



Clearwater County

Regular Council Meeting - 26 May 2020

Agenda

9:00 AM - Tuesday, May 26, 2020

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

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

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

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1. CALL TO ORDER	
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9.2. Public Works Report

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10. CLOSED SESSION*

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

10.1. 1:30 pm Ed Grose, hrOutlook: Personnel - CAO Performance Evaluation; FOIP s.17 Disclosure Harmful to Personal Privacy

10.2. Verbal Report: Town of Rocky Mountain House - Clearwater County Negotiations; FOIP s.23 Local Public Body Confidences

11. ADJOURNMENT



MINUTES

Regular Council Meeting

9:00 AM - Tuesday, May 12, 2020
Council Chambers, 4340 – 47 Avenue,
Rocky Mountain House, AB

**COUNCIL
PRESENT:**

Reeve Timothy Hoven
Councillor Jim Duncan
Councillor Cammie Laird
Councillor Daryl Lougheed
Councillor John Vandermeer
Councillor Theresa Laing
Councillor Michelle Swanson

**ADMINISTRATION
PRESENT:**

Chief Administrative Officer - Rick Emmons
Director, Corporate Services - Murray Hagan
Finance Manager - Rhonda Serhan
Recording Secretary - Tracy Haight
Director, Agriculture & Community Services - Matt Martinson
Director, Emergency & Legislative Services - Christine Heggart
Director, Planning & Development - Keith McCrae
Senior Planner - Kim Gilham
Senior Planner - Jose Reyes
Communications Coordinator - Djurdjica Tutic
Director, Public Works Operations - Kurt Magnus
Manager, Regional Solid Waste Services - Reid Williams

**OTHERS VIA
ELECTRONIC
COMMUNICATION:**

Amanda Grieve
Becky McPhee
Carmen and Mike Coe
Cyndal Johnston
Greg Summers
Kara McKenzie
Karie Iverson
Kyle Collinson
Lynn Smith
Marianne Cole
Ron Tomy
Ron Lepard
Shawna Norrad
Wendall Mason
Vonnie Peters

DELEGATE:

David Carter, Community Homelessness Coalition

1. CALL TO ORDER

Reeve Hoven called the Meeting to order at 9:00 am.

2. ADOPTION OF AGENDA

Delegation/Presentation Item 6.1 10:30 am David Carter, Community Homelessness Coalition was rescheduled to 1:00 pm.

RES-206-2020 Motion by Councillor John Vandermeer that Council adopts the May 12, 2020, Regular Council Meeting Agenda as amended.
CARRIED

3. ADOPTION OF MINUTES

3.1. Regular Council Meeting Minutes

RES-207-2020 Motion by Councillor Daryl Lougheed that Council adopts the April 28, 2020, Regular Meeting Minutes as circulated.
CARRIED

4. PUBLIC HEARING

4.1. 9:00 am Public Hearing - Bylaw 1083/20 Clearwater County Land Use Bylaw

Reeve Hoven called the Public Hearing to order at 9:01 am.

The Hearing was held by electronic means, in compliance with provincial *Meeting Procedures (COVID-19 Suppression) Regulation*, to allow public input while maintaining social distancing recommendations and mass gathering restrictions from the Chief Medical Officer of Health during the COVID-19 health emergency.

The purpose of Bylaw 1083/20 is to rescind and replace Land Use Bylaw 714/01 and all amendments. The proposed land use bylaw does not make any significant changes to the previous bylaw that regulates and controls the use and development of land and buildings within Clearwater County. This new bylaw intends to consolidate all land use amendment bylaws adopted since 2001 into one bylaw, as well as: correct typographical errors, spelling, grammar; update and expand definitions; update maps and land use districts; and, add new definitions related to previously adopted land use amendments. By rescinding and replacing Bylaw 714/01 with Bylaw 1083/20, land use regulations are more clearly defined and simplified.

Council granted first reading of Bylaw 1083/20 on February 11, 2020. As required by legislation, notice of today's Public hearing was advertised and comments were invited from referral agencies and any landowner who claims to be affected by the proposed bylaw.

Written submissions from the public commenting on the proposed bylaw were presented to Council.

Reeve Hoven invited questions from Council regarding the proposed amendment and no questions were asked.

K. Gilham reviewed comments received from a referral agency, Alberta Transportation.

Reeve Hoven invited comments from the public in favour of the proposed bylaw. There were no comments given.

Reeve Hoven invited comments from the public in opposition of the proposed bylaw.

Amanda Grieve, Becky McPhee, Vonnie Peters, Carmen Coe and Greg Summers each expressed concerns with proposed amendments to various sections of the land use bylaw pertaining to: definition of 'minor agricultural pursuit' and the inclusion of 'no sales of the livestock, or sales of the production associated with the livestock is permitted'; the number of allowable holiday trailer/recreation vehicle permitted on residential property; and, the addition of sea container regulations.

Reeve Hoven recessed the Public Hearing at 9:49 am due to audio equipment technical difficulties.

5. PLANNING & DEVELOPMENT

5.1. Consideration of Second and Third Readings of Bylaw 1083/20 Clearwater County Land Use

RES-208-2020 Motion by Councillor Theresa Laing that Council tables second and third reading of the Land Use Bylaw 1083/20, for the purpose of regulating and controlling the use and development of land and buildings in Clearwater County, pending rescheduling of the Public Hearing.

CARRIED

K. Gilham, K. McCrae and J. Reyes left the meeting.

M. Martinson joined the meeting.

7. AGRICULTURE & COMMUNITY SERVICES

7.1. Wild Rose School Division's Request for Funding Commitment Letter

RES-211-2020 Motion by Councillor Cammie Laird that Council provides Wild Rose School Division with a letter of commitment for Clearwater County to provide funding, up to a maximum of \$200,000, for project upgrades to increase functionality within the new Leslieville High School and Condor Elementary School.

CARRIED

M. Martinson left the meeting.

C. Heggart joined the meeting.

8. EMERGENCY & LEGISLATIVE SERVICES

8.1. Bylaw 1094/20 - Municipal Emergency Management Bylaw

RES-212-2020 Motion by Councillor Jim Duncan that Council grants first reading of Bylaw 1094/20 for the purpose of establishing a Municipal Emergency Advisory Committee and a Municipal Emergency Management Agency as amended.

CARRIED

8.2. Clearwater Regional Fire Rescue Services 2020 Operating and Capital Budget Amendments

RES-213-2020 Motion by Councillor John Vandermeer that Council approves the following 2020 budget adjustments:

Capital

Increase CRFRS capital by \$52337

Increase transfers from the Fire HQ reserve by \$52,337

Operating

Increase stations recoveries by \$124,513

Decrease HQ recoveries by \$190,354

Decrease contingency by \$65,841

CARRIED

C. Heggart left the meeting.

K. Magnus and R. Williams joined the meeting.

9. PUBLIC WORKS

9.1. Town of Rocky Mountain House Eco Centre Project Proposal

RES-214-2020 Motion by Councillor Michelle Swanson that Council receives the Town of Rocky Mountain House *'Eco Centre Design and Development Project Proposal'* for information as presented.

CARRIED

K. Magnus and R. Williams left the meeting.

D. Carter joined the meeting.

6. DELEGATION/PRESENTATION

6.1. 1:00 pm David Carter, Community Homelessness Coalition

RES-209-2020 Motion by Councillor Jim Duncan that Council authorizes Community Homelessness Coalition representatives, Karen Kantor, Second Stage Housing Supervisor, Mountain Rose Women's Shelter Association, and Naomi McNair, Administrator, The Rock Youth Centre, participation in Council's May 12, 2020, Regular Meeting via electronic communications.

CARRIED

RES-210-2020 Motion by Councillor Michelle Swanson that Council receives the Community Homelessness Coalition Delegation's information as presented.
CARRIED

D. Carter left the meeting.

10. CAO OFFICE

10.1. Town of Rocky Mountain House - Clearwater County Negotiating Committee Appointments

RES-215-2020 Motion by Councillor Daryl Lougheed that Council approves the *Town of Rocky Mountain House/Clearwater County Intermunicipal Collaboration Framework and Agreements Discussion Protocols*.
CARRIED

RES-216-2020 Motion by Councillor Michelle Swanson that Council appoints the Reeve, Councillors Vandermeer, Laing, and Councillor Duncan as alternate, and the CAO, as the Clearwater County Negotiating Team representatives to the *Town of Rocky Mountain House - Clearwater County Negotiating Committee*, effective May 12, 2020, until negotiation of agreements for solid waste services and revenue sharing and the Intermunicipal Collaboration Framework are complete, or April 1, 2021, which ever occurs first.
CARRIED

D. Tutic joined the meeting.

11. CORPORATE SERVICES

11.1. Municipal Entrance Welcome Signs

RES-217-2020 Motion by Councillor Jim Duncan that Council approves Option I as the final design concept for development and installation of seven municipal entrance welcome signs.
CARRIED

D. Tutic left the meeting.

11.2. Support for Private Member's Bill C-221, The Environmental Restoration Incentive Act.

RES-218-2020 Motion by Councillor Jim Duncan that Council seeks additional information and perspective from the Rural Municipalities of Alberta and Canadian Association of Petroleum Producers regarding the support of Private Member's Bill C-221 *The Environmental Restoration Incentive Act*.
CARRIED

R. Serhan joined the meeting.

11.3. Tax Rate Bylaw 1093/20

RES-219-2020 Motion by Councillor John Vandermeer that Council grants second reading of Bylaw 1093/20 for the purpose of authorizing the rates of taxation to be levied against assessable property within Clearwater County for the 2020 taxation year.

CARRIED

RES-220-2020 Motion by Councillor Cammie Laird that Council grants third reading of Bylaw 1093/20.

CARRIED

R. Serhan left the meeting.

12. REPORTS

12.1. CAO's Report

12.2. Public Works Report

12.3. Councillor Reports

12.4. Councillor Remuneration

RES-221-2020 Motion by Councillor Michelle Swanson that Council receives the May 12, 2020, CAO Report, Public Works Report, Councillor Reports from Reeve Hoven and Councillors Duncan, Laird, Loughheed, Laing, Vandermeer and Swanson and Councillor Remuneration for information as presented.

CARRIED

13. CLOSED SESSION*

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

13.1. Personnel - CAO Performance Evaluation; FOIP s.17 Disclosure Harmful to Personal Privacy

13.2. Verbal Report; FOIP s.24 Advice from Officials

13.3. Verbal Report - Village of Caroline; FOIP s.23 Local Public Body Confidences

RES-222-2020 Motion by Councillor Jim Duncan that Council goes into CLOSED Session to discuss Items 13.1 Personnel - CAO Performance Evaluation as per FOIP s.17 Disclosure Harmful to Personal Privacy; 13.2 Verbal Report as per FOIP s.24 Advice from Officials; and 13.3 Verbal Report - Village of Caroline as per FOIP s.23 Local Public Body Confidences at 2:50 pm.

CARRIED

RES-223-2020 Motion by Councillor John Vandermeer that Council goes into OPEN Session at 4:00 pm.

CARRIED

RES-224-2020 Motion by Councillor Michelle Swanson that Council sends a joint letter with Village of Caroline to the Minister of Municipal Affairs to inquire on the status of Clearwater County's Alberta Community Partnership Municipal Restructuring Study Stream grant application submitted February 3, 2020.

CARRIED

14. ADJOURNMENT

14.1. RES-225-2020 Motion by Councillor Jim Duncan that the meeting adjourns at 4:00 pm.

CARRIED

Reeve

CAO



Agenda Item Report

Regular Council Meeting

AIR Type:	Delegation
SUBJECT:	9:00 am Âsokêwin Friendship Centre, Kirby Bigchild, Executive Director
PRESENTATION DATE:	Tuesday, May 26, 2020
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Tracy Haight, Executive Assistant Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input checked="" type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
None	

STAFF RECOMMENDATION:

That Council receives information from Âsokêwin Friendship Centre's delegate as presented.

BACKGROUND:

Kirby Bigchild, Executive Director, Âsokêwin Friendship Centre, will update Council on the Centre's receipt of Family and Community Support Services grant funding.



Agenda Item Report

Regular Council Meeting

AIR Type:	Delegation
SUBJECT:	9:30 am Canadian Association of Petroleum Producers, Kelly McTaggart, Community Engagement Advisor
PRESENTATION DATE:	Tuesday, May 26, 2020
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Tracy Haight, Executive Assistant Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input checked="" type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input checked="" type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
CAPP Clearwater County 2020	

STAFF RECOMMENDATION:

That Council receives Canadian Association of Petroleum Producers' 'Industry Update' for information as presented.

BACKGROUND:

Kelly McTaggart, Community Engagement Advisor, Canadian Association of Petroleum Producers (CAPP), will attend Council to present the 'State of the Industry Update'.

The following information is an excerpt from CAPP's website:

The Canadian Association of Petroleum Producers (CAPP) is a membership-driven organization that provides a strong, unified voice for Canada's oil and natural gas industry, initiates change and responds to issues on behalf of members. CAPP's member companies produce about 80 per cent of Canada's natural gas and crude oil. CAPP's associate members provide a wide range of services that support the upstream crude oil and natural gas industry and contribute about \$109 billion in revenues annually.

CAPP's Vision is to enhance Canada's prosperity by enabling responsible growth of Canada's upstream oil and natural gas industry.

Our Mission, on behalf of the Canadian upstream oil and natural gas industry, is to advocate for and enable:

- Economic competitiveness; and,

- Safe, environmentally and socially responsible performance.

This means achieving the following outcomes for our industry:

- Competitiveness, in North America and globally, so as to attract the capital necessary to grow production and expand markets and to deliver value to the Canadian public and to industry investors; and,
- Promote confidence in the industry from governments, Indigenous peoples, the public, stakeholders and the communities in which the industry operates, which will be determined by:
 - oThe industry's collective performance, as measured by continuous improvement and compared to world class benchmarks; and,
 - oThe effectiveness of CAPP's communications and outreach.



Clearwater County May 26, 2020

CAPP CANADA'S OIL & NATURAL GAS
PRODUCERS

Canadian Association of Petroleum Producers

- Represents large and small producer member companies
- Members explore for, develop and produce natural gas, natural gas liquids, crude oil, and oil sands throughout Canada
- Produce about 80 per cent of Canada's natural gas and crude oil
- Associate members provide a wide range of services that support the upstream crude oil and natural gas industry

Current Economic Conditions

Current Economic Conditions

- **World demand in April expected to be off by 30M bbls/d from around 100M bbls/d**
- **Demand for the year expected to be off by 10M bbls/d**
- **World supply expected to drop by 12M bbls/d as a result of the OPEC++ agreement.**
- **Limited world storage capacity is a significant concern at this time.**
- **Announced Canadian cuts of 400k bbls/d (market driven)**
- **CAPP forecast capital spending for the year now at \$25.4B (was \$37B) vs \$34.4B estimate for 2019.**
- **As with oil prices, Canadian condensate prices have fallen steeply and into negative territory at times.**
- **Gas producers now prioritizing dry gas assets.**

Work with Governments



CAPP.CA

CAPP's Advocacy

- **CAPP has been working with government's in three areas:**
 - **Essential Services:**
 - Continue to provide energy to the country
 - Need for supply chains to remain in tact
 - Need for people to move
 - Need for health and safety measures
 - **Liquidity and job preservation:**
 - Need for credit facilities to be made available
 - Deferral of payments to governments and agencies
 - Economic stimulus in the areas of orphan and inactive wells
 - **Red tape reduction and deferral of regulatory change**

Federal Government Action

- **Essential Services:**
 - Significant, positive engagement
- **Liquidity and job preservation:**
 - Increased credit facilities from Bank of Canada and EDC
 - General economy measures
 - Oil and gas measures targeted at small and medium firms
 - Wage and rental subsidies available
 - \$1.72B for inactive and orphan wells (\$120M for B.C.)
 - \$750M for actions on methane reductions
 - Discussing additional credit measures for sector
- **Red tape reduction and deferral of regulatory change**
 - Delayed regulatory process on Clean Fuel Standard

Provincial Government Action

- **Essential Services:**
 - Significant, positive engagement
- **Liquidity and job preservation:**
 - Carbon tax deferrals
 - Hydro fee deferrals
 - Tax deferrals
 - Ongoing conversations regarding inactive and orphan inventory
- **Red tape reduction:**
 - Ongoing discussions with the Oil and Gas Commission

The Good News

The Good News

- **Markets are responding to price and storage signals**
- **Governments are responding**
- **Canadian companies were are ready lean and nimble as a result of 5+ years of challenged economics**
- **Major projects proceeding:**
 - LNG Canada and Coastal Gas Link
 - TransMountain Expansion
 - Keystone XL
 - Enbridge Line 3



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Letter of Support - Canadian Heritage River Designation for the North Saskatchewan River
PRESENTATION DATE:	Tuesday, May 26, 2020
DEPARTMENT:	Agriculture & Community Services
WRITTEN BY:	Matt Martinson Director, Ag and Community Services
REVIEWED BY:	Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input checked="" type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
Smokey Lake County Heritage River NSR Request Canadian Heritage River System Fact Sheet	

STAFF RECOMMENDATION:

That Council considers providing a letter of support for the nomination of the remainder of the North Saskatchewan River to be designated a Canadian Heritage River.

