

Minutes of the Strategic Planning Committee of Council meeting held September 16 and 17, 2019 in the Clearwater County Council Chambers in Rocky Mountain House, Province of Alberta.

**1.CALL TO ORDER:**The Meeting was called to order at 9:00 am by Reeve Duncan with the following in attendance:

Reeve:	Jim Duncan
Councillors:	John Vandermeer
	Cammie Laird
	Daryl Lougheed
	Tim Hoven
	Michelle Swanson
	Theresa Laing
Staff:	
Chief Administrative Officer	Rick Emmons
Recording Secretary	Tracy Haight
Director, Ag & Community Services	Matt Martinson
Director, Public Works Infrastructure	Erik Hansen
Director, Public Works Operations	Kurt Magnus
Director, Emergency & Legislative Services	Christine Heggart
Manager, Human Resources	Janice Anderson
Director, Planning & Development	Keith McCrae
Manager, Financial Services	Rhonda Serhan
Communications Coordinator	Djurdjica Tutic
Regional Fire Chief	Steve Debieenne
Deputy Fire Chief	Shawn St. Peter
Heritage & West Country Coordinator	Amanda Rodriguez

**2. AGENDA ADOPTION:**

The following items were added to the agenda:

- 1. Project All In as Item 9.2; and,
- 2. Broadband – Third Party Interest as Closed Session Item 10.2

D. Lougheed motioned that the Committee adopts the Strategic Planning Committee of Council September 16, 2019 agenda as amended.

CARRIED

**3. MINUTES ADOPTION:**

**3.1 June 17, 2019 Strategic Planning Committee Meeting Minutes**

T. Laing motioned that the Minutes of the June 17, 2019, Strategic Planning Committee Meeting are adopted as circulated.

CARRIED

**4. OFFICE OF THE CAO:**

**4.1 Health Care Spending Accounts**

J. Anderson reported on the feasibility of implementing a Health Care Spending Account (HCSA) for employees and councillors by removing vision care coverage and eliminating employer contributions for group life insurance from the program and investing these premium costs savings (approximately \$59,238 annually) into HCSA's.

Implementing these changes at the next benefit contract renewal on May 1, 2020 would provide individual HCSA to employees and councillors, with

approximately \$500 non-taxable and flexible health benefits per year, at no additional annual cost to the County.

J. Anderson responded to question and explained difference between 'wellness' account and health spending account, explained insurance carrier is reviewed on a regular basis, and municipal comparatives.

C. Laird motioned that the Committee recommends Council's approval for implementation of a Health Care Spending Account in Clearwater County's 2020 Operating Budget.

CARRIED

**5. AGRICULTURE &  
COMMUNITY  
SERVICES:**

**5.1 Leslieville Playground**

M. Martinson reported that it is anticipated that the existing Leslieville School playground will be removed from the grounds should Wild Rose School Division's capital plan for redevelopment of the school move forward.

Discussion took place on the feasibility of developing a new community playground in a different location.

C. Laird motioned that the Committee recommends Administration conduct community consultation and prepare a project plan with estimated budget for the development of a new community playground in the Hamlet of Leslieville for Council's consideration.

CARRIED

**5.2 Recreation Support for Community Groups**

M. Martinson presented a report, 'Recreation Funding in Clearwater County', that outlines the County's current recreation funding model, concerns and issues with the current model, municipal comparatives, and a proposal for a new funding model to ensure community recreation needs are met.

The report also outlines nine recommendations that include creating three additional recreation districts with an affiliated committee/board and corresponding agreements/bylaws and allocating appropriate funding to each one.

J. Vandermeer motioned that the Committee recommends Administration moves forward with the recommendations for 2020 budget.

CARRIED

**RECESS:** The meeting recessed at 10:49 am.

**CALL TO ORDER:** The meeting was called to order at 11:02 am.

**6. PUBLIC  
WORKS:**

**6.1 Paving Priorities**

E. Hansen reviewed guidelines, as per current policy, for determining Clearwater County road surfacing priorities. He noted estimated costs for reconstructing and paving one mile of road (\$1,600,000) and approximate maintenance cost differences between gravel (\$4,700/km/year) and surfaced/paved (\$13,300/km/year) roads.

