

Minutes of an Agenda & Priorities Council Committee of Clearwater County, Province of Alberta, held September 19, 2016, in the Clearwater County Council Chambers in Rocky Mountain House.

CALL TO ORDER: The Meeting was called to order at 9:00 A.M. by Reeve Alexander with the following being present:

Reeve:	Pat Alexander
Councillors:	John Vandermeer
	Jim Duncan
	Theresa Laing
	Curt Maki
Staff:	
Chief Administrative Officer	Ron Leaf
Recording Secretary	Tracy Haight
Director, Public Works	Marshall Morton
Director, Corporate Services	Rodney Boyko
Director, Planning	Rick Emmons
Director, Ag Services & Landcare	Matt Martinson
Director, Community Protective Services	Ted Hickey
Manager, Infrastructure	Erik Hansen
Manager, Operations	Kurt Magnus
Manager, Finance	Rhonda Serhan
Communications	Christine Heggart

PUBLIC WORKS: 1. Strategic Priorities Update

Marshall Morton reviewed Public Work’s Strategic Priorities Work Sheet for 2017 programs and provided updates on current work projects.

Mr. Morton responded to questions and explained that the excessive amount of rainfall incurred over the construction months have delayed the 2016 Gravel Road Rehabilitation program, the Caroline Land Development/Salt Sand Storage Facility construction project, and the Bridge Structure(s) Rehabilitation Program. The budget will see a carry-over of project funds to 2017 and it is anticipated that these projects will also incur additional constructions costs due to delays.

Discussion took place on the condition of the Beaver Flats Road. Mr. Morton stated as the 2017 paving budget does not include rehabilitation of this road, estimated at \$3.5 million, it will be presented to Council as a stand-alone project for consideration during 2017 budget deliberations.

Discussion took place on the increasing amount of public usage of industry roads on crown land. Road maintenance and management of these roads should be a shared responsibility with the provincial government as part of managing recreational activity on crown lands.

Discussion took place on the video camera inspection of wastewater lines in Nordegg, Condor and Leslieville. Estimated replacement costs are \$1350/meter of line, for a total of \$3 million. As this project does not meet the criteria for provincial funding, a residential local improvement charge may be considered to recover costs. Council asked that Public Works reports on water/wastewater priorities for Nordegg.

Discussion took place on Condor's lagoon and lift station upgrades. Project costs are estimated at \$580,000 for lift station replacement and \$1.4 million for the lagoon. Lift station replacement is recommended in the 2017 budget as it is not eligible for provincial grants.

Discussion took place on the Burnstick Aggregate Pit development and Mr. Morton noted Olds College cancelled its training program at the pit as it is not economically feasible for the College.

Discussion took place on road widening for the Condor Access and Rocky Wood Roads. Several options are under consideration for purchasing road allowances for both projects.

Mr. Morton reviewed the status and progression of various bridge structure rehabilitation projects. He noted that due to high construction costs, several projects have been delayed and one project has been retendered. Excessive rainfall has also contributed to project delays. Discussion took place on bridge deficits and Mr. Morton noted the County has budgeted \$70 million over 20 years to cover deficits. Councillor Maki inquired on signage installed at a bridge near Alhambra and Mr. Morton noted Public Works will investigate as the signage was not installed by the County.

Mr. Morton responded to questions and explained budgeted costs for the cold storage building at the north property, estimated at \$54,000 is for a fabric build design, constructed on screw piles, with a gravel pad. Reeve Alexander noted the Rocky Airshow Committee inquired on the availability of parking space for the 2017 Airshow on the farmed area on the north property. Matt Martinson stated he will respond to the inquiry.

Discussion took place on public education regarding gravel pit reclamation. Public Works will work with Communications on a newsletter article explaining provincial regulations and associated costs for reclamation work.

**PLANNING &
DEVELOPMENT:**

1. Strategic Priorities Update

Rick Emmons reviewed Planning and Development's Strategic Priorities Work Sheet for 2017 programs and provided updates on current work projects.

Discussion took place on the reason for increased lot sales in Nordegg that could be a result of hiring a real estate agent to negotiate sales.

Discussion took place on the status and progress of the North Development Area Structure Plan (ASP). Mr. Emmons responded to questions and explained completion of the Joint Development Agreement is dependent on finalization of the Joint Service Agreement with the Town. Town and County Administration are reviewing draft agreements for joint services and development for presentation to the Intermunicipal Development Plan (IDP) Committee. Administration intends to present to the IDP Committee a synopsis of progress and obtain direction of philosophy. Once direction is received Administration plans to present a draft agreement for the IDP Committee's review and discussion.

Discussion followed on commercial development in Nordegg. The Planning Department is currently processing a building permit application from a developer for a grocery/gas station on Stuart Street.

**CORPORATE
SERVICES/
COMMUNICATIONS:**

1. Strategic Priorities Update

Rodney Boyko reviewed Corporate Services' Strategic Priorities Work Sheet for 2017 programs and provided updates on current work projects.

Discussion took place on the continuing efforts by TIMS to improve the computer network and server performance. Discussion also focused on a "business continuity plan" and the need to establish an offsite location for network data in the event of an emergency situation or service disruption pending the completion of the network service level review. Several locations are under consideration, including the new fire hall. Nordegg Public Services building is not considered an optimal location as the internet access anticipated for the area continues to have limited capacity and the location is remote.

Mr. Boyko outlined changes planned for linking the financial reports with Council's Strategic Plan. He also responded to questions regarding the reporting systems used for accounting (Diamond) and work projects/project costing (Work Tech). He noted the integration of the two systems results in a streamlined chart of accounts and provides accurate and timely financial reports. He noted completion of fiscal budget preparations and reporting systems review, budgeted for 2016, is scheduled for 2017.