BACKGROUND:

The North Saskatchewan Water Shed Alliance(NSWA), in partnership with Smokey Lake County, are revitalizing an initiative to have the remainder of the North Saskatchewan River designated a Canadian Heritage River. This was attempted several years ago but did not succeed in part due to a lack of letters of support. Currently only the portion of the North Saskatchewan River that is within the borders of the Banff National Park is designated a Canadian Heritage River.

The purpose of this designation is to bring national recognition to Canada's outstanding rivers and to encourage long term management to conserve their natural, cultural and recreational value. The designation does not come with any regulatory authority, and there is no requirement for the County to allocate any resources.

Recently administration received notice from the Town of Rocky Mountain House that its Council has discussed the NSWA and Smokey Lake County request and passed the following resolution:

April 7, 2020 Council Meeting – Item 9.3

Heritage River System.

Res 2020-238

Moved by Mayor Tammy Burke

BE IT RESOLVED THAT Council instruct administration to contact Clearwater County, and subject to Clearwater County's approval, that the Town and Clearwater County send a joint letter of support to Smoky Lake County, in support of the nomination for the designation of the North Saskatchewan River for the Canadian Heritage River System. Carried.

It is our understanding from discussions with the NSWA and Smokey Lake County that they have already received several letters of support from municipalities and other stakeholders. The nomination will be submitted by the NSWA to the Canadian Heritage River System Board when they have received enough letters of support and completed the application, potentially as early as this fall.



Smoky Lake County

P.O. Box 310
4612 McDougall Drive
Smoky Lake, Alberta
T0A 3C0

Phone: 780-656-3730
1-888-656-3730
Fax: 780-656-3768
www.smokylakecounty.ab.ca

NORTH SASKATCHEWAN WATERSHED ALLIANCE (ALBERTA)
202-9440 49 STREET
EDMONTON, AB T6B 2M9



Sent by: Regular Mail

October 30, 2019

RE: Letter of Support for the Inter-Provincial Nomination for Designation of the North Saskatchewan River for the Canadian Heritage River System

To Whom it May Concern,

On behalf of Smoky Lake County, it is a pleasure to provide this letter supporting nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS) on an inter-provincial basis. Further to the North Saskatchewan Watershed Alliance *Heritage River Background Study* (2005):

"The Canadian Heritage River System is a cooperative venture between federal, provincial, and territorial governments designed to offer international, national, provincial and regional recognition to outstanding rivers in Canada that demonstrate exceptional examples of Canadian cultural, natural, and recreation values. The main objective is to ensure the long-term management of these rivers in order that their unique values are conserved for the continuing benefit and enjoyment of Canadians and visitors to Canada."

Smoky Lake County is situated along an 82 kilometer stretch of the North Saskatchewan River, which forms our southern municipal boundary with Lamont County. We are home to the Victoria Settlement Provincial Historic Site, as well as the Victoria District National Historic Site of Canada, which encompasses approximately 22 kilometers of the River shore. As derived from the June 2001 minutes of the Historic Sites and Monuments Board of Canada (HSMBC), Victoria District was designated as a National Historic Site because:

"its cultural landscape represents an exceptional illustration in one concentrated area of major themes in Prairie settlement including the development of the fur trade, the

**Letter of Support
Inter-Provincial Nomination of the North Saskatchewan River
Canadian Heritage River System (CHRS)**

establishment of the Métis river lot system, the arrival of missions, Prairie agricultural development and the establishment of eastern European immigrants at the beginning of the 20th century."

Likewise, the Victoria Trail (a segment of the Fort Edmonton – Fort Garry/Winnipeg Trail, or Carlton Trail) runs adjacent to the River in many places, and has served as a connection between people, landscape, and the River for centuries, being utilized as the primary over-land method of travel by Indigenous peoples, Métis and Red River Carts, missionaries, and settlers, prior to the arrival of rail in Western Canada. The use of this trail network was designated a 'National Historic Event' by the NSMBC in 1972.

Indeed, prior to European settlement, the North Saskatchewan River held importance for First Nations peoples, for example, as a meeting place, a source of food and water, for navigation and travel, and commerce. Today, the River continues to serve as a cornerstone of our communities and economies.

People continue to seek out the River, including at the Métis Crossing interpretive center for music and jigging, gastro-tourism, reconnection to landscape, and to seek greater cultural understanding. The popular 'Paddle into the Past' program is an experience in which participants embark on a journey in a Voyageur Canoe, along the same route taken by historic fur traders and explorers such as Henry Alexander and David Thompson along the North Saskatchewan River.

We ought to safeguard the future of our North Saskatchewan River environment for the use, benefit, and enjoyment of future generations. Currently, only the headwaters of the North Saskatchewan River falling within the Banff National Park are recognized under the Canadian Heritage River System.

As such, we would support an inter-provincial nomination of the entire reach of the North Saskatchewan River for inclusion into the Canadian Heritage River System, and we implore our North Saskatchewan River neighbors spanning both the provinces of Alberta and Saskatchewan to lend their support as well.

Best Regards,


Craig Lukinuk
Reeve, Smoky Lake County

cell: 780-656-5449 / email: craiglukinuk@smokylakecounty.ab.ca
website: www.smokylakecounty.ab.ca

cc: • North Saskatchewan River Basin Council (Saskatchewan) • Mosquito Grizzly Bear's Head Lean Man First Nations

Letter of Support
Inter-Provincial Nomination of the North Saskatchewan River
Canadian Heritage River System (CHRS)

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- Beardy's & Okemasis Cree First Nation
- Brazeau County
- City of Fort Saskatchewan
- City of Leduc
- City of North Battleford
- City of Prince Albert
- Clearwater County
- Colleen Young, MLA for Lloydminster
- County of Wetaskiwin
- Dane Lloyd, MP for Sturgeon River — Parkland
- David Hanson, MLA for Bonnyville-Cold Lake-St. Paul
- David Shepperd, MLA for Edmonton-City Centre
- Deron Bilous, MLA for Edmonton-Beverly-Clareview
- Dilbert Kirsch MLA for Batoche
- Frog Lake First Nation
- Garnett Genius, MP for Sherwood Park — Fort Saskatchewan
- Garth Rowsell, MLA for Vermillion-Lloydminster-Wainwright
- Gerald Soroka, MP for YELLOWHEAD
- Glenn Van Dijken, MLA for Athabasca-Barrhead-Westlock
- Heather McPherson, MP for Edmonton Strathcona
- Heather Sweet, MLA for Edmonton-Manning
- Herb Cox, MLA for The Battlefords
- Hon. Dale Nally, MLA for Morinville-St. Albert
- Hon. Dustin Duncan, MLA for Weyburn-Big Muddy, Minister of Environment
- Hon. Jason Nixon, MLA for Rimbey-Rocky-Mountain-House-Sundre, Minister for AEP
- Hon. Kaycee Madu, MLA for Edmonton-South West, Minister for Municipal Affairs
- Hon. Nadine Wilson, MLA for Saskatchewan Rivers,
- Hon. Rachel Notley, MLA for Edmonton-Strathcona
- Hon. Scott Moe, MLA for Rosthern-Shellbrook, Premier
- Jackie Armstrong-Homeniuk, MLA for Fort Saskatchewan-Vegreville
- Janis Irwin, MLA for Edmonton-Highlands-Norwood
- Muskeg Lake First Nation
- Nicole Rancourt, MLA for Prince Albert Northcote
- O'Chiese First Nation
- Onion Lake First Nation
- Parkland County
- Poundmaker First Nation
- Rakhi Pancholi, MLA for Edmonton-Whitemud
- Randy Hoback, MP for PRINCE ALBERT
- Randy Weekes, MLA for Biggar-Sask Valley
- RM of Battle River No. 438
- RM of Britannia No. 502
- RM of Buckland No. 491
- RM of Corman Park No. 344
- RM of Duck Lake No. 463
- RM of Eagle Creek No. 376
- RM of Eldon No. 471
- RM of Frenchman Butte No. 501
- RM of Garden River No. 490
- RM of Garden No. 490
- RM of Glenside No. 377
- RM of Great Bend No. 405
- RM of Laird No. 404
- RM of Leask No. 464
- RM of Mayfield No. 406
- RM of Mervin No. 499
- RM of North Battleford No. 437
- RM of Payton No. 470
- RM of Shellbrook No. 463
- RM of Turtle River No. 469
- Rosemarie Falk, MP for Battlefords — Lloydminster
- Saddle Lake First Nation
- Shannon Stubbs, MP for Lakeland
- Smoky Lake County Regional Heritage Board
- Smoky Lake Regional Community Economic Development Committee (RCDC)
- St. Paul County
- Strathcona County
- Sturgeon County
- Sturgeon Lake First Nation
- Sweetgrass First Nation
- Thorhild County
- Thunderchild First Nation
- Town and RM of Blaine Lake No. 434

**Letter of Support
Inter-Provincial Nomination of the North Saskatchewan River
Canadian Heritage River System (CHRS)**

- Joe Hargrave, MLA for Prince Albert-Carlton
- Jordan Walker, MLA for Sherwood Park
- Kelly Block, MP for Carlton Trail — Eagle Creek
- Kelly McCauley, MP for Edmonton – West
- Kerry Diotte, MP for Edmonton – Griesbach
- Lamont County
- Larry Doke, MLA for Cut-Knife-Turtleford
- Leduc County
- Little Pine Indian First Nation
- Lori Sigurdson, MLA for Edmonton-Riverview
- Lorne Dach, MLA for Edmonton-McClung
- Mark Smith, MLA for Drayton Valley-Devon
- Marlin Schmidt, MLA for Edmonton-Gold Bar
- Matt Jeneroux, MP for Edmonton – Riverbend
- Métis Crossing
- Métis Nation of Alberta
- Mike Lake, MP for Edmonton — Wetaskiwin
- Moosomin First Nation
- Town of Devon
- Town of Drayton Valley
- Town of Langham
- Town of Radisson
- Town of Rocky Mountain House
- Town of Smoky Lake
- Two Hills County
- Vermillion River County
- Victoria Settlement Provincial Historic Site
- Victoria Home Guard Historical Society
- Victoria Trail Agricultural Society
- Village of Borden
- Village of Caroline
- Village of Denholm
- Village of Elk Point
- Village of Maymont
- Village of Paradise Hill
- Village of Ruddell
- Village of Vilna
- Village of Waskatenau
- Wahpeton Dakota Nation & Prince Albert Grand Council
- Ziad Aboultaif, MP for Edmonton-Manning

Letter of Support
Inter-Provincial Nomination of the North Saskatchewan River
Canadian Heritage River System (CHRS)

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FAQ

Further to Smoky Lake County's October 2019 Letter of Support for possible inter-provincial nomination of the North Saskatchewan River to the Canadian Heritage River System (CHRS)

What is the Canadian Heritage Rivers System (CHRS)?

The CHRS is Canada's national river conservation program, a partnership of the federal, provincial and territorial governments, and was established in 1984 to:

- conserve rivers with outstanding natural and cultural heritage, and recreational values
- give them national & international recognition,
- encourage the public to use, enjoy, and appreciate Canada's most significant river systems

Designation places the river in an "elite club" which promotes the river's recreation and tourism opportunities.

The CHRS serves as a catalyst or a vehicle for governments, communities, First Nations, and individuals to take action to protect and sustainably manage their river, ensuring that it *remains* an important part of our communities and lives.

Importantly, it is important to note some key limitations of a CHR designation:

- Designation is commemorative, not legal or regulatory: it does **NOT** create new rules, development regulations or laws. The designation document (aka the management plan or heritage strategy) is non-binding.
- Designation does **NOT** impact current land ownership/land uses along the river, municipal planning matters, or First Nations or Métis rights
- All levels of government retain their jurisdictional powers and management responsibilities over a river and its adjacent lands

For additional information on the Canadian Heritage River System go to www.chrs.ca.

More information is also available in the [CHRS Policies, Procedures and Operational Guidelines](#).





What are the implications of a Canadian Heritage River designation for my municipality?



- Designation of a river does **not** create any new restrictions besides those which are already in force across the province/Canada, such as the *Alberta Water Act*, *Alberta Environmental Protection and Enhancement Act*, *Canada Navigable Waters Act*, etc.
 - Unlike a Provincial or Municipal Historic Resource designation under the *Alberta Historical Resources Act*, the CHRS does not create new development restrictions.
 - Participation is voluntary. Municipalities may choose to advance their own initiatives and plans that link to the designation.
- Designation is intended to facilitate recreation, interpretation and tourism planning efforts among municipalities and provincial organizations, to benefit residents and create new tourism opportunities for non-residents and international visitors.

Isn't the North Saskatchewan River (NSR) already designated?

- Presently, only a 48.5 km section the headwaters of the NSR within the federal lands of Banff National Park have been designated (in 1989) under the CHRS.
- The remaining +1,200 km stretching from the Banff National Park boundary to the Forks (where the North Saskatchewan joins with the South Saskatchewan) at Prince Albert, SK remain undesignated.
 - Much of the work required towards designation of the remainder has already been completed by the North Saskatchewan Watershed Alliance (NSWA) in Alberta and the North Saskatchewan River Basin Council (NSRB) in Saskatchewan at various times over the last 20 years!

What are the steps from Zero, to Nomination, to Designation?

	<p>Steps One & Two – Inquiry and Pre-Screening:</p> <ul style="list-style-type: none"> - <i>The North Saskatchewan River has been identified as displaying exemplary natural, cultural, recreation, and heritage value, and is listed within the 2010 CHRS Gap Analysis, a policy document that suggests priority rivers for completing the System, which is a goal of the CHRS program's 2008-2018 Strategic Plan.</i>
	<p>Step Three – Background Study: Provided that the initial inquiry and pre-screening yields positive results, a background study is to be prepared, inventorying the river's natural, cultural and recreational values.</p>

	<ul style="list-style-type: none"> - <i>A Background Study 'The Story of the River is the Story of the West' was completed for the NS river within Alberta in 2005</i> <ul style="list-style-type: none"> o <i>A ceremony was held at Rocky Mountain House with Lieutenant Governor Helen Hunley officiating</i> - <i>A Background Study has also been completed for the river within Saskatchewan, in 2017.</i>
	<p>Step Four & Five – Nomination Document: A nomination document must be prepared and submitted to the Board for its consideration. Financial support is also available for this step.</p> <p>If the river meets selection guidelines, the Board will recommend that the nomination be officially approved by the appropriate provincial or territorial Minister and the Minister responsible for Parks Canada (the Minister of Environment and Climate Change Canada).</p> <p>An announcement celebrating the nomination of the river will then be prepared by the federal and provincial governments, in cooperation with the community-level river proponent.</p> <ul style="list-style-type: none"> - <i>A Nomination Document was completed for the river within Alberta, having been accepted by the CHRS Board in 2006.</i> <ul style="list-style-type: none"> o <i>Although support had been indicated from the province at this point, the final designation process was then unfortunately disrupted by a cabinet shuffle.</i> - <i>A nomination document would need to be prepared for the portion of river within Saskatchewan.</i>
	<p>Steps Six and Seven – Producing a Designation Document, Review and Approval: A designation document (also known as a management plan or heritage strategy) must be prepared that describes how the river will be managed to conserve its outstanding natural, cultural and/or recreational values.</p> <ul style="list-style-type: none"> • Financial support is also available for this step, which requires public consultations. • The CHRS program is non-legislative, which means that all conservation actions described in the designation document are voluntary.

	<ul style="list-style-type: none"> • No new regulations or laws are created when rivers are designated to the CHRS. <p>The designation document is reviewed by the CHRS Technical Planning Committee and tabled with the Board for its recommendation to the appropriate provincial or territorial Minister and the Minister of Environment and Climate Change Canada to formally designate the river to the CHRS.</p> <p>Once this approval has been obtained, a news announcement and plaque unveiling ceremony(ies) can take place.</p> <p style="color: red;">- <i>These final designation steps are yet to be completed.</i></p>
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What happens AFTER designation?

- An annual report is prepared each year describing changes, improvements and threats to the values for which the river was designated. River-based events and stewardship actions are also listed in annual reports.
- Every ten years, an in-depth review of the river’s values is undertaken and a monitoring report on the decade is prepared and tabled with the Board.

Why did we send a Letter of Support?

- Smoky Lake County is nearing the implementation stage of an Economic Development Plan centered around the Victoria District, a National Historic Site which stretches back from the north bank of the NS River.
- Our municipality sees immense value in the leveraging of our historic resources as a vehicle to drive recreational and tourism opportunities.
- The new \$10M Métis Crossing Cultural Gathering Center located adjacent the river and within the Victoria District is anticipated to draw an additional +60,000 annual visitors.

Benefits which can arise from a CHR designation:

- Opportunity for people to reconnect with the river, its history and help guide its future
- Opportunity to gain and encourage respect and appreciation for culturally rich and diverse communities, sharing of stories of the past and move forward together

- Opportunity to cooperatively promote healthy ecosystems for current and future generations
- Opportunities for water-based recreation and eco-tourism
 - Enhance business opportunities compatible with the heritage values of the river.
 - Promote the unique and significant heritage values associated with the river.
 - Promote the socio-economic value of the river.
 - Promote new water-based recreation and tourism opportunities (e.g. canoeing/boating and events).
- Provides educational opportunities and teach people about the significant history of the rivers (e.g. starting with Aboriginal use of the rivers which was their "highway " and an important source of food, shelter and spirituality; continuing with the fur trade era and Métis use and habitation, European settlement including use of paddle-wheelers and establishing communities/farms/ranches along the rivers; ferry and bridge crossings)
- Helps to build public pride in "our river" especially among those people whose lives are affected by the river
- Provides for community residents to cooperatively manage a portion of the river which either flows through their respective area or is adjacent to their community
- Provides an opportunity to bring people together to talk about the river and discuss how they can work together on projects which are of benefit to the river and their community (e.g. annual River Gathering or Rendezvous)

Please let me know if you have any further questions on this, or another matter!

