

CLEARWATER COUNTY COUNCIL AGENDA
October 9, 2018
9:00 am
Council Chambers
4340 – 47 Avenue, Rocky Mountain House, AB

Public Hearing:

9:00 am Bylaw 1044/18 Cannabis Retail Sales and Cannabis Production Facilities - Land Use Amendment (LUA)

Delegations:

1:00 pm Helge Nome, Clearwater County Resident

**1:30 pm Mary Ellen Shain, M.Sc., Watershed Planning and Management Coordinator,
North Saskatchewan Watershed Alliance**

A. CALL TO ORDER

B. AGENDA ADOPTION

C. CONFIRMATION OF MINUTES

1. September 25, 2018 Regular Meeting Minutes

D. PLANNING

Public Hearing Bylaw 1044/18 'Cannabis Retail Sales & Cannabis Production Facilities'

1. Bylaw 1044/18 LUA 'Cannabis Retail Sales & Cannabis Production Facilities' Consideration of Second and Third Readings

E. AG & COMMUNITY SERVICES

1. Parkland Regional Library 2019 Budget
2. Federal Livestock Tax Deferral Program
3. Crammond Community Hall Grant Request – ***TABLED ITEM***

F. MUNICIPAL

1. Council Committee Appointments List
2. Central District 2 Rural Municipalities of Alberta Fall 2018 Resolutions
3. Administrative Policies

G. INFORMATION

1. CAO's Report
2. Public Works Report
3. Accounts Payable
4. Councillor Verbal Reports
5. Councillor Remuneration

H. DELEGATIONS

1. 1:00 pm Presentation by Helge Nome - Village of Caroline Industrial/Commercial Lots
2. 1:30 pm North Saskatchewan Watershed Alliance

I. ADJOURNMENT

TABLED ITEMS

<u>Date</u>	<u>Item, Reason and Status</u>
06/13/17	213/17 identification of a three-year budget line for funding charitable/non-profit organizations' operational costs pending review of Charitable Donations and Solicitations policy amendments.
03/13/18	116/18 Crammond Community Hall Grant Request pending receipt of Crammond Community Hall's 2017 Financial Statement
09/11/18	356/18 Signage Request for Nordegg North Subdivision pending information from Nordegg Community Association



REQUEST FOR DECISION

SUBJECT: Bylaw 1044/18 Amendment to the Clearwater County Land Use Bylaw, Regarding Cannabis Retail Sales & Cannabis Production Facilities		
PRESENTATION DATE: October 9 th , 2018		
DEPARTMENT: Planning	WRITTEN BY: Dustin Bisson	REVIEWED BY: Rick Emmons & Keith McCrae
BUDGET CONSIDERATIONS: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Clearwater County Bylaw No. 714/01 The Land Use Bylaw		
STRATEGIC PLAN THEME: Managing our Growth	PRIORITY AREA: Planning	STRATEGIES: Ensure appropriate land use planning
ATTACHMENT(S): Draft Bylaw 1044/18 Amendments to the Clearwater County Land Use Bylaw, in regard to Cannabis Retail Sales & Cannabis Production Facilities. "Proposed Amendments to Clearwater County Land Use Bylaw." Town of Rocky Mountain House Bylaw 2018/20, in regard to Cannabis Retail Sales. Maps showing Cannabis Retail Sales Setbacks,		

STAFF RECOMMENDATION:

Pending the results of the public hearing, it is recommended that Council grant 2nd and 3rd readings to Bylaw 1044/18.

BACKGROUND:

With the legalization of Cannabis for recreational use going into effect on October 17th 2018, the Clearwater County Planning Department has been researching land use regulations in regard to the sale of Cannabis. After looking into the Provincial regulations for the sale of Cannabis, we looked at what other municipalities have done when it comes to their practices and dealings with the land use considerations for the sale of Cannabis. With this research in mind, our department is bringing forward a bylaw that will amend the County's Land Use Bylaw to allow for the sale of Cannabis within Clearwater County.

This bylaw would add four definitions to our Land Use Bylaw: Cannabis Lounge, Cannabis Retail Sales, Licensed Premises and Retail Shop or Store.

The bylaw adds a special land use provision for Cannabis Retail Sales under Section 7 of the Land Use Bylaw. The special land use provision sets out considerations and guidelines for Development Officers and the Municipal Planning Commission when it comes to future Cannabis Retail Sales applications. The special land use provision provides direction as to where production facilities may be located in the County. The special land use provision also sets out some guidelines in regard to setbacks from existing land uses.

This Bylaw would add Cannabis Retail Sales as a discretionary use in the three (3) following Land Use Districts in Clearwater County's Land Use Bylaw:

- Hamlet Commercial
- Highway Development
- Nordegg Service Commercial

Finally, the bylaw amends a portion of the special land use provision for Cannabis Production Facilities under Section 7.12 of the Land Use Bylaw. The special land use provision sets out guidelines for Development Officers and the Municipal Planning Commission when it came to future Cannabis Production Facility applications. Section 7.12 (2) & (3) creates a setback for Cannabis Production Facilities from property boundaries with certain attributes. One of the attributes listed was an existing residence. This policy unintentionally makes it nearly impossible, without a relaxation according to section 3.9 (1) of the Land Use Bylaw, for a Cannabis Production Facility to locate anywhere in the County as the facility needs to be located 300 metres away from a quarter section property boundary that has an existing residence located on it. We are proposing that section 7.12 (3) be amended to read "***all Cannabis Production facilities, applying for a development permit, not located within a business park, must be located outside of a 300 m radius of any of the following attributes: an existing residence, an existing recreational zoned property, an existing religious assembly, an existing school ,an existing child care facility, an existing community hall, an existing public recreation facility***". Section 7.12 (2) which deals with Cannabis Production Facilities within a business park would also be amended slightly for consistency.

First Reading:

At the regular Council meeting held on August 28, 2018, Council reviewed and gave first reading to Bylaw 1044/18 with some minor technical amendments. As required by legislation, comments were invited from adjacent municipalities. Upon consideration of the representations made at the Public Hearing, Council may consider whether to grant second and third readings to the bylaw.

BYLAW 1044/18

A Bylaw of Clearwater County, in the Province of Alberta, for the purpose of amending the Land Use Bylaw, being Bylaw No. 714/01.

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, a Council is authorized to prepare, to adopt, and to amend a Land Use Bylaw to regulate and control the use and development of cannabis retail sales and cannabis production facilities within the Municipality;

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

1. Part One: General**1.7 Definitions**

Add the following definitions:

“CANNABIS LOUNGE” means a development, or any part thereof, licensed to sell cannabis to the public, for consumption within the premises as authorized by Federal or Provincial Legislation, as amended from time to time.

“CANNABIS RETAIL SALES” mean the retail sale of non-medical cannabis products or its derivatives that are authorized by Federal or Provincial Legislation, as amended from time to time.

“LICENSED PREMISES” means all areas associated with the operations of the licensee, including, but not limited to; areas liquor may be sold or consumed, and any store room, lobby, kitchen, hallway or other service areas used by the licensee in support of the areas where liquor may be sold or consumed. A Licensed premise does not include a Cannabis Lounge.

“RETAIL SHOP OR STORE” means a facility used for the retail sale of a wide variety of consumer goods including such things as groceries and beverages, electronic goods, furniture and appliances, hardware and home improvement supplies, household goods, printed matter, confectionary, pharmaceutical and personal care items, office supplies, stationery, etc. Retail Shop or Store does not include Cannabis Retail Sales.

2. Part Seven: Special Land Use Provisions

Amend the following under Part Seven: Special Land Use Provisions

7.12 Cannabis Production Facility

(2) All cannabis production facilities, applying for a development permit, within a business park, must be located outside of a 50 m radius of any of the following attributes:

- (a) an existing residence;
- (b) an existing recreational zoned property;
- (c) an existing religious assembly;
- (d) an existing school;
- (e) an existing child care facility;
- (f) an existing community hall;
- (g) an existing public recreation facility

(3) All cannabis production facilities applying for a development permit on an industrial parcel not located within a business park, must be located outside of a 300 m radius of any of the following attributes:

- (a) an existing residence;
- (b) an existing recreational zoned property;
- (c) an existing religious assembly;
- (d) an existing school;
- (e) an existing child care facility;
- (f) an existing community hall;
- (g) an existing public recreation facility

Add the following under Part Seven: Special Land Use Provisions

7.13 Cannabis Retail Sales

(1) Cannabis Retail Sales shall not be located within 100 meters of any of the following buildings or uses:

- (a) a provincial health care facility
- (b) a school
- (c) a parcel of land designated as school reserve
- (d) a recreational facility including a playground

(2) Cannabis Retail Sales shall not be located within 100 meters of any other Cannabis Retail Sales.

(3) In evaluating the appropriateness of a development permit application for Cannabis Retail Sales, the Development Officer or Municipal Planning Commission shall consider:

- (a) compatibility with adjacent and neighboring land uses;
- (b) impact on existing traffic volumes and patterns of flow;
- (c) appropriate vehicle parking and site access/egress requirements (the locations of access/egress points shall not route traffic through residential areas);
- (d) lighting and signage;
- (e) appropriate site security/fencing requirements; and
- (f) any other matters considered appropriate by the development authority.

3. Part Thirteen: Land Use Districts

13.4 (7) Hamlet Commercial District

Add the following under discretionary use:

17. Cannabis Retail Sales

13.4 (12) Highway Development District

Add the following under discretionary use:

12. Cannabis Retail Sales

13.4 (22) Nordegg Service Commercial District

Add the following under discretionary use:

6. Cannabis Retail Sales

READ A FIRST TIME this _____ day of _____ A.D., 2018.

REEVE

MUNICIPAL MANAGER

PUBLIC HEARING held this _____ day of _____ A.D., 2018.

READ A SECOND TIME this _____ day of _____ A.D., 2018.

READ A THIRD AND FINAL TIME this ___ day of _____ A.D., 2018.

REEVE

MUNICIPAL MANAGER

Bylaw 1044/18 Amendments to the Land Use Bylaw

That Land Use Bylaw No. 714/07 is hereby amended to:

1. Add the following to Section 1.7 Definitions:

“CANNABIS LOUNGE” means a development, or any part thereof, licensed to sell cannabis to the public, for consumption within the premises as authorized by Federal or Provincial Legislation, as amended from time to time.

“CANNABIS RETAIL SALES” means the retail sale of non-medical cannabis products or its derivatives that are authorized by Federal or Provincial Legislation, as amended from time to time.

“LICENSED PREMISES” means all areas associated with the operations of the licensee, including, but not limited to; areas liquor may be sold or consumed, and any store room, lobby, kitchen, hallway or other service areas used by the licensee in support of the areas where liquor may be sold or consumed. A Licensed Premises does not include a Cannabis Lounge.

“RETAIL SHOP OR STORE” means a facility used for the retail sale of a wide variety of consumer goods including such things as groceries and beverages, electronic goods, furniture and appliances, hardware and home improvement supplies, household goods, printed matter, confectionary, pharmaceutical and personal care items, office supplies, stationery, etc. Retail Shop or Store does not include Cannabis Retail Sales.

2. Amend the following under Part Seven: Special Land Use Provisions

7.12 Medical Marijuana Production Facility

- (2) All cannabis production facilities, applying for a development permit, within a business park, must be located outside of a 50 m radius of a ~~property boundary, that has any of~~ **any of** the following attributes:

- (a) an existing residence;
- (b) ~~zoned~~ **an existing** recreational facility ~~district~~ **zoned property**;
- (c) an existing religious assembly ~~use~~;
- (d) an existing school;
- (e) an existing child care facility;
- (f) an existing community hall;
- (g) **an existing** public recreation **facility**

- (3) All cannabis production facilities applying for a development permit on an industrial parcel not located within a business park, must be located outside of a 300 m radius of a property boundary, that has any of any of the following attributes:
- (a) an existing residence;
 - (b) ~~zoned~~ an existing recreational facility ~~district~~ zoned property;
 - (c) an existing religious assembly ~~use~~;
 - (d) an existing school;
 - (e) an existing child care facility;
 - (f) an existing community hall;
 - (g) an existing public recreation facility

Add the following under Part Seven: Special Land Use Provisions

7.13 Cannabis Retail Sales

- (1) Cannabis Retail Sales should not be located within 100 metres of any of the following buildings or uses:
 - (a) a provincial health care facility;
 - (b) a school;
 - (c) a parcel of land designated as school reserve; or
 - (d) a recreational facility including a playground

 - (2) Cannabis Retail Sales should not be located within 100 metres of any other Cannabis Retail Sales.

 - (3) In evaluating the appropriateness of a development permit application for Cannabis Retail Sales, the Development Officer or Municipal Planning Commission shall consider:
 - (a) compatibility with adjacent and neighboring land uses;
 - (b) impact on existing traffic volumes and patterns of flow;
 - (c) appropriate vehicle parking and site access/egress requirements (the locations of access/egress points shall not route traffic through residential areas);
 - (d) lighting and signage;
 - (e) appropriate site security/fencing requirements; or
 - (f) any other matters considered appropriate by the development authority
3. Add the following to Section 13.4(7) Hamlet Commercial District (HC), Discretionary Uses:
- ### **17. Cannabis Retail Sales**

18. Add the following to Section 13.4(12) Highway Development District (HD),
Discretionary Uses:

12. Cannabis Retail Sales

13. Add the following to Section 13.4(22) Nordegg Service Commercial District
(NSC), Discretionary Uses:

6. Cannabis Retail Sales

TOWN OF ROCKY MOUNTAIN HOUSE

BYLAW NO. 2018/20 LU

Being a Bylaw of the Town of Rocky Mountain House to amend the Land Use Bylaw 11/11 LU, by adding and amending definitions related to Cannabis Sales and Production and adding Cannabis Retail Sales, Cannabis Lounges and Cannabis Production and Distribution as discretionary uses in central commercial, highway commercial, general industrial and light industrial districts.

WHEREAS it is deemed necessary and expedient to amend Land Use Bylaw No. 11/11 LU of the Town of Rocky Mountain House in the manner hereinafter appearing:

NOW THEREFORE the Municipal Council of the Town of Rocky Mountain House, in the Province of Alberta, duly assembled in accordance with the Municipal Government Act, R.S.A. 2000, c. M-26, and amendments thereto, enacts the amendments to Bylaw No. 11/11 LU as follows:

1. That Land Use Bylaw No. 11/11 LU is amended as follows:
 - a) Part 1 Section 1.7 Definitions is amended as follows:
 - i. Definition for Agricultural operation is replaced with “**Agricultural operation**” means an agricultural activity conducted on agricultural land for gain or reward or in the hope or expectation of gain or reward, and included but is not limited to:
 - a) the cultivation of land
 - b) the raising of poultry and livestock, including game-production animals within the meaning of the Livestock Industry Diversification Act
 - c) the raising of fur-bearing animals, birds or fish
 - d) the production of agricultural field crops
 - e) the production of fruit, vegetables, sod, trees, shrubs and other special horticultural crops
 - f) the production of eggs and milk
 - g) the production of honey
 - h) the operation of agricultural machinery and equipment, including irrigation pumps and
 - i) the application of fertilizers, manure, insecticides, pesticides, fungicides and herbicides, including application by ground and aerial spraying, for agricultural purposes;

This definition does not include Cannabis Production & Distribution.

ii. Definition for Cannabis is added: “**cannabis**” means cannabis plant, fresh cannabis, dried cannabis, cannabis oil and cannabis plant seeds and any other substance defined as cannabis in the Cannabis Act (Canada) and its regulations, as amended from time to time and includes edible products that contain cannabis.

iii. Definition for Cannabis Accessory is added: “**cannabis accessory**” means cannabis accessory as defined in the Cannabis Act (Canada) and its regulations, as amended from time to time.

iv. Definition for Cannabis Lounge is added “**cannabis lounges**” means a development where the primary purpose of the facility is the sale of cannabis to the eligible public, for the consumption within the premises that is authorized by provincial or federal legislation. This use does not include cannabis production and distribution.

v. Definition for Cannabis Production & Distribution is added: “**cannabis production & distribution**” - used for the production, cultivation and growth of Cannabis. This includes, processing of raw materials, the making, testing, manufacturing, assembly or in any way altering the chemical or physical properties of semi-finished or finished goods and products. This also includes the storage, transshipping, distribution & sales of materials, goods and products to Cannabis Retail sales stores.

vi. Definition for Cannabis Retail Sales is added: “**cannabis retail sales**” means development used for the retail sale of Cannabis that is licensed and authorized by provincial or federal legislation within a permanent building. This Use does not include Cannabis Production and Distribution.

vii. Definition for Home Occupation Class 1 is replaced-with “**home occupation Class 1**” means an accessory use of a dwelling unit by a resident for a small scale business which is incidental to the primary use as a residence, undetectable from outside the dwelling unit; *This does not include Cannabis Retail Sales or Cannabis Production & Distribution.

viii. Definition for Home Occupation Class 2 is replaced with “**home occupation Class 2**” means an accessory use of a dwelling unit or private garage by a resident for a small scale business which is incidental to the primary use as a residence. In accordance with the foregoing, home occupation – class 2 uses may include such activities as music lessons, offices and indirect sales, but may not include such uses as medical clinics, veterinary clinics or retail sales; *This does not include Cannabis Retail Sales or Cannabis Production & Distribution.

ix. Definition for Manufacturing industries, is replaced with “**manufacturing industries**” means the fabrication, processing or assembly of materials, goods and articles to produce items of enhanced value; This definition does not include Cannabis Production & Distribution.

x. Definition for Retail Sales Establishment is replaced with “**retail sales establishment**” means a facility used for the retail sale of a wide variety of consumer goods including such things as groceries and beverages, electronic goods, furniture and appliances, hardware and home improvement supplies, household goods, printed matter, confectionary, pharmaceutical and personal care items, office supplies, stationery, etc; This definition does not include Cannabis Retail Sales.

xi. Definition for Medical Marijuana Facility will be replaced with “**medical marijuana facility**” means a building where medical marijuana is grown, processed, tested, destroyed, stored or loaded for shipping, and for which a license provided by Health Canada has been issued for all onsite activities. This does not include the retail sales of marijuana for recreational purposes, refer to the definition for cannabis retail sales (Bylaw 16/05 LU)

2. Part 3 Specific Use Regulations, adding the following section:

3.63 CANNABIS RETAIL SALES & CANNABIS LOUNGE

(1) Cannabis Retail Sales and Cannabis Lounge uses are located on a Lot with the following separation distances:

(a)	Separation Distance	Uses
	100 m	Provincial Health Care Facility, Public Park, Public Recreation or Community Facility, School, Library

(b) The separation distance shall be measured from the closest point of the parcel on which the proposed Cannabis Retail Sales is located to the closest point of the Site boundary upon which the other use is located. The separation distance shall not be measured from district boundaries or walls of buildings.

(2) **Cannabis Retail Sales and Cannabis Lounges Hours of Operation :**
10:00 AM – 2:00 AM 7 days a week

3.64 CANNABIS PRODUCTION AND DISTRIBUTION

- (1) Cannabis facilities must have a licence issued by the Health Canada.
- (2) The following regulations apply to cannabis facilities:
 - (a) An ancillary building or structure used for security purposes may be located on the parcel containing the use.
 - (b) Facilities must include equipment designed and intended to remove odours from the air where it is discharged from the facility as part of a ventilation system.
 - (c) Facilities must not be within 100 metres of a residential district measured from the building containing the use to the nearest property line of a parcel designated as a

residential district.

- (3) Where the development authority may require, as a condition of a development permit, reports to be completed by a qualified professional, that includes details on:
 - (a) the incineration of waste products and air borne emission, including smell;
 - (b) the quantity and characteristics of liquid and waste material discharged by the facility; and
 - (c) the method and location of collection and disposal of liquid and waste material.

- (4) The operator of a Cannabis Production and Distribution Facility must ensure that nuisances, including odour, are addressed to the satisfaction of the Development Authority.

3. Part 3 Specific Use Regulations, changing the following section:
 - (1) 3.63 Temporary Kiosks in Central Commercial District shall be changed to 3.65 Temporary Kiosks in Central Commercial District.

4. Part 4 Land Use District Regulations is amended as follows:
 - I. **Cannabis Retail Sales is added as a Discretionary use to Section 4.9 Central Commercial District (C)**

 - II. **Cannabis Retail Sales is added as a Discretionary use to Section 4.10 Highway Commercial District(HC)**

 - III. **Cannabis Production & Distribution is added as a Discretionary use to Section 4.13 General Industrial District (I)**

 - IV. **Cannabis Production & Distribution is added as Discretionary use to Section 4.12 Light Industrial District (LI)**

 - V. **Cannabis Lounges is added as a Discretionary use to Section 4.9 Central Commercial District (C)**

 - VI. **Cannabis Lounges is added as a Discretionary use to Section 4.10 Highway Commercial District(HC)**

2. This bylaw shall come into force and effect when it receives third reading and is duly signed.

3. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

READ A FIRST TIME IN COUNCIL THIS 17th DAY OF July, 2018

READ A SECOND TIME IN COUNCIL THIS 21st DAY OF August, 2018

READ A THIRD TIME IN COUNCIL THIS 21st DAY OF August, 2018



Randal Brown, Deputy Mayor



Dean Krause, CAO

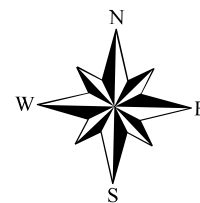
D1



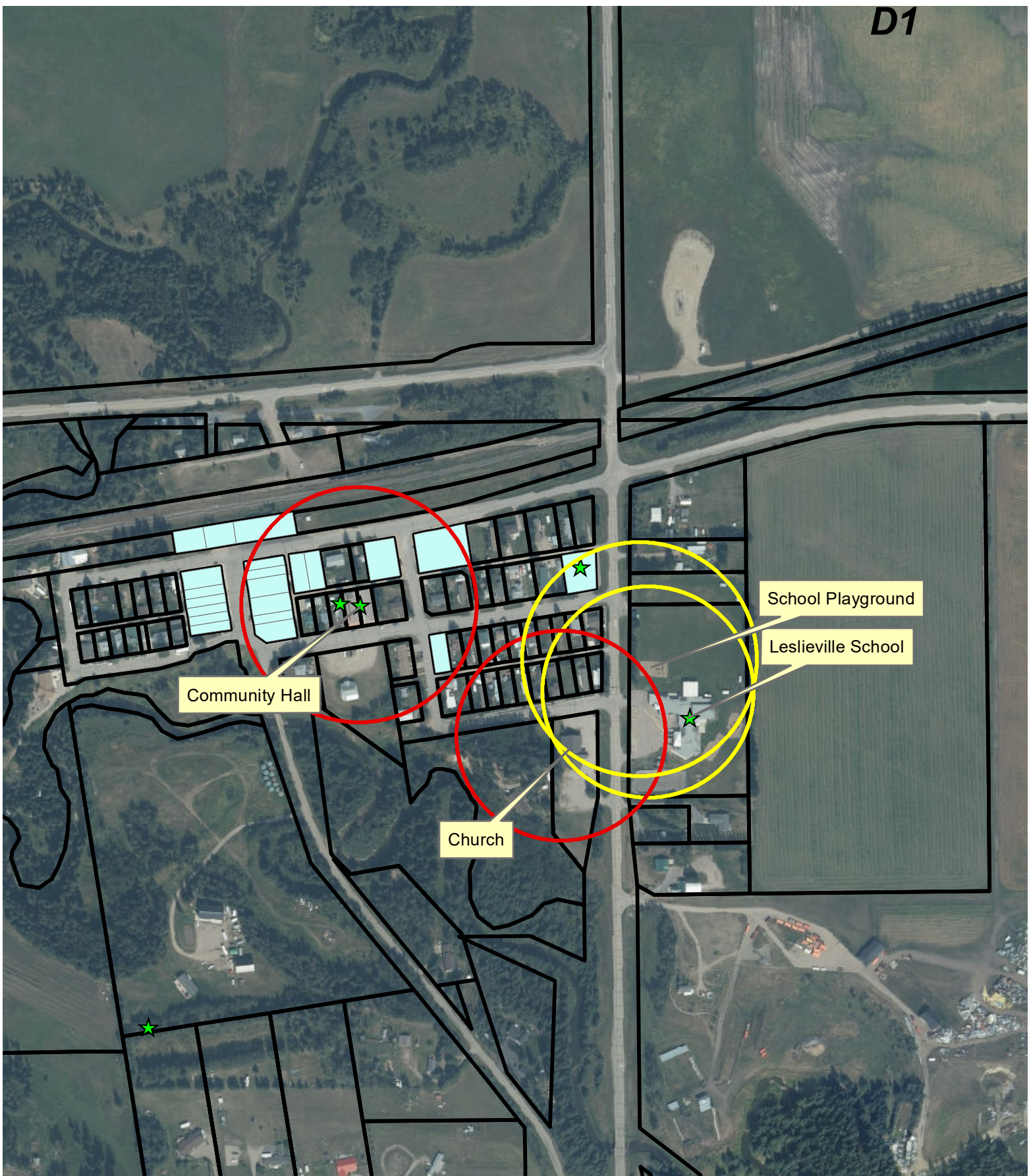
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Hamlet of Condor
Cannabis Retail Sales Setbacks
from the
School, Playground, Church and Community Centre



D1



Community Hall

Church

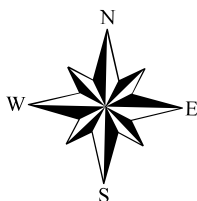
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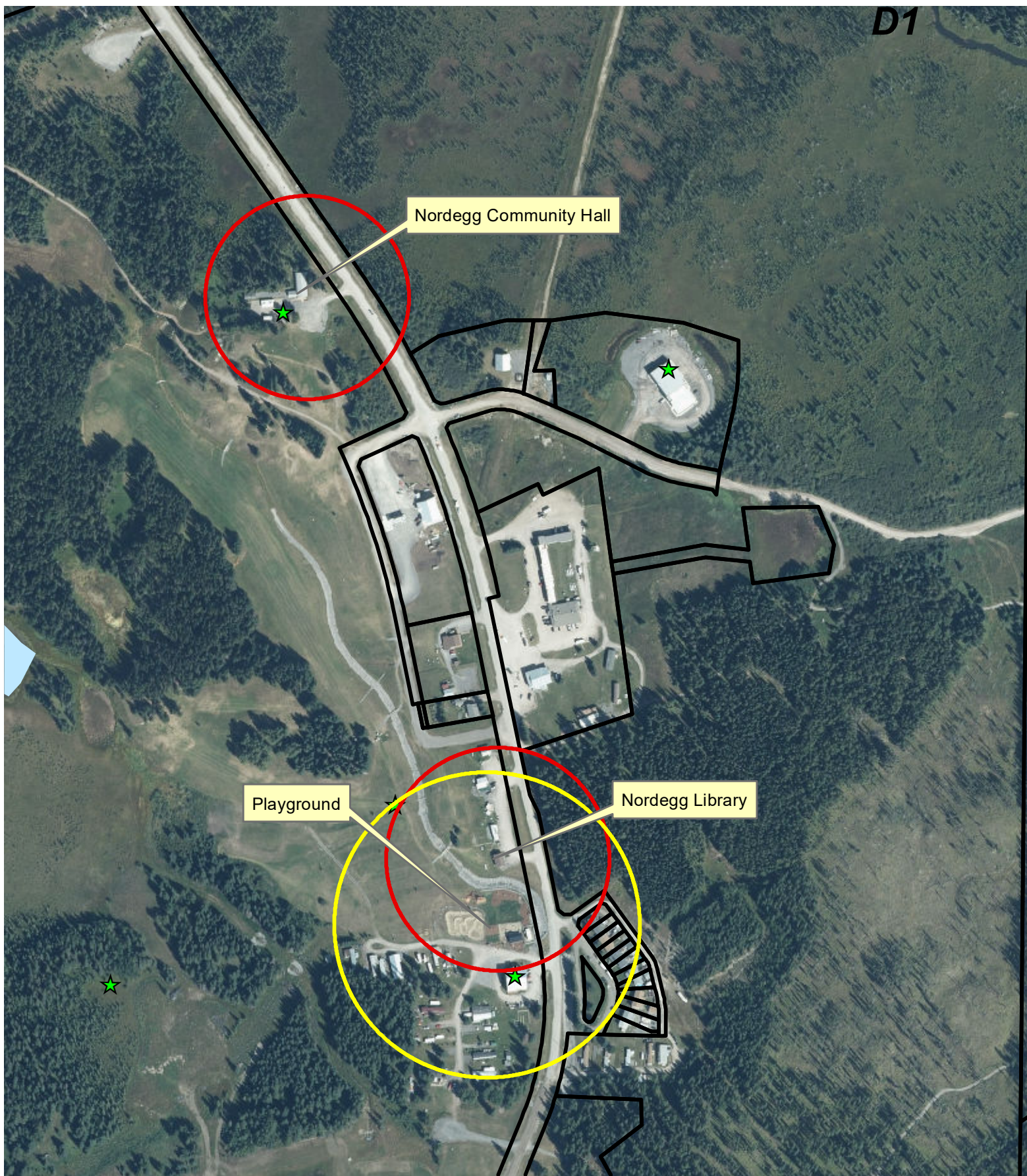
Leslieville School