He noted the tri-annual compensation survey, scheduled for 2017, to determine competition strategy will also include budget implications of the Province's plan to increase the minimum wage to \$15.00 per hour by 2018.

Christine Heggart reviewed Communication's Strategic Priorities Work Sheet for 2017 programs and provided updates on current work projects.

Discussion took place on including a public opinion survey as part of Council's communication work plan for 2017 to improve public engagement. Ms. Heggart will provide project requirements and details during budget deliberations.

**COMMUNITY
AND PROTECTIVE
SERVICES:**

1. Strategic Priorities Update

Ted Hickey reviewed Community and Protective Services' Strategic Priorities Work Sheet for 2017 programs and provided updates on current work projects.

Mr. Hickey responded to questions regarding the development of a conceptual design and viability study relating to improving broadband internet service in the County. Staff are currently developing a Request for Proposal (RFP) for this study and anticipate presenting a draft to Council on September 27 or October 11.

Discussion followed regarding the Clearwater Broadband Foundation's (CBF) mandate and the CBF's role, if any, in the evaluation of enhancing internet services. Council asked that Administration meet with the CBF regarding the upcoming study and report back to Council on how the County's and CBFs work might be aligned.

Mr. Hickey outlined his plans as Director of the Clearwater Regional Emergency Management Agency (CREMA) He identified that the CREMA

program is cost shared by Clearwater County, Town of Rocky Mountain House, and Village of Caroline at 47.5% each for the County and Town and 5% for the Village. He also noted that estimated staff hours for the Regional Director of Emergency Management and one administrative support position entails approximately 200 hours/year/each.

RECESS:

The meeting recessed for lunch at 12:00 p.m.

CALL TO ORDER:

The meeting was called to order at 12:35 p.m.

Discussion took place on the growing need for support by the County to the various groups or individuals currently managing cemeteries in the County. Mr. Hickey advised that his department, in conjunction with Ag Services and Landcare are developing a cemeteries program which will entail new services relating to cemetery plot management, mapping software, staffing and other requirements associated with the management of active and inactive cemeteries.

Mr. Hickey noted that the CPS budget will propose the addition of a .5 full-time equivalent administrative position to support the realignment of administrative duties within the department.

**AGRICULTURE
SERVICES &
LANDCARE:**

1. Strategic Priorities Update

Matt Martinson reviewed Agricultural Services and Landcare Strategic Priorities Work Sheet for 2017 programs and provided updates on current work projects.

Mr. Martinson identified the upcoming meetings regarding the Ag Rec Facility and the intent to provide feedback to Council from the Committee regarding that facility. Based on this feedback Administration intends to request Council's direction on whether to proceed with conceptual design of the facility or whether to remove the project from Council's Strategic Plan.

Mr. Martinson responded to questions and explained although chemical sales are somewhat lower this year due to the weather, there is not a significant decrease in revenue. He also noted that due to the weather, the brushing program will carry-over to 2017.

CAO:

1. Strategic Priorities Update

Ron Leaf reviewed CAO's Strategic Priorities Work Sheet for 2017 programs and provided updates on current work projects.

He noted that Phase 1 of the University of Alberta Geothermal Study is complete and that Dr. Banks will be presenting his findings at the Oct 17 Tri-Council meeting. Potential sites for geothermal energy production are currently being assessed which may lead to a Phase 2 study, being more detailed site assessment and preliminary design. There are no budget impacts for Geothermal projects identified at this time.

Discussion took place on the progress of the Regional Infrastructure Study and timing of projects within the three municipalities. Mr. Leaf noted this project could fall within the Intermunicipal Collaboration Framework (ICF) requirements of the new MGA. ICF Agreements are required to be in place by December 31, 2019 Council determined that the Intermunicipal Collaboration

Committee should address issues and determine the forum for discussion between the municipalities involved.

Mr. Leaf discussed Mr. Jason Nixon's recent presentation to Council regarding the need for a local and concerted effort regarding the construction of new hospital. Mr. Leaf proposed the inclusion of a two year contract position to research and coordinate the various activities of the Hospital Committee in relation to moving the three Council's goal for a new hospital. Discussion followed regarding the "push back" against a previous proposal to contract a lobbyist. Mr. Leaf stated that he envisions an administrative position to work at the local and regional level to move the Hospital Committee's plans forward. Lobbying would remain the responsibility of the local elected officials and Mr. Nixon. It was noted that Minister Hoffman would be touring the Rocky Hospital and meeting with the local hospital committee members in October. It was agreed that the contracted position would be discussed after that meeting or during budget.

FINANCE:

1. Budget Timelines and Public Engagement

Mr. Boyko proposed the following timeline for budget review and approval:

- Budget delivery to Council for review December 7, 2016
- 3 days of budget deliberations December 14 – 16, 2016 with presentations by members of senior management and their staff as needed
- Approval by Council at a special meeting December 19, 2016.

He also proposed that public consultation and engagement occurs prior to budget deliberations by way of written submissions.

Discussion took place on how best to obtain meaningful public engagement and comments that focuses on the provision of services and facilitates discussions. Administration will present details regarding a public engagement/consultation process at the September 27 regular meeting.

Discussion continued on giving consideration to the use of the tax stabilization reserve, increasing the tax rate, or reducing services to mitigate anticipated revenue losses due to decreased linear assessment values in order to achieve Council's goal to balance the budget while maintaining current services with current revenues, however if this is unachievable due to higher than anticipated revenue losses, a more detailed plan and implementation strategy is required.

ADJOURNMENT:

The meeting was adjourned at 2:14 p.m.



REEVE

CHIEF ADMINISTRATIVE OFFICER