

**CLEARWATER COUNTY
COUNCIL AGENDA
February 11, 2014
9:00 A.M.
Council Chambers
4340 – 47 Avenue, Rocky Mountain House AB**

11:00 A.M. DELEGATION: Ag Fieldhouse Committee – Ag Recreation Facility

11:15 A.M. DELEGATION: Pow Wow Committee – “Pow Wow Philosophy”

11:30 A.M. DELEGATION: Larry Holstead & Loyal Ma – Tour Alberta

A. CALL TO ORDER

B. AGENDA ADOPTION

C. CONFIRMATION OF MINUTES

1. January 28, 2014 Regular Meeting Minutes

D. PUBLIC WORKS

1. Policy Review *FINAL*: Road Use for Industrial/Commercial Truck Hauls
2. Bylaw 982/13 Road Allowance Permit – Third Reading

E. PLANNING

1. Bylaw 984/14 Land Use Amendment – First Reading
2. Proposed Amendments to Planning and Development Policies
3. “Draft South Saskatchewan Regional Plan” – Update

F. CORPORATE SERVICES

1. Request for Tax Penalty Waiver
2. Funding for Westview Lodge

G. MUNICIPAL

1. Alberta Land Institute Land Use 2014 Conference
2. FCM Conference 2014
3. Reschedule Start Time for Council’s February 25 Regular Meeting
4. 11:00 A.M. Delegation: Ag Fieldhouse Committee – Ag Recreation Facility *ITEM TO FOLLOW*

H. COMMUNITY & PROTECTIVE SERVICES

1. Family & Community Engagement Council Recruitment
2. Transportation Strategy for Alberta
3. 11:15 A.M. Delegation: Pow Wow Committee – “Pow Wow Philosophy” *VERBAL*
4. 11:30 A.M. Delegation: Larry Holstead and Loyal Ma – Tour of Alberta Roadrace

I. IN CAMERA

1. Land
2. Legal
3. Legal
4. Legal

*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, Sections 21 (1)(ii); 24 (1)(a)(c); 25 (1)(c)iii; and 27 (1)(a)

J. COMMITTEE REPORTS

K. INFORMATION

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

L. ADJOURNMENT

TABLED ITEMS

Date Item, Reason and Status

- | | |
|----------|---|
| 04/10/12 | Arbutus Hall Funding Request <ul style="list-style-type: none">• To allow applicant to provide a complete capital projects plan. STATUS: Pending Information, Community and Protective Services |
| 09/10/13 | Repair of Bridge BF01963 <ul style="list-style-type: none">• Reallocation of funds from bridge rehabilitation for the James River Bridge repair STATUS: Pending Information, Alberta Transportation/Public Works |
| 11/26/13 | Caroline HUB Committee Terms of Reference <ul style="list-style-type: none">• Approval of the Caroline HUB Committee Terms of Reference as presented STATUS: Pending Information, Community and Protective Services |



Agenda Item

Project: Road Use Policy for Industrial/Commercial Truck Hauls - Final Review	
Presentation Date: February 11, 2014	
Department: Public Works	Author: Erik Hansen
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Infrastructure & Asset Management	Goal: - To effectively manage the financial and physical assets of the County in order to support the growth and development of the County while obtaining maximum value from County owned infrastructure and structures.
Legislative Direction: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input checked="" type="checkbox"/> County Bylaw or Policy - Road Use Policy for Industrial/Commercial Truck Hauls	
Recommendation: That Council reviews the final draft of the amended policy and accepts it as presented.	
Attachments List: Road Use Policy for Industrial/Commercial Truck Hauls	

Background: As per the direction provided during the January 28th Council meeting, staff are bringing forth the final draft of the Road Use Policy for Industrial/Commercial Truck Hauls for review.

If approved, this policy will be amended and added to our current policy list.

(Attachment)

Clearwater County

ROAD USE POLICY FOR INDUSTRIAL / COMMERCIAL TRUCK HAULS

EFFECTIVE DATE: June 24, 2008
Revision: February 11, 2014
SECTION: Public Works

POLICY STATEMENT:

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

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

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

PROCEDURE:

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

2. Haulers shall contact the Public Works office to determine appropriate routes. Condition of roads, adjacent developments and truck travel distance will be considered when assigning routes.
3. All policies and regulations associated with weight restrictions shall be adhered to.
4. County staff, as a condition of assigning a haul route, may require the contractor to apply dust control on the road for safety reasons or on the road in front of affected residents.
5. If County staff becomes aware of a major haul through a complaint, the complaint will be investigated and the contractor may be required to stop hauling, to change routes or apply dust control.
6. County staff shall monitor roads used for major hauls and excessive damage repair costs will be charged to the permit holder.

In instances where major road damage is inevitable, or where collection for damages may be difficult, the Director, Public Works is authorized to take securities in the form of irrevocable letters of credit. Said securities will be used by the County to repair damages when a permit holder does not repair or maintain roads as required by the Director, Public Works.

7. The Director, Public Works and the County Chief Administrative Officer (CAO) are authorized to ban roads on a temporary basis and to take any appropriate enforcement action necessary to implement this policy and protect County and public interests during major truck hauls. This enforcement action may include, in addition to implementing road bans, suspending a permit holder's ability to obtain a single trip permit or a Road Use Agreement for a period of time until the Director, Public Works or the CAO is satisfied that the hauler is able and willing to abide by the requirements of this policy.
8. The area Councillor will be informed of any action taken by County staff under this policy.
9. Road Use Agreements will be issued covering a time period that allows the applicant to complete the work considering weather conditions and other factors that influence start and completion of the haul.
10. Generally Clearwater County requires all equipment (including service rigs) to be loaded or unloaded directly on the designated lease.

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

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

If permission is granted you will receive the following email:

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

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



Agenda Item

Project: Third Reading for Permitting of Road Allowance which lies between E-35-41-8-W5M and W-36-41-8-W5M (approximately 6.10 acres)	
Presentation Date: February 11, 2014	
Department: Public Works	Author: Brian Bilawchuk
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Infrastructure & Asset Management	Goal: Protection of the Investment of the Current Surfaced Infrastructure
Legislative Direction : <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input checked="" type="checkbox"/> County Bylaw or Policy (cite) <u>Bylaw 982/13</u>	
Recommendation: For Council to defeat third reading of Bylaw 982/13	
Description: Randy and Peggy Valstar on behalf of Renato Pedrazzini, have requested to withdraw application to lease road allowance as described above.	
<p>Background: Randy and Peggy Valstar, on behalf of Renato Pedrazzini, had made application to Clearwater County to lease the undeveloped road allowance which lies between E1/2-35-41-8-W5M and W1/2-36-41-8-W5M for cattle grazing purposes. The application passed first reading and was advertised for two weeks and a public hearing was scheduled for second and third reading.</p> <p>At the Public Hearing, Rick Artzen presented in objection to the application. Council voted to pass second reading and to have Mr. Artzen and the Applicant meet to address concerns and bring the application back once they had come to a suitable arrangement for the third reading.</p> <p>The Applicant and Mr. Artzen have met, and could not reach a suitable arrangement for both parties. The Applicant has since reconsidered the application, and will place a fence on their side of the road allowance, thereby not needing to lease the road allowance.</p> <p>The applicant has sent an email to Clearwater County requesting to withdraw their application.</p>	

From: Randy & Peggy Valstar [mailto:rpj3valstar@hotmail.com]

Sent: February-03-14 2:40 PM

To: PublicWorks

Subject: Re: lease a specific road allowance

ATTN. Brian

Please withdraw the application to lease the road allowance specified below.

BY-LAW NO. 982/13

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

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

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

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

The portion which lies between the E1/2-35-41-8 W5M and W1/2-36-41-8 W5M (approximately 6.10 acres more or less).

Excepting thereout all mines and minerals.

READ A FIRST TIME this 10 day of December A.D., 2013.

REEVE

CHIEF ADMINISTRATIVE OFFICER

PUBLIC HEARING held this 13 day of January A.D. 2014.

READ A SECOND TIME this 13 day of January A.D., 2014.

REEVE

CHIEF ADMINISTRATIVE OFFICER

READ A THIRD AND FINAL TIME this day of A.D., 2014.

REEVE

CHIEF ADMINISTRATIVE OFFICER



Agenda Item

Project: 1st Reading of Bylaw 984/14 for Application No. 01/14 to amend the Land Use Bylaw	
Presentation Date: February 11, 2014	
Department: Planning	Author: Eleanor Pengelly
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: N/A	Goal: N/A
Legislative Direction: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input checked="" type="checkbox"/> County Bylaw or Policy (cite) <u>Land Use Bylaw</u>	
Recommendation: Consider granting 1st reading of Bylaw 984/14 and proceeding to a public hearing	
<p>Background: Richard and Lorraine Klone own 1.71 acres of land described as Plan 812 1228, Lot 1 (PT SW 31-39-05 W5). The subject land is located 8 miles east of Rocky Mountain House.</p> <p>The land is currently zoned Industrial District "I". It was zoned to the Industrial District "I" in 1980 in order to accommodate a commercial pottery operation on the property.</p> <p>The property has changed title and the present owners are using it as a residential site. The parcel contains a residence and a detached garage. The landowners would like to add more buildings in the future for their residential use. Thus this application is to rezone the parcel to the Country Residence District "CR" as shown on Schedule "A" of the Bylaw.</p> <p>Legal and physical access to the land is via Range Road 6-0, the Beaver Flats Road, adjacent the west boundary of the parcel. Surrounding land use is country residential and agricultural.</p> <p>Planning Direction: The Land Use Bylaw, Section 13.4(3) stipulates that the purpose of Country Residence District "CR" is to "accommodate and regulate traditional country residential parcels while not permitting any agricultural pursuits." Although the subject parcel is smaller than the standard lot size of 2.25 to 3.6 acres, the use of the parcel fits with the "CR" District.</p> <p>Recommendation: That Council consider granting first reading to Bylaw 984/14 and proceed to a public hearing.</p>	



CLEARWATER COUNTY

Application for Amendment to the Land Use Bylaw

Application No. 01/14

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

APPLICANT: RICHARD Klone & Lorraine Klone

ADDRESS & PHONE: RRI SITE 4 Comp 34 RMH AB, T4T-2A1

REGISTERED OWNER: RICHARD Klone & Lorraine Klone

ADDRESS & PHONE: RRI SITE 4 Comp 4, RMH AB, T4T-2A1

AMENDMENT REQUESTED: HUSBAND=403 418 5185, WIFE=403 418 5176

- CHANGE OF LAND USE DISTRICT FROM: Industrial District "I" TO: Country Residence District "CR"
 LEGAL DESCRIPTION OF PROPERTY: SW 1/4 Sec. 31 Twp. 39 Rge. 05 W5M
 OR: LOT: 1 BLOCK 1 REGISTERED PLAN NO.: 812 1228
 OR: CERTIFICATE OF TITLE NO.: _____ (Site Plan is attached)
 SIZE OF AREA TO BE REDESIGNATED: 1.71 (Hectares / Acres)

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

To change the land use designation of the subject property from Industrial District "I" to Country Residence District "CR."

3. REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT:

To bring existing and future development into compliance with the Land Use Bylaw.

DATE: Jan 9, 2014 APPLICANT'S SIGNATURE [Signature]

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 \$ 400.00 DATE PAID: January 7, 2014 RECEIPT NO. 97196

[Signature]
SIGNATURE OF DEVELOPMENT OFFICER
IF APPLICATION COMPLETE

IMPORTANT NOTES ON REVERSE SIDE



Application #01/14 to Amend the Land Use Bylaw
Redistrict Entire Parcel of 1.71 acres
From Industrial District "I" to Country Residence District "CR"
Lot 1, Plan 812 1228 (PT SW 31-39-05 W5M)
Richard & Lorraine Klone

1:1,000



BYLAW NO. 984/14

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 Country Residence District "CR" is to accommodate and regulate traditional country residential parcels while not permitting any agricultural pursuits.

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 all of Plan 812 1228, Lot 1 (PT SW 31-39-05 W5M), as outlined in red on the attached Schedule "A", be redesignated from the Industrial District "I" to the Country Residence District "CR".

READ A FIRST TIME this _____ day of _____ A.D., 2014.

REEVE

MUNICIPAL MANAGER

PUBLIC HEARING held this _____ day of _____ A.D., 2014.

READ A SECOND TIME this _____ day of _____ A.D., 2014.

READ A THIRD AND FINAL TIME this ___ day of _____ A.D., 2014.

REEVE

MUNICIPAL MANAGER

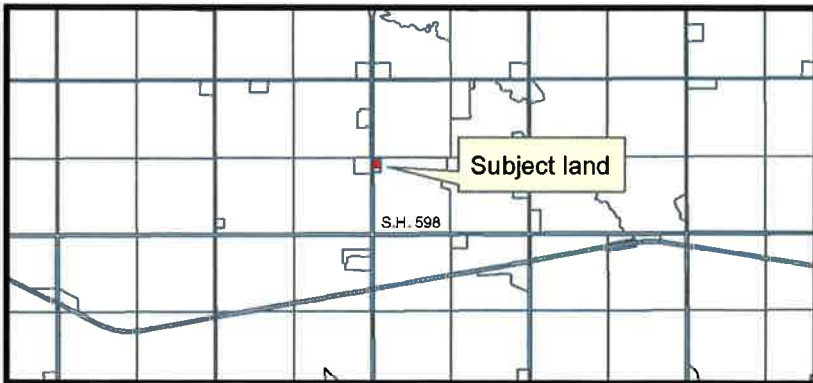
31

RGE RD 6-0 (Beaver Flats Road)

Redistrict 1.71 acres
From Industrial "I" to
Country Residence "CR"

SW 31-39-05 W5M

Secondary Highway 598



**Bylaw 984/14
Schedule "A"**



**Application 01/14 to Amend the Land Use Bylaw
Redistrict Entire Parcel of 1.71 acres
From Industrial "I" to Country Residence "CR"
Lot 1, Plan 812 1228 (PT SW 31-39-05 W5M)
Richard & Lorraine Klone**



13.4 (3) COUNTRY RESIDENCE DISTRICT "CR"

THE PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND REGULATE TRADITIONAL COUNTRY RESIDENTIAL PARCELS WHILE NOT PERMITTING ANY AGRICULTURAL PURSUITS.

A. PERMITTED USES

1. Detached dwelling
2. Ancillary buildings

B. DISCRETIONARY USES

1. Home occupation
2. Local community centre or hall
3. Manufactured home in a grouped "CR" subdivision intended for manufactured homes or on an isolated "CR" lot.
4. Minor agricultural uses only as provided for in Section 3.2(1)
5. Playground and/or other outdoor recreation facilities to serve this district
6. Public building or use required to serve this district
7. Residential shop
8. Guest house

C. ACCEPTABLE LOT SIZE

1. For residential use, 0.91 to 1.46 hectares (2.25 to 3.6 acres) with a minimum mean lot width of 50 metres (165 feet), unless:
 - (a) an applicable statutory plan or outline plan in accordance with Section 6.2.20 of the Municipal Development Plan provides for a parcel size between 1 to 1.5 hectares (2.5 to 4 acres) with a minimum mean lot width of 50 metres (165 feet), or
 - (b) the parcel was created prior to the adoption of the Municipal Development Plan, 1 to 1.5 hectares (2.5 to 4 acres) with a minimum mean lot width of 50 metres (165 feet).
2. For non-residential uses, the lot size shall be as required by the Development Officer subject to a minimum lot frontage of 30 metres (100 feet).

