

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held June 26, 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  
Theresa Laing  
Tim Hoven  
Michelle Swanson

Staff:  
Chief Administrative Officer  
Recording Secretary  
Director, Corporate Services  
Director, Public Works Infrastructure  
Project Technologist, Public Works  
Manager, Legislative Services  
Director, Public Works Operations

Rick Emmons  
Tracy Haight  
Murray Hagan  
Erik Hansen  
Kate Reglin  
Christine Heggart  
Kurt Magnus

Presenter:  
RC Strategies

Mike Roma

Media:

Jessie Weisner  
Laura Button

**AGENDA,  
APPROVAL:**

COUNCILLOR DUNCAN:

That the June 26, 2018 Regular Meeting Agenda is adopted as circulated.

291/18

CARRIED 7/0

**CONFIRMATION  
OF MINUTES:**

**1. June 12, 2018 Regular Meeting Minutes**

COUNCILLOR SWANSON:

That the Minutes of the June 12, 2018, Regular Meeting are adopted as circulated.

292/18

CARRIED 7/0

**PUBLIC WORKS: 1. Facility Needs Assessment Review**

Councillor Laird left the meeting at 9:06 am.

M. Roma, Partner, RC Strategies, gave a PowerPoint presentation, "Facilities Needs Assessment", that outlined the process taken to assess Clearwater County's existing facilities and, identified an immediate need to address inadequate and undersized spaces used for operations.

Based on the assessment findings, he presented the following options:

1. Leave the County's existing facilities as is;
2. Reinvest in existing facilities and supplement with added sites and facilities as needed;
3. Reinvest in and expand existing facilities;
4. Renovate the David Thompson High School to accommodate consolidation of administration and operations functions;
5. Develop a new facility on a new site to consolidate administrative and operations functions.

Councillor Laird joined the meeting at 9:20 am.

M. Roma reviewed advantages and disadvantages of each of the options and, outlined the decision-making framework used to support the RC Strategies' recommendation for Option 2. Should Council choose Option 2, it is highly recommended that Council consider planning for consolidation of facilities in the long term, implementing life cycle reserve budgeting practices and, using the Facility Condition Index to guide future investment.

Discussion followed on the annual dollar value needed to build facility reserves and on how investing and budgeting for a facility's life cycle over the long term will help meet future needs.

Discussion took place on Public Works investigating opportunities for improving current operations spaces and the following points were made:

- Improving the current facilities' space needs is ongoing and Administration will present solutions as they arise to Council.
- More information is needed on the Facility Condition Index framework and best practices for life cycle reserve budgeting.

**COUNCILLOR LAIRD:**

That Council directs Administration to implement Option 2: Reinvest in existing facilities and supplement with added sites and facilities as needed; and, plans for consolidation of facilities in the long term, implements life cycle reserve budgeting practices and uses the Facility Condition Index to guide future investment.

**293/18**

**CARRIED 7/0**

Matt Martinson and Anne-Marie Bertagnolli joined the meeting.

**2. Draft Granular Resource Management Plan**

The 'Granular Resources Management Plan' was drafted, as directed in Council's 2015 – 2018 Strategic Plan, to facilitate the County's goal to own, or have access to, strategically located gravel supplies with minimum 100-year reserves by 2018. The plan shows current and potential gravel resources on public and private lands within Clearwater County and sets guidelines and

framework for best management practices under the guidance and authority of the Federal and Provincial Government.

COUNCILLOR LAING: That Council approves the 'Granular Resources Management Plan' as presented.

294/18

CARRIED 7/0

**AGRICULTURE &  
COMMUNITY  
SERVICES:**

**1. Rocky Air Show Association Sponsorship and Parking Request**

At Council's regular meeting on June 12, 2018, a delegation from the Rocky Air Show Association asked that Council consider sponsoring the 2018 Rocky Air Show with \$10,000.00 to cover expenses and, provide parking space at the County's North property during the event.

Discussion took place and the following points were made:

- Although there is no Clearwater County policy to address event sponsorship requests, supporting local events is part of the David Thompson Regional Tourism Strategy and, creating and coordinating tourism events is one of the recommendations in the *David Thompson Country Visitor Friendly Community Assessment Report* (November 23, 2017).
- Current policies are under review and Administration is drafting a new policy to address requests for charitable donations, sponsorships, and funding of non-profit and community organizations' capital projects and operational expenses.
- Town of Rocky Mountain House is sponsoring \$10,300 to host the Canadian Forces Snowbirds 431 Demonstration Squadron at the event.
- Cost to host F-18 Performance Jet Demonstration Team is \$16,780.

Administration responded to questions and confirmed the Association requested grant funds last Fall, however funds were not included in Council's 2018 budget.

COUNCILLOR DUNCAN: That Council authorizes \$5,000.00 from Contingency to Community Services budget, for the sponsorship of Rocky Air Show Association's 2018 Rocky Air Show.

Discussion continued, and the following points and suggestions were made:

- The Airshow is a significant community event that attracts public attention.
- Many volunteers and in-kind services are used to coordinate the event.
- It was suggested to encourage the Association to consider charging for parking to increase revenues.
- It was suggested that Council receive a copy of the Association's 2018 Air Show budget.

