



# Clearwater County Regular Council Meeting Agenda

9:00 AM - Tuesday, September 10, 2019

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

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

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

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1. CALL TO ORDER	
2. ADOPTION OF AGENDA	
3. CONFIRMATION OF MINUTES	
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4. PUBLIC HEARING	
4.1. 9:00 am Public Hearing - Bylaw 1070/19 Application No. 06/19 to amend the Land Use Bylaw	
5. PLANNING & DEVELOPMENT	
5.1. <a href="#">Consideration of Second &amp; Third Readings - Bylaw 1070/19 Application No. 06/19 to amend the Land Use Bylaw - Pdf</a>	10 - 26
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8.3. Councillor Reports	
9. CLOSED SESSION*	
* For discussions relating to and in accordance with: a) the Municipal Government Act, Section 197 (2) and b) the Freedom of Information and Protection of Privacy Act	
9.1. 2019 Intermunicipal Mediation - <i>FOIPs. 27 Disclosure Harmful to Intergovernmental Relations</i>	
9.2. 12:45 pm Labour: Ed Gross, hr Outlook Human Resources Consulting Group Inc. - <i>FOIP s.17 Disclosure Harmful to Personal Privacy</i>	
10. ADJOURNMENT	

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held August 27, 2019, in the Clearwater County Council Chambers in Rocky Mountain House.

**CALL TO ORDER:** The Meeting was called to order at 9:00 am by Reeve Duncan with the following in attendance:

Reeve Councillors	Jim Duncan John Vandermeer Cammie Laird Daryl Lougheed Michelle Swanson Tim Hoven Theresa Laing
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Staff: CAO Recording Secretary Director, Planning and Development Director, Ag & Community Services Director, Public Works Infrastructure Manager, Finance Director, Emergency & Legislative Services Regional Fire Chief Manager, Information & Technology Systems Administrator Communications Coordinator Administrative Assistant	Rick Emmons Tracy Haight Keith McCrae Matt Martinson Erik Hansen Rhonda Serhan  Christine Heggart Steve Debienne Cam McDonald Brad Welygan Djurdjica Tutic Whitney Wedman
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Delegates: Nordegg Mobile Homeowners	Pastor Rich Hull Dave Boyd Annie McMullen
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Shilo Community Club	Verna Smith, President Wes Houghton
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Canadian Association of Petroleum Producers	Kelly McTaggart, Community Engagement Advisor
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Nordegg Golf Association	Stu Weidenhamer, President Florrie Huckle, Vice President Jennifer Davidson, Secretary
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Bellatrix Exploration Ltd.	Brent Eshleman, President/CEO Jerry Demchuk, Consultant Don Leitch, Director Production
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Telus	Theresa Lynn, General Manager, Alberta South
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Media:	Adam Ophus Dianne Spoor Helge Nome
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**AGENDA  
APPROVAL:**

COUNCILLOR HOVEN: That the August 27, 2019 Regular Meeting Agenda is adopted as presented.

**ADOPTION  
OF MINUTES:**

**3.1 July 23, 2019 Regular Meeting of Council Minutes**

The minutes were amended to include wording under Item I4. '2019 Fire Apparatus Capital Purchases', as follows:

Fire Apparatus Units 01 Engine and 02 Tender/Pumper will be housed at the Leslieville Fire Station and Unit 13 Rescue/Pumper at the Caroline Station.

COUNCILLOR SWANSON: That the Minutes of the July 23, 2019, Regular Meeting are adopted as amended.

330/19

CARRIED 7/0

**DELEGATION:**

**4.1 Nordegg Mobile Homeowners**

Nordegg Mobile Homeowners, Pastor Hull, D. Boyd, and A. McMullen expressed concerns from mobile home residents regarding the possible removal/relocation of their mobile homes once the Nordegg Manufactured Home Subdivision (Mobile Home Park) is completed, as follows:

- Many of the residents are on a low/fixed-income and cannot afford relocation costs, purchase of a Park lot and/or purchase of a new mobile home should their existing mobile not meet subdivision standards.
- Relocation of older mobile homes may result in significant structural damage.
- Loss of residents, due to having to relocate outside of the area, will have a negative impact on community resiliency.
- Long-term residents may suffer emotional and/or physical stress if required to relocate outside of the community.

COUNCILLOR LAING: That Council receives information from the Nordegg Mobile Homeowners Delegation as presented.

331/19

CARRIED 7/0

**4.2 Shilo Community Club**

Verna Smith and Wes Houghton, representatives from the Shilo Community Club, reviewed the Club's project for the Shilo School Historical Site which includes fencing the ball diamond, painting the school, and replacing the school's entrance door. The project, estimated to cost \$31,178.00, is phased over two years (2019 and 2020). The Club is funding the project through cash and in-kind donations and asks that Council consider granting \$8,000 in 2020 to complete the project.

Discussion took place and the following points were noted:

- The Shilo Community Club helps prevent overuse of other ball diamonds in the area by providing a ball diamond for use by the Shilo Slowpitch League and other community groups.
- Although the Club operates and manages a recreational sports field, it is not recognized in the County's recreational budget.

- The Shilo School facility is ineligible for community hall funding as it does not meet policy criteria.
- Administration intends to provide Council with a report on potential funding support within the recreation budget for other community recreational groups/clubs operating in the County.

COUNCILLOR LAING: That Council receives information from the Shilo Community Club as presented.

332/19

CARRIED 7/0

COUNCILLOR VANDERMEER: That Council considers granting \$8,000 to the Shilo Community Club for the Shilo School/Fencing Project during Council's 2020 budget discussions.

333/19

CARRIED 7/0

**AG & COMMUNITY SERVICES:**

**5.1 Nordegg Golf Association's Request for Funding**

Stu Weidenhamer, President, Nordegg Golf Association (NGA), provided information on the non-profit Association's golf course and clubhouse operations. He noted that the Association, run mainly by volunteers, provides a recreational activity to residents and tourists.

The clubhouse and course operate on a seasonal basis and are closed from September 30 to April 1. As per the lease agreement with Clearwater County, NGA pays monthly rent and utility costs, however without income earned during the closure period, NGA requested and received financial assistance from Clearwater County in 2017 (\$3,150) and 2018 (\$3,600) to offset these costs.

NGA asks that Council consider funding \$3600 for the clubhouse's 2019 and future years' operating costs from September 30 to April 1.

Discussion took place and the following points were noted:

- NGA is not funded through the Nordegg Recreation Budget.
- Traditionally, the \$5,000 budget is split between the NCA Community Hall, Nordegg Library, Ice Rink and Discovery Park; however going forward, funding for the Nordegg Community Hall will be considered under the Community Hall Grant Policy and funding for the Nordegg Library is recommended to come from the Community Culture budget.
- Administration intends to submit strategy for funding small recreational groups and ask for direction for distributing Nordegg Recreation Budget during Council's 2020 budget discussions.

COUNCILLOR LAING: That Council approves reallocation of \$3600 from Contingency to Agriculture and Community Services 2019 budget to fund Nordegg Golf Association (NGA) 2018/2019 operating costs; and that during 2020 budget discussions, Council considers funding NGA's operating costs on an annual basis.

334/19

CARRIED 7/0

**5.2 Clearwater Regional Family and Community Support Services (FCSS) Request for Funding**

M. Martinson reviewed Council's motion from the July 23, 2019, Regular Council Meeting directing Administration to investigate options for funding the MEL Society's 2018 program through Clearwater Regional Family and Community Support Services (FCSS) budget surplus.

After discussions with FCSS and its managing partner, Town of Rocky Mountain House, it was determined that using FCSS surplus is not a viable option as it would require adjustments to funding that have been committed to other community groups.

COUNCILLOR LOUGHEED: That Council approves reallocation of \$11,107.80 from Contingency to Agriculture and Community Services 2019 budget to proportionately fund Clearwater Regional Family and Community Support Services (CRFCSS), per Section 20 of the CRFCSS Agreement, for the community grant awarded to the 2018 MEL Society Program.

335/19

CARRIED 7/0

RECESS: Reeve Duncan recessed the meeting at 9:51 am.

CALL TO ORDER: Reeve Duncan called the meeting to order at 10:08 am.

**EMERGENCY &  
LEGISLATIVE  
SERVICES:**

**7.1 Wildland Urban Interface (WUI) Program – 2019 Capital Budget Amendments**

S. Debiegne presented capital costs for the purchase of required apparatus for the new Wildland Urban Interface Program (WUI), as follows:

- Type 3 Structural/Wildland Urban Interface Engine \$510,000
- Pump Skid \$20,000
- Four (4) Alberta First Responder Radio Communication System (AFRRCS) permitted radios \$50,000

Discussion took place on the cost to municipalities for the provincial AFRRCS initiative and it was suggested to make inquiries on availability of provincial funding to purchase radios and/or use of the Province's radios in the event of WUI deployment.

Discussion also took place on the total cost of the proposed capital purchases and the impact to the capital replacement schedule if all the items are purchased in the same year.

COUNCILLOR SWANSON: That Council approves reallocation of \$20,000 from Fire Apparatus Reserve to the 2019 Capital Budget for the purchase of a pump skid; and, that Council considers the purchase of a Type 3 Engine and four Alberta First Responder Radio Communication System permitted radios during 2020 budget discussions.

336/19

CARRIED 6/1

**INFORMATION:**

**1. CAO's Report**

Discussion took place on the August 27, 2019, CAO's Report as submitted.

**DELEGATION:**

**4.3 Canadian Association of Petroleum Producers**

K. McTaggart, Community Engagement Advisor, from Canadian Association of Petroleum Producers (CAPP), presented a PowerPoint, "Clearwater County Industry Update".

K. McTaggart responded to questions and discussion followed.

COUNCILLOR SWANSON: That Council receives information from the Canadian Association of Petroleum Producers Delegate as presented.

**337/19**

CARRIED 7/0

**CORPORATE SERVICES:**

**6.1 Property Tax Penalty Waiver Request**

R. Serhan presented a ratepayer's written request to forgive the outstanding tax account balance of \$877.14 on Roll #3704201003.

Discussion took place and the following points were made:

- Historically, Council has not supported these requests and it is important to remain consistent with this philosophy to ensure fairness to all ratepayers.
- Mail-out of assessment and tax notices, including advertising and notification, met legislative requirements.
- Payment options are available to ratepayers, i.e. monthly tax installment plan, post-dated cheque(s).
- Given the ratepayer's circumstances, personal donations from councillors and/or community members towards the outstanding amount would be good.

COUNCILLOR LAING: That Council forgives the outstanding tax account balance of \$877.14 on Roll #3704201003.

**338/19**

DEFEATED 3/4

**INFORMATION:**

**8.2. Public Works Report**

Discussion took place on the August 27, 2019 Public Works Report, as submitted.

**8.3 Councillor Reports**

Reeve and Councillors reported on meetings and events they attended on behalf of Clearwater County from July 24 to August 22, 2019.

COUNCILLOR VANDERMEER: That Council receives the CAO's Report, Public Works Report, Councillor Reports and Councillor Remuneration for information as presented.

**339/19**

CARRIED 7/0

**RECESS:** Reeve Duncan recessed the meeting at 12:03 pm.

**CALL TO ORDER:** Reeve Duncan called the meeting to order at 12:46 pm.

**COUNCILLOR HOVEN:** That Council authorizes the participation of SpaceX Delegate, Jamie Hadden, Sales Engineer, by telephone communication during the August 27, 2019, Regular Council Meeting's closed session, in accordance with Section 4.19 of the Meeting Procedures Bylaw 1033/17.

**340/19**

CARRIED 7/0

**CLOSED  
SESSION:**

**COUNCILLOR VANDERMEER:** That Council approves meeting as a Committee of the Whole in a closed session, in accordance with Section 197(2) of the Municipal Government Act; and Section 16 of the Freedom of Information and Protection of Privacy Act (FOIP), to discuss Items 9.1 Bellatrix Exploration Ltd. Presentation – Third Party Interest; 9.2 SpaceX Starlight Satellite Constellation Project Presentation – Third Party Interest; 9.3 Telus Presentation – Third Party Interest; 9.4 Connect to innovate Funding – Third Party Interest; and 9.5 Nordegg Industrial Property Acquisition – Third Party Interest at 12:46 pm.

**341/19**

CARRIED 7/0

Pursuant to Section 197(6) of the Municipal Government Act, the following representatives from Bellatrix Exploration Ltd. were in attendance in the closed session discussion on 9.1 Bellatrix Exploration Ltd. Presentation – Third Party Interest; FOIP s.16 – Disclosure Harmful to Business Interests of a Third Party: Brent Eshleman, President/CEO; Jerry Demchuk, Consultant; and Don Leitch, Director Production.

