

**CLEARWATER COUNTY
COUNCIL AGENDA
May 14, 2013**

- 10:00 A.M. Bylaw 973/13 Public Hearing – Rissi
Bylaw 971/13 Public Hearing – Elliott**
- 10:30 A.M. Bylaw 975/13 ASP First Reading – Metaldog Industrial**

NEW STAFF INTRODUCTIONS

- A. CALL TO ORDER**
- B. AGENDA ADOPTION**
- C. CONFIRMATION OF MINUTES**
1. April 23, 2013 Regular Meeting Minutes
 2. April 23, 2013 Bylaw 972/13 – Williamson Public Hearing Minutes
- D. PUBLIC WORKS**
1. Loader Tender Award
 2. Policy Review – Road Use/Road Weights
 3. 10:00 A. M. Bylaw 973/13 – Rissi Public Hearing
Bylaw 971/13 – Elliott Public Hearing
- E. MUNICIPAL**
1. Clearwater County Newsletter
 2. Returning Officer Appointment
 3. Tax Penalty Waiver Program
 4. Policy Review – Incident Reporting
- F. PLANNING & DEVELOPMENT**
1. 10:30 A.M. Bylaw 975/13-Metaldog Industrial Area Structure Plan First Reading
- G. COMMUNITY AND PROTECTIVE SERVICES**
1. Nordegg Fire Incident – Verbal Update
 2. May Long Weekend – Verbal Update
 3. DTHAC Community Health Forum
 4. 2013 Graduation Ceremonies
 5. May and June Parade Invitations
- H. IN CAMERA**
1. Kurt Browning Arena Expansion – Verbal Update
- I. COMMITTEE REPORTS**
1. West Country Sign Initiative – Verbal Update

J. INFORMATION

1. CAO'S Report
2. Public Works Director's Report
3. Accounts Payable Listing
4. Councillor Remuneration

K. ADJOURNMENT

TABLED ITEMS

Date Item, Reason and Status

- 04/10/12 **Arbutus Hall Funding Request**
- To allow applicant to provide a complete capital projects plan.
- STATUS: Pending Information, Community and Protective Services**

FOLLOW UP

Date Resolution Item, Action Required and Department

- 26/03/13 **107/13 Community Hall and Community Group Insurance Policy**
- Review insurance coverage re Rocky Stampede Association
- DEPARTMENT:** Corporate Services

- 09/04/13 **140/13 Nordegg Development**
- Sales Agreement
- DEPARTMENT:** Public Works



Agenda Item

Project: Award Tender for 5 yard loader	
Presentation Date: May 14, 2013	
Department: Public works	Author: Scott Brettelle/ Marshall Morton
Budget Implication: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Infrastructure & Asset Management	Goal: To effectively manage the financial and physical assets of the County in order to support the growth and development of the County while obtaining maximum value from County owned infrastructure and structures.
Legislative Direction: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: Council review information provided and approves awarding the tender to Rocky Mountain Equipment (Case Equipment).	
Attachments List: Tender suppliers and bids list	

Background: County staff have tendered out the capital purchase of a five cubic yard, wheel loader. A total of 10 bids were received. Attached is a complete list of the bids received.

Rocky Mountain Equipment (Case 1021F) submitted the low valid bid of \$308,500. This bid is \$8,500 over the approved budget of \$300,000.

Staff at this time are not recommending a budget adjustment as the over expenditure will be covered off by money that was saved on the purchase of the grader.



UNOFFICIAL TENDER OPENING

2013 – Five cubic Yard Four Wheel Drive Loader Tender Opening

March 15, 2013 2:00 P.M.

Dealer	Price
Brandt Tractor– 724k	\$256,600 - NTS
Doosan Browns Industrial – DL420-3	\$267,616.25 - NTS
Woodland Equipment – HL770-9A	\$269,322 - NTS
Terrateam Equipment – HL770-9A	\$280,451.31 - NTS
CEM Equipment – HL770-9A	\$284,000 - NTS
Rocky Mountain Equipment – Case 1021F	\$308,500
SMS Equipment – WA470-6	\$310,078
Strongco – Volvo L150g	\$325,175
Brandt Tractor- 744k	\$334,475
Finning-966k	\$355,000

***NTS – Not to Spec.**

Attending:



Agenda Item

Project: Road Use Policy For Industrial/ Commercial Truck Hauls Road Weights Control Policy	
Presentation Date: May 14, 2013	
Department: Public Works	Author: Marshall Morton
Budget Implication: <input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Infrastructure & Asset Management	Goal: To effectively manage the financial and physical assets of the County in order to support the growth and development of the County while obtaining maximum value from County owned infrastructure and structures.
Legislative Direction: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input checked="" type="checkbox"/> County Bylaw or Policy (cite) <u>Road Use Policy For Industrial/ Commercial Truck Hauls & Road Weights Control Policy</u>	
Recommendation: That Council reviews the amendments from the April 23 rd Council meeting and approve the revised changes to policy.	
Attachments List: Road Use Policy For Industrial/ Commercial Truck Hauls (including Schedule A) Road Weights Control Policy	

Background: The Administration is bringing forward the Road Use Policy for Industrial Hauls and the Road Weights Control Policy with the requested amendment from the April 23rd Council meeting.

Clearwater County

ROAD USE POLICY FOR INDUSTRIAL / COMMERCIAL TRUCK HAULS

EFFECTIVE DATE: June 24, 2008

Revision: May 14, 2013

SECTION: Public Works

POLICY STATEMENT:

The purpose of this policy is to define Council's expectations for staff to follow when dealing with truck hauls on County Roads.

For purposes of implementing and interpreting this policy, the following principles apply:

- all roads maintained by the County are for public use (including trucks);
- the County will regulate truck traffic to the extent that is necessary to ensure safe travel for all users of the roadway;
- although all roads are for public use, no user will have the right to damage a roadway beyond that experienced through normal use, without the permission of the County;
- any users that damage roads beyond that expected through normal use shall pay for any damages;
- during times of major truck hauls (i.e. generally more than 5 trips in any given one-hour period), the prime contractor will provide dust control. A "trip" is defined as a singular movement from point A to point B passed a particular location on a road (e.g. residence). Under damp conditions or in remote areas this requirement maybe waived by the Director of Public Works or his designate.
- Truck hauls that will be transporting 10 or more loads per day will require an executed Road Use Agreement (attached as Schedule "A") to be in place prior to the commencement of the haul. Road Use Agreements shall be entered into 24 to 48 hours prior to the haul commencing.
- Truck hauls of less than 10 loads, including a single trip load that requires a Motor Transport permit for any reason, shall have the Motor Transport permit validated by TRAVIS MJ prior to utilizing roads under County jurisdiction. A validation/permit number will be issued by TRAVIS MJ as per the "Road Weights Control" policy.
- The requirements of this policy shall not apply to agricultural related hauls. Agricultural related hauls shall be limited to farm plated vehicles only.
- Generally unloading of equipment on County roads is not permitted, however under certain circumstances permission may be granted by the Director, Public Works or his designate.

PROCEDURE:

1. Annually, the Director, Public Works will write all larger trucking and hauling contractors working in the County, and advise them on their responsibility towards the travelling public, for dust control and for repair costs.

2. Haulers shall contact the Public Works office to determine appropriate routes. Condition of roads, adjacent developments and truck travel distance will be considered when assigning routes.
3. All policies and regulations associated with weight restrictions shall be adhered to.
4. County staff, as a condition of assigning a haul route, may require the contractor to apply dust control on the road for safety reasons or on the road in front of effected residents.
5. If County staff becomes aware of a major haul through a complaint, the complaint will be investigated and the contractor may be required to stop hauling, to change routes or apply dust control.
6. County staff shall monitor roads used for major hauls and excessive damage repair costs will be charged to the permit holder.
In instances where major road damage is inevitable, or where collection for damages may be difficult, the Director, Public Works is authorized to take securities in the form of irrevocable letters of credit. Said securities will be used by the County to repair damages when a permit holder does not repair or maintain roads as required by the Director, Public Works.
7. The Director, Public Works and the County Chief Administrative Officer (CAO) are authorized to ban roads on a temporary basis and to take any appropriate enforcement action necessary to implement this policy and protect county and public interests during major truck hauls. This enforcement action may include in addition to implementing road bans, suspending a permit holder's ability to obtain a single trip permit or a Road Use Agreement for a period of time until the Director, Public Works or the CAO is satisfied that the hauler is able and willing to abide by the requirements of this policy.
8. The area Councillor will be informed of any action taken by County staff under this policy.
9. Road Use agreements will be issued covering a time period that allows the applicant to complete the work considering weather conditions and other factors that influence start and completion of the haul.
10. Generally Clearwater County requires all equipment (including service rigs) to be loaded or unloaded directly on the designated lease.

If a wheeled service rig (or any other load) is unable to enter a lease, an email must be sent to publicworks@clearwatercounty.ca requesting permission to load/unload on the required County road. The email should include the following:

- What is being loaded/unloaded.
- The legal land description of the lease(s) when the load/unload is to take place.
- The date and time of the load/unload.
- Provincial permit number.

If permission is granted you will receive the following email:

"After discussing with the required County staff, Clearwater County agrees to the loading/unloading of the requested equipment on the road way as long as the following conditions are met":

- Pilot cars and Flag personnel must be on site.
- The load/unload is only approved to take place during daylight hours.
- All trailers (jeeps/boosters) must be removed from the roadway immediately after the equipment is loaded/unloaded.
- No load/unload will take place during school bus hours (between 7:30am-9:00am & 3:00pm-4:30pm)
- Dry or frozen track only.

Clearwater County

ROAD WEIGHTS CONTROL

EFFECTIVE DATE: February 24, 2009

Revision: May 14, 2013

SECTION: Public Works

POLICY STATEMENT:

To protect roads under the control and jurisdiction of Clearwater County from damage due to heavy vehicular traffic.

DEFINITIONS:

“Non Standard Configurations” is any unit that requires an Alberta Transportation Permit (jeeps, wheelers, boosters added to a tractor unit).

“Non Divisible Load” a load that cannot be split (Does not apply to log haul)

“Dry Track” can be described as a lack of any type of moisture on the roadway. When roads are dry, a vehicle will not leave any type of indentation on the roadway, nor will it leave mud or debris on the road. If you are uncertain if the road condition would be considered Dry Track, you should contact the Municipality to verify if movement is allowed. Carriers must use discretion when traveling on roads and are responsible for any damage that may be cause.

PROCEDURE:

1. When possible, 48 hours prior to the placement of the Road Bans by the Road Weights Committee as per Bylaw 307/92 “Implementation of Road Bans”, the Director, Public Works will place an ad in the local newspapers and on the local radio station advising the public that road bans are about to come into effect in the County.
2. Exemption permits to travel over banned roads will not be issued unless authorized by the Director, Public Works.
3. If authorization is obtained from the Director, Public Works the following procedures will be adhered to in instances when overweight vehicles are required to travel banned roads:
 - a) During office hours, staff will take the required information concerning requests for permits on the Exemption Permit. No approval will be given at that time. The information will be passed on to the Director, Public Works who will ensure that the request is reasonable and will not damage the county roads. Director, Public Works or his designate may wish to inspect the road prior to the issuance of an agreement.

- b) The Director, Public Works or his designate will then contact the permittee who will be given any weight restrictions, an approved route, permit number and any other specific instructions deemed necessary.
4. The following procedures will be followed when a trucker has in his possession an overweight permit issued by Alberta Transportation and wishes to travel on County roads. (No road bans in effect :)
 - a) All heavy haul single trip permit requests to travel on County roads will be taken by TRAVIS MJ. Once the hauler has obtained a permit they may proceed with the haul.
 - b) During wet periods, permits will be suspended for a period in time to allow for roads to dry as determined by the Director of Public Works or his designate.
 5. When applying for a permit with TRAVIS MJ the following pertinent information may be requested.
 1. Origin and destination of load (legal land location)
 2. Haulers name and phone number
 3. Route being taken
 4. Description of load
 5. Transportation permit number
 6. Date of move
 6. A condition of all permits issued is that a dry track must exist.
 7. All permits and other pertinent information will be available for the County's Community Peace Officers (CPO)-
 8. Any damage to roads beyond that resulting from normal public use will be charged to the permit holder, the permit holder will be responsible for all costs associated with the repairs to damaged roads. A letter of explanation outlining the circumstances shall be sent with the original demand for payment.
 9. Public Works staff and contractors are expected to comply with road ban restrictions and to apply for permits and preferred routes. This is to ensure that private operators used by the County receive constant and consistent information regarding Council's desire to avoid damage to the county road network.
 10. Heavy Haul Permit allowed weights will be issued in accordance to attached Schedule "B" and Schedule B-2; this will include all non-standard including service rigs.
 11. Tridem trailers will be recognized as a standard configuration by the county if the hauler has obtained an Alberta Transportation TAC (Tridem Axle Configuration Permit) Weights as per TAC permit will considered legal. Without the TAC permit the maximum allowed weight on County roads will be limited 17,000 Kgs. (non Divisible loads only) Haulers will be required to obtain a county heavy haul permit for any weights over 24,000 Kgs.
 12. Failure to comply with this policy may result in the suspension of hauling privileges for the trucking company within Clearwater County.

ROAD USE AGREEMENT

PLEASE REVIEW /
SIGN AND FAX BACK

Schedule A



PERMIT NUMBER

CC- 13- []

Permit Holder Information

Company Name _____
Contact Name _____ Phone Number _____
Email Address _____ Fax Number _____

Trucking Company Information

Company _____ Contact _____
Phone _____ Fax _____

Load Information

Number of Loads	[]	Load Description	[]
ROUTE	[]		

% Axle Allowance 100% Provincial Permit No. _____
Surface Moving From _____ Surface Moving To _____
Start Date of Move _____ End Date of the Move _____

Required Conditions:

- It is understood that all loads will be in compliance with Clearwater County Road Weights Control Policy dated February 24, 2009. See attached road weights.
- Dust / Ice control will be supplied by permit holder. Dust control must be in place at least one hour prior to rig move or haul commencement.
- Grader maintenance on Clearwater County road to be undertaken by the permit holder while haul is in progress. This grader maintenance shall keep the road surface in the same or better condition as it was prior to the haul commencing.
- Road damages will be at the sole expense of the permit holder.
- Road repairs will be undertaken to the Municipalities satisfaction and will be at the sole cost of the permit holder. The Haul route shall be evaluated by the permit holder upon completion of the haul to determine all areas which require repair. If re-gravelling is required the rate at which these areas will be graveled will be determined by a Clearwater County representative. 20 mm gravel shall be used for regravelling.
- In case of rain and or wet conditions, the trucks are to be stopped immediately in order to protect the road from damage.
- Dry or frozen track
- All Service Rigs must be hauled on a wheeler.
- FULL PERMIT MUST BE CARRIED IN VEHICLE. TRUCKING COMPANY IS AN AGENT OF THE PERMIT HOLDER. PERMIT MUST BE PRESENTED UPON REQUEST BY PEACE OFFICERS. CLEARWATER COUNTY WILL MONITOR THE ROADS AND STOP THE PROJECT IF NECESSARY.**

Terms and conditions of this agreement acknowledged and agreed to:

Signed Date _____ Time Issued _____
Name (please print) _____ Witness _____
Permit Holder _____ Clearwater Rep. _____
Signature _____

