

**CLEARWATER COUNTY COUNCIL AGENDA**  
**September 27, 2016**  
**9:00 A.M.**  
Council Chambers  
4340 – 47 Avenue, Rocky Mountain House, AB

**10:30 A.M. Delegation:**

**Mountain Rose Women's Shelter Association - Cindy Easton, Executive Director**

**11:00 A.M. Delegation:**

**ConocoPhillips - Russ Litun, Senior Vice President, Western Canada Business Unit**

**Cyril Jenkins, Director External Relations, Environment & Sustainable Development**

**Andy Cepuch, Operations Manager, Rocky Mountain House**

**A. CALL TO ORDER**

**B. AGENDA ADOPTION**

**C. CONFIRMATION OF MINUTES**

1. September 13, 2016 Regular Meeting Minutes

**D. PUBLIC WORKS**

1. Bylaw 1018/16 Highway Maintenance - Second and Third Readings

**E. CORPORATE SERVICES**

1. Budget Public Consultation Process
2. Budget Timelines

**F. COMMUNITY & PROTECTIVE SERVICES**

1. Fall High School Awards Ceremonies

**G. MUNICIPAL**

1. Delivery of Council Agenda Packages
2. CAAMDC Fall Resolutions

**H. DELEGATIONS**

1. 10:30 A.M. Mountain Rose Women's Shelter Association
2. 11:00 A.M. ConocoPhillips

**I. INFORMATION**

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

## **J. IN CAMERA\***

### **1. Third Party Interest**

\* 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)

## **K. ADJOURNMENT**

### ***POSTPONED ITEMS***

<b><u>Date</u></b>	<b><u>Item, Reason and Status</u></b>
03/08/16	<b>087/16 Condor Community Centre Grant Request</b> STATUS: Pending Information, Community & Protective Services/Public Works



**AGENDA ITEM**

<b>PROJECT:</b> Bylaw 1018/16 Highway Management – Second and Third Reading		
<b>PRESENTATION DATE:</b> September 27, 2016		
<b>DEPARTMENT:</b> Public Works	<b>WRITTEN BY:</b> Erik Hansen	<b>REVIEWED BY:</b> Marshall Morton
<b>BUDGET IMPLICATION:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite): Highway Management Bylaw		
<b>STRATEGIC PLAN THEME:</b> Managing our Growth	<b>PRIORITY AREA:</b> Planning	<b>STRATEGIES:</b> 1.1.1 Ensure appropriate land use planning for public infrastructure, rural subdivisions, hamlets and commercial and industrial lands.
<b>RECOMMENDATION:</b> That Council reviews the draft Bylaw and approve Second and Third reading.		
<b>ATTACHMENT(S):</b> 1. Revised Draft Highway Management Bylaw		

**BACKGROUND:**

As per Council’s request during the September 13, 2016 Council Meeting, the Administration has revised the Draft Highway Management Bylaw. The revision includes the addition of the definition of a Highway as per the Traffic Safety Act.

(See Attached)

Upon approval of this Bylaw, the effected policies will be brought back to for review. These include, Permitting of Municipal Road Allowance Policy, Road Weights Control Policy and Road Use Industrial / Commercial Truck Haul Policy.



## CLEARWATER COUNTY

BYLAW No. 1018/16

### HIGHWAY MANAGEMENT BYLAW

#### A BYLAW OF CLEARWATER COUNTY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF REGULATING THE USE OF HIGHWAYS UNDER THE DIRECTION, CONTROL AND MANAGEMENT OF CLEARWATER COUNTY

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WHEREAS pursuant to the *Traffic Safety Act*, RSA 2000, c T-6 and the *Dangerous Goods Transportation and Handling Act*, RSA 2000, c D-4 Council may, with respect to highways under its direction, control and management, pass bylaws not inconsistent with the aforesaid Acts;

AND WHEREAS pursuant to the *Highways Development and Protection Act* Council may pass bylaws regulating the placing of roadside improvements on privately owned property;

AND WHEREAS pursuant to the *Municipal Government Act*, RSA 2000, c M-26 Council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property and the enforcement of bylaws;

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

#### PART 1 – SHORT TITLE

1. This Bylaw may be cited as the "Highway Management Bylaw".

#### PART 2 – DEFINITIONS

2. In this Bylaw, words shall have the same meanings as in the *Traffic Safety Act* except as otherwise defined herein.
3. In this Bylaw:
  - (a) "**CAO**" means the Chief Administrative Officer for the County, or his or her delegate;
  - (b) "**Council**" means the municipal council of the County;
  - (c) "**County**" means the municipal corporation of Clearwater County, and includes the geographical area within the boundaries of Clearwater County where the context so requires;



Bylaw No.  
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- (d) "**Court**" means a Court of competent jurisdiction in Alberta;
- (e) "**Dangerous Goods**" has the same meaning as in the *Dangerous Goods Transportation and Handling Act*.
- (f) "**Heavy Vehicle**" means a vehicle, or a vehicle with a trailer attached that has a Gross Weight or a Gross Registered vehicle Weight of 11,794 kilograms or more, with or without a load, or exceeds 12.5 metres in overall length, excluding Recreational Vehicles;
- (g) "**Highway**" means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes
- (i) a sidewalk, including a boulevard adjacent to the sidewalk,
  - (ii) if a ditch lies adjacent to and parallel with the roadway, the ditch, and
  - (iii) if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be,
- but does not include a place declared by regulation not to be a highway;
- (h) "**Locality**" means an unincorporated community recognized by the County as a locality, including but not limited to a hamlet located within the County;
- (i) "**Municipal Tag**" means a tag or similar document issued by the County pursuant to the *Municipal Government Act* for the purpose of notifying a Person that an offence has been committed for which a prosecution may follow;
- (j) "**Park**", "**Parking**", or "**Parked**" means to allow a vehicle, whether occupied or not, to remain stationary in one place, except;
- (i) when standing temporarily for the purpose of and while actually engaged in loading or unloading passengers, goods or within a designated loading zone, or
  - (ii) when complying with a direction given by a Peace Officer or Traffic Control Device;
- (k) "**Peace Officer**" means a member of the Royal Canadian Mounted Police, a Community Peace Officer whose appointment includes enforcement of the County's Bylaws, or a Bylaw Enforcement Officer appointed by the County;
- (l) "**Person**" means any individual, firm, partnership, association, corporation, trustee, executor, administrator or other legal representative;

- (m) "**Railway Crossing**" means that portion of a highway under the County's direction, control and management that crosses a railway track;
- (n) "**Recreational Vehicle**" means a vehicle designed to provide temporary living accommodation for travel, vacation, or recreational use, and to be driven, towed or transported, some examples of which include, without restricting the generality of the foregoing, a motor home, holiday trailer, camper, tent trailer and any bus or truck converted to provide temporary living accommodation;
- (o) "**Road Use Permit**" means a written Permit entered into by a Person or Company with the County as per Clearwater County Policy governing Road Use for Industrial/Commercial Truck Hauls.
- (p) "**Traffic Control Device**" means any temporary or permanent sign, signal, marking or device placed, marked or erected under the authority of this Bylaw for the purpose of regulating, warning or guiding traffic or governing parking;
- (q) "**Undeveloped Road Allowance**" means any land dedicated as a road right of way that has not been developed, whether or not the right of way is shown on a road plan registered with the Land Titles Registry;
- (r) "**Violation Ticket**" means a ticket issued pursuant to either Part 2 or Part 3 of the *Provincial Offences Procedure Act*.
- (s) "**Overweight Permit**" is issued to a person or company that will be operating a non-standard configuration commercial vehicle that requires an Alberta Transportation Permit.
- (t) "**Non-Standard Configuration**" any unit that requires an Alberta Transportation Permit (jeeps, wheelers, booster added to a tractor unit)

#### **RULES OF INTERPRETATION**

4. Nothing in this Bylaw relieves a Person from complying with any provision of any Provincial or Federal legislation or regulation, other bylaw or any requirement of any lawful permit, order or licence.
5. Any heading or sub-headings in this Bylaw are included for guidance purposes and convenience only, and shall not form part of this Bylaw.
6. This Bylaw is gender-neutral and, accordingly, any reference to one gender includes another.
7. Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court, all other provisions of this Bylaw shall remain valid and enforceable.
8. Any reference to the provisions of a statute of Alberta is a reference to that statute and any regulations thereunder, as amended, or repealed and replaced from time to time.

**APPLICATION**

9. This Bylaw does not apply to the following:
- (a) an emergency vehicle that is responding to an emergency; or
  - (b) a vehicle or equipment operated by or under hire by the County for snow removal, road and or bridge construction or maintenance, or maintenance of County property.

**PART 3 – OPERATIONAL RESTRICTIONS****WEIGHT LIMITS**

10. No Person shall operate a vehicle on a highway in excess of the posted weight limit unless that Person has obtained an overweight permit.
11. Unless the CAO establishes a weight limitation that is less than the weight that may be borne under the *Traffic Safety Act*, the maximum allowable weight on a highway is the same as the maximum allowable weight specified in the *Traffic Safety Act*.

**TRAFFIC CONTROL DEVICES**

12. No Person shall:
- (a) operate, or
  - (b) Park,
- a vehicle in contravention of a Traffic Control Device.
13. No Person shall climb upon, interfere with, damage, deface, remove, alter or destroy a Traffic Control Device.

**TRACKING MATERIAL**

14. No Person shall operate a vehicle on a highway so as to track any earth, sand, gravel or other material on the highway.
15. A Person tracking material onto a highway contrary to section 14 shall, in addition to any penalty that may be specified in Schedule "B", be liable to clean up or remove the material tracked onto the highway and in default the County may clean up or remove the material at the expense of the Person responsible for the tracking.

**LITTERING OR DUMPING**

16. No Person shall place, cause or permit to be placed, throw or dump any litter, refuse, substance or thing of any kind on any highway.
17. Section 16 does not apply to a Person who may place, cause or permit to be placed sand, salt or other de-icing agent onto a sidewalk adjacent to a private property during the winter season to mitigate potential dangers caused by the accumulation of ice and snow.

**ROAD ALLOWANCES**

18. No Person shall use, other than to access or travel along, an undeveloped road allowance unless a license has been issued to the Person pursuant to this Bylaw.

**HIGHWAY OBSTRUCTIONS**

19. No Person shall permit any structure, object, or thing on or forming part of property that they own or occupy to:
  - (a) cause a drifting or accumulation of snow on a highway;
  - (b) damage a highway;
  - (c) obstruct the vision of pedestrians or drivers of vehicles on a highway; or
  - (d) create a hazard or obstruction to vehicular or pedestrian traffic on the highway.
20. A Person who causes any damage to a highway contrary to section 19 shall, in addition to any penalty that may be specified in Schedule "B", be liable to the County for the costs to repair the damage.

**ENGINE RETARDER BRAKES**

21. No Person shall use engine retarder brakes within a Locality of the County where prohibited by signs.

**PART 4 – PARKING RESTRICTIONS****PROHIBITED PARKING**

22. Unless permitted or required by a Traffic Control Device, no Person shall stop or Park a vehicle:
  - (a) where a Traffic Control Device prohibits stopping or parking, during such times as stopping or parking is so prohibited;
  - (b) on any bridge or on any approach to a bridge; or

- (c) in such a manner that may obstruct the safe movement of traffic and pedestrians using a highway.

**HEAVY VEHICLE OR COMMERCIAL VEHICLE PARKING**

23. No Person shall Park:

- (a) a heavy vehicle; or  
(b) a commercial vehicle

in a location adjacent to residential property in a multi lot subdivision, except:

- (c) a commercial vehicle with the hazard warning lamps alight and in the process of loading or unloading goods; or  
(d) construction equipment being used during construction or improvement of property, provided that the equipment is parked adjacent to the property where the work is being done.

**HIGHWAY MAINTENANCE**

24. The CAO may cause temporary Traffic Control Devices to be placed on or near a highway for snow removal, maintenance or construction purposes.

**PART 5 – EXEMPTION PERMITS**

25. At the discretion of the CAO an Exemption permit may be issued for any Part identified in this Bylaw and must be presented upon request of a Peace Officer.

**PART 6 – OVERWEIGHT PERMITS**

26. The CAO may designate the issuance of overweight permits to an external agency for the purpose of allowing a non-standard configuration vehicle to operate on a highway within Clearwater County. .
27. In issuing a permit under this Part, the CAO may impose such terms and conditions as are determined to be necessary or beneficial in his or her discretion acting reasonably.

*(Reference; Road Weights Control Policy)*

**PART 7 – ROAD USE PERMIT**

28. The CAO may, require a person or company to apply for a Road Use Permit and pay the required fee set out in Schedule “A” if, in the CAO’s opinion, the proposed use may cause damage to the highway beyond normal wear and tear, create a public safety hazard, or constitute a nuisance to area residents due to:

- (a) the weight of the vehicle(s);
- (b) the dimensions of the vehicle(s);
- (c) the frequency of use of the highway by the vehicle(s);
- (d) the size, type or tread pattern of the tires on the vehicle(s);
- (e) the physical condition of the proposed haul route, including the type of road surface;
- (f) the location of the proposed haul route and its proximity to residential dwellings; or
- (g) any combination of the above factors or conditions outlined in County policy;

*(Reference; Road Use Industrial/Commercial Truck Haul Policy)*

- 29. A Road Use Permit may require the permit holder to pay such amounts, or post security in a form and amount, or both, as may be determined by the CAO in order to secure performance of the permit holder's obligations under the Road Use Permit.
- 30. No Person shall contravene any term or condition of a Road Use Permit.

#### **PART 8 – ROAD BANS**

- 31. The CAO may impose road bans from time to time to define:
  - (a) load limits upon highways;
  - (b) highway locations with percentage axle weights for those highways; and
  - (c) bridge locations with the maximum gross commercial vehicle weights to be posted on those bridges.
- 32. Where the CAO imposes a road ban on a highway, he or she shall cause signs to be erected along the highway as considered necessary to notify Persons operating vehicles of the road ban in effect.

#### **PART 9 – LICENCE FOR MUNICIPAL ROAD ALLOWANCE ACCESS AND USE**

- 33. The CAO may, upon receipt of an application in an approved form and payment of the required fee set out in Schedule "A", issue to a Person a licence for the purpose of authorizing the non-exclusive access and use of an Municipal Road Allowance.
- 34. In issuing a licence under this Part and subject to section 33, the CAO may impose such terms and conditions as are determined to be necessary or beneficial in his or her sole discretion, including but not limited to insurance requirements, signage requirements,

whether obstructions such as fences and gates are permissible, and the limitations on the Person's access or use.

35. Notwithstanding section 34, as a condition of every licence issued to a Person under this Part;
- (a) the licence is for non-exclusive access and the licence holder may not prevent the public from accessing or travelling along the Municipal Road Allowance;
  - (b) no work, development, improvement, or change to the condition of the Municipal Road Allowance is permitted without the prior written authorization of the CAO; and
  - (c) the County may terminate the licence with 30 days written notice to the licence holder pursuant to the *Traffic Safety Act*.

*(Reference; Licensing of Municipal Road Allowance Policy)*

## **PART 10 – PERMITS AND LICENCES**

36. A Person to whom a permit or licence has been issued pursuant to this Bylaw and any Person carrying out an activity otherwise regulated, restricted or prohibited by this Bylaw pursuant to such permit or licence, shall comply with any terms or conditions forming part of the permit or licence and shall produce the permit or licence to a Peace Officer upon request.
37. A Person shall not make any false or misleading statement or provide any false or misleading information to obtain a permit or licence pursuant to this Bylaw.
38. If any term or condition of a permit or licence issued pursuant to this Bylaw is contravened or if a false or misleading statement or false or misleading information was provided to obtain the permit or licence, in addition to any other remedy available to the County, the CAO may immediately cancel the permit or licence.
39. The onus of proving a permit or licence has been issued in relation to any activity otherwise regulated, restricted or prohibited by this Bylaw is on the Person alleging the existence of such a permit or licence on a balance of probabilities.

## **PART 11 – AUTHORITY OF MUNICIPAL OFFICIALS**

### **AUTHORITY OF THE CAO**

40. Without restricting any other power, duty or function granted by this Bylaw, the CAO is authorized to:
- (a) carry out any inspections to determine compliance with this Bylaw;
  - (b) take any steps or carry out any actions required to enforce this Bylaw;

- (c) take any steps or carry out any actions required to remedy a contravention of this Bylaw;
- (d) establish forms for the purpose of this Bylaw;
- (e) establish the criteria to be met for a permit or licence pursuant to this Bylaw;
- (f) temporarily close any highway for the purpose of repairs, maintenance or other valid reason or in the case of an emergency;
- (g) prescribe a maximum speed in excess of or less than 80 kilometers per hour, and to keep or cause to be kept a record of such speed limits imposed;
- (h) prescribe the location and placement of any Traffic Control Device or other sign in the County, including on, over or adjacent to a Railway Crossing, and keep or cause to be kept a record of such locations and placements;
- (i) delegate any powers, duties or functions under this Bylaw to an employee of the County.

**AUTHORITY OF PEACE OFFICERS****MUNICIPAL TAGS**

- 41. A Peace Officer is hereby authorized and empowered to issue a Municipal Tag to any Person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 42. A Municipal Tag may be served:
  - (a) personally to the accused;
  - (b) mailed to the address of the registered owner of the vehicle concerned, or the Person concerned; or
  - (c) attached to or left upon the vehicle with respect of which the offence is alleged to have been committed.
- 43. The Municipal Tag shall be in a form approved by the CAO and shall state:
  - (a) the name of the Person to whom the Municipal Tag is issued, if known;
  - (b) a description of the offence and the applicable Bylaw section;
  - (c) the specified penalty for the offence set out in Schedule "B";
  - (d) that the penalty shall be paid within thirty (30) days of the issuance of the Municipal Tag in order to avoid prosecution; and



- (e) any other information as may be required by the CAO.
44. Where a contravention of this Bylaw is of a continuing nature, further Municipal Tags may be issued by a Peace Officer, provided that no more than one Municipal Tag shall be issued for each day that the contravention continues.
45. A Person to whom a Municipal Tag has been issued may pay the penalty specified on the Municipal Tag and if the amount is paid on or before the required date, the Person will not be prosecuted for the offence.

**VIOLATION TICKETS**

46. Where a Municipal Tag has been issued and the penalty specified on the Municipal Tag is not paid within the prescribed time, a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to either Part 2 or Part 3 of the *Provincial Offences Procedure Act*.
47. Notwithstanding section 46 of this Bylaw, a Peace Officer may immediately issue a Violation Ticket to any Person whom the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
48. A Violation Ticket issued with respect to a contravention of this Bylaw shall be served upon the Person responsible for the contravention in accordance with the *Provincial Offences Procedure Act*.
49. If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
- (a) specify the fine amount established by this Bylaw for the offence in Schedule "B"; or
  - (b) require a Person to appear in Court without the alternative of making a voluntary payment.
50. A Person who commits an offence may:
- (a) if a Violation Ticket is issued in respect of the offence; and
  - (b) if a Violation Ticket specifies the fine amount established by this Bylaw for the offence;
- make a voluntary payment equal to the specified fine.
51. When a clerk records in the Court records the receipt of a voluntary payment pursuant to this Bylaw and the *Provincial Offences Procedure Act*, the act of recording receipt of that payment constitutes acceptance of the guilty plea and also constitutes a conviction and the imposition of a fine in the amount of the specified penalty.

**PART 12 – PENALTIES****OFFENCE**

52. A Person who is guilty of an offence is liable upon summary conviction to a fine in an amount:
- (a) not less than the specified penalty established in Schedule "B"; and
  - (b) not exceeding \$10,000.00; and
  - (c) to imprisonment for not more than six (6) months for non-payment of a fine.

**SPECIFIED PENALTIES**

53. Without restricting the generality of section 52, the fine amounts established for use on Municipal Tags and Violation Tickets if a voluntary payment option is offered are as set out in Schedule "B".

**OWNER LIABLE**

54. In this Part "owner" includes any Person registered as an owner at the Motor Vehicle Registry.
55. If a vehicle is involved in a parking offence under this Bylaw, the owner of that vehicle is guilty of an offence.

**VICARIOUS LIABILITY**

56. For the purposes of this Bylaw, an act or omission by an employee or agent of a Person is deemed also to be an act or omission of the Person if the act or omission occurred in the course of the employee's employment with the Person, or in the course of the agent's exercising the powers or performing the duties on behalf of the Person under their agency relationship.

**CORPORATIONS AND PARTNERSHIPS**

57. When a corporation commits an offence under this Bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
58. If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.

**PART 13 – GENERAL****REMEDIES NOT RESTRICTED TO BYLAW**

59. A Peace Officer may pursue any and all remedies set out in this Bylaw, the *Municipal Government Act* and any other law in the Province of Alberta. Nothing in this Bylaw shall restrict, limit or preclude the County from taking multiple steps to regulate highway use within the County.

**OBSTRUCTION**

60. No Person shall obstruct, hinder or impede any Peace Officer, designated officer, or County employee, contractor or agent in the exercise of any of their powers or duties under this Bylaw.