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Hamlet of Leslieville
Cannabis Retail Sales Setbacks
from the
School, Playground, Church and Community Centre





Nordegg Community Hall

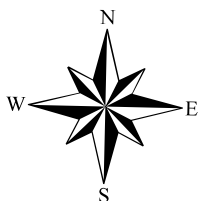
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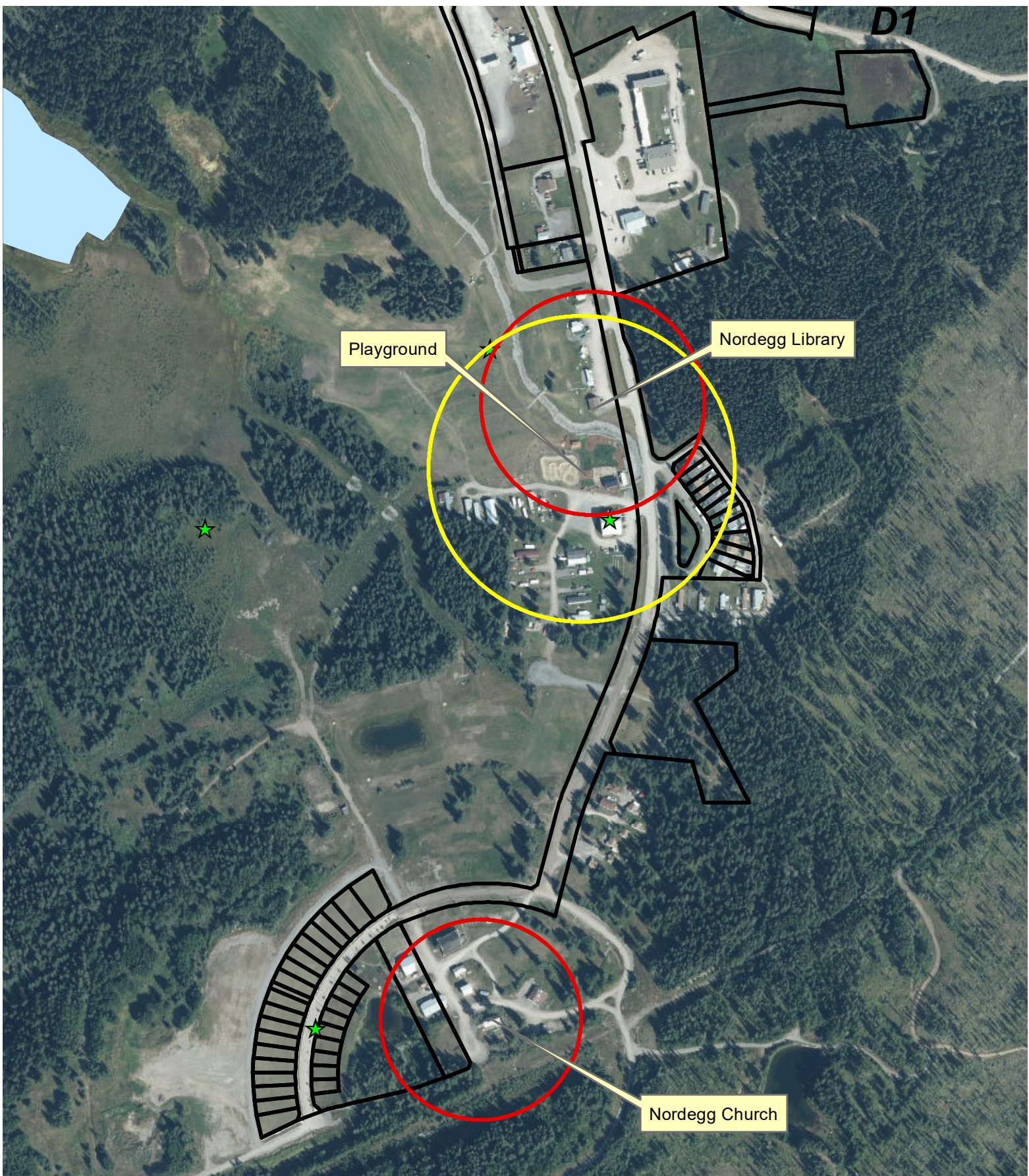
Nordegg Library

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Nordegg
Cannabis Retail Sales Setbacks
from the
School, Playground, Church and Community Centre

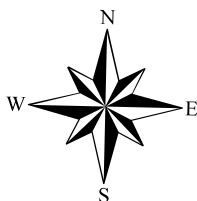




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Nordegg
Cannabis Retail Sales Setbacks
from the
School, Playground, Church and Community Centre





REQUEST FOR DECISION

SUBJECT: Parkland Regional Library (PRL) 2019 Proposed Budget		
PRESENTATION DATE: October 9 th 2018		
DEPARTMENT: Ag and Community Services	WRITTEN BY: Matt Martinson / Director, Ag & Community Services	REVIEWED BY: Rick Emmons / CAO
BUDGET CONSIDERATIONS: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: 3: Community Well-being	PRIORITY AREA: 3.1 Sustain culture and quality of live needs	STRATEGIES: 3.1.2 facilitate active life style
ATTACHMENT(S): 2019 PRL proposed budget		

STAFF RECOMMENDATION:

That Council consider the proposed 2019 Parkland Regional Library Budget.

BACKGROUND:

Created in 1959 as the first regional library system in Alberta, today PRL has a network of 49 public libraries across central Alberta. Serving 200,000 residents and governed by its 64 municipal members including Clearwater County.

Attached is the proposed PRL budget for 2019. Clearwater County's 2016 population according to Alberta Municipal Affairs was 11,947.

Parkland Regional Library 2019 Proposed Budget Synopsis

PRL budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2019, the increase to the municipal per capita requisition is thirteen cents.

PRL's budget projections for 2019 use the information supplied by the Public Library Services Branch, Alberta Municipal Affairs. For 2019, we project the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant. We also assume that grant levels will be based on 2016 population statistics. Provincial grants amount to approximately 45.5% of PRL's total income.

Points within the budget to note include:

- The First Nations Grant is assumed to continue. Also using 2016 population figures, the grant is calculated at \$10.25 per capita (line 1.2).
- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures (line 1.4).
- Materials Allotment is being calculated at \$1.13 per capita (line 2.2).
- eContent platform subscription fees have been increased due to an upgrade we obtained for one of our licensed resources (Novelist), and the new TAL core, eContent subscription (line 2.5).
- In compliance with expectations from the Government of Alberta, a First Nations Provincial Grant expense line has been created as a separate pool of funds to spend on First Nations activities (line 2.6). This grant is calculated at \$5.55 per capita and corresponds to line 1.2 under "Income" from which line 2.6 derives its funding.
- The eContent line (line 2.17) has been reduced significantly since Parkland has drastically cut funds supporting the government sponsored streaming media resource hoopla. This provincially sponsored resource will be discontinued in 2019.
- Large Print, Reference, and Audio books collection allotments have been reduced slightly to reflect decreased demand (lines 2.16, 2.18, 2.20).
- Line 3.4 the Building – Repairs/Maintenance line, has been reduced substantially simply because staff have reassigned the cost of carpet cleaning, window cleaning, and other custodial type activities to line 3.9, the Janitorial/Outdoor maintenance expense line.
- Salaries will go up a step for most staff plus a consumer price index adjustment in compliance with Parkland's Compensation Policy (line 3.13).
- Of the 2019 budget expense lines, 17 lines remained the same compared to 2018, 10 went up, 11 went down, and 1 was new.

Proposed 2019 Budget
PARKLAND REGIONAL LIBRARY

Present
Budget

		2018	2019
Income			
1.1	Provincial Grants	990,831	990,831
1.2	First Nations Grant	109,624	109,624
1.3	Membership Fees	1,711,794	1,801,371
1.4	Alberta Rural Library Services Grant	428,738	428,738
1.5	Interest Income	27,000	27,000
TOTAL Income		3,267,987	3,367,564
Support Materials & Services Directly to Libraries			
2.1	Alberta Rural Library Services Grant	428,738	428,738
2.2	Allotment Funds issued to Libraries	239,125	247,637
2.3	Cataloguing Tools	4,000	3,800
2.4	Computer Maint. Agree. Software licenses	164,081	168,049
2.5	eContent Platform fees, Subscriptions	18,250	44,400
2.6	FN Provincial Grant expenses		59,357
2.7	Freight	7,500	6,500
2.8	Internet Connection Fees	10,800	10,800
2.9	Member Library Computers Allotment	63,245	65,504
2.10	Outlets - Contribution to Operating	800	800
2.11	Periodicals	1,975	1,100
2.12	Postage Reimbursement	7,000	7,000
2.13	Supply purchased Cataloguing/Mylar	25,000	25,000
2.14	Vehicle expense	37,000	43,000
2.15	Workshop/Training expense	15,000	15,000
PRL Circulating Collections			
2.16	Audio Book	5,000	3,800
2.17	eContent	80,600	45,000
2.18	Large Print	13,000	10,000
2.19	Programming Box	750	1,000
2.20	Reference	6,000	4,500
TOTAL Support Materials & Services Directly to Libraries		1,127,864	1,190,985
Cost of Services			
3.1	Audit	16,200	16,200
3.2	Bank expenses	1,500	1,500
3.3	Bank Investment Fees	4,500	4,500
3.4	Building-Repairs/Maintenance	28,000	17,000
3.5	Communications/Marketing/Advocacy	5,000	5,000
3.6	Continuing Education	20,000	20,000
3.7	Dues/Fees/Memberships	11,500	11,500
3.8	Insurance	13,750	13,750
3.9	Janitorial/Outdoor maintenance expense	29,500	34,500
3.10	Photocopy/Printing	9,000	7,000
3.11	Postage	5,000	5,500
3.12	Promotion/Trade Shows/Publicity	6,500	6,500
3.13	Salaries	1,537,027	1,566,669
3.14	Salaries - Employee Benefits	338,146	346,960
3.15	Supplies/Stationery/Building	30,000	30,000
3.16	Telephone	12,500	11,000
3.17	Travel	15,000	12,000
3.18	Trustee expense	22,000	22,000
3.19	Utilities	35,000	35,000
TOTAL Cost of Services		2,140,123	2,166,579
TOTAL Expenses (library materials & cost of service)		3,267,987	3,367,564
Surplus/Deficit		0	0
AMOUNT PER CAPITA REQUISITION		8.12	8.25
			1.6%



Proposed BUDGET 2019

Full Notes

Notes for the Parkland Regional Library Budget 2019

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library Agreement. According to clause eight of the agreement – Library System Budget:

- 8.1 The PRL Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRL Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRL Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRL Board.*
- 8.5 The PRL Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRL budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2019, the increase to the municipal per capita requisition is thirteen cents or 1.6%.

PRL's budget projections for 2019 use the information supplied by the Public Library Services Branch, Alberta Municipal Affairs. For 2019, we project the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant. We also assume that grant levels will be based on 2016 population statistics.

Points within the budget to note include:

- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita (line 1.1).
- The First Nations Grant is assumed to continue. Also using 2016 population figures, the grant is calculated at \$10.25 per capita (line 1.2).
- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures (line 1.4).
- Materials Allotment is being calculated at \$1.13 per capita (line 2.2).
- eContent platform subscription fees have been increased due to an upgrade we obtained for one of our licensed resources (Novelist), and the new TAL core database subscriptions and now includes Audio Cine moved from periodicals.
- In compliance with expectations from the Government of Alberta, a First Nations Provincial Grant expense line has been created as a separate pool of funds to spend on First Nations activities (line 2.6). This grant is calculated at \$5.55 per capita and corresponds to line 1.2 under "Income" from which line 2.6 derives its funding.
- The eContent line (line 2.17) has been reduced significantly since Parkland has drastically cut funds supporting the government sponsored streaming media resource hoopla.
- Large Print, Reference, and Audio books collection allotments have been reduced slightly to reflect decreased demand (lines 2.16, 2.18, 2.20).
- Line 3.4 the Building – Repairs/Maintenance line, has been reduced substantially simply because staff have reassigned the cost of carpet cleaning, window cleaning, and other custodial type activities to line 3.9, the Janitorial/Outdoor maintenance expense line.
- Salaries will go up a step for most staff plus a consumer price index increase in compliance with Parkland's Compensation Policy (line 3.13).
- The Benefits line (line 3.14) has also increased proportionately to the salaries line (line 3.13) since benefits are calculated in relation to wages.
- Provincial grants amount to approximately 45.5% of PRL's total income.
- Of the 2019 budget expense lines, 17 lines remained the same compared to 2018, 10 went up, 11 went down, and 1 was new.

At the end of the budget documents you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at \$126,800. The only other anticipated reserve fund transfers for 2019 involve the amortization of PRL's capital assets. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Brief Notes – September 2019

INCOME

- 1.1 The Operating grant is an estimate, based on announcement from the Public Library Services Branch (PLSB) calculated at \$4.70 per capita.
- 1.2 The First Nations grant for reserve residents is calculated at \$10.25 per capita
- 1.3 Estimated requisition to municipalities to balance budget
- 1.4 Estimate, based on announcement from PLSB and calculated at \$5.55 per capita
- 1.5 Held to reflect the anticipated returns on investments

LIBRARY MATERIALS

- 2.1 Estimate, based on announcement from PLSB - see 1.4 above
 - 2.2 Reflects allotment rate of \$1.13 per capita
 - 2.3 Based on actual costs and reduced slightly from the 2018 amount
 - 2.4 Line increased slightly to allow for the purchase of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRL and member library computers, PRL's management of wireless networks
 - 2.5 Line to pay for platform fees/subscriptions for eContent - increased due to an upgrade for one of our licensed resources (Novelist), the new TAL core eResources subscriptions and includes Audio Cine fees moved from periodicals
 - 2.6 This line created due to PLSB expectations for direct First Nations services, the amount for 2019 is \$5.55 per capita to spearhead outreach activities and services to First Nations reserve residents
 - 2.7 Reduced slightly based on actual costs
 - 2.8 Held at 2018 amount
 - 2.9 Based on current population at \$0.30 per capita
 - 2.10 Held at \$800
 - 2.11 Decreased to \$1,100 - fees for the subscription to Audio Cine for public performance rights have been moved to line 2.5
 - 2.12 Held at 2018 amount
 - 2.13 Held at 2018 amount - used for purchasing library material processing items such as mylar book covers, cataloguing records, and multimedia cases
 - 2.14 Increased to \$43,000 due to the purchase of a third cargo van and a second consulting vehicle - anticipated maintenance costs for five vehicles and fuel, using a 5 year review of actual costs
 - 2.15 Held at 2018 level of \$15,000 used for projects for training library managers and staff, and library conference expenses
- PRL Circulating Collections
- 2.16 Reduced slightly in 2019

- 2.17 Line reflects materials allotment for the purchase of eContent, reduced in 2019 due to the need to limit the cost of the hoopla streaming media service
- 2.18 Reduced in 2019 due to the trend of reduced use of the large print collection
- 2.19 Increased slightly to \$1,000
- 2.20 Reduced slightly in 2019 to accommodate other budget priorities

COST OF SERVICES

- 3.1 The fee for 2019 is an estimate which also includes the annual legal letter required from PRL's lawyer for the auditor
- 3.2 Held at \$1,500 - to cover the cost of cheques and electronic banking services
- 3.3 Held at \$4,500
- 3.4 Reduced to \$17,000 - janitorial items such as window and carpet cleaning for the building have been moved to line 3.9 - based on five-year averages
- 3.5 Held at 2018 amount of \$5,000 - used to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards
- 3.6 Held at \$20,000
- 3.7 Held at \$11,500 - to cover PRL's cost to belong to membership organizations (e.g. Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), The Alberta Library (TAL), etc.)
- 3.8 Held at \$13,750 based on a 5 year review of actual costs
- 3.9 Increased to \$34,500 for additions from line 3.4 for janitorial building maintenance items - includes snow removal, yard maintenance, janitorial services and janitorial maintenance (carpet and window cleaning)
- 3.10 Reduced to \$7,000 based on usage over last three years
- 3.11 Increased slightly to \$5,500 - based on five year averages
- 3.12 Held at \$6,500
- 3.13 Increased to reflect predicted staff salary costs based on current staff levels and in compliance with the new compensation policy
- 3.14 Increased to reflect predicted staff benefits costs based on current staff levels
- 3.15 Held at \$30,000 used for - based on a five-year review
- 3.16 Reduced to \$11,000 - based on actual costs
- 3.17 Reduced to \$12,000 - based on a five-year review
- 3.18 Held at 2018 level of \$22,000 - to support trustee activities
- 3.19 Based on five-year averages - held at \$35,000

Complete Notes to the 2019 Budget

Proposed 2019 Budget PARKLAND REGIONAL LIBRARY

		Present Budget	
		2018	2019
Income			
1.1	Provincial Grants	990,831	990,831
1.2	First Nations Grant	109,624	109,624
1.3	Membership Fees	1,711,794	1,801,371
1.4	Alberta Rural Library Services Grant	428,738	428,738
1.5	Interest Income	27,000	27,000
TOTAL Income		3,267,987	3,357,564

Income – line details

- 1.1 Provincial Grants:* for budgeting purposes, the provincial operating grant rate for regional systems is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2016 population statistics at \$4.70 per capita - this rate is subject to change annually.
- 1.2 First Nations Grant:* the First Nations (FN) grant from the PLSB is expected to be ongoing. It is calculated at \$10.25 per capita based on First Nations reserve residents found within Parkland's regional borders. The grant is to provide system level services to FN reserve residents. The grant is composed of two grants. The \$4.70 system operating grant and the \$5.55 per capita rural library services grant. The \$4.70 is used to fund operations of the regional system. The \$5.55 per capita is to fund various First Nations initiatives. See line 2.6.
- 1.3 Membership Fees:* \$8.25 per capita – requisition to municipalities to balance the budget. This is an increase of 1.6% or thirteen cents per capita.

*1.4 Alberta Rural Library
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents, based on the membership in PRL of municipalities and municipal districts, which do not appoint a library board – the grant is passed entirely to libraries, as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2016 population statistics at \$5.55 per capita – see line 2.1 under Support Materials & Services Directly to Libraries.

1.5 Interest Income:

estimate based on the returns from the RBC Dominion investment program, the Servus Credit Union short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments.

	2018	2019
Support Materials & Services Directly to Libraries		
2.1 Alberta Rural Library Services Grant	428,738	428,738
2.2 Allotment Funds issued to Libraries	239,125	247,637
2.3 Cataloguing Tools	4,000	3,800
2.4 Computer Maint. Agree. Software licenses	164,081	168,049
2.5 eContent Platform fees, Subscriptions	18,250	44,400
2.6 FN Provincial Grant expenses		59,357
2.7 Freight	7,500	6,500
2.8 Internet Connection Fees	10,800	10,800
2.9 Member Library Computers Allotment	63,245	65,504
2.10 Outlets - Contribution to Operating	800	800
2.11 Periodicals	1,975	1,100
2.12 Postage Reimbursement	7,000	7,000
2.13 Supply purchased Cataloguing/Mylar	25,000	25,000
2.14 Vehicle expense	37,000	43,000
2.15 Workshop/Training expense	15,000	15,000
PRL Circulating Collections		
2.16 Audio Book	5,000	3,800
2.17 eContent	80,600	45,000
2.18 Large Print	13,000	10,000
2.19 Programming Box	750	1,000
2.20 Reference	6,000	4,500
TOTAL Support Materials & Services Directly to Libraries	1,127,864	1,190,985

Support Materials & Services Directly to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

provincial grant received by PRL for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as determined by the municipalities – see line 1.4 under income.

2.2 Allotment Funds Issued

to Libraries:

reflects allotment rate of \$1.13 per capita – held at 2017 level.

- 2.3 Cataloguing tools:* based on actual costs – reduced slightly – includes a number of electronic resources such as Library of Congress classification web, Web Dewey, and BookWhere; among other resources, all of which are used to prepare books and other materials for libraries.
- 2.4 Computer Maint. Agree. Software Licenses:* for software maintenance agreements and subscriptions – line covers, but not limited to, the Microsoft suite of software for member library computers, website software, PRL’s management of wireless networks, PRL’s computers, and licensed services for the Horizon integrated library system increased to reflect the US dollar exchange, increased quantity of licensing, and now includes small non-capital IT items as needed such as monitors and bar code scanners.
- 2.5 eContent Platform fees and Subscription fees:* to pay for platform fees for 3M ebooks, and Novelist, Novelist Select subscriptions, now includes Audio Cine fees moved from periodicals, and the TAL core of eResource subscriptions (includes 4 public library focused databases: Ancestry Library Edition, Consumer Reports, Solaro (homework help), and TumbleBook Library – Premium) or other eContent as needed – increased but see 2.17 as it has decreased).
- 2.6 FN Provincial Grant Expense:* line created due to expectations from the Public Library Services Branch that direct services to indigenous communities be provided and accounted for, the amount estimated is \$5.55 per capita to spearhead outreach activities and services.
- 2.7 Freight:* vendor freight costs for allotment, in-house collections and shipment of computers for repairs and/or replacement parts – reduced slightly from 2018 level.
- 2.8 Internet Connection Fees:* for internet service provision to member libraries and HQ – held at 2018 level.

- 2.9 Member Library Computers:* income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.
- 2.10 Outlet - Contribution to Operating:* amounts set by board policy, up to \$200 annually, if a local library outlet's sponsoring society provides matching funds – held at \$800.
- 2.11 Periodicals:* decreased due to moving Audio Cine the public performance rights licensing fee to line 2.5; includes professional development publications and library journals.
- 2.12 Postage Reimbursement:* held at 2018 level, based the last 2-year estimates – reimbursement for items interlibrary loaned or mailed directly to patrons by member libraries.
- 2.13 Supplies purchased Cataloguing/Mylar:* held at 2018 level, line for purchasing library materials processing such as pre-cut "mylar" book covers, cataloguing records, and multimedia cases.
- 2.14 Vehicle Expense:* includes fuel and accounts for fluctuation in fuel prices, repairs and tire replacements for three cargo vans and two vehicles for staff use – line increased due to the recent purchases of a third cargo van and a second staff consulting vehicle.
- 2.15 Workshop/Training:* includes costs for all workshops and training activities hosted or planned by PRL staff for member libraries regardless of whether they are held at PRL or other locations – held at \$15,000.

PRL Circulating Collections

- 2.16. Audiobook Materials:* reduced – used to support the physical audio collection.
- 2.17 eContent:* reduced due to drastically diminishing funding for the hoopla streaming media service – includes allotment for

3M eBooks, Zinio Magazines, One Click digital eAudiobooks, and potentially other eContent.

- 2.18. Large Print Books:* reduced in 2018 due to the trend of reduced use of the large print collection.
- 2.19 Programming Boxes:* increased slightly to \$1,000 - to refresh and build new programming kits for programming in member libraries.
- 2.20 Reference Materials:* reduced due to other budget priorities – to purchase limited amounts of reference material for use by PRL staff and member libraries. eResources for reference and professional development purposes can also be purchased using this budget line.

	2018	2019
Cost of Services		
3.1 Audit	16,200	16,200
3.2 Bank expenses	1,500	1,500
3.3 Bank Investment Fees	4,500	4,500
3.4 Building-Repairs/Maintenance	28,000	17,000
3.5 Communications/Marketing/Advocacy	5,000	5,000
3.6 Continuing Education	20,000	20,000
3.7 Dues/Fees/Memberships	11,500	11,500
3.8 Insurance	13,750	13,750
3.9 Janitorial/Outdoor maintenance expense	29,500	34,500
3.10 Photocopy/Printing	9,000	7,000
3.11 Postage	5,000	5,500
3.12 Promotion/Trade Shows/Publicity	6,500	6,500
3.13 Salaries	1,537,027	1,566,669
3.14 Salaries - Employee Benefits	338,146	346,960
3.15 Supplies/Stationery/Building	30,000	30,000
3.16 Telephone	12,500	11,000
3.17 Travel	15,000	12,000
3.18 Trustee expense	22,000	22,000
3.19 Utilities	35,000	35,000
TOTAL Cost of Services	2,140,123	2,166,579

Cost of Services – line details

- 3.1 Audit:* 2018 is based on an estimate – now includes costs for an annual letter from PRL’s lawyer required for the audit process.
- 3.2 Bank Expenses:* held at 2018 level - to cover the cost of cheques and other banking services including enhanced electronic services.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on actual charges – held at 2018 level.
- 3.4 Building-Repair/Maintenance:* based on repairs expected in aging building – reduced to \$17,000 as janitorial items for the building have been moved to line 3.9 – costs are based on five-year averages.

- 3.5 Communications/Marketing/Advocacy:* this line is used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards, held at 2018 level.
- 3.6 Continuing Education:* funds PRL staff to attend the Alberta Library Conference, plus other conferences, workshops, seminars, technology courses, and other continuing education activities – held at \$20,000.
- 3.7 Dues/Fees/Memberships:* for Parkland’s membership in professional organizations; may include, but not necessarily be limited to: Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), Alberta Public Library Administrators’ Council (APLAC); and The Alberta Library (TAL).
- 3.8 Insurance:* includes the buildings, HQ’s contents, PRL’s outlet libraries contents, vehicle, general liability, bond and crime – held at the 2018 level, using an average of actual costs.
- 3.9 Janitorial Expense:* increased to \$34,500 to include additional activities previously allocated to line 3.4 for janitorial building maintenance such as carpet and window cleaning – also includes snow removal, yard maintenance, and small repairs.
- 3.10 Photocopy/Printing:* reduced – reflects actual costs reviewed over last three years and estimated usage – now includes printing costs if outside source is used for publications.
- 3.11 Postage:* slight increased - based on actual costs.
- 3.12 Promotion/Trade Shows/Publicity:* held at 2018 level, includes, but not limited to, printing systems’ brochures and hospitality expenses for the Alberta Library Conference (ALC), Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) conventions, plus gifts/donations, flowers for libraries’ anniversaries, and promotional items.

- 3.13 Salaries:* estimated at the maximum level and increased to support the new compensation policy and salary grid. The budget reflects the possibility of all eligible staff members moving up a step on the grid plus receiving a cost of living adjustment in 2019.
- 3.14 Salaries-Employee Benefits:* increased on the basis of all eligible staff members being provided full benefits including LAPP and Blue Cross.
- 3.15 Supplies/Stationery/Building:* held at 2018 level - based on a six-year review - includes, but not limited to, book-related supplies as well as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, building supplies, and stationery supplies.
- 3.16 Telephone:* includes line charges, toll free number, mobile telephones, and long distance costs – reduced slightly to \$11,000.
- 3.17 Travel:* includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.505 per km to staff when they are unable to use the PRL staff vehicles) – based on actual and estimates, reduced to \$12,000.
- 3.18 Trustee Expense:* held to 2018 level - includes costs for a 10 member executive committee meeting 8 or 9 times a year, and 4 trustees attending the Alberta Library Conference; also includes \$100 half day/\$200 full day honorarium and mileage for committee meetings (includes meetings the board chair attends such as, Systems Directors and Board Chair meetings hosted by the Public Library Services Branch).
- 3.19 Utilities:* based on five-year averages – held at \$35,000.

