

**CLEARWATER COUNTY  
COUNCIL AGENDA  
January 28, 2014  
9:00 A.M.  
Council Chambers  
4340 – 47 Avenue, Rocky Mountain House AB**

**10:00 A.M. DELEGATION: Deb Fluet/Cpl. Heaslip – Sunchild Horse Capture Program  
Funding Request**

**A. CALL TO ORDER**

**B. AGENDA ADOPTION**

**C. CONFIRMATION OF MINUTES**

1. January 13, 2014 Regular Meeting Minutes
2. January 13, 2014 Public Hearing Minutes – Bylaw 982/13

**D. PUBLIC WORKS**

1. Policy Review: Road Use for Industrial/Commercial Truck Hauls
2. AAMDC Call For Input: Local Road Bridge Program Changes

**E. AG SERVICES & LANDCARE**

1. Agricultural Fieldhouse Committee Appointments

**F. CORPORATE SERVICES**

1. Municipal Tax Exemption Bylaw 983/14 – Leslieville Elks Lodge

**G. PLANNING**

1. Update Fee Schedule for Land Use Amendment, Subdivision, and Development Fees

**H. COMMUNITY & PROTECTIVE SERVICES**

1. 10:00 A.M. Delegation: Deb Fluet/Cpl. Heaslip – Sunchild Horse Capture Program Funding Request
2. Ferrier Community Request – Crime Prevention Meeting Funding
3. Clearwater County CAEP 2013 Economic Indicators

**I. MUNICIPAL**

1. AAMDC Spring Convention – Lobby Opportunities

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

1. Land
2. Labour

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

## **K. COMMITTEE REPORTS**

### **L. INFORMATION**

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

## **M. ADJOURNMENT**

### ***TABLED ITEMS***

<b><u>Date</u></b>	<b><u>Item, Reason and Status</u></b>
04/10/12	<b>Arbutus Hall Funding Request</b> <ul style="list-style-type: none"><li>• To allow applicant to provide a complete capital projects plan.</li></ul> <b>STATUS: Pending Information, Community and Protective Services</b>
09/10/13	<b>Repair of Bridge BF01963</b> <ul style="list-style-type: none"><li>• Reallocation of funds from bridge rehabilitation for the James River Bridge repair</li></ul> <b>STATUS: Pending Information, Alberta Transportation/Public Works</b>
11/26/13	<b>Caroline HUB Committee Terms of Reference</b> <ul style="list-style-type: none"><li>• Approval of the Caroline HUB Committee Terms of Reference as presented</li></ul> <b>STATUS: Pending Information, Community and Protective Services</b>
01/13/14	<b>Third Reading – Bylaw 982/13</b> <ul style="list-style-type: none"><li>• Road Allowance Permit</li></ul> <b>STATUS: Pending Information from land owners, Public Works</b>



## Agenda Item

<b>Project:</b> Proposed changes to the Road Use Policy for Industrial/Commercial Truck Hauls	
<b>Presentation Date:</b> January 28, 2014	
<b>Department:</b> Public Works	<b>Author:</b> Marshall Morton
<b>Budget Implication:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area:</b> Infrastructure & Asset Management	<b>Goal:</b> To effectively manage the financial and physical assets of the County in order to support the growth and development of the County while obtaining maximum value from County owned infrastructure and structures.
<b>Legislative Direction:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input checked="" type="checkbox"/> County Bylaw or Policy (cite) <u>Proposed changes to the Road Use Policy for Industrial/Commercial Truck Hauls</u>	
<b>Recommendation:</b> That Council reviews the information provided, amends the draft policy changes if required, or approve the draft policy changes as presented.	
<b>Attachments List:</b> 1. Proposed changes to the Road Use Policy for Industrial/Commercial Truck Hauls	

## Background:

Clearwater County's current Road Use Policy for Industrial/Commercial Truck Hauls, determined by previous Councils, does not outline industry/commercial responsibility in the case of a snow event on County roads which are part of the approved haul route. The principles of the Clearwater County's Road Use Policy for Industrial/Commercial Truck Hauls were established to ensure the protection of our road infrastructure, the safety of all members of the public utilizing the roadways, and to minimize potential issues for County residents.

Due to recent snow events and the number of truck hauls taking place in Clearwater County, the Director of Public Works suggests that adding a new snow event clause to the Road Use Policy for Industrial/Commercial Truck Hauls will assist in public safety and will clearly define the responsibility to Industry/Commercial users during a truck haul on Clearwater County roads.

Staff is recommending that the revised Road Use Policy for Industrial/Commercial Truck Hauls include such a clause. As per the Snowplowing and Grading of Gravel Roads Policy a snow event is defined as:

***“Snow Plowing of gravel roadways will only occur when conditions warrant (i.e.: generally more than 10 cm of snow)”***

Typically proposed policy changes to be removed have been ~~struck through~~ whereas items intended to be added have been identified in **Red Bold**. Attached is the original Road Use Policy for Industrial/Commercial Truck Hauls with the proposed change and the Snowplowing and Grading of Gravel Roads Policy for reference. If Council supports the proposed draft policy change the policy will be brought back to the next regular Council meeting for final approval.

# Clearwater County

## ROAD USE POLICY FOR INDUSTRIAL / COMMERCIAL TRUCK HAULS

**EFFECTIVE DATE:** June 24, 2008  
**Revision:** April 23, 2013  
January 16, 2014  
**SECTION:** Public Works

### **POLICY STATEMENT:**

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

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

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

### **PROCEDURE:**

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

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

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

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

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

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

If permission is granted you will receive the following email:

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

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



## Agenda Item

<b>Project:</b> AAMDC Call for Input: Local Road Bridge Program Changes	
<b>Presentation Date:</b> January 28, 2014	
<b>Department:</b> Public Works	<b>Author:</b> Kurt Magnus/Marshall Morton
<b>Budget Implication:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area:</b> Infrastructure & Asset Management	<b>Goal:</b> To effectively manage the financial and physical assets of the County in order to support the growth and development of the County while obtaining maximum value from County owned infrastructure and structures.
<b>Legislative Direction:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
<b>Recommendation:</b> That Council review and approve administration's comments, for submittal to the AAMDC, to the "Proposed Changes To The Local Road Bridge Program".	
<b>Attachments List:</b> AAMDC "Briefing to Members – Proposed Changes To The Local Road Bridge Program"	

### Background:

The Alberta Association of Municipal Districts & Counties (AAMDC) would like member feedback on proposed changes to the **Local Road Bridge Program (LRBP)**. Prior to the LRBP's zero funding, Alberta Transportation and the AAMDC formed a joint committee to review and recommend reforms to the program. The committee originally solicited member input, through a survey, in early 2012. As the results of the previous survey indicated a mixed reaction to the committee's recommended program changes and October's municipal elections have resulted in a significant number of new councilors, the AAMDC would like a new round of member input on the committee's proposed changes to the LRBP. While the AAMDC report suggests that the study would look into how bridge structures are managed and funded, the report does not address the significant unfunded liability or increased funding from the provincial government.

Hence, administration would like Council to review the attached “Briefing to Members” and, thus, provide feedback on administration’s comments, for submission to the AAMDC. It is the intention of administration that the comments, stated below, reflect and represent Council’s views. All comments are to be submitted by February 5<sup>th</sup>, 2014.

**Comments (AAMDC Proposed Changes to the Local Road Bridge Program):**

- A.) Roles and Responsibilities** – The recommendation to transfer responsibility for management of local road bridges from Alberta Transportation to the municipality is supported by Council. It will allow for greater flexibility in planning road projects and addressing emergent situations. Municipalities have the best knowledge to local priorities. However, removing Alberta Transportation from the equation may also, in the long term, trigger the elimination of all funding and ultimately shift all responsibility and liability to the municipalities. Likewise, we believe Alberta Transportation should continue to assist municipalities with the funding of LRBP as well as continue to provide training and fulfill an advisory support function for municipalities. Also, Alberta Transportation should continue in the management of Level 1 and Level 2 inspections for major bridges as most of the larger bridges tend to serve greater provincial interests. In addition, municipalities would need to have increased training and funding in order to properly undertake the responsibility of managing inspections on major bridges.
- B.) System Management** – The recommendation that municipalities continue to update inventory data and inspect local bridges using Alberta Transportation’s Bridge Inspection and Maintenance (BIM) system is supported. The BIM system is one of the best and is an extremely valuable tool for tracking information. By having Alberta Transportation involved, there is a level of accountability, especially to those municipalities which may not see bridge repair/replacement as a priority.
- C.) Standards** – Council is in agreement that municipalities be given the ability to develop alternative engineering standards for bridge structures on low volume roads, and, that bridge structures be designed and built to a consistent standard. Equally, any use of alternative designs must be adopted by the province or by the AAMD&C so as to maintain a consistent standard across all municipalities.
- D.) Funding** – Clearwater County has definitive concerns with bridge structures deteriorating without proper funding and management. The program is significantly underfunded and municipalities, along with the province, currently have a huge unfunded liability with respect to the maintenance and replacement of local road bridges. Funding, by the province, must return in one form or



another whether it is a project-based funding program or an annual formula based allocation program.



## **Briefing to Members**

### **PROPOSED CHANGES TO THE LOCAL ROAD BRIDGE PROGRAM**

January 6, 2014

## INTRODUCTION

The AAMDC recently completed a joint report with Alberta Transportation that recommends major changes to how local bridge structures are both managed and funded. Due to the significant impact that these proposed changes represent, the AAMDC is seeking input to determine if the recommendations align with our members' needs.

**This briefing is intended to provide summary information to Councils and Administration about the changes that have been proposed. This will help each municipality determine its position prior to submitting any written comments to the AAMDC.**

This briefing provides the following:

- Background of the issue
- Details of the Local Road Bridge Program
- Findings of the Review Committee
- Recommendations of the Review Committee including background

For questions, please contact AAMDC Policy Analyst Wyatt Skovron at 780.955.4096 or by email at [wyatt.skovron@aamdc.com](mailto:w Wyatt.skovron@aamdc.com).

## BACKGROUND

Over the past five years, AAMDC members have passed several resolutions on the issue of provincial funding for bridges. Most recently, resolution 3-11F, *Alternative Bridge Structures and Eligibility of Funding*, directed the AAMDC to study alternative methods and theories for bridge replacement and to urge the Government of Alberta to change their funding guidelines to include more affordable replacement options.

In spring 2012, the AAMDC was invited to partner with the Ministry of Transportation (TRANS) to conduct a collaborative review of the Local Road Bridge Program (LRBP). The LRBP provides grant funding through TRANS to assist municipalities with the maintenance and replacement of bridge structures on local roads.

The collaborative review committee consisted of six TRANS staff and six AAMDC representatives. The AAMDC was represented by two members of the Alberta Rural Municipal Administrators' Association (ARMAA), two members of the Alberta Municipal Supervisors Association (AMSA) and two representatives of the AAMDC.

Between June and September, the committee met four times and reviewed all aspects of the LRBP. The review included program delivery, roles and responsibilities, funding, engineering standards, structure options and system management. In finalizing its review, the committee developed a draft report of recommendations for how the **management and funding** of local bridges in Alberta can be improved.

In December 2012, the committee produced a briefing for release to AAMDC members and distributed a member survey to gauge support for the proposed changes. The survey results

indicated that a small majority of respondents supported the committee's proposed changes. For example, 52% of respondents supported the committee's recommendation that municipalities should be provided full control over local bridge structures. Similarly, 51% of respondents supported the committee's recommendation that the program should transition from the current project-based funding model to a formula-based funding model.

Shortly after the survey closed, the Government of Alberta announced that the LRBP had been indefinitely zero-funded and the committee went on hiatus.

At the Spring 2013 Convention, AAMDC members endorsed Resolution 4-13S, which requested that the AAMDC urge the Government of Alberta to conduct further consultation on the LRBP. The review committee reconvened in November 2013 with the intention of undertaking further consultation on the proposed changes and making a proposal to the Minister of Transportation sometime in 2014 based on their earlier recommendations and the written responses that will be received from members in January and early February 2014. It is important to note that the current zero-funding of the program is beyond the scope of the committee.

The need to call for additional consultation on the proposed LRBP changes stem from a combination of unique factors. The program's zero-funding temporarily stalled the momentum that the committee had made on recommended changes. The mixed results of the initial survey combined with Resolution 4-13S left the AAMDC hesitant to endorse the proposed changes without additional consultation. Finally, October's municipal elections resulted in significant turnover in many councils, which means that new perspectives on the program may have emerged. As a result, the AAMDC encourages councils to use this briefing to assist them in forming any comments, concerns, or supporting statements for the proposed changes, to be submitted to [wyatt.skovron@aamdc.com](mailto:w Wyatt.skovron@aamdc.com) by **February 5, 2014**.

