

CLEARWATER COUNTY COUNCIL AGENDA
April 24, 2018
9:00 am
Council Chambers
4340 – 47 Avenue, Rocky Mountain House, AB

1:00 pm Phil Dirks, CPA CA Partner, and Chris Pan, CPA CA Professional, Metrix Group LLP – Auditors' Report

A. CALL TO ORDER

B. AGENDA ADOPTION

C. CONFIRMATION OF MINUTES

1. April 10, 2018 Regular Meeting Minutes

D. PUBLIC WORKS

1. Tender Award – Taimi Road

E. AGRICULTURE & COMMUNITY SERVICES

1. North Saskatchewan River Park Letter of Intent
2. North Saskatchewan Watershed Alliance's *Integrated Watershed Management Plan* Recommendations

F. PLANNING

1. North Saskatchewan Regional Advisory Council: Recommendations Report Survey

G. CLEARWATER REGIONAL FIRE RESCUE SERVICES

1. Fire Station Project *****ITEM TO FOLLOW*****

H. MUNICIPAL

1. Draft - Phase 2 Broadband Public Engagement Plan

I. CORPORATE SERVICES

1. Alberta Capital Finance Authority Annual General Meeting
2. Tax Rate Bylaw 1047/18
3. Reserve Transfers for Year Ending December 31, 2017
4. 1:00 pm 2017 Audited Financial Statements and Auditors' Report

J. INFORMATION

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

K. CLOSED SESSION*

1. Labour Verbal Report CAO Recruitment; *FOIP s.17 – Disclosure Harmful to Personal Privacy*
2. Labour Verbal Report General Recruitment Strategy; *FOIP s.24 – Advice From Officials*

* For discussions relating to and in accordance with: a) the Municipal Government Act, Section 197 (2) and b) the Freedom of Information and Protection of Privacy Act

L. 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



AGENDA ITEM

PROJECT: Taimi Road Tender Award		
PRESENTATION DATE: April 24, 2018		
DEPARTMENT: Public Works	WRITTEN BY: Erik Hansen, Director, Public Works Infrastructure	REVIEWED BY: Rick Emmons, Interim CAO
BUDGET IMPLICATION: <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) Policy:		
STRATEGIC PLAN THEME: Managing Our Growth	PRIORITY AREA: Transportation	STRATEGIES: Support a transportation network that connects and moves residents and industry.
RECOMMENDATION: That Council reviews the information provided and approve awarding the grading and other work portion of the Taimi Road Project to Pidherney's Inc.		

BACKGROUND: The 2018 budget allocated approximately \$4,000,000.00 for the Taimi Road Project. This project has now been split into two phases. The grade improvement is intended to be completed in 2018 with the paving scheduled to be completed in 2019. This is consistent with good construction practices regarding significant grading and base/pave projects.

The first phase of the project has been tendered which includes the grade improvement and other work for the remaining 6.4 Km of gravel from Twp. Rd 40-0 to Hwy 12.

Tenders were received on April 12, 2018, from a total of nine (9) bidders. The low valid bidder was **Pidherney's Inc.**

Bidder	Amount Bid
Pidherney's Inc.	\$ 1,649,161.29
Crow Enterprises Ltd.	\$ 1,918,532.00
Location Cats Ltd.	\$ 1,960,781.86
Netook Construction Ltd.	\$ 2,103,274.70
Prairie North Construction Ltd.	\$ 2,185,762.00
Northside Construction Partnership	\$ 2,264,256.10
Howitt Construction Co. Ltd	\$ 2,264,724.80
TBL Construction Ltd.	\$ 2,280,929.00
Terra Pro Inc.	\$ 2,462,540.00

Item	Estimated Amount	Tendered Amount
Construction (Less Site Occ.)	\$ 1,877,000.00	\$ 1,595,161.29
Contingency (10%)	\$ 187,700.00	\$ 159,516.13
Potential Site Occ. Bonus	\$ 4,500.00	\$ 4,500.00
Wetland Compensation	Included	\$ 62,000.00 Estimated
Clearing, R.O.W. purchase	\$ 30,000.00	\$ 112,000.00
Engineering	\$ 338,648.00	\$ 319,310.00
Totals	\$ 2,437,848.00	\$ 2,252,487.42

As discussed, the paving is scheduled for 2019 and is estimated at \$3,270,000.00. Administration intends on tendering this portion of the project later this year. The revised overall estimate for the project is now \$5,522,000.00, subject to additional tendering. The increase from the original estimate can be attributed to the improvements required at the north end of the project in the large coulee crossing Last Hill Creek.



REQUEST FOR DECISION

SUBJECT: North Saskatchewan River Park Letter of Intent		
PRESENTATION DATE: April 24, 2018		
DEPARTMENT: Ag. and Community Services	WRITTEN BY: Matt Martinson / Director, Ag & Community Services	REVIEWED BY: Rick Emmons / Interim 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 checked="" type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: 1. Managing our growth	PRIORITY AREA: 1.2. Build a sense of community	STRATEGIES: 1.2.2. Collaborate with the Town of Rocky in the delivery of recreation
ATTACHMENT(S): 1) Letter of Intent from the Town of Rocky Mountain House		

STAFF RECOMMENDATION:

That Council agrees to the terms outlined in the Letter of Intent with the addition of a clause requiring all parties to abide by the terms of all applicable permits and legislation from all levels of government.

BACKGROUND:

The Town of Rocky Mountain House owns the North Saskatchewan River Park (NSRP), which is located outside of the town boundaries within Clearwater County. Currently the annual pro rodeo and the big chuckwagon races are the main events held at the grounds. Other local user groups often utilize the park for smaller events or practices throughout the year as well. Funding for the infrastructure within the park has typically come from the above two users and the Town/County.

It's Administration's understanding that this agreement will assist the Town in administering the NSRP as well as provide a formal entity to access grants to help fund improvements to the NSRP.

LETTER OF INTENT

BETWEEN: THE TOWN OF ROCKY MOUNTAIN HOUSE (the "Town")
CLEARWATER COUNTY (the "County")
THE ROCKY AGRICULTURAL AND STAMPEDE ASSOCIATION (the "RASA")
THE ROCKY MOUNTAIN CHUCKWAGON ASSOCIATION (the "RMCA")

Re: NORTH SASKATCHEWAN RIVER PARK (the "NSRP")

The purpose of this letter of intent, is to set out the terms on which the parties will enter into formal agreements (the "Formal Agreements") that would document their mutual understanding with respect to the control, governance and use of the NSRP. This Letter is an expression of mutual intent only and is not legally binding and creates no legal rights or obligations whatsoever unless and until the Formal Agreements have been prepared and signed by the parties.

The parties have agreed to use bona fide and reasonable efforts to agree upon Formal Agreements including, but not limited to, the following terms:

A. Governance

1. The parties agree to establish a Company pursuant to the provisions of Part 9 of the Alberta Companies Act (the "Non-profit Company").
2. The initial Members of the Non-profit Company will be the Town, the County, the RASA and the RMCA. Adding Members or removal of Members will be determined by the Town and the County. In particular, if the RASA or the RMCA stop holding their events at the NSRP, they will be removed as Members of the Non-profit Company.
3. The objects of the Non-profit Company will be limited to the activities related to the administration, operation, management, maintenance and development of the NSRP.
4. The parties will enter into a "member's agreement" between themselves and the Non-profit Company with respect to the governance of the Non-profit Company, which will include the following:
 - a. There will be 7 Directors of the Non-profit Company, appointed as follows:

- 1 director will be from the Town's council, appointed by the Town;
 - 1 director will be from the County's council, appointed by the County;
 - 1 director appointed by RASA;
 - 1 director appointed by RMCA; and
 - 3 general public directors appointed the Town.
- b. The officers of the Non-profit Company will be appointed by the Town and the County.
- c. None of the members will be required to contribute funds to the Non-profit Company. The intention of the parties is that the Non-profit Company will be funded from revenue generated from the NSRP, grants and debt financing (whether provided by the parties or otherwise).
- d. None of the parties will be obligated to provide guarantees in support of any debt financing by the Non-profit Company.
- e. Provisions dealing with the development and approval by the Town of the annual budget for the Non-profit Company.
- f. The member's agreement will identify activities and decisions that must be authorized by the board (whether unanimously or by majority) by the Members (whether unanimously or by majority) or by the municipalities.

B. Lease

1. The entirety of the lands comprising the NSRP will be leased by the Town to the Non-Profit Company.
2. The Lease will be on terms acceptable to the Town and will include the following:
 - a. 10 year term with potential renewal option(s).
 - b. The rent will be equal to a percentage of the revenues generated by the Non-profit Company from the NSRP.

- c. The Lease will include commercially reasonable terms for and will require the Non-profit Company to be responsible for all costs associated with the NSRP, including utilities and insurance.

C. Rental Agreements

1. The Non-profit Company will enter into Rental Agreements with each of the RASA and the RMCA to allow each of those entities the ability to carry on their respective annual events.
2. The Rental Agreements will be for a term of 3 – 5 years and will include commercially reasonable terms and may include provisions to establish the timing of the rentals each year, potentially including a right of first refusal or priority booking right for each of the RASA and the RMCA.

D. Operational

1. Initially the Town will provide administrative support for the Non-profit Company. The Town will be compensated for these services on terms to be agreed by the parties.
2. The intention is that the Non-profit Company will ultimately generate sufficient revenue to support administrative staffing and the Town would cease providing services.

E. General

1. Each of the Formal Agreements will require each of RASA and RMCA maintain their registration and status as non-profit entities in good standing. If RASA or RMCA fails to keep such registration and status in good standing, they will be removed as members of the Company and any Lease or Sublease to which they are a party will terminate.
2. The NSRP lands are zoned Recreation Facility District "RF".

Agreed to in principle by:

THE TOWN OF ROCKY MOUNTAIN HOUSE

Per: _____

CLEARVIEW COUNTY

Per: _____

**ROCKY AGRICULTURAL AND STAMPEDE
ASSOCIATION**

Per: _____

ROCKY MOUNTAIN CHUCKWAGON ASSOCIATION

Per: _____



REQUEST FOR DECISION

SUBJECT: North Saskatchewan Watershed Alliance's <i>Integrated Watershed Management Plan</i> Recommendations		
PRESENTATION DATE: April 24, 2018		
DEPARTMENT: Ag. and Community Services	WRITTEN BY: Matt Martinson / Director, Ag & Community Services	REVIEWED BY: Rick Emmons / Interim CAO
BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: 1. Managing our growth	PRIORITY AREA: 1.1. Planning for a well designed and built community.	STRATEGIES: 1.1.2. Prepare plans that support sustainability.
ATTACHMENT(S): 1) NSWA Integrated Watershed Management Plan.		

STAFF RECOMMENDATION:

That Council receives North Saskatchewan Watershed Alliance's *Integrated Watershed Management Plan* Recommendations for information as presented.

BACKGROUND:

The North Saskatchewan Watershed Alliance (NSWA) is a multi-stakeholder organization with a purpose to protect water quality and quantity by focusing on overall watershed health. Clearwater County is an active member of the NSWA and participates within the Head Waters Alliance Regional Committee made up of municipalities within the North Saskatchewan River watershed headwaters region.

To strengthen partnerships, align plans, and mitigate competing interests at the expense of the environment, the Headwaters Alliance is recommending that municipal members consider incorporating the following environmental principles into land use plans and strategic documents.

1. [Municipality] recognizes the value of watershed-based ecosystem services, as provided to the community within and between municipal borders, and will work to protect these services through the following commitments:
2. [Municipality] will continue to participate in the collaborative watershed planning activities of the North Saskatchewan Watershed Alliance, and the Headwaters Alliance.
3. [Municipality] will use watershed management recommendations from these initiatives to guide the preparation and implementation of their municipal development plans, land-use bylaws, area structure plans and best management practices on lands within the North Saskatchewan River basin.
4. [Municipality] will work with the NSWA, governments and other watershed stakeholders to promote and implement best management practices.
5. [Municipality] will maintain riparian areas by implementing riparian set-back guidelines based on scientific understanding of the landscape.
6. [Municipality] will support incentive 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.

All these principles are things we have included in plans and processes or are completing through programming. Administration believes that these principles are already addressed through our plans, processes and programs that currently exist.



Integrated Watershed Management Plan for the North Saskatchewan River in Alberta

9504 - 49 St.
Edmonton, AB T6B 2M9
Tel: (780) 496-3474
Fax: (780) 495-0610

Email: water@nswa.ab.ca

<http://nswa.ab.ca>

The North Saskatchewan Watershed Alliance (NSWA) is a non-profit society whose purpose is to protect and improve water quality and ecosystem functioning in the North Saskatchewan River watershed in Alberta. The organization is guided by a Board of Directors comprised of member organizations from within the watershed. It is the designated Watershed Planning and Advisory Council (WPAC) for the North Saskatchewan River under the Government of Alberta's *Water for Life Strategy*.

Aerial Photos provided by AirScape International Inc.

Suggested Citation: North Saskatchewan Watershed Alliance (NSWA). 2012. Integrated Watershed Management Plan for the North Saskatchewan River in Alberta. The North Saskatchewan Watershed Alliance Society, Edmonton, Alberta. Available on the internet at <http://nswa.ab.ca/Printed> June, 2012



*The North Saskatchewan Watershed Alliance
ensures that this document is printed on
paper from a responsibly managed forest.*

Introduction

Watersheds sustain human life by providing the ecological systems, food systems and water supplies on which we depend.

In Canada, the principles of watershed management have long been known and advocated. The development of the Prairie Farm Rehabilitation Administration in the 1930s and creation of Conservation Authorities in Ontario in the late 1940s heralded the beginning of practical work to restore damaged watersheds through soil, water and forestry conservation practices, and the creation of local authorities to lead the work.

In Alberta we now have the opportunity to apply watershed management principles to our large river basins and build upon the long provincial history of water resources engineering and pollution control achievements. In time, watershed management will ensure the comprehensive protection of our water supplies through the integration of land conservation principles, across various sectors, with the current regulations and policies applied to water resources management.

We face a significant challenge in this work because of the geographic extent and diversity of our major drainage basins, the complexity of human activities and impacts, and the diversity of jurisdictions and interests involved. We also face different scales of work: river basin-scale, sub-watershed scale, local tributaries and lakes.

Whatever the scale and location, watershed management is the underlying principle we must implement. Strong local leadership, public awareness, provincial government direction, corporate responsibility and technical expertise are required for success.



The Purpose of this Plan

This Integrated Watershed Management Plan (IWMP) lays out recommendations and an approach to manage the North Saskatchewan River (NSR) Watershed, sustain water resources for the long-term and meet the three strategic goals of *Water for Life: Alberta's Strategy for Sustainability* (2003). This plan serves as advice to the Government of Alberta and all watershed stakeholders to guide future decision making in their respective areas of responsibility and interest. It identifies specific actions that should be implemented, describes the roles and responsibilities of the various players to do so, and presents an implementation strategy based on both voluntary and statutory activities.

The recommendations address issues identified by stakeholders and the public through the extensive engagement and discussion processes that the North Saskatchewan Watershed Alliance (NSWA) has conducted over the last six years. The NSWA believes that, to the extent possible, the recommendations in this plan are an accurate representation of the input received from stakeholders and their shared values concerning the future management of the NSR watershed.



Background

The North Saskatchewan Watershed Alliance is a multi-stakeholder organization led by an elected, volunteer Board of Directors (Appendix A). Its purpose is to contribute to the protection of water quality, water supplies, ecosystem function and improved watershed health through the collaborative efforts of all stakeholders and interested individuals. From the beginning, the NSWA has been pointed straight ahead at comprehensive, sensible management of the watershed.

The NSWA provides an open, public forum for sharing information about issues affecting the NSR watershed and initiates activities that positively impact the watershed. It has a diverse membership including individual citizens and representatives from numerous jurisdictions and organizations: municipal governments; utilities; the federal and provincial governments; industries; environmental and conservation groups; the agriculture sector; the recreation, culture and tourism sectors; and the education and research sectors. The NSWA became a registered, non-profit society in Alberta in 2000.

In 2005, Alberta Environment designated the NSWA as the Watershed Planning and Advisory Council (WPAC) for the North Saskatchewan River, under the *Water For Life Strategy*. The Strategy states: “Water Planning and Advisory Councils will lead in watershed planning, develop best management practices, foster stewardship activities within the watershed, report on the state of the watershed and educate users of the water resource.”

WPACs are the Government’s key regional partnerships of voluntary public and sector representatives. There now are 11 WPACs in Alberta, one designated for each of the major river basins ranging from the Milk River in the south to the Peace River in the north.

WPACs have three major responsibilities:

- To prepare “state of the watershed” reports
- To prepare watershed management plans
- To undertake ongoing information, education and consultation activities on watershed issues and management

The NSWA has taken a leadership role in documenting environmental conditions in the watershed and in promoting collaborative planning approaches. The NSWA produced a number of educational documents to foster public awareness about the watershed between 2002-05, and published the *State of the North Saskatchewan Watershed Report* in 2005. Since then, the NSWA has commissioned and prepared many technical reports and public information documents concerning the assessment of water quality, water quantity (supply and instream flow needs), groundwater, cumulative effects, climate change, economics and water use. **Appendix B** provides a full list of all NSWA’s reports and publications to date. Funding for technical projects was provided by: Alberta Environment and Sustainable Resource Development; Agriculture and Agri-Food

Canada; EPCOR Water; the City of Edmonton; and numerous other municipalities.

The NSWA initiated work on the *Integrated Watershed Management Plan* in January 2005 by establishing a Steering Committee to oversee preparation of the plan. The members of the IWMP Steering Committee were drawn from the membership of the NSWA Society. The Steering Committee represented a comprehensive cross-section of sectors and interests in the watershed, and reported to the NSWA Board of Directors.

Early in 2005, the NSWA developed and published the Terms of Reference for the Integrated Watershed Management Plan. Approved by Alberta Environment in May 2005, the Terms of Reference present a comprehensive outline of the goals and objectives of the planning process, background information and outcomes envisioned at the time. The Terms of Reference were updated in 2010 to reflect changes in planning priorities and capacities, although the overall intent of the work remained the same.

The Terms of Reference state: “The goal of the IWMP is to provide a plan that will guide the protection, maintenance and restoration of the North Saskatchewan watershed that balances environmental, social and economic needs particular to each of the sub-watershed regions and that follows the *Framework for Water Management Planning*”.

Beginning in 2005, the NSWA initiated an extensive stakeholder engagement and public consultation program to identify and discuss important water and watershed issues in order to support development of the IWMP. The NSWA held “Community Cafes”, made presentations to both urban and rural municipalities in the watershed, and met with other organizations. At its Annual General Meeting in June 2008 the NSWA held three special municipal panel debates to highlight watershed issues affecting municipalities and showcase how they are being addressed. This initiative led to a Rural Municipal Forum held in February 2009. It represented the formal launch of sector-based stakeholder engagement within the watershed, consistent with recent policy recommendations of the Alberta Water Council and Alberta Environment. A document entitled “*Engaging Rural Municipalities: Forum Final Report*” (2009) was published to chart the results of that forum. The report included a list of watershed management issues and concerns.

Throughout 2009 and 2010, the NSWA continued with a sector-based stakeholder engagement program for the IWMP. Ms. Susan Abells of Abells Henry Public Affairs provided strategic advice and assistance to the NSWA on the consultation and engagement process. The NSWA made presentations to 19 rural municipalities and numerous other organizations, and participated in technical and policy meetings. The NSWA also held six cross-sector public forums, two forums in each of the headwaters, central and downstream regions of the


watershed. Throughout this process, stakeholders and members of the public raised issues they believed were important and should be addressed.