**PART 14 – TRANSITIONAL****BYLAW SCHEDULES**

61. Schedules "A" and "B" attached hereto shall form part of this Bylaw.

**REPEAL AND EFFECTIVE DATE**

62. The following Bylaws, as amended, are hereby repealed upon this Bylaw passing and coming into effect:
- (a) Bylaw No. 19/85 – Placement of signs and/or regulation speed in the Hamlet of Withrow;
  - (b) Bylaw No. 43/85 – Placement of Traffic Control Devices;
  - (c) Bylaw 56/86 – Establish a maximum speed limit for S.R. 761 from Highway #11 northerly to Highway #51;
  - (d) Bylaw 65/86 – Establish a maximum speed limit for S.R. 591 from Forestry Boundary Reserve to the intersection of Highways No. 22 and 54 west of Caroline – 100 km/h;
  - (e) Bylaw No. 120/88 – Establish maximum speed limits throughout the municipality;
  - (f) Bylaw No. 122/88 – Regulate and control vehicle traffic in the interest of safety on highways with the M.D. of Clearwater No. 99;
  - (g) Bylaw No. 124/88 – Maximum speed limit 100 km/h on north/south S.R. #761 from Highway #11 to north of Section 11-37-05-W5M;
  - (h) Bylaw No. 140/88 – Establish maximum speed limits throughout the municipality;
  - (i) Bylaw No. 142/88 – Establish Maximum Weight Restrictions for Highways;
  - (j) Bylaw No. 198/90 – Establish maximum speed limit 100 km/h on the east west SR #587 from Highway #22 to the County of Mountain View boundary;

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- (k) Bylaw No. 307/92 – Implementation of Road Bans on Highways;
- (l) Bylaw No. 309/92 – Maximum speed limit 50 km/h on River Road directly south of the Caroline South Road east of NW-24-34-05-W5M to the junction of S.H. 22 SE-20-34-05-W5M;
- (m) Bylaw No. 356/93 – Establish a maximum speed limit 100 km/h on north/south S.R. 761 from NE-11-37-05-W5M to Highway No. 54;
- (n) Bylaw No. 361/96 – Establish maximum speed limits – 50 km/h within Subdivisions;
- (o) Bylaw No. 371/93 – Establish a maximum speed limit 100 km/h on east/west road NE-20-34-05-W5M to NE-23-34-06-W5M;
- (p) Bylaw No. 372/93 – Establish a maximum speed limit 50 km/h on east/west road from SW-18-39-07-W5M to SE-18-39-07-W5M;
- (q) Bylaw No. 381/93 – Establish a maximum speed limit 90 km/h on east/west road from west boundary SW-04-38-08-W5M to west boundary of Section 03-37-07-W5M – Prairie Creek Road;
- (r) Bylaw No. 382/93 – Establish a maximum speed limit 90 km/h on north/south road from south boundary of the Village of Caroline south boundary of section 25-07-05-W5M – Caroline South Road;
- (s) Bylaw No. 386/93 – Establish a maximum speed limit 80 km/h on highways adjacent to Jameson Subdivision – NE-30-38-08-W5M;
- (t) Bylaw No. 434/94 – Establish a maximum speed limit 50 km/h on 1460 foot section used as an exit from S.H. 752 NW-07-38-08-W5M – 752/Prairie Creek;
- (u) Bylaw No. 438/94 – Establish a maximum speed limit 50 km/h from S.H. 752 east to the northeast corner of NW-30-38-07-W5M – 900 metres;
- (v) Bylaw No. 456/95 – Establish a maximum speed limit 50 km/h from LSD-02-14-39-07-W5M to the Town of Rocky Mountain House Corporate Limits – road behind Christian Reformed Church;
- (w) Bylaw 464/95 – Establish a maximum speed limit 50 km/h within the proposed town site boundaries – Nordegg;
- (x) Bylaw 467/95 – Establish a maximum speed limit 100 km/h north 5 miles on S.H. 761 from Highway 12 and 90 km/h on Oras Road from S.H. 598 at SW-34-39-09-W5M to Willesden Green Gas Plant SE-17-42-06-W5M;
- (y) Bylaw 497/96 – Establish a maximum speed limit 50 km/h from S.H. 756 to the Crimson Lake Park entrance from May 1 to September 30 – 80 km/h other months;

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- (z) Bylaw No. 502/96 – Establish a maximum speed limit 90 km/h on Prairie Creek Road from Highway 22 west to S.H. 752;
- (aa) Bylaw No. 506/96 – Establish a maximum speed limit 60 km/h on S.H. 752 from SW-26-38-08-W5M Cow Lake Transfer Station to NW-23-38-08-W5M Cow Lake Campground Turnoff;
- (bb) Bylaw No. 518/96 – Establish a maximum speed limit 60 km/h on S.H. 752 from SW-26-38-08-W5M Cow Lake Transfer Station to 400 metres south of the Grandview Stage Store entrance at NW-23-38-08-W5M;
- (cc) Bylaw No. 550/97 – Establish maximum speed limits – 30 km/h within Hamlet or Condor;
- (dd) Bylaw No. 605/98 – Establish maximum speed limit 50 km/h on gravel road adjacent to SE-19-40-06-W5M 660 metres west of the Taimi Road;
- (ee) Bylaw No. 606/98 – Establish maximum speed limit 50 km/h on gravel road adjacent to Misty Valley Subdivision SW-21-40-12-W5M;
- (ff) Bylaw No. 670/00 – Establish maximum speed limits – 50 km/h on internal gravel roads Smith Subdivision NE-25-36-07-W5M;
- (gg) Bylaw No. 684/00 – Establish maximum speed limits – Subdivisions;
- (hh) Bylaw No. 745/02 – Speed Zone Bylaw – Oras Road and Arbutus Road;
- (ii) Bylaw No. 756/03 – Speed Zone Bylaw – Oras Road (598 north of Highway 12);
- (jj) Bylaw No. 765/03 – Speed Bylaw – Arbutus Road;
- (kk) Bylaw No. 772/03 – Speed Bylaw – Hummingbird Road;
- (ll) Bylaw No. 773/03 – Speed Bylaw – Biswanger Hill Road;
- (mm) Bylaw No. 806/04 – Speed Zone Bylaw – Nordegg Residential Subdivision and Nordegg Industrial Subdivision;
- (nn) Bylaw No. 810/04 – Speed Zone By-law – Range Road 5-3 and Twp. 41-2;
- (oo) Bylaw No. 825/05 – Speed Zone Bylaw – Numerous Locations;
- (pp) Bylaw No. 846/06 – Speed Signs – two (2) at SW 21-40-12-W5M and one (1) at SE 18-39-9-W5M;
- (qq) Bylaw No. 852/06 – Speed Limit – on Taimi Road from Highway 11 to Secondary 598 be set at 90 km/hr;

Bylaw No.  
Road Use Bylaw

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- (rr) Bylaw No. 855/06 – Speed limit – Withrow Road;
- (ss) Bylaw No. 856/06 – Speed limit – Burntstick Lake Road
- (tt) Bylaw No. 857/06 – Speed limit – Crammond Road
- (uu) Bylaw No. 871/07 – SH 761 at Twp. Rd. 394 for ½ mile W be set at 30 km/h. Maximum speed limit on Twp. Rd. 39-3A N for 600 m be set at 30 km/hr (Leslieville);
- (vv) Bylaw 872/07 – Speed Limit – Rge. Rd. 80 (Buster Creek) N. of SH 756 (Crimson Lake) to Twp. 42-1A (O’Chiese Road);
- (ww) Bylaw No. 873/07 – Road Use for Industrial/Commercial Truck Hauls and Road Weights;
- (xx) Bylaw No. 890/08 – Regulatory Speed Limit Twp. 37-4 and Range Road 8-5;
- (yy) Bylaw No. 900/08 – Speed limit 50 km per hour Twp. 39-0;
- (zz) Bylaw No. 948/11 – Sunchild Road Speed Limit; and
- (aaa) Bylaw No. 952/12 – Condor Speed Limit.

63. This Bylaw shall come into force and effect upon receiving third and final reading and is signed by the Reeve/Deputy Reeve and a designated officer, in accordance with Section 189 of the *Municipal Government Act*.

READ A FIRST TIME IN COUNCIL this 13 day of September, 2016

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO or Designate

\_\_\_\_\_  
Date Bylaw Signed

Bylaw No.  
Road Use Bylaw

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READ A SECOND TIME IN COUNCIL this \_\_\_\_\_ day of \_\_\_\_\_, 2016

READ A THIRD TIME IN COUNCIL AND PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO or Designate

\_\_\_\_\_  
Date Bylaw Signed

DRAFT

**SCHEDULE "A"**

**FEEES**

Application Fee for Heavy vehicle Route Exemption	\$0.00
Application Fee for Road Use Agreement	\$0.00
Application Fee for Licence for a Municipal Road Allowance	\$150.00

DRAFT



Bylaw No.  
Road Use Bylaw

**SCHEDULE "B"**

**SPECIFIED PENALTIES**

<b>Section Reference</b>	<b>Description</b>	<b>Minimum And Specified Penalties</b>	<b>Second or Subsequent Offence within 6 Months of Prior Offence</b>
<b>PART 3 – OPERATIONAL RESTRICTIONS</b>			
10	Person operating a vehicle on a highway other than in accordance with the weight limitation established, overweight permit, or Road Use Agreement.	\$465.00	\$465.00
12(a)	Person operating a vehicle in contravention of a Traffic Control Device.	\$250.00	\$250.00
12(b)	Person Parking a vehicle in contravention of a Traffic Control Device.	\$100.00	\$100.00
13	Interfere with a Traffic Control Device.	\$250.00	\$250.00
14	Person operating a vehicle so as to track material onto the highway.	\$250.00	\$250.00
16	Person place, cause to place, or permit another to litter or dump.	\$200.00	\$200.00
18	Person using an Undeveloped Road Allowance other than to access or travel along.	\$200.00	\$200.00
19	Person permits a highway obstruction.	\$200.00	\$200.00
21	Person using engine retarder brakes within a Locality of the County.	\$200.00	\$200.00
<b>PART 4 – PARKING RESTRICTIONS</b>			
22	Person stopped or Parked contrary to Traffic Control Device.	\$100.00	\$100.00
23(a)	Person Parked a Heavy Vehicle in a residential location.	\$100.00	\$100.00
23(b)	Person Parked a commercial vehicle in a residential location.	\$100.00	\$100.00

Bylaw No.  
Road Use Bylaw

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<b>PART 5 – EXEMPTION PERMITS</b>			
25	Person operating a Heavy Vehicle on a highway not authorized as a Heavy Vehicle Route.	\$500.00	\$500.00
<b>PART 7 – ROAD USE PERMIT</b>			
29	Person failing to pay such amounts, or post security in a form and amount, or both, as required under a Road Use Permit.	\$400.00	\$400.00
28	Person operating a vehicle without obtaining a Road Use Permit, as required.	\$500.00	\$500.00
30	Person contravening any term or condition of a Road Use Permit entered into by that Person.	\$500.00	\$500.00
<b>PART 10 – PERMITS AND LICENCES</b>			
36	Person contravening any term or condition of any permit or licence issued pursuant to Bylaw.	\$500.00	\$500.00
37	Person making or providing false or misleading statement to obtain a permit or licence pursuant to Bylaw.	\$400.00	\$400.00
<b>PART 13 – GENERAL</b>			
60	Person obstructing any Peace Officer, designated officer, or County employee, contractor or agent in the exercise of any of their powers or duties under this Bylaw.	\$500.00	\$500.00

A Person found guilty of an offence under this Bylaw for which no penalty has been specifically provided is liable on summary conviction to a minimum fine of not less than \$1000.00 or not more than \$10,000.00 or to imprisonment for a term not exceeding six (6) months, or to both a fine and imprisonment.



## AGENDA ITEM

<b>PROJECT: Budget Public Consultation Process</b>		
<b>PRESENTATION DATE: September 27, 2016</b>		
<b>DEPARTMENT:</b> Finance	<b>WRITTEN BY:</b> Rodney Boyko / Rhonda Serhan	<b>REVIEWED BY:</b> Ron Leaf
<b>BUDGET IMPLICATION:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) MGA Sec 242		
<b>STRATEGIC PLAN THEME:</b> Well Governed and Leading Organization	<b>PRIORITY AREA:</b> 2.3 Facilitate Community Engagement	<b>STRATEGIES:</b> 2.3.2 Review input from stakeholders
<b>ATTACHMENT(S): Draft 2016-2018 Budget summaries; Draft Service Level Summary</b>		
<b>RECOMMENDATION: To review, amend if appropriate, and approve the inclusion of the proposed public participation process in the development of the 2017-2018 operational and capital budgets.</b>		

### BACKGROUND:

Clearwater County administration annually prepares operating and capital budgets for Council's approval. Council must pass an operating and capital budget annually as per MGA Sec242.

The new MGA will require municipalities to move to a multi-year operating and capital planning process. The County already meets the new MGA provisions requiring 3-5 year budgets, as Council moved to a three year budget process a number of years ago in order to take the long-term view with regards to funding of program and service delivery. This provides the community with clarity as to what services they can expect. Once service levels have been determined by Council, administration can make appropriate budget adjustments. Council then has the ability to look at their long-term planning and determine whether they fund operating and capital expenditures by using reserves, current tax dollars or debentures.

Council has directed that administration develop an enhanced public participation process. This direction is consistent with Council's strategic plan objective 2.3 to facilitate community engagement in planning and decision-making, as well as the anticipated new public participation provisions in the new MGA. This process enhances the public's ability to participate and gathers input prior to Council's governance decisions. This process may develop and change once the public participation regulations for the new MGA are completed, expected in early 2017.

The budgets are an integral tool for meeting Council's service delivery standards as well as Council's strategic goals. Council's service levels and service delivery set the base for the operating budget. Attached is a draft service level summary that includes annual budget approximations, to be placed on website, linked on social media and as well available on

request. Council accepted a preliminary multi-year budget during last year's budget process, and this will be used to guide residents, along with Council's strategic plan.

An operating budget is a combination of known expenses, expected future costs, and forecasted income over the course of a year. Council's strategic planning process sets the tone for the County's service levels, which drive the budget and associated departmental work plans. Any changes to the dollar value in budget directly correlate to these service levels. Council has asked for input from the public to determine if service levels are adequate or if enhancements or reductions are required.

A capital budget includes estimated expenditures needed to pay for assets such as land and construction of buildings, roads, bridges and other major permanent improvements or equipment. A capital item has a life expectancy of more than one year and in Clearwater County the capital budget is based on a 10 year plan. Council's standards of service and asset management plans dictate the replacement of capital items, such as the asphalt overlay and gravel road rehabilitation. These have been developed based on long-term funding and asset management best practices. Additional capital projects have a long-term effect on future capital budgets, as well as operating budgets and asset management and maintenance plans. Due to the long-term effect of capital projects, public input will be valuable to Council's decision making process, in determining projects of importance to the community.

In the previous year, public participation followed budget deliberations. Administration is proposing to begin the budget public consultation process by requesting feedback on service levels before Council completes the budgeting process for the next 3 years. The focus of consultation will not be on the specific dollars values - as service levels drive the related budget expenditures – so the focus will be on the level of services the residents need and want.

Feedback will be collected in written form and compiled for review by Council in the budget deliberations. Administration will accept the information in a variety of ways including electronic forms, mail in, and in person. The timeline for the process will begin at the beginning of October with the advertising of the consultation process in the local media, website and social media. Feedback will be collected during the month of October with the process closing on November 4. Results will be provided to Council to review with the budget packages in early December.

The County will ask residents to provide:

- Name and contact information
- Area of the County where they live
- What enhancements they would like to see in services over the next 3 years
- What reductions they would like to see in services over the next 3 years
- What additional capital priorities they would like addressed over the next 3 years

Administration has attached a budget draft document and a draft service summary to demonstrate some of the educational material that could part of the engagement process.

Administration is looking for Council's feedback/amendments regarding the proposed budget public consultation process and the questions noted above. Feedback collected for the budget process will further frame the County's communications and could form another component the evolving public participation program.

**Clearwater County  
Operating  
Draft Budget 2016, 2017 & 2018**

	<u>Budget 2015</u>	<u>Budget as ammended</u>	<u>Draft Budget 2016</u>	<u>Preliminary Budget 2017</u>	<u>Preliminary Budget 2018</u>
<b>Operating Revenue</b>					
Net municipal taxes	\$42,720,547	\$43,927,606	\$43,384,735	\$41,884,735	\$41,884,735
User fees and sales of goods	500	500			
Government transfers for operating	2,439,190	2,473,525	176,040		
Investment income	710,000	710,000	660,000	510,000	510,000
Penalties and costs of taxes	100,000	100,000	100,000	100,000	100,000
Development levies	55,000	55,000	55,000	55,000	55,000
Oil Well Drilling Taxes	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Other	346,000	346,000	385,000	387,000	388,000
<b>Total Operating Revenue</b>	<b><u>48,371,237</u></b>	<b><u>49,612,631</u></b>	<b><u>46,760,775</u></b>	<b><u>44,936,735</u></b>	<b><u>44,937,735</u></b>

**Clearwater County  
Operating  
Draft Budget 2016, 2017 & 2018**

	<b>Budget 2015</b>	<b>Budget as ammended</b>	<b>Draft Budget 2016</b>	<b>Preliminary Budget 2017</b>	<b>Preliminary Budget 2018</b>
<b>Operating Expenses by Department</b>					
<b>Agriculture Services</b>					
ASB General	\$265,950	\$265,950	\$292,810	\$304,506	\$315,388
ASB Landcare & Other Environmental	153,500	153,500	175,053	184,147	190,752
ASB Vehicle & Equipment Pool	103,700	103,700	110,169	110,881	110,881
ASB Vegetation Management	748,770	748,770	831,900	795,924	825,240
ASB Weed & Pest Control	223,900	223,900	217,809	225,644	235,255
ASB Public Relations	8,450	8,450	38,500	38,500	38,502
	<b>1,504,270</b>	<b>1,504,270</b>	<b>1,666,241</b>	<b>1,659,602</b>	<b>1,716,018</b>
<b>Community &amp; Protective Services</b>					
Community Services	2,037,481	2,037,481	2,780,729	2,899,300	2,983,015
Culture	289,126	289,126	291,843	291,843	291,843
Emergency Services	2,598,525	2,598,525	765,040	253,587	266,310
Economic Development	1,595,419	1,607,919	1,708,412	1,713,166	1,718,048
Peace Officers	808,800	808,800	843,177	861,989	873,637
Recreation	5,792,362	5,792,362	4,349,933	1,400,061	1,270,561
Regional Fire Services	1,279,055	1,279,055	1,746,954	1,781,044	1,833,931
	<b>14,400,768</b>	<b>14,413,268</b>	<b>12,486,088</b>	<b>9,200,990</b>	<b>9,237,345</b>
<b>Corporate Services</b>					
Assessment	815,497	815,497	804,635	826,635	836,795
Finance	581,000	581,000	513,500	502,500	510,500
General	1,259,100	1,259,100	1,374,100	1,357,600	1,371,600
Human Resources	302,500	302,500	320,000	327,500	345,000
Legislative	484,750	484,750	484,250	544,250	484,750
Technology & Information Management Services	748,683	748,683	1,114,525	1,155,135	1,156,550
	<b>4,191,530</b>	<b>4,191,530</b>	<b>4,611,010</b>	<b>4,713,620</b>	<b>4,705,195</b>

**Clearwater County  
Operating  
Draft Budget 2016, 2017 & 2018**

	<u>Budget 2015</u>	<u>Budget as ammended</u>	<u>Draft Budget 2016</u>	<u>Preliminary Budget 2017</u>	<u>Preliminary Budget 2018</u>
<b>Planning &amp; Nordegg</b>					
Planning	\$1,566,673	\$1,566,673	\$1,358,200	\$1,009,000	\$1,191,300
Safety	201,881	201,881	253,304	262,174	263,899
Nordegg	1,143,214	1,143,214	690,493	590,192	412,512
Nordegg Historic Society.	177,364	177,364	151,264	156,670	165,770
	<b><u>3,089,132</u></b>	<b><u>3,089,132</u></b>	<b><u>2,453,261</u></b>	<b><u>2,018,036</u></b>	<b><u>2,033,481</u></b>
<b>PUBLIC WORKS</b>					
General	939,300	944,300	1,013,500	1,036,500	1,039,500
Facilities	581,133	581,133	671,700	647,750	653,800
Gravel Activities	2,175,400	2,175,400	2,417,300	2,561,900	2,602,200
GIS Mapping	178,510	178,510	206,550	431,550	203,550
Road Maintenance	3,863,453	3,863,453	3,941,995	4,012,634	4,090,024
PW Shop	525,850	525,850	557,850	567,850	578,350
Vehicles & Equipment	3,710,850	3,710,850	3,785,000	3,804,350	3,809,050
Water & Sewer	145,571	145,571	298,775	146,825	149,925
	<b><u>12,120,067</u></b>	<b><u>12,125,067</u></b>	<b><u>12,892,670</u></b>	<b><u>13,209,359</u></b>	<b><u>13,126,399</u></b>
<b>Contingency</b>	<b><u>750,000</u></b>	<b><u>436,500</u></b>	<b><u>750,000</u></b>	<b><u>750,000</u></b>	<b><u>750,000</u></b>
<b>Total Operating Expenses</b>	<b><u>36,055,767</u></b>	<b><u>35,759,767</u></b>	<b><u>34,859,270</u></b>	<b><u>31,551,607</u></b>	<b><u>31,568,438</u></b>
<b>Operating Surplus</b>	<b><u>12,315,470</u></b>	<b><u>13,852,864</u></b>	<b><u>11,901,505</u></b>	<b><u>13,385,128</u></b>	<b><u>13,369,297</u></b>

**Clearwater County**  
**Capital**  
Draft Budget 2016, 2017 & 2018

	<u>Budget 2015</u>	<u>Budget as ammended</u>	<u>Draft Budget 2016</u>	<u>Preliminary Budget 2017</u>	<u>Preliminary Budget 2018</u>
<b>Capital Revenue</b>					
Grants	\$6,233,278	\$6,233,278	\$6,096,102	\$6,425,102	\$6,260,602
<b>Total Capital Revenue</b>	<b>6,233,278</b>	<b>6,233,278</b>	<b>6,096,102</b>	<b>6,425,102</b>	<b>6,260,602</b>
<b>Capital Expenditures by Department</b>					
<b>Agriculture Services</b>					
ASB - Equipment	331,000	331,000	94,000	186,000	50,000
ASB - Vehicles	75,000	75,000	100,000		155,000
	<b>406,000</b>	<b>406,000</b>	<b>194,000</b>	<b>186,000</b>	<b>205,000</b>
<b>Community &amp; Protective Services</b>					
Community Peace Officers	105,000	105,000	175,000	150,000	85,000
Regional Fire Services	179,791	179,791	1,147,250	2,495,000	1,013,750
Parks & Recreation				500,000	500,000
Community Services	25,000	25,000			
	<b>309,791</b>	<b>309,791</b>	<b>1,322,250</b>	<b>3,145,000</b>	<b>1,598,750</b>



**Clearwater County**  
**Capital**  
 Draft Budget 2016, 2017 & 2018

	<u>Budget 2015</u>	<u>Budget as ammended</u>	<u>Draft Budget 2016</u>	<u>Preliminary Budget 2017</u>	<u>Preliminary Budget 2018</u>
<b>Corporate Services</b>					
TIMS Capital	\$723,633	\$723,633	\$480,629	\$597,000	\$47,000
Assessment Capital			15,000		
	<b>723,633</b>	<b>723,633</b>	<b>495,629</b>	<b>597,000</b>	<b>47,000</b>
<b>Planning &amp; Nordegg</b>					
Vehicles & Equipment			15,000		
Nordegg Project Development	1,078,000	1,078,000	534,000	444,000	612,000
	<b>1,078,000</b>	<b>1,078,000</b>	<b>549,000</b>	<b>444,000</b>	<b>612,000</b>
<b>PUBLIC WORKS</b>					
Heavy Equipment	835,500	901,500	1,131,000	684,000	918,500
Local Road Construction	5,379,814	5,379,814	5,494,979	5,590,325	5,687,041
Asphalt Overlay	4,255,735	4,255,735	2,964,955	3,917,457	6,450,000
Bridge Rehab	5,751,902	5,101,902	4,313,634	3,564,500	3,640,800
Base Pave	20,000	20,000		535,000	
Facilities	5,255,000	9,253,975	14,960,975	11,702,500	
Water	142,500	142,500	19,000		
Sewer	225,000	225,000	70,000	1,630,000	397,000
Nordegg Infrastructure	695,800	695,800		3,015,000	365,000
	<b>22,561,251</b>	<b>25,976,226</b>	<b>28,954,543</b>	<b>30,638,782</b>	<b>17,458,341</b>
<b>Total Capital Expenditures</b>	<b>25,078,675</b>	<b>28,493,650</b>	<b>31,515,422</b>	<b>35,010,782</b>	<b>19,921,091</b>
<b>Excess of Expenditures over Revenues</b>	<b>(18,845,397)</b>	<b>(22,260,372)</b>	<b>(25,419,320)</b>	<b>(28,585,680)</b>	<b>(13,660,489)</b>

## Clearwater County – Budget/Service Level Summary

Each year, Council reviews the service level needs and wants of the community in a variety of manners - talking with committees, businesses, residents and industry – in order to set the appropriate service levels for the community as a whole. Service level decisions provide administration direction for preparation of operating and capital budgets.

Many of the capital and operating budget amounts reflected in this summary document state the usual annual expenditures associated with providing the County's current programs or services. It is important to note that Council reviews, deliberates and approves both the operating and capital budgets annually, and has the sole discretion to add, amend or remove items from budget.

### Capital Budget

A capital budget includes estimated expenditures needed to pay for assets such as land and construction of buildings, roads, bridges and other major permanent improvements or equipment. A capital item has a life expectancy of more than one year and in Clearwater County the capital budget is based on a 10 year plan.

The following headings represent asset management strategies that plan for the replacement of capital items.

#### Public Works

##### ASHPHALT OVERLAY

The Asphalt Overlay capital budget maintains the integrity of existing paved roads (approximately 350kms) and the asphalt replacement plan operates on a 15 year cycle. Each year this program overlays approximately 22 kilometres or surfaced road.

- Total annual budget of approximately \$5 million.

##### GRAVEL ROAD REHABILITATION

The Gravel Road Rehabilitation capital budget addresses the upgrade of gravel roads (approximately 1900kms) on a schedule that is based on various factors including the condition of the road, traffic volumes and utilization. Each year this program rebuilds or re-conditions approximately 32 kilometres of road.

- Total annual budget of approximately \$4.8 million.

##### NORDEGG CAPITAL

The Nordegg capital budget includes road infrastructure costs within the County's hamlet of Nordegg. The total budget varies from year to year, based on Council's approved projects.

- No budget was allocated in 2016. The Nordegg Commercial Core servicing and road improvements are scheduled for 2017, with a budget estimate of \$3 million.

### BRIDGE REHABILITATION

Previously, the province partially funded bridge rehabilitation projects. With no provincial funding for the past five years, Council chose to fund rehabilitation of some of the County's 175 bridge structures, in an effort to minimize restrictions or closures.

- Total annual budget of approximately \$3.6 million. There are 3 major bridge projects and 4 bridge sized culverts scheduled to be replaced in 2017

### GENERAL CAPITAL

The General Capital budget includes heavy equipment purchases, which are based on varying lifecycles/asset management best practices.

- Total annual budget of approximately \$900,000.00.

