



Clearwater County

Regular Council Meeting - 14 Jan 2020

Agenda

9:00 AM - Tuesday, January 14, 2020

Council Chambers, 4340 – 47 Avenue, Rocky Mountain House, AB

Our Vision: Community, prosperity and natural beauty - connected.

Our Mission: Through proactive municipal leadership, we will invest innovatively to generate and support economic and population growth, to position Clearwater County for a sustainable, prosperous future.

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1. CALL TO ORDER	
2. ADOPTION OF AGENDA	
3. ADOPTION OF MINUTES	
3.1. DRAFT 12.10.2019 Regular Meeting Minutes	3 - 10
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4. PUBLIC HEARING	
4.1. 9:00 am Public Hearing - Bylaw 1073/19 Application No. 08/19 to Amend the Land Use Bylaw	
5. PLANNING & DEVELOPMENT	
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8.3. Councillor Reports

8.4. [Councillor Remuneration October - December 2019](#)

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9. CLOSED SESSION*

* 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

9.1. Land - Third Party Interest; FOIP s.16 - Disclosure Harmful to Business Interests of a Third Party

9.2. 2019 Intermunicipal Mediation Verbal Report; FOIP s.21 - Disclosure harmful to Intergovernmental Relations

10. ADJOURNMENT

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held December 10, 2019, in the Clearwater County Council Chambers in Rocky Mountain House.

1. CALL TO ORDER:

The Meeting was called to order at 9:00 am by Reeve Hoven with the following in attendance:

Reeve	Tim Hoven
Councillors	Jim Duncan
	Cammie Laird
	Daryl Lougheed
	John Vandermeer
	Michelle Swanson
	Theresa Laing

Staff:	
CAO	Rick Emmons
Recording Secretary	Tracy Haight
Director, Planning & Development	Keith McCrae
Director, Public Works Infrastructure	Erik Hansen
Senior Planner	Jose Reyes
Director, Corporate Services	Murray Hagan
Director, Emergency & Legislative Services	Christine Heggart
Director, Public Works Operations	Kurt Magnus
Manager, Assessment	Rob Kotchon
Economic Development Officer	Jerry Pratt
Systems Administrator	Mike Bell
Communications Coordinator	Djurdjica Tutic

Delegates:	
Sundre Forest Products West Fraser	Tom Daniels, Forestry Superintendent
	Bruce Alexander, General Manager
	Darren Murray, Production Superintendent

TC Energy	Josh Pentland, Public Affairs Officer
	Kelsey Cote, Project Engineer

Public:	Helge Nome
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Media:	Diane Spoor
	Adam Ophus

2. AGENDA ADOPTION:

COUNCILLOR LOUGHEED: That the December 10, 2019, Regular Meeting Agenda is adopted as circulated.

469/19

CARRIED 7/0

**3. ADOPTION
OF MINUTES:**

3.1 November 26, 2019 Regular Meeting of Council Minutes

COUNCILLOR LAING: That the Minutes of the November 26, 2019, Regular Meeting are adopted as circulated.

470/19

CARRIED 7/0

**4. DELEGATION/
PRESENTATION:**

4.1 Sundre Forest Products|West Fraser – Tom Daniels, Forestry Superintendent and Bruce Alexander, General Manger

B. Alexander presented a PowerPoint 'Clearwater County Update - Sundre Forest Products – December 10, 2019' that explained the state of the forestry industry, capital project updates and industry/business challenges.

D. Murray presented a PowerPoint 'West Fraser Laminated Veneer Lumber (LVL & Our Community' that outlined the organization's economic impact on Rocky Mountain House and Clearwater County.

T. Daniels presented a PowerPoint 'Forestry' that outlined West Fraser's commitment to shut operations down in areas experiencing heavy rainfall to limit environmental damage.

The presenters responded to questions and discussion followed.

COUNCILLOR DUNCAN: That Council receives the Sundre Forest Products|West Fraser Delegates' presentation for information.

471/19

CARRIED 7/0

**5. PLANNING &
DEVELOPMENT:**

5.1 Consideration of Second and Third Readings – Bylaw 1070/19 Application No. 06/19 to Amend the Land Use Bylaw

The purpose of Bylaw 1070/19 is to amend the Land Use Bylaw 714/01 to add a Nordegg Manufactured Home District 'NMH' and redesignate +/-7.83 acres from the Agriculture District 'A' to the Nordegg Manufactured Home District 'NMH' on a portion of land located at NW 27 40 15 W5M.

Council reviewed and considered information presented at the Public Hearing, which took place on September 10, 2019; and, feedback received from Nordegg residents at the November 29, 2019, Open House.

COUNCILLOR DUNCAN: That Council grants second reading to Bylaw 1070/19 to add a new District to the County's land use bylaw No. 714/01, being the Nordegg Manufactured Home District "NMH"; and, to redesignate +/- 7.83 acres from the Agriculture District "A" to the Nordegg Manufactured Home District "NMH" within Pt. NW 27-40-15-W5M.

472/19

CARRIED 7/0

COUNCILLOR VANDERMEER: That Council grants third reading to Bylaw 1070/19 to add a new District to the County's land use bylaw No. 714/01, being the Nordegg Manufactured Home District "NMH"; and, to redesignate +/- 7.83 acres from the Agriculture District "A" to the Nordegg Manufactured Home District "NMH" within Pt. NW 27-40-15-W5M.

473/19

CARRIED 7/0

RECESS: Reeve Hoven recessed the meeting at 9:57 am.

CALL TO ORDER: Reeve Hoven called the meeting to order at 10:03 am.

4.2 TC Energy – Josh Pentland, Public Affairs Officer and Kelsey Cote, Project Engineer

J. Pentland presented a PowerPoint, 'TC Energy Proposed NGTL West Path Delivery 2022 – December 10, 2019'.

J. Pentland and K. Cote responded to questions and discussion followed.

COUNCILLOR LAIRD: That Council receives the TC Energy Delegates' presentation for information.

474/19

CARRIED 7/0

6. CORPORATE SERVICES:

6.1 Draft Bylaw 1082/19 – Small Business Sub-Class

The purpose of Bylaw 1082/19 is to authorize a small business property assessment sub-class for non-residential properties to allow for a separate municipal tax rate, less than the non-residential rate, for small business property owners with less than 50 employees.

R. Kotchen responded to question and confirmed that business owners who wish to have their properties taxed at the lower rate must register. Planning and Assessment Departments will work together to notify and educate the public and small business owners of the new program. Program roll-out is anticipated for February 2020 and will not require additional staff to operate.

COUNCILLOR LAIRD: That Council grants second reading of Bylaw 1082/19 to authorize a small business property assessment sub-class.

475/19

CARRIED 7/0

COUNCILLOR LAING: That Council grants third reading of Bylaw 1082/19 to authorize a small business property assessment sub-class.

476/19

CARRIED 7/0

Discussion took place on defining the tax rate for this new sub-class at this time. It was noted that Council annually considers and sets tax rates for all assessable property by bylaw in the Spring.

COUNCILLOR VANDERMEER: That Council determines a lower tax rate for the small business property assessment sub-class, at this time, to be applied at a future date.

477/19

DEFEATED 3/4

**7. PUBLIC
WORKS:**

7.1 Rocky Mountain Regional Solid Waste Authority Budget 2020

K. Magnus presented the Rocky Mountain Regional Solid Waste Authority (RMRSWA) Board's recommendation for Council to adopt the RMRSWA's 2020 Operational Budget with an amendment to reflect increased Regional Landfill tipping fees for external haulers; and, to adopt the RMRSWA's 2020 Capital Budget as amended to only include the 2020 Landfill Cell 2 development.

K. Magnus responded to questions and explained procurement process for capital equipment purchases.

COUNCILLOR DUNCAN: That Council adopts the Rocky Mountain Regional Solid Waste Authority 2020 Operational Budget as amended to reflect increase Regional Landfill tipping fees for external haulers; and, the 2020 Rocky Mountain Regional Solid Waste Authority 2020 Capital Budget as amended to only include the 2020 Landfill Cell 2 Development.

478/19

CARRIED 7/0

7.2 Town of Rocky Mountain House Lagoon Summary Report, December 2019

K. Magnus presented the Town of Rocky Mountain House's 'Lagoon Summary Report – December 2019' for Council's review, as per the agreement between the Town and Clearwater County. The report summarizes lagoon operations, compliance, usage and capacity from September – November 2019, confirms the balance in the combined water and sewer restricted surplus account is \$2,377,496 to date however Town Council has not yet designated a specific amount for lagoon and, confirms the Town has not received any non-compliance notices from Alberta Environment or any other regulatory body.

COUNCILLOR SWANSON: That Council receives the Town of Rocky Mountain House Lagoon Summary Report December 2019 for information as presented.

479/19

CARRIED 6/1

Councillor D. Lougheed left the meeting at 11:08 am.

7.3 Taimi Road Granular Base Course, Asphalt Concrete Pavement and Other Work Tender Award

E. Hansen presented tender results for the Taimi Road project for approximately 6.43 km of granular base course, asphalt concrete pavement and other work from the junction of Highway 12 South to Township Road 40-0.

Administration received seven bids with Pidherney's Inc. being the low valid bidder at a total of \$2,848,360.

COUNCILLOR LAING: That Council awards the Taimi Road Granular Base Course, Asphalt Concrete Pavement and Other Work tender in the amount of \$2,848,360 to Pidherney's Inc.

480/19

CARRIED 6/0

**8. EMERGENCY &
LEGISLATIVE
SERVICES:**

8.1 Bylaw 1079/19 – Summer Village of Burnstick Lake and Clearwater County Intermunicipal Collaboration Framework

The purpose of Bylaw 1079/19 is to adopt the Summer Village of Burnstick Lake and Clearwater County Intermunicipal Collaboration Framework. The Framework was developed in accordance with Municipal Government Act legislation, to identify services provided by each municipality; services that are provided on an intermunicipal basis; and, how intermunicipal services are delivered and funded.

COUNCILLOR SWANSON: That Council grants second reading of Bylaw 1079/19 to adopt the Summer Village of Burnstick Lake and Clearwater County Intermunicipal Collaboration Framework.

481/19

CARRIED 6/0

COUNCILLOR VANDERMEER: That Council grants third reading of Bylaw 1079/19 to adopt the Summer Village of Burnstick Lake and Clearwater County Intermunicipal Collaboration Framework.

482/19

CARRIED 6/0

8.2 Memorandum of Understanding – Summer Village of Burnstick Lake Wildland Fire Trailer

C. Heggart presented the draft Memorandum of Understanding (MOU) between Summer Village of Burnstick Lake and Clearwater County for the support of the delivery of fire suppression, including wildland urban interface (WUI) equipment management and reciprocal sharing of WUI equipment. The MOU outlines Clearwater County's ability to request utilization of the Summer Village's WUI trailer, as well as the County's agreement to provide annual routine maintenance on the trailer and its equipment.

COUNCILLOR SWANSON: That Council endorses signing a Memorandum of Understanding with the Summer Village of Burnstick Lake regarding use and maintenance Of the Summer Village's Wildland Urban Interface Fire Trailer.

483/19

CARRIED 6/0

9. REPORTS:

9.1 CAO's Report

Discussion took place on the December 10, 2019, CAO's Report as submitted.

Councillor Laird requested authorization to attend the 2020 Emergency Management Stakeholder Summit, February 19 and 20.

COUNCILLOR VANDERMEER: That Council authorizes Councillor Laird's attendance at the 2020 Emergency Management Stakeholder Summit, February 19 and 20.

484/19

CARRIED 6/0

9.2 Public Works Report

Discussion took place on the December 10, 2019 Public Works Report, as submitted.

9.3 Councillor Reports

Reeve Hoven and Councillors Laing and Swanson reported on meetings and events they attended on behalf of Clearwater County from November 27 to December 9, 2019.

9.4 Councillor Remuneration

COUNCILLOR DUNCAN: That Council receives the CAO's Report, Public Works Report, Councillor Reports and Councillor Remuneration for information as presented.

485/19

CARRIED 7/0

RECESS: Reeve Hoven recessed the meeting at 11:38 am.

CALL TO ORDER: Reeve Hoven called the meeting to order 11:41 am.

**CLOSED
SESSION:**

COUNCILLOR DUNCAN: That Council approves meeting as a Committee of the Whole in a closed session, in accordance with Section 197(2) of the Municipal Government Act; and Section 197 of the Freedom of Information and Protection of Privacy Act (FOIP), to discuss Item 10.1 Land – Third Party Interest FOIP s.16 - Disclosure Harmful to Interests of a Third Party at 11:41 am.

486/19

CARRIED 6/0

Pursuant to Section 197(6) of the Municipal Government Act, the following members of Administration were in attendance in the closed session discussion on Item 10.1.:

R. Emmons (Advice), M. Hagan (Advice), C. Heggart (Advice),
E. Hansen (Advice), D. Tutic (Admin Support) and T. Haight (Clerk).

COUNCILLOR VANDERMEER: That Council reverts the meeting to an open session at 12:13 pm

487/19

CARRIED 6/0

RECESS: Reeve Hoven recessed the meeting at 12:13 pm.

CALL TO ORDER: Reeve Hoven called the meeting to order 12:45 pm.

**CLOSED
SESSION:**

COUNCILLOR DUNCAN:

That Council approves meeting as a Committee of the Whole in a closed session, in accordance with Section 197(2) of the Municipal Government Act; and Section 197 of the Freedom of Information and Protection of Privacy Act (FOIP), to discuss the following items:

10.2 Delegation – Light Link Technologies Ind. – Third Party Interest FOIP s.16 - Disclosure Harmful to Interests of a Third Party; 10.3 Delegation – Curtis Herzberg, CAO, Red Deer County – FOIP s. 24 Advice from Officials; 10. 4 Connect to Innovate Funding Update FOIP s.16 - Disclosure Harmful to Interests of a Third Party; and 10.5 2019 Intermunicipal Mediation Verbal Report FOIP s. 21 – Disclosure Harmful to Intergovernmental Relations at 12:45 pm.

488/19

CARRIED 6/0

Pursuant to Section 197(6) of the Municipal Government Act, the following members of Administration:

R. Emmons (Advice), M. Hagan (Advice), C. McDonald (Advice), E. Hansen (Advice), D. Tutic (Admin Support), M. Bell (Admin Support) and T. Haight (Clerk); and, Light Link Technologies Inc. representatives: Neil Ratcliffe, Rocky Bixby, and Elsie Ratcliffe; were in attendance in the closed session discussion on Item 10.2.

Pursuant to Section 197(6) of the Municipal Government Act, the following members of Administration:

R. Emmons (Advice), M. Hagan (Advice), E. Hansen (Advice) C. McDonald (Advice) and T. Haight (Clerk); and, Red Deer County representatives: Curtis Herzberg, CAO and Darren Young, IT Manager; were in attendance in the closed session discussion on Item 10.3.

Pursuant to Section 197(6) of the Municipal Government Act, the following members of Administration:

R. Emmons (Advice), M. Hagan (Advice), E. Hansen (Advice) C. McDonald (Advice) and T. Haight (Clerk), were in attendance in the closed session discussion on Item 10.4.

Pursuant to Section 197(6) of the Municipal Government Act, the following members of Administration:

R. Emmons (Advice), M. Hagan (Advice), and T. Haight (Clerk), were in attendance in the closed session discussion on Item 10.5.

COUNCILLOR SWANSON:

That Council reverts the meeting to an open session at 4:54 pm.

489/19

CARRIED 6/0

RECESS: Reeve Hoven recessed the meeting at 4:54 pm.

CALL TO ORDER: Reeve Hoven called the meeting to order 5:00 pm.

COUNCILLOR VANDERMEER: That Council approves extending the termination date of the current Intermunicipal Regional Fire Rescue Services Agreement from December 31, 2019 to January 31, 2020 to allow for completion of a new agreement.

490/19

CARRIED 6/0

COUNCILLOR LAIRD: That Council approves an Intermunicipal Letter of Understanding and Agreement to terminate and dissolve the current Rocky Mountain Regional Solid Waste Authority Agreement; and, that a new agreement with the Town of Rocky Mountain House and Village of Caroline is completed by February 28, 2020.

491/19

CARRIED 6/0

COUNCILLOR SWANSON: That Council authorizes Councillors' attendance at the 2020 Municipal Law Seminars, on February 6, 7, 13 and 21 and the Alberta Forward Forum, on February 24, 25.

492/19

CARRIED 6/0

ADJOURNMENT:

COUNCILLOR LAIRD: That the Meeting adjourns at 5:00 pm.

493/19

CARRIED 6/0

REEVE

CHIEF ADMINISTRATIVE OFFICER

Minutes of a Special Council Meeting of Clearwater County, Province of Alberta, held December 17, 2019, in the Clearwater County Council Chambers in Rocky Mountain House.

THE NOTICE OF THIS MEETING WAS GIVEN UNDER AUTHORITY OF SECTION 194 OF THE *MUNICIPAL GOVERNMENT ACT* TO EACH MEMBER OF COUNCIL, AS ATTACHED TO THESE MINUTES.

1. CALL TO ORDER:

The Meeting was called to order at 2:00 pm by Reeve Hoven with the following being present:

Reeve:	Tim Hoven
Councillors:	John Vandermeer
	Cammie Laird
	Daryl Lougheed
	Theresa Laing
	Jim Duncan
	Michelle Swanson

Chief Administrative Officer:	Rick Emmons
Recording Secretary:	Tracy Haight
Manager, Finance	Rhonda Serhan
Director, Corporate Services	Murray Hagan
Director, Emergency and Legislative Services	Christine Heggart
Director, Agriculture & Community Services	Matt Martinson
Manager, Infrastructure	Erik Hansen
Manager, Operations	Kurt Magnus
Communications Coordinator	Djurdjica Tutic

Media:	Diane Spoor
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2. AGENDA APPROVAL:

COUNCILLOR VANDERMEER: That the December 17, 2019, Special Meeting of Council Agenda is adopted as circulated.

494/19

CARRIED 7/0

CLOSED SESSION:

COUNCILLOR SWANSON: That Council approves meeting as a Committee of the Whole in a closed session, in accordance with Section 197(2) of the Municipal Government Act; and Section 197 of the Freedom of Information and Protection of Privacy Act (FOIP), to discuss the following items:
4.1 2019 intermunicipal Mediation Verbal Report; FOIP s.21 - Disclosure Harmful to Intergovernmental Relations at 2:00 pm.

495/19

CARRIED 7/0

Pursuant to Section 197(6) of the Municipal Government Act, the following members of Administration were in attendance in the closed session discussion on Item 4.1 2019 intermunicipal Mediation Verbal Report:

R. Emmons (Advice), M. Hagan (Advice), and R. Serhan (Advice),
E. Hansen (Advice), C. Heggart (Advice) and T. Haight (Clerk).

COUNCILLOR SWANSON: That Council reverts the meeting to an open session at 2:12 pm.

496/19 CARRIED 7/0

RECESS: Reeve Hoven recessed the meeting at 2:12 pm.

CALL TO ORDER: Reeve Hoven called the meeting to order 2:20 pm.

3. CORPORATE SERVICES:

3.1 Approval of Clearwater County 2020 Budget

R. Serhan presented Clearwater County's Four-Year Financial and Operating Plans and a Ten-Year Capital Plan, including 2020 operating and capital budgets, to Council for approval. The Plans reflect adjustments discussed during Council's Strategic Planning Committee meetings between December 11 and 13.

COUNCILLOR SWANSON: That Council adopts the Four-Year Financial Plan; Four-Year Operating Plan; and, Ten-Year Capital Plan, including 2020 Annual Operating and Capital Budgets consisting of operating revenues of \$49,374,154.00; operating expenses of \$53,998,958.00; capital revenues of \$17,083,500.00 and, capital expenditures of \$51,596,728.00.

497/19 CARRIED 7/0

CLOSED SESSION:

COUNCILLOR DUNCAN: That Council approves meeting as a Committee of the Whole in a closed session, in accordance with Section 197(2) of the Municipal Government Act; and Section 197 of the Freedom of Information and Protection of Privacy Act (FOIP), to discuss the following items:
4.1 2019 Intermunicipal Mediation Verbal Report; FOIP s.21 - Disclosure Harmful to Intergovernmental Relations at 2:20 pm.

498/19 CARRIED 7/0

Pursuant to Section 197(6) of the Municipal Government Act, the following members of Administration were in attendance in the closed session discussion on Item 4.1 2019 intermunicipal Mediation Verbal Report:

R. Emmons (Advice), M. Hagan (Advice), and R. Serhan (Advice),
E. Hansen (Advice), C. Heggart (Advice) and T. Haight (Clerk).

COUNCILLOR DUNCAN: That Council reverts the meeting to an open session at 3:43 pm.

499/19 CARRIED 7/0

December 17, 2019
Page 3 of 3

RECESS: Reeve Hoven recessed the meeting at 3:43 pm.

CALL TO ORDER: Reeve Hoven called the meeting to order 3:48 pm.

ADJOURNMENT:
3:48 pm

COUNCILLOR LAIRD: That the Meeting adjourns.

500/18

CARRIED 7/0

REEVE

CHIEF ADMINISTRATIVE OFFICER

Draft



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Consideration of Second and Third Readings - Bylaw 1073 Application No. 08/19 to amend the Land Use Bylaw
PRESENTATION DATE:	Tuesday, January 14, 2020
DEPARTMENT:	Planning & Development
WRITTEN BY:	Dustin Bisson, Planner
REVIEWED BY:	Keith McCrae, Director & Rick Emmons, 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 <input checked="" type="checkbox"/> County Bylaw or Policy (Clearwater County Bylaw No. 714/01 The Land Use Bylaw & Clearwater County Municipal Development Plan (2010))
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input checked="" type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
Application Package, Bylaw 1073-19 Schedule A, Aerial Photo, Farmland Assessment Rating, Adjacent Lands Map Intensive Agriculture District IA (1) Redacted	

STAFF RECOMMENDATION:

Pending the results of the public hearing, it is recommended that Council consider granting second and third readings to Bylaw 1073/19.

BACKGROUND:

Judith Doran currently holds title to Plan 122 0058, Block 1, Lot 1 containing 4.40 acres of land, along with the remainder of the NW 31-38-07 W5M containing 101.86 acres of land. The subject lands are located approximately 4 miles southwest of the Town of Rocky Mountain House. The landowner has made application to redesignate 4.40 acres from the Country Residence Agriculture District "CRA" to the Intensive Agriculture District "IA" and 16.80 acres from the Agriculture District "A" to the Intensive Agriculture District "IA", to create a 21.20 acre Intensive Agriculture Parcel. The landowner is proposing to subdivide out the 21.20 acre "IA" parcel from the remainder of the quarter section.

The proposed land use amendment will help provide Judith with a more manageable piece of property while she continues to raise, train and breed horses. Within the proposed parcel, the property contains a residence with an attached garage, a barn, and an outdoor riding arena. The

subject quarter section is fragmented by way of Highway 752 running through the east portion of the quarter.

Legal and physical access to the proposed parcel and the remainder of the quarter section is by way of Township Road 39-0, adjacent to the north property boundary. Legal and physical access to the remainder of the quarter section can also be obtained from Highway 752 adjacent to the east boundary of the remainder of the quarter section. Surrounding land uses within the area are Agricultural, Country Residence Agricultural and Industrial.

This application is to rezone the subject lands to create one Intensive Agriculture District "IA" parcel as shown on Schedule "A" of the Bylaw for the purpose of subdivision.

Planning Direction:

Clearwater County's Land Use Bylaw

Section 13.4(2) Intensive Agriculture District "IA"

The general purpose of this district is to accommodate intensive agricultural land uses on parcels of land less than 32 hectares (80 acres).

Section 1.7 Definitions

"Intensive Agriculture" means agricultural production generally characterized by high inputs of capital, labour and/or technologies, usually on smaller parcels of land, but does not include confined feeding operations or cannabis production facilities.