During this period the Steering Committee continued to work on the development of recommendations for the IWMP. On August 9, 2010, the Steering Committee submitted its report with recommendations to the NSWA Board of Directors. That report formed the underpinnings on which this IWMP has been developed.

In January 2011, the NSWA reached a major milestone in the ongoing development of the IWMP and stakeholder engagement program by publishing a document entitled: *“Discussion Paper for the Development of an Integrated Watershed Management Plan for the North Saskatchewan River Watershed in Alberta”*. Readers are encouraged to refer to this *Discussion Paper* for a comprehensive summary of the planning process undertaken, the issues raised in the engagement process, the legislative and policy context for watershed management in Alberta, and the results of research and technical studies. It also presents 86 draft recommendations in the form of five Goals, 20 Watershed Management Directions and 61 specific Actions. Those draft recommendations were based on the recommendations in the IWMP Steering Committee’s report of August 2010.

At the same time, the NSWA released a second report entitled *“A Workbook to Share Your Views on Developing an Integrated Watershed Management Plan (IWMP) for the North Saskatchewan River Watershed”* (January 2011). It was a companion to the *Discussion Paper* and contained a survey questionnaire that formed the core of the engagement program during 2011 to assess support for the draft recommendations.

The NSWA was encouraged by the interest and constructive feedback provided by municipalities, the Capital Region Board, industries, the Governments of Alberta and Canada, non-government organizations, watershed professionals and individual citizens. Researchers at the University of Alberta undertook both a quantitative and qualitative analysis of the Workbook survey responses and provided advice to the NSWA on finalization of the IWMP. In essence, support for the draft recommendations was found to be strong, but concerns were expressed about implementation practicalities (priorities, roles and costs) by stakeholders. The results of the feedback analyses are published on NSWA’s website in a report (Appendix B) prepared by Dr. N. Krogman and Ms. C. Chenard of the Department of Resource Economics and Environmental Sociology, University of Alberta, and are summarized in a short NSWA Information Bulletin.



The NSWA reviewed carefully all the results of the Workbook analysis and all the comments, views, information and advice received throughout the planning process. It used all this information to reassess and revise the draft recommendations presented in the Discussion Paper and to prepare this IWMP.

The NSWA is involved in two other water/watershed planning initiatives currently underway in the NSR basin. In 2009, the NSWA initiated the first sub-watershed planning project for the NSR basin in collaboration with local municipalities and conservation groups. This work is underway for the Vermilion River in east-central Alberta and is being directed locally by the *Vermilion River Watershed Management Project Steering Committee* (VRWMP-SC). It is receiving technical support from the NSWA, the North American Waterfowl Management Plan Partners and other key stakeholders.

The VRWMP-SC has identified watershed issues, held public meetings and developed a report entitled: *Discussion Paper for the Development of a Watershed Management Plan for the Vermilion River Watershed in Alberta (October 2011)*. The *Discussion Paper* contains draft recommendations for which public and stakeholder feedback was obtained by survey questionnaire during the winter of 2012. The Steering Committee will complete a watershed management plan for the Vermilion River in the summer of 2012.

Since 2007, the NSWA has participated in another collaborative planning effort: the development of the *Water Management Framework for the Industrial Heartland and Capital Region*. This *Framework* is being led by Alberta Environment and involves key industrial and municipal stakeholders from the Capital Region. Water quality management recommendations for the mainstem of the NSR will form an important component of the Framework and must coincide with those developed for the IWMP. The NSWA has made a significant contribution to the Framework by developing water quality objectives for the overall river basin, by promoting the development of water quality models and by participating in the key committees. The objective of the Framework is to ensure the continuous improvement of water quality in the NSR in the Capital Region and downstream from Edmonton.

The recommendations that follow reflect the wide range of environmental issues and concerns that were identified during the planning and engagement processes. For some recommendations there are clear responsibilities and mechanisms available to facilitate further progress; those lead responsibilities are clearly indicated. For others, lead responsibilities will have to be determined during the implementation phase and new management tools and processes will have to be developed. NSWA will provide leadership and coordination with all stakeholders to develop implementation approaches that will address these recommendations.

Definitions

Goal:

An overall, long-term result the plan is intended to achieve.

Watershed Management Direction:

Planning objectives on technical and policy themes that quantify efforts toward the achievement of a desired goal.

Action:

A specific activity undertaken to implement the watershed management direction and contribute to achieving the goal.

Stakeholder:

Any individual or groups of individuals, organization, business or political entity with an interest in the outcome of decisions affecting the North Saskatchewan River watershed.





Goal 1:

Water quality in the
North Saskatchewan
River watershed is
maintained or
improved

**Watershed Management Direction 1.1:
Develop and implement site-specific
Water Quality Objectives for the mainstem
and tributaries of the NSR**

Actions:

1.1.1

Government of Alberta to establish site-specific, Water Quality Objectives for each river reach on the mainstem of the NSR and for each major tributary at its point of confluence with the NSR.

1.1.2

Government of Alberta to utilize the NSWA's Water Quality Objectives (2010) in establishing the above site-specific objectives.

**Watershed Management Direction 1.2:
Manage total contaminant loads from all
point and non-point-sources so that
site-specific Water Quality Objectives are
met**

Actions:

1.2.1

Government of Alberta, in collaboration with NSWA and stakeholders, to identify sources and quantify significant loads of all pollutants for which Water Quality Objectives have been established.

1.2.2

Government of Alberta, in collaboration with NSWA and stakeholders, to set maximum load limits for all pollutants for which Water Quality Objectives have been established.

1.2.3

Government of Alberta, in consultation with NSWA and stakeholders, to establish a system to negotiate and allocate these load limits to each pollutant source.

**Watershed Management Direction 1.3:
Develop and implement a comprehensive,
integrated monitoring and evaluation
program for water quality of the mainstem
and tributaries of the NSR, and for point
and non-point pollution sources**

Actions:

1.3.1

Government of Alberta, in collaboration with NSWA and stakeholders, to evaluate existing and future water quality monitoring needs.

1.3.2

Government of Alberta to implement a comprehensive long-term, water-quality monitoring program for the NSR, ensuring adequate funding arrangements are in place and providing a database readily accessible to all stakeholders.

**Watershed Management Direction 1.4:
Incorporate drinking water source
protection plans into watershed
management**

Actions:

1.4.1

NSWA to develop a collaborative initiative to ensure the integration of recommendations in this report with drinking water source protection plans, and to promote comprehensive source protection planning.



Goal 2:
Instream flow
needs of the NSR
watershed are met

**Watershed Management Direction 2.1:
Evaluate existing and future risks to
surface water supply in the NSR
watershed**

Actions

2.1.1

Government of Alberta, in collaboration with NSWA and stakeholders, to develop and implement a water resources simulation model to manage water supply and use in the NSR watershed.

2.1.2

Government of Alberta, in collaboration with NSWA and stakeholders, to evaluate and report on risks to the supply of water in the mainstem of the NSR and its tributaries resulting from climate change, large-scale changes in land use and other factors.

**Watershed Management Direction 2.2:
Assess and develop Instream Flow Needs
for the NSR watershed**

Actions:

2.2.1

Evaluate Instream Flow Needs for the protection of a healthy aquatic ecosystem, water quality, fish habitat, riparian zones, channel maintenance and water-intake structures.

2.2.2

Government of Alberta, in collaboration with NSWA and stakeholders, to evaluate and report on the need to establish Water Conservation Objectives for the NSR.

**Watershed Management Direction 2.3:
Manage water quantity in the NSR
watershed to meet Instream Flow Needs**

Actions:

2.3.1

Government of Alberta to manage the water allocation, licencing and approval processes to meet Instream Flow Needs in the NSR watershed.

2.3.2

Government of Alberta to monitor, evaluate and report on whether the Instream Flow Needs are being met.



Goal 3:
Aquatic ecosystem
health in the NSR
watershed is
maintained or
improved

Watershed Management Direction 3.1: Develop aquatic ecosystem health objectives for all major waterbodies

Actions:

3.1.1
Develop aquatic ecosystem health objectives for the mainstem of the NSR and for priority waterbodies including major tributaries, lakes, wetlands and their associated riparian areas.

3.1.2
Regularly monitor and assess the current state of aquatic ecosystem health of the NSR mainstem and key waterbodies.

Watershed Management Direction 3.2: Maintain and restore wetlands considering their number, areal extent and function

Actions:

3.2.1
Government of Alberta to complete development and approval of the new Provincial Wetland Policy.

3.2.2
Government of Alberta and Municipalities to incorporate wetland mitigation, conservation and restoration guidelines, as currently administered through the Provincial Wetland Restoration/Compensation Guide (2007), into provincial regulations and municipal by-laws.

3.2.3
Complete and maintain an inventory of wetlands in the NSR watershed, including drained and altered wetlands.

3.2.4
Maintain and protect naturally-occurring wetlands with due consideration for social, economic and environmental factors.

3.2.5
Restore drained and altered wetlands in areas where historical losses of wetlands have occurred by using voluntary, incentive-based mechanisms.

3.2.6

Restore drained or altered wetlands, or create new wetlands, to compensate for current and future losses of wetlands. Restoration efforts should be implemented within the same watershed in which the losses occurred.

3.2.7

Develop incentive and support programs (financial and expertise) to enable and assist landowners to retain naturally-occurring wetlands, restore drained and altered wetlands and create new wetlands on their own land.

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.

**Watershed Management Direction 3.4:
Minimize or reduce the impacts of the
resource, transportation and utilities
industries on aquatic ecosystem health**

Actions:

3.4.1

Reduce the density and impacts of linear developments (roads, seismic lines, power lines, pipelines, etc.) in the Green Area by:

- Developing, implementing and enforcing coordinated access management plans and joint-use agreements among stakeholders.
- Developing and coordinating road-density plans to minimize the creation of new roads on the landscape
- Reclaiming, restoring and reforesting roads and other linear developments no longer in use.

3.4.2

Reduce the footprint of active oil and gas well sites, and reclaim abandoned well sites or those identified as no longer in use.

3.4.3

Minimize the impact of resource development activities by:

- Improving integrated planning.
- Enhancing best management and reclamation practices.
- Enhancing road maintenance plans.
- Eliminating hanging culverts.
- Minimizing the construction of stream crossings.

**Watershed Management Direction 3.5:
Minimize or reduce the impacts of
municipal and industrial development on
aquatic ecosystem health**

Actions:

3.5.1

Implement best land-use planning and management practices in future development

- Increase densities of residential developments.
- Incorporate ecological corridors and low-impact designs.
- Ensure the timing and volume of post-development surface water runoff does not exceed that of pre-development conditions.
- Minimize linear disturbance in new developments.
- Coordinate urban land-use through adoption of inter-municipal development plans.
- Restrict new development within flood-prone areas.
- Minimize the size of the development footprint.

**Watershed Management Direction 3.6:
Maintain and restore forested land and
vegetation cover**

Actions:

3.6.1

Develop and implement policies to guide and minimize the conversion of forested land to other uses in the Green Area.

3.6.2

Minimize the loss of trees, shrubs and other natural vegetation in the White Area.

3.6.3

Develop policies and best management practices to encourage re-forestation in areas where forest and vegetation cover have been removed.

**Watershed Management Direction 3.7:
Develop and Implement Fish Management
Objectives for the North Saskatchewan
River mainstem, tributaries and lakes.**

Actions:

3.7.1

Government of Alberta, in collaboration with stakeholders, to review, update and implement Fish Management Objectives for the mainstem of the NSR and to develop and implement Fish Management Objectives for priority tributaries and lakes in the watershed.

3.7.2

Government of Alberta, to assess, prioritize and protect significant fish habitat and populations in the NSR watershed.

3.7.3

Restore significant fish habitat lost or destroyed.

3.7.4

Government of Alberta, in collaboration with stakeholders, to develop and implement a regular, long-term monitoring program of fisheries resources and aquatic habitat throughout the NSR watershed.

**Watershed Management Direction 3.8:
Minimize or reduce the impact on aquatic
ecosystems of random camping and other
recreational activities on public land**

Actions:

3.8.1

Government of Alberta and Municipalities to work with stakeholders and the recreation sector to assess the impact of random camping and widespread recreational activities, including the use of motorized recreational vehicles, on public land.

3.8.2

Government of Alberta and Municipalities to work with the recreation sector and other stakeholders to develop and implement access management plans or area structure plans that focus on managing recreational activities on public land and to improve enforcement under provincial legislation.

3.8.3

Develop and implement education and awareness programs that promote responsible recreation use, activities and practices on public land.

3.8.4

Government of Alberta and Municipalities, in consultation with stakeholders, to control and limit non-resource related motorized access to trails and seismic lines on public land through the use of signage, physical barriers, replanting and other means.

**Watershed Management Direction 3.9:
Improve knowledge and understanding of
the importance of healthy aquatic
ecosystems**

Actions:

3.9.1

NSWA, in collaboration with the Government of Alberta and all stakeholders, to undertake education and communications initiatives to promote understanding, active commitment and support for healthy aquatic ecosystems.



Goal 4:

The quality and quantity of non-saline groundwater are maintained and protected for human consumption and other uses

**Watershed Management Direction 4.1:
Improve knowledge and understanding of
non-saline groundwater quality and
quantity**

Actions:

4.1.1

Identify, prioritize and address gaps in knowledge about non-saline groundwater

- As identified in NSWA's Groundwater report "*Overview of Groundwater Conditions, Issues and Challenges*" (2009).
- By building on the *Edmonton-Calgary Corridor Groundwater Atlas* (2011) and in conjunction with the Provincial Groundwater Inventory Program.
- By mapping and characterizing aquifers, recharge areas and contribution to surface water in sub-watersheds.

4.1.2

Establish long-term monitoring wells for water quality and water level in aquifers to address gaps in knowledge identified through the above work.

4.1.3

Provide groundwater information and education documents to stakeholders and the general public who use or impact groundwater (e.g. the current Working Well Program).

**Watershed Management Direction 4.2:
Develop and implement strategies to
manage groundwater quality and quantity
sustainably including assessing and
minimizing the impacts of land and
resource uses on groundwater**

Actions:

4.2.1

Develop aquifer management plans that include features such as sustainable pumping rates, monitoring programs and comprehensive annual evaluations of groundwater use.

4.2.2

Incorporate the sustainable management of groundwater quality and quantity, including the protection of recharge areas, into land-use planning and resource management.

4.2.3

Minimize the use of non-saline groundwater for hydraulic fracturing and enhanced recovery of oil and natural gas.

Goal 5:

Watershed management is incorporated into land-use planning processes at all scales in accordance with the recommendations in this report

**Watershed Management Direction 5.1:
Improve cooperation and communication
about watershed management among
local and provincial planning initiatives**

Actions:

5.1.1

NSWA to work with other planning initiatives to assess opportunities and advocate for the incorporation of the recommendations in this report into land-use planning within the watershed.

5.1.2

NSWA to evaluate and report on the integration, alignment and implementation of watershed management into land-use planning.

**Watershed Management Direction 5.2
Develop watershed management plans to
address issues in sub-basins of the NSR
watershed**

5.2.1

NSWA to assist local watershed stewardship groups, municipalities or other stakeholders to undertake sub-basin watershed planning similar to that initiated for the Vermilion River watershed. This planning would include:

- Collaborative issue identification with stakeholders in each sub-basin.
- State of the Watershed analysis and reporting.
- Development of Water Quality Objectives and Instream Flow Needs.
- Analysing current management practices in relation to best management practices.
- Development of recommendations to improve management practices to minimize and reduce the impact of discharges from point sources and non-point sources.
- Working with counties, summer villages, recreational groups and sport fishing groups to determine priorities for developing lake management plans.

Implementation

Long-term collaboration will be required to achieve the goals of this IWMP and to implement the recommended actions. The NSWA will act as the bridging organization to bring people together to create the various implementation initiatives. Expert working groups will be formed to address priority tasks. The working groups will identify knowledge gaps and research needs, develop detailed work plans, review pertinent legislation and policy, identify best management practices and consult as required. To enable the work to proceed, each participant in a working group will be expected to bring to the table resources such as information, in-kind support and/or funding.

Implementation of certain recommendations will be achieved through the voluntary choices and actions of individual decision makers in government, industry, municipalities, non-government organizations and other stakeholders. The value of the plan will only be realized to the extent that stakeholders, individually and in collaboration, act on the recommendations as there is no specific statutory framework yet in place to require adoption and implementation of IWMPs. The plan will be adaptive in that the occurrence and timing of implementation initiatives by stakeholders will vary according to their own priorities, resources and capacities.

Although much scientific work has been initiated in the past few years, more work remains to be done so that stakeholders can come to agreement on the nature and scale of management actions required. More work also remains to develop effective assessment and modelling tools that can be used to support ongoing watershed planning activities.



Roles and Responsibilities

The NSWA invites all stakeholders and interested individuals in the watershed to participate in the future work. All parties are encouraged to learn more about watershed management practices and needs, to become engaged in NSWA activities and to share information. NSWA will continue to serve as a coordinating source of technical information and policy advice.

The NSWA recommends the following roles and responsibilities for the Government of Alberta and other key watershed stakeholders involved in implementing the recommendations in this plan:

Government of Alberta: as a leader in water resources management

Implementing this IWMP will require ongoing leadership by the Government of Alberta as described in the *Framework for Water Management Planning and the Strategy for the Protection of the Aquatic Environment*. The policies outlined in that Framework, enabled under the *Water Act*, confirm the Government of Alberta's commitment to "... maintaining, restoring or enhancing current conditions in the aquatic environment."

These policies also confirm the Government's commitment to conduct monitoring, evaluation and reporting programs that include continuous long-term data collection and assessments. This monitoring commitment requires future collaboration and partnerships with

watershed stakeholders. Improved communications and widespread access to information and data are needed so that watershed stakeholders and the public can better understand the health of aquatic ecosystems and the effects of watershed management actions being undertaken.

The Minister of Environment and Sustainable Resource Development is requested to:

- Consider these recommendations in statutory planning, policy development and regulatory decisions.
- Direct Ministry staff to participate in working groups or other initiatives established to address specific actions and tasks.
- Request other Ministries, with responsibilities related to the recommendations in this plan, to participate in initiatives established to address specific actions and to consider these recommendations in their own statutory planning, policy development and regulatory decisions.
- Consider this plan in the development of the North Saskatchewan Regional Plan under the Land Use Framework.

The Director responsible for water management under the *Water Act* is requested to:

- Consider these recommendations and decide whether to develop an Approved Water Management Plan for the NSR containing Water Conservation Objectives for water quality, water quantity (instream flow) and a healthy aquatic ecosystem.
- Utilize NSW's Water Quality Objectives (Appendix B) in the development of such an Approved Water Management Plan.

The NSW believes that both rural and urban municipalities, as leaders in local and regional land-use planning and development decision-making, have a critical role to play in implementing these recommendations.

Municipalities are requested to:

- Continue to participate in ongoing watershed planning activities.
- Use these recommendations to guide the preparation and implementation of their municipal development plans, land-use bylaws, area structure plans and best management practices.
- Work with the NSW, governments and other watershed stakeholders to communicate and implement best management practices.

Industry and landowners are requested to:

- Continue to participate in ongoing watershed planning activities.
- Continue to improve their water and land management practices.
- Work with the NSW, governments and other watershed stakeholders to communicate and implement best management practices.