## PROCESS FOR CHANGE

The draft report developed by the LRBP Review Committee will be reviewed by the Minister of Transportation. Due to the changes that have been proposed in the draft report and the mixed results of the member survey, soliciting written member responses will be key to establishing a solid understanding of members' key concerns with the changes. If AAMDC members are generally supportive of the changes, the committee will provide their draft report to the Minister.

If AAMDC members are not generally supportive of the recommendations, the AAMDC will request for the LRBP Review Committee to be reconvened to assess the feedback and develop alternative strategies to improve the current system.

## LOCAL ROAD BRIDGE PROGRAM: DETAILS & PROCESSES

The local road bridge system consists of over 8,600 bridge structures which includes major bridges, standard bridges and culverts (greater than 1.5m diameter). Rural municipalities are responsible for the vast majority of bridge structures within the system.

Over the past 10 years, LRBP funding has ranged between \$8-26 million per year. Based on the current condition of local bridge structures, it is estimated that the value of replacement need over the next 10 years is approximately \$70 million per year. The program was zero-funded in the 2013 provincial budget. However, it remains a line-item and may be re-funded.

In the current system (prior to zero-funding), there is shared responsibility in the management of local bridge structures. Municipalities that seek funding through the LRBP must develop priority lists for bridge improvements. TRANS is responsible for collecting these lists and determining priorities on a regional level based on available funding. The LRBP's GAP-01 Funding Guidelines for Municipal Bridge Structures (<http://www.transportation.alberta.ca/3693.htm>) specifies which party is responsible for each type of cost associated with a bridge improvement.

TRANS staff often provide support in reviewing a consultant's plans and providing input on a project for a municipality. TRANS manages the Bridge Inspection and Maintenance (BIM) system that tracks and collects all bridge related data. TRANS also sets the minimum engineering standards for bridge structures.

## FINDINGS OF THE COMMITTEE

Through the review, the committee explored three options for the management of bridges: full municipal control, full TRANS control, and shared control (current system). The committee identified various advantages and disadvantages of each option.

The committee held extensive conversations about the ability to reduce costs for low volume bridges by using alternative bridge standards. TRANS' current approach to bridge management is to design and build for a minimum 75 year life cycle. Municipalities have questioned if there is value in applying this same standard to low volume bridges and that alternative design standards may reduce costs while still meeting local needs. The committee concluded that there was merit to exploring alternative engineering standards that catered to local low volume roads. This research is currently proceeding independently from the proposed program changes to the LRBP, and will be presented to members separately in the near future.

### Problems with the Current System

The LRBP Review Committee identified the following major issues with the current LRBP:

- The roles of TRANS and municipalities in management of the LRBP is not clear
- The local prioritization of bridge projects often does not align with the priorities of TRANS
- The current funding rules can result in non-optimal project decisions due to rules around cost share and eligibility of items for funding
- Current funding rules restrict the ability of municipalities to consider other delivery methods such as in-house forces
- The engineering standards under the current process restrict some potentially cost-effective structure options for low volume road cases
- The current program requires TRANS to provide significant administrative resources
- The ability of TRANS to influence design and construction on projects is complicated as TRANS is not the 'client' on the contracts

### RECOMMENDATIONS OF THE COMMITTEE

The Draft Final Report of the Local Road Bridge Program Review Committee recommends the following changes to the program:

#### ROLES AND RESPONSIBILITIES

##### 1 **That municipalities take full control of all local bridges.**

Municipalities would manage inspections and deliver maintenance, rehabilitation, replacement and construction projects. Municipalities would have the discretion to hire consultants, contractors or use own forces to conduct bridge work.

##### 2 **That TRANS discontinue the practice of prioritizing funding, reviewing engineering designs and approving tender costs for local bridge projects. In turn, TRANS shall transform to a training and advisory support function for municipalities.**

TRANS would provide technical assistance on a request basis and provide training to municipal employees on common and complex bridge issues.

TRANS would undertake spot-check quality assurance reviews of design and construction activities. These reviews would measure quality, identify systemic issues, hold consultants accountable, and be useful in training municipalities.

##### 3 **That TRANS should continue to manage Level 1 and Level 2 inspections for 'major bridges' on local roads.**

Due to the small number of 'major bridges' on the local road system, the committee estimates it would be more cost effective for TRANS to continue managing this service.

## SYSTEM MANAGEMENT

- 4 That municipalities continue to update inventory data and inspect local bridges using Alberta Transportation's Bridge Inspection and Maintenance (BIM) system.**

The committee considers the BIM system to be an effective tool for managing bridge data and ensuring inspections are completed on a timely and necessary basis.

The continued use of BIM allows Alberta Transportation to audit the safety of the bridge system and assess the cost-effectiveness of the funds that are granted to municipalities.

## STANDARDS

- 5 That municipalities be given the ability to develop alternative engineering standards for bridge structures on low volume roads.**

The committee recognized that alternative engineering standards may be more cost effective for low volume bridges; however, the committee also noted that it is important that all bridge size structures on the local road system be designed and built to a consistent standard. The AAMDC could be asked to facilitate the development of new engineering standards that could be applied to low volume road bridge structures.

TRANS would participate in an advisory capacity for engineering standards.

## FUNDING

- 6 That funding for the Local Road Bridge Program transition from a project-based funding program to an annual formula-based allocation.**

The committee determined that the provincial funding program should also be modified to support municipal autonomy. Examples of other formula-based provincial funding programs include Rural Transportation Grants and the Municipal Sustainability Initiative.

The intent of the formula-based funding program is to give discretion to municipalities on whether funds are used immediately for maintenance and replacement projects or if they are saved in reserves for future scheduled projects.

Under formula-based funding, municipalities would have full discretion for how funds are used with the exception that funding must be reserved solely for bridge specific projects.

- 7 That the allocation-based funding formula be based upon the total replacement value of local bridge infrastructure managed by a municipality.**

The database of information provided by the BIM system allows TRANS to be able to evaluate the current and long term values needed to replace all local bridge infrastructures. The annual budget of the Local Road Bridge Program would be distributed based on each municipality's percentage ownership of the total replacement value.

**Example:** *If the annual budget of the Local Road Bridge Program was \$50 million and Municipality A owns 2% of the replacement value of all local bridges in Alberta, then Municipality A would receive \$1 million in funding that year.*

- 8 **That the funds distributed through the annual allocation be reserved solely for bridge structure related projects.**
- 9 **That the transition from the current project-based funding program to an allocation-based funding program be phased in over a 5 year period.**

The committee recognized that there are varying immediate needs across the province. By maintaining a portion of the LRBP funding for project-based distribution for the first five years of implementation, municipalities with urgent bridge will still have an opportunity to receive funding under the current project-based program. At the same time, municipalities can begin to modify their capital budget planning to prepare for full implementation of the allocation-based funding program.

**Example: Local Road Bridge Program – Transition of Funding Models**

	Current Program Project-Based Funding	Proposed Program Allocation-Based Funding
Year 1	90%	10%
Year 2	70%	30%
Year 3	50%	50%
Year 4	30%	70%
Year 5	10%	90%
Year 6	-	100%

\*These figures are presented as a hypothetical example.

After the five year transition period is complete, each municipality would be responsible for managing the grant allocation it receives along with own source funds to determine the best approach to meeting its local bridge structure needs.

- 10 **That municipalities have no restrictions on timelines for how long Local Road Bridge Program funds can be accumulated and held in reserves.**

The committee recognized that in order for a municipality to effectively manage its bridge infrastructure, it must have the ability to develop reserve funds for each of its bridge assets so that sufficient funds are available when it comes time for scheduled maintenance or replacement of bridge structures. Therefore, a municipality must have the ability to develop a reserve fund over the life of a bridge asset which can be up to 75 years or more.

**NOTE:** The level of annual funding provided to the Local Road Bridge Program would continue to be at the discretion of the Alberta Treasury Board. Municipalities would still be responsible for advocating a desired level of funding based on current municipal needs.

For answers to key concerns raised in the member survey, please see the *LRBP Q & A Sheet*.

To obtain a full copy of the Review Committee’s Draft Final Report or the member survey results, please email [wyatt.skovron@aamdc.com](mailto:w Wyatt.skovron@aamdc.com).





## Agenda Item

<b>Project: Agricultural Field House Committee Appointments</b>	
<b>Presentation Date: January 28, 2014</b>	
<b>Department: Ag Services and Landcare</b>	<b>Author: Matt Martinson/Ron Leaf</b>
<b>Budget Implication:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area : Quality of Life</b>	<b>Goal: 1- Evaluate and support recreation</b>
<b>Legislative Direction:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) _____	
<b>Recommendation: That Council appoints two members and one alternate to sit on the Ag. Field House Steering Committee.</b>	
<b>Attachments</b> <b>None</b>	

### Background:

Administration has recently met with the Rocky Ag. Society to discuss the Ag Field House. The Ag Society is ready to meet and discuss terms of reference as well as the scope of the feasibility study.

The Ag. Society and administration believe Council's participation would be appropriate and beneficial. The first meeting will be held at 10 am January 31<sup>st</sup>.

Reeve Alexander, Councilor Duncan, and Councilor Maki were appointed to the Ag. Field House Committee during Councils organizational meeting; staff recommends that Council appoint two members to participate in the Ag Society's facility review process with a third being appointed as an alternate.



## Agenda Item

<b>Project:: Exempting Leslieville Elks from Municipal Taxation</b>	
<b>Presentation Date: January 28, 2014</b>	
<b>Department: Assessment and Revenue</b>	<b>Author: Denniece Crout</b>
<b>Budget Implication:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area:</b>	<b>Goal:</b>
<b>Legislative Direction:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <u>  MGA s364(1)  </u> <input type="checkbox"/> County Bylaw or Policy (cite) <u>  _  </u>	
<b>Recommendation: Review and pass the attached bylaw 983/14</b>	
<b>Attachments List: Copy of proposed bylaw</b>	

### Background:

Clearwater County recognizes the contributions to the community generated by the Leslieville Elks. However, the legislation that governs non-profit community organizations; Community Organization Property Tax Exemption Regulation (COPTER), does not allow for exemption of the Elks as some requirements are not met.

Council can exercise MGA 364(1), which allows council by bylaw exempt from taxation property held by a non-profit organization;

As per direction from the council meeting held on January 13, 2014 attached is a bylaw for your review that will exempt the Leslieville Elks from Municipal taxation.

With the acceptance of the attached bylaw the education component of property taxes is still unresolved. The education component is estimated at \$600.00 annually.

Should Council wish to reimburse the Leslieville Elks for the education component of their tax bill, Staff is recommending that Council review and approve changes to the 'Capital Grant Funding for Community Halls/Associations' policy at their next Council meeting to include the clause: "County staff are further directed to annually reimburse the Leslieville Elks for their portion of the Alberta education component of their tax bill."

**Clearwater County  
By-law No. 983/14**

A by-law of Clearwater County, in the province of Alberta , for the purpose of exempting the Leslieville Lodge No 351 Benevolent & Protective Order of Elks of the Dominion of Canada from municipal taxation levied against assessable property for the 2014 taxation year.

**WHEREAS**, pursuant to section 364(1) of the Municipal Government Act, Revised Statutes of Alberta 200, Chapter M-26 Council may pass a bylaw exempting from municipal taxation specified non-profit organizations

**WHEREAS** Clearwater County Council has chosen to exempt, from municipal taxation, land and Buildings owned by Leslieville Elks Lodge No. 351 located at Plan 3132JY with a civic address of 214-2nd Avenue Leslieville Alberta

**NOW THEREFORE**, the property listed above shall be exempt from municipal taxation

That this bylaw shall take effect on the day of the third and final reading.

Read a first time on this \_\_\_\_\_.

