CLEARWATER COUNTY COUNCIL AGENDA May 09, 2017 9:00 AM Council Chambers 4340 – 47 Avenue, Rocky Mountain House, AB

9:30 am Arnie Taylor, Wastewater Rep for Withrow Community Association 10:15 am Fred Blair, Board Member, Condor Community Centre 10:30 am Steven Taylor, Vice Chair, Compassionate Care Hospice Society 10:45 am Roger Smolnicky, Recreation Director, Town of Rocky Mountain House 11:15 am Delegation: Michelle Swanson, Chair, Clearwater Broadband Foundation

A. CALL TO ORDER

B. AGENDA ADOPTION

C. CONFIRMATION OF MINUTES

1. April 28, 2017 Regular Meeting Minutes

D. PUBLIC WORKS

- 1. Bridge File 07440 (SE 35 038 07 W5M Township Road 38-5) Rehabilitation Tender Award
- 2. Village of Caroline Development
- 3. 9:30 am Delegation: Wastewater System for the Hamlet of Withrow

E. PLANNING

- 1. Draft Bylaw 1023/17 Land Use Bylaw Amendment
- 2. Telecommunications Tower Development Permit Fee

F. COMMUNITY & PROTECTIVE SERVICES

- 1. 2017 Parades and Councillor Participation
- 2. 10:15 am Delegation: Condor Community Centre Grant Application
- 3. 10:30 am Delegation: Compassionate Care Hospice Society
- 4. 10:45 am Delegation: Town of Rocky Mountain House Recreation Master Plan

G. MUNICIPAL

- 1. Draft Bylaw 1022/17 Council Committees
- 2. Draft Bylaw 1025/17 Code of Conduct
- 3. Returning Officer Appointment 2017 Election
- 4. 2017 Election: Advance Vote, Incapacitated Voters & New Councillor Orientation
- 5. 11:15 am Delegation: Clearwater Broadband Foundation
- 6. Clearwater Broadband Foundation Proposal

H. INFORMATION

- 1. CAO's Report
- Public Works Director's Report
 Councillor's Verbal Report
 Accounts Payable Listing

- 5. Councillor Remuneration

I. ADJOURNMENT



AGENDA ITEM

| PRESENTATION DATE: May 9, 2017 | | | |
|--------------------------------|--|--|--|
| DEPARTMENT: Public Works | WRITTEN BY: Kate Reglin | REVIEWED BY: Marshall Morton/Ron Leaf | |
| | | | |
| | □ N/A ⊠ Funded by Dept. None □ Provincial Legislation (c | | |
| | 5 1 | Reallocation cite) County Bylaw or Policy (cit STRATEGIES: Bridge repair or replacement | |

BACKGROUND:

Bridge File (BF) 07440, which is located at SE 35-038-07-W5M, on local road Township Road 38-5, crossing Tributary to Clearwater River, is part of Clearwater County's Bridge Rehabilitation program. This rehabilitation includes the removal of the existing 21.3-meter-long, 1829 mm round bridge culvert with a 31.7-meter-long, 914 mm round overflow pipe and installation of a new 28.0-meter-long, 1800mm round bridge culvert.

Administration held a tender opening on Friday April 21st, 2017 for the work outlined above. We received six bids, with **Unsurpassable Construction Ltd.** being the low valid bidder.

| Contractor | BF07440 | |
|-------------------------------------|---------------|--|
| Unsurpassable Construction Ltd. | \$ 253,399.70 | |
| Pidherney's Inc. | \$ 314,587.80 | |
| Prairie Erectors International Inc. | \$ 319,935.00 | |
| SS Pipelines Ltd. | \$ 325,545.00 | |
| Chevallier Geo-Con Ltd. | \$ 344,600.00 | |
| Formula Alberta Ltd. | \$ 398,150.00 | |

<u>BF07440</u>

| Unsurpassable Construction Ltd. | Tender Pricing | Estimated Amount |
|---------------------------------|---------------------|---------------------|
| Total Contract Cost | \$ 253,399.70 | \$ 137,095.00 |
| Modified Amount (less site | \$ 242,199.70 | \$ 125,895.00 |
| occupancy) | | |
| Potential Site Occupancy | \$ 1,600.00 | \$1,600.00 |
| Bonus Days (\$800/day) | | |
| Contingency 5% | \$ 12,109.99 | \$ 6,294.75 |
| Engineering | <u>\$ 52,832.75</u> | <u>\$ 56,513.00</u> |
| | | |
| Total | \$ 308,742.44 | \$ 190,302.75 |

The cost for BF 07440 came in **\$118,439.69** over the engineer's estimated amount of **\$190,302.75**. However, the it is the administrations perspective that the Engineers Estimate was based on prices that were experienced over the last two seasons during an economic slowdown. We do not feel that by retendering this project that substantial cost saving would be realized.

The budget short fall associated with this project can be funded through the existing 2017 bridge budget with the money that has been saved on other projects that have come in under the anticipated budget amount budgeted for this year.



AGENDA ITEM

| DEPARTMENT: | WRITTEN BY: | REVIEWED BY: |
|---|-------------------------------------|---|
| Public Works | Erik Hansen | Marshall Morton/Ron Leaf |
| BUDGET IMPLICATION: | \boxtimes N/A \square Funded by | y Dept. □ Reallocation |
| LEGISLATIVE DIRECTION Policy (cite): | I: ⊠None □ Provincial Leg | gislation (cite) |
| STRATEGIC PLAN | PRIORITY AREA: | STRATEGIES: |
| JINAIEUIL FLAN | PRIURITT AREA: | STRATLOILS. |
| THEME: Managing our Growth | Planning | 1.1.1 Ensure appropriate land use planning for public infrastructure, rural subdivisions, hamlets and commercial and industrial lands. |

BACKGROUND: During the June 23, 2015 Council Meeting, staff presented the County's Caroline land development in two distinct phases. Phase 1 of the development included the creation of 11 independently serviced, industrial lots plus an additional lot for County operations. Phase 2 included the development of 10 highway commercial lots adjacent to Hwy 54 with access to the lots via a service road. As per the existing Area Structure Plan, the service road is required to be built to an urban standard (curb and gutter) with municipal water and sanitary services to the lots. Council approved Phase 1 with consideration of Phase 2 if the County and Village were successful with Small Communities Fund grant (SCF). The municipalities were unsuccessful with the grant application therefore Phase 2 was deferred.

During the June 14, 2016 Council Meeting, staff presented the tender results for the construction of Phase 1 with Northside Construction Partnership being the low valid bidder. Approximately 75% of the construction was completed in 2016 but final completion was delayed due to poor weather and damp soil conditions. The contractor

returned in February this year and finished the storm pond and rough site work. They are currently scheduled to return in the coming weeks to resume construction. The construction of the County's salt /sand storage facility and operations shop facility is scheduled to commence once the earthworks contractor is complete.

During the April 18, 2017 Agendas and Priorities meeting, the committee requested that the County's Caroline land development be brought back for Council's consideration. The request included providing estimates and timelines for Phase 2 as well as investigate extending municipal water and sanitary services north into the industrial lots. WSP is the engineering firm currently project managing Phase 1 and was retained to assist staff in developing the following timelines and estimates for Phase 2.

See Attached

Development planning has been estimated between 7-9 Months. Two months have been dedicated to amending the area structure plan and subdivision application/ approval, three months for detailed engineering design and four months for provincial approvals.

The scope for development planning and engineering includes:

- Information collection from the Village on existing deep utilities
- Amend the Area Structure Plan for extension of deep utilities north into Industrial lots
- Prepare a subdivision plan for approval by Village
- Confirm capacity of existing deep utilities (may require modeling of water system)
- Wetland application and approval
- Adjacent landowner approval for deep utility crossing
- Detailed design of utilities (includes sanitary lift station), roads, drainage, etc.
- Approval from Village/ AB Environment and Parks/ AB Transportation
- Shallow utility coordination
- Project tender and award

For Council's information, if the offsite deep utilities were constructed the County would request that the Village endorse an endeavor to assist mechanism to recover a portion of these costs. In addition, AB transportation may require additional intersectional upgrades as the current approved improvement is based on Phase 1 only. This requirement would be vetted through the subdivision process.

The following tables outline the project estimates.

Phase 2 Cost Estimate Grading, Surface and Underground (County Property)

| Stripping and Pre-grading | \$ 160,000.00 |
|----------------------------|-----------------|
| Water Infrastructure | \$ 142,200.00 |
| Sanitary Infrastructure | \$ 587,300.00 |
| Storm Water Infrastructure | \$ 222,750.00 |
| Paved Urban Roadway | \$ 330,000.00 |
| Curb and Gutter | \$ 112,500.00 |
| Power OH | \$ 100,000.00 |
| Landscaping | \$ 50,000.00 |
| Subtotal | \$ 1,704,750.00 |
| Contingency 10% | \$ 170,475.00 |
| Engineering | \$ 225,027.00 |
| Total | \$ 2,100,252.00 |

Phase 2 Cost Estimate- Offsite Deep Utilities (Dougan Property)

| Stripping and Pre-grading | \$ 25,000.00 |
|---------------------------|-----------------|
| Water Infrastructure | \$ 81,200.00 |
| Sanitary Infrastructure | \$ 77,500.00 |
| Landscaping | \$ 5,000.00 |
| Subtotal | \$ 188,700.00 |
| Contingency 10% | \$ 18,870.00 |
| Engineering | \$ 20,757.00 |
| Total | \$ 228,327.00 |
| Phase 2 Grand Total | \$ 2,328,579.00 |

| Water Infrastructure | \$ 85,400.00 |
|-------------------------|---------------|
| Sanitary Infrastructure | \$ 72,500.00 |
| Roadway Rehab | \$ 75,000.00 |
| Subtotal | \$ 232,900.00 |
| Contingency 10% | \$ 23,290.00 |
| Engineering | \$ 25,619.00 |
| Total | \$ 281,809.00 |

Phase 1 Cost Estimate- Extension of Deep Utilities (First 4 Lots)

Phase 1 Cost Estimate- Extension of Deep Utilities (Additional 7 Lots)

| Water Infrastructure | \$ 121,700.00 |
|-------------------------|---------------|
| Sanitary Infrastructure | \$ 118,000.00 |
| Roadway Rehab | \$ 62,500.00 |
| Subtotal | \$ 302,200.00 |
| Contingency 10% | \$ 30,220.00 |
| Engineering | \$ 33,242.00 |
| Total | \$ 365,662.00 |
| Phase 1 Grand Total | \$ 647,471.00 |

Phase 1 and 2 Cost Summary

| Phase 2 County Property | \$ 2,100,252.00 |
|---|-----------------|
| Phase 2 Offsite Deep Utilities | \$ 228,327.00 |
| Subtotal- Option 1 | \$ 2,328,579.00 |
| Phase 1 Ext. of Deep Utilities (4 Lots) | \$ 281,809.00 |
| Subtotal -Option 2 | \$ 2,610,388.00 |
| Phase 1 Ext. of Deep Utilities (7 Lots) | \$ 365,662.00 |
| Total -Option 3 | \$ 2,976,050.00 |

In summary, if Council wishes to move forward with either option presented staff would develop a funding strategy based on Council's direction and bring that information back to the next scheduled meeting.



Land Use & Road System Concept



D2





AGENDA ITEM

| PRESENTATION DATE: May 9, 2017 | | | | |
|--|--|--|--|--|
| DEPARTMENT: Public Works | WRITTEN BY: Marshall Morton | REVIEWED BY: Ron Leaf | | |
| BUDGET IMPLICATION: | □ N/A □ Funded by Dept. □ | Reallocation | | |
| LEGISLATIVE DIRECTION: None Revincial Legislation (cite) County Bylaw or Policy Municipal Government Act Division 7 391 – Local Improvement Tax | | | | |
| STRATEGIC PLAN THEME: Well Governed and Leading OrganizationPRIORITY AREA: Ensure timely compliance with statutory and regulatory obligationsSTRATEGIES: Ensure that County operates effective and efficient water and wastewater systems that meet of exceed Provincial requirements | | | | |
| ATTACHMENT(S): Letter from Withrow Community Association | | | | |
| | uncil Reaffirm its position that a Improvement Tax" to service th | a 2/3 majority is required in orden ne Hamlet of Withrow, | | |

That Council requests an Administrative report outlining policy options and associated pros/cons with applying a "local improvement tax" to fund the servicing of the Hamlet of Withrow.

BACKGROUND:

A letter from the Withrow Community Association has been received, outlining the history of this proposed project and where the community stands today in relation to acquiring the required votes to meet Council's required percentage for implementing a local improvement tax on the residents of the Hamlet of Withrow.

The Withrow Sewer request has been in front of Council a number of times over the last 17 years. Historically, Council has required that an equivalent percentage of support be required as needed for a petition under the MGA and that a successful grant application be in place prior to implementing a local improvement tax.

A petition under the MGA requires that 2/3 of the owners who will be liable to pay the local improvement tax, and the owners who sign the petition represent at least ½ of the value of the assessments prepared under Part 9 for the parcels of land in respect of which the tax will be imposed.

Mr. Arnie Taylor will be updating Council on where the Withrow community is at in relation to the required signatures and what their request of Council is at this time.

To: Councillor Kyle Greenwood and County CAO Ron Leaf

From: Arnie Taylor- Withrow Association's Wastewater Rep.

Subject: Withrow Community Association's Intentions Re; Withrow Wastewater System.

April 27 2017

The subject of wastewater disposal systems, and the intention of implementing such has been a topic of discussion for many years. There may have been attempts before this, but in 2001 EXH Engineering was retained by Clearwater County to carry out a preliminary engineering assessment for the provision of wastewater treatment for the Hamlet of Withrow. This assessment, published in November of 2001, discussed various options, but assumed that a gravity collection system with a lift station and forcemain to a lagoon located east of the hamlet across Withrow road and just north of the railway tracks would be recommended. There were many discussions regarding the pros and cons of this plan, but in the end it was not implemented.

In 2010 members of the community again raised the subject of a wastewater system, with the intention of having a meeting with the county to study the feasibility of designing and installing a wastewater system for our hamlet. In April 2011 a meeting was held at Withrow with The County Reeve, our County councillor, County CAO, County Public Works officials, and a majority of Withrow residents in attendance. We were told that it would cost up to \$75,000 for the feasibility study, and up to \$3 million for the complete system. There was a possibility that the costs could be paid for over 20-25 years. The good news was that there were grants and assistance that would cover up to 75% of the costs for certain parts of the project. We decided to do a survey of all Withrow landowners to see what the level of support was.

Finally in June 2013, the survey was complete, and with the support of 81% of land owners a request was submitted to the county for a feasibility study to be carried out. County Council approved our request in July2013, and also decided to pay for the Engineering study from existing tax dollars, so there would be no additional cost to our community. MPE Engineering was retained to do the study, and it was completed in Feb.2014, submitted to council in March, and released to our community in April. The community held discussions on the document, and even though the dollar figures,\$3,060,000, were beyond our ability to pay, there was a section in the study that gave us hope. The on lot and collection system costs were eligible for a 33% grant from the Build Canada Fund, and the forcemain and treatment system were eligible for a75% grant under the Alberta Municipal and Wastewater Partnership. This would reduce the cost by \$1,327,925, and maybe with other grants we could further reduce the cost. A meeting was held in Withrow with MPE Engineering, Our County Councillor, and County Public Works officials. Many things were discussed, but probably the biggest was that we were told that there was no funding available from BCF, AMWWP, or the Province at this time. Most funds were already allocated and it might be a few years before any help would be available. Then things wert quiet for a while as we couldn't move forward without help.

In May 2016, after The Dovercourt hall meeting regarding the north development area, I emailed Councillor Greenwood and requested that the Wastewater Reserve of \$2,000,000, that was being budgeted for the north development, be used to get the Withrow wastewater system off the ground. (Cont'd page 2)

In June 2016 I received a letter from the Director, Public Works, amongst other things it was explained that if Withrow could fund the collection system, County Council may use the current wastewater reserve to fund a portion of the forcemain and lagoon. With that information in hand, a survey was conducted in Aug./Sept. 2016 to see where the community stood. The results of the survey, submitted to the County in Oct. 2016, shows that with the cost of the collection system, plus the on lot costs, plus the proposed \$1200 yearly O&M fees, this is still out of reach for some of our residents. I know that you have applied for a grant with the Federation of Canadian Municipalities which would be a great help if it is approved. The survey and results are attached with this letter.

There are currently six residences that are having septic field problems, and if they have to redo them this year, their yes votes will be lost.

We currently have 14 of the 30 occupied lots voting in favour of going ahead with this project, and 12 voting no, but if a lot more funding could be found to make this financially viable for our residents, I believe that 4 or 5 of the no votes would turn to yes and we could move forward. Maybe even switching to a gravity system that would reduce the on lot costs dramatically.

In conclusion: Those of us voting "yes" to a communal system do so out of our concern for the aquifers we draw our drinking water from, the health of our residents due to the potential for surface soil contamination and the economic viability of our properties. We see all of these risks mitigated through a common collection and treatment system. Time is of the essence. We are asking our county representatives to move aggressively to assist us. The well-being of thirty households is at stake.

We have a delegation of residents who will meet with you if required.