Proposed 2019 Budget**PARKLAND REGIONAL LIBRARY**

	Present Budget 2018	Proposed Budget 2019
TOTAL Income	3,267,987	3,357,564
TOTAL Support Materials & Services Directly to Libraries	1,127,864	1,190,985
TOTAL Cost of Services	2,140,123	2,166,579
TOTAL Expenses (library materials & cost of service)	3,267,987	3,357,564
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.12	8.25
		1.6%

Budget Supplement

Explanation points to the 2019 Budget dealing with Capital Assets, Amortization and Reserves.

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRL has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRL's Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The expense for amortization will be allocated and the residual value set aside in the Amortization Reserve.

There are no planned vehicle purchases in 2019.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy. Capital assets are now purchased from reserves.

Parkland Regional Library
Budget Supplement - Movement of Funds

Explanation points to the 2019 Budget dealing with Capital Assets, Amortization and Reserves

In passing the budget you agree to the movement of funds between reserves and operating as defined below and Capital assets will now be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2019	
Amortization Reserve		
Anticipated funds required to cover current portion of amortization expense from Jan 1, 2009 forward <i>(actual amount will be affected by asset disposals during the year)</i>	\$48,603	A
Vehicle Reserve		
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$0	B
Technology Reserve		
Anticipated funds required for Technology purchases <i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRL assets)</i> <i>(Estimated capital PRL assets - 2019, \$35,100)</i>	\$126,800	B
	\$175,403	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$0	C
	\$0	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRL assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$23,510	B
Vehicle Reserve		
Proceeds from the sale of vehicles <i>(actual amounts will be based on exact selling price in the year)</i>	\$0	C

Technology Reserve

Budgeted for member library computers

\$65,504

\$89,014

4 CAPITAL ASSET EXPENSE ALLOCATION

Current year Amortization estimated - PRL Assets

\$11,590

B*(actual amounts will be based on exact purchase amounts in the year)*

Amortization expense anticipated from years (Jan 2009 forward)

\$48,603

A*(actual amount will be affected by asset disposals during the year)*

\$60,193

5 Unrestricted Operating Fund - as needed to balance at year end

Current Amortization expense anticipated - from years previous to Dec 31, 2008

\$17,525

(actual amounts will be based on exact disposals amounts in the year)



REQUEST FOR DECISION

SUBJECT: Federal Livestock Tax Deferral Program		
PRESENTATION DATE: October 9 th , 2018		
DEPARTMENT: Ag and Community Services	WRITTEN BY: Matt Martinson / Director, Ag & Community Services	REVIEWED BY: Rick Emmons / CAO
BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: 1 Managing Our Growth	PRIORITY AREA: 1.4 Natural Environment	STRATEGIES: 1.4.6 Support Agriculture
ATTACHMENT(S): Overview of livestock tax deferral program.		

STAFF RECOMMENDATION:

- 1) That Council send a letter to the Federal and Provincial Minister of Agriculture requesting our inclusion in the Livestock Tax Deferral Program
- 2) That Council consider other Lobby opportunities to ensure the hardships currently facing Clearwater County agriculture producers are known by higher levels of government.

BACKGROUND:

Administration was recently surprised to see that Clearwater County was not included in the initial list of municipalities included in the livestock tax deferral program. It's our opinion that, due to the summer drought and early onset of winter conditions, Clearwater County producers are experiencing feed shortages like producers in municipalities to the east of us that are currently included in the program.

The list of regions will be finalized in December.



Agriculture and Agri-Food Canada

[Home](#) → [Programs and services](#) → [Drought Watch](#) → Livestock Tax Deferral Provision

Livestock Tax Deferral Provision

The Livestock Tax Deferral provision allows farmers who sell part of their breeding herd due to drought or flooding in prescribed drought or flood regions to defer a portion of sale proceeds to the following year. When prescribed regions are identified, the list is announced publicly and posted to this web page.

How the provision works

To defer income, the breeding herd must have been reduced by at least 15%.

- Where the breeding herd has been reduced by at least 15%, but less than 30%, 30% of income from net sales can be deferred.
- Where the breeding herd has been reduced by 30% or more, 90% of income from net sales can be deferred.

In a year in which a region has been prescribed, income from livestock sales are deferred to the next tax year when the income may be at least partially offset by the cost of reacquiring breeding animals, thus reducing the potential tax burden. In the case of consecutive years of drought or excess moisture and flood conditions, producers may defer sales income to the first year in which the region is no longer prescribed.

What are the criteria to Prescribe Drought and Flood Regions?

Prescribed regions are designated, on the advice of the Minister of Agriculture and Agri-Food Canada to the Minister of Finance, when forage yields are less than 50% of the long-term average as a result of drought or flooding in a particular year. To be designated, the affected area must have recognized geo-political boundaries (for example municipalities or counties) and be large enough to have an impact on the industry. Impacts on individual municipalities/regions would not result in a designation.

A preliminary list of Prescribed Drought and Flood Regions is usually completed in the early fall, for those regions where it appears that the criteria will be met. Since forage yield information is not final until later in the year, these designations are made primarily on the

basis of spring moisture and summer rainfall, and is supplemented with estimates of forage yield. Assessments of areas are reviewed in discussions with federal and provincial staff. A final list of Prescribed Drought and Flood Regions, including previously announced regions, is usually made in December when finalized forage yield information is available.

Additional Information

For more information on the process or criteria to identify Prescribed Drought or Flood Regions, please contact AAFC.TaxDeferral-Reportdelimpot.AAC@AGR.GC.CA.

For questions related to calculating and/or reporting income deferral for Prescribed Drought/Flood Regions for income tax purposes, please contact the [Canada Revenue Agency \(CRA\)](#) or consult the CRA publication T4002 Self-employed Business, Professional, Commission, Farming, and Fishing Income, Chapter 2 Income. The Livestock Tax Deferral information is detailed in [Line 9470 \(PDF version\)](#) – Livestock and animal products revenue.

Prescribed Drought/Flood Regions eligible for livestock income deferrals by year:

- [2018 Initial List of Prescribed Regions](#)
- [2017 List of Prescribed Regions](#)
- [2016 List of Prescribed Regions](#)
- [2015 List of Prescribed Regions](#)
- [2014 List of Prescribed Regions](#)
- No areas eligible for 2013
- [2012 List of Prescribed Regions](#)
- [2011 List of Prescribed Regions](#)
- [2010 List of Prescribed Regions](#)
- [2009 List of Prescribed Regions](#)
- [2008 List of Prescribed Regions](#)
- [2007 List of Prescribed Regions](#)

Date modified:

2018-09-14

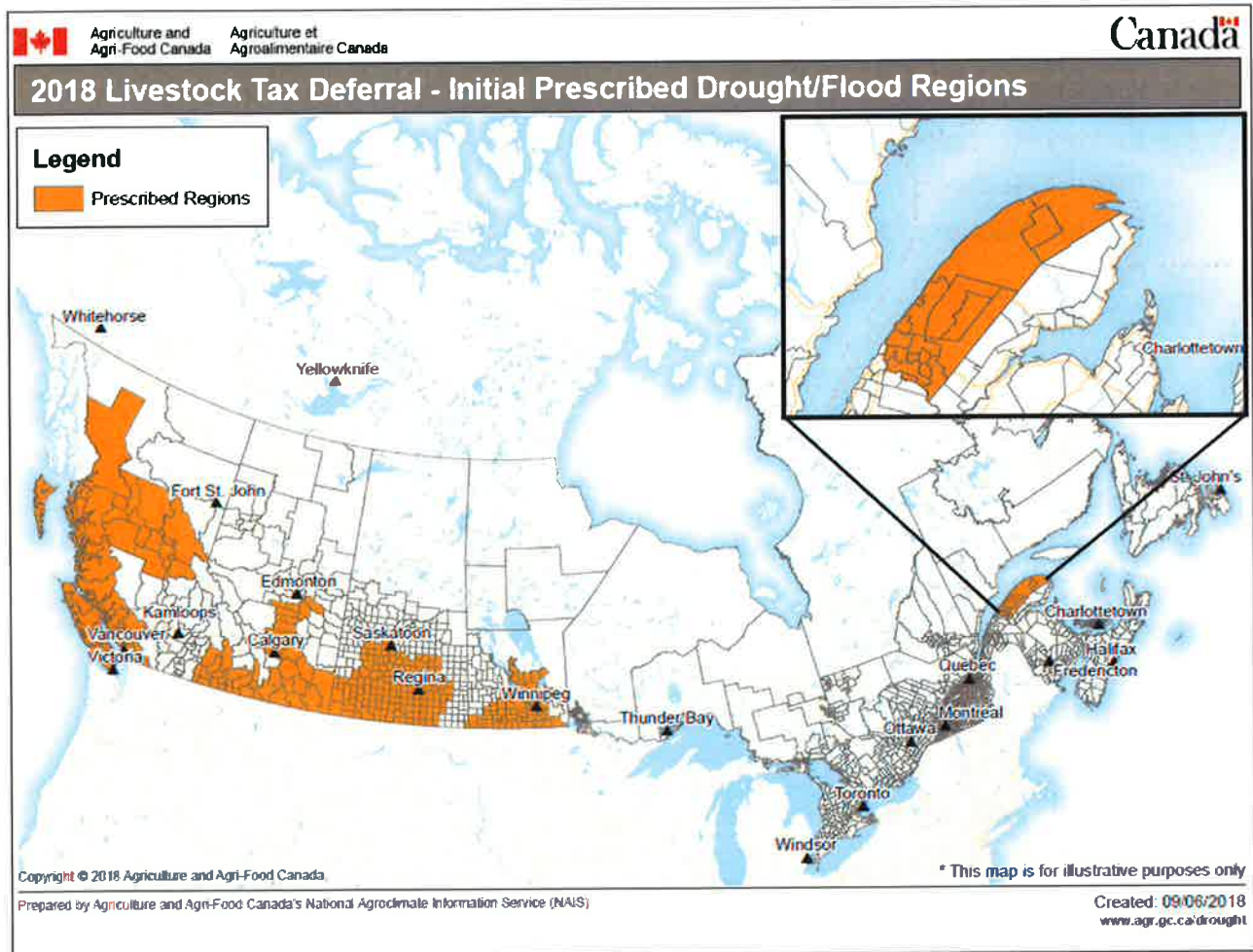


Agriculture and Agri-Food Canada

Home → Programs and services → Drought Watch → Livestock Tax Deferral Provision

→ 2018 Initial List of Prescribed Regions

2018 Initial List of Prescribed Regions



► Description of the above image

Drought

► British Columbia

British Columbia – 2018 Livestock Tax Deferral

Consolidated Census Subdivisions

Based on the 2016 Statistics Canada Census

- Abbotsford
- Alberni-Clayoquot A
- Alberni-Clayoquot B
- Alberni-Clayoquot D
- Alberni-Clayoquot F
- Bulkley-Nechako A
- Bulkley-Nechako B
- Bulkley-Nechako C
- Bulkley-Nechako D
- Bulkley-Nechako E
- Bulkley-Nechako F
- Bulkley-Nechako G
- Burnaby
- Cariboo A
- Cariboo B
- Cariboo C
- Cariboo I
- Central Coast A
- Central Kootenay A
- Central Kootenay B
- Central Kootenay C
- Central Kootenay D
- Central Kootenay E
- Central Kootenay G
- Central Kootenay H
- Central Kootenay J
- Central Kootenay K
- Comox Valley A
- Comox Valley B (Lazo North)
- Comox Valley C (Puntledge - Black Creek)
- Cowichan Valley B
- Cowichan Valley F
- Cowichan Valley G
- Delta
- East Kootenay A
- East Kootenay B
- East Kootenay C
- East Kootenay E

- Fraser-Fort George A
- Fraser-Fort George C
- Fraser-Fort George D
- Fraser-Fort George E
- Fraser-Fort George F
- Fraser Valley D
- Fraser Valley E
- Fraser Valley F
- Fraser Valley G
- Greater Vancouver A
- Juan de Fuca (Part 2)
- Kitimat-Stikine B
- Kitimat-Stikine C (Part 1)
- Kootenay Boundary B / Lower Columbia-Old-Glory
- Kootenay Boundary D / Rural Grand Forks
- City of Langley
- Maple Ridge
- Mount Waddington C
- Nanaimo
- Nanaimo C
- Nanaimo E
- Nanaimo F
- Nanaimo G
- Nanaimo H
- North Cowichan
- Pitt Meadows
- Powell River A
- Powell River C
- Powell River E
- Richmond
- Saltspring Island
- Skeena-Queen Charlotte C
- Skeena-Queen Charlotte D
- Skeena-Queen Charlotte E
- Southern Gulf Islands
- Squamish-Lillooet C
- Strathcona C
- Strathcona D (Oyster Bay - Buttle Lake)
- Sunshine Coast A

- Surrey
- Vancouver

▼ Alberta

Alberta – 2018 Livestock Tax Deferral

Municipalities - Consolidated Census Subdivisions

Based on the 2016 Statistics Canada Census

- Beaver County
- City of Calgary
- Camrose County
- Cardston County
- Cypress County
- Forty Mile County No. 8
- Kneehill County
- Lacombe County
- Lethbridge County
- Mountain View County
- Newell County
- Pincher Creek No. 9
- Ponoka County
- Red Deer County
- Rocky View County
- Municipal District of Taber
- Vulcan County
- Warner County No. 5
- Wetaskiwin County No. 10
- Wheatland County
- Willow Creek No. 26

► Saskatchewan

Saskatchewan – 2018 Livestock Tax Deferral

Municipalities – Consolidated Census Subdivisions

Based on the 2016 Statistics Canada Census

- Abernethy No. 186



REQUEST FOR DECISION

SUBJECT: Crammond Community Hall Grant Request		
PRESENTATION DATE: October 9 th 2018		
DEPARTMENT: Ag and Community Services	WRITTEN BY: Matt Martinson / Director, Ag & Community Services	REVIEWED BY: Rick Emmons / CAO
BUDGET CONSIDERATIONS: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Capital Grant Funding for Community Halls Policy		
STRATEGIC PLAN THEME: 1. Managing Our Growth	PRIORITY AREA: 1.2. Assets -build a sense of community	STRATEGIES: 1.2.4. Support Community Halls
ATTACHMENT(S): Crammond Community Grant Application		

STAFF RECOMMENDATION: 1) That Council lifts the 'Crammond Community Hall Grant Request' from the table. 2) That Council approve the Crammond Community Hall grant funding request for \$5500.00
--

BACKGROUND:

At Council's regular meeting on March 13, 2018, Council considered a request for capital grant funding from the Crammond Community Hall. Council tabled the item and directed Administration to seek further information from the Community Hall. Their 2017 financial statements are now included in the attachments for Councils consideration.

Review and Sign The Document



5650 - 99 Street Edmonton, Alberta T6E 1V2
 Ph: 780-430-8911 Fax: 780-437-4964 www.specialeventsales.com

Status: Reservation
 Contract #: 210254-2

Reserved Date: Mon 1/29/2018 8:30AM

Operator: Ken Kirsch

CRAMMOND COMMUNITY HALL
 54004 Twp Rd 354
 Caroline, AB T0M 0M0

403-722-2415 Phone

Job Descr: Sales Order (ABS Tables)

Job No: C180126

Ordered By: Donna Pearson

Salesman: Ken Kirsch 780-669-4068 ken@specialeventsales.com

Delivery Mon 1/29/2018 8:30AM - 5:00PM

Donna Pearson
 Front
 54004 Twp Rd 354
 Caroline, AB T0M 0M0
 Ship CSS/Manitoulin
 1 skld 73x36x68" 1000 lbs
 PTG, Appl.

** This Order Includes Free Delivery - \$450 Value **

Deliveries are made between 8.30a-5pm M-F.
 Delivery rates quoted are standard ground; transit time is not guaranteed (subject to carrier)
 Loading Dock or Curbside drop-off only.
 Limited time allowed to unload or additional charges may apply
 Driver will not move goods into building.
 Freight Damage is the responsibility of the carrier.
 Inspect all shipments for shortages or damage prior to acceptance.
 Take pictures of all damage.
 Record shortages or damage on signed bill of lading. Report to carrier immediately.
 Report any order discrepancies immediately upon receipt
 Standard warranty on all products is 1yr unless otherwise specified
 Shipping is not covered under warranty.
 Returns within 30days are subject to 25% restocking fee
 Customer responsible for return shipping costs

Qty	Key	Items Sold	Each	Disc%	Each	Price
20	505-0100-2	TABLE, 30" X 72" ABS PLASTIC	\$213.95		\$213.95	\$4,279.00
1	454-0010-2	SHIPPING (SES)	\$0.00		\$0.00	\$0.00
..Shipping discounted \$450 Shipping Cost is Based on Information Provided. Changes in Delivery Service By The Customer Will Result in Additional Charges Being Applied						

Thank you for your business!

"Quality Products - Rental Industry Tough"

Payments made on this contract:

Rental/Sale Paid	\$4,492.95	Fri 1/26/2018 12:37PM Credit Card M/C XXXX-XXXX-XXXX-4290 Auth:028155
Total	\$4,492.95	

Authorized Signature:

Contract Terms

ORDERING: Cash Accounts: 25% deposit to reserve. Balance due prior to fulfillment. Cash accounts, which occur arrears, will be subject to financing fees. NSF cheques, and credit card chargebacks may be subject to service charges. Charge Accounts: Orders can be confirmed by authorized personnel or via purchase order number. Payment terms are 30 days. Accounts in arrears are subject to financing charges of 2% per month. Exceptions. This contract supersedes any communications, written or verbal, with SES SHIPPING. Level of Service: Unless specified by the customer, SES freight quotes are for basic shipping. Basic service is delivery to a business with a loading dock or forklift. Residential and power tailgate service entails curbside delivery only. The customer is responsible for requesting residential delivery, power tailgate, after hours curbside delivery, or other special service if required. Additional charges at time of delivery shall be billed to the customer. Delays: SES is not responsible for the performance of third party carriers including missed pickups and late delivery. Damages: It is the customer's responsibility to check the shipment for damages and handling units before signing for delivery. If damages are noted they must be marked on the Bill of Lading. Document any damages with photographs. Inspect your order for concealed damage. All damage must be reported to SES within 7 days of delivery. Shortages: Shortages must be reported within 7 days of acceptance. RETURNS: New merchandise may be returned up to 30 days from the date of purchase, 25% restocking fee may apply. Contact SES prior to returning your product as shipments not bearing a RMA number may be refused. WARRANTY: Conditions: Warranties are limited to manufacturing defects. Misuse, abuse and Acts of God are not covered by the warranty. Claims: Contact SES with warranty claims. SES will, at their discretion, repair or replace covered items. GOODS REMAIN THE PROPERTY OF SES UNTIL PAID IN FULL.

Sales:	\$4,279.00
Subtotal:	\$4,279.00
GST:	\$213.95
Total:	\$4,492.95
Paid:	\$4,492.95
Amount Due:	\$0.00

Signature: *Donna M. Pearson*
 CRAMMOND COMMUNITY HALL *secretary*

CRAMMOND COMMUNITY CENTER - ACTIVITY REPORT													
2013 - 2015													
	Hall Maintenance	Family Rentals Week-End	Rentals Day	Banquets / BBQ	Charity Work	Annual Yard Sale	Retreat	Oil Company Mtg	Club Catering	Pot Luck	Membersh Social	Hall Mtg	
2013													
Jan				2	1	4		2	1				
Feb						4			1	1	1	1	
Mar				1		4			2	1	1		
April				1	1	6			3	3	1	1	
May	1	1				3			1	1	1	1	
June			1	1		4	1		1	1			
July			1	1		4			1			1	
Aug			2			3			1	1			
Sept			1			4			1	1	1	1	
Oct						4						1	
Nov				1	1	4				1	1	1	
Dec	1			6		1				1	2	1	
	(2)				(2)			(1)	(2)	(5)	(7)	(6)	
2014													
Jan													
Feb				1		4			1	1	1	1	
Mar				2		4			3	2	1	1	
April						4		2	1		1	1	
May	5			1		4			1	1		1	
June	2				1	4	1		2	1	1	1	
July			2	2		4			1	1	1		
Aug			3	1		3			1	1			
Sept			2			4			1				
Oct				1		4			1	1		1	
Nov			1	2		3			1	1	1	1	
Dec			1	2	1	4			1	1	1	1	
	(8)	1	(9)	(17)	5	(3)	1	(4)	3	(5)	(6)	1	(8)
2015													
Jan			2			4		1	1	1	1	1	
Feb				1		4		1	1	1		1	
March				2		5			2	1	1	1	
April				3		4			1				
May	2		1			3	1		1	1		2	
June			1	1	1	5			1				
July			2			4			2				
Aug				2		4			2				
Sept						4			1	1		1	
Oct				1		3			2			1	
Nov				3	1	5			1	1	1	1	
Dec				5		4			1				
	(2)		(6)	(18)	(2)	(4)		(1)	(2)	(5)	(1)	(7)	
3 YR TOTAL:	12	21	48	8	139	3	6	42	20	15	14	21	349

The Clearwater County
Rocky Mountain House

Re; grants to community centres

Crammond Community general plan for the next five years:

continue with rentals,
annual yard and bake sales,
annual Christmas Bazaar,
catering meals to oil company meetings,
work on increasing memberships,
working Casinos every three years.

The Casino funds are used to cover utilities.

Donna Pearson
Secretary Crammond Community



**CLEARWATER COUNTY
CAPITAL GRANT FUNDING FOR COMMUNITY HALLS**

EFFECTIVE DATE:	AUGUST 14, 2012
REVISED DATE:	OCTOBER 2016
SECTION:	COMMUNITY SERVICES
POLICY STATEMENT:	To establish guiding principles that outline the requirements for Community Hall Association/Society to submit applications for Clearwater County Capital Grant Funding. These will be use by the County's Administration in the initial determination of whether a grant request meets the requirements for presentation to Clearwater County Council. Grant requests will not be considered when requests are provide funding for operating costs.
DEFINITIONS:	<p>Community Hall Association/Society: An Alberta registered non-profit association or society which has a physical location (Community Hall) within Clearwater County that provides community, cultural or recreational programs within the community.</p> <p>Clearwater County Annual Budget Available for Capital Project to Community Halls: An amount of total funding amount that is included in the approved annual budget, which may be made available to any community hall/association for capital projects, as defined within the capital project definition within this policy.</p> <p>Capital Project: For the purposes of this policy, a project shall be deemed a capital project if it is a:</p> <ul style="list-style-type: none"> a) Structural upgrade or expansion of the hall building; b) Major equipment essential to the operation of the hall (e.g. stoves, coolers, furnace) where the cost of the equipment exceeds \$2,500.00 and has a life expectancy of more than 5 years; or, c) Major equipment of improvements that enhance the level of service available through the hall ((e.g. playground equipment, sidewalks, parking lot paving, etc.) where the cost of the project exceeds \$2,500.00 d) On approved projects the County may provide funding on a 50/50 cost share basis. Community Halls are expected to match County funds with cash, materials, labour, donated equipment, or



CLEARWATER COUNTY
CAPITAL GRANT FUNDING FOR COMMUNITY HALLS

POLICY

	<p>other "gifts in kind". (See Appendix B for assistance in determining financial values.)</p> <p>e) County funding will generally not exceed a maximum of \$15,000.00 per specific project.</p> <p>Funder of Last Resort: The County should be viewed as a funder of last resort, meaning all other possible sources of contributions have been made prior to a Capital Grant Request being made. When applying for grant funding from Clearwater County, Community Halls shall demonstrate that they have raised, or attempted to raise funds from other sources.</p> <ul style="list-style-type: none">a) Hall Revenue;b) Provincial Grants (Community Lottery Boards, Wildrose Foundation, Community Facility Enhancement Program (CFEP) etc.);c) Corporate Donations; andd) Donations from the community at large (donations may be either cash or gifts in kind, such as donated equipment, donated labour or services such as plumbers, carpenters, architects, etc.) <p>Operating Costs: Costs that include regular maintenance, wages, or direct delivery costs of a program or service (painting, janitorial, field/facility rental, service contracts, etc.)</p> <p>The County will not provide funding for operating costs within this grant. This does not include the cost of insurance as described in the County's Community Hall and Community Groups Insurance policy.</p>
PROCEDURE:	<p>1. Applications for capital funding must be either typed or handwritten and should be on the application attached as "Appendix A". Application forms must be fully completed and must include:</p> <ul style="list-style-type: none">a) A description of the project;b) The purpose of the project and the benefit the project will have to the hall;c) A project budget outlining revenues, expenses and the sources thereof;d) The amount of funding being requested from the County;e) A schedule of when the work will be completed;f) Community hall financial statements;g) A demonstration of hall activity (i.e. bookings list, etc);



**CLEARWATER COUNTY
CAPITAL GRANT FUNDING FOR COMMUNITY HALLS**

	<p>h) A five year sustainability plan; and i) Multiple quotations regarding the project.</p> <p>2. Completed applications forms must be submitted to the Community and Protective Services Department prior to November 1 of the prior calendar year for review, further consideration and presentation to Council for approval or denial. Completed applications forms submitted to the Community and Protective Services Department after November 1 of the prior calendar year for review may or may not be forwarded for presentation to Council for further consideration.</p>
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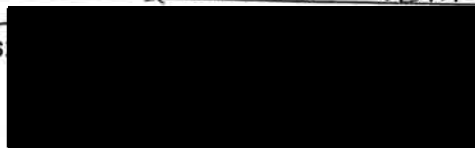
CLEARWATER COUNTY
CAPITAL GRANT FUNDING FOR COMMUNITY HALLS

APPENDIX A

Section 1 – Organization Name and Contact Person:

Group Name: CHAMBERS COMMUNITY CENTRE.

Contact Name: MS DONNA HARRISON.

Mailing Address: 

Contact Number: _____

Contact Email: _____

Section 2 – Project Description:

Proposed Project:

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

TABLES. TABLE : CHAIRS.

- UPGRADE -



**CLEARWATER COUNTY
CAPITAL GRANT FUNDING FOR COMMUNITY HALLS**

Section 4 – Background Information

Previous Grant Funding:

Have you previously received grant funding from Clearwater County?

Yes No

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

Project	Funding Received	Date
Improvements - 2 10 YRS AGO - LOCAL KNOWLEDGE MO - LOUVER ALIVE -		
PURCHASE RANGE HOOD	5000.00 \$ 219.16	July 2008

Other Information:

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

- Financial Statements, including annual operating costs and annual revenues, for the past three years.
- Record of hall/group activity (such as booking information) for the past three years.
- A five year plan outlining the group's plan to ensure ongoing sustainability in the coming years.
 (CONCEPT AND LOOKING FOR MORE INFORMATION)
 - RENTALS
 - YARD SALE + BAKE SALE
 - CHRISTMAS BAZAAR

2013-2015 - 2016 UREND



CLEARWATER COUNTY
CAPITAL GRANT FUNDING FOR COMMUNITY HALLS

Section 5 - Signature

(Please ensure that this section is signed by an authorized representative for your organization.)