D. MINIMUM TOTAL FLOOR AREA

1. Detached dwelling: 100 square metres (1,000 sq. ft.) unless otherwise approved by the Development Officer.
2. Manufactured Home: 75 square metres (800 sq. ft.) unless otherwise approved by the Development Officer.

- E. MINIMUM DEPTH OF FRONT YARD
7.5 metres (25 feet) on an internal road and otherwise as required pursuant to Section 10.3 and Figures 1 to 7 of the Supplementary Regulations.
- F. MINIMUM WIDTH OF SIDE YARD
5 metres (15 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
7.5 metres (25 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 comply with setbacks as determined by the Development Officer.

- H. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS
 - 1. All buildings, including manufactured homes added to a lot shall be new unless otherwise approved by the Development Officer.
 - 2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site to the satisfaction of the Development Officer.
 - 3. A manufactured home without permanent foundation shall have the undercarriage screened from view so as to complement the appearance of the manufactured home.
 - 4. Ancillary structures and additions shall be designed to complement the main residence.
- I. MAXIMUM HEIGHT OF BUILDINGS
Two storeys or 8 metres (26 feet) but ancillary buildings, not more than 5 metres (16 feet).



Agenda Item

Project: Proposed Amendments to Planning and Development Policies	
Presentation Date: February 11, 2014	
Department: Planning & Development	Author: Kim Jakowski
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Land & Economic Development	Goal: Ensure the statutory land use and land development documents of the County properly direct land development and human settlement within the County with consideration on impacts to neighbouring municipalities, in particular the Town of Rocky Mountain House and Village of Caroline.
Legislative Direction: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input checked="" type="checkbox"/> County Bylaw or Policy (cite) <u>Planning and Development Policies</u>	
Recommendation: That Council reviews the information provided and approves the draft policy changes as presented.	
Attachments List: <ol style="list-style-type: none"> 1. Development Permit Fees, Lease Fees and Fees for Printed Materials 2. Development Permit Fees, and Fees for Printed Materials 3. Application for Amendment to the Land Use Bylaw 4. Application for Subdivision 5. Subdivision of Lands Not Requiring an Amendment to the Land Use Bylaw 6. Combined Processing of an Application for a Land Use Amendment and an Application for Subdivision Approval 7. Endorsement of Compliance 8. Schedule A – Fee and Refund Structure 	

Background:

Clearwater County's current Planning and Development Policies, determined by previous Councils, need to be updated in accordance with the newly approved Fee and Refund Schedule previously approved at the regular council meeting on January 28, 2014. The draft updated policies represent the approved changes made to the fee schedule by council as well as a few minor technical changes to titles and to make the policies in line with the Municipal Development Plan that was approved in 2010.

Typically proposed policy changes to be removed have been ~~struck through~~ whereas items intended to be added have been identified by being highlighted. Attached are the original Policies related to Planning and Development Fees with the proposed changes and reference to the previously approved Fee Schedule.

The following is a basic breakdown of the changes being made to the relevant policies related to the new Planning and Development Fees.

Policy 1

Application for Amendment to the Land Use Bylaw

Technical updates & Section Name Change

Replace old schedule of fees with new Schedule A – Fee and Refund Structure – Planning and Development

Policy 2

Application for Subdivision

Technical updates & Section Name Change

Remove fees from policy and replace with attached Schedule A – Fee and Refund Structure – Planning and Development

Policy 3

Combined Processing of an Application for a Land Use Amendment and an Application for Subdivision Approval

Technical updates & Section Name Change

Replace old schedule of fees with new Schedule A – Fee and Refund Structure – Planning and Development

Policy 4

Endorsement Compliance

Technical updates & Section Name Change

Remove section on Letter of Compliance – The Planning and Development Department has not provided this service in a number of years as it was discovered that it could be a liability to the County.

Reference Schedule A – Fee and Refund Structure – Planning and Development – New fee added for RPR's

Policy 5

Subdivision of Lands NOT Requiring an Amendment to the Land Use Bylaw

Technical updates & Section Name Change

Updates to make consistent with Municipal Development Plan

Remove fees from policy and replace with attached Schedule A – Fee and Refund Structure – Planning and Development

Policy 6

Development Permit Fees, Lease Fees and Fees for Printed Materials

Delete existing policy – to be replaced by two new policies separating the departments

Policy 7

Development Permit Fee and Fees for Printed Material

New policy to replace existing Development Permit Fee Policy that references the new fee schedule which includes the information and fees that were previously included in the old policy.

Administration is proposing to amend the Development Permit Fees, Lease Fees and Fees for Printed Materials by removing the Planning and Development Fees now included in that policy and by changing the title to Lease Fees and Fees for Printed Materials as indicated below

Clearwater County

DEVELOPMENT PERMIT FEES, LEASE FEES AND FEES FOR PRINTED MATERIALS and ASSESSMENT REVIEW BOARD FEES

EFFECTIVE DATE: February 2010

SECTION: Administration

POLICY STATEMENT:

To outline the charges for ~~permitted and discretionary development applications, appeal fees,~~ lease fees for County lands, and to set fees for the sale of printed materials and assessment review board fees.

PROCEDURE:

Fees for Development Permits shall be:

- ~~Permitted (all zoning) _____ \$ 25.00 (G.S.T. exempt)~~
- ~~Discretionary (all zoning) _____ \$ 50.00 (G.S.T. exempt)~~

~~Subdivision and Development Appeal Fee (SDAB) \$250.00 (G.S.T. exempt)~~

~~Refundable in full under the following circumstances:~~

- ~~a) The appellant successfully appeals the previous decision, or~~
- ~~b) At the discretion of the SDAB where the appellant raises issues of significance that result in the SDAB denying the appeal but altering the conditions of an approval as a result of the appellant's arguments.~~

~~Should the appeal be withdrawn before six working days (i.e. working days do not include Saturdays, Sundays or holidays) of the scheduled date of appeal where the date of the appeal is deemed to be one of the six days, the appeal fee will be 75 percent refunded.~~

- ~~Set of 3 Maps (East, Central and West) _____ \$ 25.00 (plus G.S.T.)~~
- ~~Individual Maps — East; Central; and West _____ \$ 10.00 each (plus G.S.T.)~~

Leasing of Lands Cost shall be specific to any given property as established by Council from time to time.

Land Use Bylaw (Text Only) \$20.00 per copy (plus G.S.T.)

Land Use Bylaw (c/w Color Maps) \$50.00 per copy (plus G.S.T.)

Faxing Copies	\$ 5.00 for the first page and \$1.00 for each additional page (plus G.S.T)
Copy of Minutes	\$ 1.00/page (plus G.S.T.)
Photocopy Large Documents	Charge to be set at the discretion of the CAO to cover the expense.
Municipal Development Plan (Text Only)	\$ 5.00 per copy (plus G.S.T.)
Tax Certificate	\$12.50 per Certificate (G.S.T. Exempt)
Assessment Record	\$12.50 per Record (G.S.T. Exempt)
Assessment Review Board (ARB) Fee	

Category of Complaint	Complaint Fee
Residential and farm land	\$50.00 per parcel
Non-residential	
Assessed value less than \$500,000	\$100.00 per parcel
Assessed value between \$500,000 and \$1,000,000.	\$300.00 per parcel
Assessed value between \$1,000,000 and \$5,000,000.	\$500.00 per parcel
Assessed value over \$5,000,000.	\$650.00 per parcel
Linear Property – Power Generation	Flat fee \$650.00 per facility
Linear Property - other	Flat fee \$50.00 per LPAUID
Equalized assessment	Flat Fee \$650.00

Refundable in full if the appellant successfully appeals the previous assessment (i.e. the initially assessed value is changed by the ARB).

Should the appeal be withdrawn before six working days (i.e. working days do not include Saturdays, Sundays or holidays) of the scheduled date of appeal where the date of the appeal is deemed to be one of the six days, the appeal fee will be 100 percent refunded.

***** Administration is proposing to delete/remove this policy and create two new policies to address Planning and Development Fees independent of Assessment and Administration fees. *****

Clearwater County

DEVELOPMENT PERMIT FEES, LEASE FEES AND FEES FOR PRINTED MATERIALS

EFFECTIVE DATE: February 2010

SECTION: Administration

POLICY STATEMENT:

To outline the charges for permitted and discretionary development applications, appeal fees, lease fees for County lands, and to set fees for the sale of printed materials.

PROCEDURE:

Fees for Development Permits shall be:

Permitted (all zoning)	\$ 25.00 (G.S.T. exempt)
Discretionary (all zoning)	\$ 50.00 (G.S.T. exempt)

Subdivision and Development Appeal Fee (SDAB) \$250.00 (G.S.T. exempt)

Refundable in full under the following circumstances:

- a) The appellant successfully appeals the previous decision, or
- b) At the discretion of the SDAB where the appellant raises issues of significance that result in the SDAB denying the appeal but altering the conditions of an approval as a result of the appellant's arguments.

Should the appeal be withdrawn before six working days (i.e. working days do not include Saturdays, Sundays or holidays) of the scheduled date of appeal where the date of the appeal is deemed to be one of the six days, the appeal fee will be 75 percent refunded.

Set of 3 Maps (East, Central and West)	\$ 25.00 (plus G.S.T.)
Individual Maps – East; Central; and West	\$ 10.00 each (plus G.S.T.)

Leasing of Lands	Cost shall be specific to any given property as established by Council from time to time.
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Land Use Bylaw (Text Only)	\$20.00 per copy (plus G.S.T.)
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Land Use Bylaw (c/w Color Maps)	\$50.00 per copy (plus G.S.T.)
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Faxing Copies	\$ 5.00 for the first page and \$1.00 for each additional page (plus G.S.T)
Copy of Minutes	\$ 1.00/page (plus G.S.T.)
Photocopy Large Documents	Charge to be set at the discretion of the Municipal Manager to cover the expense.
Municipal Development Plan (Text Only)	\$ 5.00 per copy (plus G.S.T.)
Tax Certificate	\$12.50 per Certificate (G.S.T. Exempt)
Assessment Record	\$12.50 per Record (G.S.T. Exempt)
Assessment Review Board (ARB) Fee	

Category of Complaint	Complaint Fee
Residential and farm land	\$50.00 per parcel
Non-residential	
Assessed value less than \$500,000	\$100.00 per parcel
Assessed value between \$500,000 and \$1,000,000.	\$300.00 per parcel
Assessed value between \$1,000,000 and \$5,000,000.	\$500.00 per parcel
Assessed value over \$5,000,000.	\$650.00 per parcel
Linear Property – Power Generation	Flat fee \$650.00 per facility
Linear Property - other	Flat fee \$50.00 per LPAUID
Equalized assessment	Flat Fee \$650.00

Refundable in full if the appellant successfully appeals the previous assessment (i.e. the initially assessed value is changed by the ARB).

Should the appeal be withdrawn before six working days (i.e. working days do not include Saturdays, Sundays or holidays) of the scheduled date of appeal where the date of the appeal is deemed to be one of the six days, the appeal fee will be 100 percent refunded.

Clearwater County

APPLICATION FOR AMENDMENT TO THE LAND USE ~~BY-LAW~~ Bylaw

EFFECTIVE DATE: May 1995

Updated _____, 2014

SECTION: ~~Assessment and Development~~ Planning and Development

POLICY STATEMENT:

To establish the procedure for fee/refund structure for processing applications relating to a change in Land Use designation, or, a change in principle or substance to the Land Use ~~By-Law~~ Bylaw.

PROCEDURE:

1. Initial consultation between the Applicant and Development Officer.
2. Completed application and supporting documentation submitted to the County.
3. Application placed on the next available Council Agenda.
4. Development Officer conducts physical inspection of site if necessary.
5. Development Officer prepares background report.
6. Bylaw prepared by staff for inclusion with Council Agenda.
7. Applicant invited to attend Council meeting at appointed time, if necessary:
 - a. Attendance mandatory if staff feel the application is contrary to planning policy
 - b. Attendance requested if Development Officer feels that the needs of Council would be better served by the applicant's attendance.
 - c. Applicant may request an appointed time.
8. Development Officer present background report to Council.
9. Council adopts, or defeats, a motion calling for first reading to subject bylaw.

Or

Council tables first reading subject to submission of further information or attendance by applicant.
10. If Council adopts a motion for first reading, the Development Officer shall prepare the application for a Public Hearing:
 - a. Reserve a time period, coinciding with a regular meeting of Council, approximately 30 days from the mailing of notification of same to mandatory recipients.
 - b. Prepare a referral listing comprised of registered owner, applicant, agent, adjacent landowner's, registered interests on title, various agencies, and any other parties whom are deemed to be affected by the subject application.
 - c. Prepare a comprehensive referral package for mailing to aforementioned referral listing.
 - d. Appointed time for Applicant to speak to application schedule with ~~M.P.C.~~ **Municipal Planning Commission (MPC)** if deemed necessary.
 - e. Tour subject site conducted by MPC at regular monthly meeting.
 - f. Adopted recommendation from MPC recorded
 - g. Compile responses from referrals for presentation to Council.
 - h. Ensure that Public Hearing is advertised for two consecutive weeks in locally circulated newspaper.
 - i. Present background report and referral responses to Council at Public Hearing

Or

If Council tables the subject application:

- j. Reschedule the application and ensure that reasons for tabling are addressed

Or

If Bylaw fails the motion for first reading:

- k. Advise applicant, in writing, that application is deemed to be refused, and, initiate applicable refund of prescribed fee.

- 11 Pending the results of the Public Hearing, Council will entertain a motion for second reading to the Bylaw, or, table second reading pending the address of concerns resulting from the Public Hearing.
If a motion for a second reading the Bylaw is passed the Development Officer may request that Council table a motion for third reading pending the submission of an application for subdivision.
If a motion for second reading to the Bylaw is adopted, and a subsequent motion for third reading is also adopted, the Bylaw is deemed to be binding. The Development Officer shall inform the applicant, in writing, of this decision and shall provide further advice as to subdivision or development.
Should Council table second and third readings, the Development Officer shall address the outstanding deficiencies, or concerns, and bring the Bylaw back to Council at such time that it is prudent to do so.
12. Upon adoption of the amending Bylaw, the Development Officer shall initiate the update of the Land Use Bylaw accordingly.

