

CLEARWATER COUNTY COUNCIL AGENDA

April 12, 2016

9:00 A.M.

Council Chambers

4340 – 47 Avenue, Rocky Mountain House, AB

9:30 A.M. Delegation: Mathew Christie, Provincial Wildfire Prevention Officer - Clearwater Regional Fire Rescue Service & Alberta Agriculture and Forestry 2016 Mutual Aid Agreement and 2016 Annual Fire Control Plan

10:15 A.M. Delegation: Duane Vienneau, President – Tour of Alberta

A. CALL TO ORDER

B. AGENDA ADOPTION

C. CONFIRMATION OF MINUTES

1. March 22, 2016 Regular Meeting Minutes

D. PUBLIC WORKS

1. Second Draft Review – Hiring of Equipment Policy
2. Second Draft Review – Grader Maintenance Contracts Policy

E. COMMUNITY & PROTECTIVE SERVICES

1. Administrative Review of Replacement Highway Patrol Fleet Vehicles
2. 9:30 A.M. Clearwater Regional Fire Rescue Service & Alberta Agriculture and Forestry 2016 Mutual Aid Agreement and 2016 Annual Fire Control Plan
3. 10:15 A.M. Tour of Alberta Sponsorship Request
4. Yellowhead County and Clearwater County Emergency Management Extended Mutual Aid Agreement and Mutual Aid Fire Agreement

F. CORPORATE SERVICES

1. Centralization of Industrial Property Assessment

G. MUNICIPAL

1. Clearwater Council Input - Provincial Stakeholder Process
2. RCMP Review Services Unit – Rocky Mountain House Detachment
3. 2016 Open House Meeting Dates

H. INFORMATION

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

I. IN CAMERA*

1. DRAFT Report – Emergency Response Management Consulting Ltd.

* For discussions relating to and in accordance with: a) the Municipal Government Act, Section 197(2) and b) the Freedom of Information and Protection of Privacy Act, Sections 21(1)(ii); 24(1)(a)(c) and (g); 25(1)(c)(iii); and 27(1)(a)

J. ADJOURNMENT

POSTPONED ITEMS

<u>Date</u>	<u>Item, Reason and Status</u>
03/08/16	087/16 Condor Community Centre Grant Request STATUS: Pending Information, Community & Protective Services/Public Works
03/08/16	091/16 Taimi Hall Grant Request STATUS: Pending Information, Community & Protective Services
03/08/16	099/16 Letter of Support Request – Rural Physician Action Plan STATUS: Pending Information, Rocky-Caroline-Clearwater Physician Recruitment and Retention Committee, Community & Protective Services
03/22/16	108/16 Royal Canadian Legion Caroline Branch #177 Request STATUS: Pending Review of the Clearwater County Community Hall/Association Capital Grant Funding Policy, Community & Protective Services



AGENDA ITEM

PROJECT: Hiring of Equipment Guidelines Policy - second review		
PRESENTATION DATE: April 12 th , 2016		
DEPARTMENT: Public Works	WRITTEN BY: Kurt Magnus	REVIEWED BY: Marshall Morton/Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Hiring of Equipment Policy		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: Build community trust through socially responsible governance for long term sustainability.	STRATEGIES: Proactive policy development and evaluation of municipal programs and services.
ATTACHMENT(S): Hiring of Equipment Policy		
RECOMMENDATION: That Council reviews the draft to the amended “Hiring of Equipment” policy, recommend any changes, and, approve the draft policy changes as presented.		

BACKGROUND:

As per the direction provided during the March 8th, 2016 Council meeting, staff is bringing forth the draft of amendments to the “Hiring of Equipment” Policy, with recommended changes and additions, for review.

Additions to the policy have been identified in **Red Bold**. Items intended to be removed have been **struck through**. Administration requests that Council reviews the draft policy, with changes, and, approve the draft policy changes as presented.

Once Council approves the second draft revisions, the policy will be brought back to the next scheduled meeting for final approval.

See attached policy.

Clearwater County

HIRING OF EQUIPMENT

EFFECTIVE DATE: June 26, 2001

REVISION DATE: April 12th, 2016

SECTION: Public Works

POLICY STATEMENT:

Clearwater County is committed, to the greatest extent possible, to use private equipment and personnel (i.e. contractors) located within the boundaries of the County (this includes the Town of Rocky Mountain House and the Village of Caroline), in the delivery of its construction and maintenance services. In addition, the County will endeavour to distribute County work among contractors as fairly as Clearwater County deems possible.

PROCEDURE:

Hiring of Equipment:

1. **Clearwater County Directors (hereafter referred to as “Directors”), or their designate, are Staff** is authorized to hire equipment.
2. Unless otherwise directed by Council, all equipment will be paid in accordance with rates established by Council. ~~The Public Works Director~~ **Directors, or their designate, are is** authorized to set rates for equipment that is not covered in the current rate book. Rates may be set considering the Alberta Roadbuilders Current Rate book and the County’s current rates.
3. **Directors, or their designate, Staff** may only hire equipment that is identified on the Public Works Contractors List, and is in good working condition with qualified and capable operators. Contractors must maintain adequate insurance (\$2,000,000.00 min.) and be in good standing with the Workers Compensation Board.
4. The Public Works Department will keep a Contractors List of contractors willing to work for the County. This will include the equipment each registered contractor has available for work. In this regard only contractors with a base of operation or property owners within the County may have their names on the list. Contractors may add or delete equipment from the list, in accordance with this policy, at any time. If a contractor refuses to work due to County rates ~~the Public Works Director~~ **Directors, or their designate,** may remove the contractor from the County’s Contractors List.
5. If a required piece of equipment is not available in the County, ~~the Public Works Director~~ **Directors, or their designate, are is** authorized to hire outside equipment and shall report such hiring to Council at the next regular meeting.
6. The ~~Public Works~~ Director is responsible to ensure that work is distributed among contractors as fairly as possible. The following considerations will be applied when hiring equipment:
 - past work history with the County along with the cooperative record of the contractor making equipment available to the County in times of need or difficult situations;

- the experience of the operator, and, the suitability and condition of the equipment;
- the amount of hourly work the contractor or contracting company has received or is expected to receive from the County;
- the location of the equipment in relation to the work site;
- normally, for contractors with a fleet of trucks or equipment, the County will have no more than two trucks or pieces of equipment from one contractor working at one time.

Each supervisor will report, **the equipment he/she has working**, to the **Public Works** Director, **or their designate**, on a regular basis. ~~the equipment he has working.~~ These reports (and others such as financial) will be used by the **Public Works** Director to assess the degree to which work is being distributed and to direct staff on hiring.

SAFETY AND QUALITY OF WORK:

1. All operators must be qualified and equipment shall be operated in a safe and effective manner.
2. Truckers, while working for the County, are to travel at recommended speed limits. Truckers are to use the roads courteously, considering such factors as privacy, noise levels and dust conditions. A County employee may issue a warning to a non-complying operator. Repeat offenders may be suspended from further hauling.
3. **County Supervisors, or their designate, shall make sure, to the best of their ability, that all equipment has been cleansed of contaminants so as to minimize soil contamination and the spread of noxious weeds.**
4. All operators must follow the directions of the County's supervisor.
5. County supervisors are responsible to provide clear directions to operators and are to ensure that all operations are conducted in a safe and effective manner.
6. Supervisors are to document improper conduct of performance of an operator. In the case where someone operates the equipment, other than the owner, the supervisor will communicate his/her concerns to the equipment owner in addition to the operator. The supervisor will identify the inappropriate action and the supervisor's expectations for improvement. Supervisors will terminate any contractor for continued improper conduct or performance.
7. Upon termination, the operator/contractor will be asked to remove his/her piece of equipment from the work site. The County may not rehire a terminated operator nor may he/she operate a piece of equipment hired by the County.
8. The terminated equipment will be removed from the Contractor's List of available equipment and will only be replaced at the discretion of the **Public Works** Director. For guidance purposes, equipment removed from the contractor's list may be replaced on the list when the **Public Works** Director is satisfied that the County's directions will be adhered to. In the event that a piece of equipment is removed from the **eContractor's List** on a second occasion, it will not be eligible for replacement.
9. Contractors may appeal to Council a supervisor's decision for dismissal or the **Public Works** Director decision to not replace the equipment on the **eContractor's List**.
10. Only Council may re-instate a contractor terminated by Council.

General:

1. ~~Water trucks equipped with pressurized spray bars on their discharge systems are preferred. Water trucks utilizing splash pans may be hired by the County only if no trucks with a spray bar (on the c~~**Contractor's List**~~) are available.~~
2. The County will pay for equipment moves both to and from the job site if the project is considered to be a small job (i.e.: less than three days in duration). If the job exceeds three days, the County will normally pay for the move to the site only. The **Public Works** Director is, however, authorized to use his/her discretion regarding the payment for equipment moves when special circumstances warrant.
3. The County may pay travel time to remote parts of the County as approved by the **Public Works** Director.
4. All **trucks equipment** must be in good working order and properly certified. A copy of the valid certification will be supplied to the County, upon initial registration, to be eligible for the Contractor's List. A copy of the valid certification will be required annually after initial registration.
5. ~~The County will tender all but one of its grader beats. Each tendered beat will be tendered for a three-year period and contracts will be staggered so that all contracts will not terminate in the same year. If deemed appropriate, the County may extend Grader Contracts for 1, 2 or 3 year period upon Council's approval and the Contractors agreement.~~
6. As per Working Alone Legislation, completed hazard assessment forms will have to be filed with the County prior to equipment being hired in working alone situations.



AGENDA ITEM

PROJECT: Draft Policy – Grader Maintenance Contracts (second review)		
PRESENTATION DATE: April 12 th , 2016		
DEPARTMENT: Public Works	WRITTEN BY: Kurt Magnus	REVIEWED BY: Marshall Morton/Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Grader Maintenance Contracts Policy		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: Build community trust through socially responsible governance for long term sustainability.	STRATEGIES: Proactive policy development and evaluation of municipal programs and services.
ATTACHMENT(S): Draft Grader Maintenance Contracts Policy		
RECOMMENDATION: That Council reviews the draft policy, recommend any changes, and, approve the draft policy changes as presented.		

BACKGROUND:

As per the direction provided during the March 8th, 2016 Council meeting, staff is bringing forth the draft of the “Grader Maintenance Contracts” Policy, with recommended changes and additions, for review. Once again, this policy establishes Council’s requirements and expectations relating to the fair distribution and award of grader maintenance contracts to eligible grader contractors.

Additions to the policy have been identified in **Red Bold**. Items intended to be removed have been **struck through**. Administration requests that Council reviews the draft policy, with changes, and, approve the draft policy changes as presented.

Once Council approves the second draft revisions, the policy will be brought back to the next scheduled meeting for final approval.



CLEARWATER COUNTY Grader Maintenance Contracts

POLICY

EFFECTIVE DATE:	April 12th, 2016
SECTION:	Public Works
POLICY STATEMENT:	This policy establishes Council's requirements and expectations relating to the fair distribution and award of Grader Maintenance Contracts to eligible Grader Contractors.
PROCEDURE:	<ol style="list-style-type: none">1. The County will publicly advertise requests for tenders for Grader Maintenance Contracts in a manner that meets the requirements associated with provincially signed trade agreements. Tendering procedures and associated thresholds must be in compliance with the New West Partnership Trade Agreement (NWPTA) and Agreement on Internal Trade (AIT).2. County staff will request tenders for Grader Maintenance Contracts in a manner that will allow for staggered expiration of Grader Maintenance Contracts so as to minimize the number of Grader Maintenance Contracts expiring in one calendar year.3. Grader Maintenance Contracts will be tendered for a fixed term of five (5) years. This requirement may be amended only to allow for the staggering of expiration dates as set out in Section 2.4. Grader Maintenance Contracts are not subject to automatic renewal after the expiry of the five (5) year term. Upon the expiry of the five (5) year term, the Grader Maintenance Contract will be re-advertised for tender.5. At no time shall any Grader Contractor or Related Entity hold Grader Maintenance Contracts for more than two (2) Grader Beats, at any one time, in any calendar year.



