

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held May 14, 2019, in the Clearwater County Council Chambers in Rocky Mountain House.

CALL TO ORDER: The Meeting was called to order at 9:01 a.m. by Reeve Duncan with the following being present:

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

Staff:	
Chief Administrative Officer	Rick Emmons
Recording Secretary	Amber Williams
Administrative Assistant	Whitney Wedman
Director, Corporate Services	Murray Hagan
Director, Agriculture & Community Services	Matt Martinson
Director, Planning and Development	Keith McCrae
Senior Planner	Jose Reyes
Planner	Dustin Bisson
Manager, Finance	Rhonda Serhan
Accounts Receivable & Tax Clerk	Cherie Litke
Assessor Tech	Angie Mellet
Communications Coordinator	Djurdjica Tutic
Manager, IT	Cam MacDonald
Systems Administrator	Mike Bell
Manager, Assessment & Revenue	Rob Kotchon

Media:	Adam Ophus
	Dianne Spoor

Public:	Gordon McCrindle
	Vic Maxwell
	Shannon Williams
	Ed Grose
	Jennifer Massig

**AGENDA
APPROVAL:**

COUNCILLOR LOUGHEED:	That the May 14, 2019 Regular Meeting Agenda is adopted as circulated.
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175/19	CARRIED 7/0
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**CONFIRMATION
OF MINUTES:**

1. April 23, 2019 Regular Meeting of Council Minutes

COUNCILLOR LAIRD:	That the Minutes of the April 23, 2019, Regular Meeting are adopted as circulated.
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176/19	CARRIED 7/0
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HEARING:	1. <u>Bylaw 1062/19 Land Use Amendment Public Hearing</u>
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A record of the Clearwater County public hearing held on proposed Bylaw 1062/19 to amend the Land Use Bylaw 714/01 to redistrict +/- 8.01 acres of land from Country Residential Agriculture District 'CRA' to Intensive Agriculture District 'IA' on land located at Plan 812 1809 Block 1; and, to redesignate +/- 13.25 acres from Agriculture District 'A' to Intensive Agriculture District 'IA' on land located SW 06 39 07 W5M is attached as Appendix 'A' and considered to be a part of the May 14, 2019 minutes. The public hearing commenced at 9:02 am and closed at 9:20 am.

COUNCILLOR SWANSON: That Council move to open Public Hearing.

177/19

CARRIED 7/0

PLANNING AND DEVELOPMENT:

1. Bylaw 1062/19 Land Use Amendment – Consideration of Second and Third Reading

The purpose of Bylaw 1062/19 is to amend the Land Use Bylaw 714/01 to redesignate +/- 8.01 acres from Country Residential Agriculture District 'CRA' to Intensive Agriculture District 'IA' on land located at Plan 812 1809, Block 1 (Pt. SW 06-39-07-W5) and, to redesignate +/- 13.25 acres from Agriculture District 'A' to Intensive Agriculture District 'IA' on land located SW 06 39 07 W5M. The subject lands are located approximately 4 miles southwest of the Town of Rocky Mountain House.

D. Bisson presented the reasoning for proposed boundaries.

Council reviewed and considered information presented at the Public Hearing for Bylaw 1062/19.

K. McCrae responded to questions that if the boundary is adjusted to the recommendation of the Municipal Planning Commission (MPC) an amendment to Schedule "A" would need to be made prior to third reading.

COUNCILLOR SWANSON : That Council grants second reading of Bylaw 1062/19 to amend the Land Use Bylaw 714/01 to redistrict +/- 8.01 acres of land from Country Residential Agriculture District 'CRA' to Intensive Agriculture District 'IA' on land located at Plan 812 1809, Block 1 (Pt. SW 06-39-07-W5); and, to redesignate +/- 13.25 acres from Agriculture District 'A' to Intensive Agriculture District 'IA' on land located SW 06 39 07 W5M.

178/19

CARRIED 7/0

COUNCILLOR HOVEN: That Council grant third reading to 1062/19 w/ amendment to Schedule "A" to reflect boundary adjustment recommendations by MPC.

179/19

CARRIED 7/0

2. Bylaw 1066/19 Land Use Amendment – Consideration of First Reading

The purpose of Bylaw 1066/19 is to amend the Land Use Bylaw 714/01 to redesignate +/- 3.5 acres from Country Residential District 'CR' to Recreation

Facility District 'RF' on land located at Plan 102 2159, Block 1, Lot 6 (Pt. SE 30-35-08-W5). The land is located at the intersection of Highway 591 and Boundary Blvd, approximately 23 km west of the Village of Caroline. No subdivision of the subject lands is anticipated at this time.

