

Minutes of an Agenda & Priorities (A&P) Committee of Council, Clearwater County, Province of Alberta, held January 15, 2018, in the Clearwater County Council Chambers in Rocky Mountain House.

CALL TO ORDER: The Meeting was called to order at 9:07 A.M. by Reeve Vandermeer with the following being present:

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

Staff:	
Interim Chief Administrative Officer	Rick Emmons
Recording Secretary	Tracy Haight

Director, Corporate Services	Murray Hagan
Manager, Planning	Keith McCrae
Director, Public Works Operations	Erik Hansen
Manager, Finance	Rhonda Serhan
Director, Public Works Infrastructure	Kurt Magnus

Public:	
Clearwater Broadband Foundation -	Jennifer McDougall
	Bob Haagsma
	Mike Maki

AGENDA:

The following items were added to the A&P Council Committee January 15, 2018 Agenda:

- Letter of Support Request from Village of Caroline as Item D2;
- Draft Letter to Minister of Service Alberta as Item D3; and,
- Bighorn Backcounty as Item D4.

M. Swanson motioned that the Committee adopts the A&P Committee of Council January 15, 2018, agenda as amended.

CARRIED

CONFIRMATION OF MINUTES:

T. Laing motioned that the Committee adopts the June 19, 2017, A&P Committee Meeting Minutes as circulated.

CARRIED

DELEGATION:

1. Clearwater Broadband Foundation and Olds Institute

J. McDougall, Project Manager, Clearwater Broadband Foundation, presented a PowerPoint “Our Internet Highway – Moving Forward”. The presentation included:

- an overview of Clearwater Broadband Foundation's (CBF) Board of Directors members and a list of prospective candidates for positions on CBF's Project Management Team;
- CBF's intent to bid on a Request for Proposal (RFP) for construction of fibre optics broadband infrastructure project should Clearwater County proceed with the project.
- a request for \$60,000 in interim funding to purchase 300 km of fibre; and,
- a request to start the public engagement process and initiate employment contracts for the Project Management Team.

Discussion followed, and J. McDougall responded to questions.

RECESS: The meeting recessed at 10:08 am.

**CALL TO ORDER
ORDER:** The meeting was called to order at 10:21 am.

J. McDougall, B. Haagsma and M. Maki left the meeting.

MUNICIPAL: 1. Broadband Policy Framework Development

Discussion took place on necessary framework for the development of a broadband policy to govern a municipal broadband infrastructure connectivity project and the following conclusions were made:

- Administrative assistance is required for the development of a Terms of Reference for Council's Internet Committee;
- Citizen-at-Large participation on the Internet Committee is not required at this time, however invitations may be extended to attend as a delegation;
- Municipal owned infrastructure is desirable to take advantage of grant funding and maintain capital control;
- Desired success measures for the project include customer satisfaction, increased connectivity quality, speed and coverage, return on investment, superior service with competitive rates, mitigation of risks as per legislative requirements, and protection of investment;
- Internet infrastructure must be open access that meets regulations;
- Additional public consultation/engagement and education is required as soon as possible.
- Administrative and subject expert assistance is required for the development of a RFP for a business plan to further define project scope and development.

Further discussion took place on public consultation/engagement strategies and it was suggested to have Administration publish educational material in local newspapers, schedule open house community meetings, and post 'Frequently Asked Questions' on the County website. It was also suggested to retain subject expert services to assist in facilitating open house community meeting.

RECESS: The meeting recessed for lunch at 12:03 pm

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

Discussion took place on whether additional marketing/feasibility studies are required, and it was determined that previous studies and reports completed by Taylor Warwick Consulting in 2015/2016 provided sufficient results to proceed without additional studies.

RECESS: The meeting recessed at 1:44 pm.

CALL TO ORDER ORDER: The meeting was called to order at 1:53 pm.

Sgt. Terri Miller joined the meeting.

PUBLIC WORKS: 1. Community Peace Officer Program

Sgt. Miller provided an overview of the Community Peace Officer (CPO) program and outlined key initiatives and core services that include protection of infrastructure, public safety, west country management, community and industry education, traffic enforcement, and addressing community complaints.

Currently four CPO positions are filled, with one position vacant, to provide service levels recommended in the 2013 Highway Patrol Service Level Review.

Originally, \$130,000 was budgeted for a CPO vehicle replacement, vehicle/officer equipment and the purchase of an off highway vehicle (OHV), however during 2018 budget deliberations this amount was removed.

