

CLEARWATER COUNTY COUNCIL AGENDA

June 25, 2019

9:00 am

Council Chambers

4340 – 47 Avenue, Rocky Mountain House, AB

PUBLIC HEARING

9:00 am Bylaw 1066/19 Land Use Bylaw Amendment

DELEGATIONS

9:30 am Kelly Kierluk, General Manager, Community Futures Alberta

10:00 am John Rimmer, Mayor of the Village of Caroline

1:00 pm Glenda Farnden, Senior Municipal Relations Liaison, STARS

A. CALL TO ORDER

B. AGENDA ADOPTION

C. CONFIRMATION OF MINUTES

1. June 11, 2019 Regular Meeting of Council Minutes
2. June 17, 2019 Special Meeting of Council Minutes

D. PLANNING & DEVELOPMENT

9:00 am Public Hearing Bylaw 1066/19 Land Use Amendment

1. Bylaw 1066/19 Land Use Amendment – Consideration of Second Reading
2. Economic Development Strategy Survey Results
3. Economic Development Strategy Approval

E. DELGATIONS

1. 9:30 am Community Futures Alberta
2. 10:00 am Village of Caroline – Waste to Energy
3. 1:00 pm STARS Foundation

F. EMERGENCY & LEGISLATIVE SERVICES

1. Clearwater Regional Fire Rescue Services (CRFRS) Deployment Support
2. Clearwater Regional Fire Rescue Services (CRFRS) 2019 High Level Deployment

G. MUNICIPAL

1. Subdivision and Development Appeal Board (SDAB) Clerk Appointment
2. DRAFT Municipal District (MD) of Bighorn and Clearwater County Intermunicipal Collaboration Framework (ICF)

H. CORPORATE SERVICES

1. Bylaw 1068/19 to Rescind Bylaw 1017/16

I. INFORMATION

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

J. CLOSED SESSION*

1. Rocky Mountain Regional Solid Waste Authority Agreement - FOIP s.24(1)(c) – Advice from Officials.

* 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






K. ADJOURNMENT

TABLED ITEMS

| <u>Date</u> | <u>Item, Reason and Status</u> |
|-------------|---|
| 06/13/17 | 213/17 identification of a three-year budget line for funding charitable/non-profit organizations' operational costs pending review of Charitable Donations and Solicitations policy amendments. |



REQUEST FOR DECISION

| | | |
|--|--|--|
| SUBJECT: Application 05/19 to Amend the Land Use Bylaw – Public Hearing 9:00 a.m. Delegation – Bylaw 1066/19 | | |
| PRESENTATION DATE: June 25, 2019 | | |
| DEPARTMENT: Planning & Development | WRITTEN BY: José Reyes, Senior Planner | REVIEWED BY: Keith McCrae, Director, Planning & Development Rick Emmons, Chief Administrative Officer |
| BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation | | |
| LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Clearwater County Land Use Bylaw No. 714/01 and Municipal Development Plan (2010) | | |
| COMMUNITY BUILDING PILLAR (check all that apply): | | |
| <input checked="" type="checkbox"/>  Economic Prosperity <input type="checkbox"/>  Governance Leadership <input type="checkbox"/>  Fiscal Responsibilities <input checked="" type="checkbox"/>  Environmental Stewardship <input type="checkbox"/>  Community Social Growth | | |
| ATTACHMENT(S): Application to Amend Land Use Bylaw, Bylaw 1066/19 with Schedule “A”, Recreation Facility District “RF”, Photos and Aerial Photos. | | |

STAFF RECOMMENDATION:

Following the public hearing, it is recommended that Council table 2nd reading of Bylaw 1066/19 and request further information from the applicant.

BACKGROUND:

Raymond Berry has made an application to redesignate Lot 6, Block 1, Plan 102 2159 from the Country Residence District "CR" to the Recreation Facility District "RF". The applicant has entered into a purchase agreement to acquire the land from John and Ilene Bugbee. The subject lands contain approximately 1.41 ha (3.5 acres) and is located at the intersection of Highway 591 and Boundary Blvd, approximately 23 km west of the Village of Caroline. No subdivision of the subject lands is anticipated at this time.

If the land use amendment application is successful, the applicant wishes to develop and operate a "rental cabin facility" consisting of twenty (20) cabins and one (1) manager residence. Each cabin is intended to be 80 sq. m. (864 sq. ft.) and would range from bungalow style to a second storey loft style. The plans for fresh water are to drill a new

well and run water through deep service lines to each cabin. The septic system will use multiple 1250-gallon buried tanks to service 3 units each. The septic tanks will be emptied by a local septic service company. Shallow service electrical lines will service each cabin and run through a common meter.