CLEARWATER COUNTY, BOX 550, ROCKY MOUNTAIN HOUSE, AB T4T 1A4

Ph: 403-845-4444 Fax: 403-845-7330 Revised January 2, 2013

Email: publicworks@clearwatercounty.ca



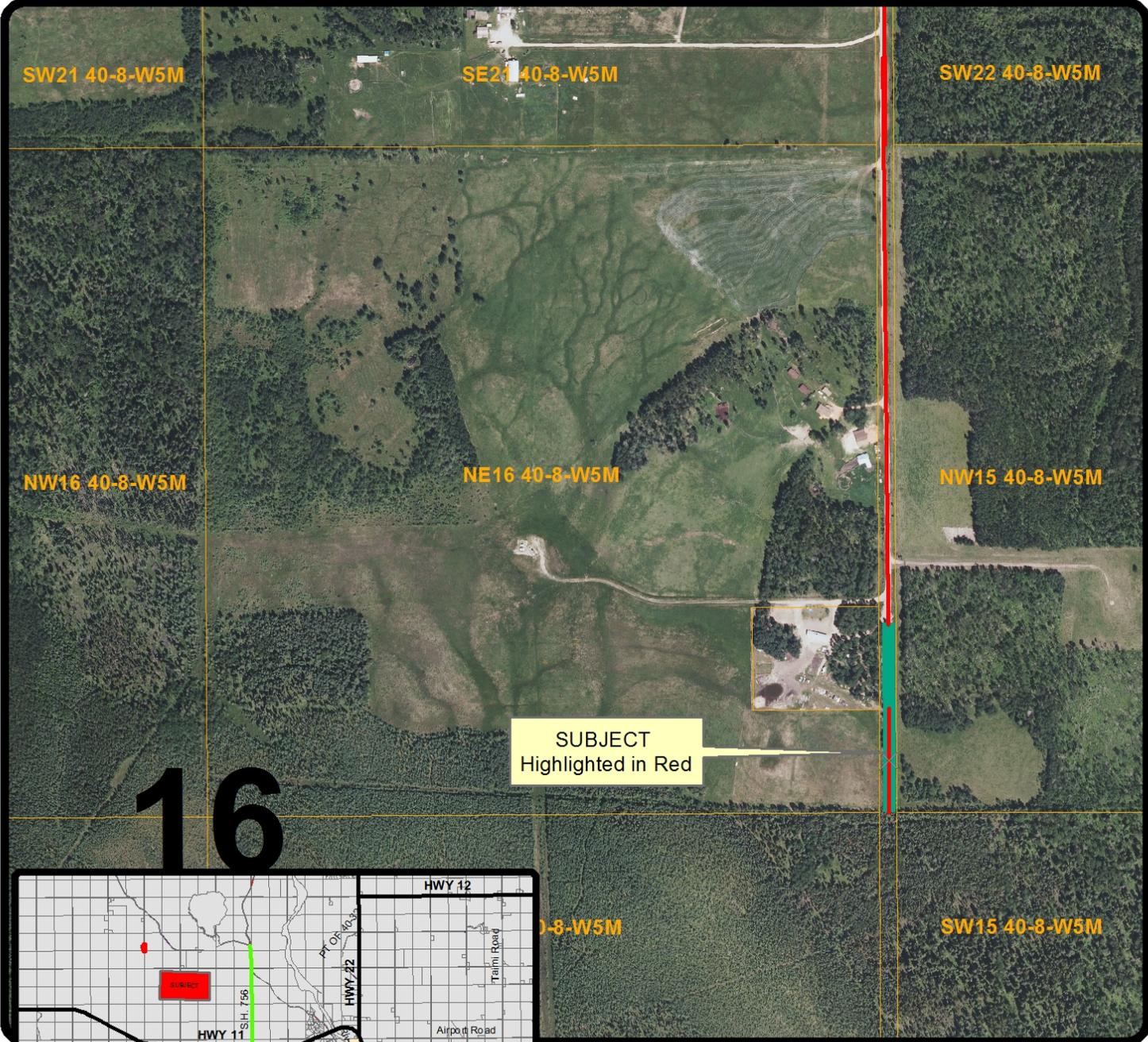
Agenda Item

Project: Permitting of Road Allowance which lies south of Range Road 8-3 between NE-16-40-8 W5M and NW-15-40-8 W5M (approximately 124 meter/0.61 acres more or less).	
Presentation Date: May 14, 2013	
Department: Public Works	Author: Michelle Marshall
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Quality of Life	Goal: Continue to evaluate, plan and support the recreation, culture and leisure needs within the Rocky/ Caroline/ Clearwater community.
Legislative Direction: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input checked="" type="checkbox"/> County Bylaw or Policy (cite) <u>By-law 973/13</u>	
Recommendation: That Council gives second and third reading to By-law No. 973/13	
Attachments List: Request Letter from Hans & Kathy Rissi Map of Requested Road Allowance By-law No. 973/13	

Background: Hans and Kathy Rissi has requested the use of the road allowance which lies between NE-16-40-8 W5M & NW-15-40-8 W5M (approximately 124 meter/ 0.61 acres more or less) to run cattle between their two quarters (NE-16-40-8 W5M & NW-15-40-8 W5M).

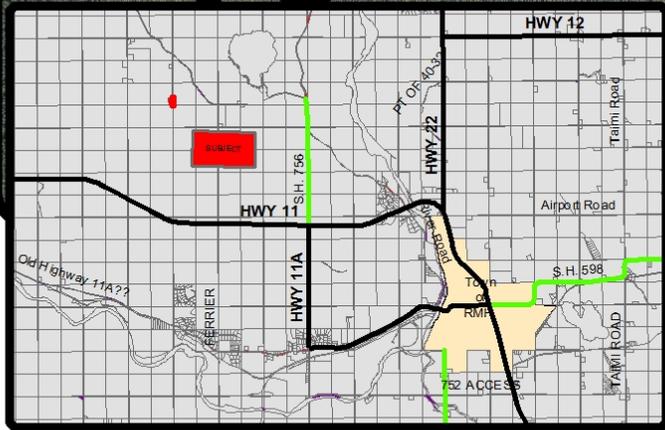
After the required advertising period we have received no complaints or concerns from the public regarding this application.

Attached you will find a copy of the letter from Mr. & Mrs. Rissi, as well as a copy of the associated bylaw.

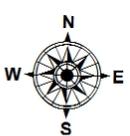


SUBJECT
Highlighted in Red

16



Request to Lease Road Allowance
Hans Rissi
All that portion lying south RGE RD 8-3
Between N.E. 16 and N.W. 15-40-8 W5
124 Meters +/-
0.61 Acres



BY-LAW NO. 973/13

A By-law of the Clearwater County, Province of Alberta, for the purpose of granting a permit for the temporary occupation or use of a road allowance in accordance with the Highway Traffic Act, Chapter H-7, Revised Statutes of Alberta, 1980, Section 16, 1, (Q).

WHEREAS, the lands hereafter described are no longer required for public travel and;

WHEREAS, application has been made to Council to have the highway temporarily occupied or used.

NOW, THEREFORE, be it resolved that the Clearwater County Council, in the Province of Alberta, does hereby authorize the following roadway for temporary occupation or use subject to rights of access granted by other legislation or regulations and relevant County Policy.

**That portion lying south of Range Road 8-3 between
NE 16-40-8 W5M and NW-15-40-8 W5M
(approximately 0.61 acres more or less).**

Excepting thereout all mines and minerals.

READ A FIRST TIME this ____ day of _____ A.D., 2013.

REEVE

CHIEF ADMINISTRATIVE OFFICER

PUBLIC HEARING this ____ day of _____ A.D. 2013.

READ A SECOND TIME this ____ day of _____ A.D., 2013.

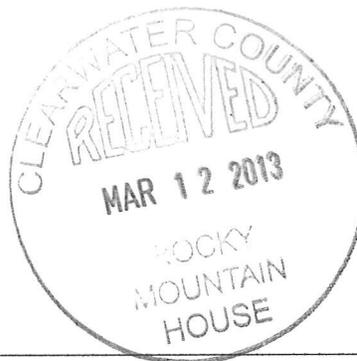
READ A THIRD AND FINAL TIME this ____ day of _____ A.D., 2013.

REEVE

CHIEF ADMINISTRATIVE OFFICER

Hans and Kathy Rissi
Site 145, RR# 4, Comp 2
Rocky Mountain House, AB
T4T 2A4

gr8place@telusplanet.net
403 845-5997



March 9, 2013

CLEARWATER COUNTY
Regarding Road Allowance Permitting 8-3

We got your notice about Todd Elliot requesting to lease road allowance " south of RR 8-3 , between portions of NE - 16-40-8- W5 and NW -15 -40- 8 - W5 ."

Todd confirmed, that your map and length (approx 225 meters more or less) is wrong, he only requested the use along his acreage, which would be about 100 meters. He also mentioned, that it is not allowed to apply for a lease of a road allowance, that is not directly along one's property line.

We agree to his request , not as indicated on the map all the way to the south end of these two quarter sections, but rather only to the end of his acreage property.

We hereby request to lease the road allowance from the end of his property line to the south to the end of above mentioned quarters, approx. 120 meters. We own both of these quarter sections and would like to utilize that part of the road allowance to move life stock between our two quarters.

Sincerely
Kathy and Hans Rissi

A handwritten signature in cursive script, appearing to read "K. Rissi".



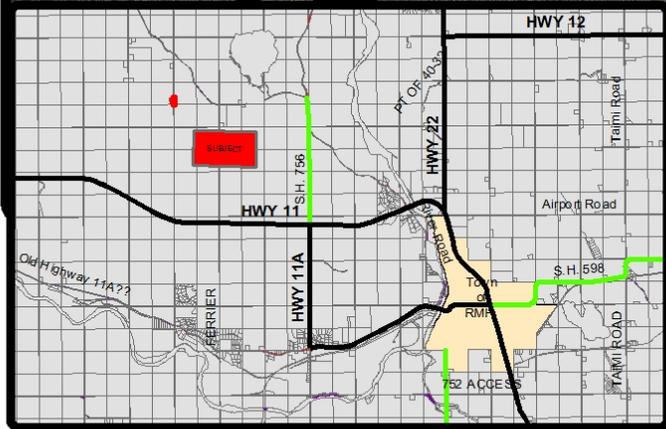
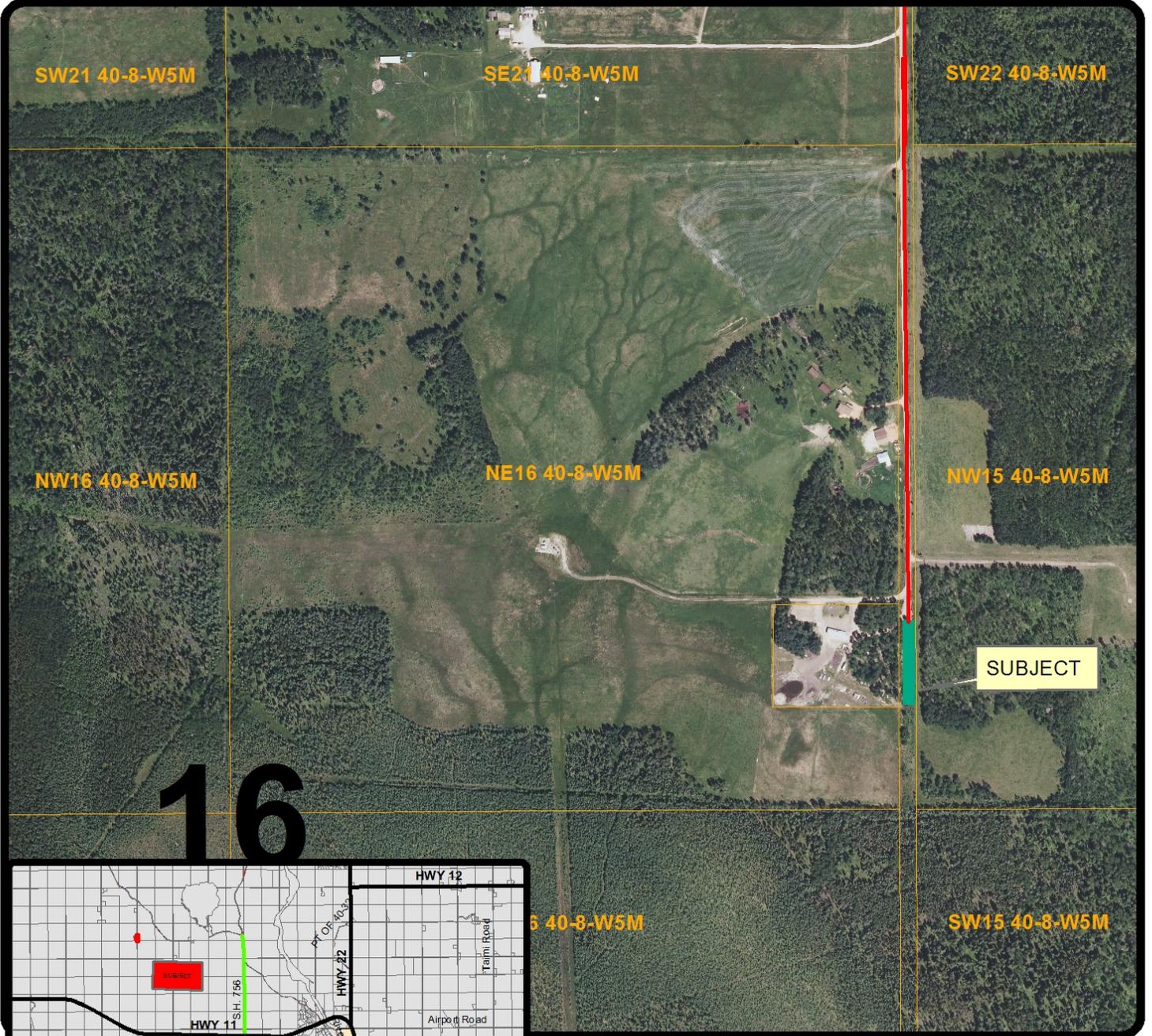
Agenda Item

Project: Permitting of Road Allowance which lies south of Range Road 8-3 between NE-16-40-8 W5M and NW-15-40-8 W5M (approximately 100 meter/0.50 acres more or less).	
Presentation Date: May 14, 2013	
Department: Public Works	Author: Michelle Marshall
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Quality of Life	Goal: Continue to evaluate, plan and support the recreation, culture and leisure needs within the Rocky/ Caroline/ Clearwater community.
Legislative Direction: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input checked="" type="checkbox"/> County Bylaw or Policy (cite) <u>By-law 971/13</u>	
Recommendation: That Council gives second & third reading to By-law No. 971/13.	
Attachments List: Request Letter from Todd Elliot Map of Requested Road Allowance By-law No. 971/13	

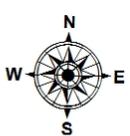
Background: Todd Elliot has requested the use of the road allowance which lies between NE-16-40-8 W5M & NW-15-40-8 W5M (approximately 100 meter/ 0.50 acres more or less) for the purpose of grazing for donkeys.

After the required advertising period we have received no complaints or concerns from the public regarding this application.

Attached you will find a copy of the letter from Mr. Elliot, as well as a copy of the associated bylaw.



**Request to Lease Road Allowance
 James Elliot
 All that portion lying south RGE RD 8-3
 Between N.E. 16 and N.W. 15-40-8 W5
 adjacent to Elliot Acreage
 100 Meters +/-
 0.50 Acres**



BY-LAW NO. 971/13

A By-law of the Clearwater County, Province of Alberta, for the purpose of granting a permit for the temporary occupation or use of a road allowance in accordance with the Highway Traffic Act, Chapter H-7, Revised Statutes of Alberta, 1980, Section 16, 1, (Q).

WHEREAS, the lands hereafter described are no longer required for public travel and;

WHEREAS, application has been made to Council to have the highway temporarily occupied or used.

NOW, THEREFORE, be it resolved that the Clearwater County Council, in the Province of Alberta, does hereby authorize the following roadway for temporary occupation or use subject to rights of access granted by other legislation or regulations and relevant County Policy.

**That portion lying south of Range Road 8-3 between
NE 16-40-8 W5M and NW-15-40-8 W5M
(approximately 0.50 acres more or less).**

Excepting thereout all mines and minerals.

READ A FIRST TIME this ____ day of _____ A.D., 2013.

REEVE

MANAGER

PUBLIC HEARING this ____ day of _____ A.D., 2013.

READ A SECOND TIME this ____ day of _____ A.D., 2013.

READ A THIRD AND FINAL TIME this ____ day of _____ A.D., 2013.

REEVE

MANAGER

Notes

REQUEST TO Lease Road Allowance ^{D3}

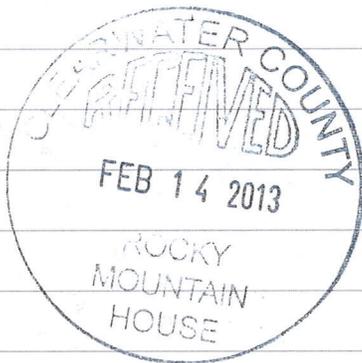
I Todd J Elliott do hereby Request to lease the Road allowance adjacent to my property NE 16 1/4 18 15 for the purpose of Grazing land. This Road allowance is at the end of a no exit Road and I dont see any problems that could arise, IF anything I feel it would be beneficial as it is a bit of a fire hazard at certain times of the year. I have read and fully understand the Rules and Regulations regarding this lease

Thank you for your time

Todd Elliott

Dated Feb 14 2013

(403) 845. 2573
(403) 846. 8999





Agenda Item

Project: Newsletter – First Edition	
Presentation Date: May 14, 2013	
Department: Council	Author: Christine Heggart
Budget Implication: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Governance and Intergovernmental Relations	Goal: Communicate and educate the community regarding Council’s key priorities, projects and programs
Legislative Direction: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: That Council accepts the update on the County newsletter as information.	
Attachments List: n/a	

Background:

As part of their communications strategy, Council directed staff to develop a Clearwater County newsletter to be delivered to residents in the County.

The first edition of the newsletter is to be printed May 8 and is anticipated being in residents mailboxes between May 10-15. A sample of the newsletter will be provided to Council at the meeting. The mailing list currently consists of approximately 5300 residential addresses.

The focus of the newsletter is educational, with information regarding Council meeting dates and times, open house dates, the election date and nomination information.

This edition also provides details on the County’s funding partnerships, common development questions and reminders regarding municipal addressing, waste transfer station hours, rental equipment and emergency preparedness.

