present: Councillors Duncan, Laird, Loughheed, Laing, Hoven and Swanson; Rick Emmons, Murray Hagan, Djurdjica Tutic, Tracy Haight, Vanessa Cartwright, Suzanne Hathaway, and Dennis Grandy.

**DELEGATIONS:** **1. Keyera Energy Ltd.**

Keyera Energy Ltd. representatives, Vanessa Cartwright, Community Relations; Suzanne Hathaway, Senior VP General Counsel and Corporate Secretary; and Dennis Grandy, Area Manager, provided updates on Keyera Energy Ltd.'s infrastructure, projects and plant operations in Clearwater County.

V. Cartwright responded to questions and discussion followed.

COUNCILLOR LAIRD: That Council receives the Keyera Energy Ltd. Delegation's information as presented.

386/18

CARRIED 7/0



**INFORMATION:**

**1. CAO's Report**

R. Emmons reviewed the September 25, 2018, CAO Report, as submitted.

Discussion took place on inviting representatives from Sunchild and O'Chiese First Nations to future Rural Municipalities of Alberta conventions.

COUNCILLOR LAING: That Council invites representatives from Sunchild and O'Chiese First Nations to Rural Municipalities of Alberta's Fall and Spring conventions on a rotating basis.

**387/18**

CARRIED 7/0

**2. Public Works Report**

R. Emmons reviewed the September 25, 2018, Public Works Report, as submitted.

**3. Joint Economic Development Website – Business Toolkit**

Town of Rocky Mountain House and Clearwater County's Economic Development departments jointly launched a new online 'Business Development Tool Kit' to assist businesses, investors and developers access information on each of the municipality's website.

The Tool Kit, developed in partnership with Central Alberta Economic Partnership Ltd. (CAEP) for the Town and County, includes information on local land use zoning, industry trends, demographics and economy.

**5. Councillor Verbal Reports**

Verbal Reports on meetings and events were given by the following:

- Councillor Swanson;
- Councillor Hoven;
- Councillor Laing;
- Councillor Loughheed;
- Councillor Laird;
- Councillor Duncan; and,
- Reeve Vandermeer.

Discussion took place on hosting CAEP's June 2019 meeting.

COUNCILLOR SWANSON: That Council hosts the Central Alberta Economic Partnership June 2019 meeting.

**388/18**

CARRIED 7/0

COUNCILLOR HOVEN: That Council receives the CAO's Report, Public Works Report, Joint Economic Development Website – Business Toolkit, Accounts Payable Councillor Verbal Reports and Councillor Remuneration for information as presented.

**389/18**

CARRIED 7/0

**DELEGATIONS:     2.     Rocky Search and Rescue**

Delegates from Rocky Search and Rescue were not in attendance.

COUNCILLOR LAIRD:                     That Council reschedules the Rocky Search & Rescue Delegation to a future regular meeting.

**390/18**

CARRIED 7/0

**ADJOURNMENT:**     COUNCILLOR LAIRD:                     That the Meeting adjourns.  
**2:24 pm**

**391/18**

CARRIED 7/0



REEVE

  
CHIEF ADMINISTRATIVE OFFICER