

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held June 12, 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, Planning & Development
Planner,
Manager, Intergovernmental &
Legislative Services
Senior Planner
Development Officer
Permit Clerk

Rick Emmons
Tracy Haight
Murray Hagan
Keith McCrae
Dustin Bisson

Christine Heggart
Kim Gilham
Holly Bily
Crisi Hall

Media:

Jessie Weisner
Laura Button

**AGENDA,
APPROVAL:**

The following Closed Session item was added to the June 12, 2018, Regular Meeting Agenda:

- Land – Verbal Report: Freedom of Information and Protection of Privacy Act s. 25 Disclosure Harmful to Economic and Other Interests of a Public Body, as Item J3.

COUNCILLOR HOVEN: That the June 12, 2018 Regular Meeting Agenda is adopted as amended.

258/18

CARRIED 7/0

**CONFIRMATION
OF MINUTES:**

1. May 08, 2018 Bylaw 1041/18 Public Hearing Minutes

COUNCILLOR SWANSON: That the Minutes of the May 08, 2018, Bylaw 1041/18 Public Hearing are adopted as circulated.

259/18

CARRIED 7/0

2. May 22, 2018 Regular Meeting Minutes

COUNCILLOR DUNCAN: That the Minutes of the May 22, 2018, Regular Meeting are adopted as circulated.

260/18

CARRIED 7/0

3. May 22, 2018 Bylaw 1046/18 Public Hearing Minutes

COUNCILLOR LAIRD: That the Minutes of the May 22, 2018, Bylaw 1046/18 Public Hearing Minutes are adopted as circulated.

261/18

CARRIED 7/0

PLANNING:

1. Bylaw 1052/18 Land Use Amendment NE 29 34 05 W5M – First Reading

The purpose of Bylaw 1052/18 is to amend the Land Use Bylaw 714/01 to redesignate +/- 40.0 acres located at NE 29 34 05 W5M from Agriculture District 'A' to Light Industrial District 'LI'.

COUNCILLOR LAING: That Council grants first reading of Bylaw 1052/18 to amend the Land Use Bylaw; and, proceeds to a public hearing.

262/18

CARRIED 7/0

2. Bylaw 1053/18 Land Use Amendment SW 23 37 04 W5M – First Reading

The purpose of Bylaw 1053/18 is to amend the Land Use Bylaw 714/01 to redesignate +/- 27.7 acres located at SW 23 37 04 W5M from Agriculture District 'A' to Intensive Agriculture District 'IA'.

COUNCILLOR DUNCAN: That Council grants first reading of Bylaw 1053/18 to amend the Land Use Bylaw; and, proceeds to a public hearing.

263/18

CARRIED 7/0

Roger Smolnicky, Sarah Card and Gordie Haakstad joined the meeting.

3. Village of Caroline – Clearwater County Intermunicipal Collaboration Framework-Intermunicipal Development Plan-Municipal Development Plan Project Outline, Terms of Reference, and Caroline/Clearwater Intermunicipal Committee Appointments

The Municipal Government Act legislation requires municipalities with shared borders to adopt intermunicipal collaboration frameworks, including intermunicipal development plans, by April 1, 2020.

Administration recommends forming a 'Caroline/Clearwater Intermunicipal Committee' to oversee development of these statutory plans with Village of Caroline and Clearwater County and asks that Council appoint two council members and the Chief Administrative Officer to the committee. Committee membership will also include the same representation from the Village of Caroline.

The Committee will provide each Council with updates, feedback and recommendations for intermunicipal development and intermunicipal collaborate framework plans.

Discussion took place on the heavy workload expected for the County to complete thirteen plans with bordering municipalities by the deadline.

COUNCILLOR SWANSON: That Council appoints Councillor Hoven and Reeve Vandermeer; and, Councillor Lougheed as alternate; and, Clearwater County Chief Administrative Officer, to the Caroline/Clearwater Intermunicipal Committee, effective immediately until April 1, 2020.