CLEARWATER COUNTY Grader Maintenance Contracts

	<ol style="list-style-type: none">6. Once a Grader Contractor is assigned a Grader Beat, the assigned Grader Beat will remain the same for the duration of the five (5) year term of the Grader Maintenance Contract. A Grader Contractor or Related Entity may not bid on another Grader Maintenance Contract, at any one time, in a calendar year in which it already holds or has held two (2) Grader Maintenance Contracts. 7. If a Grader Contractor or Related Entity currently holds two (2) Grader Maintenance Contracts and one or both of those contracts is set to expire, in the current year, they may not, should a new grader beat contract come up in that same year, apply for the new contract prior to the expiration date of their current contract(s). 8. Once a Grader Contractor is assigned a Grader Beat, the Contractor cannot, at any time, transfer the contract to a Related Entity, or otherwise, without the written consent of the Director of Public Works or his/her designate. 9. All Grader Operators must hold a valid driver's license and operate equipment in a safe and effective manner in accordance with relevant Provincial legislation, including but not limited to the <i>Traffic Safety Act</i>, RSA 2000, c T-6 and <i>Occupational Health and Safety Act</i>, RSA 2000, c. O-2 and all applicable County bylaws, policies and procedures. The County will require a copy of the driver's abstract of all Grader Operators, prior to the awarding of a Grader Maintenance Contract and at any other time deemed necessary throughout the term of the Grader Maintenance Contract. 10. Contractors must be aware of the Alberta occupational health and safety legislation, and, the requirements of the Clearwater County Safety Manual. The Contractor will be the designated Prime Contractor as defined under the Occupational Health and Safety Act and Code.
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CLEARWATER COUNTY *Grader Maintenance Contracts*

	<p>11. The Bidder understands that the County reserves the right to accept or reject any or all tenders and to waive irregularities and informalities at its discretion. The County reserves the right to accept a tender other than the lowest tender without stating reasons. By the act of submitting its bid, the Bidder waives any right to contest in any legal proceeding or action the right of the County to award the work to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons the County deems appropriate. Without limiting the generality of the foregoing, the County may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision, including but not limited to:</p> <ul style="list-style-type: none">a. Any past experience with the Bidder, or lack thereof;b. The results of any reference check completed by the County on the Bidder ;c. Information relating to the financial state of the Bidder, however obtained;d. Equipment specification and age of equipment to be used by the Bidder; ande. The Bidder's knowledge of the Grader Beat for which the tender is requested.
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AGENDA ITEM

PROJECT: Administrative Review of Replacement Highway Patrol Fleet Vehicles		
PRESENTATION DATE: April 12, 2016		
DEPARTMENT: Highway Patrol / CPS Division	WRITTEN BY: Ted Hickey / Terri Miller	REVIEWED BY: R. Leaf, CAO
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 2. Well Governed and Leading Organization 3: Community Well-Being	PRIORITY AREA: 2.2, 3.2	STRATEGIES: 2.2.1, 2.2.2, 3.2.4
ATTACHMENTS: Highway Patrol Fleet Vehicle Comparison Report - 2016		
RECOMMENDATION: That the Tahoe SUV with enforcement package remain as the fleet vehicle for Clearwater Highway Patrol and the scheduled fleet replacement proceed.		

BACKGROUND:

As per Council's March 8, 2016 request Administration has reviewed the potential of utilizing a pickup truck as opposed to the current Tahoe SUV with enforcement package.

In this evaluation staff considered the following factors: adequacy of vehicle design and characteristics for work, compatibility with existing equipment (e.g. scales, light bars, etc.), costs, and officer safety.

Recommendation:

It is Administration's recommendation that the Tahoe SUV with enforcement package remain as the fleet vehicle for Clearwater Highway Patrol and 2016 fleet replacement proceed.

Highway Patrol Fleet Vehicle Comparison Report - 2016

March 2016

TAHOE SUV COMPARISM TO PICKUP TRUCK

VEHICLE PURCHASE COST	Tahoe SUV	Pickup Truck
Purchase Price FOB RMH	\$ 43,300.00	\$ 36,700.00
Chassis Estimate Additional Costs: Topper(\$2000) / running boards(\$500) / equipment tray (\$2500) / tires and lockout (\$1,850)	n/a	+ \$ 5,000.00 + \$ 1850.00 \$ 43,550.00 +
CURRENT FLEET CHANGEOVER IMPLICATIONS		
Interchangeable Equipment: shields, cages, console, etc.	Yes.	No. Additional costs are associated to change in fleet vehicle.
SAFETY/ERGONOMICS		
Turning Radius- when going after violators	Excellent J turns require LESS time in danger zone	Poor 3 point turns require HIGHER time in danger zone (oncoming traffic)
Speed rated heavy duty brakes	Yes	No
Heavy Duty suspension	Yes	Yes
Speed rated tires	Yes	No add \$ 1,200.00
Lockout of rear doors/windows	Yes	No add \$ 650.00
Standardized location of emergency equipment and adequate physical environment for storage	Yes	No. Addition cost of topper.
OPERATIONAL		
Alternator – high output	Yes	No. Possible additional cost.
Weather/environmental sensitive equipment containment (AED/scales/medical equip)	Temperature controlled Dust controlled	No Temperature control – box Not sealed from dust
Equipment accessibility	Excellent. Tray can be transferred from old SUV to new SUV	Poor – 6.5' tray. Access to equipment is difficult for smaller officers. Awkward/heavy to pull out.
Fuel capacity	Excellent	Excellent
4X4	Yes	Yes
Towing capable	Yes	Yes
Vehicle road handling (gravel/ice)	Excellent	Fair. Reported potential vehicle stability issues over rough road conditions and on icy roads due to weight distribution of vehicle.

Administration review of Explorer SUV and Durango SUV. These were found not suitable for the various road conditions within the geographical area patrolled.

- Low clearance
- Not available in 4X4
- Space is limited (cargo and occupant)
- Limited towing capabilities (GVW)
- Light duty suspension

Survey of Other law enforcement agencies:

- Brazeau County - utilize SUV's and other vehicles in their CPO fleet vehicles.
- Yellowhead County - utilize Tahoe SUV's for their CPO fleet vehicles.
- RCMP Traffic Services - migrating away from the pickup trucks to Tahoe SUV's (Issues: storage/security limitations, turning radius creating safety and operational problems).



Agenda Item

PROJECT: Clearwater Regional Fire Rescue Service (CRFRS) & Alberta Agriculture and Forestry 2016 Mutual Aid Agreement & 2016 Annual Fire Control Plan		
PRESENTATION DATE: April 12, 2016		
DEPARTMENT: CRFRS	WRITTEN BY: Cammie Laird, CRFRS Fire Chief / T. Hickey	REVIEWED BY: R. Leaf, CAO
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation Potential recovery of costs associated to CRFRS wildland fire responses within Forest Protection Areas.		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 1. Managing Our Growth 2. Well Governed and Leading Organization 3. Community Well-Being	PRIORITY AREA: 1.1, 2.5, 2.6, 3.2	STRATEGIES: 1.1.4, 2.5.4, 2.6.5, 3.2.2, 3.2.3
ATTACHMENTS: 1. Inter-Governmental Mutual Aid Agreement 2. 2016 Annual Fire Control Agreement		
RECOMMENDATION: That Council approve entering into and direct the Administration to execute the Mutual Aid and Annual Fire Control Agreements.		

Background:

Historically CRFRS and Agriculture and Forestry (Formerly ESRD) have enjoyed a positive, mutually beneficial symbiotic working relationship with CRFRS within the greater Clearwater region. Often the shared resources have been utilized to prevent or resolve community threats through initiatives such as prevention, training and response capacities. However this relationship has been one fostered through a very informal process of mutual respect and trust with no formalized document to protect the interests of either parties while working together. Further; there is currently no mechanism for cost recovery for services as may be requested. It should be noted that Agriculture and Forestry (Formerly ESRD) generally runs with response crews from March 1 – Oct 31 annually, which leaves the remainder of the year with little Agriculture and Forestry

(Formerly ESRD) response capabilities. An agreement would provide a general outline for expectations for services as well as cost recovery mechanisms and liability protection.

The mutual aid agreement is composed of 2 parts:

1. The **Mutual Aid Fire Control Agreement** (See Attached) This agreement is generally signed off once or by each new Council. As a regional process this would include the four respective Councils of Clearwater County, Town of Rocky Mountain House, Village of Caroline and the Summer Village of Burnstick Lake.
2. The **Fire Control Plan** (See Attached) The Plan provides a general outline for expectations between the parties and is signed off annually. This provides staff on both parties an opportunity to review and make any changes as may be required.

Discussion:

CRFRS recognizes the value and expertise of Agriculture and Forestry fire suppression and prevention staff in dealing with wildland fires and the value contributed towards dealing with privately owned property that interfaces with the Forestry Protection Areas and Public Lands.

A mutual aid agreement may have a positive impact within the greater regional area served by CRFRS and its respective municipal partners through better access to Agriculture and Forestry fire suppression and prevention staff and in better defining Provincial expectations from CRFRS.

The CRFRS Committee has reviewed the two documents as attached on February 24, 2016 and made recommendation for presentation to the respective Councils for approval and execution.

Mutual Aid Fire Control Agreement

This is an agreement, authorized by section 6(d) of the *Forest and Prairie Protection Act*, RSA 2000, c. F-19, to facilitate mutual aid fire control efforts between

Her Majesty the Queen in right of Alberta
as represented by the Minister of
Agriculture and Forestry

(the "Department")

and

**Clearwater Regional Fire Rescue Services (CRFRS) serving the Municipalities of:
Clearwater County, Town of Rocky Mountain House, Village of Caroline and the Summer
Village of Burnstick Lake.**

(the "Municipality")

Collectively, the "Parties"

This Agreement is made in consideration of the exchange of promises between the Parties set out herein.

1. In this Agreement:
 - (1) "Act" means the *Forest and Prairie Protection Act*, RSA 2000, c. F-19, as amended from time to time.
 - (2) "Forest Protection Area" means that area or those areas designated as such pursuant to section 41(c) of the Act.
 - (3) "Plan" means the Annual Mutual Aid Fire Control Plan. The Plan forms a part of this Agreement. The current Plan that has been agreed to by the Parties is set out in Appendix "A" to this Agreement.
2. The Department will endeavour to prevent and control all wildfires, excluding structure fires, on those lands that lie within the boundaries of the Forest Protection Area.
3. The Municipality will endeavour to prevent and control:
 - (1) all structure fires within the boundaries of the Municipality; and
 - (2) all wildfires on those lands within the boundaries of the Municipality that are outside of the boundaries of the Forest Protection Area.

4. (1) Each Party has authorized the following persons as their respective representatives for the purpose of reviewing and updating the Plan in accordance with section 5:
 - (a) Until further notice, the Department's authorized representative is any person holding the position of Wildfire Prevention Officer, Forestry Program Manager or as identified within the Fire Control Plan.
 - (b) Until further notice, the Municipality's authorized representative is any person holding the position of Fire Chief or authorized designate.
- (2) Either Party may change their authorized representative by written notice to the other.
5. The Plan will be reviewed and updated on an annual basis by the authorized representatives of the Department and the Municipality.
6. The Department and the Municipality agree to make payments in accordance with the terms of the Plan for services rendered to the other under this Agreement.
7. This Agreement shall continue from year to year until terminated by either Party in accordance with section 8.
8. This Agreement shall continue in effect from year to year until terminated by either Party by giving three (3) months written notice to the other, except that during the period between April 1 and October 31 of each year, this Agreement may be terminated only by the mutual consent of both Parties.
9. This Agreement may be amended by the Parties by agreement in writing, which includes the CAO, Mayor and Reeve of Clearwater County, Town of Rocky Mountain House, Village of Caroline and Summer Village of Burnstick Lake.
10. The Municipality acknowledges this Agreement has been authorized by the council of the Municipality in accordance with s. 6(d) of the Act.

Agreed to by the Parties as indicated by the signatures of their duly authorized representatives.

Date Signed

Her Majesty the Queen in right of Alberta as represented by the Minister of Agriculture and Forestry.

Date Signed

Clearwater County, CAO and Reeve

Date Signed

Town of Rocky Mountain House, CAO and Mayor

Date Signed

Village of Caroline, CAO and Mayor

Date Signed

Summer Village of Burnstick Lake, CAO and Mayor

Appendix A

Annual Mutual Aid Fire Control Plan – 2016

This Mutual Aid Fire Control Plan is entered into by the Ministry of Agriculture and Forestry (AF), Forestry Division, hereinafter called the Division, and Clearwater Regional Fire Rescue Services (CRFRS) serving Clearwater County, Town of Rocky Mountain House, Village of Caroline and Summer Village of Burnstick Lake, hereinafter called CRFRS, under the Mutual Aid Fire Control Agreement between the Division and the Municipality dated February 1, 2016.

A. ADMINISTRATION

1. PURPOSE:

The purpose of this Annual Mutual Aid Fire Control Plan is to define operating procedures and responsibilities within the framework of the Mutual Aid Fire Control Agreement.

DIVISION:

Name: *Agriculture and Forestry, Forestry Division*
Address: Provincial Building, Second Floor, 4919 – 51 Street
Rocky Mountain House, Alberta. T4T 1B3
Phone: 403-845-8266
Fax: 403-845-7999

CRFRS:

Name: *Clearwater Regional Fire Rescue Services (CRFRS)*
Address: Box 550, 4504-42nd Street
Rocky Mountain House, AB, T4T 1A4
Phone: 403-845-2200
Fax: 403-845-7727

Name: *Town of Rocky Mountain House*
Address: Box 1509, 5116-50th Avenue
Rocky Mountain House, AB, T4T 1B4
Phone: 403-845-2866
Fax: 403-845-3230

Name: *Clearwater County*
Address: Box 550, 4340-47th Avenue
Rocky Mountain House, AB, T4T 1A4
Phone: 403-845-4444
Fax: 403-845-7330

Name: *Village of Caroline*
Address: Box 148, 5004-50th Avenue
Caroline, AB, T0M 0M0
Phone: 403-722-3781
Fax: 403-722-4050

Name: *Summer Village of Burnstick Lake*
Address: Box 501
Caroline, AB, T0M 0M0
Phone: 403-304-5391

2. DEFINITIONS:

Wildfire:

A wildfire is an unplanned or unwanted natural or human-caused fire. Wildfire numbers shall be issued for any burning or evidence of burning within the Forest Protection Area and mutual aid agreement areas. The only exceptions are:

- a fire burning under the conditions of a valid permit,
- a prescribed fire,
- an attended cooking and warming fire provided there is no Ministerial Order banning such,
- an unattended or abandoned cooking and warming fire in an engineered facility within a designated campground, and
- Any structure or vehicle fires that have not spread to surrounding fuels.