Supplementary Regulations Extracted from Land Use Bylaw

- i. The Council may, at any time, initiate a bylaw to amend the Land Use Bylaw by directing the Development Officer to initiate an amendment thereto.
- ii. The Development Officer shall determine when the application will be placed before Council, and shall issue not less than 10 days notice to the applicant.
- iii. An application for amendment shall be placed before the Council within 60 days of its receipt by the Development Officer.
- iv. If Council approves an application to re-designate any area of land for the purpose of accommodating a proposed subdivision, the re-designation shall be reversed 12 months later if, at the time, subdivision approval is not secured.

Application Fee Structure and Refund Policy

The fee and refund structure attached to this Land Use Amendment Policy, shall be as outlined on the attached "Schedule A", which forms part of this Policy. ~~"Schedule B" and "Schedule C". Any variance in application, not covered by the three aforementioned schedules, shall be determined by the Development Officer, via adoption of the applicable fee and refund schedule which most closely represents the submitted application.~~

**SCHEDULE A
FEE AND REFUND STRUCTURE
FOR LAND USE AMENDMENT APPLICATIONS**

**AGRICULTURE DISTRICT "A"
TO
"CR" "CRA" "CRMI" "HR" "LR"
*Remove Chart***

Number of Parcels	1	2	3	4	5	6	7	8
APPLICATION FEES								
Basic Fee – Land Use Amendment	300	300	300	300	300	300	300	300
Additional Fee – Land Use Amendment	100	200	300	400	400	400	400	400
Total Fees	400	500	600	700	700	700	700	700
Refund @ 1st Reading								
Basic Fee – Land Use Amendment	150	150	150	150	150	150	150	150
Additional Fee – Land Use Amendment	50	100	150	200	200	200	200	200
Total Refund @ 1st Reading	200	250	300	350	350	350	350	350
Net Cost to Applicant	200	250	300	350	350	350	350	350
Refund @ 2nd Reading								
Basic Fee – Land Use Amendment	150	150	150	150	150	150	150	150
Additional Fee – Land Use Amendment	0	0	0	0	0	0	0	0
Total Refund @ 2nd Reading	150	150	150	150	150	150	150	150
Net Cost to Applicant	250	350	450	550	550	550	500	500

**SCHEDULE B
FEE AND REFUND STRUCTURE
FOR LAND USE AMENDMENT APPLICATIONS**

AGRICULTURE DISTRICT "A"

TO

~~"I" "LI" "P" "HD" "HC"~~

~~*Remove Chart*~~

Number of Parcels	1	2	3	4	5	6	7	8
APPLICATION FEES								
Basic Fee – Land Use Amendment	500	500	500	500	500	500	500	500
Additional Fee – Land Use Amendment	200	400	600	800	800	800	800	800
Total Fees	700	900	1,100	1,300	1,300	1,300	1,300	1,300
Refund @ 1st Reading								
Basic Fee – Land Use Amendment	250	250	250	250	250	250	250	250
Additional Fee – Land Use Amendment	100	200	300	400	400	400	400	400
Total Refund @ 1st Reading	350	450	550	650	650	650	650	650
Net Cost to Applicant	350	450	550	650	650	650	650	650
Refund @ 2nd Reading								
Basic Fee – Land Use Amendment	250	250	250	250	250	250	250	250
Additional Fee – Land Use Amendment	0	0	0	0	0	0	0	0
Total Refund @ 2nd Reading	250	250	250	250	250	250	250	250
Net Cost to Applicant	450	650	850	1,050	1,050	1,050	1,050	1,050

**SCHEDULE C
FEE AND REFUND STRUCTURE
FOR LAND USE AMENDMENT APPLICATIONS**

AGRICULTURE DISTRICT "A"

TO

~~"RF" "MHP" "IA"~~

Remove Chart

	Basic Fee	Additional Fee	Minimum	Maximum
Agricultural District "A" to Recreation Facility District "RF"	500.00	\$ 10 Per Acre	525.00 (2.5 acres)	1,300.00 (80 acres)
Refund at 1st reading	250.00	50 % of additional	262.50	650.00
Net Cost to Applicant	250.00	50 % of additional	262.50	650.00
Refund at 2nd reading	250.00	0.00	250.00	250.00
Net Cost to Applicant	250.00	100% of additional	275.00 (2.5 acres)	1,050.00 (80 acres)
Agricultural District "A" to Mobile Home Park District "MHP"	500.00	\$ 30 Per stall	800.00 (10 stalls)	2,000.00 (50 stalls)
Refund at 1st reading	250.00	50 % of additional	400.00	1,000.00
Net Cost to Applicant	250.00	50 % of additional	400.00	1,000.00
Refund at 2nd reading	250.00	0	0	0
Net Cost to Applicant	250.00	100% of additional	550.00 (10 stalls)	1,750.00 (50 stalls)
Agricultural District "A" to Intensive Agriculture District "IA"	1,000.00	Nil	1,000.00	1,000.00
Refund at 1st reading	500.00	N/A	500.00	500.00
Net Cost to Applicant	500.00	N/A	500.00	500.00
Refund at 2nd reading	250.00	N/A	250.00	250.00
Net Cost to Applicant	750.00	N/A	750.00	750.00

Clearwater County

APPLICATION FOR SUBDIVISION

EFFECTIVE DATE: April 1995

Updated _____, 2014

SECTION: **Assessment and Development** **Planning and Development**

POLICY STATEMENT:

To establish the procedure for processing applications for subdivision, and to set out the fee structure associated with an application.

Subdivision Approving Authority:

The Municipal District of Clearwater No. 99 assumed the responsibility of Subdivision Approving Authority as at April 1, 1995. The Council of the municipality subsequently delegated this authority to the Municipal Planning Commission. The Municipal Planning Commission has delegated limited approval to the Chairman of the Commission, and, in the absence of the Chairman, the Vice-Chairman assumes these responsibilities. Approval, by either of these two members, is limited to proposals to create a single parcel, where the parcel meets all of the criteria for the first parcel out provision of the Subdivision Regulations, or, where the proposed parcel has been re-designated by Council via the Land Use Amendment process.

PROCEDURE:

1. Initial consultation with applicant by Development Officer.
2. Submission of completed application to Development Officer, complete with supporting documentation as required. Proposed parcels, which meet the criteria of the "first parcel out" provision of the Subdivision Regulation, will not be processed until such time that a Surveyor's Sketch is submitted **for a developed site.**
3. Development Officer initiates the referral process as outlined within the Subdivision Regulation. A period of 30 days is herein deemed to be an adequate time period in which to receive responses to the aforementioned referrals.
4. Development Officer may conduct a physical inspection of the proposed subdivision if necessary.
5. Upon expiry of the 30 day referral period, the Development Officer shall place the subject application on the Municipal Planning Committee Agenda, unless the application meets the criteria for approval by the Chairman of the Municipal Planning Commission.
6. The Development Officer shall prepare a brief background report on the proposal, as well as a "Staff Recommendation", as to a decision on the application. Said report shall be provided to Commission members prior to the regular tour and meeting. A site inspection shall remain an option to the Commission membership.
7. The Subdivision Regulation stipulates that a decision, on any given application, must be reached within a 60-day period from the date of receipt of the completed application. In this regard, the Development Officer shall ensure that an application is placed before the MPC within the regulated time period. An

- application, which is tabled pending the submission of further information, or other valid reason, will require a signed document, indicating that the applicant has willingly granted the Subdivision Approving Authority an extension of time.
8. The Development Officer assumes the responsibility of determining the requirement for the applicant to attend the MPC meeting where the decision, regarding the application for subdivision will be made. An applicant, requesting an appearance before the MPC, will be accommodated at an appointed time.
 9. The Development Officer shall assume the responsibility for issuance of a letter of decision in a local newspaper.
 10. An appeal, resulting from a decision of the MPC or its designated member, will require municipal representation at the appeal hearing. This responsibility shall fall to the Development Officer, and, in the event that his/her attendance is precluded, the designated member shall be assigned that responsibility.

Fees Associated with an Application for Subdivision:

The fee and refund structure attached to this Policy shall be as outlined on the attached "Schedule A", which forms part of this Policy.

Application Fee

The basic fee shall be \$ 400.00. The additional fee shall be \$ 100.00 per parcel proposed to be created. The additional fee does not apply to the remainder of lands in title. There is no inherent requirement for the County to refund all, or any part, of the application fee.

Off-Site Levy

The off-site levy shall continue to be a \$ 200.00 per parcel proposed to be created. The off-site levy does not apply to the remainder of lands in title.

Endorsement Fee

The endorsement fee shall be a basic \$ 100.00. The additional fees shall be \$ 50.00 per parcel proposed to be created. The additional fee does not apply to the remainder of lands in title.

Appraisal Fee

Where there is a requirement for the applicant to provide a payment for money-in-lieu of municipal reserves, the applicant shall provide the Subdivision Approving Authority with an appraisal meeting the requirement of the Planning Act. Said appraisal is subject to review and modification by the Development Officer prior to submission to the Municipal Planning Commission. The applicant has the right to appeal a condition of subdivision which specifies a requirement for payment of money-in-lieu of municipal reserves.

The applicant may also accept a predetermined value for money-in-lieu determined by the Subdivision Approving Authority.

The Development Officer, at his/her discretion, retains the right to offer the applicant the opportunity of having said appraisal conducted "in-house"/ the fee for providing said appraisal shall be \$100.00. This fee is non-refundable. The applicant shall retain the right to review the aforementioned appraisal, and, to solicit an independent second opinion at his / her expense.

Clearwater County

SUBDIVISION OF LANDS NOT REQUIRING AN AMENDMENT TO THE LAND USE BYLAW

EFFECTIVE DATE: October 2000

Updated _____, 2014

SECTION: **Assessment and Development** **Planning and Development**

POLICY STATEMENT:

To identify the circumstances that allow for an application for subdivision to be approved without the legal requirement for the adoption of a bylaw amending the Land Use Bylaw.

To identify those applications for subdivision that **may** be granted approval by the Chairman or Vice-Chairman of the Municipal Planning Commission.

To set out the procedure for processing applications for subdivision that are identified as being within the realm of this Policy.

To set out the fee structure associated with applications for subdivision that are identified as being within the realm of this Policy.

PROCEDURE:

SECTION ONE

Identification of those applications for subdivision not requiring an amendment to the Land Use Bylaw.

1. One residential subdivision out of an unsubdivided quarter section within the Agricultural District as per Policy **2-2 6.2.5** of the Municipal Development Plan.
2. Parcel boundary adjustments, for which, in the opinion of the Subdivision Approving Authority, there are sufficient reasons, and, the resultant adjustment **will not** result in a parcel size that lies outside of the parameters of the land use district to which the subject parcel, or the impacted adjacent lands, are districted.

Applications for subdivision by way of a parcel boundary adjustment shall not be considered by the Subdivision Approving Authority outside of lands that are districted Agriculture District "A", Country Residence Agriculture District "CRA", or, Country Residence District "CR", unless, both affected parcels are identically districted.

Sufficient reasons for a parcel boundary adjustment are deemed to be a significant encroachment or the creation of legal and physical access.

3. Applications for subdivision that, in the opinion of the Subdivision Approving Authority, fall within the realm of Policy **2-4 6.2.9** of the Municipal Development Plan, that being parcels **that are** fragmented **by water bodies from the balance of the quarter section**. The aforementioned policy is only applicable to lands which are districted Agriculture District "A".

SECTION TWO**Identification of those applications for subdivision that may be conditionally approved by the Chairman or Vice-Chairman of the Municipal Planning Commission.**

Only those applications identified within Section One of this policy, and to a maximum parcel size of 7.19 acres, may be approved. In this regard, it shall be the responsibility of the Development Officer to determine those applications that meet all of the criteria set out within Policy 2-2 6.2.6 and 6.2.7 of the Municipal Development Plan. Applications demonstrating any variance from the criteria set out within the aforementioned Policy shall be determined by the Municipal Planning Commission.

SECTION THREE:**Procedure for Processing Applications for Subdivision Not Requiring an Amendment to the Land Use Bylaw**

1. Initial consultation with Development Officer by applicant. Development Officer outlines size criteria, requirements for legal & physical access, site suitability, setback requirements, survey requirements, fee structure, time period, etc.
2. Upon receipt of completed application and applicable fee, the Development Officer initiates the referral process. The referral period is herein deemed to be approximately 30 days from the date of mailing. Referrals shall be sent to the following:
 - Adjacent landowners;
 - Interests registered on title, subject to relevancy, as determined by the Development Officer;
 - School authorities with jurisdiction;
 - Relevant providers of public utilities;
 - ~~Alberta Energy and Utilities Board~~ Alberta Energy Regulator
 - ~~Superintendent Director~~ of Public Works
 - Any other government department or agency that the Development Officer deems to have a vested interest;
 - Owners of oilfield facilities located on the lands under application to the extent that ownership information exists on the County database.

Note: A conditional approval shall not be issued without referrals from the ~~Alberta Energy and Utilities Board~~ Alberta Energy Regulator, pertaining to the presence of sour gas facilities, or, from the ~~Superintendent Director~~ of Public Works, referencing legal & physical access. Additionally, a condition approval shall not be issued prior to the expiry of the minimum referral period of 30 days from the date of mailing.

3. Prior to expiry of the referral period, the Development Officer shall conduct a physical inspection of the lands under application for the purpose of providing relevant information on site suitability, access, potential conflicts, etc.
4. Upon expiry of the referral period, the Development Officer shall compile all of the information pertaining to the proposed subdivision in the form of a Subdivision Report. Said Report shall contain the following:
 - General information pertaining to the quarter section and the subject proposal;
 - A summary of the site inspection;

- Any comments from adjacent landowners;
 - Any comments from referral agencies;
 - A summary of the relationship between the subject application and relevant plans and bylaws;
 - A staff recommendation as to conditions of approval, or reasons for refusal.
5. Upon completion of the Subdivision Report the Development Officer shall determine if the conditional approval can be endorsed by the Chairman/Vice-Chairman of the Municipal Planning Commission, or alternatively, presented to the Subdivision Approving Authority for a decision.
 6. The Subdivision Regulation stipulates that a decision on a subdivision application must be made within a 60-day period from the date of receipt of a completed application. Under certain conditions, the Municipal Planning Commission may not be able to issue a decision within that time frame. Therefore, the Development Officer shall assume the responsibility for obtaining an "Extension of Time Agreement" from the applicant when it is deemed to be prudent.
 7. The Development Officer shall assume the responsibility for issuance of a letter of decision, complete with a separate enclosure outlining the procedure for appeal of the decision, to the applicant. In accordance with statutory requirements, the Development Officer shall ensure that notification of a conditional approval is mailed to relevant authorities, government departments and public utility companies. Additionally, the Development Officer shall ensure that a notification of conditional approval is advertised in the relevant local newspapers.
 8. A decision of the Subdivision Approving Authority, that stipulates certain conditions that must be met prior to registration, shall be monitored by the Development Officer. In this regard, endorsement of the registerable instrument shall be withheld until such time that these conditions have been met to the satisfaction of Clearwater County.