Respectfully submitted 27 April 2017

Arnie Taylor – Withrow Community Association's Wastewater Representative



AGENDA ITEM

| PROJECT: Bylaw 1023/17 Land Use Bylaw Amendment | | | | |
|--|--|--|--|--|
| PRESENTATION DATE: May 9, 2017 | | | | |
| DEPARTMENT:WRITTEN BY:REVIEWED BY:Planning & DevelopmentRick EmmonsRon LeafBUDGET IMPLICATION:N/AFunded by Dept.Reallocation | | | | |
| LEGISLATIVE DIRECTION: None Provincial Legislation (cite) County Bylaw or Policy (cite) Bylaw: Land Use Bylaw Policy: | | | | |
| STRATEGIC PLAN THEME: #1 – Managing Our GrowthPRIORITY AREA: # 1.1 Plan for a well designed and built community.STRATEGIES: 1.1.1 Ensure appropriate land use planning for public infrastructure, rural subdivisions, hamlets and commercial and industrial lands. | | | | |
| ATTACHMENT(S): Draft Bylaw 1023/17 Land Use Amendment | | | | |
| RECOMMENDATION: For Council to grant 1 st reading of the draft bylaw as presented and direct Administration to proceed with scheduling a public hearing. | | | | |

BACKGROUND:

At the April 18 Agenda & Priorities Committee meeting the Committee discussed the delays being incurred by Administration in enforcing municipal bylaws, particularly to land use or illegal development. The Committee discussed the lack of process between writing a letter to an individual who is in violation of County bylaw and a Stop Order. The Committee recommended that a penalty bylaw process be developed therefore, Administration recommends the adoption of a penalty bylaw to bring another level of enforcement for violators and, hopefully, achieve compliance more expediently removing the need for the issuance of a Stop Order. The following is a brief summary of the most frequent violations Planning deals with:

1. Illegal Development / No Development Permit (DP) Obtained

Attached is a draft form of an amending Bylaw for the Land Use Bylaw (LUB) which repeals and replaces Part Five: Enforcement. This proposed Amending Bylaw addresses the most typical issues the Planning Department deals with respect to **illegal development**, **illegal land use**, **not having a DP, etc.**

As Clearwater County's Land Use Bylaw (LUB) currently exists, Part Five is problematic because it's not particularly comprehensive and requires the involvement of Council before the County may take enforcement action.

This draft is a fairly comprehensive replacement of Part Five that contemplates enforcement action that includes issuing a Written Warning, Stop Order, Violation Tag and Violation Ticket. Also included, is a right of entry for the purpose of inspection and remedial and enforcement action.

For Council's further consideration, a drafted "voluntary payment" under a Violation Tag is 50% of the Specified Penalty. Council may adopt a voluntary payment strategy or not.

*Administration is recommending to replace Part 5 of the current LUB and adopt the Violation Tag as an option; as the objective is not creating a revenue, but encouraging compliance.

2. Clean Up Orders

With respect to **clean up orders**, Clearwater County does not have a form of Community Standards or Nuisance Bylaw. To have enforcement provisions for this issue, a bylaw is required to set out provisions which describe what is allowed, prohibited, procedures for permits, etc. and then sets out the offences and enforcement options (including penalties and issuance of violation tickets) for violation of the bylaw provisions.

or

The County may simply proceed under Section 546.01 of the *Municipal Government Act* and issue an order requiring clean up under the Act. The County doesn't actually need a separate Bylaw to accomplish this type of enforcement.

*Administration is recommending to proceed under Section 546.01 of the MGA.

3. Encroachments

One option here is to effectively pass a municipal land bylaw that sets out requirements for anyone who wants to make use of any County owned or controlled lands such as leases, licences, encroachments, etc. Alternatively, as we've seen in the Reserve Lands matter (Cartier Creek), the County can simply require people to move their property off the municipal land or have it moved by the municipality. If the issue involves a road, then the County has other rights and abilities to deal with illegal encroachments under the *Highways Development and Encroachment Act*.

*Administration is recommending to simply require people to move their property off the municipal land or have it moved by the municipality.

The proposed enforcement process is similar to that used by other municipalities, for example:

Wetaskiwin County's LUB:

- 5.6 Any person who contravenes any provision of the Bylaw is guilty of an offence and is liable upon summary conviction to pay the specified penalty for that offence as set out below. Any person who commits a second or subsequent offence under this Bylaw within one calendar year of committing a first offence under this Bylaw is liable on summary conviction to an increased fine as follows:
 - First offence \$500
 - Second offence \$1,000
 - Third and subsequent offence(s) \$5,000

- Red Deer County's LUB:

36.6 Specified Penalties for Offences under the Land Use Bylaw:

| Section | Description of Offence | First Offence | Second Offence | Third or Subsequent Offence |
|---------|---|---------------|----------------|-----------------------------------|
| 16.1 | Residential Development: Commence Development without Permit or proceed contrary to conditions | \$500.00 | \$1,000.00 | \$2,000.00 |
| 16.1 | Industrial/Commercial/Institutional Development: Commence Development without Permit or proceed contrary to conditions | \$5,000.00 | \$7,500.00 | \$10,000.00 |
| 56.3 | Altered Drainage | \$500.00 | \$1,000.00 | \$5,000.00 |
| 59.1 | Unsightly premises | \$500.00 | \$750.00 | \$1,000.00 |
| 59.6 | Livestock in a residential district | \$500.00 | \$1,000.00 | \$2,000.00 |
| 80.1 | Displaying a Sign in contravention of this Bylaw | \$500.00 | \$1,000.00 | \$5,000.00 |

- Lacombe County's LUB:

8. <u>Initiation of Development Without Development Permit Approval or Failure to Meet</u> <u>Condition(s) of Development Approval</u>

All Districts Except for Commercial, Industrial, Recreational and Agricultural (as noted below)

| Permitted Use | \$ 500 |
|---|---------|
| Discretionary Use | \$1,000 |
| | |
| Commercial, Industrial or Recreational District | |
| Permitted Use | \$2,000 |
| Discretionary Use | \$3,000 |
| | |
| Agricultural District | |
| Minor Business or Trade or Contractor Business | \$3,000 |

BYLAW NO. 1023/17

BEING A BYLAW of Clearwater County, in the Province of Alberta, for the purpose of amending Bylaw 714/01, known as the "Land Use Bylaw".

WHEREAS the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended, authorize the Council of a Municipality to enact a Land Use Bylaw to regulate and control the use and development of land and buildings within the municipality;

AND WHEREAS Section 542 of the *Municipal Government Act* establishes provisions for inspections and enforcement of municipal law;

AND WHEREAS, the Council of Clearwater County deems it desirable to amend the Clearwater County Land Use Bylaw No. 714/01 for the purpose of implementing enforcement provisions that are in alignment with current legislation;

NOW, THEREFORE, upon compliance with the relevant requirements of the Municipal Government Act, the Council of the Clearwater County, Province of Alberta, duly assembled, enacts as follows:

- 1. This Bylaw shall be known as the "Land Use Amending Bylaw".
- The current "Part Five: Enforcement" of the Land Use Bylaw is repealed and replaced with "Part Five: Enforcement" as set out in Schedule "A".
- 3. This Bylaw shall come into effect upon the date of final passing by Council at Third Reading.

READ A FIRST TIME this day of A.D., 2017.

REEVE

CHIEF ADMINISTRATIVE OFFICER

PUBLIC HEARING held this _____ day of ______ A.D., 2017.

READ A SECOND TIME this day of A.D., 2017.

READ A THIRD AND FINAL TIME this day of A.D., 2017.

REEVE

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"

PART FIVE: ENFORCEMENT

5.1 General

- (1) In accordance with the provisions of the *Municipal Government Act*, R.S.A. 2000 Chapter M-26, this Part Five of the Land Use Bylaw outlines the procedures for enforcing the provisions of the Land Use Bylaw, Part 17 of the *Municipal Government Act* and its regulations, a Development Permit, a Subdivision approval or Development Agreement.
- (2) For the purpose of Sections 542 and 646 of the *Municipal Government Act*, an Officer and Development Officer are designated officers for the purposes of carrying out inspections, remedial actions and enforcement.
- (3) A Development Officer may enforce the provisions of the Land Use Bylaw, Part 17 of the *Municipal Government Act* and its regulations, a Development Permit, a Subdivision approval or Development Agreement by taking any or all of the following enforcement actions:
 - a. Issuing a Written Warning,
 - b. Issuing a Stop Order,
 - c. Obtaining an Injunction Order, and
 - d. Any other lawful and authorized action to enforce compliance.
- (4) An Officer may enforce the provisions of the Land Use Bylaw, Part 17 of the *Municipal Government Act* and its regulations, a Development Permit, a Subdivision approval or Development Agreement by taking any or all of the following enforcement actions:
 - a. Issuing a Written Warning,
 - b. Issuing a Violation Tag,
 - c. Issuing a Violation Ticket,
 - d. Obtaining an Injunction Order, and
 - e. Any other lawful and authorized action to enforce compliance.
- (5) Nothing within this Part Five shall limit or prevent the County from issuing a Stop Order in lieu of or in addition to issuing a Violation Ticket or taking any other enforcement action.

5.2 Interpretation

- (1) For the purpose of this Part Five, the following terms have the following definitions:
 - a. **Building** has the same meaning as defined in the *Municipal Government Act*;
 - b. **Bylaw Officer** means an individual employed by the County in the position of bylaw enforcement officer;
 - c. **Development Agreement** means an agreement entered into pursuant to Section 650, 651 or 655 of the *Municipal Government Act*,
 - d. **Emergency** means a situation where there is imminent danger or risk to public safety or of serious environmental harm to property;
 - e. Injunction Order means an injunction order obtained pursuant to Section 554 of the *Municipal Government Act*,
 - f. Land means the aggregate of one or more areas of land described in a certificate of title issued by the Land Titles Office;

- g. **Occupant** means an individual or other party who occupies Land or a Building pursuant to a lease, license or other agreement with or authorization from the Owner;
- h. **Officer** means a Bylaw Enforcement Officer, Peace Officer and member of the Royal Canadian Mounted Police;
- i. **Owne**r means the registered owner of Land pursuant to the *Land Titles Act*;
- j. **Peace Officer** means an individual employed by the County in the position of peace officer in accordance with the **Peace Officer Act**, R.S.A. 2006, Chapter P-3.5;
- k. Person means any individual, partnership, firm, corporation, municipality, association, society, political or other group, and the heirs, executors, administrators or other legal representatives of a Person to whom the context can apply according to law;
- I. **Reasonable Notice** means not less than 48 hours except in the case of an Emergency or extraordinary circumstance when no notice needs to be given;
- m. Reasonable Time means any time between 9 am and 6 pm on any weekday, with the exception of statutory holidays, or as otherwise agreed to in writing by the Owner or Occupant of the subject Land or Building;
- n. **Specified Penalty** has the same meaning as defined in the *Provincial Offences Procedure Act* (Alberta);
- o. **Stop Order** means an order issued pursuant to Section 645 of the *Municipal Government Act*;
- p. Violation Tag means a violation tag issued by the County pursuant to the *Municipal Government Act* and this Part Five and may be issued if in the sole opinion of the Bylaw Officer the violator is being cooperative;
- q. Violation Ticket means a violation ticket as defined in the Provincial Offences Procedures Act (Alberta);
- r. **Written Warning** means a written warning issued pursuant to this Part Five.

5.3 Right of Entry: Inspections, Remedial and Enforcement Action

- (1) After providing Reasonable Notice to the Owner or Occupant of Land or a Building in accordance with Section 542 of the *Municipal Government Act*, an Officer or Development Officer may enter into or onto any Land or Building at a Reasonable Time for the purpose of determining if the requirements of this Land Use Bylaw, Part 17 of the *Municipal Government Act* or its regulations, a Development Permit, Subdivision approval or Development Agreement are being complied with or for the purpose of carrying out remedial or enforcement action authorized by this Land Use Bylaw, the *Municipal Government Act* or an Injunction Order.
- (2) Notwithstanding 5.3(1), in an Emergency or extraordinary circumstance, the Officer or Development Officer does not need to provide Reasonable Notice to the Owner or Occupant and the Officer or Development Officer may enter upon or into Land or a Building without the consent of the Owner or Occupant at any time.
- (3) No Person shall prevent or obstruct an Officer or Development Officer from carrying out any official duty pursuant to this Land Use Bylaw.
- (4) If a Person prevents, obstructs or interferes with an Officer or Development Officer carrying out any official duty under this Land Use Bylaw or if a person refuses to produce anything to assist the Officer or Development Officer in the inspection, remedial action or enforcement action, then the County may apply to the Court of Queen's Bench for an order pursuant to Section 543 of the *Municipal Government Act.*

- (1) Where the Development Officer or Officer determines that a development, land use or use of a Building is in contravention of this Land Use Bylaw, Part 17 of the *Municipal Government Act* and its regulations, a Development Permit, a Subdivision approval or Development Agreement, he/she may issue a Written Warning to the Owner(s) and/or Occupant(s) of the subject Land and/or Building and/or the person responsible for the contravention.
- (2) The Written Warning shall:
 - a. Describe the subject Land or Building by municipal address or location and/or legal description,
 - b. State the nature of the contravention,
 - c. State what remedial measures or action must be taken to remedy the contravention,
 - d. State a time within which the Owner(s) and/or Occupant(s) must complete the remedial measures or action which, unless a matter posing a safety risk to life or property, must not be less than seven (7) days from the date of delivery of the Written Warning,
 - e. Advise that if the Written Warning is not adhered to, the County may undertake further enforcement measures pursuant to the Land Use Bylaw and the *Municipal Government Act*.

5.5 Stop Order

- (1) Where the Development Officer determines that a development, land use or use of a Building is in contravention of this Land Use Bylaw, Part 17 of the *Municipal Government Act* and its regulations, a Development Permit, a Subdivision approval or Development Agreement, he/she may issue a Stop Order to any or all of the Owner(s) and/or Occupant(s) of the subject Land and/or Building and/or the person responsible for the contravention.
- (2) The Stop Order shall:
 - a. Describe the subject Land or Building by municipal address or location and/or legal description,
 - b. State the nature of the contravention,
 - c. Direct the Owner(s), Occupant(s) and/or person(s) responsible for the contravention to:
 - i. Stop the development or use of the Land or Building in whole or in part as directed by the Stop Order,
 - ii. Demolish, remove or replace the development,
 - iii. Carry out any other actions required by the Stop Order so that the development or use of Land or Building is brought into compliance with this Land Use Bylaw, Part 17 of the *Municipal Government Act* and its regulations, a Development Permit, a Subdivision approval and/or Development Agreement

within the time period set out in the Stop Order,

- d. Unless a matter posing a safety risk to life or property, the time period for bringing the development, Land or Building into compliance must not be less than fourteen (14) days from the date of delivery of the Stop Order,
- e. Advise that the party(ies) to whom the Stop Order is issued may appeal the Stop Order to the Subdivision

Development Appeal Board in accordance with Section 685 of the *Municipal Government Act*,

- f. Advise that if the Stop Order is not adhered to, the County may undertake further enforcement measures pursuant to the Land Use Bylaw and the *Municipal Government Act* including but not limited to:
 - i. entering onto or into the Land or Building and performing the necessary remedial action pursuant to Section 542 and 646 of the *Municipal Government Act*,
 - ii. obtaining an Injunction Order,
 - iii. issuing a Violation Tag,
 - iv. issuing a Violation Ticket, and/or
 - v. registering the Stop Order on the certificate of title to the subject Land pursuant to Section 646 of the *Municipal Government Act*,
- g. Advise that the costs and expenses incurred by the County in enforcing the Stop Order may be added to the tax roll of the subject Land whereby the amount will be deemed to be a property tax imposed under Division 2 of Part 10 of the *Municipal Government Act* from the date that it was added to the tax roll and will form a special lien against the Land in favour of the County from the date it was added to the tax roll, in accordance with Section 553 of *the Municipal Government Act*.

5.6 Service of Written Warnings, Stop Orders and Violation Tags

- (1) In any case where an Officer or Development Officer issues a Written Warning, Stop Order or Violation Tag to any Person pursuant to this Part Five, the Officer or Development Officer shall affect such service either:
 - a. by causing a written copy of the Written Warning, Stop Order or Violation Tag to be personally delivered to the Person named in the Written Warning, Stop Order or Violation Tag,
 - b. in the case of an individual, by causing a written copy of the Written Warning, Stop Order or Violation Tag to be delivered and left with a person of at least 18 years of age at the Person's residence,
 - c. in the case of a corporation, by sending a written copy of the Written Warning, Stop Order or Violation Tag by registered mail to the registered office of the corporation, or by delivering it personally to the manager, secretary or other executive officer of the corporation or the person apparently in charge of a branch office of the corporation at an address held out by the corporation to be its address,
 - by causing a written copy of the Written Warning, Stop Order or Violation Tag to be delivered to and left in a conspicuous place at or about the subject Lands or Building; or
 - e. by causing a written copy of the Written Warning, Stop Order or Violation Tag to be mailed or delivered to the last known address of the Person as disclosed in the land registry system established by the Land Titles Act of Alberta as shall appear to the Officer or Development Officer most appropriate in the circumstances,

and such service shall be adequate for the purposes of this Bylaw.

5.7 Offences

(1) Any Person who

- violates or contravenes or causes, allows or permits a contravention of Part 17 of the *Municipal Government Act* or its regulations,
- b. violates or contravenes or causes, allows or permits a contravention of any provision of the Land Use Bylaw,
- c. contravenes or fails to comply with a Development Permit or any conditions forming part of the Development Permit,
- d. contravenes or fails to comply with a subdivision approval or any conditions forming part of a subdivision approval,
- e. contravenes or fails to comply with the provisions of a Development Agreement,
- f. fails to comply with the directions set out in a Stop Order within the time frame specified,
- g. authorizes or proceeds with any development that is at variance with the description, specification or plans that were the basis for the issuance of the Development Permit,
- h. authorizes or proceeds with any subdivision that is at variance with the description, specification or plans that were the basis for the issuance of the subdivision approval,
- i. continues development after a Development Permit has expired or has been revoked or suspended,
- j. continues with subdivision after the subdivision approval has expired, been revoked or suspended,

is guilty of an offence and is liable upon summary conviction to a fine in an amount not to exceed \$10,000.00, imprisonment for not more than one year, or to both fines and imprisonment.