Pursuant to Section 197(6) of the Municipal Government Act, the following members of Administration were in attendance in the closed session discussion on 9.1 Bellatrix Exploration Ltd. Presentation – Third Party Interest; FOIP s.16 – Disclosure Harmful to Business Interests of a Third Party: R. Emmons (Advice), R. Serhan (Advice), D. Tutic (Clerk) and T. Haight (Clerk).

Pursuant to Section 197(6) of the Municipal Government Act, the following representative from SpaceX was in attendance by telephone communication in the closed session discussion on 9.2 SpaceX Satellite Constellation Project Presentation – Third Party Interest; FOIP s.16 – Disclosure Harmful to Business Interests of a Third Party: Jamie Hadden, Sales Engineer.

Pursuant to Section 197(6) of the Municipal Government Act, the following members of Administration were in attendance in the closed session discussion on 9.2 SpaceX Satellite Constellation Project Presentation – Third Party Interest; FOIP s.16 – Disclosure Harmful to Business Interests of a Third Party: R. Emmons (Advice), E. Hansen (Advice), C. McDonald (Advice),

B. Welygan (Advice), D. Tutic (Clerk), T. Haight (Clerk).

Pursuant to Section 197(6) of the Municipal Government Act, the following representative from Telus was in attendance in the closed session discussion on 9.3 Telus Presentation – Third Party Interest; FOIP s.16 – Disclosure Harmful to Business Interests of a Third Party: Theresa Lynn, General Manager, Alberta South.

Pursuant to Section 197(6) of the Municipal Government Act, the following members of Administration were in attendance in the closed session discussion on 9.3 Telus Presentation – Third Party Interest; FOIP s.16 – Disclosure Harmful to Business Interests of a Third Party:  
R. Emmons (Advice), E. Hansen (Advice), C. McDonald (Advice),  
B. Welygan (Advice), D. Tutic (Clerk), T. Haight (Clerk).

Pursuant to Section 197(6) of the Municipal Government Act, the following members of Administration were in attendance in the closed session discussion on 9.4 Connect to Innovate Funding – Third Party Interest; FOIP s.16 – Disclosure Harmful to Business Interests of a Third Party:  
R. Emmons (Advice), E. Hansen (Advice), D. Tutic (Clerk), T. Haight (Clerk).

Pursuant to Section 197(6) of the Municipal Government Act, the following members of Administration were in attendance in the closed session discussion on 9.5 Nordegg Industrial Property Acquisition – Third Party Interest; FOIP s.16 – Disclosure Harmful to Business Interests of a Third Party:  
R. Emmons (Advice), E. Hansen (Advice), D. Tutic (Clerk), T. Haight (Clerk).

COUNCILLOR SWANSON: That Council reverts the meeting to an open session at 4:17 pm.

342/19

CARRIED 7/0

COUNCILLOR LOUGHEED: That Council extends the August 27, 2019 Regular Council Meeting past 4:00 pm, in accordance with Section 4.6 of the Meeting Procedures Bylaw 1033/17.

343/19

CARRIED 7/0

RECESS: Reeve Duncan recessed the meeting at 4:17 pm.

CALL TO ORDER: Reeve Duncan called the meeting to order at 4:22 pm.

Discussion took place on process and Clearwater County's eligibility for pursuing the federal Connect to Innovate grant funding to deploy a fiber link from Rocky Mountain House to Ferrier area.

COUNCILLOR SWANSON: That Council directs Administration to pursue the Connect To Innovate grant funding in the amount of \$371,288 to create a fiber link from Rocky Mountain House to Ferrier Area.

344/19

CARRIED 7/0



Discussion took place on the purchase of industrial property in Nordegg to meet Strategic Planning Committee recommendations for seasonal staff Housing and Public Works Nordegg Operation's needs.

COUNCILLOR LAIRD: That Council approves reallocation of \$675,000 from County Facility Reserve to the 2019 Capital Budget for the purchase and renovation of Lot 10 Block 2 Plan 0426854.

345/19

CARRIED 7/0

Discussion took place on the Nordegg Mobile Homeowners presentation and the following points were noted:

- Council's philosophy for Nordegg development is to ensure that current development pays for itself before moving forward with future development.
- It is anticipated that any new development of the existing Nordegg Trailer Lot/Stalls requiring removal/relocation of mobile homes is years away.
- Any removal/relocation of mobile homes from the Nordegg Trailer Lot/Stalls requires direction from Council which has not been given at this time.
- Residents would benefit from educational communication/messaging on their lease agreement terms.

**ADJOURNMENT:**

COUNCILLOR LAIRD: That the Meeting adjourns at 4: 38.

346/19

CARRIED 7/0

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Request for Desision
<b>SUBJECT:</b>	Consideration of Second & Third Readings - Bylaw 1070/19 Application No. 06/19 to amend the Land Use Bylaw
<b>PRESENTATION DATE:</b>	Tuesday, September 10, 2019
<b>DEPARTMENT:</b>	Planning & Development
<b>WRITTEN BY:</b>	Jose Reyes, Senior Planner
<b>REVIEWED BY:</b>	Keith McCrae, Director Planning, Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input checked="" type="checkbox"/> County Bylaw or Policy (Municipal Development Plan (2010), Nordegg Development Plan (2000) and Clearwater County Land Use Bylaw No. 714/01 )
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input checked="" type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input checked="" type="checkbox"/> Fiscal Responsibilities <input checked="" type="checkbox"/> Environmental Stewardship <input checked="" type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
<a href="#">Application to Amend Land Use Bylaw, Bylaw 1070/19 with Schedules "A" and "B", Site Photos, Subdivision Plan and Aerial Photos</a>	

#### STAFF RECOMMENDATION:

Pending the results of the public hearing, it is recommended Council grant 2nd and 3rd readings to Bylaw 1070/19

#### BACKGROUND:

The purpose of Bylaw 1070/19 is two-fold: a) to add a new District to the County's land use bylaw No. 714/01, being the Nordegg Manufactured Home District "NMH"; and b) to redesignate +/- 7.83 acres from the Agriculture District "A" to the Nordegg Manufactured Home District "NMH" within Ptn. NW 27-40-15-W5M.

The applicant is Rick Emmons, Chief Administrative Officer, on behalf of Clearwater County. The land proposed to be rezoned and subdivided is located in the south east portion of the Hamlet of Nordegg along Quarry Road.

The bylaw's intention is to allow the creation of 30 fully serviced residential parcels ranging in size from 334 sq. m. (3706 sq. ft.) to 651 sq. m. (7007 sq. ft.) that would eventually accommodate single-wide and double-wide manufactured homes as well as ancillary buildings. The County will install a perimeter fencing to provide partial screening from Quarry Road and to prevent direct access from parcels onto County property. A multi-purpose pathway will connect the subdivision to the multi-use trail located a few hundred metres to the south.

The proposed new district is similar to existing manufactured home subdivisions from around the province. It has been tailored, however, to the Nordegg environment. It allows for a range of land uses including manufactured homes (new/relocated), new park-model homes, playgrounds, ancillary buildings, daycare facilities and social care facilities. It also allows attached carports on lots as long as they meet minimum setbacks. Architectural controls for this new district are consistent with those of the entire hamlet.

Legal and physical access to the area is by way of Quarry Road. Surrounding land uses are Agriculture (A). No pipelines or gas wells are located in the area. A 160 sq. m. Municipal Reserve (MR) parcel is being provided for recreational purposes and a green buffer is located along Quarry Road to mitigate noise and visual impacts. A Public Utility Lot (PUL) is also being provided around the area in order to protect a drainage swale. Council should note that a Phase II consisting of 12 additional parcels will be processed in the near future.

Therefore, this application is to adopt the Nordegg Manufactured Home District "NMH" and to rezone the subject land to the new district as shown on Schedules "A" and "B" of the Bylaw.

**PLANNING DIRECTION:**

The application is subject to the provisions of the Municipal Development Plan (2010), the Nordegg Development Plan (2000) and the Clearwater County Land Use Bylaw No. 714/01.

**Clearwater County's Municipal Development Plan (2010)**

3.2 Guiding Principles

6. Promote Hamlet Growth

Enhance existing hamlets as community focal points by encouraging and providing opportunities for locally appropriate residential and economic expansion.

Section 7.2.1 states:

Clearwater County encourages site and development improvements within hamlets to enhance the amenity and liveability of hamlets. To promote this Clearwater County may review and improve development standards within hamlets.

Section 7.2.2 states:

Clearwater County encourages infill and redevelopment within hamlets for uses that strengthen the social and economic fabric of the hamlet as a community centre for the surrounding areas.

Section 7.2.3 states:

Development in and around hamlets should continue to promote the compact nature of hamlets, including by utilizing appropriately sized small lots.

Section 7.2.4 states:

Condor, Leslieville, and Nordegg are considered by Clearwater County as Growth Hamlets capable of accommodating development within their existing boundaries, as well as residential development and other compatible development on their peripheries.

Section 7.2.7 states:

Development in hamlets requiring water and/or wastewater services shall be serviced by communal water and wastewater where these services are available. Where these services are not available, the County may require that either or both services be extended or provided to serve the development.

Section 7.2.8 states:

Clearwater County may invest in infrastructure within a Growth Hamlet in order to encourage and facilitate hamlet growth and development.

Section 7.2.9 states:

Clearwater County will continue to promote tourism oriented development that enhances Nordegg as a year-round destination point.

Section 12 Putting the Plan into Effect

Goals:

12.1.1 To apply the policies of the Municipal Development Plan (2010) in the processes to approve the subdivision, development and use of land.

Section 12.2.4 states:

Clearwater County will consider, where applicable, the following when evaluating an application to redesignate, subdivide or develop land:

- (a) impact on adjoining and nearby land uses;
- (b) impact on natural capital, including agricultural land;
- (c) impact on the environment;
- (d) scale and density;
- (e) site suitability and capacity;
- (f) road requirements and traffic impacts, including access and egress considerations, including Subdivision and Development Regulations related to land in the vicinity of a highway;
- (g) utility requirements and impacts;
- (h) open space needs;
- (i) availability of protective and emergency services;
- (j) FireSmart provisions;
- (k) impacts on school and health care systems;
- (l) measures to mitigate effects;
- (m) County responsibilities that may result from the development or subdivision; and
- (n) any other matters the County considers relevant.

## **Nordegg Development Plan (2000)**

Sec 3.2 Plan Goals states:

To provide a range of housing choices

Sec 3.5.4 Residential and Mixed Land Use states:

MH – Mobile Home Residence

Intended to accommodate the relocation of existing mobile home units through the development of a new mobile home subdivision at a maximum density of 18 lots per gross hectare.

Section 5.10.2 states:

The existing mobile homes are not in keeping with the vision for the main access to the historic Town Centre. They will be relocated over a period of time as directed by Council. Timely relocation will help promote the area for tourism and attract development.

Section 5.16.17 states:

Trail links will be provided to connect the major nodes. Consideration will be given to linking the nodes via dedicated paths and trails or via roadways.

Land Use Concept Map - South Nordegg

This map identifies the subject lands as future Light Industrial. Due to environmental constraints, this potential land use changed to a manufactured home subdivision. As a result, this change should be taken into account when an update is made to the development plan.

## **Clearwater County's Land Use Bylaw 714/01**

Section 1.3(2) states:

No development shall be carried out within the Municipality except in accordance with this Bylaw.

### **REFERRALS/CIRCULATION:**

Bylaw 1070/19 was referred to the Municipal Planning Commission who recommended that Council favorably consider granting second and third reading.

The bylaw was also circulated to all parties in accordance with the MGA. Responses indicating no concerns or standard comments regarding the proposal were received from TELUS Communications, Alberta Transportation and the County's Public Works Department.

The Nordegg Community Association expressed concerns regarding the potential relocation of the existing manufactured homes, traffic on Quarry Road, lots sizes and storage. No comments from adjacent property owners had been received at the time of agenda preparation.

### **RECOMMENDATION:**

At the regular Council meeting held on July 23rd, 2019, Council reviewed and gave first reading to Bylaw 1070/19. As required by legislation, notice of today's Public Hearing was advertised in the local newspapers and comments were invited from adjacent landowners and referral agencies

Upon consideration of the representations made at the Public Hearing, Council will consider whether or not to grant second and third readings to Bylaw 1070/19.