Under certain conditions, the applicant will be required to provide monetary security to ensure that certain requirements of the conditional approval are carried out subsequent to registration. The Development Officer, in consultation with appropriate County officials/staff, shall determine the amount and the form in which the aforesaid security is to be provided.

Coincidental with the requirement for monetary security shall be a stipulated deadline as to when the security is forfeited by the applicant and the onus for satisfying the outstanding requirements fall to Clearwater County. The stipulated time frame shall be reasonable, however, it shall not exceed a period of 12 months from the date that the security was received unless otherwise approved by the Manager of **Assessment and Planning Public Works**.

All forms of security must be documented as to what they are for and monitored. Prior to the County proceeding to complete any requirement, for which a monetary security was received, the applicant shall be notified in writing of the intentions of the County.

SECTION FOUR:

Fees Associated With Applications for Subdivision Not Requiring an Amendment to the Land Use Bylaw

The fee and refund structure attached to this Policy shall be as outlined on the attached "Schedule A", which forms part of this Policy.

1. Application Fee: The basic fee shall be \$400.00. The additional fee shall be \$100.00 per parcel proposed to be created. Application fees are non-refundable unless there are extenuating circumstances resulting in a withdrawal of the application. Eligibility for a refund, and the amount of refund, shall be at the discretion of the Manager of Assessment & Planning and supported by reasons documented on the subdivision file.
2. Off-Site Levy: An off-site levy, in the amount of \$200.00, shall be charged against the parcel to be created.
3. Endorsement Fee: An endorsement fee, in the amount of \$100, shall be charged against the parcel proposed to be created.

Clearwater County

COMBINED PROCESSING OF AN APPLICATION FOR A LAND USE AMENDMENT AND AN APPLICATION FOR SUBDIVISION APPROVAL

EFFECTIVE DATE: April 1995

Updated _____, 2014

SECTION: **Assessment and Development** **Planning and Development**

POLICY STATEMENT:

To establish the procedures and fee structure for the processing of the aforementioned applications in a simultaneous manner when deemed prudent to do so by the Municipality.

POLICY APPLICATION:

The combined processing of the separate applications shall be limited to those situations where the potential net effect would be the creation of residential acreage parcels which bear the **zoning land use district** designation Country Residence District "CR", Country Residence Agricultural District "CRA", or any combination thereof, from an existing parcel of land which bears the **zoning-land use district** designation Agricultural District "A".

PROCEDURE:

1. Initial consultation with applicant by Development Officer. Consultation should cover the process, overall time-line, fee structure, refund policy, criteria to be evaluated, parcel size, merits, weak points, etc.
2. Upon submission of both applications, complete with assigned fees for the same, placed on the next available Council agenda for first reading. Schedule appointment with applicant if required. Obtain signed agreement from applicant to the effect that the Subdivision Approving Authority can legally deem the application for subdivision formally withdrawn by the applicant should the amendment bylaw fail to achieve first, second, or third reading. Obtain a signed consent from applicant as to an extension of time for making a decision on the application for subdivision approval. (The **Planning Act Municipal Government Act** currently allows a maximum of 60 days for the Subdivision Approving Authority to make a decision; if there is no extension of time agreement in place, the application is deemed to be refused, and as such, leaves the decision open for appeal to the **Alberta Planning Board Municipal Government Board or Subdivision and Development Appeal Board**, as the case may be).
3. Initiate basic research, inclusive of land title if required.
4. Conduct on-site inspection, if required, and prepared background report for Council.
5. Present amendment proposal and recommendation to Council.
6. Initiate refund of application portion of **combined application** fees if bylaw fails to achieve first reading. Inform applicant, in writing, that the land use amendment application failed and the application for subdivision is considered to be formally withdrawn. If the bylaw receives first reading, schedule a Public Hearing for a date which coincides with a regular meeting of Council, and allows for a minimum span of 30 days to allow for referral response.

7. Prepare and mail referral packages to all know affected parties and agencies. In addition to the land use amendment referral, the application for subdivision shall be clearly referenced as being the objective of the amendment. Indicate to affected parties and agencies that there will be no further referral opportunity commensurate with the application for subdivision.
8. **Municipal Planning Commission (MPC)** tour and meeting. (Generally conducted on the second Thursday of the month following first reading). Prepare and submit to MPC and request a recommendation to Council as to second reading. (Applicant will be required to attend if the Development Officer feels that the needs of MPC would be better served by the applicant's attendance. Applicant is advised that he/she may request an appointed time with MPC.
9. Assemble referral responses and prepare Public Hearing presentation. Advertise notification of the Public Hearing in local newspapers for two consecutive weeks prior to the Public Hearing.
10. Present background report and referral responses to Council at Public Hearing. Respond to questions or concerns as required.
11. Initiate refund or applicable portion of **combined** fees should the amending bylaw fail to achieve a second or a third reading. Inform applicant, in writing, that the amendment application has failed, and further, that the application for subdivision has been considered to have been formally withdrawn.

OR

Inform applicant, in writing, that the amending bylaw has been adopted by Council, and a brief outline as to how the Subdivision Approving Authority intends on proceeding with the application for subdivision.

12. Prepare subdivision report and staff recommendation as to conditional approval.
13. Place on next scheduled MPC Agenda and schedule appointment for applicant, if deemed necessary.

OR

~~Present report and staff recommendation to designated member of MPC for review and authorization to issue letter of conditional approval.~~

14. Present report and staff recommendation to MPC for review and authorization to issue letter of conditional approval.
15. Issue letter or conditional approval to applicant.
16. Advertise conditional approval in local newspapers.
17. Provide advice to applicant, if required, as to meeting the conditions of subdivision approval.
18. Update file as conditions are satisfied i.e.
 - a. Surveyor's sketch
 - b. Road widening agreement
 - c. **Appraisal**
 - d. Money-in-lieu payment
 - e. Development agreement
 - f. Registration of caveat
 - g. Off-site levy
 - h. Etc.
19. Endorse Descriptive Plan or Plan of Subdivision and process fee for same.

FEE AND REFUND STRUCTURE FOR COMBINED APPLICATIONS:

The fee and refund structure attached to this Policy shall be as outlined on the attached "Schedule A", which forms part of this Policy.

**SCHEDULE D
FEE AND REFUND STRUCTURE
FOR COMBINED PROCESSING OF APPLICATION
LAND-USE AMENDMENT
AND
SUBDIVISION APPLICATION**

Number of Parcels	1	2	3	4	5	6	7	8
APPLICATION FEES								
Basic Fee—Land Use Amendment	300	300	300	300	300	300	300	300
Additional Fee—Land Use Amendment	100	200	300	400	400	400	400	400
Basic Fee—Subdivision Applic.	200	200	200	200	200	200	200	200
Additional Fee—Subdivision Applic.	100	200	300	400	500	600	700	800
Total Combined Fees	700	900	1100	1300	1400	1500	1600	1700
Refund @ 1st Reading								
Basic Fee—Land Use Amend	150	150	150	150	150	150	150	150
Addit. Fee—Land Use Amend	50	100	150	200	200	200	200	200
Basic Fee—Subdivision Applic.	200	200	200	200	200	200	200	200
Additional Fee—Subdivision Applic.	50	100	200	300	400	500	600	700
Total Refund @ 1st Reading	450	550	700	850	950	950	1150	1250
Net Cost to Applicant	250	350	400	450	450	450	450	450
Refund @ 2nd Reading								
Basic Fee—Land Use Amendment	150	150	150	150	150	150	150	150
Additional Fee—Land Use Amend.	0	0	0	0	0	0	0	0
Basic Fee—Subdivision Applic.	200	200	200	200	200	200	200	200
Additional Fee—Subdivision Applic.	50	100	200	300	400	500	600	700
Total Refund @ 2nd Reading	400	450	550	650	750	850	950	1050
Net Cost to Applicant	300	450	550	650	650	650	650	650

Clearwater County

ENDORSEMENT OF COMPLIANCE

EFFECTIVE DATE: September 1995

Updated _____, 2014

SECTION: **Assessment and Development** **Planning and Development**

POLICY STATEMENT:

An endorsement of compliance is the signature of a Development Officer, appointed by the Council of Clearwater County, on the face of a current Real Property Report, prepared and endorsed, by an Alberta Land Surveyor. Said endorsement by the Development Officer, shall be ascribed when it has been ascertained that the Report is current, and the Development Officer has followed procedure as outlined within this policy. Endorsement shall be withheld if the Development Officer is sufficiently convinced that the property is in breach of the Land Use Bylaw to the extent that remedial action would be immediately required to bring the property into conformance. An endorsement, with limiting conditions, shall be accompanied by an addendum, attached to the Real Property Report, stipulating the limiting condition under which the endorsement has been provided.

PROCEDURE:

1. Upon receipt of a Real Property Report, the Development Officer shall ascertain its validity in terms of current date and endorsement by an Alberta Land Surveyor. If there is a question as to the current status of the Report, the Development Officer will direct the client to pursue an updated Report from the Surveyor whom prepared the original.
2. Subsequent to receipt of a Real Property Report, the Development Officer shall ascertain to the Descriptive Plan, Plan of Subdivision, or Land Titles description of the parcel.
3. The Development Officer shall then conduct adequate research to verify the status of the buildings and structures identified on the report.
 - i.e.
 - i. legal
 - ii. legal, but not conforming
 - iii. illegal, no remedial action required
 - iv. illegal, remedial action required
 - v. deemed approved
4. Upon concluding the status of the aforementioned improvement, the Development Officer shall exercise one of the following three options:
 - i. Endorse the face of the Real Property Report, attesting to the fact that the Report, as shown, indicates that the property is in compliance with the Land Use Bylaw of Clearwater County, as at the date it was prepared.
 - ii. Endorse the face of the Real Property Report, subject to limiting conditions as described on the attached Addendum. The Addendum will reference the nature of the limiting conditions, and further, will reference whether or not remedial action may be required at some point in the future.

- iii. The face of the Real Property Report is left unendorsed. Instead, the Development Officer will make reference to the fact that the Report cannot be endorsed as being in compliance, and further, will direct the reader to the attached Addendum. Said Addendum will identify the nature of non-compliance, and further, will direct the reader as to remedial options available.
5. The Development Officer shall ensure that one original copy of the Real Property Report, and supporting addendum, remains on file with the County.
6. Occasionally, the County will be requested to provide a Letter of Compliance in respect to a vacant parcel which is being proposed for development. Under these circumstances, a Real Property Report has no function, and therefore, the County has the responsibility of assessing the suitability and legal requirements which would be attached to the proposal, relative to the site specific. This would amount to the County corresponding with the concerned party as to the legal implications of a proposed development. If there are physical implications, the Development Officer shall state that his/her assessment is subject to the developer ensuring that the proposal is physically supportable by the site. The Development Officer shall not absorb any liability for physical inadequacies that might be present. Should the Development Officer observe some potential for physical incompatibility, these should be addressed as perceived concerns within the Letter of Compliance.
7. As the Subdivision Approving Authority, the County has been requesting the Applicant to provide a Surveyor's Sketch based upon proposed, as opposed to legal boundaries, and as such, does not bear any legal significance. Therefore, the Development Officer shall advise the applicant of the requirement for a Real Property Report, should there be any transfer of property upon subdivision. The Applicant **and can** advise his/her Surveyor accordingly, thus reducing the cost of providing a Real Property Report upon registration of the subdivision.

FEE STRUCTURE

The fee as outlined on the attached "Schedule A", which forms part of this Policy shall be submitted in order for administration to review and proceed with an endorsement or non-endorsement with an addendum of a Real Property Report.

~~The County supports the exclusive use of Real Property Reports, and understands that there is a significant cost component associated with their preparation and ongoing updates. Therefore, in the interest of promoting said Reports, and, in the interest of supporting legal and controlled development, the County herein waives the right to collect a fee commensurate with the review and endorsement/non-endorsement of a Real Property Report.~~

The preparation of a Letter of Compliance, based upon a proposed development, shall be subject to a two-tiered fee. If no physical inspection of the site is required, a \$ 50.00 fee shall be submitted commensurate with the Letter of Compliance. If a physical inspection is deemed necessary by the Development Officer, a \$ 100.00 fee shall be submitted commensurate with the Letter of Compliance.



**SCHEDULE A
FEE AND REFUND STRUCTURE
PLANNING AND DEVELOPMENT**

DEVELOPMENT PERMITS

Standard Permitted	\$150
Standard Discretionary	\$250
Commercial - Communication Tower	\$300
- Resort/Campground	\$500
- Recreation/Golf Course	\$500
Industrial - Natural Resource/ Aggregate Extraction	\$1,000

REAL PROPERTY REPORT

Real Property Report – Compliance Request	\$80
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SUBDIVISION

Boundary Adjustment	\$500
First Parcel Out	\$600
Fragmented Parcel	\$500 + Lot Fees
Multi-Lot Subdivision	\$500 + Lot Fees
Lot Fees – Per Parcel	\$150

Subdivision Endorsement Fees

Single Residential Parcel & Boundary Adjustment	\$150
Fragmented Parcel	\$150 (+\$100 per additional lot)
Single Industrial/Commercial	\$200
Multi-Lot Residential	\$100 per lot
Multi-Lot Industrial/Commercial	\$150 per lot

Subdivision Offsite Levy

Off-Site Levy – Per Parcel	\$200
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Subdivision Time Extension

First Time Request	\$100
Additional Requests	\$200

Subdivision Refunds

Prior to Circulation	100% refund of fee
After Circulation	75% refund of fee
After Site Inspection	No Refund

APPEALS

Development Permit Appeal	\$300
Subdivision Permit Appeal	\$300

Appeal fees are non-refundable.

However, should the appeal be withdrawn before six working days (i.e. working days do not include Saturdays, Sundays or holidays) of the scheduled date of appeal where the date of the appeal is deemed to be one of the six days, the appeal fee will be 75 percent refunded.

LAND USE AMENDMENT**REZONE TO:**

“A” “CR” “CRA” “CRMI” “HR” “LR” “RR” “RE”	\$500 + \$100 per lot
“P” “LI” “IA”	\$500 + \$35 per acre
“I” “HD” “HC” “RF” “MHP”	\$1000 + \$35 per acre

Land Use Amendment Refunds

After First Reading	50% refund of fee
After Second Reading	25% refund of fee

DISCHARGE OF CAVEAT

Discharge of Caveat on Title	No Fee
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PRINTING/ DOCUMENT FEES

Land Use Bylaw (Text Only)	\$20 per copy (plus G.S.T.)
Land Use Bylaw (Text and Color Maps)	\$50 per copy (plus G.S.T.)
Municipal Development Plan (Text Only)	\$5 per copy (plus G.S.T.)