Recreational and other users of private and public lands are requested to:

- Participate in NSW's ongoing watershed planning activities.
- Minimize and reduce individual impacts on the watershed (on the land and in water) by practicing and promoting responsible recreation in the North Saskatchewan River watershed.

The North Saskatchewan Watershed Alliance, as the WPAC, is committed to providing a leadership and coordination role to ensure technical and policy recommendations in this plan are implemented. This will require a new organizational approach for the NSW with the development of new governance protocols for the Board of Directors, new accountabilities for staff and the development of five new expert technical working groups, one for each of the five major Goals. These changes reflect the evolution and organizational learnings of the NSW since being appointed the WPAC in 2005 and are designed to



improve overall effectiveness. They are also reflective of the changing policy and planning environment in Alberta. A key organizational goal for NSWA going forward will be to strengthen its role as the central watershed planning forum for the NSR basin, and to ensure its sustainability.

Expert working groups will be formed to address the key actions under each of the five IWMP Goals: Water Quality Protection; Instream Flow Needs Protection; Ecosystem Health Protection; Groundwater Protection and Sub-Watershed/Regional Planning. Membership in expert working groups will be solicited from qualified stakeholders and individuals.

Each working group will be co-chaired by an NSWA representative and a technical expert from the greater community. These working groups will be developed in 2012 and will be assigned clear terms of reference by the Board on two tasks areas: development of comprehensive work plans to address each recommendation, and the subsequently delivery of the associated work products. They will propose annual work plans and will report annual progress to the NSWA Board formally through their co-chairs. The NSWA Board of Directors will determine the priority of implementation projects and work plans, based on the capacity and resources available at the time. The NSWA Board will also take a strong role in securing funding to enable the work to proceed.

Watershed management actions will be undertaken through an implementation period of 2012 to 2019 as identified in the *Water for Life Action Plan* (2009). The Action Plan presents Key Action 5.5:

- “Complete and implement watershed management plans for all major watersheds”
- “Assess the effectiveness of watershed management planning system achieving desired outcomes”

The NSWA is committed to monitoring and reporting at its Annual General Meeting on progress made toward implementing these IWMP recommendations. All individual recommendations will be reviewed and updated in 2015. The plan will be re-visited and re-evaluated completely at the end of Water for Life Implementation period in 2019. State of the Watershed reporting for the NSR will be a key component of overall progress assessment.

In summary, the NSWA will undertake an ongoing role to:

- Gather and disseminate technical and policy information.
- Evaluate the state of the watershed and sub-watersheds.
- Identify watershed issues and set priorities.
- Develop plans to address watershed issues.
- Provide information, advice and assistance to stakeholders to implement the recommendations in this plan.

Challenge

A large effort has been undertaken by the NSWA and its partners over the past decade to promote an understanding of watershed issues in this region of Alberta and to build interest and awareness across many sectors. The size of this watershed and the diversity of issues, participants and interests make for a formidable challenge going forward. Watershed planning and management represents a continuum of work, and ongoing efforts will be required.

We call on all parties to participate in the forthcoming phases of work with good will and prudent efforts to sustain the water resources and aquatic health of this region - and the prosperity of our future generations.



Appendix A: NSWA Board of Directors 2011 - 2012

Executive

President

Dr. Les Gammie (Utility)
EPCOR Water

Vice President

Pat Alexander (Municipal)
Reeve, Clearwater County

Secretary

Candace Vanin (Federal Government)
Regional Land-Use Analyst
Agriculture and Agri-Food Canada

Treasurer

Robert Kitching (Municipal)
Councillor, Brazeau County

Directors

Andrew Schoepf (Provincial Government)
Senior Planner, Central Region
Alberta Environment and Sustainable
Resource Development

Liliana Malesevic (City of Edmonton)
Acting General Supervisor
Information Systems
Drainage Services, City of Edmonton

Dr. Laurie Danielson (Industry)
Executive Director,
Northeast Capital Industrial Association

Tracy Scott (NGO)
Head, Industry and Government Relations,
Alberta
Ducks Unlimited Canada

James Wuite (Provincial Government)
Head, Farm Water Supply Branch
Alberta Agriculture and Rural Development

Ted Bentley (NGO)
Member, Paddle Alberta

Dr. Naomi Krogman (Member at Large)
Environmental and Resource Sociologist
Department of Resource Economics and
Environmental Sociology
University of Alberta

Bill Fox (Agriculture)
Public Affairs,
Alberta Beef Producers

Bob Winship (Forestry)
Business Development Manager
Canadian Timberlands
Weyerhaeuser Company

Aaron Rognvaldson (Petroleum)
Environmental Specialist
Husky Energy
Rocky Mountain House, Alberta

Patrick Gordeyko (Municipal)
Councillor, County of Two Hills

Rod Kause (Utility)
Director, Environmental Services
TransAlta Generation Partnership

Vacancies

First Nations

Métis



IWMP Steering Committee Members 2010

Sharon Reedyk (Chair)
Agriculture and Agri-Food Canada
(Government of Canada)

Patrick Gordeyko
Councillor, County of Two Hills
(Municipal)

James Guthrie
TransAlta Generation Partnership
Utility

Enneke Lorberg
Alberta Council for Global Cooperation
(Community Awareness/Education)

Stephanie Neufeld
EPCOR Water Services Inc.
(Water/Wastewater Sector)

Dr. Lyndon Gyurek
City of Edmonton, Drainage Services
(Urban Municipal)

Denise Verreault
First Nations (Alberta)
Technical Services Advisory Group (First Nations)

Robert Kitching
Councillor, Brazeau County
(Agriculture)

Tracy Scott
Ducks Unlimited Canada
(NSWA Board of Directors)

Dave Mussell
Alberta Environment and Sustainable Resource Development
(Government of Alberta)

Andy Boyd
Alberta Fish & Game Association
(Non-Government Organization)

Dave Christiansen
Alberta Environment and Sustainable Resource Development
(Government of Alberta)

Industry representative - vacant

Métis representative – vacant

Past Steering Committee Members

The NSWA wishes to thank members who contributed to development of this IWMP from 2005 to 2010:

Annette Ozirny, Andy Lamb, Susan Kingston, Roger Drury, Ralph Leriger, Steven Stanley, Melanie Gray, Dave Onuczko, Laurie Danielson, Jeff Willson, Don Podlubny, Peter Apedaile, John Hodgson, Dan Majeau, John Diiwu, Marie Beliveau, Neil Barker, and Frank Vagi.

NSWA Staff 2012

Dave Trew, Executive Director

Tom Cottrell, IWMP Coordinator

Gord Thompson, Technical Program Coordinator

Billie Milholland, Communications Manager

Melissa Logan, Basin Planner

Graham Watt, Basin Planner

Meghann Matthews, Administrative Assistant

Appendix B: NSWA Publications

The following reports are available online at http://nswa.ab.ca/resources/nswa_publications:

Title	Author	Year	Document Type
Workbook Results: Integrated Watershed Management Plan for the North Saskatchewan River	Dr. N. Krogman and Ms. C. Chenard for NSWA	2012	Planning Document
Discussion Paper for the Development of an Integrated watershed Management Plan for the Vermilion River watershed in Alberta	VRWMP–SC for NSWA	2011	Planning Document
Mayatan Lake State of the Watershed Report	NSWA	2011	Technical Assessment
A Workbook to share your views on Developing an Integrated Watershed Management Plan (IWMP) for the North Saskatchewan River Watershed	NSWA	2011	Planning Document
Discussion Paper for the Development of an Integrated Watershed Management Plan for the North Saskatchewan River Watershed in Alberta	NSWA	2011	Planning Document
North Saskatchewan Watershed Alliance: Developing Collaborative Planning Partnerships - Final Report	Abells Henry Public Affairs	2010	Planning Document
Economic Activity and Ecosystem Services in the North Saskatchewan River Basin	Watrecon Consulting and Anielski Management Inc.	2010	Economic Assessment
North Saskatchewan River Basin: Socio-Economic Profile 2006	Watrecon Consulting	2010	Economic Assessment

Title	Author	Year	Document Type
North Saskatchewan River Integrated Water Quality Model: Runoff Sub model Implementation and Initial Calibration	Kessler Environmental	2010	Technical Assessment
Proposed Site-Specific Water Quality Objectives for the Mainstem of the North Saskatchewan River	North Saskatchewan Watershed Alliance	2010	Technical Assessment
Bulletins	North Saskatchewan Watershed Alliance	2009	General Information Documents
Hydrodynamic and Water Quality Model of the North Saskatchewan River	Tetrattech	2009	Technical Assessment
North Saskatchewan River Basin Overview of Groundwater Conditions, Issues and Challenges	WorleyParsons	2009	Technical Assessment
Vermilion River Water Supply & Demand Study	Golder Associates	2009	Technical Assessment
Cumulative Effects Assessment of the North Saskatchewan River Watershed using ALCES	North Saskatchewan Watershed Alliance	2009	Technical Assessment
February 9, 2009: Engaging Rural Municipalities: Forum Final Report	North Saskatchewan Watershed Alliance	2009	Planning Document

Title	Author	Year	Document Type
Water Supply Assessment for the North Saskatchewan River Basin	Golder Associates	2008	Technical Assessment
Assessment of climate change effects on water yield from the North Saskatchewan River Basin	Golder Associates	2008	Technical Assessment
Current and Future Water Use in the NSRB	AMEC	2007	Technical Assessment
Instream Flow Needs Scoping Study	Golder Associates	2007	Technical Assessment
Municipal Guide	North Saskatchewan Watershed Alliance	2006	Planning Document
Integrated Watershed Management Plan for the North Saskatchewan River Watershed in Alberta - Terms of Reference	AMEC and NSWA	2005	Planning Document
State of the North Saskatchewan Watershed	Aquality Environmental	2005	Technical Assessment
Heritage River Background Study	Billie Milholland	2005	Planning Document
Watershed Tool Kit	North Saskatchewan Watershed Alliance	2003	Planning Information Document
River Guide	Billie Milholland	2002	Technical and Historical Document



REQUEST FOR DECISION

SUBJECT: North Saskatchewan Regional Advisory Council: Recommendations Report Survey		
PRESENTATION DATE: April 24 th , 2018		
DEPARTMENT: Planning	WRITTEN BY: Keith McCrae / Manager, Planning & Development	REVIEWED BY: Rick Emmons / Interim CAO
BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Alberta Land Stewardship Act, Part 17 of the MGA, County MDP Section 11.2.23		
STRATEGIC PLAN THEME: Managing our Growth	PRIORITY AREA: Planning	STRATEGIES: Ensure appropriate land use planning
ATTACHMENT(S): RAC Advice Survey Information		

STAFF RECOMMENDATION:

That Council reviews the North Saskatchewan Regional Advisory Council; Recommendations Report Survey questions, responds to questions/amends recommended responses and authorizes Administration to complete the online survey, deadline May 4th, 2018.

BACKGROUND:

Alberta Environment and Parks has invited the public to complete an online survey to provide input and feedback on recommendations from the North Saskatchewan Regional Advisory Council (RAC) on how land in the North Saskatchewan Region will be used and managed. The RAC recommendations, combined with public feedback through the survey, will be used by the Government of Alberta to inform the development of a draft North Saskatchewan Regional Plan. Additional opportunities to provide feedback will be provided as the North Saskatchewan Regional Plan is developed. The deadline for completion of the [online survey](#) is May 4, 2018.

At the request of Council, administration has prepared suggested responses to the survey questions, shown below in blue. While most of the suggested responses are fairly general in nature, some of the questions related to local priorities and issues such as Conservation Areas, Managing Outdoor Recreation, and the Development Nodes, may warrant the identification of specific concerns regarding the RAC's advice.

Priority Wetlands

Please provide your comments related to the RAC's recommendations or the RAC's discussions and deliberations for wetland management:

Clearwater County supports the RAC's recommendations regarding wetland management. The recommendations appear to be consistent with the Water Act and the Alberta Wetland Policies and they also appear to fully support the County's desire to avoid the loss or degradation of wetlands, and where avoidance is not achievable to minimize and mitigate impacts on wetlands.

Lake Management

Please provide your comments related to the RAC's recommendations or the RAC's discussions and deliberations for lake management:

Clearwater County supports the RAC's recommendations regarding lake management. The recommendations appear to be consistent the County's goal of protecting environmentally significant features such as lakes. The recommendations also appear to support the County's desire of maintaining healthy watersheds, including clean rivers, streams and lakes.

Conservation Areas

Please provide your comments related to the RAC's recommendations on proposed conservation areas:

To support biodiversity as well as to protect sensitive habitats and maintain ecological systems and processes, Clearwater County generally supports the RAC's (25) proposed conservation areas that obtained RAC consensus as identified on Figure 2: Map of conservation Areas Recommended by RAC for the North Saskatchewan Region.

Supporting Biodiversity through Stewardship of Private Lands

Please provide your comments related to the RAC's recommendations on the use of piloted land stewardship programs:

The County supports the use of piloted land stewardship programs in the three areas recommended by the RAC, none of which are located within Clearwater County.

Managing Outdoor Recreation

As the Government of Alberta considers these recommendations, do you have any comments related to the proposed changes in outdoor recreation use?

Clearwater County has always favored the participation of stakeholders in both the planning and management of recreation and development in the West Country. We also recognize that sustainable management of recreation comes with a high cost that can be difficult to justify when there are many social wants, needs and service demands in Alberta. Therefore, we feel, some form of user-pay system outside of Provincially managed parks and recreation areas is necessary.

Using existing systems, there are ways to accomplish this outcome that would not be onerous administratively and would provide much needed funding for trails and camping areas. Funding for managed trails and camping areas are essential for sustainability into the future and fees are supported largely by those who are using the West Country area. Management could be further supported by appropriate land use planning designation.

Development Nodes

As the Government of Alberta considers these recommendations, do you have any comments related to these recommendations around tourism development?

Clearwater County fully supports the David Thompson Corridor Development Nodes. The County continues to be fully committed to its role in the implementation of the IRP as it relates to Nordegg, the Nodes, and the West Country in general. The County recognizes the great potential of these areas for recreational and tourism development opportunities and is dedicated to accomplishing this. Clearwater County has had a long working relationship with the Province of Alberta, and shares many of the same goals in relation to economic development and tourism. Since the inception of the Development Nodes, the two governments have worked on streamlining the Alberta Tourism and Recreational Leasing (ATRL) process in order to make it a one window approach for developers.

Clearwater County is prepared to continue playing a key role in attracting commercial/tourist/recreational development to occur in the David Thompson Development Nodes. In order to do so it is necessary that these areas be seen by developers as attractive and viable places to build businesses and that they see a process in place which will allow them to secure an adequate and suitable land arrangement for their investment. It is the opinion of the County that the current leasing process is not developer friendly and is not working to attract development to the Nodes.

The County has come to understand that some sort of **“fee simple ownership”** of the developable lands must be implemented in order to realize development in the Nodes as envisioned in the IRP. This together with a continued commitment to the preparation of detailed land use planning documents for each of the Nodes is essential in creating confidence with the County Council to invest heavily in the necessary infrastructure needed to facilitate development. There needs to be a dependable method of **“cost recovery”**. We view the Nordegg development model as a working example of this concept.

Land use planning exercises, like that which has been completed in the Saunders/Alexo Node, would be very beneficial in each of the Development Nodes. Among other things, this planning provides for the maximization of the land involved, the locating of developments in a complimentary fashion, and avoids the duplication of infrastructure. The County is prepared, over time, to undertake the planning of each node so that these objectives can be met. It is logical that, following the completion of the planning exercises, the necessary infrastructure could then be placed in the most suitable locations. This infrastructure would consist primarily of roads but could also involve water supply and waste water disposal systems. This is where a method of **“cost recovery”** is so important.

In summation, the County is eager to attract more development to the David Thompson Corridor nodes and is interested in making the Development Nodes more viable for potential investors by:

- 1) Providing extensive planning for the nodes in order to best accommodate various forms of development while maximizing the potential of each node. This will be carried out in phases as resources permit and market demands.
- 2) The placement of infrastructure in each area that would also serve to attract developers while eliminating the duplication and subsequent waste of valuable land and resources. As the Development Nodes are very large this would be carried out as detailed planning is completed, and portions of the Nodes are developed in phases.
- 3) Providing a method for the marketing and sale of developable land within the nodes as they become available for development.

- 4) Continuing to be the development authority for each of the Nodes.

In order for these goals to be met, the County is requesting consideration from the Province in:

- 1) Developing and implementing a process to facilitate the sale of portions of developable land within the Nodes by the Province and the marketing of such lands through an RFP process involving the County as the development authority.
- 2) Making available to the County funding from the sale of lands in order to assist with the cost of infrastructure.
- 3) Protecting lands within the Development Nodes with a CNT until such time that the proper planning has occurred, and the necessary infrastructure is in place allowing the property to be sold and developed.
- 4) To continue working together in attracting investment dollars and tourist dollars to the west central region of Alberta.

We are eager for this process to begin and would invite your feedback, and further discussion regarding these matters at your earliest convenience.

Additional Comments

Do you have any additional comments regarding the RAC's recommendations that were not captured above?

?

RAC Advice Survey Information



PRIORITY WETLANDS

Summary from North Saskatchewan RAC Advice: Pages 15 - 22

RAC was asked to provide advice on the following:

Identification of priority areas for wetland conservation and restoration to support implementation of the **Alberta Wetland Policy**. This should include suggested tools to support identification of these priority areas.

The Government of Alberta's approach to advancing watershed management includes:

- Managing water quality through environmental management frameworks;
- Lake management;
- Wetland management; and
- Other initiatives that advance integrated watershed management in the region.

RAC identified priority areas for wetland conservation and restoration with the following direction:

- The identified areas are only intended to prioritize places for securement of intact wetlands and wetland restoration. Government, mitigation agents, and project proponents should prioritize securement and replacement activities in these areas based on robust data sets.
- These priority areas do not imply protection or prohibition of activity.
- These priority areas should not result in any new prohibition or regulatory burden over and above existing requirements under the *Water Act* and *Alberta Wetland Policy*. Securement and restoration are voluntary activities subject to the consent and participation of landowners.

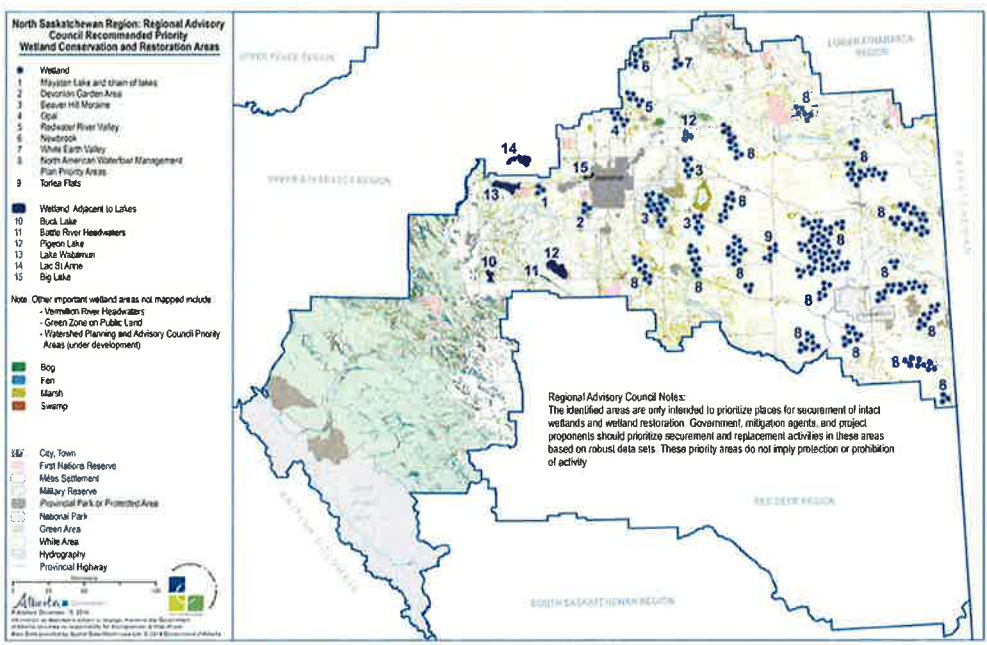


Figure 1: Map of Priority Wetland Conservation and Restoration Areas Recommended by RAC for the North Saskatchewan Region

RAC Advice Survey Information



F1
Alberta
Government

LAKE MANAGEMENT

Summary from North Saskatchewan RAC Advice: Pages 23 - 26

RAC was asked to provide advice on the following:

Achieving an appropriate balance for lakes in the region between a healthy environment with the current and future pressures and uses, including recreation, municipal, industrial, and agricultural activities. This should include suggestions on strategies or approaches to best achieve this balance.