# CLEARWATER COUNTY

## Application for Amendment to the Land Use Bylaw

Application No. 06/19

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

APPLICANT: CLEARWATER COUNTY

ADDRESS & PHONE: 4340-47 AVE, Box 550 RMH AB T4T 1A4 (403) 845-4444

REGISTERED OWNER: Clearwater County

ADDRESS & PHONE: Same as above

### AMENDMENT REQUESTED:

1. CHANGE OF LAND USE DISTRICT FROM: A TO: NMH

LEGAL DESCRIPTION OF PROPERTY: NW 1/4 Sec. 27 Twp. 40 Rge. 15 W5M

OR: LOT: \_\_\_\_\_ BLOCK \_\_\_\_\_ REGISTERED PLAN NO.: \_\_\_\_\_

OR: CERTIFICATE OF TITLE NO.: \_\_\_\_\_ (Site Plan is attached)

SIZE OF AREA TO BE REDESIGNATED: 7.83 ac (Hectares / Acres)

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

N/A

3. REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT:

N/A

DATE: July 16/19, 20 19 APPLICANT'S SIGNATURE 

This personal information is being collected under the authority of the Municipal Government Act, Being Chapter M-26, R.S.A. 2000 and will be used to process the Land Use Bylaw amendment application. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act, Chapter F-25, RSA, 2006. If you have any questions about the collection of this personal information, please contact Clearwater County, P.O. Box 550, Rocky Mountain House AB T4T 1A4.

APPLICATION FEE OF N/A DATE PAID: N/A RECEIPT NO. N/A

  
SIGNATURE OF DEVELOPMENT OFFICER  
IF APPLICATION COMPLETE

IMPORTANT NOTES ON REVERSE SIDE

**BYLAW NO. 1070/19**

A Bylaw of Clearwater County, in the Province of Alberta, for the purpose of amending the Land Use Bylaw, being Bylaw No. 714/01.

PURSUANT to the Authority conferred upon it by the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, and;

WHEREAS, a Council is authorized to prepare, to adopt, and to amend a Land Use Bylaw to regulate and control the use and development of land and buildings within the Municipality;

NOW, THEREFORE, upon compliance with the relevant requirements of the Municipal Government Act, the Council of the Clearwater County, Province of Alberta, duly assembled, enacts as follows:

- i) That the Nordegg Manufactured Home District (NMH) as described in Schedule "A" be added to the Land Use Bylaw No. 714/01. The numbering sequence for the district will be determined as appropriate.***
- ii) That +/- 7.83 acres of Pt. NW 27-40-15 W5M as outlined in red on the attached Schedule "B" be redesignated from the Agriculture District "A" to the Nordegg Manufactured Home District (NMH).***

READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_\_ A.D., 2019.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
MUNICIPAL MANAGER

PUBLIC HEARING held this \_\_\_\_ day of \_\_\_\_\_ A.D., 2019.

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_ A.D., 2019.

READ A THIRD AND FINAL TIME this \_\_\_\_ day of \_\_\_\_\_ A.D., 2019.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
MUNICIPAL MANAGER



13.# (##) NORDEGG MANUFACTURED HOME RESIDENTIAL DISTRICT  
"NMH"

THE GENERAL PURPOSE OF THIS DISTRICT IS TO PERMIT AND CONTROL MANUFACTURED HOMES ON SUBDIVIDED LOTS IN THE SOUTHERN PORTION OF THE NORDEGG TOWNSITE.

A. PERMITTED USES

1. New manufactured home
2. Playground
3. Public utility building

B. DISCRETIONARY USES

1. Ancillary buildings
2. Daycare facility
3. Home occupation
4. New park-model home
5. Relocated manufactured home
6. Social care facility

C. MAXIMUM ALLOWABLE DENSITY

17 manufactured homes per hectare (7 per acre). No person shall locate more than one manufactured home on a parcel.

D. MINIMUM PARCEL SIZE

1. Lots designated for singlewide manufactured homes/park-model homes shall have a minimum area of 340 square metres (3,659 sq. ft.) and a minimum mean width of 11 metres (36 feet).
2. Lots designated for doublewide manufactured homes/park-model homes shall have a minimum area of 450 square metres (4,843 sq. ft.) and a minimum mean width of 13 metres (43 feet).

E. YARD REQUIREMENTS

- (a) Front Yards:
  - (i) 6 metres (20 feet).
- (b) Side Yards:

No building or structure other than a fence shall be less than:

  - (i) 1.5 metres (5 feet) from an exterior property line and;
  - (ii) 0.6 metres (2 feet) from an interior property line.
- (c) Rear Yards: 3 metres (10 feet).

F. SITE COVERAGE

1. The manufactured home plus any attached and ancillary buildings on a manufactured home lot shall not cover more than 50% of the lot.
2. Each manufactured home must have a private amenity space located outdoors (i.e. deck). This space must not be used for other purposes.

G. STORAGE

1. It is intended that all storage of goods and equipment be contained indoors, however limited outside storage may be approved by the Development Officer if properly screened so as not to interfere with adjoining uses or detract significantly from the natural features of the site and the surrounding area.

H. OFF-STREET PARKING

1. Two parking stalls shall be provided for each manufactured home lot.
2. No vehicle over 4500 kilograms (10,000 lbs.) may be parked on a manufactured home lot or street for longer than is reasonably required to load or unload goods.
3. No vehicle greater than 6 metres (20 feet) long may be parked on a manufactured home lot or street for longer than is reasonably required to load or unload goods, except as provided in Section 6.13.
4. One holiday trailer/recreation vehicle may be parked on a manufactured home lot for not longer than 21 consecutive days or for a total of 30 days in any year.
5. Attached Carports may be allowed on lots as long as they meet minimum setbacks.

J. UTILITIES

1. All utility lines shall be placed underground unless otherwise stipulated in a development agreement.
2. All homes shall be fully serviced with approved common water distribution and sewerage gathering systems.

K. DESIGN, CHARACTER AND APPEARANCE

1. All permanent buildings placed on the subdivision shall have the exterior completed using acceptable building materials approved by and to the satisfaction of the Development Officer. When evaluating development permit applications, the following must be considered:
  - (a) The exterior of relocated manufactured homes shall be upgraded as needed and prior to placement to the satisfaction of the Development Officer.

**Schedule "A"**  
**Bylaw 1070/19**

- (c) For the purposes of this district, a park model means a transportable dwelling unit primarily designed for long-term or permanent placement. When set up, park models shall be connected to the utilities necessary to operate home style fixtures and appliances.
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site and Nordegg's surroundings to the satisfaction of the Development Officer. The Design Guidelines included in the Nordegg Development Plan shall be adhered to in this District.
  3. All buildings shall be located, designed, and constructed in a manner to minimize the possibility of ignition from a wildfire and to minimize the spread of a structural fire to the wildland. All new development shall be required to utilize fire retardant roofing and exterior wall materials such as, but not limited to, tile, metal, or asphalt shingles (for roofs) and stucco, rock, brick or aluminum siding (for exterior walls.) Wooden shakes and shingles shall be prohibited for use as roofing material on any structure within this district.
  5. Ancillary structures, additions and skirting shall be designed to complement the principal dwelling.
  6. The undercarriage of each home shall be screened from view by skirting to the satisfaction of the Development Officer and to a standard consistent throughout the subdivision.
  7. A uniform fence shall be placed along any external road abutting the mobile home subdivision. Landscaping features may be considered to enhance the screening.
  8. Individual lots must be fenced to the satisfaction of the Development Officer in accordance with Section 6.16 of this bylaw. No access/egress from rear and side yard fences will be permitted.
  9. No person shall keep in their yards:
    - (i) any unlicensed, dismantled, wrecked or dilapidated vehicle, unless it is suitably housed or screened from view to the satisfaction of the Development Officer;
    - (ii) any object or chattel which, in the opinion of the Development Officer, is unsightly or tends to adversely affect the amenities of the area;
    - (iii) building materials or supplies other than what the Development Officer considers is necessary for the completion of construction work on the site;
    - (iv) sea containers (sea-can).
  9. All homes must be placed on a proper foundation in accordance with Alberta Building Code regulations.
  10. The manufactured home subdivision shall be designed to accommodate dwelling units of different sizes, including expandable and double wide

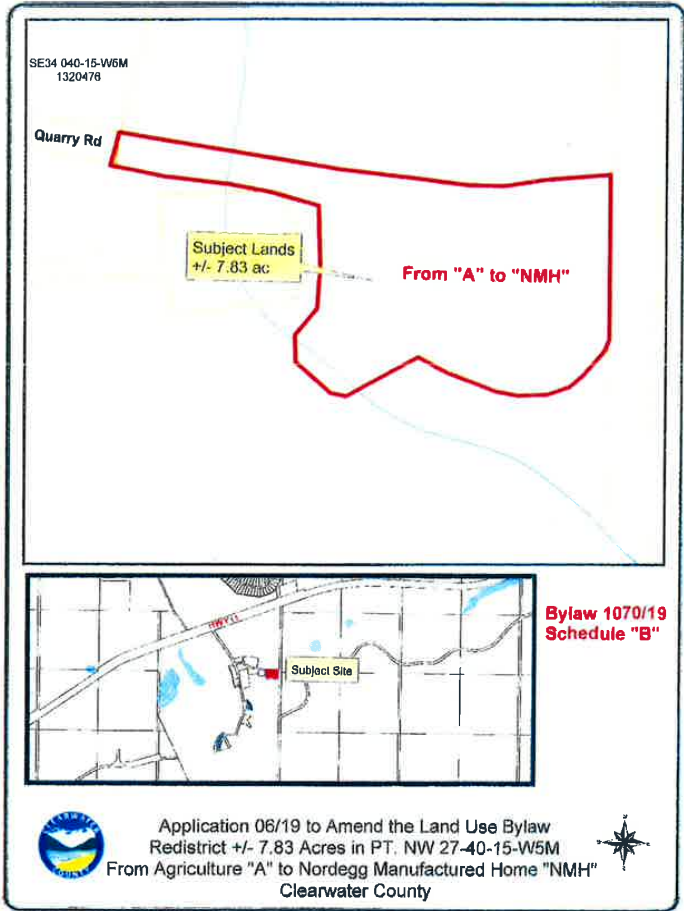
**Schedule "A"**  
**Bylaw 1070/19**

units, with variety in the street design and the placement of individual units to avoid monotony.

11. All garbage/refuse and recycling shall be properly stored in closed weatherproof and bear resistant containers in a sanitary manner so as not to cause any odor or nuisance.
12. Composting is not permitted.
13. Other regulations, guidelines, or development controls may be established by the Municipality for any new development within this District.

L. LANDSCAPING

1. All areas of a manufactured home subdivision not developed as lots, roads, walkways, driveways, parking aprons or other buildings shall be landscaped and vegetated as required by the Development Officer.
2. Each application for development of a manufactured home subdivision shall be accompanied by a landscaping and development plan at a scale of not less than 1:1000 acceptable to the Development Officer.