Agriculture and Forestry, Forestry Division, Rocky Wildfire Management Area will notify CRFRS of any fire where a property value may be lost.

Agriculture and Forestry, Forestry Division, Rocky Wildfire Management Area will appoint CRFRS staff as Fire Guardians annually.

3. MUTUAL AID ZONES:

The attached maps, Appendix A, which form part of the Annual Mutual Aid Fire Control Plan, outline the mutual aid zones. Requests for mutual aid within each zone will be dealt with according to the following criteria.

ZONE 1:

Wildfire suppression within Zone 1 (Forest Protection Area) is the responsibility of the Division. Structural and facility fire is the responsibility of the Municipality. The discovering agency shall report the fire to the responsible agency immediately and will provide mutual aid assistance based on available resources and priorities within their sphere of interest.

ZONE 2:

Wildfire and structural fire suppression within Zone 2 (cities, towns, villages, and summer villages) is the responsibility of the Municipality. The Division will deal with requests for mutual aid assistance based on the Mutual Aid Fire Control Agreement and available resources and priorities within their sphere of interest.

4. CONTACTS:

Names, addresses, and phone numbers of contact personnel for the Division and CRFRS (the Municipality) are included in Appendix B – Contact List.

5. MUTUAL AID REQUEST PROCEDURE:

Requests for mutual aid will be made by the following personnel:

Forestry Division

Forest Area Manager – **Kevin Gagne**

Wildfire Operations Officer – **Rick Moore**

Wildfire Prevention Officer – **Kristofer Heemeryck**

Duty Officer - **Margriet Berkhout**

Blake Christianson

Mathew Christie

Wade Colwell

James Mackinnon

Aaron Townsend

Wayne Werstiuk

CREMA

Emergency Management Director – **Ron Leaf**

Deputy Emergency Management Director – **Ted Hickey**

CRFRS

Fire Chief(s) – **Cammie Laird**

Deputy Chiefs – **Paul Prevost, Ivan Dijkstra**

Director of Disaster Services or approved designates – **Ted Hickey**

On Call CRFRS Duty Officer – 845-2200

CAO'S

Clearwater County – **Ron Leaf**

Town of Rocky Mountain House – **Todd Becker**

Village of Caroline – **Melissa Beebe**

Summer Village of Burnstick Lake – **Therese Kleeberger**

The request shall be made in writing using the Mutual Aid Request form (Appendix C). A request will be evaluated by the receiving agency based on available resources and ongoing priorities within their sphere of interest. The mutual aid request will be acknowledged in writing on the Mutual Aid Request form.

6. COST RECOVERY AND INVOICING:

All costs associated with mutual aid will be borne directly by the requesting agency or will be billed by the providing agency to the requesting agency as soon as time permits.

All reimbursements made under the provisions of this Plan shall be in accordance with the *Forest and Prairie Protection Act*, Section 8(1), and the terms of the following:

1. This Agreement incorporates by reference the Mutual Aid Fire Control Agreement between the Division and CRFRS.
2. Reimbursement to CRFRS shall be at the rates and terms established in the current printing of Wildfire Management Branch Equipment Rates, Schedule 2. The use of any specialized CRFRS equipment will be reimbursed at the rates and terms included in Appendix D.

3. Reimbursement to the Division shall be at the rates and terms established in the current printing of Wildfire Management Branch Equipment Rates, Schedule 2. The use of any specialized equipment shall be reimbursed at the rates and terms included in Appendix D.

7. MEETINGS:

The Division and CRFRS agree to participate in annual planning meetings to ensure that the contents of the Mutual Aid Fire Control Agreement and Annual Mutual Aid Fire Control Plan are current and to discuss matters pertaining to: wildfire prevention, wildfire detection, wildfire operations, administration, presuppression, and training.

B. PREVENTION AND DETECTION

1. FIRE PERMIT ISSUANCE:

The Division is responsible for issuing fire permits on all lands within the Forest Protection Area. Permits will be issued by Forest Officers and/or a Fire Guardian from the Wildfire Management Area office.

CRFRS is responsible for issuing fire permits on all municipal lands outside of the Forest Protection Area (if program exists) and land within the corporate limits of **Clearwater County, Town of Rocky Mountain House and Village of Caroline**. Fire permits will be issued by the Fire Chief, or their designate.

All fire permits issued by CRFRS within **Clearwater County, Town of Rocky Mountain House and Village of Caroline** will be reported to the Division by the end of the business day in which the permit was issued.

All fire permits issued by the Division within 3.2 kilometers (2 miles) of the corporate limits or Forest Protection Area will be reported to the Fire Chief's office by the end of the business day in which the permit was issued.

2. FIRE CONTROL ORDERS:

Fire control orders shall be requested by the Division, with input from CRFRS Fire Chief, or designate. The Division will take the lead role in advertisement and enforcement of the fire control order on lands within the Forest Protection Area.

CRFRS will initiate fire control orders within the corporate limits of **Clearwater County, Town of Rocky Mountain House and Village of Caroline** within or outside the Forest Protection Area, with input from the Division's Forest Area Manager or his designate. CRFRS will take the lead role in advertisement and enforcement of the fire control order on these lands.

A Fire Control Order may be requested by the Minister, in consultation with CRFRS, for Municipal lands outside the Forest Protection Area.

3. COOPERATIVE PREVENTION OPPORTUNITIES:

CRFRS and the Division will develop a joint prevention advertisement to be run in the spring municipal newsletter on an annual basis. The Division will be responsible for providing the content of the advertisement and CRFRS (or the municipality) will be responsible for printing and distribution of the newsletter.

4. COOPERATIVE DETECTION SHARING:

The Division may include municipal lands adjacent to the Forest Protection Area when conducting aerial detection during periods of high and extreme hazards:

CRFRS will provide ground detection through education of all Municipal staff on fire assessment and reporting procedures as outlined in this Annual Fire Control Plan.

All fires discovered by the Division within CRFRS's jurisdiction will be reported to the Fire Chief or CRFRS Duty Officer at **403-845-2200 or 911**.

All fires discovered by the Municipality within the Division's jurisdiction will be reported to the Wildfire Management Area Duty Officer at **403-845-8266 or 310-FIRE (3473)**.

5. PRESCRIBED BURNING:

The Division will be the lead agency for all prescribed burning on lands within the Forest Protection Area. CRFRS may be invited to participate in Hazard Reduction Burns where city, towns or summer villages are impacted, serving to assist with operations and cross train.

CRFRS is the lead agency for all prescribed fires outside the Forest Protection Area and within the corporate limits of **Clearwater County, Town of Rocky Mountain House and Village of Caroline** within the Forest Protection Area. An invitation to the Division will be extended to facilitate and assist with planning and cross training.

6. WILDLAND/URBAN INTERFACE:

CRFRS agrees to address wildland/urban interface issues within the Municipality through the application of the seven disciplines of FireSmart:

1. Public Education
2. Legislation
3. Development
4. Vegetation Management
5. Emergency Planning
6. Interagency Cooperation
7. Cross Training

The Division agrees to assist CRFRS with wildland/urban interface issues through the provision of resource materials and training on the wildland/urban interface disciplines and options to minimize hazards within CRFRS's area of jurisdiction.

C. PRESUPPRESSION

1. COOPERATIVE PRESUPPRESSION ACTIVITIES:

The Division agrees to supply fire equipment to CRFRS on a short-term loan basis during periods of high or extreme hazard within the Municipality. The amount of equipment provided will be based on the request from CRFRS and the degree of hazard within the Wildfire Management Area at the time of the request. CRFRS agrees to return the equipment within 24 of being notified by the Division.

The Division will assist CRFRS in obtaining wildfire manpower and equipment for wildfire suppression in CRFRS's area of jurisdiction.

2. HAZARD AND RESOURCE INFORMATION SHARING:

The Division will provide the following information to CRFRS, upon request, during the fire season.

- Fire Weather Indices
- Weather forecast
- Pre-suppression resources
- Fire Situation Report

The information provided will be for the Forest Protection Area; therefore, CRFRS must consider this when relying on the data provided. Weather forecast information for zones within the Forest Protection Area can be obtained at:

<http://www.wildfire.alberta.ca/fire-weather/default.aspx>

Additionally CRFRS may obtain weather information for the Non Forest Protection Area of the province at the following link.

<http://agriculture.alberta.ca/acis/climate-maps.jsp>

CRFRS will provide a list of available presuppression resources available to the Division upon request.

D. WILDFIRE OPERATIONS

1. PROVISION OF MANPOWER AND EQUIPMENT FOR MUTUAL AID:

The Division and CRFRS will provide mutual aid equipment and manpower as per the terms of this Plan and the Mutual Aid Request Form. This section describes the operational procedures for cooperative use of resources by both agencies during a wildfire, prescribed fire, or structural fire.

- a) When one agency requests assistance from another, the sending agency shall dispatch only personnel who meet or exceed the minimum requirements for qualification and certification by that agency.

-
- b) At the time of the request for assistance during a wildfire, the assisting agency shall endeavor to dispatch the nearest available resources to the incident.
 - c) At the time of the request, each party shall assign a task force leader that supervises the activities of his/her agencies' resources.
 - d) It shall be policy for the requesting agency to release the assisting agency from emergency duties as soon as possible.
 - e) The Division will take charge of all wildland fires within the Forest Protection Area upon arrival. CRFRS will take charge of all structural fires upon arrival.
 - f) The provision of firefighting services contemplated herein and provided by CRFRS and the Division as the case may be are solely and absolutely at the discretion of the respective agency and the said agency may, without rendering the agency liable for any claims, penalty, damage or losses whatsoever to the other party or to any third party, direct any of the following:
 - That there be no response whatsoever to the call for firefighting services by the respective agency regardless of the type of fire to be responded to; or
 - That there be dispatched in response to the call, resources as the respective agency may request; or
 - That there be dispatched in response to the call such lesser resources that, in the judgment of the respective Fire Chief or designate, or Forest Officer, may be prudently available.
 - g) Upon request the Division will provide a contact list of private manpower and equipment providers to CRFRS by April 1 of each year.
 - h) If initial attack is undertaken by an agency outside their area of jurisdiction, that agency will immediately attempt to gather and preserve evidence pertaining to the fire cause.
 - i) The Division or CRFRS, as the case may be, shall indemnify and save harmless the party responding to a request for assistance from the other party, from and against all losses, costs, damages, injury or expense to persons or property of every nature or kind whatsoever, arising out of, or in any way attributed to, the provision of emergency services contemplated hereunder, except where such loss, damage, injury or expense is caused by the negligence or willful act of any employee or agent of the party responding.
 - j) The Division or CRFRS, as the case may be, shall indemnify and save harmless the party responding to a request for assistance from the other party, from damage or less to its vehicles or equipment which is directly attributable to the provision of service contemplated hereunder, provided that there shall be no such indemnity if such loss or damage is the result of any negligent or willful act of an employee or agent of the party responding.

2. COMMUNICATIONS:

The mutual-aid response radio frequency will be **156.855** MHz.

- a) **RADIOS:** By the terms of this Agreement, each party agrees to permit the others to utilize radio frequencies for emergency purposes.
- b) **TELEPHONES and CELL PHONES:** By the terms of this Agreement, each party agrees to keep their phone and cell phone numbers updated in the Contact List.

3. ESTABLISHED PROTOCOL FOR “TURN-OVER” OF RESPONSIBILITY:

As per the responsibilities outlined in Sections A.2 and D.1.d, of the Annual Mutual Aid Fire Control Plan, CRFRS and Division agree to complete the “turn-over” of responsibility for fire suppression to the responsible agency as quickly and efficiently as possible.

Upon arrival at a fire, the commander for the responsible agency will meet with the present commander to obtain a briefing on present suppression tactics and to discuss a schedule for “turn-over” of responsibility. It is agreed that resources from the assisting agency will be released as soon as possible based on fire suppression success.

4. ESTABLISHED PROTOCOL FOR “FORMATION” OF JOINT COMMAND

As per the responsibilities outlined in Sections A.2 and D.1.e, of the Annual Mutual Aid Fire Control Plan, CRFRS and Division agree to form a unified joint incident command in accordance within the provisions of Incident Command System.

E. TRAINING

The Division and CRFRS agree to exchange training opportunities, including trainers, trainees, and materials. All local training that is multi-agency in nature and sponsored by one of the parties will be coordinated and made available to the other party.

Minimum requirements by Forestry Division for fireline access include ICS 100 and Wildfire Orientation.

Formalized training may be sponsored by the Division upon approval by the Wildfire Manager.

1. CERTIFICATION TRAINING OPPORTUNITIES.

Upon request the Division will sponsor and conduct a two-day wildfire suppression training course, or provide online orientation training, for members of CRFRS.

A complete schedule of wildfire training courses offered at the Hinton Training Centre is available at:

<https://extranet.gov.ab.ca/srd/HTC/Programs/Default.aspx>

2. INFORMAL TRAINING OPPORTUNITIES.

The Division will assist CRFRS in their spring hazard reduction burns and provide personnel to complete on-site field training.