Seasonal information includes understanding tax notices, senior’s property tax programs, property assessments underway, the dust control program, fire prevention, OHV rules and the new brushing policy.



The second edition of the County Highlights newsletter for 2013 is planned to be printed the first week of September and will build on the educational content – such as election information and tax payment reminders – along with provide information on other programs and services.

The third edition issue is planned for early December and will continue to reinforce the educational components and include a year-end summary.



Agenda Item

Project: Official Returning Officer – 2013 Election	
Presentation Date: May 14, 2013	
Department: Corporate Services	Author: Murray Hagan
Budget Implication: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area:	Goal:
Legislative Direction: <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <u>MGA S147, Local Authorities</u> <u>Election Act</u> <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: Council appoints Joy Marshall Official Returning Officer for the 2013 municipal election.	
Attachments List: N/A	

Background:

Ms. Marshall has provided electoral administration services to Clearwater County for the past four elections, and has expressed interest in being the Official Returning Officer in 2013.

Administration has enjoyed a positive working relationship with Ms. Marshall, and appreciates her level of subject knowledge, and strong interpersonal and organizational skills.



Agenda Item

Project: Waiving Late Tax Payment Penalty	
Presentation Date: May 14, 2013	
Department: Assessment and Revenue	Author: Denniece Crout
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area:	Goal:
Legislative Direction: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: Council advise staff to proceed with the outlined procedure for the waiving of the tax penalty.	
Attachments List: Bylaw 961/12 and Tax Penalty Waiver Request Form	

Background:

At the April 23 Council Meeting staff were requested to draft a program for ratepayers to transition into the change in tax due date for farmland. The program will allow ratepayers an opportunity to request the waiving of late tax payment penalties for the 2013 property taxes.

As per the attached By-Law 961/12 an 8% penalty is to be applied to all property taxes outstanding after September 16 and an additional 2% applied to all outstanding taxes on October 1.

The recommended program will give an opportunity for Council to waive the penalty that is to be applied in September and October.

Procedures:

- The attached form must be completed and at Clearwater County office prior to September 16.
- At the September 24th council meeting, the list of requests will be presented to council for a decision if the penalties are to be waived on a case by case basis.
- All applicants will be notified of council's decision by mail.

The form will be available on the Clearwater County website, at the front counter at the office and at the two upcoming open houses in June. The program will be published in the County Highlights segment that appears in the Mountaineer.



**CLEARWATER COUNTY TAX PENALTY WAIVER
APPLICATION FORM**

Date: _____

Owner's Name: _____

Phone Number: _____

Roll Number: _____

Legal Land Description: _____

Reason for Request: _____

Office use only

Amount of Levy:	Property Type:
Amount of Penalty:	

BY-LAW NO. 961/12

A By-Law of Clearwater County, in the Province of Alberta, for the purpose of authorizing certain penalties on current taxes and arrears of taxes.

WHEREAS, pursuant to sections 344 and 345 of the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta 2000, Council is authorized to impose penalties on taxes and arrears of taxes; and,

WHEREAS, the Council of Clearwater County deems it prudent and expedient to impose taxes on unpaid taxes and tax arrears;

NOW, THEREFORE, the Council of Clearwater County, Province of Alberta, duly assembled enacts as follows:

1. That a penalty of 8% shall be added to all taxes outstanding on September 16. Should September 16 fall on a weekend the penalty will be applied the following work day.
2. That a penalty of 2% shall be added to all taxes outstanding on October 1. Should October 1 fall on a weekend the penalty will be applied the following work day.
3. That a penalty of 2% shall be added to all taxes and arrears outstanding on December 31.
4. This by-law shall come into force immediately upon third and final reading.
5. This by-law shall repeal By-law No. 737/02.
6. Received **FIRST** and **SECOND** reading and by **UNANIMOUS** consent of the Councillors present, a **THIRD** reading and **FINALLY** passed this May 8, 2012.



REEVE


Chief Administrative Officer



Agenda Item

Project: Incident Reporting Policy	
Presentation Date: May 14,2013	
Department: Health and Safety	Author: Steve Maki
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: #5 – Human Resource Development	Goal: #1 To maintain a high quality health and safety program that complies with AB Health & Safety legislation through the continued development or improvement of the County's Health & Safety program and development or implementation of recognized best practices.
Legislative Direction: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input checked="" type="checkbox"/> County Bylaw or Policy (cite) <u>Incident Reporting Policy</u>	
Recommendation: That Council reviews the amended policy, recommend any additional changes and approve the draft revisions.	
Attachments List: Incident Reporting Policy	

Background: The Administration has brought forward the designated policy for Council's review. Staff has made some changes including changes to titles, investigation procedure and reporting to council

As with other policy reviews, items that are intended to be removed are ~~struck through~~ whereas items intended to be added are described in **Red**. Upon your consideration staff will bring back the final draft to the next scheduled meeting for your approval

Clearwater County

INCIDENT REPORTING POLICY

EFFECTIVE DATE: May 26, 2009
REVISED: March 4, 2013

This policy shall apply to all personnel of Clearwater County.

DEFINITIONS

For the purpose of this Personnel Policy, the following definitions shall apply:

- a) Incident: ~~any accident which results in damage that exceeds \$1,000.00 in value or a loss time injury.~~ **An unplanned event that results in, or could have resulted in personal injury or damage to equipment, machinery or property.**

PURPOSE

To **provide guidance to all Clearwater County staff and/or contractors while employed by Clearwater County, to** report and investigate incidents so that causes can be determined and corrective actions can be implemented to prevent recurrence.

DIRECTIVE

1. In Clearwater County, **all** ~~the following types of~~ incidents shall be fully investigated:
2. ~~Accidents that result in injuries requiring medical aid.~~
3. ~~Incidents that cause property damage that exceeds \$1,000.00.~~
4. **2.** All incidents that, by regulation, must be reported to Occupational Health & Safety, Workers Compensation Board, or other regulatory agencies.
5. **3.** All employees **and/or contractors employed by Clearwater County** shall report all incidents to their immediate supervisor and/or the ~~Safety Advisor~~ **Health & Safety Coordinator**.
6. **4.** The ~~Safety Advisor~~ **Health & Safety Coordinator** shall consult with ~~the~~ department head **(s)** ~~directors~~ to recommend corrective action, and report to the CAO.

RESPONSIBILITIES

1. All employees shall report all incidents to their immediate supervisor and/or the ~~Safety Advisor~~ **Health & Safety Coordinator**.
2. ~~The Safety Advisor shall, at his/her earliest convenience, inform Council of the incident if there was injury resulting in loss time and/or property damage exceeding \$1,000.00.~~
3. **2.** Supervisors and/or the Health & Safety Coordinator shall conduct initial investigations and submit their reports to the Department Head Directors promptly.

4. ~~3. The department head directors shall determine the need for and, if necessary, direct detailed investigations. He/she~~ **The appropriate Department Head in consultation with the Health & Safety Coordinator,** shall also determine causes, recommend corrective action, and report to the CAO.
5. ~~4. The CAO shall review~~ **and sign the completed investigation** ~~department head director's reports, determine corrective action to be taken, and ensure that such action is implemented.~~

INCIDENTS

Almost every incident is the result of a combination of causes. The primary purpose of investigation is to identify these causes so that corrective action can be taken to prevent a recurrence of the **a similar incident in the future**. Additionally, information collected will be valuable in meeting the Workers Compensation Board and Occupational Health & Safety reporting requirements.

~~The supervisor in charge of the area and/or the safety advisor should conduct investigations.~~ **Incident investigations shall be conducted by trained personnel, and/or the supervisor in charge, and/or the Health & Safety Coordinator.**

PRESERVATION OF EVIDENCE

Where practicable the scene of any incident should be left untouched, except for activity necessitated by rescue work or to prevent further failures or injuries, until the incident has been investigated. When an incident occurs or has potential for causing serious injury, refer to the designation of serious injury and accident regulation under the A.O.H. &S. Act (sec. 13(3)).

CONDUCTING INVESTIGATIONS

The **qualified** person conducting an investigation into an incident should proceed as follows:

1. Take control of the scene.
2. Ensure that any injured persons are cared for.
3. Ensure that no further injury or damage occurs.
4. Get the "big picture" of what happened.
5. Examine equipment/material involved.
6. Collect and safeguard any physical evidence.
7. Take photographs of the scene.
8. Interview people involved and obtain written statements where appropriate.
9. Analyze all the available information to determine the causes.
10. Look for causes where "the system failed the worker" not only for those where "the worker failed the system".
11. Determine what corrective action will prevent recurrence.
12. Complete the report.

~~The Supervisor shall contact the Safety Advisor at his/her earliest convenience and the Safety Advisor shall inform Council if the incident requires medical aid and/or involves damages exceeding \$1,000.00~~

The Rocky-Clearwater Intermunicipal Development Plan has several sections which address the subject land and proposed development. Map 1 Future Land Uses depicts the subject land as being adjacent to the long-term Town boundary therefore within the Rural Policy Area of the Rocky-Clearwater Intermunicipal Development Plan. It is important to remember that the overriding implementation of the IDP is as a comprehensive whole rather than individual policy directions. Future development should be well planned prior to any Land Use Bylaw amendments with area structure plans and outline plans being the primary tools supported by servicing studies. Some sections relative to this proposal are:

IDP Policy Area 5

- 5.1.1 Discourages non-agricultural uses in the Rural Policy Area and gives direction to agriculture being the predominant use.
- 5.1.3 Requires an area structure plan and/or outline plan prior to conversion of predominately agricultural lands within the Rural Policy Area to non-agricultural use.

IDP Policy Area 5.3 Goal

To promote well planned commercial and industrial development that serves local residents and contributes to regional and local economic development. This is to be done while reducing conflict between various uses.

- 5.3.3 Commercial and industrial use may be considered within the Rural Policy Area subject to the policies of the County's Municipal Development Plan.
- 5.3.10 Subdivision and development for commercial or industrial purposes in the Commercial Area, Industrial Area or Rural Policy Area on Map 1 shall be preceded by the preparation and adoption of an area structure plan and/or outline plan as required under the respective municipality's Municipal Development Plan.

IDP Policy 8.6.4

Area structure plans or outline plans should be prepared and adopted by the municipality having jurisdiction prior to changes in land use designation.

Some of the applicable sections of the Municipal Development Plan are:

MDP Policy 8.2.9

Through the Land Use Bylaw Clearwater County shall provide a variety of commercial and industrial land uses within the County, including a variety of locations for these uses.

MDP Policy 8.2.16

Clearwater County prefers that industrial and commercial uses that are appropriate for business park locations be located in a business park. This ties back into the promotion of well-planned commercial and industrial development addressed in the IDP. However, the MDP states that Clearwater County may approve a proposal for an isolated commercial or industrial use outside a planned business park provided the following criteria are met to the satisfaction of the County:

- (a) the proposal adequately demonstrates that an isolated location is required;
- (b) the site characteristics are suitable for the proposed land use;
- (c) the type, scale, size, and site design of the proposed land use are appropriate for the area and compatible with adjacent land uses;

- (d) the development can be serviced on-site in accordance with Provincial regulations;
- (e) the traffic generated by the proposed land use would not adversely impact the municipal road network; and
- (f) any other safety or environmental issues identified by the County and any other applicable provisions of this Plan.

MDP Policy 11.2.5

Clearwater County shall manage growth and land use change in the fringe area around Rocky Mountain House in accordance with the Rocky – Clearwater Intermunicipal Development Plan.

MDP Policy 11.2.21

To consider a proposed redesignation, subdivision or development for a large multi-lot subdivision, major development or other form of land use change as determined by the County, Clearwater County may require the applicant to prepare for consideration of approval by the County an area structure plan or outline plan.

The Clearwater County Land Use Bylaw identifies the purpose of Section 13.4(6) Light Industrial District “LI” to accommodate and regulate small to medium scale industrial operations.

Presentation:

The applicants, proceeded with the preparation of the Area Structure Plan for the subject lands with the assistance of Matrix Planning and Williams Engineering. Jenny Wong of Matrix Planning has prepared the Metaldog Industrial Park Area Structure Plan, dated April 5, 2013 for Council’s consideration.

The applicant, Kelly Spongberg, and his team are prepared to present the Area Structure Plan to Council and are asking that first reading be given to Bylaw 975/13 then to proceed to a joint public hearing for the Land Use Bylaw amendment application and Area Structure Plan adoption.

Metaldog Industrial Park Area Structure Plan

April 5, 2013



Prepared by:



for

Clearwater County

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1.0 INTRODUCTION

1.1 OVERVIEW/PLAN LOCATION

The Metaldog Industrial Park plan area is located at the NW ¼ Sec. 2 -Twp 40 - Rge.7 - W5M, within Clearwater County (**Maps 1 & 2**). The site is located approximately 1.6 km northeast of the north boundary of the Town of Rocky Mountain House. The site is accessed from Range Road 72 and Township Road 400. Highways 11 and 22 are approximately 1.6 km southwest of the site. The site is comprised of approximately 61.5 ha (152.06 acres) and is presently zoned Agriculture District (A). The land is owned by Mr. Kelly Spongberg and is proposed to be rezoned and subdivided in accordance with this Area Structure Plan for light Industrial purposes.

The proposed development is within the boundary of the Rocky-Clearwater Intermunicipal Development Plan, located directly north and east of the Town of Rocky Mountain House Long Term Town Boundary. The proposed ASP therefore must abide by the guidelines and policies of the IDP. The Rocky-Clearwater IDP identifies lands directly to the west and south as future industrial, thus making the proposed development a compatible land use for the future growth of the area.

The target market for users of the proposed industrial park could include trucking, oil & gas and construction related industries, including storage uses. Discussions with Clearwater County staff, identified a demand for large, rural industrial lots. Current availability of these lots within the County is limited and industrial lots within the Town are limited in size.

1.2 PURPOSE

The purpose of the Area Structure Plan is to provide a framework for the subdivision and development of the Metaldog Industrial Park development. The ASP will describe in detail proposed land use, density, open spaces, site servicing, including water, wastewater, stormwater, and shallow utilities, geotechnical considerations, fire protection strategies, transportation and access, and public and stakeholder engagement. The ASP will also describe how the proposed development fits with regional and local growth plans and policies for the area.

1.3 HOW TO USE THIS DOCUMENT

This Area Structure Plan (ASP) is divided into three parts:

- i. Background Information to answer the questions “what exists now?” (sections 1 - 3);
- ii. an explanation of the Plan Concept in conversational terms (sections 4 - 7); and,
- iii. a set of specific, enforceable policies (section 8) to guide the Subdivision and Development Authorities in their decisions. These policies inform the County, Developer and public of the specific actions required to ensure the area develops as intended by the ASP.

More detailed supporting information is located in an Appendix document under a separate cover and does not form part of the bylaw document.

The Appendix document includes:

- Appendix A** Geotechnical Assessment
- Appendix B** Preliminary Assessment of Site for Sewage Disposal Septic Field
- Appendix C** Phase I Groundwater Potential Assessment
- Appendix D** Rocky – Clearwater Intermunicipal Development Plan Map 1: Future Land Uses
- Appendix E** Traffic Counts and Projections & Traffic Impact Assessment
- Appendix F** Servicing Study
- Appendix G** Stormwater Management Report

1.4 PROVINCIAL POLICY CONTEXT

Municipal Government Act

Part 633(1)(2) of the Municipal Government Act outlines the requirements of an Area Structure Plan. It states that for the purpose of providing a framework for subsequent subdivision and development of an area of land, a council may by bylaw adopt an area structure plan.

An area structure plan

a) must describe

- i) the sequence of development proposed for the area
- ii) the land uses proposed for the area, either generally or with respect to specific parts of the area
- iii) the density of population proposed for the area either generally or with respect to specific parts of the area, and
- iv) the general location of major transportation routes and public utilities,

and

b) may contain any other matters the council considers necessary

1.5 GOALS & OBJECTIVES

The following section lists the goals and objectives of the Metaldog Industrial Area Structure plan:

- Provide an opportunity for large, individually serviced light industrial lots related to the trucking, oil field, storage, and construction related industries.
- To ensure that the proposed development complements existing County and Town plans and policies including the Rocky-Clearwater IDP.
- To contribute to economic development within the County and create jobs for the area.
- To consult with Provincial Government agencies and Ducks Unlimited to ensure that development occurs in a manner that does not negatively affect the natural landscape and that any loss of habitat is mitigated.
- To create a safe and efficient vehicular transportation network to efficiently serve proposed lots.

2.0 EXISTING SITE CONDITIONS

2.1 EXISTING & SURROUNDING LAND USE/ZONING

The subject site is currently zoned Agriculture District (A) according to the Clearwater County Land Use Bylaw No. 714/01 (**Map 3**).

A majority of the subject site is currently being used as pasture/grazing land. There is currently one residence, a garage, and a shop in the southwest corner of the subject site owned and occupied by Mr. Kelly Spongberg. Mr. Spongberg plans to remain in this residence (**Map 4**).