RAC's Advice:

- i. Develop a lake management strategy that includes roles and responsibilities of municipalities, government, and stewardship groups, such as Watershed Planning and Advisory Councils (WPACs), and provides options for governance for particular lake plans, if needed.
- ii. Improve the application of monitoring and science concerning lake health by creating a classification system of lakes in the region that would identify and regularly update carrying capacity (recreational, industrial, community pressure), and provide criteria that would identify health of lakes based on certain attributes, including understanding of non-point source contributions.
- iii. Incorporate aboriginal traditional ecological knowledge and traditional land-use components concerning lake attributes into the lake monitoring program.
- iv. Leverage the implementation of the **Alberta Wetland Policy** where such policy could support the recovery of stressed lakes (e.g., Pigeon and Wabamun).
- v. Employ the developed lake classification system to prioritize lake management planning and lake management health mitigation across the region to address those lakes in and beyond the "100 kilometre" urban recreation stressed area.
- vi. Increase the level of collaboration between government, WPACs and municipalities to address lake maintenance, management planning (recreation and community) and enforcement of proper lake community infrastructure development and maintenance (i.e., drinking water and septic systems).
- vii. Ensure the legislative and policy frameworks available to manage lakes are being fully employed.
- viii. Incorporate a healthy lake management component into the recreation strategy that will address increased recreation pressures as a result of the "100 kilometre" urban recreation driver. Improve upon programming efforts targeted at education and awareness of lake use.

CONSERVATION AREAS

Summary from North Saskatchewan RAC Advice: Pages 36 – 43

RAC was asked to provide advice on the following:

Identification of potential new conservation areas to support biodiversity, specifically the identification of new potential conservation areas that are managed to protect sensitive habitats and maintain ecological systems and processes.

To support RAC in their discussions, the Government of Alberta put forward 34 areas of public land that met the criteria for identifying lands for conservation (refer to NS RAC Advice pg. 38). These areas were identified by government through the following three approaches:

- **Approach 1: Securing existing areas with conservation intent**
 - Areas identified within Approach 1 have little to no impact to economic activity as they are in areas that are already managed through existing policy (such as A Policy for Resource Management of the Eastern Slopes (Revised 1984)) and practices with conservation intent.
- **Approach 2: Optimizing biodiversity and conservation values**
 - Additional areas identified with Approach 2 would add some constraints to economic activity as most areas are not currently managed with conservation intent. Forestry and energy tenure would be impacted.
- **Approach 3: Optimizing biodiversity and conservation values and fill key natural region representation gaps**
 - Additional areas identified with Approach 3 would add additional constraints to economic activity and would help address gaps associated with natural subregions that are currently under represented in the provincial protected areas system. Existing forestry tenure and future energy potential would be impacted. Many areas have grazing dispositions; however grazing rights would continue to be honored.

Key features taken into consideration in conservation area planning in the Green Area:

- The Eastern Slopes of the Rocky Mountains and foothills is largely forested and contain a diverse habitat that supports a wide range of wildlife and plants.
 - In particular, habitat for the bull trout, grizzly bear, whitebark pine and limber pine (all classified as Species at Risk) was closely looked at.
- Gaps in representation associated with conserving and protecting the diversity of Alberta's land base
 - The Upper and Lower Foothills natural subregions in particular, as they are underrepresented in the provincial protected areas system.
- Current industry activity and potential future economic opportunities
 - Forestry, energy, and grazing represent significant regional industries.

Key features taken into consideration in conservation area planning in the White Area:

- This area has seen a great amount of population growth, agricultural and industrial development, and historical wetland losses.
 - In particular, habitat for the piping plover (a Species at Risk) was closely looked at.

RAC Advice Survey Information



- Gaps in representation associated with conserving and protecting the diversity of Alberta's land base
 - The Central Parkland Natural Subregion in particular, as it is underrepresented in the provincial protected areas system.
- Current industry activity and potential future economic opportunities
 - Energy and agriculture are key industries in this part of the region.

The concept of “balance” formed the foundation [of] RAC's deliberations to prepare for the task of identifying areas of public land as potential new conservation areas. The discussions revolved around trade-offs in how areas were managed today versus in the future. Unlike the challenge in the identification of wetland deliberations, RAC did have the data sets to be informed of opportunity costs from an economic stand point versus opportunity cost from a biodiversity stand point.

RAC reflected on the value that conservation areas [would] add towards strengthening biodiversity in the region and to Alberta's need to demonstrate intent to manage to biodiversity outcomes on a national and international stage. The debates focussed primarily between the points of immediate and medium-term economic effects of land being set aside versus the long-term effect of not setting land aside to ensure biodiversity outcomes still exist in the region in 50 years. RAC also debated the merit of whether leaving an area of land alone without any management action would actually sustain biodiversity; these debates are presented below. It is worth noting that of all the RAC advice areas, these deliberations were the most challenging and complicated, as it clearly presented the dilemma facing government every day, i.e., trading economic, social and environmental values off of one another.

Benefits and impacts of conservation areas

- While government had included known economic impacts on those lands identified and clarified that most economic activity would be honoured, there were some concerns that unknown future economic potential could still be lost. The flip side to the economic concern was the value proposition of ecosystem services and those businesses that rely on conservation lands to be intact.
- RAC members observed the societal pressure on government to demonstrate values of biodiversity and that the longer government waits to take action, the more difficult and costly it will be to take action, given the mounting population and economic growth.
- RAC members also noted that biodiversity can happen at any scale, location or time and that to attempt to re-establish in the future what is already in place today could be far more costly and near impossible than to maintain what is already available.
- In a few cases, only limited knowledge is available concerning the ties of aboriginal peoples to the land in these areas. Conservation lands could be a benefit to aboriginal peoples, but understanding and gaining further insight to those lands and ties to aboriginal peoples would be valuable.
- Some areas were seen as too small, disconnected and difficult to manage from a public land conservation intent perspective, given their lack of connectivity to other related land uses. These areas were often in the Central Parkland natural subregion and are the most difficult for the province to retain.
- Ensuring a financial value was placed upon the ecosystem services was flagged, but without a true understanding of cost, RAC members debated where that value might land.

RAC reached consensus to support conservation designations for 25 of the 34 identified areas of public land that met the criteria for conservation, as presented by government. **RAC defined consensus as 75 per cent agreement among the membership.**

The nine areas of land that did not reach consensus were primarily due to concerns regarding economic and social implications and unintended consequences flagged during deliberations. As well, not enough RAC members saw the benefit of conserving these lands for biodiversity outcomes outweighing the potential economic and social impacts.

RAC Advice Survey Information

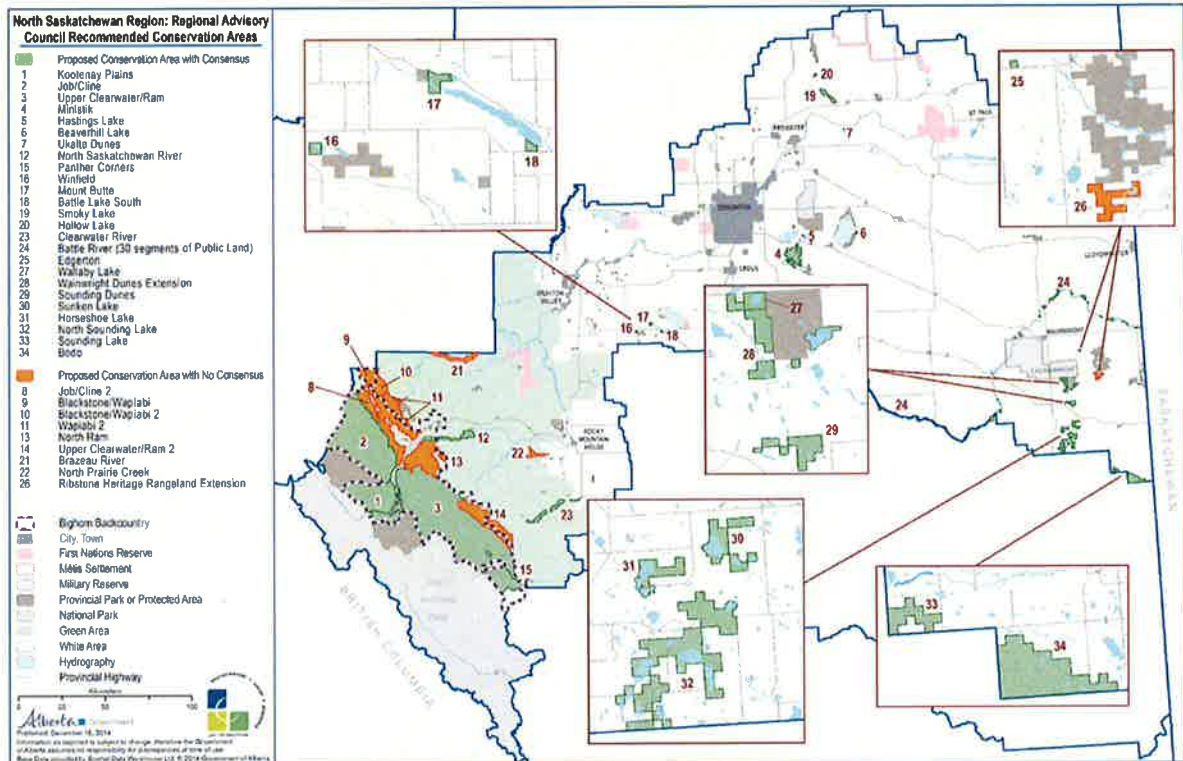


Figure 2: Map of Conservation Areas Recommended by RAC for the North Saskatchewan Region

SUPPORTING BIODIVERSITY THROUGH STEWARDSHIP OF PRIVATE LANDS

Summary from North Saskatchewan RAC Advice: Pages. 44 – 52

RAC was asked to provide advice on the following:

- Provide recommendations on what the Government of Alberta can do to recognize private landowners for their stewardship and conservation initiatives (monetary and/or other alternatives).
- Insight on the limitations facing the promotion of the use of voluntary tools on private lands for conservation and stewardship, including how the Government of Alberta can increase private landowner awareness and use of voluntary tools.

The Government of Alberta's approach to advancing stewardship and conservation on private lands is to explore and develop new methods and strategies that recognize the contribution that private landowners and their land can provide to achieving provincial biodiversity objectives, particularly those of the Central Parkland region. These approaches may include voluntary opportunities that not only recognize the value of current contributions, but explore opportunities that reward additional stewardship efforts by private landowners throughout the region.

Government presented four approaches for RAC related to what government could do to increase stewardship behaviours on private lands in support of biodiversity in the North Saskatchewan Region. The four approaches included:

1. Utilization of the stewardship tools—transfer of development credits, conservation easements, conservation offsets and conservation directives—in the *Alberta Land Stewardship Act* (ALSA)
2. Use of an online stewardship portal to track and celebrate stewardship on private lands
3. Use of awareness campaigns to increase uptake of tools
4. Use of pilots in specific locations of the region that would address an immediate need and educate other landowners

One approach to supporting biodiversity through stewardship of private lands is to conduct private land stewardship pilots to test stewardship tools and practices and increase private landowners' awareness. Government presented RAC with three potential private lands pilot areas and RAC prioritized the South Wainwright area as the first pilot that government should focus on.

MANAGING OUTDOOR RECREATION

To support RAC in their discussions, the Government of Alberta outlined three approaches for managing outdoor recreation:

- **Approach 1: Prioritize areas for recreation management planning** - Identify where the Government of Alberta should place priority in terms of developing the proposed new recreation management planning areas over the next two to five years
- **Approach 2: Invest new funds to enhance and upgrade the existing provincial system** - Where should the Government of Alberta place priority in terms of investing new funds to upgrade the existing provincial parks system?
- **Approach 3: Add new land base to the provincial parks system** - Where should the Government of Alberta focus in terms of adding new public land base to the provincial parks system?

Before RAC deliberated the approaches that the government placed before them, RAC spent some time exploring what they saw were the critical recreation management issues facing the region and some options of how to address these issues. It became clear that the challenges facing the Green Area of the region are quite different than those challenges in the White Area – particularly around the Capital Region area.

While RAC members recognized the economic and social value that recreation brings to the region, the two main challenges that RAC focussed on was the availability of recreating land spaces for all types of recreating (supply) and the management of recreating activities, particularly motorized, in undesignated Green Area- public land locations.

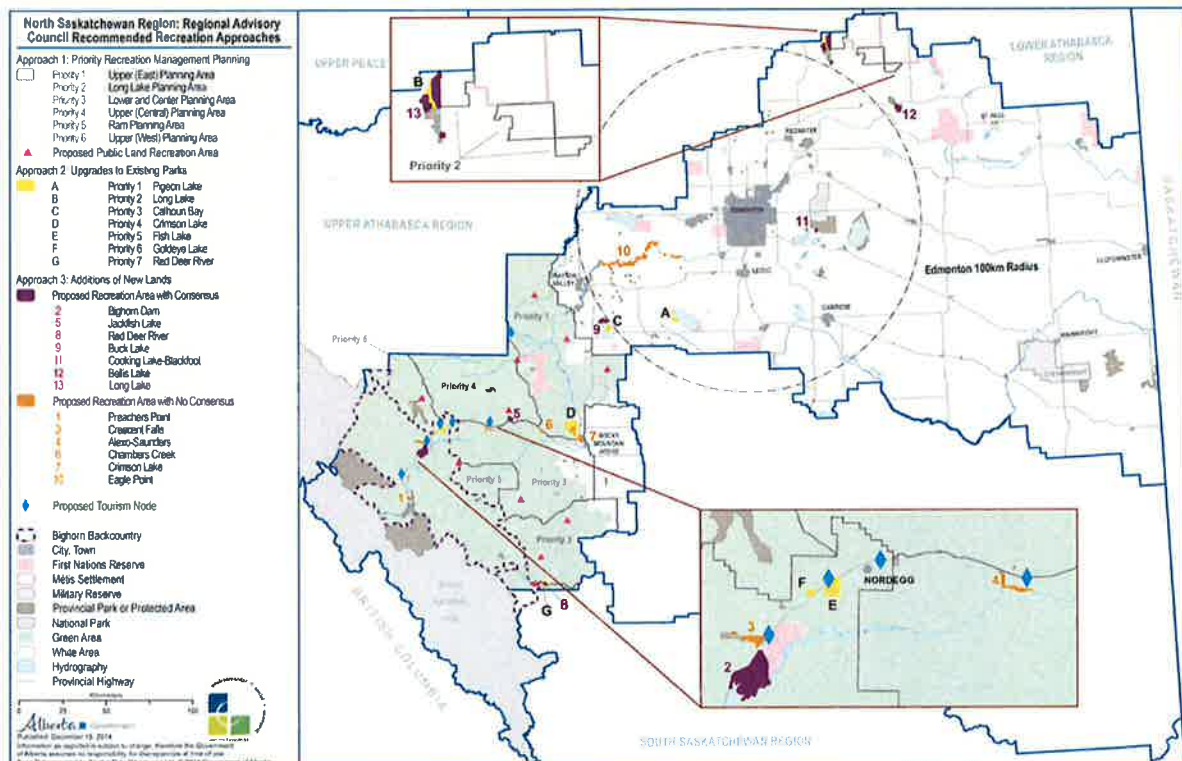


Figure 4: Map of Recreation Approaches Recommended by RAC for the North Saskatchewan Region

RAC Advice Survey Information



F1



SUPPORTING TOURISM DEVELOPMENT OPPORTUNITIES IN THE EASTERN SLOPES

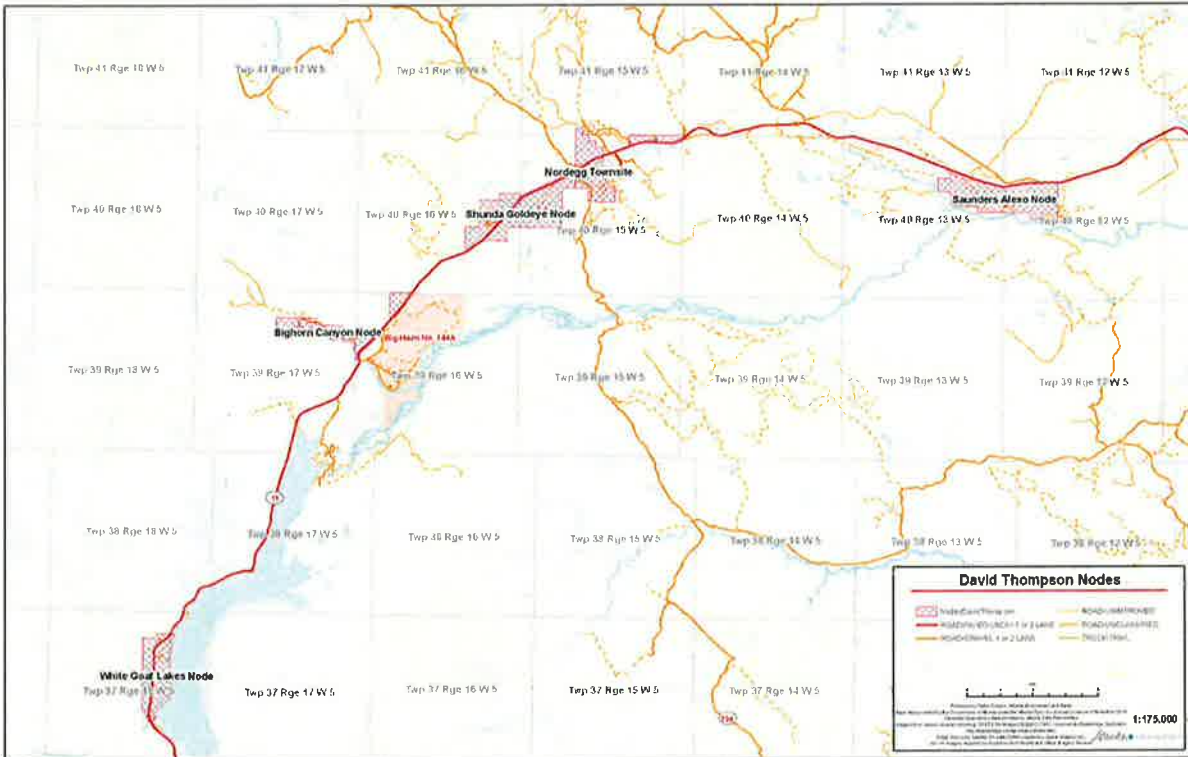


Figure 5: Development Nodes within the David Thompson Corridor



REQUEST FOR DECISION

SUBJECT: Draft - Phase 2 Broadband Public Engagement Plan		
PRESENTATION DATE: April 24, 2018		
DEPARTMENT: Council	WRITTEN BY: Rick Emmons/ Christine Heggart – Manager, Intergovernmental & Legislative Services	REVIEWED BY: Rick Emmons / Interim 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"/> County Bylaw or Policy (Broadband Policy)		
STRATEGIC PLAN THEME #2: Well Governed and Leading Organization	PRIORITY AREA: 2.3 Facilitate community engagement in planning and decision making.	STRATEGIES: 2.3.1 Inform and educate the community regarding Council's key priorities, projects and programs.
ATTACHMENT(S): Draft Broadband Engagement Plan		

STAFF RECOMMENDATION:

1. That Council reviews, amends as appropriate and approves phase 2 public engagement plan for the broadband project.
2. That Council identifies appropriate dates to conduct the public open house meetings.