Agenda Item

Project: South Saskatchewan Regional Plan - update	
Presentation Date: February 11, 2014	
Department: Planning	Author: Keith McCrae
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: N/A	Goal: N/A
Legislative Direction: <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <u>MGA – Part 17</u> <input checked="" type="checkbox"/> County Bylaw or Policy (cite) <u>MDP 11.2.23</u>	
Recommendation: To review and accept this for information and discussion as presented by administration.	
Attachments List: LUF Regions Map, and LUF Regions, Counties and MD's Map	

Background:

The “Draft South Saskatchewan Regional Plan” has been presented for feedback from the public and stakeholders. Comments can be submitted to the province until February 28, 2014. This purpose of this agenda item is to discuss in general the Alberta Land-use Framework, the Regional Planning process, and the level of involvement Council wishes to have in reviewing the South Saskatchewan Regional Plan in anticipation of our upcoming involvement in the North Saskatchewan Regional Planning process.

Alberta Land-use Framework

The Land-use Framework (LUF), released in December 2008, sets out an approach to manage public and private lands and natural resources to achieve Alberta’s long term economic, environmental and social goals. It provides a blueprint for land-use management and decision making that addresses Alberta’s growth pressures. The LUF establishes seven new land-use regions in the province and calls for the development of a regional plan for each. (see attached maps) The *Alberta Land Stewardship Act* supports the LUF and establishes the legal basis for the development of regional plans. The LUF also complements the province’s existing water and air policies provided in the *Water for Life*, and the *Clean Air Strategy for Alberta* documents.



The LUF is about:

- improving provincial leadership on land-use issues through policy direction and guidelines;
- taking a new approach to manage public and private lands and natural resources to achieve Alberta's long-term economic, environmental and social goals;
- increasing certainty for industry through integration and coordination of provincial policy and aligned planning and decision-making;
- encouraging stewardship and conservation on public and private lands;
- clarifying roles and responsibilities for land-use decisions at all levels; and
- improved information sharing.

“The purpose of the Land-use Framework is to manage growth, not stop it. The goal of the Land-use Framework is to sustain our growing economy, but balance this with Albertans’ social and environmental goals. This is what the Land-use Framework is about—smart growth.”

LUF consists of seven basic strategies to improve land-use decision making in Alberta:

Strategy 1: Develop seven regional land-use plans based on seven new land-use regions.

Strategy 2: Create a Land-use Secretariat and establish a Regional Advisory Council for each region.

Strategy 3: Cumulative effects management will be used at the regional level to manage the impacts of development on land, water and air.

Strategy 4: Develop a strategy for conservation and stewardship on private and public lands.

Strategy 5: Promote efficient use of land to reduce the footprint of human activities on Alberta’s landscape.

Strategy 6: Establish an information, monitoring and knowledge system to contribute to continuous improvement of land-use planning and decision-making.

Strategy 7: Inclusion of aboriginal peoples in land-use planning.

Regional Planning Process

Regional plans will integrate provincial policies at the regional level, set out regional land-use objectives and provide the context for land-use decision making within the region, reflecting the uniqueness of the landscape and priorities of each region.



“Regional plans are legal documents and public policy for the region. They are enforceable. The Crown, government departments, local authorities, decision-makers, and the public must align plans and decisions with regional plans.”

The development of a regional plan has multiple phases, each designated to ensure a focus on the region and provide opportunities for those who live and work in the region to give information and feedback. Each phase builds on the one before under the administration of the Land Use Secretariat. (see diagram below)

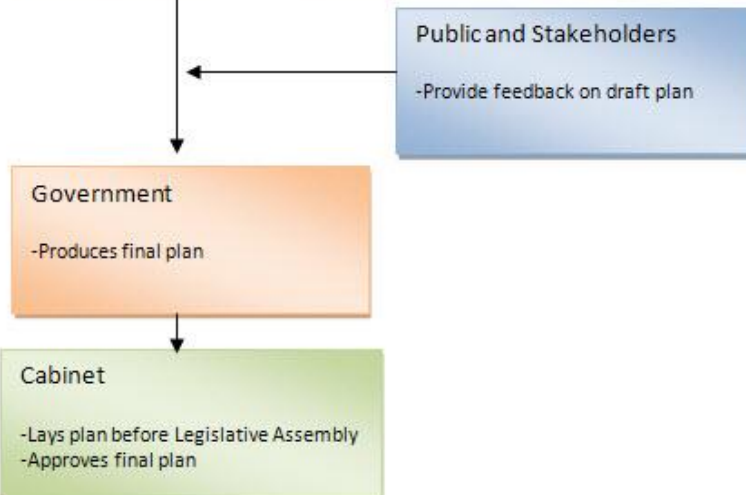
Phase I



Phase 2



Phase 3





Current Status of Regional Plans

Lower Athabasca Regional Plan - Approved

South Saskatchewan Regional Plan – Phase 3 (awaiting feedback on Draft Plan)

North Saskatchewan Regional Plan – Not Started (RAC should be appointed soon)

Red Deer Regional Plan – Not Started

Lower Peace Regional Plan – Not Started

Upper Athabasca Regional Plan – Not Started

Upper Peace Regional Plan - Not Started

County Policy

The County's Municipal Development Plan addresses Regional Plan input as follows:

- Regional plan input**
- 11.2.4 During the preparation of the regional plans for the North Saskatchewan and Red Deer regions pursuant to the Provincial Land Use Framework, Clearwater County should participate as often as possible in the formulation of these regional plans to communicate the County's vision, goals and policies contained in the Municipal Development Plan (2010).
- 11.2.5 When each of the regional plans for the North Saskatchewan River and Red Deer regions are approved, Clearwater County shall review the Municipal Development Plan (2010) and consider, if necessary, the adoption of amendments to achieve consistency between the Municipal Development Plan (2010) and each regional plan.



Agenda Item

Project: Waiving Late Tax Payment Penalty	
Presentation Date: February 11, 2014	
Department: Assessment and Revenue	Author: Denniece Crout
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area:	Goal:
Legislative Direction: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input checked="" type="checkbox"/> County Bylaw or Policy (cite) <u>961/12</u>	
Recommendation: Does Council wish to authorize a waiver of penalty regarding the properties listed below?	
Attachments List: Ratepayer Letter's	

Background:

Please find attached three letters from the ratepayers. All are requesting the late payment penalty be waived. The penalty waiver is being requested for roll numbers 3906042001, 3808094001, and 3507362001.

The MGA section 311 is very specific in the steps that a municipality must take when sending out notices.

- (1) each municipality must publish in one issue of a newspaper having general circulation in the municipality or in any other manner considered appropriate by the municipality, a notice that the assessment notices have been sent

Furthermore subsection (2) states, all assessed persons are deemed as a result of the publication referred to in subsection 1 to have received their assessment notice

Below is a list of the attempts staff made to notify ratepayers.

- The change in the property taxes due date for 2013 was reported in the Mountaineer newspaper, once in May and again in October 2013



- Clearwater County advertised the change in tax due date, in the May edition of its newsletter, which was delivered to 5300 households directly.
- Clearwater County also advertised – twice in September - the change in property taxes due date, in three local newspapers.
- The property tax due date was published on Clearwater County's website.
- The tax bill clearly indicates that penalties will be assessed if the bills are paid after September 15th.

As indicated earlier the requirements of a municipality are very simple and Clearwater has far exceeded the requirements in the MGA. Clearwater County has done due diligence.

A letter will be sent to each ratepayer, advising the applicant of Council's decision.

Rocky Mountain House

T4T 2A1

January 14, 2014



Clearwater County Council

Box 550

4340-47 Ave

Rocky Mountain House T4T 1A4

Dear Council Members,

This is in response to the letter we received in the mail advising that we owe an overdue amount of \$182.69 on our 2013 taxes. (Roll Number 3906042001 NW 4 39 6 15)

We were not aware that the tax payments due dates had been changed. We received the tax notice in May and immediately put it into the "December to Pay" file and therefore did not look at the notice again until December. We did not see any indication with the notice that the due date for the taxes had been changed.

If you check the records of previous years you will see that we have always paid our taxes on time. We apologize for this oversight and ask you to kindly cancel the overdue amount.

Thank you for your attention to this matter.

Sincerely,

January 17, 2014

Address To: Clearwater County Council
Clearwater County

RE: Roll Number 3808094001
SW.9.38.8.W5



As per my discussion with _____, on January 9, 2014 it was brought to my attention that the land taxes for SW.9.38.8.W5 were not paid for 2013. As we did not receive any notices stating our taxes were over due, we did not realize they were outstanding.

On June 6, we transferred our mortgage and all land taxes were to be paid out by our lawyers. I did not catch this error as we also own the acreage out of this quarter and the description for the acreage falls below the legal land description. Because we did not receive notices of past due, we are now facing the ^{full} penalty of 12% or 104.42

As _____ informed me, we are not subject to any further penalties until September. So at this time we are asking Clearwater county to dismiss the penalties on our account and receive payment for our taxes within the month.

Otherwise we feel no need to make payment until 2014 taxes maybe due.

Thanks for your time.

Jan. 14/2014. ^{E1}

Dear Clearwater County Council

I am writing to ask you if you could please waive the outstanding late penalty of \$175.97 for the property taxes on the NW 36/35/715, Roll # 3507362001.

I apologize for late payment, as I never really looked at anything but the payment amount, and I assumed payment was due in December, as was in previous years.

I do learn from my mistakes, and I hope you can help me out. Please let me know AS

Thank You
Sincerely,


TOM OMO.





Agenda Item

Project: Funding for Westview Lodge	
Presentation Date: February 11, 2014	
Department: Corporate Services	Author: Rudy Huisman
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area:	Goal:
Legislative Direction: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: That Council confirm staff's recommendation to advance the remainder of the 2014 requisition to Westview Lodge.	
Attachments List: N/A	

Background:

This is to inform Council that Westview Lodge has requested assistance in meeting obligations related to the recent construction project. Because grant funding from the Province of Alberta is still being processed the Lodge is experiencing temporary cash flow issues. Staff advanced the first two quarterly installments in January and recommends the remainder of the 2014 requisition be advanced to Westview Lodge before the end of February 2014.



Agenda Item

Project: Alberta Land Institute Land Use 2014 Conference	
Presentation Date: February 11, 2014	
Department: Municipal	Author: Tracy Haight/Ron Leaf
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Land & Economic Development	Goal: Ensure land use and land stewardship practices enhance environmental sustainability within Clearwater County
Legislative Direction: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: That Council review the Land Use 2014 Conference information and authorize Councillor attendance.	
Attachments List: Program Overview, Conference Agenda, Session Panel & Details	

Background:

Alberta Land Institute's (ALI's) conference, Land Use 2014, takes place in Edmonton May 7 and 8. The conference will bring together policy and research communities from Alberta, Canada, and around the world to create a meaningful opportunity to connect and discuss complex land-use issues and solutions.

The conference offers an opportunity to focus on three key areas of study: 1) urbanization and loss of agricultural land, 2) what makes wetland policy effective, and 3) paying for ecosystem services on private land. Delegates are invited to join speakers, subject matter experts, private and non-profit organizations, and members of government, on land-use research, planning and policy.

Program Overview

Land Use 2014 will have three sessions, each focused on a policy stream outlined below. Each of the sessions will have a plenary speaker, expert panel and round table discussion.

Policy Streams



Urbanization & Loss of Agricultural Land

Around the world, increasing demands on the land base from urban development and other sectors are placing growing pressures on lands traditionally used for agriculture. Fragmentation and conversion of agricultural land to residential and industrial uses will continue as Alberta's population increases over the coming decades, and as competition increases for farmland in Alberta. This policy stream will examine innovative policy options to address the environmental, economic and cultural costs associated with fragmentation and conversion of agricultural land.



What Makes Wetland Policy Effective

At a global scale, wetlands are being lost and degraded more quickly than any other type of ecosystem. Urban expansion, expanding agriculture, and other human development activities such as energy exploration and extraction have significantly altered or removed wetlands in Alberta. While development on wetlands provides economic benefits, there are a number of environmental benefits associated with wetlands that are not being captured in the marketplace. This policy stream will speak to the broad challenges and successes in implementing policy to support wetland restoration and retention in Canadian and American jurisdictions, including market-based tools.



If It Pays, It Stays: Paying for Ecosystem Services on Private Land

Could Alberta implement a provincial system that could pay private landowners for maintaining or restoring ecosystems and associated goods and services on their property? This policy stream will examine different policies in Canada, the United States and other countries that have created market value for ecosystem services. The session will also address how to develop a 'business case' for government to validate the costs such programs may impose on economic activity.



EVENT PROGRAM

WEDNESDAY, MAY 7

7:30am - 8:30am	REGISTRATION & BREAKFAST
8:30am - 8:45am	Welcome Dr. Lorne Babiuk, Vice President (Research), University of Alberta
8:45am - 9:00am	Urbanization and Loss of Agricultural Land Introduction & Overview
9:00am - 9:45am	Peter Pollock, Lincoln Institute of Land Policy Preserving Agricultural Land by Better Managing Urban Development: Experience from Boulder, Colorado and the United States
9:45am - 10:45am	Expert Panel Discussion Richard Bullock, Chair, Agricultural Land Commission Topic: BC's Agricultural Land Reserve
10:45am - 11:00am	REFRESHMENT BREAK
11:00am - 12:00pm	Breakout Sessions: Policy Pitch: Solutions for Agricultural Fragmentation and Conversion Municipalities, Revenue Sources and Land Use Planning
12:00pm - 1:00pm	LUNCH BREAK
1:00pm - 1:15pm	What Makes Wetland Policy Effective Introduction & Overview
1:15pm - 2:00pm	Randy Milton, Nova Scotia Department of Natural Resources Wetland Restoration and Retention: What Makes Wetland Policy Effective?
2:00pm - 3:00pm	Expert Panel Discussion Jonathan Scarth, Delta Waterfowl Foundation Topic: Land Use Services Craig Denisoff, Craig Denisoff Consulting Topic: Mitigation and Conservation Banking
3:00pm - 3:15pm	REFRESHMENT BREAK
3:15pm - 4:15pm	Breakout Sessions: Alberta's Wetland Policy (2013): Next Steps Property Rights in Alberta
4:15pm - 6:30pm	Networking Wine & Cheese Reception Student Poster Display

THURSDAY, MAY 8

7:30am - 8:45am	REGISTRATION & BREAKFAST
8:45am - 9:00am	If It Pays It Stays: Paying for Ecosystem Services on Private Land Introduction & Overview
9:00am - 9:45am	James Boyd, Resources for the Future The Returns to Investment in Ecosystem Services: Reflections on the State of the Art
9:45am - 10:45am	Expert Panel Discussion Nancy Olewiler, Simon Fraser University Topic: Paying for Ecosystem Services on Private Land Andrew Fisk, Connecticut River Watershed Council Topic: If It Pays, It Stays: Paying for Ecosystem Services on Private Land
10:45am - 11:00am	REFRESHMENT BREAK
11:00am - 12:00pm	Breakout Sessions: The Future of Conservation Offsets Finding Funds for Conservation: Out of the Box Ideas
12:00pm - 1:00pm	LUNCH BREAK
1:00pm - 2:00pm	David Miller, World Wildlife Fund Canada Building a Great City - Planning and More
2:00pm - 2:15pm	Symposium Wrap-Up Announcement of Student Poster Winners

**Please note that the official event program is subject to change. Please visit us online for program updates at www.landuse2014.ca*



WEDNESDAY, MAY 7Urbanization & Loss of Agricultural Land

Plenary Session: Preserving Agricultural Land by Better Managing Urban Development: Experience from Boulder, Colorado and the United States

Plenary Speaker: Peter Pollock, FAICP, Lincoln Institute of Land Policy

Peter Pollock, FAICP will discuss his experiences with growth management and agricultural land preservation in Boulder, Colorado and the results, both positive and negative. Trends elsewhere in the United States will also be addressed.

