

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held July 23, 2019, in the Clearwater County Council Chambers in Rocky Mountain House.

CALL TO ORDER: The Meeting was called to order at 8:58 a.m. by Reeve Duncan with the following being present:

Reeve
Councillors

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

Staff:

Director, Corporate Services; Acting CAO
Recording Secretary
Director, Planning and Development
Planner, Planning and Development
Director, Operations, Public Works
Director, Emergency &
Legislative Services
Communications Coordinator
Manager, Human Resources
Administrator, Human Resources
Manager, Assessment
Systems Admin., Information Technology
Fire Chief

Murray Hagan
Amber Williams
Keith McCrae
Jose Reyes
Kurt Magnus

Christine Heggart
Djurdjica Tutic
Janice Anderson
Joanne Lipsey
Rob Kotchon
Mike Bell
Steve Debieenne

Delegates:

Andrea Vassallo
Richard Smith

Media:

Adam Ophus
Dianne Spoor

**AGENDA
APPROVAL:**

COUNCILLOR LAIRD:

That the July 23, 2019 Regular Meeting Agenda is adopted as amended.

302/19

CARRIED 7/0

**CONFIRMATION
OF MINUTES:**

1. July 9, 2019 Regular Meeting of Council Minutes

COUNCILLOR LAING:

That the Minutes of the July 9, 2019, Regular Meeting are adopted as circulated.

303/19

CARRIED 7/0

AG & COMMUNITY SERVICES:

1. Clearwater Regional Family and Community Support Services (FCSS)

Andrea Vassallo, Manager of Clearwater Regional Family Community Support Services (FCSS) presented Council with information on funding for the Medical Equipment Lending (MEL) Society. Provincial funding was provided to the MEL Society in 2017 and 2018 through FCSS. The Province of Alberta determined that the MEL Society did not qualify for provincial funding yet allowed the 2017 funding to remain as a one off, but due to late reporting by the Town of Rocky Mountain House, FCSS was unable to rectify this prior to 2018.

A. Vassallo explained that The MEL Society received \$18,000.00 from FCSS funding from the Province, which now needs to be re-paid to the Province, or rather, the \$18,000.00 will be withheld from future quarterly payments FCSS receives from the Province. \$11,107.80 would be the proportionate share that is being requested for the County to pay and noted that all parties are responsible to the Province as per the Regional Agreement.

A. Vassallo outlined the obligations of the agreement and noted that the Town has agreed to pay their share.

A. Vassallo responded to questions stating that currently FCSS accounts are showing a surplus, however, administration will be requesting an extension on the reporting deadline due to an audit, and that amount could change. Due to the nature of the Provincial grant, a portion of the surplus may need to be paid back to the province. Surpluses are carried forward only by permission of the Province.

M. Hagan noted that the budgeted County contribution in 2019 to FCSS is \$88,550.00

A. Vassallo took a moment to describe to Council the purpose of the MEL Society. They adopt and buy used medical equipment to clean and fix up to lend or rent at a minimal cost to those who are in need of otherwise expensive medical equipment. The nearest medical lending facility is in Red Deer, which can be a struggle for some to get there. The MEL Society does not fall under Alberta Health Services or FCSS.

Discussed recommending administration to work with FCSS to clarify if the surplus can be used towards the re-payment and what the amount would be prior to approving funding for re-payment.

M. Hagan responded to a question that Council can commit to cover the re-payment, and that administration will work with FCSS to determine how much of the surplus can go towards the re-payment.

COUNCILLOR LAING:	That Council accepts the Clearwater Regional Family and Community Support Services (FCSS) Delegation as information and directs Administration to work with FCSS to determine if there is a surplus of funding that can be allocated for re-payment to the Province of Alberta.
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304/19

CARRIED 7/0

**PLANNING &
DEVELOPMENT**

1. Bylaw 1070/19 Land Use Amendment Application No. 06/19 for Consideration of First Reading

Planner, Jose Reyes presented to Council, Bylaw 1070/19 to amend Land Use Bylaw 714/01.