BACKGROUND:

At the March 27, 2018 meeting, Council outlined the parameters for their broadband engagement plan, including municipal stakeholder groups and required levels of engagement.

Attached for Council's review is a draft phase 2 public engagement plan for the broadband project.

Public Participation Plan

<p>Project Name: Tomorrow's Broadband, Today: Clearwater County Open Access Network</p>
<p>Project Description:</p> <ul style="list-style-type: none"> • New Service Level • To ensure residents and businesses have quality broadband access, Clearwater County will invest in and own a high-speed internet broadband network to reduce the digital divide and provide further opportunities for economic prosperity and social well-being, for now and for generations to come.
<p>Project Background:</p> <ul style="list-style-type: none"> • In late March 2018, Clearwater County received Community and Regional Economic Support (CARES) grant for \$200,000.00 the development of a broadband feasibility study and action plan intended to connect more businesses to a quality internet service, create jobs and benefit broader rural community development. • Council adopted a broadband policy (February 27, 2018) that includes the following direction to administration: <ul style="list-style-type: none"> ○ develop an Open-Access Network of broadband infrastructure to provide Internet accessibility to majority of County residents and businesses; ○ develop a phased project plan, to construct and implement the OAN and broadband infrastructure; ○ endeavour to contract a Network Service Provider to operate OAN; and ○ not provide end-user internet services, rather invest in OAN to encourage competition from ISPs. • Council conducted a community engagement broadband demand phone survey of both residents and businesses, completed by Banister Research, to determine the level of satisfaction with existing broadband access and service providers. (2017) • Council struck committee of the whole (Nov 2017) and approved Terms of Reference (Mar 2018). • Council supported local ISP applications for <i>Connect to Innovate</i> federal grants. (2017) • Council met with community-based group Clearwater Broadband Foundation (CBF) to hear their plans and proposal for broadband projects for the region. (2016-2017) <ul style="list-style-type: none"> ○ Council reviewed legal opinion and Administrative recommendations and declined CBF's loan request (May 2017) and project funding request (Dec 2017). • Council and Administration met with local ISPs and Telecom companies individually to discuss their future broadband plans and potential partner opportunities. (2015-2016) • Council continued its provincial and federal lobby efforts in support of funding for rural Internet projects (i.e. letters to Minister of Industry 2014; House of Commons brief 2017; meeting with Service AB Assistant Deputy Minister 2017 & 2018; letters to Service AB Minister 2018). • Council directed Administration prepare a Request for Proposal (RFP) for a conceptual design, budget and business viability model relating to the construction or installation of communication towers and fibre optic cable and tabled the RFP pending review of Taylor Warwick report and CBF's presentations to Council. (2016) • Council directed Administration develop economic model relating to enhanced broadband service (Taylor Warwick <i>Fibre-Based Broadband Deployment Report</i> 2016) • Council struck Rural Communications Committee (RCC) in July 2015 and received final committee report as information in Feb 2016. • Council reviewed <i>Broadband Considerations and Options</i> (Taylor Warwick 2015 report). • Council considered fibre to premises model during strategic planning, similar to Olds and budgeted for Rural Communications Study. (2014, Vitel Report presented in camera 2015) • Clearwater County was unsuccessful in <i>Final Mile Rural Community Program</i> grant application of \$390,000.00 for 3 towers. (2013)

- Council struck Internet tower sub-committee with Councillors Duncan, Korver and Vandermeer appointed. (2012)
- Council conducted gap-analysis study to determine the areas within the County that are Internet-served and potential sites for new tower construction. (2012 Vitel report)
- Council reviewed the provincial *Final Mile Rural Community Grant Program* and Council's philosophy of not assisting one local ISP over another in applying for funds (2012).
- Council supported the Rocky Gas Co-op grant application for a community broadband infrastructure program and Rocky REA through the rural development fund application - now operating as CCI Wireless (2009).
- Council met with local ISPs and the philosophy at the time was not to choose/support one ISP over another when considering tower purchases (2009).
- Council reviewed and considered tower purchases to fill in areas with service gaps and developed and Internet Assistance Program that provided a tower lease-to-own model (2005-2007 and again in 2009). One tower built using this program (2007).
- Council identified the importance of Internet in its Strategic Plans (2009, 2010, 2011, 2012-2014 and in 2015-2018 plans)

Municipal Stakeholders and Impact:

- Identify demographics of municipal stakeholders who are involved in or impacted by a decision or action and are invited to participate.
 - **Industry & businesses** - high impact – inform, consult and involve
 - **Residents** - high impact – inform, consult and involve
 - **Local Internet Service Providers (ISP) and Telcom companies** - high impact – inform, consult and involve
 - **Town of Rocky Mountain House, Village of Caroline and Summer Village of Burnstick Lake** – medium impact - involve
 - **Municipalities bordering Clearwater County** – low impact - inform
 - **First Nations communities** – low impact - inform; potential for high impact if tied into County's OAN.
 - **Provincial and federal government** – low impact - inform; potential for high impact if broadband funding becomes available.

Engagement purpose/objectives:

- What decisions have been made that are not open to stakeholder input? Why?
 - See broadband policy framework bullets above.
- Have promises been made to stakeholders about their involvement? Yes, no, not sure. If yes, identify.
 - Yes, at their March 27, 2018 regular meeting Council indicated desire to further engage with businesses, ISPs and residents.
- Identify objectives of engagement program.
 - Present introductory information (conceptual plan, next steps)
 - Listen to questions and concerns, develop a FAQ
 - (please note: future business plan/financial model to answer more detailed questions in Phase 3 engagement)

Related Issues/Decisions:

- Brief description of previous/related issues or decision that may have bearing on the project.
 - CBF / Local ISPs with current projects underway
 - A well-planned design to include existing broadband infrastructure
 - Long-term financial strategy
 - Individual connections to the home (contracted vs in-house)
 - Securing a network operator, 24/7 service and operations, take up rates
 - Ensuring CRTC standards are met

Scope of Public Participation:

- Clarify the scale and level of engagement anticipated (i.e. inform, consult, involve, collaborate or empower) at the various stages of the consultation process.

PHASE 1

- **COMPLETE**

- Broadband Policy development - Inform
- Broadband demand phone survey of both residents and businesses, completed by Banister Research, to determine satisfaction with existing broadband access and service providers. (2017) - Consult
- Meetings with local ISPs and Telecom companies to discuss future broadband plans and potential partnerships. (2015-2016) - Consult

PHASE 2**1) Inform, Consult and Involve**

- Provide fact sheets/introductory information (i.e. policy, conceptual plan and next steps)
 - Via County's traditional communications mediums: website, social media, newsletter.
- Invite Industry & Businesses; Residents stakeholder groups to participate in two facilitated public consultations at the Dovercourt and Leslieville Community Centres to take place in May/June (Council to determine available dates).
 - Advertised in local newspapers, website, social media and newsletter.
- Invite Local ISP and Telecom companies to meet with Council in the month of May/June.
 - Letter to each stakeholder company.
- Online feedback forms
- Website information on project/progress.
- Additional surveys?
- Other?

2) Involve only

- As part of Intermunicipal Collaboration Framework (ICF) development, invite the Town of Rocky Mountain House, Village of Caroline and Summer Village of Burnstick Lake to meet with Clearwater County Council in 2018/2019.
- Website information on project/progress.

3) Inform only

- As part of Intermunicipal Collaboration Framework (ICF) development, keep municipalities bordering Clearwater County informed on project/progress.
- By way of letter, keep First Nations communities informed on project/progress, as well as potential in future of invite to support broadband funding requests.
- By way of letter, keep provincial and federal governments informed on project/progress as well as future funding requests to come.
- Website information on project/progress.

PHASE 3

TBD

Timeframe/Budget:

- Describe the overall timeframe and milestones.
 - Phase 1 Engagement – 3-6 months
 - Two Public Open House – May/June dates TBD by Council
 - Meetings with ISPs – June/July
 - Letter to municipal stakeholder groups – 2018.
 - Online feedback forms – 2018.

Engagement Process



- Cost estimate for implementing the plan and process for receiving budget approval.
 - Phase 1 Estimated budget \$20,000.00
 - Utilize existing budget (carry-forward from 2017 transfer of \$60,000 for broadband engagement).

Evaluation:

- Measurements of success:
 - Compliance with policy principles
 - Completed within approved budget and timeframe
 - Results used by decision-makers and stakeholders understand how input used
 - Level of stakeholder satisfaction with process and outcomes



REQUEST FOR DECISION

SUBJECT: Alberta Capital Finance Authority Annual General Meeting		
PRESENTATION DATE: April 24, 2018		
DEPARTMENT: Corporate Services	WRITTEN BY: Murray Hagan Director, Corporate Services	REVIEWED BY: Rick Emmons Interim 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: N/A	PRIORITY AREA:	STRATEGIES:
ATTACHMENT(S): ACFA 2018 AGM Letter		

STAFF RECOMMENDATIONS:

1. That Council appoints Murray Hagan, Director, Corporate Services to represent and vote the shares of Clearwater County at the Annual General Meeting of the Alberta Capital Finance Authority to be held on May 2, 2018 in Edmonton, Alberta.

BACKGROUND:

Clearwater County is a Class B shareholder of the Alberta Capital Finance Authority (ACFA). The mandate of the ACFA is to provide municipal governments, and other public sector bodies within the province, with financing for capital projects. Class B shareholders include improvement districts, metis settlements, municipal districts, counties, special areas and specialized municipalities.

Among other items to be voted on at the meeting, there will be an election to fill the vacant Class B Director position. I have accepted a nomination from our Interim Chief Administrative Officer to let my name stand for election to this position. As a result, I am planning to attend the meeting, but ACFA bylaws require Council resolution to allow me to vote on the County's behalf.



April 3, 2018

**To the Shareholders of the
Alberta Capital Finance Authority**

Re: Annual General Meeting

Enclosed is the agenda for the Annual General Meeting (AGM) of the Alberta Capital Finance Authority (ACFA) to be held on **Wednesday, May 2, 2018** together with a copy of the minutes of the AGM held on May 4, 2017.

In accordance with ACFA's [General Bylaws](#), nominations from the floor regarding the **Class "B"** elections will not be accepted. Please see the [Nomination Notification page \(attached\)](#) for instructions on submitting a nomination prior to the AGM.

In order to plan for the luncheon to be held in conjunction with the 2018 AGM, please complete the attached [Confirmation of Attendance form](#) and return via e-mail to rachel.anderson@gov.ab.ca. To assist in making arrangements for meal service and seating it is essential that ACFA receive your attendance confirmation by **April 16, 2018**.

Please complete the attached form **only** if a representative of your Council or Board will be attending the AGM. Thank you for your attention to this matter.

Yours truly,

Rachel Anderson
Corporate Secretary

Attachments



April 3, 2018

**To the Shareholders of the
Alberta Capital Finance Authority**

Re: Annual General Meeting

The Annual General Meeting and luncheon of the shareholders of the Alberta Capital Finance Authority will be held on **Wednesday, May 2, 2018 commencing at 10:00 a.m.** at the Derrick Golf and Winter Club, 3500 – 119 Street NW, Edmonton (Jasper meeting room) with the luncheon to begin at 12:00 p.m.

Agenda

1. Introduction of Board of Directors and Officers.
2. Approval of minutes of the last Annual General Meeting.
3. Chair's report.
4. Presentation of ACFA's audited financial statements for 2017.
5. Group meetings of each shareholder class (**Election of Class "B" director**).
6. Guest Speaker – David Oh
7. Other Business.

With respect to item 5 of the Agenda (Election of Class “B” director), the present elected directors are:

Ed Gibbons **Representing Class "C" shareholders – Cities**

Kim Craig **Representing Class "D" shareholders – Towns and Villages**

Ron Ritter **Representing Class "E" shareholders – Education authorities (includes school districts and divisions, colleges, technical institutes, universities and Northland School Division)**

Class "B" shareholders will be electing a representative to the Board of Directors of the Alberta Capital Finance Authority this year. Tracy Anderson, incumbent Class “B” Director indicated she will not be standing for re-election. Nominations for Class “B” Director will be accepted until **April 25, 2018.** To establish eligibility to vote, please designate a representative of your shareholder class to vote at the Annual General Meeting by complying with 4.8(a) of the *General Bylaws of the Alberta Capital Finance Authority*, which reads, in part, as follows:

“... a shareholder shall attend a meeting of the shareholders by a person appointed as its authorized representative by delivering to the Corporation, no later than 3 business days immediately preceding the meeting, notice of the bylaw, resolution or other authority of the governing body of the shareholder (whether the governing body is a council, board of governors, board of directors or other similar body, and including any administrator or other person appointed by law to act for an on behalf of the body) appointing the individual as its authorized representative.”

Please forward via email to the undersigned, as soon as possible (no later than **Friday, April 27**) a copy of your bylaw, resolution or other authority of the governing body of the shareholder designating the name and/or title of the person eligible to vote the share(s) of the shareholder at the Annual General Meeting. Suggested wording is as follows:

That _____, or designee, be appointed to represent and vote the shares of the _____ at the Annual General Meeting of the Alberta Capital Finance Authority to be held on May 2, 2018 in Edmonton, Alberta.

Yours truly,

Rachel Anderson
Corporate Secretary

CONFIRMATION OF ATTENDANCE

ANNUAL GENERAL MEETING

OF THE

ALBERTA CAPITAL FINANCE AUTHORITY

TO BE HELD ON

Wednesday, May 2nd, 2018

AT THE

DERRICK GOLF AND WINTER CLUB
Jasper Meeting Room

3500 – 119 STREET EDMONTON, ALBERTA T6J 5P5

COMMENCING AT 10:00 A.M.

NAME: _____

REPRESENTING: _____
(SHAREHOLDER I.E. CITY, TOWN, COUNTY, SCHOOL DISTRICT, ETC.)

DIETARY RESTRICTIONS: _____
(i.e. dairy allergy, vegetarian, etc.)

KINDLY RETURN TO:

ALBERTA CAPITAL FINANCE AUTHORITY
EMAIL: RACHEL.ANDERSON@GOV.AB.CA

PLEASE CONFIRM ATTENDANCE BY APRIL 16, 2018

ALBERTA CAPITAL FINANCE AUTHORITY

ELECTION NOTICE TO

CLASS "B"

SHAREHOLDERS

This year Class "B" shareholders will be required to elect a Director to the Board of Directors of the Alberta Capital Finance Authority.

The Corporate Secretary requires Nomination Notification **5 business days prior** to the Annual General Meeting. The deadline for receiving the nomination is **April 25, 2018.**

Note: see [Nomination Notification](#) instructions (attached)

**PLEASE NOTE THE ANNUAL GENERAL MEETING WILL
BE HELD AT 10:00 A.M. PRIOR TO THE LUNCHEON.**

Sample wording for Nomination Notification (below). Copy and paste the nomination wording onto your own letterhead. Ensure the individual nominating the person to be a representative of their class prints their name, title and name of shareholder group (i.e. University of xxxx, City of xxxx) and signs the nomination form on the signature line.

Nomination Notification

We hereby nominate _____ for election to the Board of Directors by the Class “B” shareholders at the Alberta Capital Finance Authority Annual General Meeting held on Wednesday, May 2, 2018.

Signature

Name: _____

Shareholder: _____

Note: **A nomination from a shareholder of the class being nominated** shall be submitted to the Alberta Capital Finance Authority no later than **5 business days** immediately preceding the Annual General Meeting. The deadline for nominations is **April 25, 2018**. **NOMINATIONS FROM THE FLOOR BY SHAREHOLDERS ARE NO LONGER ACCEPTED, AS PER THE GENERAL BYLAWS.** Nominations can be submitted via email directly to the Corporate Secretary at rachel.anderson@gov.ab.ca. The Corporate Secretary will acknowledge via e-mail that the nomination has been received. Thank you.

Dates to Remember:

Confirmation of Attendance as soon as possible - no later than **April 16, 2018**

Nomination Notification as soon as possible - no later than **April 25, 2018**

Designation of Eligibility to Vote as soon as possible - no later than **April 27, 2018**



REQUEST FOR DECISION

SUBJECT: Tax Rate Bylaw 1047/18		
PRESENTATION DATE: April 24, 2018		
DEPARTMENT: Corporate Services	WRITTEN BY: Rhonda Serhan Manager, Financial Services	REVIEWED BY: Murray Hagan Director, Corporate Services Rick Emmons Interim CAO
BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input 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)		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: Socially Responsible Governance for Long Term Sustainability	STRATEGIES: Fiscal Management
ATTACHMENT(S): Draft Bylaw 1047/18		

STAFF RECOMMENDATION:

That Council consider granting first reading of Bylaw 1047/18.

BACKGROUND:

In accordance with Part 10 Section 326 to 343 of the Municipal Government Act, Administration has prepared the annual Tax Rate Bylaw for the tax year of 2018. This bylaw is prepared using assessment figures from the 2017 year.

The municipal portion of the bylaw reflects a 3% residential and 5% non-residential and farmland increase from the 2017 bylaw. The assessment base has increased overall, and therefore will show an increase in the overall tax collected for municipal purposes of just under \$4 million. Approximately \$1.7 million of this was anticipated during budget deliberations.

The provincial school tax portion of the levy has decreased by just over \$1M for all classes, and the West View Lodge portion of the levy has increased by \$15,000.

The overall tax revenue collected decreased by \$2M in 2017 from 2016 because of the large assessment base decrease in 2016, and Council choosing to keep rates steady in 2017. An increase in 2018 tax rates will be for the most part offset by the decrease in the school requisition. If the assessment remains unchanged; a 3% municipal tax increase to the residential property, County residents will see a slight decrease in the overall tax bill. While at 5% non-residential rate increase, again, if the assessment remains unchanged, the average commercial ratepayer will see a slight decrease, with the industrial ratepayer seeing an increase.

New this year is the Designated Industrial Property (DIP) assessment tax rate. This is requisitioned on behalf of the Province, by ministerial order, and remitted to offset the cost of the province taking on the responsibility of the assessment of the DIP.

**Clearwater County
Bylaw No. 1047/18**

BEING A BYLAW OF CLEARWATER COUNTY TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN CLEARWATER COUNTY FOR THE 2018 TAXATION YEAR.

AND BEING A BYLAW OF CLEARWATER COUNTY TO AUTHORIZE THE LEVYING OF PENALTIES ON UNPAID TAXES.