Expert Panel Discussion

Expert Panelist: Richard Bullock, Chair, Agricultural Land Commission Topic: BC's Agricultural Land Reserve

Richard Bullock will share his experiences with the Agricultural Land Reserve (ALR), with perspectives both as the Agricultural Land Commission (ALC) Chair and as an agricultural producer. Richard will share his thoughts on the benefits of the ALR and challenges facing the ALC.

Expert Panelist: Peter Pollock, FAICP, Lincoln Institute of Land Policy

Our keynote speaker, Peter Pollock will join the expert panel to answer any follow-up questions from his session.

*Breakout Sessions***Policy Pitch: Solutions for Agricultural Fragmentation and Conversion**

There are a variety of policies that could address agricultural land fragmentation and conversion in Alberta. During this session, three 10-minute invited "policy pitches" will be presented, outlining innovative policy solutions. A panel of experts, including Land Use 2014 speakers, will discuss the potential merits and concerns about each pitch. Session attendees will have the opportunity to vote for their favored policy solution.

Municipalities, Revenue Sources and Land Use Planning

Municipalities have a limited number of revenue sources – including taxation, user fees and transfer payments – to fund essential services for residents. To increase revenue bases, municipalities may increase their efforts to attract residential, commercial and industrial development. How do current municipal revenue sources influence land use planning and related environmental outcomes? This expert panel will discuss the linkages between municipal revenue and land-use changes in Alberta including policy challenges and opportunities.

What Makes Wetland Policy Effective

Plenary Session: Wetland Restoration and Retention: What Makes Wetland Policy Effective?

Plenary Speaker: Randy Milton, Nova Scotia Department of Natural Resources

Randy Milton will provide an international and Canada-wide perspective on wetland policy issues drawing from his experience with Ramsar, NAWMP and Nova Scotia wetland policy.

Expert Panel Discussion

Expert Panelist: Jonathan Scarth, Delta Waterfowl Foundation Topic: Land Use Services

Jonathan Scarth will provide perspectives on the Alternative Land Use Services model in Alberta and elsewhere in Canada, including benefits and challenges of the model.

Expert Panelist: Craig Denisoff, Craig Denisoff- Consulting Topic: Mitigation and Conservation Banking

Craig Denisoff- will provide a brief history of the development and status of wetland mitigation and species conservation banks in the U.S. and potential opportunities and challenges in Canada.

Breakout Sessions

Alberta's Wetland Policy (2013): Next Steps

Alberta's Wetland Policy was released in fall 2013 and will be implemented over the coming years. This session will provide an opportunity for discussion about the next steps in Alberta's Wetland Policy, including opportunities for collaboration and possible implementation challenges. Panelists will also discuss the use of market-based instruments for wetland restoration in Alberta.

Property Rights in Alberta

Over recent years, considerable discussion and controversy have arisen in academic circles and the general public about the nature of property rights and land use in Alberta and in other Canadian provinces. This session will provide a primer on property rights in Alberta. An open discussion on property rights issues related to land use management in the province will follow.

THURSDAY, MAY 8If It Pays It Stays: Paying for Ecosystem Services on Private Land

Plenary Session: The Return to Investment in Ecosystem Services: Reactions on the State of the Art

Plenary Speaker: James Boyd, Resources for the Future

The talk will review the practice of ecosystem services analysis and its role in natural resource management. The talk will cover analytical issues related to data and methods, but also address more practical, even philosophical, issues associated with the use of ecosystem services analysis by decision makers.

Expert Panel Discussion

Expert Panelist: Nancy Olewiler, Simon Fraser University

Topic: Paying for Ecosystem Services on Private Land

Nancy Olewiler will discuss ecosystem services, markets and investments. Nancy will provide highlights from her recent work on mechanisms for paying for ecosystem services as well as insights from her other work on related policy and the challenges of designing such markets.

Expert Panelist: Andrew Fisk, Connecticut River Watershed Council

Topic: If It Pays, It Stays: Paying for Ecosystem Services on Private Land

Does the public buy it when you offer small-scale ecosystem services at retail? The cleanwaterfuture.org website has raised over \$55,000 for 17 projects in the last two years. Andrew Fisk will talk marketing, mistakes, money, and motivations to illustrate both the potentials and pitfalls of crowdfunding for ecosystem services.

Breakout Sessions

The Future of Conservation Offsets

The 2009 Alberta Land Stewardship Act provides the enabling legislation to implement payment or offset programs for the provision of ecosystem services in the province. This session will provide an overview of challenges and opportunities in the development of province-wide conservation offset programs, including discussion about pilot projects being undertaken in Alberta.

Finding Funds for Conservation: Out of the Box Ideas

Many programs aimed at the provision of ecosystem services require funds to encourage private landowners, and others, to maintain or enhance ecosystem services on their property. In some cases, lack of funding may be limiting the implementation of policies requiring financial incentives. What are some out-of-the-box methods that have been used, or could be further examined, to raise funds for these types of programs? Panelists in this session will discuss overlooked fundraising tools – such as local referenda and lottery revenue – to fund funds for conservation.

Keynote Session: Building a Great City – Planning and More

Keynote Speaker: David Miller, World Wildlife Fund

Session description coming.



Agenda Item

Project: FCM Conference 2014	
Presentation Date: February 11, 2014	
Department: Municipal	Author: Tracy Haight/Ron Leaf
Budget Implication: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Governance and Intergovernmental Relations	Goal:
Legislative Direction: <input checked="" type="checkbox"/> None Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: That Council directs staff as to which Councillors will attend the FCM Conference in 2014	
Background: In 2014, the Federation of Canadian Municipalities (FCM) conference is being held May 30 -June 2, 2014 in Niagara Falls, Ontario. Staff would like Council's direction on Council attendance at the FCM conference in 2014, for conference registration purposes. Many of the sessions have limited spots available and the later the registration the greater the likelihood that attendees will not be able to get into the sessions that they wish. The Council and Board Reimbursement Policy provides for the Reeve and two Councillors to attend the FCM each year. The intent of the policy is to provide opportunity for all councillors to attend the FCM at least once during an election term. The policy allows all of Council to attend the FCM, should the event be held in Alberta. Reeve Alexander and Councillors Korver and Graham attended the FCM conference in 2012 in Saskatoon, SK Reeve Alexander and Councillors Duncan and Vandermeer attended the FCM conference in 2013 in Vancouver, BC.	



Agenda Item

Project: Reschedule Start Time for Council's February 25, 2014 Regular Meeting	
Presentation Date: February 11, 2014	
Department: Municipal	Author: Ron Leaf
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area:	Goal:
Legislative Direction: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: That Council schedules the February 25, 2014 Regular Council Meeting to begin at 10:30 A.M.	
Attachments List: Excerpts: Clearwater County Procedural Bylaw #954/12	

Background:

Council's Procedural Bylaw provides Council with the authority to change or cancel regularly scheduled Council meetings.

The Rocky Mountain House Chamber of Commerce has requested a meeting with Council on February 25, 2014 from 7:30 a.m to 10:00 a.m. As this early morning meeting conflicts with the start time for Council's regular meeting, administration recommends rescheduling Council's regular meeting to start at 10:30 a.m.

Should Council support this recommendation the time change will be advertised in accordance with the Procedural Bylaw and Municipal Government Act (MGA).

Excerpts: Clearwater County Procedural Bylaw #954/12

Council may, by Resolution, establish other regular Council meeting dates as may be required from time to time.

4.8 Council may change the date, time or place of a regularly scheduled meeting by a Two-Thirds Vote.

4.9 Notice of a change in date, time or place, of any meeting of Council will be provided at least 24 hours prior to the meeting to Councillors in accordance with the *Act* and to the public by:

- a) posting a notice in the Clearwater County Administration Office; and
- b) posting a notice on the Clearwater County website.

4.10 Council may cancel any meeting if notice is given in accordance with section 4.9.



Agenda Item

Project: Family and Community Engagement Council (FCEC) Recruitment	
Presentation Date: February 11, 2014	
Department: CPS	Author: Trevor Duley
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Quality of Life	Goal: N/A
Legislative Direction: <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <u><i>Building Families & Communities Act</i></u> <input type="checkbox"/> County Bylaw or Policy (cite)	
Recommendation: That Council determines if it wishes to nominate a Councilor or individual from the community with respect to membership on the FCEC.	
Attachments List: Letter from Minister Bhullar	

Background:

On December 11, 2013, the *Building Families and Communities Act* was enacted by the Provincial Government, which enables the Ministry of Human Services to establish FCECs, committees which help to influence social change at a regional and Provincial level by working with and providing recommendations to various entities.

At this point, the location and number of Councils throughout the Province has not been determined, however, the Provincial Government has stated that the Council regions will be set up taking into account things like Health Advisory Councils, FCSS, school boards and geographic area. The regions are expected to be announced sometime this year, however, applications to sit on a FCEC are due prior to February 14, 2014.

Members of the FCEC receive an honorarium from the Ministry for their participation, and application information can be found online at: www.humanservices.alberta.ca/fcec.

Staff is seeking Council's direction as to whether Council would like to formally select a Councilor to apply to the program, and/or if Council would prefer to provide the information to public members who may be interested in applying.



ALBERTA
HUMAN SERVICES

Office of the Minister

January 17, 2014

His Workship Pat Alexander, Reeve
Clearwater County
PO Box 550
Rocky Mountain House, AB T4T 1A4

cc: Ron
Trevor
Council



Dear Reeve Alexander:

I am very pleased to announce that the *Building Families and Communities Act* received Royal Assent on December 11, 2013. This legislation enables Human Services to establish Family and Community Engagement Councils (FCECs) that will:

- identify social issues, opportunities, challenges and potential solutions;
- build relationships, co-operative spirit and a common purpose;
- involve community partners such as health advisory councils, municipalities, Aboriginal agencies, the private sector and non-profit organizations;
- offer advice, make recommendations and report on social-based issues, needs, solutions and outcomes; and
- achieve outcomes identified by more than 31,000 Albertans in Alberta's Social Policy Framework.

I am accepting applications for membership on the FCECs. Members will come from all backgrounds and possess a wide variety of skills. We are looking for passionate, committed individuals to work as agents of change in their communities. Each FCEC will be representative of the local community and will include Aboriginal representation to ensure the social and cultural perspectives of First Nations, Métis and Inuit community members are reflected.

I am hoping you will assist me in recruiting the people we need for our new FCECs. I would appreciate your leadership in encouraging individuals you know, who you believe would be suitable, to submit an application. This invitation is also extended to you. The closing date for applications is February 14, 2014.

.../2

Reeve Pat Alexander
Page 2

Attached is information regarding the role of the FCECs, member competencies and remuneration. Additional information, including an application form, can be found on our website at humanservices.alberta.ca/fcec.

There are also a number of recruitment materials available to you, including business cards, posters, and leaflets. If you would like any recruitment materials, or if you have any additional questions, please contact Ms. Harriet Switzer, Governance Services Group, at 780-644-5051 (toll-free outside the Edmonton area by first dialing 310-0000), or by email at harriet.switzer@gov.ab.ca.

Sincerely,

A handwritten signature in black ink, appearing to be 'M. Bhullar', with a long horizontal line extending to the right.

The Honourable Manmeet S. Bhullar
Minister

Attachment

ABOUT THE FAMILY AND COMMUNITY ENGAGEMENT COUNCILS

The Family and Community Engagement Councils (FCECs) will be a network of regional councils made up of Albertans from all areas of interest and capabilities and will have an Aboriginal perspective.

Role of Members

The FCECs will be accountable to the Minister of Human Services for engaging communities on social issues and gathering feedback to direct policy at a strategic level. Key committee responsibilities include:

- working with communities and a range of partners to identify social policy issues and potential solutions;
- engaging communities on strategic and policy directions respecting social-based services under the mandate of Human Services;
- making recommendations on the needs and issues in their community; and
- informing the Minister on how policy directions are achieved and sharing successes with the community.

Competencies

The following are the key competencies council members will display.

- Fundamental knowledge and understanding of social-based issues in the community
- A strong connection to their community
- The ability to foster discussion on matters of strategic importance
- The ability to build on existing community relationships and linkages with other key stakeholders and community leaders
- The ability to work as part of a group while being persuasive, assertive and flexible
- Computer literacy and awareness of social media

Remuneration

Members are reimbursed for expenses and receive honoraria in accordance with Order in Council #466/2007, Schedule 1 Part A:

Members

\$164.00	for up to and including 4 hours in any day; or
\$290.00	for up to and including 8 hours in any day; or
\$427.00	for over 8 hours in any day.

Co-Chairs

\$219.00	for up to and including 4 hours in any day; or
\$383.00	for up to and including 8 hours in any day; or
\$601.00	for over 8 hours in any day.



Agenda Item

Project: Transportation Strategy for Alberta	
Presentation Date: Feb 11, 2014	
Department: Protective Services	Author: Terri Miller
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area:	Goal:
Legislative Direction: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation:	
Council attends the Strategic Meeting on Feb 26/14 1:30 p.m. at the Walking Eagle to ensure the Counties recommendations are brought forward.	
Attachments List:	

Background:

The Provincial Gov't is hosting meetings throughout the Province to gather information from businesses, social committees, Municipal Government and the public to develop a Long Term Transportation Strategy Plan for Alberta. These meetings will focus on forms of transportation, connections, and the ways to move people and products over the next 50 years. Input from these strategic meetings will assist the Gov't in making decisions regarding future transportation investments, policies and programs and give clear insight into decision making.

Some topics that may be discussed by Council and staff include:

- Provincial Gov't allowing heavier loads to be permitted on their roadways without consulting the Municipalities.
- Traffic volumes and road engineering on highways surrounding Clearwater County including highway 11 and 22.
- The continual increase in volume of industrial traffic travelling on roadways. (ie) Frac 100+ units

- Bridge maintenance has been downloaded to the Municipality with no financial assistance from the Provincial Gov't. This could have implications in the future with bridges being restricted or closed. This may have future financial implications if repairs or replacement of aging bridges is required.
- Increased enforcement to deal infrastructure protection and traffic safety.
- Detailed plan for road maintenance and engineering to accommodate the heavier loads and increased traffic volume should be addressed.