Clearwater County's Municipal Development Plan

Section 4.2.3 states:

An application to create a parcel of land for Intensive agricultural purposes shall be evaluated by Clearwater County based on the consideration in Policy 4.2.4 and the following criteria:

- a. The minimum parcel size is 8.1 hectares (20 acres);
- b. Applicant demonstrates to the satisfaction of the County that the proposed operation will result in lands being intensively used for commercial agricultural pursuits;
- c. The applicant demonstrates the long-term viability of the proposed operation to the satisfaction of the County;
- d. The applicant demonstrates to the satisfaction of the County that existing farming operations around the proposed parcel will not be restricted; and
- e. Legal and physical access is available.

Section 4.2.4 states:

In evaluating subdivision and development proposals that effect agricultural land, the agricultural quality of the land is one of a number of factors that Clearwater County shall consider. These factors are as follows:

- a. The nature and extent of farming activities in the local area, with a focus on the immediate area;
- b. The location, number and type of the existing and planned non-farm land uses located and proposed to be located in the local area;
- c. The predicted impact on sustainable agricultural production in the local area resulting from the proposal;

- d. The Farmland Assessment Rating of the land within the title to be subdivided or developed;
- e. The Farmland Assessment Rating of adjacent lands;
- f. The proposed use of the land; and
- g. The reasonable availability of the optional locations for the proposed subdivision or development.

Section 8.2.2 states:

In making decisions on proposed land redesignations, subdivisions and developments in areas of the County where agriculture is the primary use, Clearwater County should seek to limit infringements on agricultural operations except where otherwise provided for in the Municipal Development Plan (2010).

Section 8.2.3 states:

Clearwater County encourages the development of agri-business within the County where the following criteria are met to the satisfaction of the County:

- a. Legal and year-round physical access is available and can be developed to meet the County's road standards;
- b. The proposed subdivision or development can be serviced onsite in accordance with provincial regulations;
- c. The proposed subdivision or development is located in a manner that minimizes any potential impacts on natural capital lands and agricultural operations; and
- d. All other applicable provisions of this plan.

Section 12.2.4 states:

Clearwater County will consider, where applicable, the following when evaluating an application to redesignate, subdivide or develop land:

- a. Impact on adjoining and nearby land uses;
- b. Impact on natural capital, including agricultural land;
- c. Impact on the environment;
- d. Scale and density;
- e. Site suitability and capacity;
- f. Road requirements and traffic impacts, including access and egress considerations, including Subdivision and Development Regulations related to land in the vicinity of a highway;
- g. Utility requirements and impacts;
- h. Open space needs;
- i. Availability of protective and emergency services;
- j. FireSmart provisions;
- k. Impacts on school and health care systems;
- l. Measures to mitigate effects;
- m. County responsibilities that may result from the development or subdivision; and any other matters the County considers relevant.

Subdivision and Development Regulations

Section 7 states:

In making a decision as to whether to approve an application for subdivision, the subdivision authority must consider, with respect to the land that is the subject of the application:

- a. Its topography;
- b. Its soil characteristics;
- c. Storm water collection and disposal;
- d. Any potential for the flooding, subsidence or erosion of the land,
- e. Its accessibility to a road,
- f. The availability and adequacy of a water supply, sewage disposal system and solid waste disposal,
- g. In the case of land not serviced by a licensed water distribution and wastewater collection system, whether the proposed subdivision boundaries, lot sizes and building sites comply with the requirements of the Private Sewage Disposal Systems Regulation (AR 229/97) in respect of lot size and distances between property lines, buildings, water sources and private sewage disposal systems as identified in section 4(4)(b) and (c);
- h. The use of the land in the vicinity of the land is the subject of the application; and,
- i. Any other matters that it considers necessary to determine whether lands that is the subject of the application is suitable for the purpose for which the subdivision is intended.

Referral Comments:

Comments were received from the following agencies:

Municipal Planning Commission

The Municipal Planning Commission reviewed the application on November 20th, 2019. The Municipal Planning Commission recommends that Council favorably consider granting second and third readings to the subject Land Use Bylaw Amendment No. 08/19.

Alberta Transportation

With reference to the above, I would advise that we have no objections to the proposed redesignation of the above noted lands from Country Residence Agricultural District "A" to Intensive Agriculture District "IA" to facilitate an existing horse training and horse breeding facility.

The sight lines at the Hwy 752 and Twp Rd 390 intersection is approximately 500m north, and 180m south which does not meet minimum sight distance requirements due to the hill and horizontal curve. In this situation, we do not have any objections because there are no changes (i.e. increase or intensification of use) to the existing horse training and horse breeding facility associated with this rezoning and lot line adjustment. Please note that future land use changes or subdivision/development applications will need to be reviewed on a case-by-case basis to identify if mitigation is needed to address substandard sight lines.

If the rezoning is approved and the application proceeds to the subdivision stage for a boundary adjustment, please be advised of our comments:

Although the proposed subdivision does not comply with Section 14 nor Section 15(3) of the Subdivision and Development Regulations, we have no objections to the proposal as submitted and

are prepared to grant a variance in accordance with Section 16 of the Subdivision and Development Regulations.

Legal and physical access to the parcel and the remnant title is available from the local road, Township Road 390.

The two existing direct highway accesses may remain on a temporary basis only. Alberta Transportation may require access management (which may involve access removal, relocation or consolidation) with future proposals that increase or intensify the use of the highway intersection or highway access.

There does not appear to be a record of a permit issued for the existing horse training and breeding facility. The applicant is required to obtain a Roadside Development Permit for the existing horse training and breeding facility from Alberta Transportation. If you have any questions, please contact me at 403-340-5166. Thank you for the referral and opportunity to comment.

Clearwater County, Public Works Infrastructure

Public Works Infrastructure advised that they have reviewed the proposed application and have no objection.

Clearwater County, Public Works Operations

Public Works Infrastructure advised that they have reviewed the proposed application and have no concerns with the application.

No comments were received from the following agencies:

Alberta Health Services

TransAlta Utilities Corporation

FortisAlberta

Wild Rose School District #66

Red Deer Catholic Regional School District

Telus Communications

Comments were received from the following interests on title:

Blue Mountain Power Co-op

The Blue Mountain Power Co-op incorporated as Rocky REA advised that they have no objection to the Application to Amend the Land Use Bylaw File LUA 08/19 and proposed subdivision File 21/3526. The Blue Mountain Power Co-op is the member owned non-profit Distribution Wire Service provider for all services in this area. The Developer may arrange installation of electrical services for this subdivision with the Blue Mountain Power Co-op. If the subdivision landowner has further questions please contact the undersigned at 310-POWR (7697) Ext. 113.

No comments were received from the following interests on title:

Rocky Gas Co-op Ltd.

AltaLink Management Ltd.

Canadian Natural Resources Limited

No Comments were received from adjacent landowners.

First Reading:

At the regular Council meeting held on October 22nd, 2019, Council reviewed and gave first reading to Bylaw 1072/19. As required by legislation, notice of today's Public Hearing was advertised in the local newspapers and comments were invited from adjacent landowners and referral agencies.

Upon consideration of the representations made at the Public Hearing, Council will consider whether or not to grant second and third readings to Bylaw 1073/19.



CLEARWATER COUNTY

Application for Amendment to the Land Use Bylaw

Application No. 08/19 Bylaw 107

I / We hereby make application to amend the Land Use Bylaw.

APPLICANT: JUDITH DORAN

ADDRESS: [REDACTED] ROCKY MTN. HSE. T4T 2A2

PHONE: [REDACTED] EMAIL: [REDACTED]

REGISTERED OWNER: JUDITH DORAN

ADDRESS: [REDACTED] ROCKY MTN. HSE T4T 2A2

PHONE: [REDACTED] EMAIL: [REDACTED]

AMENDMENT REQUESTED:

- CHANGE OF LAND USE DISTRICT FROM: CRA 4 Ag TO: IA
 LEGAL DESCRIPTION OF PROPERTY: NW 1/4 Sec. 31 Twp. 38 Rge. 07 W5M
 OR: LOT: 1 BLOCK 1 REGISTERED PLAN NO.: 1220058
 OR: CERTIFICATE OF TITLE NO.: _____ (Site Plan is attached)
 SIZE OF AREA TO BE REDESIGNATED: 21.20 (Hectares / Acres)

2. REVISION TO THE WORDING OF THE LAND USE BYLAW AS FOLLOWS: _____

3. REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT: Downsizing - more manageable. Continued use of property for horse-training and possible breeding.

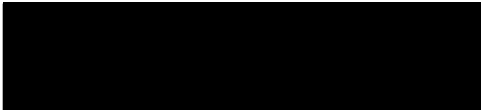
DATE: Sept. 23, 2019 APPLICANT'S SIGNATURE Judith Doran

This personal information is being collected under the authority of the Municipal Government Act, Being Chapter M-26, R.S.A. 2000 and will be used to process the Land Use Bylaw amendment application. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act, Chapter F-25, RSA, 2006. If you have any questions about the collection of this personal information, please contact Clearwater County, P.O. Box 550, Rocky Mountain House AB, T4T 1A4.

APPLICATION FEE OF \$ 1242.00 DATE PAID: Sept 23/19 RECEIPT NO. 150655

[Signature]
SIGNATURE OF DEVELOPMENT OFFICER
IF APPLICATION COMPLETE

IMPORTANT NOTES ON REVERSE SIDE



October 10th, 2019

To Clearwater County Council:

I am writing with regards the enlargement and rezoning of my present subdivision of 4.39 acres to approx. 20 acres. I am the present owner of Plan 122 0058 (Lot 1, Block 1) approx. 4.39 acres and the remaining (approx. 101. 86) acres.

My husband and I originally had the 4.39 acre parcel sub-divided in 2012 from the rest of land, because we had planned to build a smaller house on the larger acreage and continue to develop the larger area. (In order to do this, we had planned to sell or rent Lot 1). As such, we did not include the barn or our outside arena in the smaller lot. We used these items in breeding and training horses and planned to continue to use them. Due to a variety of of issues, the new house didn't happen.

Just over a year ago, my husband died; my life has changed. As such, I would like to enlarge Lot 1 for several reasons:

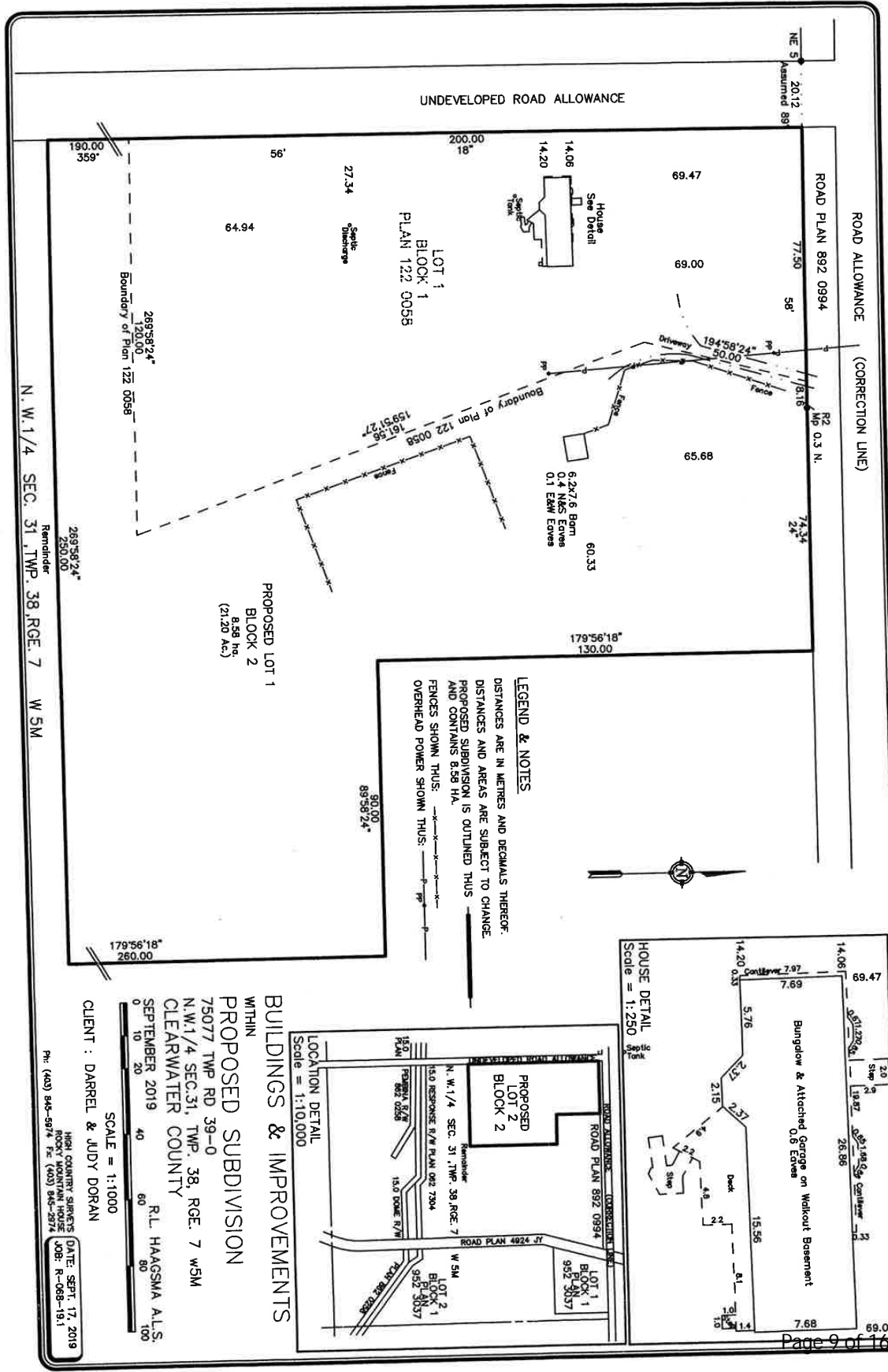
- 1) I am and plan to continue with the breeding and training of horses. For this, I need my barn and outside arena.
- 2) At this time, I find the maintenance and upkeep of both parcels overwhelming without my husband - mentally, physically and economically.
- 3) My water source for the stock waterer, by the barn and corrals, as well as the barn use the same water source as my house. The water well has provided over the years sufficient water for our family, cattle, horses and deer. The water is excellent, so I don't wish to drill another well - nor do I need the added expense.
- 4) The original plan of 4.39 acres does not meet the needs I have for pasture. Since I plan to continue with the horses, I need more pasture.

Therefore, my request to have the area enlarged and rezoned. I hope that the council will give this application serious consideration.

Thank you,

Judie Doran

Judie Doran



UNDEVELOPED ROAD ALLOWANCE

ROAD ALLOWANCE (CORRECTION LINE)

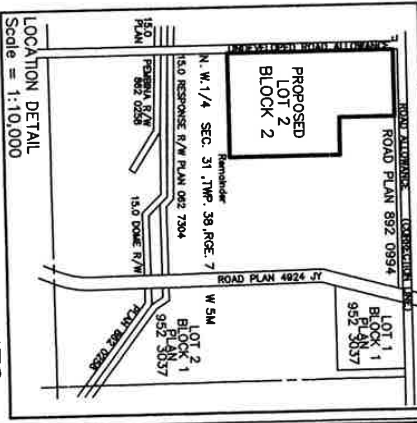
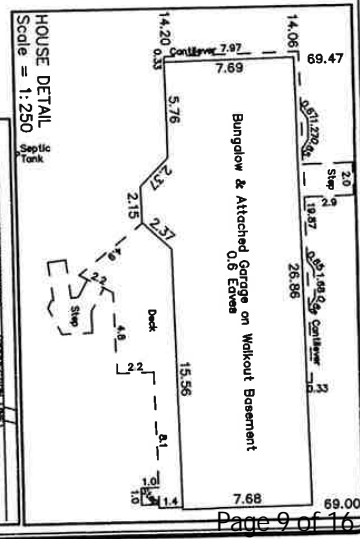
ROAD PLAN 892 0994

LOT 1
BLOCK 1
PLAN 122 0058

PROPOSED LOT 1
BLOCK 2
8.58 Hrs
(21.20 Ac.)

LEGEND & NOTES

DISTANCES ARE IN METRES AND DECIMALS THEREOF.
 DISTANCES AND AREAS ARE SUBJECT TO CHANGE.
 PROPOSED SUBDIVISION IS OUTLINED THUS ————
 AND CONTAINS 8.58 HA.
 FENCES SHOWN THUS: -x-x-x-x-x-x-x-x-x-x-
 OVERHEAD POWER SHOWN THUS: ————



BUILDINGS & IMPROVEMENTS
 WITHIN
PROPOSED SUBDIVISION
 75077 TWP RD 39-0
 N.W.1/4 SEC.31, TWP. 38, RGE. 7 W5M
 CLEARWATER COUNTY
 SEPTEMBER 2019
 R.L. HAAGSMA A.L.S.
 CLIENT : DARREL & JUDY DORAN

SCALE = 1:1000
 HIGH COUNTRY SURVEYS
 ROCKY MOUNTAIN HOUSE
 (403) 846-5974 Fax (403) 846-2874
 DATE: SEPT. 17, 2019
 JOB: R-068-19.1

BYLAW NO. 1073/19

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

PURSUANT to the Authority conferred upon it by the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, and;

WHEREAS, a Council is authorized to prepare, to adopt, and to amend a Land Use Bylaw to regulate and control the use and development of land and buildings within the Municipality;

WHEREAS, the general purpose of the Intensive Agriculture District "IA" is to accommodate agricultural uses on parcel of land less than 32 hectares (80 acres).

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

That +/- 4.39 acres of Plan 122 0058, Block 1, Lot 1 be redesignated from the Country Residential Agriculture District "CRA" to Intensive Agriculture District "IA"
And
That +/- 16.81 acres of the NW 31-38-07 W5M be redesignated from Agricultural District "A" to Intensive Agriculture District "IA"
As outlined in red on the attached Schedule "A"

READ A FIRST TIME this ____ day of _____ A.D., 2019.

REEVE

MUNICIPAL MANAGER

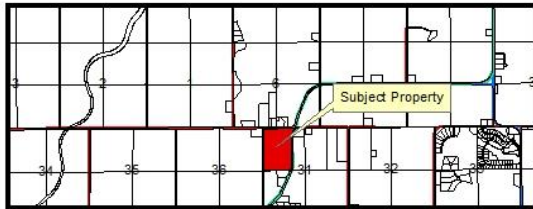
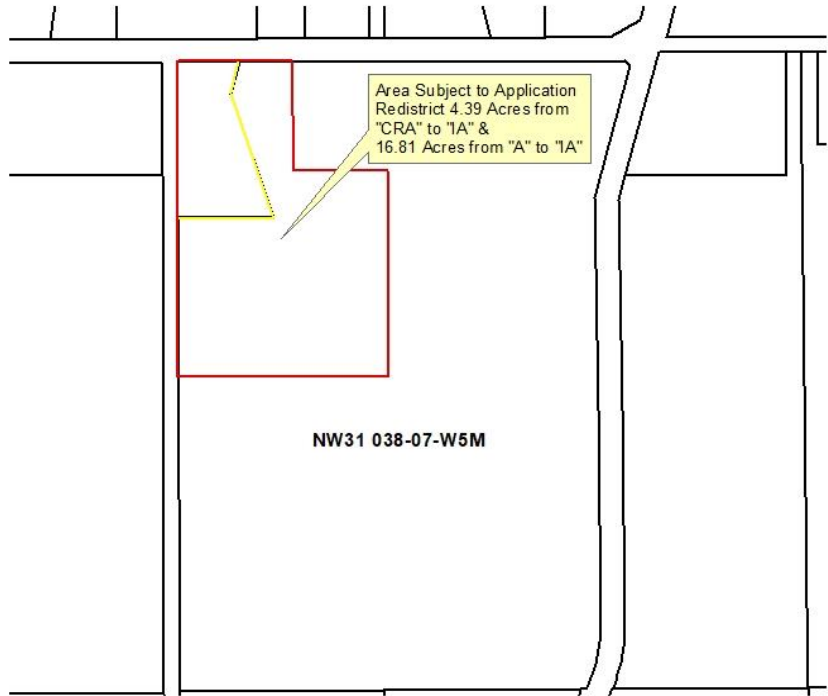
PUBLIC HEARING held this ____ day of _____ A.D., 2020.

READ A SECOND TIME this ____ day of _____ A.D., 2020.

READ A THIRD AND FINAL TIME this ____ day of _____ A.D., 2020.