Submitted Respectfully,

Kyle Schole,
 Planning, Development, & Heritage Assistant,
 Smoky Lake County

e: kschole@smokylakecounty.ab.ca
 p: (780) 656-3730 / c: (780) 650-2059

ᑭᓴᑭᓱᑭᑦ ᑭᓴᑭᓱᑭᑦ (kaskapatau sakahigan / Smoky Lake) on Treaty 6 Territory



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Weed and Pest Inspector Appointments
PRESENTATION DATE:	Tuesday, May 26, 2020
DEPARTMENT:	Agriculture & Community Services
WRITTEN BY:	Matt Martinson Director, Ag. and Community Services
REVIEWED BY:	Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (Alberta Weed Control Act / Alberta Agricultural Pest Act) <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input checked="" type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input checked="" type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
None	

STAFF RECOMMENDATION:

STAFF RECOMMENDATION:

1. That Council appoints the following Clearwater County Agriculture and Community Services staff as Weed Inspectors under the Alberta Weed Control Act for Clearwater County for the duration of their employment for field and administrative duties

Bailey Ecklund Ryan Jeffery Brooklyn Smith Laeken Kinch Edith Van Ginkel

2. That Council appoints the following Clearwater County Agriculture and Community Services staff as a Pest Inspectors under the Agriculture Pest Act for Clearwater County for the duration of their employment with Clearwater County for field and administrative duties

Bailey Ecklund Ryan Jeffery Brooklyn Smith Laeken Kinch Edith Van Ginkel

BACKGROUND:

Weed Control Act, Part 2 section 7(1) states "A local authority shall appoint inspectors to enforce and monitor compliance within this Act within the municipality."

Page 1 of 2

Agriculture Pest Act, Section 10(1) states “A local authority shall appoint a sufficient number of inspectors to carry out this Act within the municipality.”

As part of the ongoing operations of the Agriculture and Community Services department, Weed Inspector appointments are required under the Act yearly to administer our weed programs. Likewise, Pest Inspector appointments are required under the Act yearly to administer the pest programs enabling staff to monitor and survey for Clubroot, Fusarium, Wild Boar and Grasshoppers. Though we utilize the same staff under both acts, legislation requires separate appointments.



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Clearwater County Post Secondary Scholarship Revised Policy
PRESENTATION DATE:	Tuesday, May 26, 2020
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Agriculture & Community Services Anne-Marie Bertagnolli, Community Services/Agricultural Production Supervisor Matt Martinson, Director and Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input checked="" type="checkbox"/> County Bylaw or Policy (CS-1002)
COMMUNITY BUILDING PILLAR (check all that apply):	
<input checked="" type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input checked="" type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
Clearwater County Post Secondary Scholarship Policy rev 2 (002)	

STAFF RECOMMENDATION:

That Council approves the revised Post-Secondary Scholarship Policy

BACKGROUND:

At the March 24, 2020 meeting, Council approved the amended Post Secondary Scholarship to include an award for a home schooled student and a committee of at least three councillors to select the recipient.

At the April 28, 2020 meeting, Council was presented with a Terms of Reference for the home school post secondary scholarship selection committee.

Several questions were addressed at this meeting including conflict of interest issues around the eligibility of children of Clearwater County councillors and staff.

Council concluded that it would be preferable if the review and selection process of applicants be delegated to the Clearwater County Agricultural Service Board to avoid any perceived conflict of interest and that the policy should be amended to include this provision.

Attached is the amended scholarship policy reflecting the proposed changes.



Clearwater County Post-Secondary Scholarship Policy

Category: Community Services

Policy No. CS - 1002

Corresponding Procedure No. CS- 1002-01P and CS-1002-02P

Approved:

Resolution No:

Effective Date:

Next Review Date: As required

Supersedes Policy No. 42; Post-Secondary scholarship Policy 2008

POLICY STATEMENT:

In order to recognize the importance of youth achievement in the area of community service and to encourage academic advancement, the County will offer an annual scholarship to eligible high school graduates.

PURPOSE:

To financially assist deserving students in their pursuit of post-secondary education and to show the County's admiration of the contributions they have made to their community while maintaining proficiency in academics.

PRINCIPLES:

1. \$5,000 will be awarded annually which will be distributed equally between the four high schools and a home-schooled recipient.
2. The qualifying high schools will include all high schools within Clearwater County boundaries.
3. The qualifying home-schooled student must be enrolled in an Alberta Education approved home-school program and registered with a home school association or board.
4. Each successful applicant will receive a cheque for \$1,000 to be used towards costs associated with post-secondary education.
5. Student eligibility will be defined as follows:
 - A student from a Clearwater County high school registered and enrolled in a post-secondary institution in a full-time capacity or:
 - A student from Clearwater County graduating through the home-school program and enrolled in a post-secondary institution in a full-time capacity.
 - Must have been a resident of Clearwater County at the time of high school graduation. (Note: students who were residents of the Town or Village do not qualify).
 - Citizenship is the primary consideration for eligibility and includes involvement in the community or school in a voluntary and/or leadership capacity while studying at a high school level.
 - The scholarship recipient will be recognized as an individual who continually demonstrates significant contributions to their community while maintaining proficiency in academics.

	<p>6. High school applications will be received and reviewed, by the respective high school principal (or his/her designate). The successful recipient will be chosen through a process that considers the contents of the written application, the observations of school staff through the time the applicant attended high school, and any community references the principal deems appropriate to consult.</p> <p>7. Home school applications will be received and reviewed by the Clearwater County Agricultural Service Board and as many non-voting staff members as deemed necessary for support. Consideration will be given to the contents of the written application, reference letters confirming community involvement and citizenship and to a lesser extent, academic standing.</p> <p>8. Cheques shall be awarded either by mail or by the attending county councilor at a local high school award ceremony if applicable.</p> <p>9. One councilor per high school is authorized to attend the graduation ceremonies. Councilors will confirm their availability to attend directly to administration through regular correspondence.</p> <p>10. A student, upon receiving this \$1,000 scholarship, is ineligible to receive another award under this program.</p>

LEGISLATION: <input type="checkbox"/> Provincial Act(s) <input type="checkbox"/> Provincial Regulation(s) <input type="checkbox"/> Council Resolution <input type="checkbox"/> Other	Cross Reference: 	Position Responsible for Policy: Council CAO
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Revision History

Version	Date of Change	Description
2	May 26,2020	



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Consideration of Second and Third Reading of Bylaw 1094/20 - Municipal Emergency Management and Consideration of First, Second and Third Reading of Bylaw 1095/20 - Regional Emergency Management
PRESENTATION DATE:	Tuesday, May 26, 2020
DEPARTMENT:	Emergency & Legislative Services
WRITTEN BY:	Christine Heggart, Director
REVIEWED BY:	Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (Emergency Management Act (2020) and Local Authorities Emergency Management Regulation (2018)) <input checked="" type="checkbox"/> County Bylaw or Policy (1011-16)
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
1094-20 - Municipal Emergency Management Bylaw 1095-20 - REGIONAL Emergency Management Bylaw 1011-16 - Municipal Emergency Management Bylaw	

STAFF RECOMMENDATION:

That Council grants second and third readings of Bylaw 1094/20 - Municipal Emergency Management Bylaw.

That Council reviews, amends as appropriate and grants three readings of Bylaw 1095/20 - Regional Emergency Management Bylaw.

BACKGROUND:

At their May 12, 2020, meeting Council granted first reading to an amended draft of bylaw 1094/20 (attached with tracked changes), a new Municipal Emergency Management Bylaw.

At that time, Council reviewed the background which included that the current emergency management bylaw was adopted in January 2016 (Bylaw 1011/16 attached) and established an emergency management committee and agency in accordance with provincial legislation of the day.

The [Alberta Emergency Management Act](#) was amended in 2018 and with that a new [Local Authorities Emergency Management Regulation](#) (LEMUR), became effective January 1, 2020. The LEMUR prescribes requirements for municipal emergency management committee and agency bylaws; emergency plan requirements; plan reviews; mandatory exercises; training requirements for elected officials and Directors of Emergency Management; and delegation of authority.

As Council will recall from their last regular meeting, Administration revised the County's Municipal Emergency Management Bylaw to bring the bylaw in line with the LEMUR and cleaned up the bylaw to cover only its intended purpose, which is to form a municipal emergency management committee and agency, as prescribed in the Act and LEMUR.

Administration also noted that Bylaw 1011/16 referenced the Joint Emergency Management Agreement, as 'Appendix A' on page 3. This regional agreement remains effective with the repeal of the Bylaw 1011/16, as during their regular meeting on January 12, 2016, Council also passed the following motion:

014/16 COUNCILLOR DUNCAN: That Council approves the Joint Emergency Management Agreement and authorizes the Reeve and CAO to sign. CARRIED 7/0

Administration left the joint emergency management agreement reference out of the new proposed Bylaw, as to not unduly date the bylaw.

At their May 12 meeting, Council also directed Administration to draft a second bylaw, to address its emergency management partnership - which includes a regional committee and agency. That bylaw is enclosed with this Council agenda item (Bylaw 1095/20 attached) for Council's consideration for first, second and third reading.

BYLAW NO. 1094/20

A BYLAW OF CLEARWATER COUNTY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A MUNICIPAL EMERGENCY ADVISORY COMMITTEE AND A MUNICIPAL EMERGENCY MANAGEMENT AGENCY.

WHEREAS, the Council of Clearwater County is responsible for the direction and control of its emergency response and is required, under the *Emergency Management Act*, R.S.A. 2000, c. E-6.8, to appoint an emergency advisory committee and to establish and maintain an emergency management agency; AND

WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a Committee be appointed and such an Agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act.

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

1.0 BYLAW TITLE

1.1 This Bylaw shall be known as the Municipal Emergency Management Bylaw.

2.0 DEFINITIONS

2.1 In this bylaw, words have the meanings as set out in the Municipal Government Act, except that:

- (a) **Act** means the Emergency Management Act, Chapter E-6.8 and amendments;
- (b) **Agency** means the Municipal Emergency Management Agency as established by this Bylaw;
- (c) **Committee** means the Emergency Advisory Committee as established by this Bylaw;
- (d) **Council** means the Council of Clearwater County;
- (e) **County** or **Clearwater County** means the municipality of Clearwater County, in the Province of Alberta;
- (f) **Deputy Director** means the Deputy Director of Emergency Management for Clearwater County as appointed by Director under authority of this Bylaw;
- (g) **Director** means the Director of Emergency Management for Clearwater County as appointed by this Bylaw;
- (h) **Disaster** means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property;
- (i) **Emergency** means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property;

- (j) **Emergency Advisory Committee** means the committee established under this Bylaw;
- (k) **Minister** means the Minister in the Province of Alberta responsible for the Emergency Management Act;
- (l) **Municipal Emergency Management Agency** means the agency established under this Bylaw; and,
- (m) **Municipal Emergency Plan** means the emergency plan prepared by the Director of Emergency Management to coordinate response to an emergency or disaster.

3.0 EMERGENCY ADVISORY COMMITTEE

3.1 The Emergency Advisory Committee (the "Committee") is hereby established for Clearwater County.

3.2 The Committee shall:

- (a) consist of the Reeve and all members of Council;
- (b) review the Municipal Emergency Plan and related plans and programs at least once each year;
- (c) recommend to Council any changes to the Municipal Emergency Plan if appropriate; and,
- (d) provide the Emergency Management Agency with guidance and direction.

3.3 The Reeve shall be the Chair of the Committee. If the Reeve is absent, the Deputy Reeve will chair the Committee. In the event the Reeve or Deputy Reeve are not present, the remaining members of Council present for the Committee meeting may appoint a Chair at their discretion.

3.4 The Committee shall meet annually, or more frequently as required, and may meet on less than twenty-four (24) hours' notice. Where meetings in person are not feasible, the Committee may convene by electronic means of communication.

3.5 The Director of Emergency Management may call an emergency meeting of the Committee where he/she considers that a disaster exists or may exist that affects the County.

3.6 A minimum of one (1) hour notice of the time and place of an emergency meeting must be given to as many members of Council as possible in the circumstances.

3.7 ~~These Two or more~~ members of Council attending an emergency meeting of the Committee constitutes a quorum.

4.0 MUNICIPAL EMERGENCY MANAGEMENT AGENCY

- 4.1 The Municipal Emergency Management Agency (the “Agency”) is hereby established to act as the agent of Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew, or terminate a State of Local Emergency nor the power contained in Section 8 of this Bylaw.
- 4.2 The Agency shall be comprised of the following Clearwater County personnel:
- (a) Director of Emergency Management;
 - (b) Deputy Director(s) of Emergency Management;
 - (c) Fire Chief;
 - (d) Community Peace Officer Manager; and,
 - (e) Other personnel at the discretion of the Director.
- 4.3 The Agency shall invite representatives from the following organizations and agencies to participate in an annual stakeholder meeting and exercise:
- (a) Police Agency of Jurisdiction;
 - (b) Emergency Medical Services Provider(s);
 - (c) Alberta Health Services;
 - (d) School Divisions;
 - (e) Utility Providers;
 - (f) Provincial departments (including Agriculture & Forestry; Environment and Parks) and Alberta Emergency Management Agency;
 - (g) Non-Governmental/ Disaster Response Organizations;
 - (h) Any other organizations that may be required from time to time.
- 4.4 The Agency shall be responsible for administration of the Municipal Emergency Plan and related plans and programs;
- 4.5 The Agency shall operate in accordance with a command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency; and,
- 4.6 The Agency shall review the Municipal Emergency Plan and make recommendations to the Emergency Advisory Committee regarding enhancement of the Municipal Emergency Plan at least once annually.

5.0 COUNCIL POWERS AND RESPONSIBILITIES

- 5.1 Council shall:
- (a) appoint the person who holds the position of Director, Emergency and Legislative Services as Director of Emergency Management for Clearwater County;

- (b) provide for the payment of expenses of the members of the Emergency Advisory Committee;
- (c) ensure that emergency plans and programs are prepared to address potential emergencies or disasters that can reasonably be foreseen in Clearwater County; and,
- (d) approve Clearwater County's Municipal Emergency Plan.

5.2 Council may:

- a) by Bylaw, borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency when a State of Local Emergency has been declared pursuant to Section 7; and,
- b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including Mutual Aid plans and programs according to the provisions of the Municipal Government Act.

6.0 DIRECTOR OF EMERGENCY MANAGEMENT POWERS AND RESPONSIBILITIES

6.1 The Director of Emergency Management shall appoint Deputy Directors of Emergency Management for Clearwater County to act on the Director's behalf in his/her absence.

6.2 Director shall:

- a) Ensure the preparation and coordination of the Municipal Emergency Plan and related plans and programs for Clearwater County;
- b) Act as Director of emergency operations to coordinate all emergency services and other resources used in an emergency, or ensure that someone is designated under the Municipal Emergency Plan to so act;
- c) Coordinate the Municipal Emergency Management Agency to fulfill the Agency's obligations laid out herein; and,
- d) Communicate recommendations made by the Municipal Emergency Management Agency to the Emergency Advisory Committee.

6.3 Director may:

- a) Coordinate emergency preparedness awareness programs; and,
- b) provide training for agency members, elected officials, the public, municipal staff, mutual aid responders.

7.0 DECLARING A STATE OF LOCAL EMERGENCY

- 7.1 The power to declare or renew a State of Local Emergency under the Act and the powers specified in Section 9 of this Bylaw are hereby delegated to the Reeve, or the Deputy Mayor, or two members of Council acting in concert.
- 7.2 When a State of Local Emergency is declared, the Director or delegate shall:
- (a) ensure that the declaration identifies the nature of the emergency and the area of the County in which it exists;
 - (b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected;
 - (c) forward a copy of the declaration to the Minister forthwith; and,
 - (d) notify the Alberta Emergency Management Agency when practicable.

8.0 STATE OF LOCAL EMERGENCY

- 8.1 Subject to Section 9, when a State of Local Emergency is declared, the Director or delegate may:
- (a) cause the Municipal Emergency Plan or any related plans or programs to be put into operation;
 - (b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
 - (c) authorize or require any qualified person to render aid of a type the person is qualified to provide;
 - (d) control or prohibit travel to or from any area of the County;
 - (e) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the County;
 - (f) order the evacuation of persons and the removal of livestock and personal property from any area of the County that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
 - (g) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
 - (h) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster or to attempt to forestall its occurrence or to combat its progress;
 - (i) procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within the County for the duration of the state of emergency;

- (j) authorize the conscription of persons needed to meet an emergency; and,
- (k) authorize any persons at any time to exercise, in the operation of the Municipal Emergency Plan and related plans or programs, any power specified in Paragraphs (b) through (j) in relation to any part of the municipality affected by a declaration of a State of Local Emergency.