COUNCILLOR VANDERMEER: That Council grants first reading of Bylaw 1066/19 to amend the Land Use Bylaw 714/01 to redesignate +/- 3.5 acres from Country Residential District 'CR' to Recreation Facility District 'RF' on land located at Plan 102 2159, Block 1, Lot 6 (Pt. SE 30-35-08-W5) and proceed to a Public Hearing.

180/19

CARRIED 7/0

**AGRICULTURE &
COMMUNITY
SERVICES:**

1. Weed and Pest Inspectors Appointments

The Alberta Weed Control Act requires yearly appointments of weed inspectors to conduct inspections of deeded properties for noxious and prohibited noxious weeds, as well as performing duties related to administration and enforcement of the legislation within Clearwater County's jurisdiction.

The Alberta Agricultural Pest Act also requires yearly appointments of pest inspectors to mitigate concerns with clubroot and grasshopper and fusarium surveillance.

COUNCILLOR LAIRD: That Council appoints Agriculture and Community Services Staff members Bailey Ecklund, Ryan Jeffery, Brooklyn Smith, Laeken Kinch and Edith Van Ginkel as Clearwater County Weed Inspectors for the duration of their employment.

181/19

CARRIED 7/0

COUNCILLOR LAING: That Council appoints Agriculture and Community Services Staff members Bailey Ecklund, Ryan Jeffery, Brooklyn Smith, Laeken Kinch and Edith Van Ginkel as Clearwater County Pest Inspectors for the duration of their employment.

182/19

CARRIED 7/0

DELEGATION:

1. Alberta Masters Games Society

G. McCrindle, Society Chair for the 2019 Alberta Masters Games Society reported on the Games' operations, budget, event logistics, and anticipated resources.

G. McCrindle noted that to date they have 442 participants and 320 volunteers registered. They would be pleased to receive 1000 participants.

G. McCrindle described the breakdown of distribution of funds and noted that the budget has been reduced since December by 200,000.00, seeing gift in kind donations via cash or services. Sponsorship targets have been reduced to \$175,000.00.

G. McCrindle outlined some future possible requests from the County – Road Race support, road signs, airport transportation, barricades and temporary fencing.

COUNCILLOR VANDERMEER: That Council receives information from the Alberta Masters Games Society's delegation as presented.

183/19 CARRIED 7/0

RECESS: Reeve Duncan recessed the meeting at 10:14 am.

CALL TO ORDER: Reeve Duncan called the meeting to order at 10:26 am with the following people present: Councillors, Laird, Loughheed, Laing, and Swanson; R. Emmons, M. Hagan, A. Ophus, D. Spoor, M. Martinson, A. Williams, W. Wedman, E. Hanson, D. Tutic, R. Kotchon, R. Serhan.

MUNICIPAL: 1. Member at Large Appointments – Rocky Mountain House Public Library Board and Clearwater Regional Family and Community Support Service Board

Council received 3 applications for the Rocky Mountain House Public Library Board and 2 applications for the Clearwater Regional Family and Community Support Service Board (FCSS), Councillors voted via secret ballot, choosing one name for each of the vacant positions.

COUNCILLOR LAIRD: That Council votes using the secret ballot process.

184/19 CARRIED 7/0

COUNCILLOR HOVEN: That Council appoints Mike Stannix to the Rocky Mountain House Public Library Board, effective May 14, 2019 for a term ending December 31, 2020.

185/19 CARRIED 7/0

COUNCILLOR VANDERMEER: That Council appoints Sandra Wilson to the Clearwater Regional Family and Community Support Services Board (FCSS), effective May 14, 2019 for a term ending December 31, 2019.

186/19 CARRIED 7/0

COUNCILLOR SWANSON: That Council destroy the ballots.

187/19 CARRIED 7/0

CORPORATE SERVICES: 1. Christenson Sports and Wellness Centre Arena Upgrade Project

R. Serhan presented an update on the Christenson Sports and Wellness Arena Upgrade Project based on information provided from the Town of Rocky Mountain House.

R. Serhan explained that prior to completion of the skating arena upgrades, there were notable change orders such as reinforcing the roof to withstand the sprinkler system required by current building and fire codes, piling upgrades, re-bar for the elevator upgrades and increasing the size of the change rooms to accommodate larger bathrooms. These changes reflected a \$3,000,000.00

increase to the cost, which was shared between the Town and County. The County's budgeted portion of the skating arena and curling rink upgrade is \$8,650,000.00 including the change orders. Currently, the County is expecting invoices from the Town in the amount of \$579,227.00; including those invoices, the County projects to be under budget \$419,619.00. Clearwater County administration had been notified of these costs before the 2018 year end was complete and therefore accrued these costs to 2018.