It is recommended by staff that Council attend the upcoming Strategic Planning meeting to ensure Council's concerns are brought forward.

Transportation Strategy for Alberta

Schedule and locations of community-led sessions

Date	Time	Location	Venue	Address
January 28	6:00 - 9:00 pm	St. Paul	Multipurpose room, Town of St. Paul	4802 53 Street
January 29	6:00 - 9:00 pm	Lloydminster	OTS room, Servus Sports Centre	5202 12 Street
January 30	6:00 - 9:00 pm	Fort McMurray	Timberline room, Sawridge Inn	530 Mackenzie Boulevard
February 3	1:30 - 4:30 pm	Fort Macleod	Fort Macleod and District Community Hall	307 25 Street (Highway 3 W)
February 4	6:00 - 9:00 pm	Lethbridge	Foothills room, Coast Hotel	526 Mayor Magrath Drive
February 5	6:00 - 9:00 pm	Medicine Hat	Carriage House room, Exhibition and Stampede	2055 21 Avenue SE
February 6	6:00 - 9:00 pm	Drumheller	Banquet room, Badlands Community Facility	80 Veterans Way
February 7	1:30 - 4:30 pm	Bassano	Upstairs room, Elks Hall	330 2 Avenue, across from AG Foods
February 10	1:30 - 4:30 pm	High Level	Meeting room 3, Executive House Hotel	9815 101 Street
February 11	6:00 - 9:00 pm	Peace River	Peace room, Sawridge Inn	9510 100 Street
February 12	6:00 - 9:00 pm	Grande Prairie	Al Robertson room, Centre 2000	11330 106 Street
February 13	6:00 - 9:00 pm	Hinton	Baraca room, Holiday Inn	393 Gregg Avenue
February 18	6:00 - 9:00 pm	Edmonton	Conference room A/B, World Trade Centre	#600, 9990 Jasper Avenue
February 19	6:00 - 9:00 pm	Calgary	Ballroom, Ramada	708 8 Avenue SW
February 20	6:00 - 9:00 pm	Red Deer	Boardroom, Chamber of Commerce	3017 Gaetz Avenue
February 25	1:30 - 4:30 pm	Cochrane	Mittford room, Days Inn	5 Westside Drive
February 26	1:30 - 4:30 pm	Rocky Mountain House	Clearwater room, Walking Eagle Inn & Lodge	4819 45 Street (Highway 11 E)
February 27	1:30 - 4:30 pm	Slave Lake	Medallion room, Slave Lake Inn	1200 Main Street SE



Agenda Item

Project: Tour of Alberta Roadrace Delegation & Funding Request	
Presentation Date: February 11, 2014	
Department: CPS	Author: Trevor Duley
Budget Implication: <input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input checked="" type="checkbox"/> Reallocation	
Strategic Area: Land & Economic Development	Goal: The County will develop an economic development plan which supports and promotes industry, business and agri-business and tourism opportunities in the County.
Legislative Direction: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)	
Recommendation: That Council accept the report as information.	
Attachments List: Host Community Letter; Tour AB PowerPoint	

Background:

The Tour of Alberta Roadrace held its first event in 2013, and is currently seeking host communities for the 2014 event. The event is a professional competition similar in scope to the Tour de France, and attracts 120 of the top cycling athletes in the world.

Rocky Mountain House and Clearwater County have been identified as a potential host community for a starting location on September 5, 2014. The race would start in Town likely between 12-1 PM and would likely finish 3-4 hours later in Red Deer. The event is broadcast on Rogers Sportsnet across Canada, and through a number of other providers internationally. In total, the 2013 event reached a television audience of 180 million people per day. If a community pledges their involvement, CityTV provides a 60 second spotlight of each host community an average of 45 times a week for 12 weeks leading up to the event. This station airs throughout Alberta on CityTV Edmonton, Calgary and Omni Network. The event itself is advertised through a number of other initiatives, such as radio, print media and billboard impressions.

In 2013, the event was partially funded by the Rural Alberta Development Fund through a one-time donation of \$3.5 million. Since they are not funding the event in 2014, the



Tour requires additional financial assistance from host communities. To be a start community, they are seeking \$100,000.00 and to be a finish, \$150,000.00. The Local Steering Committee, represented by Loyal Ma and Larry Holstead, have requested that County Council consider providing \$50,000.00 to the Tour to be a host start community. They have made the same request of Town Council, who will make a decision at their Council Meeting February 18th.

The plan is that the race, and potential events planned around the race, will be led and coordinated by volunteers from within the Rocky Mountain House and Clearwater County community. The Local Steering Committee further plans to reach out to corporate sponsors, that will reduce the overall cost paid up-front by each Council. Their hope is that each Council will be reimbursed \$25,000.00 each, through the Steering Committee's initiatives. There is no guarantee that this will happen, as it is subject to the event receiving corporate sponsorship. Should Council wish to be a host community, there will be associated hidden costs as well, for limited Staff time (Community Services and Public Works), signage and equipment.

Mr. Ma and Mr. Holstead will be present to provide further information for Council's consideration. Staff is recommending that Council accept the report as information. The item will be brought back on the 25th. The Tour of Alberta requires a response before February 28, 2014.



H4


2013 **Tour of**
Alberta

Event
Recap

\$35 MILLION

Estimated

Economic Impact

300,000+

Total Estimated Spectators

100,000

Est. Spectators in Calgary

75,000

Est. Spectators in Edmonton

25,000

Est. Spectators in Red Deer



900 Kilometres of Race Route

130 Vehicles in Race Caravan

10 Host Communities

More Than **70** Jurisdictions

20 Motor Marshals

3,000 Volunteers

120 World-Class Cyclists

More Than **300** Provincial and Local
Police Officers Cooperation for Road
Closures

20 Hotels

60 Meals Planned

Athletes from **23** Countries

SUBWAY® PROLOGUE - EDMONTON



HA

"I am thrilled our province is hosting Canada's first major international professional stage race. The Tour of Alberta provides us with an opportunity to share our beautiful rural and urban scenery with world class athletes and the global audience who love to watch these incredible riders in action ... I would like to thank the Alberta Peloton Association for getting the wheels in motion to make the Tour of Alberta a reality. I would also like to thank all of the host communities and volunteers who have so generously given their time and talents to the event. My hope is that this year is the first of many successful Tours throughout our province."



- Premier Alison Redford

STAGE 1 START – STRATHCONA COUNTY



STAGE 1 FINISH - CAMROSE



CANADIAN WESTERN BANK STAGE 2 START - DEVON



CANADIAN WESTERN BANK STAGE 2 FINISH - RED DEER H4



STAGE 3 START - STRATHMORE



STAGE 3 FINISH - DRUMHELLER



STAGE 4 – BLACK DIAMOND / FOOTHILLS



STAGE 5 START - OKOTOKS

H4



"I was pleasantly surprised at the crowds along the course. They've been quite large and enthusiastic. The scenery has been magnificent. This region of Canada seems to love sport and recreation. I enjoy coming to new races and this one did not disappoint."

– Cadel Evans, 2011 Tour de France Winner & 2013 Tour of Alberta Stage4 Winner

STAGE 5 FINISH - CALGARY



ENTERTAINMENT



LOCAL FLAVOR #14



Stage 3 winner, Rohan Dennis, receives a unique gift from the city of Drumheller, a dinosaur fossil



EXHIBITORS

FAMILY & KIDS ACTIVITIES

VIP Rides



MERCHANDISE TENTS #4
IN EACH HOST COMMUNITY



Fine Cuisine



COMMEMORATIVE JERSEY
SOLD OUT ON-SITE AND ONLINE



VIP Hospitality

OPENING GALA



750 ATTENDEES

September 2, 2013 - Edmonton
Tour of Alberta
Family Ride
Supporting **CASA**

H4

September 3-8, 2013
Tour of Alberta
VIP Pro Cycling Experience
Hosted by **Alex Stieda**



700+ PARTICIPANTS



15 PARTICIPANTS



September 8, 2013 - Okotoks
Tour of Alberta
Cycling Challenge
Presented by **TransRockies Events**

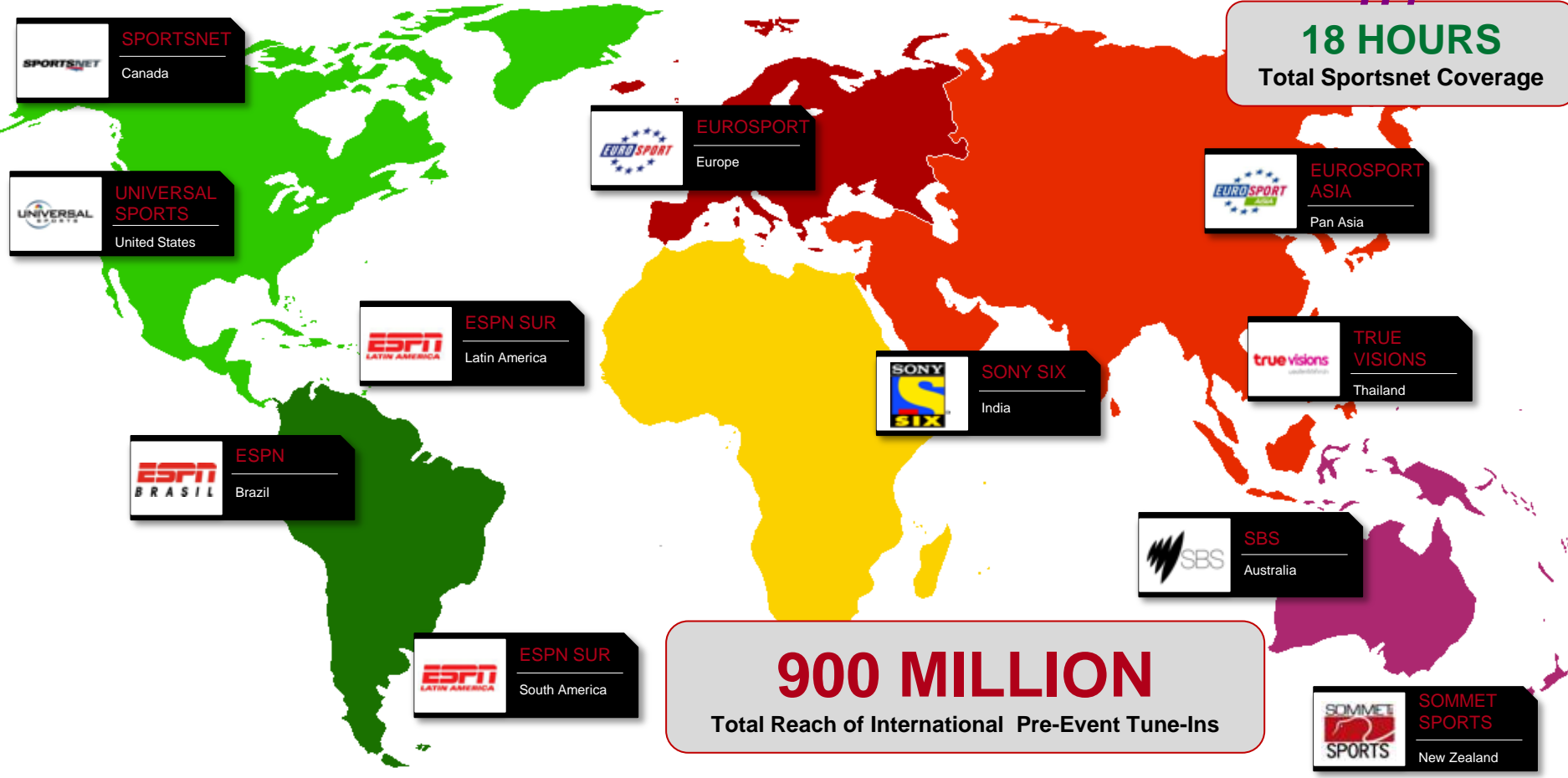
350+ PARTICIPANTS

TV AUDIENCE WORLDWIDE: 180 MILLION HOUSEHOLDS REACHED PER DAY

H4

18 HOURS

Total Sportsnet Coverage



International viewership of approximately 41,500,000

Tour of Alberta is a global event with television coverage in five continents. The race was broadcasted to more than 162 countries around the world.

In its inaugural year, the **Tour of Alberta** had established significant reach in its broadcast with major television stations picking up the coverage which

includes EUROSPORT and EUROSPORT Asia in European and Asian countries; ESPN Sur in Latin and South America, ESPN Brasil in Brazil and SBS in Australia.

Tour of Alberta was broadcasted on Sportsnet in Canada and Universal Sports in the United States.

H4

12 WEEKS

:60 Sec. Interstitials/Community Profiles (average of 45/week) on CityTV Edmonton, Calgary and Omni (Multicultural)

22.8 Million

Television Impressions

6 WEEKS

:30 Sec. Commercial Spots Cycling 101 (average of 30/week) on CityTV Edmonton, Calgary and Omni (Multicultural)

3.6 Million

Digital Impressions

8 WEEKS

:15 Sec. Promos (average of 60/week) on CityTV Edmonton, Calgary and Omni (Multicultural)

“MAKING THE TOUR”

30 Min. Broadcast Documentary

10 WEEKS

Station ID's (minimum 6/day)

10 WEEKS

Digital Ad Units, Pre Roll and Custom Header's on Breakfast Television

2 WEEKS

Community Calendar & “Stuff You Should Do” spots on CityTV Edmonton and Calgary

RADIO



Edmonton's Sports Radio
TEAM1260



CLASSIC COUNTRY
AM 1060



11.8 MILLION

Total Number of Listeners

12 WEEKS

Live Tags (minimum of 3/day/station)

6 WEEKS

:30 Sec. Commercials (minimum of 6/day/station)

4 WEEKS

Digital and On-Air Over Contests

500,000

Digital Radio Impressions

16 WEEKS

Digital Media Advertising and Promotions

NEWSPAPER

H4



5.8 MILLION

Total Reach of Albertans During the Campaign

8 WEEKS

Banner Advertisement in Edmonton Sun, Calgary Sun and Community Newspapers (Equivalent of 16 Full Pages)

8 WEEKS

6 Promotions in Edmonton Sun, Calgary Sun and Community Newspapers

8 WEEKS

Digital Placements, includes Takeovers on edmontonsun.ca and calgarysun.ca

3 WEEKS

Newspaper Box Wraps in All Key Markets



13 WEEKS
BILLBOARDS in 17
RURAL COMMUNITIES



10 WEEKS
DIGITAL BILLBOARDS
Edmonton, Calgary, Grande Prairie

114.5 Million
Digital Billboard Impressions

5 Million
Billboard Impressions

15 Million
Bus King/Headliner Impressions



12 WEEKS

- Edmonton
- Calgary
- Lethbridge
- Medicine Hat
- Fort McMurray

60+ MILLION

Twitter Impressions

65 COUNTRIES

Talking About the Race

23+ MILLION

Facebook Impressions

115,000**Tour Tracker Daily Downloads
During the Tour****3.2 MILLION**

Magazine Impressions

1.4 MILLION

Webpage Views (April – September, 2013)

Visits (Top Ten Countries)

1. Canada
2. United States
3. Slovakia
4. Netherlands
5. Australia
6. United Kingdom
7. France
8. Italy
9. Germany
10. Czech Republic

50,000 Map Guides

DISTRIBUTED

- Host & Route Communities
- Travel Organizations
- Newspaper Inserts
- On-Site, Daily September 2-8

50,000 Activity Booklets

DISTRIBUTED

- Host & Route Community Schools
- On-Site in Festival
- Electronic Version Online

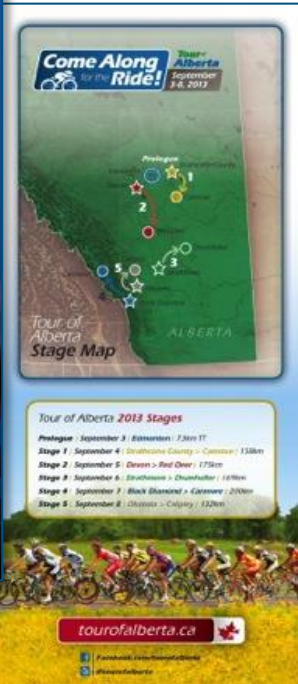
50,000 Event Guides

DISTRIBUTED

- Edmonton Sun Insert
- Calgary Sun Insert
- Host & Route Communities
- On-Site, Daily September 2-8

RACK CARD

120 World-Class Cyclists.
900 Grueling Kilometres.
6 Electrifying Days.



50,000
DISTRIBUTION

- Communities
- Travel Organizations

POSTER



5,000
DISTRIBUTION

- Host & Route Communities
- Tour Partners

ATB FINANCIAL CYCLING CARDS



10,000
DISTRIBUTION

- ATB Financial Autograph Alley, On-Site Daily
- ATB Financial Locations

Over 200 national & international media were covering the Tour of Alberta each day.