REEVE

CHIEF ADMINISTRATIVE OFFICER



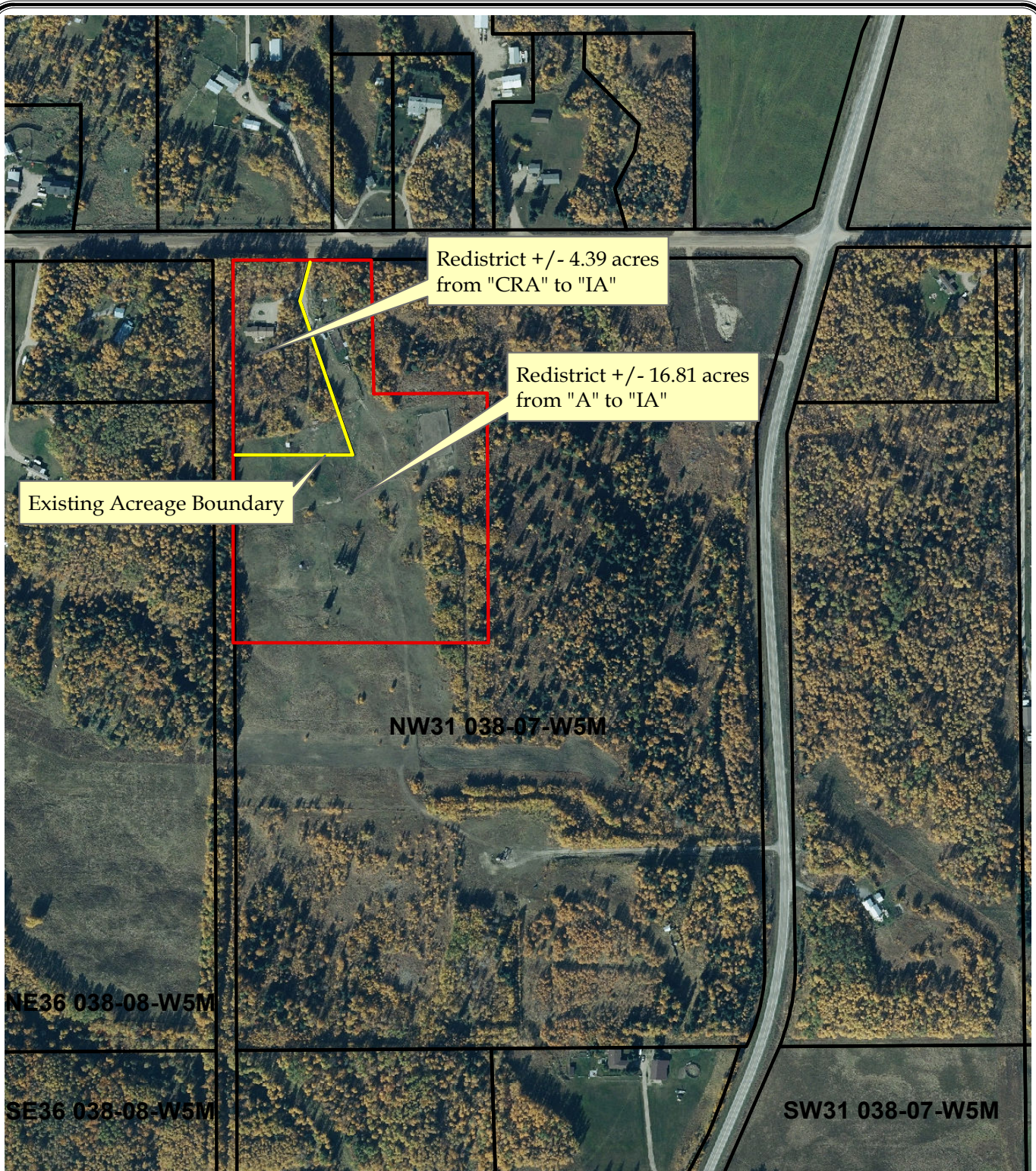
**Bylaw No. 1073/19
Schedule "A"**

1:5,000



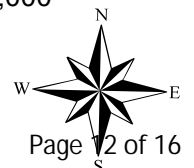
Application #08/19 to Amend the Land Use Bylaw
Redistrict +/- 4.39 Acres From Country Residential Agricultural
"CRA" & +/- 16.81 Acres from Agriculture "A" to Intensive Agriculture "IA"
Plan 122 0058, Block 1, Lot 1 & Pt. NW 31-38-07 W5M
Judith Doran

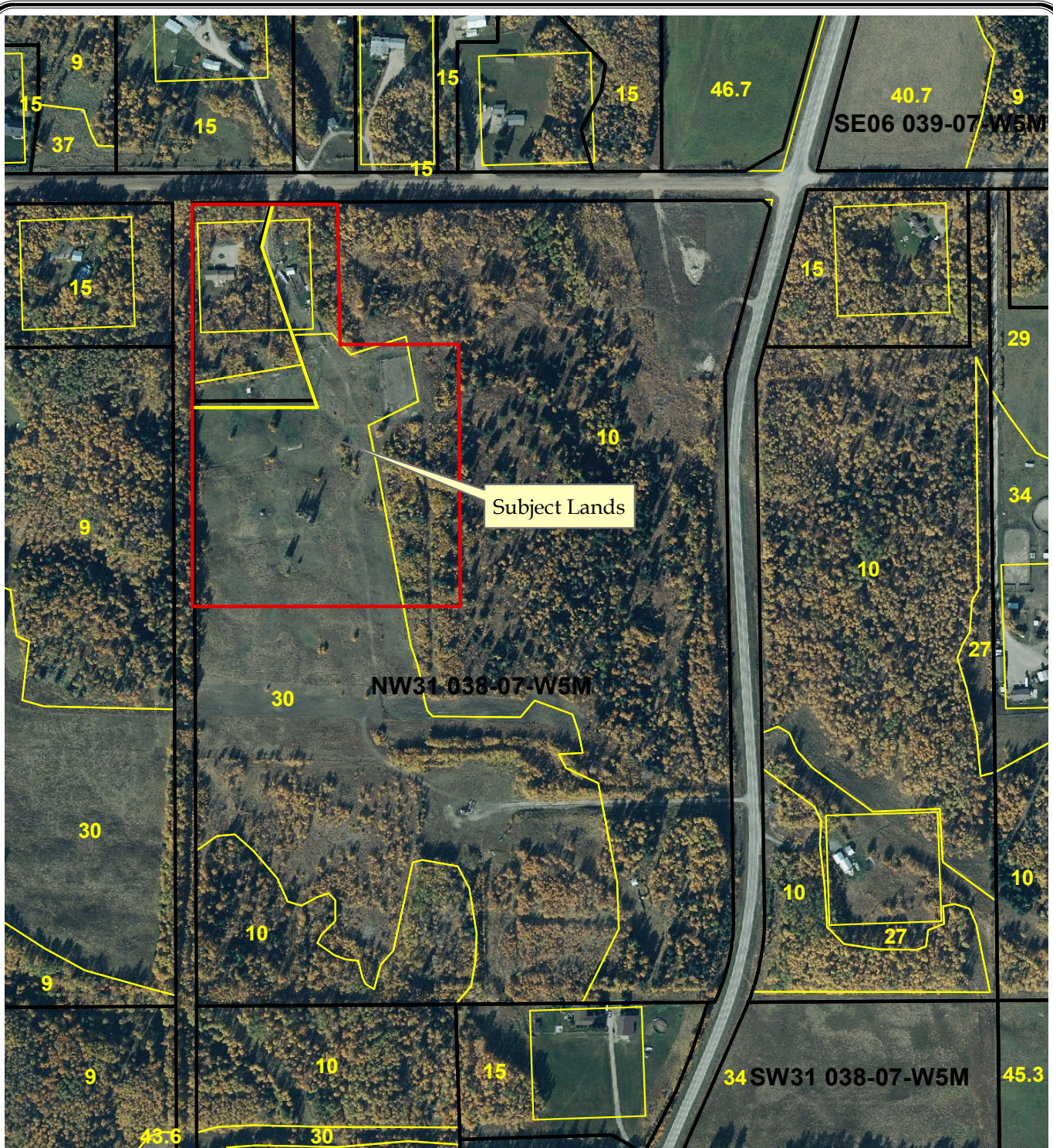




Aerial Photo
 Plan 122 0058, Block 1, Lot 1 & Pt. NW 31-38-07 W5M
 Application #08/19 to Amend the Land Use Bylaw
 Judith Doran

1:5,000





Subject Lands

NW31 038-07-W5M

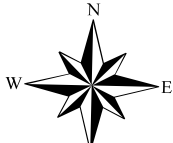
34 SW31 038-07-W5M

SE06 039-07-W5M

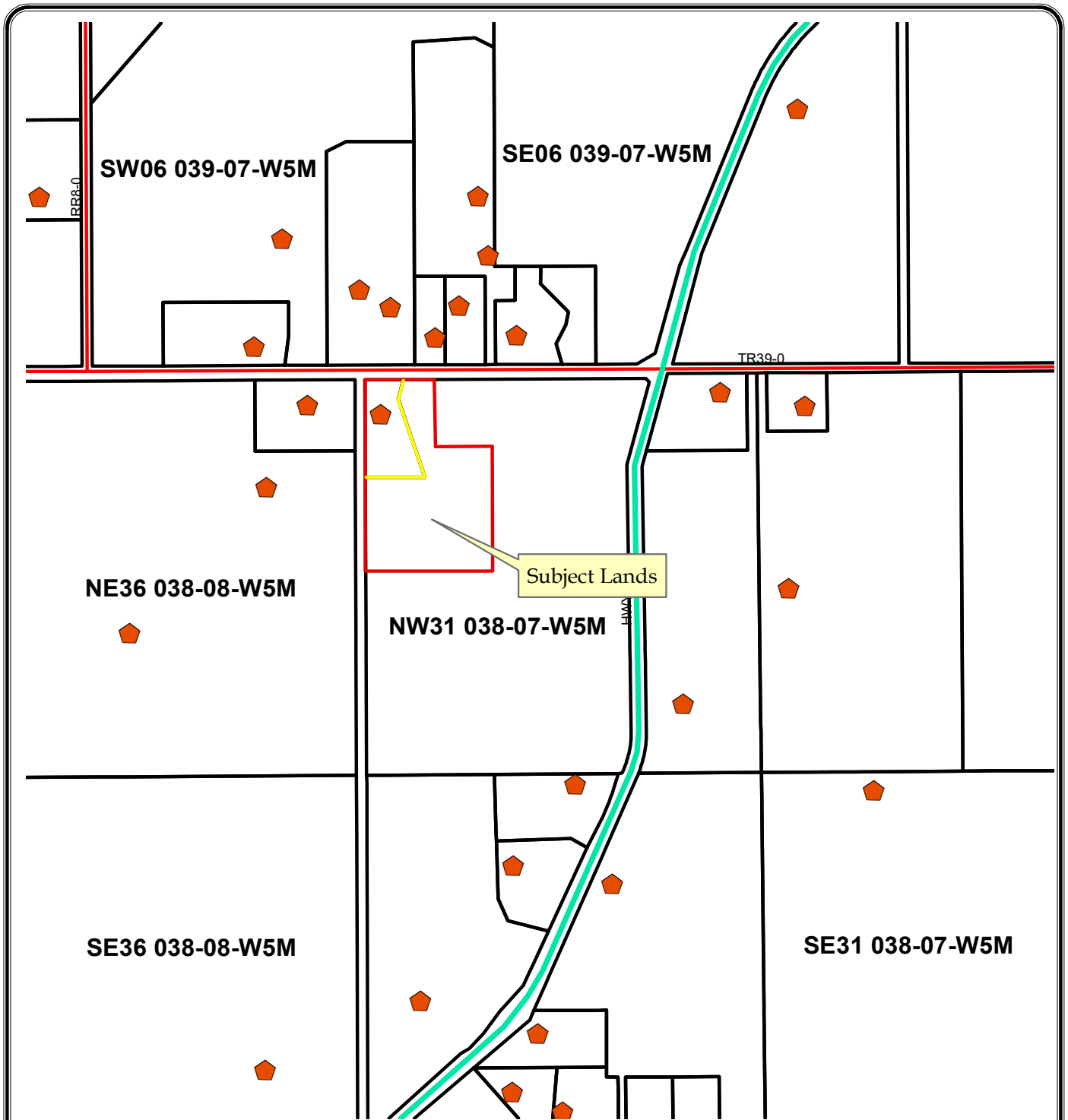


Application #08/19 to Amend the Land Use Bylaw
 Redistrict +/- 4.39 Acres Plan 122 0058, Block 1, Lot 1
 From "CRA" to "IA"
 Redistrict +/- 16.81 Acres of PT. NW 31-38-07 W5M
 From "A" to "IA"
 Farmland Assessment Rating Map
 Judith Doran

1:5,000

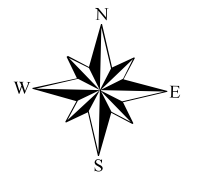


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Application #08/19 to Amend the Land Use Bylaw
 Redistrict +/- 4.39 Acres Plan 122 0058, Block 1, Lot 1
 From "CRA" to "IA"
 Redistrict +/- 16.81 Acres of PT. NW 31-38-07 W5M
 From "A" to "IA"
 Adjacent Lands Map
 Judith Doran

1:10,000



Page 14 of 16

13.4 (2) INTENSIVE AGRICULTURE DISTRICT "IA"

THE GENERAL PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE INTENSIVE AGRICULTURAL USES ON PARCELS OF LESS THAN 32 HECTARES (80 ACRES).

A. PERMITTED USES

1. Farming and non-residential farm buildings
2. First residence

NOTE: In any "IA" District farming and non-residential farm buildings are "deemed approved".

B. DISCRETIONARY USES

1. Ancillary building or use
2. Market gardening
3. Public utility: landfill, waste transfer and associated facilities, sewage lagoon and other sewage treatment facilities, water treatment plant and associated facilities, public utility building
4. Sod farming
5. Tree farming or nursery
6. Radio, television and other communications tower and related buildings not exceeding 75 square metres (800 sq. ft.)
7. Riding or roping and livestock showing stable or arena
8. Greenhouse with a floor area of less than 100 square metres (1,100 sq. ft.) or such larger area subject to the discretion of the Development Officer
9. Guest house

C. DISCRETIONARY USES allowed in this District ONLY where incidental or subordinate to the principal use of the lands contained in the current CERTIFICATE OF TITLE

1. Second residence and additional on that lot on which all of the requirements of Section 6.6 are satisfied
2. Abattoir
3. Dude ranch or vacation farm
4. Farm subsidiary occupation
5. Home occupation
6. Kennel
7. Off parcel drainage works
8. Sawmill or postmill with an annual volume of at least 530 cubic metres (1/4 million board feet) of standing timber
9. Topsoil stripping for sale

10. Tradesperson's business including contractors for plumbing, heating, electrical, carpentry, masonry, mechanical, autobody, excavation, construction, trucking and the like
11. Unoccupied and unserviced manufactured home storage (one only)
12. Veterinary clinic

D. MINIMUM LOT AREA

All of the land contained in an existing lot on which the development exists or is proposed unless otherwise approved by the Development Officer, subject to:

1. The new lot being used exclusively for the approved development; and the new lot having a minimum size of 8.1 hectares (20 acres), and
2. The developer entering into an agreement and/or a Letter of Undertaking with the Municipality regarding placing the intended use or development on the proposed lot.

E. MINIMUM DEPTH OF FRONT YARD

As required and/or approved pursuant to Section 10.3 and Figures 1 to 7 of the Supplementary Regulations.

F. MINIMUM WIDTH OF SIDE YARD

15 metres (50 feet) except for a corner site where the side yard shall be determined as though it were a front yard.

G. MINIMUM DEPTH OF REAR YARD

15 metres (50 feet) unless otherwise approved by the Development Officer.

NOTE: Lots created prior to this Bylaw coming into effect and not able to comply with the foregoing shall meet setback limits as determined by the Development Officer.

H. LANDSCAPING

1. In addition to other provisions of this Bylaw, the Development Officer may require landfill sites, gravel and sand pits, sewage facilities and other visually offensive uses to be screened from view with vegetation and/or other screening of a visually pleasing nature.
2. Reclamation to standards acceptable to the Development Officer may be required following abandonment of all or any portion of a gravel or sand pit, sawmill or other land surface disturbing operation.



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Consideration of Third Reading - Bylaw 1074/19 Clearwater County - County of Wetaskiwin No. 10 Intermunicipal Development Plan
PRESENTATION DATE:	Tuesday, January 14, 2020
DEPARTMENT:	Planning & Development
WRITTEN BY:	Jose Reyes, Senior Planner
REVIEWED BY:	Keith McCrae, Director Planning, Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (Municipal Government Act 2000) <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input checked="" type="checkbox"/> Environmental Stewardship <input checked="" type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
Bylaw No. 1074-19 Schedule A - Bylaw 1074-19	

STAFF RECOMMENDATION:

That Council consider granting third reading of Bylaw 1074/19, as amended.

BACKGROUND:

At the regular Council meeting held on October 22, 2019, Council reviewed and gave first reading to Bylaw 1074/19 which intends to adopt the Clearwater County - County of Wetaskiwin No. 10 Intermunicipal Development Plan (IDP). A public hearing and second reading took place on November 26, 2019.

The County of Wetaskiwin No. 10 gave first reading to Bylaw 2019/49 for the same purpose on November 8, 2019. A public hearing, as well as second and third readings of the bylaw, took place on December 5th, 2019 at the County of Wetaskiwin administration office.

During both public hearings, comments indicating the limited through access of some roads in the plan area were received. As a result, Section F 1) c) was expanded to include this feature.

The IDP is a statutory/policy plan that is meant to guide planning decisions for lands within (1) mile on each side of the common boundary between the two municipalities.

The content of the IDP being presented is the result of several discussions between the two Counties and input collected through a public engagement process.

PLANNING DIRECTION:

Sec 631(1) of the Municipal Government Act 2000 states:

Two or more councils of municipalities that have common boundaries that are not members of a growth region as defined in section 708.01 must, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

REFERRALS/CIRCULATION:

The proposed IDP was available for public review through the Counties websites for two consecutive weeks. Advertisement also occurred in one edition of the Mountaineer and the Western Star. Letters indicating how to access a copy of the proposed IDP, and their opportunity to send in comments, were also sent to landowners within the Plan Area.

Attached to this report are copies of the comments received. They highlight the need to strengthen environmental considerations, particularly watershed protection, within the Plan. Other points included the need to protect wildlife corridors and archaeological significant features. Council should note that based on these comments, changes were made to the draft IDP. In the final version, references to the Plan Area being primarily located within the North Saskatchewan Watershed Modeste Sub-basin as well as the Red Deer Watershed Medicine Sub-basin were made. References to the Rose Creek, Horseshoe Creek and Washout Creek and the Horseshoe Creek Natural Area in the Plan Area were also made.

Other public comments including references to geographic, sociological, economic or historical details are being deferred to future and more specific planning documents such as Area Structure Plans and/or Outline plans.

Responses indicating no concerns or standard comments regarding the IDP were received from Alberta Transportation, Alberta Health Services and the County's Public Works Department.

RECOMMENDATION:

That Council consider granting third reading of Bylaw 1074/19, as amended.

BYLAW NO. 1074/19

A Bylaw of Clearwater County, in the Province of Alberta, for the purpose of adopting the Clearwater County - County of Wetaskiwin No. 10 Intermunicipal Development Plan.

WHEREAS, Section 631(1) of the Municipal Government Act, RSA 2000, Chapter M-26, as amended, provides that two or more councils may, by each passing a bylaw, adopt an intermunicipal development plan; and

WHEREAS, Clearwater County and the County of Wetaskiwin No. 10 have worked collaboratively to prepare an intermunicipal development plan; and

WHEREAS, the Council of Clearwater County deems it desirable and appropriate to adopt the Clearwater County - County of Wetaskiwin No. 10 Intermunicipal Development Plan;

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

1. That the document titled "Clearwater County - County of Wetaskiwin No. 10" dated October 2019 as attached and forming part of this Bylaw be adopted;

and

2. That this Bylaw shall take effect upon the final passing thereof.

READ a first time this ____ day of _____, 2019.

REEVE

CHIEF ADMINISTRATIVE OFFICER

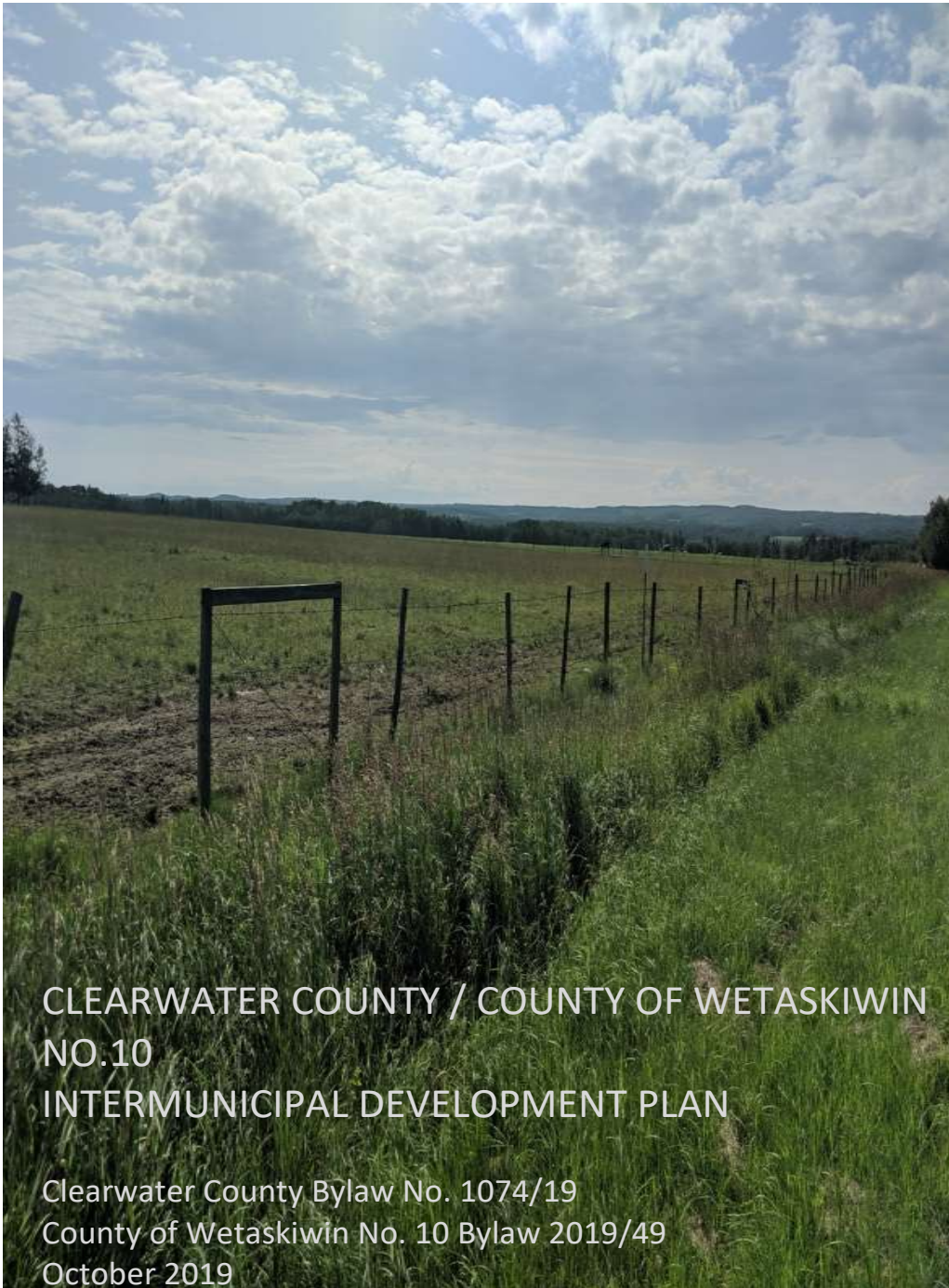
PUBLIC HEARING held this _____ day of _____ A.D., 2019.

READ a second time this ____ day of _____, 2019.

READ a third time and finally passed this ____ day of _____, 2019.

REEVE

CHIEF ADMINISTRATIVE OFFICER



CLEARWATER COUNTY / COUNTY OF WETASKIWIN
NO.10
INTERMUNICIPAL DEVELOPMENT PLAN

Clearwater County Bylaw No. 1074/19
County of Wetaskiwin No. 10 Bylaw 2019/49
October 2019

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A. INTRODUCTION

- 1) In accordance with the *Municipal Government Act* (“MGA”) Clearwater County and County of Wetaskiwin No. 10 (hereinafter referred to as “Both Counties” or “the Counties”) have agreed to undertake the process for preparing and adopting an Intermunicipal Development Plan (IDP).
- 2) Both Counties recognize that all municipalities are equals and have the right to grow and develop.

B. MUNICIPAL PROFILES

Clearwater County

Clearwater County covers an area of approximately 1,869,165 hectares (4,518,807 acres), with a population of 11,947 (Federal Census, 2016). The County surrounds two urban municipalities, three Indian Reserves, contains five hamlets, one summer villages, and is bordered by eight rural municipalities and two National Parks. The economy of Clearwater County has traditionally centered on oil and gas, mining, agriculture and forestry. Clearwater County has many recreational opportunities with close access to the Rocky Mountains, as well as many lakes and rivers.



County of Wetaskiwin No. 10

The County of Wetaskiwin No. 10 covers an area of approximately 337,900 hectares (835,000 acres), with a population of 11,181 (Federal Census, 2016). The County surrounds two urban municipalities, seven Summer Villages, contains eight hamlets, and borders five rural municipalities and four Indian Reserves. The economy of the County of Wetaskiwin No. 10 is primarily based on agriculture, with some oil and gas developments. With both Pigeon Lake and Buck Lake located in the County of Wetaskiwin No. 10, there has been considerable recreation development within the County and the Summer Villages bordering on these lakes.



C. LEGISLATIVE REQUIREMENTS

- 1) The MGA identifies the following as matters to be addressed for lands within the boundary of the IDP:
 - Future land use;
 - Proposals for and the manner of future development;
 - Conflict resolution procedures;
 - Procedures to amend or repeal the plan; and
 - Provisions relating to the administration of the plan.
- 2) All provincial and federal policies and regulations in effect shall apply and shall prevail over the policies contained in this Plan.

D. PLAN AREA

The Intermunicipal Development Plan Area is defined as one (1) mile (1.6 km) on each side of the common boundary as shown on accompanying map. The policies of this plan are limited to the IDP Area except when specific policies are purposefully worded to cover a wider area or address a topic that extends beyond the IDP Area.

A high level overview of the area near the common boundary between the two municipalities was undertaken to determine the desired extent of the IDP Area. For the most part, the area consists of lands in agricultural use or tree covered lands interspersed with smaller water bodies and water courses. Constraints to development are highly localized. Both Counties have applied “Agricultural” designations under their respective Land Use Bylaws to the vast majority of the lands including Crown Land.