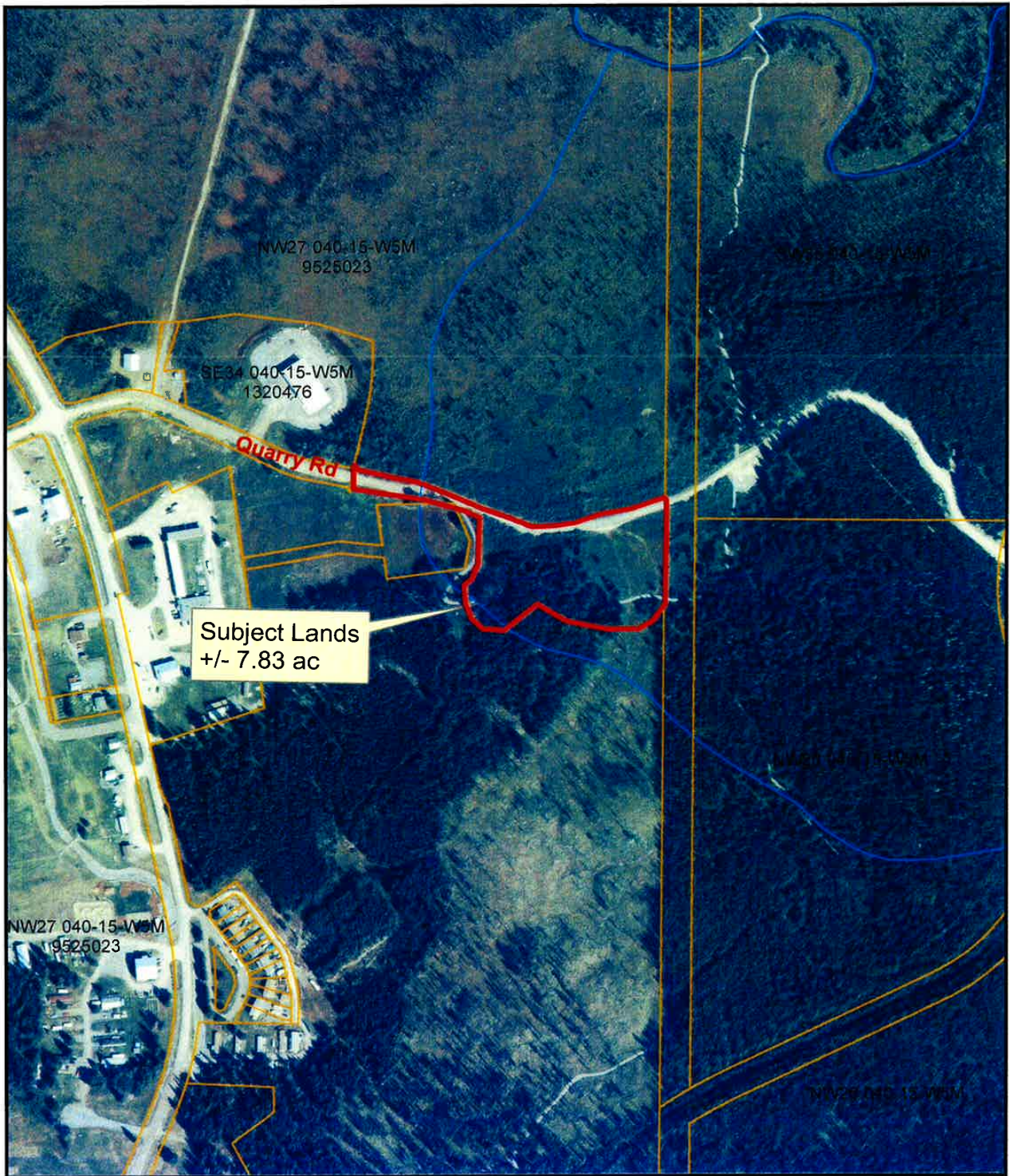


Site inspection photos taken of the subject site.

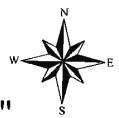








Application 06/19 to Amend the Land Use Bylaw  
 Redistrict +/- 7.83 Acres in PT. NW 27-40-15-W5M  
 From Agriculture "A" to Nordegg Manufactured Home "NMH"  
 Clearwater County







Application 06/19 to Amend the Land Use Bylaw  
 Redistrict +/- 7.83 Acres in PT. NW 27-40-15-W5M  
 From Agriculture "A" to Nordegg Manufactured Home "NMH"  
 Clearwater County





## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Request for Desision
<b>SUBJECT:</b>	Consideration of First Reading of Bylaw 1072/19 for Application No. 07/19 to amend the Land Use Bylaw
<b>PRESENTATION DATE:</b>	Tuesday, September 10, 2019
<b>DEPARTMENT:</b>	Planning & Development
<b>WRITTEN BY:</b>	Dustin Bisson, Planner
<b>REVIEWED BY:</b>	Keith McCrae, Director Planning, Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input checked="" type="checkbox"/> County Bylaw or Policy (714/01 Land Use Bylaw & Bylaw 923/10 Municipal Development Plan)
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input checked="" type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
<a href="#">LUA Application</a> <a href="#">0910 Bylaw No. 1072-19 CC-Reid</a> <a href="#">Aerial Photo</a> <a href="#">Farmland Assesment</a> <a href="#">Adjacent Lands Map</a> <a href="#">Agriculture District A</a>	

#### STAFF RECOMMENDATION:

That Council Consider granting 1st reading of Bylaw 1072/19 and proceed to a public hearing.

#### BACKGROUND:

Brian & Patsy Reid and Travis & Catlin Reid currently hold title to the NW 32-38-06-W5M, containing approximately 152.07 acres of land. The subject land is located approximately 3.5 miles southeast of the Town of Rocky Mountain House just south of highway 11. Clearwater County, with the Reid family's consent, has made application to redesignate +/- 29.97 acres from the Light Industrial District "LI" back to the Agriculture District "A" within the subject quarter section.

Page 1 of 13

In 2011, Vic Maxwell on behalf of Hart Oilfield Rentals and Dennis and Joyce Nielsen made application to rezone the +/- 29.97 acres from Agriculture District "A" to Light Industrial District "LI" with the intent of operating an oilfield rental business from the property. The applicants went through a fairly lengthy process but received third reading from Council on April 24, 2012. Due to the recommendations that were made in the Traffic Impact Assessment for the intersection of Highway 11 and Range Road 6-5, the applicants did not proceed with the proposed development. The Traffic Impact Assessment that was completed called for intersection upgrades at that location. The 29.97 acres that were redesignated in 2012 were not subdivided out of the quarter section. Should this Land Use Application be approved, the entire quarter section would fall under a single land use designation, that of course being Agriculture district "A".

Section 12.2(13) of Clearwater County's Land Use Bylaw;

*If the subdivision or development for which land was redesignated does not occur within one year of the date of passage of the bylaw that redesignated the land, Council may initiate a bylaw to redesignate the land back to its former district.*

The area that is the subject of this Land Use Amendment has continued to be used primarily for farming, however development 88/15 was issued for the construction of a residence which is located within the Light Industrial zoned lands. The property contains only one residence, which is located in the east central portion of the quarter section. It is the landowner's intent, should the property be redesignated back, to continue the farm use of the land. Attached is a letter sent by the Reid's confirming that they have no intent to develop any industrial operations on the property, now or in the future. Clearwater County believes the proposed change in land use, from Light Industrial to Agriculture, will prevent unwanted development on the property in the future.

Legal and physical access to the subject land is by way of Township Road 38-5A, adjacent to the south property boundary of the quarter section. Surrounding land uses within the area are residential and agricultural.

Therefore, this application is to rezone the subject land back to an Agricultural District "A" parcel as shown on Schedule "A" of the Bylaw.

#### **PLANNING DIRECTION:**

##### **Clearwater County's Land Use Bylaw**

Section 12.2 Amending Bylaw Process

(13) If the subdivision or development for which land was redesignated does not occur within one year of the date of passage of the bylaw that redesignated the land, Council may initiate a bylaw to redesignate the land back to its former district.

Section 13.4(1) Agriculture District "A"

The general purpose of this district is to accommodate agricultural land use and to conserve good agricultural land.

**Clearwater County's Municipal Development Plan**, Section 12.2.4 states:

Clearwater County will consider, where applicable, the following when evaluating an application to redesignate, subdivide or develop land:

- a. Impact on adjoining and nearby land uses;
- b. Impact on natural capital, including agricultural land;
- c. Impact on the environment;
- d. Scale and density;
- e. Site suitability and capacity;
- f. Road requirements and traffic impacts, including access and egress considerations, including Subdivision and Development Regulations related to land in the vicinity of a highway;
- g. Utility requirements and impacts;
- h. Open space needs;
- i. Availability of protective and emergency services;
- j. FireSmart provisions;
- k. Impacts on school and health care systems;
- l. Measures to mitigate effects;
- m. County responsibilities that may result from the development or subdivision; and any other matters the County considers relevant.

**RECOMMENDATION:**

That Council consider granting first reading to Bylaw 1072/19, therefore initiating a bylaw to redesignate the land back to its former district and proceed to a public hearing.





# CLEARWATER COUNTY

## Application for Amendment to the Land Use Bylaw

Application No. 07/19

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

APPLICANT: Clearwater County

ADDRESS: 4340 47 Ave RMH AB T4T 1A4

PHONE: (403) 845 4444 EMAIL: \_\_\_\_\_

REGISTERED OWNER: Brian + Patsy Reid + Travis + Catlin Reid

ADDRESS: ██████ 2 ██████████ 1 T4T ██████

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### AMENDMENT REQUESTED:

1. CHANGE OF LAND USE DISTRICT FROM: "LT" TO: "A"

LEGAL DESCRIPTION OF PROPERTY: NW 1/4 Sec. 32 Twp. 38 Rge. 06 W5M

OR: LOT:  BLOCK:  REGISTERED PLAN NO.: \_\_\_\_\_

OR: CERTIFICATE OF TITLE NO.: N/A (Site Plan is attached)

SIZE OF AREA TO BE REDESIGNATED: 29 97 (Hectares / Acres)

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT: The LT portion of the property has never been used for any industrial operations. The new landowners are therefore requesting it be rezoned back to Ag

DATE: August 21, 2019 APPLICANT'S SIGNATURE [Signature]

This personal information is being collected under the authority of the Municipal Government Act, Being Chapter M-26, R.S.A. 2000 and will be used to process the Land Use Bylaw amendment application. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act, Chapter F-25, RSA, 2006. If you have any questions about the collection of this personal information, please contact Clearwater County, P.O. Box 550, Rocky Mountain House AB, T4T 1A4.

APPLICATION FEE OF \$ N/A DATE PAID: \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_

[Signature]  
SIGNATURE OF DEVELOPMENT OFFICER  
IF APPLICATION COMPLETE

Date

Clearwater County  
Attn: Holly Bily

We, Brian & Patsy Reid and Travis & Caitlin Reid are the owners of Pt. NW 32-38-06-W5M, containing ±152.97 acres. When we purchased the subject land in 2014 it had multi zonings, majority being agriculture with 29.97 acre being Light Industrial "LI". The "LI" portion of land is in the southeast corner of the quarter section and was rezoned in 2011 by the previous landowner(s). No development has taken place on this "LI" portion of land as Alberta Transportation requires intersectional improvements at Highway 11. Due to this stipulation and the crash in the economy no development has or is intended to take place on this "LI" portion of land. Therefore, we would like to change the land back to its original agricultural zoning.

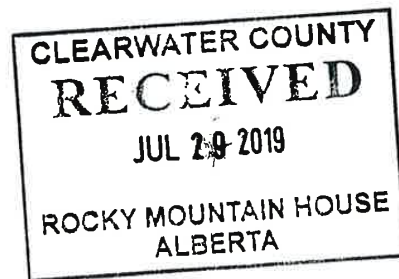
Thank you very much,

Brian and Patsy Reid

And *Patsy Reid*  
*Brian Reid*

Travis and Caitin Reid

*Travis Reid*  
*Caitin Reid*



**BYLAW NO. 1072/19**

A Bylaw of Clearwater County, in the Province of Alberta, for the purpose of amending the Land Use Bylaw, being Bylaw No. 714/01.

PURSUANT to the Authority conferred upon it by the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, and;

WHEREAS, a Council is authorized to prepare, to adopt, and to amend a Land Use Bylaw to regulate and control the use and development of land and buildings within the Municipality;

WHEREAS, the general purpose of the Agriculture District "A" is to accommodate agricultural land uses and to conserve good agricultural land.

NOW, THEREFORE, upon compliance with the relevant requirements of the Municipal Government Act, the Council of the Clearwater County, Province of Alberta, duly assembled, enacts as follows:

***That +/- 29.92 acres of the NW 32-38-06 W5M, be redesignated from the Light Industrial District "LI" to Agriculture District "A" As outlined in red on the attached Schedule "A"***

READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_\_ A.D., 2019.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
MUNICIPAL MANAGER

PUBLIC HEARING held this \_\_\_\_ day of \_\_\_\_\_ A.D., 2019.

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_ A.D., 2019.