On behalf of Chambers Community Center I agree that, should Clearwater County provide capital grant funding:

1. The funds will only be used for the project outlined in this application; and
2. **Upon grant approval, an accounting of the funding will be provided to Clearwater County within 60 days of the project completion.**

I certify that the above information is a **complete and accurate** and that any **funds received are to be expended on the project** described in the application submitted for the grant.
I am a **duly authorized representative having legal and/or financial signing authority.**

Donna Pearson
SIGNATURE

Donna Pearson
NAME (Please Print)

501 [redacted] 7
[redacted]

[redacted]
[redacted]

[redacted]
[redacted] TELEPHONE
NUMBER(S)

[redacted]
[redacted] ADDRESS

[redacted]
[redacted] E-MAIL ADDRESS



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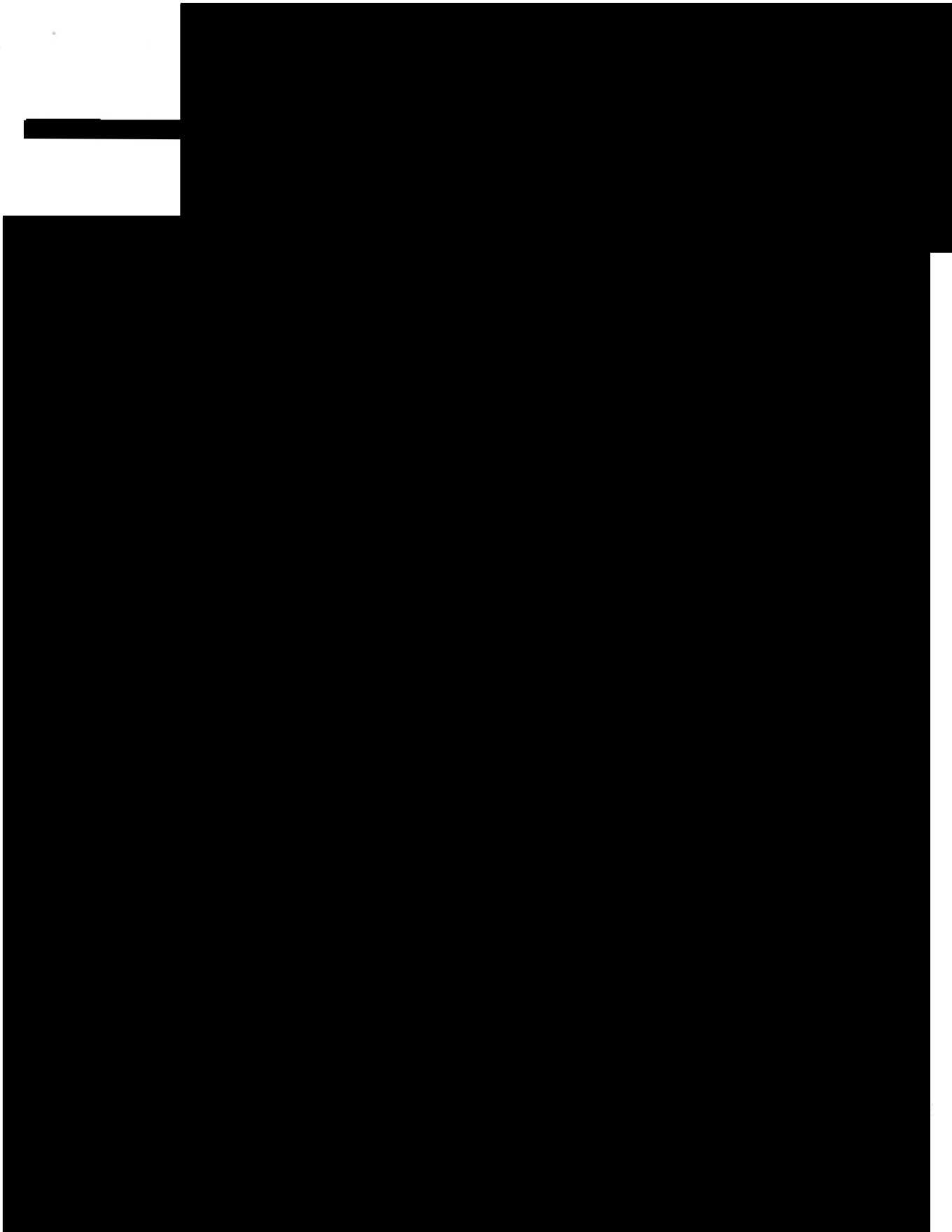
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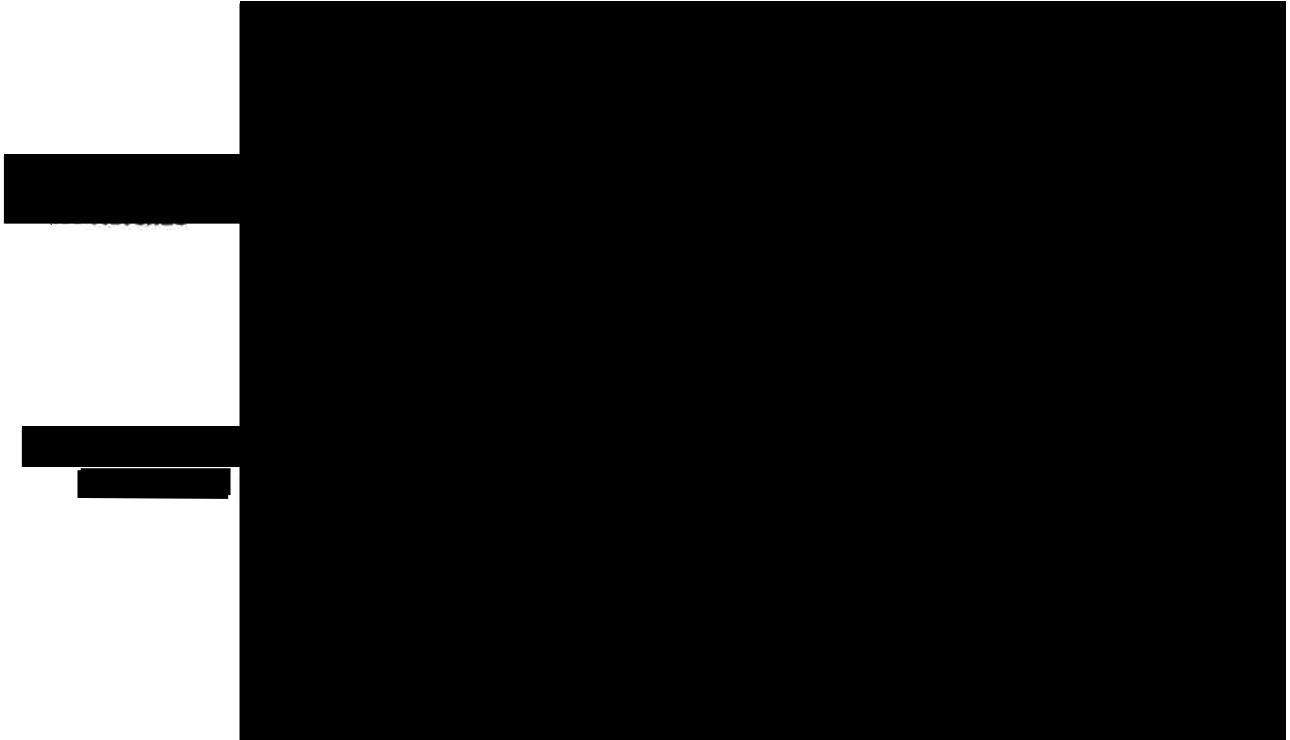
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CRAMMOND COMMUNITY CENTER



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Mr. [REDACTED]

[REDACTED]

[REDACTED]

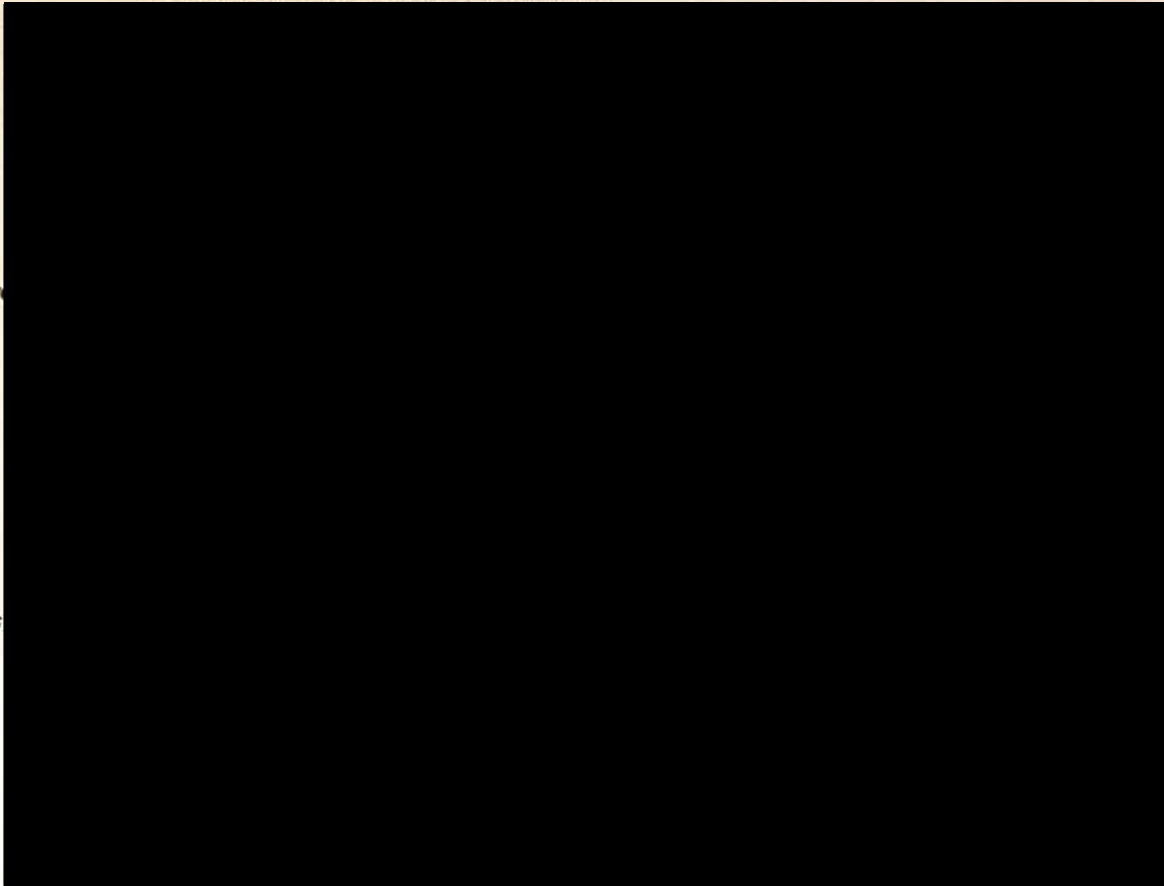
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REQUEST FOR DECISION

SUBJECT: Council Committee Appointments List		
PRESENTATION DATE: October 9, 2018		
DEPARTMENT: Council	WRITTEN BY: Christine Heggart / Manager, Intergovernmental & Legislative Services	REVIEWED BY: Rick Emmons / CAO Murray Hagan/Director, Corporate Services
BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
ATTACHMENT(S): Committee List		

STAFF RECOMMENDATION:
That Council reviews and directs Administration as to amendments to Board/Committees list, for inclusion in the Organizational Meeting agenda package.

BACKGROUND:

Members of Council expressed interest in reviewing the list of committees and boards to which its members are appointed, in order to assess for efficiencies both for governance and time/scheduling.

Attached for Council’s discussion is an alphabetical list of current committees and boards, some of which are County committees with the majority being community-based boards or boards as part of intermunicipal agreements. Also included are days of week/times and location, if available, as well as the number of Council members appointed.

In the Organizational Meeting agenda package, a complete list of boards with descriptions will be included, with both Council and member-at-large appointments, terms and indicating those appointments that are expiring.

If Council chooses to make any adjustments to its committee appointment lists, Administration will reflect those changes in the Organizational Meeting agenda package for the October 23 meeting. Alternately, Council could choose at the time of Organizational Meeting to not appoint members to specific committees, at their discretion.

COMMITTEE NAME	LEGISLATION/FUNCTION	MEETINGS	DAY OF WEEK	TIME OF DAY	MEETING LOCATION	TIMES/ YEAR	# COUNCILLORS
Agenda and Priorities (A&P) Committee	Bylaw 1022 - review, evaluate and make recommendations to Council regarding: setting of priorities; bylaw development; policy development; business planning; financial planning and budget; legal services and agreements; land sale or purchase, and negotiations; personnel matters; or economic development and tourism activities.	Third Monday in January, April, June and September.	Monday	9am	Council Chambers	4	7
Agricultural Service Board (ASB)	Bylaw 1022 and ASB Act - advisory body to Council on matters pertaining to agriculture.	Third Friday, every two months	Friday		Ag Meeting Room	6	2
Alberta Municipal Affairs' Safety Codes Council	Board Appointment						1
Bighorn Back Country Standing Committee (Including Clearwater Trails Initiative)	AEP committee assists with on-going planning and managing of access in the Bighorn Backcountry, Clearwater Forest Recreational Trail Initiative (CTI).	12				12	1
CAO Performance Evaluation Committee	Bylaw 1022 and MGA - oversees process for establishment of annual objectives and CAO performance appraisal, including an annual written performance evaluation and recommendation to Council regarding compensation.	Annually				1	7
Caroline and District Recreation and Agricultural Society	Bylaw 111 - facilitates the operation of the HUB Complex in Caroline and acts as a review body for recreation grant funding to groups in the Caroline areas.	Second Tuesday of month, except August.	Tuesday			11	2
Caroline- Clearwater ICF Committee		As required				5	3
Caroline Municipal Library Board		First Monday - November, February, April, June and October.	Monday			5	1

COMMITTEE NAME	LEGISLATION/FUNCTION	MEETINGS	DAY OF WEEK	TIME OF DAY	MEETING LOCATION	TIMES/ YEAR	# COUNCILLORS
Central Alberta Economic Partnership (CAEP)	Provincial Regional Economic Development Alliance with 35 community members -supports business development.	Every two months				6	1
Central Alberta Mayors' & Reeves' Committee	Committee by Central Alberta municipalities - to discuss current issues.	Several times/year				3	1
Clearwater Community Police Advisory Committee (CCPAC)	volunteer-based organization - advisory body to Rocky Mountain House RCMP Detachment.	Second Wednesday of month.	Wednesday			12	1
Clearwater County Emergency Management Committee	Bylaw 1011 and Emergency Management Act - power to declare or renew a state of local emergency.	As required				0	3
Clearwater County Heritage Board	Bylaw 1022 - advises Council on matters relating to Brazeau Collieries Mine Site, Nordegg Heritage Centre Museum and Visitor Information Services and Municipal Heritage Program.	Third Thursdays, Feb, April, June, Aug, Oct, Dec at	Thursday	5pm	CWC Ag Services Building	6	2
Clearwater Regional Emergency Management Advisory Committee	Bylaw 1011 and Emergency Management Act - reviews Municipal Emergency Plans and programs and serves as an advisory body for Council.	As required				0	3
Clearwater Regional Family and Community Support Services Board	FCSS Act - assists in formulating plans and priorities for social services programming.	Second Wednesday of month.	Wednesday	12pm		12	2
CN Railways Community Advisory Panel	Panel discusses concerns raised by Central Alberta municipalities.	Two/year				2	1
Community Futures – Central Alberta (CFCA)	Non-profit organization funded by federal government - supports rural economic diversification and provides small business services, programs and business management tools.	Third Thursday, Monthly, except July/Aug	Thursday	12pm	Downtown Red Deer	10	1

COMMITTEE NAME	LEGISLATION/FUNCTION	MEETINGS	DAY OF WEEK	TIME OF DAY	MEETING LOCATION	TIMES/ YEAR	# COUNCILLORS
David Thompson Recreation Board	Bylaw 568 - advisory body on matters affecting recreation services in and around Alhambra, Aurora, Centerview, Condor, Evergreen/Stauffer, Gimlet, Leslieville, and Withrow; and, Condor, Leslieville and David Thompson schools.	First Thursday of month, except July & August.	Thursday			10	2
Intermunicipal Collaboration Committee (ICC)	Stronger Together Agreement - serves as an advisory body for Council.	4/year				4	2
Municipal Planning Commission (MPC)	Bylaw 997 and MGA - an advisory committee for land use development, rezoning, and acts as the decision-making body for subdivisions.	Third Wednesday of month	Wednesday			12	3
Nordegg Community Association	society by residents of Nordegg - focus on attracting and retaining recreation, education and industry.	Monthly, 4th Wednesday	Wednesday	7:30pm	Nordegg Community Hall	12	1
North Saskatchewan River Park Advisory Committee	Advisory body to reviews development plans for NSRP.	As required				0	2
NSWA Board and NSWA Headwaters Alliance Committee	Board acts as steering committee oversees technical work on the state of headwaters in the North Saskatchewan River watershed.	Third Wednesday of month	Wednesday			10	1
Parkland Airshed Management Zone (PAMZ) – Board of Directors	Non-profit organization - responsible for identifying air quality concerns/ implementing management strategies.	Third Wednesday in January, April, June, September and November.	Wednesday			5	1
Parkland Regional Library (PRL) Board		February, May, September and November.				4	2
Pest and Weed Control Appeal Board	Bylaw 1022 and Agricultural Pest Act and Weed Control Act - provides appeal mechanism.	As required	required			0	5
Physician Recruitment and Retention Committee	Multi-stakeholder committee plans initiatives for recruitment and retention of health professionals.	Monthly				12	2
Red Deer River Municipal Users Group (RDRMUG)	Association - focuses on shared goals and long-term sustainability of Red Deer River.	Every two months				6	1

COMMITTEE NAME	LEGISLATION/FUNCTION	MEETINGS	DAY OF WEEK	TIME OF DAY	MEETING LOCATION	TIMES/ YEAR	# COUNCILLORS
Regional Fire Rescue Services Advisory Committee	Bylaw 1028 and MGA - a review, advisory and recommending body to Council.	First Thursday of month	Thursday			12	3
RMA Central Zone	To review resolutions that are to be presented at the RMA conventions.	August and December				2	1
Rocky and District Recreation, Parks and Community Services	Bylaw 546 - advisory body relating to the Christenson Sports & Wellness Centre, Credit Union Co-op Aquatic Centre, Lou Soppit Community Centre, athletic fields and playgrounds and recreational programming.	First Wednesday of month, except July & August.	Wednesday			10	2
Rocky Community Learning Council (RCLC) Board of Directors	Non-profit organization, the community-based Board of Directors oversee the governance and operations for the Rocky Learning Centre.	Second Tuesday of month, except July/Aug.	Tuesday	1pm	Old Provincial Bldg (RMH)	12	1
Rocky Mountain House (CYRM) Airport Commission	Operating/Management Agreement - develops policy, rules and regulations for operating and managing Airport.	As required				0	2
Rocky Mountain House Hospital Committee	Advocacy group for Rocky hospital.	As required				6	2
Rocky Mountain House Museum Operations Board	Agreement - advisory body to RMHRHS regarding operations of the museum building and Pioneer Park.	Quarterly				4	2
Rocky Mountain House Public Library Board		Third Wednesday of month.	Wednesday			12	1
Rocky Mountain House Visitor Information Centre (VIC) Board	Agreement - development of policies, objectives, programs and standards for the operation of the Visitor Information Centre.	Quarterly				4	2
Rocky Mountain Regional Solid Waste Authority Committee	Operations Agreement - serves as a review, advisory and recommending body only, to Council, for delivery of solid waste services.	Second Thursday of month	Thursday	4pm	CWC Council Chambers	12	3

COMMITTEE NAME	LEGISLATION/FUNCTION	MEETINGS	DAY OF WEEK	TIME OF DAY	MEETING LOCATION	TIMES/ YEAR	# COUNCILLORS
Rocky Nordegg Trail Steering Committee	Joint venture between Clearwater County and Town of Rocky Mountain House - coordinates the province's regional land use plans for recreation in the West Country.					0	0
Rocky Senior Housing Council	Alberta Seniors and Housing Ministerial Order #H:063/2000 -responsible for operation and administration of senior housing accommodations in Caroline, Leslieville and Rocky Mountain House.	Third Wednesday of month.	Wednesday			12	2
Rocky-Clearwater Intermunicipal Development Plan (IDP) Committee	Rocky-Clearwater 2007 IDP - serves as an advisory body to Council monitoring Plan effectiveness and reviews proposed annexation.	As required				0	3
School Resource Officer (SRO) Committee	Agreements - reviews the SRO program.	One-two times/year				2	1
Subdivision Development Appeal Board (SDAB)	Bylaw 996 and MGA - provides an appeal mechanism for developments/subdivisions and orders.	As required				0	1
Sundre Forest Products Public Involvement Round Table (SPIRT)	Discusses forest management issues and acts in an advisory capacity to Sundre Forest Products.					Four- Six/year	1
Sundre Petroleum Operators Group (SPOG) Board of Directors	Policy making to set goals and directions for SPOG.	Quarterly				4	1
Sundre Petroleum Operators Group (SPOG) Community Affairs Committee	Synergy group focuses on improving industry-community relations.	Vacant since 2013				0	0
Sundre RCMP Community Advisory Committee	Multi-stakeholder committee - acts as an advisory body on local crime prevention.	As required				0	1
West Central Stakeholder Group	Multi-stakeholders, this synergy group presents and discusses information related to oil and gas industry operations in West Central Alberta.	First Tuesday of month	Tuesday			12	1

COMMITTEE NAME	LEGISLATION/FUNCTION	MEETINGS	DAY OF WEEK	TIME OF DAY	MEETING LOCATION	TIMES/ YEAR	# COUNCILLORS
West Country Drug Coalition	Alberta Health Services - Coalition share ideas and resources to solve alcohol and drug related community issues.	Nine/year	Wed or Thurs	10am	Rocky Native Friendship Centre	9	1



REQUEST FOR DECISION

SUBJECT: Central District 2 RMA Fall 2018 Resolutions		
PRESENTATION DATE: October 9, 2018		
DEPARTMENT: Council	WRITTEN BY: Christine Heggart / Manager, Intergovernmental & Legislative Services	REVIEWED BY: Rick Emmons / CAO
BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: 2.5 Advocate in the best interests of our community and region.	STRATEGIES:
ATTACHMENT(S): Central RMA Fall 2018 Resolutions (Meeting Agenda Package)		

STAFF RECOMMENDATION:

That Council reviews, discusses and accepts for information the Central RMA Fall 2018 Resolutions.

BACKGROUND:

Council will be attending the Central District RMA meeting this week and attached for Council's review is the Central RMA Fall Convention Resolutions and respective administrative recommendations. Each Councillor has the opportunity to vote on each resolution, and if resolutions are approved they are forwarded on from each district for a vote at RMA convention (November 20-22, in Edmonton).

1 - Alberta Environment and Parks Additional Resources for Water Act Approvals

Request for additional provincial resources to expediate Water Act approval process, to address the financial, social and environmental challenges related to delayed applications.

Recommend –Support.

2 - Rural Municipalities of Alberta represents municipalities on Water Act approvals

In the same vein as above resolution, this resolution requests RMA provide rural perspective and input to Ministry of Environment and Parks related to streamlining systems/process for Water Act approvals.

Recommend –Support.

3 - Impact of Alberta Wetland Policy on Cost of Maintaining Public Road Infrastructure

Requests modification to Alberta Wetland Mitigation Directive to recognize existing road right-of-ways and to make compensation for municipal road maintenance/re-builds at a 1:1 ratio (or D to D value) for wetland replacement. *Recommend –Support*

4 - Wetland Mitigation Directive – Restoration and Compensation

Requests Alberta Environment and Parks adopt and follow their Alberta Wetland Mitigation Directive allowing for permittee-responsible replacement through Alternative Land Use Services program or wetlands constructed as part of stormwater management ponds. *Recommend –Support*

5 - Utility Conflict in Municipal Right of Ways

Resolution requests RMA work with utility companies to develop a better process to assist/alleviate delays (and costs associated) with road construction projects. *Recommend –Support*

6 - Annual Release Date of Base Year Modifiers

Requests RMA lobby Government of Alberta to set annual date of release of base year modifiers to Sept 15, allowing municipalities to be more informed during budget deliberations.
Recommend –Support

7 - Federal and Provincial Funding of Municipal Broadband Projects

Requests RMA lobby for federal and provincial funding be directed to municipalities for community broadband infrastructure projects. *Recommend –Support.*

8 - Community Peace Officer Access to the Canadian Police Information Centre

Requests Ministry of Justice and Solicitor General work with CPIC to provide direct/mobile access to CPIC information to Community Peace Officers. *Recommend –Support*

CRMA District 2 Fall GENERAL MEETING

Royal Canadian Legion, Branch 66,
3911 Hwy 2A, Ponoka County, AB

Hosted by Ponoka County

Friday, October 12, 2018

AGENDA

10:00 am

Call to Order

- Bruce Beattie, CRMA District 2 Chair

Welcome

- Paul McLauchlin, Reeve, Ponoka County

Adoption of Agenda**Resolution Session**

- 1 Alberta Environment and Parks Additional Resources for Water Act Approvals
Submitted by Rocky View County Seconded by Red Deer County
- 2 Rural Municipalities of Alberta represents municipalities on Water Act approvals
Submitted by Rocky View County Seconded by Red Deer County
- 3 Impact of the Alberta Wetland Policy on the Cost of Maintaining Public Road
Infrastructure
Submitted by Wheatland County Seconded by Starland County
- 4 Wetland Mitigation Directive – Restoration and Compensation
Submitted by Red Deer County Seconded by Kneehill County
- 5 Utility Conflict in Municipal Right of Ways
Submitted by Red Deer County Seconded by Kneehill County
- 6 Annual Release Date of Base Year Modifiers
Submitted by Mountain View County Seconded by Rocky View County
- 7 Federal and Provincial Funding of Municipal Broadband Projects
Submitted by Clearwater County Seconded by Mountain View County
- 8 Community Peace Officer Access to the Canadian Police Information Centre
Submitted by Mountain View County seconded by Clearwater County

Motion Required to Pass Each Resolution

- 11:15 am **Legal Session**
- **Rural Crime/Stand your ground**
Presented by Daina Young, Reynolds Mirth Richards and Farmer, LLP
- 12:00 pm **LUNCH** – Compliments of Ponoka County
- 1:00 pm **Education Session**
- Andy Cumming, NRCB, regarding CFO/IDPs
- 1:20 pm **Education Session**
- Sandy Doze, Chair, David Thompson Health Council and Pat Johnston, Chair, Yellowhead East Health Council, regarding Central Zone Health Advisory Councils
- 1:40 p.m. **RMA Update**
- Al Kemmere, President, RMA
 - Paul McLauchlin, RMA Director, District 2
- Adoption of Minutes**
- District 2 General Meeting – February 2, 2018
 - District 2 Directors’ Meeting – August 10, 2018
- Motion Required to Adopt***
- Financial Report**
- Balance as of September 25, 2018
- Motion Required to Receive for Information***
- Next Meetings**
- December 7, 2018, District 2 Board of Directors
 - February 1, 2019 – Hosted by Stettler County
Resolution Deadline – January 8, 2019
 - October 18, 2019 – Hosted by MD Bighorn
Resolution Deadline – September 18, 2019
 - 2016-2022 CRMA Meeting Schedule (attached)
- Adjournment**
- Motion Required to Adjourn***

Thank you
Ponoka County for hosting the
CRMA District 2 Fall General Meeting!

Resolution -18F

Alberta Environment and Parks Additional Resources for Water Act Approvals
Rocky View County

Endorsed by Red Deer County

Advocacy Target: Alberta Environment and Parks and Alberta Treasury Board and Finance

WHEREAS municipalities share the Alberta government's objective of serving the public good through proper implementation of the *Water Act*,

WHEREAS the current timeline for *Water Act* approvals through Alberta Environment and Parks poses significant financial, environmental, and social challenges for all municipalities;

WHEREAS improving the *Water Act* approval process will ensure public dollars are efficiently applied to the protection and stewardship of water systems in Alberta while balancing the need for critical upgrades to public infrastructure;

WHEREAS Alberta Environment and Parks is undertaking a process and systems review to improve its approval times with constrained financial resources; and

THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta requests the Government of Alberta provide sufficient financial resources to Alberta Environment and Parks to improve and streamline its *Water Act* approvals process and systems.

Member Background

Member municipalities are experiencing significant delays when seeking approvals under the *Water Act* to proceed with infrastructure improvements. These delays impose significant financial, environmental, and social challenges for all municipalities. For example:

- Red Deer County has experienced both delays in timelines and additional costs incurred when working to meeting Alberta Environment and Parks regulations and obtain the required approvals, including Public Lands approvals. Much of the County's road network consists of rural roadways that require numerous watercourse crossings. The process to complete a Wetland Assessment and Impact Report is lengthy and expensive and must be completed during the growing season (May – October). In several instances, this has delayed the County from identifying a road in need of rehabilitation over the winter and tendering it for construction in the summer. It has also caused the cancellation of certain maintenance projects surrounded by wetlands.
- Rocky View County has submitted a number of drainage relief projects where the response times to the applications have been extensive (up to three years) and were followed by unilateral closure of files. Municipalities have a limited time to execute a construction project during the spring and summer seasons, so any delays or refusals push a project back for up to one year. Extended response times have resulted in a loss of public trust in the County's ability to deliver infrastructure projects, and jeopardized land purchases.

Most rural municipalities can identify unreasonably long approval times that have added additional project costs, delayed upgrades that have impacted its residents' quality of life, and/or slowed infrastructure upgrades designed to improve environmental performance. In response to these delays Red Deer County has brought forward a resolution focused on improving the approval process for municipalities, while the County of Settler has focused on relaxing the need for formal approvals under the Water Act.