The eastern and northeastern portion of the site is low and wet. Ducks Unlimited has a caveat on title for the northeast portion of the site, which includes a portion of the Rocky Airport Marsh (Ducks Unlimited Wetland Conservation Project). No development is proposed in the NE portion of the site.

A crude oil well licensed to Conoco Philips Canada is located in the central portion of the plan area. Details regarding setbacks are found in Section 2.3 of this report.

A 6.99 acre parcel has been subdivided out of the southwest portion of the site and it is currently occupied with one residence (Plan 8823093). A residence is situated on the north-west portion of SW2-40-7-W5M, south of the site, and one residence is situated directly to the west of the site on NE3-40-7-W5M.

East of the Spongberg residence, an existing sewage lagoon and easement services the residence on Plan 8823093.

The Rocky Airport is located approximately 800 metres north of the site on SW11-40-7-W5M and a weather station is situated directly north of the site.

2.2 TOPOGRAPHY, LAND COVER & WETLANDS

A majority of the western portion of the site is gently undulating pasture land, with tree stands in the southwest portion of the site. The eastern portion of the site is low, wet, and treed. The land slopes west to northeast down towards the low and wet area in the northeast. There are no steep slopes onsite (**Map 4**).

Ducks Unlimited – Rocky Airport Marsh

Ducks Unlimited has a caveat on title and landowner agreement for the northeast portion of the site, which contains a portion of the Rocky Airport March, a Ducks Unlimited Wetland Conservation Project (**Map 4**). The licensed level of the wetland boundary is set at 983.5 m.

Through conversations with Ducks Unlimited there are no setbacks from this wetland area. The Municipal Government Act requires a 6 m setback from hazard lands, including wetlands, however no development will be proposed in the NE portion of the site as it is low, wet, and unsuitable for development. At this point in the planning process Ducks Unlimited had no objections towards the proposed development as development is set back a fair distance from the wetland.

2.3 WELLS/PIPELINES

A crude oil well licensed to Conoco Philips Canada is located in the central portion of the plan area. ERCB has indicated that there are no pipelines onsite and that the oil well is currently suspended. ERCB states that the building setback for suspended wells is 100 metres. It is proposed that this suspended well site becomes an industrial lot in the future after the well has been abandoned and reclaimed.

An access road in the northern portion of the site currently provides access to the oil well from Range Road 72.

2.4 SEWAGE LAGOON

East of the Spongberg residence, an existing sewage lagoon and easement services the residence on Plan 8823093. The developer proposes to upgrade the sewage system of the residence on Plan 8823093 so that this sewage lagoon is no longer needed. Once the lagoon is no longer needed, the sewage lagoon will be reclaimed in accordance with approvals from Alberta Environment & Sustainable Resource Development. Details of this process will be determined at the subdivision and development agreement stage.

2.5 SOILS

A Geotechnical Report was completed by Levelton Consultants Ltd. in July, 2012 for the subject site (**Appendix A**). The purpose of the geotechnical investigation was to assess the general feasibility of the site for the proposed industrial development according to the soil profiles and groundwater conditions onsite.

Seven test holes were drilled onsite at the depths of 2.1 m to 4.6 m. The soil profile generally consists of a layer of topsoil over sandy silt which is underlain by clay till and then clay shale or silt/sand stone bedrock. Groundwater was measured onsite and all of the test holes within the proposed development area of the site (western portion of the site) were shown to be dry. Test holes measured in the lower eastern portion of the site, for areas not proposed for development, have near-surface groundwater.

A preliminary assessment of the site for sewage disposal septic fields was completed as part of the Geotechnical Report (**Appendix B**). Grain size analyses were conducted for samples retrieved from all boreholes at the depth of 0.75 m and hydrometer tests were conducted for grain size analyses of soils as the particle sizes of all samples were less than 0.425mm.

The preliminary assessment indicates that the subsurface soils of the project site are suitable for the development of sewage disposal septic fields with suitable effluent loading rate. However, shallow bedrock was noted in all boreholes, which may preclude a conventional septic field thus necessitating a mound system in some parcels. Granular soils with no structure in some locations also indicate that pressure distribution may be required. Areas close to the existing wetland have

groundwater levels close to the ground surface and therefore these areas will not be suitable for conventional septic field installations.

2.6 GEOTECHNICAL RECOMMENDATIONS

The Geotechnical Report (**Appendix A**) completed for the subject site concluded that the site can be used for the proposed industrial development. However, the following geotechnical issues should be considered in the design and construction of foundations and pavements:

- The silty sand or sandy silt soil layer encountered below the topsoil will have high potential for frost heave action that will affect ground floor slabs, shallow foundations, and pavements.
- The northeast side of the site comprises a low, wet area. The test hole drilled close to the wetland area revealed a relatively large thickness of clay till and deeper weathered clay shale. Detailed site investigation is required over this wetland area.
- Dewatering of footing trenches might be necessary due to the high groundwater table, especially towards the wetland area.

For further details on the geotechnical recommendations onsite please refer to **Appendix A**.

2.7 GROUNDWATER

A Phase I Groundwater Potential Assessment (**Appendix C**) was completed May 31, 2012 by Waterline Resources Inc. for the subject site. There were 22 active water wells found in the surrounding study area and site (1.6 km radius), which are drilled to an average depth of 25.9 meters below ground level (mbgl). The study concludes that the Paskapoo Formation sandstone aquifers in the area appear to have good potential to provide a groundwater supply for the 13-lot industrial development, depending on the water use needed for the site specific purposes. For further information please refer to the Phase I Groundwater Potential Assessment located in **Appendix C**.

2.8 EXISTING TRANSPORTATION FEATURES

Existing transportation features within the plan area are summarized below (**Map 1**):

- Highway 11/22 is situated approximately 1.6 km southwest of the site.
- Twp. Rd. 400 is situated approximately 800 m south of the site.
- Rge. Rd. 72 is situated directly west of the site and provides access to the site.

2.9 SHALLOW UTILITIES

The adjacent and surrounding lands have access to natural gas, telephone, and power. Rocky Gas Co-op Ltd currently has natural gas service lines on the subject site. Fortis Alberta currently distributes power to the residence on the subject site, through overhead power lines on RR 72 and Telus currently provides telephone connections to the site from existing infrastructure along Range Road 72.

3.0 MUNICIPAL PLANNING CONTEXT

3.1 ROCKY-CLEARWATER INTERMUNICIPAL DEVELOPMENT PLAN (JULY, 2007)

Rocky Mountain House and Clearwater County adopted the Rocky-Clearwater Intermunicipal Development Plan in 2007 to guide development within the fringe areas of the Town and County and to provide a basis for inter-municipal discussion and collaboration on future growth within these fringe areas. The IDP identifies and develops policies regarding key environmental features, coordinates the development of roads and other municipal infrastructure; and plans for future expansion. The plan is based on growth and development over the next 50 to 75 years during which the population in the Plan Area is anticipated to increase from approximately 7,000 in 2005 to more than 35,000 (Rocky-Clearwater IDP, 2007).

As the Metaldog Industrial Park Area Structure Plan is within the boundaries of the Rocky-Clearwater IDP, the proposed development must abide by the policies listed under the IDP.

The Rocky-Clearwater IDP identifies the subject site as within the 'Rural Policy Area' as listed under Map 1 of the IDP - Future Land Uses (**Appendix D**). The Rural Policy area covers most of the land base within the County IDP boundaries. The subject site is located to the north and east of lands identified as 'Industrial' in the IDP. The site is located directly north and east of the future Rocky Mountain House 'Long Term Town boundary,' according to Map 1 of the IDP. The Metaldog Industrial Park therefore proposes compatible land uses with the long-term Town and County land use and future growth plans for the area.

There were no policies of concern identified during the IDP review which would prevent the ASP from moving forward in the approval process. Thus, the proposed ASP conforms with the intent of the Rocky-Clearwater IDP. The following list of IDP policies is relevant to the Metaldog Industrial Park ASP:

3.0 ECONOMIC DEVELOPMENT AND FISCAL HEALTH

3.4 *The Town and County shall ensure that their combined land use patterns within the Plan Area provides a suitable inventory of lands for commercial and industrial development which includes a range of choice in terms of parcel sizes, available municipal services and levels of servicing.*

5.1 AGRICULTURAL USES

5.1.3 *Conversion of predominantly agricultural lands within the Rural Policy Area to non-agricultural use shall not occur until an area structure plan and/or outline plan has been approved. This requirement does not apply to first parcel out subdivisions or re-designation under the Land Use Bylaw of a portion of a parcel to a non-agricultural designation where no subdivision is proposed.*

5.3 COMMERCIAL AND INDUSTRIAL USES

5.3.3 *Commercial and industrial use may also be considered within the Rural Policy Area subject to the policies of the County's Municipal Development Plan.*

5.3.7 *Where possible and necessary, buffers or similar mechanisms to mitigate potential conflict between commercial, industrial and other uses shall be used.*

5.3.8 *Uses and developments which may create limitations on future commercial and industrial activities shall be directed away from lands identified on Map 1 for long term commercial or industrial use.*

5.3.9 *Subdivision and development for commercial or industrial purposes in the Commercial Area, Industrial Area or Rural Policy Area on Map 1 shall be preceded by the preparation and adoption of an area structure plan and/or outline plan as required under the respective municipality's Municipal Development Plan.*

8.2 COMMUNICATION AND REFERRAL PROCESSES

8.2.2 *Each municipality shall refer to the other proposed statutory plans, outline plans, land use bylaws and amendments to any of these where such proposals may affect land within the Plan Area.*

8.2.3 Each municipality shall have at least thirty (30) days to review and comment on the referrals made pursuant to 8.2.2 above. A municipality may request an extension of the initial review period. The CAO of the municipality sending the referral may agree to an extension of the review period and where an extension is provided it shall be communicated in writing.

8.5 AREA STRUCTURE PLANS AND OUTLINE PLANS

8.5.2 As new area structure plans and outline plans are prepared and adopted or as existing area structure plans and outline plans are amended and expanded these plans shall be used to determine the detailed land uses for the area covered.

3.2 CLEARWATER COUNTY MUNICIPAL DEVELOPMENT PLAN (2010)

The Clearwater County Municipal Development Plan provides direction for future growth and development within Clearwater County. The Metaldog Industrial Park must abide by the policies listed under the Municipal Development Plan. Section 8 of the Clearwater County MDP outlines policies for industrial development/economic development within the County. There were no policies of concern identified during the Clearwater County MDP review. Thus, the proposed ASP conforms with the intent of the Clearwater County MDP. Relevant policies to this ASP are listed below:

Economic Development - 8.2 Policies:

General 8.2.1 Clearwater County encourages the retention and expansion of existing business and industry, and the attraction of new business and industry as a means to diversify the County's economic base.

Commercial and Industrial

8.2.9 Through the Land Use Bylaw Clearwater County shall provide for a variety of commercial and industrial land uses within the County, including a variety of locations for these uses.

Business Parks

8.2.12 Clearwater County prefers the development of business parks that are adjacent to or in proximity to the intersection of major roads, these being highways and paved County main roads. The standard of development, especially the design and appearance of buildings and screenings, for these high profile locations shall be higher than for business parks in other, less visible, locations.

8.2.13 Notwithstanding Policy 8.2.12, Clearwater County may also provide for business parks not in these locations.

8.2.14 Clearwater County may approve a new business park provided the following criteria are met to the County's satisfaction:

- (a) the site is suitable for a business park;*
- (b) the proposed design and scale are appropriate to the site and generally compatible with adjacent land uses;*
- (c) provision and design of safe access and egress, including where required to the satisfaction of the Province;*
- (d) application of mitigating measures to reduce impacts from noise, traffic, emissions and run-off;*
- (e) appropriate site design to address land use interface issues with current or future adjacent development by addressing building orientation, internal road layout, landscaping, screening especially of outdoor storage areas and buffering;*
- (f) site servicing in accordance with provincial regulations and any applicable County standards; and*
- (g) any other applicable requirements and criteria in this Plan.*

Intermunicipal Planning, Local Planning, and Liaison

Policy 11.2.6 Clearwater County shall refer to the Town proposed statutory plans, outline plans, land use bylaws and amendments thereto affecting lands in the fringe area identified in the Rocky – Clearwater Intermunicipal Development Plan.

3.3 CLEARWATER COUNTY LAND USE BYLAW NO. 714/01 (AMENDED 2011)

The Plan Area is currently zoned Agriculture District (A) according to the Clearwater County Land Use Bylaw No. 714/01 and with approval of this Area Structure Plan the intent is to rezone a portion of the subject site to Light Industrial District (LI). The purpose of the Light Industrial District is to accommodate and to regulate small to medium scale industrial operations.

Under the LI District the minimum lot size is 1 hectare (2.5 acres) unless otherwise approved by the Development Officer.

In terms of building design the LI District allows new construction only, with the exterior completed using acceptable finishing materials approved by and to the satisfaction of the Development Officer.

Any approved use within the LI District may be subject to screening of a visually pleasing nature as required by the Development Officer. The policies listed under Land Use Bylaw Section 6.15 Landscaping and Screening offer more detailed landscaping requirements.

4.0 PUBLIC AND STAKEHOLDER CONSULTATION

4.1 PUBLIC MEETING

As part of the public consultation process a public meeting was held to inform the public of the Metaldog Industrial Park Area Structure Plan and to collect comments and feedback from the public on the draft plan. The Public Meeting was held Friday, December 14, 2012 from 5:30-8:30 with a presentation at 7:00 p.m. at the Youth Hall, Rocky Arena in Rocky Mountain House. The Public Meeting was advertised in the local Mountaineer newspaper for two consecutive weeks prior to the public meeting. The project team was present at the public meeting to answer questions about the proposed development. The meeting format was an open house style walk around for members of the public to view maps and panels describing the proposed development, followed by a presentation and question/answer period.

Two members of the Public attended the public meeting. They stated no concerns with the proposed development.

Following the public meeting the project team received one phone call and one email from two surrounding landowners on Plan 8823093 to the south and NE3-40-7W5M to the west. They did not attend the public meeting but their concerns are noted below:

- Concern about the effects of the change in the rural community into a light industrial area and the belief that other quarter sections would be better suited for this
- Expressed confusion over the timeline of the Rocky-Clearwater IDP and concern that this area should not become an industrial area until 10 plus years in the future.
- Concern of industrial traffic caused by the development
- Concern of acreage/land prices falling due to proximity to light industrial land

4.2 LANDOWNER MAIL OUTS

In August, 2012, the developer informed landowners within 0.5 miles of the site of the proposed development via mail outs (10 total). These letters contained details of the proposed development and a location map for input and comment. Three responses were sent to the project team by neighbouring landowners. Their concerns are summarized below:

- Increased traffic caused by the development, including truck traffic, and increased dust and noise.
- Concern about the impact on the Ducks Unlimited Marsh onsite, waterfowl, wildlife and wildlife habitat.
- Concern that RR 72 is not built sufficiently to handle industrial traffic.
- RR72 is currently used by walkers, joggers, bikers, drivers, and airport a light industrial park will be a visual disturbance.
- Trees in the southwest portion of the site should be protected. The subdivision should be buffered by a double row of well established trees and bushes along RR72.

4.3 OTHER STAKEHOLDER COMMENTS

Various stakeholder groups were contacted as part of the ASP preparation process. A summary of these conversations is outlined below:

Ducks Unlimited Canada: According to conversations with Ducks Unlimited, the lot layout as proposed should not have any direct affect on the Ducks Unlimited Canada Rocky Airport Marsh project. Ducks Unlimited would like to continue the existing landowner agreement and caveat for this wetland area. Further details regarding these agreements and conversations with Ducks Unlimited Canada can be found in Section 5.4 of this report.

Conoco Phillips: A crude oil well licensed to Conoco Phillips Canada is located in the central portion of the plan area. ERCB has indicated that there are no pipelines onsite and that the oil well is currently suspended. An access road in the northern portion of the site currently provides access to the oil well from Range Road 72. It is proposed that this suspended well site becomes an industrial lot in the future after the well has been abandoned and reclaimed.

Conoco Phillips are unsure of a timeline for the well abandonment. In initial conversations with Conoco Phillips, they did not oppose access to the well site via an internal subdivision road and abandoning the current well access to the north. The details of the new well access and the future lot 13, which would eventually encompass the area of the well site once it is abandoned will be determined at the subdivision and development agreement stage.

Clearwater County Fire Chief: Correspondences with the Clearwater County Fire Chief (Cammie Laird) indicate that a water pond with a dry/draft hydrant with Fire Department access will be required. Sizing of the water pond shall be in accordance to the Clearwater County Rural Water Supply for Fire Protection in Multi-Lot Subdivisions.

Town of Rocky Mountain House: Initial conversations with the Town of Rocky Mountain House indicated no objections towards the proposed light industrial development. The Town recognizes that there is a scarcity of vacant industrial land of the parcel sizes proposed in the ASP and there will not be direct competition as lots within the Town are smaller in size.