The Division will provide a one-day wildland/urban interface land use planning workshop for CRFRS administration and elected officials.

3. JOINT MOCK-DISASTER EXERCISES.

The Division and CRFRS/CREMA will develop and implement a mock wildfire response exercise to help fire managers identify strengths and weaknesses in the present agreements, to act as a cross-training exercise for CRFRS and wildland firefighters, and to act as a public education tool for residents, Municipal and Provincial government administration, and elected officials.

4. ON THE JOB TRAINING OPPORTUNITIES.

CRFRS and the Division agree to provide training assistance as necessary while working on mutual aid fire suppression.

The Division agrees to provide fire permit issuance training to all new CRFRS Fire Guardians.

F. EFFECTIVE DATES

This Annual Mutual Aid Fire Control Plan comes into effect March 1st, 2016.

IN WITNESS WHEREOF the parties hereunto have affixed their signatures and corporate seals on the day and year first written.

Kevin Gagne
Forest Area Manager

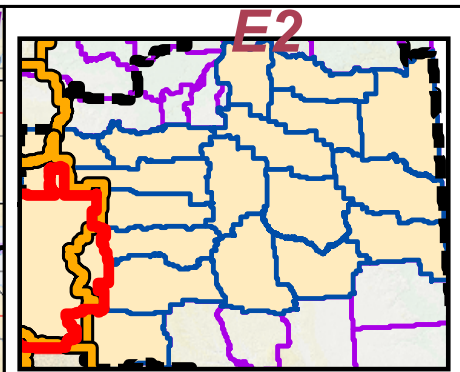
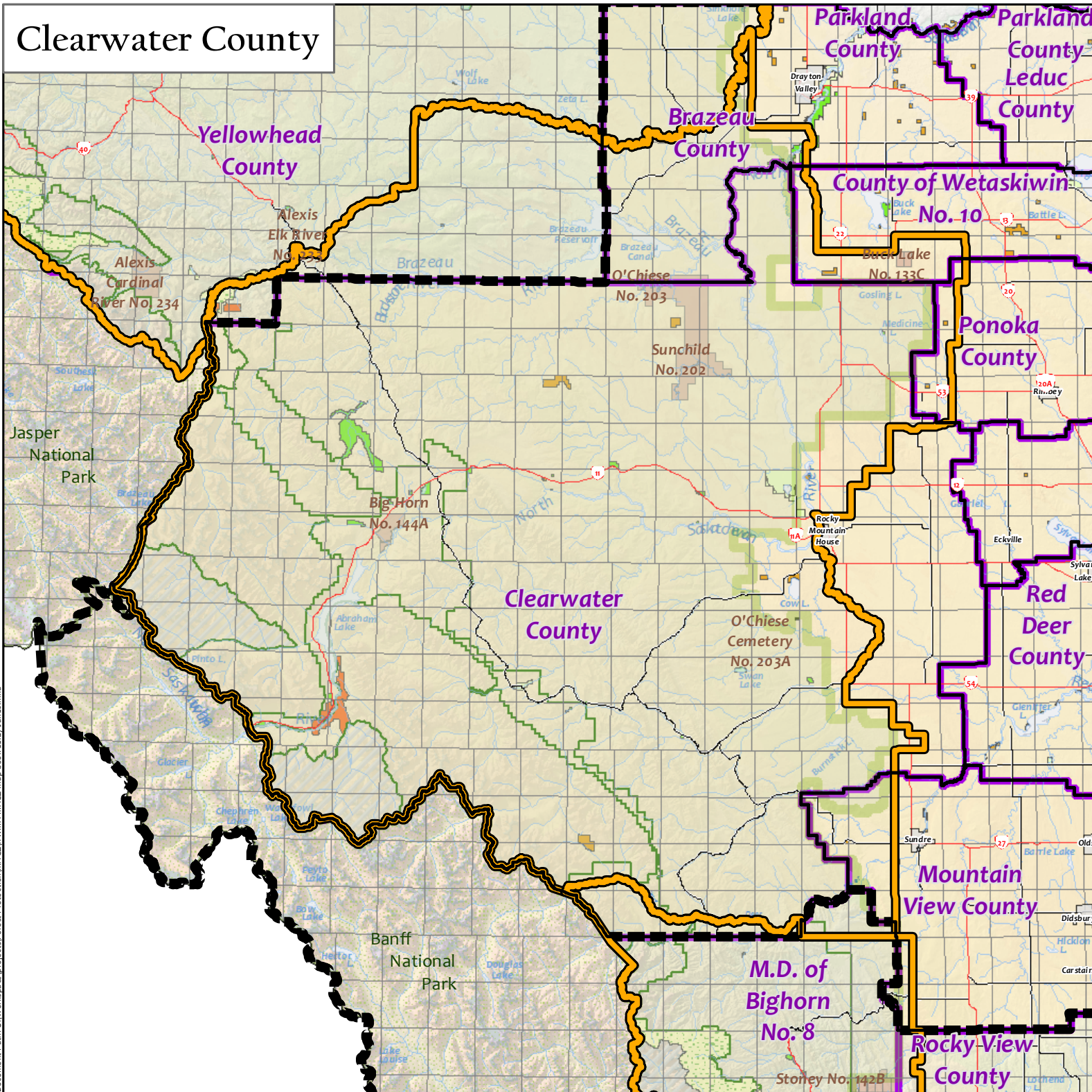
Date: _____

Cammie Laird
Fire Chief, CRFRS

Date: _____

APPENDIX A – MUTUAL ASSISTANCE ZONE MAPS

Clearwater County



RFA - Mutual Aid Control Zones

- Counties/Municipal Districts
- Rocky Forest Area
- Communities
- Red Deer-North Saskatchewan Region
- Primary Highways
- Secondary Highways
- Metis Settlement
- Public Land Use Zones
- Indian Reserves
- Ecological Reserve
- Heritage Rangeland
- Natural Area
- National Park
- Provincial Park
- Provincial Recreation Area
- Wilderness Area
- Wilderness Park
- Wildland Provincial Park
- Military Bases



Date: 1/25/2016
 Produced by Red Deer-North Saskatchewan Region, Operations Division
 Base Map Data provided by the Government of Alberta
 under the Alberta Open Government License, November, 2014
 Cadastral - Dispositions Data provided by Alberta Data Partnerships
 ©2016 Government of Alberta
 ©2016 CNES, Licensed by BlackBridge Geomatics Corp, www.blackbridge.com.
 ©2016 Tatin Resource Services Ltd. All Rights Reserved
 Information as depicted is subject to change, therefore the Government of Alberta
 assumes no responsibility for discrepancies at time of use.



APPENDIX B – Contact List

Agriculture and Forestry, Forestry Division:

Rocky Wildfire Management Area

Provincial Building, Second Floor
4919 – 51 Street
Rocky Mountain House, Alberta
T4T 1B3
Phone: 403-845-8266
Fax: 403-845-7999
Email rocky.wfops@gov.ab.ca

Wildfire Manager – Kevin Gagne

Provincial Building, Second Floor
4919 – 51 Street
Rocky Mountain House, Alberta
T4T 1B3
Phone: 403-845-8215
Fax: 403-845-7999
Cell: 403-845-0734
Email: kevin.gagne@gov.ab.ca

Wildfire Operations Officer - Rick Moore

Provincial Building, Second Floor
4919 – 51 Street
Rocky Mountain House, Alberta
T4T 1B3
Phone: 403-845-8365
Fax: 403-845-7999
Cell: 403-845-1505
Email: rick.moore@gov.ab.ca

Wildfire Prevention Officer – Kristofer Heemeryck

Provincial Building, Second Floor
4919 – 51 Street
Rocky Mountain House, Alberta
T4T 1B3
Phone: 403-845-8205
Fax: 403-845-7999
Cell: 403-846-8590
Email: Kristofer.heemeryck@gov.ab.ca

CRFRS:**CRFRS Duty Officer**

Box 550, 4504-42nd Street
Rocky Mountain House, AB, T4T 1A4
Phone: 403-845-2200
Fax: 403-845-7727

Fire Chief – Cammie Laird

Box 550, 4504-42nd Street
Rocky Mountain House, AB, T4T 1A4
Phone: 403-846-4026
Fax: 403-845-7727
Cell: 403-844-9197
Email: claird@clearwatercounty.ca

Deputy Fire Chief – Paul Prevost

Box 550, 4504-42nd Street
Rocky Mountain House, AB, T4T 1A4
Phone: 403-846-4019
Fax: 403-845-7727
Cell: 403-846-5777
Email: pprevost@clearwatercounty.ca

Deputy Fire Chief – Ivan Dijkstra

Box 550, 4504-42nd Street
Rocky Mountain House, AB, T4T 1A4
Phone: 403-846-4018
Fax: 403-845-7727
Cell: 403-844-9623
Email: idijkstra@clearwatercounty.ca

Director, Community and Protective Services – Ted Hickey

Box 550, 4504-42nd Street
Rocky Mountain House, AB, T4T 1A4
Phone: 403-846-4017
Fax: 403-845-7727
Cell: 403-846-7597
Email: tedhickey@clearwatercounty.ca

APPENDIX C – MUTUAL AID REQUEST FORM

FROM: Name
Municipality or AF Area
Phone
Fax

TO: Name
Municipality or AF Area
Phone
Fax

SUBJECT: MUTUAL AID REQUEST _____
LOCATION _____

As per the Mutual Aid Fire Control Agreement, mutual aid fire suppression is requested for the above fire.

The following resources are requested:

Manpower: _____

Airtankers: _____

Helicopters: _____

Equipment: _____

All costs associated with this mutual aid will be borne by the requesting agency as per the rates specified in the current Annual Mutual Aid Fire Control Plan.

Please respond to this request by ***time and date***.

Signature _____

Position _____

Your request for mutual aid assistance is approved/not approved as per this request and the terms of the Annual Mutual Aid Fire Control Agreement.

Signature _____

Position _____

Date and Time _____

APPENDIX D – ESTIMATED REIMBURSEMENT RATES 2016

Wildfire Management:

<i>Resource</i>	<i>Rate</i>
Airtanker Group: (includes AAO and aircraft)	
CV580	\$2250.00 per hour plus fuel and retardant
CL215 T with 201-204	\$1990.00 per hour plus fuel and retardant
Air Tractors (wheeled)	\$870.00 per hour plus fuel and retardant
Air Tractors (amphib)	\$1770.00 per hour plus fuel and retardant
L188	\$4400.00 per hour plus fuel and retardant
Birdog Aircraft	
Turbo Commander 690	\$1400.00 per hour fuel included
Cessna Caravan C208	\$1010.00 per hour fuel included
Helicopters:	
Contract Rappel	\$1337.00 per hour plus fuel
Casual	Government rate plus fuel
Contract Intermediate	\$1360.00 to \$1998.00 per hour plus fuel
Contract Medium	\$2310.00 to \$2600.00 per hour fuel included
Manpower:*	
RAP Crew (7 man)	Cost Estimate \$21.05-\$25.95/hour/person
HAC Crew (4 or 8 man)	Cost Estimate \$21.05-\$25.95/hour/person
UNIT Crew (20 man)	Cost Estimate \$21.05-\$25.95/hour/person
Firetack Emergency (8 man)	Cost Estimate \$15.29-\$20.13/hour/person
Firetack Base and Secondary (8 man)	Cost Estimate \$27.07/hour/person
Firetack Zero Day (8 man)	Cost Estimate \$21.77/hour/person
Air Attack Officer (contract)	Actual Cost Estimate \$900.00/day/person
Specialized Equipment:	
Helitorch	Government Rate
Compressed Air Foam Unit	Contract Rate

*Manpower will be billed at actual cost. Estimated rates above do not include overtime rates, accommodations or meals.

CRFRS / Municipality(s):

Fire / Rescue Services Invoicing:	{Per unit per Hour} <i>Apparatus billing will include the appropriate crew per unit.</i>
Apparatus	
Ariel / Ladder Unit	\$900.00
Engine / Pumper Unit	\$700.00
Tender / Tanker Unit	\$450.00
Rescue Unit	\$520.00
Rapid Attack (Wild Land Unit)	\$350.00
Mobile Command Trailer	\$325.00
Squad / Command Unit	\$175.00
Specialty Equipment (Boat / ATV / Sled)	\$150.00
Contracted Services	At Cost
Supplies	Replacement Cost + 10%
Personnel	
Regional Fire Chief	\$50.00
Regional Deputy Fire Chief	\$45.00
Regional Administrative Assistant	\$30.00
Battalion Chief or designate	\$40.00
Crew members	\$30.00
Other Services	
Records Search	\$50.00
Reports & Technical Data	\$50.00
Training & Presentations (Including Preparation time)	\$50.00
Plans Review & Code Review (Interpretations / Decisions)	\$50.00
Site Inspections & Investigations	\$50.00

***Manpower costs do not include accommodations or meals.**



AGENDA ITEM

PROJECT: Tour of Alberta Sponsorship Request		
PRESENTATION DATE: April 12, 2016		
DEPARTMENT: CCPS	WRITTEN BY: Jerry Pratt	REVIEWED BY: Ted Hickey/Ron Leaf
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input checked="" type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: Grant Funding for Community Halls, Associations & Non-profit Groups		
STRATEGIC PLAN THEME: 1. A clear vision to develop a sustainable and connected community 2. Operating with innovation, transparency, accountability and sustainability	PRIORITY AREA: 1.3 Generate an innovative local economy that stimulates opportunities for investment, business and training. 2.7 Development of a regional economic development plan.	STRATEGIES:
ATTACHMENT(S): Tour of Alberta Partner Proposal		
RECOMMENDATION: That Council sponsors the Alberta Tour for the amount of \$10,000		

BACKGROUND:

The Tour of Alberta presented by ATB Financial is Canada's first and highest ranked professional road cycling stage race. 2016 is the fourth year of the event.