The property is accessed directly from Boundary Blvd. Surrounding land use districts are country residence agriculture, country residence, highway development, recreation facility and agriculture. The Kountry Aire Campground is located directly to the west and the Boundary multi-lot subdivision is located to the southwest of the subject property.

Therefore, this application is to rezone ±1.41 ha (3.5 acres) from the Country Residential District "CR" to the Recreation Facility District "RF" as shown on Schedule "A" of the Bylaw.

PLANNING DIRECTION:

The application is subject to the provisions of the Municipal Development Plan (2010) and Land Use Bylaw.

Clearwater County's Municipal Development Plan

Guiding Principle 3.2(3) Land Use Compatibility

The location, intensity, scale and design of new development should be compatible with the capacity of the site and adjacent lands.

Policy 9.2.15

Clearwater County shall require all development to meet provincial standards and regulations respecting the provision of water and wastewater services.

Policy 11.2.21

To consider a proposed redesignation, subdivision or development for a large multi-lot subdivision, major development or other form of land use change as determined by the County, Clearwater County may require the applicant to prepare for consideration of approval by the County an area structure plan or outline plan.

Policy 11.2.22

Clearwater County may require an area structure plan or outline plan to address any or all of the following:

- (a) site suitability;
- (b) design and density;
- (c) impacts on natural capital and the environment;
- (d) effects on land uses in the vicinity;
- (e) provision of roads and utilities;
- (f) traffic impacts;
- (g) provision of open space;
- (h) protective and emergency services;
- (i) access to and impacts on education and health services;

- (j) FireSmart provisions;
- (k) measures to mitigate effects; and
- (l) any other matters required by the County to be addressed.

Policy 12.2.2 Redesignation, subdivision, and development

Clearwater County shall implement the policies of this Plan when making decisions on any proposed redesignation, subdivision, or development application and any proposed statutory plan, outline plan or concept plan.

Policy 12.2.3

To provide information relevant to a proposed redesignation, subdivision or development of land, Clearwater County may require the applicant to have prepared and submitted by a qualified professional engineer any or all of the following:

- (a) a geotechnical study;
- (b) a traffic impact study;
- (c) a water supply study;
- (d) a utility servicing study;
- (e) a stormwater management plan;
- (f) an environmental assessment; and
- (g) any other study or plan required by the County.

Policy 12.2.4

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.

Sections 8.1.2 and 8.1.4:

Economic Development goals are:

8.1.2 Promote locally appropriate economic development activities that enhance and diversify the local economy.

8.1.4 Promote the County as a tourist destination.

Section 8.2.9:

Through the Land Use Bylaw Clearwater County shall provide for a variety of commercial and industrial land uses within the County, including a variety of locations for these uses.

Clearwater County's Land Use Bylaw

The Clearwater County Land Use Bylaw addresses the uses allowed in Section 13.4 (10) Recreation Facility District "RF". The purpose of the Recreation Facility District "RF" is to accommodate and regulate the development of major or intensive recreational buildings or uses.

Permitted uses include:

- Playground
- Sports field

Discretionary uses include:

- Holiday trailer/recreation vehicle park or campground approved specifically as being a commercial, condominium, public or time-shared facility
- *Commercial guest cabins either with attached or detached bathroom and kitchen facilities*
- Integrated recreation/tourist resort
- Food concession
- Convenience or confection store to serve the principal use
- Miniature golf and/or go-cart track
- Off-road vehicle area and trails development
- Public washrooms to serve the district
- Recreation equipment rental and sales associated with the principal use
- Recreation equipment storage facilities
- Shower and laundry facility
- Swimming pool if ancillary to the principal use
- Tennis court if ancillary to the principal use
- Other recreation structures, facilities and uses similar in type or function to a names permitted or discretionary use in this district and appropriate in a rural area.

13.4 (10) D. MINIMUM TOTAL FLOOR AREA

1. 35 square metres (350 sq. ft.) for a detached guest cabin without kitchenette.
2. 40 square metres (430 sq. ft.) for a detached guest cabin with kitchenette and otherwise as required by the Development Officer.

13.4 (10) K (5):

For any developed area, the minimum surface area that may be retained free of buildings, roads, parking lots and other fixed roof or hard surface installations shall be 60% unless otherwise approved by the Development Officer.

13.4 (10) L:

3. Detached cabins for the accommodation of guests and clients shall not exceed 15 per hectare (6 per acre) unless otherwise approved by the Development Officer, but the site for each cabin shall be at least 300 square metres (3,200 sq. ft.) and a minimum width of 12 metres (40 feet). Where a detached guest cabin development is served by a piped sewer collection and/or water distribution system, the density will be as approved by the Development Officer although subsection K (5) above applies.