As per the Committee's request made at the June 17, 2019 Strategic Planning Meeting, E. Hansen presented a draft Ten-Year Capital Plan for proposed base pavement projects, as follows:

- Township Road 390 (Speight Road) 4.5 miles \$7,200,000;
- Range Road 6-5A (Burnstick Lake Road) 3.2 miles \$5,120,000;
- Township Road 39-4A (Leslieville East Road) 3.9 miles \$6,240,000;
- Range Road 7-3A (River Road) 2.5 miles (Cost to be determined once access to the North Saskatchewan River Park is addressed by Alberta Transportation).

Discussion took place on each of the projects' impact on the budget and workable solutions for allocating funds based on project priority.

**RECESS:** The meeting recessed at 12:05 pm.

**CALL TO ORDER:** The meeting was called to order at 12:46 pm.

Discussion continued on feasibility of reallocating \$60,000 in 2019 to another project.

M. Swanson motioned that the Committee recommends Council's support of reallocating \$60,000 for the Speight Road Base Pavement project in 2019 and support of the draft Base Pavement Ten-Year Capital Plan as revised.

CARRIED

## **6.2 Public Works 2020 – 2029 Capital and Operational Budget Review**

E. Hansen reviewed the draft 2020 – 2029 Capital Plan for Infrastructure and Facilities and explained new and updated costs for various projects.

Discussion took place on various factors that impact several of the projects resulting in cost savings or increases.

**RECESS:** The meeting recessed at 2:36 pm.

**CALL TO ORDER:** The meeting was called to order at 2:47 pm.

K. Magnus reviewed the 2020 – 2029 Capital Plans for Operations and explained proposed projects, budget timelines for equipment/vehicle purchases and proposed budget increases for operations.

J. Vandermeer motioned that the Committee recommends Council's support of: the updated Public Works Infrastructure and Operations 2020 - 2029 Capital Plan budget; obtaining authorization to place orders for equipment/vehicle acquisitions in the year prior to the year in which they are budgeted; proposed increases to the Public Works Operational budget for an additional Heavy Equipment Technician position, Full-Time Permanent Class 1 Truck Driver position; and posting the Engineering/Technologist Assistant two-year term position.

CARRIED

**RECESS:** The meeting recessed at 4:24 pm.

**CALL TO ORDER:** The meeting was called to order at 9:00 am on Tuesday, September 17, 2019, with the following people present: Reeve Duncan, Councillors Vandermeer, Laird, Loughheed, Laing, Hoven and Swanson; R. Emmons, A. Rodriguez, K. McCrae, R. Serhan, E. Hansen, C. Heggart, M. Hagan, D. Tutic, K. Magnus, S. Debienne, S. St. Peter, and T. Haight.

R. Serhan reviewed the tax deadline process and explained process for receipt of payment.

**7. PLANNING & DEVELOPMENT:**

**7.1 Planning and Development Capital Requirements**

K. McCrae reported on estimated costs for capital improvements to Nordegg Heritage Centre for the development and installation of permanent exhibit displays in the building’s upper floor, as follows:

<b>\$ per square foot</b>	<b>One Room (690 sq. ft.)</b>	<b>Two Rooms (1370 sq. ft.)</b>
\$250	\$ 172,500.00	\$ 342,500.00
\$300	\$ 207,000.00	\$ 411,000.00
\$350	\$ 241,500.00	\$ 479,500.00
\$400	\$ 276,000.00	\$ 548,000.00

A. Rodriguez responded to questions and explained project scope.

Discussion took place on options for project cost savings.

M. Swanson motioned that the Committee recommends Administration drafts a detailed phased project plan with reduced costs and anticipated timelines for Council’s consideration.

CARRIED

**8. CORPORATE SERVICES:**

**8.1 “Welcome to Clearwater County” Road Signs**

M. Hagan reported on estimated costs (\$189,000 including new design and installation) for replacement of seven Clearwater County welcome signs.