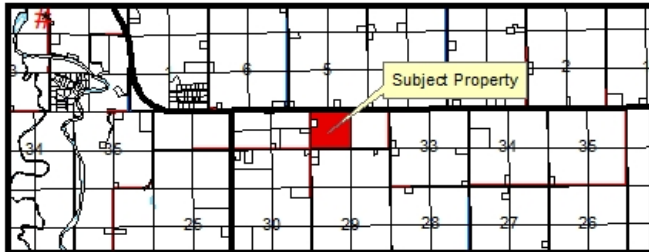
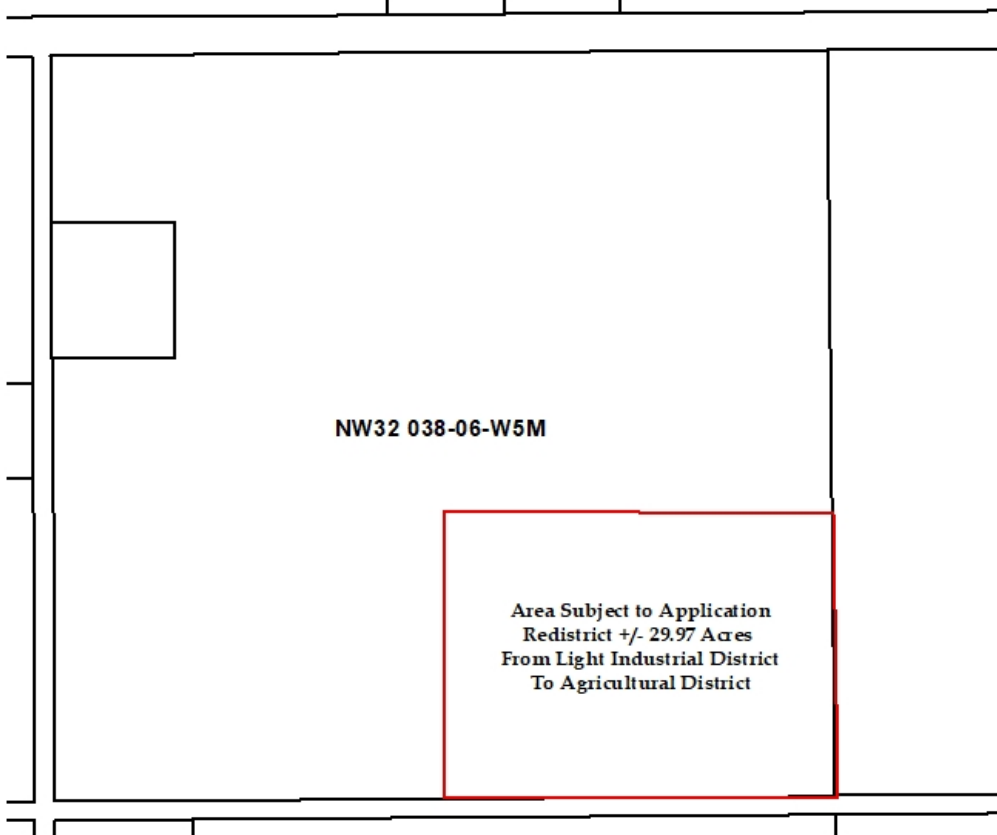
READ A THIRD AND FINAL TIME this \_\_\_\_ day of \_\_\_\_\_ A.D., 2019.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
MUNICIPAL MANAGER



**“SCHEDULE A”**



**Bylaw No. 1072/19  
Schedule "A"**

1:5,000



Application #07/19 to Amend the Land Use Bylaw  
Redistrict +/- 29.97 Acres From Light Industrial  
"LI" to Agriculture "A"  
Clearwater County on behalf of Brian, Patsy,  
Travis & Catlin Reid

SW05 039-06-W5M

SE05 039-06-W5M

NW32 038-06-W5M

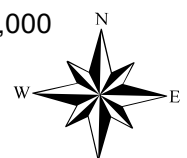
Area Subject to Application  
Redistrict +/- 29.97 Acres  
From Light Industrial District  
To Agricultural District

SW32 038-06-W5M



Application #07/19 to Amend the Land Use Bylaw  
Redistrict +/- 29.97 Acres in PT. NW 32-38-06 W5M  
From Light Industrial District "LI"  
To Agricultural District "A"  
Aerial Photo  
Clearwater County / Reid

1:5,000

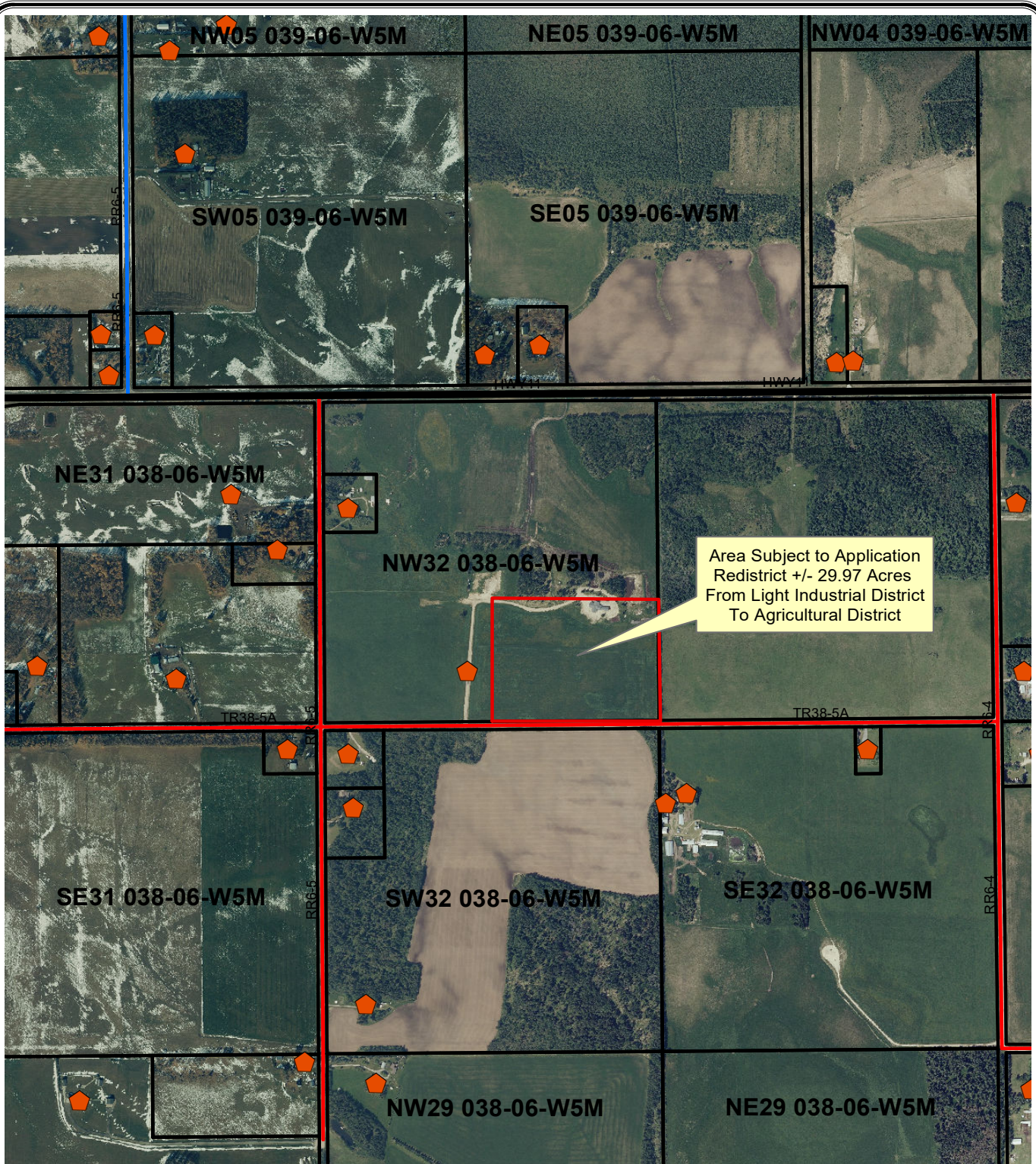


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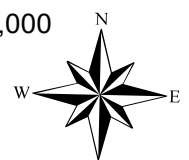






Application #07/19 to Amend the Land Use Bylaw  
 Redistrict +/- 29.97 Acres in PT. NW 32-38-06 W5M  
 From Light Industrial District "LI"  
 To Agricultural District "A"  
 Adjacent Lands Map  
 Clearwater County / Reid

1:5,000



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**13.4 (1) AGRICULTURE DISTRICT "A"**

THE GENERAL PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AGRICULTURAL LAND USES AND TO CONSERVE GOOD AGRICULTURAL LAND.

A. PERMITTED USES

1. First residence
2. Farming and non-residential farm buildings
3. Second residence on a lot that is 32 hectares (80 acres) or larger

NOTE:

1. In the Agriculture District "A", farming and non-residential farm buildings, are "deemed approved" uses.
2. On a residential parcel in the Agriculture District "A", a minor agricultural pursuit for the exclusive enjoyment of the occupants is "deemed approved".

B. DISCRETIONARY USES

1. Ancillary building or use
2. Cemetery
3. Community hall/centre
4. Drive-in theatre
5. Gravel and sand pit
6. Highway maintenance yard
7. Petroleum refining, gas processing or related installations with a total enclosed or developed building or plant space of less than 930 square metres (10,000 sq. ft.)
8. Public utility: landfill, waste transfer and associated facilities, sewage lagoon and other sewage treatment facilities, water treatment plant and associated facilities, public utility building
9. Radio, television and other communications tower and related buildings not exceeding 75 square metres (800 sq. ft.)
10. Recreation facility: publicly owned
11. Recreation facility or use for a local and/or private clientele or club only and not occupying more than 1 hectare (2.5 acres)
12. Sod farm or tree farm
13. Greenhouse with a floor area of less than 100 square metres (1,100 sq. ft.) or such larger area subject to the discretion of the Development Officer.
14. Guest house

C. DISCRETIONARY USES allowed in this District ONLY where Incidental or Subordinate to the Principal Use of the lands contained in the current Certificate of Title.

1. Second and additional residences on a lot on which all of the requirements of Section 6.6 are satisfied
2. Abattoir
3. Airport or heliport occupying 2 hectares (5 acres) or less
4. Agricultural equipment service and sales
5. Auto-wreckers providing proper screening is employed
6. Dude ranch or vacation farm
7. Farm subsidiary occupation
8. Game farming or game ranching for viewing, tourism or recreational purposes
9. Home occupation
10. Kennel
11. Market gardening
12. Off-parcel drainage works
13. Riding or roping and livestock showing stable or arena
14. Sawmill or postmill with annual volume of at least 530 cubic metres (1/4 million board feet) of standing timber
15. Sod farm
16. Top soil stripping and sales
17. Tradesperson's business, including contractors for plumbing, heating, electrical carpentry, auto-body, mechanical, masonry, excavation, construction, trucking and the like.
18. Unoccupied and unserviced manufactured home storage (one only)
19. Veterinary clinic
20. Zoo

D. ACCEPTABLE LOT SIZE

1. Except as provided for in subsections 2, the acceptable lot size is all of the land contained in an existing lot unless otherwise approved by the Development Officer subject to:
  - (a) The new lot being used exclusively for the approved development; and
  - (b) The developer entering into an agreement and/or Letter of Undertaking with the Municipality regarding placing the intended use or development on the proposed lot.
2. Regarding a first residential parcel out of an unsubdivided quarter section or out of the largest agricultural parcel within a previously subdivided quarter section that does not already contain a residential subdivision:
  - (a) Where the first residential parcel would include all or part of an existing farmstead, the parcel size shall not be less than 0.91 hectares



(2.25 acres) or exceed a maximum of 2.83 hectares (7 acres) unless a larger parcel is deemed necessary by the Subdivision Authority to encompass existing residential amenities and facilities, such as shelter belts, wastewater and water services and driveways; and

- (b) Where the first residential parcel would not include the removal of an existing farmstead, the parcel size shall not be less than 0.91 hectares (2.25 acres) or exceed a maximum of 2.02 hectares (5.00 acres) and the provisions of Part 8 of this Bylaw.

E. MINIMUM DEPTH OF FRONT YARD

As required and/or approved pursuant to Section 10.3 and Figures 1 to 7 of the Supplementary Regulations.

F. MINIMUM WIDTH OF SIDE YARD

15 metres (50 feet) except for a corner site where the side yard shall be determined as though it were a front yard.

G. MINIMUM DEPTH OF REAR YARD

15 metres (50 feet) unless otherwise approved by the Development Officer.

NOTE: Lots created prior to this Bylaw coming into effect and not able to comply with the foregoing shall meet setback limits as determined by the Development Officer.

H. LANDSCAPING

1. In addition to other provisions of this Bylaw, the Development Officer may require landfill sites, gravel and sand pits, sewage facilities and other visually offensive uses to be screened from view with vegetation and/or other screening of a visually pleasing nature.
2. Reclamation to standards acceptable to the Development Officer may be required following abandonment of all or any portion of a gravel or sandpit, sawmill or other land surface disturbing operation.



## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Presentation
<b>SUBJECT:</b>	Operating and Capital Financial Report to June 30, 2019
<b>PRESENTATION DATE:</b>	Tuesday, September 10, 2019
<b>DEPARTMENT:</b>	Corporate Services
<b>WRITTEN BY:</b>	Rhonda Serhan, Manager, Financial Services
<b>REVIEWED BY:</b>	Murray Hagan, Director Corporate Services
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
<b>LEGISLATIVE DIRECTION:</b>	<input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input checked="" type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
<a href="#">Capital Report to June 30 2019</a> <a href="#">Operating Report to June 30 2019</a>	

#### STAFF RECOMMENDATION:

That Council receives the second quarter 2019 financial report for information as presented.

#### BACKGROUND:

Finance is providing a second quarter financial report for 2019. We have reorganized some of the departmental expenses for 2019 to match the organizational structure more closely. You will see there are some updated departments. The departments are now:

- Agriculture & Community Services
- Legislative & Emergency Services
- Corporate Services
- Public Works Infrastructure
- Public Works Operations
- Office of the CAO



Community Services, including Rec, Culture and general Community Services have now been added to Agriculture Services.

Legislative & Emergency Services is a new department that includes Fire, CPO, Disaster and SAR programs. It also includes legislative type expenses such as the SDAB.

Corporate Services saw some cost centres move to Office of the CAO including Human Resources and Council. Communications joins Finance, IT and Assessment in Corporate Services.

Office of the CAO also saw Safety move from Planning to join Human Resources and Council.

Public Works has split into two departments that work very closely together. One being infrastructure with is the creation of the County's infrastructure including roads and facilities as well as the maintenance of facilities.

Public Works Operations still has some capital projects included, which would be bridge infrastructure, anything related to water, sewer and solid waste infrastructure as well as the general operations of the rest of the County's assets including vehicles and equipment.

Planning has remained relatively the same with only SDAB & Safety being the only cost centres moving out. SDAB moved to provide more separation of duties between the planning duties and the sub division appeal board and Safety is better reflected as an organizational wide cost centre. One cost centre has moved to Planning, that of museums to make better use of the Historic Co-ordinator's knowledge and line up similar costs.

### **Operating Revenue and Expenses:**

Overall Revenues are where we expect them to be for the end of June. Tax revenue appears higher than budget, only because we have yet to send out the revenue sharing agreement allocated amounts as of the end of June. These will be going out in the next week or two, so at the next report you will see a number closer to what we will expect for the year.

User fees & sales of goods as well as development fees are higher than we would expect for the end of June, with Nordegg lot sales again being strong in 2019.

Investment income, well drilling equipment tax and penalties are right where we would expect them to be with grant revenue being down. This is only because some of the grant income is slower coming from the province this year than in previous years.

Operating Expenses seem to be where we would expect for most things. Ag & Community house some of the Town of Rocky managed regional programs and invoices for our share won't come in until after year end, similarly County managed regional programs won't see the income come in from our regional partners until after year end for Fire. Regional Waste has moved to a quarterly invoicing system based on budget.

The only item to note here would be Fire Services, which appear to have eaten 92% of their budget. Their costs are higher for two reasons. One, we will receive funding from our regional partners for their share of the expenses at year end, and two, there were several deployments for the province for wild land fires not in our jurisdiction. Once costs are tallied invoices will be sent to the province and income generated by these deployments.

Of course with all this change there had to be a hiccup and that appears to be in the Nordegg Cost Centre. I need to look at the costs being allocated there and find where they should be going. I do see some facility costs still being charged there, that will need to be put into the correct cost centre. At the next financial report, you should see those costs corrected.

### **Capital Expenditures**

Capital Expenditures on the year we are down compared to budget. This has occurred for a couple of reasons. One is that items, such as fire apparatus, are ordered and we are waiting arrival, in some cases into 2020. The second reason is that construction isn't slated to begin until fall for things like bridge rehab and some of the gravel road rehab. There are also some projects that may drag into 2020 like the HUB parking lot pavement and Nordegg trail. The Condor Public Services building is on schedule.

**CLEARWATER COUNTY  
CAPITAL**

**For the Six months ending June 30, 2019**

Capital Expenditures by Department	DESCRIPTION	YEAR TO DATE 2019	BUDGET 2019	VARIANCE 2019	2019%
<b>Agriculture Services</b>					
	Equipment	\$167,488	\$198,500	\$31,012	84%
	Vehicles	\$39,719	\$104,000	\$64,281	38%
<b>Community Services</b>					
	Engineered Structures	\$54,907	\$835,000	\$780,093	7%
	<b>Total Ag &amp; Community Services</b>	<b>\$262,114</b>	<b>\$1,137,500</b>	<b>\$875,386</b>	<b>23%</b>
<b>Emergency &amp; Legislative Services</b>					
CPO					
	CPO Equipment	\$0	\$30,000	\$30,000	0%
Fire					
	Fire Equipment	\$95,168	\$1,940,938	\$1,845,770	5%
	Fire Vehicles	\$0	\$41,097	\$41,097	0%
	<b>Total Emergency &amp; Legislative S. Capital</b>	<b>\$95,168</b>	<b>\$2,012,035</b>	<b>\$1,916,867</b>	<b>5%</b>
<b>Corporate Services</b>					
	<b>Total Corporate Services Capital</b>	<b>\$313,146</b>	<b>\$598,000</b>	<b>\$284,854</b>	<b>52%</b>
<b>Planning</b>					
	<b>Total Planning Capital</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>0%</b>

Capital Expenditures by Department	DESCRIPTION	YEAR TO DATE 2019	BUDGET 2019	VARIANCE 2019	2019%
<b>Public Works Infrastructure</b>					
Roads	Total PW Roads Capital	\$1,087,431	\$7,962,727	\$6,875,296	14%
Facilities	Total Facilities Capital	\$467,601	\$5,525,000	\$5,057,399	8%
Nordegg	Total Nordegg	\$127,893	\$1,343,000	\$1,215,107	10%
Broadband	Broadband Development	\$20,702	\$15,000,000	\$14,979,298	0%
<b>Total PW Infrastructure Capital</b>		<b>\$1,703,626</b>	<b>\$29,830,727</b>	<b>\$28,127,101</b>	<b>6%</b>
<b>Public Works - Operations</b>					
Heavy Equipment	Total Heavy Equipment	\$645,360	\$1,340,000	\$694,640	48%
Bridges	Bridges	\$144,554	\$3,862,907	\$3,718,353	4%
Sewer	Total Sewer Capital	\$80,670	\$2,744,089	\$2,663,419	3%
Water	Nordegg Raw Water Hydrant	\$0	\$25,000	\$25,000	0%
Nordegg	Interpretive Signage	\$0	\$105,000	\$105,000	0%
Hamlet Street Lights	Total Hamlet Street Lights	\$1,701	\$196,000	\$194,299	1%
Regional Waste	Total Regional Waste Equipment	\$0	\$277,753	\$277,753	0%
<b>Total PW Operations Capital</b>		<b>\$872,285</b>	<b>\$8,605,749</b>	<b>\$7,733,464</b>	<b>10%</b>
<b>Grand Total Public Works Capital</b>		<b>\$2,575,911</b>	<b>\$38,436,476</b>	<b>\$35,860,565</b>	<b>7%</b>
<b>Total Capital Projects Clearwater County</b>		<b>\$3,246,339</b>	<b>\$42,434,011</b>	<b>\$39,187,672</b>	<b>8%</b>

**Clearwater County**  
**Operating**  
For the 6 Months Ending June 30

	<u>Year to date 2019</u>	<u>Budget 2019 As ammended or adjusted</u>	<u>Budget 2019</u>	<u>Variance 2019</u>	<u>% 2019</u>
<b>Operating Revenue</b>					
Net municipal taxes	\$47,119,798	\$45,399,975	\$45,834,975	\$1,719,823	104%
User fees and sales of goods	671,134	375,000	375,000	296,134	179%
Government transfers for operating	371,407	961,044	961,044	(589,637)	39%
Investment income	713,635	1,520,000	1,520,000	(806,365)	47%
Penalties and costs of taxes	1,075	225,000	225,000	(223,925)	0%
Development levies	42,761	57,500	57,500	(14,739)	74%
Oil Well Drilling Taxes	1,048,267	2,000,000	2,000,000	(951,733)	52%
Other	112,157	202,000	202,000	(89,843)	56%
<b>Total Operating Revenue</b>	<b><u>50,080,234</u></b>	<b><u>50,740,519</u></b>	<b><u>51,175,519</u></b>	<b><u>(660,285)</u></b>	<b><u>99%</u></b>

**Clearwater County**  
**Operating**  
For the 6 Months Ending June 30

	Year to date 2019	Budget 2019 As ammended or adjusted	Budget 2019	Variance 2019	% 2019
<b>Operating Expenses by Department</b>					
<b>Agriculture &amp; Community Services</b>					
ASB General	\$185,980	\$521,525	\$521,525	\$335,545	36%
ASB Landcare & Other Environmental	101,721	261,495	261,495	159,774	39%
ASB Vehicle & Equipment Pool	28,216	150,620	150,620	122,404	19%
ASB Vegetation Management	201,807	917,603	917,603	715,796	22%
ASB Weed & Pest Control	122,921	261,147	261,147	138,226	47%
ASB Public Relations	40,217	43,500	43,500	3,283	92%
Community Services	382,127	947,337	936,337	565,210	40%
Culture	105,429	319,600	319,600	214,171	33%
Recreation	468,058	2,974,648	2,074,648	2,506,590	16%
	<b>1,636,476</b>	<b>6,397,475</b>	<b>5,486,475</b>	<b>4,760,999</b>	<b>26%</b>
<b>Office of the CAO</b>					
Human Resources	174,028	443,701	443,701	269,673	39%
Council	240,661	655,263	655,263	414,602	37%
Safety	96,765	188,780	188,780	92,015	51%
	<b>511,454</b>	<b>1,287,744</b>	<b>1,287,744</b>	<b>776,290</b>	<b>40%</b>
<b>Corporate Services</b>					
Assessment	316,041	748,099	748,099	432,058	42%
Finance	355,513	700,943	700,943	345,430	51%
General	874,192	1,685,386	1,685,386	811,194	52%
GIS Mapping	83,411	218,296	218,296	134,885	38%
Technology & Information Management Services	707,402	1,236,194	1,236,194	528,792	57%
	<b>2,336,559</b>	<b>4,588,918</b>	<b>4,588,918</b>	<b>2,252,359</b>	<b>51%</b>

**Clearwater County**  
**Operating**  
For the 6 Months Ending June 30

	Year to date 2019	Budget 2019 As ammended or adjusted	Budget 2019	Variance 2019	% 2019
<b>Emergency &amp; Legislative Services</b>					
Fire Services	\$1,459,265	\$1,626,585	\$1,626,585	\$167,320	90%
Peace Officers	157,650	500,935	500,935	343,285	31%
Emergency Services	40,883	117,917	117,917	77,034	35%
	<b>1,657,798</b>	<b>2,245,437</b>	<b>2,245,437</b>	<b>587,639</b>	<b>74%</b>
<b>Planning &amp; Culture</b>					
Planning	547,725	1,495,912	1,495,912	948,187	37%
Economic Development	122,814	347,639	347,639	224,825	35%
Nordegg	81,078	42,050	42,050	(39,028)	193%
Clearwater Historic Board	105,904	339,981	339,981	234,077	31%
	<b>857,521</b>	<b>2,225,582</b>	<b>2,225,582</b>	<b>1,368,061</b>	<b>39%</b>
<b>Public Works - Infrastructure</b>					
General	317,112	821,221	821,221	504,109	39%
Facilities	459,785	1,294,788	1,294,788	835,003	36%
	<b>776,897</b>	<b>2,116,009</b>	<b>2,116,009</b>	<b>1,339,112</b>	<b>37%</b>
<b>Public Works - Operations</b>					
Airport	32,202	26,500	26,500	(5,702)	122%
Gravel Activities	1,272,508	2,429,165	2,429,165	1,156,657	52%
Road Maintenance	2,429,893	7,438,804	7,438,804	5,008,911	33%
PW Shop	310,450	828,141	828,141	517,691	37%
Vehicles & Equipment	215,281	694,450	694,450	479,169	31%
Waste	962,238	1,933,897	2,119,873	971,659	50%
Water & Sewer	73,449	218,914	218,914	145,465	34%
	<b>5,296,021</b>	<b>13,569,871</b>	<b>13,755,847</b>	<b>8,273,850</b>	<b>39%</b>
<b>Contingency</b>					
		891,446	729,470	891,446	0%

09/03/19

**Clearwater County**  
**Operating**

For the 6 Months Ending June 30

	<u>Year to date 2019</u>	<u>Budget 2019 As ammended or adjusted</u>	<u>Budget 2019</u>	<u>Variance 2019</u>	<u>% 2019</u>
<b>Total Operating Expenses</b>	<b><u>\$13,072,726</u></b>	<b><u>\$33,322,482</u></b>	<b><u>\$32,435,482</u></b>	<b><u>\$20,249,756</u></b>	<b><u>39%</u></b>





## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Request for Desision
<b>SUBJECT:</b>	Employment Related Policies
<b>PRESENTATION DATE:</b>	Tuesday, September 10, 2019
<b>DEPARTMENT:</b>	CAO Office
<b>WRITTEN BY:</b>	Janice Anderson, Manager, HR
<b>REVIEWED BY:</b>	Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (Human Rights, Employment Standards legislations) <input type="checkbox"/> County Bylaw or Policy
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
<a href="#">Sept 10 - HR-1007 - Employee Compensation Policy</a>	

#### STAFF RECOMMENDATION:

1. That Council approve the balance of the outstanding employment related policies to replace a former administrative document entitled Employment Policy and Procedures Manual which has been in effect since January 1, 2017.