- The purpose of Bylaw 1070/19 is two-fold:
- a) To add a new District to the County's land use bylaw No. 714/01, being the Nordegg Manufactured Home District "NMH"; and,
 - b) To redesignate +/- 7.83 acres from the Agriculture District "A" to the Nordegg Manufactured Home District "NMH" within Pt. NW 27-40-15-W5M.

The applicant is Rick Emmons, Chief Administrative Officer, on behalf of Clearwater County. The land proposed to be rezoned and subdivided is located in the south east portion of the Hamlet of Nordegg along Quarry Road. The bylaw's intention is to allow the creation of 30 fully serviced residential parcels ranging in size from 334 sq. m. (3706 sq. ft.) to 651 sq. m. (7007 sq.

ft.) that would eventually accommodate single-wide and double-wide manufactured homes as well as ancillary buildings.

The county intends to install a perimeter fencing for screening, and access and a multi-use trail to be located to the South of the Subdivision.

J. Reyes and K. McCrae explained that Quarry road is included in the subdivision plans for physical and legal access and that a portion will be registered to the subdivision and there will be a buffer of green space between the parcels and quarry road as well as an 8 foot vinyl board solid fence to act as a sound barrier.

K. McCrae responded to questions regarding a storage facility/lot for residents, that there is not an abundance of storage space in the subdivision without re-engineering and re-designing. He noted that there are lots available in the Nordegg Industrial area that are zoned for storage facilities.

COUNCILLOR VANDERMEER: That Council grants first reading to Bylaw 1070/19 to add a new District to the County's land use bylaw No. 714/01, being the Nordegg Manufactured Home District "NMH"; and, to redesignate +/- 7.83 acres from the Agriculture District "A" to the Nordegg Manufactured Home District "NMH" within Pt. NW 27-40-15-W5M and proceed to a Public Hearing.

305/19

CARRIED 6/1

Discussion ensued regarding an open delegation regarding the subdivision. Those wanting to appear as a delegation can apply through the administration process. K. McCrae responded to scheduling impacts. The public hearing will be set for September 10, 2019, leaving time for a possible delegation on August 27, 2019 at the Regular Council Meeting.

PUBLIC WORKS

1. Leslieville School Force-main/Gas Line Relocation – Budget Adjustment

Kurt Magnus, Director of Public Works Operations, presented to Council the requirements needed to relocate the waste-water force-main and gas line in Leslieville to accommodate the construction of a new school. The initial estimated costs allocated in the 2019 Capital Budget were soon realized to be substantially inadequate when the quotes for work to be completed were received.

Devin Drozd, Engineering Intern, described that a proposed location for a new school in Leslieville is on top of existing gas lines. David Thompson High School (DT) is set to be decommissioned in the next couple of years, and Leslieville School is to take on more students.

K. Magnus responded to a question to clarify that Wild Rose School Division (WRSD) is aware, but there are certain conditions with getting new schools built and competition with other districts. The grant is dependent on certain items, and when they are complete, the new Leslieville School is favourable.

K. Magnus responded to questions that the lift station uses gas and the line in question is utilized by and was originally placed by request of the County. It will be run in the same workspace as the force-main.

COUNCILLOR LAIRD: That Council approve an adjustment to the 2019 Capital Budget to reallocate \$124,140.00 from the Sewer Reserve to the Leslieville School Wastewater Force-main/Gas Line Relocation capital project.

30619 CARRIED 7/0

CORPORATE SERVICES:

1. Bylaw 1067/19 Manufactured Home Park/Community Assessment and Taxation Consideration of Second and Third Readings

At the May 14 Regular Council meeting, Council granted first reading to Bylaw 1067/19.

M. Hagan, Director of Corporate Services described the issues faced by staff regarding the current practice. Since first reading letters were sent to park owners advising them of the potential change. One call has been received and staff was able to mitigate their concerns.

Rob Kotchon, Manager, Assessment, discussed the process for owners, how the assessment is determined and that both park and home owners will receive the same information. Assessment is researching similar transitions with other municipalities.