AEP has acknowledged the delays and is working to improve its process and systems. Recently, there have been drastic improvements in response times from the Water Boundaries unit to determine if a waterbody/wetland is Crown claimed. However, an overall process upgrade is necessary to develop digital application systems if performance is to be improved. As AEP seeks to improve its processes, the department is operating in a constrained financial environment. Rural municipalities recognize that approval delays have a multiplier effect and result in financial, social, and environmental impacts to the residents and the province. Therefore, Rocky View County is requesting support for Alberta Environment and Parks as it seeks to improve its response times.

Resolution -18F

Rural Municipalities of Alberta represents municipalities on Water Act approvals

Rocky View County

Endorsed by Red Deer County

Advocacy Target: Rural Municipalities of Alberta

WHEREAS municipalities share the Alberta government's objective of serving the public good through proper implementation of the *Water Act*;

WHEREAS rural municipalities in Alberta constitute the largest land base in the province, and therefore have multiple interactions with Alberta Environment and Parks as they seek *Water Act* approvals as part of the process to improve infrastructure in their municipalities;

WHEREAS improving the *Water Act* approval process will ensure that public dollars are more efficiently applied to the protection and stewardship of water systems in the province while balancing the need for critical upgrades to infrastructure;

WHEREAS Red Deer County and the County of Settler submitted resolutions in October 2016 targeting Alberta Environment and Parks on reducing the timelines associated with *Water Act* approvals; and

WHEREAS at the Spring 2018 Rural Municipalities of Alberta convention, the Minister of Environment and Parks discussed the ongoing review of the *Water Act* approval process.

THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta works with Alberta Environment and Parks to provide the rural perspective and input as the Ministry works on process streamlining and systems improvements to the *Water Act* approval process.

Member Background

Minister Phillips and senior officials from Alberta Environment of Parks (AEP) have recognized the need to streamline and improve the *Water Act* approval process. At the Spring 2018 RMA convention, Minister Phillips indicated the ministry is undertaking a review of its approval process.

It is important that rural municipalities provide insight and perspective on the approval process and work with the Ministry to test its systems improvements. Rocky View County proposes that the Rural Municipalities of Alberta (RMA) represents all rural municipalities in this process review. The intent is that the RMA and AEP work together to meet the purpose of the *Water Act* to "support and promote the conservation and management of water," while recognizing the impact of approval delay on the financial and social interests of all Albertans.

Resolution -18F

Impact of the Alberta Wetland Policy on the Cost of Maintaining Public Road Infrastructure

Wheatland County

Endorsed by TBA

WHEREAS the Alberta Wetland Policy and Alberta Water Act require costly environmental studies as a component of the application process for wetland impacts; and

WHEREAS the Alberta Wetland Policy and Alberta Water Act require wetland replacement for impacts to all wetlands greater in permanence than ephemeral; and

WHEREAS rural municipalities like Wheatland County are not currently in a position to perform permittee-based wetland replacement, and therefore must pay in-lieu compensation where road maintenance activities on existing roads impact applicable wetlands; and

WHEREAS rural municipalities manage the majority, 77% or 173,226 km (AAMDC, 2018), of Alberta's public road infrastructure; and

WHEREAS roads require consistent maintenance and/or re-building to support a growing Province, in order to ensure public safety, accommodate increased use including extra weight and more traffic, and to upgrade roads to current standards; and

WHEREAS municipal roads requiring maintenance occur in existing right of ways, and were historically planned and built prior to the requirements of provincial wetland regulations; and

WHEREAS the re-building and maintenance of roads are causing municipalities increasing financial burden due to the requirement for environmental studies and compensation payments associated with the Alberta Wetland Policy; and

WHEREAS municipalities have limited opportunity to generate revenue to accommodate the increasing cost of re-building and maintenance of roads except to transfer the costs to local ratepayers; and

WHEREAS the consequences of not completing road maintenance as required could include putting public safety in jeopardy due to a lack of upgraded roads, and loss of transportation routes for industry and the public due to road bans or road closure;

THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta urge the Province of Alberta to recognize existing impacts to wetlands in road right of ways and reduce the cost of expensive environmental studies and in-lieu compensation payments by modifying the Alberta Wetland Mitigation Directive to allow all wetland impacts as a

result of municipal road maintenance or re-building of existing roads to utilize a 1:1 ratio, or D to D value wetland replacement; and/or consider exempting all wetland impacts in road right of ways that are smaller than 1 hectare in size.

Member Background:

The Alberta Wetland Policy was proclaimed in 2013, with implementation ongoing, beginning in the White Area in June of 2015. The Policy, in conjunction with the Water Act, requires that all activities that impact natural or restored wetlands be subject to the requirement for an approval under the Water Act, and further that all impacts to applicable wetlands that cannot be avoided or mitigated be subject to replacement requirements.

The process for obtaining Water Act approvals for wetland impacts includes an assessment of permanence for Public Lands Act Ownership, and a Wetland Assessment and Impact Report (or Form) which includes a number of environmental studies supporting the application. This work is followed by an application submission to Alberta Environment and Parks that includes evidence of use of the Policy's Wetland Mitigation Hierarchy. Where wetland impacts are determined to be unavoidable, a wetland replacement plan is required which can currently take one of two forms. One is a permittee-based wetland restorative replacement option whereby the applicant submits design and monitoring plans and completes the work for restored wetlands to offset proposed losses. The second is a compensation payment in-lieu of wetland restoration, currently paid to Ducks Unlimited Canada. The cost associated with environmental studies required for the approval process, and cost of compensation required for wetland replacement, is a significant issue for rural municipalities.

Municipalities are responsible for road maintenance, re-building, and the construction of new roads. When planning for the construction of a new road, municipalities have the option to not build the road, or build the road in such a way that it does not impact surrounding wetlands. The wetland mitigation hierarchy as described by the Alberta Wetland Policy is therefore possible to accommodate for new construction, although it may still result in important access routes not being built due to increased costs. It is not possible for municipalities to apply the wetland mitigation hierarchy in the case of road maintenance.

Municipal roads require consistent maintenance and occasional re-building to ensure public safety, accommodate increased use including extra weight and more traffic, and to upgrade to current standards. Such roads occur in existing right of ways and were historically built through many wetlands, prior to the requirements of any provincial wetland regulation. Since upgrades usually require some widening of the road, municipalities are unable to avoid impacts to wetlands where road maintenance is required, and end up subject to substantial costs under the Alberta Wetland Policy and Provincial Water Act as a component of compliance.

Since January 2016, Wheatland County has completed **six** road maintenance projects requiring Water Act Approvals for wetland impacts. The environmental studies required

for Water Act application submissions associated with these impacts cost a cumulative total of **\$172,590**. As Wheatland County is not currently prepared to perform permittee-based wetland restorative replacement, in order to proceed with the road maintenance works a cumulative total of **\$219,902** has been paid to Ducks Unlimited Canada in in-lieu fees. This compensation value would rise to **\$336,545** if the sixth project had yet received final approval. The values given do not include other environmental components of the projects such as erosion and sediment control, borrow pit assessments, bird nest sweeps, and costs of materials such as silt fence or silt curtains to protect wetlands and waterways.

While private developers and industries may incorporate the cost of environmental studies and wetland replacement into their business models, municipalities are limited in their ability to generate funds in a similar fashion. The requirements therefore place an additional burden on the municipal ratepayer as the cost of road maintenance rises.

To relieve this burden and resolve the discrepancy between the economic abilities of municipalities as compared to other entities which impact wetlands, it is requested that the Government of Alberta recognize existing impacts to wetlands within existing right-of-ways by assigning a “blanket” value of D to all wetlands currently impacted by roads. This would reduce the extent of environmental studies required by eliminating the need for an ABWRET assessment, and significantly reduce the amount of in-lieu compensation owed, effectively reducing the costs borne by municipalities for road maintenance and re-building. Under this proposed model, Wheatland County’s compensation payment obligations to date on six road projects would have fallen by **61%**; a noteworthy benefit to our road program while still recognizing the importance of Alberta’s Wetland Policy (new total for six projects: \$130,594). If the Province were to additionally consider exempting impacts less than 1 ha in size, Wheatland County’s compensation payments to date would have fallen by a total of **76%** (two road projects of six qualify, new total: \$79,559.5). In addition, the cost of environmental studies would be reduced, as ABWRET assessments would no longer be necessary to determine wetland value.

Appendix

A. Previous Related RMA Resolutions:

- 4-17F – Water Act Approvals for Municipal Projects on Municipal Land
 - November 15, 2017, County of Stettler
 - **Operative Clause:** Asked for RMA to urge the Government of Alberta to relax the requirement for formal approval on all road construction on municipal right of ways less than 40 metres wide and consider alternate strategies for protecting water resources.
 - **Additional Information:** Mentioned length of time taken for approval process causing an issue for planning, mentioned “fast-tracking” approvals initiated by municipalities and consideration for wetlands filled in balance wetlands created as a “net-zero partner.”
 - **Outcome:** GoA recognizes the challenges faced by municipalities, but no indication of change of process or regulation was listed. **Intent not met.**

- 1-16F – Alberta Environment and Parks Approvals for Construction Projects
 - November 16, 2016, Red Deer County
 - **Operative Clause:** Asked for RMA to request that consideration be given to safety concerns related to delayed environmental approval processing and that they support the creation of a process for municipalities to receive timely approvals from Alberta Environment with regard to construction projects.
 - **Additional Information:** Projects being held up due to length of time taken for Alberta Environment and Parks to issue approvals, resulting in safety concerns. Recognition that emergencies are already processed quickly providing proof of an emergency. Municipalities working on a Code of Practice for municipal road construction and maintenance projects. Process currently taking 12-18 months for permanent wetlands. Field work only occurring May to September also delays projects.
 - **Outcome:** Alberta Environment and Parks acknowledges and appreciates challenges faced by municipalities. Challenges experienced are a reflection of the learning process as applicants, wetland assessors, and regulatory approval writers are familiarizing themselves with enhanced process requirements. AEP is working to develop an updated regulatory process for road works impacting wetlands in the province. RMA is encouraged that AEP has identified this as a problem. **Accepted in Principle.**

- 10-07F – Road Construction through Sloughs/Wetlands
 - January 1, 2007, County of Minburn
 - **Operative Clause:** Asked that RMA urge the Province of Alberta to exempt municipalities under the Water Act/Provincial Wetland Restoration/Compensation Guide for constructing rural roads through small sloughs/wetlands where the loss of the slough/wetland is less than 1 hectare in size.
 - **Additional Information:** County that submitted resolution was straightening a roadway that involved constructing portions of road through wetlands. They gave complete information about sizes of wetlands impacted and costs: area of impact totalled 1.68 hectares within existing 20 m right of ways, total cost under the at-the-time replacement ratio of 3:1 was \$10,000.50.
 - **Outcome:** AAMDC expressed concerns as part of Alberta's proposed Wetland Policy consultation process, including concerns about costly compensation requirements when building roads through wetlands areas is most feasible and safe. GoA was at-the-time reviewing the Proposed Wetland Policy, and AAMDC noted that they would continue to advocate the intent of the resolution through the process.

B. Table of Wheatland County Wetland Impact Costs

Road Project	Environmental Studies Cost	Compensation Payment Cost	Hectares of Wetlands Impacted
Rg. Rd. 245	\$9,728	\$71,780	0.97 (Replaced with 3.88)
Duck Lake Road – Rg. Rd. 183 Phase 2	\$20,667	\$44,250	0.64 (Replaced with 2.5)
Rg. Rd. 201	\$55,457	\$48,020	0.90 (Replaced with 2.71)
Rg. Rd. 270	\$24,714	\$48,822	2.03 (Replaced with 2.64)
Rg. Rd. 254	\$17,460	\$7,030	0.32 (Replaced with 0.38)
Duck Lake Road – Rg. Rd. 183 Phase 1	\$44,564	*\$116,643	*2.37 (Replaced with 6.59)
Totals	\$172,590	\$219,902 *\$336,545	4.86 ha impacted (*7.228) 12.1 ha replaced (*18.702)

Values have not yet been paid, approval not complete on date of report

C. Constructed Road Example – Wetland Policy Preventing Road Building

Wheatland County wanted to construct a road on a right of way for landowner access and had two options. The first was a ½ mile off of a range road going west, the second was 1 mile off of a township road going north. Both would impact wetlands along the existing right of way. It was determined that the ½ mile option would cost \$43,930 for environmental studies, and a minimum of \$28,851 for compensation payment. The 1 mile option would cost \$53,315 for environmental studies and a minimum of \$7,611 for compensation payment. The compensation could have cost as much as \$230,808 for the first option and \$60,888 for the second option if the wetlands had been “A” value. It was decided to not go ahead with the project, and as a result the landowner does not have access to their parcel.

D. Wetland Policy Prior to the Current Alberta Wetland Policy

Alberta’s *Wetland Management in the Settled Area of Alberta, An Interim Policy* was approved in 1993. The Policy “set out a no net loss formula/hierarchy for slough/marsh

wetlands in the White Area of the province” (Kwasniak, 2015). Under this Policy, similar to the current Alberta Wetland Policy, compensation ratios were developed in 2007 to address wetlands that were authorized to be depleted or degraded. A minimum replacement of 3:1 was commonly used, but could change according to site-specific circumstances and the approval of Alberta Environment (Kwasniak, 2015). The Interim Policy was replaced by the Alberta Wetland Policy in 2015.

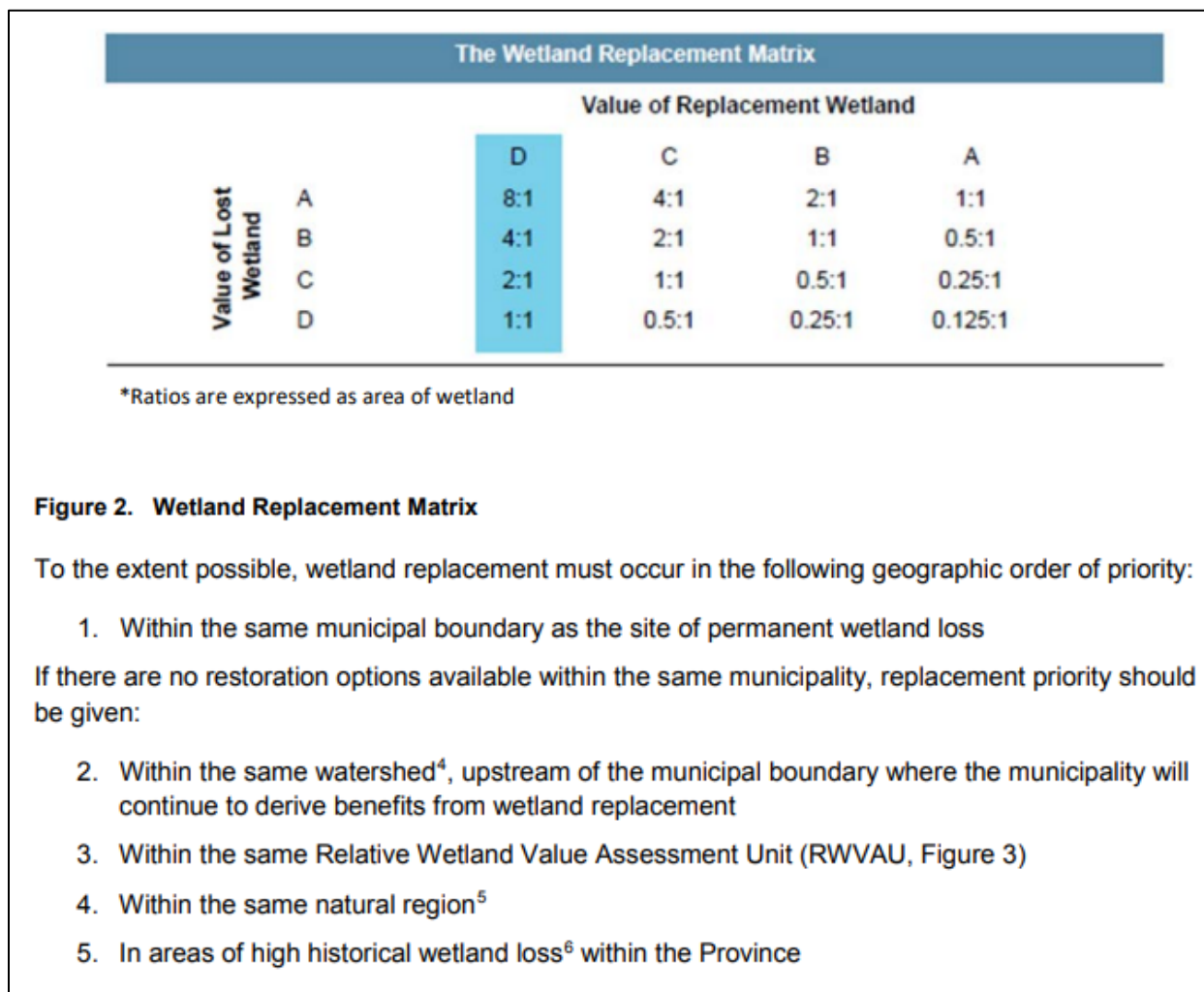
E. Table of Environmental Costs for Wheatland County Road Projects

Road	Year	Wetland Assessments Cost	Erosion and Sediment Control Plan Cost	Borrow Pre-Disturbance Assessment	Bird Sweep	Compensation Cost (excluding GST)	Hectares of Wetland Impacted
RR 183 Duck Lake Phase 1	2016	\$38,188	\$0	\$0	\$0		
	2017	\$6,274	\$0	\$0	\$0		
	2018	\$102	\$0	\$0	\$0	\$116,643 - *Not yet paid	*2.37 (replacement area 6.59 ha)
RR 183 Duck Lake Phase 2	2016	\$14,500	\$0	\$0	\$0		
	2017	\$3,152	\$0	\$0	\$0		
	2018	\$3,015	\$0	\$0	\$0	\$44,250	0.64 (replacement area 2.5 ha)
RR 270	2016	\$12,422	\$0	\$0	\$0		
	2017	\$8,027	\$0	\$0	\$0		
	2018	\$4,265	\$8,605	\$7,089	\$2,741	\$48,822	2.033 (replacement area 2.639 ha)
RR 254	2016	\$2,515	\$0	\$13,998	\$0		
	2017	\$8,083	\$0	\$2,553	\$0		
	2018	\$6,862	\$0	\$410	\$0	\$7,030	0.32 (replacement area 0.38)
RR 201	2016	\$15,217	\$0	\$0	\$0		
	2017	\$36,172	\$0	\$791	\$0		
	2018	\$4,068	\$9,139	\$4,900	\$1,255	\$48,020	0.895 (replacement area 2.713 ha)
RR 245	2016	\$5,154	\$0	\$0	\$0		
	2017	\$2,853	\$0	\$0	\$0		
	2018	\$1,721	\$11,115	\$0	\$0	\$71,780	0.97 (replacement area 3.88 ha)
Total Costs		\$172,590	\$28,859	\$29,741	\$3,996	\$219,902	4.86 (replacement area 12.11 ha)
				Total Compensation In-Lieu with Unpaid Costs		\$336,545	7.23 (replacement area 18.70 ha)

The table above shows that wetland assessments make up the majority of costs for environmental studies associated with road construction. Erosion and Sediment Control Plans, Borrow Pit Pre-Disturbance Assessments, and Bird Sweeps, are completed to meet other regulatory requirements aside from the Alberta Wetland Policy and achieve industry best practice. A limitation of the data is that wetland assessment costs are not divided into components such as wetland delineation, ABRWET assessments to determine wetland value, and Wetland Assessment and Impact Reports to show the percentage of costs represented by each step, and thus the percentage that could be saved if ABRWET assessments were no longer required.

RR 183 Phase 1 has not received approval and therefore in-lieu fees have not been paid as of the date of this report. Wetland studies have been completed and the compensation payment has been calculated to show the additional cost impact if the project had been paid for.

F. Relevant Excerpts from the Alberta Wetland Mitigation Directive



Excerpt 1: From page 8 of the Alberta Wetland Mitigation Directive. We are asking that impacted (lost) wetlands in road right of ways always be given a value of D. Since replacement wetlands are blanket-valued at D, this would result in a constant 1:1 ratio for in-lieu compensation payments.

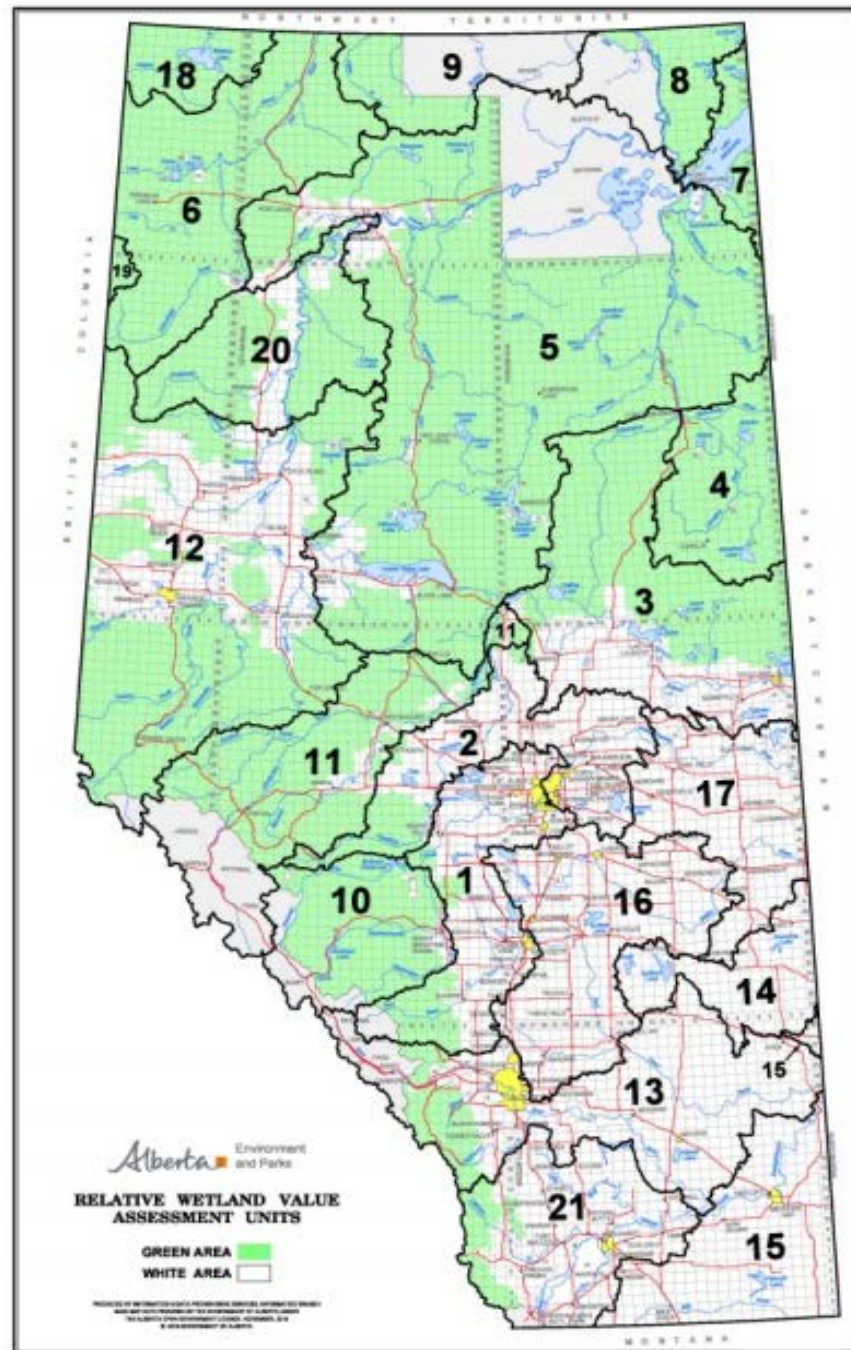


Figure 3. Relative Wetland Value Assessment Units (RWVAU)

Excerpt 2: The dollar value of in-lieu compensation payments is dependent on where a project falls on the Relative Wetland Value Assessments Units map (from page 9 of the Alberta Wetland Mitigation Directive). Wheatland County projects fall in either unit 13 or unit 16.

Schedule 2: Wetland Replacement *In-Lieu* Fee Rates

In-lieu rates in Table 2 are based on the following:

- Average land values within each RWVAU, per hectare (except for Public Lands in the Green Area)
- The cost per hectare for materials and labor to restore a previously existing wetland that has been drained
- The cost of monitoring a restored wetland
- An administrative fee

Table 2. *In-lieu* Fee Rates per Hectare

	Relative Wetland Value Assessment Unit	<i>In lieu</i> Rate (\$/ha)
Public Lands ⁷ (in the Green Area)	Units 1-12 and 18-21	10,300
Public Lands (in the White Area)	1	19,100
	2	19,400
	3	19,100
	4	19,100
	5	18,400
	6	18,200
	7	18,400
	8	18,400
All other lands ⁸ (province-wide)	9	18,400
	10	19,100
	11	19,400
	12	18,500
	13	17,700
	14	18,200
	15	17,300
	16	18,500
	17	18,600
	18	18,200
	19	18,200
	20	18,200
	21	17,700

Excerpt 3: From page 12 of the Alberta Wetland Mitigation Directive, the above information explains how values are derived per Relative Wetland Value Assessment Unit. In Wheatland County, projects that fall in Unit 16 multiply the replacement area in hectares by \$18,500 to determine value of compensation paid. In Unit 13, the replacement area in hectares is multiplied by \$17,700 to determine value of compensation due. The replacement area in hectares is currently subject to a multiplier

in accordance with the ratios in excerpt 1. Requesting that all wetlands in road right of ways be granted a D value eliminates the multiplier, significantly reducing the value of in-lieu compensation due.

Works Cited

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RMA Background

RMA will provide after resolution is endorsed at district level.

Resolution -18F

Wetland Mitigation Directive – Restoration and Compensation

Red Deer County

Endorsed by Kneehill County

WHEREAS the Alberta Wetland Policy provides the strategic direction and tools required to make informed management decisions in the long-term interest of Albertans. The policy is intended to minimize the loss and degradation of wetlands, while allowing **for continued growth and economic development in the province.**

WHEREAS, the Alberta Wetland Mitigation Directive is the policy implementation tool that is intended to promote the avoidance of removal of wetlands. Where avoidance is not possible, Minimization Plan, Replacement Plan, and permittee replacement project requirements are described in this Directive.

WHEREAS Section 5 Replacement within the Wetland Mitigation Directive states that applicants can fulfill their replacement obligations through: purchase of credits from a third party wetland bank; making a payment to the in-lieu fee program; or undertaking permittee-responsible replacement.

WHEREAS, the Wetland and Water Boundary Unit of Alberta Environment and Parks has stated that the permittee-responsible replacement in the form of Alternative Land Use Services projects or constructed wetlands will not be allowed until a construction directive to follow for wetland construction is prepared.

WHEREAS the construction directive has been referenced since June of 2017 and no timeline has been given for its adoption.

THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta requests that Alberta Environment and Parks follow the Wetland Mitigation Directive and that permittee-responsible replacement and enhancement of wetlands be allowed, be it either through the Alternative Land Use Services program or through wetlands constructed as a part of stormwater management ponds.

Member Background

In June of 2018, Alberta Environment and Parks (AEP) issued an updated Wetland Mitigation Directive. In Section 5 Replacement, it is stated that that applicants can fulfill their replacement obligations through a combination of the following options:

1. Purchase available credits from a third party **wetland bank.**
2. Make a payment to the ***in-lieu fee program***, instead of undertaking their own replacement action or obtaining credits from a wetland bank.

3. Undertake **permittee-responsible replacement**, where the Applicant restores, enhances, or constructs a wetland, either in advance of- or soon after- permanent wetland losses have been incurred.

Of these options, Option 1, purchasing credits from a third party wetland bank is not available as a wetland bank program has yet to be established, even though this note has been in the directive since its inception in 2015.

Option 2 refers to the in-lieu fee program and payment to a designated Wetland Replacement Agent.

Currently, the only designated agent is Ducks Unlimited. The area of concern here is that municipalities may submit a request to Ducks Unlimited that the wetland replacement take place within the same municipality; however, there is no guarantee this will occur.