Read a second time on this \_\_\_\_\_

Read a third time and passed on this \_\_\_\_\_

Clearwater County

\_\_\_\_\_  
Reeve

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



## Agenda Item

<b>Project:</b> Update Fee Schedule for Land Use Amendment, Subdivision and Development Fees	
<b>Presentation Date:</b> January 28, 2014	
<b>Department:</b> Planning and Development	<b>Author:</b> Kim Jakowski
<b>Budget Implication:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area:</b> Land & Economic Development	<b>Goal:</b> Ensure the statutory land use and land development documents of the County properly direct land development and human settlement within the County with consideration on impacts to neighbouring municipalities, in particular the Town of Rocky Mountain House and Village of Caroline.
<b>Legislative Direction:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input checked="" type="checkbox"/> County Bylaw or Policy (cite) <u>Fee and Refund Structure Schedule – Land Use Bylaw</u>	
<b>Recommendation:</b> For Council to approve the new fee schedule for Planning and Development to be in effect as of Feb. 18/14, as presented by Administration. Tabled from Jan 13/14 Council.	
<b>Attachments List:</b> Proposed Fee Schedule, Current Fee Schedule, Fee Schedule Comparison Sheet	

### Background:

Trusting Council has had ample time to review the information provided by administration, we are now bringing the item back and are available for any questions at this time. If Council wishes to approve the fees we are recommending that the fees become effective February 18, 2014 to allow ample time for advertising and communication.

In regard to the refunding of Subdivision and Development Appeal Fees, which was not previously addressed in the proposed fee schedule, under the “Development Permit Fees, Lease Fees and Fees for Printed Materials” policy the current section states:

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

*Refundable in full under the following circumstances:*

*a) The appellant successfully appeals the previous decision, or*

*b) At the discretion of the SDAB where the appellant raises issues of significance that result in the SDAB denying the appeal but altering the conditions of an approval as a result of the appellant's arguments.*

Administration is recommending that the policy be altered to state:

*Subdivision and Development Appeal Fee (SDAB) \$300.00 (G.S.T. exempt)  
Fee will be non-refundable*

### **Information Provided During January 13, 2014 Council Meeting**

The current fee schedule for Land Use Amendments, Subdivisions and Development and all fees associated with such were adopted in May of 1995. Clearwater County's costs for all the above mentioned have increased over the years. We have now come to a point where the costs are far greater than what is received in order to process these applications.

For example, currently we charge \$25 for a permitted use development permit. It costs Clearwater County on average of approximately \$160 to produce that development permit not including the cost of wages for the staff that process these permits.

To advertise for a Development Permit and Subdivision it costs approximately \$80 per permit per paper, which is about \$160 per permit total. For a Land Use Amendment it costs approximately \$160-\$170 per advertisement. A Land Use Amendment is required to be advertised for two weeks and Clearwater County advertises in the Mountaineer and Western Star. This equates to up to \$680 in advertising alone.

Research has been done within surrounding counties in order to determine where our current fees lie in relation to other agencies. Data was collected from surrounding counties as well as from other counties within the province that have a similar structure and development procedures. The counties where fees were researched and reviewed are as follows:

- Vulcan County
- Rocky View County
- Red Deer County
- Parkland County
- County of Grand Prairie
- Brazeau County
- Yellowhead County
- Wetaskiwin and Ponoka County – West Central Planning Agency
- Laombe County
- Mountain View County
- MD of Bighorn

The following is a list which shows the minimum fee and maximum fee from all the reviewed counties and where Clearwater County lies in comparison.

	<b>Minimum Fee</b>	<b>Maximum Fee</b>
<b>Development Permits</b>		
Permitted	Clearwater - \$25	Red Deer - \$200
Discretionary	Clearwater - \$50	Red Deer - Res \$500 Com/Ind \$800
Single Family Residential	Clearwater - \$25	Bighorn & Rocky View \$250
Second Residence	Clearwater - \$25-\$50	Red Deer - \$250
Multi-Family Residential	Clearwater & West Central - \$50	Red Deer - \$800 + \$50 per unit
Minor Home Occupation	Clearwater & West Central - \$50	Mountain View & Rocky View \$350
Major Home Occupation	Clearwater & West Central - \$50	Grande Prairie and Red Deer \$500
Agriculture Home Occ	Clearwater & West Central - \$50	Grande Prairie and Red Deer \$500
Commercial	Clearwater - \$50	Rocky View - \$500-\$1,300
Recreation/Golf Course	Clearwater - \$50	Rocky View - \$2,800
Campground	Clearwater - \$50	Bighorn - \$750
Service Station/Store	Clearwater - \$50	Bighorn - \$750
Industrial	Clearwater - \$50	Rocky View - \$500-\$1,300
Natural Res/Aggregate	Clearwater - \$50	Rocky View - \$3,500 + \$175 per acre
Variance	Grande Prairie - \$50	Red Deer - \$300

Clearwater County does not charge specifically for a variance. We consider it to fall under discretionary use.

Ancillary <225sqft	Clearwater & Grande Prairie - \$50	Mountain View - \$300
Communication Tower	Clearwater - \$50	Red Deer - \$500

### **Real Property Report**

Real Property Report	Clearwater - \$0.00	Parkland - \$200
RPR – Rush	Clearwater - \$0.00	Parkland - \$250

### **Land Use Amendments**

Standard LUA Fee	Vulcan County - \$800	Parkland & Red Deer - \$2,500
Single Lot Fee	West Central - \$300	Bighorn - \$3,000
Multi Lot Fee	West Central - \$300	Lacombe - \$5,000 to \$15,000
Agriculture/Residential	Clearwater - \$300 + \$100 per parcel	Mountain View - \$525 + \$30 per acre
Industrial, Commercial,	\$500 + \$200 per	Mountain View - \$1,035 + \$40

Recreation, etc.                      parcel                      per acre

Clearwater County and Mountain View County appear to be the only ones that have information specific to the use. Most counties have a standard fee or a single and multi-lot fee, regardless of the zoning.

#### LUA Refunds

Prior to Circulation	Brazeau – 100%	Lacombe – No Refund
After Circulation	Mountain View – 75%	Lacombe – No Refund
After Site Inspection	Mountain View – 60%	Brazeau, Labombe, Red Deer - No Refund
First Reading	Clearwater – 50%	Most – No Refund
Second Reading	Clearwater - \$150	No Other Data

#### Subdivision Application Fees

First Parcel Out	Parkland - \$350	Red Deer - \$1,000
Boundary Adjustment	Rocky View - \$200	West Central - \$600
All Other Subdivisions	Grande Prairie – \$200 + Lot Fees	Red Deer & Rocky View - \$1,000 + Lot Fees
Lot Fees	Clearwater, Brazeau Yellowhead - \$100	Rocky View - \$250 - \$500

#### Subdivision Endorsement Fees

Single Residential	Yellowhead & Red Deer - \$50	Parkland - \$450
Industrial/Commercial	Red Deer - \$50	Mountain View - \$400 per lot
Each Except Above	Yellowhead & Red Deer - \$50	Mountain View - \$400 per lot

#### Subdivision Time Extension

First Time Request	Clearwater - \$0	Mountain View - \$350
Second Time Request	Clearwater - \$0	Bighorn - \$600

#### Subdivision Refunds

Prior to Circulation	Clearwater & Bighorn 100%	Red Deer - 50%
After Circulation	Mountain View – 75% Clearwater – Case Dependent	Red Deer – 25%
After Site Inspection	Mountain View – 60%	Brazeau, Lacombe, Red Deer Rocky View – No refund

**Subdivision and Development Appeals**

Development Appeal	Bighorn - \$100	Grande Prairie - \$500
Subdivision Appeal	Clearwater, Brazeau and Parkland - \$250	Bighorn - \$800

We have attached a recommended fee schedule with a new format and increased fees. These new fees will help the County cover third party costs that we incur due to the subdivision and development applications. The proposed fees being presented, compliment Council's philosophy of a "user pay" system.

Should Council approve the new fee schedule, Administration would apply the following communication strategy:

- The new fees would be advertised on Clearwater County's website.
- The new fees would be clearly posted at the front counter of the Planning Department.
- The new fees would be advertised in the Western Star, Mountaineer, and the Sundre Round-up for two consecutive weeks.
- The new fees would be placed in the next Clearwater County newsletter following council's approval.

Administration recommends the new fees become effective as of February 18, 2014.





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

		<u>Average</u>
<b><u>DEVELOPMENT PERMITS</u></b>		
Standard Permitted	\$150	\$145
Standard Discretionary	\$250	\$275
Commercial - Communication Tower	\$300	\$300
- Resort/Campground	\$500	\$550
- Recreation/Golf Course	\$500	\$550
Industrial - Natural Resource/Aggregate Extraction	\$1,000	\$1,200
<b><u>REAL PREOPERTY REPORT</u></b>		
Real Property Report	\$80	\$86
<b><u>SUBDIVISION</u></b>		
Boundary Adjustment	\$500	\$490
First Parcel Out	\$600	\$615
Multi-Lot Subdivision	\$500 + Lot Fees	\$600 + Fees
Lot Fees – Per Parcel	\$150	\$200
<b>Subdivision Endorsement Fees</b>		
Single Residential Parcel	\$150	\$200
Single Industrial/Commercial	\$200	\$190
Multi-Lot Residential	\$100 per lot	\$190 per lot
Multi-Lot Industrial/Commercial	\$150 per lot	\$190 per lot
<b>Subdivision Offsite Levy</b>		
Off-Site Levy – Per Parcel	\$200	

**Subdivision Time Extension**

First Time Request	\$100	\$216
Additional Requests	\$200	\$350

**Subdivision Refunds**

Prior to Circulation	100% of fee	80%
After Circulation	75% of fee	50%
After Site Inspection	No Refund	No Refund

**APPEALS**

Development Permit Appeal	\$300	\$300
Subdivision Permit Appeal	\$300	\$400

Appeal fee is non-refundable

**LAND USE AMENDMENT**

LUA – To Residential	\$500 + \$30 per parcel
LUA – To Institutional	\$500 + \$20 per acre
LUA – To Industrial/Commercial/Recreation	\$1000 + \$15 per acre

Average Single Lot - \$1,400

Average Multi Lot - \$1,800

**Land Use Amendment Refunds**

After First Reading	50% Refund	20%
After Second Reading	25% Refund	No Refund

**DISCHARGE OF CAVEAT**

Discharge of Caveat on Title	No Fee
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**SCHEDULE A**  
**FEE AND REFUND STRUCTURE**  
**FOR LAND USE AMENDMENT APPLICATIONS**

**AGRICULTURE DISTRICT "A"**  
**TO**  
**"CR" "CRA" "CRMI"**  
**"HR" OR "LR"**

NO. OF PARCELS	1	2	3	4	5	6	7	8
<b><u>APPLICATION FEES</u></b>								
Basic Fee-Land Use Amend.	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300
Addit. Fee-Land Use Amend.	\$100	\$200	\$300	\$400	\$400	\$400	\$400	\$400
<b>TOTAL FEES</b>	<b>\$400</b>	<b>\$500</b>	<b>\$600</b>	<b>\$700</b>	<b>\$700</b>	<b>\$700</b>	<b>\$700</b>	<b>\$700</b>
<b><u>REFUND @ 1ST. READING</u></b>								
Basic Fee-Land Use Amend.	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150
Addit. Fee-Land Use Amend.	\$50	\$100	\$150	\$200	\$200	\$200	\$200	\$200
<b>TOTAL REFUND @ 1ST. RDG.</b>	<b>\$200</b>	<b>\$250</b>	<b>\$300</b>	<b>\$350</b>	<b>\$350</b>	<b>\$350</b>	<b>\$350</b>	<b>\$350</b>
<b>NET COST TO APPLICANT</b>	<b>\$200</b>	<b>\$250</b>	<b>\$300</b>	<b>\$350</b>	<b>\$350</b>	<b>\$350</b>	<b>\$350</b>	<b>\$350</b>
<b><u>REFUND @ 2ND. READING</u></b>								
Basic Fee-Land Use Amend.	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150
Addit. Fee-Land Use Amend.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL REFUND @ 2ND. RDG</b>	<b>\$150</b>	<b>\$150</b>	<b>\$150</b>	<b>\$150</b>	<b>\$150</b>	<b>\$150</b>	<b>\$150</b>	<b>\$150</b>
<b>NET COST TO APPLICANT</b>	<b>\$250</b>	<b>\$350</b>	<b>\$450</b>	<b>\$550</b>	<b>\$550</b>	<b>\$550</b>	<b>\$550</b>	<b>\$550</b>