M. Hagan responded to a question that Clearwater County would be considered the owner and would collect and remit the taxes for the Nordegg Mobile Home Park.

R. Kotchon responded on how to inform the public to receive detailed information for multiple residences on a single property. Currently, staff are annually sending about 150 detailed assessment break-downs by request. Going forward, Staff are encouraging owners to use the property tax calculator on the website and working at getting basic property information online.

Discussed putting out an ad on annual basis regarding inspections.

COUNCILLOR VANDERMEER: That Council grants second reading to the Manufactured Home Park/Community Assessment and Tax Rate Consideration Bylaw 1067/19.

307/19 CARRIED 7/0

COUNCILLOR LOUGHEED: That Council grants third reading to the Manufactured Home Park/Community Assessment and Tax Rate Consideration Bylaw 1067/19

308/19 CARRIED 7/0

RECESS: Reeve Duncan recessed the meeting at 9:56am.

CALL TO ORDER: Reeve Duncan called the meeting to order at 10:08 am with the following people present: Councillors, Laird, Lougheed, Laing, Hoven and Swanson; M. Hagan, C. Heggart, M. Bell, J. Anderson, J. Lipsey, A. Williams, D. Spoor, A. Ophus.

MUNICIPAL

1. Bylaw 1071/19 – Municipal District (MD) of Bighorn and Clearwater County Inter-Collaborative Framework (ICF)

Christine Heggart, Director of Emergency and Legislative Services, presented a draft MD of Bighorn and Clearwater County Intermunicipal Collaboration Framework (ICF) and associated matching bylaw to adopt the ICF.

C. Heggart noted the first draft of the ICF was accepted as information by MD of Bighorn Council at their June 11 regular meeting and that a revised draft ICF includes a new clause C.6, to recognize the exemption from the Intermunicipal Development Plan (IDP) requirement. She added that the MD of Bighorn Council adopted a matching ICF Bylaw 15/19 on July 9, 2019.

309/19

COUNCILLOR HOVEN: That Council grants first reading of Bylaw 1071/19 to adopt the Municipal District (MD) of Bighorn and Clearwater County Intermunicipal Collaborative Framework (ICF).

CARRIED 7/0

COUNCILLOR SWANSON: That Council grants second reading of Bylaw 1071/19 to adopt the Municipal District (MD) of Bighorn and Clearwater County Intermunicipal Collaborative Framework (ICF).

310/19

CARRIED 7/0

COUNCILLOR LOUGHEED: That Council grants permission to proceed to the third reading of Bylaw 1071/19 to adopt the Municipal District (MD) of Bighorn and Clearwater County Intermunicipal Collaborative Framework (ICF).

311/19

CARRIED 7/0

COUNCILLOR LAING: That Council grants third reading of Bylaw 1071/19 to adopt the Municipal District (MD) of Bighorn and Clearwater County Intermunicipal Collaborative Framework (ICF).

312/19

CARRIED 7/0

2. Employment Related Policies

Janice Anderson, Manager, Human Resources and Joanne Lipsey, Administrator, Human Resources presented Council with revised employment related policies to meet current Human Rights; Employment Standards; Local Authorities Pension; Freedom of Information & Protection of Privacy; and, Elections related legislation.

J. Anderson described each policy and procedure to be approved and rescinded. Staff will start drafting an employee handbook, extracting from policies and procedures to put it in an everyday lingo of general rules and practices.

J. Anderson responded to questions that the policies to be rescinded are on the website and some are outdated, with the intention that as policies are approved, they are placed on the website, and the new policies address items within the outdated policies.

Discussed when the firefighting reimbursement rates are applicable, retro-active pay, and issuing a letter to members from Council.

J. Anderson responded that the firefighting reimbursement rate agreement goes through the Fire Services Advisory Committee.

COUNCILLOR SWANSON: That Council approve Employment Policy HR 1001; HR 1002; HR 1003; HR 1004; HR 1006; HR 1008; and, HR 1009.

CARRIED 7/0

313/19

COUNCILLOR SWANSON: That Council rescind policy No. 11/Discrimination and Harassment; No. 28/On Call Staff; and, No. 35/Recognition of Employees and Councillors.