COUNCILLOR HOVEN: That the motion is amended to state: 'That Council authorizes \$10,000.00, from Contingency to Community Services budget, for the sponsorship of Rocky Air Show Association's 2018 Rocky Air Show.

295/18

DEFEATED 3/4

COUNCILLOR DUNCAN: That Council authorizes \$5,000.00, from Contingency to Community Services budget, for the sponsorship of Rocky Air Show Association's 2018 Rocky Air Show.

296/18

CARRIED 6/1

Discussion took place on the Association's request to use the County's North quarter for parking during the event.

COUNCILLOR HOVEN: That Council grants permission for public parking on Clearwater County property located at NE 03 40 07 W5M to the Rocky Air Show Association during the July 25, 2018 Rocky Air Show event.

297/18

CARRIED 7/0

RECESS: Reeve Vandermeer recessed the meeting at 10:17 am.

CALL TO ORDER: Reeve Vandermeer called the meeting to order at 10:26 am with the following people present: Councillors Duncan, Laird, Loughheed, Laing, Hoven and Swanson; L. Button, J. Weisner, M. Hagan, R. Emmons, C. Heggart, T. Haight,

**MUNICIPAL: 1. Obsolete Bylaw Clean-Up – Draft Bylaw 1054/18 '2018 Obsolete Bylaws' Consideration of First and Second Readings**

Draft Bylaw 1054/18, referred to as the '2018 Obsolete Bylaws', is for the purpose of omitting and providing for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective.

The majority of bylaws proposed to be repealed by Bylaw 1054/18 are no longer required as they relate to licensing for municipal road allowance access and use, which is now established by Bylaw 1018/16 'Highway Management Bylaw'. The remainder of bylaws proposed to be repealed are either expired agreements or obsolete.

A two-week advertising period is scheduled to comply with Municipal Government Act legislation and the County's Public Notification Methods Policy prior to third reading.

COUNCILLOR DUNCAN: That Council grants first reading of Bylaw 1054/18 '2018 Obsolete Bylaws' to repeal bylaws that are obsolete, inoperative, expired or otherwise ineffective.

298/18

CARRIED 7/0

COUNCILLOR LOUGHEED: That Council grants second reading of Bylaw 1054/18 '2018 Obsolete Bylaws' to repeal bylaws that are obsolete, inoperative, expired or otherwise ineffective.

299/18

CARRIED 7/0

COUNCILLOR SWANSON: That Council directs Administration to advertise the draft Bylaw 1054/18 - 2018 Obsolete Bylaws, as per Clearwater County's Public Notification Methods Policy.

300/18

CARRIED 7/0

## 2. Governance Refresher Course

During previous discussions, councillors expressed interest in receiving additional governance training.

George B. Cuff and Associates offers three options for governance related courses as follows:

- Option 1 Governance Seminar;
- Option 2 Governance Audit; or,
- Option 3 Governance Review.

Discussion took place on each of the options, related costs and, other educational resources that may be available from Alberta Municipal Affairs, the Elected Official Education Program, Rural Municipalities of Alberta and Rocky Learning Council.

COUNCILLOR LAIRD: That Council directs Administration to research other educational resources for governance training and report findings to Council.

301/18

CARRIED 7/0

### **INFORMATION:**

#### 1. CAO's Report

R. Emmons reviewed the June 26, 2018, CAO Report, as submitted.

Discussion took place on the Government of Alberta's request for feedback and input, for the Local Authorities Election Act review, on how elections in municipalities, school boards, Metis Settlements and irrigation districts are conducted.

COUNCILLOR LAIRD: That Council directs administration to draft a letter to the Minister of Alberta Municipal Affairs, for the Local Authorities Election Act review, with input on how municipal elections are conducted.

302/18

CARRIED 7/0

Discussion took place on councillors' schedules and availability to attend council meetings and workshops scheduled in August.

COUNCILLOR LAING: That Council cancels the August 14, 2018 Regular Council Meeting and directs Administration to advertise the cancellation as per Meeting Procedure Bylaw 1033/17 Section 4.9 and 4.10; and, that Council cancels workshops scheduled for August 7 and 21, 2018.

303/18

CARRIED 7/0

**2. Public Works Report**

R. Emmons reviewed the June 26, 2018, Public Works Report as submitted.

**3. Councillor's Verbal Report**

Councillor Laing reported on the June 14, 2018, Rocky Mountain Regional Solid Waste Authority board meeting.

Discussion took place on public complaints received on the Nordegg Historical Centre's hours of operation and seasonal closure date. It was suggested that Administration review the Centre's staffing complement to determine if the Centre can operate seven days a week and delay the seasonal closure until after the September long weekend.

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

304/18

CARRIED 7/0

**ADJOURNMENT:**  
11:30 am

COUNCILLOR LAING:

That the Meeting adjourns.

305/18

CARRIED 7/0



REEVE

  
CHIEF ADMINISTRATIVE OFFICER