### BASE PAVE & RESOURCE ROADS

The Base Pave capital budget and Resource Roads capital budget includes any new surfaced road projects.

- This is not an annual program, it is budgeted for on a project specific basis. In 2017, improvements for Range Road 8-0 are scheduled, with a budget estimate of \$950,000.00

### ISOLATED SITELINE IMPROVEMENT

The Isolated Siteline capital budget includes enhancement of visibility at intersections.

- Total annual budget of approximately \$100,000.00.

### FACILITIES

The Facilities capital budget includes the cost of land, engineering and development of County buildings and lands. Projects currently included: the Caroline land development (salt/sand storage facility and light industrial lots) and the County's north development (salt/sand storage facility and proposed operations and administration building). The total budget varies from year to year, based on Council's approved projects.

- Total budget of approximately \$15 million in 2016 and \$11.7 million in 2017.

### WASTEWATER

The Wastewater capital budget reflects scheduled replacement of sewer lines or infrastructure. The total budget varies from year to year, based on Council's approved projects.

- Total budget of approximately \$1.7 million. In 2017, upgrades to both the Condor lift station and lagoon are identified in budget.

### ACCESS ROAD

The Access Road capital budget is for undeveloped road allowance development, on a cost-share basis with developers wishing access to private land.

- Total annual budget of approximately \$150,000.00.

## Planning and Development

### PLANNING AND WEST COUNTRY

The Planning capital budget includes trail development, building maintenance, and signage in Nordegg, along with engineering of Nordegg's commercial core. In 2017, the Nordegg Development Plan is scheduled to be updated.

- Total budget for 2017 is approximately \$900,000.00.

## Corporate Services

### CORPORATE SERVICES CAPITAL

The Corporate Services capital budget includes equipment costs associated with the County's information technology system as well as other equipment and furnishings.

- Total annual budget of approximately \$50,000.00. In 2017, the budget is approximately \$600,000.00 due to required IT hardware upgrades.

## Community and Protective Services

### COMMUNITY SERVICES

The Community Service capital budget includes the parks and recreation projects solely owned by Clearwater County (i.e. Rocky/Nordegg Trail), along with equipment associated with the Community Peace Officer program, Clearwater Regional Fire and fire halls and Search and Rescue. The total budget varies from year to year, based on Council's approved projects.

- Total budget of approximately \$3.2 million in 2017, with the bulk of the cost associated with construction of a new Leslieville/Condor fire hall.

## Agricultural Services and Landcare

### ASB CAPITAL

The Agricultural Service and Landcare capital budget vehicle and equipment purchases, which are based on varying lifecycles/asset management best practices.

- Total annual budget of approximately \$200,000.00

## Operating Budget

An operating budget is a combination of known expenses, expected future costs, and forecasted income over the course of a year.

The following headings represent operating plans for the County's five departments.

### Public Works

#### FACILITIES

The Facilities operating budget includes the management and maintenance costs for multiple facilities throughout the County, including administration offices, shops and fire halls.

- Total annual budget approximately \$600,000.

#### GRAVEL/GRAVELLING PROGRAMS

The Gravel operating budget includes the operation of the County's 12 active gravel pits and three stockpile sites as well as the summer and winter gravel programs.

- Total annual budget approximately \$2.5 million. The New Burnstick aggregate pit to be operational in 2016. No new aggregate pits are scheduled for 2017.

#### PUBLIC WORKS – GENERAL

The General public works operating budget includes: Public Works administration, staff training, engineering and legal costs, addressing concerns from public and department data collection.

- Total annual budget approximately \$1 million.

#### ROAD MAINTENANCE

The Road Maintenance operating budget includes street lights, dust control, signs, culverts, fencing, beaver control, flood control, approaches, bridge repairs, plowing and sanding, erosion control, chip sealing, line painting, side slope improvements, patching pavement and ditching.

- Total annual budget approximately \$4 million.

#### GIS

The Geographical Information System (GIS) operating budget provides information in graphical format, including maps, road assessments, real-time tracking of fleet and archiving grader/snowplow history.

- Total annual budget approximately \$200,000, with air photos every three years adding an additional \$250,000 in 2017.

### FLEET MANAGEMENT

The Shop and Vehicle Equipment operating budgets include preventative maintenance and repair of County equipment, fuel and wages.

- Total annual budget approximately \$1 million.

### GRADERS

The Grader Pool operating budget includes the County's 13 grader beats (11 contracted).

- Total annual budget approximately \$3.2 million.

### WATER/WASTEWATER

The County operates one water treatment system (Nordegg) and three wastewater treatment systems (Nordegg, Leslieville, Condor).

- Total annual budget approximately \$170,000.00.

## **Planning and Development**

### NORDEGG OPERATING

The Nordegg operating budget includes subdivision and planning, cemetery and facilities.

- Total annual budget approximately \$600,000.00

### NORDEGG HISTORIC BOARD

The Nordegg Historic operating budget includes Brazeau Colliers Mine Site and Nordegg Museum operations.

- Total annual budget approximately \$160,000.00

### PLANNING AND DEVELOPMENT

The Planning operating budget includes policy planning for legislated statutory plans, such as the Municipal Development Plan (MDP) and Land Use Bylaw, as well as practices related to subdivisions and development control.

- Total annual budget approximately \$1 million.

### SAFETY

The Safety operating budget includes implementation of the County's health and safety program, staff training and safety auditing.

- Total annual budget approximately \$260,000.00.

## **Corporate Services**

### ASSESSMENT

The Assessment operating budget includes the County's assessment and taxation functions.

- Total annual budget approximately \$830,000.00.

## FINANCE

The Finance operating budget facilitates financial operations of the County and its departments, including accounts receivable, accounts payable, asset administration, budget development and management, grant administration along with financial statement preparation and facilitating audit requirements.

- Total annual budget approximately \$500,000.00.

## CORPORATE SERVICES GENERAL

The General operating budget includes governance support, the office of CAO and Corporate Services administration, along with legal fees, office supplies and insurance.

- Total annual budget approximately \$1.4 million.

## HUMAN RESOURCES

The Human Resources operating budget includes payroll and benefits administration as well as the provision of human resources to County departments including employee attraction and retention planning.

- Total annual budget approximately \$325,000.00

## LEGISLATIVE

The Legislative operating budget includes costs related to governance, including Councillor remuneration, advertising and supplies.

- Total annual budget approximately \$500,000.00

## TECHNOLOGY AND INFO MANAGEMENT

The TIMS operating budget includes the delivery of information technology to County departments and document management.

- Total annual budget approximately \$1.2 million.

## **Community and Protective Services**

### COMMUNITY SERVICES

The Community Services operating budget includes animal control, grants to community organizations, cemeteries and the County's portion of the costs associated with operations of Clearwater Regional Family and Community Support Services, the Rocky Mountain Regional Solid Waste Authority and the municipal airport.

- Total annual budget approximately \$2.9 million.

### CULTURE

The Culture operating budget includes transfers to community organizations, libraries and museums.

- Total annual budget approximately \$300,000.00.

### ECONOMIC DEVELOPMENT

The Economic Development operating budget includes initiatives that support economic development and regional tourism initiatives. This budget also includes annual revenue sharing transfers to municipalities (Town of Rocky Mountain House - \$750,000.00; Village of Caroline \$50,000.00 and County of Wetaskiwin \$524,000.00)

- Total annual budget approximately \$1.7 million.

### RECREATION

The Recreation operating budget reflects transfers to the municipalities - Town of Rocky Mountain House, the Village of Caroline – and community organizations and rec boards. The County funds 50% of operations for recreation facilities in the Town (arena, swimming pool, fields etc.) and 100% of operations for recreation facilities in the Village (arena and HUB).

- Total annual budget approximately \$1.4 million

### COMMUNITY PEACE OFFICERS

The Community Peace Officer operating budget supports infrastructure protection and fosters education and public safety.

- Total annual budget approximately \$860,000.00.

### EMERGENCY SERVICES

The Disaster Services operating budget includes emergency services, Search and Rescue and the County's portion of the costs associated with operations of Clearwater Regional Emergency Management Agency (CREMA).

- Total annual budget approximately \$300,000.00.

### REGIONAL FIRE

The Regional Fire operating budget includes training, supplies, volunteer firefighter honourariums and the County's portion of the costs associated with operations of Clearwater Regional Fire Rescue Services (CRFRS).

- Total annual budget approximately \$1.8 million.

## **Agricultural Services and Landcare**

### ASB GENERAL

The ASB General operating budget reflects the administration of the Agricultural Services Board (ASB) programming, staff and board training, board honourariums and shop and yard materials.

- Total annual budget approximately \$300,000.00.

### ENVIRONMENTAL

The Environmental operating budget includes the work of Clear Water Landcare.

- Total annual budget approximately \$185,000.00.



### VEHICLES/EQUIPMENT

The Vehicles and Equipment operating budget includes the cost of fuel, repairs and preventative maintenance.

- Total annual budget approximately \$110,000.00.

### VEGETATION MANAGEMENT

The Vegetation Management operating budget reflects brushing and clearing of approximately 60 – 80 kms of municipal road right of ways and intersections, along with roadside spraying and reclamation projects.

- Total annual budget approximately \$100,000.00.

### WEED AND PEST CONTROL

The Weed and Pest operating budget includes extension and enforcement programs, along with beaver control, custom spraying and commodity sales.

- Total annual budget approximately \$225,000.00.

### TOURS AND AWARDS

The Tour and Awards operating budgets include the recognition programs and public educational opportunities.

- Total annual budget approximately \$30,000.00.

**DRAFT**



## AGENDA ITEM

<b>PROJECT:</b> Budget Timelines		
<b>PRESENTATION DATE:</b> September 27, 2016		
<b>DEPARTMENT:</b> Corporate Services	<b>WRITTEN BY:</b> Rodney Boyko / Rhonda Serhan	<b>REVIEWED BY:</b> Ron Leaf
<b>BUDGET IMPLICATION:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) MGA Sec 242		
<b>STRATEGIC PLAN THEME:</b> Well Governed and Leading Organization	<b>PRIORITY AREA:</b> Provide Service levels that balance community needs with organizational capacity	<b>STRATEGIES:</b> Provide Three Year Budget Forecasts
<b>ATTACHMENT(S):</b> n/a		
<b>RECOMMENDATION:</b> To approve the 2017 budget timelines.		

### BACKGROUND:

Clearwater County administration annually prepares operating and capital budgets for Council's approval. Council must pass an operating and capital budget each year, as per MGA Sec242.

Administration proposes the following dates for the 2017-2019 Budget:

- November 4, 2016
  - Deadline for public to submit service level enhancement/reduction feedback
- December 7, 2016
  - Budget delivery to Council for review
- December 14-16, 2016
  - Budget deliberations with all of Council (open to the public)
- December 19, 2016
  - Formal budget ratification by Council



## AGENDA ITEM

<b>PROJECT: Fall High School Awards Ceremonies</b>		
<b>PRESENTATION DATE: September 27, 2016</b>		
<b>DEPARTMENT:</b> Community and Protective Services	<b>WRITTEN BY:</b> Jerry Pratt	<b>REVIEWED BY:</b> Ted Hickey/Ron Leaf
<b>BUDGET IMPLICATION:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
<b>STRATEGIC PLAN THEME:</b>	<b>PRIORITY AREA:</b>	<b>STRATEGIES:</b>
<b>ATTACHMENT(S): Clearwater County Post-Secondary Scholarship Program Policy</b>		
<b>RECOMMENDATION: That Council selects and authorizes members of Council to attend each ceremony and present the County's Post-Secondary Scholarship certificate and cheque.</b>		

### BACKGROUND:

Under the “Post-Secondary Scholarship Program” Policy, Clearwater County Council budgets \$4000 annually to provide a \$1000 scholarship to one student from each of the four high schools located in the County. The recipient must be attending a recognized post-secondary institution in a full-time capacity. The policy, attached for Council’s review, states that: “A county councillor shall attend the relevant High School award ceremony to present the award (i.e. the cheque) on behalf of the County”.

The four ceremonies are scheduled as follows, with each being held at the respective school’s gym:

- Caroline School: October 14<sup>th</sup> – Time TBA
- David Thompson High School: October 7<sup>th</sup> at 7:00 pm
- St. Dominic’s High School: October 7<sup>th</sup> at 2:00 pm
- West Central High School: October 7<sup>th</sup> at 6:30pm

The recommendation is that Council authorizes members of Council to attend each ceremony, to present the scholarship to the respective recipient.

# Clearwater County

## CLEARWATER COUNTY POST SECONDARY SCHOLARSHIP PROGRAM

**EFFECTIVE DATE:** May 2008

**SECTION:** Administration

### **POLICY STATEMENT:**

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

**DURATION:** 5 years (may be extended upon evaluation by the Council in 2013)

**VALUE:** \$4,000 given annually - \$1,000 to one student graduating from each of the 4 High Schools in Clearwater County including West Central High School, St. Dominic High School, David Thompson High School and Caroline High School.

### **ELIGIBILITY:**

- Any graduating student from a County High School registered and attending a post-secondary school in a full time capacity;
- Must have been a resident of Clearwater County at the time of graduation from high school (note: this does not include Town or Village residents);
- Citizenship is the primary consideration for eligibility and includes involvement in the community or school in a voluntary and/or leadership capacity while attending high school. The scholarship recipient will be seen and recognized by other students as an individual who continually demonstrated care and respect for fellow students and the community;
- A student, upon receiving this \$1,000 scholarship once, is ineligible to receive another award under this program.

### **APPLICATION PROCESS:**

- All graduating county high school students will be notified of this scholarship;
- Interested applicants may apply in writing identifying:
  - Citizenship involvement while attending high school;
  - County residence legal location while attending high school;
  - Name of post-secondary institution and the full time program enrolled in; ○ Any reference letters the applicant feels are helpful in confirming citizenship activities.

**REVIEW AND SELECTION PURPOSE:**

- Applications will be received and reviewed by the respective high school principal (or his/her designate) considering the contents of the written application, the observations of school staff through the time the applicant attended high school, and any other community references the principal deems appropriate to consult.
- The respective high school principal shall select the winning applicant and advise the county administrator for purposes of preparing a check.

**AWARD:**

- A county councillor shall attend the relevant High School award ceremony and present the award (i.e. the check) on behalf of the County.



## AGENDA ITEM

<b>PROJECT: Delivery of Council Agenda Package</b>		
<b>PRESENTATION DATE: September 27, 2016</b>		
<b>DEPARTMENT:</b> Legislative Services	<b>WRITTEN BY:</b> Rodney Boyko/Ron Leaf	<b>REVIEWED BY:</b> Ron Leaf, CAO
<b>BUDGET IMPLICATION:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Bylaw: 954/12		
<b>STRATEGIC PLAN THEME:</b> Well Governed & Leading Organization	<b>PRIORITY AREA:</b> Socially responsible governance	<b>STRATEGIES:</b> Evaluation of Municipal programs
<b>ATTACHMENT(S): Bylaw 954/12 – The Procedures Bylaw</b>		
<b>RECOMMENDATION: That Council advises whether they wish to amend Procedural Bylaw 954/12</b>		

### BACKGROUND:

At their September 13<sup>th</sup> meeting Council discussed changing the delivery date of the agenda. Council was advised that the manner in which agendas are prepared and the timing of the agenda release is set out in the Procedures Bylaw #954/12.

Section 10 of the Procedures Bylaw establishes the criteria for the preparation and distribution of Council's Agenda. Section 10.2 establishes the current distribution deadline of Friday afternoon prior to a Council meeting unless the Friday falls on a holiday in which case the agenda is to be distributed on the Thursday prior.

Staff suggests that Section 10.3, 10.4 and 10.5 are relevant to Council's deliberation as these sections set out how "Late Submissions" are to be handled. Currently, the Friday distribution minimizes the number of "late submissions" presented to Council.

Finally, Section 20 "Communications to Council", specifically Section 20.1(a) concerning appointment requests for Council (delegations) are also relevant and should be evaluated within the context of the agenda distribution.

The proposal to change to a Thursday release date would result in the following:

- 1) Agenda close off for Directors – Wednesday noon prior to Council; Critical items – Wednesday 4:30 p.m.
- 2) Delegation request deadline – 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month unless the Monday falls on a holiday then the Friday prior.
- 3) Addition of a clause within the “Late Submission” section, similar to Point 20.3 requiring tabling of any item(s) requiring a Council decision pending an administrative recommendation.

For Council’s information, Administration contacted the following adjacent municipalities regarding their agenda releases in relation to their Council meetings.

<b><u>Municipality</u></b>	<b><u>Council meeting Day</u></b>	<b><u>Agenda delivery day</u></b>
Red Deer County	Tuesday	Friday before meeting
Lacombe County	Thursday	Friday before meeting
Ponoka County	Tuesday	Friday noon
Brazeau County	Tuesday	Thursday with additional items released Friday

Should Council wish to amend the delivery date of the agenda, staff recommend a full review of Council’s Procedures Bylaw.

**BYLAW NO. 954/12**

BEING A BYLAW OF CLEARWATER COUNTY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ORDERLY PROCEEDINGS OF COUNCIL MEETINGS AND THE TRANSACTING OF BUSINESS BY THE COUNCIL OF CLEARWATER COUNTY.

WHEREAS Section 145(a) of the *Municipal Government Act* allows a Council to pass a bylaw for the establishment and functions of Council committees and other bodies;

AND WHEREAS Section 145(b) of the *Municipal Government Act* allows a Council to pass a bylaw in relation to the procedure and conduct of Council, and other bodies established by Council, the conduct of Councillors and the conduct of members of other bodies established by Council;

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

**1. TITLE**

1.1 This bylaw may be cited as "The Procedures Bylaw".

**2. DEFINITIONS**

In this Bylaw:

- 2.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26.
- 2.2 "Administrative Inquiry" is a request by a Councillor to the Chief Administrative Officer for the future provision of information.
- 2.3 "Agenda" is the order of business of a meeting and the associated reports, bylaws or other documents.
- 2.4 "Chief Administrative Officer" means the Chief Administrative Officer of Clearwater County or designate.
- 2.5 "Chair" means the Reeve, Deputy Reeve or other person authorized to preside over a meeting.
- 2.6 "Council" means the municipal Council of Clearwater County.
- 2.7 "Councillor" means a member of Council who is duly elected and continues to hold office and includes the Reeve.
- 2.8 "Council Committee" means any committee, board or other body established by Council by bylaw under the Act.
- 2.9 "Deputy Reeve" means the Councillor appointed by Council to act as the Reeve when the Reeve is unable to perform the duties of the Reeve, or if the office of Reeve is vacant.
- 2.10 "General Election" means an election held in Clearwater County to elect the members of Council as described in the *Local Authorities Election Act*.
- 2.11 "In-Camera" means a meeting or portion of a meeting of Council without the presence of the public where the matter to be discussed is within one of the exceptions to disclosure in Division 2, of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- 2.12 "Inaugural Meeting" means the Organizational Meeting immediately following the General Election.
- 2.13 "Member" includes a Councillor or a member of a Council Committee who is not a Councillor.
- 2.14 "Organizational Meeting" means the meeting held as described in section 4.3 and 4.4 and includes the Inaugural Meeting.
- 2.15 "Pecuniary Interest" means a pecuniary interest with the meaning of the *Municipal Government Act*.



- 2.16 "Point of Order" means a demand that the Chair enforce the rules of procedure.
- 2.17 "Postpone" means the motion by which action on a pending question can be put off, within limits, to a definite day, meeting, or hour, or until after a certain event.
- 2.18 "Public Hearing" is a pre-advertised public hearing that Council is required to hold under the Act or other enactments or any matter at the direction of Council.
- 2.19 "Question of Privilege" means a request made to the Chair, unrelated to the business on the floor that affects the comfort, dignity, safety, or reputation of Council or individual Councillors.
- 2.20 "Quorum" is the minimum number of Members that must be present at a meeting for business to be legally transacted.
- 2.21 "Reeve" means the Chief Elected Official of the County.
- 2.22 "Resolution" can also be referred to as a motion.
- 2.23 "Table" means a motion to delay consideration of any matter, which does not set a specific time to resume consideration of the matter.
- 2.24 "Two-Thirds Vote" means a vote by at least two-thirds of Members present at the meeting and entitled to vote on the motion.

### **3.0 APPLICATION AND INTERPRETATION**

#### *General Rules*

- 3.1 The procedures contained in this bylaw shall be observed in all proceedings of Council.
- 3.2 The procedures contained in this bylaw shall be observed in Council Committee meetings with the exception of the limit of the number of times for speaking. However, no Member shall speak more than once to any question until every other Member choosing to speak shall have spoken.
- 3.3 To the extent that a procedural matter is not dealt with in the Act or this Bylaw, the matter will be determined by referring to the most recent version of Robert's Rules of Order Newly Revised 10<sup>th</sup> Edition. Should provision of this bylaw conflict with provisions of Robert's Rules of Order, the provisions of this bylaw shall prevail.
- 3.4 Subject to any statutory obligation to the contrary, Council or a Council Committee may temporarily suspend any provision of this Bylaw by a Two-Thirds Vote.
- 3.5 A Resolution suspending any provision of this Bylaw as provided for in Section 3.4 is only effective for the meeting during which it is passed.

### **4.0 MEETINGS**

#### *Inaugural Meeting*

- 4.1 Council must hold its Inaugural Meeting not later than two weeks after the third Monday in October following the General Election.
- 4.2 At this meeting:
- a) All Councillors must take the official oath prescribed by the *Oaths of Office Act*;
  - b) Council must confirm the Council Chambers seating arrangements of Councillors; and
  - c) All other matter required by Section 4.4 must be dealt with.

#### *Organizational Meetings*

- 4.3 An Organizational Meeting must be held not later than two weeks after the third Monday in October each year.

4.4 At the Organizational Meeting, Council must:

- a) appoint a Councillor to the position of Reeve;
- b) appoint a Councillor to the position of Deputy Reeve;
- c) appoint Members to Council Committees; and
- d) conduct other business as identified within the Organizational Meetings Agenda.

#### *Regular Council Meetings*

4.5 Regular Council meetings are held every second and fourth Tuesday of each month in the Council Chambers at the Clearwater County Administration Office from 9:00 a.m. to 4:00 p.m.

4.6 Council may, by Resolution, extend a meeting past 4:00 p.m.

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

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

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

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

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

#### *Special Meetings*

4.11 The Reeve may call a special Council meeting at any time and must do so if a majority of Councillors make a request in writing stating the purpose of the meeting.

4.12 A special Council meeting requested by Councillors must be held within 14 days after the request is received.

4.13 Notice of a special Council meeting must be given at least 24 hours in advance and in accordance with section 4.9.

4.14 A special Council meeting may be held with less than 24 hours notice to all Councillors and without notice to the public if a least Two-Thirds of the whole Council agrees to this in writing before the beginning of the meeting.

4.15 No matter other than that stated in the notice calling the special Council meeting may be transacted at the meeting unless the whole Council is present at the meeting and the Council agrees to deal with the matter in question.

#### *Electronic Recording of Proceedings*

4.16 The recording of a Council meeting by electronic or other means is allowed unless, in the sole determination of the Chair, the recording of a Council meeting by electronic or other means is disruptive to the process or if the recording of a Council meeting will inhibit or discourage any member of Council or the public from fully participating in the Council meeting. Recording of Public Hearings or quasi-judicial meetings (e.g. Subdivision Appeal Board) will not be permitted. If the Chair determines that the recording of a Council meeting by electronic or other means is disruptive or will inhibit or discourage any member of Council or the public from fully participating in a Council meeting the Chair may prohibit, limit or restrict the recording of a Council meeting by electronic or other means.

*Meetings through Electronic Communications*

4.17 A Councillor may participate in a meeting by means of electronic or other communication facilities if:

- a) a quorum of Council cannot be achieved by Councillors attending a Council meeting or Public Hearing in person; or
- b) there is a specific item on the agenda of interest to a Councillor and where the Councillor wishes to participate in the discussion and voting on the specific agenda item they may do so provided:
  - i) the Councillor provides 48 hours notice to the Chief Administrative Officer;
  - ii) the participation by a Councillor can be reasonably accommodated through existing technology and/or facilities;

4.18 Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

4.19 Delegations or other persons may participate in a Council meeting or Public Hearing by electronic or other means if Council passes a resolution authorizing participation of a delegation or other persons in a Council meeting or Public Hearing by electronic or other means.