The Tour is looking to start the final stage in Rocky Mountain House and end in Drayton Valley.

There will be events taking place before the stage starts in the local area, along with printed and digital media promoting the area for its part in the stage.

The Tour is requesting \$10,000 from Clearwater County to join in a sponsor partnership with the Town of Rocky Mountain House for the start stage. The Town of Rocky Mountain House Council recently approved funding of \$10,000 toward assisting the sponsoring of this event.

From an economic development point of view, while this is a single event, it can be used to demonstrate that the area can host large scale events, and that the scenery would be very attractive for other tour events, ranging from mountain biking to classic car drives to jeep tour excursions.

PARTNER PROPOSAL
PRESENTED TO

WORLD'S BEST CYCLISTS
PRO RACE & FAN FESTIVAL | FREE TO ATTEND

TourofAlberta.ca



TOUR OF ALBERTA OVERVIEW

August 31 to September 5, 2016 marks the fourth annual Tour of Alberta, Canada's highest ranked professional road race; travelling a diverse landscape across Alberta, spectators enjoy interactive festivals, exhilarating competition, live entertainment, and family activities.

Free to the public, the Tour of Alberta is one of Canada's largest annual travelling events with festivals in all host communities.

As one of the fastest growing sports in North America, cycling offers unique opportunities to showcase your region to Alberta, Canada and the world.

TOUR OF ALBERTA HOST COMMUNITIES

2016: The Tour of Alberta is currently working with communities across the province to create a new exciting route for 2016

2015: City of Grande Prairie, County of Grande Prairie, MD Greenview/ Grande Cache, Jasper National Park (Miette Hot Springs), Town of Jasper, Marmot Basin Ski Area, Edson, Spruce Grove, Edmonton

2014: Calgary, Lethbridge, Innisfail, Red Deer, Wetaskiwin, Edmonton (Garrison), Edmonton (Northlands), Strathcona County, Edmonton

2013: Edmonton, Strathcona County, Camrose, Devon, Red Deer, Strathmore, Drumheller, Black Diamond, Okotoks, Calgary

Many more pass-through communities



2015 HIGHLIGHT OF REGIONS

Hosting two stage finishes and one stage start of the Tour of Alberta in Jasper was overwhelmingly rewarding by every measure. Our Local Organizing Committee, ably assisted by staff from the Tour of Alberta and Medalist Sports, delivered an exceptional weekend of fun, festivals and excitement for visitors and residents. In addition to successfully enhancing community pride, positively contributing to community exposure on the International stage, the efforts of our LOC revealed a depth of community capacity which will serve us well in all future endeavors. We are confident that all of these substantial community benefits continue to be enjoyed over a very long term.

Mayor, Town of Jasper
Richard Ireland

Undoubtedly one of the most beautiful places on earth, as vast as it is varied in landscape and experiences, Alberta is an exceptional destination spectators won't soon forget.

Filled with unique activities, urban charms and cultural jewels, Alberta provides an incredible backdrop for one of the world's most prestigious cycling stage races.

Since 2013, cyclists have raced nearly 2500 kilometers across a diverse and beautiful landscape of Alberta's urban centres, rural roads, Provincial and National Parks, Alberta First Nation sites, mountains and plains throughout the six-day stage race.

COMMUNITY ENGAGEMENT

FESTIVALS & COMMUNITY ACTIVATIONS

More than just a sporting event, the Tour of Alberta presented by ATB Financial is a spectacular travelling festival. Free to the public, it is one of Canada's largest annual events. The festivals occur in every start and finish community and provide educational, community outreach, and healthy living programs in a festive environment with entertainment, family fun and kids' activities. Communities are actively engaged in the programming and are encouraged to plan activities and provide food unique to their area.

GALAS

The official kick-off to the Tour begins with the Opening Gala, where corporate leaders, community representatives, and cycling enthusiasts gather in one room to celebrate the Tour of Alberta. All participating teams are introduced and attendees listen to candid interviews with select riders, while enjoying first-class catering in an intimate setting.



05

COMMUNITY ENGAGEMENT

While the Tour of Alberta is an event for elite professional athletes, there are many opportunities for the average Albertan to get active and to cycle in ancillary rides:

ATB FINANCIAL FAMILY RIDE SUPPORTING CASA:

An event that has become an annual tradition since the inaugural event in 2013, the Family Ride is a circuit ride in downtown Edmonton that starts and finishes under the same truss that the pros race under. Participating teams raise funds and awareness for CASA, Child, Adolescent and Family Mental Health.

RIDE THE PROLOGUE:

In 2014, amateur riders had the opportunity to ride the Prologue course before the pros hit the pavement at Canada Olympic Park.

MARMOT BASIN HILL CHALLENGE:

An event that began in 2015 with the Tour's first foray into the Canadian Rockies, cyclists rode the same 13 kilometre, 5% grade course as the pros at Marmot Basin.

RIDE THE ROAD TOUR:

Under the direction of the Tour du Nuit Society, citizens in Southern Alberta are able to participate in a fun, public ride in the Calgary area.

TRI CYCLE TOUR:

Led by the City of Spruce Grove, cyclists rode a 40 kilometre route ultimately finishing at the Spruce Grove festival site in time to watch the pros battle it to the finish.

JASPER KIDS' BIKE RACE:

An opportunity to engage youth in Alberta – the future Tour of Alberta stars – children started at the same start line as the professionals and participated in a fun ride through Jasper's downtown area.



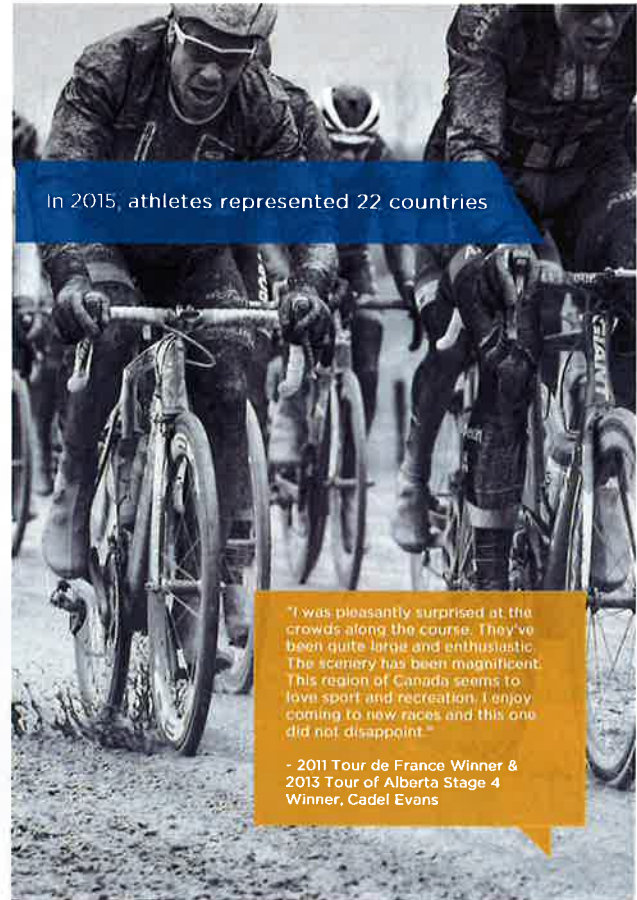
06

TEAMS & STARS

2015 TEAMS



07



WORLD'S BEST CYCLISTS

UCI ROAD WORLD CYCLING CHAMPIONSHIPS 2015

The top 3 current world champions are all former Tour of Alberta jersey winners.

1. PETER SAGAN (SLO) - 2013 SUBWAY Sprint winner, Tour of Alberta
2. MICHAEL MATTHEWS (AUS) - 2015 SUBWAY Sprint winner, Tour of Alberta
3. RAMUNAS NAVARDAUSKAS (LIT) - 2014 SUBWAY Sprint winner, Tour of Alberta



2013 PETER SAGAN



2014 RAMUNAS NAVARDAUSKAS



2015 MICHAEL MATTHEWS



CURRENT WORLD CHAMPIONS WITH TIES TO THE TOUR OF ALBERTA

08

ECONOMIC IMPACT ONSITE ATTENDANCE

ECONOMIC IMPACT RESULTS

Year	Gross Output	Net Direct	Attendance
2013:	\$23.5 M	\$10.9 M	204,000
2014:	\$22 M	\$9.2 M	189,000
2015:	\$23 M	\$10.6 M	183,400

FACTS OF THE TOUR

- 2300+ km of Alberta roads cycled over 3 years
- 130+ vehicles annually
- 3000 volunteers annually
- 300+ police officers annually
- 3300+ hotel rooms used annually for race operations
- 94% of surveyed agree to strongly agree that the Tour of Alberta makes a positive contribution to the image, appearance, and reputation of Alberta

INTERNATIONAL BROADCAST

INTERNATIONAL VIEWERSHIP

2013:	41 M
2014:	45.5 M
2015:	47 M

25+ HOURS
Total Sportsnet Coverage

180+ MILLION
Household Reached Per Day

161 COUNTRIES
Broadcasted the Tour of Alberta

47 MILLION
International Television Viewers

MEDIA / MARKETING COLLATERAL



2015 OFFICIAL PARTNERS

58 corporate partners

Many additional local partners supporting the communities



“Tour of Alberta is important to us. We believe in supporting and giving back to our communities. An event like this showcases Alberta – not just the major centres, but small Communities across the province. We think that the Tour of Alberta is one of the best platforms to help give back to [the Province].”

- President, Pomeroy Lodging
Ryan Pomeroy

THE FUTURE



2016 Host Communities

Stage 1	
Thur. Sept. 1	Lethbridge Circuit
Stage 2	
Fri. Sept. 2	Kananaskis to Olds
Stage 3	
Sat. Sept. 3	Rocky Mountain House in partnership with Clearwater County to Drayton Valley
Stage 4	
Sun. Sept. 4	Edmonton Time Trial
Stage 5	
Mon. Sept. 5	Edmonton Circuit

BENEFITS - START STAGE

The proposed stage will be known as Rocky Mountain House in partnership with Clearwater County to Drayton Valley. The assets set out below will be distributed equally between Rocky Mountain House and Clearwater County.

BRANDING & MARKETING RIGHTS

- Rocky Mountain House Partnership will be given Tour of Alberta brand and logo rights.

BROADCAST EXPOSURE

The Tour of Alberta is broadcast across Canada and to the world via international broadcast partners.

- Two (2) :30 second commercials during the live broadcast of your stage day. Community is responsible for commercial production.
- Access to your stage day footage for marketing purposes.

SIGNAGE OPPORTUNITIES

The Rocky Mountain House Partnership brand will be displayed course-side throughout the race and on a variety of Tour of Alberta signage. Signage receives high profile with onsite spectators and in variety of media exposure.

- Four (4) course-side signs, your stage start.
- Two (2) course-side signs, your stage finish.
- Community name on finish truss.
- Recognition on thank-you boards.
- Local sponsors to be recognized on "thank you" boards.

PRINT EXPOSURE

The Tour of Alberta has a variety of publications with significant circulation across Alberta.

- Start stage ad in the Event Guide
- The Rocky Mountain House & Clearwater County name, logo or profile will be included in a variety of Tour of Alberta publications. Including but not limited to: Event Guide, Tech Guide, Media Guide and poster.
- Opportunity for local sponsors to be listed in the Event Guide.

MEDIA & PR EXPOSURE

The Tour of Alberta's radio, newspaper, TV, magazine, outdoor and digital partners will promote the Tour of Alberta regionally, nationally, and internationally through a variety of channels. In addition, media from around the world will offer unique exposure opportunities.

- A wealth of coverage from the Tour of Alberta media
- Inclusion in the initial Tour of Alberta media release announcing the 2016 event and host communities.

WEBSITE & SOCIAL MEDIA

The Tour of Alberta website is a great medium to showcase Rocky Mountain House & Clearwater County to the world. The Tour of Alberta social media outlets are active and well-subscribed and provide an excellent opportunity to promote your organization.

- Community profile and link on the Tour of Alberta website.
- Local sponsors to be listed on community profile page.
- Tour of Alberta to follow Rocky Mountain House & Clearwater County on Twitter and Facebook.
- Tweets and Facebook posts on agreed content.

VIP HOSPITALITY & EXPERIENCES

Rocky Mountain House will have an exclusive opportunity to provide a first class experience to guests at the Tour of Alberta. Attendees will enjoy world-class cycling with an unbeatable view of the start/finish line while enjoying catered food and beverages.

- Twenty (20) VIP hospitality passes to your stage start and finish.
- Up to fifteen (15) VIP hospitality passes for local dignitaries on your stage day.
- Six (6) VIP hospitality passes at all other starts and finishes.
- Up to six (6) gala tickets.