R. Serhan explained that The Rocky Curling Club's portion of the upgrade was \$1,500,000.00, for which they have a 10-year loan from the Town. Their loan is current, and the outstanding amount of the loan is \$648,000.00.

R. Serhan noted that the Town administration are noting an overage of approximately \$337,810 for the curling club portion of the facility. Town administration was taking an agenda item to their Council for discussion, their next steps will be to apprise the Rocky Curling Club of the overage and discuss what options are available.

Discussion on whether Clearwater County Council should contribute 50% of the overage in the amount of \$168,905.00, or to contribute 25% of the overage in the amount of \$84,452.50 as per the original agreement.

County administration will send a letter with the final payment that it is their final contribution to the arena upgrade project and request a letter of confirmation in response.

COUNCILLOR VANDERMEER: That council grants the curling club one half of the overage in the amount of \$168,905.00 of the cost share of the curling club upgrades from the tax rate stabilization fund contingent upon the Town of Rocky Mountain House contributing an equal amount.

188/19

DEFEATED 5/2

COUNCILLOR LOUGHEED: That Council receives the Christensen Sports and Wellness Arena Upgrade Project report as presented. Directs administration to confirm from the town the final amounts owing.

189/19

CARRIED 7/0

2. Bylaw 1067/19 – Manufactured Home Park/Community Assessment and Tax Rate Consideration of First Reading

R. Serhan noted how contact information of home owners in a mobile home park/community does not get submitted when homes are sold, as we do not get notification from Alberta Land Titles.

R. Serhan explained that presently, mobile park owners are only assessed on the land, each mobile homeowner is assessed on the home. This bylaw would be a consolidation of the land tax and home tax.

R. Kotchon explained the assessment process for mobile homes in a park/community. He reiterated the struggles with the turnover and tracking of home owners. Tax collecting proves difficult, the MGA allows municipalities to shift the onus on park owners and compared it to a condominium situation.

R. Kotchon explained that assessors have the right to inspect all properties and the onus is on assessment to assess properties, and the Assessment Department would work with the park managers and owners and they would

begin an information process, contact the owners, explain the onus, and explain fully how the process will work moving forward. Park owners and home owners have the right to question assessment value.

COUNCILLOR SWANSON: That Council considers granting first reading of Bylaw 1067/19 to make Manufactured Home Park/Community owners responsible to collect taxes for all the land and manufactured home properties and remit to Clearwater County.

190/19

CARRIED 7/0

3. Bylaw 1065/19 – 2019 Tax Rate Consideration of First Reading

R. Serhan informed Council that in accordance with Part 10 Section 326 to 343 of the Municipal Government Act, administration has prepared the annual Tax Rate bylaw to reflect a 1% tax rate increase in the municipal requisition across all classes of assessment. This would leave the County in a surplus position of \$35,826.

The province has not provided a statement of intent for the provincial school requisitions; therefore, Administration has provided an estimate using the equalized assessment for 2017.

This bylaw encompasses four requisitions; Provincial School Tax; Municipal Tax; Seniors Foundation Tax; and Designated Industrial Property Assessment Tax.

R. Serhan responded to the option of a 0% increase and discussed the effects on service levels to residents.

M. Hagan noted that the balance of the tax rate stabilization fund was \$12 million at December 31, 2018.

COUNCILLOR VANDERMEER: That Council grants first reading to Bylaw 1065/19 to adopt the 2019 Tax Rate Bylaw.

191/19

DEFEATED 5/2

COUNCILLOR SWANSON: That Council directs Administration to amend draft Bylaw 1065/19 to reflect a 0% tax rate increase in the municipal requisition across all classes of assessment.

192/19

CARRIED 5/2

COUNCILLOR SWANSON: That Council grants first reading of Bylaw 1065/19 with an amendment to reflect a 0% tax rate increase in the municipal requisition across all classes of assessment.

193/19

CARRIED 7/0

COUNCILLOR LAIRD: That Council directs administration to adjust the 2019 Operating Budget by decreasing net municipal taxes by \$435,000.00 and increasing transfers

from tax rate stabilization reserve by the same amount.

194/19

CARRIED 7/0

RECESS: Reeve Duncan recessed the meeting at 12:10 pm.