9.0 TERMINATING A STATE OF LOCAL EMERGENCY

- 9.1 When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall terminate the declaration.
- 9.2 The person or persons declaring the State of Local Emergency shall terminate the declaration immediately after:
 - (a) the cancellation by the Minister of a State of Local Emergency; or,
 - (b) the termination by a lapse of time of a State of Local Emergency.
- 9.3 When a declaration of a State of Local Emergency has been terminated, the Director or delegate shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

10.0 STATEMENT

- 10.1 No action lies against Clearwater County or a person acting under Clearwater County's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act, the Local Authority Emergency Management Regulation or this Bylaw during a State of Local Emergency.

11.0 TRANSITIONAL

- 11.1 This Bylaw comes into force on the date of its final passing.
- 11.2 Bylaw No. 1011/16 is hereby repealed on the date of final passing of this Bylaw.

| READ A FIRST TIME this 12 day of May A.D., 2020.

| READ A SECOND TIME this 26 day of May A.D., 2020.

| READ A THIRD AND FINAL TIME this 26 day of May A.D., 2020.

REEVE

CHIEF ADMINISTRATIVE OFFICER

BYLAW NO. 1095/20

A BYLAW OF CLEARWATER COUNTY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A REGIONAL EMERGENCY ADVISORY COMMITTEE AND A REGIONAL EMERGENCY MANAGEMENT AGENCY.

WHEREAS, the Council of Clearwater County is responsible for the direction and control of its emergency response and is required, under the *Emergency Management Act*, R.S.A. 2000, c. E-6.8, to appoint an emergency advisory committee and to establish and maintain an emergency management agency; AND

WHEREAS it is recognized that an emergency or disaster of a multi-jurisdictional nature could affect any or all of the municipalities within the geographical boundaries of Clearwater County to such a degree that local resources would be inadequate to cope with the situation; and,

WHEREAS Council wishes to enter into a regional emergency management partnership with other municipalities within the geographical boundaries of Clearwater County for the purpose of integrated emergency management planning and operations;

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

1.0 BYLAW TITLE

1.1 This Bylaw shall be known as the Regional Emergency Management Bylaw.

2.0 DEFINITIONS

2.1 In this bylaw, words have the meanings as set out in the Municipal Government Act, except that:

- (a) **Act** means the Emergency Management Act, Chapter E-6.8 and amendments;
- (b) **Agency** means the Clearwater Regional Emergency Management Agency (CREMA) as established by this Bylaw;
- (c) **Committee** means the Clearwater Regional Emergency Advisory Committee as established by this Bylaw;
- (d) **County** means the municipality of Clearwater County, in the Province of Alberta;
- (e) **Disaster** means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property;
- (f) **Emergency** means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property;
- (g) **Emergency Management Partnership** means those municipalities who have entered into a joint agreement for the purpose of organizing integrated

emergency planning, training, assistance and emergency operations programs.

- (h) **Municipalities** means the Town of Rocky Mountain House, Village of Caroline, Summer Village of Burnstick Lake, and Clearwater County;
- (i) **Regional Director** means the Regional Director of Emergency Management as appointed by the Municipalities;
- (j) **Regional Emergency Management Agency** means the agency established under this Bylaw, otherwise known as Clearwater Regional Emergency Management Agency (CREMA); and,
- (k) **Regional Emergency Advisory Committee** means the committee established under this Bylaw;
- (l) **Regional Emergency Plan** means the emergency plan prepared by the Regional Director of Emergency Management to coordinate response to an emergency or disaster of a multi-jurisdictional nature;
- (m) **Summer Village** means the municipality of the Summer Village of Burnstick Lake, in the Province of Alberta;
- (n) **Town** means the municipality of the Town of Rocky Mountain House, in the Province of Alberta;
- (o) **Village** means the municipality of the Village of Caroline, in the Province of Alberta;

3.0 CLEARWATER REGIONAL EMERGENCY ADVISORY COMMITTEE

3.1 The Clearwater Regional Emergency Advisory Committee (the "Committee") is hereby established for Clearwater County.

3.2 The Committee shall:

- (a) consist of two (2) elected members of Council from the Town of Rocky Mountain House; two (2) elected members of Council from Clearwater County; one (1) elected member of Council from the Village of Caroline; and, one (1) elected member of Council from the Summer Village of Burnstick Lake, as per the Emergency Management Partnership agreement.
- (b) to advise Council on the development of regional emergency plans and programs, at least once each year, including review of the Regional Emergency Management budget prior to October 1, for consideration and approval by the Municipalities;
- (c) provide the Regional Emergency Management Agency with guidance and direction; and,
- (d) recommend to respective Councils appointment of one (1) Regional Director of Emergency Management.

- 3.3 The Committee shall meet annually, or more frequently as required, and may meet on less than twenty-four (24) hours' notice. Where meetings in person are not feasible, the Committee may convene by electronic means of communication.
- 3.4 At least three (3) representatives of the Committee must be present to constitute quorum, with at least one representative from the Town of Rocky Mountain House and one representative from Clearwater County being present.
- 3.5 The Committee will not have any power to pledge credit of the Committee or any of the Municipalities, nor shall the Committee or any representative have the power to authorize any expenditure to be charged against the Committee, or any of the Municipalities.
- 3.6 The Committee does not have the authority to declare, renew or terminate a state of local emergency, as contemplated within the Act.

4.0 CLEARWATER REGIONAL EMERGENCY MANAGEMENT AGENCY (CREMA)

- 4.1 The Clearwater Regional Emergency Management Agency (the "Agency") is hereby established.
- 4.2 The Agency shall be comprised of Directors of Emergency Management, or designate, from each of the municipalities of the Emergency Management Partnership.
- 4.3 The Agency shall invite representatives from the following organizations and agencies to participate in an annual stakeholder meeting and exercise:
 - (a) Police Agency of Jurisdiction;
 - (b) Alberta Health Services;
 - (c) School Divisions;
 - (d) Utility Providers;
 - (e) Provincial departments (including Agriculture & Forestry; Environment and Parks) and Alberta Emergency Management Agency;
 - (f) Non-Governmental/ Disaster Response Organizations;
 - (g) Any other municipal staff or organizations that may be required from time to time.
- 4.5 The Agency shall operate in accordance with a command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency; and,
- 4.6 The Agency shall review the Regional Emergency Plan and make recommendations to the Clearwater Regional Emergency Advisory Committee regarding enhancement of the Regional Emergency Plan at least once annually.

4.7 The Agency does not have the authority to declare, renew or terminate a state of local emergency, as contemplated within the Act.

5.0 COUNCIL POWERS AND RESPONSIBILITES

5.1 Council shall:

- (a) provide for the payment of expenses of the Clearwater County appointed members of the Clearwater Regional Emergency Advisory Committee;
- (b) ensure that Regional Emergency Plans and programs are prepared to address potential response to an emergency or disaster of a multi-jurisdictional nature;
- (c) review and approve Clearwater Regional Emergency Management Plan.

6.0 REGIONAL DIRECTOR OF EMERGENCY MANAGEMENT POWERS AND RESPONSIBILITIES

6.1 Regional Director shall:

- a) Ensure the preparation and coordination of the Regional Emergency Plan for the Municipalities;
- b) Coordinate the Regional Emergency Management Agency to fulfill the Agency's obligations laid out herein; and,
- c) Communicate recommendations made by the Regional Emergency Management Agency to the Regional Emergency Advisory Committee.

6.2 Regional Director may:

- a) Coordinate regional emergency preparedness awareness programs; and,
- b) provide training for agency members, elected officials, the public, municipal staff, mutual aid responders.

7.0 STATEMENT

7.1 No action lies against Clearwater County or a person acting under Clearwater County's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act, the Local Authority Emergency Management Regulation or this Bylaw during a State of Local Emergency.

8.0 TRANSITIONAL

8.1 This Bylaw comes into force on the date of its final passing.

READ A FIRST TIME this day of A.D., 2020.

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

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

REEVE

CHIEF ADMINISTRATIVE OFFICER

DRAFT

BYLAW NO. 1011/16

A Bylaw of Clearwater County, in the Province of Alberta, for the "MUNICIPAL EMERGENCY MANAGEMENT BYLAW".

WHEREAS, the Council of Clearwater County is responsible for the direction and control of its emergency response and is required, under the *Emergency Management Act*, R.S.A. 2000, c. E-6.8, to appoint an emergency advisory committee and to establish and maintain an emergency management agency; AND

WHEREAS, Clearwater County, the Town of Rocky Mountain House, the Village of Caroline and the Summer Village of Burnstick Lake have agreed to appoint a regional Emergency Advisory Committee and to establish and maintain a regional Emergency Management Agency.

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

PART I – PURPOSE AND DEFINITIONS

1. This Bylaw may be cited as the Municipal Emergency Management Bylaw.
2. The purpose of this Bylaw is to provide for the direction and control of the County's emergency plans and procedures under the *Emergency Management Act*.
3. In this Bylaw,
 - a) "Act" means the *Emergency Management Act*, R.S.A. 2000, c. E-6.8;
 - b) "Chief Administrative Officer" means the individual appointed as chief administrative officer of the County;
 - c) "Council" or "Councils" means one or more of the councils of Clearwater County, the Town of Rocky Mountain House, the Village of Caroline and the Summer Village of Burnstick Lake;
 - d) "Deputy Director" means the person appointed as a deputy director of the Emergency Management Agency under this Bylaw;
 - e) "Director" means the regional director of the Emergency Management Agency under this Bylaw;
 - f) "Disaster" means an event that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property;
 - g) "Emergency" means a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
 - h) "Emergency Advisory Committee" means the regional committee appointed as the County's emergency advisory committee under this Bylaw;
 - i) "Emergency Management Agency" means the regional agency appointed as the County's emergency management agency under this Bylaw;
 - j) "Minister" means the Minister charged with administration of the Act; and
 - k) "Municipal Emergency Plan" means a plan or program providing for the response to an Emergency or a Disaster, as contemplated under the Act, and "Municipal Emergency Plans" means two or more of such plans or programs, in each case for one or more of Clearwater County, the Town of Rocky Mountain

House, the Village of Caroline and the Summer Village of Burnstick Lake.

PART II - EMERGENCY MANAGEMENT AGENCY

4. The agency known as the "Clearwater Regional Emergency Management Agency" is established and is hereby appointed as the County's Emergency Management Agency.
5. The position of the Director shall be held by the individual appointed by the Regional Emergency Management Agency Committee.
6. The purpose of the Emergency Management Agency is to act as the agent of Council in exercising Council's powers and duties under the Act. This does not include the power to declare, renew or terminate a state of local emergency.
7. The County representatives that will serve on the Emergency Management Agency shall include:
 - a) The Regional Director of Emergency Management or designate;
 - b) The Chief Administrative Officer or designate;
 - c) The local detachment commander, R.C.M. Police or designate;
 - d) The Clearwater Regional Fire Rescue Service Fire Chief or designate;
 - e) The Director of Public Works of Clearwater County or designate;
 - f) Any other municipal employee requested by the Director of Emergency Management and approved by the Clearwater County's Chief Administration Officer.
8. In addition to the members appointed to the Emergency Management Agency under section 7, other organizations may be invited by the Director to nominate representatives to serve as members of the Emergency Management Agency, including:
 - a) utility companies;
 - b) health agencies;
 - c) service organizations; and
 - d) any other agency or organization that, in the opinion of the Director, may assist in the preparation or implementation of the Municipal Emergency Plan.
9. The Director shall:
 - a) prepare and coordinate the Municipal Emergency Plan and related plans and programs for Clearwater County;
 - b) act as director of emergency operations under the Municipal Emergency Plan on behalf of the Emergency Management Agency;
 - c) authorize and coordinate all emergency services and other resources required during an Emergency; and
 - d) delegate duties and tasks as necessary to ensure conformance with paragraphs (a), (b), and (c).
10. The Director may:
 - a) conduct public information programs relating to emergency preparedness; and
 - b) provide training for agency members, elected officials, the public, municipal staff, mutual aid responders and volunteers.
11. The Director may delegate any of the Director's duties and functions under this Bylaw.

PART III - EMERGENCY ADVISORY COMMITTEE

12. The committee known as the "Clearwater Regional Emergency Advisory Committee" is established and is hereby appointed as the County's Emergency Advisory Committee.
13. The purpose of the Emergency Advisory Committee is to review the Municipal Emergency Plans and related plans and programs on a regular basis and advise Council on the development of the Municipal Emergency Plans and related plans and programs at least once a year.
14. The County's representatives on the Emergency Advisory Committee shall be the Reeve, the Deputy Reeve and one (1) Councilor.
15. At the first meeting of each calendar year, the Emergency Advisory Committee shall appoint a chairperson and vice-chairperson from among its members.
16. Meetings of the Emergency Advisory Committee may be called at the request of the chairperson or at the request of any three members of the Emergency Advisory Committee on no less than 24 hours' notice to the members of the Committee and to the public.

PART IV – POWERS AND DUTIES OF COUNCIL

17. Council shall:
 - a) provide for the payment of expenses of the members of the Emergency Advisory Committee, the Director and the Emergency Management Agency in accordance with County policy;
 - b) ensure that emergency plans and programs are prepared to address potential Emergencies or Disasters in Clearwater County;
 - c) approve Clearwater County's emergency plans and programs, including the Municipal Emergency Plan; and
 - d) review the status of the Municipal Emergency Plan and related plans and programs at least once each year.
18. Council may:
 - a) by bylaw, borrow, in accordance with the Act, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Emergency Management Agency;
 - b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid agreements and/or regional plans and programs;
 - c) by resolution, on the recommendation of the Emergency Management Agency, appoint one or more Deputy Directors;
 - d) by resolution, on the recommendation of the Emergency Advisory Committee, appoint the Chief Administrative Officer to serve on the Emergency Advisory Committee; and
 - e) by resolution, on the recommendation of the Emergency Advisory Committee, appoint the Director to serve on the Emergency Advisory Committee.
 - f) Include the Joint Emergency Management Agreement as Appendix "A".

PART V – STATE OF LOCAL EMERGENCY

19. The power to declare or renew a state of local emergency under the Act is hereby delegated to a Council committee known as the Clearwater County Emergency Management Committee comprised of “3” members of Council. The Clearwater County Emergency Management Committee may, by resolution, at any time when it is satisfied that an Emergency exists or may exist within the County, declare a state of local emergency for the County in accordance with the Act. In the event that the less than two (2) Council Committee members are unavailable, any one (1) members of Council Committee are given the same authority to declare a state of local emergency within the County.
20. When a state of local emergency is declared, the persons making the declaration must:
- a) ensure that the declaration identifies the nature of the Emergency and the area of the County in which it exists;
 - b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected;
 - c) notify the Emergency Management Agency as soon as reasonably practicable; and
 - d) ensure a copy of the declaration is forwarded to the Minister forthwith.
21. When a state of local emergency is declared, the Clearwater County Emergency Management Committee is authorized to cause the Municipal Emergency Plan or any related plans or programs to be put into operation, if not already in operation, and to exercise the powers given to Council under Section 24 of the Act.
22. When, in the opinion of the Clearwater County Emergency Management Committee an Emergency no longer exists in the area of Clearwater County in relation to which the declaration of a state of local emergency was made, the Clearwater County Emergency Management Committee shall, by resolution, terminate the declaration.
23. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
- a) a resolution is passed under Section 23
 - b) a period of seven days has lapsed since it was declared, unless it is renewed by resolution of the Clearwater County Emergency Management Committee;
 - c) the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
 - d) the Minister cancels the state of local emergency.
24. When a declaration of a state of local emergency has been terminated, the person(s) who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the affected area.

PART VI - LIABILITY

25. No action lies against:
- a) any Council or any individual councilor;
 - b) the Emergency Management Agency or any member thereof;
 - c) the Emergency Advisory Committee or any member thereof;

- d) the Director; or
 - e) any other person directed or authorized to carry out measures relating to a state of local emergency;
- for anything done or omitted to be done in good faith while carrying out a power or duty under this Bylaw.

PART VII – GENERAL

- 26. Bylaw No. 716/01 as amended is repealed.
- 27. This Bylaw comes into force on the day it is finally passed.

READ A FIRST TIME this *12* day of *JAN* A.D., 2016.

READ A SECOND TIME this *12* day of *JAN* A.D., 2016.

READ A THIRD AND FINAL TIME this *12* day of *JAN* A.D., 2016.



REEVE



CHIEF ADMINISTRATIVE OFFICER



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Town of Rocky Mountain House - Clearwater County Airport Agreement
PRESENTATION DATE:	Tuesday, May 26, 2020
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Public Works Operations Kurt Magnus, Director, Public Works Operations Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
Town of Rocky Mountain House Airport Agreement Letter May 13, 2020 Airport Agreement - The Town & The County - Aug 13, 2013	

STAFF RECOMMENDATION:

That Council negotiate an Airport Agreement, with the Town of Rocky Mountain House, as per the November 21st, 2019 Airport Commission motion whereby Airport Commission member Councillor Laird moved *"that the Board recommend to each Council that the Airport Agreement be reviewed."*

BACKGROUND:

At the regular Airport Commission meeting, held on November 21st, 2019, member Councillor Cammie Laird moved

"that the Board recommend to each Council that the Airport Agreement be reviewed."

This motion was carried.

As per the attached Airport Agreement, specifically item 18,

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"This agreement may be amended upon the joint written agreement of the Town and the County."

Consequently, the Town of Rocky Mountain House, at their Regular Council Meeting on May 12th, 2020, determined that it would be prudent to negotiate an Airport Agreement with Clearwater County. Hence, Town Council resolved that,

"the Town negotiate an Airport Agreement with Clearwater County as per the recommendation of the Airport Commission."