FESTIVAL ACTIVATION

The Tour of Alberta festival occurs at every start and finish community along the route.

- Two (2) :15 second PA announcements on stage day
- Two (2) :30 second big screen commercials on partner stage day.
- Opportunities for local sponsors to advertise with PAs and big screen
- Speaking and presentation opportunities during the ceremony

ON-SITE ACTIVATION

The Tour of Alberta provides an opportunity for Rocky Mountain House to bring local flair to your festival. This may include activations for kids, families, cycling enthusiasts or programs to support current initiatives.

- Opportunity to attract local vendors and sponsors to participate and activate at your festival
- 10'x10' booth space at all festival starts and finishes.

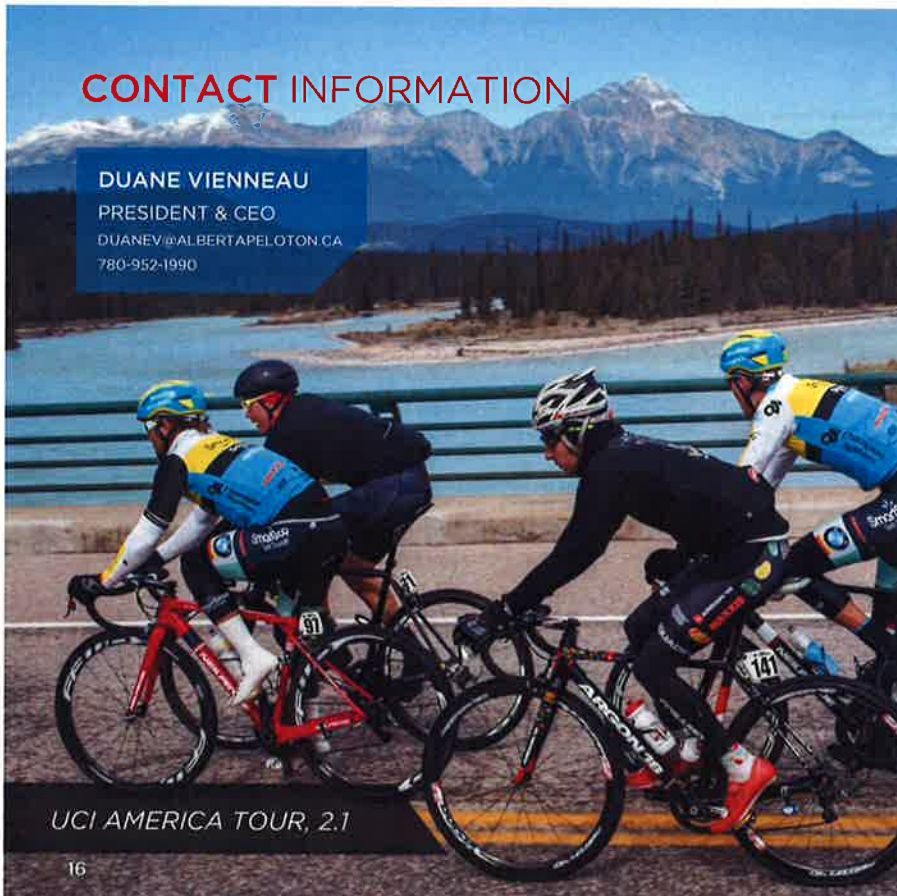
HOST COMMUNITY INVESTMENT

- The rights fee to host a start for the Tour of Alberta is \$100,000 plus civic services.
- The APA is requesting \$10,000 from Clearwater County to support Rocky Mountain House as the start stage
- As a start stage on Saturday, September 3rd, it is estimated that between 5,000 and 10,000 spectators will come to watch the race.
- In 2014, Wetaskiwin hosted a start with an estimated 6,000 spectators. The gross economic impact was \$771,302 and the net was \$325,444.



CONTACT INFORMATION

DUANE VIENNEAU
 PRESIDENT & CEO
 DUANEV@ALBERTAPELTON.CA
 780-952-1990





Agenda Item

PROJECT: Yellowhead County and Clearwater County Emergency Management Extended Mutual Aid Agreement Yellowhead County & Clearwater County Mutual Aid Fire Agreement		
PRESENTATION DATE: April 12, 2016		
DEPARTMENT: CRFRS	WRITTEN BY: T. Hickey / Cammie Laird, CRFRS Fire Chief	REVIEWED BY: R. Leaf, CAO
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation Potential recovery of costs associated to CRFRS wildland fire responses within Forest Protection Areas.		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 1. Managing Our Growth 2. Well Governed and Leading Organization 3. Community Well-Being	PRIORITY AREA: 1.1, 2.5, 2.6, 3.2	STRATEGIES: 1.1.4, 2.5.4, 2.6.5, 3.2.2, 3.2.3
ATTACHMENTS: 1. Emergency Management Extended Mutual Aid Agreement 2. Mutual Aid Fire Agreement		
RECOMMENDATION: That Council approve entering into and direct the Administration to execute the Emergency Management Extended Mutual Aid and Mutual Aid Fire Agreements between Yellowhead County and Clearwater County.		

Background:

Yellowhead County and Clearwater County are both progressive municipalities in the areas of Emergency Preparedness, Emergency Management and Fire Emergency Response.

Both municipalities share common challenges and expertise in the delivery of a multitude of municipal government services. Commonality includes their rural diversity of lands, large

geographic area of the municipality, population distribution, common risks/experiences with the interface with Forestry Protection Areas and Public Lands and various industries.

Both municipalities also have limitations of depth and/or capacity of Emergency Management and Fire Suppression staffing when dealing with very large scale emergency events or disaster but are not likely to make any mutual aid request on a frequent basis.

In recognizing the community risks and addressing areas of preparedness, an Emergency Management Extended Mutual Aid Agreement and Mutual Aid Fire Agreement have been proposed to each municipality.

CREMA and CRFRS recognizes the value and expertise of other municipalities in dealing with emergency events. Both mutual aid agreements may have a positive impact within the greater regional area served by CREMA and CRFRS and its respective municipal partners through access to emergency response resources to support local resources.

Options for Council's Consideration:

1. That Council not approve entering into the Emergency Management Extended Mutual Aid and Mutual Aid Fire Agreements between Yellowhead County and Clearwater County.
2. That Council direct the Administration to continue discussion to determine necessary edits to the Emergency Management Extended Mutual Aid and Mutual Aid Fire Agreements between Yellowhead County and Clearwater County and return to Council.
3. That Council approve entering into and direct the Administration to execute the Emergency Management Extended Mutual Aid and Mutual Aid Fire Agreements between Yellowhead County and Clearwater County.

EMERGENCY MANAGEMENT EXTENDED MUTUAL AID AGREEMENT

THIS AGREEMENT made this _____ day of _____ A.D. 20 ____

BETWEEN:

Yellowhead County
2716 – 1 Ave
Edson, Alberta, T7E 1Y8

OF THE FIRST PART

- AND -

Clearwater County
4340-47 Ave
Rocky Mountain House , Alberta, T4T 1A4

OF THE SECOND PART

WHEREAS the parties to this Agreement are Municipal Corporations within the Province of Alberta, incorporated pursuant to the *Municipal Government Act RSA 2000, C-26*, as amended;

AND WHEREAS a disaster could affect a party to this Agreement to such a degree that their resources would be inadequate to cope with the situation;

AND WHEREAS the parties wish to make arrangements for immediate emergency action in support of the other party, should it be affected or threatened by disaster and require assistance;

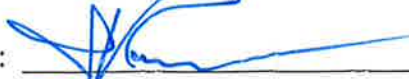
NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the mutual covenants, agreements and premises set out herein, the parties hereto hereby agree as follows:

- 1) In this Agreement, the following words and terms shall have the following meanings:
 - a) “Cost” shall mean and include salaries, wages and out of pocket expenses but shall not include rental rates for equipment or any indirect or overhead charges;
 - b) “Disaster” shall mean an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property;
 - c) “Emergency” shall mean an event that requires prompt co-ordination of action or special regulations of persons or property to protect the safety, health or welfare of people or to limit damage to property;

- d) "Municipal Employee" shall mean employees of the parties to this agreement including recognized members of the volunteer fire departments of the parties.
 - e) "Requesting Party" shall mean a party to this Agreement which requests Assistance from the other party to this Agreement.
 - f) "Responding Party" shall mean a party to this Agreement which responds to the request for Assistance made by a Requesting Party.
- 2) Either party to this Agreement, if and when in need of help to combat an emergency, may request mutual aid from the other party, subject to the following conditions:
- a) Any calls for mutual aid shall be made by the appointed Director of Emergency Management of the Requesting Party and must be directed to the appointed Director of Emergency Management of the Responding Party.
 - b) Requests for mutual aid shall be restricted to services, equipment and Municipal Employees which are, at the time of the request for Mutual Aid, under the exclusive control of a Responding Party.
 - c) On receipt of a request for Mutual Aid – whether general or specific as to resources required, the extent of assistance given will be at the discretion of the Responding Party, having regard to its own local situation at the time.
 - d) Any cost incurred in connection with the mobilization, movement and deployment of Mutual Aid resources will be borne by the Requesting Party.
 - e) The Requesting Party shall implement its Municipal Emergency Plan and Program for the duration of the emergency operation and will assume direction and control over equipment and manpower contributed by the Responding Party. This clause does not apply if the Requesting Party requests fire fighting aid only.
- 3) This Agreement may be amended by the mutual consent of the parties hereto.
- 4) This Agreement shall come into force and effect upon the date of its signing, and shall remain in full force and effect until one of the parties hereto withdraws from this Agreement in accordance with the provisions of this Agreement.
- 5) This Agreement may be terminated by any party giving thirty (30) days written notice to the other party.

IN WITNESS WHEREOF the parties hereto have set their seals and hand of their proper officials in that behalf on the day herein first above written.

Yellowhead County

Per:  _____

Per: _____

Clearwater County

Per: _____

Per: _____

MUTUAL AID FIRE AGREEMENT

THIS AGREEMENT made this _____ day of _____ A.D. 20 ____

BETWEEN:

Yellowhead County
2716 – 1 Ave
Edson, Alberta, T7E 1Y8

OF THE FIRST PART

- AND -

Clearwater County
4340 – 47 Ave
Rocky Mountain House, Alberta, T4T 1A4

OF THE SECOND PART

WHEREAS the parties to this Agreement are Municipal Corporations within the Province of Alberta, incorporated pursuant to the *Municipal Government Act RSA 2000, C-26*, as amended;

AND WHEREAS each party to this Agreement provides fire protection services within their respective boundaries;

AND WHEREAS each of the parties hereto acknowledge and agree that it is desirable and to the parties mutual benefit that from time to time, each be able to provide fire protection assistance to the other party to this Agreement;

AND WHEREAS the parties hereto wish to enter into this Agreement to formalize the systems and procedures which can be utilized in order for the parties to request mutual aid and assistance from another party to this Agreement and to respond to such requests;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the mutual covenants, agreements and premises set out herein, the parties hereto hereby agree as follows:

1. In this Agreement, the following words and terms shall have the following meanings:
 - a) “Assistance” shall mean firefighting or fire protection services available pursuant to this Agreement. Assistance may relate to incidents which the Requesting Party does not attend or does not believe it will attend, or incidents which the Requesting Party does attend, but believes it would be prudent to require further or other forces for firefighting/protection purposes.

- b) "Claims" shall mean any and all manner of action or actions, cause or cause of action, suits, proceedings, demands, debts, dues, sums of money, costs, expenses and damages of every nature and kind arising at law, equity, statute or otherwise which any party has, had, or may have.
 - c) "Dispatch Centre" shall mean the dispatch centre taking and transferring 911 emergency fire calls related to fires within the geographic boundaries of the parties to this Agreement.
 - d) "Effective Date" shall mean May 1, 2016.
 - e) "Equipment" shall mean firefighting vehicles, apparatus and equipment.
 - f) "Requesting Party" shall mean a party to this Agreement which requests Assistance from the other party to this Agreement.
 - g) "Responding Party" shall mean a party to this Agreement which responds to the request for Assistance made by a Requesting Party.
2. Subject to the terms and conditions of this Agreement, any party to this Agreement may request the Assistance of another party to this Agreement.
 3. Subject to the terms and conditions of this Agreement, the parties to this Agreement agree that they will endeavor to provide Assistance to the other parties to this Agreement, upon request. However, the parties hereto acknowledge and agree that there are and will be times and circumstances in which Assistance cannot be provided. Without restricting the generality of the forgoing, Assistance may be refused when the Responding Party or its designate or fire chief, or his or her designate, deems it imprudent or unsafe to provide such Assistance. At all times, whether or not Assistance will be provided, and the nature of the Assistance to be provided, if any, will be in the unfettered discretion of the Responding Party.
 4. This Agreement shall come into force and effect upon the Effective Date, and shall remain in full force and effect until each of the parties hereto withdraws from this Agreement in accordance with the provisions of this Agreement.
 5. Any one of the parties to this Agreement may withdraw from this Agreement by providing the other party with six (6) months written notice of their intention to withdraw.
 6. All requests for Assistance pursuant to this Agreement, unless dispatched by or through the Dispatch Centre, shall be directed to the authorized representative of the Responding Party. In the event that the authorized representative of the Responding Party is someone other than the Responding Party's fire chief, the authorized representative will confirm the request with the Responding Party's fire chief, or his or her designate as soon as

reasonably possible. If the Responding Party's fire chief or designate cannot be contacted, the Responding Party may, but will not be required to, respond.