PRO TOUR



Team Garmin-Sharp



Team Argos-Shimano



Belkin Pro Cycling



Cannondale Pro Cycling



BMC Racing



Orica GreenEDGE

H4

PRO CONTINENTAL



UnitedHealthcare Pro Cycling



Champion System

RACING AT THE TOUR OF ALBERTA

15	7	9
World-Class Teams	Current National Champions	Tour de France Stage Winners
2	1	1
World Champions	Tour de France Champion	Giro d'Italia Champion

CONTINENTAL



Bissell Pro Cycling



5Hour Energy p/b Kenda



Equipe Garneau-Quebecor



Jelly Belly p/b Kenda



Canadian National Team



Team Smartstop
p/b Mtn Khakis



Optum p/b Kelly Benefit
Strategies

PETER SAGAN



3

Tour of Alberta Stage Wins

- World's No. 2 Ranked Rider
- Tour de France, (4) Stage Wins
- '13 Tour de France, Sprint Points Jersey

RYDER HESJEDAL



3

Days in the Best Canadian Jersey

- '12 Giro d'Italia, 1st Overall
- '10 Tour de France, 6th Overall
- '09 Vuelta a Espana, Stage Win

CADEL EVANS

H4



1

Tour of Alberta Stage Win

- '11 Tour de France, 1st Overall (Stage Win)
- '09 World Champion, Road Race
- '07-'08 Tour de France, 2nd Overall

ROBERT GESINK



5th

OVERALL
Tour of Alberta

- '12 Tour of California, 1st Overall (Stage Win)
- '10 Tour de France, 5th Overall

CHRISTIAN VANDE VELDE



- '12 USA Pro Challenge, 1st Overall
- '09 Tour de France, 7th Overall
- '08 Tour de France, 4th Overall

ZACH BELL



- '13 Canadian National Road Race Champion
- '13 Tour de Korea, Stage Win
- '13 Tour de Taiwan, Stage Win

GENERAL CLASSIFICATION (OVERALL)

1. Rohan Dennis (AUS), Team Garmin-Sharp 17:48:40
2. Brent Bookwalter (USA), BMC Racing + :18
3. Damiano Caruso (ITA), Cannondale Pro Cycling + :30

TOUR OF ALBERTA JERSEYS (FINAL)

Province of Alberta Leader Jersey

Rohan Dennis (AUS), Team Garmin-Sharp

SUBWAY® Sprint Points Jersey

Peter Sagan (SVK), Cannondale Pro Cycling

Budweiser Crown King of the Mountains Jersey

Tom Jelte Slagter (NED), Belkin Pro Cycling

Canadian Western Bank Best Young Rider Jersey

Rohan Dennis (AUS), Team Garmin-Sharp

Best Canadian Rider Jersey

Ryan Anderson (CAN), Champion System Pro Cycling

Most Aggressive Rider Jersey

Adam Farabaugh (CAN), Equipe Garneau-Quebecor

Team Overall

BMC Racing



TOUR OF ALBERTA STAGE WINNERS

SUBWAY® PROLOGUE - EDMONTON

Peter Sagan (SVK), Cannondale Pro Cycling

STAGE 1: STRATHCONA COUNTY to CAMROSE

Peter Sagan (SVK), Cannondale Pro Cycling

CANADIAN WESTERN BANK STAGE 2: DEVON to RED DEER

Silvan Dillier (SUI), BMC Racing

STAGE 3: STRATHMORE to DRUMHELLER

Rohan Dennis (AUS), Team Garmin-Sharp

STAGE 4: BLACK DIAMOND/FOOTHILLS

Cadel Evans (AUS), BMC Racing

STAGE 5: OKOTOKS to CALGARY

Peter Sagan (SVK), Cannondale Pro Cycling

For more information
please contact:

Paul Brosseau
Director of Operations
Tour of Alberta

Email:
paulb@albertapeloton.ca
Phone: 780-224-3723

H4





2014 HOST COMMUNITY
Tour of Alberta
Expression of Interest

Presented to:



2014 Tour of Alberta Host Community



2014 HOST COMMUNITY

Tour of Alberta
Expression of Interest

HOST COMMUNITY

The Tour of Alberta provides:

- 120 Professional Cyclists
- Traveling Race Infrastructure
- Live & Replayed Television Coverage - National & International (41 Million Viewers in 2013)
- LOC Revenue Generation
- Race Hospitality
- Media Exposure
- Economic Impact
- Special Ancillary Events
- Tour Entourage
- Marketing - TV, Radio, Print, Outdoor

TOUR OF ALBERTA HOST COMMUNITY REQUIREMENTS:

City Services
Local Organizing Committee
Parking Requirements
Volunteer Requirements
Volunteer Program
Auxiliary Space and Equipment
Financial Commitment



2014 HOST COMMUNITY
Tour of Alberta
Expression of Interest

TOUR OF ALBERTA – HOST COMMUNITY REQUIREMENTS

CITY SERVICES

Rocky Mountain House & Clearwater County is to provide local support in the following areas:

- Police Services
- Public Works & Road Services
- Spectator First Aid
- Resident & Business Notification
- Portable Toilets
- Waste Management
- Permitting Services
- Overnight Security

LOCAL ORGANIZING COMMITTEE (LOC)

Rocky Mountain House & Clearwater County is responsible for forming a Local Organizing Committee (LOC) to assist in the planning and execution of the Tour of Alberta on the Host Community's behalf.

Positions may include the following:

- Chairperson(s)
- Operation Director
- Technical Director
- Media/PR Director
- Volunteer Director
- Sponsorship Director
- VIP/Hospitality Director
- Ceremony Director
- Education Director
- Auxiliary Event Director



2014 HOST COMMUNITY

Tour of Alberta
Expression of Interest

PARKING REQUIREMENTS

The Tour of Alberta requires the following parking spaces in order to host a successful Stage:

- Team Parking - approx. 150 stalls (could be facilitated on streets)
- VIP Parking - approx. 100-150 stalls
- Festival/Vendor Parking - approx. 50 stalls
- Media Parking - approx. 30 stalls
- Staff Parking - approx. 100 stalls
- Crew Parking - Parking for large crew box trucks

*All parking can be assessed when choosing finish line location

VOLUNTEER PROGRAM

The host LOC will be responsible for recruiting and organizing local volunteers. Volunteers will assist the Tour and the LOC with coordinating various activities on the day of the event. For a stage start, Rocky Mountain House & Clearwater County can estimate around 150 volunteers required. For a stage finish, Rocky Mountain House & Clearwater County can estimate around 300-400 volunteers required. As planning evolves, the Tour will assist in finalizing this number.

AUXILIARY SPACE & EQUIPMENT – FINISH ONLY

Rocky Mountain House & Clearwater County is responsible for providing additional spaces and equipment. The Tour will work closely with the LOC to further define these needs and make adjustments where necessary. The final Host City Agreement will include specific details, however below is a snapshot of these areas.

- Media Workroom
 - Room for 40-50 working media, including tables & chairs
 - Access to a wireless network (approx. 10 meg upload/download)
 - Access to high speed wired internet for race photographers
 - Snacks & Refreshments or meals for media, where appropriate
- Press Conference Area
 - 600+ sq. feet of well light open space.
 - 30-40 chairs
 - 3 skirted tables
- Commissaires Meeting Room
 - Space for 8-10 officials - must be near finish line
- TV Compound
 - Large area near finish line for broadcast to set up
 - Requires hard connectivity to internet within 200 feet of compound



2014 HOST COMMUNITY
Tour of Alberta
Expression of Interest

-
- 10-20 mbps upload/download speed is required
 - 2-3 hard phone lines may be requested for national broadcast

FINANCIAL COMMITMENT

The financial investment to become the official host community for a stage start is \$100,000. The financial investment to become the official host community for a stage finish is \$150,000.

A final host city agreement will be developed with further information and exact specifications of both benefits and requirements.

Duane Vienneau

Print Name

Print Name

Signature

Signature

Date Signed

Date Signed

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2014.....

Name of Councilor / Board Member ..**Jim Duncan**.....

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$152.00	Next 4 Hours \$121.00	Next 4 Hours \$121.00	Regular Council Meeting \$276.00	Lunch \$16.00	Mileage @ \$0.54 / km
Jan 13	Regular Council				X		40
Jan 14	Joint Councils (McIntosh)	X	X				20
Jan 14	Pow Wow	X					20
Jan 15	FCSS	X					40
Jan 15, 17	FCSS meet with WCFS And ACE Committee	X					40
Jan 17	Landcare, RDRWA Sasquatch presentation	X					196
Jan 20	A+P	X	X				40
Jan 21	Sasquatch interview with Red Deer Express						0
Jan 23	West Country Trail Group	X					20
Jan 23	Arena Expansion Committee	X					20
Jan 23	Prov. ASB Conference call						0
Jan 27	Prov. ASB Committee	X	X				515
Jan 28	ASB Provincial Conf. Medicine Hat	X	X				0
Jan 29	ASB Provincial Conference	X	X				0
Jan 30	ASB Provincial Conference	X	X				515

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Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2014.....

Name of Councilor / Board Member

EARL GRAHAM

Payment Periods

January
March
September

February
April
October

May
July
November

June
August
December

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

Date	Type of Meeting Attended	First 4 Hours \$152.00	Next 4 Hours \$121.00	Next 4 Hours \$121.00	Regular Council Meeting \$276.00	Lunch \$16.00	Mileage @ \$0.54 / km
Jan 6/14	SPOG conf call.	✓					0
Jan 7/14	Prep for (14)	✓	✓				92
Jan 8/14	SLR /CPO	✓					92
Jan 9/14	MPC	✓	✓				92
Jan 13/14	Council				✓		92
Jan 14/14	Jurat Council.	✓	✓				92
Jan 15/14	RDR MUG	✓	✓	✓		✓	170
Jan 16/14	RBRWA	✓	✓	✓		✓	205
Jan 20/14	AWP	✓	✓				92
Jan 21/14	SPOG	✓	✓				90
Jan 28/14	COUNCIL				✓		92
Jan 29/14	ICC	✓					92

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Remuneration Calculation

10	Meetings @ \$152.00=	1520.00	1201	Kms @ \$0.54=	648.54
9	Meetings @ \$121.00=	1089.00	2	Lunch @ \$16.00=	32.00
2	Meetings @ \$276.00=	552.00			
	Supervision=	550.00			
	TOTAL=	3711.00		TOTAL=	680.54

Signature {Councilor / Board Member}

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of2014.....

Name of Councilor / Board Member Theresa Leung

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$152.00	Next 4 Hours \$121.00	Next 4 Hours \$121.00	Regular Council Meeting \$276.00	Lunch \$16.00	Mileage @ \$0.54 / km
Jan 7/2014	Strategic Plan Review						6.8
Jan 14/2014	MPL	✓	✓				6.8
Jan 13/2014	Council				✓		6.8
Jan 4/2014	Regional Collaboration Workshop	✓	✓				6.8
Jan 15/14	FLSS	✓					6.8
Jan 15/14	Senior Housing	✓					6.8
Jan 20/14	Agenda & Priorities	✓	✓				6.8
Jan 22/14	Library Comm. Meet.	✓					6.8
Jan 23/14	Arena Expansion	✓					6.8
Jan 28/14	Council				✓		6.8
Jan 31/14	Arena Exp Proj Review @ Town Hall	✓					6.8

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Remuneration Calculation

<u>8</u>	Meetings @ \$152.00=	<u>1216.00</u>	<u>680</u>	Kms @ \$0.54=	<u>367.20</u>
<u>3</u>	Meetings @ \$121.00=	<u>363.00</u>	<u>0</u>	Lunch @ \$16.00=	<u>0</u>
<u>2</u>	Meetings @ \$276.00=	<u>552.00</u>			
	Supervision=	<u>550.00</u>			
	TOTAL=	<u>2681.00</u>		TOTAL=	<u>367.20</u>

Signature {Councilor / Board Member} Theresa Leung

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of2014.....

Name of Councilor / Board Member Curt Mack

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$152.00	Next 4 Hours \$121.00	Next 4 Hours \$121.00	Regular Council Meeting \$276.00	Lunch \$16.00	Mileage @ \$0.54 / km
Jan 7	Joint Council prep session	✓	✓				35
Jan 13	Council				✓		35
Jan 14	Regional Planning	✓	✓				35
Jan 20	A + P	✓	✓				35
Jan 28	Council				✓		35
Jan 29	ICC	✓					35

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Remuneration Calculation

<u>4</u>	Meetings @ \$152.00=	<u>608.00</u>	<u>210</u>	Kms @ \$0.54=	<u>113.40</u>
<u>3</u>	Meetings @ \$121.00=	<u>363.00</u>		Lunch @ \$16.00=	<u>0</u>
<u>2</u>	Meetings @ \$276.00=	<u>552.00</u>			
	Supervision=	<u>550.00</u>			
	TOTAL=	<u>2073.00</u>		TOTAL=	<u>113.40</u>

Signature {Councilor / Board Member} Curt Mack