Through their respective municipal development plans and planning practices, both municipalities evaluate future land use changes and potential subdivision and/or development applications by reviewing area structure plans or outline plans and/or Land Use Bylaw amendment. These processes afford each municipality a more accurate assessment of the local site conditions closer to the time that subdivision and/or development are being proposed. It ensures that more current and accurate information is used in these decision making processes. For these reasons, the IDP has limited mapping of the area for the purpose of identifying the lands that make up the IDP Area.

E. GOALS

- 1) The following are goals that have been identified by Clearwater County and the County of Wetaskiwin No. 10 for the Plan Area. Some of the goals are of an on-going nature while some may be seen as more time specific.

- a) Development of land use polices to protect prime agricultural lands from premature re-designation, subdivision and non-farm development.
- b) Effective coordination of transportation systems and protection of required land for future road network developments.
- c) Development of land use policies to ensure that future sites for recreation areas are considered.
- d) Development of a plan for the provision of utility corridors within the Plan Area to provide for future growth and development of the IDP area, and to ensure oil and gas development/pipelines do not inhibit or restrict the future development of the region.
- e) Identification and protection of physical features and environmentally sensitive areas.
- f) Effective referral mechanisms and dispute resolution mechanisms.
- g) Effective plan administration and implementation.

F. EXISTING CHARACTERISTICS OF THE PLAN AREA

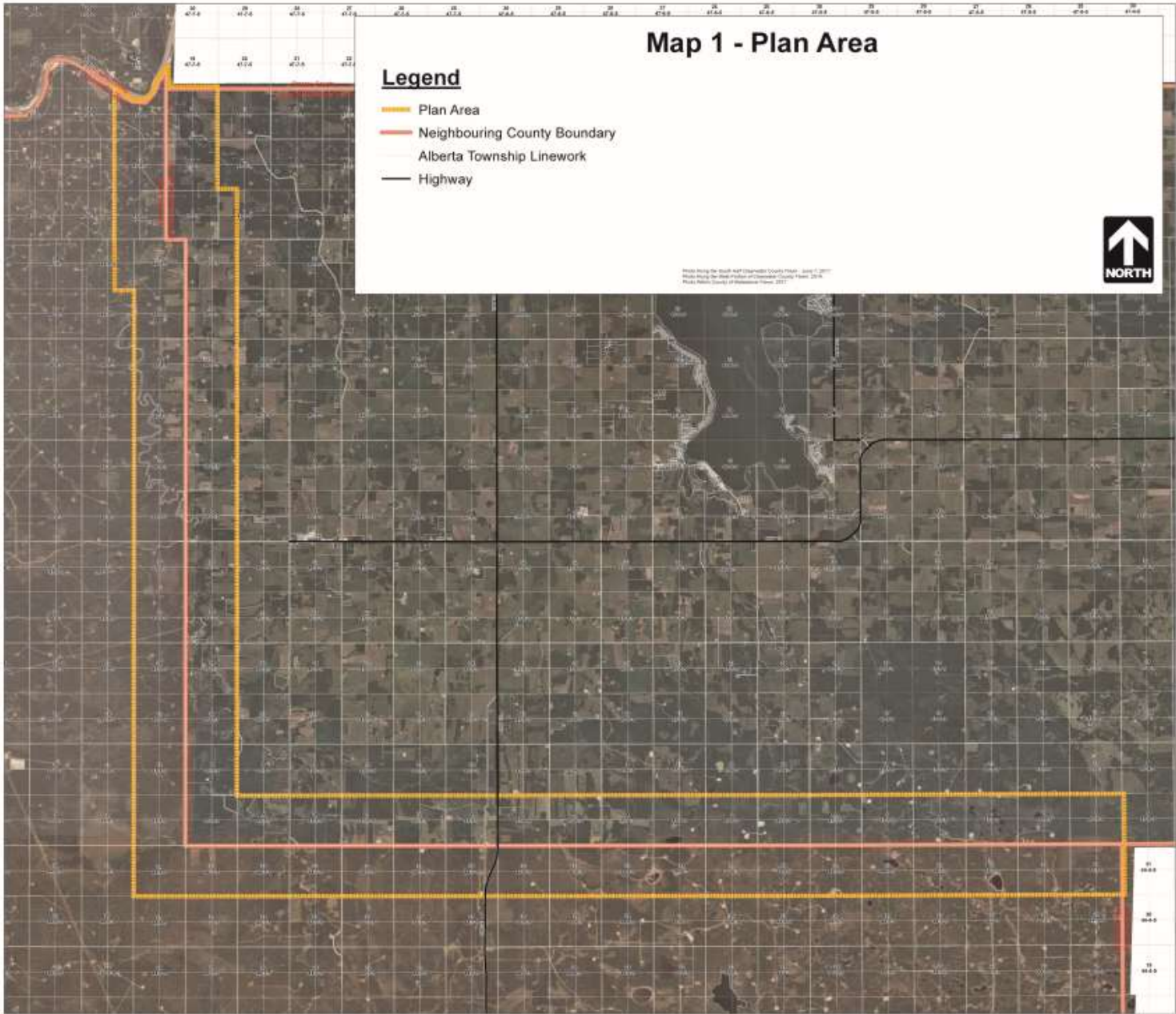
- 1) Key existing characteristics of the Plan Area include:
 - a) Agricultural Development:
 - i) There is a mix of agricultural operations including grazing and dry land farming.
 - ii) The majority of the land within the Plan Area is designated for agricultural use.
 - iii) Medicine Lake Grazing Reserve also crosses through the Plan Area.
 - b) Residential Development:
 - i) The majority of residential development within the Plan Area is comprised of residential farm housing within the Agricultural District serviced by individual septic and water wells.
 - ii) There are a few residential acreage developments scattered throughout the plan area. These residential acreages are serviced by individual septic and water wells.
 - c) Transportation Infrastructure:
 - i) One Provincial Highway, Highway 22, provides the main connector between the two Counties, with the majority of the traffic between the two Counties travelling on this highway. There are numerous township roads that connect the two Counties and several range roads along the boundary of the Counties some of these roads do not provide through accesses.
 - d) Natural Region:
 - i) The Plan Area is primarily located within the Foothills Natural Region with some lands located in the Boreal Natural Region.
 - e) Watersheds:
 - i) The Plan Area is primarily located within the North Saskatchewan Watershed Modeste Sub-basin, and the South West portion of the Plan Area is located within the Red Deer Watershed Medicine Sub-basin.
 - f) Crown Lands
Both Clearwater County and County of Wetaskiwin No. 10 recognize that a significant portion of the lands located within the plan area are Crown Lands.

Map 1 - Plan Area

- Legend**
- Plan Area
 - Neighbouring County Boundary
 - Alberta Township Linework
 - Highway



Maple Ridge the South West (Edmonton) County Plan - June 17, 2011
Maple Ridge the West (Edmonton) County Plan - June 17, 2011
Maple Ridge the East (Edmonton) County Plan - June 17, 2011



G. LAND USE POLICIES

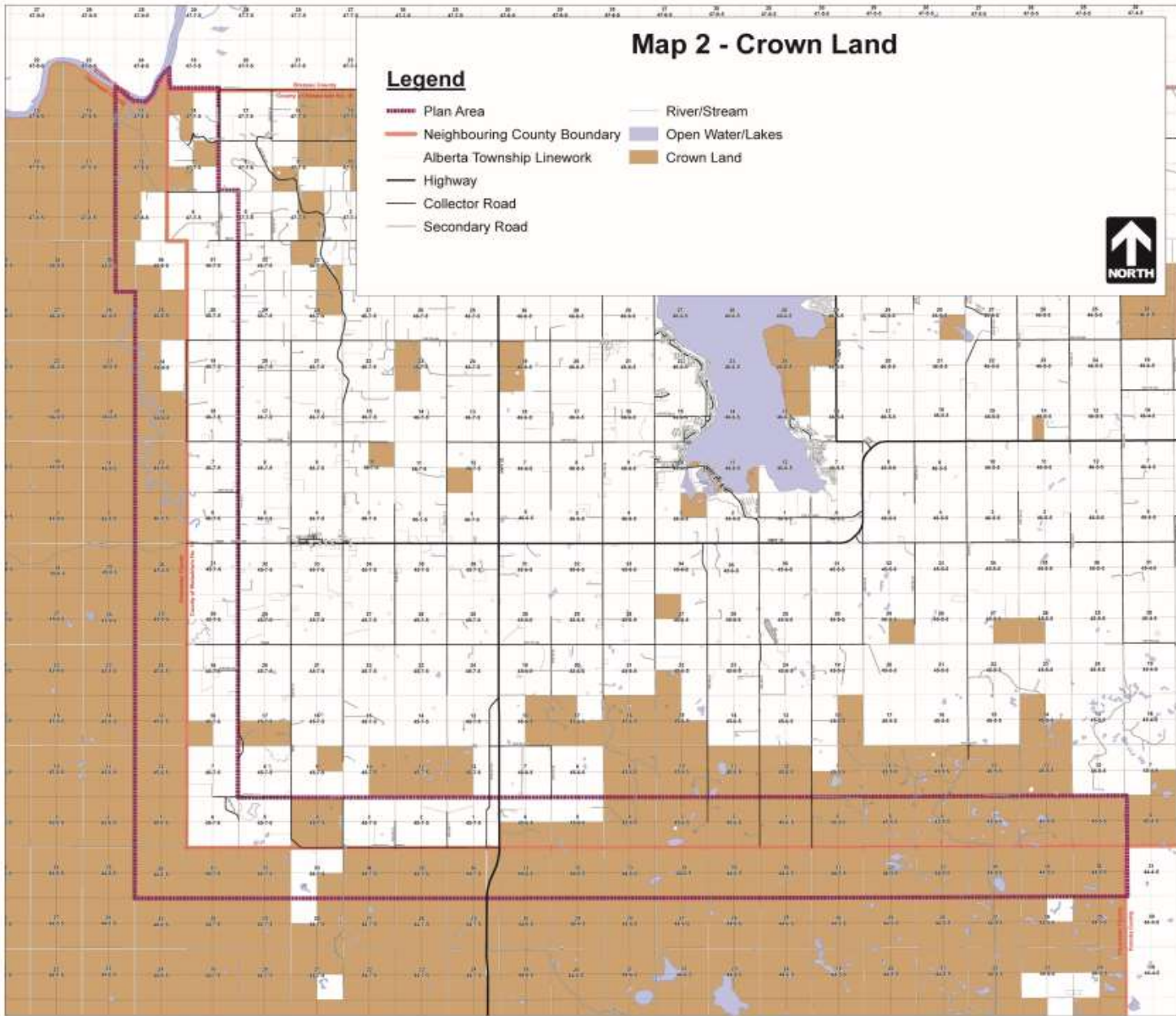
- 1) Both Counties shall strive to engage in effective dialogue when considering land use in the Plan Area, while maintaining complete jurisdiction on lands within their own boundaries.
- 2) Unless otherwise provided in this Plan, the provisions of each County's respective Municipal Development Plan (MDP) regarding land use and development in the Plan Area shall apply.
- 3) All subdivision applications, Land Use Bylaw amendments as well as all new relevant planning documents within the Plan Area will be referred to the other County for comment. All development permit applications approved by either County's Development Authority shall be in accordance with the provisions of this Plan.
- 4) All new or expanding Confined Feeding Operations within the Plan Area requiring registrations or approvals and manure storage facilities requiring authorization under the Agricultural Operations Practices Act shall be referred to the other County for comment.
- 5) Both Counties agree to jointly discuss ways to cooperate with provincial and federal agencies and utility providers to help facilitate the efficient delivery of infrastructure and services that are of a mutual benefit.
- 6) Both Counties shall strive, to the best of their ability and knowledge, to refer all notices of government projects within the Plan Area to the adjacent County.
- 7) Within the Plan Area Both Counties are encouraged to share with the other County the results of all publicly available technical analysis, submitted as part of development applications, where there is potential for impacts on land and bodies of water within the adjacent County.
- 8) Both Counties shall support watershed management and protection best practices.
- 9) Both Counties agree that development of lands that are within the Plan Area may contain a historically significant site. Should an area be deemed to have some historical significance, the developer may be required to conduct a Historical Resource Impact Assessment (HRIA) and should contact the appropriate Provincial Government Department regarding the development.
- 10) The following land use provisions will apply to all new agricultural development within Plan Area:
 - a) Both Counties agree that agriculture and grazing will continue to be the primary use of land in the Plan Area, and non-agricultural uses should be considered only in such areas where they will not negatively impact agriculture and grazing.

- b) Both Counties will work cooperatively to encourage good neighbour farming practices, such as dust, weed and insect control adjacent to developed areas, through best management practices and Alberta Agricultural guidelines.
 - c) If disputes or complaints in either County arise between ratepayers and agricultural operators, the County receiving the complaint shall strive to direct the affected parties to the appropriate agency, government department or County for consultation or resolution wherever necessary.
- 11) Both Clearwater County and County of Wetaskiwin No. 10 recognize the potential demand for future commercial lands within the IDP area adjacent to Highway 22. No lands have been identified for future commercial development within the IDP area. Any future proposal shall be evaluated by the opposite municipality within the context of a planning document.
- 12) In considering subdivision and development permit applications in the Plan Area, the respective County Subdivision and Development Authorities will ensure the proposed project is compatible with the adjacent uses.
- 13) All appeals of developments and subdivisions within the Plan Area will be considered by the governing County's Subdivision and Development Appeal Board, excepting those where there is a Provincial requirement for the appeal to be referred to the Municipal Government Board.

Map 2 - Crown Land

Legend

- Plan Area
- Neighbouring County Boundary
- Alberta Township Linework
- Highway
- Collector Road
- Secondary Road
- River/Stream
- Open Water/Lakes
- Crown Land



H. RESOURCE EXTRACTION

- 1) Both Counties recognize the importance of resource extraction to the local economy and to the maintenance of transportation routes and other infrastructure.
- 2) The Counties shall consider the effects of visual intrusion, dust, noise, traffic, and air and water pollution when evaluating applications for new or expanded gravel pits, or other extractive activities, within the Plan Area where they maintain jurisdiction.
- 3) Within the Plan Area, each County will notify the adjacent County of any resource development proposal and provide an opportunity of comment. In the event the resource development results in access being required from a road under the control or management of the other County, the County having control or management of the road must give its approval for the use of a road, in writing, prior to the application being considered as complete by the other County.
- 4) Either County may require an agreement regarding the construction, repair, and maintenance of any municipal roads, which may be impacted by resource development, when the development requires access to come from the other County's road.
- 5) If either Clearwater County or the County of Wetaskiwin No. 10 is in receipt of a notice for new or expanded Alberta Transportation gravel pit within the Plan Area, they shall forward a copy of the notice to the other County.

I. INDUSTRY AND ENERGY DEVELOPMENT

- 1) Both Counties recognize the important role that industry and energy development play in supporting the local and regional economy.
- 2) Lands under consideration for industrial development that do not currently allow for a proposed use, shall be required to redesignate to a suitable land use district.
- 3) Both Clearwater County and County of Wetaskiwin No. 10 recognize that existing energy infrastructure may pose constraints for future development within the plan area, particularly in the north portion of the plan area.
 - a) Both Counties shall cooperate with industry to mitigate any existing constraints.
- 4) The Counties will encourage the location of Renewable Energy developments within the Plan Area:
 - a) where compatible with existing land uses,
 - b) in consideration of comments from the adjacent County.
- 5) Logging on Crown land shall follow the Provincial approval process. Logging on municipal land or privately-owned land in the IDP area shall follow the approval process of the County having jurisdiction. If the

proposed haul route includes roads within the jurisdiction of the responding County, the application shall be circulated to the responding County for comment and landowners adjacent to the haul route. The responding County's Administration may support the route if the impact is acceptable and subject to the applicable Agreement(s) for the upgrade or maintenance of the road. If the impact is unacceptable to the responding County's Administration, the route will not be supported, and the applicant will have to propose an alternative route.















- 6) Crown land as described in Section 618 of the MGA is exempt from Part 17 Planning and Development. Each County shall encourage the Crown to apply the host County's statutory plan and Land Use Bylaw requirements to the development of leased Crown land.

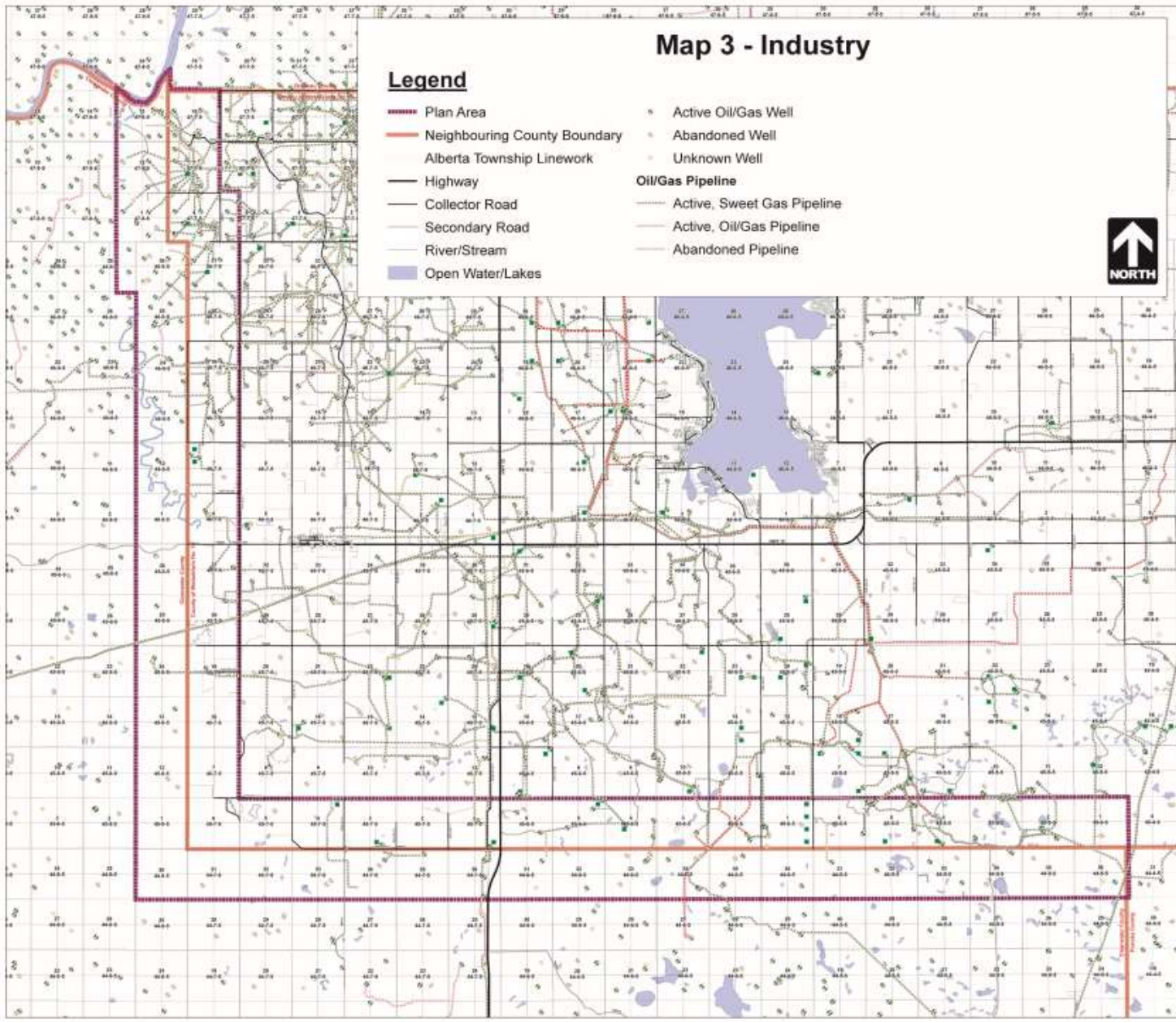
J. ENVIRONMENTAL MATTERS

- 1) Both Counties will promote environmental stewardship and the health of the regional ecosystem, watersheds, and environmentally significant areas in the Plan Area.
- 2) Environmentally Significant Areas:
Lands adjacent to the North Saskatchewan River have been identified as environmentally significant areas.
 - a) Rose Creek, Horseshoe Creek and Washout Creek flow through the Plan Area.
 - b) Both Counties recognize that Horseshoe Creek Natural Area is not in the Plan Area but is directly adjacent to the Plan Area.
- 3) Land use and development on hazard lands such as flood prone or steep slopes is generally discouraged, but where it is considered by the host County, it shall be carefully regulated by existing MDP & LUB policy such that there is no negative effect on the adjacent County.
- 4) Landowners and residents shall be encouraged to follow water conservation practices, as established by their respective County.
- 5) Both Counties will endeavour to ensure all sources of potable water supplies within their respective jurisdictions are protected and meet provincial guidelines for water quality.
- 6) Environmental protection measures shall be implemented as provided for by the MDP policies and Land Use Bylaw of the municipality having jurisdiction over the subject land.
- 7) Both Counties agree that development of lands within the Plan Area may impact environmentally significant sites. Development in these areas may be required to:
 - a) conduct an environmental impact assessment (EIA); and,
 - b) contact Alberta Environment and Parks regarding the development.
- 8) Recreation Development:
Both Clearwater County and County of Wetaskiwin No. 10 recognize the potential for demand for future recreational zoned lands within the IDP area.

Map 3 - Industry

Legend

-  Plan Area
-  Neighbouring County Boundary
-  Alberta Township Linework
-  Highway
-  Collector Road
-  Secondary Road
-  River/Stream
-  Open Water/Lakes
-  Active Oil/Gas Well
-  Abandoned Well
-  Unknown Well
- Oil/Gas Pipeline**
-  Active, Sweet Gas Pipeline
-  Active, Oil/Gas Pipeline
-  Abandoned Pipeline



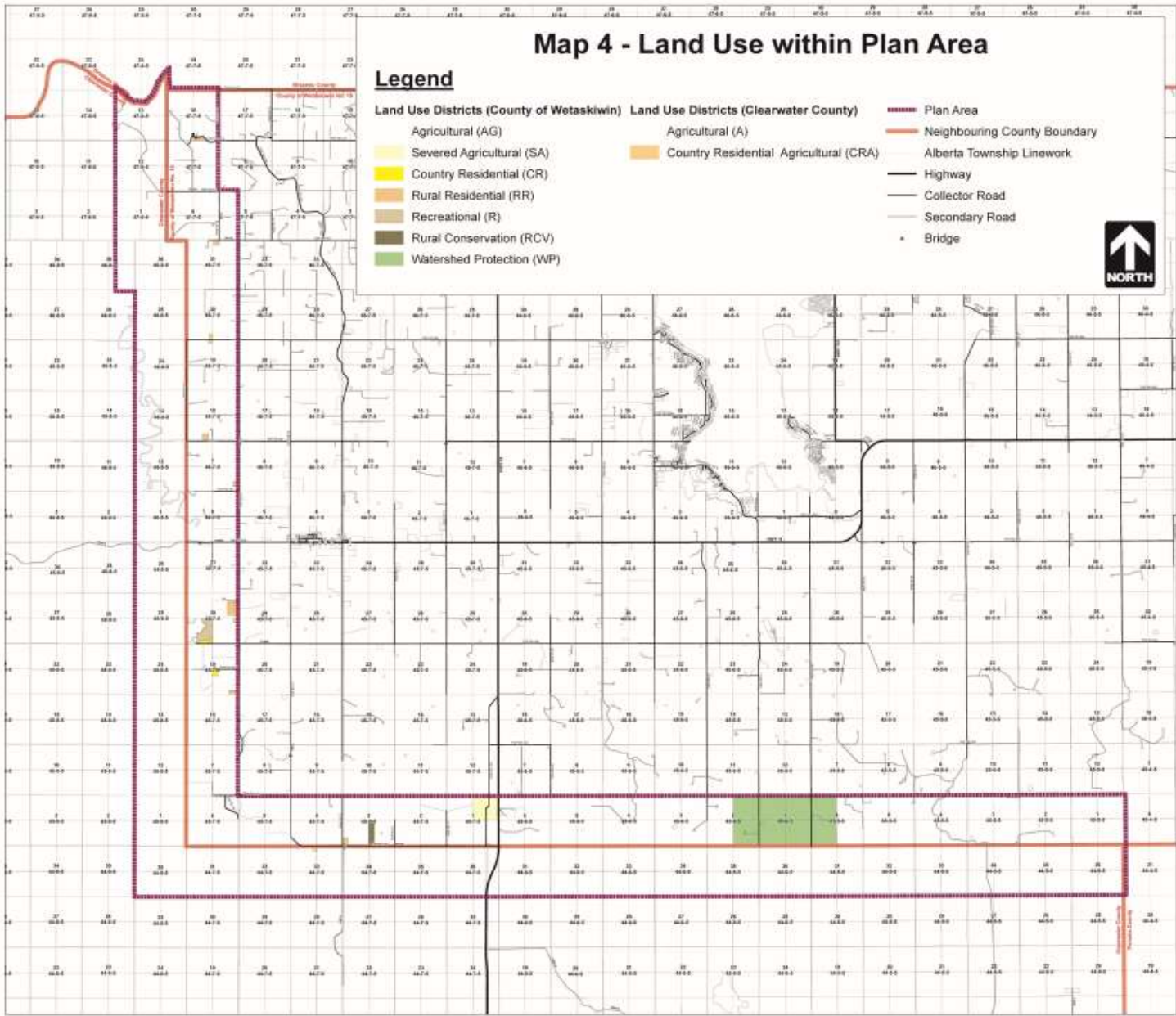
K. MUNICIPAL INFRASTRUCTURE

- 1) Both Counties agree to work together to support the development of municipal infrastructure required to service developments within the Plan Area.
- 2) The Counties will make the most efficient use of infrastructure investments by prioritizing growth around existing infrastructure and optimizing use of new and planned infrastructure in the Plan Area.
- 3) Prior to any joint municipal infrastructure developments proceeding, the Counties will enter into a cost sharing agreement to share the costs of the development based on the prorated benefit to each County.