It is anticipated industry activity will increase in 2018 and moving forward with original budgeted amounts and completing staff capacity will ensure service levels meet expectations and public engagement and education programs, such as the Farm Producers program, are expanded.

Sgt. Miller responded to questions and discussion followed. It was noted to publish the Farm Producers brochure content in the newsletter.

Regional Fire Chief Steve Debieenne joined the meeting.

CLEARWATER REGIONAL FIRE RESCUE SERVICES: 1. Leslieville/Condor Fire Stations

As directed by Council during the 2018 budget deliberations, Administration investigated the feasibility of constructing a fire hall on the Leslieville Public Works building site. Preliminary engineered drawings confirm feasibility, however further investigations are required to ensure compliance with environmental and engineering requirements.

Based on a review of the May 2016 ERM Fire Services Station Location Study and recent discussions with members from Stations 10 and 20,

Administration recommends engaging a third-party consultant to conduct public consultation to determine whether to move forward with the proposed amalgamation of Leslieville and Condor fire station, or build fire stations in each of the hamlets. it was noted that the consultant recommends the public engagement process include all County residents and that the process may take up to six months.

Discussion took place on the pros and cons of one combined station versus two stations.

RECESS: The meeting recessed at 3:15 pm.

CALL TO ORDER ORDER: The meeting was called to order at 3:30 pm with the following people present: Councillors Duncan, Laird, Loughheed, Laing, Hoven and Swanson; Rick Emmons and Tracy Haight.

J. Vandermeer requested that the Committee discuss matters related to: Letter of Support Request from Village of Caroline; Draft Letter to Minister of Service Alberta; and, Draft Letter to the Town of Rocky Mountain House Mayor in camera.

T. Haight left the meeting at 3:30 pm.

IN CAMERA: M. Swanson motioned that the A&P Council Committee of the Whole meets to discuss: Letter of Support Request from Village of Caroline; Draft Letter to Minister of Service Alberta; and, Draft Letter to the Town of Rocky Mountain House Mayor, in camera in accordance with Section 197(2) of the Municipal Government Act and Sections 21 - 24, Disclosure Harmful to Intergovernmental Relations, of the Freedom of Information and Protection of Privacy Act at 3:32 pm.

CARRIED

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 Letter of Support Request from Village of Caroline; Draft Letter to Minister of Service Alberta; and, Draft Letter to the Town of Rocky Mountain House Mayor:

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

J. Duncan motioned that the meeting reverts to an Open Meeting at 4:25 pm.

CARRIED

Discussion took place on the CPO program and the following was suggested:

- Increase focus and activities on infrastructure protection.
- Decrease the number of patrols during the day and move to occasional night shifts a couple of times per month, on a rotational basis, during peak periods of industry road use.
- Review strategies to reduce administrative time for CREMA duties.
- Consider a contract term position to provide coverage during peak periods.
- Consider sharing vehicles.

It was noted to consider implementing the above suggestions and monitor impacts over a six-month period.

Discussion took place on next steps to determine the best solution(s) for servicing Condor and Leslieville with fire halls and it was noted that additional public engagement would be beneficial.

Discussion took place on the request from the Village of Caroline Mayor for a letter of support regarding the Village's initiative to encourage geothermal development opportunities in the region.

T. Hoven motioned that the Committee recommends Council signs the Letter of Support for the Village of Caroline.

CARRIED

J. Duncan motioned that the Committee recommends Council review the Draft letter to the Minister of Service Alberta regarding broadband infrastructure development in Clearwater County at Council's January 23, 2018, Regular Meeting.

CARRIED

MUNICIPAL:


4. Bighorn Backcountry

Discussion took place on recent lobby efforts undertaken by environmental groups to designate the Bighorn Backcountry as a wildland park. Residents, industry and user groups/stakeholders are concerned that if the provincial government is responsive to these lobby efforts, there would be an impact to economic development, tourism and recreation in the area.

It is unknown which direction the province will take on this matter until the release of the North Saskatchewan Regional Plan. In the meantime, residents, industry and user groups/stakeholders should be encouraged to contact the provincial government with their concerns.

ADJOURNMENT:

M. Swanson motioned to adjourn the meeting at 5:40 pm


REEVE


INTERIM CHIEF ADMINISTRATIVE OFFICER