Alberta Transportation: Alberta Transportation requested information on the existing traffic volume on the local roads, the anticipated traffic volume from the proposed development, and the existing highway traffic and the type of intersection that is currently in place. The developer provided traffic counts and projections to Alberta Transportation (**Appendix E**) and it was determined that no upgrades will be required to the intersection of Hwy 11 and Hwy 22 as a result of the proposed development.

However, based on the size of the development and the projected traffic volumes, there may be a requirement to upgrade the intersection of Hwy 22 and Twp. Rd 400 and therefore a Traffic Impact Assessment was required by Alberta Transportation for this intersection. A Traffic Impact Assessment has been completed (March 2013) for the site by Williams Engineering and can be found in **Appendix E**. Further information regarding feedback from Alberta Transportation can be found in Section 6.2 of this ASP.

Rocky Airport Authority: Initial conversations with the Rocky Airport Authority indicated no objections towards the proposed light industrial development.

Clearwater County Public Works: There is currently a seasonal road ban of 90% placed on RR72 from Twp. Rd. 400 due to the existing structure of the roadway. The County requires that RR72 be upgraded to a ban-free structure for the purposes of this Area Structure Plan from Township Road 40-0 to the North entrance into the proposed development. The department recommends that the developer enter into an endeavor to assist agreement with the County at the time of the subdivision agreement to recover road upgrading costs among the adjacent benefiting landowners. Further comment by the Clearwater County Public Works department can be found in Section 6.1 of this ASP.

Alberta Health Services and Municipal Affairs: Alberta Health Services was contacted regarding the existing sewage lagoon onsite. In response to a referral request from the County, Alberta Health Services stated that when the department receives a copy of the Development application there will be a stipulation that all current and/or future sewage disposal systems meet the current sewage regulations requirements. They will not support the use of a sewage lagoon in a new development.

Municipal Affairs was contacted regarding the existing sewage lagoon. It is anticipated that the department will provide formal comment to the County during the referral process.

The developer plans to upgrade the sewage system of the house on Plan 8823093 and therefore the lagoon will no longer be used. Reclamation of this lagoon will be in accordance with Alberta Environment regulations.

Rocky Gas Co-op Ltd., Fortis, & Telus: Please refer to ASP section 7.5 Shallow Utilities for a summary of the feedback from the above service providers.

5.0 FUTURE LAND USE CONCEPT

5.1 OVERVIEW

The Metaldog Industrial Park Land Use Concept is illustrated on **Maps 5 & 6**. The following factors were considered during the formation of the Metaldog Industrial Park future land use concept:

- Policies and guidelines listed in existing statutory plans, including the Rocky-Clearwater Intermunicipal Development Plan and the Clearwater County MDP and LUB;
- the protection and enhancement of the Ducks Unlimited land on the quarter section;
- the provision of Municipal Reserve lands to provide landscaping and buffering from nearby residences and along RR 72;
- geotechnical considerations;
- transportation and access considerations;
- the protection of the existing oil well onsite and access to this oil well;
- public and stakeholder input; and
- Provincial servicing standards.

5.2 INDUSTRIAL LOTS

The Metaldog Industrial Park proposes approximately 13 light industrial lots ranging in size from 2 acres to 8.7 acres. Lot 2 has been reduced to 2 acres to provide municipal reserve land in the south portion of the lot to protect existing trees and provide an additional buffer from the house to the south. A variance will be required for this lot at the time of subdivision.

A crude oil well onsite is currently suspended with no pipelines onsite. It is proposed that this will become a future industrial lot (lot 13) should the oil well be abandoned and reclaimed in the future.

These lots may accommodate a variety of light industrial users such as trucking, oil field, construction, and storage related industries in accordance with the guidelines of the Clearwater County Land Use Bylaw - Light Industrial District.

Lot lines and areas illustrated in this Area Structure Plan are conceptual and will be finalized at the time of subdivision.

5.3 MUNICIPAL RESERVE/OPEN SPACE

The development will provide 10% of the gross developable lands as Municipal Reserve land to be owned and maintained by the County (**Map 7**). These MR lands will be used to ensure that the visual integrity of the area is not compromised and to protect existing trees onsite.

The developer will commit to landscaping and berming on these Municipal Reserve lands where appropriate to the satisfaction of Clearwater County at the subdivision agreement stage.

5.4 ENVIRONMENTAL RESERVE EASEMENT

Ducks Unlimited has stated they would like to keep the existing landowner agreement and caveat between the landowner and Ducks Unlimited to ensure the protection of the wetland in the NE portion of the site. The agreement is for 30 years and expires in 2018 at which point it will continue on a year to year basis. The agreement only pertains to the wetland "**project area**" (east of the 983.5m elevation line) and gives Ducks Unlimited Canada the right to construct and maintain the project. Ducks Unlimited also has a License of Occupation (LOC) on the project area from the Province of Alberta indicating the wetland is Crown. The LOC expires in 2038. According to conversations with Ducks Unlimited, the lot layout as proposed should not have any direct affect on the Ducks Unlimited Canada Rocky Airport Marsh project.

Ducks Unlimited has no interest in entering a new conservation easement for the remaining low and wet land in the east portion of the site, west of the 983.5 m elevation line and east of the proposed lots. The remainder of the low and wet land is proposed to be under an Environmental Reserve Easement negotiated between the developer and the County following approval of the Area Structure Plan (**Map 7**).

5.5 PUBLIC UTILITY LOTS (PULS)

The proposed stormwater ponds onsite will be dedicated as Public Utility Lots (PULs), and will be owned and maintained by the County.

6.0 TRANSPORTATION & ACCESS

6.1 SITE ACCESS

A 30.24 m internal looped road provides access to industrial lots within the industrial park. The roadway ends in a cul de sac in the southeast portion of the site to provide access to lots in this portion of the plan area. As per the Clearwater County Road Design Standards (2010) for industrial or commercial subdivision roads, the paved surface width is required to be 8m with 3:1 side slopes and have an elevation of 1m.

It is proposed that the existing well access road from RR72 will be closed at some point in the future to reduce the number of access points onto RR72. It is proposed that the new well access road be from the south internal looped roadway.

A 6 m gravel access road will provide physical and legal access to the proposed stormwater pond in the southeast portion of the site and the remainder of the land in the east portion of the site.

There is currently a seasonal road ban placed on RR72 from Twp. Rd. 400 of 90% due to the existing structure of the roadway. The County requires that RR72 be upgraded to a ban-free structure for the purposes of this Area Structure Plan. This would include the addition of approximately 40mm of A.C.P. on the existing structure from Township Road 40-0 to the North entrance into the proposed development.

As various users in the area (current and future) would benefit from the upgrading of RR72 to a ban free structure, the developer will enter into an endeavor to assist agreement with the County at the time of the subdivision agreement. The purpose of this is to recover road upgrading costs among the adjacent benefiting landowners.

6.2 ALBERTA TRANSPORTATION

Alberta Transportation requested information on the existing traffic volume on the local roads, the anticipated traffic volume from the proposed development, and the existing highway traffic and the type of intersection that is currently in place. The developer provided this information to Alberta Transportation in a Traffic Counts and Projections report (**Appendix E**).

Based on the size of the development and the projected traffic volumes, Alberta Transportation stated that there may be a requirement to upgrade the intersection of Hwy 22 and Twp. Rd 400. Alberta Transportation required the preparation of a Traffic Impact Assessment for the site.

Allnorth Consultants Ltd. prepared a Traffic Impact Assessment for the site (March 2013, **Appendix E**). The Traffic Impact Assessment examined and provided recommendations for the intersections of Highway 22 & Township Road 400, and Highway 11 & Highway 22. The upgrades recommended in the TIA will be addressed at the subdivision stage and detailed design stage as traffic volumes dictate. Please refer to **Appendix E** for further information.

7.0 SITE SERVICING

A servicing study was completed by Williams Engineering (November, 2012) for the subject site (**Appendix F**). The details of site servicing are found below.

7.1 WATER SERVICING

No municipal water distribution system is in place in the vicinity of NW-040-07. Existing residential lots in the area are serviced by a groundwater well.

Each lot shall be serviced by on-site water supply either by groundwater wells or holding tanks and a trucked in water service in accordance with provincial regulations.

For further information regarding the details of water servicing onsite please refer to **Appendix F**.

7.2 FIRE PROTECTION

Correspondences with the Clearwater County Fire Chief indicate that a water pond with a dry/draft hydrant with Fire Department access will be required. Sizing of the water pond shall be in accordance to the Clearwater County Rural Water Supply for Fire Protection in Multi-Lot Subdivisions.

7.3 SANITARY SERVICING

No municipal waste water collection system is in place in the vicinity of NW-040-07. Based on the Preliminary Assessment of Site for Sewage Disposal Septic Field prepared by Levelton Consultants Ltd, septic systems are feasible for many of the lots. Lots nearest to the stormwater management ponds may require sewage holding tanks as the high water table will impede the use of a septic system.

Soil types vary across the proposed subdivision and therefore each septic field will need to be sized accordingly. Shallow bedrock was found in all boreholes which will require the installation of mounded septic systems versus conventional septic systems. All septic systems will follow provincial regulations and guidelines.

For further information regarding the details of sanitary servicing onsite please refer to **Appendix F**.

7.4 STORMWATER MANAGEMENT

A Stormwater Management Plan was completed December 2012 by Westhoff Engineering Resources Inc (**Appendix G**). Stormwater onsite will be managed according to the recommendations of this study and following approval by ESRD.

The project area is divided into two catchments as illustrated on **Map 8**. Each catchment is managed by a storm pond. The storm conveyance system is all overland using roadside ditches and swales along property lines.

All runoff from the site is captured by the storm ponds. The ponds each have 2.0m of dead storage which can be used for fire suppression if required by the County. Each pond has a 2.0m of active storage which will be used to temporarily detain runoff for controlled release. Each pond will be equipped with a control structure which will allow for release at the allowable rate of 7.62 L/s/ha. This rate was calculated based on regional analysis for the nearby Chicken creek.

The two proposed storm ponds are located in the low area in the east-central portion of the site. The stormwater design is conceptual in nature. At the subdivision stage a decision will be made on the specific location of the storm ponds based on Alberta Environment review.

For further information regarding the details of stormwater management onsite please refer to **Appendix G**.

7.5 SHALLOW UTILITIES

Rocky Gas Co-op Ltd has natural gas services lines on the subject lot. Additional gas lines will be required to provide services to each of the new light industrial lots. A main line will be required along the access road with individual service lines to each lot.

Fortis Alberta distributes power to the subject lot. A service line will tie into existing infrastructure along Range Road 72 and follow the new access road. It is advised that buried electrical services be installed so as not to impede the movement of any oversized vehicles frequenting the industrial subdivision.

Telus provides telephone connections to the subject lot, additional lines will need to tie into existing infrastructure along Range Road 72 and will follow the new access road to provide connections to each new lot.

The installation of these utilities will be at the developer's expense.

8.0 ASP POLICIES

8.1 LAND USE

1. The Metaldog Industrial Park ASP shall be subdivided into light industrial lots in accordance with map 5 and 6.
2. Following the approval of the well licensee, the crude oil well site shall become an industrial lot should the oil well be abandoned and reclaimed in the future.
3. The density, shape and size of lots are conceptual and may be adjusted at subdivision stage without the need for an amendment to this ASP. However the overall intent of the design is for approximately 13 developable lots and these will be finalized at the time of subdivision.

8.2 RESERVE LAND

4. The development will provide 10% of the gross developable lands as Municipal Reserve land to be owned and maintained by the County as per Map 7.

5. Where appropriate, the developer will provide a berm on these Municipal Reserve lands to the satisfaction of Clearwater County. Any such landscaping to be done in addition to this berm shall be negotiated at the subdivision agreement stage.
6. As per the request of Ducks Unlimited Canada, the developer will continue the existing landowner agreement and caveat between the landowner and Ducks Unlimited to ensure the protection of the wetland in the NE portion of the site.
7. At the time of subdivision, the developer will negotiate with Clearwater County to establish an Environmental Reserve Easement for the non-developable east portion of the site following approval of the Area Structure Plan.

8.3 SERVICING

8. Each lot shall be serviced by on-site water supply either by groundwater wells or holding tanks and a trucked in water service in accordance with provincial regulations.

Individual septic systems will be used for wastewater servicing onsite for the lots. Some lots nearest to the stormwater management ponds may require sewage holding tanks as the high water table will impede the use of a septic system. If shallow bedrock is found onsite, mounded septic systems may be required

9. All septic systems will follow provincial regulations and guidelines.
10. All runoff from the site shall be captured by the storm ponds. The storm conveyance system is all overland using roadside ditches and swales along property lines and shall meet provincial guidelines. A comprehensive storm water management plan shall be provided at the time of subdivision approval.

8.4 SHALLOW UTILITIES/FIRE PROTECTION/PULS

11. The developer is responsible for the installation of shallow utilities such as natural gas, power, and telephone.

12. Fire protection shall be to the satisfaction of the County. In accordance with County requirements, a water pond with a dry/draft hydrant with Fire Department access shall be provided onsite. Sizing of the water pond shall be in accordance to the Clearwater County Rural Water Supply for Fire Protection in Multi-Lot Subdivisions.
13. The proposed stormwater ponds onsite will be dedicated as Public Utility Lots (PULs), which shall be owned and maintained by the County.

8.5 TRANSPORTATION

14. Internal roads shall have a 30.24 m right of way and an 8m paved surface according to the Clearwater County Road Design Standards (2010) for industrial or commercial subdivisions.
15. A 6 m gravel access road will provide physical and legal access to the proposed stormwater pond in the southeast portion of the site and the remainder of the land in the east portion of the site.
16. This ASP proposes that the existing well access road from RR72 be closed and rehabilitated as required. A new well access road will be constructed from the south internal looped subdivision roadway. This new road shall be built and maintained by the oil well owners.
17. The developer shall enter into an endeavor to assist agreement with the County at the time of the subdivision agreement to recover road upgrading costs from the adjacent benefiting landowners for the upgrades required to make RR 72 a ban-free structure.
18. Any upgrades to the intersection of Hwy 22/Twp. Rd 400 as a result of the proposed development will be at the expense of the Developer unless otherwise negotiated with the County.

9.0 PLAN ADMINISTRATION & IMPLEMENTATION

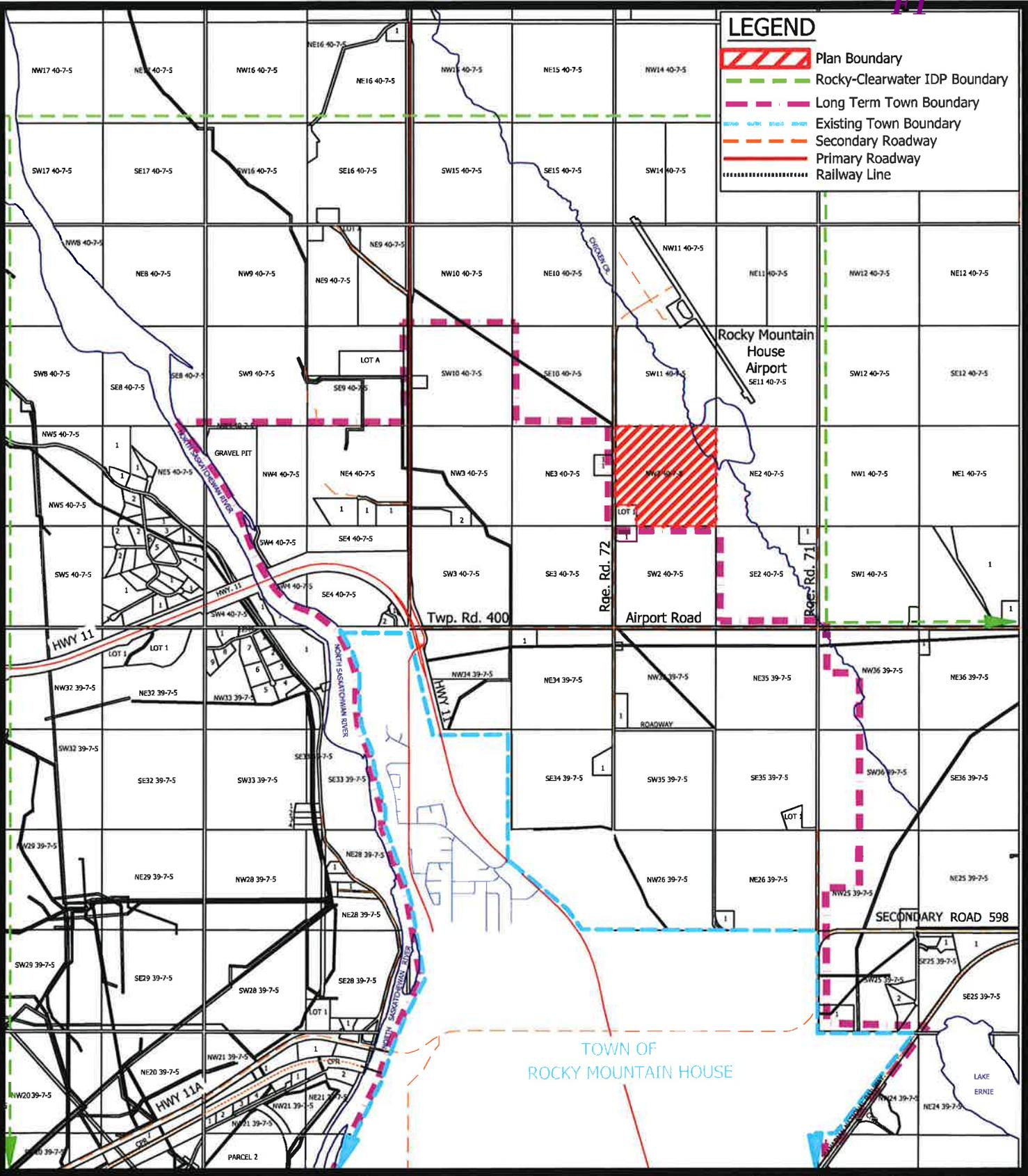
19. The Metaldog Industrial Park Area Structure Plan will be adopted by Clearwater County concurrently with the rezoning bylaw.
20. Following ASP adoption, the developer will submit a subdivision application to subdivide the lands according to the Area Structure Plan. Following conditional subdivision approval, the developer will enter into a subdivision agreement with Clearwater County.