L. TRANSPORTATION SYSTEMS

- 1) Both Counties will work together to ensure a safe and efficient transportation network is developed and maintained to service the farm operations, residents and businesses within the Plan Area.
- 2) When subdivisions are approved in the Plan Area, all right-of-way requirements will be secured to ensure that long-term transportation and road plans can be implemented when warranted.
- 3) Each County shall be notified of any subdivision or development proposal in the other County that will result in access being required from a road under its control or management.

Map 4 - Land Use within Plan Area



M. UTILITY CORRIDORS

- 1) The continued demand for the location or telecommunications infrastructure and utility servicing has the potential to impact land use within municipalities; however, Both Counties are aware that the jurisdiction of utility approvals is outside of their direct control.
 - a) Where there is an application for a new, expanded or retrofitted telecommunications tower within the Plan Area, Both Counties shall notify the other County to seek their comments.
 - b) When providing a Letter of Concurrence for a new, expanded or retrofitted telecommunications tower, Both Counties shall request telecommunications companies to co-locate within the Plan Area where technically feasible.
 - c) When providing comments to provincial and federal departments regarding utility development within the Plan Area, Both Counties shall request that consideration be given to the establishment of utility corridors with multiple users.
- 2) Both Counties also acknowledge that the development of the oil and gas industry has played an integral part in the development of the region. Both Counties will work with the oil and gas industry to ensure that the orderly development of the Plan Area is not unduly restricted by the development of oil and gas infrastructure, including pipelines.

N. PLAN ADMINISTRATION AND IMPLEMENTATION

- 1) Adoption Process
 - a) This IDP and any amendments to it shall be adopted by bylaw by Both Counties in accordance with the MGA.
 - b) Any amendments to the Municipal Development Plans and Land Use Bylaws of Both Counties required to implement the policies of the Intermunicipal Development Plan should occur as soon as practicable following adoption of this IDP or any amendment to the IDP that establishes or amends policies within this IDP.
- 2) Approving Authorities
 - a) In the hierarchy of statutory plans, the Intermunicipal Development Plan shall take precedence over the other municipal statutory plans.
 - b) Each County shall be responsible for the administration and decisions on all statutory plans, land use bylaws, and amendments thereto within their boundaries.
- 3) Plan Amendments
 - a) An amendment to this Plan may be proposed by either County. An amendment to the Plan proposed by a landowner shall be made to the County in which the subject land is located.
 - b) An amendment to this Plan has no effect unless adopted by Both Counties by bylaw in accordance with the MGA.

- 4) Intermunicipal Cooperation
 - a) The Counties agree to create a recommending body known as the Intermunicipal Committee (hereinafter referred to as the Committee).
 - b) The Committee will meet on an as required basis and will develop recommendations to the County Councils on all matters of strategic direction and cooperation affecting County residents, except matters where other current operating structures and mechanisms are operating successfully. The topics to be discussed will include:
 - i) Long-term strategic growth plans for the Counties as may be reflected in the Intermunicipal Development Plan, Municipal Development Plans, Area Structure Plans and other strategic studies.
 - ii) Intermunicipal and regional transportation issues including the Transportation and Utility Corridors, truck routes.
 - iii) Prompt circulation of major land use, subdivision and discretionary development proposals in either municipality which may impact the other municipality; and
 - iv) The discussion of intermunicipal or multi-jurisdictional issues in lieu of a regional planning system.
 - c) The Committee shall consist of four members, being two Councillors from each County.
 - d) The Chief Administrative Officers and/or designated staff will be advisory staff to the Committee, responsible to develop agendas and recommendations on all matters, and for forwarding all recommendations from the Committee to their respective Councils.

- 5) Plan Review
 - a) Once every four years, commencing no later than 2023, the IDP will be formally reviewed by the Committee in conjunction with the Intermunicipal Collaboration Framework in order to confirm, or recommend amendment, of any particular policy contained herein. The Committee will prepare recommendations for consideration by the municipal councils.

O. CIRCULATION AND REFERRAL PROCESS

- 1) Both Counties agree to refer the following planning proposals within the Plan Area:
 - a) Municipal Development Plans and Municipal Development Plan amendments (28 day response period).
 - b) All relevant planning documents such as; Area Structure Plans, Area Redevelopment Plans, Outline Plans, Concept Plans and amendments (21 day response period).
 - c) Land Use Redesignations (21 day response period).
 - d) Subdivisions (21 day response period).
 - e) Development permits for discretionary uses (21 day response period).
 - f) Road access requests/notices (21 day response period).

P. DISPUTE/CONFLICT RESOLUTION

- 1) Both Counties agree that the following process shall be used to resolve or attempt to resolve disputes between the Counties arising from the following:
 - a) Lack of agreement on proposed amendments to the IDP;
 - b) Lack of agreement on any proposed statutory plan, land use bylaw or amendment thereto for lands located within or affecting the Plan Area; or
 - c) Lack of agreement on an interpretation of this IDP.
- 2) Lack of agreement pursuant to section Q(1)(a) or (b) is defined as a statutory plan, land use bylaw or amendment to either which is given first reading by a Council which the other Council deems to be inconsistent with the policies of this Plan or detrimental to their planning interests as a County.
- 3) A dispute shall be limited to the decisions on the matters listed in section Q(1). Any other appeal shall be made to the appropriate approving authority or appeal board that deals with that issue.
- 4) The dispute resolution process may only be initiated by either County Council.
- 5) Identification of a dispute and the desire to go through the dispute resolution process may occur at any time regarding a dispute matter outlined in section Q(1)(c) and may only occur within 30 calendar days of a decision made pursuant to section Q(2). Once either County has received written notice of a dispute, the dispute resolution process must be started within 15 calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.
- 6) In the event the dispute resolution process is initiated the County having authority over the matter shall not give any further approval in any way until the dispute has been resolved or the mediation process has been concluded.
- 7) In the event mediation does not resolve the dispute, the County may proceed to adopt the bylaw and in accordance with the *Municipal Government Act*, the other County will have the right to appeal to the Municipal Government Board.

Dispute/Conflict Resolution Process

Stage 1 Administrative Review - The Chief Administrative Officers of Both Counties, or their designates, will meet in an attempt to resolve the issue first. Failing resolution, the dispute will then be referred to the Intermunicipal Committee. In the event a resolution is not achieved by the 30th day following the first meeting of the Chief Administrative Officer of Both Counties, or their designates, either County may refer the dispute to the Intermunicipal Committee.

Stage 2 Intermunicipal Committee Review – The Committee will convene to consider and attempt to resolve the dispute. Failing resolution, the dispute will then be referred to mediation. In the event a resolution is not achieved by the 30th day following the first meeting of the Intermunicipal Committee, either County may refer the dispute to the Mediation.

Stage 3 Mediation – The services of an independent mediator will be retained, with the mediator to present a written recommendation to both Councils. The costs of mediation shall be shared equally between the Counties.

Stage 4 Municipal Government Board – In the event the mediation process does not resolve the dispute, the County may proceed to adopt the bylaw and in accordance with the *Municipal Government Act*, the other County will have the right to appeal to the Municipal Government Board.

Q. CORRESPONDENCE

1) Written notice by mail under this Plan shall be addressed as follows:

a. In the case of Clearwater County to:

**Clearwater County
c/o Chief Administrative Officer
4340 - 47 Avenue,
Box 550
Rocky Mountain House, AB T4T 1A4**

b. In the case of the County of Wetaskiwin No. 10 to:

**County of Wetaskiwin No. 10
c/o Chief Administrative Officer
Box 6960
Wetaskiwin, AB T9A 2G5**

2) In addition to Section R(1), notices may be sent by electronic mail to the Chief Administrative Officer.



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Terms of Reference for the Clearwater County Municipal Development Plan Review
PRESENTATION DATE:	Tuesday, January 14, 2020
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Keith McCrae Rick Emmons
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA s.632(1)) <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input checked="" type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input checked="" type="checkbox"/> Fiscal Responsibilities <input checked="" type="checkbox"/> Environmental Stewardship <input checked="" type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
Terms of Reference - MDP Review (December 19, 2019)	

STAFF RECOMMENDATION:

That Council approves the Terms of Reference for the Clearwater County Municipal Development Plan Review.

BACKGROUND:

As Council is aware, a full review of the County's Municipal Development Plan (MDP) has been identified as one of Council's strategic priorities. Planning and Development staff are prepared to commence with this project in collaboration with Parkland Community Planning Services (PCPS) as a collective team. The team lead for this project will be Craig Teal, Director of PCPS. A copy of the proposed Terms of Reference for this project is attached. Craig is in attendance at today's meeting and will provide an overview of the Terms of Reference to Council.

Should Council approve the terms of reference today, we would proceed immediately with the MDP review process in accordance with the project schedule contained in the terms of reference, with a target completion date of the end of March 2021.

Clearwater County Municipal Development Plan Review

Terms of Reference

Introduction

The better part of a decade has passed since Clearwater County adopted the current Municipal Development Plan (MDP). Much has happened since. The Municipal Development Plan Review is the opportunity to check back on what has happened since the 2010 plan was adopted and to confirm or adjust the direction of the plan for the next 25 to 30 years.

What is a Municipal Development Plan?

The Municipal Development Plan is a collection of policies that act as an overall “blueprint” for future land use and physical changes in the county. It provides a long term vision of the type of community that county residents and ratepayers desire. From there, policies on topics such as land use, protecting the natural environment, economic development, infrastructure, and community amenities and services provide direction on how to reach the vision.

The policies of the MDP are used by Council in assessing more detailed plans, such as area structure plans and outline plans, and Land Use Bylaw re-designations to allow development to proceed. They are used by residents to understand what types of land uses may be allowed in various parts of the county. The policies are also binding on decisions on applications for subdivision.

What are some of the topics and issues expected to come up?

Based on a preliminary discussion amongst planning staff, a number of issues and topics that should be covered in the review have been identified. It is expected that more issues and topics may be identified as the process takes place; steps have been built in to encourage identification of issues by the public, Council and other County Departments. The topics and issues identified to date are:

1. A review and confirmation or adjustment of the vision and principles guiding the MDP policies based on desired direction of the community.
2. The desire to encourage and facilitate more economic development and growth. This includes the size of the County’s population, the number and quality of employment opportunities, creating a diversified and expanded tax assessment base, and providing services and amenities for residents and visitors.
3. The sense that current policies relating to the subdivision and development of land and the servicing expectations for new developments are too restrictive and may have held back economic

development and growth opportunities. This includes questions around the difficulty in working with and applying the design criteria for multi-lot residential estate subdivisions.

4. The definition of good, productive agricultural land that should be preserved needs to be discussed and clarified.
5. The ability to accommodate diverse forms of rural commercial and industrial uses. This may take the form of industrial parks or isolated, rural parcels used by a single industrial enterprise or “on farm” activities.
6. The desire to balance future growth with preserving a rural/agricultural way of life and maintaining productive agricultural lands. Not all residents may be prepared to have increased development or increased activity near their homes and properties.
7. The ability to use a different approach to approvals for small scale development compared to the approach used for larger scale developments.
8. A check of environmental policies to ensure they reflect plans that have been created since 2010 (e.g. watershed plans) and changes in Provincial legislation and policy (e.g. Municipal Government Act Review and Wetlands Policy).
9. The need to account for the future creation and implications of the North Saskatchewan Regional Plan, intermunicipal development plans and relations.
10. The effectiveness of current policies related to resource extraction and their ability to account for the cumulative effects of multiple projects/approvals.

The general themes that bind the topics and issues together are the questions of:

1. what type of community the citizens and ratepayers of the County wish to build; and
2. how will the process of building the desired community be managed.

Steering Committee and Steering Committee Meetings

The Municipal Development Plan Review will be guided by a Steering Committee. The Committee will consist of all members of Clearwater County Council. Clearwater County planning staff, and staff from other departments, will provide the administrative support for the Committee.

Steering Committee meetings will be held in Council Chambers and scheduled to avoid the weeks containing regularly scheduled Council meetings. It is expected that meetings will last no longer than three hours and agenda material may be spread across one or more meetings to enable thorough discussion. Materials to be discussed at a meeting will be circulated at least 5 calendar days prior to the meeting date.

Process for Undertaking the Review

This section describes the major steps that are proposed to complete the review. While presented as “steps”, activities will take place concurrently wherever possible. This is proposed as a means of providing sufficient time for review, discussions and decisions while using as short a timeline as possible.

Step 1A: Project Set Up and Launch

Following the adoption of the process outline by County Council, key resources needed for the success of the project will be arranged and a detailed schedule will be established. This includes the creation of a website dedicated to the project and set up on Facebook.

The project launch will include notification to the public and invite them to visit the website and Facebook to find out more about the MDP, the project and the ways they can participate. Referrals will be sent to agencies and organizations interested in land use planning in the county to obtain their input.

Step 1B: Input and Comments on Current MDP Vision (concurrent with Step 1C)

The current MDP vision, principles and expected outcomes will be presented on the project page on the County website and Facebook. The intent is to seek comments and thoughts on the current vision to determine if it reflects where the community wishes to be in 25 to 30 years and/or if adjustments should be made. There will also be opportunity to review the current MDP and make specific suggestions about the direction the MDP Review should take on various topics.

Comments will be collected over several weeks and all input provided will be documented in a report to the Steering Committee. The report will also provide suggestions on possible edits to the vision and principles.

Step 1C: Collection of Background Information (concurrent with Step 1B)

A concise Background Report will be prepared to identify key trends and factors that will have a bearing on possible changes to the MDP. This will include:

- Demographic changes since 2010 based mainly on comparison of data from the 2006, 2011 and 2016 censuses;
- Socio economic changes and trends (employment, place of work, etc.) based on the same three points in time;
- Trends in development permits, subdivision applications and appeals between 2010 and 2019; (and possibly a comparison with the trends for 2000 to 2010)
- Information from economic development proposals and landowner/developer inquiries related to locations and opportunities to develop proposed uses;
- Key interviews with development proponents about their experience working under the current MDP policies;
- Summary of relevant background plans and studies such as intermunicipal development plans, adopted area structure plans, and adopted outline plans;
- Summary of MDP actions that were implemented and those that have yet to be implemented;
- Legislative changes since 2010 related to the MDP or topics covered in the MDP;
- Findings of the economic base study; and
- Input and information from other County Departments on matters covered in the MDP.

A key question that the Background Report will seek to address is what has happened in Clearwater County since the 2010 adoption of the MDP. It will also be used to identify possible implications and/or considerations for the MDP Review.

Step 1D: Steering Committee Review

The first meeting of the Steering Committee will focus on the results of the public input on the current vision and principles, results of the background research, and an opportunity for input from Council members. A revised vision statement and principles will be created and initial direction on policies and/or topics to explore in more detail will be sought. Finally, the Committee will look ahead at scheduling of the next phase of the process.

Following the Committee review, the website and Facebook will be updated to include a summary of the input on the vision and the Background Report.

Step 2A: Creation of Possible Changes and New Content (concurrent with Step 1 where possible)

Based on the efforts in the previous steps, possible changes to the existing MDP will be prepared. This may take the form of edits to existing policies, addition of new policies, and the creation of new policy areas. The possible role of a map showing the geographic application of key policies will be reviewed. Scenario building resources will also be created to assist with communicating and obtaining feedback on significant policy ideas and their potential implications.

Bold and Strikethrough Copy: The existing text of the 2010 MDP will be used to create a bold and strikethrough document that can be used to communicate smaller adjustments to wording and policies. For example, any changes to names of Provincial Departments or legislation.

Discussion Papers: More substantive changes to policy (e.g. changing parameters for fragmented parcels) will be put forward using one or more discussion papers. This will enable more explanation around the issue, exploration of optional approaches and the anticipated results of the proposed policy.

Sample Township Mapping: To explore the interaction that several key policy adjustments may have on long term land use and settlement patterns, mapping scenarios will be created. The scenarios will be based on a single township (6 mile by 6 mile area) containing common features that are addressed during the subdivision process. This includes factors such as: variable terrain consisting of ravines, water bodies and water courses, major road and highway corridors, privately owned lands and Crown lands, agricultural lands with variable assessment ratings and agricultural activities, single parcel and multi-lot country residential, etc. The intent is to use a township as a “base case” to explore issues and implications for policy choices such as the preservation of agricultural lands, the form and amount of country residential development, the form and amount of commercial and industrial development, etc.

Focusing on a township as opposed to a single sample quarter section is intended to provide a bigger picture view of potential cumulative implications of the choices. From there the possibilities can be extrapolated for the geographic size of the settled portions of the county. Information from the County’s

geographic information system will serve as the base information and ArcGIS will be used to build scenarios and statistics related to each scenario.

Step 2B: Steering Committee Review

The various tools used to identify and propose changes to the current MDP will be presented to and reviewed with the Committee at one or more sessions. The number of sessions that are needed will depend on the volume of materials to be reviewed and discussed. Where required, materials will be revised based on the direction provided by the Committee. The Committee will also confirm the schedule for the public review process.

Step 3A: Public Review and Discussion of Possible Changes and New Content

The County website and Facebook will be updated and materials communicating the possible changes to the MDP will be posted. Advertisement and public notice of a series of open houses/public meeting sessions will also take place. Through the website, social media, contacts with planning staff, and the open houses/public meetings, County residents and ratepayers will be invited to find out about the possible changes and provide their thoughts in response. Referral will be made to agencies and organizations that have an interest in land use planning in the county.

All input that is received through the public review step will be documented in the form of a public input report. The report will also include recommendations on how to address any suggestions or respond to the feedback that is offered.

Step 3B: Steering Committee Review

The Committee will meet to review the input received from residents and ratepayers and consider adjustments to the proposed MDP changes. Meetings of the Committee will be held as needed to enable the Committee to reach consensus on the overall plan they recommend for the community.

Step 4A: Write Draft Plan

Based on the direction from the Steering Committee in the preceding steps, planning staff will write a full plan document to replace the existing Municipal Development Plan. An internal administrative review with other County departments will be undertaken.

Step 4B: Steering Committee Review

The Committee will meet to review and discuss the text and graphics included in the Draft Plan. The intent of the meeting is to confirm the content and direction and identify any revisions desired by the Committee. Following Committee acceptance, the proposed plan will be prepared for the formal adoption process.

Step 5: Consideration and Adoption of Proposed Plan

The proposed updated MDP will be presented to County Council for first reading. Once first reading has been given, the required public advertisement, notification and referrals will be undertaken.

Optional Steps: The timing between first reading and the public hearing could be extended to allow for hosting a round of open houses/public meetings for input on the proposed plan similar to Step 3A. The input received at these open houses/public meetings could then be presented to Council as part of the public hearing. Interested individuals and parties would also be able to speak directly to Council as part of the public hearing process.

A public hearing will be hosted by Council. Second and third reading will follow subject to any edits directed by Council following the public hearing.

Public Engagement and Communication Plan

This section provides more detailed description of the approach proposed for public engagement and ongoing communications throughout the process.

Website and Social Media

The project will make use of the County website and the County Facebook account to engage the public. Communications staff will assist with the creation and management of the platforms. A County planner will be assigned to monitor and, when needed, provide responses to materials or comments posted.

Traditional Media

The process will use traditional media (e.g. newspapers, County newsletter) as a means of alerting residents to the project and venues available for participation (e.g. advertisement of upcoming open house/public meeting session and drive towards information on the website and social media).

Staff Contact and Availability

The process will include opportunities for interested parties to call and discuss the MDP and project with County staff. This can be achieved through one or more designated contacted person. It will also include the use off a dedicated project email sending questions and ideas to County planning staff and project team members.

Open House/Public Meetings

The process will use hybrid open house/public meeting sessions to convey information and ideas and to encourage dialogue and feedback. This consists of an open house component where display boards are available for viewing and project team members are available for questions and discussions. Participants are able to stop in when convenient for their schedules. It will also feature a set time for a public presentation followed by group question/answer/discussion.

Each open house/public meeting would start late afternoon for the open house component. The public meeting component would be scheduled for 6:30 pm or 7:00 pm. The open house would continue to be available during and after the public meeting portion of the event.

A series of open houses/public meetings addressing the same content and providing input at the same point in the process is proposed. Sessions will be held in Nordegg, Rocky Mountain House, Caroline and Leslieville.

Referrals

Correspondence will be sent to referral agencies such as Provincial Departments, School Boards, utility providers and community organizations inviting their comments and participation. Similar correspondence will be sent to neighbouring municipalities and First Nations within County boundaries.

Input Collection Tools

The means of providing input will include emails, comments on the website and/or Facebook, phone and face to face discussions, and comment forms.

Project Schedule

Major Activity	Target Date
Approval of Terms of Reference for Project	Council Meeting: January 14, 2020
Step 1A: Project Set Up and Launch	January 25, 2020
Step 1B: Input and Comments on Current MDP Vision	March 20, 2020
Step 1C: Collection of Background Information	March 20, 2020
Step 1D: Steering Committee Review	Meeting Date: March 31, 2020
Step 2A: Creation of Possible Changes and New Content	May 24, 2020
Step 2B: Steering Committee Review	Meeting Date: June 5, 2020 Meeting Date: June 12, 2020
Step 3A: Public Review and Discussion of Possible Changes and New Content	Open Houses/Meetings: Rocky Mountain House – July 14, 2020 Nordegg – July 15, 2020 Leslieville – July 21, 2020 Caroline – July 28, 2020 Summary Report: August 28, 2020
Step 3B: Steering Committee Review	Meeting Date: September 15, 2020 Meeting Date: September 29, 2020
Step 4A: Write Draft Plan	October 30, 2020
Step 4B: Steering Committee Review	Meeting Date: November 13, 2020
Step 5: Consideration and Adoption of Proposed Plan	First Reading: January 12, 2021 Optional Open Houses/Meetings: January 27 and 28, 2021 February 3 and 4, 2021 Public Hearing: March 2, 2021 Second/Third Readings: March 23, 2021



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Consideration of Third Reading - Bylaw 1075/19 - Clearwater County - Wetaskiwin County No. 10 Intermunicipal Collaboration Framework
PRESENTATION DATE:	Tuesday, January 14, 2020
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Emergency & Legislative Services Christine Heggart, Director Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA s. 708.28(4)(b)) <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
Draft ICF - Wetaskiwin & Clearwater 1075 -19 ICF Wetaskiwin Clearwater Bylaw	

STAFF RECOMMENDATION:

That Council provides third reading of Bylaw 1075/19 to adopt the Wetaskiwin County and Clearwater County Intermunicipal Collaboration Framework.