264/18

CARRIED 7/0

COUNCILLOR LAIRD: That Council receives the 'Village of Caroline – Clearwater County Intermunicipal Collaboration Framework, Intermunicipal Development Plan, and Municipal Development Plan Project Outline and Terms of Reference' for information as presented.

265/18

CARRIED 7/0

DELEGATIONS:

1. 10:00 am Bear Creek Folk Festival Productions

R. Smolnicky, Director of Recreation and Community Services, Town of Rocky Mountain House, introduced S. Card and G. Haakstad, Bear Creek Folk Festival's production team members.

S. Card and G. Haakstad gave an overview of music festival production and the economic and cultural benefits that this type of event can bring to a community.

S. Card and G. Haakstad responded to questions and discussion followed on funding challenges and varied strategies for producing a successful event. Based on examples of other festivals, it is recommended to commit to a three-year production plan with an annual budget of approximately \$1,000,000.00.

Ken Fowler and Hannalie Eder joined the meeting.

COUNCILLOR HOVEN: That Council receives Bear Creek Folk Festival Delegation's presentation for information.

266/18

CARRIED 7/0

Tom Daniels, Bruce Alexander, Greg Neale, and Bob Jackle joined the meeting.

RECESS: Reeve Vandermeer recessed the meeting at 10:20 am.

CALL TO ORDER: Reeve Vandermeer called the meeting to order at 10:27 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, C. Hall, K. Fowler, H. Eder, T. Daniels, B. Alexander, G. Neale, and B. Jackle.

2. 10:15 am Rocky Mountain House Airshow Association

H. Eder, President, Rocky Airshow Association, gave a PowerPoint presentation, 'Rocky Air Show 2018' that listed statistics on the economic benefits that the airshow industry brings to communities and outlined plans for the Rocky Airshow, scheduled for July 25, 2018.

H. Eder asked that Council consider Clearwater County sponsoring this year's event with \$10,000.00 to cover expenses and, provide parking space at the County's North property during the event.

H. Eder responded to questions and explained the Association will also ask for funding from the Town of Rocky Mountain House.

COUNCILLOR LAIRD: That Council receives Rocky Airshow Association Delegation's presentation for information.

267/18

CARRIED 7/0

3. 10:30 am Sundre Forest Products|West Fraser

Representatives from Sundre Forest Products|West Fraser: B. Alexander, General Manager; G. Neale, Woodlands Manager; T. Daniels, Forestry Superintendent; and, B. Jackle, General Manager, West Fraser LVL, gave two PowerPoint presentations: 'About West Fraser' and 'West Fraser LVL Overview'.

The presentations included information on the wood products company's history, operations, product line, economic impact to communities, and 2018 summer operating areas within Clearwater County.

Discussion followed on Sundre Forest Products|West Fraser's community engagement practices, forestry management, involvement with stakeholder groups on trail use and management, and how the North American Free Trade Agreement talks are impacting negotiations on the softwood lumber agreement.

J. Weisner left the meeting.

T. Daniels invited Council to participate in a tour of West Fraser's mills and bush operations with Town of Rocky Mountain House and Village of Caroline Councils in the near future.

COUNCILLOR HOVEN: That Council receives Sundre Forest Products|West Fraser Delegation's presentation for information.

268/18

CARRIED 7/0

COUNCILLOR SWANSON: That Council directs Administration to coordinate a date for Sundre Forest Products|West Fraser Woodlands, Mills and Bush Operations Tour with Town of Rocky Mountain House and Village of Caroline Councils; and authorizes councillors' attendance at the scheduled tour.

269/18

CARRIED 7/0

Darryl Park, Lynn Webster, and Ken Qually joined the meeting.