- (2) It is the intention of Council that all offences created under the Land Use Bylaw be interpreted to be strict liability offences.
- (3) Where a contravention of the Land Use Bylaw is of a continuing nature, a contravention shall constitute a separate offence in respect of each day, or part of a day, on which that offence continues.

5.8 Penalties

- (1) A Person who is convicted of an offence pursuant to this Land Use Bylaw shall be liable to pay the Specified Penalty as set out below:
 - a. For a first offence, a Specified Penalty of \$500.00;
 - b. For a second offence of the same offence within a twelve (12) month period, a Specified Penalty of \$1000.00; and
 - c. For a third or subsequent offence of the same offence within a twenty-four (24) month period, a Specified Penalty in the sum of not less than \$1,000.00 and not more than \$2,500.00.
- (2) Payment of any penalty or fine imposed pursuant to this Land Use Bylaw does not relieve a Person from the necessity of paying any fees, charges or costs for which that Person is liable under the provisions of this Land Use Bylaw or any other bylaw or enactment.

5.9 Violation Tag

(1) An Officer is hereby authorized and empowered to issue a Violation Tag to any Person whom the Officer has reasonable and probable grounds to believe has contravened any provision of this Land Use Bylaw, Part 17 of the *Municipal Government Act* and its regulations, a Development Permit, a Subdivision approval or Development Agreement.

- (2) The Violation Tag shall be in a form approved by the Chief Administrative Officer and shall state:
 - a. The Person's name,
 - b. The offence,
 - c. The appropriate voluntary penalty for the offence as specified in this Bylaw,
 - d. That the voluntary penalty shall be paid within (14) days of issuance of the Violation Tag to avoid further prosecution;
 - e. the method by which the tag may be paid; and
 - f. Any other information as may be required by the Chief Administrative Officer.
- (3) Where a contravention of this Bylaw is of a continuing nature, further Violation Tags may be issued by the Officer provided, however, that no more than one Violation Tag shall be issued for each day that the contravention continues.
- (4) Where a Violation Tag has been issued in accordance with this Land Use Bylaw, the Person to whom the Violation Tag has been issued may, in lieu of being prosecuted for the offence, pay to the County cashier the penalty within the time frame specified in the Violation Tag.
- (5) The voluntary penalty for a first offence shall be 50% of the Specified Penalty for a first offence of that particular offence. The voluntary penalty for a second and each subsequent offence shall be 50% of the Specified Penalty for a second and subsequent offence of that particular offence.
- (6) Nothing in this Bylaw shall prevent an Officer from immediately issuing a Violation Ticket.

5.10 Violation Ticket

- (1) An Officer is hereby authorized and empowered to issue a Violation Ticket to any Person where the Officer has reasonable and probable grounds to believe that Person has contravened any provision of this Land Use Bylaw, Part 17 of the *Municipal Government Act* and its regulations, a Development Permit, a Subdivision approval or Development Agreement.
- (2) The Violation Ticket shall be in a form approved by the Chief Administrative Officer and shall state:
 - a. The Person's name,
 - b. The offence,
 - c. The appropriate penalty for the offence as specified in this Bylaw,
 - d. That the penalty shall be paid within (30) days of issuance of the Violation Ticket to avoid further prosecution;
 - e. the method by which the ticket may be paid; and
 - f. Any other information as may be required by the Chief Administrative Officer.
- (3) A Violation Ticket may be served on such Person who is an individual, either:
 - a. by delivering it personally to such Person, or

 b. by leaving a copy for such Person at his/her residence with an individual at the residence who appears to be at least 18 years of age,

and such service shall be adequate for the purposes of this Bylaw.

- (4) A Violation Ticket may be served on a Person which is a corporation, either:
 - a. by sending it by registered mail to the registered office of the corporation, or
 - b. by delivering it personally to the manager, secretary or other executive officer of the corporation or the person apparently in charge of a branch office of the corporation at an address held out by the corporation to be its address,

and such service shall be adequate for the purposes of this Bylaw.

(5) This Section does not prevent an Officer from issuing a Violation Ticket requiring a Court appearance by the Defendant in accordance with the *Provincial Offences Procedures Act*.



AGENDA ITEM

| PROJECT: Telecommunications Tower Development Permit Fee | | |
|---|------------------------------------|------------------------------------|
| PRESENTATION DATE: May 9, 2017 | | |
| DEPARTMENT: | WRITTEN BY: | REVIEWED BY: |
| Planning & Development | Rick Emmons | Ron Leaf |
| BUDGET IMPLICATION: N/A Funded by Dept. Reallocation | | |
| | one D Provincial Legislation (cite | e) 🛛 County Bylaw or Policy (cite) |
| Bylaw: <u>Land Use Bylaw</u> | Policy: | |
| | | |
| | | Strategic Area 1.1.1: Ensure |
| Theme #1 – Managing our | Planning Objective 1.1 - Plan | appropriate land use planning for |
| Growth | for a well designed and built | public infrastructure, rural |
| | community. | subdivisions, hamlets and |
| | | commercial and industrial lands. |
| - Request for Direction: That Council advises whether they wish to uphold the provisions of | | |
| the Land Use Bylaw and accompanying Schedule of Fees or wish to make changes in | | |
| relation to Clearwater County's regulation of all telecommunications towers | | |
| | | |

BACKGROUND:

At Council's April 25th meeting, Council approved Councilor Maki's request that Council reconsider its Land Use Bylaw policies relating to development permits being required for personal telecommunications towers.

To provide context for Council's discussion staff is providing the following three options for Council's consideration:

Option #1 - maintain status quo and retain the current development permitting fees for all towers. Option #1 is consistent with Council's philosophy of a user pay system.

Option #2 - exempt private towers from requiring a DP or paying a fee, but apply the requirement for a DP and fee for the commercial towers. The concern with Option #2 is there is no visual method for Administration to discern between a commercial or private tower (they look exactly alike) – so a fee would be based solely on an installers honesty.

Option #3 - amend the Land Use Bylaw designating communication towers a "deemed approved use". The Federal Government requires a permit for any tower in excess of

15 metres (50 ft.) tall so <u>any</u> tower over 15 metres tall would be required to go through the federal approval process.

Should Council choose to amend the LUB and the development permit fee, staff recommend that Council also revisit the Von Hollen request for reimbursement of the development permit fee associated with their recently installed telecommunication tower.



Agenda Item

| PROJECT: 2017 Parades and Councillor Participation | | | |
|---|-------------------------------------|---------------------------------|--|
| PRESENTATION DATE: May 9, 2017 | | | |
| DEPARTMENT: | WRITTEN BY: | REVIEWED BY: | |
| CPS | Whitney Wedman | Ron Leaf | |
| BUDGET IMPLICATION: N/A Funded by Dept. Reallocation | | | |
| LEGISLATIVE DIRECTION: | one 🛛 Provincial Legislation (cite) | ⊠ County Bylaw or Policy (cite) | |
| Bylaw: Policy: <u>Council Board and Reimbursement Policy</u> | | | |
| | | | |
| ATTACHMENT(S): 2017 Parades Within Central Alberta | | | |
| RECOMMENDATION: That Council indicates to staff which parades to pursue participating in | | | |
| and determine which Council members that will attend parades upon confirmation of entry of | | | |
| the Clearwater County's Float, Vehicle or Livestock. | | | |

Background:

Staff is seeking Council's direction as to which Councillors will be able to attend the events and participate in parades through riding on the County Council Parade Float, the use of the detailed sasquatch SUV or the use of Livestock (horse(s)).

Staff time for the Caroline and Rocky parades is estimated at four hours, and eight hours of staff time will likely be required to decorate the float.

As per the Council and Board Reimbursement Policy:

'All Councillors are authorized to participate in the Rocky Rodeo Parade, Caroline Rodeo Parade and Rocky Parade of Lights. In addition to this, the Reeve or designate is authorized to participate in the Ponoka Stampede Parade and Westerner Days Parade.'

'With the exception of the aforementioned parades, attendance at any other community event will be considered by Council on a case by case basis.'

| 2017 Parades | | | | |
|----------------------------|-----------------------------------|---|---------------------------|-----------------------------|
| Town/City | Parade Application Required | Date | Councilor(s) Attending | Float/Vehicle /Livestock |
| Caroline | No | Saturday, May 20, 2017 @ 10:30 A.M. | | |
| Rocky Mountain House | No | Saturday, June 10, 2017 @ 11:00 A.M. | | |
| Ponoka | Yes | Friday, June 30, 2017 @ 10:00 A.M. | | |
| Red Deer | Yes | Wednesday, July 19, 2017 @ 7:30 A.M. | | |
| Eckville | Yes | Saturday, June 10, 2017 @ 11:00 A.M. | | |

Caroline parade is held on May long weekend and at this time administration does not have a qualified driver available to drive the truck and trailer (float) in the parade. Staff is seeking direction from Council to determine if participation in the Caroline parade will be with the County float or with the Sasquatch vehicle.

Administration cannot confirm the availability of staff members/volunteers for any parades at this time.



AGENDA ITEM

| PROJECT: Condor Community Hall Grant Application | | | |
|---|------------------------------------|---------------------------------------|--|
| PRESENTATION DATE: May 9, 2017 | | | |
| DEPARTMENT: CPS / Community Services | WRITTEN BY: Jerry Pratt | REVIEWED BY: Ted Hickey / Ron Leaf | |
| BUDGET IMPLICATION: | N/A ⊠ Funded by Dept. □ | Reallocation | |
| | one 🛛 Provincial Legislation (cite | e) ⊠ County Bylaw or Policy (cite) | |
| Policy: Capital Grant Funding for | Community Halls | | |
| | PRIORITY AREA: | | |
| STRATEGIC PLAN THEME: | 3.1 Sustain the recreation, | STRATEGIES: | |
| 3. Community Well Being | cultural and quality of life | 3.1.2 | |
| | needs of the community. | | |
| ATTACHMENT(S): Grant Application, Project Description, Five Year Sustainability Plan, Project | | | |
| Quotes, Fifteen months of Community Center Usage, Community Center Financials | | | |
| RECOMMENDATION: Council approve a Community Halls Grant of \$15,000 to the Condor | | | |
| Community Centre. | | | |

BACKGROUND:

In March, 2017 the Condor Community Center (Center) submitted an application for grant funding to help fund the renovation of the Center's kitchen. When the delegation attended Council, they informed Council that there is a higher priority concerning flooding and moisture in the building. Council tabled the grant request until more information could be ascertained and reported.

The Center retained a building inspector and an engineer to complete inspection of the building and property and provide recommendations for repair of current damage and prevention of further harm. Project estimates equal \$53,000. The Center report's \$35,000 available. **The Center is requesting a grant of \$18,000 from Clearwater County.** The Center has met the reporting requirements within the policy.

The Policy states the maximum grant is \$15,000. Council can amend the grant amount. 2017 Budget reflects \$35,000 and no funds have currently been distributed. 2011 the Center received a grant (\$25,000 - heating system).

Mr. Fred Blair, Condor Community Center, Board Member, will present the Center's request and be able to answer Council's questions.



CLEARWATER COUNTY CAPITAL GRANT FUNDING FOR COMMUNITY HALLS

APPENDIX A

| Section 1 – Organization Name and Contact Person: |
|---|
| Group Name: <u>Condor Community Center</u> Contact Name: Fred Blair |
| Mailing Address: <u>Box 610</u> Condor AB TOMOPO |
| Contact Number: <u>403 746 3553</u> or 403 3528045 Contact Email: <u>testinlanding@hotmail.com</u> |
| |

Section 2 – Project Description:

Proposed Project:

(Please describe the planned capital project in detail, including the work that will be completed and how is will be of benefit to your group/community. Refer to the capital grant policy for information on what is considered an eligible capital project.)

attached

Condor Community Centre

Box 692, Condor, AB, TOM 0P0



March 2, 2017

Project Description

During the course of replacing the front entry doors extensive rot was found in the wall. Subsequent testing, first by a building inspector and then by an engineer identified the needed repairs.

The surrounding pavement and the cement patio will have to be removed. The existing swale on the east side of the building will have to be deepened and extended to the north and another swale will be formed on the north side to move water to the ditch on the alley. After the concrete is removed the entire south side will be sloped to drain into another swale to move water from the east and south side of the building to the alley ditch. A weeping tile will have to be installed around the perimeter of the building. After the pavement on the west side is removed the area will be sloped to the ditch.

All the stucco must be removed from the east walls and the front entry. Areas affected by water damage will be replaced and new siding applied. The rest of the building will have the lower three feet of stucco



removed and areas of concern will be replaced. The walk-in door on the north must be replaced. Two walk-in doors on the south are in poor repair and should be replaced. New wall finish will be applied as required. All lower wood replacement will be treated. Any visible mold or rot not removed will be chemically treated.

The existing chimney requires extensive repair and may have to be removed. If this is necessary there may need to be a four foot wall replacement with a bit of roof line change. Should this be the case the wood burning fireplace would be replaced by a gas insert to reduce the construction costs.

New eaves trough will be installed in affected areas. All new grading will be packed to keep the integrity of the slope. The swale on the south will be landscaped and grassed.



CLEARWATER COUNTY CAPITAL GRANT FUNDING FOR COMMUNITY HALLS

| Estimated Project Timeline: (Please Include the Estimated Start and I | Finish Dates for the Proposed Project) | |
|--|--|--|
| Estimated Start Date: | May 1, 2017 | |
| Estimated Date of Completion: | Sept. 30, 2017 | |

Section 3 – Financial Information

Available Funding:

(Please include an itemized accounting of all estimated sources of funding for the project, and how much funding each source is providing. This includes items such as monetary donations, donated labour/materials. **Do not** include the funding that you are requesting through this grant.)

| Contributor | Amount |
|--|-----------|
| Condor Community Center Building Fund | 25000 |
| Donated skilled and unskilled | 2000 |
| Donated heavy equipment | 2000 |
| Donated Trucking | 500 |
| Cash donations | 5300 |
| | |
| | |
| fotal Available Funding: | \$ 35-000 |



CLEARWATER COUNTY CAPITAL GRANT FUNDING FOR COMMUNITY HALLS

Estimated Project Expenses:

(Please include an itemized accounting of all estimated project costs, including materials and labour. Attach quotes wherever possible.)

| Phillips Construction was only | | |
|-----------------------------------|-------|----------|
| Complete bid (attached) | | |
| Three other estimates but all | | |
| quoted structural repairs by the | | |
| on removal + replacement of | | |
| siding. | | |
| Dave Phillips says his estimate | | |
| to is willing to accept waterteer | | |
| help. | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total Estimated Project Cost: | \$ 52 | 999.45 |
| | | 1100-104 |

Grant Funding Requested:

(The amount you are requesting through this grant should equal the difference between the estimated project expenses and the funding that you currently have available, which is noted above. As noted in Clearwater County's capital grant policy, this grant does not generally fund more than 50% of the total project expenses, nor does grant funding typically exceed more than \$15,000.00 per project)

35000 53000 00 = Total estimated project cost Total available funding (equals) GRANT FUNDING REQUESTED (minus)

Five Year Sustainability Plan

Over the next five years we anticipate our expenses to follow the pattern established over the past three years. Hall activity had diminished over the past years but now is starting to show a modest increase. Small inflationary costs will be off-set by related increases in usage rates. General rentals are likely to be constant with Christmas parties and training sessions providing supplemental funds. Our large screen facilitates these functions.

The annual Mother's Day brunch is always a sell-out. An Autumn Beef and Ham Supper and now our Spring Pasta Bake have proven to be good fund raisers.

We sponsor a monthly market from October to June. These have brought a lot of new faces into our building and are providing regular income.

Drainage in the yard has been improved and further work will be done this year. This should ensure the horse shoe pits can once again be used and plans to bring the horse shoe tournament rental back are in place.

Our large grass area was planned to accommodate camping but drainage issues prevented its use. Plans are to open this area up to traffic this year. As well the parking lot is going to be increased by 50%. We have an annual summer rental for a music jamboree. Improved parking will ensure there long term participation.

Starting April 30, 2017 we will host regular jam sessions for the local musicians and dancers.

Condor Community Center provides a number of services to the community at no charge. These include the child's play group, funerals, senior's club, summer playground program, availability to local school and it is listed as an emergency venue for both the Condor School and David Thompson High School.

We have now attracted a number of younger members to our executive. Our community center is the hub of this small community and as such will continue to provide for a variety of social needs for our surrounding area for many years to come.

From: Dave and Charlene Phillips Sent: February 27, 2017 1:19 PM To: teslinlanding@hotmail.com Subject: Condor Hall exterior refinish

Hello Fred

Here's a breakdown of the proposed work for the hall as discussed

Gradework

- Cut and remove pavement on east and north sides approximately 12ft wide and haul to disposal site
- remove concrete on south side of hall and dispose
- slope grade away (swale) from building on 3 sides
- dig in weeping tile on three sides of building and cover with drain rock and fabric
- cover 12 ft wide area with crushed limestone
- install crushed limestone on approximately 8ft wide area on south side of hall
- south side includes 8ft x 24ft compacted limestone for barbeque area
- cut and remove stucco on north and south sides 3ft high for inspection of framing and repairs

\$13690.00 plus gst

* Limestone price is estimated at this time. I will confirm cost as soon as I have a firm price.