BACKGROUND:

Council previously reviewed the Wetaskiwin County and Clearwater County Intermunicipal Collaboration Framework (ICF) and provided first and second reading of the associated Bylaw 1075/19. The ICF and related bylaw are attached for Council's consideration for third reading.

Wetaskiwin County Council approved the ICF and their matching bylaw December 5, following their Intermunicipal Development Plan (IDP) public hearings and IDP approvals.



Intermunicipal Collaboration Framework

Between

Clearwater County

and

The County of Wetaskiwin No. 10

WHEREAS, Clearwater County and the County of Wetaskiwin No. 10 share common boundaries; and

WHEREAS, Clearwater County and the County of Wetaskiwin No. 10 share common interests and are desirous of working together to provide services to their ratepayers, where there are reasonable and logical opportunities to do so; and

WHEREAS, Clearwater County and the County of Wetaskiwin No. 10 consulted with residents of both counties; and

WHEREAS, the *Municipal Government Act* stipulates that municipalities that have a common boundary must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each municipality, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded.

NOW THEREFORE, by mutual covenant of Clearwater County and the County of Wetaskiwin No. 10 it is agreed as follows:

A. TERM AND REVIEW

- 1) In accordance with the *Municipal Government Act*, this Intermunicipal Collaboration Framework is a permanent Agreement and shall come into force on final passing of matching bylaws that contain the Framework by both Counties.
- 2) This Framework may be amended by mutual consent of both Counties unless specified otherwise in this Framework.
- 3) It is agreed by the Counties that the Intermunicipal Committee shall review at least once every four years, commencing no later than 2023, the terms and conditions of the agreement.

B. INTERMUNICIPAL COOPERATION

- 1) The Intermunicipal Committee established under the Intermunicipal Development Plan is the forum for reviewing the Intermunicipal Collaboration Framework.

C. GENERAL TERMS

Both Counties agree that, with respect only to the service agreements outlined in Section D(2), residents of the Counties will be afforded the same services at the same costs, including user fees.

D. MUNICIPAL SERVICES

- 1) Both Counties have reviewed the services offered to residents. Based on the review it has been determined that each County will continue to provide the following services to their residents independently:
 - a. Water and Wastewater
 - b. Emergency Services
 - c. Recreation
 - d. Affordable Housing
 - e. Municipal Administration
 - f. Agricultural Services
 - g. Animal Control
 - h. Assessment Services
 - i. Bylaw Enforcement
 - j. Information Technology
 - k. Pest Control
 - l. Police Services
 - m. Purchasing/Procurement Services
 - n. Weed Control

- 2) The Counties have a history of working together to provide municipal services to the residents on an intermunicipal basis, with the following services being provided directly or indirectly to their residents:
 - a. Transportation:
 - The Counties entered into a Revenue Sharing Road Contribution Agreement. This agreement outlines that the County of Wetaskiwin No. 10 will develop and maintain roads that provide access to lands in Clearwater County, in return for which Clearwater County will make an annual payment to Wetaskiwin County No. 10.

 - b. Emergency Services
 - The Counties entered into a Mutual Aid Agreement to provide aid to one another in the event of emergencies.

 - c. Intermunicipal Development Plan
 - The Counties entered into an Intermunicipal Development Plan in accordance with the *Municipal Government Act*. The Intermunicipal Development Plan will be reviewed in conjunction with the Intermunicipal Collaborative Framework.

- 3) The Counties acknowledge that in addition to the shared service agreements in place between the Counties, they each have independent agreements with other regional partners.

- 4) The Counties have reviewed the aforementioned existing agreements and have determined that these are the most appropriate municipal services to be conducted in a shared manner.

E. FUTURE PROJECTS & AGREEMENTS

- 1) Both Counties acknowledge the potential need and opportunity for future partnership regarding gravel operations and extraction.
- 2) In the event that either County initiates the development of a new project and/or service that may require a new cost-sharing agreement, the initiating County's Chief Administrative Officer will notify the other County's Chief Administrative Officer in writing.
- 3) The initial notification will include a general description of the project, estimated costs and timing of expenditures. The other party will advise if they have objections in principle to provide funding to the project and provide reasons. An opportunity will be provided to discuss the project at the Intermunicipal Committee.
- 4) The following criteria will be used when assessing the desirability of funding of new projects:
 - a. Relationship of the proposed capital project to Intermunicipal Development Plan, or any other regional long-term planning document prepared by the Counties;
 - b. The level of community support;
 - c. The nature of the project;
 - d. The demonstrated effort by volunteers to raise funds and obtain grants, if applicable;
 - e. The projected operating costs for new capital projects;
 - f. Municipal debt limit; and
 - g. Projected utilization by residents of both Counties.
- 5) Once either County has received written notice of new project, an Intermunicipal Committee meeting must be held within thirty (30) calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.
- 6) The Intermunicipal Committee will be the forum used to discuss and review future mutual aid agreements and/or cost sharing agreements. In the event the Intermunicipal Committee is unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Section F of this document.
- 7) Both Counties recognize that the decision to participate in or not participate in a project ultimately lies with the respective municipal councils, who in turn must rely on the support of their electorate to support the project and any borrowing that could be required.

F. DISPUTE RESOLUTION

- 1) The Counties are committed to resolving any disputes in a non-adversarial, informal, and cost-efficient manner.
- 2) The Counties shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information, and documents to facilitate negotiations.
- 3) In the event of a dispute, the Counties agree that they shall undertake a process to promote the resolution of the dispute in the following order:
 - a. negotiation;
 - b. mediation; and
 - c. binding arbitration.
- 4) If any dispute arises between the Counties regarding the interpretation, implementation, or application of this Framework, or any contravention or alleged contravention of this Framework, the dispute will be resolved through the binding Dispute Resolution Process outlined herein.
 - a. However, if a dispute arises regarding an existing intermunicipal agreement between the Counties, and that agreement contains a binding dispute resolution process, then that process shall be followed instead of the one outlined in this framework.
- 5) If the Dispute Resolution Process is invoked, the Counties shall continue to perform their obligations described in this Framework until such time as the Dispute Resolution Process is complete.
- 6) A party shall give written notice (“Dispute Notice”) to the other party of a dispute and outline in reasonable detail the relevant information concerning the dispute. Within thirty (30) days following receipt of the Dispute Notice, the Intermunicipal Committee shall meet and attempt to resolve the dispute through discussion and negotiation, unless a time extension is mutually agreed by the Chief Administrative Officers. If the dispute is not resolved within sixty (60) days of the Dispute Notice being issued, the negotiation shall be deemed to have failed.
- 7) If the Counties cannot resolve the dispute through negotiation within the prescribed time period, then the dispute shall be referred to mediation.
- 8) Either party shall be entitled to provide the other party with a written notice (“Mediation Notice”) specifying:
 - a. The subject matters remaining in dispute, and the details of the matters in dispute that are to be mediated; and
 - b. The nomination of an individual to act as the mediator.

- 9) The Counties shall, within thirty (30) days of the Mediation Notice, jointly nominate or agree upon a mediator.
- 10) Where a mediator is appointed, the Counties shall submit in writing their dispute to the mediator and afford the mediator access to all records, documents, and information the mediators may reasonably request. The Counties shall meet with the mediator at such reasonable times as may be required and shall, through the intervention of the mediator, negotiate in good faith to resolve their dispute. All proceedings involving a mediator are agreed to be without prejudice and the fees and expenses of the mediator and the cost of the facilities required for mediation shall be shared equally between the Counties.
- 11) In the event that:
 - a. The Counties do not agree on the appointment of a mediator within thirty (30) days of the Mediation Notice; or
 - b. The mediation is not completed within sixty (60) after the appointment of the mediator; or
 - c. The dispute has not been resolved within ninety (90) from the date of receipt of the Mediation Notice;either party may by notice to the other withdraw from the mediation process and in such event the dispute shall be deemed to have failed to be resolved by mediation.
- 12) If mediation fails to resolve the dispute, the dispute shall be submitted to binding arbitration. Either of the Counties may provide the other party with written notice (“Arbitration Notice”) specifying:
 - a. the subject matters remaining in dispute and the details of the matters in dispute that are to be arbitrated; and
 - b. the nomination of an individual to act as the arbitrator.
- 13) Within thirty (30) days following receipt of the Arbitration Notice, the other party shall, by written notice, advise as to which matters stated in the Arbitration Notice it accepts and disagrees with, advise whether it agrees with the resolution of the disputed items by arbitration, and advise whether it agrees with the arbitrator selected by the initiating party or provide the name of one arbitrator nominated by that other party.
- 14) The Counties shall, within thirty (30) days of the Arbitration Notice, jointly nominate or agree upon an arbitrator.
- 15) Should the Counties fail to agree on a single arbitrator within the prescribed time period, then either party may apply to a Justice of the Court of Queen’s Bench of Alberta to have the arbitrator appointed.
- 16) The terms of reference for arbitration shall be those areas of dispute referred to in the Arbitration Notice and the receiving party’s response thereto.

- 17) The *Arbitration Act* (Alberta) in force from time to time shall apply to arbitration proceedings commenced pursuant to this Framework.
- 18) The arbitrator shall proceed to hear the dispute within sixty (60) days of being appointed and proceed to render a written decision concerning the dispute forthwith.
- 19) The arbitrator's decision is final and binding upon the Counties subject only a party's right to seek judicial review by the Court of Queen's Bench on a question of jurisdiction.
- 20) If the Counties do not mutually agree on the procedure to be followed, the arbitrator may proceed to conduct the arbitration on the basis of documents or may hold hearings for the presentation of evidence and for oral argument.
- 21) Subject to the arbitrator's discretion, hearings held for the presentation of evidence and for argument are open to the public.
- 22) If the arbitrator establishes that hearings are open to the public in Section 21, the arbitrator, as their sole discretion, may solicit written submissions. If the arbitrator requests written submissions, they must be considered in the decision.
- 23) The fees and expenses of the arbitrator and the cost of the facilities required for arbitration shall be shared equally between the Counties.
- 24) On conclusion of the arbitration and issuance of an order, the arbitrator must proceed to compile a record of the arbitration and give a copy of the record to each of the Counties.

G. CORRESPONDENCE

- 1) Written notice under this Agreement shall be addressed as follows:
 - a. In the case of Clearwater County to:
Clearwater County
c/o Chief Administrative Officer
4340 - 47 Avenue Box 550
Rocky Mountain House, AB T4T 1A4
 - b. In the case of the County of Wetaskiwin No. 10 to:
County of Wetaskiwin No. 10
c/o Chief Administrative Officer
Box 6960
Wetaskiwin, AB T9A 2G5
- 2) In addition to G(1), notices may be sent by electronic mail to the Chief Administrative Officer.

BYLAW NO. 1075/19

BEING A BYLAW TO ADOPT THE INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN WETASKIWIN COUNTY AND CLEARWATER COUNTY

WHEREAS, the Council of Clearwater County is authorized under the Municipal Government Act, RSA 2000, Chapter M-26, as amended, to work collaboratively with neighbouring municipalities to ensure the efficient provision of municipal services for all residents; and

WHEREAS, Wetaskiwin County and Clearwater County have worked collaboratively on the preparation of an Intermunicipal Collaboration Framework between the two municipalities; and,

WHEREAS, the Council of Clearwater County deems it desirable and appropriate to adopt the Intermunicipal Collaboration Framework between Wetaskiwin County and Clearwater County,

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

1. That the document titled "Intermunicipal Collaboration Framework between Wetaskiwin County and Clearwater County" dated October 2019 as attached and forming part of this Bylaw be adopted;

and

2. That this Bylaw shall take effect upon the final passing thereof.

READ a first time this ____ day of _____, 2019.

READ a second time this ____ day of _____, 2019.

READ a third time and finally passed this ____ day of _____, 2019.

REEVE

CHIEF ADMINISTRATIVE OFFICER



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Clearwater County - Lacombe County Intermunicipal Collaboration Framework Approval & Intermunicipal Development Plan Exemption
PRESENTATION DATE:	Tuesday, January 14, 2020
DEPARTMENT:	Emergency & Legislative Services
WRITTEN BY:	Christine Heggart, Director
REVIEWED BY:	Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA s. 708.28 & 631) <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
ICF - Clearwater County - Lacombe County MGA Section 631-2	

STAFF RECOMMENDATION:

1. That Council adopts the Lacombe County and Clearwater County Intermunicipal Collaboration Framework by resolution.
2. That Council agrees, as per section 631(2) of the Municipal Government Act, that an Intermunicipal Development Plan is not required between Clearwater County and Lacombe County.

BACKGROUND:

Attached for Council's consideration is the Lacombe - Clearwater Intermunicipal Collaboration Framework (ICF).

As Council is aware, on December 5, 2019, [Bill 25](#) the *Red Tape Reduction Implementation Act* received royal assent and amended the requirements for development of an ICF to allow for adoption by resolution or bylaw. Additional details on Bill 25 changes related to ICF and IDP requirements can be found in the summary at this [link](#). An excerpt of MGA section 631 (2), which was amended by Bill 25, has been attached with this agenda item.

Although several of Council's completed ICFs were adopted this past year by bylaw (Village of Caroline, Summer Village of Burnstick Lake, MD of Bighorn, Brazeau County and Wetaskiwin County) as per legislation of the day, Administration recommends proceeding with future ICFs by resolution. The option of ICF adoption by resolution will allow for ease of future amendments.

With Bill 25, an Intermunicipal Development Plan (IDP) exemption is also now available to all municipalities by mutual agreement. Administration included a proposed resolution for Council's consideration, to formerly indicate this mutual consent.



Intermunicipal Collaboration Framework

Between

Lacombe County

and

Clearwater County

JANUARY 2020

WHEREAS, Clearwater County and Lacombe County share common boundaries; and

WHEREAS, Clearwater County and Lacombe County share common interests and are desirous of working together to provide services to their ratepayers, where there are reasonable and logical opportunities to do so; and

WHEREAS, the *Municipal Government Act* stipulates that municipalities that have a common boundary must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each municipality, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded.

NOW THEREFORE, by mutual covenant of Clearwater County and Lacombe County it is agreed as follows:

A. TERM AND REVIEW

- 1) In accordance with the *Municipal Government Act*, this Intermunicipal Collaboration Framework is a permanent Agreement and shall come into force on final passing of matching bylaws that contain the Framework by both Counties.
- 2) This Framework may be amended by mutual consent of both Counties unless specified otherwise in this Framework.
- 3) It is agreed by the Counties that the Intermunicipal Committee shall review at least once every four years, commencing no later than 2024, the terms and conditions of the agreement.

B. INTERMUNICIPAL COOPERATION

- 1) The Intermunicipal Committee composed of two elected officials, the Chief Administrative Officer and one other staff member from each municipality shall be the forum for reviewing the Intermunicipal Collaboration Framework.

C. MUNICIPAL SERVICES

- 1) Both Counties have reviewed the services offered to residents. Based on the review it has been determined that each County will continue to provide the following services to their residents independently:
 - a. Water and Wastewater
 - b. Transportation
 - c. Solid Waste
 - d. Emergency Services
 - e. Recreation
 - f. Affordable Housing

- g. Municipal Administration
- h. Agricultural Services
- i. Animal Control
- j. Assessment Services
- k. Bylaw Enforcement
- l. Information Technology
- m. Pest Control
- n. Police Services
- o. Purchasing/Procurement Services
- p. Weed Control

- 2) The Counties have reviewed the aforementioned service types and due to geographic size of the Counties as well as location of some services have determined that none are appropriate municipal services to be conducted in a shared manner.

D. FUTURE PROJECTS & AGREEMENTS

- 1) In the event that either County initiates the development of a new project and/or service that may require a new cost-sharing agreement, the initiating County's Chief Administrative Officer will notify the other County's Chief Administrative Officer in writing.
- 2) The initial notification will include a general description of the project, estimated costs and timing of expenditures. The other party will advise if they have objections in principle to provide funding to the project and provide reasons. An opportunity will be provided to discuss the project at the Intermunicipal Committee.
- 3) The following criteria will be used when assessing the desirability of funding of new projects:
 - a. Relationship of the proposed capital project to a regional long-term planning document prepared by the Counties;
 - b. The level of community support;
 - c. The nature of the project;
 - d. The demonstrated effort by volunteers to raise funds and obtain grants, if applicable;
 - e. The projected operating costs for new capital projects;
 - f. Municipal debt limit; and
 - g. Projected utilization by residents of both Counties.
- 4) Once either County has received written notice of new project, an Intermunicipal Committee meeting must be held within thirty (30) calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.

- 5) The Intermunicipal Committee will be the forum used to discuss and review future mutual aid agreements and/or cost sharing agreements. In the event the Intermunicipal Committee is unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Section E of this document.
- 6) Both Counties recognize that the decision to participate in or not participate in a project ultimately lies with the respective municipal councils, who in turn must rely on the support of their electorate to support the project and any borrowing that could be required.

E. DISPUTE RESOLUTION

- 1) The Counties are committed to resolving any disputes in a non-adversarial, informal, and cost-efficient manner.
- 2) The Counties shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information, and documents to facilitate negotiations.
- 3) In the event of a dispute, the Counties agree that they shall undertake a process to promote the resolution of the dispute in the following order:
 - a. negotiation;
 - b. mediation; and
 - c. binding arbitration.
- 4) If any dispute arises between the Counties regarding the interpretation, implementation, or application of this Framework, or any contravention or alleged contravention of this Framework, the dispute will be resolved through the binding Dispute Resolution Process outlined herein.
 - a. However, if a dispute arises regarding an existing intermunicipal agreement between the Counties, and that agreement contains a binding dispute resolution process, then that process shall be followed instead of the one outlined in this framework.
- 5) If the Dispute Resolution Process is invoked, the Counties shall continue to perform their obligations described in this Framework until such time as the Dispute Resolution Process is complete.
- 6) A party shall give written notice (“Dispute Notice”) to the other party of a dispute and outline in reasonable detail the relevant information concerning the dispute. Within thirty (30) days following receipt of the Dispute Notice, the Intermunicipal Committee shall meet and attempt to resolve the dispute through discussion and negotiation, unless a time extension is mutually agreed by the Chief Administrative Officers. If the dispute is not resolved within sixty (60) days of the Dispute Notice being issued, the negotiation shall be deemed to have failed.

- 7) If the Counties cannot resolve the dispute through negotiation within the prescribed time period, then the dispute shall be referred to mediation.
- 8) Either party shall be entitled to provide the other party with a written notice (“Mediation Notice”) specifying:
 - a. The subject matters remaining in dispute, and the details of the matters in dispute that are to be mediated; and
 - b. The nomination of an individual to act as the mediator.
- 9) The Counties shall, within thirty (30) days of the Mediation Notice, jointly nominate or agree upon a mediator.
- 10) Where a mediator is appointed, the Counties shall submit in writing their dispute to the mediator and afford the mediator access to all records, documents, and information the mediators may reasonably request. The Counties shall meet with the mediator at such reasonable times as may be required and shall, through the intervention of the mediator, negotiate in good faith to resolve their dispute. All proceedings involving a mediator are agreed to be without prejudice and the fees and expenses of the mediator and the cost of the facilities required for mediation shall be shared equally between the Counties.
- 11) In the event that:
 - a. The Counties do not agree on the appointment of a mediator within thirty (30) days of the Mediation Notice; or
 - b. The mediation is not completed within sixty (60) after the appointment of the mediator; or
 - c. The dispute has not been resolved within ninety (90) from the date of receipt of the Mediation Notice;either party may by notice to the other withdraw from the mediation process and in such event the dispute shall be deemed to have failed to be resolved by mediation.
- 12) If mediation fails to resolve the dispute, the dispute shall be submitted to binding arbitration. Either of the Counties may provide the other party with written notice (“Arbitration Notice”) specifying:
 - a. the subject matters remaining in dispute and the details of the matters in dispute that are to be arbitrated; and
- 13) The Arbitration Act (Alberta) in force from time to time shall apply to arbitration proceedings commenced pursuant to this Framework.

F. CORRESPONDENCE

1) Written notice under this Agreement shall be addressed as follows:

a. In the case of Clearwater County to:
Clearwater County
c/o Chief Administrative Officer
4340 - 47 Avenue Box 550
Rocky Mountain House, AB T4T 1A4

b. In the case of Lacombe County to:
Lacombe County
c/o Chief Administrative Officer
RR 3
Lacombe, AB T4L 2N3

2) In addition to F(1), notices may be sent by electronic mail to the Chief Administrative Officer.

IN WITNESS WHEREOF the parties have affixed their corporate seals as attested by the duly authorized signing officers of the parties as of the first day above written.

CLEARWATER COUNTY

PONOKA COUNTY

Tim Hoven, Reeve

Paula Law, Reeve

Rick Emmons, CAO

Tim Timmons, CAO

development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

(2) Subsection (1) does not require municipalities to adopt an intermunicipal development plan with each other if they agree that they do not require one, but any of the municipalities may revoke its agreement at any time by giving written notice to the other or others, and where that notice is given the municipalities must comply with subsection (1) within one year from the date of the notice unless an exemption is ordered under subsection (3).

(3) The Minister may, by order, exempt one or more councils from the requirement to adopt an intermunicipal development plan, and the order may contain any terms and conditions that the Minister considers necessary.

(4) Municipalities that are required under subsection (1) to adopt an intermunicipal development plan must have an intermunicipal development plan providing for all of the matters referred to in subsection (8) in place by April 1, 2020.

(5) If 2 or more councils that are required to adopt an intermunicipal development plan under subsection (1) do not have an intermunicipal development plan in place by April 1, 2020 because they have been unable to agree on a plan, they must immediately notify the Minister and the Minister must, by order, refer the matter to the Municipal Government Board for its recommendations in accordance with Part 12.

(6) Where the Minister refers a matter to the Municipal Government Board under this section, Part 12 applies as if the matter had been referred to the Board under section 514(2).

(7) Two or more councils of municipalities that are not otherwise required to adopt an intermunicipal development plan under subsection (1) may, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

(8) An intermunicipal development plan



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Clearwater County - Ponoka County Intermunicipal Collaboration Framework Approval & Intermunicipal Development Plan Exemption
PRESENTATION DATE:	Tuesday, January 14, 2020
DEPARTMENT:	Emergency & Legislative Services
WRITTEN BY:	Christine Heggart, Director
REVIEWED BY:	Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA s. 708.28 & 631) <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
ICF - ClearwaterPonoka - Final MGA Section 631-2	

STAFF RECOMMENDATION:

1. That Council adopts the Ponoka County and Clearwater County Intermunicipal Collaboration Framework dated January 14, 2020, by resolution.
2. That Council agrees, as per section 631(2) of the Municipal Government Act, that an Intermunicipal Development Plan is not required between Clearwater County and Ponoka County.

BACKGROUND:

Attached for Council's consideration is the Ponoka - Clearwater Intermunicipal Collaboration Framework (ICF).