**5.0 PUBLIC HEARINGS**

5.1 Public Hearings will be held in conjunction with a regular Council meeting. However, a special Council meeting for the purpose of holding a Public Hearing may be called.

5.2 The procedure for a Public Hearing is as follows:

- a) The Chair will call for a motion to go into Public Hearing;
- b) The Chair will introduce members of Council and staff, outline the purpose of the Public Hearing, the process to be followed in the Public Hearing and any preliminary matters;
- c) If applicable,
  - i. Clearwater County staff will present their report followed by questions for clarification by Council; or
  - ii. The proponent or their agent will be requested to present his/her application within a reasonable time period followed by questions for clarification by Council;
- d) After identifying themselves, members of the public will be invited to make a verbal presentation followed by questions for clarification by Council;
- e) Depending on the number of written submissions, Clearwater County staff may provide a report on the number of written submissions received and if appropriate a general overview of the contents of the written submissions;
- f) Verbal or written representation from the federal governments or federal agencies will be invited to make a verbal presentation followed by questions for clarification by Council;
- g) Verbal or written representation, representatives from the provincial government or provincial agencies will be invited to make a verbal presentation followed by questions for clarification by Council;
- h) After identifying themselves, representatives from municipal governments or municipal agencies will be invited to make a verbal presentation followed by questions for clarification by Council;
- i) If applicable
  - i. Clearwater County planning staff will present a closing summary and respond to any questions that may have been raised in the presentations; and
  - ii. The proponent or their agent will present a closing summary and respond to any questions that may have been raised in the presentations.

5.3 The use of slides, maps, videos and other similar materials is permitted and these along with written submissions become the property of Clearwater County as exhibits to the hearing.

- 5.4 Persons addressing Council shall give their name, location of residence, an indication as to whether they are speaking on their own behalf or for another person or a group, and address the Chair when responding to questions or providing information.
- 5.5 Individuals may speak for a maximum of five (5) minutes.
- 5.6 One spokesperson per petition or group may speak for a maximum of ten (10) minutes.
- 5.7 At the discretion of the Chair, the time limits for speaking and presentations may be extended to ensure that all interested parties have had a fair and equitable opportunity to express their views.
- 5.8 At the discretion of the Chair, after everyone has had an opportunity to speak once, those interested in speaking a further time and providing new information, may be granted further opportunity to speak.
- 5.9 The Chair is hereby authorized to make any other decisions or determinations with respect to the process or rules of order for the Public Hearing.
- 5.10 The minutes of a Council meeting during which a Public Hearing is held must contain the names of the speakers and a summary of the nature of representations made at the Public Hearing.

## 6.0 COUNCIL REVIEW HEARING

- 6.1 In this section, the following terms have the following meanings:
  - a) "Order to Remedy" means an order issued under 545 or 546 of the *Act*;
  - b) "Review Hearing" means a review by Council of an Order to Remedy in accordance with section 547 of the *Act*;
  - c) "Staff" means a designated officer of Clearwater County or an employee of Clearwater County that has been delegated the responsibility to issue an Order to Remedy.
- 6.2 A request for a Review Hearing must meet the requirements of section 547 of the *Act* and shall include:
  - a) the name of the appellant;
  - b) the address of the property to which the Order to Remedy relates;
  - c) the reasons for the request to review the Order to Remedy;
  - d) daytime contact telephone number of the appellant; and
  - e) any address to which documents relating to the Review Hearing may be delivered.
- 6.3 The Chief Administrative Officer will schedule the Review Hearing to be heard at a regular Council Meeting as soon as practicable following receipt of the request after ensuring that all parties have sufficient time to prepare for the Review Hearing.
- 6.4 Written submissions from the appellant and Staff must be submitted not less than seven (7) days prior to the Review Hearing and will be distributed as part of the Council Agenda.
- 6.5 A Review Hearing is open to the public unless upon application of any party, Council, pursuant to section 197 of the *Act*, decides that it would be advisable to hold the hearing in private.
- 6.6 The parties to a Review Hearing are entitled to appear before Council, in person or by an authorized agent, and to be represented by counsel.
- 6.7 The rules of evidence in judicial proceedings do not apply to a Review Hearing and evidence may be given in any manner Council considers appropriate.
- 6.8 The procedure in a Review Hearing is as follows:
  - a) the Chair will open the Review Hearing, introduce members of Council, Staff and the appellant or their representative;
  - b) the Chair will describe the Review Hearing process and deal with any preliminary matters;
  - c) the appellant will be invited to make opening remarks and presentation (maximum of fifteen (15) minutes) followed by questions to the appellant by Councillors;



- d) Staff will be invited to make opening remarks and presentation (maximum of fifteen (15) minutes) followed by questions to the Staff by Councillors;
- e) the appellant will be invited to make a rebuttal (maximum of five (5) minutes) followed by questions to the appellant by Councillors;
- f) Staff will be invited to make a rebuttal (maximum of five (5) minutes) followed by questions to the Staff by Councillors; and
- g) The appellant will be invited to make closing remarks (maximum of five (5) minutes) followed by questions to the appellant by Councillors.

6.9 If the appellant fails to attend the Review Hearing despite having been given notice, Council may proceed with the Review Hearing in the absence of the appellant.

6.10 The Chair may establish such other rules of procedure as may be necessary to conduct the Review Hearing properly and fairly.

6.11 At the conclusion of the Review Hearing, Council may confirm, vary, substitute or cancel the Order to Remedy by passing a resolution indicating its decision and its reasons.

6.12 If Council confirms, varies or substitutes the Order to Remedy, the Resolution should require the appellant to comply with the Order to Remedy (or complete the required action) by a specific date, failing which the County may rectify the problem at the appellant's cost.

6.13 Council may go In-Camera to deliberate but the Resolution embodying Council's decision must be made in public.

6.14 The Chief Administrative Officer will cause a notice of the decision of Council to be delivered or mailed to the appellant at the address provided to the Chief Administrative Officer within 15 days after the conclusion of the Review Hearing.

6.15 Service is presumed to be effective under section 6.14:

- a) Seven days from the date of mailing if the document is mailed in Alberta to an address in Alberta; or
- b) Subject to (a), fourteen days from the date of mailing if the document is mailed in Canada to an address in Canada;

unless the document is returned to the sender other than by the addressee, or the document was not received by the addressee, the proof of which lies on the addressee.

## 7.0 QUORUM

7.1 Quorum for Council is a majority of Councillors unless specified otherwise by this or any other bylaw, or the *Act*.

### *No Quorum*

7.2 If there is no Quorum within thirty (30) minutes after the time set for the meeting, the Chief Administrative Officer will record the names of the Councillors present and the meeting will be adjourned to the time of the next regular Council meeting.

### *Lost Quorum*

7.3 If at any time during a meeting Quorum is lost, the meeting will be recessed and Quorum is not achieved again within fifteen (15) minutes, the meeting will be deemed to be adjourned.

## 8.0 COMMENCEMENT OF MEETINGS AND HEARINGS

8.1 As soon as there is a Quorum after the time for commencement of a Council meeting:

- a) the Reeve must take the Chair and begin the meeting; or
- b) if the Reeve is absent the Deputy Reeve must take the Chair and begin the meeting;  
or
- c) if the Reeve and Deputy Reeve are not in attendance within fifteen minutes after the time set for the meeting and there is a Quorum, the Chief Administrative Officer must begin the meeting by calling for a motion for the appointment of a Chair.

8.2 Upon their arrival, the Reeve or Deputy Reeve will assume the Chair.

## 9.0 DUTIES OF THE REEVE OR CHAIR

9.1 The Reeve or Chair:

- a) opens Council meetings;
- b) chairs Council meetings;
- c) preserves order in Council meetings;
- d) decides all questions of procedure;
- e) ensures that each Councillor who wishes to speak on a debatable motion is granted the opportunity to do so; and
- f) decides who, aside from Councillors, may address Council.

## 10.0 AGENDA

### *Preparation of Agenda*

10.1 The Agenda for each Council meeting shall be established by the Chief Administrative Officer.

### *Agenda Delivery*

10.2 The Chief Administrative Officer will distribute the Council Agenda to the regular designated address of members of Council on the Friday afternoon prior to the Council meeting. However, if a Friday falls on a holiday, the Council Agenda will be distributed on the Thursday preceding the Council meeting.

### *Late Submissions*

10.3 Reports and supplementary materials related to items on the Agenda and that are received too late to be included with the Agenda package will be made available as soon as reasonably possible.

10.4 Additional Agenda items, reports and supplementary material that are time sensitive and received too late to be included on the Agenda may be made available for consideration of Council as an additional Agenda item and will be delivered to Council members in paper or electronic format as soon as possible.

10.5 The Chief Administrative Officer will make copies of the Agenda and background information available to the public after distribution to Council.

### *Adoption of the Agenda*

10.6 Council must vote to adopt the Agenda prior to transacting other business and may add new items or delete any matter from the Agenda by a Two-Thirds Vote.

10.7 The Agenda of an adjourned meeting will be dealt with at the beginning of the next regular meeting unless a special meeting is called to deal with the business of the adjourned meeting.

## 11. ORDER OF BUSINESS

### *Order of Business*

11.1 The Order of Business for each meeting shall be as outlined in Schedule "A"

### *Deviation from Order of Business*

11.2 The Chair, in his/her sole determination, may deviate from the Order of Business to accommodate special circumstances and ensure effective and efficient use of time.

## 12. MINUTES

The Chief Administrative Officer will prepare minutes for all Council meetings which will include:

- a) the names of Councillors and members of Administration present at Council meetings;
- b) a brief description of the subject matter;
- c) all decisions and other proceedings;

- d) the names of staff or members of the public who speak to an item;
- e) any abstentions made under the *Act* by a Councillor and the reason for the abstention;
- f) the signatures of the Chair and the Chief Administrative Officer.

### 13. PROCEEDINGS

#### *Discussion Directed through Chair*

- 13.1 All discussion at a Council meeting must be directed through the Chair who will be addressed as "Reeve" or "Mister/Madam Chair".

#### *Absence from Proceedings*

- 13.2 When a Councillor has a Pecuniary Interest in a matter before Council or a Council Committee the Councillor must, if present, disclose the general nature of the Pecuniary Interest prior to any discussion on the matter, abstain from voting on any question relating to the matter and, subject to the *Act*, abstain from any discussion of the matter and leave Council Chambers until discussion and voting on the matter are concluded.

#### *Speaking to Motions*

- 13.3 A Councillor may not speak unless and until recognized by the Chair.
- 13.4 Unless permitted by the Chair, a Councillor may only speak twice on any motion, once in debate and once to ask questions.

#### *Time Limit*

- 13.5 Each Councillor may speak for only five (5) minutes, unless otherwise permitted by the Chair.

#### *Interruption of Speaker*

- 13.6 A Councillor who is speaking may only be interrupted by another Councillor:
- a) by a Question of Privilege; or
  - b) by a Point of Order.
- 13.7 A Councillor who is speaking when a Question of Privilege or a Point of Order is raised must cease speaking immediately.
- 13.8 The Chair may grant permission:
- a) to the Councillor raising a Question of Privilege or a Point of Order to explain the Question or Point briefly; and
  - b) to the Councillor who was speaking to respond briefly.

but otherwise a Question of Privilege or Point of Order is not debatable or amendable.

#### *Ruling on Proceedings*

- 13.9 The Chair will rule on a Question of Privilege or Point of Order.
- 13.10 The Chair may seek advice on a Question of Privilege or Point of Order to determine whether a matter is within the jurisdiction of Council.

#### *Challenging a Ruling*

- 13.11 Any ruling of the Chair may be challenged.
- 13.12 A motion to challenge may be made only at the time of the ruling, whether or not another speaker has the floor.
- 13.13 A motion to challenge is debatable unless it related to decorum, the priority of business, or an undebatable pending motion.
- 13.14 If a motion to challenge is made the Chair must state the question "Is the ruling of the Chair upheld?", and may participate in debate on the challenge without leaving the Chair.

13.15 If the Chair refuses to put the question on a challenge, the person who would preside if the individual occupying the Chair were absent must put the question to Council.

13.16 Council will decide the challenge by voting and the decision of Council is final.

#### 14. MOTIONS

##### *Consideration of Motions*

14.1 Unless otherwise determined by the Chair, no matter may be debated or voted on by Council unless it is in the form of a motion.

14.2 A Councillor may move a motion whether or not the Councillor intends to support it.

14.3 Once a motion has been moved and stated by the Chair, it is in the possession of Council, and may only be withdrawn with the unanimous consent of the Councillors present at the meeting.

14.4 All motions shall be presented in a manner that will allow Council to take a positive action.

14.5 When required to do so by the *Act*, Council will provide reasons why a motion was defeated.

14.6 A motion does not require a seconder.

##### *Motions to the Main Motion*

14.7 When a motion is made and is being considered, no Councillor may make another motion except to:

- a) amend the motion;
- b) amend any amendment to the motion;
- c) refer the main motion for consideration;
- d) Table the motion;
- e) Postpone the motion; or
- f) move a privileged motion.

##### *Privileged Motions*

14.8 The following motions are privileged motions:

- a) a motion to recess;
- b) a motion to adjourn;
- c) a motion to set the time for adjournment; and
- d) a Question of Privilege.

##### *Motion to Recess*

14.9 The Chair, without a motion, may recess the meeting for a specific period.

14.10 Any Councillor may move that Council recess for a specific period.

14.11 After a recess, business will be resumed at the point where it was interrupted.

##### *Severing Motion*

14.12 The Chair may sever a motion and the original mover of the motion will remain as the mover of the severed motion.

##### *Amending Motions*

14.13 A Councillor may not amend a motion or make an amendment which:

- a) does not relate to the subject matter of the main motion; or
- b) is contrary to the main motion.

14.14 Only one amendment to the main motion and only one amendment to that amendment are allowed.



14.15 The main motion will not be debated until any proposed amendments to it have been debated and voted on.

14.16 When all proposed amendments have been voted on, the main motion, incorporating the amendment that has been adopted by Council, will be debated and voted on.

#### *Referring Motions*

14.17 A Councillor may move to refer any motion to the appropriate Council Committee or the administration for investigation and report, and the motion to refer:

- a) precludes all further amendments to the motion;
- b) is debatable; and
- c) may be amended only as to the body to which the motion is referred and the instructions on the referral.

#### *Motion to Limit or End Debate*

14.18 Any motion to limit or end debate:

- a) cannot be debated;
- b) must be passed by a Two-Thirds Vote; and
- c) may only be amended as to the limit to be placed on debate.

#### *Motion to Table*

14.19 A motion to Table another motion:

- a) cannot be debated;
- b) takes precedence over any other motion connected with the motion being Tabled; and
- c) may be raised from the Table at any time by a majority vote of Council.

14.20 A Tabled motion is brought back with all of the motions connected with it, exactly as it was when Tabled.

#### *Motion to Postpone*

14.21 A motion to Postpone:

- a) takes precedence over any other motion connected with the motion being Postponed;
- b) can only be debated as to the time, or date; and
- c) cannot be amended.

#### *Reconsideration of Motions*

14.22 If a motion is voted on by Council, the same matter dealt with in the motion cannot be reconsidered by Council unless;

- a) a General Election has been held; or
- b) six months has passed since the date that motion was considered; or
- c) a motion to reconsider has passed.

14.23 A Councillor may introduce a motion asking Council to reconsider a matter dealt with in a previous motion providing:

- a) the motion is made at the same meeting of Council at which the original matter was considered and is moved by a Councillor who voted with the prevailing result; or
- b) a Notice of Motion is submitted by a Councillor who voted with the prevailing result, prior to the meeting at which it is to be considered, in which the Councillor sets out what special or exceptional circumstances warrant Council considering the matter again; and
- c) the motion to which it is to apply has not already been acted upon.

14.24 If a motion to reconsider is passed the original motion is on the floor.

**15. IN CAMERA***Motion to go In-Camera*

- 15.1 Any Councillor may move that Council convene into In-Camera if a matter to be discussed is within one of the exceptions to disclosure in Divisions 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.

*In-Camera Meeting*

- 15.2 All In-Camera meetings will:
- a) be chaired by the Reeve; and
  - b) be held without the presence of the public unless invited by Council.
- 15.3 No bylaw or motion will be passed at an In-Camera meeting except for a motion to revert to a meeting to be held in public.

**16. NOTICE OF MOTION**

- 16.1 A Councillor wishing to introduce a new matter for consideration must submit the motion in writing to the Chief Administrative Officer.
- 16.2 A Councillor may make a motion introducing any new matter only if:
- a) notice is given at a previous Council meeting;
  - b) notice is submitted to the Chief Administrative Officer to be included in the next Council Agenda; or
  - c) Council, by a Two-Thirds Vote, agrees to dispense with notice.

**17. VOTES OF COUNCIL***Requirement to Vote*

- 17.1 Each Councillors present must vote on every motion, unless the Councillor is required or permitted to abstain from voting under the *Act*.

*Voting Procedure*

- 17.2 Votes on all motions must be taken as follows:
- a) except for a meeting conducted through electronic or other communication facilities, Councillors must be in their designated Council seat when the motion is considered;
  - b) the Chair puts the motion to a vote;
  - c) Councillors vote by a show of hands or other method agreed to by Council; and
  - d) the Chair declares the result of the vote.
- 17.3 Unless otherwise specified in this bylaw, a motion is carried when a majority of Councillors present at a meeting vote in favor of the motion.

*Declaring Results of a Vote*

- 17.4 After the Chair declares the result of the vote, Councillors may not change their vote for any reason.
- 17.5 A question on the results of a vote may be resolved by the Chair immediately calling for a revote on the motion.

*Tie Votes*

- 17.6 A motion is lost when the vote is tied.

**18. BYLAWS***Basic Requirements*

- 18.1 All proposed bylaws must have:
- a) a bylaw number assigned by the Chief Administrative Officer; and

b) a concise title indicating the purpose of the bylaw.

18.2 Councillors will be provided the opportunity to review a copy of the proposed bylaw, in its entirety, prior to any motion for first reading.

#### *Introducing a Bylaw*

18.3 A proposed bylaw must be introduced at a Council meeting by a motion that the bylaw be read a first time. Council may hear an introduction of the proposed bylaw from the Chief Administrative Officer.

18.4 After first reading has been given, subject to the requirements of the *Act*, any Councillor may move that the bylaw be read a second time.

18.5 Council may not give a bylaw more than two readings at a meeting unless all Councillors present at the meeting vote in favor of allowing a third reading at that meeting.

#### *Amendments to Bylaws*

18.6 Any amendments to the bylaw which are carried prior to the vote on third reading will be considered to have been given first and second readings and will be incorporated into the proposed bylaw.

#### *Defeated Bylaws*

18.7 The previous readings of a proposed bylaw are rescinded if the proposed bylaw:

- a) does not receive third reading within two years after first reading; or
- b) is defeated on second or third reading.

#### *Effective Date*

18.8 A bylaw is effective from the beginning of the day it is signed unless the bylaw or any applicable statute provides for another effective date.

#### *Bylaws Signed and Sealed*

18.9 The Reeve and the Chief Administrative Officer must sign and seal the bylaw as soon as reasonably possible after third reading is given.

18.10 Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw, unless another method is specifically authorized by the *Act* or another enactment.

## **19. ADMINISTRATIVE INQUIRIES**

#### *Verbal or Written Administrative Inquiries*

19.1 Any Councillors may make an Administrative Inquiry:

- a) verbally, if the Councillor does not require a written response; or
- b) in writing, if the request requires a written response.

#### *Submission of Administrative Inquiries*

19.2 Administrative Inquiries may be submitted:

- a) at any regular meeting of Council; or
- b) for inclusion on the Agenda of a Council meeting; or
- c) outside a regular Council meeting if the response to the Inquiry is not a substantive task.

#### *Response to Administrative Inquiries*

19.3 Administrative Inquiries made at a Council meeting will be responded to at the next meeting of Council following the meeting at which the Inquiry was submitted, unless:

- a) the financial or other resources required to answer the Inquiry are substantial and a decision of Council or the Chief Administrative Officer is required to approve such allocation of resources; or
  - b) additional time is required to prepare the response or compile the requested information.
- 19.4 Administrative Inquiries made outside a Council meeting will be responded to within two weeks from the date the inquiry was submitted, unless:
- a) the financial or other resources to answer the inquiry are substantial and a decision of Council or the Chief Administrative Officer is required to approve such allocation of resources.
  - b) additional time is required to prepare the response or compile the requested information.
- 19.5 Councillors will be advised as to when the response to an Administrative Inquiry will be provided.
- 19.6 The Chief Administrative Officer may determine if the information acquired in response to an Administrative Inquiry is of benefit to Councillors and may direct that the Administrative Inquiry and the response be distributed to all Councillors.
- 19.7 A Councillor who requested an Administrative Inquiry may request that the Inquiry be abandoned.

## **20. COMMUNICATIONS TO COUNCIL**

### *Presentations at Council Meetings*

- 20.1 Requests for an appointment to make a presentation to Council must be received by the Chief Administrative Officer and must:
- a) be in writing and received at least seven (7) days prior to the Council meeting date;
  - b) clearly identify the reason or purpose of the appointment;
  - c) identify the individual or primary contact for a group or organization; and
  - d) include contact information of the individual or organization;
- 20.2 A decision on a request from a delegation will be dealt with after all other new and unfinished business agenda items have been addressed by Council.
- 20.3 If a delegation presents a request and the Chief Administrative Officer has not presented a background report and recommendation, the matter will be referred back to administration for review, preparation of a background report and recommendation from the Chief Administrative Officer. The administrative report and recommendation from the Chief Administrative Officer shall be included on the next Council meeting agenda.
- 20.4 Presentations from sales persons will not be allowed.
- 20.5 Delegations shall not appear before Council if a member of the public has spoken at a public meeting or hearing held by Council in respect of the same matter.
- 20.6 The amount of time allocated for delegations is at the sole discretion of the Chair.

### *Criteria for Written Submissions*

- 20.7 Any communication intended for Council must be forwarded to the Chief Administrative Officer in writing and must:
- a) be legible and coherent;
  - b) be able to identify the writer and the writer's contact information;
  - c) be on paper or, in a printable format; and
  - d) not be libelous, impertinent or improper.

### *Responsibilities of the Chief Administrative Officer*

- 20.8 If the Chief Administrative Officer determines the communication or presentation is within the governance authority of Council, the Chief Administrative Officer will:

- a) if it relates to an item already on the Agenda, deliver a copy of the communication or a summary of it to Councillors prior to or at the meeting at which the Agenda is being considered; or
- b) acquire all information necessary for the matter to be included on a future Council agenda for consideration by Council.

#### *Decisions on Communications*

- 20.9 If the Chief Administrative Officer determines the communication and/or presentation is not within the governance authority of Council, the Chief Administrative Officer will:
- a) refer the communication to administration for a report or a direct response and provide a copy of the original correspondence and the referral to the Councillors;
  - b) take any other appropriate action on the communication.
- 20.10 If a Councillor objects to the process determined by the Chief Administrative Officer, Councillor may introduce a notice of motion requesting the item be included for Council consideration on a Council Agenda.
- 20.11 If the standards set out in section 20.7 are not met, the Chief Administrative Officer may file the communication without any action being taken.
- 20.12 The Chief Administrative Officer will respond to the person sending the communication and advise that person of the process to be followed and any action taken on the subject of the communication.

## **21. CONDUCT IN COUNCIL MEETINGS**

### *Public Conduct*

- 21.1 During a Council meeting members of the public must:
- a) not approach or speak to Council without permission of the Chair;
  - b) not speak on any matter for longer than five (5) minutes unless permitted by the Chair;
  - c) maintain order and quiet; and
  - d) not interrupt a speech or action of Council or another person addressing Council.
- 21.2 The Chair may order a member of the public who creates a disturbance or acts improperly at a meeting to be expelled.

### *Council Conduct*

- 21.3 During a Council meeting, Councillors must not:
- a) imply attribution of motive, speak disrespectfully, or use offensive words
  - b) address Councillors without permission;
  - c) carry on a private conversation;
  - d) break the rules of Council or disturb the proceedings;
  - e) leave their seat or make any noise or disturbance while a vote is being taken or the result declared; or
  - f) disobey the decision of the Chair on any question of order, practice or interpretation.

