

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held October 9, 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, Planning
Planner
Director, Agriculture &
Community Services
Director, Corporate Services
Manager, Legislative Services

Rick Emmons
Tracy Haight
Keith McCrae
Dustin Bisson

Matt Martinson
Murray Hagan
Christine Heggart

Delegation:

Helge Nome

Media:

Diane Spoor

**AGENDA
APPROVAL:**

COUNCILLOR SWANSON: That the October 9, 2018 Regular Meeting Agenda is adopted as circulated.

392/18

CARRIED 7/0

**CONFIRMATION
OF MINUTES:**

1. September 25, 2018 Regular Meeting Minutes

COUNCILLOR DUNCAN:

That the Minutes of the September 25, 2018, Regular Meeting Minutes are adopted as circulated.

393/18

CARRIED 7/0

RECESS:

Reeve Vandermeer recessed the meeting at 9:01 am for a Public Hearing of Bylaw 1044/18.

CALL TO ORDER:

Reeve Vandermeer called the meeting to order at 10:47 am with the following people present: Councillors Duncan, Laird, Lougheed, Laing, Hoven and Swanson; R. Emmons, M. Hagan, K. McCrae, C. Heggart, D. Bisson, H. Nome, D. Spoor, M. Cole, and T. Haight.

PLANNING:

1. Bylaw 1044/18 LUA 'Cannabis Retail Sales & Cannabis Production Facilities' Consideration of Second and Third Readings

The purpose of Bylaw 1044/18 is to amend Land Use Bylaw 714/01 to set considerations and guidelines for development officers and the Municipal Planning Commission when considering future applications for cannabis production facility development and cannabis retail sales in Clearwater County, as follows: add special land use provision for cannabis retail sales; allow for the sale of cannabis; and, to provide direction and guidelines for setback of cannabis production facilities from property boundaries with certain attributes.

At the regular Council meeting held on August 28, 2018, Council reviewed and granted first reading to amendments of sections in the Land Use Bylaw as follows: addition of definitions to the Land Use Bylaw for 'cannabis lounge', 'cannabis retail sales', 'licensed premises', and 'retail shop or store'; addition of Cannabis Retail Sales as a discretionary use in three land use districts for Hamlet Commercial, Highway Development, and Nordegg Service Commercial; and, amendment of a portion of the special land use provision for Cannabis Production Facility in regard to setbacks from existing land uses.

As required by legislation, notice of today's Public Hearing was advertised in the local newspapers and comments were invited from adjacent municipalities.

Discussion took place on additional amendments.

COUNCILLOR DUNCAN: That Council grants second reading of Bylaw 1044/18 LUA 'Cannabis Retail Sales & Cannabis Production Facilities' as amended.

394/18

CARRIED 7/0

COUNCILLOR LAING: That Council grants third reading of Bylaw 1044/18 LUA 'Cannabis Retail Sales & Cannabis Production Facilities' as amended.

395/18

CARRIED 7/0

AGRICULTURE & COMMUNITY SERVICES:

1. Parkland Regional Library 2019 Budget

Parkland Regional Library (PRL) submitted its proposed 2019 budget, which requires a 2/3 majority of member municipalities (64 in total) to pass, for Council's approval. The budget shows a 1.6% increase to the PRL municipal per capita requisition. The total estimated amount for Clearwater County's 2019 budget allocation is \$101,250.00.

COUNCILLOR HOVEN: That Council approves Parkland Regional Library's 2019 proposed budget.

396/18

CARRIED 7/0

2. Federal Livestock Tax Deferral Program

The Federal Government is offering a tax deferral program to livestock producers in prescribed drought or flood regions. The Minister of Agriculture and Agri-Food Canada determines qualified regions when current year forage yields are less than 50% of the long-term average due to drought or flood in that region.

At this time, Clearwater County is not included in the preliminary list of Prescribed Drought and Flood Regions. Administration recommends that Council sends a letter to Federal and Provincial Ministers of Agriculture requesting that the County is included on the final list scheduled for completion in December.

Agriculture and Community Services recently posted a survey on the County website to obtain public feedback on issues and concerns facing County agriculture producers. The survey closes on October 19 and results will be used to determine Council's lobby efforts and best course of action to address concerns.

COUNCILLOR LOUGHEED: That Council sends a letter to Federal and Provincial Ministers of Agriculture requesting Clearwater County's inclusion in the Federal Livestock Tax Deferral Program.

397/18

CARRIED 7/0

COUNCILLOR SWANSON: That Council considers lobby opportunities to ensure federal and provincial levels of government are informed of the hardships facing Clearwater County's agriculture producers.

398/18

CARRIED 7/0

COUNCILLOR LAIRD: That Council lifts the March 13, 2018 Crammond Community Hall Grant Request from the table.

399/18

CARRIED 7/0

3. Crammond Community Hall Grant Request

Crammond Community Centre applied for \$5,500.00, through the County's 'Capital Grant Funding for Community Halls' policy, to purchase banquet tables and chairs. The estimated total purchase cost is \$11,000.00.

Discussion took place on the Centre's cash reserve balances as recorded in the 2017 Financial Statement. It was noted that, as per policy, the County is to be considered as a 'funder of last resort'

COUNCILLOR HOVEN: That Council grants \$5500.00 to the Crammond Community Hall.

400/18

DEFEATED 3/4

MUNICIPAL: 1. Council Committee Appointments List

Currently, members of Council participate in forty-nine boards and committees.

Discussion took place on the purpose, representation and meeting schedule for the various boards and committees. It was noted to change the name of the Agenda & Priorities Council Committee of the Whole to Strategic Planning Council Committee of the Whole to better reflect the committee's mandate.

Discussion took place on restructuring Council's Clearwater County Heritage Board to improve efficiencies.