Walls

- cut approximately 30in of plywood from bottom of walls on three sides of building for inspection of framing

- remove and install new treated bottom plates and reinforce studs

- reseal wall with caulking and treated plywood
- install cement parging on north and south wall areas for bottom three feet high
- install styro style rock on 3ft high areas for east walls and north and south walls of entry area
- install styro style rock on entire entry door wall area
- install Hardie type cement drop siding on remainder of east walls and north and south entry areas
- install vinyl shake siding on two gable ends on east side c/w transition flashings

- includes smart trim for corners and around windows

- remove and replace two 36in entry doors on south side and one 36in entry door on north side. Includes commercial steel jambs and doors, locksets and paint finish

\$36779.00 plus gst

Total

\$50469.00 plus gst

OPTIONS

Leave styro rock for entry door wall only and change the following;

Delete three ft high styro rock and replace with Hardie drop siding on east walls and entry north and south walls

Deduct \$5430.00 plus gst

Delete vinyl shake siding on two east gables and finish with Hardie drop siding

Deduct \$1440.00 plust gst
Deduct \$3330.00 plus gst

Delete three new entry doors and hardware and repaint existing

Deduct \$4725.00 plus gst

Hopefully this helps explain how I priced things.

As I said earlier there is some costs that could vary depending on the condition of the actual structure. We wont know for sure until it's cut open so would adjust cost accordingly.

Also you could save some on disposal costs for the old pavement and concrete if you have someone to haul it for us. I allowed \$600.00 for that.

If you have any questions give me a call.

I am going away tomorrow until the 23rd so will receive emails and texts if you need to get ahold of me before I'm back.

Thanks for now

Dave P. 403 357 7266 403 729 2232 FROM: CUTTING EDGE ENT. LTD.

RON NOTHOF

BOX 598

ECKVILLE, AB TOM OXO

403-846-5861

TO: FRED BLAIR

C/O CONDOR COMMUNITY CENTRE

FEB. 3, 2017

** QUOTE FOR REMOVAL OF STUCCO ON EAST FACE OF CONDOR HALL, AND 28' HIGH AROUND ALL OTHER WALLS, PLUS REPLACEMENT WITH HARDI PLANK SIDING AND SMART BOARD TRIM.

F7

ANY OTHER REPAIRS TO WALLS ARE AT \$100/HR PLUS MATERIALS.

** QUOTE PRICE IS GOOD FOR 30 DAYS **

MATERIALS:

| 1800 SQFT. SIDING | \$3867.42 |
|------------------------|-----------|
| 12 - PIECES SMART TRIM | \$285.00 |
| 26 - DRIP FLASHING | \$260.00 |
| 1 - PLYWOOD FILLER | \$40.00 |
| CASE OF NAILS | \$50.00 |
| CAULKING | \$100.00 |
| TYPAR | \$80.00 |

LABOUR:

| STUCCO REMOVA | L - \$3.00/SQFT | \$5400.00 |
|---------------|-----------------|-----------|
| SIDING | \$2.50/SQFT. | \$4500.00 |

DUMPSTER AND REMOVAL \$600.00

| TOTAL PRICE: | MATERIAL: | \$5384.5 |
|--------------|-----------|----------|
| | LABOUR: | 9900.00 |

\$ 15,284.50 + GST



FIEB. 23, 2017

TO: FRID BLAIR

RE: CONDOR COMMUNITY CENTER

REPAIR PROPOSAL FOR WATER DAMAGE AROUND PERIMPATAN OF BUILDING. DEMO STUCCO ON ENTIRE EAST WALL. GUT GTUCO ON REMAINING THREE WALLS MAX 4' WIGH. REMOVE EXPOSED WALL SHRATHING, CUT OUT HIGH. REMOVE EXPOSED WALL SHRATHING, CUT OUT OFF WATER DAMAGED SILL PLATES AND REPLACE. CUT OFF WATER DAMAGED SILL PLATES AND REPLACE. CUT OFF GTUDS AMOVE WATER DAMAGE, BLOCK AND SCAB GTUDS AMOVE WATER DAMAGE, BLOCK AND SCAB AND CUT STERD. REINSULATE, MEW WALL SHRATHING, PACH CUT STERD. REINSULATE, MEW WALL SHRATHING, PAHELS OM REMAINING THREE WALLS. REMOVE DEMO RUBBLE TO WASTE TRANSFER SITE. DEMO RUBBLE TO WASTE TRANSFER SITE.

GIOIHE INSTALLATION MATERIAL

9126400 m

WATER DAMAGE REPAIR CHES/Kr.

BUDGET RETIMATION APPROX. \$3500

Weat With 407-588-4198

Phone (403) 746-2595



RRI Alhambra, Alberta TOM 0C0 Phone: 403 729 2239 Cell: 403 846 7201 Email: ken@primoroofing.com

Name: Condor Community Hall Date: December 19, 2016 Phone: 4033528045 (Fred Blair) Project: Condor, AB Tender: Siding Project

Included in Proposal:

- **Demolition:** Remove the old stucco siding around perimeter of building up to 3ft from the ground, including the entire chimney.
- Option: Include the entire front of the building.
- Installation: Install James Hardie HardiePanel siding including building wrap, starter, and trim.
- Install a Hardie Colorplus trim board along the stucco cut.
- Clean up and Disposal: Clean up and deposit waste into company supplied bins.
 Renair: Replacement of any rotten wood and/or anything about the second se
- **Repair:** Replacement of any rotten wood and/or anything above the scope of work will be an extra to the contract at \$89 per man hour plus materials.

Materials Supplied & Installed:

- James Hardie Colorplus HardiePanel siding Smooth Panel
- 2.5" Hardie Batten trim
- 4" Colorplus Hardie Trim
- Hardie caulking (color matched)
- Sopraseal stick tape (windows/doors)
- Interwrap Shield building wrap

Bottom 3ft only – 13sq:\$14,853.60 + GST Entire Front with 3ft rim – 23sq:\$23,242.35 + GST

As a result of the volatility in supplier pricing this proposal is only valid for 15 days. Accepted payment methods: Cheques or cash. <u>Please include GST in final payment</u> 50% of the total price is due upon delivery of materials.

100% of the total price (minus deposit) is due upon completion.

WARRANTY: Workmanship by Primo Roofing is guaranteed for 5 years.

This proposal is authorized by

Ken Chapman

Yes, Primo Roofing may begin the process necessary to complete the project stated in this proposal. I understand that by giving the go-ahead on my roofing project, my place will be reserved in Primo Roofing's schedule.



CLEARWATER COUNTY CAPITAL GRANT FUNDING FOR COMMUNITY HALLS

Section 4 – Background Information

Previous Grant Funding:

Have you previously received grant funding from Clearwater County?



If you answered "yes", please provide the details below.

| Project | Funding Received | Date |
|------------------------|------------------|------|
| Replacement of heating | ? | ? |
| -system | | |
| | | |
| | | |
| | | |

Other Information:

(Please be sure to also include the information on the following checklist. Please note that your funding application may not be reviewed until you have submitted all the requested information)

Financial Statements, including annual operating costs and annual revenues, for the past three years.

Record of hall/group activity (such as booking information) for the past three years.

A five year plan outlining the group's plan to ensure ongoing sustainability in the coming years.



CLEARWATER COUNTY CAPITAL GRANT FUNDING FOR COMMUNITY HALLS

Section 5 - Signature

| | AL IS | | ur organization.) ee that, should Clearwater |
|---|---------------------------------------|--|--|
| | 2. Upon grant approval, a | sed for the project outlined in this ap an accounting of the funding will t of the project completion. | |
| | expended on the project described i | a complete and accurate and that any fun in the application submitted for the grant. ve having legal and/or financial signing a | |
| 1 | SIGNATURE | NAME (Please Print) | - April 6, 2017 |
| | President POSITION/TITLE | 403 746 355: | 3 403 352 8045 DAYTIME TELEPHONE NUMBER(S) |
| | BOX 610 CONTREGISTERED MAILING ADDRES | sr, TOMOPO | E-MAIL ADDRESS |
| | | teslinlanding @. | hotmail. com |





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Penni Lougheed, Contacts, Community Calendar, webcal://ecolerocky.wrsd.ca/ics/706 Harvest Supper Call Halloween Party Call Hall Clean Up If You Sun 30 23 25 9 16 N Mon 31 26 24 10 17 ω Tue 27 25 18 4 _ 7 pm - Community Playgroup Start Up 7 pm - Community Wed 26 28 12 19 N СП Friendship Centre Thu 20 13 27 29 ω 6 Oct 2016 (Mountain Time - Edmonton) Fr. 30 28 21 14 4 1 Sat 29 22 σ 15 œ











FINANCIAL STATEMENTS

CONDOR COMMUNITY CENTER

DECEMBER 31, 2016

The enclosed financial statements were audited by:

Vain

J. A. Blair, President

Day & Lougheed Daryl Lougheed, Director

Condor Community Center Balance Sheet as of Dec. 31, 2016

Assets

Current Assets

| Bank – General Account | 39 603.42 | |
|-----------------------------|-----------|-----------|
| Rental House Damage Deposit | 700.30 | |
| Bank – Building Fund | 231.80 | |
| Bank Sports Council Account | 3 241.58 | |
| Total Cash | | 43 777.10 |
| Total Receivables | | 0.00 |
| Total Current Assets | | 43 777.10 |
| | | |

Capital Assets

| Cupital / local | | |
|--------------------------------|------------|------------|
| Land | 50 020.00 | |
| Buildings | 304 878.00 | |
| Office Furniture and Equipment | 100 000.00 | |
| Machinery and Equipment | 13 128.00 | |
| Computer Hardware and Software | 500.00 | |
| Handbells | 10 000.00 | |
| Total Capital Assets | | 478 526.00 |
| Total Assets | | 522 303.10 |
| Liabilities | | |
| Current Liabilities | 0.00 | |
| Total Current Liabilities | | 0.00 |

Equity

Society Equity

Retained Earnings – Previous Year

Current Loss/Profit

Total Equity

Liabilities and Equity

G. A. Blair, President

525 228.54

6 286.03

531 514.57

531 514.57

rencheed Daryl Lougheed, Director

| ENERSE 203.22 244.71 277.06 233.94 145.4 97.84 73.61 56.54 63.06 81.3 131.7 enertienes 261.16 105 47.25 269.91 175.0 175.0 61.9.42 50.91 125.0 601.65 132.0 enertienes 168 705 131.76 351.76 351.76 351.76 131.76 132.0 enertienes 168 134.04 59.96 134.04 59.96 130.02 706.16 132.0 enertienes 168.7 134.04 59.96 131.76 351.76 351.76 352.19 140.00 700.16 enertiene 134.04 59.96 131.61 131.76 352.16 131.51 149.15 140.00 700 100 700 140.05 140.05 140.05 140.05 140.05 140.05 140.05 140.05 140.05 140.05 140.05 140.05 140.05 140.05 140.05 140.05 140.05 140.05 | 20322 244.7 27.08 15.4 77.4 77.6 13.9 11.2 56.4 60165 10 46.13 20991 1.75.09 69.42 23.06 61.6 60166 166 10 446.13 20991 1.75.09 69.42 7.14 7.14 166 16 13.9 166 13.15 14.95 51.7 14.95 16.6 168 7.14 13.15 14.915 13.16 14.915 14.010 100 16.9 13.16 14.915 13.16 14.915 13.16 14.915 14.015 14.015 16.9 16.9 13.16 13.16 14.915 13.16 14.91 14.015 14.015 16.9 36.9 13.14 76.33 13.14 76.33 13.14 14.015 14.015 16.9 36.9 13.14 76.33 13.14 76.33 13.14 14.015 14.015 16.9 15.9 13.14 | | A DESCRIPTION OF THE OWNER OWNER OF THE OWNER OWNER OF THE OWNER | | | | | | | | | | | | |
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AGENDA ITEM

| PROJECT: Compassionate Care Hospice Society | | | | |
|---|-----------------------------------|-------------------------------------|--|--|
| PRESENTATION DATE: May | / 9, 2017 | | | |
| DEPARTMENT: Community Services / CPS Division | WRITTEN BY: Jerry Pratt | REVIEWED BY: Ted Hickey/Ron Leaf | | |
| BUDGET IMPLICATION: \square N/A \square Funded by Dept. \square Reallocation | | | | |
| LEGISLATIVE DIRECTION: None Derivincial Legislation (cite) County Bylaw or Policy | | | | |
| STRATEGIC PLAN THEME: 2: Well Governed and Leading Organization | PRIORITY AREA: 2.2, 2.5 | STRATEGIES: 2.2.3, 2.5.4 | | |
| ATTACHMENTS : Compassio | nate Care Hospice Society Obj | ectives | | |
| RECOMMENDATIONS: | | | | |
| Council accepts the Society's of | objectives as information. | | | |
| Council approves providing a l | etter of support to Alberta Healt | h Services on behalf of | | |
| Compassionate Care Hospice | Society | | | |

BACKGROUND:

Compassionate Care Hospice Society is a non-profit society focused on providing compassionate, quality comfort care that enhances the lives of people with life-limiting illness and their families. Steve Taylor, Vice Chair, Compassionate Care Hospice Society – Rocky Mountain House, would like to:

1) Inform Council of its goals and objectives (see attached); and,

2) Request a letter of support from Council. (the letter is to accompany the Society's Needs Assessment Report required by Alberta Health Services).

Recommendation

Council accepts the Society's objectives as information.

Council approves providing a letter of support to Alberta Health Services on behalf of Compassionate Care Hospice Society

<u>Compassionate Care Hospice Society (2016)</u>

Objectives:

1. To promote the provision of a comprehensive hospice palliative care service, respond to the physical, emotional and spiritual needs of the individuals with terminal illness, their families and friends.

-Our society will have an initial contact number available to the public and community agencies. Calls will be fielded by volunteers, who will have information on how to access initial registration with our program and with other resources in our community.

- Care needs will be assessed and provided through a team of health care professionals (nursing, physician, pastoral care, social work) and volunteers. Needs will be addressed as each family requires and appropriate interventions/referrals initiated.

- Our society will increase community awareness of services available for end of life care through website, social media, newspaper, radio and community events.

 To establish a hospice with associated educational and outreach programs serving Rocky Mountain House and surrounding area.
 Bereavement care will be extended to family and friends before, during and after the time of death according to policy.

-The Society will initially fund one hospice suite available to individuals and families that require end of life care. This room will be available at no charge. Our goal is to increase the number of hospice care suites, located within an established supportive living facility as community demand requires. Alberta Health Services estimates that 7.7 hospice beds are required per 100,000 population. This equates to 2 hospice beds with our community and surrounding area population at this time.

-The room will be available to whoever requires it, from any age group or walk of life. There will not be a charge for the hospice stay. Terminal illness can affect any individual at any time of life.

-Admission to hospice will be determined by health professional assessment and through criteria as per policy. Estimated life expectancy to be 3-4 months or less, and individual is dealing with life limiting illness. The nearest hospice facility is 100 km away, so establishing a facility locally will benefit families in the community.

-Trained volunteers will be available through the society to provide support in the home, hospital or hospice setting, wherever the individual resides during their end of life journey. Our society will have grief and bereavement counsellors available to support during and after a loved one's death. There will be follow up support as outlined in policy.

3. To promote the health and wellbeing of staff and volunteers through educations and attention to emotional care.

-Our society will provide and promote comprehensive initial training in hospice care to all volunteers. This training will properly equip the volunteers to provide quality hospice care. Palliative care professionals will provide these educational opportunities. Education opportunities will continue to maintain competence and increase knowledge base for society members.

4. To undertake information sharing initiatives in hospice area within the service area with a view to improving awareness and enhancing volunteer and donor involvements.

-Our society will be present at community events, for example: trade shows, "Marketplace on Main", booth at high traffic areas, to increase the society's visibility in the community and to increase awareness of resources available in our community for hospice care locally.

-Initial goal is to increase community awareness of end of life planning and care. Education regarding the nature of hospice care, and what is involved. This will require development of presentations, display boards, brochures for distribution.

5. To promote partnerships with existing health services, health foundations and other interested organizations while maintaining the Society's autonomy and integrity.

-The society will attend interagency meetings, collaborate with local government (town and county), MLA. We plan to partner with Alberta Health Services, Rocky Hospital, Palliative care committee, physician, churches, and other stakeholders in our community. Initial step will be to conduct a community needs assessment to generate data and support for our projects.

6. To promote quality service by adopting standards of care, regularly reviewing service delivery and affiliating with provincial and national associations.

-Our society will maintain a resource library (journals, books, websites) available to families, volunteers and society members to access for support and to increase knowledge base in area of hospice care.

-Our society will be associated with the Alberta Hospice Palliative Care Association as well as the Canadian Hospice Palliative Care Association. Best practice standards will be followed as outlined by palliative associations and Alberta Health Services.

7. To solicit and to receive to receive funds, grants or contributions to achieve the aims of the Society.

-Our society will apply for grants and funding and accept donations from private and corporate sponsors to continue to provide quality hospice care in our community.