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

**AGRICULTURE DISTRICT "A"  
TO  
"I" "P" "HD" "HC"**

<b>NO. OF PARCELS</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b><u>APPLICATION FEES</u></b>								
Basic Fee-Land Use Amend.	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500
Addit. Fee-Land Use Amend.	\$200	\$400	\$600	\$800	\$800	\$800	\$800	\$800
<b>TOTAL FEES</b>	<b>\$700</b>	<b>\$900</b>	<b>\$1,100</b>	<b>\$1,300</b>	<b>\$1,300</b>	<b>\$1,300</b>	<b>\$1,300</b>	<b>\$1,300</b>
<b><u>REFUND @ 1ST. READING</u></b>								
Basic Fee-Land Use Amend.	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250
Addit. Fee-Land Use Amend.	\$100	\$200	\$300	\$400	\$400	\$400	\$400	\$400
<b>TOTAL REFUND @ 1ST. RDG.</b>	<b>\$350</b>	<b>\$450</b>	<b>\$550</b>	<b>\$650</b>	<b>\$650</b>	<b>\$650</b>	<b>\$650</b>	<b>\$650</b>
<b>NET COST TO APPLICANT</b>	<b>\$350</b>	<b>\$450</b>	<b>\$550</b>	<b>\$650</b>	<b>\$650</b>	<b>\$650</b>	<b>\$650</b>	<b>\$650</b>
<b><u>REFUND @ 2ND. READING</u></b>								
Basic Fee-Land Use Amend.	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250
Addit. Fee-Land Use Amend.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL REFUND @ 2ND. RDG</b>	<b>\$250</b>	<b>\$250</b>	<b>\$250</b>	<b>\$250</b>	<b>\$250</b>	<b>\$250</b>	<b>\$250</b>	<b>\$250</b>
<b>NET COST TO APPLICANT</b>	<b>\$450</b>	<b>\$650</b>	<b>\$850</b>	<b>\$1,050</b>	<b>\$1,050</b>	<b>\$1,050</b>	<b>\$1,050</b>	<b>\$1,050</b>

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

**AGRICULTURE DISTRICT "A"**  
**TO**  
**"RF" "MHP" "IA"**

Agriculture District "A" TO Recreation Facility District "RF"	Basic Fee	Additional Fee	Minimum	Maximum
	\$500	\$10 Per Acre	\$525 (2.5 Acres)	\$1,300 (80 Acres)
<u>REFUND @ 1ST. READING</u>	\$250	50% of Additional	\$262.50	\$650
NET COST TO APPLICANT	\$250	50% of Additional	\$262.50	\$650
<u>REFUND @ 2ND. READING</u>	\$250	\$0	\$250	\$250
NET COST TO APPLICANT	\$250	100% of Additional	\$275 (2.5 Acres)	\$1,050 (80 Acres)
Agriculture District "A" TO Mobile Home Park District "MHP"	\$500	\$30 Per Stall	\$800 (10 Stalls)	\$2,000 (50 Stalls)
<u>REFUND @ 1ST. READING</u>	\$250	50% of Additional	\$400	\$1,000
NET COST TO APPLICANT	\$250	50% of Additional	\$400	\$1,000
<u>REFUND @ 2ND. READING</u>	\$250	\$0	\$0	\$0
NET COST TO APPLICANT	\$250	100% of Additional	\$550 (10 Stalls)	\$1,750 (50 Stalls)
Agriculture District "A" TO Intensive Agriculture District "IA"	\$1,000	Nil	\$1,000	\$1,000
<u>REFUND @ 1ST. READING</u>	\$500	N/A	\$500	\$500
NET COST TO APPLICANT	\$500	N/A	\$500	\$500
<u>REFUND @ 2ND. READING</u>	\$250	N/A	\$250	\$250
NET COST TO APPLICANT	\$750	N/A	\$750	\$750

**SCHEDULE D  
FEE AND REFUND STRUCTURE  
FOR COMBINED PROCESSING OF APPLICATIONS**

**LAND USE AMENDMENT  
AND  
SUBDIVISION APPLICATION**

Limited to those situations where the potential net effect would be the creation of a maximum of 8 residential acreage parcels which bear the zoning designation Country Residence District "CR", Country Residence Agricultural District "CRA", or any combination thereof, from an existing parcel of land which bears the zoning designation Agriculture District "A".

NO. OF PARCELS	1	2	3	4	5	6	7	8
<b><u>APPLICATION FEES</u></b>								
Basic Fee-Land Use Amend.	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300
Addit. Fee-Land Use Amend.	\$100	\$200	\$300	\$400	\$400	\$400	\$400	\$400
Basic Fee-Subdivision Applic.	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200
Addit. Fee-Subdivision Applic.	<u>\$100</u>	<u>\$200</u>	<u>\$300</u>	<u>\$400</u>	<u>\$500</u>	<u>\$600</u>	<u>\$700</u>	<u>\$800</u>
<b>TOTAL COMBINED FEES</b>	<b>\$700</b>	<b>\$900</b>	<b>\$1,100</b>	<b>\$1,300</b>	<b>\$1,400</b>	<b>\$1,500</b>	<b>\$1,600</b>	<b>\$1,700</b>
<b><u>REFUND @ 1ST. READING</u></b>								
Basic Fee-Land Use Amend.	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150
Addit. Fee-Land Use Amend.	\$50	\$100	\$150	\$200	\$200	\$200	\$200	\$200
Basic Fee-Subdivision Applic.	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200
Addit. Fee-Subdivision Applic.	<u>\$50</u>	<u>\$100</u>	<u>\$200</u>	<u>\$300</u>	<u>\$400</u>	<u>\$500</u>	<u>\$600</u>	<u>\$700</u>
<b>TOTAL REFUND @ 1ST. RDG.</b>	<b>\$450</b>	<b>\$550</b>	<b>\$700</b>	<b>\$850</b>	<b>\$950</b>	<b>\$950</b>	<b>\$1,150</b>	<b>\$1,100<sup>1,250.00</sup></b>
<b>NET COST TO APPLICANT</b>	<b>\$250</b>	<b>\$350</b>	<b>\$400</b>	<b>\$450</b>	<b>\$450</b>	<b>\$450</b>	<b>\$450</b>	<b>\$450</b>
<b><u>REFUND @ 2ND. READING</u></b>								
Basic Fee-Land Use Amend.	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150
Addit. Fee-Land Use Amend.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Basic Fee-Subdivision Applic.	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200
Addit. Fee-Subdivision Applic.	<u>\$50</u>	<u>\$100</u>	<u>\$200</u>	<u>\$300</u>	<u>\$400</u>	<u>\$500</u>	<u>\$600</u>	<u>\$700</u>
<b>TOTAL REFUND @ 2ND. RDG</b>	<b>\$400</b>	<b>\$450</b>	<b>\$550</b>	<b>\$650</b>	<b>\$750</b>	<b>\$850</b>	<b>\$950</b>	<b>\$1,050</b>
<b>NET COST TO APPLICANT</b>	<b>\$300</b>	<b>\$450</b>	<b>\$550</b>	<b>\$650</b>	<b>\$650</b>	<b>\$650</b>	<b>\$650</b>	<b>\$650</b>

Offsite Levy and Endorsement Fee (as shown on next page) also apply.

**DEVELOPMENT PERMITS**

A Development Permit is required for all development except where "deemed approved". An "Application for Development Permit" is to be accompanied by a site plan, which provides the size and shape of a lot, setbacks, and an application fee according to the following:

PERMITTED USE - \$25.00

DISCRETIONARY USE - \$50.00

**FEES ASSOCIATED WITH AN APPLICATION FOR SUBDIVISION**

(When redesignation is not required or if the applicant chooses not to utilize the combined application)

**Application Fee**

The basic fee shall be \$400. The additional fee shall be \$100 per parcel proposed to be created. The additional fee does not apply to the remainder of lands in title. There is no inherent requirement for the Municipality to refund all, or any part, of the application fee.

**Off-Site Levy**

The off-site levy shall continue to be \$200 per parcel proposed to be created. The off-site levy does not apply to the remainder of lands in title.

**Endorsement Fee**

The endorsement fee shall be a basic \$100. The additional fee shall be \$50 per parcel proposed to be created. The additional fee does not apply to the remainder of lands in title.

Fee Schedule Comparison

	Clearwater County	County of Grande Prairie	MD of Bighorn	West Central Planning Agency (Wetaskiwin County/ Ponoka County)	Yellowhead County	Brazeau County	Lacombe County	Mountain View County	Parkland County	Red Deer County	Rocky View County	Vulcan County
<b>Development Permit Applications</b>												
Permitted	\$25/\$150	x	x	x	x	x	\$100.00	"A" - \$125.00 "CR"/"CRA" - \$300	x	Res -\$200.00, Com/Ind - \$500.00	x	Res -\$125.00, Com/Ind - \$200.00
Discretionary	\$50/\$250	x	x	x	x	x	\$200.00	"A" - \$200.00 "CR"/"CRA" - \$350	x	Res -\$500.00, Com/Ind - \$800.00	x	Res -\$200.00, Com/Ind - \$700.00
A) Single Family Residential	\$25/\$150	\$100.00	\$250.00	\$50.00	\$75.00	\$75.00	x	x	\$150.00	\$200.00	\$250.00	x
B) Multiple Residential	\$50/\$250	\$100.00	\$750.00 + \$100.00/unit	\$50.00	\$75.00	\$300.00	x	x	\$250.00	\$800.00 + \$50.00 per unit	\$250.00 + \$150.00 per unit	x
C) Minor Home Occupation	\$50/\$250	\$100.00	\$75.00	\$50.00	\$75.00	\$300.00	x	\$350.00	\$150.00	\$100.00	\$350.00	x
D) Major Home Occupation	\$50/\$250	\$500.00	\$200.00	\$50.00	\$75.00	\$300.00	x	\$350.00	\$250.00	\$500.00	\$350.00	x
E) Home Occupation Agricultural	\$50/\$250	\$500.00	\$200.00 to \$500.00	\$50.00	\$75.00	\$300.00	x	\$200.00	\$250.00	\$500.00	\$325.00	x
F) Commercial	\$50/\$500	\$500.00	x	\$150.00	\$200.00	\$300.00	x	AVG. \$2.45 per \$1000 of value (Min \$425/Max \$20000.00)	\$300.00 + \$0.05 per sq ft to max \$5000.00	Permitted - \$500, Discretionary - \$800	600 sq m - \$500.00, 600 to 1500 sq m - \$900.00, more than 1500 sq m - \$1,300.00	x
Resort	\$50/\$500	x	\$1000.00 + \$100.00 per unit	x	x	x	x	x	x	x	x	x
Recreation/ Golf Course	\$50/\$500	x	\$1,500.00	\$150.00	x	x	x	x	x	x	\$2,800.00	x
Campground	\$50/\$500	x	\$750.00	\$150.00	x	x	x	x	x	x	x	x
Restaurant/Service Station/Store etc.	\$50/\$500	x	\$750.00	\$150.00	x	x	x	x	x	x	x	x
G) Industrial	\$50.00	\$500.00	x	\$150.00	\$200.00	\$300.00	x	AVG. \$2.45 per \$1000 of value (Min \$425/Max \$20000.00)	\$300.00 + \$0.05 per sq ft to max \$5000.00		600 sq m - \$500.00, 600 to 1500 sq m - \$900.00, more than 1500 sq m - \$1,300.00	x
Natural Resource/ Aggregate Extraction	\$50/\$1000	x	\$750.00	x	x	x	x	x	x	\$2,250.00	\$3,500.00 + \$175.00 per acre	x
Manufacturing	\$50/\$250	x	\$1,200.00	x	x	x	x	x	x	x	x	x
Automotive/ Industrial Sales	\$50/\$250	x	\$750.00	x	x	x	x	x	x	x	x	x
H) Variance	\$50/\$250	\$50.00	x	x	x	\$150.00	x	x	\$100.00	\$300.00	x	x
I) Additions	x	\$50.00	\$100.00	x	x	x	x	\$300.00	x	\$100.00	x	x
J) Ancillary Buildings <225 sq ft	\$25/\$150	\$50.00	\$100.00	\$50.00	x	\$75.00	x	\$300.00	\$100.00	\$100.00	\$200.00	x
K) Communication Tower	\$50/\$300	\$75.00	\$300.00	x	\$200.00	\$300.00	x	x	x	\$500.00	\$400.00	x
<b>Real Property Report</b>												
A) Review RPR - Basic	\$0/\$80	\$50.00	\$60.00	x	\$50.00	\$100.00	\$50.00	\$125.00	\$200.00	\$100.00	\$85.00	\$40.00
B) Review RPR - Rush	\$0/ No Rush	\$100.00	\$100.00	x	x	\$200.00	x	\$125.00	\$250.00	x	x	x
<b>Land Use Amendments</b>												
Single-Lot	x	x	\$3,000.00	\$300.00	\$400.00	\$600.00	\$1,000.00	x	x	\$2,500.00	\$2,000.00	\$800.00
Multi-Lot	x	x	\$3,000.00	\$300.00	\$400.00	\$600.00	\$5000.00 to \$15000.00	x	x	x	\$2,000.00 + \$300.00 per lot	x
Agricultural, Residential	\$300.00 + (1 Parcel - \$100, 2 -\$200, 3 - \$300, 4 or more - \$400)/ \$500 + \$30 per parcel	x	x	x	x	x	x	\$525.00 + \$30.00 per acre	x	x	x	x
Industrial, Commercial, Recreation, Airport etc.	\$500.00 + (1 Parcel - \$200, 2 -\$400, 3 - \$600, 4 or more - \$800)/ \$1000 + \$15 per acre	x	x	x	x	x	x	\$1025.00 + 40.00 per acre	x	x	x	x
Advertising	\$0/ Included in fees	x	x	x	x	Cost of Advertising	\$1,500.00	x	x	x	x	x
<b>Refunds - Withdrawal of LUA App.</b>												
Prior to circulation	x	x	x	x	x	100% of fee	No Refund	85% of fee	x	50% of fee	85% of fee	x
After circulation	x	x	x	x	x	50% of fee	No Refund	75% of fee	x	25% of fee	60% of fee	x