### *Cell Phones and Personal Electronic Devices*

- 21.4 During a Council meeting cell phones and personal electronic devices shall be turned off or set on a mode that will not be a disruption to the meeting.

### *Breach of Conduct*

- 21.5 A Councillor who persists in a breach of subsection 21.3 or 21.4, after having been called to order by the Chair, may, at the discretion of the Chair, be ordered to leave for the duration of the meeting.
- 21.6 At the discretion of the Chair, a Councillor may resume his or her seat after making an apology for the Councillor's offending conduct.

**EFFECTIVE DATE**

22.1 This Bylaw will come into force and effect on the final day of passing and signature thereof.

Read for a first time this 10<sup>th</sup> day of January, 2012

Read for a second time this 10<sup>th</sup> day of January, 2012

Read a third time and passed this 10<sup>th</sup> day of January, 2012



\_\_\_\_\_  
Reeve



\_\_\_\_\_  
Chief Administrative Officer





## AGENDA ITEM

<b>PROJECT: CAAMDC Fall Resolutions</b>		
<b>PRESENTATION DATE: September 27, 2016</b>		
<b>DEPARTMENT:</b> All	<b>WRITTEN BY:</b> Ron Leaf	<b>REVIEWED BY:</b> Ron Leaf
<b>BUDGET IMPLICATION:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
<b>STRATEGIC PLAN THEME:</b> Well Governed	<b>PRIORITY AREA:</b>	<b>STRATEGIES:</b>
<b>ATTACHMENT(S): CAAMDC Fall Resolution Package</b>		
<b>RECOMMENDATION: That Council reviews and discusses the resolutions listed below.</b>		

**BACKGROUND:** Nine resolutions have been submitted for consideration during the October 14 CAAMDC meeting, copies attached. As in the past, attached is an administrative perspective concerning the various resolutions which are intended to provide a starting point for Council's review and discussion.

- #1 Identification of Financial Implications – Lacombe County  
The intent of the resolution requiring a financial analysis of the operational or capital costs associated with the resolution is understandable, and supportable to some measure, particularly in resolutions requesting grant funding or renewal or creation of programs.

However, resolutions that propose a policy or legislative change will be more difficult to quantify. For example, I'm unclear how Mountain View would provide a financial analysis with respect to their resolution relating to seizure, changes in demerits and relating to the reduction or withdrawal of charges.

- #2 Frequency of Similar or Duplicate Resolutions  
I believe one of the responsibilities of the Zone Resolution Committees and the AAMDC Committee is to review the resolutions to minimize duplication of resolutions. I suggest that Council request clarity on what the desired outcome of resolution is. I'm unclear as whether the intent is to limit the number of times an item is presented by the AAMDC by its members or whether it is unnecessary for

the Assembly to debate, a second time, a resolution that is still active on which the AAMDC is still lobbying.

#3 Excessive Speed

From an administrative perspective I believe this resolution is attempting to achieve too many items. The issues identified in the resolution relate to: 1) seizure of vehicles; 2) inadequacy of the demerit system for those speeding, particularly in relation to speeds in excess of 40/kmh; and, the frequency that charges and tickets are reduced or withdrawn.

#4 Conservation and Reclamation of Class 1 Gravel Pits

It appears that there is a specific situation that is driving this legislative change. As reflected in the background of the resolution, AB Environment has a number of regulations and procedures associated with gravel pit operations. The nature of gravel pits operations can leave areas not reclaimed for years which can create concerns of neighbours in terms of aesthetics and weeds. More information is required to provide a recommendation.

#5 Alberta Environment Approvals for Construction Projects

As Council is aware, the administration by AB Environment of the Province's Wetland policy is creating significant delays in municipal road or construction costs. Administration recommends that the resolution be amended to request an exemption for existing public roadways, subject to adherence to the proposed code of conduct.

#6 List of Electors

The concept of having an elector's list is appealing and would address a number of challenges associated with municipal elections, particularly in municipalities as large as Clearwater County. The challenge is to meet the later part of the resolution concerning creating a voters list in a "practical and economical" manner that does not eliminate eligible individuals from voting.

#7 Home Fire Sprinklers

The installation of home fire sprinklers as a means of augmenting traditional fire services has been discussed for years. It is recognized that fires in current houses burn faster and hotter than houses constructed 20-30 years ago. The ability for a municipality to require fire sprinklers would be beneficial. Recommend support.

#8 Vegetation Management on Provincial Highways

The responsibility of the Province for vegetation (weed) management within provincial highways has been of growing concern for years. The suggestion that AB Transportation be given the opportunity to enter into service agreement with



municipalities for vegetation management may provide more cost effective options for the Province in meeting its obligations.

#9 **Borrowing Powers for Regional Library Systems**

There are two central components of this resolution. The first is that libraries are critical to communities in terms of the services they provide that support learning, literacy, access to the internet and other knowledge services. The resolution also states that the Provincial grant system is insufficient in addressing the capital funding required to maintain these services and then goes on to propose that Regional Library Boards be provided the opportunity to borrow as means of meeting future capital needs.

**CAAMDC DISTRICT 2**  
**October 14, 2016**  
**FALL GENERAL MEETING**  
**RESOLUTIONS PACKAGE**

- 1) *Resolution Process – Identification of Financial Implications***  
Submitted by Lacombe County, Seconded by Clearwater County
- 2) *Resolution Process – Frequency of Similar or Duplicate Resolutions***  
Submitted by Lacombe County, Seconded by County of Stettler
- 3) *Excessive Speeding***  
Submitted by Mountain View County, Seconded by Rocky View County
- 4) *Conservation and Reclamation of Class 1 Gravel Pits***  
Submitted by Mountain View County, Seconded by Red Deer County
- 5) *Alberta Environment Approvals for Construction Projects***  
Submitted by Red Deer County, Seconded by Clearwater County
- 6) *List of Electors***  
Submitted by Rocky View County, Seconded by M.D. of Bighorn
- 7) *Home Fire Sprinklers***  
Submitted by Rocky View County, Seconded by M.D. of Bighorn
- 8) *Vegetation Management on Provincial Highways***  
Submitted by County of Stettler, by Lacombe County
- 9) *Borrowing Powers for Regional Library Systems***  
Submitted by Wheatland County, Seconded by Clearwater County

CAAMDC Fall 2016 Resolution  
**Resolution Process – Identification of Financial Implications**

Submitted By: Lacombe County      Seconded: Clearwater County

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**Resolution Process – Identification of Financial Implications**

WHEREAS: the AAMDC Resolution Process (Policy 21) outlines the format and guidelines for the development of resolutions submitted for consideration by the membership; and

WHEREAS: the current resolution process does not require that the budget implications of a resolution be included as part of the resolution; and

WHEREAS: budget implications are an essential consideration for most request being made of senior levels of government;

THEREFORE BE IT RESOLVED the AAMDC Board of Directors review the AAMDC Resolution Process (Policy 21) with the objective of requiring a section within the member background information to identify and address the capital and operating budget implications of any resolution request.

**Background**

Given the economic constraints that the AAMDC and all levels of government are facing it is prudent to consider the financial impact that resolutions will have on future budgets. The inclusion of a separate section addressing with financial impacts will ensure that the membership has the information available to make an informed decision on any resolution. This change will strengthen the resolution process and offer credibility to the process as senior levels of government will know that the membership has given consideration to the financial impacts when voting on the resolutions.

CAAMDC Fall 2016 Resolution

**Resolution Process – Frequency of Similar or Duplicate Resolutions**

Submitted By: Lacombe County    Seconded By: County of Stettler

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**Resolution Process – Frequency of Similar or Duplicate Resolutions**

WHEREAS: the AAMDC Resolution Process (Policy 21) outlines the format and guidelines for the development of resolutions submitted for consideration by the membership; and

WHEREAS: there is no process in place to limit the frequency in which similar or duplicate resolutions are presented to the convention floor;

THEREFORE BE IT RESOLVED the AAMDC Board of Directors review the AAMDC Resolution Process (Policy 21) with the objective of limiting the frequency in which resolutions that duplicate previously endorsed resolutions or deal with subject matter recently addressed through endorsed resolution are presented to the convention floor.

**Background**

Limiting the frequency in which similar topics are presented in the form of resolutions encourages the effect use of the resolution process. Once a resolution is passed on the convention floor it become a policy position of the AAMDC and is retained as an active policy for three years. The practice of sending identical or similar resolutions to senior levels of government consumes resources that the AAMDC and senior levels of government must allocate to provide responses that could otherwise be used address current resolutions.

In many instances the response from the senior levels of government do not change regardless as to the number of times a resolution is presented for consideration.

CAAMDC Fall 2016 Resolution  
**Excessive Speeding**

Submitted By: Mountain View County

Seconded by: Rocky View County

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**Excessive Speeding**

**WHEREAS** Alberta Municipal Districts and Counties are committed to the safety and security of all persons travelling on highways; and,

**WHEREAS** by virtue of the Traffic Safety Act a municipality may make Bylaws to regulate, manage, and control vehicle traffic within the municipality; and,

**WHEREAS** the Municipal Government Act gives a municipality certain powers with respect to highways within the municipality; and,

**WHEREAS** there is growing concern over excessive speeding on highways leading to death, injury, property damage and degraded infrastructure; and,

**WHEREAS** the majority of fatal crashes occur in rural areas; and,

**WHEREAS** stronger mechanisms are needed in the Traffic Safety Act to deter excessive speeding; and,

**WHEREAS** there is routine reduction or amendment of charges by the County under the Traffic Safety Act and Regulations without the presence of significant extenuating circumstance.

**THEREFORE BE IT RESOLVED** that the Alberta Association of Municipal Districts and Counties request that Alberta Transportation amend the Traffic Safety Act and Regulations thereunder to enable immediate roadside seizure of vehicles when speeds are in excess of 40 km/h over the posted or prescribed speed limit is alleged by an authorized officer.

**FURTHER THEREFORE BE IT RESOLVED** that the Alberta Association of Municipal Districts and Counties request that Alberta Transportation amend the Traffic Safety Act and Regulations thereunder that would result in 6 demerits to apply to offenses of 40 km/h over the speed limit and that Operator's Licences be suspended when 10 demerits are reached in a two year period.

**FURTHER THEREFORE BE IT RESOLVED** that the Alberta Association of Municipal Districts and Counties request that Alberta Justice and Solicitor General review the circumstances and process that allow for the reduction or withdrawal of charges under the Traffic Safety Act.

**BACKGROUND:**

*As per the 2014 Alberta Traffic Collision Statistics 369 people were killed as a result of traffic collisions, 18,745 were injured in traffic collisions and a total of 144,740 collisions occurred. The majority of fatal crashes (69.8%) occurred in rural areas. The majority (62.8%) of all casualty collisions occurred when surface conditions were dry. The highest number of fatal collisions occurred in July.<sup>1</sup> In 2014, Police reported that 25.0% of total fatal collisions involved one or more drivers as having been travelling at a speed too great for the given road conditions.<sup>2</sup>*

Alberta has robust legislation relating to speeding from mild to relatively severe. Speed fine penalties were recently increased by 35%, however, excessive speed violations continue to be a problem. It would be reasonable to suggest that those motivated by higher monetary penalties have been reached by the fine increases.

Court ordered suspension is an option for excessive speeding as is jail sentencing in extreme circumstance although these significant penalties are seldom applied. Mandatory court appearance is required for speeding greater than 50 km/h over speed limit, however, plea bargaining, either in person or through a paid agent has

become the norm and will virtually always result in reduced fines, reduced demerits and often even withdrawn charges. It is normal for a speed of over 50 km/h (\$474 and 4 demerits) to be reduced to 30 km/h over (\$239 and 3 demerits). A speeding offense of 60 km/h over is 6 demerits typically results in suspension, but on producing proof of a defensive driving course it is normally reduced to 50 km/h over - 4 points and no court ordered suspension. Plea bargaining leads to long lines of accused at the courthouse expecting their charge reduced and most times without any justifiable reason.

The Provincial demerit system has the potential of being an effective tool for briefly removing dangerous drivers from the road. However, there is only a very small percentage of offenders that will be affected by demerits. An Operator's Licence is suspended when 15 demerits are reached in a two year period. For example, a conviction of speeding at 50km/h over the limit, 3 times in a two year period would still not result in a suspension of a licence due to demerits. Similarly, if ticketed for 15km/h over in a school or playground zone, the demerit system would accommodate 7 offences in a two year period and still not warrant a demerit suspension.

There are tools that other jurisdictions have introduced whereby vehicles are seized at the roadside. In British Columbia (BC) excess speed of 40 km/h over the posted or prescribed speed limit results in impounding of the vehicle for 7 days for first offense and more for subsequent offenses. A significant reduction of speed related fatalities has been observed in British Columbia. *Impoundment rules and penalties for excessive speeding violations that came into effect in September 2010 may explain at least in part the reduction in speed-related fatalities from 2010 onward.*<sup>3</sup>

Requests for similar legislative change have been made by the Edmonton Police Service and the Alberta Association of Police Governance through a 2013 Resolution, calling upon the Government of Alberta to enhance deterrent measures for excessive speeding within the Traffic Safety Act that includes the authority to immediately seize a vehicle operated by a driver who has been charged with speeding in excess of 50 km/h over the posted speed limit and the authority to impound that vehicle... for a period of seven (7) days; and the authority to immediately suspend the operator's license of a driver for a period of seven (7) days when the driver has been charged with speeding in excess of 50 km/h over the posted speed limit.<sup>4</sup> Their resolution is further supported by the Edmonton Police Services Report to the Edmonton Police Commission dated May 27, 2015 from the University of Alberta Research on Excessive Speed.<sup>5</sup>

Enabling immediate roadside seizure of vehicles holds the advantage of ending the speeding behaviour immediately and applies social consequences. Alberta legislation already has similar tools with respect to alcohol and driving with a suspended licence.

#### REFERENCES:

1. ALBERTA TRAFFIC COLLISION FACTS 2014  
<https://www.transportation.alberta.ca/Content/docType47/Production/Facts2014.pdf>
2. ALBERTA COLLISIONS INVOLVING UNSAFE SPEED 2010 - 2014  
<https://www.transportation.alberta.ca/Content/docType47/Production/UnsafeSpeedFigure20102014.pdf>
3. WHERE THE RUBBER MEETS THE ROAD: REDUCING THE IMPACT OF MOTOR VEHICLE CRASHES ON HEALTH AND WELL-BEING IN BC  
<http://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/reports-publications/annual-reports/reducing-motor-vehicle-crashes-bc.pdf>
4. ALBERTA ASSOCIATION OF POLICE GOVERNANCE 2013 EXCESSIVE SPEED RESOLUTION  
<http://www.aapg.ca/communications/resolutions/excessive-speed>
5. EDMONTON POLICE SERVICE REPORT TO THE EDMONTON POLICE COMMISSION  
DATE: 2015 May 27 SUBJECT: University of Alberta - Research on Excessive Speed  
<http://www.edmontonpolicecommission.com/wp-content/uploads/2015/06/5.2-UofA-Research-on-Excessive-Speed.pdf>

CAAMDC Fall 2016 Resolution

**Conservation and Reclamation of Class 1 Gravel Pits**

Submitted By: Mountain View County

Seconded by: Red Deer County

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**Conservation and Reclamation of Class 1 Gravel Pits**

**WHEREAS** Alberta Environment and Parks, through Legislation, maintains control of all pit registrations for Class I pits (5 Hectares or larger); and

**WHEREAS** Alberta Environment and Parks, through Legislation, maintains responsibility for inspection, compliance and enforcement of gravel pit reclamation of Class 1 pits; and

**WHEREAS** the Alberta Government Code of Practice for Pits does not include an obligation for Progressive Reclamation; and

**WHEREAS** Municipal Districts and Counties have the authority to regulate land use and development approval of all pits, regardless of size, under the Municipal Government Act and cannot enforce compliance with the Code of Practice for Pits which is enforced through the Environmental Enhancement and Protection Act;

**THEREFORE BE IT RESOLVED** that the Alberta Association of Municipal Districts and Counties request that Alberta Environment and Parks amend the Code of Practice for Pits to: 1) include an obligation for timely Progressive Reclamation including obligation deadlines that are enforceable; and 2) ensure Securities reflect liability and provide sufficient incentive for Progressive Reclamation; and 3) ensure Municipal Land Use and Development approvals are obtained prior to the Province issuing pit registrations or accepting changes to existing pit registrations;

**THEREFORE BE IT RESOLVED** that the Alberta Association of Municipal Districts and Counties request that Alberta Environment and Parks maintain inspection and enforce compliance with the Conservation and Reclamation Regulations and the Code of Practice for Pits.

**BACKGROUND:**

A viable Aggregate industry is a necessary component of a vibrant Alberta Economy. As the Province grows and expands there has been an increased level of conflict between adjacent land uses and Aggregate operations. This resolution is intended to require potential negative offsite impacts to be reduced and minimized at the earliest opportunity so that multiple land uses may co-exist in areas that contain significant aggregate deposits.

The Province is responsible for inspection and enforcement of Class 1 pit reclamation plans through the Environmental Enhancement and Protection Act. Municipal Districts and Counties have the authority through the Municipal Government Act to approve land use and the development of pits and regulate pit operations to minimize impact and conflict with surrounding land uses. In recent years most municipalities that contain significant aggregate deposits have updated Statutory Plan policies and Land Use Bylaws trying to gain a balance between competing Land Uses.

The Code of Practice for Pits defines “pit” as follows:

(l) "pit" means an opening or excavation in or working of the surface or subsurface for the purpose of removing any sand, gravel, clay, or marl, where the area of the pit and any associated infrastructure, including stockpiles, connected with the pit, is, or at any time was, greater than or equal to 5 hectares (12.5 acres), but does not include:

- (i) a borrow excavation,
- (ii) a pit on public land,
- (iii) a pit, or a portion of a pit, where the surface or subsurface of the land has not been disturbed by pit operations since August 15, 1978, or
- (iv) a pit, or a portion of a pit, on which a waste management facility is operating or operated pursuant to a valid approval or registration under the Act;

The Code of Practice does not require the operator of a pit to obtain municipal land use approval prior to Provincial pit registration and prior to any changes to pit registration being approved.

Alberta Environment and Parks govern environmental stewardship for all pit operations on private land through the Environment Protection and Enhancement Act and its associated regulations. Alberta Environment and Parks require Class I pits (5 Hectares or larger) to obtain approval under the Code of Practice for Pits and through this process security is determined. The Code of Practice for Pits does not enable Alberta Environment and Parks to enforce Progressive Reclamation on pits with enforceable time limits.

Without a mandatory requirement for Progressive Reclamation and suitable securities to provide sufficient incentive and encourage environmental stewardship, pits are not achieving a timely return to equivalent land capabilities to minimize impacts on surrounding areas.

#### REFERENCES:

##### CODE OF PRACTICE FOR PITS

<http://www.qp.alberta.ca/documents/codes/PITS.pdf>

##### CONSERVATION AND RECLAMATION REGULATION

[http://www.qp.alberta.ca/documents/Regs/1993\\_115.pdf](http://www.qp.alberta.ca/documents/Regs/1993_115.pdf)

##### ENVIRONMENTAL PROTECTION AND ENHANCEMENT ACT (EPEA)

[http://www.qp.alberta.ca/1266.cfm?page=E12.cfm&leg\\_type=Acts&isbncln=9780779735495](http://www.qp.alberta.ca/1266.cfm?page=E12.cfm&leg_type=Acts&isbncln=9780779735495)

##### A MUNICIPAL GUIDE TO SAND AND GRAVEL OPERATIONS IN ALBERTA (2007 AAMDC)

<http://www.aamdc.com/archive/aamdc-reports/public-reports/1221-2007-municipal-guide-to-sand-gravel-operations/file>



CAAMDC Fall 2016 Resolution  
**Alberta Environment Approvals for Construction Projects**

Submitted By: Red Deer County

Seconded: Clearwater County

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**Alberta Environment Approvals for Construction Projects**

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WHEREAS, approvals from Alberta Environment for construction projects, including road construction and road maintenance have been delayed, in some instances presenting safety concerns

WHEREAS, municipalities in Alberta have attempted to work together to draft a Code of Practice for Alberta Environment guidelines to provide municipalities the ability to operate independently while adhering to requirements and to do construction and road maintenance work within road right of ways

WHEREAS, timely approvals are essential to the effective functioning of municipal governments and the completion of necessary work

**THEREFORE, BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties requests that consideration be given to safety concerns related to delayed environmental approval processing and supports the creation of a process for municipalities to receive timely approvals from Alberta Environment with regard to construction projects**

CAAMDC Fall 2016 Resolution  
**Alberta Environment Approvals for Construction Projects**

Submitted By: Red Deer County

Seconded: Clearwater County

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**BACKGROUND INFORMATION**

Rural municipalities have concerns with getting approvals from Alberta Environment for road construction and maintenance projects. Many projects are being held up and posing safety concerns as municipalities wait for receipt of approval prior to undertaking the work.

Red Deer County has been a part of a group of municipalities who have been working with Alberta Environment administration to draft a Code of Practice for municipalities to adhere to in relation to road construction and maintenance projects. If Alberta Environment approves this code of conduct, then for certain projects (such as culvert repair or replacement), the municipalities would not have to wait for Alberta Environment approval before starting the work as the work being done would be in accordance with the approved Code of Practice.

Alberta Environment's current policy for wetlands can cause major delays to road projects. For wetland approvals, a biologist must complete a field assessment and determine the class of each wetland. Seasonal (Class III), Semi-permanent (Class IV), and Permanent (Class V) wetlands can be Crown claimable (old oxbows similar to those located on Waskasoo Creek are automatically Crown claimed). An initial review is conducted on these three classes of wetlands to determine, based on the wetland's permanency, whether the land might be claimed by the crown, resulting in two possible scenarios:

1. If any of the wetlands appear to be permanent, and, therefore, may be claimed, a formal Water Boundaries determination is required, at which point the report will be submitted for review. This process currently takes 12 to 18 months.
2. If none of the wetlands appear permanent, the report will be kept on file and included with the Water Act application (but not submitted to Water Boundaries).

Should the Crown formally claim any wetlands, approval from Public Lands is required. This typically takes three months; however, a Temporary Field Authorization may be granted for work while the application is being processed, which allows the work to proceed.

For all classes of wetlands a Water Act approval along with a wetland replacement proposal and offset compensation is required. Field assessments can only be done from May to September which also causes delays for projects.

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## **BACKGROUND**

The Alberta Government New Wetland Policy was proclaimed in 2013 with implementation in July of 2015.

The new policy creates many challenges for road maintenance and road construction but we have taken steps to fulfill the Wetland Policy requirements and in fact are well ahead of other jurisdictions in this regard.

Despite our efforts, information from around the Province indicates that it may be even more difficult to meet the policy requirements in a timely fashion than we have anticipated. The largest factor is Alberta Environment and the time that they will take to issue approvals.

We have been informed that Alberta Environment will take 9 to 16 months for approvals.

Some history on our efforts to be compliant with legislation

1. Council has approved the creation of a Wetland Compensation bank in 2012 at the Crooker Pit and that was a project that was fully endorsed and approved by Alberta Environment. The gravel pit was depleted of raw gravel reserves in 2015 and we spent a great deal of time reclaiming it in the fall of 2015. Additional work is required in 2016 to spray for weeds and eventually seed it to the specialized grasses and plant trees and shrubs. This project will provide a great deal of value to the County going forward as we work our way through the Wetland Policy conditions.
2. In August of 2015 Council also approved that we hire a consulting engineering firm to evaluate one of our construction projects as a pilot project (Judson Road) to determine the cost and time required to generate a report and get Alberta Environment approvals. Council was able to stop at this project on our August 2015 road tour and met representatives from Alberta Environment.
3. The 89 page report was completed by AMEC Foster Consulting and submitted to Alberta Environment in December of 2015. There was a length delay in finalizing the report as we waited for Alberta Environment to confirm that the Crooker Wetland project can be used for compensation. This project is slated to be undertaken in late 2016.

## **ANALYSIS**

The New Wetland policy is an interesting document and despite the many conditions in the policy that require additional time and cost for our operation the most frustrating part has been that Alberta Environment was not prepared to deal with the many questions and concerns regarding the policy. They seem unable to give clear direction on the expectation of the department to organizations that are trying to follow the policy.

Despite the learning curve that all parties are experiencing with the new policy the biggest impediment to municipalities will be the extremely long approval process.