AGENDA ITEM

| PROJECT: Town of Rocky Mountain House – Recreation Master Plan | | | | | |
|--|--|------------------------------------|--|--|--|
| PRESENTATION DATE: May 9 |), 2017 | | | | |
| DEPARTMENT: CPS / Community Services | WRITTEN BY: Ted Hickey | REVIEWED BY: Ron Leaf | | | |
| BUDGET IMPLICATION: | BUDGET IMPLICATION: \Box N/A \Box Funded by Dept. \Box Reallocation | | | | |
| | Ione D Provincial Legislation (cite | e) County Bylaw or Policy (cite) | | | |
| STRATEGIC PLAN THEME: 3. Community Well Being | PRIORITY AREA: 3.1 Sustain the recreation, cultural and quality of life needs of the community. | STRATEGIES: 3.1.2 | | | |
| ATTACHMENT(S): Power Poin | t 'Recreation Master Plan' by Mo | Elhanney | | | |
| RECOMMENDATION: That Co | uncil receives the information p | resented. | | | |

BACKGROUND:

Clearwater County contributes to various recreation related endeavors throughout the community. Specific agreements with the Town of Rocky Mountain House provide the framework and funding to provide specific recreation programs and infrastructure for use by Clearwater County tax payers and their families.

The Town of Rocky Mountain House is undertaking a Recreation Master Plan. The process includes providing information to and seeking input from Clearwater County Council.

Mr. Roger Smolnicky, Director of Recreation for the Town of Rocky Mountain House has requested an opportunity to make a presentation to Council for the Recreation Master Plan. A representative from McElhanney Consulting services may also be in attendance.






























AGENDA ITEM

| PROJECT: Council Committees Bylaw | | | | | | |
|---|--------------------------------------|---------------------------------|--|--|--|--|
| PRESENTATION DATE: May 9, 2017 | | | | | | |
| DEPARTMENT: | DEPARTMENT: WRITTEN BY: REVIEWED BY: | | | | | |
| COUNCIL | Christine Heggart | Ron Leaf | | | | |
| BUDGET IMPLICATION: | N/A | Reallocation | | | | |
| | one 🛛 Provincial Legislation (M0 | GA): County Bylaw/Policy (cite) | | | | |
| Bylaw: Policy: | | | | | | |
| | | | | | | |
| STRATEGIC PLAN THEME: | PRIORITY AREA: | STRATEGIES: | | | | |
| ATTACHMENT(S): Draft Bylaw 1022/17 | | | | | | |
| RECOMMENDATION: | | | | | | |
| 1. That Council grants First Reading for Bylaw 1022/17 – Council Committees Bylaw | | | | | | |

BACKGROUND:

The Municipal Government Act (MGA) section 145 indicates a council may pass bylaws in relation to the following; a) the establishment and functions of council committees and other bodies; b) the procedure and conduct of council, council committees and other bodies established by council, the conduct of councilors and the conduct of members of council committees and other bodies established by the council.

The Agenda and Priorities Committee recently reviewed a draft *Council Committees Bylaw* that was developed following Administration's governance review and recommendations. Attached is the draft *Council Committees Bylaw* the A&P Committee requested be brought back to Council, including specific details related to Town, Village and County committees.

Please note that Administration will bring back another Bylaw for Council's consideration which will rescind some or all of the obsolete bylaws identified in the ongoing bylaw review. A review of Clearwater County bylaws includes specific committee or board bylaws for:

- Bylaw # Bylaw Title
- 31/85 Solid Waste Authority
- 68/86 SDAB (obsolete, recommend rescinding)
- 67/86 Municipal Planning Commission (MPC)
- 111/87 Caroline Recreation Board (amended by 493/96)
- 117/88 RMH Recreation Board
- 126/88 Joint Tourism Action Board (obsolete, recommend rescinding)
- 141/88 Economic Development Board (obsolete, recommend rescinding)
- 280/92 SDAB (obsolete, recommend rescinding)
- 533/96 Assessment Review Board (obsolete, recommend rescinding)
- 568/98 David Thompson Recreation Board
- 874/07 Intermunicipal Development Plan
- 919/10 Regional Assessment Review Board
- 996/14 Subdivision Development and Appeal Board (SDAB),
- 1011/16 Emergency Management (CREMA)

Many of the aforementioned bylaws include the formal agreement and/or terms of reference as a schedule.

The Town of Rocky Mountain House has the following board specific bylaws, to which members of Clearwater County Council are appointed:

- 83/15 Family and Community Support Services (FCSS) Board
- 92/04V RMH Recreation, Parks and Culture Board
- 04/08V Rocky Mountain House Library Board

Instances where agreements are the mechanism in place for boards, include the following:

- Caroline Library
- Intermunicipal Collaboration Committee (ICC) (2013)
- Regional Fire Rescue Services (2008)
- RMH Airport Commission (2013)
- School Resource Officer Committee (2008)
- Village of Caroline and District Athletic and Agricultural Society (2009)

Additionally, work is underway to complete two new regional bylaws in 2017:

- Regional Fire Rescue Services
- Regional Solid Waste

The remainder of board/committees to which Council appoints a member are community-based groups as follows:

- Agriculture Recreation Centre Committee
- Bighorn Backcountry Standing Committee
- Canada 150 Voyageur Rendezvous Committee
- Central Alberta Association of Municipal Districts and Counties (CAAMDC)
- Central Alberta Economic Partnership
- Clearwater Broadband Foundation
- Clearwater Community Police Advisory Committee (CCPAC)
- CN Railways Community Advisory Panel
- Common Grounds Pow Wow
 Committee
- Community Futures
- Headwaters Partnership Committee
- Mayor/Reeves Meetings
- Nordegg Community Association
- North Saskatchewan River Park
 Advisory Committee
- North Saskatchewan River Watershed Alliance

- Parkland Airshed Management Zone
- Parkland Regional Library Board
- Physician Recruitment and Retention Committee
- Red Deer River Municipal Users Group
- Red Deer River Watershed Alliance
- Rocky Community Learning Council Board
- Rocky Mountain House Hospital Committee
- Rocky Mountain House Museum and Visiting Centre Board
- Rocky Senior Housing Council
- Sundre Petroleum Operators Group (SPOG) Board of Directors
- Sundre RCMP Community Advisory
 Committee
- West Central Stakeholders Group
- West Country Drug Coalition
- West Fraser Timber Advisory Committee
- Weyerhaeuser Forestry Advisory Committee

The review of Council's committee appointments also emphasized the need for more work to document committees' Terms of Reference. Administration also recommends revising the Organizational meeting agenda package structure to focus on committee functions (i.e. regulatory, standing committee, community-based) rather than committee "workload".

BYLAW NO. 1022/17

BEING A BYLAW OF CLEARWATER COUNTY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING COUNCIL COMMITTEES.

WHEREAS the *Municipal Government Act*, R.S.A. 2000 C.M.- 26 as amended, provides that a Council may by bylaw establish standing and special committees of Council and delegate powers and duties.

AND WHEREAS the Council of Clearwater County recognizes the value of Committees to support and facilitate the achievement of Clearwater County's strategic plan, vision and goals and to advise Council on matters relevant to Committee mandates.

NOW, THEREFORE, upon compliance with the relevant requirements of the *Municipal Government Act*, the Council of the Clearwater County, Province of Alberta, duly assembled, enacts as follows:

1. TITLE

1.1. This Bylaw may be referred to as the "Council Committees Bylaw".

2. PURPOSE OF THE BYLAW

2.1 The purpose of this Bylaw is to govern the establishment and regulation of Council Committees and define the Committee's purpose and function.

3. DEFINITIONS

In this Bylaw:

- 3.1 "Act" means the Municipal Government Act, R.S.A. 2000, Chapter M-26
- 3.2 "Administration" means the Chief Administrative Officer (CAO) or any municipal employee under the CAO's authority as designate.
- 3.3 "Chair" means a person authorized to preside over a meeting.
- 3.4 "CAO" means the Chief Administrative Officer of Clearwater County or designate.
- 3.5 "Committee" means a Committee, Board or Commission or other body established by Council under the Act.
- 3.6 "Council" means the municipal Council of Clearwater County.
- 3.7 "Councillor" means a member of Council who is duly elected and continues to hold office and includes the Reeve.
- 3.8 "Ex-Officio" means membership by virtue of one's office. Ex-officio members form part of the quorum only when present at Committee meetings and, when present, shall vote.
- 3.9 "Member" is a Member of a Committee duly appointed by Council, under the Act, to that Committee.
- 3.10 "Member-at-Large" means a member of the public appointed by Council to a Committee of Council.
- 3.11 "Minutes" are the record of proceedings of a Meeting recorded in the English language without note or comment.
- 3.12 "Quorum" is a majority of those Members appointed and serving on Committee.
- 3.13 "Reeve" means the Chief Elected Official of the County.

4. ESTABLISHMENT

4.1 Council hereby establishes the following committees:

a. Agenda and Priorities (A&P) Committee

- i. The Committee may review, evaluate and make recommendations regarding: setting of priorities; bylaw development; policy development; business planning; financial planning and budget; legal services and agreements; land sale or purchase, and negotiations; personnel matters; or economic development and tourism activities.
- ii. The Committee is intended as a forum for discussion of key Issues facing the municipality, and as a Committee of Council only has the authority to recommend action to Council.
- iii. The A&P Committee shall consist of all members of Council.
 - 1. Annual Committee appointment.

b. Agricultural Services Board (ASB)

- i. Acknowledged within Agricultural Service Board Act.
- ii. Duties defined in section 2 of the *Agricultural Services Board Act* to include:
 - 1. Act as an advisory body to assist in matters of mutual concern;
 - 2. Advise on weed and pest control and soil and water conservation programs;
 - 3. Assist in control of animal disease;
 - 4. To promote, enhance and protect viable sustainable agriculture with a view to improving the economic viability of the agricultural producer; and,
 - 5. To promote and develop agricultural and landcare policies and programs to meet the needs of the municipality.
- iii. The ASB shall consist of two members of Council and five Members-at-Large.

c. CAO Performance Evaluation Committee

- i. Acknowledged within the Act, section 205.1.
- ii. Oversee the process for the establishment of annual objectives and annual appraisal of performance of the CAO, including an annual written performance evaluation and recommendation to Council regarding compensation.
- iii. The CAO Evaluation Committee shall consist of all members of Council.
 - 1. Annual Committee appointment.

d. Clearwater County Heritage Board

- i. Advises Council on matters relating to the Brazeau Collieries Mine Site, the Nordegg Heritage Centre Museum and Visitor Information Services and the Municipal Heritage Program, including municipally significant buildings.
- ii. The Clearwater County Heritage Board shall consist of two members of Council and five Members-at-Large.

e. Pest and Weed Control Appeal Board

- i. Acknowledged within the *Agricultural Pest Act*, section 14 (5) or authority delegated under the *Weed Control Act*, section 19.
- ii. To hear appeals of inspector's notices, local authority notices or debt recovery notices.
- iii. The appeal board may confirm, reverse or vary the inspector's notice, local authority's notice or debt recovery notice.
- iv. The Pest and Weed Control Appeal Board shall consist of five Councillors not appointed to the ASB.

1. Annual Committee appointment.

5. MEMBERSHIP

- a. Committees shall be comprised of a number of participants, both Councillors and Members-at-Large, as indicated in the Committee Term of Reference and approved by resolution of Council.
- All Members of a Committee shall be appointed by Council, and unless otherwise provided in the Committees Terms of Reference, shall be a resident of Clearwater County.
- c. Members-at-Large shall be appointed by Council to a Committee for a term specified in the Committee Terms of Reference, that becomes effective as of the Organizational Meeting in each year, or as otherwise designated by Council.
- d. The Reeve shall be ex-officio Member of all Committees and the Reeve as such Member of the Committee, shall have all the powers and privileges of the same, including the right to vote upon all questions to be dealt with by such Committees.
- e. It shall be the duty of Administration to give notice of all meetings to all Members of each committee, to attend, and ensure accurate minutes are kept.
 - i. Administration may provide advice, research, information and additional support staff as required by the Committee.
- f. Administration shall not be a member of a Committee and may not vote on any matter.

6. TERM

- a. Members-at-Large shall be appointed by Council for a two-year term, unless otherwise provided in the Committee Terms of Reference.
 - i. In order to ensure the continuity of membership, appointments may be filled on a rotational basis.
- b. Councillors shall be appointed to Committees annually at the organizational meeting.
- c. Where a Committee position is left vacant for any reason, Council may appoint a replacement for the remainder of that term.

7. POWERS OF COMMITTEES

- a. A Committee shall not have the power to pledge the credit of the County, to pass bylaws, or to enter into any contractual agreements.
- b. The Committee shall provide a forum for examining timely issues relevant to its mandate, by considering topics from the following sources:
 - ii. Receipt of requests or suggestions from Council,
 - iii. Requests or enquiries from the public, and
 - iv. Initiation from within the Committee.
- c. A Committee shall have the authority to form Ad Hoc Committees and task forces from among its members, to assist in carrying out its objectives and responsibilities under this Bylaw.
 - i. Ad Hoc Committees and Task Forces established by a Committee shall report to the Committee in a manner determined by the Committee.
- d. The Committee may prepare letters, recommendations resolutions, discussion papers and other documents as appropriate to Council.
- e. The powers of Committees established by this Bylaw are restricted to providing recommendations to Council, unless the Committee's approved Terms of Reference, or legislation, specifically provides otherwise.

8. REPORTING TO COUNCIL

a. Councillors appointed to a Committee by Council shall be responsible to keep Council informed as to the Committee activities.

- ii. Reports of all Committees shall be made to the Council prior to the same being given to the public.
- iii. Minutes of Committee meetings, established by section 4.1 of this bylaw, shall be forwarded to Council as information.
- b. Verbal Committee reports made to Council shall be made by a Member of the Committee.

9. GENERAL PROVISIONS

- c. Each Committee hereby established is deemed to be a Committee of Council and shall be responsible and accountable to Council.
- d. The Clearwater County Code of Conduct Bylaw shall govern Committees and shall be binding upon all Committee members, whether Councillors or Members-at-Large.
- e. Each Committee is hereby authorized to prepare a "Terms of Reference" document for recommendation to Council.
 - i. The Terms of Reference must be approved by Council and will include, at a minimum, the requirements for quorum and voting, number and composition of membership, desired skills of membership, roles of members, process for preparation and circulation of an agenda and minutes, and the role and appointment of the Chair of the Committee.
 - ii. The Terms of Reference may also provide guidance to roles, methods and frequency of communication between Council and Committees.
- f. Nothing included in this Bylaw shall restrict or prevent Council from creating or constituting further other Committees not referenced in this Bylaw.

10. EFFECTIVE DATE

10.1 This Bylaw comes into force and effect upon third and final reading.

| READ A FIRST TIME this | day of | A.D., 2017. | |
|-------------------------|-----------|-------------|-------------|
| READ A SECOND TIME this | day of | A.D., 2017. | |
| READ A THIRD AND FINAL | TIME this | day of | A.D., 2017. |

REEVE

CHIEF ADMINISTRATIVE OFFICER



AGENDA ITEM

| WRITTEN BY: Christine Heggart | REVIEWED BY: Ron Leaf | | | |
|------------------------------------|---|--|--|--|
| Christine Heggart | Ron Leaf | | | |
| | | | | |
| N/A \Box Funded by Dept. \Box | Reallocation | | | |
| one 🛛 Provincial Legislation (Bill | 20 and MMGA) County | | | |
| Policy: | | | | |
| | | | | |
| PRIORITY AREA: STRATEGIES: | | | | |
| | | | | |
| 1025/17; Excerpt – MGA Section | 146.1 and Section 153; | | | |
| Relationships Policy | | | | |
| incil reviews, revises as require | d and grants first reading of | | | |
| 1 | Policy: PRIORITY AREA: I025/17; Excerpt – MGA Section | | | |

BACKGROUND:

With the adoption of the *Modernized Municipal Government Act* (MMGA) will come many new requirements for municipalities, including the need for Councils to develop a code of conduct bylaw. The new section 146.1 in the *MGA* requires Councils establish a code of conduct bylaw governing the conduct of Councillors. The new legislation also provides Council with the discretionary authority to establish a code of conduct members of Council committees and other bodies established by Council.

Administration developed a preliminary draft of a code of conduct bylaw for Council's consideration, based on the draft regulations in the *Municipal Affairs Code of Conduct Regulation Discussion Guide*. The guide indicates a code of conduct must address the conduct of Councillors in relation to:

(a) Participation at meetings of Council and Council committees;

(b) Representing the municipality outside of Council and Council committee meetings;

(c) Respect for Council decisions and the decision-making process of Council;

(d) Adherence to Council policies, procedures, and bylaws;

(e) Interactions with Council members;

(f) Interactions with municipal staff;

(g) Interactions with the public;

(j) Appropriate use of influence of office;
 (k) Appropriate use of municipal assets and services;
 (l) Treatment of information received in confidence; and,
 (m) Obligation to attend orientation or training sessions offered by the Municipality.

It was anticipated that the Province would have released the final draft regulations for codes of conduct in April (at the time of writing this item – draft regs had not been released) for public comment – with July expected for final adoption. With the extended timeframe for new regulation release, Administration recommends Council review the draft code of conduct bylaw in the interim, so that it may be included in prospective Councillors packages in advance of the 2017 municipal election on October 16.

Should Council choose to review, amend as required and provide first reading, the bylaw will be advertised as per the provisions of the MGA and will be brought back to Council for second and third reading in June.

Following third reading of code of conduct bylaw, Administration also proposes rescinding Council's existing "Relationships" policy as the policy becomes obsolete.

BYLAW NO. 1025/17

BEING A BYLAW OF CLEARWATER COUNTY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING A CODE OF CONDUCT FOR COUNCIL, AND OTHER BODIES ESTABLISHED BY COUNCIL, THE CONDUCT OF COUNCILLORS AND THE CONDUCT OF MEMBERS OF OTHER BODIES ESTABLISHED BY COUNCIL.