CARRIED 7/0

314/19

Discussion followed regarding the budget and approval for the members for retroactive pay and to discuss with the Fire Advisory Committee.

**EMERGENCY &
LEGISLATIVE
SERVICES:**

2. Clearwater Regional Fire Rescue Services (CRFRS) Obsolete Policy and Bylaw Clean-up and DRAFT Fire Rescue Services and Fire Control Bylaw 1069/19

C. Heggart and Steve Debieenne, Fire Chief presented a list of Standard Operating Guidelines (SOGs) that were previously adopted as policies but should be a Procedure or Standard Operating Guideline (SOG) and recommended rescinding the policies.

S. Debieenne noted that Bylaw 674/00 and Bylaw 754/02 are considered to be obsolete and would be rescinded with the new draft Bylaw 1069/19.

Discussion took place on content within the old policies and how they were either replaced with new procedures, amended or removed completely. Council indicated the need for opportunity to explore the new procedures to ensure there is no loss in the change-over.

S. Debieenne discussed draft bylaw 1069/19, which was based on best practices from other communities.

S. Debieenne responded to questions on the process to notify burners of a ban or restrictions, fees for service, types of fires requiring third party assistance, and fireworks being obsolete from the fire code. Council indicated further clarification will be required regarding County involvement with fireworks.

COUNCILLOR LAIRD:

That Council directs administration to amend the draft Fire Rescue Services and Fire Control Bylaw 1069/19 and present to Council for future consideration, and that Administration also brings back obsolete CRFRS policies for Council's review at future meeting, once they receive a copy of CRFRS procedures.

315/19

CARRIED 7/0

3. Mutual Aid Agreement – Wetaskiwin County and Clearwater County

C. Heggart presented a draft Mutual Aid Agreement between Wetaskiwin County and Clearwater County noting that the respective Counties currently do not have a standing Mutual Aid Agreement. The agreement outlines the purpose, definitions, procedure for invoking mutual aid, command control over emergency response personnel and equipment, cost recovery procedure, limitations, and, indemnity.

COUNCILLOR SWANSON:

That Council endorses the Mutual Aid Agreement between Wetaskiwin County and Clearwater County.

316/19

CARRIED 7/0

4. 2019 Fire Apparatus Capital Purchases

S. Debienne and C. Heggart presented the three capital purchases approved in the 2019 budget. The apparatus were selected based on the Rural Municipalities of Alberta (RMA) process, with the most benefits to both emergency and maintenance staff. The units and respective quotes are: Tender/Pumper, \$478,728.57; Rescue/Pumper, \$595, 505.71; and, Engine, \$585,751.38.

Fire Apparatus Units 01 Engine and 02 Tender/Pumper will be housed at the Leslieville Fire Station and Unit 13 Rescue/Pumper at the Caroline Station.

S. Debienne presented the preliminary drawings and quotes for the three units and noted that each unit is built in Canada and requires 110 day build time. The quotes came in under budget and Administration is requesting that Council consider allocating \$30,000.00 of the surplus of the Clearwater Regional Fire Rescue Services (CRFRS) capital budget to provide Alberta First Responder Radio Communications System (AFRRCS) radios in the three units, as the quotes did not include radio equipment.

Discussed the selection process of the builders.

S. Debienne responded to a question of the newly developed apparatus replacement plan and will forward it to Council.

M. Hagan responded to questions of budget parameters and the discrepancy on the cost of the units. Generally, price, service, and warranty are weighted to get the best value for the investment.

S. Debienne responded to budget question and noted fluctuations of the United States dollar & tariffs can impact price of fire apparatus. He added that

challenges were identified when contemplating a custom versus commercial unit, the set-up of the trucks, and if there were any unnecessary additions on the units.

Discussed making the Legacy Parade Bell universal, as a commemoration for fallen members and significant milestones.

S. Debienne responded to a question about the apparatus committee funding the legacy bell and the cost. The cost of each bell is \$1,004.00.