In addition to the desire to maintain its own wetlands, Red Deer County also believes that, due to the costs incurred by the municipality, each municipality should be the benefactor of its own wetland replacement.

Red Deer County's preferred replacement option has been Option 3, permittee-responsible replacement. This option allows for restoration, enhancement, or construction, and, through the ALUS program, the County has proposed enhancement of existing wetlands throughout the County. The Wetland Unit of AEP has stated that they are not in favour of wetland enhancement for compensation, and as such the use of ALUS is no longer an option.

Furthermore, portions of stormwater management ponds constructed as wetlands were previously accepted for compensation, which also falls under permittee-responsible replacement. However, as these guidelines for wetland compensation through stormwater management ponds have been removed from the July 2017 and June 2018 versions of the directive, this option is no longer available as well.

As a result, with Option 1 not being available and Option 3 no longer being accepted (even though it is included in the newly issued directive), the only remaining option is an in-lieu payment to Ducks Unlimited for compensation.

RMA Background

RMA will provide after resolution is endorsed at district level.

Resolution -18F
Utility Conflict in Municipal Right of Ways
Red Deer County

Endorsed by Kneehill County

WHEREAS municipalities and contractors are experiencing road construction project completion delays and incurring added expense due to utility companies (i.e. Telus, ATCO, Fortis) not meeting schedules for relocation of their infrastructure located within municipal right of ways.

WHEREAS, for many years, utility companies have utilized municipal right of ways for their infrastructure, both overhead and underground utilities.

WHEREAS, over the past several years, conflicts with utility companies in relation to road construction and road maintenance projects have increased as utility companies are not meeting their agreed upon schedules for relocation of underground utility lines and overhead power lines.

WHEREAS, the locating and marking of utilities used to occur within 48 hours, current experience has this process taking up to 10 to 12 days to complete. In addition, municipalities are experiencing even longer delays in the actual utility relocation.

WHEREAS, municipalities would like to see utility companies honor their schedules or be responsible for the added costs incurred due to their scheduled delays.

THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta work on behalf of all member municipalities to create a better process to assist in alleviating the added costs and delays being incurred by municipalities with some of the options to be considered being:

- negotiate with utility companies to ensure they honor their schedules or be held responsible to pay for all delays, impacts and costs associated with these delays
- create a universal master agreement for utility companies to enter into with all municipalities whereby utility companies pay a fee per lineal meter for their utilities to be located within municipal road right of way
- utility companies be required to negotiate with private landowners to locate utilities on private land

Member Background

- For many years, utility companies have utilized municipal right of ways for their infrastructure, both overhead and underground utilities. There are several agreements with the various utility companies that have developed over time that allow them to place and maintain their infrastructure within our right of ways.

- For the past several years, the conflicts with utility companies in relation to road construction and road maintenance projects have increased. Utility companies are not meeting their schedules to relocate their underground utility lines and overhead power lines. This causes project delays to construction schedules for municipalities and adds additional costs. The utility line locating process used to be as little as 48 hours to get lines located and marked. Municipalities are experiencing delays of up to 10 to 12 days to get utilities marked. Beyond that component, municipalities are experiencing much longer delays to have the actual utility relocated.
- Current examples for Red Deer County; RR 10 road construction was delayed due to TELUS's line relocation. Communication with TELUS commenced January 8, 2018, construction started in May and the line was not relocated until mid-June. The additional costs for to work around the TELUS lines is approximately \$50,000.
- Twp 370 and ATCO – ATCO was notified of the road construction project in February 2017. They were updated in March 2018 that the project had been awarded to a contractor for summer 2018 construction. An onsite meeting was held on April 6, 2018. ATCO requires 3 months' notice in order to commit to relocating their power poles on road construction projects. We are now 18 months past the initial notice. This grading project will be completed in early August. As of August 1, ATCO has begun the survey for relocation of entire line. Our road project will be completed and the contractor will be mobilized off the project before ATCO relocates their power line. This will lead to soil disturbance and re-landscaping of the ditches and slopes.
- FORTIS in Gasoline Alley's Laura Avenue. Construction completed in summer 2017 with final clean up and landscaping delayed to 2018 due to FORTIS delay, including their installation of the required street lights. Additionally, during the long delays, FORTIS provided 3 cost estimates that started at \$39,000 and increased to \$52,700 then to \$121,700 with no additional scope or work added and no detailed back up provided on how FORTIS obtained these numbers. The street lights were finally installed in late July, a year later than scheduled.
- AltaLink – in the Markerville area, located several large structures within our road right of way that were too close to the road shoulder and intersections, posing hazardous situations. In the end, due to cost to AltaLink to re-locate these large structures, a guardrail was installed around the structures.

RMA Background

RMA will provide after resolution is endorsed at district level.

Resolution -18F

Annual Release Date of Base Year Modifiers

Mountain View County

Endorsed by Rocky View County

WHEREAS the Department of Municipal Affairs sets the base year modifiers at no set timeline.

WHEREAS the Municipal Government Act requires municipalities to pass a balanced budget.

WHEREAS Rural Municipalities receive significant revenue from linear properties.

WHEREAS there has been volatility in linear assessment values in recent years.

WHEREAS other types of funding have become more uncertain and the need for more timely information has become more critical to ensure realistic budgets.

WHEREAS municipalities are often required to develop budgets based on base year modifier estimates when final modifier figures are not yet available; and

WHEREAS if the final modifier figures vary from the estimates, the municipality's budget can be significantly impacted;"

WHEREAS many municipalities pass budgets prior to January 1st of the budget year.

THEREFORE, BE IT RESOLVED that Rural Municipalities of Alberta (RMA) lobby the Government of Alberta to set the annual date of release of base year modifiers at September 15th or the nearest business day afterwards to allow municipalities to be more informed when making budget decisions.

Member Background

Base year modifiers are mechanisms to adjust the base assessment value up or down to reflect present costs. Municipal Affairs sets the base year modifiers for valuation on an annual basis. The Minister usually proclaims them in the preceding December of the tax/municipal budget year. Many rural municipalities' property tax consists of a large portion of linear tax. This assessment class has experienced large swings and surprises that have made budgeting more difficult especially when the modifiers are released in December. This issue is compounded by the fact that the large swings have been negative in terms of their impacts on assessment and therefore indirectly property tax. Last year's linear modifiers are an example of this. The department released preliminary numbers indicating a double-digit growth in both pipeline and well head modifiers which are both sub-classes of linear property types. But the modifiers approved by the Minister were zero. As well, starting with 2019 budgets, there is a new requirement for three years

of operating statements. Having the information earlier would allow municipalities more time to ensure that they have their revenues in place when passing their balanced budgets.

RMA Background

RMA will provide after resolution is endorsed at district level.

Resolution -18F

Federal and Provincial Funding of Municipal Broadband Projects

Clearwater County

Endorsed by Mountain View County

WHEREAS the Canadian Radio-television and Telecommunications Commission (CRTC) deems broadband/Internet a “basic” or “essential” service for Canadians;

WHEREAS the current CRTC targets and federal funding programs do not specifically address the many rural, remote, and northern communities in Canada that continue to be unserved or underserved by Internet Service Providers (ISP);

WHEREAS broadband/Internet service in rural, remote and northern communities is slower, with less capacity (bandwidth) and significantly more cost than services in urban centres;

WHEREAS connecting to the Province of Alberta's fibre optic infrastructure backbone (the SuperNet) is cost-prohibitive to ISPs and municipalities;

WHEREAS access to high speed/capacity broadband is vital to municipal sustainability, economic development and diversification, and overall community and social development; and,

WHEREAS municipalities across Canada are initiating broadband/Internet projects to leverage network-based technologies in order to strategically improve services to rural, remote and northern communities and their residents and businesses, thereby enhancing social capacity, retaining knowledge workers and allowing businesses opportunity to compete globally.

THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta (RMA) requests the governments of Alberta and Canada provide direct funding to municipalities, to support rural, remote and northern communities' development of high speed (50 Mbps and faster) community broadband, with federal government grants matching municipal and provincial investment in broadband/Internet network infrastructure.

Member Background

Rural Canada requires accessible, affordable and reliable high-speed Internet.

Over the past decade, municipalities from across Canada have initiated dialogue with federal and provincial governments, as well as incumbent telecom and Internet Service Providers (ISPs), to voice the need to enhance broadband Internet and mobility services in rural, remote and northern communities.

Access to broadband allows Canadians to fully participate in the digital economy and take advantage of quality of life services, including telehealth, e-learning and access to government and social services.

Access to broadband enhances community viability, economic competitiveness and the ability to attract and retain business and industry. In order to survive in a global economy, rural communities need access to broadband services to be able to innovate, develop and retain a knowledge workforce, and to gain 'digital equality' with their urban municipal counterparts.

Currently, the Canadian Radio-television and Telecommunications Commission (CRTC) targets 50 Mbps download/10 Mbps upload for fixed broadband services (by 2021, 90% of homes/businesses); an unlimited data option for fixed services; and, the latest mobile wireless technology available to all homes and businesses, and along major Canadian roads. A funding regime is being developed by an 'arm's length' third-party, with \$750 million over the first five years for projects that complement existing and future private investment, in underserved areas.

Despite many federal and provincial programs aimed at supporting broadband development and access, rural communities remain unserved or underserved. High capital costs due to geography and population densities means low return on investment, limiting the ability for private sector investment in rural Canada even with federal and provincial grant programs and incentives. The business case for private sector investment simply does not exist in rural Canada, and this financial challenge has resulted in 'final mile' areas not being serviced or not serviced well, nor likely to ever be serviced by the private sector.

Broadband is now considered an essential service because it is a required social and community development tool. It is important for communities to plan wisely and be future ready, as with Canadian populations shifting toward urban centres, rural communities more than ever need to focus on community development and revenue diversification to remain viable. Broadband access remains the single largest barrier to digital advancement for rural communities.

Partnerships and government funding are critical to achieving broadband access for all Canadians. Federal and provincial government's principle focus must be on improving broadband standards in low-density rural, remote and First Nation communities, before any further funding is dedicated to upgrading already-served urban centres.

RMA Background

3-17S National Broadband Strategy

THEREFORE, BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties request that Service Alberta not renew the Axia SuperNet Ltd. agreement until a complete examination of how the Alberta SuperNet can be managed in such a way as to promote a cost competitive, reliable, sustainable and Alberta-based solution for fibre optic internet services which meets the increasing demand for high speed internet service within the Province of Alberta with sufficient emphasis to rural connectivity.

DEVELOPMENTS: The Government of Alberta is currently in the process of developing an RFP for a new SuperNet operator when Axia's contract expires in 2018. As part of this process, Service Alberta has engaged the AAMDC and other stakeholders to better understand the current weaknesses of the SuperNet in connecting public sector institutions and supporting the development of rural broadband connectivity. NOTE: Bell Canada selected as SuperNet operator in June 2018.

Because Service Alberta has acknowledged flaws in the current SuperNet and challenges in how it is operated by Axia, and has expressed a commitment to improving SuperNet in the future, this resolution is assigned a status of Accepted in Principle, and will be reviewed when a new operating agreement is signed.

8-14F: Improvement of High-Speed Internet Services in Rural Alberta

THEREFORE, BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties lobby the Government of Alberta to make the investments necessary to improve high-speed internet services in rural Alberta.

DEVELOPMENTS: The Government of Alberta and the Government of Canada are currently in the process of administering several programs intended to improve high-speed internet service in rural Alberta.

The Government of Alberta is in the process of developing an RFP to seek a new SuperNet operator when the current contract with Axia expires in 2018. Service Alberta has worked with the AAMDC and other stakeholders to identify weaknesses with SuperNet, and are committed to improving it through the new operating agreement.

Alberta Economic Development and Trade are currently undertaking a joint project with the University of Alberta to develop an educational resource for municipal officials in rural and small urban municipalities that will consolidate relevant regulatory, funding, and technical information to assist them in taking local steps to improve broadband access in their communities.

In the 2016 federal budget, the Government of Canada committed \$500 million over five years to improve rural broadband access and connectivity to the digital economy. Details of the program are not yet available, but funding is expected to start flowing in late 2016 or early 2017.

Both the provincial and federal government are taking steps to improve rural internet service. However, all of the strategies and programs described above have yet to be completed, and their effectiveness is not yet known. As the final product has not shown any improvements at this time, this resolution is assigned a status of Intent Not Met, and will be revisited as these programs progress.

Government Response:

Service Alberta:

Service Alberta (SA) is supportive of the main principles in Resolution 3-17S and continues to be the voice of Albertans to the federal government on the need for a National Broadband Strategy.

Our government is working to make life better for Albertans, and understands the importance of access to government services and improved internet. While most Albertans have access to some basic internet services, the government is fully aware of the internet challenges facing rural Alberta, such as increased demand, speed, and performance expectations. We have been listening and actively working with stakeholders, including Alberta municipalities and the federal government, to better understand these challenges and become part of the solution.

SA is also supportive with regard to establishing broadband as an essential service, but would note that the province does not have a role in this part of the resolution. The telecommunications industry is regulated federally, and the Canadian Radio-television and Telecommunications Commission (CRTC) established a new universal service objective on December 21, 2016, under Telecom Regulatory Policy CRTC 2016-496:

“Canadians, in urban areas as well as in rural and remote areas, have access to voice services and broadband Internet access services, on both fixed and mobile wireless networks.”

The CRTC is also setting ambitious speed targets, and creating a fund that will invest up to \$750 million over and above existing government programs, to support broadband infrastructure projects in areas that do not meet these targets. This funding is in addition to the Connect to Innovate federal broadband program, which received several Alberta applications for funding prior to the April 20, 2017, closing date. SA actively worked with municipalities and internet service providers (ISPs) on several applications.

We are encouraged to see the CRTC identifying broadband as a basic need for Canadians. In Alberta, we have clearly heard that rural leaders see broadband access as key to ensuring sustainable communities where businesses, youth, and local talent can thrive. While the CRTC has outlined preliminary views on their broadband policy and funding mechanism, they have also indicated that additional discussions are needed in 2017 to finalize these details. SA will be watching for final criteria to understand how Alberta communities can benefit, and what our government can do to support those efforts.

With the SuperNet operating contract expiring in 2018, our government has been looking at options for moving forward. We have considered the valuable stakeholder insights shared with us, and are positioning future contracts, such as SuperNet, to support broadband in rural Alberta, while also leveraging federal initiatives like the newly-announced CRTC broadband fund.

This government will be discussing our approach for the future of SuperNet and potential rural broadband supports in 2017. SA has committed to reaching out to both the AAMDC and the Alberta Urban Municipalities Association to ensure they are aware of our government's direction, and to offer assistance in updating their members.

We have heard the AAMDC's requests to engage with government, and will continue to communicate and work with our local governments as we move forward. SA supports Resolution 3-17S in advocating to the federal government that rural municipalities, ISPs, education and health professionals, public safety organizations, and research and economic development authorities should be actively involved in the preparation of any National Broadband Strategy.

Alberta Treasury Board and Finance:

The Alberta SuperNet is a broadband network that connects to rural and urban communities in the province. This network of fibre-optic cables and wireless connections reaches 429 communities across Alberta. Budget 2017 includes \$31 million of funding for the SuperNet.

Increases to funding for broadband network support would need to be considered through the government's budget development process.

Development:

The Government of Alberta response indicates broad support of the resolution's call for increased action on the part of government and industry in enhancing rural broadband availability and quality. RMA is pleased with the direction that the Government of Alberta has taken to this point in prioritizing rural final mile connectivity in their development of a new operating agreement. The Government of Alberta is currently in the process of

developing a rural broadband strategy, and has convened an inter-ministerial working group to do so. In early 2018, RMA assisted Service Alberta in promoting a survey to members to gather baseline information on rural broadband service delivery. Unfortunately, RMA has received no indication that it, or any member municipalities, will be invited to participate in the working group.

At the federal level, RMA is pleased with the 2016 Canadian Radio-television and Telecommunications Commission (CRTC) that declared broadband as a basic telecommunications service, which is the telecommunications equivalent of an essential service, and empowers the CRTC to implement programs, policies, regulations and initiatives to improve broadband in underserved areas. One such initiative being undertaken in relation to the basic service declaration is a \$750 million fund to enhance broadband in rural areas, to be funded by industry. RMA has submitted input to the CRTC on how the fund should be structured, and the CRTC is expected to release these details by mid-2018. A second aspect of the CRTC's declaration of broadband as a basic service was to increase the threshold for underserved areas from those with service below 5mbps download / 1mbps upload to 50mbps download / 10mbps upload. In their 2018 budget, the Government of Canada also announced that \$100 million over five years has been dedicated to the Strategic Innovation Fund, will mainly be used to advanced low earth orbit satellite technology to improve broadband service in rural and remote communities.

Despite the positive progress made recently by the provincial and federal governments related to enhancing rural broadband, RMA is unaware of any federal initiative to develop a national broadband strategy. Therefore, this resolution is assigned a status of Accepted in Part due to the federal declaration of broadband as a basic telecommunications service, which meets the intent of part of the resolution.

Provincial Ministries:

Service Alberta, Treasury Board and Finance

Federal Ministries and Bodies:

Canadian Radio-television and Telecommunications Commission

Resolution -18F

Community Peace Officer Access to the Canadian Police Information Centre

Mountain View County

Endorsed by Clearwater County

WHEREAS Rural Municipalities employ Community Peace Officers Level 1 and Level 2 under the Peace Officer Act; and

WHEREAS Rural Municipalities are responsible for ensuring the safety of Community Peace Officers; and

WHEREAS The Canadian Police Information Centre access was made available to Community Peace Officers (CPO) Level 1 in 2013; and

WHEREAS The Canadian Police Information Centre access is not available to Community Peace Officers (CPO) Level 2; and

WHEREAS Uptake and usage of the tool is restricted to Community Peace Officers using the Canadian Police Information Center in abnormal instances only after the initial contact and approach; and

WHEREAS Employers are responsible for drafting policy that prohibits a CPO from attending a location alone where there is a known threat and must maintain a list of known local threats for reference by dispatchers and CPOs;

THEREFORE, BE IT RESOLVED That the Rural Municipalities of Alberta request that the Ministry of Justice and Solicitor General work with the Canadian Police Information Centre, and any other Ministry necessary, to provide direct, mobile and timely Canadian Police Information Centre access to Community Peace Officers that can be used as a proactive and preventative tool within defined guidelines.

Member Background

The Canadian Police Information Centre (CPIC) is a computerized system that provides tactical information about crimes and criminals. It is an integral part of the RCMP's National Police Services (NPS) as it is the only national information-sharing system that links criminal justice and law enforcement partners across Canada and internationally. CPIC is responsible for the storage, retrieval and communication of shared operational police information to all accredited criminal justice and other agencies involved with the detection, investigation and prevention of crime.

CPIC has been operational since 1972 and is located at the RCMP Headquarters complex in Ottawa, Ontario. It allows for law enforcement officers to connect to the central computer system within police departments, RCMP detachments, and federal and provincial agencies across the country.⁽¹⁾

The Canadian Police Information Centre access was made available to Community Peace Officers (CPO) in 2013. Community Peace Officers are able to receive the following information from Canadian Police Information Centre:

- Vehicles: Stolen license plates, validation tags or vehicles; stolen vehicles, abandoned or wanted in connection to a crime.
- Persons: Persons wanted by the police or accused persons; persons on probation or parole; persons against whom prohibition orders have been placed (e.g. driving, possession of firearms); missing persons, including children;
- Criminal Record Synopsis: Condensed version of criminal records supported by fingerprints maintained by the RCMP's Information and Identification Services.

Currently, CPIC Information is obtained through the Sheriffs Online Communications Center (SOCC) which requires a CPO to provide a reason for any requested query and provides a cumbersome approach to acquiring information on outstanding warrants. The time from request to final response is typically lengthy and becomes ineffective for day to day CPO operations. This often leads to CPO's entering potentially dangerous situations without notice and forces them to act reactively to situations, rather than proactively.

In comparison, the RCMP have access to CPIC information quickly and can obtain such information prior to initial contact.

Employers provide Community Peace Officers with tools such as Registries Online Access Delivery System portal to Moves Law Enforcement that provides motor vehicle information, ownership information, license information and a history of moving violations. As technology progresses and health and safety programs become more robust, a request for improved access to CPIC should be considered.

Granting enhanced and timely access to CPIC for Community Peace Officers would provide municipalities added flexibility to determine their internal processes and protocols for Community Peace Officers when dealing with the public. It would provide a potential for increase in safety of employees as well as operational efficiencies of the organization.

The Rural Municipalities of Alberta (RMA) has been advocating of "the formation of a working group comprised of the Ministry of Justice and Solicitor General, the Royal Canadian Mounted Police "K" Division, the Alberta Association of Community Peace Officers (AACPO), and potentially other organizations"⁽²⁾ to pursue options for direct, timely and mobile access to CPIC for Community Peace Officers. It is the intent of this resolution to provide additional support to their efforts to have this issue resolved for the safety of all Community Peace Officers in Alberta.

References

1. Alberta Justice and Solicitor General (December 2012) Public Security Peace Officer Program CPIC Policy

2. Rural Municipalities of Alberta, (May 31, 2018) Letter Re: Community Peace Officer Access to the Canadian Police Information Centre

RMA Background

RMA will provide after resolution is endorsed at district level.

CENTRAL RURAL MUNICIPALITIES OF ALBERTA (CRMA) DISTRICT 2 RESOLUTIONS COMMITTEE TERMS of REFERENCE POLICY

Approved 02/02/2018

Authority

The Resolutions Committee for the Central Rural Municipalities of Alberta District 2 (CRMA) is a standing committee and is established by policy as approved by the Board of Directors.

Purpose & Duties

1. The Resolutions Committee oversees the process for submitting resolutions, facilitates the resolutions debate at District meetings, and engages with the Alberta Association of Municipal District and Counties (RMA) regarding resolutions of District or Provincial significance, if required.
2. The Resolution Committee shall:
 - a. Have power to rank the resolutions per their relative importance thus determining the order paper for the District 2 Resolution Session.
 - b. Meet within three (3) business days of the resolution submission deadline to review the resolutions and determine if resolutions meet the criteria outlined in the CRMA District 2 Resolution Process Policy.

In the event that a resolution does not meet the criteria the Resolutions Committee will confer with the sponsoring municipality to determine if the resolution can be modified or further information provided. If the municipality is unwilling or unable to modify the resolution to meet the criteria, the Resolutions Committee will not place the resolution before the full member municipalities. If the Resolutions Committee does not place the resolution before the full member municipalities, the municipality will have to obtain a three-fifths (3/5) majority to have the resolution accepted on the order paper for consideration at the district meeting.

- c. Circulate final versions of resolutions to the CRMA full member municipalities for review not less than seven (7) days prior to District meetings.
3. The Resolution Committee may, in consultation with the sponsoring municipality(ies):
 - a. Notify the sponsoring municipality(ies) of any deficiencies in meeting the guidelines of resolutions as outlined in CRMA District 2 Resolution Process Policy and/or the RMA Board Policy BRD-2017-06-3: RMA Resolution Process, and Inform the sponsoring municipality(ies) where the resolution will materially change or contradict a current RMA position;
 - b. Review each resolution for clarity relating to intent, content, wording structure and format and, as required, recommend changes to the sponsoring municipality;
 - c. If two or more sponsoring municipalities have submitted resolutions similar in content or issue, confer with the Parties and encourage them to submit a joint resolution.

In the event that sponsoring municipalities do not wish to consolidate the resolutions they shall be presented to the full member municipalities as presented.

4. During the Resolution session of District meetings, the Resolutions Committee shall:
 - a. Oversee and comply with the resolution process as outlined in the CRMA District 2 Resolution Process Policy;
 - b. In coordination with the CRMA Secretary-Treasurer, submit to the RMA all district-endorsed resolutions, at least four (4) weeks prior to the RMA Spring or Fall conventions.
5. The Committee may engage with the RMA staff or Board, as required, regarding issues of District or Provincial significance.

Membership

1. The Resolutions Committee shall consist of the CRMA District 2 Vice -Chair and four elected officials from municipalities that are members in good standing of the RMA. The members of the Resolution Committee shall be appointed by the CRMA Board of Directors following the Fall RMA convention and shall notify the CRMA membership at the February District meeting of who has been appointed to the CRMA Resolution Committee for the following term.
2. The RMA District 2 Director shall sit on the Resolutions Committee as a non-voting participant, acting as a liaison between the Committee and the RMA Board.
3. In the event that a member of the Resolutions Committee resigns from the Committee, or ceases to hold office in their municipality, they shall cease to be a member of the Resolution Committee.
4. The CRMA District 2 Chair may temporarily appoint a Director of the CRMA Board or other elected official from within the District to fill a vacancy on the committee. Any appointment by the Chair shall continue until the next meeting of the Board of Directors at which time the Directors will appoint a new member to complete the term.
5. The Chair of the Resolutions Committee shall be selected by the voting members of the Resolution Committee.

Term of Membership

1. Members will be appointed for a term of two years.

Meeting Arrangements and Frequency

1. The Resolutions Committee shall meet at the call of the Resolutions Committee Chair.
2. Meetings may be held using electronic communication. (E.g. teleconference, Skype, etc) provided all Resolution Committee members have the ability to participate in the meeting.

Per Diem & Expenses

1. Costs associated with fulfilling the duties or responsibilities associated with Resolutions Committee is the responsibility of the Committee member's municipality.

Administrative Support

1. The Secretary-Treasurer for the CRMA shall provide administrative support to the Resolutions Committee.

CENTRAL RURAL MUNICIPALITIES OF ALBERTA (CRMA) DISTRICT 2 RESOLUTION PROCESS POLICY

Approved 02/02/2018

Purpose

The purpose of this policy is to formalize the parameters involved for the resolution process used by the CRMA District 2. It includes aspects of the resolution process including oversight, guidelines, resolution types, writing and submission guidelines, the resolution session and the handling of endorsed resolutions.

Policy Statement

As a method of deriving member direction, the resolution process is fundamental to informing the RMA's advocacy priorities. The rationale for submitting resolutions for consideration at the district level is to obtain the endorsement of the district.

Resolution Oversight

Resolutions and the resolution process is overseen by the CRMA District 2 Resolutions Committee as outlined in the CRMA District 2 Resolutions Committee Policy.

Resolution Submission Guidelines

1. Resolutions may be submitted by any full member municipality for consideration by the CRMA District 2 Resolutions Committee.
2. Resolutions must be approved by a motion of the member municipality council sponsoring the resolution and, endorsed by a motion of a second member municipality council.
3. Resolutions must be received by the CRMA District 2 Secretary at least four (4) weeks prior to each district meeting. Resolutions received after the deadline can only be treated as emergent resolutions.
4. Resolutions and supporting member background must be submitted electronically in Microsoft Word by the resolution deadline.

Emergent Resolutions

1. A full member municipality may submit an emergent resolution to the Resolutions Committee up to five (5) business days prior to the meeting of the general membership.
2. An emergent resolution is defined as one submitted to the District 2 Secretary after the resolution deadline that deals with an issue, legislative, or policy change that has arisen after the resolution deadline, and needs to be addressed prior to the next RMA convention. Justification explaining why a resolution is emergent must be clearly stated upon submission.

3. Any resolution not meeting the definition of being an emergent resolution will not be accepted by the Resolutions Committee. The Resolutions Committee Chair or designate will inform the resolution sponsor(s) of the decision of the Resolutions Committee.
4. If the Resolutions Committee does not place the resolution before the full member municipalities, the sponsoring municipality will have to obtain a three-fifths (3/5) majority to have the resolution accepted on the order paper for consideration at the district meeting.
5. Resolutions accepted by the Resolutions Committee as emergent in nature will be added to the order paper at the start of the resolutions session. Approval of the additions of emergent resolutions, will be voted on using a simple majority.
6. The sponsoring municipality must provide and distribute adequate copies of the emergent resolution to all members attending the district meeting prior to the start of the resolutions session. Meeting registration numbers will be shared with the resolution sponsor to advise of the number of emergent resolution copies required.