D. Loughheed motioned that the Committee recommends that Council considers replacement of seven welcome signs in the 2020 budget.

CARRIED

**8.2 Corporate Services Capital and Staffing Requirements**

M. Hagan reported that Corporate Services capital budget for 2020 identifies additional amounts for consulting services related to potential replacement of the County’s Enterprise Reporting Platform and deferral of costs for the computer network extension to the waste transfer site in Rocky Mountain House to 2021.

He also proposed new staff positions, effective 2020, for a Records Coordinator and Financial Analyst to better meet the organization's increased activity demands and fulfill legislative reporting requirements.

D. Loughheed motioned that the Committee recommends that Council considers adding Records Coordinator and Financial Analyst positions to the 2020 budget.

CARRIED

**RECESS:** The meeting recessed at 10:27 am.

**CALL TO ORDER:** The meeting was called to order at 10:40 am.

**9. EMERGENCY &  
LEGISLATIVE  
SERVICES:**

**9.1 Clearwater Regional Fire Rescue Services Radio System**

C. Heggart provided information on the provincial government's Alberta First Responders Radio Communications System (AFRRCS) program and explained estimated costs (\$1,400,000) for Clearwater Regional Fire Rescue Services (CRFRS) to fully transition to the system.

C. Heggart reviewed estimated costs related to CRFRS's current radio system that requires upgrades (\$700,000) and annual maintenance/licensing fees (\$8300).

Currently, CRFRS has four AFRRCS radios being used in the headquarters command trucks. Three additional radios were approved for inclusion in the 2019 capital purchases for use in three fire equipment units.

S. Debienné and S. St. Peter reviewed benefits of the program and noted community peace officers are using the radios.

Discussion took place on the use of radios to support command staff.

C. Laird motioned that the Committee recommends that the AFRRCS Agency make a presentation to Council and that Council considers budgeting for AFRRCS radios for command unit vehicles, engines, and command level staff.

CARRIED

**RECESS:** The meeting recessed at 11:50 am.

**CALL TO ORDER:** The meeting was called to order at 12:42 pm.

**9.2 Project All In Coins**

C. Laird reported on 'Project All In' coins and noted that Alberta Critical Incident Advisory Council recommends using the coins as a tool for supporting first responders mental health and wellness. C. Laird suggested purchasing coins for use by all County employees.

C. Laird motioned that Administration review and consider purchasing 'Project All In' coins for Clearwater County employees.

CARRIED

T. Hoven motioned that the Committee meets as a Committee of the Whole, to discuss Item 10.1 Leslieville Fire Station Building Project – FOIP s.16 Disclosure Harmful to Third Party Interest; and Item 10.2 Broadband Third Party Interest – FOIP s. 16 Disclosure Harmful to Third Party Interest, in a closed session and in accordance with Section 197(2) of the Municipal Government Act and the Freedom of Information and Protection of Privacy Act, at 12:56 pm

CARRIED

**10. CLOSED  
SESSION:**

**10.1 Leslieville Fire Station Building Project**

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 Item 10.1 Leslieville Fire Station Building Project:

R. Emmons, (Advise) M. Hagan (Advise), C. Heggart (Advise), E. Hansen (Advise), R. Serhan (Advise), S. Debienné (Advise), K. McCrae (Advise), K. Magnus (Advise), T. Haight (Clerk).

**10.2 Broadband – Third Party Interest**

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 Item 10.2 Broadband Third Party Interest:

R. Emmons, (Advise) M. Hagan (Advise), E. Hansen (Advise), and T. Haight (Clerk).

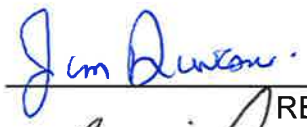

J. Vandermeer motioned that the meeting reverts to an Open Session at 3:20 pm.

CARRIED

**RECESS:** The meeting recessed at 3:20 pm.

**CALL TO ORDER:** The meeting was called to order at 3:25 pm.

**ADJOURNMENT:** Reeve Duncan adjourned the meeting at 3:25 pm

  
REEVE  
  
CHIEF ADMINISTRATIVE OFFICER