WHEREAS Section 146.1(1) of the *Municipal Government Act*, as amended, a Council must, by Bylaw, establish a code of conduct governing the conduct of Councillors;

AND WHEREAS Section 146.1(3) of the *Municipal Government Act*, as amended, a Council may, by Bylaw, establish a code of conduct governing the conduct of members of Council committees and other bodies established by the Council who are not Councillors;

AND WHEREAS Section 3 of the *Municipal Government Act* establishes Municipal Purposes;

AND WHEREAS Section 153 of the *Municipal Government Act* establishes General Duties of Councillors;

NOW, THEREFORE, upon compliance with the relevant requirements of the *Municipal Government Act*, the Council of the Clearwater County, Province of Alberta, duly assembled, enacts as follows:

1. TITLE

1.1. This Bylaw may be referred to as the "Code of Conduct Bylaw".

2. **DEFINITIONS**

In this Bylaw:

- 2.1 "Act" means the *Municipal Government Act*, R.S.A .2000, Chapter M-26
- 2.2 "Administration" means the Chief Administrative Officer (CAO) and all municipal employees under the CAO's authority.
- 2.3 "Chair" means the Reeve, Deputy Reeve or other person authorized to preside over a meeting.
- 2.4 "CAO" means the Chief Administrative Officer of Clearwater County or designate.
- 2.5 "Conflict of Interest" means a pecuniary interest as described by s.170 of *Municipal Government Act* or a situation in which a member is in a position to derive personal benefit from actions or decisions made in their official capacity.
- 2.6 "Council" means the municipal Council of Clearwater County.
- 2.7 "Councillor" means a member of Council who is duly elected and continues to hold office and includes the Reeve.
- 2.8 "Council Committee" means any committee, board or other body established by Council by Bylaw under the Act.
- 2.9 "In-Camera" means a meeting or portion of a meeting of Council without the presence of the public where the matter to be discussed is within one of the exceptions to disclosure in Division 2, of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- 2.10 "Member" includes a Councillor or a non-elected individual appointee of a Council Committee w.

- 2.11 "Pecuniary Interest" means a pecuniary interest as defined within the *Municipal Government Act.*
- 2.12 "Reeve" means the Chief Elected Official of the County.

3. APPLICATION AND INTERPRETATION

- 3.1 The Code of Conduct attached as Schedule "A" to this Bylaw represents the Code of Conduct that is applicable to Councillors for Clearwater County, Member(s) of Council committees, or members of other Boards or bodies on which Clearwater County is represented.
- 3.2 The Code of Conduct attached as Schedule "A" to this Bylaw shall be observed in all proceedings of Council and Council Committees.
- 3.3 If there are any inconsistencies between this Bylaw and policies or procedures previously established by Clearwater County, this Bylaw shall take precedence.
- 3.4 Councillors shall use this Bylaw as a guide to conduct themselves in a manner that reflects the spirit and intent of the position of public trust that they hold.
- 3.5 This Bylaw shall be presented as part of Council's orientation at the beginning of each term of Council.
- 3.6 This Bylaw may be reviewed at any time to meet legislative requirements, or as required.
- 3.7 References to provisions of statutes, rules or regulations shall be deemed to include all references to such provisions as amended, modified or re-enacted from time to time.
- 3.8 Nothing in this Bylaw relieves any person from compliance with any other Bylaw or applicable federal or provincial law, regulation, or enactment.

4. SEVERABILITY

4.1 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw shall be deemed valid.

5. EFFECTIVE DATE

5.1. This Bylaw comes into force and effect upon third and final reading.

READ A FIRST TIME this day of A.D., 2017.

READ A SECOND TIME this day of A.D., 2017.

READ A THIRD AND FINAL TIME this day of A.D., 2017.

REEVE

CHIEF ADMINISTRATIVE OFFICER

Schedule A - Bylaw 1025/17 CODE OF CONDUCT

GOVERNING PRINCIPLES

The Public expects the highest standards of personal and professional conduct from Members elected to Clearwater County Council or appointed to Council Committees.

This Code of Conduct sets out guidelines for the ethical and interpersonal conduct of Members.

Clearwater County requires that Councillors and Committee Members conduct themselves so as to maintain the honour and respect of their position and to not engage in actions which are, or could be reasonably perceived as, damaging to the trust, confidence and faith of the public.

Councillors and Committee Members must always seek to advance the good of Clearwater County as a whole, for which they serve, and shall truly, faithfully and impartially exercise the duties and responsibilities of their position to the best of their knowledge and ability.

Councillors and Committee Members must adhere to all Council policies, respecting the Municipality and its Bylaws.

CODE OF CONDUCT

Members will:

Foster Respect for Decision-making Process

- Maintain the highest standards in public office and faithfully discharge the duties of their office in accordance with the requirements and obligations set out in the legislation of the Province of Alberta;
- 2. Accurately and adequately communicate the attitudes and decisions of the Council, or the Committee, even if the Member disagrees with the decision, such that respect for Council's decision-making processes is fostered; and
- 3. Communicate concerns amongst the presence of the entire Council or Committee body and when publicly expressing personal opinions, doing so in a manner that maintains respect for other Members and any decisions made by Council or Committee.

Release of Confidential Information

- 4. Use confidential information only in their role as a Member of Council or Council Committee, and not for the personal profit of themselves or any other person;
- 5. Communicate confidential information only when authorized to do so;
- 6. Hold in strict confidence all information concerning matters dealt with during in-camera meetings;
 - a. A Member shall not, either directly or indirectly, release, make public or in any way divulge any such information or any aspect of the in-camera deliberations to anyone, unless expressly authorized by Council or required by law to do so.
- 7. Inform themselves of and strictly adhere to the provisions of the *Freedom of Information and Protection of Privacy Act*,
- 8. Not release information subject to solicitor-client privilege, unless expressly authorized by Council or required by law to do so; and,
- 9. Not release, disclose, publish, comment on or misuse confidential information (information that they have knowledge of by virtue of their position as a Member) that is not in the public domain, including emails and correspondence from other Members or

third parties such that it may cause detriment to Clearwater County, Council, Committees or others, or benefit or detriment to themselves or others.

Release of Information to Public and Media

- 10. Acknowledge that official information related to decisions and resolutions made by Council or Committee will normally be communicated to the public and the media by the Reeve, or Chair of the Committee, or by the CAO or by other administrative staff as delegated by the CAO.
 - a. Members must keep in mind they are always a representative of the Clearwater County, and Members are encouraged to identify when views expressed are theirs alone and not official Clearwater County communication.

Avoid Conflict of Interest*

- 11. Use their position for the good of the community and not to secure special privileges, favours or exemptions for themselves or any other person;
- 12. Not use any influence of office for any purpose other than official duties;
- 13. Not solicit, demand or accept the services of any municipal employee, or individual providing services on a contract for service, for re-election or re-appointment purposes, or to gain employment with the County for themselves, family members or close associates;
- Not use any information gained in the execution of office that is not available to the general public for any purpose other than official duties;
- 15. Not engage in any activity, pecuniary or otherwise, which is incompatible or inconsistent with the ethical discharge of official duties in the public interest;
- 16. Not place themselves in a position of obligation to any person or organization which might reasonably benefit from special consideration or may seek preferential treatment;
- 17. Not give preferential treatment to any person or organization in which a Councillor has a pecuniary interest;
- Not influence any administrative, Council or Committee decision or decision-making process involving or affecting any person or organization in which a member has a pecuniary interest; and,
- 19. Not use municipal materials, equipment, facilities or employees for personal gain or for any private purpose.

*Members who have a Conflict of Interest in a matter before Council shall disclose the general nature of their interest and follow the procedure set out in s.172 of the MGA.

Acceptance of Gifts Prohibited

- 20. Not solicit, accept, offer or agree to accept a commission, reward, gift, advantage or benefit of any kind, personally or through a family member or friend, which is connected directly or indirectly with the performance or duties of office.
 - The following are recognized as exceptions:
 - i. Token or minor gifts valued at less than \$100 (such as corporate logoed items or commemorative gifts), or gifts involving tickets for event attendance of no more than \$300; cash or prizes from "luck of the draw" events (e.g. raffles, door prizes) or other advantages from any person or organization not connected directly or indirectly with the performance or duties of office.
 - ii. Political contributions that are otherwise offered, accepted and reported in accordance with applicable law;
 - iii. Food and beverages at banquets, receptions, ceremonies or similar events;
 - iv. Services provided without compensation by persons volunteering their time;

- v. Food, lodging, transportation and entertainment provided by other levels of governments or by other local governments, boards or commissions;
- vi. A reimbursement of reasonable expenses incurred in the performance of duties or office, in accordance with Clearwater County's Council and Board Reimbursement policy or Travel and Subsistence for Staff and Council policy; Gifts that are received as an incident of protocol or

social obligation that normally and reasonably accompany the responsibility of office.

21. Any gifts with an estimated value of \$100 or more will be reported on Elected Official Expense Report, noting the approximate value and the person or organization providing the gift, event ticket, etc.

Avoidance of Waste

22. Avoid waste, abuse and extravagance in the provision or use of public resources, and shall identify and discuss any misuse of which the Member is aware with the Reeve, Council, Council Committee Chair or the CAO.

Treat Every Person with Dignity, Understanding and Respect

- 23. Abide by the provisions of the Human Rights Code and, in doing so, shall treat every person, including other Members, municipal employees, individuals providing services on a contract for service, students on placements, and the public, with dignity, understanding and respect for the right to equality and the right to an environment that is safe and free from harassment, discrimination and disrespect;
- 24. Not discriminate against anyone on the basis of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender, sexual orientation, age, record of offences, marital status, same sex partnership status, family status, or disability;
- 25. Not to engage in harassment or vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome; and,
- 26. Maintain a high level of respectful dialog with other Members of Council, the CAO, Council Committee members, Administration, and stakeholders.

Leadership and Governance

- 27. Commit to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as a Member;
- 28. Participate actively, openly, and transparently in the democratic process;
- 29. Preserve the integrity and impartiality of Council, or the Council Committee, when working with other levels of government;
- 30. Provide leadership, through the governance process and not take on responsibilities delegated to Administration;
- 31. Limit interactions with municipal staff to direction provided through the CAO;
- 32. Attend Councillor orientation, or Council Committee orientation, and other training sessions offered by the municipality;
- 33. Protect the reputation of the Council, the Council Committee and Administration;
- 34. Uphold the intent of this Bylaw and govern their actions accordingly; and,
- 35. For a period of 12 months after leaving office or Council Committee, abide by the guidelines listed above, except those related to confidential information, which shall apply in perpetuity.

COMPLIANCE / COMPLAINTS

Responsibilities

All Members shall cooperate in any investigation made pursuant to this Bylaw.

If any Member becomes aware of breach of this Code of Conduct by, or an allegation of breach of this Code of Conduct against, any other Member, it is the Member's responsibility to report the breach of this Code of Conduct or the allegation to the Reeve or CAO.

It is the responsibility of the CAO to forward all complaints in accordance with the Complaint Process detailed below.

Members shall not assume that any unethical activity or activity that is not in the best interest of the County, not covered by or specifically prohibited by this Code of Conduct, or any legislation, are therefore condoned.

Complaint Process - Councillors

All complaints must be submitted in writing to the CAO and may be made by:

- a) Councillor(s);
 b) Committee member(s)
 c) the CAO;
 a) municipal employee(a);
- c) municipal employee(s); or
- d) a member of the public.

The CAO shall forward all complaints to Council "in confidence" and shall include the Councillor(s) about whom the complaint is made. The Member who is subject of complaint is to provide a written response to complaint, to be provided to Council.

All formal complaints under this Section, shall be investigated by the CAO or their designate and dependent on the nature of allegation, a third-party investigator may be retained. The Member(s) concerned shall be notified of investigation in order that they may provide evidence to the investigator.

All proceedings of Council regarding the investigation shall be "in camera".

If, after receipt of investigation report, Council believes that the Member(s) concerned may have breached a provision of this Bylaw, it shall advise the Member(s) of this, and give them an opportunity to make oral or written submission to Council.

If Council concludes that the Member(s) concerned breached a provision of this Bylaw, it may, in its sole discretion, decide the sanctions to be imposed.

The Member(s) concerned shall be advised by Council of their conclusion and decision.

Sanctions - Councillors

If Council determines that a complaint reviewed under this Bylaw is valid then Council, by resolution, may impose one or more of the following sanctions against the offending Member:

- A written warning from Reeve, Deputy Reeve and/or Council;
- Require a verbal, written or public apology;
- Require additional training on ethical and/or respectful conduct;
- Restrict how confidential documents are provided;
- Limit travel/representation on behalf of Council;
- Require the return of municipal property;
- Restrict access to municipal facilities;
- Revoke some or all of the Councillor's appointments;
- Reporting of misconduct to Alberta Municipal Affairs, agency/commission or authority of jurisdiction (i.e. RCMP)
- Other consequences as deemed appropriate and necessary, but not including the disqualification of a Councillor.

Any retaliation against the complainant will not be tolerated and will be treated as a serious breach of this Code of Conduct.

Complaint Process – Council Committee Members

All complaints must be submitted in writing to the Committee Chair and may be made by:

a) Committee member(s);

b) Councillor(s);

c) municipal employee(s); or

d) a member of the public.

Should the complaint be against the Committee Chair, then the complaint should be submitted, in writing, to the CAO.

The Committee Chair shall forward all complaints to the Reeve and CAO "in confidence" and shall include the Committee Member(s) about whom the complaint is made. The Member who is subject of complaint is to provide a written response to complaint, to be provided to Council.

All formal complaints under this Section, shall be investigated by the CAO or their designate and dependent on the nature of allegation, a third-party investigator may be retained. The Member(s) concerned shall be notified of investigation in order that they may provide evidence to the investigator.

All proceedings of Council regarding the investigation shall be "in camera".

If, after receipt of investigation report, Council believes that the Committee Member(s) concerned may have breached a provision of this Bylaw, it shall advise the Member(s) of this, and give them an opportunity to make oral or written submission to Council.

If Council concludes that the Member(s) concerned breached a provision of this Bylaw, it may, in its sole discretion, decide the sanctions to be imposed.

The Committee Member(s) concerned shall be advised by Council of their conclusion and decision.

Sanctions – Council Committee Members

If Council determines that a complaint reviewed under this Bylaw is valid then Council, by resolution, may impose one or more of the following sanctions against the offending Committee Member:

- A written warning from Reeve, Deputy Reeve and/or Council.
- Require a verbal, written or public apology.
- Require additional training on ethical and/or respectful conduct.
- Restrict how confidential documents are provided.
- Revoke appointment of the Committee member.
- Reporting of misconduct to Alberta Municipal Affairs or agency or authority of jurisdiction (i.e. RCMP)

Any retaliation against the complainant will not be tolerated and will be treated as a serious breach of this Code of Conduct

Acknowledgement

By signing this Code of Conduct, I state that I have read and fully understand the contents of the Code of Conduct Bylaw. My signature is my contractual agreement that I will follow and abide by the Code of Conduct in good faith.

| Member's Name | Member's Signature |
|---------------|--------------------|
| | (please print) |
| Witness Name | Witness Signature |
| | (please print) |
| Dated: | |

Bill 20 Amendments to the MGA

Division 1.1 Codes of Conduct

Bylaws - codes of conduct

146.1(1) A council must, by bylaw, establish a code of conduct governing the conduct of councillors.

(2) A code of conduct under subsection (1) must apply to all councillors equally.

(3) A council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors.

(4) A councillor must not be disqualified or removed from office for a breach of the code.

(2) The Minister may make regulations

(a) respecting matters that a code of conduct established under subsection (1) must address;

(b) respecting the date by which councils must establish a code of conduct under subsection (1);

(c) respecting sanctions to be imposed for a breach of a code of conduct established under subsection (1);

(d) respecting matters that a council must take into consideration in establishing a code of conduct under subsection (1) or (3), or both;

(e) respecting implementation of a code of conduct established under subsection (1) or (3), or both;

(f) respecting any other matter the Minister considers necessary or advisable to carry out the intent and purpose of this Division. 17 Section 153 is amended by adding the following after clause (e):

(e.1) to adhere to the code of conduct established by the council under section 146.1(1);

Clearwater County

Relationships

EFFECTIVE DATE: May 2004

SECTION: Administration

POLICY STATEMENT:

Council recognizes that positive relationships are critical if the Clearwater County is to function as an effective and efficient local government. Relationship categories are therefore established which identify the desired characteristics of each category.

PROCEDURE:

The following three categories are established:

- 1. Councillor-----Councillor
- 2. Councillor-----Reeve
- 3. Councillor-----Administration

1. Councillor --- Councillor

- Each councillor represents his electoral division and seeks constituents' views.
- Each councillor formulates his opinions considering constituents' views and represents these opinions at Council.
- Each councillor always considers the Municipality as unit when casting a vote at Council.
- Each councillor represents Council's view to his constituents as best that he can. This does not necessarily mean that the Councillor may not express his own personal view but rather that the Council perspective should be given priority above the personal perspective.
- Each councillor must keep items discussed in private (i.e. those items discussed in camera) confidential. The Municipal Government Act provides more detail with respect to these obligations.
- At Council meetings, each councillor respects and expects alternate views from fellow councillors.
- Each councillor maintains a high regard for the democratic process and the decisions made by Council.
- Councillors avoid the use of trade-offs to achieve individual objectives (i.e. you scratch my back on this one and I'll scratch yours on the next issue).
- Each councillor respects fellow councillors as people, with strengths and weaknesses, building on each others strengths and avoiding taking advantage of each others weaknesses.
- Councillors should avoid becoming involved in issues within another councillor's division, to the extent that the councillor is dealing directly with another councillor's electors. If however a councillor chooses to become directly involved within another division, he must advise the affected area councillor and the Reeve.
- Councillors should regularly update Council of their activities on various committees.