Fee Schedule Comparison

	Clearwater County	County of Grande Prairie	MD of Bighorn	West Central Planning Agency (Wetaskiwin County/ Ponoka County)	Yellowhead County	Brazeau County	Lacombe County	Mountain View County	Parkland County	Red Deer County	Rocky View County	Vulcan County
After site inspection	x	x	x	x	x	No Refund	No Refund	60% of fee	x	No Refund	N/A	x
After First Reading	50% of fee/ 50%	x	x	x	x	No Refund	No Refund	No Refund	x	No Refund	30% of fee	x
After Second Reading	\$150 residential & \$250 industrial/ 25%											
<b>Subdivision Application Fees</b>		\$200.00	x									
A) First Parcel Out	\$500/\$600	\$150.00	\$800.00	\$800.00	\$475.00	\$700.00	\$500.00	\$650.00	\$350.00	\$1,000.00	\$450.00	\$800.00
B) All Other Subdivision Applications	\$400 + Lot Fees \$500 + Lot Fees	\$150.00	\$800.00 + Lot Fees	x	\$575.00 + Lot Fees	\$500.00 + Lot Fees + \$200.00 per agreement	\$500.00	x	\$300.00 + \$250.00 per parcel	\$1000.00 + Lot Fees	\$1000.00 + Lot Fees	\$500.00 + Lot Fees
First 3 Lots (per parcel)	\$100/\$150	x	\$400.00	\$700.00 + \$100.00	\$100.00	\$100.00	x	\$850.00	x	\$250.00	\$500.00	\$300.00
The Next 50 Lots (per parcel)	\$100/\$150	x	\$200.00	\$800.00 + \$200.00	\$100.00	\$100.00	x	\$1,000.00	x	\$250.00	\$250.00	\$300.00
Each Additional Lot (per parcel)	\$100/\$150	x	\$100.00	x	\$100.00	\$100.00	x	\$500.00	x	\$250.00	\$100.00	\$300.00
C) Boundary Adjustment	\$400/\$500	x	x	\$600.00	\$475.00	\$500.00	\$500.00	x	\$500.00	\$500.00	\$200.00	\$500.00
<b>Subdivision Endorsment Fees</b>		x	\$275.00	x	x	\$200.00	x	x	x			
A) Single Parcel - Residential	\$100/\$150	\$150.00	x		\$50.00	x	\$250.00		\$450.00	\$50.00	\$275.00	\$150.00
B) Each Parcel - Industrial or Commercial	\$100.00 + \$50 per parcel/ \$150 per parcel	\$150.00	x	\$100.00 per lot for the first 3 lots \$200.00 per lot for four or more lots	\$100.00	x	\$1,000.00	\$400.00 per lot for the first 50 lots \$250.00 per lot for 50+	\$250.00	\$50.00	\$275.00 for first 10 lots, \$175.00 for additional	\$150.00
C) Each Parcel Except Above	\$100.00 + \$50 per parcel/ \$100 per parcel	\$150.00	x		\$50.00	x	\$1,000.00		\$250.00	\$50.00	\$275.00 for first 10 lots, \$175.00 for additional	\$150.00
<b>Subdivision Time Extension</b>												
First Time Request	\$0/\$100	\$60.00	\$300.00	\$250.00	\$150.00	\$100.00	x	\$350.00	\$250.00	\$100.00	\$300.00	\$300.00
Second Time Request	\$0/\$200	x	\$600.00	\$300.00	\$150.00	\$100.00	x	x	\$500.00	x	\$450.00	x
Third Time Request	\$0/\$200 (not guaranteed)	x	\$1,200.00	\$300.00	\$150.00	Not Allowed	x	x	\$750.00	x	\$600.00	x
<b>Sub. Refunds - Withdrawal of App</b>												
Prior to circulation	Per case/ 100%	x	x	x	x	100% of fee	75% of fee	85% of fee	x	50% of fee	85% of fee	x
After circulation	Per Case/ 75%	x	x	x	x	50% of fee	50% of fee	75% of fee	x	25% of fee	50% of fee	x
After site inspection	Per Case/ No Refund	x	x	x	x	No Refund	No Refund	60% of fee	x	No Refund	No Refund	x
<b>Appeals</b>												
A) Development Appeal - per appeal	\$250/\$300	\$500.00	\$100.00	x	\$300.00	\$250.00	x	x	\$200.00	\$400.00	\$250.00	\$400.00
B) Subdivision Appeal - per appeal	\$250/\$300	\$500.00	\$800.00	x	\$300.00	\$250.00	x	\$425.00	\$250.00	\$400.00	\$425.00	\$400.00
<b>Development Permit Penalty</b>	<b>No Penalties</b>											
<i>If the building commences prior to obtaining a development permit</i>	<i>Administration is not proposing to add any penalties.</i>											
A) Single Family Residential and Ancillary Buildings > 1000 sq ft	\$0.00	\$1,000.00	x	x	\$150.00	x	x	1st-\$1000.00, 2nd-\$1500.00, 3rd \$2500.00	x	Double the permit fees + the application fee	x	\$500.00
B) Multiple Residential	\$0.00	\$1,000.00	x	x	\$150.00	x	x	1st-\$1000.00, 2nd-\$1500.00, 3rd \$2500.00	x	Double the permit fees + the application fee	x	\$1,000.00
C) Minor Home Occupation	\$0.00	\$200.00	x	x	\$150.00	x	x	1st-\$1000.00, 2nd-\$1500.00, 3rd \$2500.00	x	Double the permit fees + the application fee	x	\$1,000.00
D) Major Home Occupation	\$0.00	\$5,000.00	x	x	\$150.00	x	x	1st-\$1000.00, 2nd-\$1500.00, 3rd \$2500.00	x	Double the permit fees + the application fee	x	\$1,000.00
E) Ancillary Buildings < 1000 sq ft	\$0.00	\$100.00	x	x	\$150.00	x	x	1st-\$1000.00, 2nd-\$1500.00, 3rd \$2500.00	x	Double the permit fees + the application fee	x	\$500.00





## Agenda Item

<b>Project:</b> Sunchild Horse Capture Program Funding Request	
<b>Presentation Date:</b> January 28, 2014	
<b>Department:</b> CPS	<b>Author:</b> Trevor Duley
<b>Budget Implication:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area:</b> N/A	<b>Goal:</b> N/A
<b>Legislative Direction:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <u>Stray Animals Act</u> <input type="checkbox"/> County Bylaw or Policy (cite) _____	
<b>Recommendation:</b> That Council deny the request to provide for funding for the horse capture program along the Sunchild Road.	
<b>Attachments List:</b> Letter from Weyerhaeuser; Background Document	

### Background:

Weyerhaeuser, in partnership with the RCMP, are working together to round up stray horses roaming around the Sunchild Road. To date, these horses—some feral, some strays, have produced a number of safety incidents and near-misses along the Sunchild Road. They have gained a number of funding partners for this initiative, including:

- \$10,000.00 from Weyerhaeuser
- \$10,000.00 from Brazeau County
- \$10,000.00 from TAQA North

Ms. Fluet with Weyerhaeuser has also approached a number of companies from within Industry for funding, and is waiting to hear back from them. Weyerhaeuser and the RCMP are seeking Council's financial support for this initiative in the amount of \$10,000.00. If approved, the funds would be drawn from Contingency, and Administration will continue to monitor the Community Services Budget over the course of 2014 to see if funding from other areas/projects may come available.



Ms. Fluet and Cpl. Heaslip from the Livestock Section at K Division will be present to provide more background information to Council, and to answer any questions Council may have around the project.

Historically, Council has approached this issue with the philosophy that the responsibility of stray and feral horses belongs to the RCMP and Alberta Environment and Sustainable Resource Development (ESRD) respectively. ESRD is responsible for issuing and managing licenses to capture stray and feral horses under the *Stray Animals Act*. Since this has been the historical approach to this issue, based on the concept that County funding of this initiative is indicative of Provincial downloading, Administration is recommending that Council deny the request for funding.

Weyerhaeuser Pembina Timberlands      Box 7739 Hwy 22 South      Drayton Valley, Alberta      T7A 1S8

December 19, 2013

Reeve Patrick Alexander  
4340-47 Avenue  
Box 550  
Rocky Mountain House, Alberta  
T4T 1A4

Dear Sir,

**Subject:    Sunchild Stray Horses**

Weyerhaeuser Pembina Timberlands is requesting that Clearwater County contribute towards the round up of horses that are on the secondary highway formerly known as the Sunchild Road. Over the years, there have been numerous collisions involving horses on this highway, and according to our safety modeling, will result in a serious injury or fatality if nothing is done.

Weyerhaeuser started consultations with various government departments to determine who would be the agency to assist in dealing with this urgent public safety issue. It became clear after contacting many different groups that no one was willing to take responsibility for organizing the round up of these horses. Weyerhaeuser has stepped forward to try and encourage government and agencies that have jurisdiction on the highway to do the right thing and help prevent a very serious incident. This is not something that can wait for years while different levels of government try and get someone else to deal with the issue.

Cpl. Heaslip and I have worked with Livestock and Investigation Services (LIS) to organize a roundup of the horses. This involved getting a special license from ESRD (Rob Kessler) to allow the round up, contacting both first Nations to ensure that there were no issues with the aforementioned round up, and gathering together a stakeholder group to help provide funds to gather up all of the horses.

The program would entail a horse wrangler that would be working for LIS to get a \$500.00 per horse bounty, as well as being able to keep the horse after it is captured. The program would require that ALL horses be rounded up and steps put in place to ensure that the horses did not return to this area. Cpl. Heaslip would be maintaining a manifest of captured horses with photos and documentation to ensure that we had excellent records about the round up. He will also be monitoring the program daily to ensure that the program is being conducted properly.

Taqa North has stepped up and said that they would be willing to contribute funding to the round up as they have the same concern that we do; someone will get killed while we are trying to find a responsible party to step forward.

Given that Clearwater and Brazeau County's have jurisdiction of the secondary highway, I could not generate any support from Alberta Transportation, who funded the Nuisance horse program in Hinton as that highway had fallen within their jurisdiction.

Cpl. Heaslip is working with the Alberta Government to work through legislation that would deem these horses a nuisance and hopefully within a few years we would see the Alberta government stepping forward to take on this program. Due to the urgent nature of this critical public safety issue, we cannot wait a few years before acting. We would be willing to come to your next council meeting to give more details if required.

Given that Weyerhaeuser and Taqa have stepped forward to help resolve this issue by contributing \$10,000 each, I would ask that the County of Clearwater do the same. As an organization you have the ability to avoid a tragedy.

Regards,

Deborah Fluet R.P.F  
Pembina Safety and Environment Manager  
1 (780)621-2420

Cpl. Dave Heaslip  
**K Division Livestock North**  
1 (780) 289 5510 (EDM)

cc: Trevor Duley  
Mike Hagen

# SUNCHILD HORSE CAPTURE PROGRAM APPLICATION BACKGROUNDER

## **Authority:**

*Stray Animals Act* R.S.A. 2000 c. S-20; Horse Capture Regulation AR 59/94

## **Background**

Stray horses have been running at large for years on certain areas of public land adjacent to the 48 kilometre Sunchild Highway. This highway connects the north-south traffic corridors through Highway 11 to Highway 620, Elk River and Wolf Lake Roads in Brazeau Country and Yellowhead County. This recently paved highway serves as a link between highway 11 and Highway 16 and to the O'Chiese and Sunchild First Nations and provides access to the oil, gas and forestry sectors as well as local tourism.

