

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held April 24, 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:

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

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| Staff: | |
| Interim Chief Administrative Officer | Rick Emmons |
| Recording Secretary | Tracy Haight |
| Director, Corporate Services | Murray Hagan |
| Director, Agriculture and Community Services | Matt Martinson |
| Director, Public Works Infrastructure | Erik Hansen |
| Manager, Planning & Development | Keith McCrae |
| Manager, Intergovernmental & Legislative Services | Christine Heggart |
| Manager, Finance | Rhonda Serhan |

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| Town of Rocky Mountain House: | |
| Director, Recreation & Community Services | Roger Smolnicky |

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| Media: | Jessie Weisner |
| | Shaelynn Poteet |

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| Public: | Helge Nome |
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**AGENDA,
APPROVAL:**

R. Emmons requested that Item G1 – Fire Station Project is postponed to the May 8, 2018, Regular Meeting of Council pending receipt of relevant information.

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| COUNCILLOR DUNCAN: | That the April 24, 2018 Regular Meeting Agenda is adopted as amended. |
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182/18

CARRIED 7/0

**CONFIRMATION
OF MINUTES:**

1. April 10, 2018 Regular Meeting Minutes

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| COUNCILLOR LAIRD: | That the Minutes of the April 10, 2018, Regular Meeting are adopted as circulated. |
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183/18

CARRIED 7/0

PUBLIC WORKS: 1. Tender Award – Taimi Road

Administration received nine bids on the tendered Phase 1 - Grade Improvement work for the Taimi Road Project (approximately 6.4 km) with Pidherney's Inc. being the low valid bidder at a total of \$1,649,161.29.

COUNCILLOR LAIRD: That Council awards the 2018 Phase 1 – Grading Improvements for the Taimi Road Project to Pidherney's Inc. in the amount of \$1,649,161.29.

184/18

CARRIED 7/0

E. Hansen left the meeting.

**AGRICULTURE &
COMMUNITY
SERVICES:**

1. North Saskatchewan River Park Letter of Intent

The Town of Rocky Mountain House asks that Council consider signing a 'Letter of Intent' which sets out the terms on which the Town, Clearwater County, Rocky Agricultural and Stampede Association and Rocky Mountain Chuckwagon Association will enter into formal agreements regarding the control, governance and use of the North Saskatchewan River Park.

R. Smolnicky responded to questions and explained the agreements will allow the parties to establish a non-profit company that provides equal representation, eligibility for grant funding and financial accountability for the administration, operation, management, maintenance and development of the park.

Discussion followed on the non-profit company's proposed structure for the board of directors.

185/18

COUNCILLOR SWANSON: That Council agrees to the terms outlined in the Letter of Intent for agreements regarding the North Saskatchewan River Park with the addition of a clause requiring all parties to abide by the terms of all applicable permits and legislation from all levels of government.

COUNCILLOR LAIRD: That the motion is amended to state: 'That Council agrees to the terms outlined in the Letter of Intent for agreements regarding the North Saskatchewan River Park with the addition of a clause requiring all parties to abide by the terms of all applicable permits and legislation from all levels of government; and, that the Letter of Intent is further amended to state that one of the three general public directors is appointed by Clearwater County Council'.

186/18

CARRIED 4/3

COUNCILLOR LAIRD: That Council agrees to the terms outlined in the Letter of Intent for agreements regarding the North Saskatchewan River Park with the addition of a clause requiring all parties to abide by the terms of all applicable permits and legislation from all levels of government; and, that the Letter of Intent is further amended to state that one of the three general public directors is appointed by Clearwater County Council.

187/18

CARRIED 5/2

R. Smolnicky left the meeting.

2. North Saskatchewan Watershed Alliance's *Integrated Watershed Management Plan* Recommendations

The North Saskatchewan Watershed Alliance's (NSWA) *Integrated Watershed Management Plan* outlines an approach to manage the North Saskatchewan River Watershed. It identifies specific actions that should be implemented, describes the roles and responsibilities of the provincial government, municipalities and watershed stakeholders to do so, and outlines both voluntary and statutory activities.

Municipalities are asked to:

- Continue to participate in ongoing watershed planning activities.
- Use the Plan's recommendations to guide the preparation and implementation of municipal development plans, land-use bylaws, area structure plans and best management practices.
- Work with the NSWA, governments and other watershed stakeholders to communicate and implement best management practices.

All of the above are currently being addressed through Clearwater County's current plans, programs and best practices.

COUNCILLOR SWANSON: That Council receives the North Saskatchewan Watershed Alliance's *Integrated Watershed Management Plan* for information as presented.