7. A Responding Party may, after responding to a request for Assistance, withdraw their Assistance in the event that the Responding Party, the Responding Party's fire chief, or the designate of either of them, deems it prudent or desirable to withdraw Assistance. Without restricting the generality of the forgoing, Assistance may be withdrawn if the Responding Party's Equipment or services are required elsewhere, or it is deemed to be unsafe to provide or continue providing Assistance.
8. When providing Assistance, the following command and control structure will apply:
 - a. The first fire department of a Party to arrive at the scene of an incident shall assume incident command;
 - b. In the event that a Responding Party is the first fire department to arrive at the scene of an incident, the Responding Party will assume incident command until such time as the Requesting Party's fire department arrives and is ready to assume incident command;
 - c. The Requesting Party shall have incident command over all incidents which occur within its geographic boundaries, provided that the Requesting Party's fire department is in attendance and does not relinquish incident command;
 - d. Commands and requests of an incident commander shall be communicated in accordance with the command structure of the department to whom the commands or requests are directed;
9. In providing Assistance, a Responding Party shall not be required to provide Equipment which is not owned by the Responding Party, or employees or volunteers who are not employed or usually utilized by the Responding Party.
10. It is acknowledged and agreed by the parties hereto that a Responding Party providing Assistance pursuant to this Agreement shall not be entitled to bill or charge the Requesting Party for Equipment or services, or for the Assistance, being provided. However, each party to this Agreement agrees that they will, and hereby does, indemnify and save harmless any Responding Party from which they request Assistance, in accordance with the terms and provisions of this Agreement.
11. The responding party reserves the right to bill the requesting party for manpower costs incurred and consumables used at any event on a cost recovery basis.
12. A Requesting Party to this Agreement shall and hereby does indemnify and save harmless a Responding Party who provides Assistance to that Requesting Party from and against all Claims, of every nature and kind whatsoever including Claims arising from damaged property, or injury to persons, which arise out of, or are in anyway attributable

to the provision of Assistance, except those Claims which are due to the gross negligence of any employee, volunteer or representative of the Responding Party.

13. A Requesting Party shall, and hereby does, indemnify and save harmless a Responding Party from and against all Claims relating to the injury or death to persons responding to a request for Assistance from that Requesting Party, except where caused by the gross negligence of the Responding Party.
14. Notwithstanding paragraph 10, 12 and 13 of this Agreement, the parties to this Agreement covenant and agree that a Responding Party will not in any way be liable to a Requesting Party for:
 - a. Failure to respond to a request for Assistance, or failure to provide Assistance;
 - b. Failure to respond to a request for Assistance within a certain period of time, or in a timely fashion;
 - c. Consequential, indirect, exemplary or punitive damages;
 - d. Economic loss;
 - e. Any Claims that arise as a result of a party's refusal or inability to provide Assistance;
 - f. Any Claim that arises or results from the manner in which a Responding Party provides or does not provide Assistance, save and except Claims directly arising from the gross negligence of the Responding Party while providing Assistance.
15. The Parties hereto shall, at their own respective cost and expense, maintain in full force and effect during the term of this Agreement, general liability insurance in an amount not less than \$5,000,000.00 per occurrence for personal injury and/or property damage, together with such other insurance that may be agreed to in writing by the parties hereto as being reasonable and obtainable.
16. Nothing in this Agreement, nor any of the acts of any party hereto shall be construed, implied or deemed to create a relationship of agency, partnership, joint venture, or employment as between the parties hereto, or any of them, and none of the parties have the authority to bind any other party to this Agreement to any obligation of any kind.
17. No party may assign this Agreement without the written consent of the other parties hereto.
18. The terms and conditions contained in this Agreement shall extend to and be binding upon the respective successors and permitted assigns of the parties to this Agreement.

- 19. In this Agreement, the singular shall mean the plural, and the masculine the feminine, and vice versa, as the context of this Agreement may require.
- 20. In the event that any dispute arises pursuant to the terms of this Agreement, or the interpretation thereof, the parties hereto agree that, in the event that such a dispute cannot be resolved by mutual negotiations, they will submit the dispute to a third party arbitrator for a determination of the dispute pursuant to the *Arbitration Act of Alberta*. The costs of the arbitrator will be shared equally between the parties to any such dispute.
- 21. The parties hereto acknowledge and agree that the parties may have entered into other agreements for the provision of fire services, including an emergency management aid agreement and that this Agreement is not dependant upon any other Agreements, but rather is independent thereof, and contains separate and distinct agreements which are intended to operate notwithstanding the provisions of any such other agreements. For greater certainty, but not so as to restrict the generality of the foregoing, if the parties hereto have entered into an emergency management aid agreement which is intended to be operational during a declared state of local emergency pursuant to the *Emergency Management Act*, as between the parties to such an agreement, this Agreement shall be of no force or effect during the time in which such an emergency management aid agreement is in effect.
- 22. The parties hereto will notify all of their fire department officers of this Agreement so that they may become familiar with this Agreement, and its terms.
- 23. The parties hereto further acknowledge and agree that they will comply with all laws, rules, regulations, and codes applicable to the provision of firefighting services within the Province of Alberta.

IN WITNESS WHEREOF the parties hereto have set their seals and hand of their proper officials in that behalf on the day herein first above written.

Yellowhead County

Per: _____

Per: _____

Clearwater County

Per: _____

Per: _____



AGENDA ITEM

PROJECT: Centralization of Industrial Property Assessment		
PRESENTATION DATE: April 12 ,2016		
DEPARTMENT: Assessment and Revenue	WRITTEN BY: Denniece Crout	REVIEWED BY: Rudy Huisman/Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME:	PRIORITY AREA:	STRATEGIES:
ATTACHMENT(S): None		
RECOMMENDATION: Council advise staff to write a letter to the Minister of Municipal Affairs that is non supportive of the centralization of the preparing industrial assessment		

BACKGROUND:

In December of 2015 there was discussion with the Stakeholders Advisory Committed (SAC) to consider a centralized authority for the preparation of Industrial assessments. The issue arose through the consultation process of reviewing the Municipal Government Act.

There are flaws with in the current system, however a centralized assessment may not solve the problems but compound them.

Some of the legislation and assessment manuals are 15 years old. Technology has changed so much that a number of new components are not listed as assessable and then no rates assigned. Market changing relatively quickly and the base year modifiers and the cost are not reflective of current situations. Guidelines such as the Construction Cost Reporting Guide (CCRG) are vague. Reponses to queries from municipal affairs are inconsistent, if a response is received. Representatives from industry often have no formal training in assessment. The same board that hears a complaint about a mobile home also hears about abnormal depreciation, site shrinkage and interference on brown sites.

These issues could be resolved if the Municipal Affairs were to update the rates and legislation, provide consistent guidance and clarity on legislation and ensure an education component was administered.

If a Centralized Authority were to be established these problems would still exist. With the centralization there would be the loss of local autonomy, personal contact and history.

Staff feels issues would not be eliminated, but possibly exacerbate and no cost efficiencies realized.



AGENDA ITEM

PROJECT: Clearwater Council Input - Provincial Stakeholder Process		
PRESENTATION DATE: April 12, 2016		
DEPARTMENT: Municipal	WRITTEN BY: Ron Leaf	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: Advocate in the best interests of our community and region	STRATEGIES: 2.5.8 Actively pursue opportunities to discuss with the Premier, Cabinet Members, and Deputy Ministers issues concerning provincial legislation, programs, or initiatives.
RECOMMENDATION: That Council reviews, amends as required, and approves the following items for submission to the Province's Stakeholder Relations Process.		

BACKGROUND

The Premier's Office has created a stakeholders relations process to allow municipal councils another means of providing input to the Premier.

Reeve Alexander and I have been invited to talk with Rick Pollard, Stakeholders Relations Manager, about concerns or perspectives specific to Clearwater County. I have suggested that this conversation occur after the Provincial budget as some items listed below may be addressed in the Province's April 14 budget.

I spoke with Rick this past week and understand that the stakeholder process is not intended to replace municipal communication with Ministers or Departmental staff, rather the process is intended as a complimentary process to allow councils the opportunity to bring specific items or concerns to the Premier's attention. I believe this is a process that will evolve overtime however, I suggest that Council take advantage of this opportunity. I provide the following topics for Council's consideration and suggest that Council identify approximately 5 items for discussion:

- 1) Infrastructure funding – specifically reinstatement of previous water, wastewater and bridge grant funding. I anticipate this item to be addressed in budget however, if it isn't, I believe it is the most critical item on this list.
- 2) Provincial recognition of broadband service in rural Alberta as a required utility service and funded by the Province accordingly.
- 3) Support for geothermal energy as a key component of the Province's Climate Change Plan. Unlike solar and wind energy, geothermal energy is not reliant on environmental conditions to produce energy.
- 4) Recognition or reinstatement of the David Thompson Development Plan and associated business plans in the North Saskatchewan Regional Plan. The DT Development Plan and associated nodes provide the opportunity for private investment in provision of services and amenities required for effective management of recreational activities in the "west country". Longer term leases within the nodes and the ability for the County to recover capital costs associated with roads, access, etc. is also required.
- 5) Recognition of County as "government" relating to securing long term leases on crownland, particularly with respect to gravel supply.
- 6) Full cost recovery for municipal emergency services (i.e. fire, CPO) and responses associated with Provincial highway incidents (e.g. motor vehicle collisions, extrications, scene security). Similarly, reimbursement for municipal assistance to EMS (ambulance) requests for assistance. Compensation should also be provided when medical assistance is requested when EMS services are not available or delayed.



AGENDA ITEM

PROJECT: RCMP Review Services Unit – Rocky Mountain House (RMH) Detachment		
PRESENTATION DATE: April 12, 2016		
DEPARTMENT: CAO	WRITTEN BY: Ron Leaf	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: Governance, Community Well Being	PRIORITY AREA: 2.2, 2.3, 2.5, 3.2	STRATEGIES: 2.2.1, 2.3.2, 2.5.4, 3.2.1,
RECOMMENDATION: That Council reviews, amends as required and approves the following items for discussion with Sgt. Knopp.		

BACKGROUND:

Sgt Trevor Knopp from RCMP Review Services Unit – Edmonton is scheduled to meet with Reeve Alexander and myself on April 19 at 9:00 a.m. K Division subsequently clarified the invitation indicating that any other Councillor that wishes to attend is welcome.

The purpose of the meeting is to discuss RMH RCMP detachment performance goals/programs for 2016.

Based on S/Sgt. Groves recent presentation to Council, I suggest Council comment on or support the following goals:

- 1) Continuation of the repeat offender program;
- 2) Community education and enforcement relating to property crime;
- 3) Community education and enforcement regarding person crimes;
- 4) Continued involvement as the police of jurisdiction in west country enforcement in partnership with other government and municipal agencies;
- 5) Maintain compliment of officers in detachment, which was increased 2 years ago; and,
- 6) Indicated support for the SRO program, and quality of service provided through the RMH detachment

Are there other goals or issues that Council wishes to have raised?



AGENDA ITEM

PROJECT: 2016 Open House Meeting Dates		
PRESENTATION DATE: April 12, 2016		
DEPARTMENT: Communications	WRITTEN BY: Christine Heggart	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: Engagement 2.3 - Facilitate community engagement in planning and decision making.	STRATEGIES: 2.3.1 Inform and educate the community regarding Council's key priorities, projects and programs.
RECOMMENDATION: That Council confirms the date and time for future open house meeting.		

BACKGROUND:

Council's strategic plan notes the importance of community engagement and its intention to communicate over various mediums (website, newsletter, social media and open house meetings) in order to educate and inform the public regarding Council's key priorities, projects and programs.

In the past couple of years Council has set their schedule for open house meetings in April/May so staff wish to know Council's preferred date(s) for this year. Staff anticipates that the topic of discussion this year will be the north development and associated buildings.

An open house was anticipated in the contracts with the engineer and architect. Staff expect that the building design, complete with schematic drawings and engineered estimates, will be available by mid-May. Staff are recommending that the open house be held in Rocky Mountain House one night the week of May 30. Further, we recommend that the meeting be held at 7:00 p.m. location yet to be determined.

Clearwater County Councilor and Board Member Remuneration Statement For the Year of 2016

Name of Councilor / Board Member Pat Alexander

Payment Periods

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

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

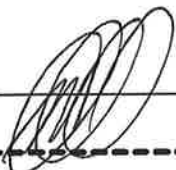
Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54/ km
Feb 1	Meeting with Ron + Earl	X					74
Feb 4	NSWA Conf. Call	X					
Feb 5	CAAMDC Zone	X	X	X		X	595
Feb 8	Credit Union AGM	X					74
Feb 9	Council				X		74
Feb 13	Alberta Outfitters	X					74
Feb 17	NSWA	X	X	X		X	368
Feb 18	Council Open House	X					37
Feb 22	AAMDC Resolution	X					
Feb 23	Council				X		74
Feb 25	Clearwater Trails	X					74
Feb 29	Municipal Tour	X	X				218

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Remuneration Calculation

<u>10</u>	Meetings @ \$159.00=	<u>1590.00</u>	<u>1662</u>	Kms @ \$0.54=	<u>897.48</u>
<u>5</u>	Meetings @ \$126.00=	<u>630.00</u>	<u>2</u>	Lunch @ \$16.00=	<u>32.00</u>
<u>2</u>	Meetings @ \$288.00=	<u>576.00</u>			
	Supervision=	<u>850.00</u>			
	TOTAL=	<u>3646.00</u>		TOTAL=	<u>929.48</u>

Signature {Councilor / Board Member}



Clearwater County Councilor and Board Member Remuneration Statement

For the Year of ...2016.....