CORPORATE SERVICES:

1. 11:00 am Council Compensation Committee Report

D. Park, Chair, L. Webster and K. Qually, Council Compensation Committee members, presented the following recommendations for council and board compensation:

- Increase councillors' monthly supervision rate to \$1083.24;
- Decrease deputy reeve's monthly supervision rate to \$1083.24;
- Keep the reeve's monthly supervision rate at \$2014.00; and,
- Increase the current per diem (meeting) rate by 5%.

The committee members responded to questions and explained the recommendations were based on comparative analysis, workload evaluation, and 2016 remuneration rates.

Discussion took place and the following points were made:

- Per diem rates for board and committee members do not compensate for time spent on meeting preparation, research and followup.
- A fair wage would attract committed individuals to run for council and make it possible for councillors to focus on their duties fulltime.
- Having a compensation review committee, with public membership, engages community members, creates a culture of transparency, and ensures unbiased recommendations.
- Although councillors determine their own level of participation in activities, time commitment often increases with experience.
- The Committee's recommendations would rank Council's remuneration in the 50th percentile based on the 2016 information utilized.
- Council has discretion in deciding rate increases.

Reeve Vandermeer thanked Committee members for their efforts.

COUNCILLOR LAIRD: That Council receives the Council Compensation Committee's June 12, 2018 'Remuneration Recommendations' Report for information as presented

270/18

CARRIED 7/0

COUNCILLOR LAING: That Council sets Council, Board and Committee remuneration, as recommended by the Council Compensation Committee, effective January 1, 2019; and, subject to the market adjustment that is approved by Council for staff.

271/18

CARRIED 6/1

COUNCILLOR HOVEN: That Council dissolves the Council Compensation Committee effective June 12, 2018.

272/18

CARRIED 7/0

RECESS: Reeve Vandermeer recessed the meeting at 12:05 pm.

CALL TO ORDER: Reeve Vandermeer called the meeting to order at 12:40 pm with the following people present: Councillors Duncan, Laird, Lougheed, Laing, Hoven and Swanson; L. Button, M. Hagan, R. Emmons, DJ Tutic, Erik Hansen, Steve Maki, Greg Schmidt, T. Haight and C. Hall.

DELEGATIONS: **4. Shock Trauma Air Rescue Service (STARS)**

G. Schmidt, Provincial Director, Northern and Central Alberta STARS, gave a PowerPoint presentation, 'We Are All STARS' that explained the non-profit organization's operations and services. Statistics on flight missions and costs were reviewed as well as a list of municipalities and their funding contributions.

Historically, Clearwater County annually budgets \$6,000 (\$0.50 per capita) to help support STARS operations in this area. G. Schmidt asked that Council consider increasing Clearwater County's funding contributions to \$2.00 per capita for a four-year term.

Discussion took place and it was noted that Administration will confirm the current payment schedule for STARS and that the Agenda & Priorities Council Committee will review this request in preparation for Council's 2019 budget discussions.

COUNCILLOR LOUGHEED: That Council receives the STARS Foundation Delegate's presentation for information.

273/18

CARRIED 7/0

CORPORATE SERVICES:

2. Federation of Canadian Municipalities (FCM) Special Advocacy Fund Payment Request

FCM is starting a two-year Special Advocacy Fund, leading up to the 2019 federal election, to pay for lobby efforts on behalf of urban and rural municipal members. Should Clearwater County wish to take part in this initiative, the payment options are full payment of \$1,050.00 or, two annual payments of \$525.00 each.

Discussion took place and the following points were made:

- The Fund is voluntary and unrelated to current membership dues.
- Clearwater County, as a FCM member, benefits from FCM's engagement with federal ministers and its support of rural municipalities
- The total payment has no significant impact to the County's budget.

COUNCILLOR LAIRD: That Council approves full payment of \$1,050.00 to the FCM Special Advocacy Fund in 2018.

274/18

CARRIED 7/0

3. Property Tax Penalty Waiver Request

Administration received a ratepayer's written request to waive \$626.24 in penalties for late payment of property taxes on Roll #3704201003.