S. Debienne responded to questions regarding getting a heavier truck that can hold more water, the need for a heavier truck, and the goals of being versatile. Looking at implementing a water shuttle service, could result in a decrease of insurance premiums.

S. Debienne responded to questions regarding increasing service and units required due to the Wildland Urban Interface (WUI) Program and whether there will be additional cost associated programs. He added that they are researching to retro-fit current units to address needs for WUI. All units are designed to support one another and stations to support/augment each other.

Discussed the input provided from each station. S. Debienne noted that there are two members from each station are on the apparatus and equipment committee, and that units can transfer from station to station.

Discussion regarding Alberta First Responders Radio Communications System (AFRRCS).

S. Debienne responded to a question that the AFRRCS will work with the current communications system, however, they have different mounting systems. There are currently four AFRRCS in circulation.

Discussed the costs of the radio, and RCMP use AFRRCS as well as a partner department in Sundre, AFRRCS are testing strong in this area.

Discussion regarding increased training requirements, as a Class 3 license will be required to drive two of the new units (tandem axle).

S. Debienne responded that there are multiple members that are trained and qualified to run the tandem axle trucks and that training is already captured in the 2019 budget.

S. Debienne responded to question of costs to install AFRRCS during the build vs installing them in the future.

Discussed the increased use of AFRRCS, and the option to have the units installation ready, and to purchase the radios at a later date. Discussed phasing in AFFRCS for the fleet over the next few years and the advantages of the current mobile units versus a hard-wired stationary unit. S. Debienne noted the state of the current system. Multiple frequency units will allow communications with the Public Works Department.

COUNCILLOR VANDERMEER:

That Council approves the purchase of three apparatuses (Tender/Pumper (02), Rescue / Pumper (13) and Engine (01)) as presented, with an additional \$30,000.00 for the CRFRS capital purchase of AFRRCS Radios.

5. 2019 Operating Budget for the Wildland Urban Interface

Steve Debienne, Fire Chief explained that Clearwater County was one of two municipalities to be chosen for a Wildland Urban Interface (WUI) team, it is a new 18-month program that currently does not have a budget.

Discussion ensued that the Provincial grant will cover all costs, but an operating budget is required. S. Debienne explained that any overtime can be billed back to the province and operational costs can be recouped.

S. Debienne responded to questions regarding recoverable costs that can be billed back the to the Province. He noted a Capital budget request will be presented at the August 27, 2019 Regular Council Meeting.

318/19

COUNCILLOR SWANSON: That Council approves the Wildland Urban Interface (WUI) program operating budget summary as presented.

CARRIED 7/0

COUNCILLOR LAING: That Council approves amending Clearwater County's 2019 operating budget, to increase provincial grant revenue (Regional Fire - WUI) by \$222,550.00 and Regional Fire (WUI) expenses by \$222,550.00 to fund the Wildland Urban Interface Program.

319/19

CARRIED 7/0

Discussed potential policies and procedures that will be presented to Council for the WUI staff.

S. Debienne responded that there will be WUI-related procedures developed with the philosophy and that WUI staff are to augment empty seats and to not take calls from paid-on-call volunteers. He added that the WUI job postings are now closed, 22 applications received, interviews start tomorrow.

INFORMATION:

1. CAO's Report

Discussion took place on the July 23, 2019 CAO Report, as circulated. Reeve Duncan and Councillor Vandermeer intend to attend the Central Rural Municipalities of Alberta District 2 Directors meeting on Friday, August 9 in Three Hills.

2. Public Works Report

Discussion took place on the July 23, 2019 Public Works Report, as circulated.

3. Councillor Verbal Reports

Reeve Duncan reported that there are RCMP Musical Ride tickets available to Council for August 18.

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

320/19

CARRIED 7/0

RECESS: Reeve Duncan recessed the meeting at 11:56 pm.

CALL TO ORDER: Reeve Duncan called the meeting to order at 12:09 pm with the following people present: Councillors, Laird, Loughheed, Laing, Hoven and Swanson; M. Hagan, A. Williams, C. Heggart, K. Magnus.