Relationships

- Councillors should not argue or disagree with each other in public regarding municipal business. When disagreements arise in public, debate should stop and the issues should be discussed privately, or with Council as a whole if necessary.
- Councillors need to be equally prepared to participate at Council meetings. To the extent that is practicable, all Council agenda items must be evaluated by the Administration and included in an agenda package with a written report. This report will provide necessary background and detail to assist all councilors in understanding the issue and Administration's view on an appropriate (or optional) course(s) of action.

2. Councillor --- Reeve

- The Reeve represents council at public functions.
- The Reeve is an appointed signing authority on behalf of council.
- The Reeve presides over meetings of Council:
 - he does not approve the agenda but has input into the agenda like any councillor has;
 - he may represent is own views but his primary function is to find consensus when possible. Each councillor's role is to assist the Reeve in this regard;
 - the Reeve encourages participation from all councillors and ensures no single councillor dominates the debate on any single issue. The Reeve keeps the meeting moving from one item to the next and ensures, to the greatest extent possible that the meeting environment is as positive as possible. The Reeve tries to maintain a role of mediator on contentious issues and may stop debate when emotions are running unnecessarily high and may try different approaches to assist Council in reaching a decision or finding resolution on specific issues.
- The Reeve maintains regular communication with councillors on important municipal or division specific issues that arise between meetings.
- As the Reeve normally acts as spokesman for the Council, he represents the views of Council only. He therefore must establish a high degree of confidence as to where Council, as a whole, stands on issues.
- Councillors should not publicly disagree with the Reeve. Councillors should discuss areas of disagreement in private with the Reeve, and if necessary with all of Council present.
- Councillors need to support the Reeve and maintain communications with him to ensure the Reeve is aware of issues and concerns of individual councillors.

3. Council --- Administration

- Council decisions, policy and legislation are the primary tools for directing Administration in their day to day activities.
- The Reeve is the primary communication link between the Chief Administrative Officer (CAO) and Council between Council meetings.
- Councillors and all staff are encouraged to maintain good communications with each other with the following limitations:
 - Councillors will not direct or supervise staff (or appear to direct or supervise staff);
 - Councillors will not consult with junior staff regarding prospective Council policy discussions or project approvals; Primary consultation regarding project approvals and policy should be with senior managers only. Councillor

discussions with junior staff should be restricted to project or program progress and directly associated issues.

- Councillors will not discuss the actions or opinions of other councillors with any staff other than the CAO.
- When councillors observe problems in the field they should immediately communicate those problems to senior managers (e.g. Director of Public Works).
 If the issues are not addressed satisfactorily the matter should be brought to the attention of the CAO and potentially the Reeve.
- Staff is expected to be open and frank with councillors regarding matters within their areas of responsibility.
- The County CAO is responsible for sorting and directing mail at his discretion.
 - It is understood that in most situations correspondence whether addressed to the Reeve, an individual councilor, or the administration is intended for the corporation as a whole unless the correspondence is identified as "private and confidential". Such correspondence (i.e. private and confidential) will be directed to the addressee unopened.
 - Unless common sense directs otherwise, correspondence that is shared with one councilor should be shared with all.
 - It is expected that the CAO will carefully exercise his discretion in this matter and mange the information flow with a view to not inundate council with correspondence. Important and significant correspondence however must be shared with council while correspondence that is purely administrative or considered less significant is not expected to be shared.
 - Correspondence from the municipal office to the public, external bodies or agencies, that is considered by the CAO to be of significance or importance to the Council should be copied to each councillor.



AGENDA ITEM

| PRESENTATION DATE: May 9 | , 2017 | | | | |
|---|---------------------------------------|--|--|--|--|
| DEPARTMENT: COUNCIL | WRITTEN BY: Christine Heggart | REVIEWED BY: Ron Leaf | | | |
| BUDGET IMPLICATION: | □ N/A ⊠ Funded by Dept. □ | Reallocation | | | |
| LEGISLATIVE DIRECTION: None Revincial Legislation (cite): County Bylaw/Policy (cite) | | | | | |
| | None 🛛 🖾 Provincial Legislation (cite | e): County Bylaw/Policy (cite) | | | |
| MGA S147, Local Authorities Ele | • . | e): County Bylaw/Policy (cite) | | | |
| MGA S147, Local Authorities Ele | ection Act S13 | | | | |
| | • . | e): County Bylaw/Policy (cite) STRATEGIES: | | | |
| MGA S147, Local Authorities Ele | ection Act S13 | | | | |

BACKGROUND:

The Local Authorities Election Act (LAEA) section 13 allows for Council's appointment, by resolution, of a returning officer for the purposes of conducting elections.

The term contract position of Elections Coordinator (Returning Officer) was advertised in local papers and listed on the County's and AAMDC's website for the months of February and March.

Staff interviewed several candidates and recommend the appointment of Karlene Dickau as Returning Officer for the County's 2017 Municipal Election. With previous experience as a deputy officer for Clearwater County in a polling station and administrative experience in the private sector, Ms. Dickau brings a variety of skill sets that complement the role of the Returning Officer.



AGENDA ITEM

| PROJECT: 2017 Election: Advance Vote, Incapacitated Voters & New Councillor Orientation | | | | | |
|--|---|-------------------------------------|--|--|--|
| PRESENTATION DATE: May 9, | 2017 | | | | |
| DEPARTMENT: | WRITTEN BY: | REVIEWED BY: | | | |
| COUNCIL | Christine Heggart | Ron Leaf | | | |
| BUDGET IMPLICATION: | N/A \square Funded by Dept. \square | Reallocation | | | |
| LEGISLATIVE DIRECTION: | one 🛛 Provincial Legislation (cite | e): _Local Authorities Election Act | | | |
| and Municipal Government Act_ | | | | | |
| STRATEGIC PLAN THEME: | PRIORITY AREA: | STRATEGIES: | | | |
| Well Governed and Leading | FRIORITI AREA. | STRATEGIES. | | | |
| Organization | | | | | |
| RECOMMENDATION: | · · · · | | | | |
| 1. That Council authorizes an advance vote be held on October 2, 2017, from 10:00 a.m. – | | | | | |
| 6:00 p.m. with voting sta | ations in Caroline and Rocky Mo | untain House. | | | |
| 2. That Council authorizes | polling clerks to attend incapac | itated individuals on October 2, | | | |

- 2017, from 10:00 a.m. 6:00 p.m.
- 3. That Council reviews and endorses preliminary new Councillor orientation schedule.

BACKGROUND:

The next municipal election takes place on October 16, 2017.

Prior to each municipal election, Council has previously authorized an advance vote for individuals unable to cast their vote on election day.

Should Council wish an advance vote again be held in advance of the upcoming election, Administration recommends:

- keeping the advance vote 2 weeks in advance of election day, as in previous elections;
- that the advance vote be held on October 2, 2017 between the hours of 10:00 a.m. and 6:00 p.m., with voting stations at the HUB in Caroline and the Lou Soppit Community Centre in Rocky Mountain House.

The Local Authority Elections Act also allows Council to authorize polling clerks to attend individuals who are unable to vote due to illness or hospitalization. Should Council authorize, two polling clerks would attend eligible individuals on the same date/times as the advance vote.

As with previous elections, the County will coordinate a joint election with area school divisions, as requested.

Election Timelines

Preliminary Post – Election Schedule

- October 24 Organizational Meeting, 1st Council meeting
- October 26 George Cuff Councillor orientation presentation in Sylvan Lake
- October/November two day in house Council orientation
- November 14-17 AAMDC Councillor Orientation and Convention
- November 22-24 AUMA Councillor Orientation and Convention (alternate/optional)
- November/December three days, budget deliberations
- January three days, strategic planning/review

For the prospective candidates' information package, Administration will develop a complete calendar of key post-election dates (6-month period), including: in-house and external new Councillor orientation dates, Regular Council meeting dates, Agenda and Priorities Meeting dates, budget meeting dates, strategic planning meeting dates and AAMDC and AUMA convention dates.



AGENDA ITEM

| PROJECT: Delegation – Michelle Swanson, Chair, Clearwater Broadband Foundation (CBF) | | | | | |
|---|--|--|--|--|--|
| PRESENTATION DATE: May 9, 2017 | | | | | |
| DEPARTMENT: CAO WRITTEN BY: Ron Leaf REVIEWED BY: Ron Leaf | | | | | |
| BUDGET IMPLICATION: X N/A C Funded by Dept. C Reallocation | | | | | |
| LEGISLATIVE DIRECTION: None Drovincial Legislation (cite) County Bylaw or Policy (cite) | | | | | |
| STRATEGIC PLAN THEME: PRIORITY AREA: STRATEGIES: | | | | | |
| RECOMMENDATION: That Council reviews the Clearwater Broadband Foundation request for "seed funding" in the context Council's decision relating to the May 9 th Agenda item. | | | | | |

BACKGROUND:

Michelle Swanson, CBF Chair, is attending Council's meeting to discuss the CBF request of "seed funding" relating to their broadband project in Clearwater County.



AGENDA ITEM

| PROJECT: Clearwater Broadba | Ind Foundation Proposal | | | | | |
|---|--|------------------------------------|--|--|--|--|
| PRESENTATION DATE: May 9, | 2017 | | | | | |
| DEPARTMENT: CAO | WRITTEN BY: Ron Leaf | REVIEWED BY: Ron Leaf | | | | |
| BUDGET IMPLICATION: N/A Funded by Dept. Reallocation | | | | | | |
| | one \Box Provincial Legislation (cite | e) 🗆 County Bylaw or Policy (cite) | | | | |
| STRATEGIC PLAN THEME: | PRIORITY AREA: | STRATEGIES: | | | | |
| One – Managing Growth | 1.3 | 1.3.1 | | | | |
| Three – Community Well | 3.3 | 3.3.1 | | | | |
| Being | | | | | | |
| ATTACHMENT(S): | | | | | | |
| RECOMMENDATION: | | | | | | |
| 1) That Council not approv | e the Clearwater Broadband Fo | undation loan request. | | | | |
| In the event that Council wishes the broadband internet development | o continue to research opportunition within the County: | es to advocate and support | | | | |
| - | n Administrative report setting o may improve access to broadba | - | | | | |

BACKGROUND:

Following the Clearwater Broadband Foundation's (CBF) February 28, 2017 presentation and associated request for a 20 – 25-year loan, Council directed Administration to undertake a review of the CBF proposal. Specifically, the review was to include the following elements:

- 1. Financial analysis of the CBF operating and capital budgets, revenue and expenses projections and related business plans;
- 2. Legal review of the *Municipal Government Act* relating to the CBF loan requirement and associated County and Council obligations;
- 3. Review of grant eligibility of the County and/or the CBF in relation to the proposed broadband network; and
- 4. Review of the CBF technology plan.

On March 24, 2017, the CBF met with Rodney Boyko and me for the purpose of providing a preliminary business plan and financial projections. On March 29, 2017, Michelle Swanson (CBF – Chair), John Reid (CBF - Vice-Chair), Rodney and I met with representatives from the legal firm MLT Aikins LLP (MLT). The purpose of that meeting was to discuss the CBF's general vision relating to the development and operation of a broadband network system and to review the preliminary business plan and financial documents. Based on the discussions from that meeting and MLT's review of the CBF business and financial documents, MLT provided a legal opinion. The following is a summary of that opinion:

- Part 8 of the MGA authorizes Council to loan funds to a non-profit organization or a municipally controlled corporation, subject to compliance with the provisions of Sections 264 – 268 and no valid petition being filed opposing the loan.
- While the CBF is currently a registered society in the Province of Alberta, Section 3(1) of the **Societies Act** states:

Incorporation 3(1)

Five or more persons may become incorporated under this Act for any benevolent, philanthropic, charitable, provident, scientific, artistic, literary, social, educational, agricultural, sporting or other useful purpose, <u>but not for the purpose of carrying on a trade or business</u>.

The CBF business plans reflect the CBF's ultimate intention to operate the fibre network and/or to operate as an ISP on a "for profit" basis which is inconsistent with Section 3.1 of the **Societies Act** and the concept of a "non-profit" organization. On this basis, the CBF would not be able to operate the business as proposed in its business plan as a "society" or other form of "non-profit" organization and would have to change its corporate model to a form of "for profit" entity.

 In the event that CBF incorporates as a "for profit" entity under the *Business Corporations Act, the Companies Act* or other form of legislation, the CBF would cease to be eligible for County loan funding pursuant to Section 264 of the MGA with the result that Council would be unable to provide a loan to CBF. Further, any County funds that Council may have previously approved to be loaned to the CBF would have to be repaid to the County immediately upon the change in CBF's corporate status from a "non-profit" organization to a "for-profit" organization.

Given these findings, Administration recommends that Council not approve a loan to the Clearwater Broadband Foundation.

In the event that Council wishes to continue in its efforts to improve broadband service/access within Clearwater County, I recommend that Council directs Administration to present a report on alternative "delivery models" that meet the requirements of the MGA. These options may include the County operating a "broadband utility"; the creation of a municipally owned corporation; or entering into a public/private partnership.

Summary:

Based on the above information, Administration recommends:

- 1) That Council not approve the loan to the Clearwater Broadband Foundation.
- 2) That Council requests an Administrative report setting out available options with respect to how Council may improve access to broadband service in Clearwater County.

Clearwater County

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Councilor and Board Member Remuneration Statement

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| Name of Councilor / | Board Member | Theosa | haing | | |
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Supervision Rate – \$550.00 Monthly Reeve Supervision Rate - \$850.00 Monthly

| tent in the second | ACCV | Supervisio | u Nate - 202 | 0.00 Month | y | | |
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| Date | Type of Meeting Attended | First 4 Hours \$159.00 | Next 4 Hours \$126.00 | Next 4 Hours \$126.00 | Regular Council Meeting \$288.00 | Lunch \$16.00 | Mileage @ \$0.54 / km |
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| Mariy | Council | | | | X | | 14 |
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| Mui28 | Council | | | | \times | | 14 |
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Remuneration Calculation

G C 159.00 Km@0.54 = #406.62 1431.00 4 Lunch@ \$16.00 126.00 504.00 3 \$ 48.00 10 288.00 576.00 Hotel = 764.76 Supervision 550.00 TOTAL= 1219.38 TOTAL= 3061.00 Signature {Councilor / Board Member} Jaing





10053 Jasper Avenue Edmonton, AB T5J 1S5 P.780.423.3600 F.780.423.4623 reservations@unionbankinn.com

GST: 897343794RT0001

| MS THERESA LAING | Room | Folio | CheckIn | CheckOut | Balance |
|---|--------------|-------|------------|------------|---------|
| PO BOX 550 ROCKY MOUTAIN HOUSE, AB T4T 1A4 | (305) | 51252 | 03/19/2017 | 03/22/2017 | 0.00 |
| Canada | Master Folio | | | | |
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Direct Bill: CLEARWATER COUNTY

| Date | Room | Description / Voucher | | Charges | Credits | Balance |
|------------|------|------------------------------------|--------|---------|---|---------|
| 03/19/2017 | 305 | 24 Hour Parking - UBI- BMJ 6804 | | 30.00 | 0.00 | 30.00 |
| 03/19/2017 | 305 | GST - 5% | | 1.50 | 0.00 | 31.50 |
| 03/19/2017 | 305 | Room Taxable | | 199.00 | 0.00 | 230.50 |
| 03/19/2017 | 305 | DMF - 3% | | 5.97 | 0.00 | 236.47 |
| 03/19/2017 | 305 | Tourism Levy - 4% | | 8.20 | 0.00 | 244.67 |
| 03/19/2017 | 305 | GST - 5% | | 10.25 | 0.00 | 254.92 |
| 03/20/2017 | 305 | 24 Hour Parking - UBI - BMJ 6804 | | 30.00 | 0.00 | 284.92 |
| 03/20/2017 | 305 | GST - 5% | | 1.50 | 0.00 | 286.42 |
| 03/20/2017 | 305 | Room Taxable | | 199.00 | 0.00 | 485.42 |
| 03/20/2017 | 305 | DMF - 3% | | 5.97 | 0.00 | 491.39 |
| 03/20/2017 | 305 | Tourism Levy - 4% | | 8.20 | 0.00 | 499.59 |
| 03/20/2017 | 305 | GST - 5% | | 10.25 | 0.00 | 509.84 |
| 03/21/2017 | 305 | Madison's Grill Room Charge - 2006 | | 3.00 | 0.00 | 512.84 |
| 03/21/2017 | 305 | 24 Hour Parking - UBI - BMJ 6804 | | 30.00 | 0.00 | 542.84 |
| 03/21/2017 | 305 | GST - 5% | | 1.50 | 0.00 | 544.34 |
| 03/21/2017 | 305 | Room Taxable | | 199.00 | 0.00 | 743.34 |
| 03/21/2017 | 305 | DMF - 3% | | 5.97 | 0.00 | 749.31 |
| 03/21/2017 | 305 | Tourism Levy - 4% | | 8.20 | 0.00 | 757.51 |
| 03/21/2017 | 305 | GST - 5% | | 10.25 | 0.00 | 767.76 |
| 03/22/2017 | 305 | Madison's Grill Room Charge - 2021 | | 3.00 | 0.00 | 770.76 |
| 03/22/2017 | 305 | Visa4609 AP: 005371 | | 0.00 | 6.00 | 764.76 |
| 03/22/2017 | 305 | Visa4609 AP: 02854I | | 0.00 | (764.76) | 0.00 |
| | | Balance Due | | | the second se | 0.00 |
| | | Summary and Taxes | | | | |
| | | Taxable Sales | 687.00 | | | |
| | | DMF - 3% | 17.91 | | | |
| | | Tourism Levy - 4% | 24.60 | | | |
| | | GST - 5% | 35.25 | | | |