TOWN OF ROCKY MOUNTAIN HOUSE

P O BOX 1509 5116 50 AVENUE ROCKY MOUNTAIN HOUSE AB T4T 1B2

May 13, 2020
Reeve Tim Hoven
Clearwater County
P.O. Box 550
Rocky Mountain House AB T4T 1A4

RE: AIRPORT AGREEMENT

Dear Reeve Hoven, and County Council:

Further to the Airport Committee meeting on November 21, 2019, the Committee passed a resolution that the Town and Clearwater County review the Airport Agreement:

Councillor Laird Motioned for that the Airport Committee Agreement be reviewed by Town and County Councils. Carried.

Our Council met at during the Regular Council Meeting on May 12, 2020 and determined that it would be prudent to negotiate an Airport Agreement with Clearwater County. The subsequent resolution was passed by Council:

Res 2020-309

Moved by Councillor David Auld

BE IT RESOLVED THAT the Town negotiate an Airport Agreement with Clearwater County as per the recommendation of the Airport Commission. CARRIED.

We look forward to the upcoming negotiations on this matter and other agreements. We are confident that we can create mutually beneficial agreements that will advance our Region.

If you have any questions, please do not hesitate to contact me directly, or feel free to contact our Chief Administrative Officer, Dean Krause at 403-845-2866 or by email at dkrause@rockymtnhouse.com.

Sincerely,

Tammy Burke, Mayor

CC: Town of Rocky Mountain House Council
Rick Emmons, CAO, Clearwater County
Dean Krause, CAO, Town of Rocky Mountain House

Telephone 403-845-2866 Fax 403-845-3230
Webpage: www.rockymtnhouse.com E-mail: town@rockymtnhouse.com



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THIS AGREEMENT MADE THE 13th OF August 2013

BETWEEN

**THE TOWN OF ROCKY MOUNTAIN HOUSE
In the Province of Alberta
(hereinafter referred to as "the Town")**

OF THE FIRST PART

- and -

**THE COUNTY OF CLEARWATER
In the Province of Alberta
(hereinafter referred to as "the County")**

OF THE SECOND PART

WHEREAS Alberta Transportation and Utilities has transferred by agreement, the Rocky Mountain House Airport and assets (hereinafter referred to as "the Airport"), to the Town and the County on certain conditions; and,

WHEREAS the Town and the County desire to enter into an agreement for purposes of operating and managing the Airport.

NOW THEREFORE, in consideration of the foregoing and in consideration of the covenants to be performed hereunder, it is understood and agreed between the parties as follows:

1. The Town shall provide all management services to the Airport and all expenses associated with these services shall be identified in the approved annual operating budget.
2. There shall be constituted a Rocky Mountain House Airport Commission (hereinafter referred to as "the Commission") whose members shall be appointed according to this agreement.
3. The Commission shall develop policy, rules and regulations, and direct the Town in all aspects of operating and managing the Airport in a safe, efficient and effective manner.
4. The Commission shall be comprised of 6 (six) voting members appointed as follows:
 - a) Two members of Council appointed by the Town;

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- b) Two members of Council appointed by the County
- c) One Independent member appointed by the Commission selected from lease holders and Aviation groups based at the Rocky Mountain House Airport for a two year term; and,
- d) One member appointed by the Sustainable Resource Development

Commission members shall hold office subject to the terms and conditions of this agreement, and at the pleasure of the organizations. Appointing organizations may send to and Commission meeting, an alternate member to fill in, in the case of a temporary absence.

5. The Commission and each member shall be governed and subject to the following:
- a) Any member of the Commission who is absent from 3 (three) consecutive meetings (unless such absence is through illness or is authorized by resolution of the Commission, entered upon its minutes, or unless an alternate has attended in the Commission members absence), shall forfeit his office, and the vacancy shall be filled by the appropriate organization;
 - b) A chairperson and a vice-chairperson shall be chosen by the membership attending the first meeting of the Commission held after the municipal organizational meetings in October. The chairperson shall preside over all meetings of the Commission and the vice-chairperson shall act as chairperson only in the absence of the chairperson;
 - c) The Town shall provide necessary secretarial services to the Commission. This will include the preparation and storage of agendas, minutes and other associated documents;
 - d) Commission meetings shall be called at the discretion of the chairperson or at the request of any 3 (three) members of the Commission;
 - e) All Commission members shall vote on every issue, unless a Commission member declares a conflict of interest and will then abstain from voting or discussing the issue at hand. In the case of a tie vote, the resolution will be considered lost;
 - f) All members shall receive notice of any meeting and at least 3 (three) Commission members must be present at every meeting. In addition there must be present at each meeting at lease one member from the Town and one member from the County.




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- g) Neither the Commission or any member of the Commission shall have the power to pledge credit of the Commission, the Town, or the County, in connection with any matter whatsoever, nor shall the Commission or any member have the power to authorize any expenditure to be changed against the Town or the County.
6. The Commission shall annually prepare a draft annual operating and capital budget, for consideration and approval by the Councils of the Town and the County, prior to December 1 of each year.
 7. The Town shall be the signing authority for purposes of this agreement and will have authority to sign all grant claims and cheques, issue invoices, and provide all necessary accounting.
 8. All expenses shall be approved by the Commission as approved in the annual budget.
 9. In the event the Commission, within the approved annual operating and capital budget, forecasts a deficit, the deficit shall be shared between the Town and County on a 50-50 (fifty-fifty) basis.
 10. The Town shall annually prepare an annual statement in a manner and form as agreed to by the Town and the County.
 11. All capital purchases shall be included and approved in the annual budget.
 12. This agreement may be terminated upon either party giving six months written notice to the other.
 13. Upon termination, and in the event that neither party to this agreement wishes to continue operating the Airport, and subject to the transfer agreement signed by the Town and the County with Alberta Transportation and Utilities, all assets shall be sold. All funds received from the sale of assets shall be split between the Town and the County on a 50-50 (fifty-fifty) basis.
 14. Upon termination of this agreement and in the event that one party chooses to continue operating the Airport, all assets shall be transferred to sole ownership of the party that continues with Airport operation. If the party that continues to operate the Airport after termination, decides to cease operations and sell the assets within 5 (five) years of said termination, all assets shall be sold and the monies from the sale shall be split between the parties on a 50-50 (fifty-fifty) basis.
 15. Any notices to be served upon the Town or the County shall be deemed to be properly served if left at their respective municipal offices during normal working hours.


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16. The Town shall maintain adequate liability insurance necessary to cover and protect the Commission, the Town and the County, their employees and agents from any and all claims.
17. All assets of the Airport shall be registered in the name of the Town, and the County will be considered, for all intents and purposes as half owner. The Town shall maintain a register of all Airport assets and the register will be filed with the County. The County shall be notified of any changes to the register.
18. This agreement may be amended upon the joint written agreement of the Town and the County.

IN WITNESS WHEREOF the authorized officers of the Town and the County have hereunto affixed their signatures and corporate seals on the day and year first written above.



Town of Rocky Mountain House
Mayor



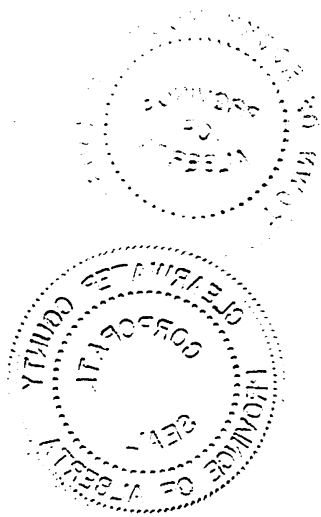
Town of Rocky Mountain House
CAO



Clearwater County
Reeve



Clearwater County
Manager



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Town of Rocky Mountain House



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Surplus Allocation and 2019 Carry Forwards
PRESENTATION DATE:	Tuesday, May 26, 2020
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Corporate Services Rhonda Serhan, Manager, Financial Services Murray Hagan, Director Corporate Services & Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input checked="" type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
Surplus Summary May 20 2020 up to December 2022 10 year Surplus Summary	

STAFF RECOMMENDATION:

That Council provides Administration with direction for the allocation of the 2019 surplus.

BACKGROUND:

One of the final steps to finalizing the financial statements for 2019 is the allocation of the surplus for 2019. There has been an extension of the deadline for the submission of financial statements and reports to the province to October 1, 2020 for the 2019 year end. The usual deadline for these documents is May 1. With this extension this gives opportunity to delve a little deeper into the reserve schedule, and ensure the surplus is allocated to the projects Council believes are a priority.

Attached is a schedule of the reserves and their balances as at the December 31, 2018 year end, which is the last audited balance of these accounts. Along with these balances, the budgeted net transfers to and from these reserves for 2019, 2020, 2021 & 2022 are included. Also attached is the longer 10 year forecast for these reserve balances for Council's information.

The transfers in and out of each of the reserves are transactions that have been discussed at the 2019 & 2020 budget deliberations. The unallocated surplus has a current balance of \$3,552,197, if

all of the previously discussed transactions move forward. Out of this balance is unallocated surplus for Rocky Mountain Regional Waste Authority which for the 2019 year end is at \$1,834,253 of which \$1,160,192 would be Clearwater County's portion if we were to cut that pie into slices based on the population of the three partnered municipalities.

The remainder available for Council to allocate into the various reserve accounts as attached as of today is at \$2,392,005. This may change slightly as we firm up the financial statements this week.



Restricted surplus (Reserves):

Work in Progress
County Facilities
Tax rate stabilization
Nordegg Development
Recreation Facility
NSRP
Broadband
Airport
Fire - Faciities
Fire - Apparatus
Disaster
Fire - HQ
Vehicles & Equipment
PW - capital
PW - paving
PW - gravel
PW - gravel reclamation
Resource roads
Sewer
Leslieville Sewer
Bridge deficit
GIS
West Country Roads
ASB
Rental Income Facility Reserve
SAR Equipment Reserve
RW - TCA Replacement
RW - Cell Development
RW - Leachate

	Balance Dec 31, 2018	Net Change 2019	Projected Balance Dec 31, 2019	Net Change 2020	Projected Balance Dec 31, 2020	Net Change 2021	Projected Balance Dec 31, 2021	Net Change 2022	Projected Balance Dec 31, 2022
Work in Progress	3,297,005	1,132,650	4,429,655	(3,344,190)	1,085,465	(465,000)	620,465	-	620,465
County Facilities	3,603,975	1,891,291	5,495,266	1,700,000	7,195,266	1,700,000	8,895,266	1,700,000	10,595,266
Tax rate stabilization	12,000,000	275,730	12,275,730	(148,490)	12,127,240	(749,904)	11,377,336	-	11,377,336
Nordegg Development	(3,897,259)	849,477	(3,047,782)	(2,945,116)	(5,992,898)	(2,661,900)	(8,654,798)	(760,000)	(9,414,798)
Recreation Facility	1,250,845	21,592	1,272,437	-	1,272,437	-	1,272,437	-	1,272,437
NSRP	700,000	-	700,000	(60,000)	640,000	-	640,000	-	640,000
Broadband	8,900,000	-	8,900,000	(5,000,000)	3,900,000	(3,900,000)	-	-	-
Airport	300,000	-	300,000	-	300,000	(300,000)	-	-	-
Fire - Faciities	5,934,706	(3,633,550)	2,301,156	(1,950,000)	351,156	(150,000)	201,156	150,000	351,156
Fire - Apparatus	1,123,705	640,949	1,764,654	(559,075)	1,205,579	194,000	1,399,579	370,000	1,769,579
Disaster	2,000,000	-	2,000,000	-	2,000,000	-	2,000,000	-	2,000,000
Fire - HQ	60,547	45,000	105,547	(43,000)	62,547	22,000	84,547	(43,000)	41,547
Vehicles & Equipment	6,502,995	(150,000)	6,352,995	(590,000)	5,762,995	150,000	5,912,995	150,000	6,062,995
PW - capital	-	800,000	800,000	(600,000)	200,000	-	200,000	1,000,000	1,200,000
PW - paving	14,295,046	-	14,295,046	-	14,295,046	(4,340,000)	9,955,046	-	9,955,046
PW - gravel	4,407,553	-	4,407,553	-	4,407,553	-	4,407,553	-	4,407,553
PW - gravel reclamation	5,446,457	204,036	5,650,493	-	5,650,493	-	5,650,493	-	5,650,493
Resource roads	5,000,000	-	5,000,000	-	5,000,000	-	5,000,000	-	5,000,000
Sewer	8,821,055	(295,358)	8,525,697	(1,456,869)	7,068,828	(3,450,000)	3,618,828	(1,100,000)	2,518,828
Leslieville Sewer	64,273	26,646	90,919	26,800	117,719	29,100	146,819	29,100	175,919
Bridge deficit	8,413,577	4,817,900	13,231,477	(4,817,900)	8,413,577	-	8,413,577	-	8,413,577
GIS	76,000	76,000	152,000	-	152,000	(76,000)	76,000	76,000	152,000
West Country Roads	-	555,723	555,723	300,000	855,723	300,000	1,155,723	300,000	1,455,723
ASB	4,000,000	-	4,000,000	-	4,000,000	-	4,000,000	-	4,000,000
Rental Income Facility Reserve	260,000	(260,000)	-	-	-	-	-	-	-
SAR Equipment Reserve	100,000	-	100,000	-	100,000	-	100,000	-	100,000
RW - TCA Replacement	1,636,681	94,877	1,731,558	(640,000)	1,091,558	(839,680)	251,878	(940,800)	(688,922)
RW - Cell Development	904,501	271,981	1,176,482	-	1,176,482	-	1,176,482	-	1,176,482
RW - Leachate	82,621	25,301	107,922	-	107,922	-	107,922	-	107,922
	95,284,282	6,998,086	102,674,528	(19,487,840)	82,546,688	(13,697,704)	68,009,304	1,872,100	68,940,604



Restricted surplus (Reserves):

- Work in Progress
- County Facilities
- Tax rate stabilization
- Nordeg Development
- Recreation Facility
- NSRP
- Broadband
- Airport
- Fire - Facilities
- Fire - Apparatus
- Disaster
- Fire - HQ
- Vehicles & Equipment
- PW - capital
- PW - paving
- PW - gravel
- PW - gravel reclamation
- Resource roads
- Sewer
- Leslieville Sewer
- Bridge deficit
- GIS
- West Country Roads
- ASB
- Rental Income Facility Reserve
- SAR Equipment Reserve
- RW - TCA Replacement
- RW - Cell Development
- RW - Leachate