The paving of the Sunchild Road in the fall of 2011 and the resulting increase in the volume and speed of vehicles using the highway has resulted in a dramatic increase in the risk of injury, death and property damage due to drivers encountering horses on the highway.

The horses on and around the Sunchild Highway are stray horses, being domestic horses that were either released, had escaped or were abandoned and many are not branded nor do they have any other ownership marks or identification. These stray horses are a danger to the public and this highway is also a danger to these stray horses.

## **Purpose of the Sunchild Horse Capture Program**

The land adjacent to the Sunchild Highway is within the designated public land for which a license may be issued under section 9 of the *Stray Animals Act* for the purpose of protecting the safety of the horses and the public. Overall the intent of issuing a licence authorizing the capture of the stray horses in the vicinity of the Sunchild Highway is to remove the horses running at large on these public lands and the highway and, in doing so, to ensure the humane treatment of these animals during capture and transport.

## **Management of the Sunchild Horse Capture Program**

The Sunchild Horse Capture Program will operate under a licence issued by Environment and Sustainable Resource Development (ESRD) under section 9 of the *Stray Animals Act* and the Horse Capture Regulation. The program will be managed by Livestock Identification Services Ltd. (LIS), being the delegated authority responsible for the inspection of horses captured under the *Stray Animals Act*, and the Northern Alberta RCMP Livestock Investigator.

## **Licence Holder and Program Operation**

The day to day operation of the Sunchild Horse Capture Program will be the responsibility of Corporal David Heaslip, Northern Alberta RCMP Livestock Investigator, who is the applicant for a licence under section 9 of the *Stray Animals Act*.

All captured horses will be transported to a location approved by LIS for inspection under section 12 of the Horse Capture Regulation. These horses are required to be transported in accordance with the Terms and Conditions of the Sunchild Horse Capture Program.

## **Sunchild Horse Capture Program Documents**

The following documents form part of the Sunchild Horse Capture Program package:

- Sunchild Horse Capture Program Licence Application
- Sunchild Horse Capture Program Licence – Assistant Application
- Sunchild Horse Capture Program Terms and Conditions
  - Appendix “1” – Transportation and Inspection of Captured Sunchild Horses
  - Appendix “2” – Detention of Captured Sunchild Horses

### **Program Funding Conditions**

The Sunchild Horse Capture Program is conditional on LIS receiving the required funding from third parties to cover the per head fee to be paid for the capture and removal of the horses from the vicinity of the Sunchild Highway. Upon payment of the required funds to LIS, LIS will authorize the licence holder to set up the traps. If the funding required to capture at least 60 horses is not paid to LIS in sufficient time to capture the horses by March 31, 2014, the Program will be abandoned for the 2014 season.

### **MEDIA CONTACT / PROGRAM COORDINATOR:**

All inquiries with respect to the Sunchild Horse Capture Program will be directed to:

Corporal David Heaslip  
Northern Alberta RCMP Livestock Investigator  
Cell: 1 (780) 289-5510  
E-mail: [david.heaslip@rcmp-grc.gc.ca](mailto:david.heaslip@rcmp-grc.gc.ca)

If Corporal Heaslip is unavailable, the alternate contact persons are:

Scott Postlewaite, COO  
Livestock Identification Services Ltd.  
Office: (403) 225-6305  
E-mail: [scott.postlewaite@lis-alberta.com](mailto:scott.postlewaite@lis-alberta.com)

and

Lisa Schrader  
Environment and Sustainable Resource Development  
Office: (403) 845-8587  
E-mail: [lisa.schrader@gov.ab.ca](mailto:lisa.schrader@gov.ab.ca)



## **SUNCHILD HORSE CAPTURE PROGRAM TERMS AND CONDITIONS**

### **Program Funding Conditions**

The Sunchild Horse Capture Program is conditional on LIS receiving the required funding from third parties to cover the per head fee to be paid for the capture and removal of the horses from the vicinity of the Sunchild Highway. Upon payment of the required funds to LIS, LIS will authorize the licence holder to set up the traps. If the funding required to capture at least 60 horses is not paid to LIS in sufficient time to capture the horses by March 31, 2014, the Program will be abandoned for the 2014 season.

### **Eligibility to participate in the Sunchild Horse Capture Program**

To be eligible to participate in the Sunchild Horse Capture Program the licence holder must be:

- a) an adult individual, with at least three years of experience capturing horses,
- b) a resident of the Province of Alberta, and
- c) in the opinion of ESRD a suitable person with sufficient means and facilities at his disposal, to provide humanely capture and transport the horses and provide adequately for the welfare of horses.

### **Term**

The licence holder will participate in the Sunchild Horse Capture Program from January 1, 2014 to March 31, 2014. At the discretion of ESRD the term of the Sunchild Horse Capture Program may be extended to such other times as may be required for the purposes of the Sunchild Horse Capture Program.

The licence holder's participation in the Sunchild Horse Capture Program will expire on March 31, 2014 unless extended or renewed in writing by ESRD.

### **Assistance in Operations**

The licence holder may hire or employ other individuals to assist the licence holder provided:

- a) the licence holder provides ESRD with a copy of the Sunchild Horse Capture – Assistant Application form completed and signed by each individual the licence holder intends to hire or employ as an assistant,
- b) the individuals meet the eligibility requirements and are approved by ESRD in advance of assisting the licence holder,
- c) approved individuals are to only assist, under the direction and supervision of the licence holder, and not solely run the operation, with the licence holder partaking in all phases of the operation,
- d) the licence holder gives the individuals assisting with the capture detailed instructions as to how those activities are to be performed so as to ensure compliance with the Act, Regulations and the terms and conditions of the licence and the Program.

## **Capture of Animals**

The licence holder must follow the Operation Plan included as part of the application. Any changes in the Operation Plan, after the licence holder is approved, must be provided to ESRD. Substantial changes in the Operation Plan may result in a review of the application and approval.

All horses captured in traps or otherwise must be confined and transported to a location approved by LIS for the inspection of the horses under section 12 of the Horse Capture Regulation. The licence holder shall not release any captured horse back into the vicinity of the Sunchild Highway where it was captured or in any other location.

Any wildlife captured uninjured in traps shall be released back into the wild by the licence holder. Any wildlife injured in the traps shall be reported immediately to ESRD and will be held pending receipt of instructions from ESRD.

A licence holder shall not use a snare, weapon or vehicle to capture or attempt to capture a horse. For these purposes:

- a) “snare” means a device that consists of or includes a cable, rope, wire or other form of material and that is used or set to capture a horse by tightening a loop around the neck, foot or leg, with the energy to tighten it coming from the horse or from a spring, triggering device or other mechanism,
- b) “vehicle” means a motorized device, including a boat or aircraft, in or by which a person or thing may be transported,
- c) “weapon” means a firearm or other projectile propelling device used to frighten, injure or kill.

A licence holder shall ensure the welfare of each horse captured under the Sunchild Horse Capture Program. The licence holder shall ensure that

- a) the corrals are checked on a regular basis,
- b) the captured horses are attended to at least once each day,
- c) each captured horse has an adequate supply of food and water, and
- d) the horses are captured, confined and transported in a humane manner.

Any incidents involving shooting, snaring or mistreating of horses being captured under the licence will result in immediate referral to the Alberta SPCA or RCMP, as appropriate, for further action. Such incidents will also result in the immediate termination of the licence holder’s participation in the Sunchild Horse Capture Program.

## **Corrals and Traps**

All corrals and traps must:

- a) be constructed in such a way that they do not pose any threat of injury to wildlife, the captured horses or the licence holder,
- b) have the licence holder’s participation number on the right hand side of the gate, and

- c) be removed from public land at the end of the capture season along with all materials used in the construction of the corrals and all other equipment used in the capture, confinement and transportation of the horses.

In the absolute discretion of ESRD, the corrals may be monitored and inspected on a random basis by ESRD, the RCMP and LIS to ensure compliance with the Sunchild Horse Capture Program and the Terms and Conditions of the Sunchild Horse Capture Program

### **Obligation on capture**

When a horse is captured, the licence holder shall, as soon as reasonably possible following the capture of the horse:

- a) take three (3) date and time stamped digital photographs of the horse (front of the face and one from both sides) that is a clear and accurate depiction of the horse in the corral before removing the horse for transportation to the approved location,
- b) notify LIS of the number of horses captured, the name and contact information of the transporter and the date and time the horses will be transported to the approved location, and
- c) transport the captured horses to the approved location.

### **Transport of captured horses**

The captured horses must be transported:

- a) at the expense of the licence holder's assistants,
- b) directly from the place they were captured to the approved location for inspection,
- c) in accordance with all applicable provincial and federal rules and regulations,
- d) on an Alberta livestock manifest completed in accordance with **Appendix "2"**.

The provision in the *Livestock Identification and Commerce Act* exempting horses from requiring a livestock manifest to be transported do not apply to horses captured under the Sunchild Horse Capture Program.

### **Inspection of captured horses**

The copies of the Alberta livestock manifest must be distributed in accordance with the *Livestock Identification and Commerce Act* and *General Regulation*. The three digital photographs of the horse taken by the licence holder must be provided to the Livestock Inspector on or before delivery of the horse for inspection.

All captured horses will be inspected at the approved location by a Livestock Inspector. As part of the inspection process the Livestock Inspector will compare the horse to the photographs taken by the licence holder. In addition, the Livestock Inspector will take three (3) additional date and time stamped digital photographs of the horse, front of the face and one from each side, at the approved location.

Once the Livestock Inspector is satisfied that the captured horse has not been reported missing or stolen and that there are no brands or other identifying marks of ownership on the horse, the

Livestock Inspector shall release the horse to the licence holder and the licence holder shall release the horse to one or both of the licence holder's assistants who may:

- a) sell the captured horse and retain the net sale proceeds; or
- b) retain possession of the captured horse.

If the horse has been reported missing or stolen or if there are any brands or other identifying marks of ownership on the horse, the horse must be detained by the Livestock Inspector and dealt with in accordance with section 16 of the *Stray Animals Act* and Appendix "2".

The licence holder's assistants are responsible for the costs of keeping the captured horse at the approved location pending release of the horse to the licence holder or the owner of the horse. In the event the owner of a captured horse is determined and the owner claims the horse, the cost of maintaining the horse from the date of inspection to the expiry of the 14 day notice period can be claimed as an expense by the licence holder's assistants in accordance with Appendix "2".

### **Capture Fee**

Provided the licence holder's assistant or assistants has/have complied with all of the Terms and Conditions of the Sunchild Horse Capture Program, for each captured horse delivered to the approved location, the licence holder's assistant or assistants shall be paid a capture fee of \$500.00 per head captured to be invoiced 30 days after the start of the program and 30 days thereafter, and

- a) be given the horse, in the event the horse
    - (i) was not reported missing or stolen,
    - (ii) was reported missing or stolen and not claimed by its owner;
    - (iii) was not previously captured under the Program;
    - (iv) has no brands or other identifying marks of ownership, or
    - (v) has a brand or other identifying marks of ownership and is not claimed by its owner
- or
- b) in the event the horse is claimed by its owner, the cost of maintaining the horse for the notice period as authorized by Appendix "2".

The capture fee, the horse and the cost of maintaining the horse for the notice period, if applicable, is not intended to be a reimbursement of expenses incurred by the licence holder's assistants. The licence holder's assistants are responsible for all costs and expenses incurred in the capture, confinement and transportation of horses as well as any rescues, travel, medical attention they require as a result that are in excess of this compensation.

### **Relationship**

Participation in the Sunchild Horse Capture Program by the licence holder and the licence holder's assistants and the activities being carried out do not, will not, and shall not be deemed to create any relationship between the licence holder, the licence holder's assistants, ESRD, the RCMP, Livestock Identification Services Ltd. or any other party of agency, partnership, joint venture or employment.

ESRD and LIS do not have any right to exercise any direction, control or supervision over how the capture of the horses is carried out or to direct, control or supervise, in any respect the manner in which the horses are captured. The entire control and direction of the capture, confinement and transportation of the horses shall be and remain with the licence holder and the licence holder's assistants.

**Indemnity**

The licence holder's assistants shall be liable for and shall indemnify and save harmless the Crown as represented by any Minister, Livestock Identification Services Ltd. the licence holder and the RCMP and any of its or their respective officers, directors, employees or agents from any and all costs, damages, actions, suits claims or other proceedings arising directly or indirectly from any willful malfeasance or negligence in the performance or non-performance of the activities by the licence holder's assistants with respect to the capture of the horses.