188/18

CARRIED 7/0

M. Martinson left the meeting.

PLANNING:

1. North Saskatchewan Regional Advisory Council: Recommendations Report Survey

Alberta Environment and Parks invited public input and feedback on the North Saskatchewan Regional Advisory Council's recommendations for managing and using public lands in the North Saskatchewan Region through an online survey.

Council reviewed Administration's suggested responses to the survey questions and provided additional comments and amendments.

COUNCILLOR DUNCAN: That Council authorizes Administration to submit the 'North Saskatchewan Regional Advisory Council: Recommendations Report Survey' responses, as amended, by May 4, 2018.

189/18

CARRIED 7/0

K. McCrae left the meeting.

RECESS: Reeve Vandermeer recessed the meeting at 10:18 am.

CALL TO ORDER: Reeve Vandermeer called the meeting to order at 10:30 am with the following people present: Councillors Duncan, Laird, Loughheed, Laing, Hoven and Swanson; S. Poteet, J. Weisner, H. Nome, M. Hagan, R. Emmons, C. Heggart, R. Serhan and T. Haight.

MUNICIPAL: 1. Draft – Phase 2 Broadband Public Engagement Plan

Council reviewed the draft Public Participation Plan – Phase Two for the ‘Tomorrow’s Broadband, Today: Clearwater County Open Access Network’ project that identifies the scale and level of engagement anticipated at the various stages of the consultation process and, provided amendments.

Discussion took place and suggestions were made for open house dates and format, stakeholders’ involvement, and timing of communications with provincial ministers and First Nations communities.

COUNCILLOR LAIRD: That Council approves the Public Participation Plan – Phase 2 for the ‘Tomorrow’s Broadband, Today: Clearwater County Open Access Network’ project, as amended.

190/18

CARRIED 7/0

CORPORATE SERVICES:

1. Alberta Capital Finance Authority Annual General Meeting

The Alberta Capital Finance Authority (ACFA), which Clearwater County is a Class “B” shareholder, is holding its Annual General Meeting on May 2, 2018. As per ACFA’s General Bylaws, an individual representing the shareholder must be appointed by Council as its authorized representative.

COUNCILLOR SWANSON: That Council appoints Murray Hagan, Director, Corporate Services to represent and vote the shares of Clearwater County at the Annual General Meeting of the Alberta Capital Finance Authority to be held on May 2, 2018, in Edmonton, Alberta.

191/18

CARRIED 7/0

2. Tax Rate Bylaw 1047/18

Administration prepared the annual Tax Rate Bylaw for 2018 using assessment figures from the 2017 year. The municipal portion of the bylaw reflects a 3% residential and 5% non-residential/farmland/industrial increase from 2017 resulting in an estimated budget surplus of \$2.3 million in tax revenue for 2018.

If assessment values remain unchanged, it is anticipated that residential and non-residential/farmland ratepayers will experience a slight decrease in overall taxes payable, due to the decrease in the Province's educational tax requisition which offsets the municipal tax rate increase and, industrial ratepayers will experience an increase due to increased assessment values.

Discussion took place on several tax rate scenarios and contributing factors to be considered when determining tax rates.

COUNCILLOR SWANSON: That Council tables first reading of Bylaw 1047/18 pending a review of tax scenarios based on a 5.5% and 6% increase to non-residential/farmland/industrial tax rate.

192/18

CARRIED 7/0

3. Reserve Transfers for Year Ending December 31, 2017

Council reviewed recommendations for reserve transfers to and from County reserves, totaling \$7,796,184.00 for 2017, as identified during Council's 2018 budget deliberations and the April 17 reserve allocation workshop.

COUNCILLOR LOUGHEED: That Council approves reserve transfer amounts in the amount of \$7,796,184.00 for 2017, as listed in Appendix 'A' attached to these minutes.

193/18

CARRIED 7/0

INFORMATION:

1. Interim CAO's Report

R. Emmons reported the following:

- Alberta Community Crime Prevention Association 2018 Conference takes place in Edmonton on May 8 – 10.
- The Council Compensation Committee Chair informed Administration that a meeting with Council is no longer required as councillors' responses to the Committee's email questionnaire provided sufficient information for the preparation of committee recommendations.
- Administration requested that R. Smolnick, Director of Recreation and Community Services, Town of Rocky Mountain House, attend a future regular council meeting to discuss the Town's North Saskatchewan River Park and Spray Park projects.
- The Reeve, or designate, is invited to bring greetings on behalf of Clearwater County at the 2018 Mountain Rescue Association Conference's Opening Ceremony on June 7.