	Balance Dec 31, 2018	Net Change 2019	Projected Balance Dec 31, 2019	Net Change 2020	Projected Balance Dec 31, 2020	Net Change 2021	Projected Balance Dec 31, 2021	Net Change 2022	Projected Balance Dec 31, 2022	Net Change 2023	Projected Balance Dec 31, 2023	Net Change 2024	Projected Balance Dec 31, 2024	Net Change 2025	Projected Balance Dec 31, 2025	Net Change 2026	Projected Balance Dec 31, 2026	Net Change 2027	Projected Balance Dec 31, 2027	Net Change 2028	Projected Balance Dec 31, 2028	Net Change 2029	Projected Balance Dec 31, 2029
Work in Progress	3,297,005	1,132,650	4,429,655	(3,344,190)	1,085,465	(465,000)	620,465	-	620,465	-	620,465	-	620,465	-	620,465	-	620,465	-	620,465	-	620,465	-	620,465
County Facilities	3,603,975	1,891,291	5,495,266	1,700,000	7,195,266	1,700,000	8,895,266	1,700,000	10,595,266	1,700,000	12,295,266	1,700,000	13,995,266	1,700,000	15,695,266	1,700,000	17,395,266	1,700,000	19,095,266	(14,800,000)	4,295,266	200,000	4,495,266
Tax rate stabilization	12,000,000	275,730	12,275,730	(148,490)	12,127,240	(749,904)	11,377,336	-	11,377,336	-	11,377,336	-	11,377,336	-	11,377,336	-	11,377,336	-	11,377,336	-	11,377,336	-	11,377,336
Nordeg Development	(3,897,259)	849,477	(3,047,782)	(2,945,116)	(5,992,898)	(2,661,900)	(8,654,798)	(760,000)	(9,414,798)	110,000	(9,304,798)	(3,690,000)	(12,994,798)	(5,080,000)	(18,074,798)	(690,000)	(18,764,798)	(3,660,000)	(22,424,798)	140,000	(22,284,798)	140,000	(22,144,798)
Recreation Facility	1,250,845	21,592	1,272,437	-	1,272,437	-	1,272,437	-	1,272,437	-	1,272,437	-	1,272,437	-	1,272,437	-	1,272,437	-	1,272,437	-	1,272,437	-	1,272,437
NSRP	700,000	-	700,000	(60,000)	640,000	-	640,000	-	640,000	-	640,000	-	640,000	-	640,000	-	640,000	-	640,000	-	640,000	-	640,000
Broadband	8,900,000	-	8,900,000	(5,000,000)	3,900,000	(3,900,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Airport	300,000	-	300,000	-	300,000	(300,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire - Facilities	5,934,706	(3,633,550)	2,301,156	(1,950,000)	351,156	(150,000)	201,156	150,000	351,156	150,000	501,156	150,000	651,156	150,000	801,156	150,000	951,156	150,000	1,101,156	150,000	1,251,156	150,000	1,401,156
Fire - Apparatus	1,123,705	640,949	1,764,654	(559,075)	1,205,579	194,000	1,399,579	370,000	1,769,579	(842,000)	927,579	645,000	1,572,579	135,000	1,707,579	210,000	1,917,579	285,000	2,202,579	(30,000)	2,172,579	180,000	2,352,579
Disaster	2,000,000	-	2,000,000	-	2,000,000	-	2,000,000	-	2,000,000	-	2,000,000	-	2,000,000	-	2,000,000	-	2,000,000	-	2,000,000	-	2,000,000	-	2,000,000
Fire - HQ	60,547	45,000	105,547	(43,000)	62,547	22,000	84,547	(43,000)	41,547	45,000	86,547	45,000	131,547	500	132,047	45,000	177,047	(92,000)	85,047	50,000	135,047	(93,000)	42,047
Vehicles & Equipment	6,502,995	(150,000)	6,352,995	(590,000)	5,762,995	150,000	5,912,995	150,000	6,062,995	(330,000)	5,732,995	150,000	5,882,995	(340,000)	5,542,995	150,000	5,692,995	150,000	5,842,995	(350,000)	5,492,995	150,000	5,642,995
PW - capital	-	800,000	800,000	(600,000)	200,000	-	200,000	1,000,000	1,200,000	1,000,000	2,200,000	-	2,200,000	-	2,200,000	-	2,200,000	-	2,200,000	-	2,200,000	-	2,200,000
PW - paving	14,295,046	-	14,295,046	-	14,295,046	(4,340,000)	9,955,046	-	9,955,046	(4,000,000)	5,955,046	(4,780,000)	1,175,046	-	1,175,046	-	1,175,046	(3,060,000)	(1,884,954)	-	(1,884,954)	-	(1,884,954)
PW - gravel	4,407,553	-	4,407,553	-	4,407,553	-	4,407,553	-	4,407,553	-	4,407,553	-	4,407,553	-	4,407,553	-	4,407,553	-	4,407,553	(2,000,000)	2,407,553	-	2,407,553
PW - gravel reclamation	5,446,457	204,036	5,650,493	-	5,650,493	-	5,650,493	-	5,650,493	-	5,650,493	-	5,650,493	-	5,650,493	-	5,650,493	-	5,650,493	-	5,650,493	-	5,650,493
Resource roads	5,000,000	-	5,000,000	-	5,000,000	-	5,000,000	1,500,000	6,500,000	(3,500,000)	3,000,000	-	3,000,000	-	3,000,000	-	3,000,000	(10,000)	2,990,000	(2,990,000)	-	-	-
Sewer	8,821,055	(295,358)	8,525,697	(1,456,869)	7,068,828	(3,450,000)	3,618,828	(1,100,000)	2,518,828	-	2,518,828	-	2,518,828	-	2,518,828	-	2,518,828	-	2,518,828	-	2,518,828	-	2,518,828
Leslieville Sewer	64,273	26,646	90,919	26,800	117,719	29,100	146,819	29,100	175,919	29,100	205,019	29,100	234,119	29,100	263,219	29,100	292,319	29,100	321,419	29,100	350,519	29,100	379,619
Bridge deficit	8,413,577	4,817,900	13,231,477	(4,817,900)	8,413,577	-	8,413,577	-	8,413,577	-	8,413,577	-	8,413,577	-	8,413,577	-	8,413,577	-	8,413,577	-	8,413,577	-	8,413,577
GIS	76,000	76,000	152,000	-	152,000	(76,000)	76,000	76,000	152,000	(152,000)	-	76,000	76,000	152,000	(152,000)	-	76,000	76,000	152,000	76,000	152,000	(152,000)	-
West Country Roads	-	555,723	555,723	300,000	855,723	300,000	1,155,723	300,000	1,455,723	(1,200,000)	255,723	300,000	555,723	300,000	855,723	300,000	1,155,723	300,000	1,455,723	(1,200,000)	255,723	-	255,723
ASB	4,000,000	-	4,000,000	-	4,000,000	-	4,000,000	-	4,000,000	(4,000,000)	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental Income Facility Reserve	260,000	(260,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SAR Equipment Reserve	100,000	-	100,000	-	100,000	-	100,000	-	100,000	-	100,000	-	100,000	-	100,000	-	100,000	-	100,000	-	100,000	-	100,000
RW - TCA Replacement	1,636,681	94,877	1,731,558	(640,000)	1,091,558	(839,680)	251,878	(940,800)	(688,922)	-	(688,922)	-	(688,922)	-	(688,922)	-	(688,922)	-	(688,922)	-	(688,922)	-	(688,922)
RW - Cell Development	904,501	271,981	1,176,482	-	1,176,482	-	1,176,482	-	1,176,482	-	1,176,482	-	1,176,482	-	1,176,482	-	1,176,482	-	1,176,482	-	1,176,482	-	1,176,482
RW - Leachate	82,621	25,301	107,922	-	107,922	-	107,922	-	107,922	-	107,922	-	107,922	-	107,922	-	107,922	-	107,922	-	107,922	-	107,922
Total	95,284,282	6,998,086	102,674,528	(19,487,840)	82,546,688	(13,697,704)	68,009,304	1,872,100	68,940,604	(1,989,900)	66,950,704	(12,874,900)	54,075,804	(3,029,400)	51,046,404	1,742,100	52,788,504	(4,131,900)	48,656,604	(20,924,900)	27,731,704	604,100	28,335,804

20-May-2020



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Award of Design Build/Network Operation Request for Proposal - Broadband Service Delivery Near Ferrier Acres. (Pilot Project)
PRESENTATION DATE:	Tuesday, May 26, 2020
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Corporate Services Cam McDonald, Manager, Information Technology Murray Hagan Director and Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input checked="" type="checkbox"/> County Bylaw or Policy (Clearwater County Broadband Policy)
COMMUNITY BUILDING PILLAR (check all that apply):	
<input checked="" type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input checked="" type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input checked="" type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
Design Build RFP - Broadband Service Delivery Near Ferrier Acres Ferrier RFP Result Summary	

STAFF RECOMMENDATION:

That Council approves moving forward on contract negotiations with Lite Access Technologies Inc. and partners (IBI Group and O-NET/OLDS Fiber Limited) for the Design Build/Network Operation Request for Proposal - *Broadband Service Delivery Near Ferrier Acres*.

BACKGROUND:

A request for proposal (RFP) for a design build/network operation for *Broadband Service Delivery Near Ferrier Acres* was issued March 12, 2020, by Administration.

Eight firms responded to the current RFP. Those responses were evaluated by a working group of four County staff and one consultant representing the following positions:

- Director, Corporate Services
- Director, Public Works Infrastructure
- Manager, Information Technology
- Broadband Technologist
- Principal, MAGNA Engineering Services Inc.

Each proposal was scored according to the following scale:

Part 1 Evaluation Criteria:

- Solution Capital Cost (50%)
- Support and Maintenance (20%)
- Experience (30%)

Part 2 Evaluation Criteria:

- Network Services Capital Cost (35%)
- Service Definition and Costs (25%)
- Support and Maintenance (30%)
- Experience (10%)

Lite Access Technologies Inc. and partners received the highest score for each of Part 1 and Part 2 of the RFP. The total estimated cost of this project, based on their proposal, is \$998,000. The Connect To Innovate federal grant portion is \$371,288 with remainder of \$626,712 to be funded from the approved 2020 broadband capital budget.

While development of the broadband public participation plan continues, Administration will ensure communication regarding this pilot project will align with that plan.



Design Build Request for Proposals
**BROADBAND SERVICE
DELIVERY NEAR FERRIER
ACRES**

RFP-03/2020

Prepared by:

MAGNA Engineering Services Inc.
Mz. 204, 100 Rainbow Road
Chestermere, AB, T1X 0V2
403-770-9050

MARCH 12, 2020

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1.0 OVERVIEW

1.1 INTRODUCTION

The purpose of this Request for Proposal (RFP) is to solicit Responses from qualified firms (Proponent) to partner with Clearwater County (the County) to support the Connect to Innovate (CTI) grant for a fibre-optic backbone build to provide Internet services in the Ferrier Acres region. Proposals will not be opened publicly. From the proposals received, Clearwater County may:

- Negotiate an exclusive agreement with the selected Proponent(s);
- Request further clarification to ensure that evaluations are equitably compared; and
- Make no award whatsoever and cancel the proposed work.

General Information about Clearwater County can be found on the County's website at www.clearwatercounty.ca.

The County is looking for a partner to help bridge the digital divide between rural and urban Internet access and cost. The successful candidate(s) will be able to bring a full suite of tools to the project to support the implementation of a high-speed, reliable network that meets the Internet needs of the County.

1.2 BACKGROUND

In February 2018, Clearwater County Council adopted a municipal broadband policy with the following principles:

- To develop an open-access network (OAN) of broadband infrastructure to provide Internet accessibility to the majority of County residents and businesses;
- To develop a phased project plan to construct and implement the OAN and broadband infrastructure;
- To contract a network service provider (NSP) to operate the OAN; and
- To invest in an OAN to encourage competition from Internet service providers (ISPs).

Clearwater understands that broadband infrastructure is a key component in building vibrant, sustainable communities. In the same way that drinking water, electricity, and safe roads were key drivers of community development in the last century, broadband is the new infrastructure paradigm shaping the growth and sustainability of communities, households, and businesses in this century and is key to improving the quality of life for Clearwater residents.

1.3 PURPOSE

The purpose of this RFP is to solicit responses from qualified Proponents to:

1. Design and construct a fibre-optic backbone network as outlined below (PART 1) **to be completed prior to April 2021** (as per the CTI grant).
2. Provide an open access network (OAN), including network operation services (NSP) and Wholesale Internet service provider (ISP) services over Clearwater County owned fibre network (PART 2).



Qualified Proponents may respond to one or both of Part 1 and Part 2.

The intent of this partnership is for Clearwater County to build and retain ownership of the backbone fibre while all other services and operations including end to end equipment will be managed by their partner. The network will be open, but our partner would be our primary wholesale ISP (offering basic services) and manage the access of all other retail facing ISPs. Clearwater County intends to utilize this partnership to ensure residents and business access will at a minimum meet the CRTC definition of high-speed Internet being 50 Mbps download and 10 Mbps upload.

1.3.1 PART 1 SCOPE OF WORK

The scope of this RFP build will include a roughly 13 km fibre segment starting from the Supernet POP (vicinity of 4703-49th Avenue) in Rocky Mountain House and extending to Ferrier Acres (as presented in the map in Appendix 1). Permission to tie into this service will be the responsibility of the NSP, along with County support. Other available options for connection will be accepted. The NOC will be located at the Martin Gravel Pit NE 13-39-8 W5M within the project area. Proponents are to provide costs to design and install the proposed facilities and any options Proponents wish to recommend to the proposed layout and design based on commercial grade and industry standard equipment with a minimum 25-year warranty and a 1 year minimum warranty on all other project components.

During pre-construction the Design Builder (DB) will work with the Owner’s Project Manager, Magna Engineering, to update as needed and finalize the already conceived project controls for the physical project implementation comprising:

- project planning & procurement
- project safety program
- project communication protocols and procedures
- construction scheduling/trade coordination
- submittals (Request for Information (RFI), Design Drawings, Change Notices, Product data sheets, Cut sheets)
- cost tracking and change management
- quality assurance / quality control program,
- commissioning management
- closeout and deficiency management


1.3.1.1 Project Scheduling

- a) Prepare a detailed construction schedule in MS Project format or approved equivalent (critical path precedence networks based on input from sub-contractors). Review and revise schedule based on Owner/Project Manager feedback and set baseline for slippage tracking.
- b) Provide monthly updates of the construction schedule showing slippage and schedule recovery measures as necessary.

1.3.1.2 Project administration, coordination and expediting

- a) Provide all necessary management, supervisory and administrative staff required to effectively manage the construction of the project.
- b) Schedule and chair regular site meetings and be responsible for the preparation and distribution of minutes including regular (bi-weekly) site management meetings with Consultants and Owner as well as sub-contractor and supplier meetings.



- 
- c) Obtain all primary and secondary municipal, provincial and other agency approvals, permits and licenses required for the construction of the work. Safeguarding of existing infrastructure and utilities will be the sole responsibility of the DB.
 - d) Arrange for the provision of all services and temporary facilities required for the construction of the project.
 - e) Arrange for an accurate survey and layout of all site construction.
 - f) Coordinate the production of design drawings and provide a system of control and routing to ensure their timely submission, review and approval. The Owner will rely on the DB to ensure that all sub-contractor work is coordinated.
 - g) Ensure that all sub-contractors provide WCB Certification, Statutory Declarations as required and certificate of insurance naming the DB, Owner and Magna Engineering as additionally insured.
 - h) Prior to release of holdback to sub-contractors, secure a WCB Certificate, Statutory Declaration and Sub-contractor Release.
 - i) Pre-order equipment, materials, etc. where necessitated by cost and time factors and expedite delivery of critical items.
 - j) Take action to facilitate the settlement of contract disputes, understanding that no formal arbitration or litigation proceedings are to be undertaken without specific direction and authorization by the Owner.

1.3.1.3 Quality Assurance & Control (QA/QC)

- a) Plan and implement a system of protection and security for the project, including the protection of all finished work.
- b) Provide all coordination and expediting required during construction.
- c) Use best efforts to ensure that all federal, provincial, and local safety laws and regulations applicable to construction procedures are observed and enforced.
- d) The DB shall be designated as the "Prime Contractor" for the purposes of the Occupational Health & Safety Act and shall assume the responsibilities as set out in that Act.
- e) Implement a QA and QC program as approved in advance by the Owner.
- f) Inspect the work of sub-contractors for conformance with specified quality levels and arrange for correction of defects and deficiencies, as required.
- g) Facilitate third-party inspections appropriate testing and inspection representatives and comply with corrective actions noted in resultant site visit reports. Procure and pay for these third-party testing agents.
- h) Ensure inspections, records and corrections are carried out in accordance with the Contract Documents.
- i) Substantial Performance: coordinate final inspections with the Consultants and Owner to achieve the necessary completion.
- j) Obtain and provide warranties as required and administer the warranty period.
- k) Arrange for operating personnel participation in equipment start-up and testing.



1.3.1.4 Cost Control Management

- a) Prepare and submit monthly progress billings based on comprehensive qualitative/quantitative review by the DB Consultants.
- b) Coordinate and track RFI, Change Requests and Change Orders.
- c) Provide a monthly status report that will comment on safety, environmental issues, schedule, progress to date, delays encountered, schedule recovery and contract status including detailed monthly progress photos.

1.3.1.5 Change Management

- a) Implement and administer a Change Order control process as approved by the Owner/Magna Engineering. Change Notice pricing, analysis and documentation is expected to be prompt. The DB will assemble complete back-up packages for all material and labour costs, ancillary and overhead charges and submit to the Project Manager for review and recommendation to Owner for approval. After approval, complete all change order documentation within 10 days.
- b) Prepare monthly reports covering the financial status of the project expenditures to-date and forecasts to completion as compared with the control budget.

1.3.1.6 Commissioning

- a) Manage the commissioning process. We expect the DB will manage a commissioning process that runs parallel to the construction process and is separate and distinct from the DB's QA/QC program. The commissioning process should include at least four verifications for each piece of equipment or system:
 - o Correct piece of equipment was delivered to site.
 - o The equipment/system has been installed in accordance with the OEM's instructions.
 - o The equipment/system properly starts up.
 - o The equipment/system operates as intended (e.g. under a variety of possible operating scenarios).
- b) Schedule commissioning meetings with Sub-Contractors and Consultants.
- c) Ensure participation of all subcontractors in commissioning process in coordination with the Project Manager and Consultant Team. Manage and administer commissioning of all systems.
- d) Arrange for the provision of as-built drawings, equipment manuals, operating instructions, certificates, commissioning, etc. prior to acceptance.
- e) Maintain a close relationship with the Owner's operating staff to ensure an efficient takeover of the Project. Commissioning plan and scope shall include static verification, start-up and functional testing activities.



1.3.1.7 Post Construction Phase

- a) Assemble hard and soft copies of Closeout Binders to include:
- b) As Built Drawings
- c) Warranties
- d) Contact information for service calls
- e) Commissioning Reports
- f) Operating and Training Manuals and Videos
- g) Deficiency sign off sheets
- h) Attend to and correct latent deficiencies as noted by the Owner or the Owner's agents on a timely basis.
- i) Assist the Owner and its operations staff in administering warranties of the contractors on a timely basis within the Warranty period.

END OF SCOPE OF WORK

1.3.2 PART 2

Proponents are to provide costs to:

- Install the County-owned network services equipment and manage network services operations between the Internet GATEWAY to the retail ISP's connection points; and
- Provide details relevant to providing basic ISP services, including proposed packages with associated costs, lease payments, and general service level expectations.

2.0 INTERNET INFRASTRUCTURE SUMMARY

The County envisions a three-layer model – the first layer (Part 1) will consist of the fibre infrastructure that will run through the project area and will serve as a backbone for future fibre builds.

On top of the fibre infrastructure, for the second layer (Part 2) the County will contract a single NSP (wholesale ISP) that provides the electronics infrastructure, operations, maintenance, support, and standard services on the network. Standard services are required to keep the cost low and services high to the end customer. The service provider provides the operational support systems, business support systems, and standard services such as Internet, IPTV, and telephony. A single provider is able to build the necessary economies of scale to make the Internet infrastructure commercially viable. The NSP (wholesale ISP) will then provide services to the third layer – Retail Service Providers (RSPs).