21. To ensure the protection of the wetlands in the northeast portion of the site, the developer will negotiate a Conservation Agreement with Ducks Unlimited for the east portion of the site following approval of this Area Structure Plan.

22. The developer will work with Conoco Phillips to establish the boundaries of the new well access road following approval of this Area Structure Plan, at the time of subdivision.

LEGEND

-  Plan Boundary
-  Rocky-Clearwater IDP Boundary
-  Long Term Town Boundary
-  Existing Town Boundary
-  Secondary Roadway
-  Primary Roadway
-  Railway Line



PATH & FILE NAME: C:\TF\Metaldog Industrial Park ASP (Snooberg)\Metaldog_v7 2013.dwg PLOTTED DATE: 11/26/2012 11:30 AM PAPER SIZE: LETTER



MATRIX PLANNING

WILLIAMS
ENGINEERING
CANADA



Metaldog Industrial Park ASP
NW 1/4 Sec. 2-40-7-W5M
CLEARWATER COUNTY

MAP 1

REGIONAL LOCATION

DWN. BY: TF	DES. BY: JK	PROJ. MGR.: PK	PEER REVIEW :
DATE: 2012.11.30	SCALE: 1:40 000	REVISION #	0
PROJECT # 25826.01		DRAWING # 001 OF 8	

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LEGEND

-  Plan Boundary
-  Long Term Town Boundary (IOP)
-  Existing Town Boundary
-  Secondary Roadway
-  Primary Roadway

 **MATRIX** PLANNING

WILLIAMS ENGINEERING
CANADA

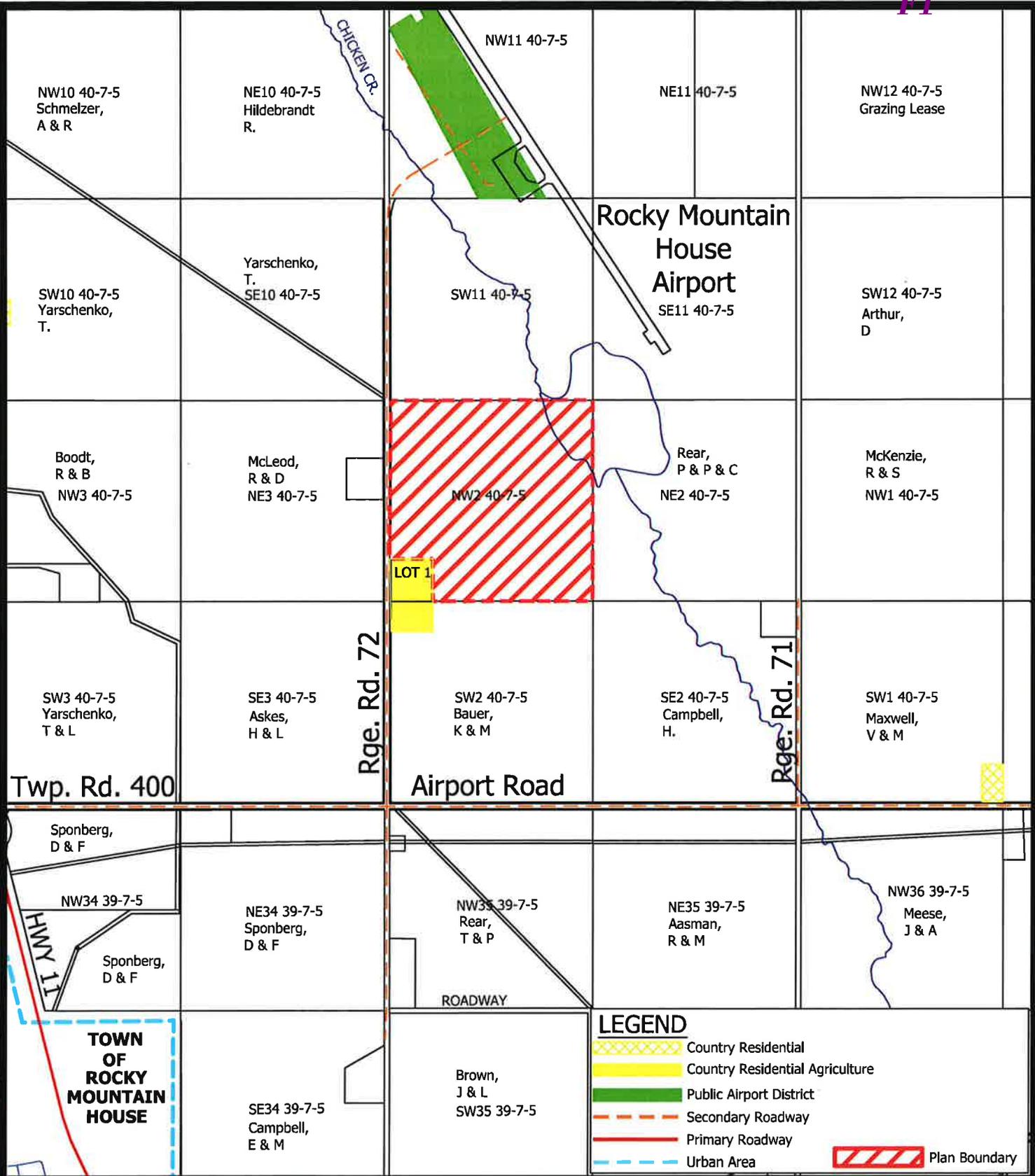
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JOB. TITLE:
Metaldog Industrial Park ASP
NW 1/4 Sec. 2-40-7-W5M
CLEARWATER COUNTY

DWG. TITLE:
MAP 2
PLAN AREA LOCATION

DWN. BY: TF	DES. BY: JK	PROJ. MGR.: PK	PEER REVIEW :
DATE: 2012.11.30	SCALE: 1:20000	REVISION # 0	
PROJECT # 25826.01		DRAWING # 002 OF 8	

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MATRIX PLANNING



WILLIAMS ENGINEERING CANADA

JOB. TITLE:
Metaldog Industrial Park ASP
 NW 1/4 Sec. 2-40-7-W5M
 CLEARWATER COUNTY

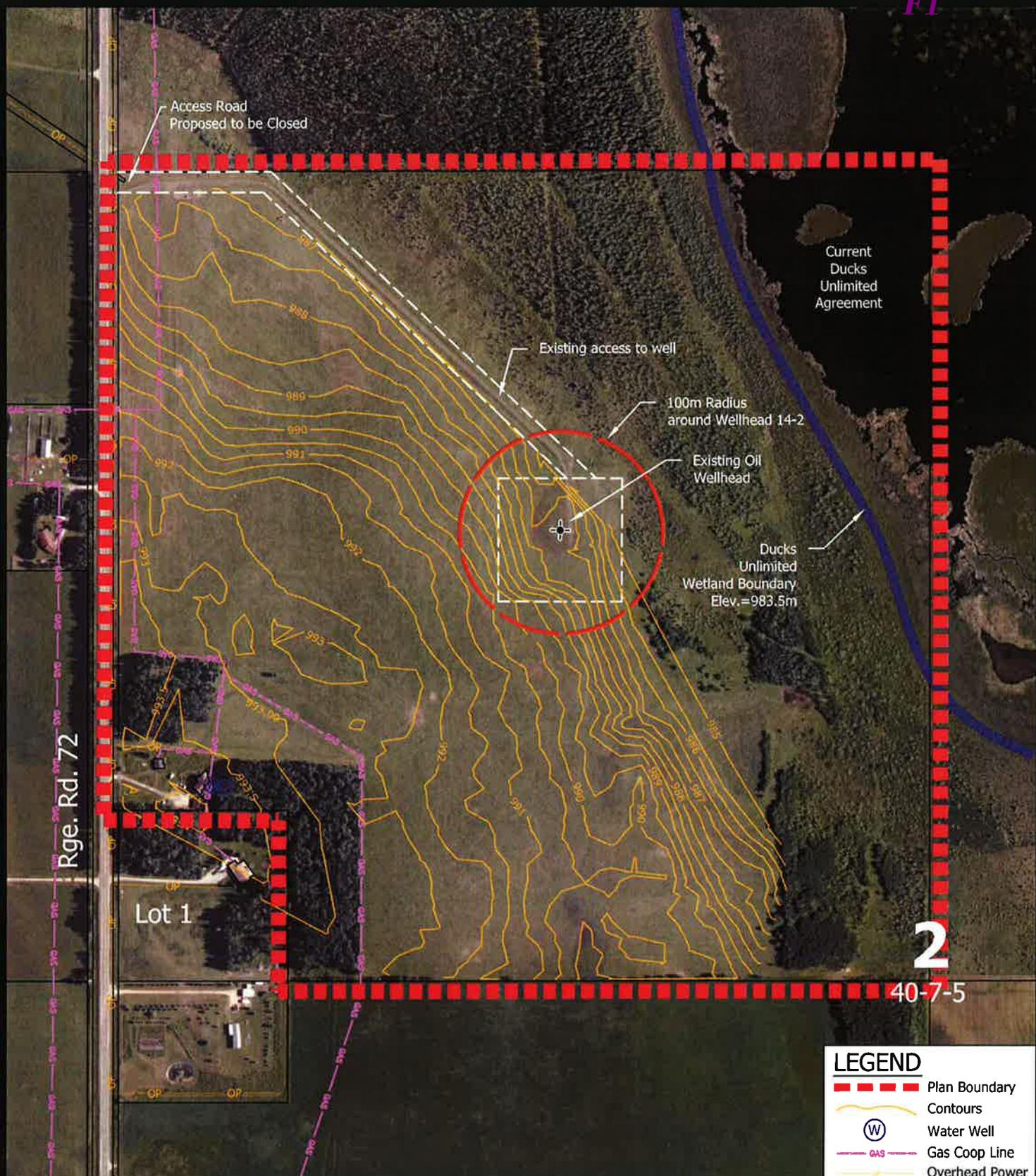
DWG. TITLE:
MAP 3
 EXISTING & SURROUNDING
 LAND USE DESIGNATIONS

DWN. BY: TF	DES. BY: JK	PROJ. MGR.: PK	PEER REVIEW:
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DATE: 2012.11.30	SCALE: 1:20000	REVISION # 0
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PROJECT # 25826.01	DRAWING # 003 OF 8
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LEGEND			
	Plan Boundary		Contours
	Water Well		Gas Coop Line
	Overhead Power		



MATRIX PLANNING



WILLIAMS ENGINEERING CANADA

JOB. TITLE: Metaldog Industrial Park ASP
NW 1/4 Sec. 2-40-7-W5M
CLEARWATER COUNTY

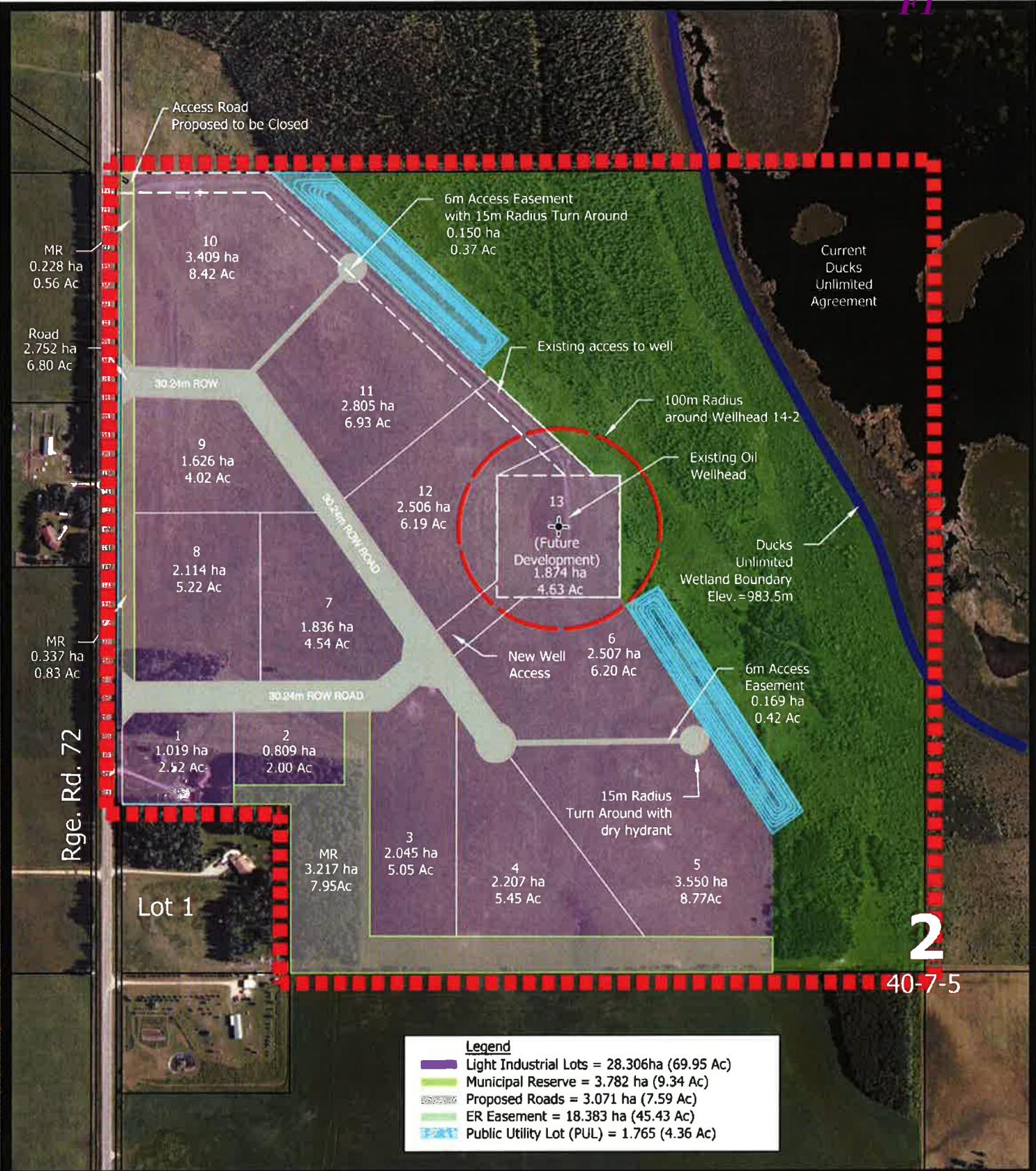
DWG. TITLE: MAP 4
TOPOGRAPHY &
NATAURAL FEATURES

DWN. BY: TF	DES. BY: JK	PROJ. MGR.: PK	PEER REVIEW :
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DATE: 2013.01.11	SCALE: 1:5000	REVISION # 0
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PROJECT # 25826.01	DRAWING # 004 OF 8
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Legend

- Light Industrial Lots = 28.306ha (69.95 Ac)
- Municipal Reserve = 3.782 ha (9.34 Ac)
- Proposed Roads = 3.071 ha (7.59 Ac)
- ER Easement = 18.383 ha (45.43 Ac)
- Public Utility Lot (PUL) = 1.765 (4.36 Ac)