RECESS: Reeve Vandermeer recessed the meeting at 12:03 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; R. Emmons, M. Hagan, T. Haight, C. Heggart, J. Anderson, D. Spoor, H. Nome.

MUNICIPAL: 1. Council Committee Appointments List

Discussion continued on developing new Terms of Reference for the Heritage Board.

DELEGATIONS: 1. Presentation by Helge Nome – Village of Caroline Industrial/Commercial Lots

H. Nome, resident of Clearwater County, commented on the marketability of the industrial and commercial lots for sale in the Village of Caroline. He provided suggestions for improving sales as follows:

- Provide the lots with access to municipal water/wastewater infrastructure and high speed internet connection.
- Negotiate reduction of property taxes with Village of Caroline.

COUNCILLOR DUNCAN: That Council receives the Presentation by Helge Nome – Village of Caroline Industrial/Commercial Lots information as presented.

401/18

CARRIED 7/0

RECESS: Reeve Vandermeer recessed the meeting at 1:19 pm.

CALL TO ORDER: Reeve Vandermeer called the meeting to order at 1:24 pm with the following people present: Councillors Duncan, Laird, Lougheed, Laing, Hoven and Swanson; R. Emmons, M. Hagan, C. Heggart, T. Haight, J. Anderson, D. Spoor and Mary Ellen Shain.

2. North Saskatchewan Watershed Alliance

M.E. Shain, Watershed Planning and Management Coordinator for the North Saskatchewan Watershed Alliance (NSWA) presented a PowerPoint, 'Background and Update on the Work of the Headwaters Alliance' that provided a history of the organization and an update on NSWA projects.

M.E. Shain responded to questions and explained indicators for riparian health and methods used to rate high/low impact on riparian areas. Discussion followed and it was noted that Clearwater County is doing well in protecting riparian areas within the County.

COUNCILLOR LAING: That Council receives North Saskatchewan Watershed Alliance Delegation's 'Background and Update on the Work of the Headwaters Alliance' report for information as presented.

402/18

CARRIED 7/0

MUNICIPAL:

1. Council Committee Appointments List

Discussion continued on council appointments to various boards and committees. It is anticipated that more committees will be added to the 'Council Committee Appointments List' as they will be needed to complete work on required intermunicipal collaboration frameworks and intermunicipal development plans with adjacent municipalities.

COUNCILLOR HOVEN: That Council receives the 'Council Committee Appointments List' for information as presented.

403/18

CARRIED 7/0

RECESS:

Reeve Vandermeer recessed the meeting at 3:09 pm.

CALL TO ORDER:

Reeve Vandermeer called the meeting to order at 3:21 pm with the following people present: Councillors Duncan, Laird, Loughheed, Laing, Hoven and Swanson; R. Emmons, M. Hagan, T. Haight, and J. Anderson.

2. Rural Municipalities of Alberta Central District 2 Fall 2018 Resolutions

Discussion took place on eight proposed resolutions submitted by the Central Rural Municipalities of Alberta (RMA) District 2 member municipalities for review and approval at the upcoming RMA District 2 General Meeting. Approved resolutions will be forwarded for vote at the RMA Fall 2018 Convention.

COUNCILLOR SWANSON: That Council receives the Central Rural Municipalities of Alberta (RMA) District 2 proposed resolutions for information as presented.

404/18

CARRIED 7/0

3. Administrative Policies

Clearwater County's 'Employment Policy and Procedures' and 'Health and Safety' Manuals are under administrative review to ensure compliance with changes to provincial employment standards and occupation health and safety laws.

Both manuals include policies applicable to organizational structure, employment terms and conditions, and workplace environment. Council has the option to review and approve these policies or, delegate authority for policy approval to the Chief Administrative Officer (CAO).

COUNCILLOR LAIRD: That Council schedules an educational workshop on personnel policies and procedures.

405/18

CARRIED 7/0

COUNCILLOR SWANSON: That Council extends the October 9, 2018 Regular Meeting past 4:00 pm.

406/18

CARRIED 7/0

INFORMATION:

1. CAO's Report

R. Emmons reviewed the October 9, 2018, CAO Report, as submitted.

Discussion took place on councillor availability to attend the Digital Futures Forum taking place October 18-19.

COUNCILLOR DUNCAN: That Council authorizes Councillor Laing's attendance at the Digital Futures Forum on October 18 – 19, 2018.

407/18

CARRIED 7/0

Discussion took place on rescheduling the O-NET Operation Centre tour to November 28, 2018, dependent on Village of Caroline Council's availability.

Discussion took place on fire services revenue received from the Province of BC. It was noted that equipment rates are included in the total amount and that revenues will be specifically allocated to Clearwater Regional Fire Rescue Services to offset firefighter expenses such as additional training.

2. Public Works Report

R. Emmons reviewed the October 9, 2018, Public Works Report, as submitted.

4. Councillor Verbal Reports

Councillor Swanson reported on sessions and keynote speaker presentations she attended at the Alberta Urban Municipalities Association (AUMA) Conference.

Reeve Vandermeer reported on his meetings with provincial ministers during his attendance at the AUMA Conference.

Councillor Lougheed reported on Clearwater Regional Fire Rescue Services Advisory Committee's recommendations and endorsement regarding Regional Fire's 2019 budget.

Councillor Hoven announced that the Synergy Alberta 2018 Conference takes place November 5 and 6, 2018, in Red Deer.

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

408/18

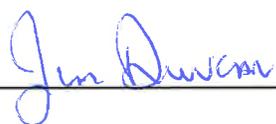
CARRIED 7/0

ADJOURNMENT:
4:21 pm

COUNCILLOR LAING: That the Meeting adjourns.

409/18

CARRIED 7/0



REEVE



CHIEF ADMINISTRATIVE OFFICER