WHEREAS, Clearwater County at the December 19, 2017 Council meeting prepared and adopted detailed estimates of the municipal revenues and expenditures as required for 2018 operations and capital project budgets; and,

WHEREAS, the estimated municipal expenditures and transfers set out in Clearwater County's 2018 budget total **\$77,919,141**; and,

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at **\$33,169,141**, and the balance of **\$44,750,000** is to be raised by general municipal taxation; and,

WHEREAS, 2018 requisitions are as follows:

Alberta School Foundation Fund (ASFF)	
Residential and Farmland	\$4,696,079
Non-Residential	<u>\$12,393,885</u>
	\$17,089,964
Opted Out School Boards	
Residential and Farmland	\$54,784
Non-Residential	<u>\$144,587</u>
	\$199,371
Total School Requisitions	\$17,289,335
Over/Under School Levy	\$224,539
Seniors Foundation	\$586,481
DI Property Levy	\$191,942

And,

WHEREAS, the Council of Clearwater County is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and,

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act (MGA), Chapter M-26, Revised Statutes of Alberta, 2000; and,

WHEREAS, the assessed value of all property in Clearwater County as shown on the assessment roll is:

Assessment base for Municipal levy purposes:

	<u>Assessment</u>
Residential	1,807,169,420
Non Residential	3,630,885,720
Farmland	57,880,530
Machinery & Equipment	<u>1,670,853,780</u>
Subtotal	<u>7,166,789,450</u>
Exempt	<u>137,775,910</u>
Total Assessment	<u><u>7,304,565,360</u></u>

And,

WHEREAS, the assessed value of all property in Clearwater County available for the provincial school requisition as shown on the assessment roll is:

Assessment base for Provincial School Requisition purposes:

	<u>Assessment</u>
Residential	1,806,177,900
Non Residential	3,626,521,340
Farmland	<u>53,385,930</u>
Subtotal	<u>5,486,085,170</u>
Exempt from School Requisition	<u>1,818,480,190</u>
Total Assessment	<u><u>7,304,565,360</u></u>

And,

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

Municipal Tax Levy

NOW THEREFORE, under the authority of the Municipal Government Act (MGA), the Council of Clearwater County, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of Clearwater County:

	Tax Levy	Assessment	Tax Rate
Municipal			
Residential	\$4,815,022	\$1,807,169,420	.0026644
Non-residential	\$28,751,895	3,630,885,720	.0079187
Farmland	\$251,410	57,880,530	.0043436
M&E	\$13,230,990	1,670,853,780	.0079187
Westview Lodge	\$586,243	7,166,789,450	.0000818
DI Property	191,542	5,121,449,830	.0000374

Provincial School Requisition Levy

2. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property eligible for the provincial school requisition levy in Clearwater County:

	School Requisition Levy	Assessment	Rate
ASFF			
Residential/Farmland	4,696,030	1,838,120,347	0.0025548
Non-residential	12,393,750	3,584,702,257	0.0034574
Opted-Out School Boards			
Residential/Farmland	54,784	21,443,483	0.0025548
Non-residential	144,585	41,819,083	0.0034574
School Uncollectable Taxes	224,381	5,486,085,170	0.0000409

3. The minimum amount payable as property tax for general municipal purposes shall be \$25.00.
4. That a penalty of 8% shall be added to all taxes and arrears outstanding at 5:00 pm on September 17, 2018.
5. That a penalty of 4% shall be added to all taxes and arrears outstanding at 5:00 pm on December 17, 2018.
6. This bylaw shall come into force immediately upon third and final reading and shall repeal Bylaw No. 986/14.

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

REEVE

CHIEF ADMINISTRATIVE OFFICER

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

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

REEVE

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT: Reserve Transfers for Year Ending December 31, 2017		
PRESENTATION DATE: April 24, 2018		
DEPARTMENT: Corporate Services	WRITTEN BY: Rhonda Serhan, Manager, Financial Services	REVIEWED BY: Rick Emmons, Interim CAO
BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME:	PRIORITY AREA:	STRATEGIES:
ATTACHMENT(S): Reserve Transfer List, December 31, 2017		

STAFF RECOMMENDATION:

That Council approve the reserve transfers as attached for the 2017 year-end.

BACKGROUND:

Corporate Services is currently wrapping up things with our audit team from Metrix Group LLP, (Previously Hawkings Epp Dumont), and one of the last steps to finalizing the financial statements is to allocate any surplus from 2017. There were a number of budgeted reserve transfers identified and discussed during the 2017 budget deliberations, as well as those discussed at the April 17, 2018, reserve allocation workshop. Attached is a list of transfers for 2017, both in and out, for Council's review and approval

The net total of all the transfers is \$7,796,184 going into reserves for the year ending December 31, 2017. These reserve transfers reflect Council's priorities for long-term capital planning on projects such as paving and road improvements, bridge maintenance and replacement and broadband internet.

Since the workshop, the auditor has made two adjustments increasing the accumulated surplus slightly. To offset this increase, the unrestricted surplus has increased and the transfer from County facility reserve has been removed.

Net transfers to and from reserves for December 31, 2017

	31-Dec-16	Net increase (decrease)	31-Dec-17
Unrestricted surplus	\$ 704,309	\$ (481,342)	\$ 222,967
Restricted surplus (Reserves):			
Work in Progress	\$ 8,030,855	\$ (4,927,934)	\$ 3,102,921
County Facilities	\$ 3,718,975	\$ -	\$ 3,718,975
Tax rate stabilization	\$ 14,032,419	\$ (2,032,419)	\$ 12,000,000
Nordegg Development	\$ (2,728,946)	\$ 188,857	\$ (2,540,089)
Recreation Facility	\$ 187,565	\$ 10,467	\$ 198,032
NSRP	\$ 500,000	\$ -	\$ 500,000
Broadband	\$ 3,900,000	\$ 2,000,000	\$ 5,900,000
Airport	\$ 64,500	\$ 235,500	\$ 300,000
Fire - capital	\$ 2,977,118	\$ 231,293	\$ 3,208,411
Disaster	\$ 2,000,000	\$ -	\$ 2,000,000
Regional Fire	\$ 27,473	\$ 173,750	\$ 201,223
PW - capital	\$ 6,502,995	\$ -	\$ 6,502,995
PW - paving	\$ 8,470,046	\$ 2,350,000	\$ 10,820,046
PW - gravel	\$ 4,407,953	\$ (400)	\$ 4,407,553
PW - gravel reclamation	\$ 4,657,033	\$ 544,252	\$ 5,201,285
Resource roads	\$ 3,000,000	\$ 2,000,000	\$ 5,000,000
Sewer	\$ 6,321,055	\$ -	\$ 6,321,055
Leslieville Sewer	\$ 6,216	\$ 31,227	\$ 37,443
Bridge deficit	\$ 1,524,986	\$ 5,688,591	\$ 7,213,577
GIS	\$ 152,000	\$ (152,000)	\$ -
West Country Roads	\$ 1,200,000	\$ 300,000	\$ 1,500,000
ASB	\$ 2,660,000	\$ 1,000,000	\$ 3,660,000
Rental Income Facility Reserve	\$ 55,000	\$ 105,000	\$ 160,000
SAR Equipment Reserve	\$ -	\$ 50,000	\$ 50,000
Clearwater Historic	\$ 81,636	\$ -	\$ 81,636
Total Restricted Surplus	\$ 71,748,879	\$ 7,796,184	\$ 79,545,063
Total Restricted & Unrestricted Surplus	\$ 72,453,188	\$ 7,314,842	\$ 79,768,030



REQUEST FOR DECISION

SUBJECT: 2017 Audited Financial Statements and Auditors' Report		
PRESENTATION DATE: April 24, 2018		
DEPARTMENT: Corporate Services	WRITTEN BY: Murray Hagan Director, Corporate Services	REVIEWED BY: Rick Emmons Interim CAO
BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input 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) MGA Section 276		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: Compliance	STRATEGIES: Ensure timely compliance with statutory and regulatory obligations
ATTACHMENT(S): 2017 Draft Audited Financial Statements, Draft Audit Findings Letter		
STAFF RECOMMENDATIONS:		
1. That Council approves the 2017 audited financial statements.		

BACKGROUND:

Administration is pleased to present the draft 2017 audited financial statements to Council. These documents represent a financial measure of the performance and position of the municipality over the course of the year and as at year end respectively.

Highlights are as follows:

- Net financial assets have increased by \$7.7 Million over the previous year which puts the County in a strong financial position going forward.
- The annual surplus for the year was just under \$1.5 Million, mainly due to higher than expected well drilling taxes offset by lower than expected costs for road repairs and parks and recreation.
- Restricted surplus (reserves) has increased by nearly \$8 Million which will facilitate future replacement of aging infrastructure assets and investment to support Council's strategic objectives.

Financial Services staff will attend at the meeting to provide further details of variances between budget and actual figures and from one fiscal year to the next. The County's auditors will also be present to share the findings of their audit and answer any questions Council may have.

CLEARWATER COUNTY
Financial Statements
For The Year Ended December 31, 2017

DRAFT

INDEPENDENT AUDITORS' REPORT

To the Reeve and Council of Clearwater County

We have audited the statement of financial position of Clearwater County as at December 31, 2017 and the statements of operations and accumulated surplus, changes in net financial assets, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We have conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgement, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of Clearwater County as at December 31, 2017 and the results of its operations, changes in its net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Professional Accountants

April 24, 2018
Edmonton, Alberta

**MANAGEMENT'S RESPONSIBILITY
FOR FINANCIAL REPORTING**

To His Worship the Reeve and Members of Council of Clearwater County

The integrity, relevance and comparability of the data in the accompanying financial statements are the responsibility of management.

The financial statements are the responsibility of management, prepared in accordance with Canadian public sector accounting standards. They necessarily include some amounts that are based on the best estimates and judgments of management.

To assist in its responsibility, management maintains accounting, budget and other controls to provide reasonable assurance that transactions are appropriately authorized, that assets are properly accounted for and safeguarded, and that financial records are reliable for preparation of financial statements.

Metrix Group LLP, Chartered Professional Accountants, have been appointed by County Council to express an opinion on the County's financial statements.

Rick Emmons
Interim Chief Administrative Officer

Murray Hagan, BComm, CPA, CA
Chief Financial Officer

CLEARWATER COUNTY
Statement of Financial Position
As at December 31, 2017

	<u>2017</u>	<u>2016</u>
FINANCIAL ASSETS		
Cash and cash equivalents (Note 2)	\$ 83,477,669	\$ 78,107,487
Accounts receivable (Note 3)	3,853,447	3,883,090
Land held for resale	2,219,134	2,278,818
Investments (Note 4)	<u>258,658</u>	<u>233,478</u>
	<u>89,808,908</u>	<u>84,502,873</u>
LIABILITIES		
Accounts payable and accrued liabilities (Note 5)	5,804,704	7,261,598
Deposit liabilities	9,200	29,970
Deferred revenue (Note 6)	5,384,049	6,021,692
Long-term debt (Note 7)	<u>2,926,515</u>	<u>3,254,994</u>
	<u>14,124,468</u>	<u>16,568,254</u>
NET FINANCIAL ASSETS	<u>75,684,440</u>	<u>67,934,619</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 8)	346,261,157	352,106,669
Inventories for consumption (Note 9)	3,565,227	4,067,272
Prepaid expenses	<u>518,363</u>	<u>451,297</u>
	<u>350,344,747</u>	<u>356,625,238</u>
ACCUMULATED SURPLUS (NOTE 10) (Schedule 1)	<u>\$ 426,029,187</u>	<u>\$ 424,559,857</u>

ON BEHALF OF COUNCIL:

CLEARWATER COUNTY
Statement of Operations and Accumulated Surplus
For The Year Ended December 31, 2017

	<u>2017</u> (Budget) (Note 19)	<u>2017</u> (Actual)	<u>2016</u> (Actual)
REVENUE			
Net municipal taxes (Schedule 2)	\$ 43,050,000	\$ 42,650,511	\$ 45,177,816
Well drilling taxes	1,500,000	3,553,195	1,818,462
User fees and sale of goods	1,033,275	1,644,234	1,431,807
Investment income	810,000	1,204,804	1,118,904
Government transfers for operating (Schedule 3)	278,133	854,683	573,439
Other	667,850	827,786	254,837
Fines	275,000	363,731	372,522
Penalties on taxes	100,000	251,065	139,758
Rentals	119,500	235,436	304,609
Licenses, permits, rentals and fines	41,000	49,145	54,262
Developer Levies	<u>26,000</u>	<u>13,067</u>	<u>107,391</u>
	<u>47,900,758</u>	<u>51,647,657</u>	<u>51,353,807</u>
EXPENSES			
Legislative	626,750	447,138	515,714
Administration	3,707,600	4,556,099	3,144,072
Assessment	809,705	647,462	712,827
Fire, ambulance, and protective services	3,081,670	2,652,157	2,968,448
Public works - general	2,354,943	2,175,846	1,651,984
Roads, streets, walks and lighting	10,899,984	8,860,734	9,436,251
Facilities	1,044,270	835,228	809,752
Water supply and distribution	121,900	74,691	87,178
Wastewater treatment and disposal	244,800	143,376	254,119
Waste management	2,314,387	2,214,427	1,936,532
Airport	64,000	30,000	31,629
Family and community support services	862,424	613,340	748,358
Agricultural services	2,366,077	2,252,404	2,310,194
Land use planning, zoning and development	3,678,991	3,044,060	2,895,101
Parks and recreation	2,335,222	1,409,048	3,564,646
Culture	527,887	442,231	426,760
Amortization	<u>-</u>	<u>19,316,193</u>	<u>18,936,909</u>
	<u>35,040,610</u>	<u>49,714,434</u>	<u>50,430,474</u>
ANNUAL SURPLUS BEFORE OTHER REVENUE (EXPENSES)	<u>12,860,148</u>	<u>1,933,223</u>	<u>923,333</u>
OTHER REVENUE (EXPENSES)			
Government transfers for capital (Schedule 3)	2,371,608	805,424	661,944
Loss on disposal of tangible capital assets	<u>-</u>	<u>(1,269,317)</u>	<u>(1,287,171)</u>
	<u>2,371,608</u>	<u>(463,893)</u>	<u>(625,227)</u>
ANNUAL SURPLUS	15,231,756	1,469,330	298,106
ACCUMULATED SURPLUS, BEGINNING OF YEAR	<u>424,559,857</u>	<u>424,559,857</u>	<u>424,261,751</u>
ACCUMULATED SURPLUS, END OF YEAR	<u>\$ 439,791,613</u>	<u>\$ 426,029,187</u>	<u>\$ 424,559,857</u>

CLEARWATER COUNTY
Statement of Changes in Net Financial Assets
For The Year Ended December 31, 2017

	<u>2017</u> (Budget) (Note 19)	<u>2017</u> (Actual)	<u>2016</u> (Actual)
ANNUAL SURPLUS	\$ <u>15,231,756</u>	\$ <u>1,469,330</u>	\$ <u>298,106</u>
Purchase of tangible capital assets	(26,940,617)	(15,258,960)	(16,156,746)
Proceeds on disposal of tangible capital assets	-	518,962	1,050,174
Amortization of tangible capital assets	-	19,316,193	18,936,909
Loss on disposal of tangible capital assets	-	1,269,317	1,287,171
	<u>(26,940,617)</u>	<u>5,845,512</u>	<u>5,117,508</u>
Use of supplies inventory	-	502,045	3,695
Use (acquisition) of prepaid expenses	-	(67,066)	42,950
	<u>-</u>	<u>434,979</u>	<u>46,645</u>
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	(11,708,861)	7,749,821	5,462,259
NET FINANCIAL ASSETS, BEGINNING OF YEAR	<u>67,934,619</u>	<u>67,934,619</u>	<u>62,472,360</u>
NET FINANCIAL ASSETS, END OF YEAR	\$ <u>56,225,758</u>	\$ <u>75,684,440</u>	\$ <u>67,934,619</u>

CLEARWATER COUNTY
Statement of Cash Flows
For The Year Ended December 31, 2017

	<u>2017</u>	<u>2016</u>
OPERATING ACTIVITIES		
Annual surplus	\$ 1,469,330	\$ 298,106
Non-cash items included in annual surplus		
Loss on disposal of tangible capital assets	1,269,317	1,287,171
Amortization of tangible capital assets	<u>19,316,194</u>	<u>18,936,909</u>
	22,054,841	20,522,186
Changes in non-cash working capital balances:		
Accounts receivable	29,642	(776,830)
Prepaid expenses	(67,066)	42,950
Accounts payable and accrued liabilities	(1,456,894)	(1,382,506)
Land held for resale	59,684	130,228
Deferred revenue	(637,643)	5,181,227
Inventories for consumption	502,045	3,695
Deposit liabilities	<u>(20,770)</u>	<u>4,170</u>
	<u>20,463,839</u>	<u>23,725,120</u>
CAPITAL ACTIVITIES		
Purchase of tangible capital assets	(15,258,960)	(16,156,746)
Proceeds on disposal of tangible capital assets	<u>518,962</u>	<u>1,050,174</u>
	<u>(14,739,998)</u>	<u>(15,106,572)</u>
FINANCING ACTIVITIES		
Long-term debt principal repayments	<u>(328,479)</u>	<u>(315,706)</u>
INVESTING ACTIVITIES		
Purchase of investments	<u>(25,180)</u>	<u>(3,254)</u>
INCREASE IN CASH AND CASH EQUIVALENTS DURING THE YEAR	5,370,182	8,299,588
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>78,107,487</u>	<u>69,807,899</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 83,477,669</u>	<u>\$ 78,107,487</u>

CLEARWATER COUNTY
Schedule of Changes in Accumulated Surplus
For The Year Ended December 31, 2017

	<u>Unrestricted Surplus</u>	<u>Restricted Surplus</u>	<u>Equity in Tangible Capital Assets</u>	<u>2017</u>	<u>2016</u>
BALANCE, BEGINNING OF YEAR	\$ 704,309	\$ 71,748,879	\$352,106,669	\$424,559,857	\$424,261,751
Annual surplus	1,469,330	-	-	1,469,330	298,106
Unrestricted funds designated for future use	(17,127,657)	17,127,657	-	-	-
Restricted funds used for operations	2,538,811	(2,538,811)	-	-	-
Restricted funds used for tangible capital assets	-	(6,792,662)	6,792,662	-	-
Current year funds used for tangible capital assets	(8,466,298)	-	8,466,298	-	-
Disposal of tangible capital assets	1,788,279	-	(1,788,279)	-	-
Annual amortization expenses	<u>19,316,193</u>	<u>-</u>	<u>(19,316,193)</u>	<u>-</u>	<u>-</u>
BALANCE, END OF YEAR	<u>\$ 222,967</u>	<u>\$ 79,545,063</u>	<u>\$346,261,157</u>	<u>\$426,029,187</u>	<u>\$424,559,857</u>

CLEARWATER COUNTY
Schedule of Property and Other Taxes
For The Year Ended December 31, 2017