COUNCILLOR LAIRD: That Council approves any member of Council to attend the Alberta Parks and Recreation Conference on October 24 to 26 in Lake Louise.

321/19

CARRIED 7/0

**CLOSED
SESSION:**

COUNCILLOR LAING: That Council approves meeting as a Committee of the Whole, to discuss Item K1. Verbal Update – Disclosure Harmful to Intergovernmental Relations in a closed session in accordance with Section 197(2) of the Municipal Government Act; and Section 21 of the Freedom of Information and Protection of Privacy Act; and K2. Verbal Update – Disclosure Harmful to Personal Privacy in a closed section 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 12:11 pm.

322/19

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 K1. Verbal update provided by Reeve Duncan FOIP s.21(1)(a) *Disclosure Harmful to Intergovernmental Relations* and K2. Verbal Update provided by Reeve in accordance with FOIP s.17(4)(d) *Disclosure Harmful to Personal Privacy*.

M. Hagan (Advice), C. Heggart (Advice), K. Magnus (Advice), A. Williams (Clerk).

COUNCILLOR SWANSON: That Council reverts the meeting to an Open session at 1:06 pm.

323/19

CARRIED 7/0

RECESS: Reeve Duncan recessed the meeting at 1:07 pm.

CALL TO ORDER: Reeve Duncan called the meeting to order at 1:11 pm with the following people present: Councillors, Laird, Loughheed, Laing, Hoven and Swanson; D. Tutic, C. Heggart, A. Williams, M. Hagan, D. Ritchie.

1. 2019 National Search and Rescue Conference Delegation

Doug Ritchie, Rocky Search and Rescue (SAR) member reviewed SAR's operations and missions and provided information on the upcoming 2019 National Search and Rescue Conference.

D. Ritchie explained that the conference will be held in Rocky Mountain House September 13 to 15 as last-minute decision by the Committee when the previously planned host city had to decline. The Committee is approaching Council to consider assisting with funding, with the majority going towards

guest speaker travel and accommodation costs. Some funding has been received from the National office. The conference is expecting approximately 450 attendees and have confirmed guests from across the country. The priority of the conference is to disseminate information across the country with the main theme based around disaster and anticipating the theme to fall into place with Clearwater Rescue Services, and as a promotional tool for the area.

D. Ritchie responded to questions on the delegates coming to present, Rocky SAR involvement, approaching other municipalities for funding, and the locations of the meeting and outdoor spaces.

D. Ritchie invited emergency personnel from the County to attend. Discussion ensued on topping up the funding request to allow local members from SAR and Fire to attend.

COUNCILLOR LAIRD:

That Council approves the transfer of \$10,000 from Contingency to Emergency Services, of which \$2,000 will go towards covering the cost of attendance for local members of Clearwater Regional Fire Rescue Services (CRFRS) and Rocky Mountain House Volunteer Search and Rescue (SAR) Society to the 2019 National Search and Rescue Conference; and up to \$8,000 towards guest speaker travel and accommodation costs for the 2019 National Search and Rescue Conference.

324/19

CARRIED 7/0

COUNCILLOR VANDERMEER:

That Council approves meeting as a Committee of the Whole, to discuss Item K3. Land Acquisition - Disclosure Harmful to Business Interests of a Third Party 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 1:43 pm.

325/19

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 K3. Land Acquisition - Third Party Interest; FOIP s.16 – *Disclosure Harmful to Business Interests of a Third Party*.

M. Hagan (Advice), C. Heggart (Advice), A. Williams (Clerk), K. Magnus (Advice).

COUNCILLOR SWANSON:

That Council reverts the meeting to an Open Session at 2:22 pm

326/19

CARRIED 7/0

COUNCILLOR VANDERMEER:

That Council authorizes administration to commence negotiations to purchase and renovate a property with an upset limit of \$700,000.00 from the County Facility Reserve.

327/19

CARRIED 7/0

ADJOURNMENT:


2:23 pm

328/19

COUNCILLOR LAIRD:

That the Meeting adjourns.

CARRIED 7/0



REEVE



CHIEF ADMINISTRATIVE OFFICER