CALL TO ORDER: Reeve Duncan called the meeting to order at 1:00 pm with the following people present: Councillors, Laird, Loughheed, Laing, and Swanson; R. Emmons, M. Hagan, A. Ophus, D. Spoor, A. Williams, W. Wedman, E. Hanson, D. Tutic, R. Serhan, E. Grose.

COUNCILLOR VANDERMEER: That Council conducts the annual evaluation of Clearwater County's Chief Administrative Officer in accordance with Section 205.1 of the Municipal Government Act.

195/19

CARRIED 7/0

COUNCILLOR VANDERMEER: That Council approves meeting as a Committee of the Whole, to discuss Item J1. Personnel - CAO Performance Evaluation in a closed session, in accordance with Section 197(2) of the Municipal Government Act; and Section 17 of the Freedom of Information and Protection of Privacy Act at 1:00 pm.

196/19

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 J1. Personnel – CAO Performance Evaluation.

R. Emmons (Advice), M. Hagan (Advice), E. Grose (Consultant, HR Outlook).

COUNCILLOR VANDERMEER: That Council approves meeting as a Committee of the Whole, to discuss Item J2. DRAFT Community Broadband Opportunity Review in a closed session, in accordance with Section 197(2) of the Municipal Government Act; and Section 16 of the Freedom of Information and Protection of Privacy Act at 2:00 pm.

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 J2. DRAFT Community Broadband Opportunity Review.

R. Emmons (Advice), M. Hagan (Advice), E. Hansen (Advice), C. McDonald (Advice), A. Williams (Clerk), J. Massig (Consultant, Magna Engineering).

197/19

CARRIED 7/0

COUNCILLOR VANDERMEER: That the meeting reverts to an Open Session at 3:59 pm

198/19

CARRIED 7/0

COUNCILLOR LOUGHEED: That the meeting extends past 4:00 pm

199/19

CARRIED 7/0

COUNCILLOR SWANSON: That Council proceeds to a Closed Session at 4:01 pm.

200/19

CARRIED 7/0

COUNCILLOR SWANSON: That the meeting reverts to an Open Session at 4:20 pm.

201/19

CARRIED 7/0

RECESS: Reeve Duncan recessed the meeting at 4:21 pm.

CALL TO ORDER: Reeve Duncan called the meeting to order at 4:22 pm with the following people present: Councillors, Laird, Lougheed, Laing, and Swanson; R. Emmons, M. Hagan, A. Williams, C. MacDonald, E. Hanson, D. Tutic.

COUNCILLOR LAIRD: That Council approves the June 2018 – May 2019 Chief Administrative Officer Performance Evaluation for Rick Emmons.

202/19

CARRIED 7/0

COUNCILLOR LOUGHEED: That Council approves a retroactive 2% salary increase for the Chief Administrative Officer consistent with that given to staff. Effective pay period 1 for the year 2019.

203/19

CARRIED 7/0

INFORMATION:

1. CAO's Report

Discussion took place on the May 14, 2019 CAO Report, as circulated.
May 17, Check Stop, Reeve Duncan and Councillors Hoven, Vandermeer and possibly Lougheed will attend.
May 22, Reeve Duncan will attend the Central Alberta Mayors' and Reeves' Meeting.
May 30 – June 02, Councillors Hoven, Swanson and Reeve Duncan will attend the Federation of Canadian Municipalities Annual Conference and Trade Show in Quebec City.

2. Public Works Report

Discussion took place on the May 14, 2019 Public Works Report, as circulated.

3. Councillor Verbal Reports

COUNCILLOR SWANSON:
Reported on the Perfectos Health Leadership meeting, FCSS, and the Recreation Board Meeting.

COUNCILLOR LOUGHEED:
Reported on the Agriculture Service Board meeting, and the Physician Recruitment meeting.

COUNCILLOR LAING:
Reported on the Regional Waste meeting.

COUNCILLOR HOVEN:

Reported on the ACCPA conference in Canmore.

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

204/19

CARRIED 7/0

ADJOURNMENT: COUNCILLOR LAIRD:
4:35 pm

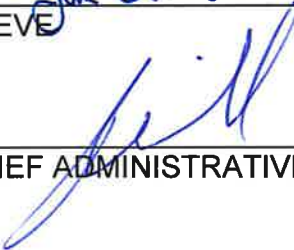
That the Meeting adjourns.

205/19

CARRIED 7/0



REEVE



CHIEF ADMINISTRATIVE OFFICER