Resolution Writing Guidelines

1. Resolutions must include a title, preamble (whereas), operative clause (therefore be it resolved) and member background and shall be in the form:

WHEREAS ...; and
WHEREAS ...;
THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta ...
Member Background
2. Resolutions must address a topic of concern that is relevant to municipalities on a provincial or federal basis.
3. The title must provide a clear indication of the resolution's intent.
4. The preamble must provide clear, brief, factual context for the operative clause.
5. The operative clause must clearly set out what the resolution is meant to achieve and indicate a proposal for action. The wording should be straightforward and brief so that the intent of the resolution is clear. Resolutions requesting legislative changes must clearly identify the legislation that the resolution is directing changes to.
6. Resolutions must be accompanied by background information outlining the following where appropriate:
 - a. The history of the issue,
 - b. Issue impacts, noting the provincial and/or federal impacts of the issue, where applicable,
 - c. Past or current advocacy efforts by the RMA or other organizations,
 - d. Recent incidents or developments,
 - e. Specific legislation linkages, and
 - f. Other stakeholders with a vested interest.

Resolutions Session

1. For the purposes of the resolutions session only, quorum shall be defined as representation of 50% plus one of the District 2 full member municipalities who are eligible to vote. Quorum will be counted at the start of each resolutions session.
2. Only elected officials of full members are eligible to vote on resolutions and can only cast their individual vote on each resolution.
3. Only elected officials of full members shall be allowed to speak during the resolutions session. Associate members, member administrative staff and guests may be permitted to speak upon recognition by the chair and consent of majority of the voting members. They may not move or second a resolution, or vote. Those speaking during the resolutions session must clearly state their name, position and jurisdiction.
4. The resolution session shall be carried out per Robert's Rules of Order, except where those rules may be in conflict with the bylaws and policies of the RMA and/or CRMA District 2.
5. The resolution session shall include the acceptance of the order paper and the consideration of resolutions.
6. If any emergent resolutions are to be presented, they will be incorporated into the order paper, which will be voted on at the start of the resolutions session.
7. Voting requirements to pass all resolutions are as follows:
 - a. A three-fifths (3/5) majority shall be required. Resolutions requesting legislative changes must clearly state what legislative amendments are being requested.
 - b. Motion to accept the Order Paper identifies the majority status required for the vote for each resolution.
8. If the voting requirement assigned to a resolution is to be disputed, an elected official from a full member municipality is to notify the Resolutions Chair or a Resolutions Committee member in advance of the resolutions session. Voting requirement amendments may be presented at the introduction of the order paper by the Resolutions Chair prior to the introduction of resolutions.
9. A sponsoring municipality may declare its intent to withdraw a proposed resolution when the resolution is introduced. Before making a motion, the sponsor shall request to withdraw the resolution. Pending no opposition from the floor, the session chair shall declare the resolution withdrawn and no further debate or comments will be allowed.
10. The title, sponsor(s), resolution type and operative clause shall be read aloud by a resolutions committee member to introduce the resolution at the during the session.
11. Each resolution requires a mover and a seconder and will be allowed up to five (5) minutes combined to present the resolution.
12. The RMA District 2 Director shall be permitted to speak, to provide clarity on a resolution intent as presented, that may be impacted by RMA advocacy efforts.
13. Following the initial speaker(s), the chair will then call for members requesting clarification, amendments or speaking in opposition to the resolution. The speaker will have a two (2) minute time limit. If no one rises to speak in opposition to a proposed resolution, the question will be immediately called.

14. Once a member has spoken in opposition of the resolution, debate will continue with each speaker having a two (2) minute time limit. When debate ends, the chair will allow the mover and seconder two (2) minutes total to present final comments.
15. Deferral of resolutions back to the sponsor, or tabling a resolution until a future district meeting will not be permitted. All resolutions included in the order paper will be voted on during the resolutions session in which they are introduced.

Amendments

1. Friendly amendments are those that are so simple or uniformly acceptable that they can be adopted by unanimous consent during debate. This eliminates the necessity for formal amendment including seconding, debate, voting and incorporation back into the main motion.
2. Friendly amendments must be agreed to by the mover of the main motion and there must be no objection from voting delegates to the amendment being made on a friendly basis.
3. Each amendment (except friendly amendments) requires a mover and a seconder. The spokesperson(s) for the amendment will be allowed two (2) minutes combined to present the amendment.
4. Amendments (except friendly amendments) will be accepted when duly moved and seconded.
5. Discussion of amendments follows the same guidelines and timeframes as outlined for resolution debate.
6. Only one amendment will be accepted at a time, and only one amendment to the amendment is permitted at a time.
7. A simple majority vote is required to pass all amendments.

Reporting District-endorsed Resolutions

1. Resolutions passed by the CRMA District 2 full member municipalities shall be forwarded to the RMA for consideration at the fall or spring convention of the RMA, as per RMA Board Policy, BRD-2017-06-3: RMA Resolution Process, Section C, at least four (4) weeks prior to each convention.
2. The CRMA will not normally take any action on the resolution other than to forward the resolution to the RMA and MLA's who represent member municipalities.

- Call to Order Bruce Beattie, Mountain View County, called the District 2 - Central Alberta Association of Municipal Districts and Counties (CAAMDC) meeting to order at 10:00 am on Friday, February 2, 2018, at the Century Downs Casino and Racetrack, Rocky View County, Alberta.
- Welcome Greg Boehlke, Reeve, Rocky View County, welcomed everyone and introduced the Rocky View Council members.
- Emergent Resolution
 Moved by Ken Wigmore, Lacombe County to add "Actions on Rural Crime", submitted by Lacombe County to the list as an emergent resolution. Seconded by Jean Bota, Red Deer County.
 CARRIED.
- Agenda
 Moved by Dwayne Fulton, Mountain View County, that the agenda be adopted as amended. Seconded by Dan Henn, Rocky View County.
 CARRIED.
- Resolutions
 B. Beattie turned the floor over to the Resolution Committee Chair, Jim Duncan, Clearwater County.
 J. Duncan noted Resolution Committee members are Angela Aalbers, Bryce Liddle, Dene Cooper, Jim Wood, Paul McLauchlin, and himself and introduced the members in attendance.
- Resolution Committee
 Amended Terms of Reference
 Moved by Jean Bota, Red Deer County, that the CAAMDC District 2 Amended Resolution Committee Terms of Reference be approved. Seconded by Ken Wigmore, Lacombe County.
 CARRIED.
- County of Paintearth
 'Wind Energy Regulations
 Required at Provincial Level'
 Jim Duncan referred to the Notice of Motion received from County of Paintearth asking that AAMDC requests the Government of Alberta to create a "Wind Energy Regulations Required at Provincial Level" division within the AER to oversee project approvals; oversight/enforcement; assessment and taxation; implementation of an Orphan Turbine fund; and, the completion of amendments and updates to other Provincial Acts.

Moved by Stan Schulmeister, County of Paintearth, that the following resolution be passed as amended. Seconded by Steve Wannstrom, Starland County.

Now Therefore Be It Resolved that The Association of Alberta Municipal Districts and Counties request the Provincial Government of Alberta to undertake the following: Creation of a “Renewable Energy” division within the AER to approve, regulate, and enforce the responsible development, reclamation, and assessment of renewable energy projects in the Province of Alberta.

Further Therefore Be It Resolved that: Renewable energy projects formally proceeding into the review and approval stage of the above noted Renewables division are to be corporately approved and construction ready projects, not speculative or conditional in any way.

Further Therefore Be It Resolved that: AAMDC request the Province of Alberta to set up and enforce the collection of monetary funds towards the implementation of an “Orphan Turbine” fund to oversee potential future reclamation of abandoned turbine sites.

Jim Duncan provided an overview and rationale for the proposed resolution and discussion from the floor took place.

Dana Kreil, Lacombe County moved that “during construction” be removed from the third ‘THEREFORE BE IT RESOLVED’. Seconded by Barb Shepherd, Lacombe County.

CARRIED.

Jim Duncan called for a vote on the amended resolution.

CARRIED.

Emergent Resolution
 County of Lacombe
 ‘Actions on Rural Crime ‘

J. Duncan referred to the Notice of Motion received from Lacombe County asking AAMDC to request the Government of Canada and the Government of Alberta to develop and implement strategies and initiatives to prevent and combat rural crime, and punish those convicted of committing rural crime in a manner that will maximize deterrence.

Moved by Ken Wigmore, Lacombe County, that the following resolution be passed as presented. Seconded by Jean Bota, Red Deer County.

THEREFORE, BE IT RESOLVED that the Association of Alberta Municipal Districts and Counties request the Government of Canada and the Government of Alberta develop and implement strategies and initiatives to prevent and combat rural crime, and punish those convicted of committing rural crime in a manner that will maximize deterrence.

FURTHER BE IT RESOLVED that the AAMDC request the Government of Canada to continue with its review of the criminal justice system and sentencing reforms in a way that gets repeat offenders off the street for longer periods of time.

Ken Wigmore, Lacombe County, provided an overview and rationale for the proposed resolution and discussion from the floor took place.

Jim Duncan called for a vote on the resolution.

CARRIED.

Gary Sandberg,
 Assistant Deputy Minister
 Municipal Affairs

Gary Sandberg, Assistant Deputy Minister, Municipal Affairs, provided information and updates regarding the new MGA and implementation of the new requirements under the revised statutes. Including: Changes to assessment of Designated Industrial Property, development of SDAB member and clerk training, PERC program, Ministry comments on IDP's and ICF's, off-site levies for highway corridors.

Discussion from the floor took place.

Legal Session Cannabis
 in the Workplace

Megan Van Huizen, Associate, Brownlee LLP, presented a power point 'Cannabis in the Workplace'.

B. Beattie recessed the meeting for lunch at 11:58 am.

B. Beattie called the meeting to order at 12:50 pm.

Education Session:
Intermunicipal Collaboration
Framework Agreement Process

Jeff Holmes, CAO, Mountain View County, Angela Aalbers, Councillor, Mountain View County, and Carl McDonnell, CAO, Town of Carstairs, presented a power point 'Intermunicipal Collaboration Framework Agreement Process'.

Announcement

B. Beattie declared that Jean Bota, Red Deer County, was nominated, as the CAAMDC District 2 Candidate for FCM Standing Committees for the 2018-2019 term at the December zone meeting.

Moved by Barb Shepherd, Lacombe County, that Jean Bota, Red Deer County, is appointed as the CAAMDC District 2 Candidate for the FCM Standing Committees for the 2018-2019 term. Seconded by Angela Aalbers, Mountain View County.
CARRIED.

Amended Resolution
Criteria

Jim Duncan led a discussion on potential changes to the Resolution voting procedures. Three potential options were discussed:

- 1) No Changes
- 2) Three voting members per municipality
- 3) A combination of option one and two

By consensus the membership voted for option one, no changes to the current voting procedure, which is one vote for each member in attendance.

AAMDC Update

AAMDC District 2 Director, Paul McLauchlin, Ponoka County and Kara Westerlund, Brazeau County, AAMDC Vice President, provided information and updates on AAMDC activities and initiatives.

Adoption of Meeting Minutes
October 13, 2017
District 2 General Meeting

Moved by Jim Duncan, Clearwater County, that the minutes of the District 2 – CAAMDC General Meeting held on October 13, 2017, be adopted as circulated. Seconded by Greg Boehlke, Rocky View County.

CARRIED.

December 8, 2017

District 2 Directors' Meeting

Moved by Jim Wood, Red Deer County, that the minutes of the District 2 – CAAMDC Directors Meeting held on December 8, 2017, be adopted as circulated. Seconded by Jim Duncan, Clearwater County.

CARRIED.

Financial Report

As of December 31, 2017

Moved by Ken Wigmore, Lacombe County, that the December 31, 2017 financial report be received for information. Seconded by Duncan Milne, Mountain View County.

CARRIED.

2018 District 2

Meeting Schedule

B. Beattie noted the next scheduled District 2- CAAMDC general meetings and resolution deadline dates as follows:

- October 12, 2018 – Hosted by Ponoka County
Resolution Deadline – September 12, 2018
- February 1, 2019 – Hosted by Stettler County
Resolution Deadline – January 8, 2019

Adjournment

B. Beattie adjourned the meeting at 2: 07 pm.

District 2 CRMA Directors' Meeting

Friday, August 10, 2018

Page 1 of 3

1. Call to Order

Bruce Beattie, CRMA District 2 Chair, called the meeting of the CRMA District 2 Board of Directors to order at 10:08 am on Friday, August 10, 2018, at the Kneehill County Administration Office in Three Hills, Alberta.

In attendance:

John Vandermeer and Jim Duncan, Clearwater County
 Dene Cooper and Paul Clark, M.D. Bighorn
 Larry Clarke and Ernie Gendre, County of Stettler
 Paul McLaughlin, Ponoka County
 Christine Moore, Red Deer County
 Stan Schulmeister and Doreen Blumhagen, County of Paintearth
 Bruce Beattie and Duncan Milne, Mountain View County
 Jerry Wittstock, Kneehill County
 Steve Wannstrom, Starland County
 Paula Law, Lacombe County
 Jordon Christianson, Special Areas Board

Matthew Kreke, Starland County
 Brent Williams, CAO MD of Acadia
 Laurie Watt, Kneehill County
 Ric Henderson, Red Deer County
 Rick Emmons, Clearwater County
 Keith Boras, Lacombe County
 Margaretha Bloem, Mountain View County
 Martin Buckley, CAO
 Richard Barss, Rocky View County
 Gail Evers, Mountain View County

2. Agenda

Moved by John Vandermeer, Clearwater County, that the agenda is adopted as submitted.

Carried.

3. October 12, 2018 District 2 Spring General Meeting – Hosted by Ponoka County

Bruce Beattie noted the Spring General Meeting, hosted by Ponoka County, is scheduled for October 12, 2018.

Discussion took place on proposed resolutions, education sessions, and legal updates for the October 12, 2018 meeting.

3.1 Proposed Resolutions

Five topics were suggested for resolutions by Clearwater County, Rocky View County and Red Deer County as follows:

1. Broadband for Rural Municipalities; Clearwater County
2. Financial Support for the Water Act Approval Process; Rocky View County

District 2 CRMA Directors' Meeting

Friday, August 10, 2018

Page 2 of 3

3. Process streamlining and system improvement to the Water Act Approval Process; Rocky View County
4. Road construction delays/utilities on road right-of-ways; Red Deer County
5. Wetland Mitigation; Red Deer County

Alberta Environment and Parks Wetland Mitigation Directive, Restoration and Compensation Challenges

- b) Road Construction Delays caused by utility companies (i.e. Telus, ATCO, Fortis) whose infrastructure is located within municipal right of ways and who are not meeting schedules for relocation of that infrastructure. These delays have cost the County and its contractors more money and lost time.

Education Session Topics

Two topics were suggested for presentation by Municipal Affairs as follows:

1. Minister of Municipal Affairs; and,
2. NRCB; and,
3. AHS Health Councils; and,
4. Alberta Environment Water – Paul McLaughlin.

Legal Update Topics

Legal update topics were suggested as follows:

1. Rural Crime/Stand your ground

4. Verbal Reports**4.1 CRMA District 2 Municipal Updates**

Updates on issues and activities were received from the following municipalities:

Jim Duncan, Clearwater County
 Stan Schulmeister, County of Paintearth
 Paul McLaughlin, Ponoka County
 Paula Law, Lacombe County
 Ernie Gendre, County of Stettler
 Dene Cooper, M.D. Bighorn
 Brent Williams, MD of Acadia
 Duncan Milne, Mountain View County
 Jerry Wittstock, Kneehill County
 Christine Moore, Red Deer County
 Jordon Christianson, Special Areas Board
 Richard Barss, Rocky View County
 Steve Wannstrom, Starland County

4.2 CRMA District 2 Director's Report

- Paul McLaughlin advised that the RMA brings forward municipal concerns at every opportunity

District 2 CRMA Directors' Meeting

Friday, August 10, 2018

Page 3 of 3

- Encouraged every to book their rooms for the Fall RMA Convention as it is the same time as the Grey Cup
- He discussed MSI; Agricultural Emergency Plan; AUMA Cooperation; Asset Management; SDAB Training; RMA Scholarship Program; and EOEP Training

4.3 Red Deer County Discussion

- a) Alberta Environment and Parks Wetland Mitigation Directive, Restoration and Compensation Challenges
- b) Road Construction Delays caused by utility companies (i.e. Telus, ATCO, Fortis) whose infrastructure is located within municipal right of ways and who are not meeting schedules for relocation of that infrastructure. These delays have cost the County and its contractors more money and lost time.

4.4 Clearwater County Discussion

- a) Update on High Speed Internet Project

5. Resolution Deadline

September 12, 2018 is the deadline to submit resolutions for consideration at the October 12, 2018, general meeting; and, January 8, 2019 is the deadline to submit resolutions for consideration at the February 1, 2019 general meeting.

6. Next Meeting Dates

CRMA District 2 Fall General Meeting – October 12, 2018 (Ponoka County)
 CRMA District 2 Directors' Meeting – December 7, 2018
 CRMA District 2 Spring General Meeting - February 1, 2019

7. Adjournment

Reeve Beattie adjourned the meeting at 12 :10 p.m.

**MOUNTAIN VIEW COUNTY
CRMA FINANCIAL STATEMENT
AS AT SEPTEMBER 25, 2018**

Item Description	\$
Balance of funds - Feb 15, 2018	(1,656.39)
Receipt # 376025 (Clearwater County)	
Revenue:	-
Expenses:	-
	<hr/>
Balance of funds - September 25, 2018	<u><u>(1,656.39)</u></u>

District 2 – Central RMA **GENERAL MEETING** SCHEDULE 2016 – 2022

Spring Zone Meeting Host	Meeting Date	Submission Deadline for Resolution		Fall Zone Meeting Host	Meeting Date	Submission Deadline for Resolution
Starland County	Feb 5, 2016	Jan 5, 2016		MD Acadia	Oct 14, 2016	Sep 14, 2016
Lacombe County	Feb 3, 2017	Jan 10, 2017		County of Paintearth	Oct 13, 2017	Sep 13, 2017
Rocky View County	Feb 2, 2018	Jan 9, 2018		Ponoka County	Oct 12, 2018	Sep 12, 2018
Stettler County	Feb 1, 2019	Jan 8, 2019		MD Big Horn	Oct 18, 2019	Sep 18, 2019
Clearwater County	Feb 7, 2020	Jan 7, 2020		Wheatland County	Oct 16, 2020	Sep 16, 2020
Mountain View County	Feb 5, 2021	Jan 5, 2021		Special Areas	Oct 15, 2021	Sep 15, 2021
Red Deer County	Feb 4, 2022	Jan 11, 2022		Starland County	Oct 14, 2022	Sep 14, 2022



REQUEST FOR DECISION

SUBJECT: Administrative Policies		
PRESENTATION DATE: October 9, 2018		
DEPARTMENT: Office of the CAO/Human Resources	WRITTEN BY: Janice Anderson, Manager, Human Resources	REVIEWED BY: Rick Emmons, Chief Administrative Officer
BUDGET CONSIDERATIONS: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Municipal Government Act [201(2); 203(1); 207		
STRATEGIC PLAN THEME:	PRIORITY AREA:	STRATEGIES:
ATTACHMENT(S): sample policies as per Option A and Option B		

STAFF RECOMMENDATION:

That Council determine one of two policy options with respect to employment, health and safety and working environment for County employees:

Option A: To delegate the responsibility to the Chief Administrative Officer [sample policy attached]; or

Option B: To review and approve administrative policies on an individual basis.

BACKGROUND:

There have been several and substantial changes to provincial legislation with respect to employment and health and safety – these respective changes occurred January 1, 2018 and June 1, 2018. Changes to comply with legislation required a review of current formal documents provided to County employees: Employment Policy & Procedures Manual [effective January 1, 2017] and Health and Safety Manual [September 25, 2014]. Included in the review process was the differentiation of *policy* versus *procedure*. It is understood that *policy* refers to governance, vision, plans, directives, or goals whereas *procedure* refers to the activity or rules to implement the policy.

Administration is seeking clarification from Council as to Council's preference for administrative policies with respect to employment, health and safety and working environment that impacts on County employees.

Option A:

From reviewing County policies at some of our sister municipalities it appears that very few if any policies that impact on employment, health and safety and work site environment are in fact approved by their respective Councils. Red Deer County, Mountain View County, Rocky View County, and Lacombe County have few if any such policies that are approved by their Council. The more common practice has been to delegate the authority to the Chief Administrative Officer/County Manager.

This sample policy document attachment is patterned after Rocky View County. It is one policy. It does not conflict with any requirements of the Municipal Government Act.

Council will need to consider if, in addition to their one employee [the C.A.O.], they also want to determine terms and conditions of employment that impact on several employees and employment groups at the County such as full time, part-time, seasonal, paid on call, temporary, interns, students under provincial and/or federal subsidized programs.

Option B:

The Manager and CAO reviewed the employee information in formal documents that are given to our employees. There are some 20 topics that are considered 'policy' that would have to be formally approved should Council wish to review and approve administrative policies on an individual basis.

Some of these existing policies have been a part of County past practices for a number of years, whereas others were changed in 2017 by the former CAO/Directors, and others need to be changed to reflect current legislation requirements.

Conclusion:

Administration is seeking clarification on Council's preference so that policy approvals can be expedited and approved before the end of the year.



**CLEARWATER COUNTY
POLICY TITLE**

Option A: Council delegates the authority to CAO

POLICY

EFFECTIVE DATE:	Insert Date
SECTION:	Administration – Employment, Health & Safety, Work Environment
POLICY STATEMENT:	<p>Council’s primary responsibility is the governance of the business and operations of Clearwater County. To achieve this purpose, Council will approve policies on key issues of significance to the County that may be suggested by the public, key stakeholders of the County, members of administration or members of Council. Council will retain the authority to approve policies.</p> <p>In the matter of policies relating to employment, health and safety and work environment, Council delegates the responsibility to the Chief Administrative Officer [C.A.O.].</p>
REFERENCES:	Municipal Government Act [201(2); 203(1); 203(3); 207]
GUIDELINES:	<p>Council’s guiding principles for the C.A.O. to apply in the management of employment, health and safety, and work environment:</p> <p>The C.A.O. shall:</p> <ul style="list-style-type: none"> i) Provide equitable compensation and benefits programs that are comparable to similar municipalities, government, and non-profit organizations; ii) Provide written administrative policies and procedures to clarify expectations and working conditions for employees; iii) Ensure compliance to related health and safety and employment legislation; iv) Foster clarity of personnel best practices organization-wide; v) Promote a diverse workplace; vi) Support employee recognition and appreciation; vii) Foster and support programs for a respectful, health and safety, and productive work environment.

Approved as Amended: Insert Date



**CLEARWATER COUNTY
POLICY TITLE**

Option B – individual policies to go to Council for approval

POLICY

EFFECTIVE DATE:	December 1, 2018
SECTION:	Administration – Confidentiality
POLICY STATEMENT:	Clearwater County is committed to its responsibility to protect the security of information and privacy of its residents, clients and employees. The County will employ practices to ensure its employees understand the requirements for access, use and disclosure to comply with this policy.
REFERENCE:	<i>Freedom of Information and the Protection of Privacy Act</i>
DIRECTIVES:	<p>Employees acting on behalf of the County are expected to:</p> <ul style="list-style-type: none"> i) Comply with legislation, policy and procedures regulating the sharing of personal information and protection of confidentiality of personal information of residents, clients and employees; ii) Refrain from disclosing confidential information to anyone including those within the County who have no business need for the information; iii) Refrain from accessing, reading or retaining confidential information unless the information is specific to the employee’s duties; iv) Practice security conscious behaviors for the protection of any confidential information collected, created and maintained by the County; v) Protect the confidentiality of all information under the employee’s direct custody and control. <p>The County collects and retains personal information on its employees for business purposes only and is otherwise not released to another person without written consent or as required by legal attainment.</p> <p>The obligations of confidentiality are binding throughout the duration of employment with the County and remain in force after termination of employment.</p> <p>Any breach of confidentiality by an employee is serious and, depending upon the nature and severity of the</p>

Approved as Amended: Insert Date



**CLEARWATER COUNTY
POLICY TITLE**

	<p>incident, may result in disciplinary action up to and including immediate termination of employment.</p> <p>Employees who speak or write publicly, including through social media are responsible for ensuring they do not release confidential information in accordance with this policy.</p> <p>The responsibility for maintaining the confidentiality of information includes ensuring such information is not directly or indirectly made available to unauthorized persons.</p>
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SAMPLE



**CLEARWATER COUNTY
POLICY TITLE**

Option B – individual policies to go to Council for approval

POLICY

EFFECTIVE DATE:	December 1, 2018
SECTION:	Administration – Statutory & General Holidays
POLICY STATEMENT:	Clearwater County will observe statutory and other general holidays.
REFERENCE:	Employment Standards legislation Federal Statutes Past employment practices
DIRECTIVES:	<p>Clearwater County observes the following holidays:</p> <ul style="list-style-type: none"> New Years' Day Family Day Good Friday Easter Monday Victoria Day Canada Day* Heritage Day Labour Day Thanksgiving Day Remembrance Day Christmas Eve** Christmas Day Boxing Day <p>When any of the above noted holidays fall on a normal rest day or days, the following work day or days shall be deemed statutory holidays. The exception is Canada Day on July 1: Federal statutes require this holiday to be observed on the day it falls, whether it is a work day or a normal day of rest.</p> <p>** When Christmas Eve falls on a regular work day the County will close its operational office hours and provide employees time off with pay for that day.</p>

Note: These practices have been in force prior to 2010.

Approved as Amended: Insert Date

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2018.....