MATRIX PLANNING

WILLIAMS ENGINEERING CANADA

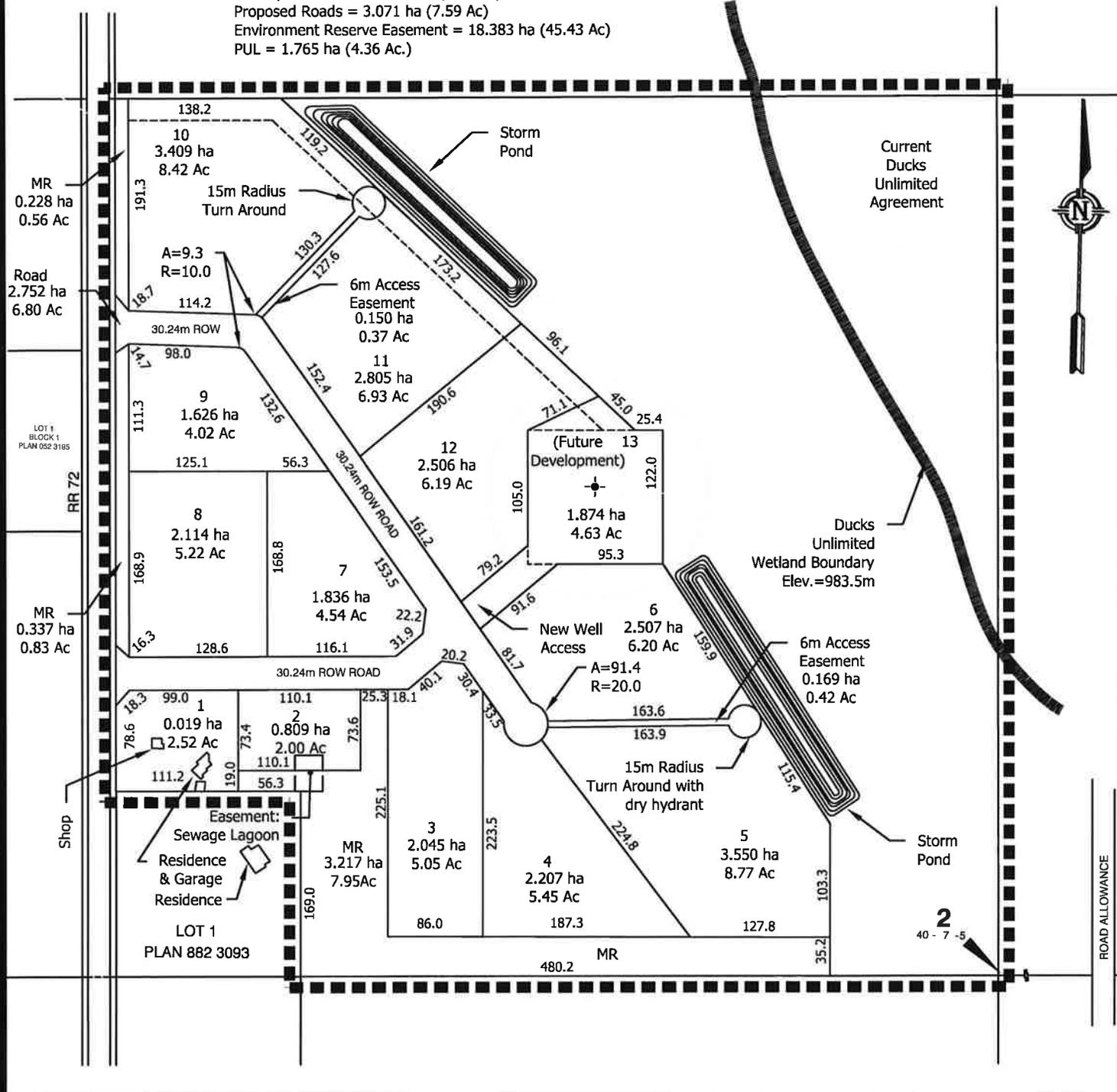
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JOB. TITLE: **Metal Dog Industrial Park ASP**
 NW 1/4 Sec. 2-40-7-W5M
 CLEARWATER COUNTY

DWG. TITLE: **MAP 5**
FUTURE LAND USE CONCEPT

DWN. BY: TF	DES. BY: JK	PROJ. MGR.: PK	PEER REVIEW
DATE: 2013.01.12	SCALE: 1:5000	REVISION # 0	
PROJECT # 25826.01		DRAWING # 005 OF 8	

Legend
 Light Industrial Lots = 28.306ha (69.95Ac)
 Municipal Reserve = 3.782 ha (9.34 Ac)
 Proposed Roads = 3.071 ha (7.59 Ac)
 Environment Reserve Easement = 18.383 ha (45.43 Ac)
 PUL = 1.765 ha (4.36 Ac.)



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MATRIX PLANNING

WILLIAMS ENGINEERING CANADA



JOB. TITLE: Metaldog Industrial Park ASP
 NW 1/4 Sec. 2-40-7-W5M
 CLEARWATER COUNTY

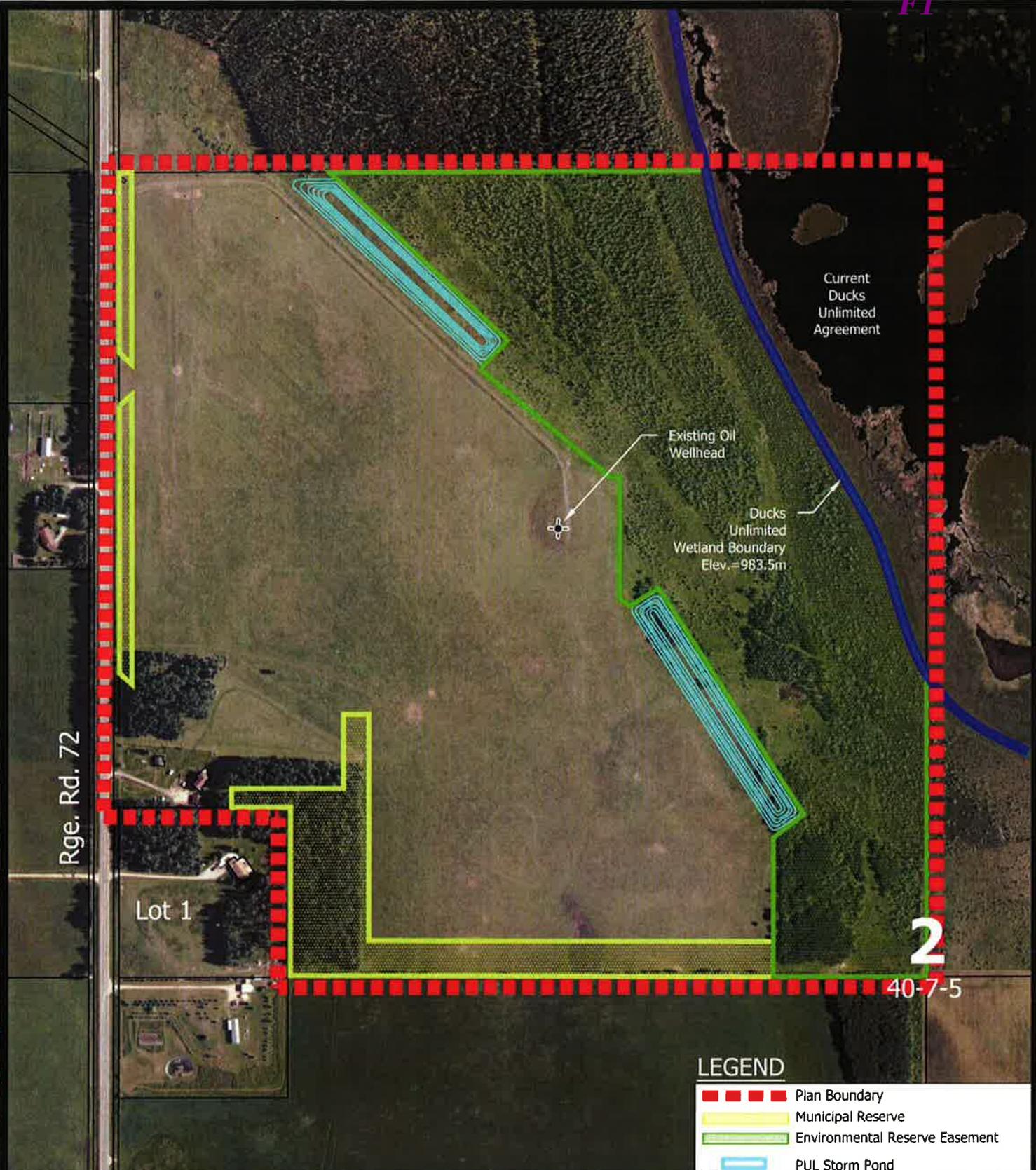
DWG. TITLE: MAP 6
 PROPOSED LOT LAYOUT

DWN. BY: TF	DES. BY: JK	PROJ. MGR.: PK	PEER REVIEW:
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DATE: 2013.01.12	SCALE: 1:5000	REVISION # 0
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PROJECT # 25826.01	DRAWING # 006 OF 8
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Current Ducks Unlimited Agreement

Existing Oil Wellhead

Ducks Unlimited Wetland Boundary Elev. = 983.5m

Rge. Rd. 72

Lot 1

2
40-7-5

LEGEND

- Plan Boundary
- Municipal Reserve
- Environmental Reserve Easement
- PUL Storm Pond



MATRIX PLANNING



WILLIAMS ENGINEERING CANADA

JOB. TITLE: Metaldog Industrial Park ASP
NW 1/4 Sec. 2-40-7-W5M
CLEARWATER COUNTY

DWG. TITLE: MAP 7
OPEN SPACE

DWN. BY: TF	DES. BY: JK	PROJ. MGR.: PK	PEER REVIEW
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DATE: 2013.01.12	SCALE: 1:5000	REVISION # 0
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PROJECT # 25826.01	DRAWING # 007 OF 8
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BYLAW NO. 975/13

A Bylaw of Clearwater County, in the Province of Alberta, for the purpose of adopting the Metaldog Industrial Park Area Structure Plan.

PURSUANT to the Authority conferred upon it by the Municipal Government Act, Statutes of Alberta, 2000, Chapter M-26.1 and amendments thereto; and

WHEREAS, for the purpose of providing a framework for subsequent subdivision and development of an area of land, Council has the authority to adopt an area structure plan;

NOW THEREFORE, upon compliance with the relevant requirements of the Municipal Government Act, the Council of Clearwater County, Province of Alberta, duly assembled, ENACTS AS FOLLOWS:

1. That the **Metaldog Industrial Park Area Structure Plan**, the Plan attached to and forming part of this Bylaw be adopted.
2. That this Bylaw shall come into force upon third reading of the Bylaw.

READ A FIRST TIME this _____ day of _____ A.D., 2013.

REEVE

CHIEF ADMINISTRATIVE OFFICER

PUBLIC HEARING HELD this _____ day of _____ A.D., 2013.

READ A SECOND TIME this _____ day of _____ A.D., 2013.

READ A THIRD AND FINAL TIME this _____ day of _____ A.D., 2013.

REEVE

CHIEF ADMINISTRATIVE OFFICER



Agenda Item

Project: David Thompson Health Advisory Council	
Presentation Date: May 14th, 2013	
Department: Community and Protective Services	Author: Mike Haugen
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Quality of Life	Goal: Goal 4
Legislative Direction: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: That Council considers invitation and advises if it wishes to have representatives attend.	
Attachments List: David Thompson Health Advisory Council Letter – April 25	

Background:

Please see the attached letter from Gerald Ingeveld, Chair of the David Thompson Health Advisory Council.

The letter is inviting up to three community leaders to an event in Wetaskiwin on May 23rd, 2013. The event is intended to be a discussion forum and facilitate networking between community leaders and senior AHS officials. The event starts at 4:30 p.m.

As per Council policy, attendance at these types of events is to be authorized by Council. As medical services, including EMS levels, physician recruitment and a new hospital have all been a past discussion point for Council staff is recommending that Council send representatives to this event.

Should Council choose to send representatives, Staff will send RSVPs and contact information to the event organizers.



April 25, 2013

Dear Municipal Leader,

The David Thompson Health Advisory Council (HAC) and Central Zone, Alberta Health Services (AHS) invites you and up to two other community leaders from your village, county, town, city or municipal district to a Community Health Forum and Networking Event in Wetaskiwin. Event details as follows:

Date: Thursday, May 23, 2013

**Location: Wetaskiwin Montgomery Glen Golf Course – Boardroom
(Junction Hwy 2A and Hwy 13)**

Time: Doors Open/Reception 4:30 p.m. & Program Start 5:00 p.m.

Mr. Gerald Ingeveld, HAC Chair, and Mr. Kerry Bales, Senior Vice President, Central Zone, AHS, are co-hosting an evening with community leaders and senior AHS health service and program leaders. The purpose of this event is to provide you with a Central Zone update. You will also participate in small group discussions with program and services leaders. This will be an opportunity to provide direct feedback on health matters of importance in your community. Discussion groups will be led by the following programs:

- Medical Affairs (Physicians)
- Emergency Medical Services
- Seniors Health
- Public Health, Primary Care and Chronic Disease Management
- Addiction and Mental Health

Please RSVP with the names, organization and contact information (telephone and email) of up to two other community participants who will be attending, by Monday, May 13, 2013 to Arley Nelson, Advisory Council Officer at: arley.nelson@albertahealthservices.ca or telephone at: 780.643.4644.

We look forward to seeing you on May 23, 2013, in Wetaskiwin. Further information on the David Thompson Health Advisory Council can be found at: <http://www.albertahealthservices.ca/1816.asp>

Sincerely yours,

Gerald Ingeveld, Chair
David Thompson Health Advisory Council

Kerry Bales, Senior Vice President
Central Zone, Alberta Health Services

c.c. Chief Administrative Officer



Agenda Item

Project: 2013 High School Graduation Ceremonies	
Presentation Date: May 14, 2013	
Department: Community & Protective Services	Author: Trevor Duley
Budget Implication: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: N/A	Goal: N/A
Legislative Direction: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: That Council authorizes attendance for each ceremony in 2013.	
Attachments List: N/A	

Background:

On June 27th, three different high schools within Clearwater County are scheduled to have their 2013 graduation ceremonies.

West Central High School will have their ceremony in the school gym at 1:30 pm. Reeve Alexander has already confirmed his availability for this event.

St. Dominic's Catholic High School has their ceremony at the Lou Soppit Centre at 5:30 pm.

David Thompson High School will have their ceremony in the school gym at 2:00 pm and banquet at 4:30 pm.

Caroline's ceremony was held on May 11th, which Councilor Vandermeer attended.

In order for Staff to confirm attendance with each school, staff is requesting that Council determine Councilor attendance at the remaining ceremonies.



Agenda Item

Project: May and June Parade Invitations	
Presentation Date: May 14, 2013	
Department: Community & Protective Services	Author: Trevor Duley
Budget Implication: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: N/A	Goal: N/A
Legislative Direction: <input type="checkbox"/> None Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) <u>Council and Board Reimbursement</u>	
Recommendation: That Council: 1) Select members of Council to participate in each parade; and 2) Provides Staff with direction in regards to the type of parade entry preferred.	
Attachments List: "Council and Board Reimbursement Policy"	

Background:

There are four rodeo parades scheduled to take place within Central Alberta in May and June which Council has been invited to participate in. Staff is looking for Council's feedback with respect to County participation and Councilor attendance at each of these events.

Firstly, Council has received an invitation to attend the Lions Pancake Breakfast on Saturday, May 18th at the Caroline Fire Hall at 8:00 am. The Big Horn Rodeo Parade will follow afterwards at the Kurt Browning Arena Complex at 9:45 am.

Secondly, the County has received an invitation to participate in the Eckville Rodeo Parade on Saturday, June 1st at 11:00 am at the Eckville Elementary School Grounds. The County has participated in this event the past two years.

Thirdly, The Rocky Rodeo Parade is scheduled to be held on Saturday, June 8th at 11:00 am, with breakfast at the Town Arena at 10:00 am. The Town is celebrating its centennial this year, and all members of Council are authorized to attend under the “Council and Board Reimbursement Policy.”

Fourthly, the Innisfail Chamber of Commerce has invited Clearwater County Council to participate in their upcoming parade, which will be held in conjunction with the 53rd Annual Professional Rodeo at the Daines Rodeo Grounds. The parade is scheduled to take place on Saturday June 16 at 10:00 am, with this year’s theme being, ‘Salute to Agriculture.’

A copy of Council’s “Councillor and Board Reimbursement Policy” has been attached for your information. This policy authorizes all Councilors to participate in the Rocky Rodeo Parade and Big Horn (Caroline) Rodeo Parade. Additionally, the policy authorizes the Reeve, or their designate to participate in the Ponoka Stampede Parade and the Westerner Days Parade. Attendance at all other community events is to be considered on a case by case basis.

County Staff is also seeking Council’s direction on the type of entry Council would like to enter into each parade, should Council wish to participate. Council may:

1. Submit a horseback entry;
2. Utilize the float; or
3. Use both.

Subject to Council’s direction, expenses may be incurred around staff time for preparing the float, transporting it to and from and driving it in each parade. Staff time for this is estimated at two staff for roughly 8-12 hours for each event. Parade costs would be covered from Council’s Corporate Services budget.