#### BACKGROUND:

1. At their July 23, 2019 meeting, Council approved the outstanding employment related policies that were listed as attachments to that meeting's agenda item. Unfortunately, HR Policy 1007 – Employee Compensation policy was missed on the list.



## Employee Compensation Policy

**Category: Administration – Human Resources**

**Policy No.** HR-1007

**Corresponding Procedure No.** HR-1007-01P

**Approved:** September 10, 2019

**Resolution No.:** TBD

**Effective Date:** September 10, 2019

**Next Review Date:** As needed.

**Supersedes Policy No.**

<b>POLICY STATEMENT:</b>	Clearwater County recognizes that employees are key to the successful delivery of customer services and programs to our community and its citizens and will provide an employee compensation program.
<b>DEFINITIONS:</b>	<b>Compensation</b> - includes but is not limited to those items that are or have a monetary value that the employer provides in exchange for the employee's work service. Wages, salary, group benefits, pension, leaves of absence, recognition rewards program, personal protective equipment, required federal and/or provincial entitlements [eg. CPP, EI, WCB], etc.
<b>PURPOSE:</b>	Clearwater County strives to maintain an efficient and effective workforce for the successful delivery of customer services and programs by: <ul style="list-style-type: none"> <li>a) Aligning the County's business strategy to the organization's ability to pay and provide employment in consideration of economic conditions;</li> <li>b) Attracting and retaining a qualified and engaged workforce to ensure a positive work culture.</li> <li>c) Determining compensation practices in comparison to applicable market competitors and internal equity, and</li> <li>d) Meeting applicable federal and provincial employment legislative requirements.</li> </ul>
<b>PRINCIPLES:</b>	<ol style="list-style-type: none"> <li>1. The County will strive to establish pay comparisons at the 65<sup>th</sup> [sixty-fifth] percentile of other similar sized municipalities and/or comparator organizations.</li> <li>2. Council will review recommendations for annual market adjustments.</li> <li>3. All adjustments to salary or wages, including market adjustments will be reflected in the annual budget.</li> <li>4. The CAO will determine changes to existing grids or grid placements that align with Council's strategic plan and budget.</li> </ol>

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

Version	Date of Change	Description



## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Request for Desision
<b>SUBJECT:</b>	CAO Updated Job Description
<b>PRESENTATION DATE:</b>	Tuesday, September 10, 2019
<b>DEPARTMENT:</b>	CAO Office
<b>WRITTEN BY:</b>	Janice Anderson, Manager, HR
<b>REVIEWED BY:</b>	Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA S.205) <input type="checkbox"/> County Bylaw or Policy
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
<a href="#">Sept 10 2019 - Old format -Council re CAO job description updated from 2018</a> <a href="#">CAO Job Description Update Sept 10 2019 for Council approval</a>	

#### STAFF RECOMMENDATION:

1. That Council approve the updated CAO job description.

#### BACKGROUND:

1. The document was last reviewed and approved by Council effective February 27, 2018. Since this time there have been:
  - a. Organizational structure change so that some reports have changed;
  - b. Addition of workplace environmental hazards to meet OH & S requirements of clarity of information to the incumbent;
  - c. Format revision.

# Clearwater County

<b>Reason for update:</b>	<b>Revised organizational structure</b>
<b>Position/Role Definition:</b>	<b>Chief Administrative Officer</b>
<b>Date of Last Review:</b>	<b>Approved by Council Feb.27/2018</b>
<b>Reports to:</b>	<b>Clearwater County Council</b>
<b>Direct Reports:</b>	<b>Director, Agriculture &amp; Community Services Director, Corporate Services Director, Infrastructure Director, Operations Director, Planning Director, Emergency &amp; Legislative Services <del>Regional Fire Chief</del> Manager, Human Resources Manager, Intergovernmental &amp; Legislative Services Health &amp; Safety Coordinator Executive Assistant to CAO &amp; Council</b>

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## **Position Summary:**

The CAO is responsible for the overall planning, coordinating, and control of all municipal operations in accordance with the objectives, strategic and business plans, by-laws, policies and mandates approved by Council. The CAO is the County's professional manager whose actions are governed by high ethical standards. *It is highly desirable that the CAO reside in Clearwater County.*

~~Due to the overall responsibilities the CAO has as Director of Emergency Management and the Regional Director of Emergency Management, it is highly desirable that the CAO reside in Clearwater County.~~

## **General Accountability/Scope:**

The Chief Administrative Officer:

- a) Is the administrative head of the municipality;
- b) Ensures that the approved policies and programs of the County are implemented;
- c) Advises and informs Council on the operation and affairs of the County;
- d) Performs the duties and functions and exercises the powers assigned to a CAO by the MGA and other enactments or assigned by Council;
- e) Is the conduit of communication and information between Council and staff.

## **Leadership and Responsibilities:**

### **COUNCIL RELATIONSHIP**

1.1 Maintain a relationship with Council based on trust, commitment and the ongoing willingness for communication.



1.2 Recognize the ultimate authority of Council and maintain a genuine respect for the right of Council to make policy decisions within the limits of government legislation.

1.3 Works with Council to address matters of importance to the County and assists in setting the vision and direction. Formulates alternatives for consideration by Council to ensure the objectives are achieved through the most effective and realistic strategies; keeps Council apprised of issues and developments of an operational, legislative or political nature that relate to the interests of the County.

1.4 Supports Council in determining policy by providing information such as other levels of government objectives, social and economic trends, advice of staff, positions advocated by community groups and local businesses. Implementation, review and updating of the effectiveness of its by-laws, policies and programs and recommended changes or new initiatives to meet Council's objectives is required. The CAO regularly reports on implementation progress. Supports Council in the formulation and updating of a Strategic Plan: this plan will charter the future, identify critical issues, and set objectives and strategies.

### **STAFF RELATIONSHIPS**

2.1 Demonstrate leadership, open communication style and personal integrity.

2.2 Provides positive leadership, direction, mentorship and coaching to the administrative team. Direct, supervise, and review the performance goals and objectives of the leadership team, direct reports, and employees of the County.

2.3 Maintain knowledge of the key responsibilities within the organization. Ensure that the organization structure for the County reflects operational needs and accomplishes the objectives and vision established by Council. Works in consort with the Department leadership to ensure that County operations are functional and aligned with the direction of Council and County values and operational goals are being met on a day-to-day basis. Ensure that the County staff are committed to high levels of efficient and effective delivery of services and programs to the public.

2.4 Promote and encourage the training and development of skills and professional development to foster health and safety, productivity, succession planning and customer-oriented attitudes. Meet regularly with all levels of staff to be aware of daily operational issues, health and safety items, staffing concerns and staff feedback they are receiving from County residents.

Involve staff in the process of setting and reviewing annual goals and objectives through an organization planning process.

2.5 Be capable and available to provide practical counsel and timely advice. Ensure that staff issues and concerns are addressed respectfully.

### **COMMUNITY RELATIONSHIPS**

3.1 Maintain and promote open and transparent operations to the public and a positive public image in the County.

3.2 Establish positive and collaborative working relationships with administrators within the community and partners of the County [eg. CAOs of Town of Rocky Mountain House, Village of Caroline, neighboring municipalities, etc.]. Provide and encourage liaising with other authorities and community organizations that provide public services within the County. Establish positive working relationships with officials at the provincial and federal levels of government.

3.3 Provide background information to the media and refer political commentary and comment by the Reeve, Deputy Reeve or the appropriate Councillor.

#### **ORGANIZATION/ADMINISTRATION**

4.1 Provide recommendations to Council establishing the structure of departments within the County including establishing, merging, dividing and eliminating departments or functions that change with strategic planning requirements, and determine the leadership hierarchy to best implement County policies and procedures.

4.2 Plan, manage and evaluate the availability and use of human and material resources provided in the budget process and budget approved by Council. Embraces innovative practices for continual improvements, efficiencies and service delivery. Ensure proper financial recording and reporting processes are consistent with Public Sector Accounting principles and budget management and administration processes are consistent with MGA requirements.

4.3 Ensures operations and budget align with the County's approved strategic and business plans and goals. Reviews and recommends progressive and responsive policies, procedures, systems and investments that impact on the County's activities, programs and services.

4.4 Establish processes for employment attraction, retention and downsizing including the delegation of authority for hiring through to dismissal and ensures County practices and employment policies are consistently applied throughout the organization.

4.5 The CAO or designate is expected to attend all meetings of Council, committees of Council, meetings of boards and other bodies as required by Council.

4.6 Appoint an acting CAO to act during the absences of the Chief Administrative Officer who has all the powers, duties and functions of a designated officer as required under the Municipal Government Act, or any other Act.

**4.7 Appoint a qualified employee to oversee and administer the County's obligations under legislation for Emergency Management and the Regional Emergency Management.**

#### **ECONOMIC DEVELOPMENT**

5.1 Recommend programs and policies to Council which will maintain and expand employment opportunities for residents and the assessment base of the County.

5.2 Coordinate the use of the County's resources, the support of other governments and the feedback of residents and ratepayers in implementing Council's economic development program and policies.

5.3 Support and encourage citizens, community groups and businesses to work collaboratively to support economic development within the County.

#### **LEGISLATIVE RESPONSIBILITY**

6.1 Maintain a solid understanding of the Alberta Municipal Legislation and processes are in compliance with applicable provincial legislation.

6.2 Ensure all Minutes of Council meetings are recorded for accuracy. Ensure the by-laws and minutes of Council meetings and all other records and documents are kept safe and re-

accessible and ensure the corporate seal of the County is kept within a secure and limited access.

6.3 Ensure all funds to be held by the municipality are deposited as designated by Council.

**PROFESSIONAL DEVELOPMENT REQUIREMENT**

7.1 Commit to being familiar with new developments in municipal, economic, societal, legal, and enhancing communications by attending seminars, conferences, training, and applicable instructional courses and programs.

**APPOINTMENTS**

8.1 The CAO is responsible for the duties and functions of Clearwater County Director of Emergency Management and the Regional Director of Emergency Management, **unless as otherwise determined.**

8.2 The CAO is responsible for the duties and functions as Development Authority, unless as otherwise determined.

8.3 The CAO is responsible for the duties and functions as Head of the Freedom of Information and Privacy Act and regulations, unless as otherwise determined.

**ACCOUNTABILITY**

9.1 The CAO shall perform such duties and functions and exercise such other powers as may be required for the effective administration of the County, including, but not limited to contracts, agreements and transactions required for the effective operation of the County.

9.2 The CAO shall exercise such other powers, duties and functions as may be required from Council from time to time and is accountable to Council for the exercise of all powers, duties and functions.

**Approval of CAO Position Requirements:**

\_\_\_\_\_  
Reeve, on behalf of Council Date \_\_\_\_\_

\_\_\_\_\_  
Deputy Reeve, on behalf of Council Date \_\_\_\_\_

**Recruitment Qualifications/Personal Attributes**

**Education and Experience**

- University degree in business, public administration, management, human resources or a related field, or, combination of education/training and demonstrated and progressive leadership positions within a municipal setting.
- Minimum of 7 years as a CAO or other senior leadership position within municipal government.
- Well-rounded background in municipal administration with strong skills and experience in business planning, finance, land use planning, economic development, human resources/labour relations.

- Demonstrated knowledge and experience in Municipal Government Act and related statutes.
- Experience in accessing grants/funding through federal/provincial departments and agencies to support County programs and projects.
- Previous experience working and living in a rural environment.