As an example, we have two old small culverts that are on the verge of collapsing near Buffalo Lake. Following Alberta Environment guidelines we applied for a Water Act approval to effect the repairs. Five months later we got the approval to do the work. The delay created a couple of issues

with the first and most important being compromising public safety. We could have closed the road and probably would have had we known how long the approval process would take but it was such a simple and straight forward project we reasonably expected that approval would be issued in short order. If Alberta Environment had decided that a Wetland review was required it could have taken many months more for the approval.

Simple little repairs that we currently do as a matter of course can possibly take months and maybe years with additional costs.

The policy is just not applicable to our road construction but also to road maintenance so it can create situations that are far more costly and time consuming and reduce the service level to our ratepayers.

The policy itself is not the problem, the problem is the lack of timely reviews and approvals.

Road construction remains a mainstay to improving the road system and it has become particular important to address road issues as traffic volume and the type of traffic change over time. The five year road construction schedule is based on doing approximately 15 miles per year.

Building roads has become increasingly difficult and we are finding that landowners are becoming more demanding and difficult to get agreements.

Road right of ways have become utility corridors and numerous utility companies have to be notified and scheduling of line moves has become a major component of any road construction project.

Provincial and Federal legislation also have a large effect on how, when, and the cost of doing projects.

A review of the Provincial and Federal legislation was undertaken to identify the relevant environmental legislation that may (depending on design, location, and construction timing) apply to construction.

The following acts can have an impact on road construction projects

- Fisheries Act (Federal)
- Wetland Policy (Provincial)
- Species at Risk (Federal)
- Migratory Birds Convention Act (Federal)
- Fisheries (Alberta) Act (Provincial)
- Water Act (Provincial)
- Public Lands Act (Provincial)
- Weed Control Act (Provincial)
- Agriculture Pests Act (Provincial)

**Fisheries Act** (Federal)

Any activities with potential to cause harm to fish or fish habitat are regulated under this Act. Activities are subject to self-assessment, review, or authorization.

Working on a bridge or culvert in conjunction with a road project may require review by the Department of Fisheries and Oceans Canada (DFO). Depending on the scope of impact and quality

of fish habitat, the project may require authorization from DFO, fish habitat assessment, and fish habitat compensation. All projects near water should implement the **Measures to Avoid Causing Harm to Fish and Fish Habitat** (Government of Canada 2013) to reduce the risk of harming fish and fish habitat.

**Wetland Policy** (Provincial)

Alberta Environment and Parks (AEP) have implemented a new policy for wetlands. This policy came into effect in June of 2015. The ramifications to road construction is being evaluated and we have a pilot project being tendered now to identify the cost and timeline requirements for road construction.

The pilot project is a two mile long stretch (RR 3-1 north of Highway #11) and we had three engineering consulting companies bid on the wetland review component. The successful bid was submitted by AMEC Foster Wheeler for a price of \$7,906.

The cost of the review and the subsequent submissions for approvals may not be that expensive but could be time consuming and mitigation and or compensation requirements may be a budget concern.

The Alberta Wetland mitigation protocol is:

1. Avoidance – the primary and preferred response is to avoid impacts to wetlands
2. Minimization – where avoidance is not possible, proponents are expected to minimize impacts on Wetlands
3. Replacement – as a last resort, and where avoidance and minimization efforts are not feasible or prove ineffective, wetland replacement is required.

Since we generally work within or adjacent to the road allowance, avoidance and minimization may be impossible so replacement (or compensation) is required.

**Species At Risk Act (SARA)** (Federal): Activities with potential to impact a species at risk /species of concern and/or their habitat are regulated under this Act. A desktop assessment of potential project effects to SARA-scheduled species and their habitat should be completed, followed by field assessment if such species are suspected to occur within or surrounding a proposed boat launch area. A qualified environmental professional should undertake surveys for such species and produce recommendations to avoid impacting a species at risk / species of concern and/or its habitat.

**Migratory Birds Convention Act** (Federal):

Any activities which involve the removal of vegetation or migratory bird habitat during nesting seasons are regulated by this Act. Complete vegetation removal activities outside the migratory bird nesting season (April 10 to August 31 in the B4 Bird Conservation Region) (Government of Canada 2014a). If clearing is required during the nesting season, a qualified environmental professional should undertake surveys for migratory birds and their nests, provide recommendations for operating around migratory birds, and establish appropriate buffers (zones where no construction activities, equipment, or personnel are permitted) around nests.

Note special considerations apply to raptors and are covered in further detail under the Alberta *Wildlife Act*.

**Fisheries (Alberta) Act** (Provincial):

This Act regulates Alberta fisheries and requires all forms of fishing to be licensed. A qualified environmental professional must obtain and adhere to the conditions of a Fish Research Licence if handling or investigating fish during any stage of the project. A Fish Research Licence

will be required if a fish salvage is to be conducted. Fish salvage is required when isolation measures are implemented for in stream work.

**Water Act** (Provincial):

Any project activities that involve work in or near a water body are subject to this Act and are generally regulated by the Code of Practice. This Act identifies Restricted Activity Periods (RAPs) for waterbodies (i.e. periods when in stream work should be avoided) and requirements for completing works in waterbodies.

**Public Lands Act** (Provincial) - All bed and banks of waterbodies are Crown land and are administered by AEP.

Obtain a disposition for a proposed boat launch and/or access road(s) and parking lot(s). A temporary field authorization will be required if equipment storage and laydown areas are to be located on public lands. These dispositions may be joint applications under both the *Public Lands Act* and the *Water Act*.

**Wildlife Act** (Provincial): This Act prohibits the willful molestation, disruption, or destruction of wildlife, or a house, nest, or den of wildlife. Special provision for the protection of raptors and their nests/habitat are made under this Act. Conduct a desktop assessment to determine what wildlife species may be present in and around any proposed work site. A qualified environmental professional should complete field surveys and provide recommendations to avoid impacting wildlife. Complete surveys for houses, nests, or dens of wildlife and specific surveys for raptors and their nests. If a raptor nest is identified, it may only be removed with a permit or if the nest is not used by a raptor for two or more consecutive years.

**Weed Control Act** (Provincial):

Schedule 1 and 2 weed species are regulated by the Act, which requires the destruction of Schedule 1 prohibited noxious weeds and the control of Schedule 2 noxious weeds. This Act prohibits the spread and increase in density of weeds. Develop a weed management plan for the proposed construction, including a commitment to ensure equipment is weed- and seed-free before entering or leaving work sites. Employ weed control measures on work sites. Maintain a copy of the **Alberta Invasive Plant Identification Guide** on work sites to identify suspected plants (Government of Alberta 2012).

**Agricultural Pests Act** (Provincial)

This Act regulates species and pathogens with potential to harm agricultural productivity, and requires that measures are employed to mitigate the spread of scheduled pest species and pathogens. Conduct a desktop assessment of potential pest species and pathogens, and employ appropriate measures to mitigate their spread. Employ specific measures to prevent the spread of clubroot (*Plasmodiophora brassicae*).

**Protective Notations** (Provincial)

Protective notations (PNTs) are land dispositions that are placed on areas with specific land use or conservation objectives. These dispositions are held by the Government of Alberta (GOA) and are designated through consultation with public land managers. They provide information such as allowable land uses, management guidelines, restrictions, and regulatory contacts (GOA 1997).

Some of the acts restrict the time of year that work can be accomplished (Migratory Bird Act – no work between April 10 and August 31<sup>st</sup>) so the already short construction season in Central Alberta is further hampered by these restrictions if they apply to the project that we are contemplating.

With the large number of regulatory acts, utility coordination, bridge designs, and landowner negotiations that we need to accomplish, quick and easy projects will become very uncommon. The lead time to plan a project will be optimistically one year.

All of these issues create the need to preplan all construction works so the supplemental program is problematic, even though the intent is for smaller emergent projects, the same restrictions apply and the same amount of preplanning is required.

**Summary:**

Despite all of the regulations and acts that we need to adhere to, the biggest road block to getting work accomplished is the extremely long review and approval process. It would be difficult to debate the value of the various acts and that would have limited success anyway but the very poor response times is not conducive to public safety or progress.

In relation to the New Wetland Policy, we believe that a united voice to express the frustrations on review and approval response time is required. We may not be able to change the policy to a more workable legislation but applying Political pressure to ensure timely approvals will help make project planning through to implementation in a timely fashion possible.

Response times of 9 to 16 months is not a reasonable time frame.

It should be noted that wetland evaluation can only take place between April to October so looking at our 2017 road program the process would be to evaluate the wetland and prepare a report and regulatory applications in 2016 which would take optimistically 4 to 6 weeks. The applications would go in by May of 2016 and 16 months later would be September or October of 2017 before we could start on any projects.

Without over reacting to current information the proper and potentially successful approach would be to express our concerns in a reasonable and thoughtful manner while applying enough political pressure to achieve a reasonable turn around on regulatory applications.

The thought process is that the Wetland Policy was implemented without enough consideration into how it can be successful managed on their end. This is a fault of their system and the general public should not be punished for their inability to provide a reasonable level of service.

The goal should be a 6 to 8 week turn around in standard cases.

**BUDGET IMPLICATIONS**

Consulting fees for wetland evaluation

**LEGISLATIVE RESPONSIBILITIES**

County Policy OP (2) – Road Construction Programs

Municipal Government Act – Section 18 (1) - Subject to this or any other Act, a municipality has the direction, control and management of all roads within the Municipality.

Municipal Government Act: Section 3 – The purpose of a municipality are

- (a) to provide good government,

- (b) to provide services, facilities or other things that, in the opinion of council, are necessary for all or a part of the municipality, and
- (c) to develop and maintain safe and viable communities

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PREPARED BY: Phil Lodermeier, Manager of Operations, Lacombe County

REVIEWED BY: Terry Hager, County Commissioner, Lacombe County



April 4, 2016

Honorable Shannon Phillips  
Minister of Environment and Parks  
208 Legislative Building  
10800 – 97 Avenue  
Edmonton AB T5K 2B6

Honorable Minister Phillips:

Re: Wetlands Policy

Lacombe County is currently working with the Alberta Environment and Parks Red Deer Office on a number of initiatives related to the Alberta Wetlands Policy and would like to bring to your attention an ongoing concern we have with respect to the timeliness of approvals for road maintenance and construction projects that may impact wetlands. While Lacombe County supports the Wetlands Policy and wishes to take a proactive position to retain and create new wetlands we find it unacceptable to have projects such as the simple replacement of a culvert delayed by four months. Ironically, the failure to replace the culverts in a timely manner may have unnecessarily created a situation where the natural flow of surface water was negatively impacted and the safety of the traveling public compromised.

The four page application was completed on November 17, 2015 and was approved on March 8, 2016 with ten conditions, all of which appear to be reasonable and would have normally been done in accordance with best practices. From the perspective of the authority responsible for maintaining road infrastructure this type of approval could very well have been addressed by requiring the road authority to follow best practices.

Lacombe County is also working with Alberta Environment to complete a wetlands assessment and Water Act approval for wetlands associated with the reconstruction of two miles of Rge Rd 3-1 north of Hwy 11. This road was selected as a test project to give us an indication as to the requirements for additional resources and time constraints we may have to take into consideration when undertaking a typical road upgrading project. We contracted a consultant on September 14, 2015 and the original application was completed and submitted to Alberta Environment and Parks on December 2, 2015. Alberta Environment and Parks reviewed the application and requested supplementary information on March 15, 2016. The supplementary information was submitted on March 31, 2016. While in this instance the approval process has not caused a delay in the project it provides an insight as to the approval time lines for what we envisioned to be a fairly straight forward process.

Given that most road construction projects will contain some form of wetlands it raises concerns as to what the expected approval time lines would be if every road authority, including Alberta Transportation, were to submit a Water Act approval for every road project they undertake.

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Environmental consultants have suggested that a typical application will take between nine and sixteen months. We understand that consideration is being given to further expand and potentially lengthen the approval process by requiring a crown claims assessment that currently takes six and nine months. Based on the above time lines we could look at additional time considerations of between fifteen and twenty five months.

We ask for your assistance in reviewing the approvals process as well as the approvals required under the Water Act with the following objectives:

- Initiate the use of best practices for smaller projects where the impact on wetlands are minimal or where projects are straight forward
- Clearly outline what information is required to support a request for a Water Act approval related to work in or near wetlands
- Delegate authority for approvals to the lowest levels possible and streamline the approval process to minimize delays in approvals
- Ensure that Alberta Environment and Parks has adequate staff in place to review and process applications in a timely manner

Thank you for your consideration of our request.

Yours truly,

PAULA LAW  
Reeve  
Lacombe County

cc: Premier Rachel Notley  
Ron Orr  
Jason Nixon  
Kim Schreiner  
Barb Miller  
Blaine Calkins  
County Council

Operations/Environmental/Wetland



ALBERTA  
ENVIRONMENT AND PARKS

Office of the Minister  
MLA, Lethbridge-West

MAY 16 2016

Reeve Paula Law  
Lacombe County  
RR #3  
Lacombe AB T4L 2N3

Dear Reeve Law:

Thank you for your letter regarding Alberta's Wetlands Policy and Lacombe County's concerns about the approval process for road maintenance and construction projects that may impact wetlands.

I appreciate this matter being brought to my attention. You raised some important concerns and I would like to share with you some of the ways in which we are addressing these concerns.

Environment and Parks is working to actively engage with municipalities as we continue to implement our wetland policy. We are currently establishing additional clarity around regulatory requirements pertaining to road construction in wetlands. This work would focus on providing an explicit, effective, and efficient approach to regulating of large linear disturbances and will take into account both the need for informed and integrated wetland management, and the various operational challenges faced by our municipal partners. We will consider the use of best practices for smaller projects that have a lower risk of impact to wetlands.

Our department has developed an integrated approvals program for our wetland application process. This program has standardized low-risk approvals, as well as streamlined application processing and decision-making. Under this program, applications will be processed to deliver a coordinated approach between the regional approval authorities.

We are also striving to process applications using a risk-based approach to achieve timely decisions. Staffing reviews are conducted on a routine basis to ensure staff capacity is appropriate. After a recent review, our resources have been temporarily increased to catch up on applications that require a *Public Lands Act* claim assessment.

It was important for me to have learnt about your experience, and I encourage you to continue to work with department staff to address any outstanding concerns.

Sincerely,

Shannon Phillips  
Minister

**List of Electors**

Submitted By: Rocky View County    Seconder: MD Bighorn

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**Title: List of Electors**

WHEREAS section 49 (permanent electors register), section 50 (list of electors), section 51 (enumerators' appointment and identification), section 52 (access for enumerators and campaigners) and section 53 (proof of elector eligibility) of the Local Authorities Election Act, RSA 2000, c.L-21 specifies the option for a municipality to create a list of electors for a person to prove their eligibility to vote; and

WHEREAS a list of electors is accepted as a procedural safeguard and administrative control for elections in democracies all over the world, and

WHEREAS federal, provincial and most municipal jurisdictions nationally use a list of electors for proof of elector eligibility during an election; and

WHEREAS to date, no municipality in Alberta has created a list of electors as an option to be used as proof of elector eligibility during a municipal election; and

WHEREAS Alberta is the only province in Canada whose municipalities are required to conduct an enumeration if a list of electors is used; and

WHEREAS Alberta is the only province in Canada whose municipalities are unable to access the provincial list of electors for use in an election unless an enumeration is conducted and a permanent electors register is created; and

WHEREAS Alberta and Saskatchewan are the only provinces in Canada where the use of a list of electors is dependent on a Council bylaw and not directly through legislation; and

WHEREAS there is lack of legislative guidance and best practices available for a municipality to create a list of electors without significant privacy risk, reputational risk and financial cost to the municipality;

**THEREFORE BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties request the Province of Alberta to amend the Local Authorities Election Act to provide municipalities a practical and economical option to use a list of electors for proof of elector eligibility.**

Submitted By: Rocky View County    Seconder: MD Bighorn

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## **Background**

To date, no municipality in Alberta has used a list of electors (voter lists) for proof of elector eligibility during municipal elections despite federal, provincial and municipal jurisdictions in other provinces who use a voter list for their elections.

There has been a growing interest for the use of a voter lists in conducting municipal elections in Alberta based on the distrust of the current electoral system and the desire for increased accountability by the voter. The use of a list of electors is accepted as a procedural safeguard and administrative control for elections in democracies all over the world, yet it is not a viable option for Alberta municipalities to pursue.

The current municipal electoral system also causes confusion among residents who question why voter list information is not aligned with the election information of other levels of government. There is also frustration that the current process to prove elector eligibility is dependent on each voter signing a Voter Register (Form 8's) and the inability for the forms to be reviewed by the public except by judicial order.

Although the Local Authorities Election Act provides the option for municipalities to create a list of electors, there are administrative and legislative obstacles as to why it has not been used by municipalities. These obstacles include:

- The mandatory requirement for municipalities to conduct a door-to-door enumeration if a list of electors is created.
- The inability to access the provincial list of electors for use in a municipal election without the municipality conducting an enumeration and creating a Permanent Electors Register.
- The lack of legislative guidance and best practices available for a municipality to create a list of electors without significant privacy and reputational risk and financial cost to a municipality.

Electoral confidence in the process is important to voters, especially those living in rural municipalities; where every vote counts when the margin of votes is small compared to urban municipalities. Therefore, we ask the Province of Alberta amend the Local Authorities Election Act to provide municipalities a practical and economical option to use a list of electors for proof of elector eligibility.

Submitted By: Rocky View County    Seconder: MD Bighorn

<b>Province and Link to Relevant Legislation</b>	<b>Legislated – Mandatory Use of Voter’s List</b>	<b>Municipal Enumeration</b>	<b>Vouching</b>	<b>Ability to use Provincial / Federal List <i>without</i> conducting an enumeration</b>
BC <u>Local Government Act</u>	Yes – s.75(2)	Optional – s.71(6)	No	Yes – s.76(1)
Alberta <u>Local Authorities Election Act</u>	No Created through bylaw – s.49(1), 50(1)	Required if voter’s list is created – s.49(1)(b), 50(1)(b), 51	Yes – only if a List of Electors exists - s.53(2)	No – can only enter into an agreement with Elections Alberta only if a <u>Permanent Electors Register</u> is created, which also required enumeration be conducted by a municipality s.49(2)
Saskatchewan <u>Local Government Election</u>	No Created through bylaw -s.54(1), 55(1), 107(1)	Optional – s.54(1)	No	Yes – s.55(1)
Manitoba <u>The Municipal Councils and School Boards Election Act</u>	Yes – s. 23(1)	Optional – s.28(1), 32(1)	No	Yes – s. 28(1)
Ontario <u>Municipal Elections Act</u>	Yes – s. 19(1)	Not an option. Enumeration is conducted by the Municipal Property Assessment Corporation to create a list that is handed over to the municipality.	No	Yes – list is provided by the Municipal Property Assessment Cooperation s.19(1)
Quebec <u>An Act Respecting Elections and Referendums in Municipalities</u>	Yes – s. 100	Not an option	No	Yes – s. 100
New Brunswick <u>Municipal Elections</u>	Yes – s. 11(1)	Not an option	Yes – s.36(3)(b)	Yes – s. 43(1.1)
Nova Scotia <u>Municipal Election Act</u>	Yes – s. 21	Optional – s. 30(1)	No	Yes – s.30B(4)(5)(6), 40(7)
Prince Edward Island <u>Municipalities Act</u>  Charlottetown and Summerside Difference Policy	Yes – s. 23	Not an option	No	N/A
Newfoundland <u>Municipal Elections Act</u>	Yes – s. 31(1)(a)(b)	Not an option	No	Yes – s.31(2)

CAAMDC Fall 2016 Resolution

**Home Fire Sprinklers**

Submitted By: Rocky View County

Seconder: M.D. of Bighorn

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**Home Fire Sprinklers**

- WHEREAS** Section 3 (Municipal purposes), section 5 (Powers, duties and functions) of the Municipal Government Act, RSA 2000, c.M-26 specifies the Purpose, Powers and Capacity of Municipalities;
- WHEREAS** Home Fire Sprinklers reduce the risk of loss of life in a home fire by 80 percent;
- WHEREAS** Home Fire Sprinklers reduce the average property loss per home by 70 percent;
- WHEREAS** Home Fire Sprinklers are a strategy for municipalities to use in the delivery of fire suppression services;
- WHEREAS** Several municipalities in British Columbia have Home Fire Sprinkler requirements that have reduced costs in the delivery of fire service; and
- WHEREAS** There is a conflict between the Safety Codes Act and the Municipal Government Act that prevents municipalities from exercising their powers at their discretion as indicated in the Municipal Government Act.
- THEREFORE BE IT RESOLVED** That the Alberta Association of Municipal Districts and Counties requests that the Province of Alberta amend the Safety Codes Act to allow municipalities the option of requiring Home Fire Sprinklers as part of their delivery of Fire services.

**Background**

The continuous growth of residential development within Rocky View County is placing strain on the current model of Fire Service Delivery. The new revenues from additional development are not equal to the financial resources required to deliver fire protection to the new areas. These areas also lack a recognized water system for fire protection, which adds to the lack of resources available for fire protection. This impact on the new residents of Rocky View County is in the form of higher insurance premiums, and on existing residents in the form of increased property tax to provide funding to service the newly developed areas.

This pressure can be relieved by making Home Fire Sprinklers a mandatory requirement for all new residential construction. Sprinklers will ease the impact on fire services by reducing the total time spent at each fire, reducing the average amount of property loss, and reducing the risk of fire death. These measures will also allow the County to develop Fire Services at a rate more closely related to the actual growth and revenue generation of the new development.

The installation of Home Fire Sprinklers is governed under regulations adopted by the Lieutenant Governor in Council, and is enforced through the Safety Codes Act (SCA). Currently, municipalities may not regulate a matter that is regulated by the Safety Codes Act; however, the Municipal Government Act (MGA) permits municipalities to determine what services it will provide and how it will deliver those services through existing enactments, or those imposed on itself through a matter of policy. This creates a conflict for the municipality between the two acts and unfairly limits the municipality's purpose under the MGA in determining what services to deliver, and how they should be delivered. The requested amendments to the Safety Codes Act will allow municipalities to choose whether or not they wish to apply this provision.



CAAMDC Fall 2016 Resolution  
**Vegetation Management on Alberta Provincial Highways**

Submitted By: County of Stettler

Seconder: Lacombe County

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**VEGETATION MANAGEMENT ON ALBERTA PROVINCIAL HIGHWAYS**

**WHEREAS:** The lack of noxious and prohibited noxious weed control is affecting neighboring landowners, as invasive plants are spreading into their fields;

**WHEREAS:** Spot spraying vegetation is costlier than blanket spraying vegetation control;

**WHEREAS:** Landowners adjacent to provincial highways (both two digit and three digit) are faced with increased costs to their vegetation control programs as a result of lack of control along the highways;

**WHEREAS:** Invasive plants cause significant changes to ecosystems resulting in economic harm to our agricultural and recreational industries. Highway corridors facilitate the spread of invasive plants not just locally, but internationally as well which impacts our neighbors;

**WHEREAS:** The most cost-effective strategy against invasive species is preventing them from establishing rather than relying on a municipality to identify an infestation and react by issuing a notice. Allowing undesirable plants to grow increases the risk to human health (poisonous plants) and public safety by reducing visibility along road shoulders where wildlife are crossing or grazing;

**WHEREAS:** Alberta Transportation in the past had the option of signing Service Agreements with each municipality to do invasive plant control, but that option is no longer available in some districts due to some of the highway maintenance contracts;

**WHEREAS:** With 31,000 kilometers of highway in the province the land base in which it is responsible for weed control within its right-of-way's is regulated by the Weed Control Act which requires attention and sufficient funds to be able to abide by its own legislation.

**THEREFORE BE IT RESOLVED  
THAT THE ALBERTA ASSOCIATION OF MUNICIPAL DISTRICTS AND COUNTIES REQUEST**



CAAMDC Fall 2016 Resolution  
**Vegetation Management on Alberta Provincial Highways**

Submitted By: County of Stettler

Seconder: Lacombe County

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The Government of Alberta delivers a more effective maintenance program for vegetation management (weed control and mowing) along the primary and secondary highways in the province.