An RSP is any company that wants to resell wholesale services. They do their own marketing and provide the retail business to customer interaction.

3.0 TERMS AND INSTRUCTIONS

3.1 SUBMISSION AND SCHEDULE

3.1.1 SUBMISSION

A copy of this Request for Proposal (RFP) may be obtained from the Alberta Purchasing Connection (APC) website (<http://www.purchasingconnection.ca>). It is the sole responsibility of the Proponent to monitor the Alberta Purchasing Connection website for any amendments to the RFP.

An electronic copy of the proposal in .pdf (portable document format) format must be submitted to procurements@clearwatercounty.ca no later than **2:00 pm (local time) on April 9, 2020**. The e-mail subject line should read: **RFP-03/2020**

OR

One (1) hard-copy version, including a USB with complete electronic copy, must be submitted to the Clearwater County Office (4340 47 Avenue, Rocky Mountain House) no later than **2:00 pm (local time) on April 9, 2020**.

It is the sole responsibility of the Proponent to see that their proposal is received by the County in the proper time. Late responses will be rejected at the sole discretion of Clearwater County.

Submission of a proposal indicates acceptance by the Proponent of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted.

3.1.2 SCHEDULE

ACTIVITY	DATE
RFP Issued	March 12, 2020
Deadline for Questions (email only)	April 2, 2020
Submission Deadline	April 9, 2020
Interview/Presentation (if required)	April 16, 2020
Negotiation/Contract Award	April 23, 2020
Project Start	TBD

3.2 INQUIRIES

Proponents may contact Clearwater County for clarification and information pertaining to this RFP. Any request for information or clarification must be submitted in writing by email to procurements@clearwatercounty.ca.

Any oral communications will be considered unofficial and non-binding on the County.

3.3 RFP REVISIONS

The County reserves the right to change the schedule or issue amendments to the RFP at any time. The County also reserves the right to cancel or reissue the RFP at any time. Amendments or a notice of cancellation will be posted to the APC website. It is the sole responsibility of the Proponent to monitor the APC website for the posting of such information.



3.4 ACCESSIBILITY

As the submitted proposal will be a document that may be produced for public distribution, should the County receive a request for an alternate format, the Proponent must be able to provide such alternate format in compliance with accessibility standards legislation.

3.5 RIGHT OF SELECTION

The County reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the County. Selection of a Proponent solution shall not be construed as an award of contract, but as commencement of contract negotiation, including but not limited to, the contract price proposed. The lowest cost proposal will not necessarily be accepted.

3.6 LIMITATION OF DAMAGES

The Proponent, by submitting a "Proposal" agrees that it will not claim damages, for whatever reason, relating to the RFP, by reason of submitting a Proposal, in respect of the competitive process, or in respect of any breach of any implied duty of fairness, including but not limited to, any costs incurred by the Proponent in preparing its Proposal. The Proponent, by submitting a Proposal, waives any and all such claims.

3.7 CONFIDENTIALITY

The content of each response to this RFP will be held in the strictest confidence, and details of any response will not be discussed with any other party, except for the information made public by way of reports to Council or subject to the Freedom of Information and Privacy (FOIP) Act.

3.8 EVALUATION

If an award is made as a result of this RFP, it shall be awarded to the Proponent whose proposal is most advantageous to Clearwater County with price and other factors considered. Provisions for future expansion and higher network speeds to future proof the build is encouraged as may be considered as value added items.

An evaluation team will review all Proposals received and score the Proposals using a consensus approach in relation to the criteria that are identified below.

The County hereby reserves the right to select the particular response to this RFP that it believes will best serve its business and operational requirements, considering the evaluation criteria set forth below:

3.8.1 PART 1 EVALUATION CRITERIA

Solution Capital Cost (50%)

- Total cost of solution;
 - Broken down into a high-level schedule of quantities and associated unit costs;
 - Include all relevant cost assumptions.
 - Details on the make, model, and type of fibre, conduit, and connection devices;
 - Splicing technology and how this is minimized based on proposed infrastructure.



Support and Maintenance (20%)

- Estimated service and maintenance requirements for all recommended equipment.

Experience (30%)

- Quality of references;
- Quality of previous projects;
- Qualifications of project/support team;
- Experience with similar projects; and
- Functional capacity of organization.

3.8.2 PART 2 EVALUATION CRITERIA

Network Services Capital Cost (35%)

- Total cost of solution to Clearwater County for Network Services equipment;
- Ongoing operational costs to Clearwater County;

Service Definition and Costs (25%)

- Minimum adoption expectations;
- Estimated ROI based on adoption rates;
- Range of open access wholesale services offered, including pricing;
- Range of ISP services offered including pricing;
- Proposed interconnection points;
- Defined service level objectives/agreements; and
- Open access methodology.

Support and Maintenance (30%)

- Estimated service and maintenance requirements;
- Technical architecture and design;
- Billing capabilities; and
- Partner collaboration strategy with Clearwater County.

Experience (10%)

- Quality of references;
- Quality of relevant projects;
- Qualifications of project/support team;
- Experience with similar projects; and
- Functional capacity of organization.



4.0 SERVICES PROVIDED BY CLEARWATER COUNTY

- 1. Clearwater County will provide slurry pits for installation contractors needing HydroVac dumping, at a location determined by the County.
- 2. Permitting and crossing discussions are currently underway. The Proponent will carry forward the permitting and line assignments upon contract award.
- 3. Clearwater County will provide a facility at the Martin Gravel Pit located in the NE 13-39-8 W5M to house the NOC, if required.

5.0 PROPOSAL SUBMISSION FORMAT

The Proponent is responsible for all costs incurred in the preparation, demonstration, or negotiation of this proposal.

Submission of a proposal shall constitute acknowledgement by the Proponent that it has thoroughly examined the RFP, including any addendums that may be issued during the proposal preparation period. No claim will be allowed for additional compensation or additional time for completion, which is based on lack of knowledge or lack of understanding of any part of the RFP.

Proponents submitting both Part 1 and Part 2 must ensure their submission is broken down

The following table contains the organization guidelines for proposal responses.

PROPOSAL SECTION	RFP SECTION NUMBER
Executive Summary	Section 5.1
Company Background	Section 5.2
Wholesale Services and Costs	Section 5.3
System Support	Section 5.4
Functional and Technical Specifications	Section 5.5
References	Section 5.6
Proposal Pricing	Section 5.7

5.1 EXECUTIVE SUMMARY

For Part 1 AND Part 2

This section is intended to provide the Proponent with an opportunity to provide an "Executive" level overview of their proposal to the County, emphasizing any unique aspects or strengths of the proposal. The Executive Summary should include a brief description of the proposed system; including its capabilities as they would meet the County's functional and technical requirements as well as a sample project schedule for a similar implementation in terms of scope and size.

5.2 COMPANY BACKGROUND

For Part 1 AND Part 2

Please provide a brief company history including addressing the following points.

- Identify the primary point of contact (including credentials applicable to this project) for this proposal and the subsequent project, if different (name, email and phone);



- Identify all company office locations and total number of employees;
- Identify all relevant company certifications and designations related to the solution being proposed;
- How long your company has offered and or worked with the systems in this proposal (CTI grant requires a minimum of two years); and
- Total number of (your) active clients supported on this proposed platform.

5.3 WHOLESALE SERVICES AND COSTS

Part 2 ONLY

Please provide a definition of the wholesale services to be offered on the network and the proposed cost of each service:

- Provide a high-level technical specification of each service;
- Define the options/extensions to be offered with each service;
- Define the proposed prices for each service; and
- Provide the high-level terms and conditions associated with each service.

5.4 SYSTEM SUPPORT

Part 2 ONLY

Please provide any system support and maintenance options available for the proposed system. Please address the following in your proposal:

- Yearly service, support (including costs, response times, reporting and responses process, any added costs and what is and isn't covered) from your company;
- Your organization's support staff size, location, hours or limits of coverage, level of training and experience supporting the technology that is part of the recommended solution; and
- System software / hardware upgrade or update processes (including any associated costs or restrictions). Customer notification process and County / partner engagement process.

5.5 FUNCTIONAL AND TECHNICAL SPECIFICATIONS

Please describe in detail the technical requirements of your proposed solution would require. Your description should minimally cover the following areas (**all materials/equipment to be commercial grade industry standards and include a 25-year warranty**):

Part 1

- Type of fibre to be used;
- Conduit size number of strands;
- Number of vaults; and
- Future expansion methodology.

Part 2

- Network design and architecture;
- Description of end to end electronics;
- Facility space and environmental requirements;
- Carrier access point/Internet exchange access; and
- Network security and physical site security



5.6 REFERENCES

Please provide contact information and project summaries of at least three (3) recent clients.

- Preference is for projects that are of similar size and complexity to the current RFP requirements and involve municipal government clients; and
- References should be from clients that have been live with their current system for a minimum of one (1) year.

5.7 PROPOSAL PRICING

The County would like to consider pricing broken into logical parts:

Part 1

- The cost of the actual backbone fibre build:

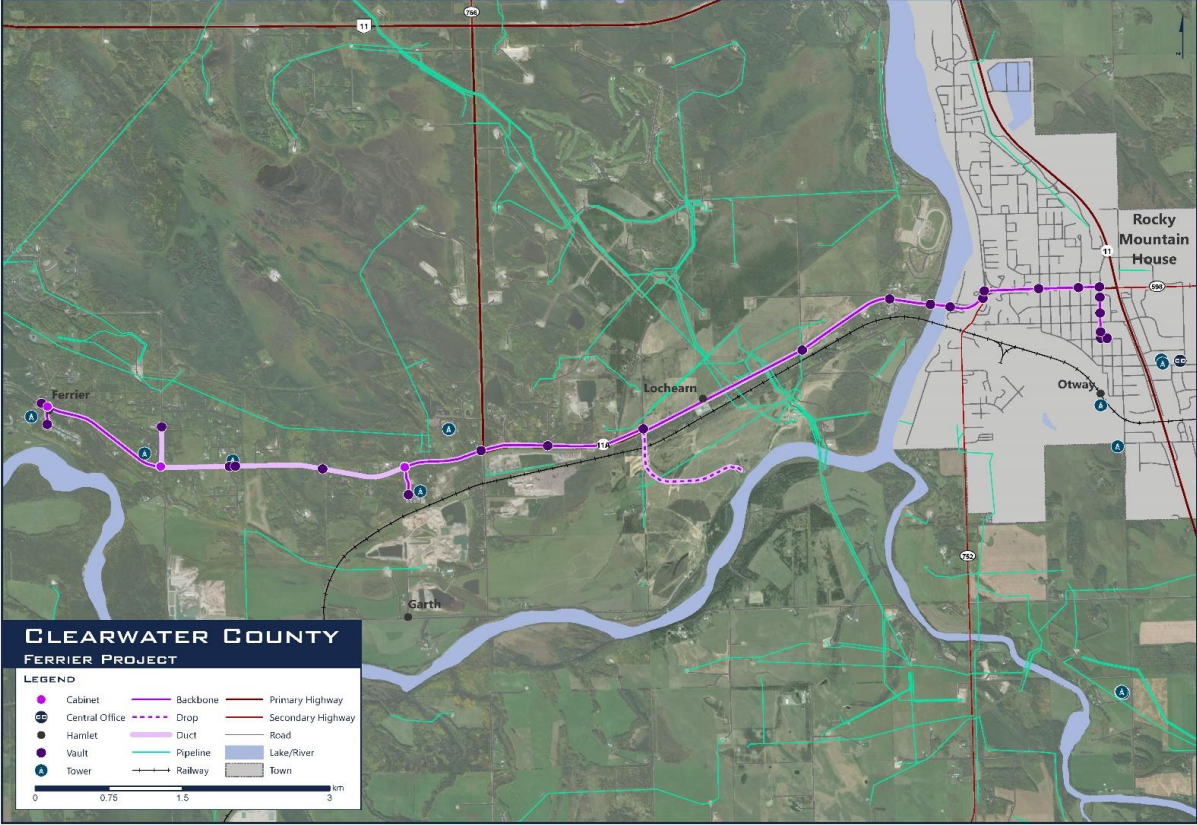
Provide a 'not-to-exceed' estimate for all labour and material costs required to deliver the proposed solution Part 2

- The cost of the equipment required to light the plant:
 - Provide a 'not-to-exceed' estimate for all material and labour costs required to deliver the proposed solution. Identify all backhaul costs both capital and operational.
- The cost to provide NSP and ISP services including all management, customer service, and billing.

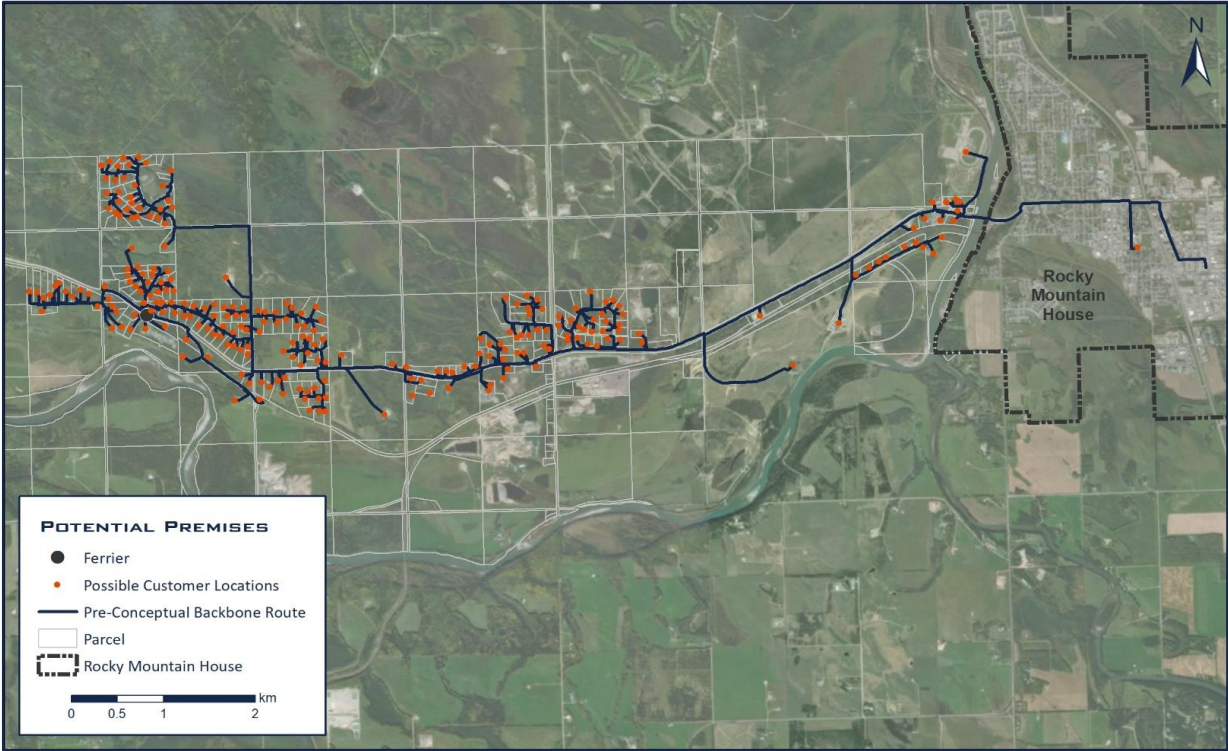
5.7.1 OTHER COSTS

Proponents must list any and all charges, expenses, and/or costs to be incurred by the County within the first five (5) years that are not included in the previous sections. Failure to specifically and thoroughly enumerate such items may be a cause for disqualification.