As Council is aware, on December 5, 2019, [Bill 25](#) the *Red Tape Reduction Implementation Act* received royal assent and amended the requirements for development of an ICF to allow for adoption by resolution or bylaw. Additional details on Bill 25 changes related to ICF and IDP requirements can be found in the summary at this [link](#). An excerpt of MGA section 631 (2), which was amended by Bill 25, has been attached with this agenda item.

Although several of Council's completed ICFs were adopted this past year by bylaw (Village of Caroline, Summer Village of Burnstick Lake, MD of Bighorn, Brazeau County and Wetaskiwin County) as per legislation of the day, Administration recommends proceeding with future ICFs by resolution. The option of ICF adoption by resolution will allow for ease of future amendments.

With Bill 25, an Intermunicipal Development Plan (IDP) exemption is also now available to all municipalities by mutual agreement. Administration included a proposed resolution for Council's consideration, to formerly indicate this mutual consent.

Intermunicipal Collaboration Framework

Between

Clearwater County

And

Ponoka County

DRAFT

January 14, 2020

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WHEREAS, Clearwater County and the Ponoka County share a common border; and

WHEREAS, Clearwater County and the Ponoka County share common interests and are desirous of working together to provide services to their residents; and

WHEREAS, the Municipal Government Act stipulates that municipalities that have a common boundary must create an Intermunicipal Collaboration Framework which identifies services provided on an intermunicipal basis and how services to be provided on an intermunicipal basis will be delivered and funded.

NOW THEREFORE, by mutual covenant of the Municipalities it is agreed as follows:

A. DEFINITIONS

- 1) In this Agreement
 - a) “lead municipality” means the municipality responsible for administering the agreement.
 - b) “municipalities” means Clearwater County and Ponoka County.
 - c) “Clearwater” means Clearwater County
 - d) “Ponoka” means Ponoka County

B. TERM AND REVIEW

- 1) In accordance with the *Municipal Government Act*, this Intermunicipal Collaboration Framework shall come into force on final passing of matching resolutions by both Municipalities.
- 2) This Framework may be amended by mutual consent of both Municipalities unless specified otherwise in this Framework.
- 3) It is agreed by the Municipalities that the Intermunicipal Committee shall review at least once every five years, commencing no later than 2025 to review the terms and conditions of the agreement.

C. INTERMUNICIPAL COOPERATION

- 1) The Counties agree to create a recommending body known as the Intermunicipal Committee (hereinafter referred to as the Committee).
- 2) The Committee will meet on an as required basis and will develop recommendations to both County Councils on all matters of strategic direction and cooperation affecting residents, except matters where other current operating structures and mechanisms are operating successfully.
- 3) The Committee shall consist of four members, being two Councillors from each Municipality.

- 4) The Chief Administrative Officers, or designate(s), will be advisory staff to the Committee, responsible to develop agendas and recommendations on all matters, and for forwarding all recommendations from the Committee to their respective Councils.

D. GENERAL TERMS

- 1) Both Municipalities agree that in consideration of the service agreements outlined in Section E(2) that residents of the Municipalities will be afforded the same services at the same costs, including user fees, as the Ponoka County residents for services provided by Clearwater County and Clearwater County residents for services provided by the Ponoka County.

E. MUNICIPAL SERVICES

- 1) The Municipalities have a history of working together to provide municipal services to the residents on an intermunicipal basis, with the following services being provided directly or indirectly to their residents:
 - a. Emergency Services:
 - i. The Municipalities, have a Joint Emergency Management Mutual Aid Agreement between the Clearwater County and Ponoka County was entered into on August 12, 2016. As a mutual aid agreement there is no lead municipality. Cost sharing is in accordance with the Joint Emergency Management Mutual Aid Agreement, with the municipality requesting mutual aid being responsible for the applicable costs associated with responding to the emergency.
 - b. Roads
 - i. The Municipalities acknowledge the need to work together to ensure the maintenance of road infrastructure providing access to each municipality, including but not limited to the Iola Road, Gimlet Road and Leedale Roads.
 - ii. The Municipalities agree to provide prior notice of road use agreements and/or use going into the adjacent municipality.
 - c. Library Services
 - i. Clearwater County and the Ponoka County are members of the Parkland Regional Library System, which supports library services in the Region. As an independent body there is no lead municipality and the library system is funded based on an annual requisition.
- 2) The Municipalities acknowledge that in addition to the shared service agreements in place between the Municipalities, they each have independent agreements with other regional partners.

- 3) The Municipalities have reviewed the aforementioned existing agreements and have determined that these are the most appropriate municipal services to be conducted in a shared manner.

F. FUTURE PROJECTS & AGREEMENTS

- 1) In the event that either County initiates the development of a new project and/or service that may require a new cost-sharing agreement, the initiating Counties Chief Administrative Officer will notify the other County's Chief Administrative Officer in writing.
- 2) The initial notification will include a general description of the project, estimated costs and timing of expenditures. The other party will advise if they have objections in principle to provide funding to the project and provide reasons. An opportunity will be provided to discuss the project at the Intermunicipal Committee.
- 3) The following criteria will be used when assessing the desirability of funding of new projects:
 - a. Relationship of the proposed capital project to Intermunicipal Development Plan, or any other regional long-term planning document prepared by the Municipalities;
 - b. The level of community support;
 - c. The nature of the project;
 - d. The demonstrated effort by volunteers to raise funds and obtain grants (if applicable);
 - e. The projected operating costs for new capital projects;
 - f. Municipal debt limit; and,
 - g. Projected utilization by residents of both Municipalities.
- 4) Once either County has received written notice of new project, an Intermunicipal Committee meeting must be held within thirty (30) calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.
- 5) The Intermunicipal Committee will be the forum used to discuss and review future mutual aid agreements and/or cost sharing agreements. In the event the Intermunicipal Committee is unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Section G of this document.
- 6) Both Municipalities recognize that the decision to participate in or not participate in a project ultimately lies with the respective municipal Councils, who in turn must rely on the support of their electorate to support the project and any borrowing that could be required.

G. DISPUTE RESOLUTION

- 1) The Municipalities are committed to resolving any disputes in a non-adversarial, informal and cost-efficient manner.
- 2) The Municipalities shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information and documents to facilitate negotiations.
- 3) In the event of a dispute, the Municipalities agree that they shall undertake a process to promote the resolution of the dispute in the following order:
 - a. negotiation;
 - b. mediation; and
 - c. binding arbitration.
- 4) If any dispute arises between the Municipalities regarding the interpretation, implementation or application of this Framework or any contravention or alleged contravention of this Framework, the dispute will be resolved through the binding Dispute Resolution Process outlined herein.
- 5) If the Dispute Resolution Process is invoked, the Municipalities shall continue to perform their obligations described in this Framework until such time as the Dispute Resolution Process is complete.
- 6) Despite G(4), where an existing intermunicipal agreement has a binding dispute resolution process included the process in the existing intermunicipal agreement shall be used instead of the dispute resolution outlined in this Framework.
- 7) A party shall give written notice (“Dispute Notice”) to the other party of a dispute and outline in reasonable detail the relevant information concerning the dispute. Within thirty (30) days following receipt of the Dispute Notice, the Intermunicipal Committee shall meet and attempt to resolve the dispute through discussion and negotiation, unless a time extension is mutually agreed by the CAOs. If the dispute is not resolved within sixty (60) days of the Dispute Notice being issued, the negotiation shall be deemed to have failed.
- 8) If the Municipalities cannot resolve the dispute through negotiation within the prescribed time period, then the dispute shall be referred to mediation.
- 9) Either party shall be entitled to provide the other party with a written notice (“Mediation Notice”) specifying:
 - a. The subject matters remaining in dispute, and the details of the matters in dispute that are to be mediated; and
 - b. The nomination of an individual to act as the mediator.

- 10) The Municipalities shall, within thirty (30) days of the Mediation Notice, jointly nominate or agree upon a mediator.
- 11) Where a mediator is appointed, the Municipalities shall submit in writing their dispute to the mediator and afford the mediator access to all records, documents and information the mediators may reasonably request. The Municipalities shall meet with the mediator at such reasonable times as may be required and shall, through the intervention of the mediator, negotiate in good faith to resolve their dispute. All proceedings involving a mediator are agreed to be without prejudice and the fees and expenses of the mediator and the cost of the facilities required for mediation shall be shared equally between the Municipalities.
- 12) In the event that:
 - a. The Municipalities do not agree on the appointment of a mediator within thirty (30) days of the Mediation Notice; or
 - b. The mediation is not completed within sixty (60) days after the appointment of the mediator; or
 - c. The dispute has not been resolved within ninety (90) days from the date of receipt of the Mediation Notice;either party may by notice to the other withdraw from the mediation process and in such event the dispute shall be deemed to have failed to be resolved by mediation.
- 13) If mediation fails to resolve the dispute, the dispute shall be submitted to binding arbitration. Either of the Municipalities may provide the other party with written notice (“Arbitration Notice”) specifying:
 - a. the subject matters remaining in dispute and the details of the matters in dispute that are to be arbitrated; and
- 14) The *Arbitration Act* (Alberta) in force from time to time shall apply to arbitration proceedings commenced pursuant to this Framework.

H. CORRESPONDENCE

1) Written notice under this Agreement shall be addressed as follows:

a. In the case of the Clearwater County to:

**Clearwater County
c/o Chief Administrative Officer
4340 - 47 Avenue
Box 550
Rocky Mountain House, AB T4T 1A4**

b. In the case of Ponoka County to:

**Ponoka County
c/o Chief Administrative Officer
4205 Highway 2A
Ponoka, AB, T4J 1V9**

2) In addition to H(1), notices may be sent by electronic mail to the Chief Administrative Officer.

IN WITNESS WHEREOF the parties have affixed their corporate seals as attested by the duly authorized signing officers of the parties as of the first day above written.

CLEARWATER COUNTY

PONOKA COUNTY

Tim Hoven, Reeve

Paul McLauchlin, Reeve

Rick Emmons, CAO

Charlie Cutforth, CAO

development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

(2) Subsection (1) does not require municipalities to adopt an intermunicipal development plan with each other if they agree that they do not require one, but any of the municipalities may revoke its agreement at any time by giving written notice to the other or others, and where that notice is given the municipalities must comply with subsection (1) within one year from the date of the notice unless an exemption is ordered under subsection (3).

(3) The Minister may, by order, exempt one or more councils from the requirement to adopt an intermunicipal development plan, and the order may contain any terms and conditions that the Minister considers necessary.

(4) Municipalities that are required under subsection (1) to adopt an intermunicipal development plan must have an intermunicipal development plan providing for all of the matters referred to in subsection (8) in place by April 1, 2020.

(5) If 2 or more councils that are required to adopt an intermunicipal development plan under subsection (1) do not have an intermunicipal development plan in place by April 1, 2020 because they have been unable to agree on a plan, they must immediately notify the Minister and the Minister must, by order, refer the matter to the Municipal Government Board for its recommendations in accordance with Part 12.

(6) Where the Minister refers a matter to the Municipal Government Board under this section, Part 12 applies as if the matter had been referred to the Board under section 514(2).

(7) Two or more councils of municipalities that are not otherwise required to adopt an intermunicipal development plan under subsection (1) may, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

(8) An intermunicipal development plan



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Call for Nominations - Federation of Canadian Municipalities (FCM) Committee Candidate
PRESENTATION DATE:	Tuesday, January 14, 2020
DEPARTMENT: WRITTEN BY: REVIEWED BY:	CAO Office Tracy Haight, Executive Assistant Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
FCM Standing Committees List ToR CRMA FCM Committee Nomination	

STAFF RECOMMENDATION:

That Council considers endorsement of a candidate for the District 2 Central Rural Municipalities of Alberta's FCM Committee Nomination.

BACKGROUND:

In order to facilitate rural representation on a federal level, the District 2 Central Rural Municipalities of Alberta (CRMA) membership annually selects a candidate at the Spring CRMA meeting in February to apply for membership on the Federation of Canadian Municipalities (FCM) standing committees (list attached).

As per the attached *CRMA FCM Committee Nomination Terms of Reference*, if a councillor is interested in the candidate nomination, the nomination must be endorsed by a motion of their Council prior to the meeting.



[HOME](#) > [ABOUT FCM](#) > [BOARD OF DIRECTORS](#) > [GOVERNANCE](#) > **STANDING COMMITTEES AND FORUMS**

Standing Committees and Forums

FCM's Board of Directors has established ten standing committees and forums to facilitate more detailed debate and provide the board with recommendations on priority policy and program issues. These committees are comprised of both Board members and other municipal elected officials.

Membership lists:

- **Community Safety and Crime Prevention**
Policing, crime prevention, community corrections, emergency preparedness and management.
- **Conference Planning Committee**
Oversight of the Sustainable Communities Conference and Annual Conference agendas.
- **Environmental Issues and Sustainable Development**
Green economy, climate change adaptation, clean air, water, waste, wastewater, brownfields, toxic substances (including pesticides), energy, invasive species, green infrastructure.
- **Increasing Women's Participation in Municipal Government**
Advocacy supporting greater participation of women in municipal government, including development of strategies to raise the profile of the issue.
- **International Relations**
Global networks and advocacy, decentralization, good governance, local capacity development.
- **Municipal Finance and Intergovernmental Arrangements**
Municipal powers, roles and responsibilities, federal-provincial/ territorial-municipal relations, municipal fiscal tools, international trade rules and disputes, GST and other tax issues.
- **Municipal Infrastructure and Transportation Policy**
Municipal infrastructure and federal funding programs, small and regional airports viability, marine policy, railway and municipal proximity issues, highway and border infrastructure issues, urban transit, telecommunications.
- **Northern and Remote Forum**
Infrastructure investments, economic development in the North, natural resources and northern communities. **Membership criteria:** Membership is open to municipal representatives from the territorial or provincial North.
- **Rural Forum**
Infrastructure investments, rural economic development, diversification of resource-based communities, interdependencies between rural and urban communities. **Membership criteria:** Membership is open to

representatives from municipalities that are rural in nature or urban communities that have a significant rural component or interest.

- [Social Economic Development](#)

Housing and homelessness; cultural and community infrastructure, immigration and municipal-Aboriginal relations, aging.

- [Non-Board Committee Members](#)

This feature of our governance enables broader membership participation in our committee deliberations and brings expertise that strengthens the debate and helps create the most informed recommendations to the Board of Directors. They do not have voting rights at the Board of Directors meeting.



24 Clarence Street

Ottawa, Ontario

K1N 5P3

T. 613-241-5221

F. 613-241-7440

Email: info@fcm.ca

**CENTRAL RURAL MUNICIPALITIES OF ALBERTA (CRMA) DISTRICT 2
FCM COMMITTEE NOMINATION
TERMS OF REFERENCE**

Name Amended 02/02/2018

Authority

1. The nomination of a Central District Councillor to the Federation of Canadian Municipalities (FCM) Board is supported by a resolution of the general membership of the Central District of the Rural Municipalities of Alberta (RMA).

Purpose

1. The purpose of the nomination process is to endeavor to provide a rural Alberta perspective on Federation of Canadian Municipalities (FCM) Committee(s).

Nomination - Qualifications & Process

1. To be eligible for nomination, a candidate must be a "Councillor" as defined by the Alberta Local Authorities Election Act (RSA 2000, Chapter L-21) and a member of a Council affiliated with the RMA.
2. A candidate's nomination shall be endorsed by a motion of the candidate's Council.
3. The candidate's nomination shall be submitted to the District Secretary - Treasurer, or their designate, a minimum of two (2) business days prior to the Spring CRMA meeting.
4. At the Spring Central District meeting, the District Secretary- Treasurer shall present a list of nominated candidates to the CRMA membership, for consideration and endorsement.
5. In the event that more than one candidate is nominated, the CRMA members, who are present at the meeting, shall vote by ballot and approve one (1) individual's name for submission to the FCM Board.
6. The successful candidate shall be responsible to prepare, in the form and manner required by the FCM Board, an application that shall be submitted during the annual FCM conference for that Board's consideration.
7. The selection or appointment of the CRMA candidate to a FCM Committee shall be at the sole discretion of the FCM Board.
8. Should the CRMA'S candidate be appointed to a FCM Committee, the "Appointed Member" is responsible to report to the CRMA members on the nature of the Committee work the individual is engaged in, including outcomes and/or recommendations, as appropriate.

Term of Appointment and Frequency of Meeting(s)

1. The Term of the Appointment(s) and the frequency of the meetings shall be at the discretion of the FCM Board or FCM Committee Chair.

Per Diem & Expenses

1. Payment of any per diem is the responsibility of the Appointed Member's municipality.
2. Cost incurred by the Appointed Member for travel, meals, and accommodation related to the FCM Committee work shall be shared by the fourteen (14) CRMA member municipalities

Administrative Support

1. The Appointed Member's municipality shall be solely responsible for any administrative support required in relation to the FCM appointment, including but not limited to:
 - printing of meeting agendas or preparation material

- scheduling of flights,
 - booking of hotels,
 - processing or preparation of invoices or receipts
2. The Appointed Member's municipality shall be responsible to prepare and invoice the CRMA members once annually for costs related to the Appointed Member's attendance at FCM Committee meetings.

Adopted February 6, 2015



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Jim Duncan
Date:	November 1, 2019
Signature (Councillor / Board Member):	

PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
Oct 1	Mediation Workshop	X					40 ✓
Oct 3	Bighorn Backcountry	X					40 ✓
Oct 4	CRMA Regional Conf.	X	X				40 ✓
Oct 8	Regular Council				X		40 ✓
Oct 9	NSWA Board Conf. Call	X					0
Oct 10	Consult with Mediators	X					40 ✓
Oct 11	Mediation	X					40 ✓
Oct 11	West Central Awards		X				40 ✓
Oct 15	Council Workshop	X	X				40 ✓
Oct 16	Meet with RHPAP	X					40 ✓
Oct 17	Headwaters Alliance	X	X				445
Oct 18	Des Crossley Celebration	X					38
Oct 22	Regular Council				X		40 ✓
Oct 22	Condor Building Opening			X			60

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Remuneration Calculation (for office use only)			
	Meetings @ 92.00 =		
10	Meetings @ 172.00 =	1720.00 ✓	943
5	Meetings @ 136.00 =	680.00 ✓	First 5000 Kms @ \$0.58 =
2	Meetings @ 308.00 =	616.00 ✓	Over 5000 Kms @ \$0.52 =
	Supervision =	1105.00 ✓	Lunch @ 16.00 =
	TOTAL =	4121.00	TOTAL = 490.36 ✓

PAID



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Theresa Laing
Date:	Dec 13, 2019
Signature (Councillor / Board Member):	<i>T. Laing</i>

PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
Oct 1, 2019	Council Workshop	X					14
Oct 8	Council				X		14
Oct 9	FCSS	X					14
Oct 10	Initial meeting with mediators	X					14
Oct 10	Chamber Lunch and Learn		X				14
Oct 15	Council Workshop	X					14
Oct 16	Senior housing Acton house inspectio	X					14
Oct 17	SDAB appeal	X					14
Oct 22	Council and Org meeting				X		14
Oct 22	Tour Condor Fire Hall						
Oct 23	**Senior Housing	X					14
Oct 23	Ferrier Hall meeting						
Oct 29	Evergreen Crime meeting						

PAID

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Remuneration Calculation (for office use only)							
1	Meetings @ 92.00 =	92.00 ✓		140	First 5000 Kms @ \$0.58 =	81.20 ✓	
6	Meetings @ 172.00 =	1032.00 ✓			Over 5000 Kms @ \$0.52 =	/	
3	Meetings @ 136.00 =	408.00 ✓			Lunch @ 16.00 =	/	
2	Meetings @ 308.00 =	616.00 ✓					
	Supervision =	1105.00 ✓					81.20 ✓
		3253.00					



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Daryl Loughheed
Date:	December 12, 2019
Signature (Councillor / Board Member):	<i>Daryl Loughheed</i>



PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
1	Council Workshop	X					60
4	CRMA	X	X				60
10	Rural Crime @ Hub	X					80
11	Mediator	X					60
12	David Thompson Awards	X					7
15	Workshop Mediation	X					60
16	MPC	X					60
18	ASB	X	X				60
22	Reg. Council				X		60
29	Rural Crime Evergreen	X					18

PAID

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Remuneration Calculation (for office use only)					
	Meetings @ 92.00 =	—		First 5000 Kms @ \$0.58 =	
9	Meetings @ 172.00 =	1548.00	525	Over 5000 Kms @ \$0.52 =	273.00
2	Meetings @ 136.00 =	272.00		Lunch @ 16.00 =	
1	Meetings @ 308.00 =	308.00			
	Supervision =	1105.00			
	TOTAL =	3233.00		TOTAL =	273.00



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Jim Duncan
Date:	Dec 1, 2019
Signature (Councillor / Board Member):	

PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
Nov 5	Regular Council				X		40
Nov 7	Rural Crime Meeting	X					40
Nov 12	Mediation talks	X	X				40
Nov 12	Travel to RMA			X			225
Nov 13	NSWA Board	X					65
Nov 13	RMA Convention		X				0
Nov 14	RMA Convention	X	X				0
Nov 15	RMA Convention	X	X				245
Nov 19	Council Workshop	X	X				40
Nov 19	Condor Building Opening			X			40
Nov 20	PCPS Joint Use Planning	X					182
Nov 21	ASB Cattleman's Day	X	X				80
Nov 23	Parade of Lights	X					40
Nov 26	Regular Council				X		40
Nov 27	Central Region ASB	X	X				40

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Remuneration Calculation (for office use only)					
0	Meetings @ 92.00 =	0		0	First 5000 Kms @ \$0.58 = 0
11	Meetings @ 172.00 =	1892.00		1157	Over 5000 Kms @ \$0.52 = 601.64
9	Meetings @ 136.00 =	1224.00		0	Lunch @ 16.00 = 0
2	Meetings @ 308.00 =	616.00			
	Supervision =	1105.00			
TOTAL =		4837.00			TOTAL = 601.64



Councillor and Board Member 2019 Remuneration Statement

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
Nov 29	Nordegg Open House	X					40



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Tim Hoven
Date:	November 2019
Signature (Councillor / Board Member):	

PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
11/4	CREMA	X					91
3	Caroline Library		X				68
5	Council				X		91
	Crimewatch						
7	Rural Crime Tour	X					91
11	Remembrance Day Ceremony						91
12	RMA	X					194
13	RMA	X	X				
14	RMA	X	X				
15	RMA	X	X				194
19	Council Workshop	X	X				91
	Public Works Bld Open			X			
21	Family Violence Conf						91
	Airport Committee	X	X				
22	AHS Meeting	X					91

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Remuneration Calculation (for office use only)					
0	Meetings @ 92.00 =	0	0	First 5000 Kms @ \$0.58 =	0
13	Meetings @ 172.00 =	2236.00	1591	Over 5000 Kms @ \$0.52 =	827.32
8	Meetings @ 136.00 =	1088.00	0	Lunch @ 16.00 =	0
2	Meetings @ 308.00 =	616.00			
	Supervision =	2054.00			
	TOTAL =	5994.00		TOTAL =	827.32



Councillor and Board Member 2019 Remuneration Statement

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
23	Parade of Lights	X					91
25	Theatre Meeting	X					91
26	Council				X		91
28	SPOG	X					134
29	Nordegg Open House	X	X				91



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Cammie Laird
Date:	November, 2019
Signature (Councillor / Board Member):	

PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

PAID

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
Nov 1	Travel to Leduc for CISAC / CISM Ref. Course (16:00-18:00 Hrs.)	1				Supper \$21.50	182 ✓
Nov 2	Course: CISAC / CISM (Grp. Int.) Ref. (08:00-17:00 Hrs.)	1	1			Lunch \$16/ Supper \$21.50	
Nov 3	Course: CISAC / CISM (Grp. Int.) Ref. (08:00-17:00 Hrs.) // Ret. Frm. Leduc (17:00-19:00 Hrs.)	1	1	1		Lunch \$16/ Supper \$21.50	182 ✓
Nov 4	Mtg: CREMA @ CC Off. (12:30-12:30 Hrs.)						26
Nov 4	Mtg: CISMA / Conf. Call (16:30-17:30 Hrs.)	1					
Nov 5	Mtg: Reg. CC Council (08:30-17:00 Hr.)				1		26 ✓
Nov 7	Attd: West Cent. High – Remeb. Ceremony (08:30-12:00 Hrs.)						28 ✓
Nov 7	Mtg: West Cent. Stkhold. @ Les. Com. Cent. (14:30-19:00 Hrs.)	1					24 ✓
Nov 7	Mtg: CC-C & Min. Just. Re: Rural Crime (17:00-18:00 Hrs.)		1				28 ✓
Nov 7	Attd; Com. Mtg. Rural Crime @ Lou Spt. Cent. (18:00-22:30 Hrs.)						0
Nov 12	Mtg: Mediation @ Christ. Cent. (07:30-17:30 Hrs.)	1	1				28 ✓
Nov 12	Travel to Edmonton to for RMA Conf.			1		Supper \$21.50	215 ✓
Nov 13	Attd: RMA Conf. (08:00-17:00 Hrs.)	1	1				
Nov 14	Attd: RMA Conf. (08:00-17:00 Hrs.)	1	1				
Nov 15	Attd: RMA Conf. (08:00-13:00 Hrs.) // Return Home (13:00-16:00 Hrs.)	1	1	1		Supper \$21.50	215
Nov 19	Wkshp: CC-C: Med. (08:30-15:00 Hrs.)	1	1				26 ✓



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Councillor and Board Member 2019 Remuneration Statement

Nov 19	Attd: Stn 20 Grand Open. (16:30-20:00 Hrs.)			1			44
Nov 20 *	Mtg: RMH Senior Housing (08:30-12:30 Hrs.)	1					28
Nov 20	Attd: Session JUPA @ Red Deer (12:30-15:00 Hrs.)		1				139
Nov 20	Attd: Mtg: AGM - CAPE @ Red Deer (15:00-22:00 Hrs.)			1			
Nov 23	Attd: RMH Parade (17:30-21:30 Hrs.)	1					34
Nov 21	Attd: Mtg: RMH Airport @ RMH Off. (08:30-13:00 Hrs.)	1					28
Nov 26	Mtg: Reg. CC Council (08:30-18:00 Hr.)				1		26
Nov 27	Mtg: RMH Library (18:30-20:00 Hrs.)	1					28
Nov 28	Mtg: SDAB Hearing (09:30-16:00-Hrs.)	1	1				26
Nov 29 *	So. Mtg: RMH Senior Housing (08:00-09:30 Hrs.)	1					28
Nov 29	Mtg: Nord. Open House @ Nordegg (16:30-22:30 Hrs.)		1	1			

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Remuneration Calculation (for office use only)					
2	Meetings @ 92.00 =	184.00			First 5000 Kms @ \$0.58 =
14	Meetings @ 172.00 =	2408.00		1361	Over 5000 Kms @ \$0.52 = 707.72
17	Meetings @ 136.00 =	2312.00		2	Lunch @ 16.00 = 32.00
2	Meetings @ 308.00 =	616.00		5	Supper @ \$21.50 107.50
	Supervision =	1105.00		ACCOMMODATION RECEIPT 277.93	
TOTAL =		6625.00		TOTAL = 1125.15	

PAID

Denham Inn & Suites
 5207 50th Avenue
 Leduc, AB T9E 6V3

Fax: (780)986-1511
 Email:

Phone: (780)986-2241

Web: www.bestwesterndenham.com



Guest Charges

Best Western Rewards #: 6006637531598613

Folio #: 386426 **Guest : Laird, Scott** Conf #: 325491
 Room #: 123 BWR Tier : BASE CRS #: BW 496004101-01
 Payment Method : Credit Card Company : Corporate Profile
 Rate : (Daily) \$129.99 Rr1 Arrival: 11/1/2019
 11/1/2019 \$129.99 Rocky Mountain House, AB T4T2A1 Departure: 11/3/2019
 11/2/2019 \$124.99

Next Payment Due: 11/3/2019
 Estimated Next Payment Amount: \$0.00

Date	Department	Reference	Voucher	Room	Charge	Credit	Balance
11/1/2019	Room Charge	Auto Posted		123	\$129.99		\$129.99
11/1/2019	Room GST Tax	Auto Posted		123	\$6.50		\$136.49
11/1/2019	Tourism Levy Tax	Auto Posted		123	\$5.20		\$141.69
11/2/2019	Room Charge	Auto Posted		123	\$124.99		\$266.68
11/2/2019	Room GST Tax	Auto Posted		123	\$6.25		\$272.93
11/2/2019	Tourism Levy Tax	Auto Posted		123	\$5.00		\$277.93
11/3/2019	Mastercard	MC7389		123		\$277.93	\$0.00
Balance							\$0.00

Tax Summary	
Tourism Levy Tax	\$10.20
Room GST Tax	\$12.75

Additional Estimated Charges (Room, Tax, Other) through 11/2/2019 \$0.00

Credit Card Payment

Payment Type: Credit Card Amount Paid: \$0.00
 Account: MC7389 Approval Code:
 Account Holder: Approval Amount: (\$277.93)

GST #104119318

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I agree that my liability for all charges is not waived.

Guest Signature _____

Each Best Western® branded hotel is independently owned and operated.



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Theresa Laing
Date:	Dec 10, 2019
Signature (Councillor / Board Member):	<i>T. Laing</i>

PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

PAID

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
Nov 4	RCLC	X					14 ✓
Nov 5	Council				X		14 ✓
Nov 7	Crime meeting Lou Soppit						14 ✓
Nov 11	Drive to Edmonton RMA	x				supper	230 ✓
Nov 12	RMA & meet with Chief of Staff – Infrastructure	X	X				
Nov 13	RMA	X	X	x			
Nov 14	RMA	X	x	x			
Nov 15	RMA	X	x	x			230 ✓
Nov 19	Council Workshop	X	X				14 ✓
Nov 19	Condor Fire Hall Grand Opening			X			-
Nov 20**	Senior Housing	X					14 ✓
Nov 21	FCSS Family Violence Conf	X	X				14 ✓
Nov 21	Regional Waste & Crime Watch			x			
Nov 22	FCSS Family Violence Conf	X	X				14 ✓
Nov 23	Parade of Lights	X					14 ✓
Nov 25	SDAB	X					14 ✓
Nov 26	Council				X		14 ✓
Nov 27	FCSS Annual Confer Edmon	X	X				
Nov 28	FCSS Annual Conf Ed	X	X	x			

see back →



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Councillor and Board Member 2019 Remuneration Statement

Nov 29	FCSS annual Conf	X	X				
Nov 29	Open House Nordegg			X			

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Remuneration Calculation (for office use only)					
	Meetings @ 92.00 =	—		571	First 5000 Kms @ \$0.58 = 331.18 ✓
15	Meetings @ 172.00 =	2580.00 ✓		29	Over 5000 Kms @ \$0.52 = 15.08 ✓
17	Meetings @ 136.00 =	2312.00 ✓			Lunch @ 16.00 =
2	Meetings @ 308.00 =	616.00 ✓		1	Supper @ 21.50 \$21.50 ✓
	Supervision =	1105.00 ✓			
TOTAL =		6613.00			TOTAL = 367.66

PAID

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)



Councillor and Board Member 2019 Remuneration Statement



Name of Councillor / Board Member:	Daryl Lougheed
Date:	Dec. 12, 2019
Signature (Councillor / Board Member):	<i>Daryl Lougheed</i>

PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
5	Regular Council				X		60
7	Parkland Reg. Library	X					160
7	Rural Crime Soppit	X					66
11	Remembrance Ceremony						
12	RMA	X	X				200
13	RMA	X	X				
14	RMA	X	X				
15	RMA	X	X				200
19	Workshop	X	X				60
19	Grand Opening CPW						
20	MPC	X					60
20	Joint Use Planning		X				120
20	CAEP			X			
21	Cattlemans Day						18
22	ASB	X					60

PAID

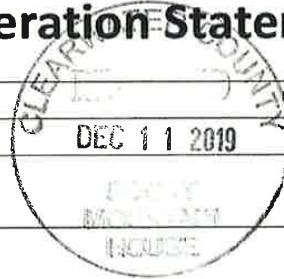
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Remuneration Calculation (for office use only)					
	Meetings @ 92.00 =	—		First 5000 Kms @ \$0.58 =	
11	Meetings @ 172.00 =	1892.00	1334	Over 5000 Kms @ \$0.52 =	693.68
7	Meetings @ 136.00 =	952.00		Lunch @ 16.00 =	
2	Meetings @ 308.00 =	616.00			
	Supervision =	1105.00			
	TOTAL =	4565.00		TOTAL =	693.68



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Michelle Swanson
Date:	Dec 10, 2019
Signature (Councillor / Board Member):	<i>Michelle Swanson</i>



PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
Nov 1	CWC Staff Appreciation & Awards						-
Nov 1	CWC Regional Fire Conference						-
Nov 2	CWC Regional Fire Conference						-
Nov 3	CWC Regional Fire Conference						-
Nov 4	Rocky Museum Mtg	✓					26
Nov 4	CREMA Mtg		✓				-
Nov 5	Council Mtg				✓		28
Nov 5	CWC Community Crime Watch Mtg		✓				-
Nov 6	Rec Board Mtg	✓					26
Nov 7	David Thompson Tourism Forum						-
Nov 7	Mtg with Ministers Nixon & Schweitzer	✓					26
Nov 7	Rural Crime Tour						-
Nov 8	AB Manning Conference, RD						-
Nov 11	Travel to RMA	✓					-
Nov 12	EOEP	✓	✓				-

PAID

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Remuneration Calculation (for office use only)			
	Meetings @ 92.00 =	—	First 5000 Kms @ \$0.58 =
12	Meetings @ 172.00 =	2064.00	Over 5000 Kms @ \$0.52 =
13	Meetings @ 136.00 =	1768.00	Lunch @ 16.00 =
2	Meetings @ 308.00 =	616.00	
	Supervision =	1105.00	
		5553.00	574
			9.46
			307.94

UBER RECEIPT



SWANSON - Nov 19
PAGE 2

Councillor and Board Member 2019 Remuneration Statement

TOTAL = _____ TOTAL = _____

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
Nov 12	Mtg w Chief of Staff -Infrastructure						-
Nov 12	Mtg w Minister Glubish			✓			-
Nov 12	RMA Fall Conference						-
Nov 13	RMA Fall Conference	✓	✓				-
Nov 13	Telus Tour Meet & Greet			✓			-
Nov 14	RMA Fall Conference	✓	✓				-
Nov 14	Mtg with Minister Nixon			✓			-
Nov 15	RMA Fall Conference	✓					-
Nov 15	Mtg with Minister Aheer						-
Nov 15	Mtg w Chief of Staff - Municipal Affairs		✓				-
Nov 15	Travel back from conference			✓			-
Nov 15	Evergreen Hall Potluck & Pie Auction						-
Nov 19	Council Workshop	✓	✓				26
Nov 19	Condor Public Services Bldg Open House			✓			-
Nov 20	MPC	✓					26
Nov 20	CAEP Fall General Mtg		✓				201
Nov 21	Rimby Regional Synergy Industry Group Mtg						139
Nov 23	Parade of Lights	✓					26
Nov 25	Mtg w Reeve & CAO						-
Nov 26	Council Meeting				✓		26
Nov 29	Nordegg Open House	✓					26

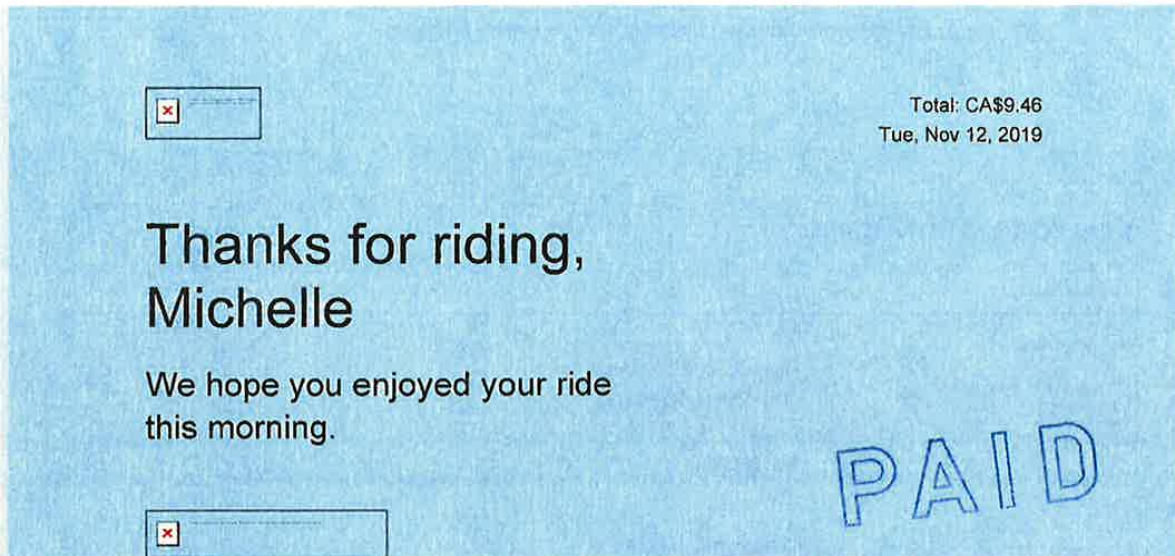
PAID

Michelle Swanson - Division Seven

From: Michelle Swanson <swansonrockymtn@gmail.com>
Sent: Tuesday, November 19, 2019 7:42 AM
To: Michelle Swanson - Division Seven
Subject: Fwd: Your Tuesday morning trip with Uber

----- Forwarded message -----

From: **Uber Receipts** <uber.canada@uber.com>
Date: Tue, Nov 12, 2019 at 9:45 AM
Subject: Your Tuesday morning trip with Uber
To: <swansonrockymtn@gmail.com>



Total **CA\$9.46**

Trip fare CA\$9.46

Subtotal CA\$9.46



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	John Vandermeer
Date:	Nov. 30/19
Signature (Councillor / Board Member):	

PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
4	CAEP – CRTC mtng	X					160
5	Council mtng				X		80
7	Justice Min. town hall	X					80
11	Veteran's day	X					16
12	Mediation mtng	X	X				
	RMA			X			260
13	RMA	X	X				
14	RMA	X	X				
15	RMA	X	X				260
19	Council workshop	X					80
	Condor Grand Opening		X				20
20	MPC	X					80
	CAEP Fall Gen. Mtng.		X	X			160
22	CAEP-Min. Indig.Rel.	X	X				372
23	Parade of lights	X					80

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Remuneration Calculation (for office use only)			
0	Meetings @ 92.00 =	0	
12	Meetings @ 172.00 =	2064.00	0
9	Meetings @ 136.00 =	1224.00	1808
2	Meetings @ 308.00 =	616.00	0
	Supervision =	1105.00	0
TOTAL =		5009.00	940.16

TOTAL = 940.16



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Jim Duncan
Date:	Dec 20, 2019
Signature (Councillor / Board Member):	

PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
Dec 2	EOEP Course	X	X				40
Dec 3	EOEP Course	X	X				40
Dec 4	Mediation	X	X				40
Dec 5	Mediation	X	X				40
Dec 10	Regular Council				X		40
Dec 11	Budget Discussions	X	X				40
Dec 12	Budget Discussions	X	X				40
Dec 13	Budget Discussions	X	X				40
Dec 17	Special Council Meeting	X					40
Dec 20	FCSS	X	X				20
Dec 20	Clearwater Trails		X				20

PAID

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Remuneration Calculation (for office use only)			
	Meetings @ 92.00 =		
9	Meetings @ 172.00 =	1548.00 ✓	400
8	Meetings @ 136.00 =	1088.00 ✓	First 5000 Kms @ \$0.58 =
1	Meetings @ 308.00 =	308.00 ✓	Over 5000 Kms @ \$0.52 =
	Supervision =	1105.00 ✓	Lunch @ 16.00 =
	TOTAL =	4049.00	TOTAL =
			208.00



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Tim Hoven
Date:	December 2019
Signature (Councillor / Board Member):	

PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
2	EOEP Course	X	X				91
3	EOEP Course	X	X				91
	Ferrier Gas Plant 50th Ann.						
5	CAPCC	X					91
6	CRMA BofD	X	X				
	Town County XMas Party						91
10	Council				X		121
	Caroline Ag Society			X			
11	Budget	X	X				45.5
	Mayors and Reeves			X			140
12	Budget	X	X				45.5
	SPIRT			X			157
13	Budget	X	X				91
17	Special Meeting	X					91

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PAID

Remuneration Calculation (for office use only)			
—	Meetings @ 92.00 =		First 5000 Kms @ \$0.58 =
8	Meetings @ 172.00 =	1376.00	Over 5000 Kms @ \$0.52 =
9	Meetings @ 136.00 =	1224.00	Lunch @ 16.00 =
1	Meetings @ 308.00 =	308.00	
	Supervision =	2054.00	

TOTAL \$4962.00

TOTAL

\$548.60



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Cammie Laird
Date:	Dec, 2019
Signature (Councillor / Board Member):	<i>C Laird</i>

PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

PAID

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
Dec 2	Attd: Course Muni 101 @ Christ. Cent. (08:30-17:00 Hrs.)	1	1				28
Dec 3	Attd: Course Muni 101 @ Christ. Cent. (08:00-16:30 Hrs.)	1	1				28
Dec 4	Mtg: Mediation @ Christ. Cent. (11:30-18:30 Hrs.)	1	1				28
Dec 5	Mtg: Mediation @ Christ. Cent. (07:30-16:30 Hrs.)	1	1				28
Dec 6	Attd: Joint Christ. Party @ Lou Soppit Cent. (17:30-22:00 Hrs.)						
Dec 9 *	Mtg: RMH Senior Housing (08:30-12:30 Hrs.)	1					28
Dec 10	Mtg: Reg. CC Council (08:30-17:00 Hr.)				1		26
Dec 11	Mtg: Budget CC Council (08:30-17:00 Hr.)	1	1				26
Dec 12	Mtg: Budget CC Council (08:30-17:00 Hr.)	1	1				26
Dec 13	Mtg: Budget CC Council (08:30-17:00 Hr.)	1	1				26
Dec 17	WkShp: CC Med. (08:30-12:00 Hrs.) & Staff CC-C Christ. Lunch (12:00-13:00 Hrs.)	1					26
Dec 17	Sp. Mtg: Budget CC Council (13:00 - 16:00 Hrs.)		1				

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Councillor and Board Member 2019 Remuneration Statement

Remuneration Calculation (for office use only)					
1	Meetings @ 92.00 =	92.00 ✓			First 5000 Kms @ \$0.58 =
8	Meetings @ 172.00 =	1376.00 ✓	270		Over 5000 Kms @ \$0.52 = 140.40
8	Meetings @ 136.00 =	1088.00 ✓			Lunch @ 16.00 =
1	Meetings @ 308.00 =	308.00 ✓			
	Supervision =	1105.00 ✓			
TOTAL =		3969.00			TOTAL = 140.40



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Theresa Laing
Date:	Dec 12, 2019
Signature (Councillor / Board Member):	<i>T. Laing</i>

PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
Dec 2, 2019	Muni 101	X	X				14
Dec 3	Muni 101	X	X				14
Dec 9	** Senior Housing	X					14
Dec 10	Council				X		14
Dec 11	Budget meeting	X	X				14
Dec 12	Budget	X	X				14
Dec 13	Budget	X	X				14
Dec 17	Special Council Meeting	X					14
Dec 18	Crime meeting town hall	X					14
Dec 20	Senior Housing * *	X					14

PAID

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Remuneration Calculation (for office use only)			
2	Meetings @ 92.00 =	184.00	
7	Meetings @ 172.00 =	1204.00	
5	Meetings @ 136.00 =	680.00	
1	Meetings @ 308.00 =	308.00	
	Supervision =	1105.00	
TOTAL =		\$3481.00	
			140
	First 5000 Kms @ \$0.58 =		
	Over 5000 Kms @ \$0.52 =		72.80
	Lunch @ 16.00 =		
TOTAL =			72.80



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Daryl Lougheed
Date:	Dec. 12, 2019
Signature (Councillor / Board Member):	<i>Daryl Lougheed</i>



PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
2	Munis 101	X	X				66
3	Munis 101	X	X				66
10	Reg. Council				X		60
11	Budget	X	X				60
12	Budget	X	X				60
13	Budget	X	X				60
17	Special Council	X					60
18	MPC	X	X				60

PAID

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Remuneration Calculation (for office use only)					
—	Meetings @ 92.00 =	—		First 5000 Kms @ \$0.58 =	
7	Meetings @ 172.00 =	1204.00	492	Over 5000 Kms @ \$0.52 =	255.84
6	Meetings @ 136.00 =	816.00		Lunch @ 16.00 =	
1	Meetings @ 308.00 =	308.00			
	Supervision =	1105.00			
	TOTAL =	3433.00		TOTAL =	255.84



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Michelle Swanson
Date:	December 16
Signature (Councillor / Board Member):	

PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
Dec 1	Municipal Governance 101	✓	✓				26
Dec 1	Municipal Governance 101	✓	✓				26
Dec 1	Clearwater Community Crime Watch			✓			-
Dec 4	Rec Board Meeting	✓					26
Dec 6	CRMA MTG Kneehill County	✓	✓	✓			405
Dec 7	Summer Village Burntstick Lake Council Meeting	✓					
Dec 10	Council Meeting				✓		26
Dec 10	AB Master Games Exe Board Mtg						-
Dec 11	Budget Discussions	✓	✓				26
Dec 12	Budget Discussions	✓	✓				26
Dec 13	Budget Discussions	✓	✓				26
Dec 14	Aurora Christmas Potluck						-
Dec 16	13 Ways Webinar: Eco Dev						-
Dec 16	Frisco Hall Christmas Potluck						-
Dec 17	Special Meeting	✓					26

PAID

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Remuneration Calculation (for office use only)			
—	Meetings @ 92.00 =	—	
10	Meetings @ 172.00 =	1720.00	665
9	Meetings @ 136.00 =	1224.00	First 5000 Kms @ \$0.58 =
1	Meetings @ 308.00 =	308.00	Over 5000 Kms @ \$0.52 =
	1 Supervision =	1105.00	Lunch @ 16.00 =
	TOTAL =	\$4357.00	345.80



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Councillor and Board Member 2019 Remuneration Statement

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
Dec 18	MPC	X					26
Dec 18	Crime Reduction Town Hall		X				26
Dec 20	Jason Nixon Meet & Greet						-

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Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	John Vandermeer
Date:	December 31, 2019
Signature (Councillor / Board Member):	<i>John Vandermeer</i>

PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
2	Meet Min. Mclver -Trans-CAEP	X					160✓
3	Munis 101 EOEP	X	X				80✓
4	CAEP -Org & Board	X					160✓
4	Mediation		X	X			80✓
5	Mediation	X	X				80✓
10	Council				X		80✓
11	Budget	X	X				80✓
12	Budget	X	X				80✓
13	Budget	X	X				80✓
17	CAEP – Min. Fir Ec. Dev. T.	X					160✓
17	Special Council Mtng		X				80✓
18	MPC	X	X				80✓

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Remuneration Calculation (for office use only)			
	Meetings @ 92.00 =		First 5000 Kms @ \$0.58 =
9	Meetings @ 172.00 =	1548.00 ✓	Over 5000 Kms @ \$0.52 =
9	Meetings @ 136.00 =	1224.00 ✓	Lunch @ 16.00 =
1	Meetings @ 308.00 =	308.00 ✓	
	Supervision =	1105.00 ✓	
		4185.00	624.00