COUNCILLOR HOVEN: That Council authorizes one staff member from Clearwater County's Planning Department to attend the Alberta Community Crime Prevention Association 2018 Conference.

194/18

CARRIED 7/0

COUNCILLOR LAIRD: That Council authorizes Deputy Reeve Jim Duncan to attend the Opening Ceremony on June 7 at the 2018 Mountain Rescue Association Conference and bring greetings on behalf of Clearwater County.

195/18

CARRIED 7/0

2. Public Works Report

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

Councillor Laird acknowledged Clearwater County staff for special efforts made during overland flood incidents during the past several days.

3. Councillor's Verbal Report

Councillor Laird reported on events/meetings that she attended as follows:

- Alberta Safety Code Council Workshop on April 11;
- FogDog Presentation and Clearwater County Taxpayers' Association meeting on April 12;
- Physician Recruitment and Retention Committee meeting on April 16;
- Hospital Committee meeting on April 18;
- Family and Community Support Services Volunteer Appreciation event on April 19; and
- Rocky Kinettes CanPraxis Fundraising event on April 21.

Councillor Swanson reported on the Family and Community Support Services Volunteer Appreciation events that she attended.

Reeve Vandermeer reported on the Alberta Indigenous Relations – meeting he attended on April 23.

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

196/18

CARRIED 7/0

RECESS: Reeve Vandermeer recessed the meeting at 12:07 pm.

CALL TO ORDER: Reeve Vandermeer called the meeting to order at 12:44 pm with the following people present: Councillors Duncan, Laird, Loughheed, Laing, Hoven and Swanson; S. Poteet, J. Weisner, M. Hagan, R. Emmons, C. Heggart, R. Serhan and T. Haight.

COUNCILLOR LAIRD: That Council raises first reading of Bylaw 1047/18 from the table.

197/18

CARRIED 7/0

MUNICIPAL:

2. Tax Rate Bylaw 1047/18

R. Serhan provided scenarios for tax revenue generated based on 5.5%, 6% and 6.5% percentage increases to the non-residential and industrial municipal tax rate. With a 6% increase, the calculations maintain a 3:1 ratio between residential and non-residential rates that meets legislative requirements.

Discussion followed on how to balance a decreasing assessment base with increasing service expectations.

COUNCILLOR LAING:

That Council directs Administration to amend draft Bylaw 1047/18 to reflect a 3% increase to the residential tax rate and a 6% increase to the non-residential, farmland, and industrial tax rate.

198/18

CARRIED 5/2

COUNCILLOR DUNCAN:

That Council tables first reading of the Draft Tax Rate Bylaw 1047/18 pending a review of amendments.

199/18

CARRIED 7/0

Phil Dirks joined the meeting.

4. 2017 Audited Financial Statements and Auditors' Report

M. Hagan presented Clearwater County's consolidated financial statements for the year ended December 31, 2017 and noted the following:

- The County is in a strong financial position due to a \$7.7 million increase to net financial assets from the previous year;
- Approximately \$1.5 million in annual surplus was recorded for 2017 due well drilling tax revenues being higher than anticipated and expenditures for road repairs, parks and recreation lower than anticipated;
- An \$8 million increase to reserves (restricted surplus) for future investment in capital projects to support Council's strategic objectives.

R. Serhan reviewed the consolidated financial statements in detail and explained budget variances.

Discussion took place on suggestions for improving financial reporting that includes budgeting for amortization, developing an asset management program and consolidating Rocky Mountain Regional Solid Waste Authorities financial statements with the County's.

R. Serhan introduced P. Dirks, Chartered Accountant and Partner at Metrix Group LLP.

P. Dirks provided background information on the 2017 audit process and noted auditor duties and responsibilities.

He stated that the County remains in good financial condition with low debt, healthy reserves, average to low taxes, and comparable spending. He noted that there are no significant control deficiencies, no unusual accounting

policies or estimates, no material uncorrected misstatements, and no difficulties were encountered during the audit.

P. Dirks stated that the 2017 audit went well and thanked staff for their assistance and well managed records.

COUNCILLOR HOVEN: That Council approves Clearwater County's 2017 audited financial statements.

200/18

CARRIED 7/0

RECESS: Reeve Vandermeer recessed the meeting at 1:57 pm.

CALL TO ORDER: Reeve Vandermeer called the meeting to order at 2:07 pm with the following people present: Councillors Duncan, Laird, Loughed, Laing, Hoven and Swanson; and R. Emmons.