	<u>2017</u> (Budget) (Note 19)	<u>2017</u> (Actual)	<u>2016</u> (Actual)
TAXATION			
Real property taxes	\$ 17,537,197	\$ 17,137,708	\$ 15,731,764
Linear property taxes	44,402,675	44,402,675	47,704,942
Grants in place of property taxes	<u>-</u>	<u>-</u>	<u>41,946</u>
	<u>61,939,872</u>	<u>61,540,383</u>	<u>63,478,652</u>
REQUISITIONS			
Alberta School Foundation Fund	18,109,315	18,109,315	17,595,675
Westview Lodge	571,730	571,730	500,814
Red Deer Catholic Regional Division No. 39	<u>208,827</u>	<u>208,827</u>	<u>204,347</u>
	<u>18,889,872</u>	<u>18,889,872</u>	<u>18,300,836</u>
NET MUNICIPAL TAXES	<u>\$ 43,050,000</u>	<u>\$ 42,650,511</u>	<u>\$ 45,177,816</u>

CLEARWATER COUNTY
Schedule of Government Transfers
For The Year Ended December 31, 2017

	<u>2017</u> (Budget) (Note 19)	<u>2017</u> (Actual)	<u>2016</u> (Actual)
TRANSFERS FOR OPERATING			
Provincial government	\$ 278,133	\$ 854,683	\$ 573,439
TRANSFERS FOR CAPITAL			
Provincial government	<u>2,371,608</u>	<u>805,424</u>	<u>661,944</u>
TOTAL GOVERNMENT TRANSFERS	<u>\$ 2,649,741</u>	<u>\$ 1,660,107</u>	<u>\$ 1,235,383</u>

DRAFT

CLEARWATER COUNTY
Schedule of Segmented Information
For The Year Ended December 31, 2017

Schedule 4

	General Government	Community Services	Emergency & Protective Services	Transportation Services	Planning & Development	Recreation & Culture	Environmental Services	Agricultural Services	Total
REVENUE									
Net municipal taxes	\$ 42,650,511	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,650,511
User fees and sales of goods	10,554	-	-	418,201	621,540	10,337	127,810	455,792	1,644,234
Government transfers	202,475	-	419,049	-	-	16,800	-	216,359	854,683
Investment income	1,204,804	-	-	-	-	-	-	-	1,204,804
Oil well drilling taxes	3,553,195	-	-	-	-	-	-	-	3,553,195
All other	<u>503,120</u>	<u>-</u>	<u>891,635</u>	<u>126,436</u>	<u>202,626</u>	<u>-</u>	<u>2,600</u>	<u>13,813</u>	<u>1,740,230</u>
	<u>48,124,659</u>	<u>-</u>	<u>1,310,684</u>	<u>544,637</u>	<u>824,166</u>	<u>27,137</u>	<u>130,410</u>	<u>685,964</u>	<u>51,647,657</u>
EXPENSES									
Salaries, wages and benefits	3,618,701	106,834	1,674,232	4,010,178	901,455	141,133	69,945	1,178,454	11,700,932
Contract and general services	1,416,788	40,535	352,308	5,530,687	297,314	33,565	2,281,993	447,971	10,401,161
Materials, goods and supplies	282,077	1,085	625,617	2,330,943	82,408	10,782	80,556	610,155	4,023,623
Transfers to other governments	1,677	30,000	-	-	-	-	-	-	31,677
Transfers to individuals/organizations	1,484,718	253,669	-	-	-	1,665,799	-	15,825	3,420,011
Transfers to local boards & agencies	-	84,657	-	-	-	-	-	-	84,657
Interest on long-term debt	-	126,561	-	-	-	-	-	-	126,561
Other expenses	<u>609,119</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>609,619</u>
	<u>7,413,080</u>	<u>643,341</u>	<u>2,652,157</u>	<u>11,871,808</u>	<u>1,281,677</u>	<u>1,851,279</u>	<u>2,432,494</u>	<u>2,252,405</u>	<u>30,398,241</u>
NET REVENUE (DEFICIT) BEFORE AMORTIZATION	40,711,579	(643,341)	(1,341,473)	(11,327,171)	(457,511)	(1,824,142)	(2,302,084)	(1,566,441)	21,249,416
Amortization	<u>315,138</u>	<u>30,743</u>	<u>402,172</u>	<u>17,973,150</u>	<u>34,486</u>	<u>57,645</u>	<u>343,297</u>	<u>159,562</u>	<u>19,316,193</u>
NET REVENUE (DEFICIT)	<u>\$ 40,396,441</u>	<u>\$ (674,084)</u>	<u>\$ (1,743,645)</u>	<u>\$ (29,300,321)</u>	<u>\$ (491,997)</u>	<u>\$ (1,881,787)</u>	<u>\$ (2,645,381)</u>	<u>\$ (1,726,003)</u>	<u>\$ 1,933,223</u>

CLEARWATER COUNTY
Schedule of Segmented Information
For The Year Ended December 31, 2016

Schedule 5

	General Government	Community Services	Emergency & Protective Services	Transportation Services	Planning & Development	Recreation & Culture	Environmental Services	Agricultural Services	Total
REVENUE									
Net municipal taxes	\$ 45,177,816	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,177,816
User fees and sales of goods	14,278	-	-	377,799	436,229	9,434	120,790	473,277	1,431,807
Government transfers	7,900	-	139,259	-	-	209,921	-	216,359	573,439
Investment income	1,118,904	-	-	-	-	-	-	-	1,118,904
Well drilling taxes	1,818,462	-	-	-	-	-	-	-	1,818,462
All other	356,755	-	495,287	5,269	280,781	81,635	6,100	7,552	1,233,379
	<u>48,494,115</u>	<u>-</u>	<u>634,546</u>	<u>383,068</u>	<u>717,010</u>	<u>300,990</u>	<u>126,890</u>	<u>697,188</u>	<u>51,353,807</u>
EXPENSES									
Salaries, wages and benefits	2,946,201	86,312	1,753,459	3,693,514	789,395	130,492	71,583	1,141,080	10,612,036
Contracted and general services	1,323,132	90,371	372,200	5,656,819	423,964	7,057	2,137,278	444,272	10,455,093
Materials, goods and utilities	208,895	4,215	831,740	2,547,654	18,937	5,797	69,483	718,191	4,404,912
Transfers to other governments	1,614	31,629	-	-	-	-	-	-	33,243
Transfers to individuals/organizations	1,499,109	350,454	11,050	-	-	3,848,060	-	6,652	5,715,325
Transfers to local boards & agencies	-	77,648	-	-	-	-	-	-	77,648
Interest on long-term debt	-	139,357	-	-	-	-	-	-	139,357
Other expenses	55,951	-	-	-	-	-	-	-	55,951
	<u>6,034,902</u>	<u>779,986</u>	<u>2,968,449</u>	<u>11,897,987</u>	<u>1,232,296</u>	<u>3,991,406</u>	<u>2,278,344</u>	<u>2,310,195</u>	<u>31,493,565</u>
NET REVENUE (DEFICIT) BEFORE AMORTIZATION	42,459,213	(779,986)	(2,333,903)	(11,514,919)	(515,286)	(3,690,416)	(2,151,454)	(1,613,007)	19,860,242
Amortization	280,209	30,196	316,835	17,730,433	35,372	57,645	339,601	146,618	18,936,909
NET REVENUE (DEFICIT)	<u>\$ 42,179,004</u>	<u>\$ (810,182)</u>	<u>\$ (2,650,738)</u>	<u>\$ (29,245,352)</u>	<u>\$ (550,658)</u>	<u>\$ (3,748,061)</u>	<u>\$ (2,491,055)</u>	<u>\$ (1,759,625)</u>	<u>\$ 923,333</u>

The accompanying notes are an integral part of the financial statements

CLEARWATER COUNTY
Notes to Financial Statements
For The Year Ended December 31, 2017

Clearwater County (the "County") is a municipality in the Province of Alberta, Canada and operates under the provisions of the *Municipal Government Act*, R.S.A., 2000, c. M-26, as amended.

1. SIGNIFICANT ACCOUNTING POLICIES

These financial statements are the representations of the County management prepared in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the County are as follows:

(a) Reporting Entity

These financial statements include the assets, liabilities, revenue and expenses and changes in equity balances and in financial position of the County. This entity is comprised of all the organizations that are owned or controlled by the County and are, therefore, accountable to the Council for the administration of their financial affairs and resources.

Rocky Mountain House Airport Commission	50.0%
Clearwater Regional Fire Rescue Services	47.5%
Clearwater Regional Emergency Management Agency	67.0%

The schedule of taxes levied includes requisitions for education and senior foundations that are not part of the municipal reporting entity.

The financial statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

Pursuant to an agreement entered into in 2001, Clearwater County, the Town of Rocky Mountain House, and the Village of Caroline established a regional solid waste authority to manage and operate a solid waste system. The County provides a proportionate share of annual funding to the Authority, calculated on a per capita basis, which is reported as an expense in the County's financial statements. The County does not proportionately consolidate the financial results of the Authority.

(b) Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. Revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues. Expenses are recognized in the period the goods and services are acquired and a liability is incurred or transfers are due.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers are recognized in the financial statements as revenue in the period in which the events giving rise to the transfer occurred, providing the transfers are authorized, any eligibility criteria have been met by the municipality, and reasonable estimates of the amounts can be made.

(c) Cash and Cash Equivalents

Cash and temporary investments include items that are readily convertible to known amounts of cash, are subject to an insignificant risk of change in value, and have a maturity of one year or less at acquisition.

CLEARWATER COUNTY
Notes to Financial Statements
For The Year Ended December 31, 2017

1. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

(d) Investments

Investments are recorded at amortized cost. Where there has been a loss in value that is other than a temporary decline, the investment is written down to recognize the loss.

Investment income is reported as revenue in the period earned. When required by the funding government or related act, investment income earned on deferred revenue is added to the investment, and forms part of the deferred revenue balance.

(e) Land Held for Resale

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping, and levelling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks, and street lighting are recorded as tangible capital assets under their respective function.

(f) Inventories for Consumption

Inventories held for consumption are valued at the lower of cost and net realizable value with cost determined by the average cost method for gravel and sign inventory and the first-in first-out method for shop inventory.

(g) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Buildings	10 - 50 years
Engineered structures	
Roadway systems	3- 80 years
Water systems	45 - 75 years
Wastewater systems	34 - 75 years
Machinery and equipment	5 - 40 years
Vehicles	10 - 25 years

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

Works of art for display are not recorded as tangible capital assets but are disclosed.

Leases are classified as capital or operating leases. Leases which transfer substantially all the benefits and risks incidental to ownership are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses.

1. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

(h) Tax Revenue

Property tax revenue is based on assessed value determined in accordance with the *Municipal Government Act*. Tax rates are established annually. Taxation revenues are recorded at the time tax notices are issued. Assessments are subject to appeal.

Construction and borrowing costs associated with local improvement projects are recovered through annual special property tax assessments during the period of the related borrowings. These levies are collectible from property owners for work performed by the County and are recognized as revenue in the year they are levied.

(i) Requisition Over-levy and Under-levy

Over-levies and under-levies arise from the difference between the actual tax levy made to cover each requisition and the actual amount requisitioned. If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and reflected as property tax revenue.

(j) Pensions

The County participates in three multi-employer defined benefit pension plans. Contributions for current and past service pension benefits are recorded as expenses in the year in which they become due. See *Note 13* for details of these pension plans.

(k) Contaminated Sites

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.

(l) Use of Estimates

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenue and expenses during the period. Where measurement uncertainty exists, the consolidated financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

The County has used estimates to determine an allowance for doubtful accounts, accrued liabilities, and the useful lives of tangible capital assets.

CLEARWATER COUNTY
Notes to Financial Statements
For The Year Ended December 31, 2017

2. CASH AND CASH EQUIVALENTS

	<u>2017</u>	<u>2016</u>
Operating bank accounts	\$ 52,488,472	\$ 329,066
Savings accounts	22,890,408	55,910,244
Guaranteed Investment Certificates	8,098,289	23,167,677
Cash on hand	500	500
Revolving loan (Note 12)	<u>-</u>	<u>(1,300,000)</u>
	<u>\$ 83,477,669</u>	<u>\$ 78,107,487</u>

Guaranteed Investment Certificates bear interest rate of 2.20% and maturing June 2020.

The above amounts include grant funding of \$5,384,049 (2016 - \$6,021,692) which is externally restricted per Note 6.

3. ACCOUNTS RECEIVABLE

	<u>2017</u>	<u>2016</u>
Trade and other	\$ 2,707,219	\$ 2,725,582
Taxes and grants in place of taxes	855,318	717,226
Goods and Services Tax	<u>290,910</u>	<u>440,282</u>
	<u>\$ 3,853,447</u>	<u>\$ 3,883,090</u>
Taxes and grants in lieu consist of the following:		
Current taxes	\$ 1,215,926	\$ 600,952
Tax arrears	<u>253,987</u>	<u>355,920</u>
	1,469,913	956,872
Less: Allowance for doubtful accounts	<u>(614,595)</u>	<u>(239,646)</u>
	<u>\$ 855,318</u>	<u>\$ 717,226</u>

4. INVESTMENTS

	<u>2017</u>	<u>2016</u>
Muniserp Pension Assets	\$ 169,069	\$ 143,890
Rocky Credit Union Ltd. common shares	82,019	82,018
Rocky Mountain House Co-op Association Limited	7,500	7,500
Alberta Capital Finance Authority shares	<u>70</u>	<u>70</u>
	<u>\$ 258,658</u>	<u>\$ 233,478</u>

CLEARWATER COUNTY
Notes to Financial Statements
For The Year Ended December 31, 2017

5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	<u>2017</u>	<u>2016</u>
Trade payables and accrued liabilities	\$ 3,848,662	\$ 6,047,443
Accrued wages and benefits	<u>1,956,042</u>	<u>1,214,155</u>
	<u>\$ 5,804,704</u>	<u>\$ 7,261,598</u>

6. DEFERRED REVENUE

Deferred revenue is comprised of the following amounts which have been received from third parties for a specified purpose. Additions are comprised of both contributions and interest earned during the year. These amounts are recognized as revenue in the period in which the related costs are incurred.

	<u>2016</u>	<u>Additions</u>	<u>Revenue Recognized</u>	<u>2017</u>
Municipal Sustainability Initiative	\$ 5,267,338	\$ 52,411	\$ -	\$ 5,319,749
Watershed Restoration and Resiliency Program	-	60,000	(9,719)	50,281
Shell regional fire training	20,000	9,461	(20,000)	9,461
Penn West Environmental	8,165	-	(3,607)	4,558
Flood Recovery Erosion Control	<u>726,189</u>	<u>(533,691)</u>	<u>(192,498)</u>	<u>-</u>
	<u>\$ 6,021,692</u>	<u>\$ (411,819)</u>	<u>\$ (225,824)</u>	<u>\$ 5,384,049</u>

7. LONG-TERM DEBT

	<u>2017</u>	<u>2016</u>
Alberta Capital Finance Authority debenture repayable in semi-annual installments of \$227,808 including interest at 4.006% maturing in 2025.	<u>\$ 2,926,515</u>	<u>\$ 3,254,994</u>

Principal and interest payments are due as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018	\$ 341,770	\$ 113,847	\$ 455,617
2019	355,598	100,019	455,617
2020	369,986	85,631	455,617
2021	384,956	70,661	455,617
2022	400,532	55,085	455,617
Thereafter	<u>1,073,673</u>	<u>65,370</u>	<u>1,139,043</u>
	<u>\$ 2,926,515</u>	<u>\$ 490,613</u>	<u>\$ 3,417,128</u>

Interest on long-term debt amounted to \$126,561 (2016 - \$139,357).

The County's total cash payments for interest in 2017 were \$127,138 (2016 - \$139,912).

CLEARWATER COUNTY
Notes to Financial Statements
For The Year Ended December 31, 2017

8. TANGIBLE CAPITAL ASSETS

	2017		2016	
	Net Book Value		Net Book Value	
Engineered structures				
Roadways	\$ 255,448,467		\$ 264,521,654	
Wastewater systems	10,202,059		10,440,745	
All other	9,735,180		7,413,052	
Water systems	<u>5,231,844</u>		<u>5,326,525</u>	
	280,617,550		287,701,976	
Land	43,184,903		43,151,730	
Buildings	10,949,618		10,772,193	
Machinery and equipment	10,326,961		9,238,175	
Vehicles	<u>1,182,125</u>		<u>1,242,595</u>	
	\$ 346,261,157		\$ 352,106,669	
	Cost	Beginning of	Cost	End of
	Year	Additions	Year	Year
Engineering structures				
Roadways	\$ 618,303,700	\$ 9,457,120	\$ (7,467,742)	\$ -
Wastewater systems	12,495,500	-	-	12,495,500
All other	10,542,828	2,432,513	-	12,975,341
Water systems	<u>5,910,254</u>	<u>-</u>	<u>-</u>	<u>5,910,254</u>
	647,252,282	11,889,633	(7,467,742)	-
Machinery and equipment	14,922,010	2,657,429	(555,131)	-
Vehicles	2,416,721	250,107	(175,155)	-
Buildings	12,749,610	428,618	-	-
Land	<u>43,151,730</u>	<u>33,173</u>	<u>-</u>	<u>43,184,903</u>
	\$ 720,492,353	\$ 15,258,960	\$ (8,198,028)	\$ 727,553,285
	Accumulated	Current	Disposals	Accumulated
	Amortization	Amortization	Transfers	Amortization
	Beginning of	Year	Year	End of
	Year	Year	Year	Year
Engineered structures				
Roadways	\$ 353,782,046	\$ 17,236,723	\$ (6,174,158)	\$ -
Wastewater systems	2,054,755	238,686	-	-
All other	3,129,776	110,385	-	-
Water systems	<u>583,729</u>	<u>94,681</u>	<u>-</u>	<u>678,410</u>
	359,550,306	17,680,475	(6,174,158)	-
Machinery, equipment, and furnishings	5,683,835	1,112,702	(99,190)	-
Vehicles	1,174,126	271,824	(136,402)	-
Buildings	<u>1,977,417</u>	<u>251,193</u>	<u>-</u>	<u>2,228,610</u>
	\$ 368,385,684	\$ 19,316,194	\$ (6,409,750)	\$ 381,292,128

Construction of tangible capital assets in progress for 2017 totals \$9,228,512 (2016 - \$8,406,254). These amounts are not being amortized.

CLEARWATER COUNTY
Notes to Financial Statements
For The Year Ended December 31, 2017

9. INVENTORIES FOR CONSUMPTION

	<u>2017</u>	<u>2016</u>
Gravel	\$ 3,086,292	\$ 3,704,953
Parts, chemicals, and other	<u>478,935</u>	<u>362,319</u>
	<u>\$ 3,565,227</u>	<u>\$ 4,067,272</u>

10. ACCUMULATED SURPLUS

	<u>2017</u>	<u>2016</u>
Unrestricted surplus	\$ 222,967	\$ 704,309
Restricted surplus (Note 11)	79,545,063	71,748,879
Equity in tangible capital assets (Schedule 1)	<u>346,261,157</u>	<u>352,106,669</u>
	<u>\$ 426,029,187</u>	<u>\$ 424,559,857</u>

11. RESTRICTED SURPLUS

	<u>2017</u>	<u>2016</u>
Municipal, recreation, and school	\$ 198,032	\$ 187,565
County facilities - capital	3,718,975	3,718,975
Work in progress	3,102,921	8,030,855
Nordegg	(2,540,089)	(2,728,946)
Tax rate stabilization	12,000,000	14,032,419
Airport	300,000	64,500
Fire - capital	3,208,411	2,977,118
Disaster	2,000,000	2,000,000
Public works - capital	6,502,995	6,502,995
Paving	10,820,046	8,470,046
Gravel	4,407,553	4,407,953
Gravel reclamation	5,201,285	4,657,033
Resource roads	5,000,000	3,000,000
Sewer	6,321,055	6,321,055
Agricultural services	3,660,000	2,660,000
Regional fire	201,223	27,473
Bridge deficit	7,213,577	1,524,986
North Saskatchewan River park	500,000	500,000
High speed internet	5,900,000	3,900,000
GIS air photos	-	152,000
West country roads	1,500,000	1,200,000
Facility - Operating Rental Income	160,000	55,000
Leslieville Sewer	37,443	6,216
Nordegg Historic	81,636	81,636
Search and rescue equipment	<u>50,000</u>	<u>-</u>
	<u>\$ 79,545,063</u>	<u>\$ 71,748,879</u>

12. CREDIT FACILITY

The County has a demand revolving operating credit facility to a maximum of \$4,920,000 bearing interest at prime less 0.25% per annum.