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Customer Signature: Thank You for Joining us, The Uhion Bank Inn, Alberta's Original Boutique Hotel

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Clearwater County

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Councilor and Board Member Remuneration Statement

For the Year of201.7......

| Name of Councilor / | Board Member | .Jim.Duncan | | |
|---------------------|--------------|------------------------|----------|--|
| | | Payment Periods | | |
| January | February | May | June | |
| March | April | July | August | |
| September | October | November | December | |

Supervision Rate – \$550.00 Monthly Reeve Supervision Rate - \$850.00 Monthly

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|----------|---|---------------------------|--------------------------|--------------------------|-------------------------------------|---------------|--------------------------|
| Date | Type of Meeting Attended | First 4 Hours \$159.00 | Next 4 Hours \$126.00 | Next 4 Hours \$126.00 | Regular Council Meeting \$288.00 | Lunch \$16.00 | Mileage @ \$0.54 / km |
| March 1 | Rec Board | Х | | | | | 40 |
| March 6 | Canada 150 | Х | | | | | 40 |
| March 8 | FCSS | X | | | | 2 | 40 |
| March 9 | CAPP Presentation | Х | | | | | 40 |
| March 14 | Regular Council | | | | X | | 40 |
| March 23 | Clearwater Trails | X | | | | | 40 |
| March 27 | Meet NDP Rural Caucus And Jim Eglinski | X | X | Х | | | 40 |
| March 28 | Regular Council | | | | X | | 40 |
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Remuneration Calculation

| 6 Meetings @ \$159.00= 954.00 2 Meetings @ \$126.00= 252.00 3 Meetings @ \$288.00= 576.00 570.00 550.00 | Lunch @ \$10 | 0.54= <u>172.80</u> 6.00= <u>Ø</u> |
|---|----------------|---------------------------------------|
| TOTAL= 2330.0 | | L= 172.80 |
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| Signature {Councilor / Board Membe | 3 fen by un an | |
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Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of2017......

| Name of Councilor / J | Board Member | Kyle Greenwood | | |
|-----------------------|--------------|------------------------|----------|--|
| | | Payment Periods | | |
| January | February | May | June | |
| March | April | July | August | |
| September | October | November | December | |

Supervision Rate – \$550.00 Monthly Reeve Supervision Rate - \$850.00 Monthly

| Date | Type of Meeting Attended | First 4 Hours \$159.00 | Next 4 Hours \$126.00 | Next 4 Hours \$126.00 | Regular Council Meeting \$288.00 | Lunch \$16.00 | Mileage @ \$0.54 / km |
|-----------------|---------------------------------|---------------------------|--------------------------|--------------------------|-------------------------------------|---------------|--------------------------|
| Jan. 9 | Physician R & R | X | | | | | 30 |
| Jan. 10 | CWC- Council & Rocky C of C | | | | X | | 30 |
| Jan . 11 | ССРАС | х | | | | | 30 |
| Jan. 16 | CWC- A & P | Х | X | | · · · | | 30 |
| Jan. 17 | CAEP- Broadband Project Lacombe | Х | X | | | | 150 |
| Jan. 18 | RSHC* | * | | | | | * |
| Jan. 19 | RDRMUG | х | x | | | | 236 |
| Jan. 19 | DTRB | | | Х | | | 236 |
| Jan, 20 | CWC- ASB | х | | | - | | 30 |
| Jan. 24 | CWC- Council | | | | X | | 30 |
| Jan. 24 | Provincial ASB | Х | | | | | 203 |
| Jan. 25 | Provincial ASB | Х | X | | | | 203 |
| Jan. 25 | Rocky Library | | | Х | | | 30 |
| Jan. 30 | CWC- Nordegg Plan Review | X | x | | | | 30 |
| | | | | | | | |

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Remuneration Calculation

| 7 Meetings @ \$126.00= 2 Meetings @ \$288.00= | 431.00 883.00 576.00 550.00 | <u>1268</u> <u>e</u> Christmas Id. « | Kms @ $$0.54 = 684.72$ Lunch @ $$16.00 = 0$ ($B \ 35.85 >$ TOTAL= 558.87 |
|---|--------------------------------------|--|--|
| Signature {Councilor / Board M | | Kyl. Dieenward | |

Clearwater County

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Councilor and Board Member Remuneration Statement

| Name of Councilor / | Board Member Kyl | e Greenwood | | | |
|---------------------|------------------|------------------------|----------|---|--|
| | | Payment Periods | | | |
| January | February | May | June | X | |
| March | April | July | August | | |
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Supervision Rate – \$550.00 Monthly Reeve Supervision Rate - \$850.00 Monthly

| Date | Type of Meeting Attended | First 4 Hours \$159.00 | Next 4 Hours \$126.00 | Next 4 Hours \$126.00 | Regular Council Meeting \$288.00 | Lunch \$16.00 | Mileage @ \$0.54 / km |
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| Feb. 2 | Bighorn Backcountry | X | | <i>Q120.00</i> | | | 30 |
| Feb. 3 | CAAMDC | x | X | | | | 107 |
| Feb. 7 | Rocky C of C- U of A | X | X | | | | 30 |
| Feb. 8 | CCPAC | X | | | | | 30 |
| Feb. 9 | Brownlee LLP- Emerging Trends | X | X | | | | 402 |
| Feb. 14 | CWC- Council | | | | X | | 30 |
| Feb. 16 | Parkland Reg. Library | X | | | | | 76 |
| Feb. 16 | CCHB | | X | | | | 91 |
| Feb. 16 | CWC- North ASP Mtg. | | | Х | 245 | _ | 15 |
| Feb. 17 | RMRF- Law Series | X | X | X | | | 414 |
| Feb. 19 | Metis Homecoming | | | | | | - |
| Feb. 22 | Rocky Library | X | | | | | 30 |
| Feb. 24 | CWC- ASB | X | | | | | 30 |
| Feb. 27 | West Fraser- Operations Tour | X | X | | | | 30 |
| Feb. 28 | CWC- Council | | | | X | | 30 |

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Remuneration Calculation

| 10 Meetings @ \$159.00= 159.00= 𝔅 Meetings @ \$126.00= 100 §.00 𝔅 Meetings @ \$288.00= 576.00 𝔅 Supervision= 550.00 | $\frac{1345}{6} \qquad Kms @ $0.54 = 726.30$ Lunch @ \$16.00 = 6 Hotel: 5 [40.34 |
|---|--|
| TOTAL = <u>3724.00</u> | TOTAL= 866.64 |
| Signature {Councilor / Board Member} | Kyle Greenwood |





1316 33rd Street Northeast Calgary, AB T2A 6B6 Tel: (403) 248 8888 Fax: (403) 248 0749

Mr Kyle Greenwood RR1 Rocky Mountain House AB T4T 2A1 CANADA

Invoice

| Invoice date | 2/9/2017 |
|----------------|------------------|
| Invoice number | 234077 |
| Our reference | CPC-FC516727 / |
| GST Number | 139081681 RT0001 |

| Guest | Mr Kyle Greenwood | Arrival | 2/8/2017 | Departure | 2/9/2017 | Room | 0329 |
|----------|--------------------------|---------|----------|------------|----------|------|--------|
| Date | Description | Qua | antity | Unit Price | | Tota | (Cdn) |
| 2/8/2017 | Room Charge | 1 | | 125.00 | | | 125.00 |
| 2/8/2017 | GST Taxes | 1 | | 6.44 | | | 6.44 |
| 2/8/2017 | Tourism Levy | 1 | | 5.15 | | | 5.15 |
| 2/8/2017 | Destination Market Fee | 1 | | 3.75 | | | 3.75 |
| | | | | Total In | voice | | 140.34 |
| 2/9/2017 | MC ****6563 Auth: 322740 | | | | | _ | 140.34 |
| _, 0, _0 | | | | Total Pa | id | - | 140.34 |
| | | | | Total Du | е | | 0.00 |

Total GST

6.44

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X

Clearwater County

H5

Councilor and Board Member Remuneration Statement

| Name of Councilor / Board Member | | Kyle Greenwood | | |
|----------------------------------|----------|------------------------|----------|--|
| × | | Payment Periods | | |
| January | February | May | June | |
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Supervision Rate – \$550.00 Monthly Reeve Supervision Rate - \$850.00 Monthly

| Type of Meeting Attended | \$159.00 | \$126.00 | Next 4 Hours \$126.00 | Regular Council Meeting \$288.00 | Lunch \$16.00 | Mileage @ \$0.54 / km |
|---------------------------------|---|---|--|--|--|---|
| RSHC* | \$139.00 | \$120.00 | ψ120.00 | 1100thig #200.00 | | * |
| CWC- CAPP | X | | | | | 30 |
| Crime Prevention Tradeshow | X | | | | | 30 |
| Doug Griffiths- 13 Ways | X | | | | | 30 |
| CWC- Council & Town Council | | | | X | | 30 |
| Visitor Info. Centre | X | - | - | | | 30 |
| WRSD Mtg. w Town/Village/County | | X | | 14 | | 30 |
| CWC-Council | | | | X | | 30 |
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Remuneration Calculation

| Signatu | ire {Councilor / Board | Member} | Kyle Breenwo | <u>ed</u> | |
|---------|---|-------------------------------------|--------------|-----------------------------------|--------|
| Π. | Supervision= TOTAL= | 550.00 | | TOTAL= | 113.40 |
| | Westvlew @ 79.00 Meetings @ \$159.00= Meetings @ \$126.00= Meetings @ \$288.00= | 79.00 636.00 126.00 576.00 | 210 8 | Kms @ \$0.54= Lunch @ \$16.00= | |

Clearwater County

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Councilor and Board Member Remuneration Statement

| Name of Councilo | r / Board Member | | | ••••• |
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| | | Payment Periods | | |
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| March | April | July | August | |
| September | October | November | December | |

Supervision Rate – \$550.00 Monthly Reeve Supervision Rate - \$850.00 Monthly

| Date | Type of Meeting Attended | First 4 Hours \$159.00 | Next 4 Hours \$126.00 | Next 4 Hours \$126.00 | Regular Council Meeting \$288.00 | Lunch \$16.00 | Mileage @ \$0.54 / km |
|--------|----------------------------|---------------------------|-----------------------------|--------------------------|---|------------------|--------------------------|
| Feb 1 | NSWA conference | x | | | | | |
| Feb 3 | AAMDC Zone meeting | X | X | | | 0 | 140~ |
| Feb 7 | Chamber U of A | X | X | | | | 74 - |
| Feb 13 | Rocky Credit Union | X | | | | | 74~ |
| Feb 14 | Council | | | | X | | 74 |
| Feb 15 | NSWA | X | X | X | | X | 188_ |
| Feb 16 | Brownlee LLP | X | X | X | | | 248 |
| Feb 17 | AAMDC Resolution Committee | X | | | | | |
| Feb 17 | MRWS Banquet | | X | | | | 74 |
| Feb 18 | Family Day Historical Park | X | X | | | | 85 |
| Feb 23 | MEL Society Grand Opening | X | | | | | 74 |
| Feb 23 | Economic Dev. | | x | | | | |
| Feb 27 | West Fraser | X | X | | | X | 74 |
| Feb 27 | Physician Recrut | | - | X | | | |
| Feb 28 | Council | | | | x | | 74 |

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Remuneration Calculation



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Clearwater County

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Councilor and Board Member Remuneration Statement

| Name of Councilor | / Board Member | Pat Alexander | | |
|-------------------|----------------|------------------------|----------|--|
| | | Payment Periods | | |
| January | February | May | June | |
| March | April | July | August | |
| September | October | November | December | |

Supervision Rate – \$550.00 Monthly Reeve Supervision Rate - \$850.00 Monthly

| Date | Type of Meeting Attended | First 4 Hours \$159.00 | Next 4 Hours | Next 4 Hours \$126.00 | Regular Council Meeting | Lunch \$16.00 | Mileage @ \$0.54 / km |
|--------|-------------------------------|---------------------------|-----------------|--------------------------|-------------------------------|------------------|--------------------------|
| | | \$139.00 | \$126.00 | \$120:00 | \$288.00 | \$10.00 | |
| Mar 1 | Tourisum Form | X | X | | | | 74 |
| Mar 6 | Meet with CAO | X | · · · · | | | | 74 |
| Mar 7 | AB Forest Products | X | X | X | | | 415 |
| Mar 9 | Meet with CAPP | X | | | | | 74 |
| Mar 10 | Chamber Banquet | x | | | | | 74 |
| Mar 11 | Rural Crime Prevention | X | | | Ξ. | | 74 |
| Mar 13 | 13 Ways | X | | | | | 74 |
| Mar 14 | Council | | - | | X | | 74 |
| Mar 16 | W.R. School Div. | X | | | | | 74 |
| Mar 17 | ICC | X | | | | | 74 |
| Mar 20 | AAMDC | X | X | X | | | 203 |
| Mar 21 | AAMDC | | | | X | X | |
| Mar 22 | AAMDC | X | X | | | | 205 |
| Mar 24 | Hospital | X | | | | X | 74 |
| Mar 24 | Royal Prov. Tour. | | x | | | | |

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Remuneration Calculation



Signature {Councilor / Board Member}

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| Alexa | ander - March 11- | -1 | Page 2 - | | | H5 | |
|--------|--------------------------|---------------------------|--------------------------|--------------------------|-------------------------------------|---------------|-------------------------|
| Date | Type of Meeting Attended | First 4 Hours \$159.00 | Next 4 Hours \$126.00 | Next 4 Hours \$126.00 | Regular Council Meeting \$288.00 | Lunch \$16.00 | Mileage @ \$0.54/ km |
| Mar 27 | Rural Caucus+MP | X | X | X | | | |
| Mar 28 | Council | | | | X | | 74 |
| Mar 30 | Airport | X | | | | | 74 |
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Clearwater County

Councilor and Board Member Remuneration Statement

| For the Year of | .201.7 | | 1 da a ca |
|---------------------|--------------|-----------------|-----------|
| Name of Councilor / | Board Member | EARL (| SRAHRIM |
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| March | April | July | August |
| September | October | November | December |
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Supervision Rate – \$550.00 Monthly Reeve Supervision Rate - \$850.00 Monthly

| DateTymof Meeting AttendedFirst 4 Hours \$159.00Next 4 Hours \$126.00Regular Council Meeting \$288.00Lunch \$16.00Millage (B) \$0.54/km $(Dyul 11/1)$ $(Du1NC1L)$ V 92 V 972 $(Duul 12/1)$ P V 972 972 $(Duul 12/1)$ P V 972 $(Duul 12/1)$ P V 972 $(Duul 12/1)$ P P P <th></th> <th>I I I I I I I I I I I I I I I I I I I</th> <th>c Supervision</th> <th>II IXate - 90.</th> <th></th> <th></th> <th></th> <th></th> | | I I I I I I I I I I I I I I I I I I I | c Supervision | II IXate - 90. | | | | |
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| $\begin{array}{c c c c c c c c c c c c c c c c c c c $ | Date | Type of Meeting Attended | | | Next 4 Hours \$126.00 | Regular Council Meeting \$288.00 | Lunch \$16.00 | Mileage @ \$0.54 / km |
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Remuneration Calculation

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|--|---|
| Supervision= 550.00 TOTAL= 173700 | TOTAL= <u>248.40</u> |
| Signature {Councilor / Board Member} | Ello |

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| | | Clearwater | County |
| Councilor | and Board | Member Re | emuneration Statement |
| For the Year of | .201 7 | Charl | 1 J. |
| Name of Councilor / | Board Member | (un) // | et |
| an a l | | Payment Periods | 6 44 - 14 - 1 + 6 + 6 - 6 - 1 - 19 - 1 - 11 |
| January | February | May | June |
| March | April | July | August |
| September | October | November | December |

September

Supervision Rate - \$550.00 Monthly

| Reeve Supervision Rate - \$850.00 Monthly | | | | | | | |
|---|--------------------------|---------------------------|--------------------------|--------------------------|-------------------------------------|---------------|--------------------------|
| Date | Type of Meeting Attended | First 4 Hours \$159.00 | Next 4 Hours \$126.00 | Next 4 Hours \$126.00 | Regular Council Meeting \$288.00 | Lunch \$16.00 | Mileage @ \$0.54 / km |
| 11 | Council | | 11.7.747 | | | | 70 |
| 18 | Arp | V | 1 | | | | 76 |
| 19 | MPC | | | | | | 70 |
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Remuneration Calculation

| Heetings @ \$159.00= 636 Meetings @ \$126.00= 126 Z Meetings @ \$288.00= Supervision= 576 TOTAL= 1888 | Lunch @ \$16.00= | | | | | | |
|---|------------------|--|--|--|--|--|--|
| | <u></u> | | | | | | |
| | | | | | | | |
| Signature {Councilor / Board Member} | | | | | | | |

Communications/COINICII (COINICII TEMDI ATES/Councillor and Roard Member Remuneration Form