CLOSED SESSION:

COUNCILLOR LAING: That Council approves meeting as a Committee of the Whole, in a closed session, to discuss Item K1. Labour – CAO Recruitment, Verbal Report, in accordance with Section 197(2) of the Municipal Government Act and Section 17(1) Disclosure Harmful to Personal Privacy as per the Freedom of Information and Protection of Privacy Act and Item K2 – General Recruitment Strategy, Verbal Report, in accordance with Section 197(2) of the Municipal Government Act and Section 24 Advice From Officials, as per the Freedom of Information and Protection of Privacy Act at 2:07 pm.

201/18

CARRIED 7/0

R. Emmons left the meeting at 2:52 pm.

COUNCILLOR HOVEN: That the meeting reverts to an Open Session at 4:35 pm.

202/18

CARRIED 7/0

R. Emmons, M. Hagan and T. Haight joined the meeting at 4:37 pm.

APPENDIX 'A'

| Net transfers to and from reserves for December 31, 2017 | | | |
|---|----------------------|------------------------------------|----------------------|
| | 31-Dec-16 | Net increase (decrease) | 31-Dec-17 |
| Unrestricted surplus | \$ 704,309 | \$ (481,342) | \$ 222,967 |
| Restricted surplus (Reserves): | | | |
| Work in Progress | \$ 8,030,855 | \$ (4,927,934) | \$ 3,102,921 |
| County Facilities | \$ 3,718,975 | \$ - | \$ 3,718,975 |
| Tax rate stabilization | \$ 14,032,419 | \$ (2,032,419) | \$ 12,000,000 |
| Nordegg Development | \$ (2,728,946) | \$ 188,857 | \$ (2,540,089) |
| Recreation Facility | \$ 187,565 | \$ 10,467 | \$ 198,032 |
| NSRP | \$ 500,000 | \$ - | \$ 500,000 |
| Broadband | \$ 3,900,000 | \$ 2,000,000 | \$ 5,900,000 |
| Airport | \$ 64,500 | \$ 235,500 | \$ 300,000 |
| Fire - capital | \$ 2,977,118 | \$ 231,293 | \$ 3,208,411 |
| Disaster | \$ 2,000,000 | \$ - | \$ 2,000,000 |
| Regional Fire | \$ 27,473 | \$ 173,750 | \$ 201,223 |
| PW - capital | \$ 6,502,995 | \$ - | \$ 6,502,995 |
| PW - paving | \$ 8,470,046 | \$ 2,350,000 | \$ 10,820,046 |
| PW - gravel | \$ 4,407,953 | \$ (400) | \$ 4,407,553 |
| PW - gravel reclamation | \$ 4,657,033 | \$ 544,252 | \$ 5,201,285 |
| Resource roads | \$ 3,000,000 | \$ 2,000,000 | \$ 5,000,000 |
| Sewer | \$ 6,321,055 | \$ - | \$ 6,321,055 |
| Leslieville Sewer | \$ 6,216 | \$ 31,227 | \$ 37,443 |
| Bridge deficit | \$ 1,524,986 | \$ 5,688,591 | \$ 7,213,577 |
| GIS | \$ 152,000 | \$ (152,000) | \$ - |
| West Country Roads | \$ 1,200,000 | \$ 300,000 | \$ 1,500,000 |
| ASB | \$ 2,660,000 | \$ 1,000,000 | \$ 3,660,000 |
| Rental Income Facility Reserve | \$ 55,000 | \$ 105,000 | \$ 160,000 |
| SAR Equipment Reserve | \$ - | \$ 50,000 | \$ 50,000 |
| Clearwater Historic | \$ 81,636 | \$ - | \$ 81,636 |
| Total Restricted Surplus | \$ 71,748,879 | \$ 7,796,184 | \$ 79,545,063 |
| Total Restricted & Unrestricted Surplus | \$ 72,453,188 | \$ 7,314,842 | \$ 79,768,030 |

COUNCILLOR HOVEN:

That Council authorizes the Reeve and Deputy Reeve to prepare, sign and offer an employment contract, on behalf of Clearwater County to the approved Chief Administrative Officer candidate; and, that the Reeve, under authority of Section 194 of the Municipal Government Act, calls for a special meeting of Council on Tuesday, May 1, 2018 at 1:00 pm.

203/18

CARRIED 7/0

ADJOURNMENT:
4:44 pm

COUNCILLOR LAING:

That the Meeting adjourns.

204/18

CARRIED 7/0



REEVE


CHIEF ADMINISTRATIVE OFFICER