Name of Councilor / Board Member Theresa Loring

Payment Periods

January	February	March	April
May	June	July	<u>August</u>
September	October	November	December

Supervision Rate – \$1,003.00 Monthly
 Reeve Supervision Rate - \$2,014.00 Monthly
 Deputy Reeve Supervision Rate - \$1250.00 Monthly

Date	Type of Meeting Attended	First 4 Hours \$161.00	Next 4 Hours \$127.00	Next 4 Hours \$127.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.55 / km	
Aug 15	West Country Day Co	✓					14	
Aug 16	Heritage Board Town	✓	✓				14	
Aug 23	Common Futures	✓	✓				170	
Aug 28	Council				✓		14	
Aug 22	Noddy Const Concern Mtg	—————						195

PAID

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Remuneration Calculation

<u>3</u>	Meetings @ \$161.00=	<u>483.00</u>	<u>407</u>	Kms @ \$0.55=	<u>223.85</u>
<u>2</u>	Meetings @ \$127.00=	<u>254.00</u>	<u> </u>	Lunch @ \$16.00=	<u> </u>
<u>1</u>	Meetings @ \$288.00=	<u>288.00</u>			
	Supervision=	<u>1003.00</u>			
	TOTAL=	<u>2028.00</u>	:	TOTAL=	<u>223.85</u>

Signature {Councilor / Board Member} Theresa Loring
 C:\Users\rlaing\AppData\Local\Microsoft\Windows\IN... Councilor and Board Member
 Remuneration Form 2018.doc



Councillor and Board Member Remuneration Statement

Name of Councillor / Board Member:	Michelle Swanson
Date:	Sept 19, 2018
Signature (Councillor / Board Member):	<i>Michelle Swanson</i>

PAYMENT PERIOD

<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input type="checkbox"/> April
<input type="checkbox"/> May	<input checked="" type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> August
<input type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December

Council Supervision Rate	\$1,003.00 / Monthly
Reeve Supervision Rate	\$2,014.00 / Monthly
Deputy Reeve Supervision Rate	\$1,250.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$161.00	Next 4 Hours \$127.00	Next 4 Hours \$127.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.55/km
June 1	FCM - Halifax	✓	✓				
June 2	FCM - Halifax	✓	✓				
June 3	FCM - Halifax	✓	✓				
June 7	Return from FCM	✓	✓				
June 9	Rocky Rodeo Parade	✓					26
June 11	Hela Ventures Councils Tour	✓					26
June 12	Council Meeting				✓		26
June 18	A & P Meeting						26
June 19	Council Workshop	✓	✓				26
June 19	DT Public Meeting with WRSD						
June 20	Seniors Housing Meeting *	✓					
June 21	Heritage Board Meeting	✓					26
June 22	FCSS Strategic Planning	✓	✓				26
June 26	Council Meeting				✓		26
June 27	Hearing SDAB	✓					26
June 29	Ponoka Parade	✓					238

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Remuneration Calculation (for office use only)

11	Meetings @ 161.00 =	1771.00	472	Kms @ \$0.55 =	259.60
6	Meetings @ 127.00 =	762.00		Lunch @ 16.00 =	
2	Meetings @ 288.00 =	576.00		AIRPORT TAXI - Halifax	62.75
	Supervision =	1003.00			
TOTAL =			TOTAL = 322.35		

1 Senior's Mtg @ \$81 81.00
TOTAL 4193.00

Casino Taxi Limited
Halifax, NS
902-429-6666

Terminal 662/66161421
Driver 3578
18/06/07 13:23:05

VISA
Card : *****1501
VISA CREDIT
CHIP CARD
A0000000031010
8080008000

VERIFIED BY PIN
Ref # 0010015793 C
Auth # 09138F

FARE : \$ 60.75
TIP : \$ 2.00

TOTAL : \$ 62.75

PAID

APPROVED - THANK YOU
(01-027)

IMPORTANT: Retain a
copy for your records

Merchant Copy
BACK TO AIRPORT



Councillor and Board Member Remuneration Statement

Name of Councillor / Board Member:	Michelle Swanson
Date:	Sept 19, 2018
Signature (Councillor / Board Member):	<i>Michelle Swanson</i>

PAYMENT PERIOD

<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input type="checkbox"/> April
<input type="checkbox"/> May	<input type="checkbox"/> June	<input checked="" type="checkbox"/> July	<input type="checkbox"/> August
<input type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December

Council Supervision Rate	\$1,003.00 / Monthly
Reeve Supervision Rate	\$2,014.00 / Monthly
Deputy Reeve Supervision Rate	\$1,250.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$161.00	Next 4 Hours \$127.00	Next 4 Hours \$127.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.55/km
July 1	Rocky Museum assist with Pancake Breakfast						-
July 3	CWC, TRMH Councils of the Whole Mtg	✓					26
July 7	Internet Society Canada - Calgary Chapter					-	-
July 8	Equal Voice Celebrating Women in Politics Calgary					-	-
July 10	Council Meeting				✓		26
July 14	Rimby Parade						-
July 17	Council Strategic Planning	✓					26
July 18	* Seniors Housing Meeting	✓					-
July 24	Council Meeting				✓		26
July 25	Rocky Airshow						-
July 28	Westview Lodge Family BBQ & Games						-
July 31	RDRMUG (unclaimed mileage from May17)						643

PAID

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Remuneration Calculation (for office use only)

2	Meetings @ 161.00 =	322.00 ✓	747	Kms @ \$0.55 =	410.85 ✓
—	Meetings @ 127.00 =	—	—	Lunch @ 16.00 =	—
2	Meetings @ 288.00 =	576.00 ✓			
	Supervision =	1003.00 ✓			
TOTAL =			TOTAL = 410.85		

1 SR Mtg @ \$81.00 = 81.00 ✓

TOTAL 1982.00



DELEGATION

SUBJECT: Presentation by Helge Nome - 'Village of Caroline Industrial/Commercial Lots'		
PRESENTATION DATE: October 9, 2018		
DEPARTMENT: Delegation	WRITTEN BY: Tracy Haight, EA	REVIEWED BY: Rick Emmons, CAO Keith McCrae, Director Planning
BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: Managing Our Growth	PRIORITY AREA: 1.3	STRATEGIES: 1.3.2
ATTACHMENT(S): 'Presentation to Clearwater County Council' by H. Nome, September 28, 2018		

STAFF RECOMMENDATION:
That Council receives the 'Presentation to Clearwater County Council on Village of Caroline Industrial/Commercial Lots' by Helge Nome for information.

BACKGROUND:

Helge Nome, resident of Clearwater County, wishes to comment on the marketability of Village of Caroline's industrial/commercial lots and offer suggestions on how to improve sales.

Helge Nome
P.O.Box 354,
Caroline AB T0M 0M0

September 28, 2018

Presentation to Clearwater County Council

As a resident of Clearwater County for the last 27 years with an ongoing involvement in the Caroline Community, I would like to provide some information and reflections on Clearwater County's property development project in the North East part of the Village of Caroline (NW 13-36-05-W5)

I assumed the role of a prospective buyer of one of the ten properties offered for sale and made inquiries to the listing real estate agent as to price, conditions, etc:

10 lots are currently available for sale, ranging in size and price from 2.87 acres at \$230,000 to 3.39 acres at \$239,900. Paved road, power and gas are available at the property line. Buyer to install water and sewer.

In regards to taxes payable by the owner of a lot, I was informed by Village of Caroline staff of the current mill rate for bare land of 0.015019. A vacant land penalty millrate of 0.0050 applies as well. The school tax mill rate is 0.003751 and the mill rate to cover seniors financial support is 0.00094. This translates into a total mill rate of 0.02471.

That means that the taxes payable per year for a lot valued at \$230,000 is \$5,683.30.

I then contacted County staff for the same information and was told that the total mill rate for non-residential land (including school and seniors) is 0.0116085.

The taxes payable on a county non residential property valued at \$230,000 would therefore be \$2,669.96.

Per dollar of assessed value, the taxes payable within the village are more than twice as high as those payable within the county for similarly designated land.

As a buyer, faced with a choice, there would have to be some pretty compelling reasons for choosing the village land, rather than applying to have land within the county rezoned to industrial/commercial.

This brings me to the reflective part of this presentation:

Some 17 years ago, local resident Orran Cunningham began development activity on the subject quarter at which time I worked as a local reporter for the Mountaineer newspaper. He ceased his development activity once the amount of taxes payable on his proposed lots were realized.

The County is now faced with a similar dilemma. It is effectively competing with itself when trying to attract prospective buyers of the Village based lots offered for sale. As a lot is developed by its buyer, the difference in tax payable becomes significant. Having to provide potable water and sewage disposal within a space of some 3 acres is another negative factor from a buyer perspective. It would mean installing a sewage treatment facility on the lot.

I therefore conclude that the likelihood of selling one of these lots at the present time is very low.

In order to make the lots commercially competitive with other similar lands potentially available in the area, I would suggest that the following actions need to be taken:

Municipal water and sewer services to be made available to each lot, as well as high speed internet service.

Negotiations take place between the Village and County to reduce the taxes payable on these lots, however that is done.

It should be noted that some \$3 million of taxpayers' dollars are tied up in this development and the project needs to move forwards.

Thank you for your time.



DELEGATION

SUBJECT: North Saskatchewan Watershed Alliance		
PRESENTATION DATE: October 9, 2018		
DEPARTMENT: Delegation	WRITTEN BY: Tracy Haight, EA	REVIEWED BY: Rick Emmons, CAO
BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: Managing Our Growth	PRIORITY AREA: 1.4	STRATEGIES: 1.4.3
ATTACHMENT(S): 'Background and Update on the Work of the Headwaters Alliance' Presentation		

STAFF RECOMMENDATION:

That Council receives the 'Background and Update on the Work of the Headwaters Alliance' presentation from the North Saskatchewan Watershed Alliance Delegation for information.

BACKGROUND:

North Saskatchewan Watershed Alliance (NSWA) is a non-profit organization that supports stakeholder and public discussion concerning all aspects of watershed health for the North Saskatchewan River watershed in Alberta.

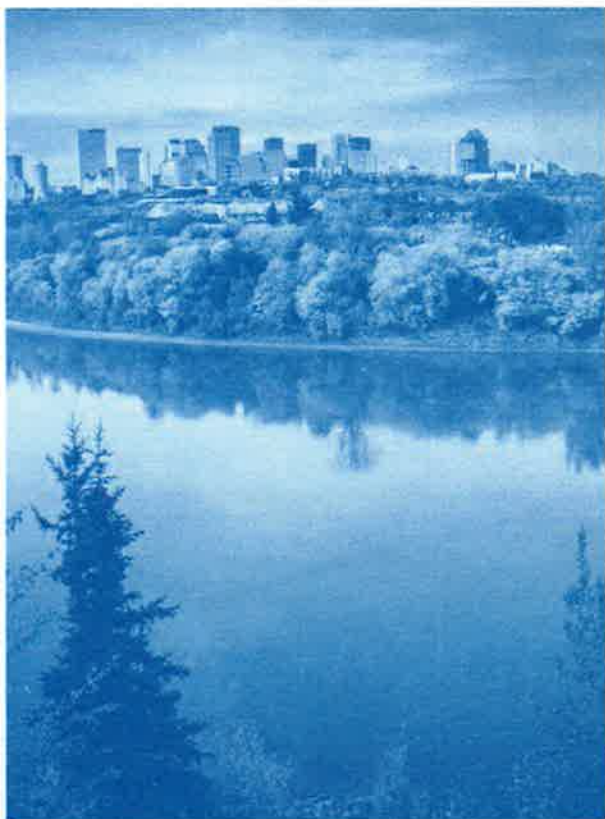
Clearwater County has participated with the NSWA for several years and with the Headwaters Alliance committee since 2014.

Mary Ellen Shain, M.Sc., Watershed Planning and Management Coordinator, will introduce NSWA's new Executive Director, Leah Konsgrode, and provide Council with information about two projects related to watershed health.

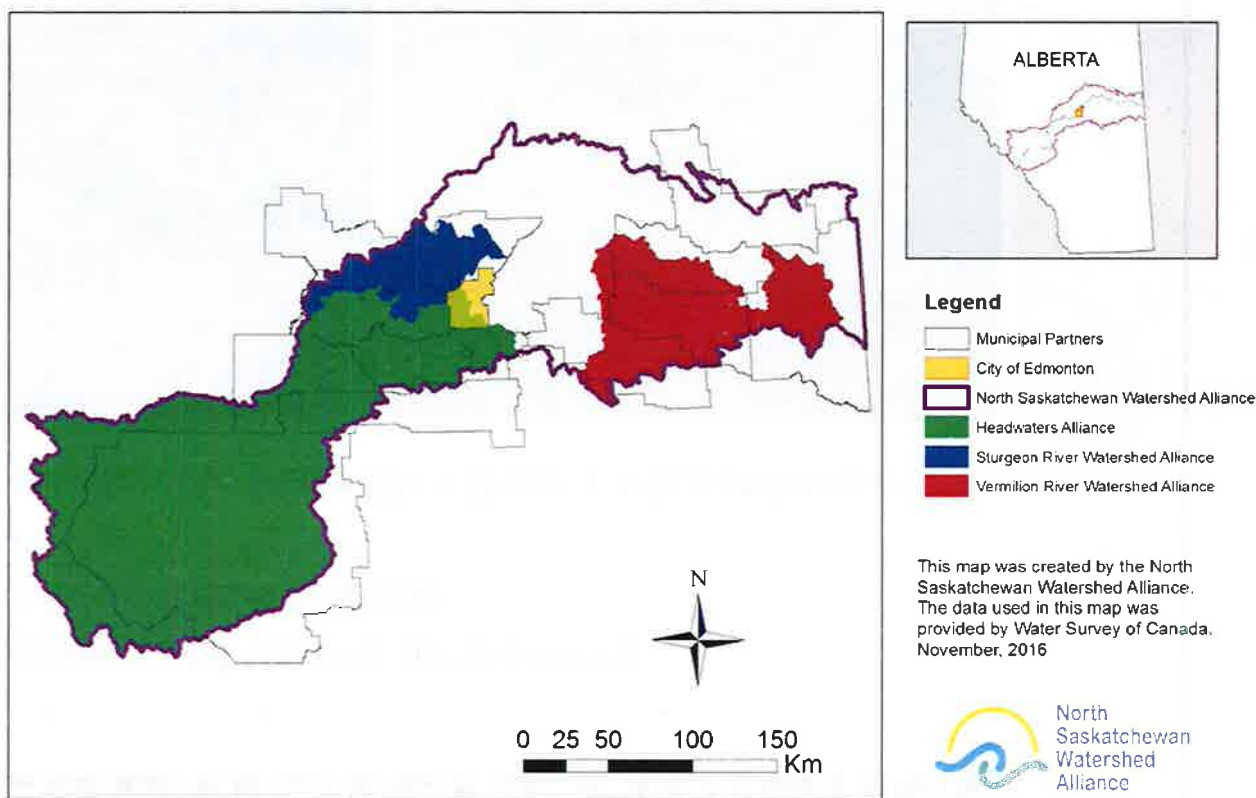
Headwaters Alliance

Background and Update on the Work
of the Headwaters Alliance

Presentation by: Mary Ellen Shain and Leah Konsgrude



NSWA Sub-Watershed Alliances



North
Saskatchewan
Watershed
Alliance



Headwaters Alliance



- Clearwater County
- Brazeau County
- Parkland County
- Leduc County
- Wetaskiwin County
- Rocky Mountain House
- Drayton Valley
- Devon
- O'Chiese First Nation

- Est. 2014
- Platform for communities to collaborate their efforts to achieve a healthy watershed



Indicators of Watershed Health



North Saskatchewan Watershed Alliance

Metrics chosen for the State of the North Saskatchewan Watershed Report.

Indicator Category	Metric
Land Use	Riparian health
	Linear development (roads, seismic, pipelines, etc.)
	Land use inventory
	Livestock density
	Wetland inventory
Water Quality	Surface water quality index (AENV model)
	<i>E. coli</i>
	Phosphorus (TP, SRP)
	Pesticides
Water Quantity	Water allocations by sector
	Groundwater extraction
Biological Indicator	Aquatic macrophytes
	Fish (population estimates)
	Vegetation types (Alberta Vegetation Inventory)
	Benthic invertebrates



Riparian Health in the IWMP



Integrated Watershed Management Plan for the North Saskatchewan River in Alberta

Watershed Management Direction 3.3: Maintain and restore riparian areas

Actions:

3.3.1

Complete an inventory and assess the condition of riparian areas in the NSR watershed.

3.3.2

Municipalities, in consultation with landowners groups and other stakeholders, are encouraged to develop riparian set-back guidelines which exceed provincial regulations.

3.3.3

Develop incentive and support programs (financial and expertise) to enable and assist landowners to retain naturally-occurring riparian areas, restore damaged riparian areas and replant riparian vegetation on their own land.



Riparian Health Unknown in NSR

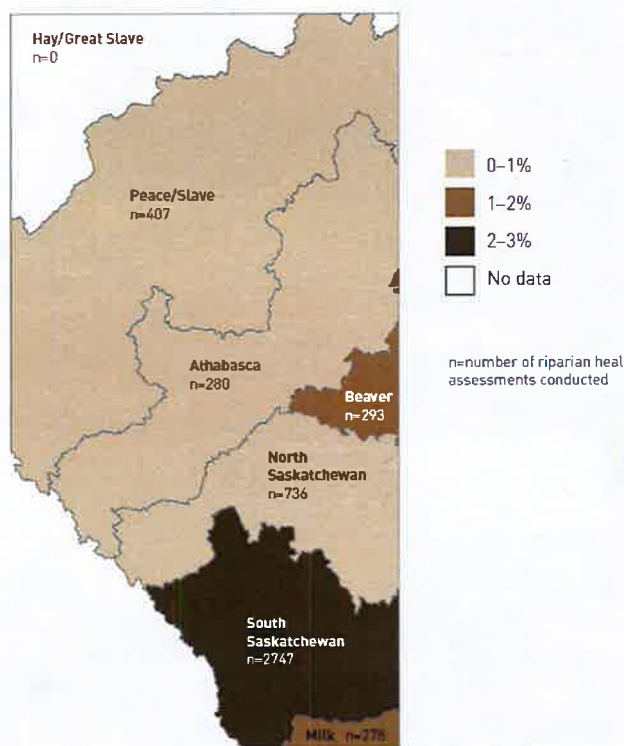


Table 3.1. Physical characteristics of the seven major river basins of Alberta as derived from provincial hydrography layer (Alberta Base Features, Hydrography Polygons and Simplified Linear Stream Network). Small stream and large river lengths are based on Strahler stream orders 1-5 and 6-10, respectively.

Watershed	Area (km ²)	Lake shoreline length (km)	Small stream length (km)	Large river length (km)	Total shoreline length (lentic & lotic) (km)	Shoreline density (Total length/area) (km/km ²)
Athabasca River	144,406	29,855	125,484	5,364	160,703	1.11
Beaver River	17,775	7,075	10,963	355	18,392	1.03
Hay/Great Slave	65,245	33,090	65,789	3,091	101,970	1.56
Milk	11,885	3,097	13,922	433	17,452	1.47
North Saskatchewan	92,799	41,123	70,757	2,926	114,805	1.24
Peace/Slave River	214,070	95,644	178,925	9,798	284,368	1.33
South Saskatchewan	116,781	26,636	104,618	4,944	136,199	1.17
Provincial total	662,961	236,520	570,457	26,911	833,889	1.26

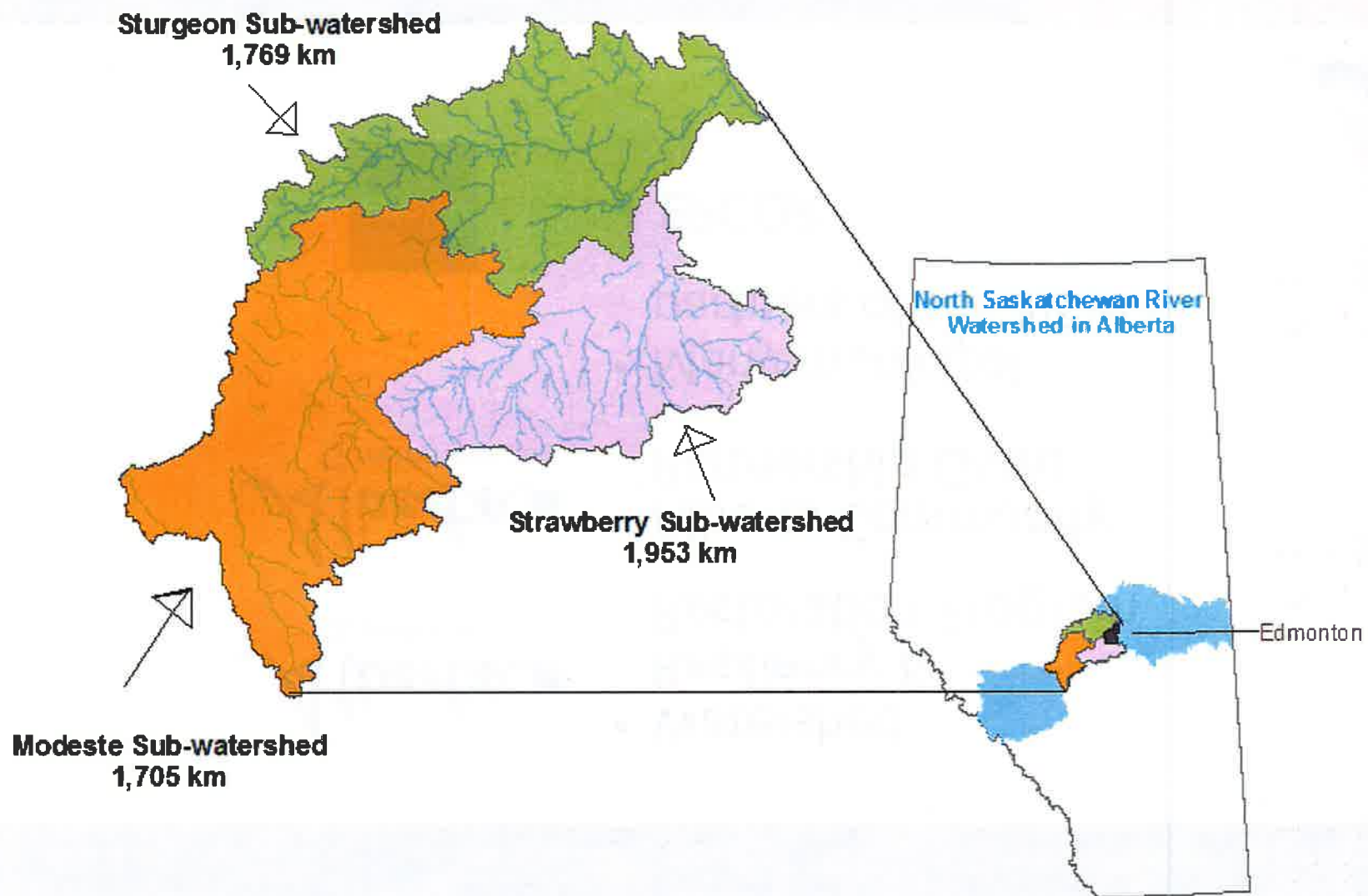


Project Funders



- Watershed Resiliency & Restoration Program
- Alberta Community Partnership Grant
- Many municipal partners of the NSWA
- EPCOR

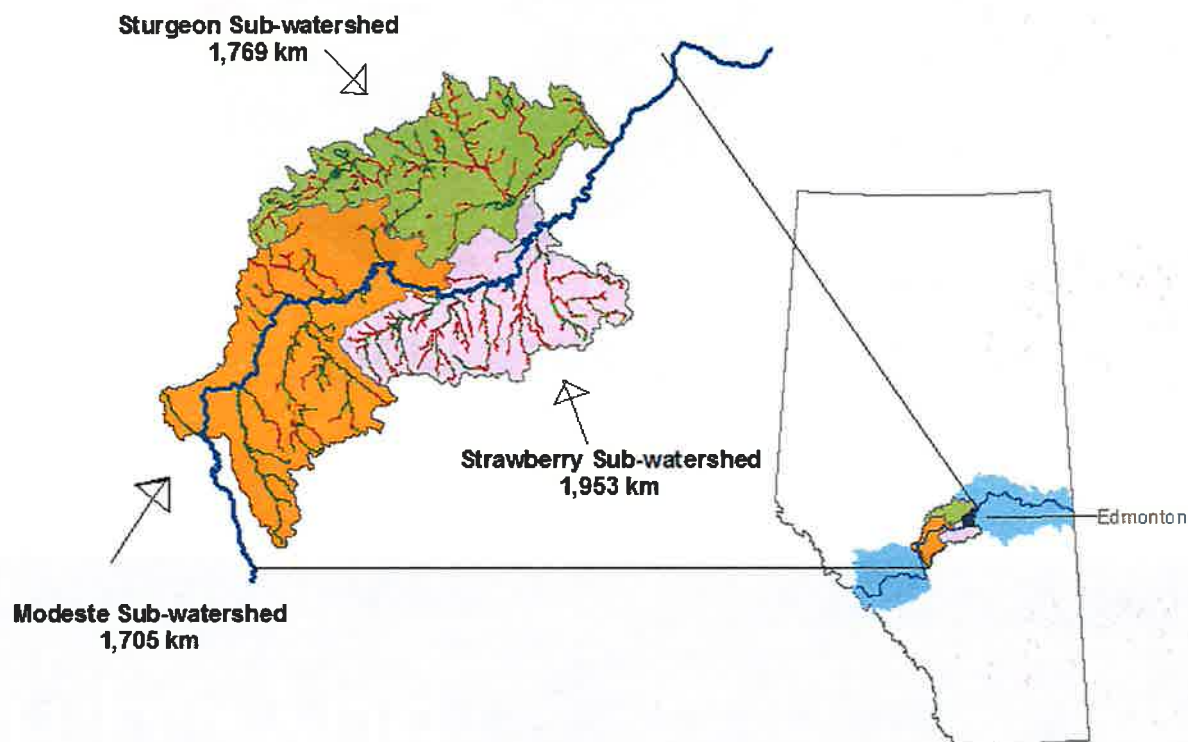




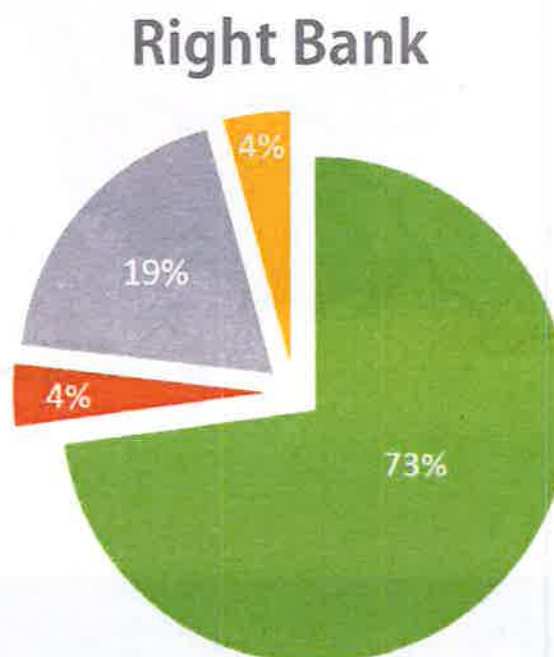
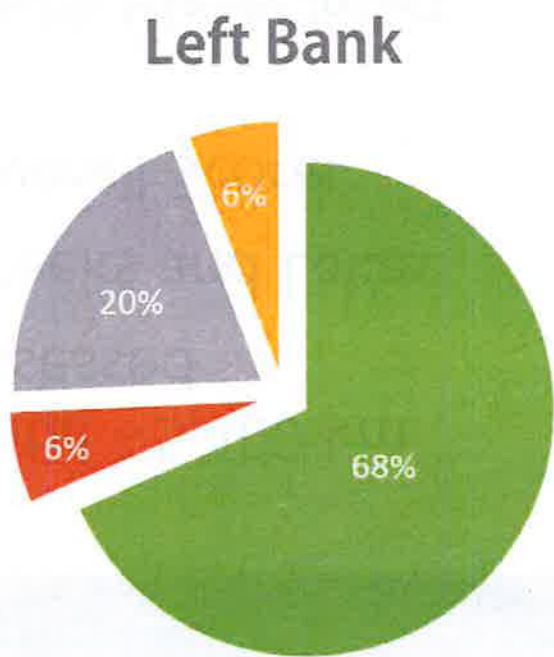
Overall Project Results

- Total ~5,400 km assessed
- Creeks and Lakes
- Overall Score:

52% Highly Intact
14% Moderate
11% Low Intact
23% Very Low Intact



Land Ownership Type



- Private
- Municipal
- Provincial
- Indigenous Reserves

Proportion (%) of Shoreline Length Assessed



Riparian Health Agencies



What can we do with this information?

- Public Education: make the data publicly accessible
- Voluntary sphere: ALUS, Green Acreages, Land Trust, other conservation groups, priority area for grants
- Regulatory sphere: ER, Conservation reserve, inter-municipal collaboration on decision making



...Upcoming Opportunity

Riparian Health in the NSR Watershed: From Policy to Planting

October 25, 2018

Clymont Community League



Investing in and Quantifying the Benefits of Natural Infrastructure on Agricultural Lands in the Modeste Subwatershed

Dr. Marian Webber

InnoTech Alberta

Partners

- Partner Organizations: ALUS Leduc-Wetaskiwin, ALUS Parkland, ALUS Brazeau, Parkland County, North Saskatchewan Watershed Alliance, Headwaters Alliance
- Collaborators: University of Guelph, InnoTech Alberta
- Funders: Alberta Environment and Parks (750K), NRCAN (180K), Private Doner

Project Summary

- Modeste watershed as a case study to understand how wetland and riparian restoration and enhancement contributes to flood and drought mitigation, and water quality improvements in rural municipalities
 - Fund and monitor on the ground wetland and riparian restoration and enhancement projects in the Modeste sub-watershed;
 - Develop IMWEBS model to quantify contributions of natural infrastructure for flood and drought mitigation and water quality improvements for municipalities.
 - Cost benefit analysis of grey-natural infrastructure investments

Research Outcomes

- Understand the cost effectiveness of natural versus built infrastructure;
- Demonstrate the scale at which wetland and riparian areas must be restored and enhanced to deliver benefits at a scale which can complement and support, or substitute for grey and built infrastructure;
- Provide guidance for project proponents, stakeholders and decision-makers to incorporate natural infrastructure into their immediate and long-term infrastructure needs under a changing climate; and
- Support the communications, technology transfer and development work of ALUS Canada and regional ALUS partners to create sustainable revenue streams.

What we are looking for

- Historical data on flood and drought
 - Events, costs, other
- Advisory Committee and Broader Engagement
 - Feedback on approach and direction
 - Civil engineers / small municipal water treatment system design options
 - Policy/decision makers and alignment with county initiatives and budgeting processes
- Data/maps/etc.
 - Capital, operating and maintenance costs for engineered alternatives
 - Hydrology and other data inputs for IMWEBS
 - Municipal Expenditures