**FURTHER THEREFORE BE IT RESOLVED**

**THAT ALBERTA ASSOCIATION OF MUNICIPAL DISTRICTS AND COUNTIES REQUEST:**

Alberta Transportation gives the option in all districts of the province to enter into Service Agreements with municipalities for weed control.

**SPONSORED BY:** County of Stettler No. 6

**MOVED BY:** County of Stettler No. 6 Councillor J. Gendre (August 10, 2016)  
- Carried Unanimously

**SECONDED BY:** Lacombe County Council  
- Carried

**STATUS:** Provincial

**DEPARTMENT:** Alberta Transportation  
Alberta Environment and Parks  
Alberta Agriculture and Forestry

CAAMDC Fall 2016 Resolution  
**Vegetation Management on Alberta Provincial Highways**

Submitted By: County of Stettler

Seconder: Lacombe County

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## Background Information

### Issue and Impacts:

Adjacent landowners are frustrated with the weeds in the Provincial Right-of-Ways because the weeds are propagating onto their lands causing financial burden and the overgrowth is impacting the safety of travelling motorists and migratory wildlife along Alberta highways.

### Expense:

Landowners in the County of Stettler are spending large sums of money on weed control, but are also seeing their results diminish because of a lack of responsibility by the Province, regarding the Alberta Weed Act. The Alberta Weed Act was introduced in 1907 to ensure landowners practice good husbandry and stewardship of our lands. As fellow landowners, the Province, by not proactively controlling weeds is insinuating we should wait until a weed notice is issued (as referred to in the response by Alberta Transportation) before conducting any weed control. We have noticed the amount of time taken to respond to a weed infestation has increased - leading to larger infestations. It impacts our ratepayers/landowners and the county, as both must increase their budgets for weed control.

### Potential transfer of weeds provincially, nationally and internationally:

The weed issue in our county has local, provincial, national, and possibly international impacts as hay, grain, and other commodities are transported via our highway network daily. Any vehicle that stops on the side of the highway could potentially transfer weed seeds anywhere. The impact is two-fold: an increased weed control budget (whether it's spraying, or mowing, or hand removal) and dockage to grains and forages sold into the market place. The added increased costs affects the overall net profits at the farm level.

### Safety:

In addition to not controlling weeds in highway ditches, the Province has reduced its mowing program along our highway ditches. Mowing, also a method of controlling weeds, used to be conducted twice per year along our highways – along the shoulder, and every four to five years as prescribed from shoulder to fence-line.

This year we were initially informed that the province did not budget for any ditch mowing in Stettler County. After raising concerns to Alberta Transportation we were informed we would get one mow this season, of only one pass along the shoulder of the highway. Not only does this impact control of the weeds along our highways, we have a grave concern for the safety of the public travelling these highways. The visibility of wildlife crossing the highways is hindered by the tall weeds and grass. We have received several letters, calls and visits from county residents who

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Submitted By: County of Stettler

Seconder: Lacombe County

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have noticed increased wildlife and bird strikes along our two and three digit highways. They are worried for their own safety as well as the safety of local wildlife impacted by motorist's inability to spot wildlife and have proper warning time in which to react to wildlife crossing. Furthermore, this has a financial impact from the aspect of automobile insurance rates and premiums.

**Province ignoring its own Act:**

The best control of weeds comes from prevention, not reaction.

The Province is not abiding by its own legislation intended to control the spread of noxious and prohibited noxious weeds. By not controlling the ditches, municipalities are put in the uncomfortable position of having to issue weed notice to the Province. We cannot expect landowners to control weeds on their land while the Province ignores weeds in their right-of-ways. In the past Alberta Transportation had the option of signing Service Agreements with each municipality to do invasive plant control, but that option is no longer available in some districts (including Stettler County) as a result of the highway maintenance contracts in those areas.

**History & Legislation**

Alberta highway shoulders were mowed twice per season. Approximately every four years, a manager would prescribe additional shoulder to fence-line mowing. In 2015 Alberta Transportation stopped mowing along all highways in what we believe was a cost-saving measure. Alberta Transportation proactive weed control plans changed in 2014. Again, what we believe was due to budget cutbacks, Alberta Transportation stopped spraying weeds proactively, and would only spray if we issued a weed notice.

The Alberta Weed Control Act was proclaimed in Province of Alberta in 1907. It is reviewed and proclaimed every four or six years. It was last reviewed and proclaimed on October 1, 2011.

The Alberta Weed Control Act aims to regulate noxious weeds, prohibited noxious weeds, and weed seeds through various control measures, such as inspection and enforcement, together with provisions for recovery of expenses in cases of non-compliance. Additionally, it mandates the licensing of seed cleaning plants and mechanisms. An excerpt is included:

**Part 1:**

**Noxious weeds — control**

**2** A person shall control a noxious weed that is on land the person owns or occupies.

**Prohibited noxious weeds — destroy**

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Seconder: Lacombe County

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**3** A person shall destroy a prohibited noxious weed that is on land the person owns or occupies.

**Spread of weeds prohibited**

**4(1)** Subject to the regulations, a person shall not use or move any thing that, if used or moved, might spread a noxious weed or prohibited noxious weed.

**Other Stakeholders**

**Alberta Invasive Plants Council** - This group of individuals and organizations work hard to educate, the public on invasive species (plants, and organisms) not only in our province, but also those that can potentially be introduced in our province. This group tries very hard to stop the spread of invasive species.

**Association of Alberta Agricultural Fieldmen** - This is a group of about 155 members from across the province, these men and women work hard every day to try and reduce or eradicate the invasive species in their respective Counties or MD's. We are bound by the Alberta Weed Act in our own jurisdiction to both keep Right of Ways clean, but also educate and enforce weed concerns to local producers.

**Agricultural Services Board** - There are 70 municipalities that have an Agricultural Services Board, this board and its members create and uphold strategic plans that include proactive measures to reduce invasive populations in their jurisdiction. We work hard every year to improve our stewardship on the lands around us.

**Alberta Transportation** - Alberta Transportation has a very high invested interest as they are in control of the highways, these roads must be kept safe for all travelers. Letting unwanted vegetation stay on the shoulders of the roads, growing tall allows for very unsafe driving conditions, as wildlife can emerge with little notice, as well as, travelers when stopping on the sides of the roads can unknowingly transfer invasive species.

**Alberta Agriculture and Forestry** – The Alberta Weed Act is an act that has been around since 1907. This is an act that was created by Alberta Agriculture and Forestry. If the expectation is to educate and enforce this act upon the public, they must abide themselves.

**Stettler County Local Ratepayers adjacent to the highways** - Having neighboring lands with our

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Seconder: Lacombe County

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provincial highways, local ratepayers spend more time, and money on their fence-lines, and highway right of ways controlling weeds and unwanted vegetation.

**CP and CN rail lines** - The rail lines cross over provincial highways all over the province, when the two cross, there is a chance of transferring weeds further on, even out of province.

**Insurance Industry** - We have received several letters, calls and visits from county residents who have noticed increased wildlife and bird strikes along our two and three digit highways. They are worried for their own safety as well as the safety of local wildlife impacted by motorist's inability to spot wildlife and have proper warning time in which to react to wildlife crossing. This has a financial impact from the aspect of automobile insurance rates and premiums.

#### Past Advocacy Efforts

##### *Provincial Agricultural Services Board Conference*

###### **2006:**

###### **Resolution #10 - Weed Control Along Primary and Secondary Highways**

A resolution was passed that requested "the Provincial Government allocate sufficient funds to control the weeds and undesirable vegetation along their primary and secondary highways within the Province".

At that time Alberta Infrastructure and Transportation indicated that they placed a "high priority on weed control within all highway rights-of-way". The department also stated that in 1999 a process was initiated "to involve the Fieldmen more directly in the weed control programs by allowing them, in urgent situations, to order work directly from highway maintenance contractors or to undertake weed control using their own forces. This process has been quite successful on a provincial basis".

###### **2008:**

###### **Resolution #15 - Weed Control of Alberta Infrastructure and Transportation Roadways**

Agricultural Services Boards across Alberta are/were interested in providing weed control in their municipality, the local Agricultural Services Boards are willing and ready to help control the highways, in the most effective, and efficient way possible. Weed Control within all highway right-of-ways is a priority for government. The department has contractual obligations to have

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weed control work done by the highway maintenance contractors. Staff from Alberta Infrastructure and Transportation (INFTRA) and Alberta Agriculture and Food work closely with Agricultural Fieldmen and highway maintenance contractors to determine the weed spraying and mowing requirements along each roadway within their jurisdiction. Also, Agricultural Fieldmen identify problematic locations that need special attention and ensure they are addressed

**2010:**

**Resolution #4 - Alberta Transportation Roadside Weed Control**

A resolution was passed that requested "Alberta Transportation review their current weed control program to ensure the effectiveness of the program and give consideration to an increase in the current width of ditch that is sprayed as well as implementing a monitoring and assessment program to ensure that severe populations are dealt with proactively not reactively."

Alberta Transportations (AT) response indicated that it was working with Alberta Agriculture and Rural Development to increase the effectiveness of its weed control program and the knowledge of the field staff. It also indicated that is establishing standards for a province-wide integrated invasive species management program. The information gathered by the maintenance contract inspectors and other Alberta Transportation staff will be incorporated into Alberta's Pest Surveillance System as well as Alberta Transportation's internal tracking systems, which will allow effective herbicide application and rotation.

**2016:**

**Resolution # 1 PROACTIVE VEGETATION MANAGEMENT ON ALBERTA PROVINCIAL HIGHWAYS**

**We asked: Therefore it be resolved,** that The Government of Alberta restores funding levels to Alberta Transportation for summer maintenance programs for vegetation management (weed control and mowing). And **further therefore it be resolved** that we ask for the option to control YOUR highways, at a manageable level, and cost effective manner. There is no consistency in regards to how weed control work is done. Individual highway maintenance contractors have their own way of dealing with weed control and mowing.

In addition, we asked for additional funds through a resolution in 2015:

**Resolution #4 *Additional Funding for Municipalities dealing with Prohibited Noxious Weeds that come from Outside the Province of Alberta***

**Therefore be it resolved that Alberta's Agricultural Service Boards request**

That Alberta Agriculture and Rural Development supply additional funding up to \$75,000 per

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**Vegetation Management on Alberta Provincial Highways**

Submitted By: County of Stettler

Seconder: Lacombe County

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year for each municipality with an Agricultural Service Board that is affected by the constant flow of prohibited noxious weeds coming into their municipality from outside the province of Alberta.

**Further Therefore be it resolved that Alberta's Agricultural Service Boards request**

That Funding for this program be in addition to the current ASB Grant Program Funding.

This was asked of by Cardston County which is battling noxious and prohibited noxious weeds within your province on your behalf. The response was: Agriculture & Forestry has been collaborating with Cardston County in exploring the possibility of an intensified survey and control program to eradicate the prohibited noxious weed, spotted knapweed. Heavy infestations occur within the County, some in sensitive areas like water course ways.

Agriculture & Forestry is supporting the County in developing protocols for their eradication program efforts, yet earlier in 2016, an email was sent out by the Honourable Carlier, stating that funds have run out, the spray crews to deal with the issue were outside of Calgary. How is this possible?

The email states:

*"AAAF Members,*

*It has been brought to my attention, that as of yesterday, the 2016 Agriculture & Forestry budget has absolutely zero dollars for chemical weed control in the Southwest. The areas affected will be Crowsnest Pass, MD of Pincher Creek and parts of the MD of Willow Creek. As we approach the peak of our spray season, chemical spraying has stalled completely in this area of the Calgary Forest Area, Green Zone. In speaking with staff from the Blairmore Ranger Station, I have been informed that presently there are only two staff dedicated/responsible for the area mentioned above. These two staff have been reduced to hand pulling only. It comes at a time when I believe we finally have most players at the table with a vested interest in managing invasive species (this includes CPR, TransCanada Pipeline, Department of Transportation, Alberta Environment, most Utility Companies and the majority of the residents within our Municipality). I find this, "to say the least", very frustrating. I am beginning to wonder if each of the aforementioned, take turns testing the system.*

*Our Agriculture & Environmental Services Department has already begun preparing weed notices for areas of concern, it does make you wonder how a Ministry that administers the Act, will not supply the necessary funding to comply to their Act.*

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Submitted By: County of Stettler

Seconder: Lacombe County

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*I believe we all understand the devastation this decision will have on what we have accomplished to date. This will definitely have a geographical impact. I call upon every one of us to express concern to the Minister of Agriculture & Forestry or Erica Samis, Director of Forest Health & Adaptation, over this decision to end chemical vegetation control due to lack of appropriate funding within the Calgary Forest Area, Green Zone.*

*Honourable Oneil Carlier,*

*Minister of Agriculture and Forestry”*

In summary, we are asking for Government collaboration and positive partnership in moving forward to clean up Alberta Highways for the benefit of landowners who live along these highways and the safety of all who travel them.



**Borrowing Powers for Regional Library System Boards**

Submitted By: Wheatland County

Seconder: Clearwater County

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**Borrowing Powers for Regional Library System Boards**

WHEREAS Provincial Operating Grants for Library Systems do not provide sufficient funding capacity for sizeable capital projects such as the repair, expansion or replacement of headquarters facilities;

AND WHEREAS legislation for Alberta Libraries does not allow Library Systems to borrow money to acquire real property for the purposes of a building to be used as a headquarters of a Library System or for erecting, repairing, furnishing and equipping a building to be used as the headquarters of a Library System;

AND WHEREAS Library Systems need adequately sized and safe, well-maintained facilities to effectively perform the functions that are defined in the Alberta Libraries Act, including resource sharing and supporting bibliographic and IT network and infrastructure in public libraries;

AND WHEREAS Library Systems exist to ensure Albertans have equitable and seamless access to library resources through a robust Public Library Network supported by the Province of Alberta and comprised of a provincial policy framework and technological infrastructure;

AND WHEREAS Library Systems exist to support quality services and resources in public libraries for all Albertans and to contribute to sustainable communities in Alberta, especially in rural and remote communities;

AND WHEREAS Library Systems are exemplary bridges to collaboration among municipalities and among other Library Systems to ensure that resources are shared and value is augmented;

AND WHEREAS Public Libraries provide a universal and low-cost point of access to information for Albertans of all ages, in all regions of the province, who are pursuing knowledge and information needed for success in education, business, career development, job security and personal projects;

AND WHEREAS Public Libraries and the Public Library Network provide resources to develop a full range of literacy skills for Albertans of all ages, in all regions of the province.

**THEREFORE BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties request that relevant Provincial Departments (currently Municipal Affairs and Infrastructure) develop the necessary legislation, policy and procedures to enable Alberta's Library Systems to acquire capital funding to repair, expand or replace their headquarters facilities.**

**Borrowing Powers for Regional Library System Boards**

Submitted By: Wheatland County

Seconder: Clearwater County

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**Member Background**

The Alberta Libraries Act provides the legal framework for public library service in Alberta.

**Library Systems**, which deliver services and support on a regional level, are also created under the Libraries Act.

It must be clear that the purpose of this resolution is specifically to enable borrowing powers for the seven Regional Library Systems in Alberta, representing 310 municipalities and 1,433,722 Albertans.

Library Systems were established by the Alberta Government, with the first coming into existence over 50 years ago. With the exception of four or five municipalities, all municipalities in Alberta are members of a Library System as designated in the Alberta Libraries Act.

Municipal Affairs strongly encourages municipalities to belong to Library Systems to pool resources, to maximize efficiency and purchasing power, and to participate in the Public Library Network. The Public Library Network is a provincial policy framework and a technological infrastructure that facilitates cooperation in efficient, effective and seamless delivery of library resources and services to all Albertans. The network is coordinated and supported by Alberta Municipal Affairs through the Public Library Services Branch. In turn, Library Systems are the gateway to providing public library series defined in this official Public Library Network policy through support to municipal libraries and provision of service directly to residents.

Regional Library Systems are not-for-profit public library service providers serving multiple municipalities. Municipalities and school authorities can join Library systems in compliance with the Act. There are over 300 municipalities that are members of Library Systems and whose residents are direct recipients of public library services that are purchased and managed by the seven regional Library Systems. Every member municipality appoints a trustee who has a seat and a vote on one of the seven Library System boards. These seven Library Systems provide service and support to over 270 public libraries in Alberta.

It is highly unlikely that municipalities would ever withdraw from their Library System because that would mean that their residents would no longer have access to the majority of public library series that are delivered through a computer system or via the internet. No municipality has withdrawn from any Library System within the last ten years. Every municipality that has joined a Library System signs a Library System agreement and then gets official permission to join the Library System from the Minister.

**Borrowing Powers for Regional Library System Boards**

Submitted By: Wheatland County

Seconder: Clearwater County

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Library Systems are funded by a combination of municipal levies and provincial library grants. Overall, the funding from provincial grants and municipal levies has not been sufficient and has not kept pace with inflationary trends to provide adequate reserves for substantial repairs, expansion or replacement of headquarters' facilities. Library Systems do not have access to grant funding in the same way that a municipal library has because Library Systems do not have a relationship with only one municipality. It would take considerable effort and good fortune to get all the municipalities that are members of a Library System (which would be required) to agree to support a major grant application. A major grant ask may mean that a local library or organization might have to do without.

As it stands, the Alberta Libraries Act specifies that Library Systems cannot directly borrow for capital projects, as stated as follows in Section 24 of the Act:

*(24) A municipality or a school authority that is a party to an agreement described in section 13 may, with the approval of the Minister, borrow money to acquire real property for the purposes of a building to be used as the headquarters of a library system or for erecting, repairing, furnishing and equipping a building to be used as the headquarters of a library system, and section 10(2) and (3) apply to the borrowing of the money.*

The Libraries Regulation within the Libraries Act does not include language about borrowing money or capital funding. It does state, however, that the Library Systems must be able to deliver services and resources to its members and have a "provision for expansion of the Library System to all jurisdictions with the prescribed boundaries" (Section 25(1)(k)). The ability of public libraries to provide current relevant library service could be negatively impacted if the regional system headquarters facility has continued restricted access to capital funding.

There is language in the Libraries Act that refers to Municipal Libraries (Section 10(1)), and **not to Library Systems**. Section 10 under Municipal Libraries states that "When money is required for the purpose of acquiring real property for the purposes of a building to be used as a municipal library or for erecting, repairing, furnishing and equipping a building to be used as a municipal library, the council may, at the request of the municipal board, take all necessary steps to furnish the money requested or the portion of it that the council considers expedient. (2) Money approved by the council under subsection (1) may be borrowed by the council under the authority of a bylaw and on the RSA 2000 Section 10.1 Chapter L-11 LIBRARIES ACT 7.

Any given Municipal Council may be unable to, or unwilling to, borrow money on behalf of a Library System if the municipality does not have borrowing capacity, or there are other priorities and local needs.

**Borrowing Powers for Regional Library System Boards**

Submitted By: Wheatland County

Seconder: Clearwater County

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Before borrowing, a library system such as Marigold would ensure that a special per capita levy of a modest amount would be accepted by its members over a set number of years. This added revenue would be used to pay back the loan.

Other options for funding have been investigated and found to be unsuitable, including Alberta Capital Management Agency loans. AGCL has indicated that Library Systems do not qualify for casinos even if they have a Friends Organization. Grants typically need matching funds. It is unlikely that library systems would have the ability to save sufficient funds to match a grant, if it were available, in amounts exceeding one million dollars. For example, Marigold Library System has saved \$1.6 million dollars over ten years in a capital reserve that is intended for a major expansion or replacement of its 60-year-old building. This facility, once an armory, undersized and has aging and inadequate facility infrastructure. Marigold is now serving a population that has increased 2 ½ times in 10 years, making it the third largest Library System in Alberta after Calgary and Edmonton (based on resident population). Library System services such as on-site technology training and IT network support are compromised by the limited size of the present facility.

With populations that have fluctuated throughout Alberta's municipalities, (some populations growing rapidly while others are declining), and provincial funding that has not kept up with population growth or service diversification on a regular basis, it is difficult to engage in any long term financial planning. Not only does this threaten the sustainability of Library Systems and endanger the provision of and access to valuable programs and services available to all Albertans, it makes it virtually impossible to build capital assets and capacity to meet the service delivery expectations of the province or of Albertans who use these services.

Leaders of the Library Systems have appealed to the provincial government for capital funding in writing and in person for more than five years. Library System Chairs have also requested a list of ways to raise capital funds. A spokesperson representing the Chairs of the seven Library Systems made a request to the Minister of Municipal Affairs on January 13, 2016 for the Province to provide capital funding for headquarter repair, expansion or relocation so that Library Systems can continue to serve and support the robust Public Library Network throughout the province of Alberta.

It was requested that the Minister report back on how and from whom the seven Library Systems can acquire sufficient capital funding through eligible grants and by borrowing money. Also requested was that the Alberta Libraries Act be reviewed and that more immediate funding solutions be provided before urgent infrastructure deficits faced by several Library

**Borrowing Powers for Regional Library System Boards**

Submitted By: Wheatland County

Seconder: Clearwater County

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Systems becomes an impediment to delivering the expected service outcomes of the Province and the respective Agreements with member municipalities.

At the January 13, 2016 meeting, the Minister of Municipal Affairs acknowledged that Library System operating grants are not sufficient for Library Systems to save funds for capital projects. Minister Larivee recommended submitting the capital requests to Alberta Infrastructure. The Public Library Services Branch has been doing this for five years. Regional Library Systems are listed as Unfunded Capital Projects as of April 14, 2016, in Alberta's *Fiscal Plan: Capital Plan*; however there are many provincial projects that are deemed more urgent and fund-worthy. The indeterminate timeline for funding could be years away.

Public Libraries in Alberta are thriving. Cardholder numbers and library use is increasing in both traditional and emerging library service areas. Access to public libraries is increasingly being seen by Albertans as an essential service. This is particularly evident during any economic decline when Albertans depend on public libraries for access to technology, affordable information and recreation, literacy training, job searching and career development resources, exam invigilation, social interaction and much more.

Public libraries in every community are valued by residents as the gathering place for their community. In small, rural and remote communities, the public library is an important symbol of that community's viability and sustainability. Library Systems consolidate services and resources to ensure that all public libraries in large and small communities have the best value and the best opportunities to thrive. Library Systems provide the means to ensure that the Public Library Network remains strong and that public libraries throughout Alberta are providing relevant, vital and cost effective public library services to Albertans.



# ALBERTA'S REGIONAL LIBRARY SYSTEMS ■■■

are partners for municipal success



## IMPACT

- Province-wide network for sharing of library resources.
- Equitable access to library service for all Albertans.
- TAL card allows borrowing from the collections of over 300 public, post-secondary and special libraries across Alberta.
- TAL Online allows patrons to search millions of physical and digital library materials from Alberta and around the world and request items to be delivered to their local library.
- Governance structure that enables public library boards to collaborate and effectively manage public library service.
- Collaboration on projects and IT services.

We're connected!

Alberta Municipal Affairs, Public Library Services Branch [http://www.municipalaffairs.alberta.ca/alberta\\_libraries](http://www.municipalaffairs.alberta.ca/alberta_libraries)

- Provides annual operating grants to regional library systems and public libraries.
- Advocates for libraries and interprets and monitors library legislation.
- Delivers board orientation programs for public library trustees.
- Subsidizes initial installations of SuperNet, funds monthly connection fees.

TAL (The Alberta Library) [www.thealbertalibrary.ca/](http://www.thealbertalibrary.ca/) and <http://talonline.worldcat.org/>

A consortium of public, academic and special libraries that work together to achieve collective goals. Services include:

- TAL card — provides borrowing privileges at all TAL Card participating libraries throughout Alberta.
- TAL Online — facilitates access to a wide breadth of resources in a single search.
- Negotiates and administers licensing agreements for electronic resources (databases) for members.

RISE Network [www.risenetwork.ca](http://www.risenetwork.ca)  
Connecting people, Connecting libraries

- Videoconferencing allows Albertans to communicate with health care professionals, participate in distance education, attend meetings, learn new skills and more – from their local library where available.
- Regional library systems' headquarters staff can participate in regional and province-wide meetings and training without leaving headquarters.