CLEARWATER COUNTY
Notes to Financial Statements
For The Year Ended December 31, 2017

13. PENSION PLANS

(a) Local Authorities Pension Plan

Employees of the County participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the *Public Sector Pension Plans Act*. The LAPP is financed by employer and employee contributions and investment earnings of the LAPP Fund.

The County is required to make current service contributions to the LAPP of 11.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 15.84% on pensionable earnings above this amount. Employees of the County are required to make current service contributions of 10.39% of pensionable earnings up to the year's maximum pensionable earnings and 14.84% on pensionable earnings above this amount.

Total current service contributions by the County to the LAPP in 2017 were \$992,878 (2016 - \$996,750). Total current service contributions by the employees of the County to the LAPP in 2017 were \$915,678 (2016 - \$919,234).

At December 31, 2016 the Plan disclosed an actuarial deficit of \$637.4 million (2015 - \$923.4 million).

(b) Alberta Urban Municipalities Association Apex Supplementary Pension Plan

Certain employees of the County are eligible to participate in the Alberta Urban Municipalities Association Apex Supplementary Pension Plan (APEX), a multi-employer pension plan. This plan provides defined pension benefits to employees based on their length of service and rate of pay.

Contributions by the County to APEX in 2017 were \$4,958 (2016 - \$4,883). Contributions by the employees of the County to the APEX in 2017 were \$3,712 (2016 - \$3,712).

(c) Alberta Urban Municipalities Association Municipal Supplementary Executive Retirement Plan

Certain employees of the County are eligible to participate in the Alberta Urban Municipalities Association MuniSERP pension plan, a multi-employer pension plan. This plan provides defined pension benefits to employees based on their length of service and rate of pay.

Contributions by the County to MuniSERP in 2017 were \$13,760 (2016 - \$14,010).

14. FINANCIAL INSTRUMENTS

The County's financial instruments consist of cash and cash equivalents, investments, accounts receivable, accounts payable and accrued liabilities, and long-term debt. It is management's opinion that the County is not exposed to significant interest, currency, or credit risk arising from these financial instruments.

The County is exposed to credit risk with respect to receivables. Credit risk arises from the possibility that customers may experience financial difficulty and be unable to fulfill their obligations. The County is exposed to the credit risk associated with fluctuations in the oil and gas industry as a significant portion of the property taxes outstanding relate to linear property and are receivable from companies in the oil and gas industry. The large number and diversity of customers minimizes the County's credit risk.

Unless otherwise noted, the carrying value of the financial instruments approximates their fair value.

CLEARWATER COUNTY
Notes to Financial Statements
For The Year Ended December 31, 2017

15. REMUNERATION AND BENEFITS DISCLOSURE

Disclosure of remuneration and benefits for elected municipal officials, the County Manager and designated officers as required by Alberta Regulation 313/2000 is as follows:

	<u>Salary</u>	<u>2017</u> <u>Benefits and</u> <u>Allowances</u>	<u>Total</u>	<u>2016</u> <u>Total</u>
Reeve and Councilors				
Duncan (Division 1)	\$ 41,073	\$ 6,660	\$ 47,733	\$ 46,878
Laird (Division 2)	10,136	1,250	11,386	-
Greenwood (Division 2)	23,039	5,207	28,246	39,023
Lougheed (Division 3)	10,029	1,247	11,276	-
Maki (Division 3)	17,712	4,944	22,656	34,562
Vandermeer (Division 4)	33,074	5,301	38,375	30,244
Laing (Division 5)	29,085	6,250	35,335	37,206
Hoven (Division 6)	9,777	1,238	11,015	-
Graham (Division 6)	15,465	4,390	19,855	33,060
Swanson (Division 7)	8,782	1,191	9,973	-
Alexander (Division 7)	<u>34,522</u>	<u>5,522</u>	<u>40,044</u>	<u>51,653</u>
	<u>\$ 232,694</u>	<u>\$ 43,200</u>	<u>\$ 275,894</u>	<u>\$ 272,626</u>
County Manager				
Leaf	<u>\$ 743,398</u>	<u>\$ 48,581</u>	<u>\$ 791,979</u>	<u>\$ 287,251</u>
Emmons	<u>\$ 32,652</u>	<u>\$ 4,490</u>	<u>\$ 37,142</u>	<u>\$ -</u>

- 1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration including per diem amounts.
- 2) Employer's share of all employee benefits and contributions or payments made on behalf of employees, including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans, professional memberships and tuition.
- 3) Benefits and allowances include the employer's share of all employee benefits and contributions or payments made on behalf of employees, and the employer's share of the costs of any additional taxable benefits.

16. SEGMENTED INFORMATION

The County provides a wide range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

(a) **General Government**

General Government is comprised of Council, the office of the CAO, Communications, and Corporate Services. Corporate Services includes Financial Services, Legislative Services, Human Resources, Assessment, and Information Technology Services. Council makes governance decisions regarding service delivery and service levels on behalf of the County in order to balance the needs and wants of the County residents in a financially responsible manner.

(b) **Community Services**

Community Services consists of seniors' funding, economic development and tourism activities, animal control, shared costs for the airport and special request funding. The Community Services area also provides services mandated by Family and Community Support Services throughout Alberta through a shared funding model between the Province of Alberta, the County, the Town of Rocky Mountain House, and the Village of Caroline.

(c) **Emergency and Protective Services**

Emergency and Protective Services is comprised of Fire, Emergency Management, and Municipal Enforcement Services. The regional fire service provides fire suppression along with fire prevention training and education programs. The regional emergency management agency prepares for emergency situations in order to maintain safe communities. The Municipal Enforcement Services provides infrastructure protection, bylaw enforcement and education programs as well as provincial statute enforcement with the authorities granted by the Solicitor General of Alberta.

(d) **Transportation Services**

Transportation is comprised of services in the Public Works areas. This includes the County's infrastructure (roads and bridges), facilities and maintenance programs, including paving and gravel.

(e) **Planning and Development**

This area conducts the County's planning and development functions, working with developers to foster sustainable growth within the County. Planning and Development also oversees the ongoing Nordegg development program, as well as the heritage activities, including the Nordegg Museum and Brazeau Collieries Mine Site.

(f) **Recreation and Culture**

The County contributes to the local recreation programs, libraries and museums in partnership with the Town of Rocky Mountain House, and the Village of Caroline. Through cost-sharing partnerships, the Rocky Mountain House Parks, Recreation and Culture provide recreational and cultural services and activities which promote the well-being of its citizens.

(g) **Environmental Services**

Environmental Services are comprised of water, wastewater and regional solid waste management collection and recycling.

CLEARWATER COUNTY
Notes to Financial Statements
For The Year Ended December 31, 2017

17. SEGMENTED INFORMATION (CONT'D)

(h) Agricultural Services and Landcare

Agricultural Services and Landcare administers programs that strengthen relationships in the rural areas as well as relationships with urban communities. This includes vegetation and pest management, environmental stewardship programs, educational workshops, specialized equipment rental, cattle data management and awards such as Century Farms, Farm Family, and Rural Beautification.

18. DEBT LIMITS

Section 276(2) of the *Municipal Government Act* requires that debt and debt limits, as defined by Alberta Regulation 255/00, for the County be disclosed as follows:

	<u>2017</u>	<u>2016</u>
Total debt limit	\$ 77,471,486	\$ 77,030,711
Total debt	<u>(2,926,515)</u>	<u>(3,254,994)</u>
Amount of debt limit unused	<u>\$ 74,544,971</u>	<u>\$ 73,775,717</u>
Service on debt limit	\$ 12,911,914	\$ 12,838,452
Service on debt	<u>(455,617)</u>	<u>(455,617)</u>
Amount of debt servicing limit unused	<u>\$ 12,456,297</u>	<u>\$ 12,382,835</u>

The debt limit is calculated at 1.5 times revenue of the County (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limits requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities, which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the County. Rather, the financial statements must be interpreted as a whole.

CLEARWATER COUNTY
Notes to Financial Statements
For The Year Ended December 31, 2017

19. BUDGET FIGURES

The budget figures are presented for information purposes only. The 2017 budget, prepared by the County, reflects all municipal activities including capital projects, debt repayments, and reserve transfers. The reconciliation below is provided to encompass these items.

	<u>2017</u> (Budget)	<u>2017</u> (Actual)
Annual surplus	\$ 15,231,756	\$ 1,469,330
Add back (deduct):		
Amortization expense	-	19,316,193
Purchase of tangible capital assets	(26,940,617)	(15,258,960)
Net transfers (to) from capital projects	15,147,496	-
Net transfers (to) from operations	(3,110,156)	-
Loss on disposal of tangible capital assets	-	1,269,317
Principal debt repayments	<u>(328,479)</u>	<u>(328,479)</u>
Results of Operations	<u>\$ -</u>	<u>\$ 6,467,401</u>

20. APPROVAL OF FINANCIAL STATEMENTS

These financial statements were approved by Council.

21. COMPARATIVE FIGURES

Certain comparative figures have been reclassified to conform with the current year's financial statement presentation.

April 24, 2018

Clearwater County
4340-47 Avenue
Box 550
Rocky Mountain House, AB
T4T 1A4

Attention: Members of Council

Dear Council Members:

RE: 2017 AUDIT

The purpose of this communication is to summarize certain matters arising from the audit that we believe would be of interest to County Council. The objective of our audit was to obtain reasonable assurance that the financial statements are free of material misstatement. Our audit was not designed for the sole purpose of identifying matters to communicate. Accordingly, our audit would not necessarily identify all such matters that may be of interest to Council and it is inappropriate to conclude that no such matters exist.

This communication should be read in conjunction with the financial statements and our report thereon, and it is intended solely for the use of County Council and should not be distributed to external parties without our prior consent. Metrix Group LLP accepts no responsibility to a third party who uses this communication.

SIGNIFICANT FINDINGS FROM THE AUDIT

Our objective is to communicate appropriately to Council any deficiencies in internal control that we have identified during the audit and that, in our professional judgment, are of sufficient importance to merit being reported to Council.

The audit findings contained in this letter did not have a material effect on the County's financial statements, and as such, our audit report is without reservation with respect to these matters.

Significant Deficiencies in Internal Control

Our audit procedures did not reveal any significant deficiencies in internal control.

Significant Qualitative Aspects of Accounting Practices

Management is responsible for determining the significant accounting policies. The choice of different accounting policy alternatives can have a significant effect on the financial position and results of the County. The application of those policies often involves significant estimates and judgments by management.

We are of the opinion that the significant accounting policies, estimates and judgments made by management, and financial disclosures do not materially misstate the financial statements taken as a whole. However, we provide the following comments.

Rocky Mountain Regional Solid Waste Authority

Local government financial statements are to include the results of government partnerships and any other entities the local government owns or controls (jointly or directly). As we noted previously, in our opinion, the Rocky Mountain Regional Solid Waste Authority (Authority) is a government partnership and, as such, Canadian public sector accounting standards stipulate the County should proportionately consolidate its share of the Authority's financial results into its financial statements. We understand the County is planning on proportionately consolidating the Authority commencing in 2018.

Uncorrected Misstatements

Uncorrected misstatements aggregated by our Firm, for the year ended December 31, 2017 amounted to a \$157,487 overstatement of the 2017 annual surplus.

After considering both quantitative and qualitative factors with respect to the uncorrected misstatements we accumulated during the audit, we agree with management that the financial statements are not materially misstated.

Significant Difficulties Encountered During the Audit

We encountered no significant difficulties during our audit that should be brought to the attention of Council.

Management Representations

Management's representations are integral to the audit evidence we will gather. Prior to the release of our report, we will require management's representations in writing to support the content of our report.

Management Letter

We will be submitting a letter to County management on other matters that we feel should be brought to their attention.

AUDITOR INDEPENDENCE

We believe it is important that we communicate, at least annually, with County Council regarding all relationships between the County and our firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by Chartered Professional Accountants Alberta and applicable legislation, covering such matters as:

- a) holding a financial interest, either directly or indirectly, in a client;
- b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- d) economic dependence on a client; and
- e) provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters.

We are not aware of any relationships between the County and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence that have occurred from January 1, 2017 – April 24, 2018.

The assistance of Rhonda Serhan, Murray Hagan, and the other County management and staff during the audit was greatly appreciated.

Yours truly,

METRIX GROUP LLP



Philip J. Dirks, CPA, CA
Partner

PJD/law

cc: Rick Emmons, Interim Chief Administrative Officer
Murray Hagan, BComm, CPA, CA, Chief Financial Officer



Councillor and Board Member Remuneration Statement

Name of Councillor / Board Member:	Cammie Laird
Date:	March 2018
Signature (Councillor / Board Member):	<i>C. Laird</i>

PAYMENT PERIOD

<input type="checkbox"/> January	<input type="checkbox"/> February	<input checked="" type="checkbox"/> March	<input type="checkbox"/> April
<input type="checkbox"/> May	<input 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
March 13	Mtg.: CC Reg. Council (09:00-17:15 Hrs.)				1		26
March 15	Mtg.: CRFRS Committee (10:00-14:45 Hrs.)	1	1				26
March 16	Workshop: Council (RE: Broadband) (08:00-12:45 Hrs.)	1					26
March 16	Mtg.: RMH Airport Commitsson (13:00-14:00 Hrs)		1				4
March 18	Travel to Edmonton for AAMD&C Spring Conference (15:00-18:00 Hrs.)	1					215
March 19	Workshop: Elected Officials RE: Reg. Part. & Coll. (08:30-15:00 Hrs.)	1	1				
March 20	AAMC&C Spring Conference (08:00-16:30 Hrs.)	1	1				
March 20	Mtg.: CC Council With Mtn. View Council (17:30-21:30 Hrs.)			1			
March 21	AAMD&C Spring Conference (08:00-12:30 Hrs.)	1					
March 21	Workshop: Municipal Communications (13:00-16:30 Hrs.)		1				
March 22	Mtg.: Safety Codes Fire Sub-Council @ Edmonton (08:30-15:30 Hrs.) Travel - Return from	1	1	1			215
March 24	Attd: Annual Rocky Chamber Awards (17:15-21:30 Hrs.)						28
March 26	Mtg.: CC Council With Lacombe County Council (17:00-21:30 Hrs.)	1					28
March 27	Mtg.: CC Reg. Council (09:00-15:30 Hrs.)				1		26
March 28	Mtg.: RMH Library Board (18:30-19:00 Hrs.)	1					28
March 29	Attn: CC Council - CAO Interviews (08:00-16:00 Hrs.)	1	1				28

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Remuneration Calculation (for office use only)

10	Meetings @ 161.00 =	1610.00	650	Kms @ \$0.55 =	357.50
9	Meetings @ 127.00 =	1143.00	0	Lunch @ 16.00 =	0
2	Meetings @ 288.00 =	576.00	Receipts total = 204.36		
	Supervision =	1003.00	TOTAL = 561.86		
TOTAL =		4332.00			



J5

Cammie Laird
Box 550
4340 47 Avenue
Rocky Mountain House AB T4T1A4

Room No. : 459
Arrival : 03-21-18
Departure : 03-22-18
Page No. : 1 of 1
Folio No. :
Conf. No. : 40929209
Cashier No. : 7702

INFORMATION INVOICE

Membership No. :
A/R Number :
Group Code :
Company Name :

03-22-18 01:22:05 AM EST

Date	Text	Charges	Credits
03-21-18	Room Charge	129.00	
03-21-18	DMF	3.87	
03-21-18	Alberta Tourism Levy	5.31	
03-21-18	Rooms GST	6.64	
Total		144.82	0.00
Balance			144.82

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Thank You For Staying With Us

I agree that my liability for this bill is not waived and agree to be held personally responsible in the event that the indicated person, company or association fails to pay for any portion or the full amount of these charges.

Guest Signature _____

Radisson Hotel Edmonton South
4440 Gateway Boulevard
Edmonton, Alberta T6H 5C2
Telephone: (780) 437-6010 Fax: (782) 431-5804
Email: RHI_ESAL@radisson.com

J5

chop

STEAKHOUSE BAR

EDMONTON DOWNTOWN

0182 TABLE # 50

DESIRE T SvrCk: 7 7:04p 03/19/18

CE SIRLOIN OSCAR	44.95
CREME BRULE	8.00
LOOSE LEAF TEA	3.75

Sub Total: 56.70

GST: 2.84

03/19 9:51p TOTAL: 59.54

GSI# 802850874 RT0001

PLEASE PAY SERVER

THANK YOU!

TODAY'S STEAKHOUSE

Thank you for joining us at Chop!
Make your reservations for
your next experience with us.
Walk ins always welcome.

**GIVE + SHARE
STEAK MOMENTS
with a Chop
GIFT CARD
Get yours today!**

Join us between 3pm-6pm and 9pm-Close
for \$5 drinks and \$6 small plates.



Councillor and Board Member Remuneration Statement

Name of Councillor / Board Member:	Michelle Swanson
Date:	Apr. 5, 2018
Signature (Councillor / Board Member):	<i>Michelle Swanson</i>

PAYMENT PERIOD

<input type="checkbox"/> January	<input type="checkbox"/> February	<input checked="" type="checkbox"/> March 2018	<input type="checkbox"/> April
<input type="checkbox"/> May	<input 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
MAR 7	REC BOARD	✓					26
MAR 8	TOURISM FORUM	✓	✓				26
MAR 13	COUNCIL MEETING				✓		26
MAR 14	FCSS	✓					26
MAR. 16	COUNCIL WORKSHOP	✓					26
MAR. 16	AIRPORT COMMISSION		✓				-
MAR. 18	TRAVEL TO EDM.	✓					211
MAR. 19	EDEP COURSE	✓	✓				-
MAR 20	AAMDC CONVENTION	✓	✓	✓			-
MAR 20	AAMDC / TRAVEL HOME	✓	✓				211
* MAR 22	SENIORS HOUSING	✓					26
MAR 23	MUSEUM AGM	✓					26
MAR. 23	AUDITORS	✓					26
MAR 26	LACOMBE COUNTY MTG	✓					26
MAR. 27	COUNCIL MEETING				✓		26
MAR. 28	RIMBY RCMP COM. COM. GROUP	✓					89

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Remuneration Calculation (for office use only)

14	Meetings @ 161.00 =	2254.00	388	Kms @ \$0.55 =	488.40
7	Meetings @ 127.00 =	887.00	0	Lunch @ 16.00 =	0
2	Meetings @ 288.00 =	576.00			
	Supervision =	1003.00			
TOTAL =		4803.00	TOTAL =		488.40

1 westview meeting = \$81.00 @ \$81.00



Councillor and Board Member Remuneration Statement

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
MAR. 28	CBF AGM	✓					91
MAR. 29	CAO INTERVIEWS	✓	✓				26