#### **Certifications/Professional Development /License**

- Eligible for the National Advanced Certificate in Local Authority Administration (NACLAA) or equivalent thereof. [asset]
- Eligible for the Certified Local Government Management (CLGM) designation. [asset]
- ICS 300 [ICS 400 is an asset]
- Valid Drivers' License

#### **Skills, Abilities and Competencies:**

- **Integrity and Trust** – Seen as a direct, truthful individual; widely trusted and adheres to a strong set of core values and ethics.
- **Strong Leadership Skills**-- Provides guidance and support. Is the role model for staff to manage effectively while maintaining an encouraging and approachable demeanor. Is the settling influence in a stressful situation or crisis.
- **Conflict Resolution** - A consensus builder with a proven ability to positively engaging people from diverse or polarized positions in problem-solving. Able to develop proactive solutions through the use of interest-based negotiations demonstrating strong conflict resolution skills.
- **Exercises Tact and Diplomacy** – to diffuse tense situations and to make people feel important and valued.
- **Analytical and Problem-Solving Skills** – Uses rigorous logic and methods to investigate and solve problems; excellent at analysis; looks beyond the obvious; able to develop practical and innovative solutions.
- **High-level of Energy and Commitment** – Can be counted on to get things done and the ability to makes good decisions in a timely manner. Demonstrates a strong ability to work effectively within the public-sector environment and is politically astute.
- **Planning & Organizing** – Effective planner and project manager; uses resources effectively and efficiently; sets clear expectations; designs practical processes and procedures.
- **Communication Skills** – A clear, concise and positive communicator who encompasses the principles of listening to oral, written and public presentations.

#### **Environmental & Physical Working Conditions/Hazards**

- Frequent exposure to irate public – may be subject to verbal abuse
- Occasional exposure to irate staff – may be subject to conflict situations/resolution
- Long periods of sitting, responding to telephone, mobile, email and text communications
- Extended hours of work, frequent travel [meeting with Council, stakeholder groups, community presentations, conferences, etc.]

- Occasional exposure to noise [customers, other staff, equipment]
- Light to Moderate Physical fitness level of activity, including to be able to lift/carry up to 20 lbs
- Ability to operate various office equipment, computer tools
- Mentally able cope with varying levels of stress connected with issues, conflicts, community and stakeholder expectations
- Perform a range of physical motions including standing, walking, sitting, bending, raising arms above shoulders, climbing, etc.

	<b>Chief Administrative Officer [CAO]</b>
	<b>Status:</b> Permanent Full-Time
	<b>Date of Last Review:</b> February 27, 2018
	<b>Update:</b> September 10, 2019
	<b>Reports to:</b> Clearwater County Council
	<b>Direct Reports:</b> Director, Agriculture & Community Services Director, Corporate Services Director, Infrastructure/Public Works Director, Operations/Public Works Director, Planning Director, Emergency & Legislative Services Regional Fire Chief Manager, Human Resources <del>Manager, Intergovernmental &amp; Legislative Services</del> Health & Safety Coordinator-Supervisor Executive Assistant to CAO & Council

## Position Summary:

The CAO is responsible for the overall planning, coordinating, and control of all municipal operations in accordance with the objectives, strategic and business plans, by-laws, policies and mandates approved by Council. The CAO is the County's professional manager whose actions are governed by high ethical standards. *It is highly desirable that the CAO reside in Clearwater County.*

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- c) Advises and informs Council on the operation and affairs of the County;
- d) Performs the duties and functions and exercises the powers assigned to a CAO by the MGA and other enactments or assigned by Council;
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## Leadership and Responsibilities:

### COUNCIL RELATIONSHIP

1.1 Maintain a relationship with Council based on trust, commitment and the ongoing willingness for communication.

1.2 Recognize the ultimate authority of Council and maintain a genuine respect for the right of Council to make policy decisions within the limits of government legislation.



1.3 Works with Council to address matters of importance to the County and assists in setting the vision and direction. Formulates alternatives for consideration by Council to ensure the objectives are achieved through the most effective and realistic strategies; keeps Council apprised of issues and developments of an operational, legislative or political nature that relate to the interests of the County.

1.4 Supports Council in determining policy by providing information such as other levels of government objectives, social and economic trends, advice of staff, positions advocated by community groups and local businesses. Implementation, review and updating of the effectiveness of its by-laws, policies and programs and recommended changes or new initiatives to meet Council's objectives is required. The CAO regularly reports on implementation progress. Supports Council in the formulation and updating of a Strategic Plan: this plan will charter the future, identify critical issues, and set objectives and strategies.

## **STAFF RELATIONSHIPS**

2.1 Demonstrate leadership, open communication style and personal integrity.

2.2 Provides positive leadership, direction, mentorship and coaching to the administrative team. Direct, supervise, and review the performance goals and objectives of the leadership team, direct reports, and employees of the County.

2.3 Maintain knowledge of the key responsibilities within the organization. Ensure that the organization structure for the County reflects operational needs and accomplishes the objectives and vision established by Council. Works in consort with the Department leadership to ensure that County operations are functional and aligned with the direction of Council and County values and operational goals are being met on a day-to-day basis. Ensure that the County staff are committed to high levels of efficient and effective delivery of services and programs to the public.

2.4 Promote and encourage the training and development of skills and professional development to foster health and safety, productivity, succession planning and customer-oriented attitudes. Meet regularly with all levels of staff to be aware of daily operational issues, health and safety items, staffing concerns and staff feedback they are receiving from County residents. Involve staff in the process of setting and reviewing annual goals and objectives through an organization planning process.

2.5 Be capable and available to provide practical counsel and timely advice. Ensure that staff issues and concerns are addressed respectfully.

## **COMMUNITY RELATIONSHIPS**

3.1 Maintain and promote open and transparent operations to the public and a positive public image in the County.

3.2 Establish positive and collaborative working relationships with administrators within the community and partners of the County [eg. CAOs of Town of Rocky Mountain House, Village of Caroline, neighboring municipalities, etc.]. Provide and encourage liaising with other authorities and community organizations that provide public services within the County. Establish positive working relationships with officials at the provincial and federal levels of government.

3.3 Provide background information to the media and refer political commentary and comment by the Reeve, Deputy Reeve or the appropriate Councillor.

## **ORGANIZATION/ADMINISTRATION**

4.1 Provide recommendations to Council establishing the structure of departments within the County including establishing, merging, dividing and eliminating departments or functions that change with strategic planning requirements, and determine the leadership hierarchy to best implement County policies and procedures.

4.2 Plan, manage and evaluate the availability and use of human and material resources provided in the budget process and budget approved by Council. Embraces innovative practices for continual improvements, efficiencies and service delivery. Ensure proper financial recording and reporting processes are consistent with Public Sector Accounting principles and budget management and administration processes are consistent with MGA requirements.

4.3 Ensures operations and budget align with the County's approved strategic and business plans and goals. Reviews and recommends progressive and responsive policies, procedures, systems and investments that impact on the County's activities, programs and services.

4.4 Establish processes for employment attraction, retention and downsizing including the delegation of authority for hiring through to dismissal and ensures County practices and employment policies are consistently applied throughout the organization.

4.5 The CAO or designate is expected to attend all meetings of Council, committees of Council, meetings of boards and other bodies as required by Council.

4.6 Appoint an acting CAO to act during the absences of the Chief Administrative Officer who has all the powers, duties and functions of a designated officer as required under the Municipal Government Act, or any other Act.

**4.7 Appoint a qualified employee to oversee and administer the County's obligations under legislation for Emergency Management and the Regional Emergency Management.**

## **ECONOMIC DEVELOPMENT**

5.1 Recommend programs and policies to Council which will maintain and expand employment opportunities for residents and the assessment base of the County.

5.2 Coordinate the use of the County's resources, the support of other governments and the feedback of residents and ratepayers in implementing Council's economic development program and policies.

5.3 Support and encourage citizens, community groups and businesses to work collaboratively to support economic development within the County.

## **LEGISLATIVE RESPONSIBILITY**

6.1 Maintain a solid understanding of the Alberta Municipal Legislation and processes are in compliance with applicable provincial legislation.

6.2 Ensure all Minutes of Council meetings are recorded for accuracy. Ensure the by-laws and minutes of Council meetings and all other records and documents are kept safe and re-accessible and ensure the corporate seal of the County is kept within a secure and limited access.

6.3 Ensure all funds to be held by the municipality are deposited as designated by Council.

## **PROFESSIONAL DEVELOPMENT REQUIREMENT**

7.1 Commit to being familiar with new developments in municipal, economic, societal, legal, and enhancing communications by attending seminars, conferences, training, and applicable instructional courses and programs.

## **APPOINTMENTS**

8.1 The CAO is responsible for the duties and functions of Clearwater County Director of Emergency Management and the Regional Director of Emergency Management, **unless as otherwise determined.**

8.2 The CAO is responsible for the duties and functions as Development Authority, unless as otherwise determined.

8.3 The CAO is responsible for the duties and functions as Head of the Freedom of Information and Privacy Act and regulations, unless as otherwise determined.

**ACCOUNTABILITY**

9.1 The CAO shall perform such duties and functions and exercise such other powers as may be required for the effective administration of the County, including, but not limited to contracts, agreements and transactions required for the effective operation of the County.

9.2 The CAO shall exercise such other powers, duties and functions as may be required from Council from time to time and is accountable to Council for the exercise of all powers, duties and functions.

**Approval of CAO Position Requirements:**

\_\_\_\_\_  
Reeve, on behalf of Council Date \_\_\_\_\_

\_\_\_\_\_  
Deputy Reeve, on behalf of Council Date \_\_\_\_\_

**Recruitment Qualifications/Personal Attributes**

**Education and Experience**

- University degree in business, public administration, management, human resources or a related field, or, combination of education/training and demonstrated and progressive leadership positions within a municipal setting.
- Minimum of 7 years as a CAO or other senior leadership position within municipal government.
- Well-rounded background in municipal administration with strong skills and experience in business planning, finance, land use planning, economic development, human resources/labour relations.
- Demonstrated knowledge and experience in Municipal Government Act and related statutes.
- Experience in accessing grants/funding through federal/provincial departments and agencies to support County programs and projects.
- Previous experience working and living in a rural environment.

**Certifications/Professional Development /License**

- Eligible for the National Advanced Certificate in Local Authority Administration (NACLAA) or equivalent thereof. [asset]
- Eligible for the Certified Local Government Management (CLGM) designation. [asset]
- ICS 300 [ICS 400 is an asset]
- Valid Drivers' License

## Skills, Abilities and Competencies:

- **Integrity and Trust** – Seen as a direct, truthful individual; widely trusted and adheres to a strong set of core values and ethics.
- **Strong Leadership Skills**-- Provides guidance and support. Is the role model for staff to manage effectively while maintaining an encouraging and approachable demeanor. Is the settling influence in a stressful situation or crisis.
- **Conflict Resolution** - A consensus builder with a proven ability to positively engaging people from diverse or polarized positions in problem-solving. Able to develop proactive solutions through the use of interest-based negotiations demonstrating strong conflict resolution skills.
- **Exercises Tact and Diplomacy** – to diffuse tense situations and to make people feel important and valued.
- **Analytical and Problem-Solving Skills** – Uses rigorous logic and methods to investigate and solve problems; excellent at analysis; looks beyond the obvious; able to develop practical and innovative solutions.
- **High-level of Energy and Commitment** – Can be counted on to get things done and the ability to makes good decisions in a timely manner. Demonstrates a strong ability to work effectively within the public-sector environment and is politically astute.
- **Planning & Organizing** – Effective planner and project manager; uses resources effectively and efficiently; sets clear expectations; designs practical processes and procedures.
- **Communication Skills** – A clear, concise and positive communicator who encompasses the principles of listening to oral, written and public presentations.

## Environmental & Physical Working Conditions/Hazards

- Frequent exposure to irate public – may be subject to verbal abuse
- Occasional exposure to irate staff – may be subject to conflict situations/resolution
- Long periods of sitting, responding to telephone, mobile, email and text communications
- Extended hours of work, frequent travel [meeting with Council, stakeholder groups, community presentations, conferences, etc.]
- Occasional exposure to noise [customers, other staff, equipment]
- Light to Moderate Physical fitness level of activity, including to be able to lift/carry up to 20 lbs
- Ability to operate various office equipment, computer tools
- Mentally able cope with varying levels of stress connected with issues, conflicts, community and stakeholder expectations
- Perform a range of physical motions including standing, walking, sitting, bending, raising arms above shoulders, climbing, etc.