Name of Councilor / Board Member

EARL GRAHAM

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
Feb 1/16	SPIRT	✓					92
Feb 1/16	LIBRARY			✓			22
Feb 2/16	BUDGET	✓	✓				92
Feb 3/16	BUDGET	✓	✓				92
Feb 22/16	LIBRARY	✓					22
Feb 23/16	COUNCIL				✓		92
Feb 27/16	FACILITIES TOUR	✓	✓				92

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Remuneration Calculation

5	Meetings @ \$159.00=	795.00	504	Kms @ \$0.54=	272.16
4	Meetings @ \$126.00=	504.00	0	Lunch @ \$16.00=	0
1	Meetings @ \$288.00=	288.00			
	Supervision=	550.00			
	TOTAL=	2137.00		TOTAL=	272.16

Signature {Councilor / Board Member}

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2016.....

Name of Councilor / Board Member Kyle Greenwood.....

Payment Periods

January
March
September

February
April
October

May
July
November

June
August
December

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

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
Jan. 7	CRC Physician Recruitment	X					30
Jan. 12	CWC- Council				X		30
Jan. 13	DTRB	X					44
Jan. 15	CWC- ASB	X					30
Jan. 18	CWC- A & P	X	X				30
Jan. 18	Prov. ASB- Edmonton			X			217
Jan. 19	Prov. ASB- Edmonton	X	X				217
Jan. 19	WRSD- Dinner Mtg.			X			30
Jan. 20*	RSHC*						
Jan. 21	CCHB	X					30
Jan. 22	Tri-Council Mtg.	X					30
Jan. 25	CWC- Council				X		30
Jan. 27	PAMZ	X					154
Jan. 27	Rocky Library		X				15

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Remuneration Calculation

<u>8</u>	Meetings @ \$159.00=	<u>1272.00</u>	<u>887</u>	Kms @ \$0.54=	<u>478.98</u>
<u>5</u>	Meetings @ \$126.00=	<u>630.00</u>	<u>0</u>	Lunch @ \$16.00=	<u>0</u>
<u>2</u>	Meetings @ \$288.00=	<u>576.00</u>			
	Supervision=	<u>550.00</u>			
	TOTAL=	<u>3028.00</u>		TOTAL=	<u>478.98</u>

Christmas Adv's <125.85>

Signature {Councilor / Board Member} Kyle Greenwood.....

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2016.....

Name of Councilor / Board Member Curt Maki

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
Feb 1	Meet REA Board	✓					70
Feb 2	Budget	✓	✓				70
Feb 3	"	✓	✓				70
Feb 9	Council				✓		70
Feb 10	Brownlee law Travel	✓					—
Feb 11	Brownlee law Seminar	✓	✓				370
Feb 18	Budget Open House	✓					70
Feb 23	Council				✓		70
Feb 24	Regional fire	✓					—
Feb 29	Admin Tour	✓	✓				70

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Remuneration Calculation

<u>8</u>	Meetings @ \$159.00=	<u>1272.00</u>	<u>860</u>	Kms @ \$0.54=	<u>464.40</u>
<u>4</u>	Meetings @ \$126.00=	<u>504.00</u>	<u>0</u>	Lunch @ \$16.00=	<u>0</u>
<u>2</u>	Meetings @ \$288.00=	<u>576.00</u>			
	Supervision=	<u>550.00</u>			
	TOTAL=	<u>2902.00</u>		TOTAL=	<u>464.40</u>

Receipts = \$253.46

Signature {Councilor / Board Member} Curt Maki



1316 33rd Street Northeast

Calgary, AB T2A 6B6

Tel: (403) 248 8888 Fax: (403) 248 0749

Curt Maki
RR4
ECKVILLE AB T0M 0X0

Receipt

Invoice date 2/11/2016
Our reference CPC-FC474174 /
GST Number 139081681 RT0001

Guest **Mr Curt MAKI** Arrival **2/10/2016** Departure **2/11/2016** Room **0504**

Date	Description	Quantity	Unit Price	Total (Cdn)
2/10/2016	Barrington's Lounge	1	27.00	27.00
2/10/2016	Barrington's Lounge	1	1.35	1.35
2/10/2016	Barrington's Lounge	1	3.65	3.65
2/10/2016	Room Charge	1	139.00	139.00
2/10/2016	GST Taxes	1	7.16	7.16
2/10/2016	Tourism Levy	1	5.73	5.73
2/10/2016	Destination Market Fee	1	4.17	4.17
2/11/2016	Horizon's Restaurant	1	14.95	14.95
2/11/2016	Horizon's Restaurant	1	0.75	0.75
2/11/2016	Horizon's Restaurant	1	1.00	1.00

		Total invoice	204.76
2/11/2016	AX ****1007 Auth: 501324		-204.76
		Total Paid	-204.76
		Total Due	0.00

Total GST 7.16

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X _____

ITE NAME :
HORIZONS :

873147 2/11/16 8:45AM
LYNE

\$ 14.95
0.75

\$ 5.70

\$ 1.00

\$ 6.70

\$ 16.70 ROOM 504

MAK:

GST#: 13908 1681 RT0001

CHECK # 873147 DATE 2/11/16
TABLE # 43 TIME 8:17AM

HORIZONS : JEREMY

SEAT# ITEMS ORDERED AMOUNT

4 BREAKFAST BUFFET 14.95

SUBTOTAL 14.95

GST PLUS 0.75

15.70

TOTAL 15.70

SUBTOTAL 14.95

GST PLUS 0.75

TOTAL DUE 15.70

Tip: 1.00

Total: 16.70

Name: Curt Mak

Room #: 504

Signature: Curt Mak

GST#: 13908 1681 RT0001

*
* BARRINGTONS *

CHECK # 873105 2/10/16 10:42PM
SERVER Tazma Lynn

SUBTOTAL \$ 27.00
GST PLUS 1.35

TOTAL \$ 28.35
TIPS \$ 3.65

PAID \$ 32.00

TENDER \$ 32.00 ROOM 504 MAKI

GST#: 13908 1681 RT0001

873105 -14 Tazma Lynn 2/10/16
ITEMS ORDERED AMOUNT

1 SPRING ROLL 9.00
1 STEAK SANDWICH 16.00
1 GREEK SALAD SIDE 2.00

GST PLUS 1.35

TOTAL DUE 28.35

Tip: 3.65

Total: 32.00

Name: ~~Cur~~ Curt McK

Room #: 504

Signature: *CP MA*

GST#: 13908 1681 RT0001

Clearwater County Councilor and Board Member Remuneration Statement

For the Year of ...2015.....

Name of Councilor / Board Member Theresa Laine

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$156.00	Next 4 Hours \$124.00	Next 4 Hours \$124.00	Regular Council Meeting \$283.00	Lunch \$16.00	Mileage @ \$0.55 / km
Feb 1/16	REP/council meeting	✓					14
Feb 2	Budget	✓	✓				14
Feb 3	Budget	✓	✓				14
Feb 9	Council				✓		14
Feb 10	FCS	✓					14
Feb 10	Clearwater Housing/directors		✓	✓			212
Feb 11	Brownlee (Belgian)	✓	✓	✓			212
Feb 18	MPC	✓					14
Feb 18	Budget open House		✓				14
Feb 23	Council				✓		14
Feb 24	Wading C.R.	✓					195
Feb 25	Clearwater Housing	✓					14
Feb 26	Facilities Tour	✓	✓				—

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Remuneration Calculation

9	Meetings @ \$156.00=	1431.00	619	Kms @ ⁰⁵⁴ \$0.55=	334.26
8	Meetings @ \$124.00=	1008.00	0	Lunch @ \$16.00=	0
2	Meetings @ \$283.00=	576.00			
	Supervision=	550.00			
	TOTAL=	3565.00	Receipts Lunch 18.70 Hotel 156.06	TOTAL=	334.26

Signature {Councilor / Board Member} T. Laine

COAST PLAZA HOTEL
1316 - 33RD ST NE
CALGARY, AB T2A6B6
403-248-8888

H5

COAST a hotel & conference centre™

DEBIT SALE

Server #: 000226
MID: 66506950039
TID: 006 REF#: 00000007
Batch #: 099 RRN: 00000004
02/11/16 08:19:45
APPR CODE: 971551
Trace: 00117839
DEBIT/CHEQUING
*****4676C

1316 33rd Street Northeast
Calgary, AB T2A 6B6
Tel: (403) 248 8888 Fax: (403) 248 0749

AMOUNT \$15.70
TIP \$3.00
TOTAL \$18.70

AB T4T 2A3

APPROVED

Receipt

INTERAC
AID: A0000002771010
TVR: 00 00 00 80 00
TSI: E8 00

/2016
-FC474172 /
081681 RT0001

THANK YOU
PLEASE COME AGAIN
"HORIZONS"

G Arrival 2/10/2016 Departure 2/11/2016 Room 0419

CUSTOMER COPY

2/10/2016 Destination Market Fee

Quantity	Unit Price	Total (Cdn)
1	139.00	139.00
1	7.16	7.16
1	5.73	5.73
1	4.17	4.17

Total Invoice 156.06
Total Paid 0.00
Total Due 156.06

Total GST 7.16

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2016...

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

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
Feb 1	Joint meeting with REA Board	X					40
Feb 2	Budget Deliberations	X	X				40
Feb 3	Budget Deliberations	X	X				20
Feb 3	Rec Board			X		X	20
Feb 5	CAAMDC meeting	X	X	X			40
Feb 9	Regular Council				X		40
Feb 10	CC Regional Communications	X					20
Feb 10	FCSS Board	X					20
Feb 11	Bighorn Backcountry	X					40
Feb 18	MPC	X					20
Feb 18	Council open house	X					20
Feb 23	Council				X		40
Feb 25	Clearwater Trails Initiative	X					20
Feb 25	Canada 150 Celebration	X					20
Feb 26	ASB Board	X					40

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Remuneration Calculation

<u>14</u>	Meetings @ \$159.00=	<u>2226.00</u>	<u>720</u>	Kms @ \$0.54=	<u>388.80</u>
<u>6</u>	Meetings @ \$126.00=	<u>756.00</u>		Lunch @ \$16.00=	
<u>2</u>	Meetings @ \$288.00=	<u>576.00</u>			
	Supervision=	<u>550.00</u>			
	TOTAL=	<u>4108.00</u>		TOTAL=	<u>388.80</u>

Signature {Councilor / Board Member} Jim Duncan.....

H5

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54/ km
Feb 29	Council Facilities tour	X	X				40
Feb 29	Sasquatch/CTI presentation to Blue Rapids/Eagle Point Council	X					240

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2016...

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

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
March 2	Rec Board	X					40
March 3	NSWA Headwaters Committee	X					40
March 7	Facilities tour- Kneehill	X	X				40
March 8	Regular Council				X		40
March 9	FCSS Board	X					40
March 11	IDP Committee	X					40
March 14	Provincial ASB Committee	X	X				490
March 22	Regular Council				X		40
March 23	MPC	X					40
March 24	Clearwater Trails Initiative	X					40
March 31	IDP Committee	X					40

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Remuneration Calculation

<u>8</u>	Meetings @ \$159.00=	<u>1272.00</u>	<u>850</u>	Kms @ \$0.54=	<u>459.00</u>
<u>2</u>	Meetings @ \$126.00=	<u>252.00</u>	<u>0</u>	Lunch @ \$16.00=	<u>0</u>
<u>2</u>	Meetings @ \$288.00=	<u>576.00</u>			
	Supervision=	<u>550.00</u>			
	TOTAL=	<u>2650.00</u>		TOTAL=	<u>459.00</u>

Signature {Councilor / Board Member} Jim Duncan

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2016.....

Name of Councilor / Board Member

EARL GRAHAM

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
Mar 3/16	AG SOCIETY.	✓					22
Mar 3/16	SPIRT.		✓				22
Mar 3/16	COUNCIL				✓		92
Mar 8/16	AG SOCIETY.			✓			22
Mar 23/16	COUNCIL			ADA ✓	✓		92
Mar 23/16	MPC	✓	✓				92
Mar 24/16	CREMA.	✓					92
Mar 24/16	RCMP		✓				0
* Mar 28/16	WESTVIEW						92

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Remuneration Calculation

1	Westview @ 79 =	79.00			
3	Meetings @ \$159.00=	477.00	526		Kms @ \$0.54= 284.04
4	Meetings @ \$126.00=	504.00	0		Lunch @ \$16.00= 0
2	Meetings @ \$288.00=	576.00			
	Supervision=	550.00			
	TOTAL=	<u>2186.00</u>			TOTAL= <u>284.04</u>

Signature {Councilor / Board Member}

[Signature]