More details will be provided to participating members of Council as they become available in terms of meeting places for the staging of each parade. At this point, Staff is

looking for Council's feedback with respect to County participation and Councilor attendance at each of these events.

Clearwater County

COUNCIL AND BOARD REIMBURSEMENT

EFFECTIVE DATE: January 1, 2013

SECTION: Administration

POLICY STATEMENT:

To provide a fair and equitable means of reimbursing Council and Members at Large for their time, travel and subsistence while attending meetings, conferences, training seminars and other out of area municipal business events.

DEFINITIONS:

“Meeting”: within the context of this Policy the term meeting shall include: Council meetings, Special Council meetings, Committee meetings as well as – when requested by the CAO, or a Department Head – meetings between Councillors and County staff.

PROCEDURE:

Council Rates

1. Council remuneration will be, for time spent while traveling to or from meetings and while in attendance at a meeting on the basis of the following rates and time sections:
 - a) \$149.00 - First Four Hours
 - b) \$119.00 - Second Four Hours
 - c) \$119.00 - Third Four Hours
 - d) \$271.00 - Maximum payable for any regular Council Meeting.

For clarity, any meeting or number of meetings that include more than one portion of the above times sections (i.e. meetings in excess of four hours), a Councillor is entitled to combined remuneration for each time section involved. The maximum paid in any single day will therefore be \$390.00. Councillors are expected to exercise discretion when applying for remuneration for meetings that include one time section and extend into another time section in a minor fashion.

2. Other expenses associated with a Councillor’s attendance at meetings will be paid in accordance with Travel and Subsistence for Staff and Council Policy.
3. In addition to meeting, travel and subsistence fees, each councillor will be paid \$550.00 per month to compensate for time spent on such matters as meeting preparation, telephone calls and individual meetings with electors.
4. Council remuneration associated with convention attendance will be for time spent while traveling to or from a convention location and while in attendance during the formal convention sessions on the basis of the following rates and time sections:

- a) \$149.00 - First Four Hours
- b) \$119.00 - Second Four Hours
- c) \$119.00 - Third Four Hours

For clarity, time incurred for travel to or from the convention location and attendance at the formal convention sessions that include more than one portion of the above times sections in excess of four hours, a councillor is entitled to combined remuneration for each time section involved. However, the maximum honorarium paid in any single day to a councillor or committee member will be \$390.00.

For example, a councillor drives to a seminar in Edmonton from Rocky Mountain House leaving the night before the seminar begins as the seminar starts at 8:00 the next morning. The seminar ends at 4:00 p.m. the following day. At conclusion of the seminar the councillor would be entitled to \$149.00 associated with travel the night before the seminar. The councillor would also be entitled to another \$149.00 relating to the first four hours of his/her attendance at the seminar; another \$119.00 associated with the second four hours of the seminar; and, a third four hours associated with the return travel time to Rocky Mountain House.

5. Councillors are authorized to attend special meetings associated with a Council appointed committee without Council approval. However, to the greatest extent possible, councillors should receive prior approval of Council for attendance at any other special meeting a councillor may wish to attend (e.g. community group meeting). However, Council recognizes that situations may preclude a councillor from advising Council of a meeting prior to his or her attendance. In such cases the Councillor is to seek Council's approval for his/her attendance prior to the councillor submitting his/her remuneration sheet.
6. The Reeve and two Councillors are approved to attend the annual conference of the Federation of Canadian Municipalities (FCM), Councillors attending the conference will be appointed at the annual organizational meeting preceding the conference. The intention is to provide all Councillors with the opportunity to attend one FCM Conference during their term of office. All Councillors will be permitted to attend FCM when the FCM Conference is held in Alberta.
7. Councillors and Committee members will be reimbursed for other incurred expenses in accordance with the Travel and Subsistence for Staff and Council Policy.
8. If a spouse accompanies a councillor to a convention, the Municipality will cover the spousal registration fee, banquet tickets, and approved travel expenses.

Reeve Rates

1. In addition to the above policies, it is recognized that the Reeve will receive additional requests with respect to meetings with federal, provincial, municipal and/or community organizations, representatives or officials. The Reeve is authorized to attend such meetings at his/her discretion without Council authorization and to receive remuneration in accordance with this policy for that attendance. To the greatest extent possible, the Reeve should endeavor to inform Council of these meetings prior to his/her attendance.

2. The Reeve will be paid \$850.00 per month to allow for his extra administrative duties such as cheque signing, bylaw signing, contract signing, etc.

Boards and Committee Rates

1. Members at large appointed to the municipal library boards, the Caroline Family and Community Support Services Board, and the recreation boards will be paid \$522.00 per annum as compensation for mileage and out-of-pocket expenses.
2. The member at large to the Parkland Regional Library Board will be paid \$598.00 per annum as compensation for mileage and out-of-pocket expenses.
3. The member at large to the Alberta Sports Council will be paid \$897.00 per annum as compensation for mileage and out-of-pocket expenses.
4. Member at large appointees to the Agricultural Service Board, Assessment Review Board, Municipal Planning Commission and the Environmental Subdivision and Development Appeal Board, will be paid at the councillor remuneration rates established in this policy and expense rates in the Travel and Subsistence for Staff and Council policy.

Community Event Attendance

1. 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.
2. With the exception of the aforementioned parades, attendance at any other community event will be considered by Council on a case by case basis.
3. Council remuneration associated with approved community event attendance will be for time spent while traveling to or from a convention location and while in attendance during the formal convention sessions on the basis of the following rates and time sections:
 - a) \$149.00 - First Four Hours
 - b) \$119.00 - Second Four Hours

To a maximum of eight hours (or \$271.00) per day.

General

1. Per Diem sheets are to be filled out monthly by each councillor and delivered to the Finance and Admin. Manager or Payroll Administrator after the end of each month and at least three working days prior to the first Council meeting. Per Diem sheets received after this date will not be processed for payment until the following month. Administration will include copies of the completed per diem sheets in the following Council Agenda.

2. Council remuneration rate increases will correspond to the cost of living adjustments received by staff each year (rounded to the nearest dollar).
3. This policy replaces Council's policy "Meeting Rates for Council and Board Appointments"

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...~~2012~~...2013

Name of Councilor / Board Member Case Kerue

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 \$145.00	Next 4 Hours \$116.00	Next 4 Hours \$116.00	Regular Council Meeting \$263.00	Lunch \$16.00	Mileage @ \$0.53 / km
March 1	RMBS Seminar Airdie	✓	✓				346
7	RES - EnConca } Keyera }	✓	✓				26
12	Council				✓		26
	ESRD Openhouse						
15	RES ERCB	✓					26
18	AAMDC Conv.	✓					
19	"	✓	✓				
20	"	✓	✓				440
25	Joint Venture mtg	✓					26
26	Council				✓		
27	Caroline Council	✓					

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Remuneration Calculation

<u>8</u>	Meetings @ ¹⁴⁴ \$145.00=	<u>1192.00</u>	<u>890</u>	Kms @ \$0.53=	<u>471.17</u>	<u>480.60</u>
<u>4</u>	Meetings @ ¹¹⁶ \$116.00=	<u>476.00</u>		Lunch @ \$16.00=	<u>2</u>	
<u>2</u>	Meetings @ ²⁶³ \$263.00=	<u>542.00</u>				
	Supervision=	<u>550.00</u>				
	TOTAL=	<u>2760.00</u>			<u>471.17</u>	<u>480.60</u>
					<u>3231.17</u>	
				Hotel Charge, \$63.64		<u>3294.60</u>
Signature {Councilor / Board Member}			 <u>Case Kerue</u>		

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 780-426-3636
<http://www.westin.com/edmonton>



J4

Korver, Case	Page Number	1	Invoice Nbr	1000105948
RR 3 STN MAIN	Guest Number	728841	Arrive Date	03-18-2013
ROCKY MOUNTAIN HOUSE, AB T4T 2A3	Folio ID	A	Depart Date	03-20-2013
	No. Of Guest	1		
	Room Number	606		
	Time	03-20-2013 07:31		

Duplicate Invoice

Date	Reference	Description	Charges	Credits
03-18-2013	DEPOSIT	Deposit Applied		\$-455.76
03-18-2013	RT606	Room Charge	\$207.00	
03-18-2013	RT606	GST	\$10.66	
03-18-2013	RT606	DMF	\$6.21	
03-18-2013	RT606	Tourism Levy	\$8.53	
03-18-2013	RT606	Parking Self	\$26.00	
03-18-2013	RT606	GST	\$1.30	
03-19-2013	RT606	Room Charge	\$207.00	
03-19-2013	RT606	GST	\$10.66	
03-19-2013	RT606	DMF	\$6.21	
03-19-2013	RT606	Tourism Levy	\$8.53	
03-19-2013	RT606	Parking Self	\$26.00	
03-19-2013	RT606	GST	\$1.30	
03-20-2013	VI	Visa		\$-63.64
		** Total	\$519.40	\$-519.40
		** Balance	\$0.00	

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
03-18-2013	\$207.00	\$10.66	\$8.53	\$0.00	\$0.00	\$33.51	\$259.70	\$-455.76
03-19-2013	\$207.00	\$10.66	\$8.53	\$0.00	\$0.00	\$33.51	\$259.70	\$0.00
03-20-2013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-63.64
Total	\$414.00	\$21.32	\$17.06	\$0.00	\$0.00	\$67.02	\$519.40	\$-519.40

Your SPG Account A43084520900 earned at least 932 Starpoints. Get 10,000 more with the SPG Credit Card. spg.com/axpcard

Continued on the next page

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454

Case Korver	Page Number : 1	Invoice Nbr: 1000105948
RR 3 STN MAIN	Guest Number: 728841	Arrive Date: 18-MAR-13 16:03
ROCKY MOUNTAIN HOUSE, AB T4T 2A3	Folio ID : A	Depart Date: 20-MAR-13 07:24
Canada	No. Of Guest: 1	
	Room Number : 606	
Email: cmkorver@hotmail.com	Room Rate : 207.00	
AAC17A - AAMD&C Spring 2013	Club Account: SPG - A43084520900	

Tax Invoice

Tax ID: 861336493RT0005
 The Westin Edmonton 20-MAR-13 07:24 JOELHOL

Date	Reference	Description	Charges	Credits
18-MAR-13	DEPOSIT	Deposit Applied		-455.76
18-MAR-13	RT606	Room Charge	207.00	
18-MAR-13	RT606	GST	10.66	
18-MAR-13	RT606	DMF	6.21	
18-MAR-13	RT606	Tourism Levy	8.53	
18-MAR-13	RT606	Parking Self	26.00	
18-MAR-13	RT606	GST	1.30	
19-MAR-13	RT606	Room Charge	207.00	
19-MAR-13	RT606	GST	10.66	
19-MAR-13	RT606	DMF	6.21	
19-MAR-13	RT606	Tourism Levy	8.53	
19-MAR-13	RT606	Parking Self	26.00	
19-MAR-13	RT606	GST	1.30	
20-MAR-13	VI	Visa		-63.64
		** Total	519.40	-519.40
		*** Balance	-0.00	

Continued on the next page

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2013.....

Name of Councilor / Board Member Bob Bryant

Payment Periods

January	February	May	June
March	<u>April</u>	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 \$149.00	Next 4 Hours \$119.00	Next 4 Hours \$119.00	Regular Council Meeting \$271.00	Lunch \$16.00	Mileage @ \$0.54 / km
Ap. 9/13	Regular Council				✓		4 km
Ap. 10/13	ADM Agriculture Lacombe	✓					
Ap. 11/13	MPC	✓	✓				4 km
Ap. 11/13	Physician Recruitment Com.	✓					4 km
Ap. 15/13	Agenda and Priorities	✓	✓				4 km
Ap. 15/13	Bighorn MD Council Supper	✓					
Ap. 16/13	Nordegg Chamber Meet Invite	✓					170 km
* Ap. 17/13	Rocky Senior Housing						
Ap. 17/13	PAMZ Board Meeting	✓					172 km
Ap. 18/13	Alberta Stewards in Motion	✓	✓				172 km
Ap. 19/13	RDRWA Board Meeting	✓					172 km
Ap. 23/13	Regular Council				✓		4 km
Ap. 24/13	Rocky Library Meeting	✓					4 km
April 25/13	Library Conference Jasper	✓					664 km
Ap. 26/13	Library Conference "	✓	✓				

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Remuneration Calculation

1	Westview Mtg @	69.00				
13	Meetings @ \$149.00=	1937.00	1374	Kms @ \$0.54=	741.96	
6	Meetings @ \$119.00=	714.00		Lunch @ \$16.00=		
2	Meetings @ \$271.00=	542.00		3 DAYS MEALS @ 48.50	145.50	
	Supervision=	550.00		Receipt- Accom- JASPER	293.30	
	TOTAL=	3812.00		TOTAL=	1180.76	

Signature {Councilor / Board Member} Bob Bryant

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2013.....

Name of Councilor / Board MemberJim Duncan.....

Payment Periods

January	February	May	June
March	<u>April</u>	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 \$149.00	Next 4 Hours \$119.00	Next 4 Hours \$119.00	Regular Council Meeting \$271.00	Lunch \$16.00	Mileage @ \$0.54 / km
April 3	Rec Board	X					40
April 8	Pow Wow	X					40
April 9	Regular Council				X		40
April 10	Reeve's Economic Summit Ag.	X					20
April 10	FCSS Board	X					20
April 12	FCSS/Pow wow committee	X					40
April 15	A +P	X	X				20
April 15	Joint Council with Bighorn	X					20
April 16	Pow Wow executive	X					40
April 19	ASB Board	X					20
April 19	CAPP Round table	X					20
April 23	Regular Council				X		40
April 25	Landcare Cows and Creeks	X					105

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Remuneration Calculation

<u>11</u>	Meetings @ \$149.00=	<u>1639.00</u>	<u>465</u>	Kms @ \$0.54=	<u>251.10</u>
<u>1</u>	Meetings @ \$119.00=	<u>119.00</u>		Lunch @ \$16.00=	
<u>2</u>	Meetings @ \$271.00=	<u>542.00</u>			
	Supervision=	<u>550.00</u>			
	TOTAL=	<u>2850.00</u>		TOTAL=	<u>251.10</u>

Signature {Councilor / Board Member}

Jim Duncan

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2013.....

Name of Councilor / Board Member

EARL GRAHAM

Payment Periods

January	February	May	June
March	<u>April</u>	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 \$149.00	Next 4 Hours \$119.00	Next 4 Hours \$119.00	Regular Council Meeting \$271.00	Lunch \$16.00	Mileage @ \$0.54 / km
April 1/13	LIBRARY	✓					22
April 3/13	CGI	✓					92
April 5/13	Economic Summit	✓					92
April 9/13	Council				✓		92
April 11/13	MPC	✓	✓				92
April 12/13	Wefaspinin	✓	✓				92
April 15/13	A + P	✓	✓				92
April 16/13	SPOG Conf Call	✓					0
* April 17/13	Westview Lodge						
April 19/13	CAPP	✓					92
April 22/13	AG SOCIETY	✓					22
April 23/13	Council				✓		92
April 23/13	6:00 AM			✓			0
April 24/13	1 WCC	✓	✓	✓			469
April 25/13	Cows + CREEK	✓	✓				22

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Remuneration Calculation

1 Westview @ \$	69.00				
12 Meetings @ \$149.00=	1788.00	1361		Kms @ \$0.54=	734.94
8 Meetings @ \$119.00=	952.00			Lunch @ \$16.00=	
2 Meetings @ \$271.00=	542.00				
Supervision=	550.00				
TOTAL=	3901.00			TOTAL=	734.94

Signature {Councilor / Board Member}

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2013.....

Name of Councilor / Board Member

Dick Wynne

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 \$149.00	Next 4 Hours \$119.00	Next 4 Hours \$119.00	Regular Council Meeting \$271.00	Lunch \$16.00	Mileage @ \$0.53 / km
9	Council			✓			53
10	Reeves Economic Council	✓					53
10	FCSS		✓				
15	A+P	✓	✓				53
15	Cochrane Joint Council				✓		
17	Without community	✓					32
19	ASB	✓					53
19	Ca p p		✓				
23	Council				✓		
23	Good Sam Evening		✓				60
25	ASB Cows + Cakes	✓	✓				105

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Remuneration Calculation

<u>5</u>	Meetings @ \$149.00=	<u>745.00</u>	<u>409</u>	Kms @ \$0.53=	<u>220.86</u>
<u>6</u>	Meetings @ \$119.00=	<u>714.00</u>		Lunch @ \$16.00=	
<u>2</u>	Meetings @ \$271.00=	<u>542.00</u>		Receipt - Cows / CREEKS	<u>20.00</u>
	Supervision=	<u>550.00</u>			
	TOTAL=	<u>2551.00</u>		TOTAL=	<u>240.86</u>

Signature {Councilor / Board Member}

Dick Wynne