The Crown as represented by any Ministry, Livestock Identification Services Ltd, and the RCMP and any of its or their respective officers, directors, employees or agents shall not be liable for any direct, consequential or other damage suffered by the licence holder, licence holder's assistants or others whether or not claiming through licence holder resulting from the capture, confinement and transportation of the captured horses.



## Agenda Item

<b>Project:</b> Ferrier Community Request – Crime Prevention Meeting Funding	
<b>Presentation Date:</b> January 28, 2014	
<b>Department:</b> CPS	<b>Author:</b> Trevor Duley
<b>Budget Implication:</b> <input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input checked="" type="checkbox"/> Reallocation	
<b>Strategic Area:</b> Quality of Life	<b>Goal:</b>
<b>Legislative Direction:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
<b>Recommendation:</b> That Council provides funding of \$1000.00 to the Clearwater County Policing Advisory Committee (CCPAC), to organize an event with the Ferrier Community Association (FCA).	
<b>Attachments List:</b> Letter from Mr. Ratcliffe	

### Background:

Please see the attached letter from Neil Ratcliffe on behalf of the Ferrier Community Association (FCA).

The FCA has recently held two meetings regarding criminal activity that is affecting their community. One result of those meetings is the idea of holding a much broader community meeting regarding crime. The FCA is requesting County support for the facilitation and funding of a Community Crime Watch meeting at the Lou Soppit Community Centre in Rocky Mountain House. The FCA states that the goals of this meeting will be to:

- raise awareness of this problem,
- discuss options on how we can be less attractive targets,
- discuss what action to take if you notice suspicious activity.
- to make our community a safer place to live and raise our families

Additionally, the stated outcomes of the meetings are:



- The public will be better prepared to deter this criminal activity.
- A show of support for effective law enforcement on aboriginal land
- A demand that ineffective laws and judicial practises be adjusted to protect the public.
- Hopefully, local citizens will volunteer to form a delegation to elected officials who can implement the required changes.

Criminal activity is primarily the domain of the Provincial and Federal government. The municipal role in the area is limited. Given this and the resources required to organize an event such as this in relation to available staff resources, staff is recommending that Council provide funds to the Clearwater County Policing Advisory Committee (CCPAC), with the intent that the Committee Would work with the FCA and community stakeholders to establish and facilitate a crime prevention event at the Lou Soppit Centre.

The approximate cost to rent the Lou Soppit Centre is \$1000.00 based on a weekend rental (\$685.00) and including cleaning (\$310.00). Use of the kitchen would increase this by a further \$185.00. This funding has not been included in budget; however, could be taken from the Community Services portfolio.



Ferrier Community Association  
Box 28, Site 137, RR # 4  
Rocky Mountain House, AB  
T4T 2A4

January 6, 2014

To: Clearwater County  
Rocky Mountain House  
Community and Protective Services  
Attn: Mike Haugen

**RE: County wide crime watch meeting and presentation.**

There was a rash of break-ins and theft of quads, dirt bikes and outdoor equipment in the Ferrier community in Fall of 2013. Only outbuildings were broken into but tracks at windows showed that residences were scouted. The victims felt violated and we feel unsafe in our homes. Community meetings were held at the Ferrier Community Hall Nov 6<sup>th</sup> and 15<sup>th</sup>, 2013. It was filled by concerned local and out of area residents.

In conclusion the main outcome and key-points from these meetings were;

1. The majority of these thefts are perpetrated by multiple repeat offenders. Conclusion, the justice system does not serve us in this regard.
2. Many of us had noticed suspicious activity but had not taken any action. There are many more of us than them; we must be vigilant and report suspicious activity to law enforcement.

A few people commented that the problem is not just in Ferrier and that, should Ferrier become unattractive, the thieves will simply target another area.

We understand that the County has a very limited role in local law enforcement, but we ask the County to take a lead role in facilitating and funding a general Crime Watch meeting at the Lou Soppit Centre.

The objective of this meeting is to:

- raise awareness of this problem,
- discuss options on how we can be less attractive targets,
- discuss what action to take if you notice suspicious activity.
- to make our community a safer place to live and raise our families

Invitees to this meeting should include representatives from the MLA's and MP's office, Rural Crime Watch, K Division, First Nations, local law enforcement, print and broadcast media as well as the general public.



The anticipated outcomes of this meeting are:

- The public will be better prepared to deter this criminal activity.
- A show of support for effective law enforcement on aboriginal land
- A demand that ineffective laws and judicial practises be adjusted to protect the public.
- Hopefully, local citizens will volunteer to form a delegation to elected officials who can implement the required changes.

Please contact me if you have any questions or concerns. We may have some resources to assist with the organization of this meeting.

Neil Ratcliffe  
Ferrier Community Association  
403-845-5745

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The brief summaries of these two community meetings are available on our web page:  
<http://www.ferriercommunity.org/rural-crime-watch-meeting/>

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## Agenda Item

<b>Project:</b> Clearwater County CAEP Economic Indicators 2013	
<b>Presentation Date:</b> January 28, 2014	
<b>Department:</b> CPS	<b>Author:</b> Trevor Duley
<b>Budget Implication:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area:</b> Land & Economic Development	<b>Goal:</b> The County will develop an economic development plan which supports and promotes industry, business and agri-business and tourism opportunities in the County.
<b>Legislative Direction:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
<b>Recommendation:</b> That Council accepts the report as information.	
<b>Attachments List:</b> 2013 Economic Indicators Report	

### Background:

Annually, the Central Alberta Economic Partnership (CAEP) conducts a statistical analysis of its member municipalities, and then provides the information to the community.

The completed CAEP report is enclosed for Council's review. Some items of note:

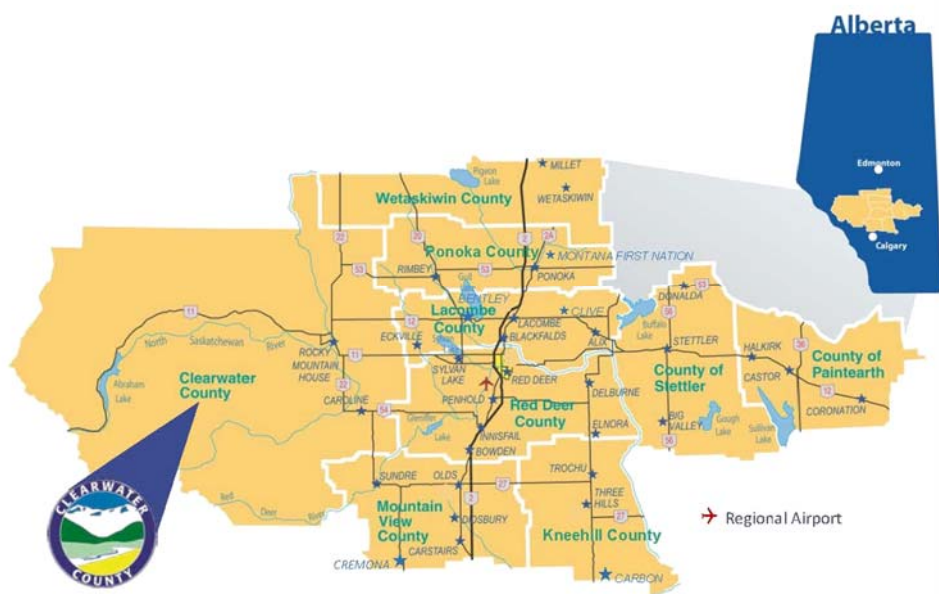
1. Disposable income is essentially take-home pay, once taxes are removed from a paycheck. Discretionary income refers to what is left over after debt and bill obligations.
2. A 'family' is more than one person living together, either married or of the same blood-line. A 'household' is one or more people living in a residence.
3. For the calculated 'Vehicles in Operation,' 5597 is the total for 10 years and 1594 is the total for 3 years.
4. 'Daytime Population' is an estimate of the population that is reachable during daytime hours. The graph this is included in is slightly misleading, because many people are 'reachable' via telephone even when they are working. I.e. cell phone, work at home, work on the farm, etc.



# Clearwater County

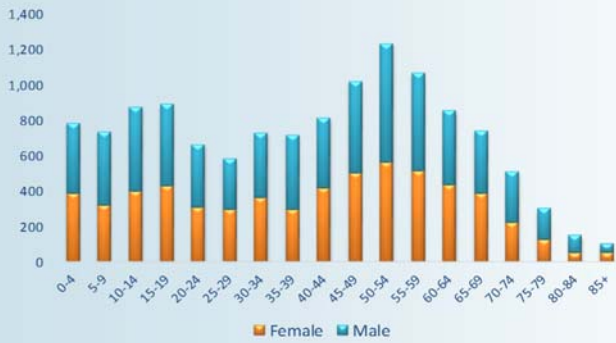
## Economic Indicators

### 2013

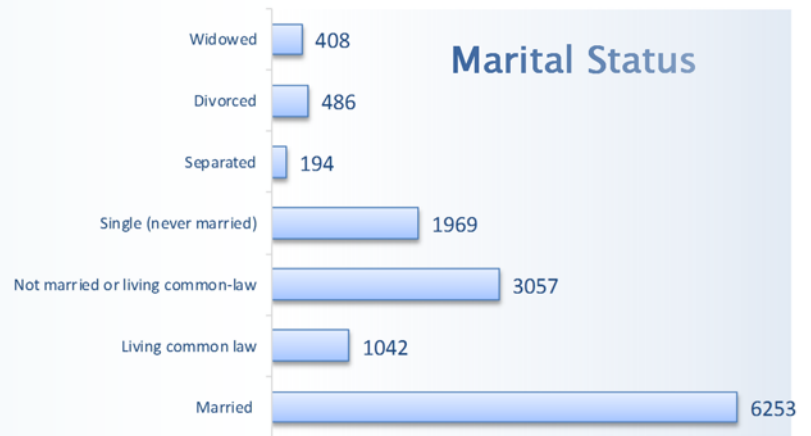


Census Division	9
Census Subdivision	2
Economic Region	Banff-Jasper-Rocky Mountain House
Economic Region Code	40
Province Code	48