APPENDIX 1: PROJECT MAP



APPENDIX 2: OPPORTUNITY MAP





Ferrier RFP Response Selection Summary

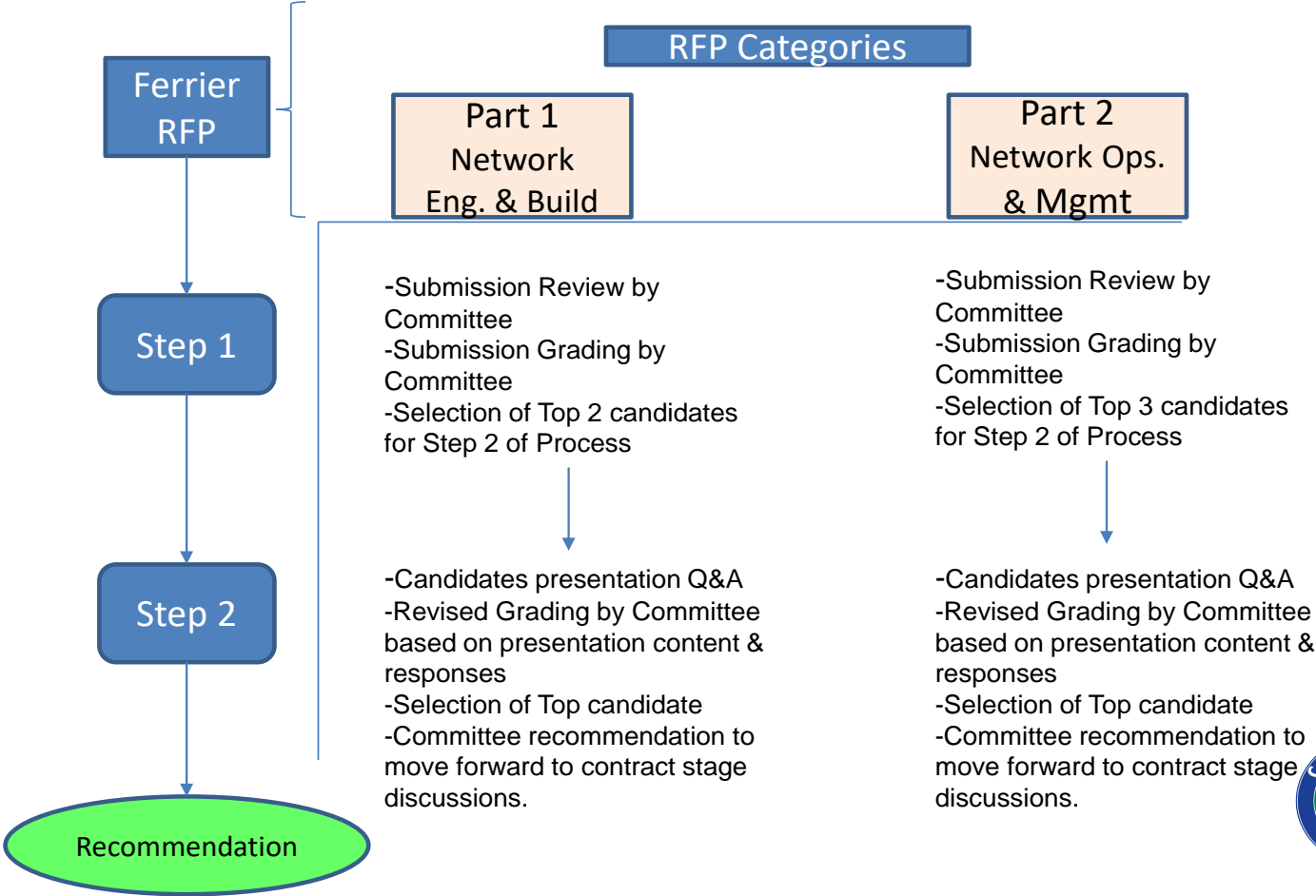
Broadband Solution

www.clearwatercounty.ca



RFP Selection Committee Established with 4
Clearwater Staff and 1 Consultant

Ferrier RFP Process



RFP SHORT LISTING CRITERIA FOR STEP 1



Ferrier RFP Step 1 Grading Matrix Criteria

Clearwater County Ferrier Acres Proposal Evaluation Criteria		
	SECTION	WEIGHTING
PART 1 EVALUATION CRITERIA	Total Cost of Solution	50
	Broken down into a high-level SOQ and associated unit costs	
	Include all relevant cost assumptions	
	Details on the make, model, and type of fibre, conduit, and connection devices	
	Splicing technology and how this is minimized based on proposed infrastructure	20
	Support and Maintenance	
	Estimated service and maintenance requirements for all recommended equipment	
	Experience	30
	Quality of references	
	Quality of previous projects	
Qualifications of project/support team		
Experience with similar projects		
Functional capacity of organization		
TOTAL		100
PART 2 EVALUATION CRITERIA	Network Services Capital Cost	35
	Total cost of solution to Clearwater County for Network Services equipment	
	Ongoing operational costs to Clearwater County	
	Service Definition and Costs	25
	Minimum adoption expectations	
	Estimated ROI based on adoption rates	
	Range of open access wholesale services offered, including pricing	
	Range of ISP services offered including pricing	
	Proposed interconnection points	
	Defined service level objectives/agreements	30
	Open access methodology	
	Support and Maintenance	
	Estimated service and maintenance requirements	
	Technical architecture and design	
	Billing capabilities	
Partner collaboration strategy with Clearwater County	10	
Experience		
Quality of references		
Quality of previous projects		
Qualifications of project/support team		
Experience with similar projects		
Functional capacity of organization		
TOTAL		100



Ferrier RFP Step 1 Grading Matrix Results

Clearwater County Ferrier Acres Proposal Evaluation Criteria- Grading Results of RFP Stage 1										
	SECTION	WEIGHTING	3CIS	CFOC/Valo	CHERMIK	LIGHT LINK	LITE ACCESS	MISSING LINK	NOVUS	PIPECON
PART 1 EVALUATION CRITERIA	Total Cost of Solution	50	23.25	43.75	37.75	42.62	44.50	36.88	37.50	44.88
	Support and Maintenance	20	10	15	15	2.5	20	17.5	5	0
	Experience	30	22.5	29	29.5	10	30	19	20.25	20
	TOTAL	100	55.75	87.75	82.25	55.12	94.50	73.38	62.75	64.88
PART 2 EVALUATION CRITERIA	Network Services Capital Cost	35	17.5	26.25	N/A	23.75	32.5	30	N/A	N/A
	Service Definition and Costs	25	10.15	34	N/A	17.1	24.1	21.95	N/A	N/A
	Support and Maintenance	30	11.25	27	N/A	16.5	30	21.05	N/A	N/A
	Experience	10	7.5	4.65	N/A	3	10	6.3	N/A	N/A
TOTAL	100	46.40	91.90	0.00	60.35	96.60	79.30	0.00	0.00	



SHORT LISTED CANDIDATES STEP 2 REVIEW



Ferrier RFP Top 3 Short Listed Companies for Comparison

1. **CFOC/Valo** – A partnership composed of Canadian Fibre Optic Cor (Engineering/construction, Valo Networks (Operations/management & wholesale business)
 1. Forecasted schedule with May start; End of 2020
2. **Lite Access** – A partnership composed of IBI (Business/Engineering), Lite Access (Construction and maintenance), O-Net (Operations/management/ISP)
 1. Forecasted schedule with May start; End of Oct. 2020
3. **Missing Link** – Sole submission for segment.
 1. No schedule forecast provided



Ferrier RFP Final Grading Matrix

(Upon completion of presentation Step 2)

Clearwater County Ferrier Acres Proposal Evaluation Criteria- Final Grading Results										
	SECTION	WEIGHTING	3CIS	CFOC/Valo	CHERMIK	LIGHT LINK	LITE ACCESS	MISSING LINK	NOVUS	PIPECON
PART 1 EVALUATION CRITERIA	Total Cost of Solution	50	23.25	43.00	37.75	42.62	45.00	36.88	37.50	44.88
	Support and Maintenance	20	10	18	15	2.5	20	17.5	5	0
	Experience	30	22.5	30	29.5	10	30	19	20.25	20
	TOTAL	100	55.75	91.00	82.25	55.12	95.00	73.38	62.75	64.88
PART 2 EVALUATION CRITERIA	Network Services Capital Cost	35	17.5	33	N/A	23.75	30	30	N/A	N/A
	Service Definition and Costs	25	10.15	24	N/A	17.1	25	21.95	N/A	N/A
	Support and Maintenance	30	11.25	27	N/A	16.5	30	21.05	N/A	N/A
	Experience	10	7.5	7	N/A	3	8	6.3	N/A	N/A
TOTAL	100	46.40	91.00	0.00	60.35	93.00	79.30	0.00	0.00	



Budgetary Backbone Network Build Cost



Ferrier Cost Estimate Breakdown

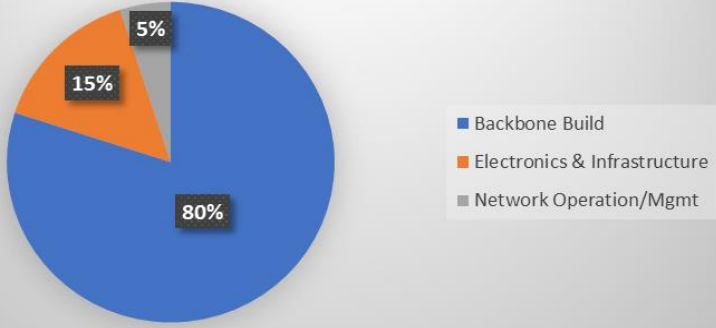
Segment #	CAPEX Segment	Segment inclusions	Estimated Cost to Complete *
1	Outside Plant Fibre Optic cable deployment (including all required passive material)	Engineering planning, design, permitting, Project Mgmt., implementation, testing, documentation	\$848K
2	Point of Presence-POP location Ferrier	New hut or existing building renovation	\$75K
3	Point of Interconnection Rocky Mountain House location-POI	Lease rack and infra space in Supernet location or added rack space in CWC IT room	\$5K
4	Electronics- initial requirement	To provide lit fibre	\$30K
5	Operation/Network Mgmt outsourcing initial setup	NOC, analytic tools, network monitoring system, trouble ticket system, GIS etc	\$40K
		TOTAL ESTIMATED BUDGETARY COST=	\$998k

* Note quoted price plus contingency

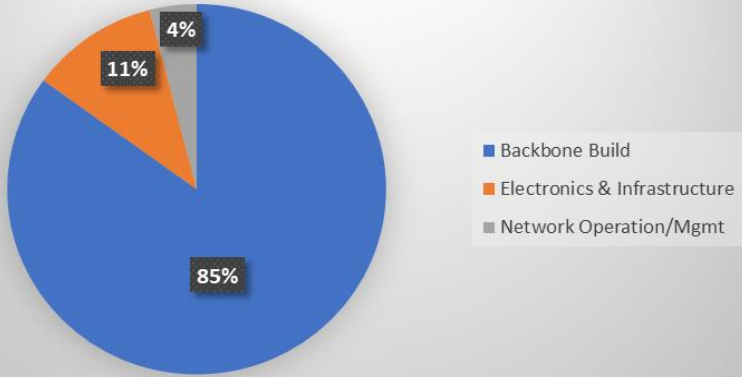
CTI Funding Portion: \$371,288.00
 CWC Budget Portion: \$626,712.00



Typical Network Rollout Budget Dispersion



Projected Ferrier Budget Dispersion



Network OPEX Estimated Monthly

- Base on selection of outsourced Operator having existing infrastructure and supporting systems:

Monthly Forecast Range : \$5K-\$10K (Yr 1)

Note: Net OPEX costs are projected to erode year on year based on anticipated revenues.

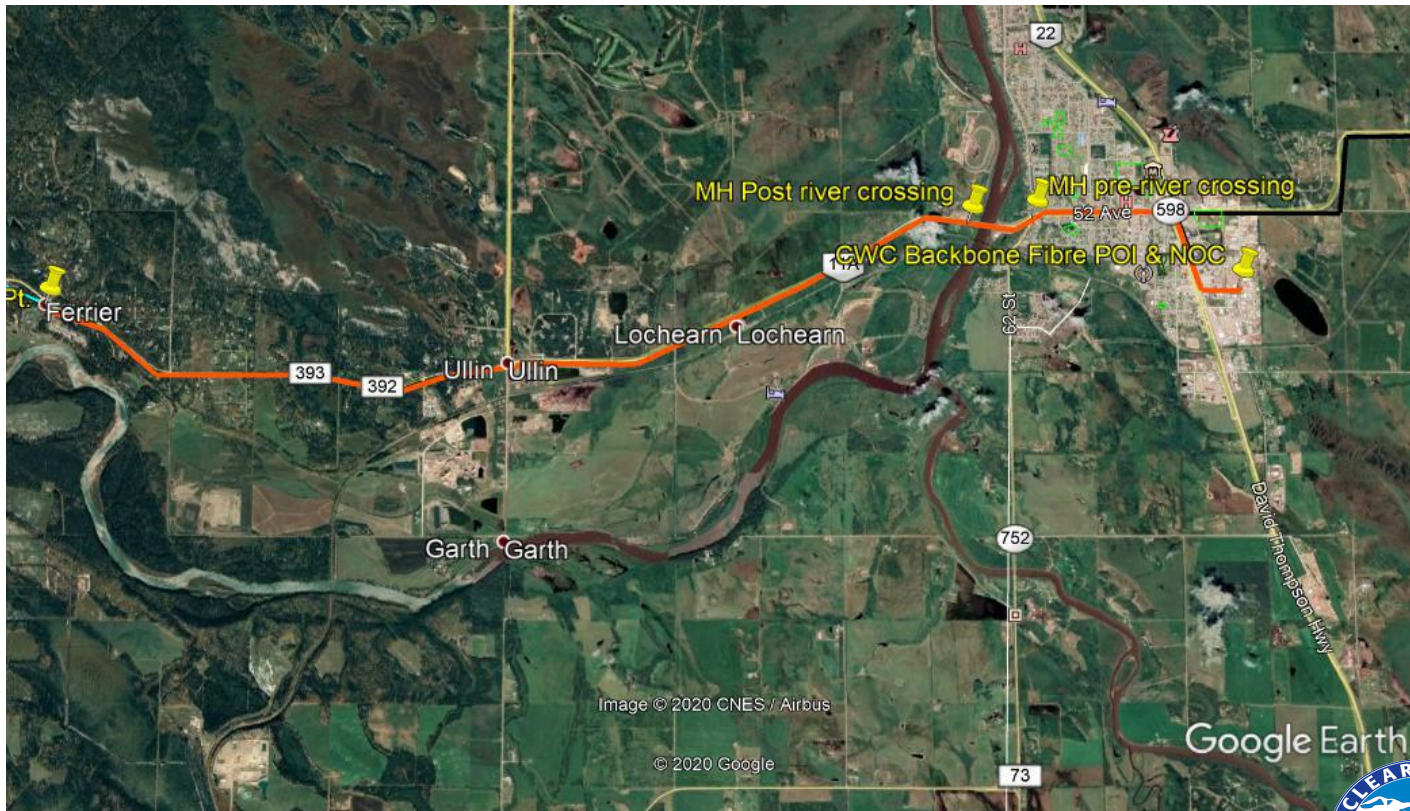


Potential Projection Wholesale Revenue vs OPEX

Projected Revenue to Offset OPEX Costs



Ferrier Fibre Project Projected Route





Councillor and Board Member 2020 Remuneration Statement

Name of Councillor / Board Member:	Cammie Laird
Date:	May 10, 2020
Signature (Councillor / Board Member):	<i>C. Laird</i>

PAYMENT PERIOD

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

Council Supervision Rate	\$1,116.00 / Monthly
Reeve Supervision Rate	\$2,075.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$174.00	Next 4 Hours \$137.00	Next 4 Hours \$137.00	Regular Council Meeting \$311.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
Apr 9	Attd: Workshop: Effective Virtual Mtgs: (Via Virtual) @ CC Office (14:00-15:30 Hrs.)						26
Apr 9	Mtg: RMA Update (Via Virtual) @ CC Office (15:30-17:30 Hrs.)	1					
Apr 14	Mtg: CC-C Reg. Council (08:30-15:00 Hrs.)				1		26
Apr 20	Mtg: CC Strat Plan: @ CC Office (08:30-15:30 Hrs.)	1	1				26
Apr 21	Attd: CAEP Virtual Mtg: RE: Business Resilience – O&G (09:30-12:00 Hrs.)						
Apr 22	Mtg. RMH Library (19:00-21:00 Hrs.)(Zoom)	1					
Apr 24	Mtg: RMA Spring Resolution Session : Virtual @ CC Office (13:00-16:30 Hrs.)	1					26
Apr 28	Mtg: CC-C Reg. Council (08:30-16:00 Hrs.)				1		26

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Remuneration Calculation (for office use only)							
0	Meetings @ 94.00 =	0		130	First 5000 Kms @ \$0.59 =	76.70	
4	Meetings @ 174.00 =	696.00		0	Over 5000 Kms @ \$0.53 =	0	
1	Meetings @ 137.00 =	137.00		0	Lunch @ 16.00 =	0	
2	Meetings @ 311.00 =	622.00					
	Supervision =	1116.00					
TOTAL =		2571.00				TOTAL = 76.70	

PAID



Councillor and Board Member 2020 Remuneration Statement

Name of Councillor / Board Member:	Daryl Lougheed
Date:	May 13, 2020
Signature (Councillor / Board Member):	<i>Daryl Lougheed</i>

PAYMENT PERIOD

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

Council Supervision Rate	\$1,116.00 / Monthly
Reeve Supervision Rate	\$2,075.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$174.00	Next 4 Hours \$137.00	Next 4 Hours \$137.00	Regular Council Meeting \$311.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
7	RCMP Crime @ Caroline	X					80
8	CCTA						40
9	RMSWA	X					60
14	Reg. Council				X		60
15	MPC	X					60
20	Strategic Planning	X	X				60
21	Council Workshop	X	X				60
21	Travel to ASB Conf. Banff			X			285
22	ASB Conference	X	X				
23	ASB Conference	X	X				
24	ASB Conference/travel	X	X				272
27	MPC document signing						60
27	Raven Brood Station						88
28	Regular Council				X		60
30	Special Council	X					60

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Remuneration Calculation (for office use only)							
0	Meetings @ 94.00 =	0		1245	First 5000 Kms @ \$0.59 =	734.55	
9	Meetings @ 174.00 =	1566.00		0	Over 5000 Kms @ \$0.53 =	0	
6	Meetings @ 137.00 =	822.00		0	Lunch @ 16.00 =	0	
2	Meetings @ 311.00 =	622.00					
	Supervision =	1116.00					
	TOTAL =	4126.00					
					<i>Christmas Ad</i>	<i>< 155.70 ></i>	
							TOTAL = 578.85

PAID
7/9