LEADERS IN LIBRARY SERVICE & INNOVATION



# ALBERTA'S REGIONAL LIBRARY SYSTEMS

working together for municipal success



Information & recreation for Alberta's growing & diverse population  
 Cost-effective principles to achieve excellence in public library service  
 Balance traditional library service & technology  
 Models for innovation, cooperation, collaboration & communication  
 Partners for municipal success



Working Together for Municipal Success

## Alberta's Regional Library Systems

- Municipal partnerships created by System Agreements under the Libraries Act
- Cooperate to facilitate public library service development and delivery
- Enable interlibrary loan service and borrowing throughout the province

### ■ CHINOOK ARCH REGIONAL LIBRARY SYSTEM

2902 – 7 Avenue N.  
Lethbridge, AB T1H 5C6  
403-380-1500  
[www.chinookarch.ab.ca](http://www.chinookarch.ab.ca)  
Population served: 198,750

### ■ MARIGOLD LIBRARY SYSTEM

710 – 2nd Street  
Strathmore, AB T1P 1K4  
403-934-5334  
[www.marigold.ab.ca](http://www.marigold.ab.ca)  
Population served: 290,263

### ■ NORTHERN LIGHTS LIBRARY SYSTEM

5615 - 48 Street  
Postal Bag 8  
Elk Point, AB T0A 1A0  
780-724-2596  
[www.nlls.ab.ca](http://www.nlls.ab.ca)  
Population served: 175,950

### ■ PARKLAND REGIONAL LIBRARY

5404 – 56 Avenue  
Lacombe, AB T4L 1G1  
403-782-3850  
[www.prl.ab.ca](http://www.prl.ab.ca)  
Population served: 210,092

### ■ PEACE LIBRARY SYSTEM

8301 – 110 Street  
Grande Prairie, AB T8W 6T2  
780-538-4656  
[www.peacelibrarysystem.ab.ca](http://www.peacelibrarysystem.ab.ca)  
Population served: 167,804

### ■ SHORTGRASS LIBRARY SYSTEM

2375 – 10 Avenue S.W.  
Medicine Hat, AB T1A 8G2  
403-529-0550  
[www.shortgrass.ca](http://www.shortgrass.ca)  
Population served: 105,725

### ■ YELLOWHEAD REGIONAL LIBRARY

433 King Street, Box 4270  
Spruce Grove, AB T7X 3B4  
780-962-2003  
[www.yrl.ab.ca](http://www.yrl.ab.ca)  
Population served: 284,188



Collectively, Alberta's seven Regional Library Systems have over 230 years of experience in providing library service to member libraries in participating municipalities.

# ALBERTA'S REGIONAL LIBRARY SYSTEMS ■■■

are models for innovation, cooperation, collaboration & communication



## Library service specialists

Regional library systems employ IT specialists, professional librarians, library technicians and other specially trained staff to provide expert consultation and advice to staff in member libraries.

- programs and promotion
- hardware and software advice
- planning for technology
- space planning
- procedures manuals
- in-person, telephone and videoconference consultation
- board development and orientation
- conferences and workshops for staff and board members
- webinars and video training
- HR, health & safety training and information
- budgeting
- purchasing
- community assessment and Plan of Service

## Advocacy

Library system staff mentor and educate members about the political process, and support libraries making presentations to councils to highlight achievements in public library service delivery, programs and community partnerships.

Library system directors and boards collaborate with councils to advocate on behalf of libraries and to clarify the roles and identify the benefits of membership in a regional system.

## IMPACT

- Strong public libraries enhance quality of life and mirror vibrant well-informed communities.
- Member library staff have opportunities to network, connect and share ideas with colleagues across Alberta and beyond.
- Well-resourced libraries have been identified as a factor in residents' decision to stay or re-locate.
- Libraries boost individual capacity as well as economic well-being in a community.



# ALBERTA'S REGIONAL LIBRARY SYSTEMS ■ ■ ■

## balance technology & traditional library service



## What is a library system compared to a local library?

Community hub



Local Public Library

- Space and staff for front-line library service.
- Collection and programs to meet the specific needs of the community.
- Promotes life-long learning and literacy skills.
- Gateway for new residents, new Canadians.
- Responsible for staff salaries and benefits, utilities, building occupation costs such as rent, upkeep and renovations, furniture and equipment.
- People places – vibrant hubs of activity.



Regional Library System

- A municipal membership collaborative providing cost-effective public library services and support for residents and member libraries in rural Alberta.
- IT infrastructure and library products enabling local library capacity to provide excellent public library service.
- Foundation for resource sharing by supporting interlibrary loan and reciprocal borrowing of materials in a variety of formats.
- Expert consultation services.
- Progressive and cost-effective public library services.

### Structure of Alberta Public Library Services

*The Libraries Act* sets out the governance structure for public library service. It provides for the establishment of municipal and community library boards at the local level and system boards at the regional level. These autonomous boards cooperate through provincial networks and resource sharing agreements to give access to public library resources to all Albertans.

### Provincial Policy

#### Public Library Network Policy

- Government of Alberta policy that defines the cooperative network linking and serving Alberta public libraries and communities.

#### Resource Sharing Operational Policy for Public Libraries

- Defines rules for resource sharing between participating libraries, including interlibrary loan and the provision of Alberta-Wide Borrowing.

#### SuperNet Operational Policy

- Outlines the rules by which public libraries participating in the Public Library Network are connected to the SuperNet.

### Funding Regional Library Systems

#### From the Province

System operating grant (\$4.70 per capita)

- 2016 Operating Grants for library systems are based on 2014 population of 1,396,328 @ \$4.70 per capita = \$6.56 million.
- Allows systems to provide library services to Albertans as outlined in Alberta's library legislation and in each regional library system's Agreement (signed by member municipal councils).

#### From Local Municipal and Board levies paid to library system

- Each library system provides library services based on the unique needs of its members, as per capita levy rates defined in each library system's Agreement.

More at:

[http://www.municipalaffairs.alberta.ca/alberta\\_libraries](http://www.municipalaffairs.alberta.ca/alberta_libraries)

### IT system support

Regional library systems provide member libraries with automation and IT support/troubleshooting, expert advice on computer installations and purchases, website templates, Wi-Fi, email, remote management of maintenance, technical support and videoconferencing.

Regional library systems provide member libraries with tools to promote services and programs and connect with their communities through social media.

### Well-informed public library service

Library system consultants help library staff interpret standards, legal requirements and best practices in areas such as governance, technology, collaboration, collection management, resource sharing, plan of service, space planning, personnel and information services.

Continuing education and training are provided at the libraries or at a library system headquarters. This fosters informed decision making by the library manager and board.

*Standards & Best Practices for Public Libraries in Alberta* provide libraries with a point of reference for self-evaluation and a framework for future development.

## IMPACT

- A well-supported and innovative public library elevates the quality of life in a community.
- Member libraries are able to respond to a rapidly changing and expanding information environment.
- Albertans in small communities and remote areas have access to the same resources as larger urban centres.
- Member library staff are confident and knowledgeable when teaching patrons how to search for information or use their devices and software applications.
- Member libraries are community centres that provide Wi-Fi, laptops, public computers, eReaders, programs, books, readers' advisory, safe meeting spaces and countless learning opportunities.
- Member libraries are well equipped to meet the needs of the next generation of patrons.
- Regional systems ensure print-disabled patrons have access to large-print, audiobooks and CNIB material.



# ALBERTA'S REGIONAL LIBRARY SYSTEMS ■■■

support information & recreation needs of Alberta's growing & diverse population



## Alberta's vibrant culture thrives

Regional library system consultants work with member library managers to develop collection plans that meet the specific information and recreation needs of each member community.

*Mango Languages* provides an online language learning service that includes 61 languages for English speakers and English language courses for speakers of 17 other languages.

Library systems provide and promote eResources that help people discover their roots.

Library systems support writers by hosting writers-in-residence and providing author tours, book signing programs and presentations for their region.

## Towns and remote communities stay alive and in touch

Pilot projects in videoconferencing bring programs, consultations and face-to-face meetings to communities across Alberta.

In some regions, patrons who live far from a library have access to books and other materials by mail.

Regional library system websites are portals for links to resources.

## IMPACT

- Member libraries partner with diverse organizations and community groups.
- Multiculturalism is supported through books and DVDs in other languages, as well as music and resources that contain newspapers from other countries.
- Residents have access to relevant and current content in print and online.



# ALBERTA'S REGIONAL LIBRARY SYSTEMS ■■■

support cost-effective excellence in public library service



## Local economies supported

Collectively, all seven regional library systems spend over \$21 million per year on behalf of member libraries and Albertans who reside in library system areas. Most of these expenditures go directly back to member libraries in the form of new materials, programs, computers, software, supplies, videoconferencing, eResources, and professional development such as webinars, workshops and conferences.

Operating expenditures for all 270+ member libraries exceed \$38 million, largely spent in their communities.

Regional library systems employ 166 staff in their headquarters community. Member libraries employ over 1400 staff and receive help from over 9,000 volunteers annually.

## Resource sharing and delivery of materials optimized

Library systems enable resource sharing by supporting (with grants, supplies and training) interlibrary loan and reciprocal borrowing of materials in a variety of formats.

Patrons have access to *ME Libraries Alberta-wide borrowing*, a web-based service that allows patrons with a current library card from their home library to borrow from the physical collections at all other participating libraries across the province. Check out [melibraries.ca](http://melibraries.ca)

Van delivery services, combined with government courier and mail, provide timely, cost-effective delivery of materials between member libraries and library system headquarters. New materials arrive at the library shelf ready. Member library staff have more time to concentrate on front line services.

## IMPACT

- Member libraries and their patrons have access to more resources and material than a local library could provide alone.
- Residents can borrow material from one library and return to another anywhere in Alberta.
- Central processing of materials reduces costs and duplication.
- Regional library system staff negotiate discounts for bulk purchasing of materials for member libraries — a substantial cost savings for municipalities and ratepayers is realized.
- Regional library systems and public libraries represent an important customer base for Alberta and Canadian booksellers, publishers and IT vendors.



# Marigold Library System

## Overview



- Marigold is a Library System defined by the Alberta Libraries Act and Regulations
- Marigold Library System is a municipal collaborative (like a co-op) with 44 municipal councils
- Established in 1981 to serve Albertans with progressive and affordable public library services
- Serves 290,263 residents in south central Alberta, surrounding Calgary and covering 53,600 sq km
- 37 member public libraries and 12 book deposits, including 6 full-service libraries located in unincorporated communities (hamlets)
- Marigold Library Board has 46 municipal members and 9 Board committees; Marigold acts as the Board of Management for 12 municipalities that do not have their own library boards
- Marigold's headquarters, located in Strathmore, Alberta (50 km east of Calgary) has 28 employees; 25.79 FTE
- Library systems achieve cost savings and efficiencies in the provision of state-of-the-art public library services with volume discounts, by consolidating work and by providing expert consultation
- Marigold is a library service provider (along the same lines as an Internet Service Provider that enables access to the Internet)
- Marigold is not a public library, nor is it in competition with public libraries. Local libraries provide the place (building), service (staff) and community connection. Library systems provide the "product" (e.g., materials, IT infrastructure, consultation and 'behind the scenes' support)

## Marigold services and support

- Library software and the online catalogue TRACpac. This catalogue has 3.3 million items for cardholders to request online and have delivered to their closest library
- Purchase, installation and maintenance of IT infrastructure, equipment and peripherals, including Internet and Wireless access at libraries; 3 IT analysts on staff
- IT and Network Centre with more than 25 servers
- Maintenance of the SuperNet connectivity for member libraries
- Software, maintenance agreements and licenses for computers
- High definition videoconferencing equipment in all Marigold libraries; central site bridging support for videoconferencing in over 90 public libraries in Alberta
- Gateway for e-content subscriptions such as language learning software, full access to e-books, digital magazines and newspapers, ancestry documentation, consumer reports, music and movie/TV programs downloads
- Expert consulting services for library management and board development; 6 library professionals
- Purchase and preparation of shelf-ready materials including books & DVDs; 10 staff in bibliographic services; volume discounts up to 50% and free shipping
- Material sorting and shipping for resource sharing of materials to Albertans (320 libraries)
- Van deliveries to 37 member libraries at least once per week
- Service grants (cash back) to member libraries to support resource sharing
- Training for library staff in technology, eResource use, eReaders, computer software, website support, management skills, marketing

- Website hosting and content development for member libraries and Marigold
- IT Capacity Fund – Marigold’s purchase of IT equipment and installation and support for every member library
- Supplies, equipment and furniture purchasing for member libraries; discounts up to 70%
- Mail service for remotely located residents or patrons with limited mobility
- Content for 12 book deposits in small communities
- Insurance for library collections
- Communication and marketing support; 2 staff members
- Board member training and administrative support

## Partnerships

- TRAC (The Regional Library Automation Consortium) with Marigold, Peace, Northern Lights and Yellowhead Library Systems to share library software and collaborate on technology development for 176 libraries
- RISE (Rural Information Service initiative) to provide videoconferencing equipment and IT support throughout Marigold; used for programs, training, meetings, consultations
- TAL (The Alberta Library) for database licensing and union catalogue for Alberta’s public, academic & special libraries
- PPG (Calgary and Area Public Purchasing Group); discounts and shared contracts

## Financial profile

- Annual budget: \$5 million in 2016
- Registered charity; fully audited every year
- 58% of revenue comes from municipal and library board levies based on a per capita levy rate multiplied by official municipal population (as defined by Municipal Affairs)
- 35% of funding comes from Municipal Affairs as a library system operating grant and rural services grants based on 2014 population (as defined by Municipal Affairs)
- \$1.82 million in capital reserves for building, vehicles, computers and videoconferencing equipment (includes \$1.62 million in savings for a new or expanded building)
- \$824,000 in operating reserve (2.5 month contingency)
- Rural Services grants are redirected back to member libraries as service grants; additional pooled revenue is also given to member libraries to top up service grants
- Support for 6 libraries located in unincorporated communities with cash payments of \$9,760 each: Exshaw, Millarville, Carseland, Gleichen, Rumsey, Cessford

## Marigold libraries are thriving!

- 87,695 people/families have a Marigold library card (5% increase from 2014)
- 1,896,878 items loaned to Marigold cardholders (14% increase from 2014)
- 814,879 items loaned and borrowed between libraries (30% increase from 2014)
- 145,655 eBooks borrowed (15% increase from 2014)
- 9,403 items checked out at Marigold libraries by MELibraries patrons (registered at libraries outside TRAC)
- 3,290,096 items available in the TRACpac online catalogue (3.43% increase from 2014)
- 12,018,444 visits to the online library catalogue



**AGENDA ITEM**

<b>PROJECT: Delegation - Mountain Rose Women's Shelter Association Cindy Easton, Executive Director</b>		
<b>PRESENTATION DATE: September 27, 2016</b>		
<b>DEPARTMENT:</b> Community Services / CPS Division	<b>WRITTEN BY:</b> Ted Hickey	<b>REVIEWED BY:</b> R. Leaf, CAO
<b>BUDGET IMPLICATION:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
<b>STRATEGIC PLAN THEME:</b> 2: Well Governed and Leading Organization	<b>PRIORITY AREA:</b> 2.2, 2.5	<b>STRATEGIES:</b> 2.2.3, 2.5.4
<b>ATTACHMENTS N/A</b>		
<b>RECOMMENDATION:</b> That Council receives this report as information.		

**BACKGROUND:**

The Mountain Rose Women's Shelter Association - Rocky Mountain House (MRWS) is a Registered Not-For-Profit organization that provides resources and support for victims of domestic violence in the Town of Rocky Mountain House and Clearwater County.

The organization provides a variety of community services including:

- Crisis Support Services
- Outreach Programming
- Public Education

Ms. Cindy Easton will be providing Council additional information regarding MRWS.



## AGENDA ITEM

<b>PROJECT: Delegation – ConocoPhillips</b> Russ Litun, Senior Vice President, Western Canada Business Unit Cyril Jenkins, Director External Relations, Environment and Sustainable Development Andy Cepuch, Operations Manager, Rocky Mountain House		
<b>PRESENTATION DATE: September 27, 2016</b>		
<b>DEPARTMENT:</b> Municipal	<b>WRITTEN BY:</b> Ron Leaf	<b>REVIEWED BY:</b> Ron Leaf
<b>BUDGET IMPLICATION:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
<b>STRATEGIC PLAN THEME:</b> Managing Growth: Well Governed & Leading Organization	<b>PRIORITY AREA:</b> Local economy, Natural Environment, Engagement	<b>STRATEGIES:</b> 1.4.4, 1.4.7, 2.3.2, 2.3.3
<b>ATTACHMENT(S): N/A</b>		
<b>RECOMMENDATION: That Council receives the information as presented.</b>		

### BACKGROUND:

ConocoPhillips requested a delegation with Council. Mr. Russ Litun, Mr. Cyril Jenkins and Mr. Andy Cepuch, representatives of ConocoPhillips, will attend Council's meeting to update Council on ConocoPhillips presence in the Rocky Mountain House/Clearwater County area and their relationship building within the community and with stakeholders.

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

Name of Councilor / Board Member ..... JOHN VANDERMEER .....

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
12	COUNCIL				✓		80
18	A + P	✓	✓				80
19	COUNCIL/SCHOOL BOARD	✓					80
21	REGIONAL FIRE	✓					80
22	TRI COUNCIL	✓					80
26	COUNCIL				✓		80

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## Remuneration Calculation

<u>4</u>	Meetings @ \$159.00=	<u>636.</u>	<u>480</u>	Kms @ \$0.54=	<u>259.20</u>
<u>1</u>	Meetings @ \$126.00=	<u>126.</u>		Lunch @ \$16.00=	
<u>2</u>	Meetings @ \$288.00=	<u>576.</u>			
	Supervision=	<u>550 Pd</u>			
	<b>TOTAL=</b>	<u>1888.</u>		<b>TOTAL=</b>	<u>259.20</u>

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

# Clearwater County

## Councilor and Board Member Remuneration Statement

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

Name of Councilor / Board Member ..... JOHN VANDERMEER .....

### 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
1	REA	✓					80
2	BUDGET	✓					80
3	BUDGET	✓					80
9	COUNCIL				✓		80
10	RCC	✓					80
18	BUDGET ROLL OUT	✓					80
23	COUNCIL				✓		80
29	TOUR - RD + LACOMBE	✓	✓				80

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### Remuneration Calculation

<u>6</u>	Meetings @ \$159.00=	<u>954.</u>	<u>640</u>	Kms @ \$0.54=	<u>345.60</u>
<u>1</u>	Meetings @ \$126.00=	<u>126.</u>		Lunch @ \$16.00=	
<u>2</u>	Meetings @ \$288.00=	<u>576.</u>			
	Supervision=	<u>550.00</u>			
	<b>TOTAL=</b>	<u>2206.</u>		<b>TOTAL=</b>	<u>345.60</u>

Signature {Councilor / Board Member} ..... [Signature] .....



# Clearwater County Councilor and Board Member Remuneration Statement

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

Name of Councilor / Board Member ..... JOHN VANDERMEER .....

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
8	COUNCIL				✓		80
10	DIGITAL FUTURES	✓	✓				
11	- - -	✓	✓				908
14	AAMDC	✓	✓				
15	AAMDC	✓	✓				
16	AAMDC	✓	✓				490
22	COUNCIL				✓		80
31	REGIONAL FIRE	✓					80

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## Remuneration Calculation

<u>16</u>	Meetings @ \$159.00=	<u>954.</u>	<u>1638</u>	Kms @ \$0.54=	<u>884.52</u>
<u>15</u>	Meetings @ \$126.00=	<u>630.</u>		Lunch @ \$16.00=	
<u>12</u>	Meetings @ \$288.00=	<u>576.</u>			
	Supervision=	<u>550.00 Pd</u>	ON FILE	UB INN	<u>562.38</u>
	<b>TOTAL=</b>	<u>2710.</u>		<b>TOTAL=</b>	

Signature {Councilor / Board Member}



# Clearwater County

## Councilor and Board Member Remuneration Statement

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

Name of Councilor / Board Member ..... JOHN VANDERMEER .....

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
12	COUNCIL				✓		80
14	AIRPORT AUTHORITY	✓					80
18	A+P	✓					80
25	BROADBAND WORKSHOP	✓					80
26	COUNCIL				✓		80

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### Remuneration Calculation

<u>13</u>	Meetings @ \$159.00=	<u>477.</u>	<u>1400</u>	Kms @ \$0.54=	<u>216.00</u> ✓
	Meetings @ \$126.00=			Lunch @ \$16.00=	
<u>12</u>	Meetings @ \$288.00=	<u>576.</u>			
	Supervision=	<u>550.00</u>			
	<b>TOTAL=</b>	<u>1603.</u>		<b>TOTAL=</b>	<u>216.00</u>

Signature {Councilor / Board Member} ..... [Signature] .....

# Clearwater County Councilor and Board Member Remuneration Statement

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

Name of Councilor / Board Member ..... JOHN VANDERMEER .....

Payment Periods

January	February	<u>May</u>	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
5	WEST CENTRAL S.	✓					66
10	COUNCIL				✓		80
11	CLEARWATER TRAILS	✓					70
13	REGIONAL FIRE	✓					80
17	TRI COUNCIL	✓					80
23	RCC	✓					80
24	COUNCIL				✓		
30	DOVERCOURT-TH	✓					48

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### Remuneration Calculation

<u>16</u>	Meetings @ \$159.00=	<u>954.</u>	<u>504</u>	Kms @ \$0.54=	<u>272.16</u>
	Meetings @ \$126.00=			Lunch @ \$16.00=	
<u>12</u>	Meetings @ \$288.00=	<u>576.</u>			
	Supervision=	<u>550.</u>			
	<b>TOTAL=</b>	<u>2080.</u>		<b>TOTAL=</b>	<u>272.16</u>

Signature {Councilor / Board Member} *John Vandermeer*

# Clearwater County

## Councilor and Board Member Remuneration Statement

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

Name of Councilor / Board Member ..... JOAN VANDER MEER .....

### 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
1	SDAB	✓					80
6	REGIONAL FIRE	✓					80
14	COUNCIL				✓		80
16	CAEP AGM	✓					160
20	ATP	✓					80
25	CAROLINE GRAD	✓					16
28	COUNCIL				✓		80

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### Remuneration Calculation

<u>15</u>	Meetings @ \$159.00=	<u>795</u>	<u>1576</u>	Kms @ \$0.54=	<u>311.04</u> ✓
	Meetings @ \$126.00=			Lunch @ \$16.00=	
<u>2</u>	Meetings @ \$288.00=	<u>576</u>			
	Supervision=	<u>550</u>			
	<b>TOTAL=</b>	<u>1921</u>		<b>TOTAL=</b>	<u>311.04</u>

Signature {Councilor / Board Member} ..... [Signature] .....

# Clearwater County Councilor and Board Member Remuneration Statement

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

Name of Councilor / Board Member ..... JOHN VANDERMEER .....

Payment Periods

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

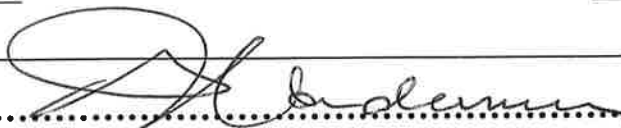
Supervision Rate - \$550.00 Monthly  
Reeve Supervision Rate - \$850.00 Monthly

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
12	COUNCIL				✓		80
26	COUNCIL				✓		80
27	PRIORITIES	✓					80

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### Remuneration Calculation

✓ 1	Meetings @ \$159.00=	<u>159.</u>	✓ 240	Kms @ \$0.54=	<u>129.60</u> ✓
	Meetings @ \$126.00=			Lunch @ \$16.00=	
✓ 2	Meetings @ \$288.00=	<u>576</u>			
	Supervision=	<u>550</u>			
	<b>TOTAL=</b>	<u>1285</u>		<b>TOTAL=</b>	<u>129.60</u>

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

# Clearwater County

## Councilor and Board Member Remuneration Statement

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

Name of Councilor / Board Member ..... JOHN VANDERMEER .....

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
5	SDAB	✓					80
18	REGIONAL FIRE	✓					80
23	COUNCIL				✓		80

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### Remuneration Calculation

<u>12</u>	Meetings @ \$159.00=	<u>318</u>	<u>240</u>	Kms @ \$0.54=	<u>129.60</u>
	Meetings @ \$126.00=			Lunch @ \$16.00=	
<u>1</u>	Meetings @ \$288.00=	<u>288</u>			
	Supervision=	<u>550</u>			
	<b>TOTAL=</b>	<u>1156</u>		<b>TOTAL=</b>	<u>129.60</u>

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