## Population by Age



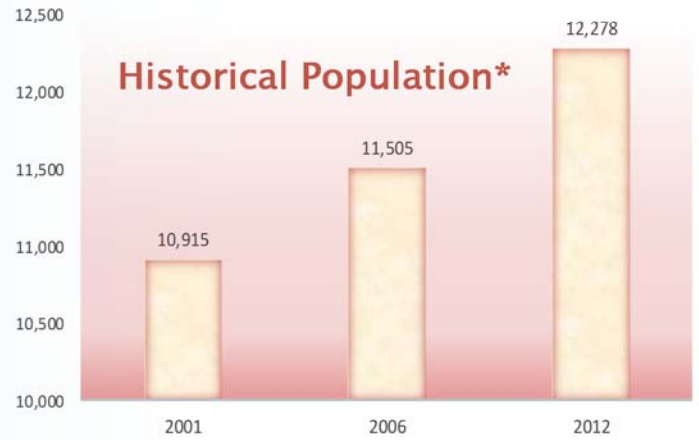
## Marital Status



## Immigrant Population



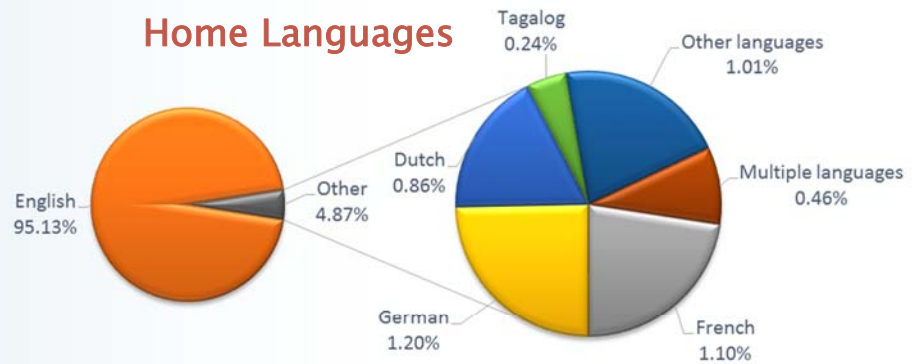
## Historical Population\*



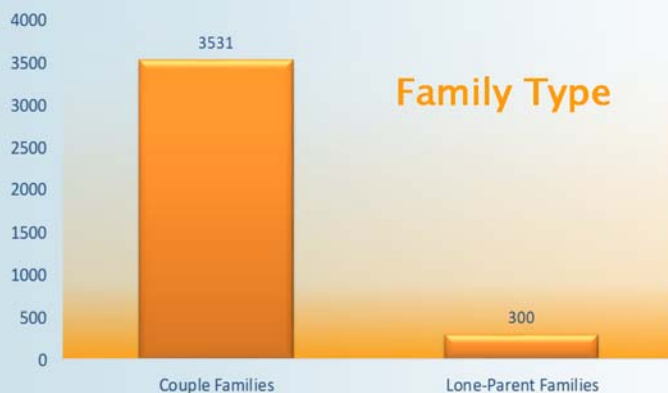
## Daytime Population



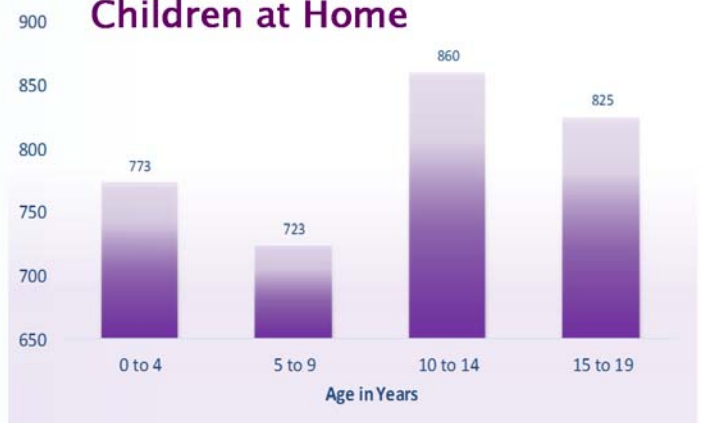
## Home Languages



## Family Type

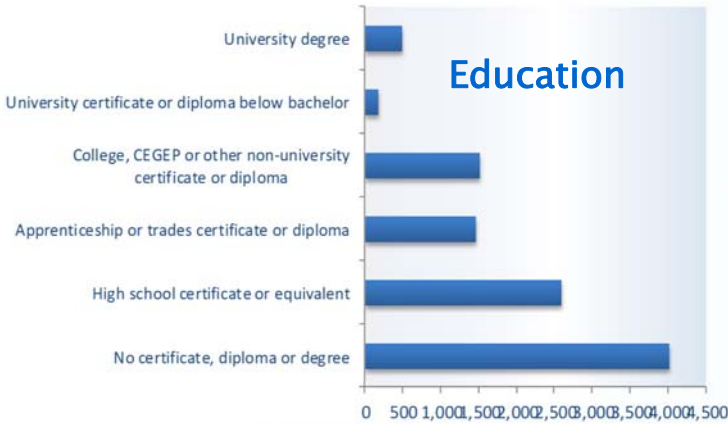


## Children at Home

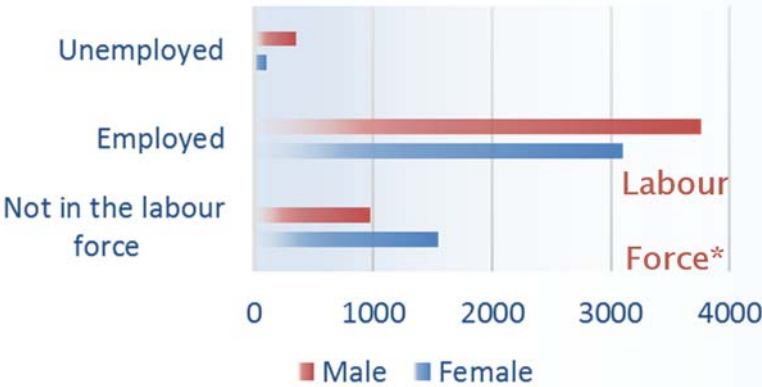




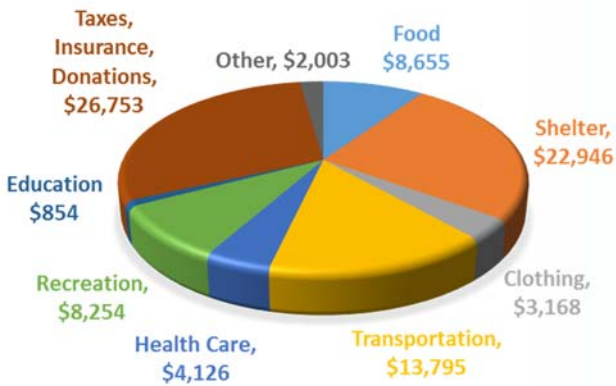
### Education



### Occupational Groups



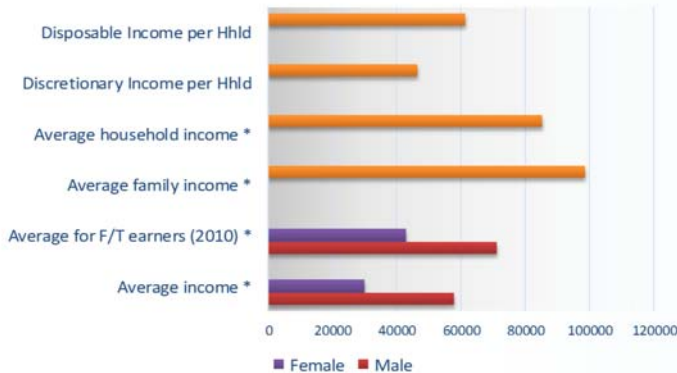
### Average Household Expenditures



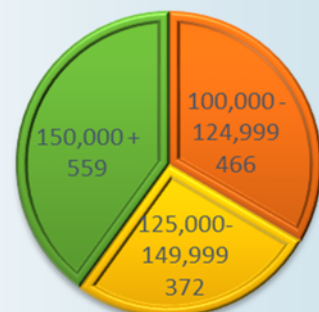
### Income Projections

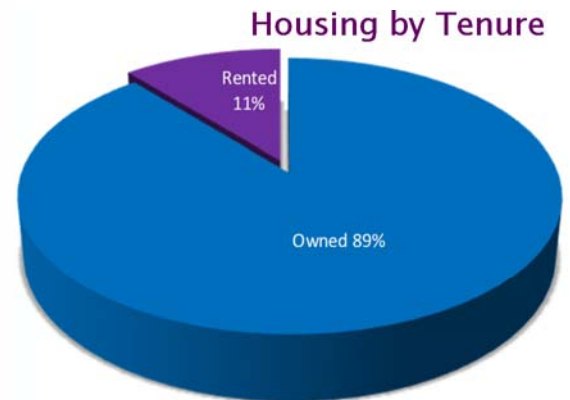
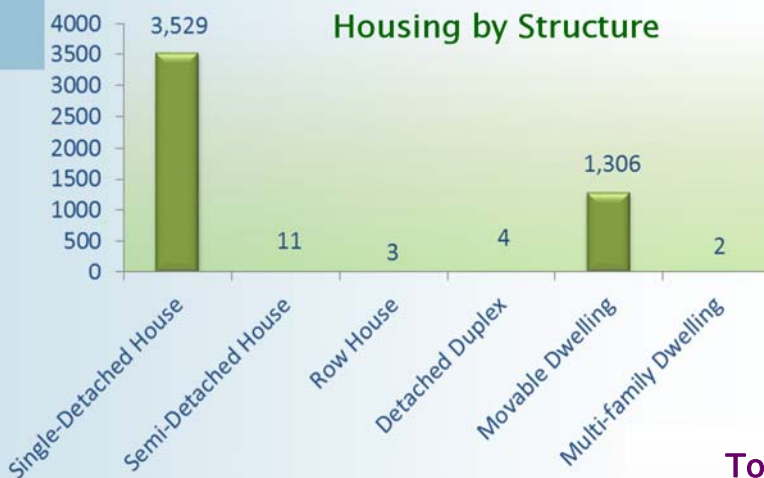


### Average Income



### Income – Households Over 100K/yr





### Housing by Period of Construction



Central Alberta Economic Partnership Ltd.  
Phone: 403.357.2237 Fax: 403.357.2288  
For toll free 1.888.508.2237  
B102, Suite 354, 5212 48 Street, Red Deer, AB T4N 7C3  
E-Mail: [info@centralalberta.ab.ca](mailto:info@centralalberta.ab.ca)  
**Web: [www.centralalberta.ab.ca](http://www.centralalberta.ab.ca)**



### Data Developed by Environics Analytics

Data are extracted from the 2013 DemoStats, DaytimePop, HouseholdSpend, WealthScapes, and R.L. Polk Canada datasets developed by Environics Analytics. The report uses an Environics Analytics' forecasting process to determine current year and future projections based on 2011 Stats Canada information.  
\* Numbers marked with an asterisk are based on data supplied by Municipalities, Alberta Municipal Affairs, or the National Household Survey. This report is for information purposes only and CAEP does not assume any responsibility or liability by providing it.



## Agenda Item

<b>Item: AAMDC Spring Convention – Lobby opportunities</b>	
<b>Presentation Date: January 28, 2014</b>	
<b>Department: CAO</b>	<b>Author: Ron Leaf</b>
<b>Budget Implication:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area: Intergovernmental Relations</b>	<b>Goal:</b> Utilize AAMDC conventions to lobby Ministers and department agencies
<b>Legislative Direction:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
<b>Recommendation: That Council reviews the following information and provides direction on its lobbying priorities during the upcoming AAMDC spring convention.</b>	

**Background:** The AAMD&C Spring Convention will be held March 17 – 19, 2014 and Council will have opportunity to meet with various provincial or federal departments, agencies or Ministers/MLAs. As invitations are extended in the coming weeks, I would appreciate Council's direction on whether there are particular issues or ministries/agencies that Council wishes me to try to arrange meetings to discuss. The following are a list of issues or concerns that Council has raised and Ministry or agency that Council may wish to address or add to:

Ministry	Issue(s)	Recommendation
<b>AB Health</b>	<ul style="list-style-type: none"> <li>• Hospital Lobby</li> <li>• EMS service rural AB</li> <li>• EMS service – Nordegg</li> </ul>	<ul style="list-style-type: none"> <li>• Minister – Fred Horne</li> <li>• That Council discuss Hospital and EMS issues with MLAs, Ministers or Premier if opportunity presents itself but that a formal meeting not be booked given Lobby efforts of hospital committee</li> </ul>
<b>RCMP/Sol Gen</b>	<ul style="list-style-type: none"> <li>• O'Chiese sub-office</li> <li>• Highway patrol 3<sup>rd</sup> position vacancy</li> <li>• Prov. Funding model review – status</li> </ul>	<ul style="list-style-type: none"> <li>• New Deputy Commissioner, K Division – Marianne Ryan</li> <li>• I have tentatively scheduled Council to meet</li> </ul>

	<ul style="list-style-type: none"> <li>• West Country Management</li> </ul>	<p>with RCMP to discuss these issues. Date to be confirmed.</p> <ul style="list-style-type: none"> <li>• Alternately, Council could ask for Deputy Comm. &amp; Division staff to meet in RMH spring/ summer 2014 to discuss concerns with all Councils.</li> </ul>
<b>AB Municipal Affairs – Nordegg DRP</b>	<ul style="list-style-type: none"> <li>• EMS service – rural AB</li> <li>• MSI funding past 2016</li> </ul>	<ul style="list-style-type: none"> <li>• New Minister – Ken Hughes discuss need for direction of Prov re: MSI past current commitment</li> <li>• Associate Minister – Greg Weadick headed Taskforce on EMS issues in Prov.</li> </ul>
<b>AB ESRD</b>	<ul style="list-style-type: none"> <li>• West Country management (Eastern Slopes Taskforce report)</li> <li>• Waste management within Crown lands</li> <li>• Status of North Sask. RAC review</li> <li>• Feral Horse management</li> <li>• DT Node &amp; trail development</li> <li>• Status of approval re: DT Node Business Plan <ul style="list-style-type: none"> <li>○ Need for longer leases of crown property to make nodes viable</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• New Minister – Robin Campbell</li> <li>• Need for Provincial contribution re: solid waste management costs</li> <li>• I am working administratively to attempt to address DT business plan and lease policy</li> </ul>
<b>AB Education</b>	<ul style="list-style-type: none"> <li>• Nordegg School</li> </ul>	<ul style="list-style-type: none"> <li>• Minister – Jeff Johnson</li> <li>• Update on community efforts and unique education opportunity</li> </ul>
<b>AB Tourism &amp; Parks</b>	<ul style="list-style-type: none"> <li>• West Country waste management</li> </ul>	<ul style="list-style-type: none"> <li>• Minister – Richard Starke</li> </ul>