Discussion took place and the following points were made:

- Historically, Council has not supported these requests and it is important to remain consistent with this philosophy to ensure fairness to all ratepayers.
- The penalty amount is for 2016 and 2017 penalties.
- Legislative requirements were met in the mail-out of assessment and tax notices, including advertising and notification.
- Ratepayers have the option of making monthly payments to avoid penalty charges.

COUNCILLOR LAING: That Council denies the request to waive the tax penalty on Roll 3704201003.

275/16

CARRIED 7/0

MUNICIPAL:

1. Draft Accountability and Transparency Policy

The final draft 'Accountability and Transparency Policy' was reviewed.

COUNCILLOR LAIRD: That Council approves the 'Accountability and Transparency Policy' as presented.

276/18

CARRIED 7/0

Kurt Magnus, Katelynn Erikson and Devin Drozd joined the meeting.

2. Employee Vaccination Policy

The 'Employee Vaccination Policy' was drafted to address Clearwater County's commitment to the health and safety of its employees. The policy allows for reimbursing employees for the cost of Tetanus and Hepatitis A and B vaccinations.

S. Maki responded to questions and confirmed without a policy in place, immunization records are not reviewed. Vaccination costs are approximately \$200 per employee. The policy is specific to the above mentioned vaccinations and job hazard assessment will be used to identify need.

COUNCILLOR LAING: That Council approves the 'Employee Vaccination Policy' as presented.

277/18

CARRIED 7/0

K. Magnus introduced Clearwater County employees D. Drozdz, Intern Civil Engineering Student and K. Erickson, Surfaced Road Supervisor.

PUBLIC WORKS:

1. Additional Budget for 'Paving and Patching'

Road assessments completed on Prairie Creek and Sunchild Roads found asphalt cracking that needs immediate repair to maintain road structure and integrity. Both roads have a type of cracking not covered under warranty. Estimated repair cost for each road is \$30,000.00.

Administration asked that Council approve the transfer of \$60,000 from contingency to 'Paving & Patching' to fund the additional cost associated in conducting repairs to both Prairie Creek Road and Sunchild Road.

COUNCILLOR SWANSON: That Council approves transferring \$60,000 from contingency to the 'Paving & Patching' budget line to fund additional costs for repairing Prairie Creek and Sunchild Roads.

278/18

CARRIED 7/0

2. Town of Rocky Mountain House Wastewater Lagoon 2015 – 2018 Data Update

Town of Rocky Mountain House and Clearwater County's 2013 'Wastewater Lagoon Agreement' requires the Town to provide quarterly reports on the Lagoon's operations, compliance, usage and capacity and, report notice of non-compliance issued by regulatory bodies within 48 hours.

K. Magnus gave a PowerPoint presentation 'Rocky Mountain House Wastewater Lagoon 2015-18 Data and Analysis' that summarized monitored parameters for wastewater facility testing and reviewed January 2015 – March 2018 test results on the Town of Rocky Mountain House's lagoon, as reported by the Town in April 2018.

COUNCILLOR LAING: That Council receives the 'Rocky Mountain House Wastewater Lagoon 2015-18 Data and Analysis Update' for information as presented.

279/18

CARRIED 7/0

COUNCILLOR LAING: That Council directs Administration to contact Town of Rocky Mountain House Administration and request the following: a report on the Town of Rocky Mountain House Lagoon operations, compliance, usage, capacity, provincial and federal regulatory test results, as per the Town of Rocky Mountain House/Clearwater County 2013 Wastewater Lagoon Agreement, and a report on the Town of Rocky Mountain House Lagoon reserve fund balance.

280/18

CARRIED 7/0

CLOSED SESSION:

COUNCILLOR DUNCAN: That Council approves meeting as a Committee of the Whole, to discuss Item J1. Canadian Natural Resources Limited; J2 Personnel – Verbal Report; and, J3 Land, in a closed session, in accordance with Section 197(2) of the Municipal Government Act; Section 16(1)(a) Disclosure Harmful to Business Interests of a Third Party; Section 17(1) Disclosure Harmful to Personal Privacy; and, Section as per the Freedom of Information and Protection of Privacy Act at 2:02 pm

281/18

CARRIED 7/0

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 Report J1 Canadian Natural Resources Limited:

M. Hagan (Advice), R. Emmons (Advice), K. Magnus (Advice),
E. Hansen (Advice)

Pursuant to Section 197(6) of the Municipal Government Act, the following representatives from Canadian Natural Resources Limited were in attendance in the closed session discussion with respect to Report J1 Canadian Natural Resources Limited:

Jennifer Paterson (Public Affairs), Andy Astalos (Operations Superintendent),
Dave Baker (Operations Foreman)

COUNCILLOR LAIRD: That the meeting reverts to an Open Session at 4:02 pm

282/18

CARRIED 7/0

RECESS:

Reeve Vandermeer recessed the meeting at 4:02 pm.

CALL TO ORDER:

Reeve Vandermeer called the meeting to order at 4:06 pm with the following people present: Councillors Duncan, Laird, Loughheed, Laing, Hoven and Swanson; M. Hagan, R. Emmons, DJ Tutic, Erik Hansen, T. Haight and C. Hall.

COUNCILLOR LAIRD: That Council authorizes Administration to offer to purchase property as presented.

283/18

CARRIED 7/0

3. 2018 Contractor Rate Review

Clearwater County contracts construction equipment for use in gravel road programs, drainage and ditching work. The County pay rate schedule for this equipment is based on the Alberta Road Builder's and Heavy Construction Association (ARHCA) 2018 rate schedule guide which remained unchanged from the previous year.

Administration recommends that an independent fuel index is added to the 2018 County equipment rate schedule at 5%. This allows the County to adjust equipment rates as fuel prices vary.

COUNCILLOR LAIRD: That Council approves the 2018 Clearwater County Contractor Equipment Rate schedule as amended with a 5% fuel index increase.

284/18

CARRIED 7/0

INFORMATION: 1. CAO's Report

R. Emmons reviewed the June 12, 2018, CAO Report, as submitted.

COUNCILLOR SWANSON: That Council authorizes Councillor Laird, or alternate's, attendance at the Alberta Emergency Management Framework Review engagement session on June 28, 2018.

285/18

CARRIED 7/0

COUNCILLOR HOVEN: That Council authorizes councillors' attendance at the Town of Bentley's Annual Parade on August 9, 2018.

286/18

CARRIED 7/0

Discussion took place on meeting with the Town of Rocky Mountain House Council, prior to the proposed TriCouncil meeting, to provide updates and discuss the County's broadband project.

COUNCILLOR DUNCAN: That Council schedules a joint meeting with Town of Rocky Mountain House and Village of Caroline Councils on September 10, 2018.

287/18

CARRIED 7/0

COUNCILLOR HOVEN: That Council schedules a joint meeting with Town of Rocky Mountain House Council on June 26 or July 3, 2018.

288/18

CARRIED 7/0

2. Public Works Report

R. Emmons reviewed the June 12, 2018, Public Works Report as submitted.

3. Councillor's Verbal Report

Councillor Duncan reported he is unavailable to volunteer for Canada Day events at the Rocky Mountain House Historic Site due to scheduling conflicts. He also reported on the June 11 tour with HeLa Ventures.

Reeve Vandermeer and Councillors Laird and Swanson reported on FCM Conference activities they attended May 31 – June 3.

Councillor Duncan reported on the June 11 discussion with HeLa Ventures Program.

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

289/18

CARRIED 7/0

ADJOURNMENT:
5:06 pm

COUNCILLOR LAIRD:

That the Meeting adjourns.

290/18

CARRIED 7/0



REEVE



CHIEF ADMINISTRATIVE OFFICER