DISCUSSION:

Planning staff has some questions as to how this application meets the following County policies:

- (a) *MDP - Guiding Principle 3.2(3) Land Use Compatibility: The location, intensity, scale and design of new development should be compatible with the capacity of the site and adjacent lands.*

The bylaw's intention is to redesignate the lands in order to develop a "rental cabin facility" consisting of twenty (20) cabins and one (1) manager residence on a 3.5 acre site. Based on the development area, planning staff anticipates the proposal exceeding the carrying capacity of the site. For instance, the parcel's current designation only allows for one residential dwelling as opposed to the potential twenty-one units being contemplated by the applicant. Thus, supplemental information is needed to properly evaluate the application.

- (b) *MDP - Policy 12.2.3*

This policy requires an applicant to provide information relevant to a particular planning application. Planning staff considers that a preliminary servicing plan prepared by an engineer is required at this time. Information regarding traffic, water, sewer and storm water management is needed in order to properly evaluate the application.

- (c) *MDP - Policy 12.2.4*

This policy states that Clearwater County will consider, where applicable, factors such as scale and density; site suitability and capacity; road requirements and traffic impacts, including access and egress considerations; utility requirements and impacts; open space needs; and availability of protective and emergency services when evaluating an application to redesignate, subdivide or develop land. Given the intensity of the proposed development, Planning staff cannot properly

evaluate the application. To this date only some water wells drilling information has been received.

REFERRALS/CIRCULATION:

Bylaw 1066/19 was referred to the Municipal Planning Commission who recommended that no further readings take place until the following essential information is provided to the satisfaction of the County:

- (i) Complete detailed business plan;
- (ii) Site servicing plan prepared by a qualified engineer regarding water, sewer, storm, and water management;
- (iii) Road requirements and traffic impacts, including access, egress, and parking considerations;
- (iv) Open space needs;
- (v) Comments from the Fire Department regarding availability of protective and emergency services as well as the location of potential fire pits;
- (vi) Type of shallow (cable, telephone, and gas) utilities including the potential relocation of electrical posts and location of proposed underground electrical lines; and
- (vii) Detailed site, landscape and elevation plans.

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 Alberta Transportation and the County's Public Works Department.

No comments from adjacent property owners had been received at the time of agenda preparation.

First Reading:

At the regular Council meeting held on May 14, 2019, Council reviewed and gave first reading to Bylaw 1066/19. 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 1066/19.



CLEARWATER COUNTY

Application for
Amendment to the Land Use Bylaw

Application No. _____

I, We hereby make application to amend the Land Use Bylaw

APPLICANT: Raymond Berry

ADDRESS & PHONE: [REDACTED]

REGISTERED OWNER: John & Irene Bugbee

ADDRESS & PHONE: _____

AMENDMENT REQUESTED:

1 CHANGE OF LAND USE DISTRICT FROM: CR TO: RF
LEGAL DESCRIPTION OF PROPERTY 1/4 Sec Twp Rge W5M
OR LOT: 6 BLOCK 1 REGISTERED PLAN NO 102-2159
OR: CERTIFICATE OF TITLE NO. _____ (Site Plan is attached)
SIZE OF AREA TO BE REDESIGNATED: 35 (Hectares Acres)

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

I would like to make a revision to the land use from Res to Rec to accomodate this Cabin project

3 REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT

20 Cabin project
20 Rental Cabins with a manager cabin

DATE April 10 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, R.S.A. 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 _____ DATE PAID: _____ RECEIPT NO _____

SIGNATURE OF DEPARTMENT OFFICER
IF APPLICATION COMPLETE
IMPORTANT NOTES ON REVERSE SIDE

To whom it may concern

I Raymond Berry am applying for land use amendment of lot 6 block 1 plan 1022159 in order to create a rental cabin project at # 1 Boundary Blvd. This project will include 20 rental cabins and 1 manager residence on the property. Each cabin will be on a 36 x 24 foot print and range from bungalow style to a second story loft style cabin, each cabin will have its own septic tank to accommodate some cabins being rented more than others. I have communicated with the department of Alberta Transportation for set back relaxation and in their words, they are willing to permit a 30 meter from centre line of Secondary highway 591, I have included this email copy in this application. I have also spoken to the fire department on the design of this project to ensure that our road widths and corners meet safety as well as fire code standards and set backs. I will also look at putting up a 6-foot chain link fence surrounding this project with privacy strips with the approval of the county. Also add several trees within this project to maintain the outdoor feel of this beautiful area. I have been camping in this area for over 20 years and feel there is a need for this type of rental space as trailers and vehicles to tow trailers are getting very expensive for average families. This type of project will bring great revenue to the clearwater area.

Sincerely

Raymond Berry

Planning proposal for Recreational property

Thank you for your letter and this will help to explain some of details for the prospective development.

The plans for the water are to drill a new well and run water through deep service lines to each cabin.

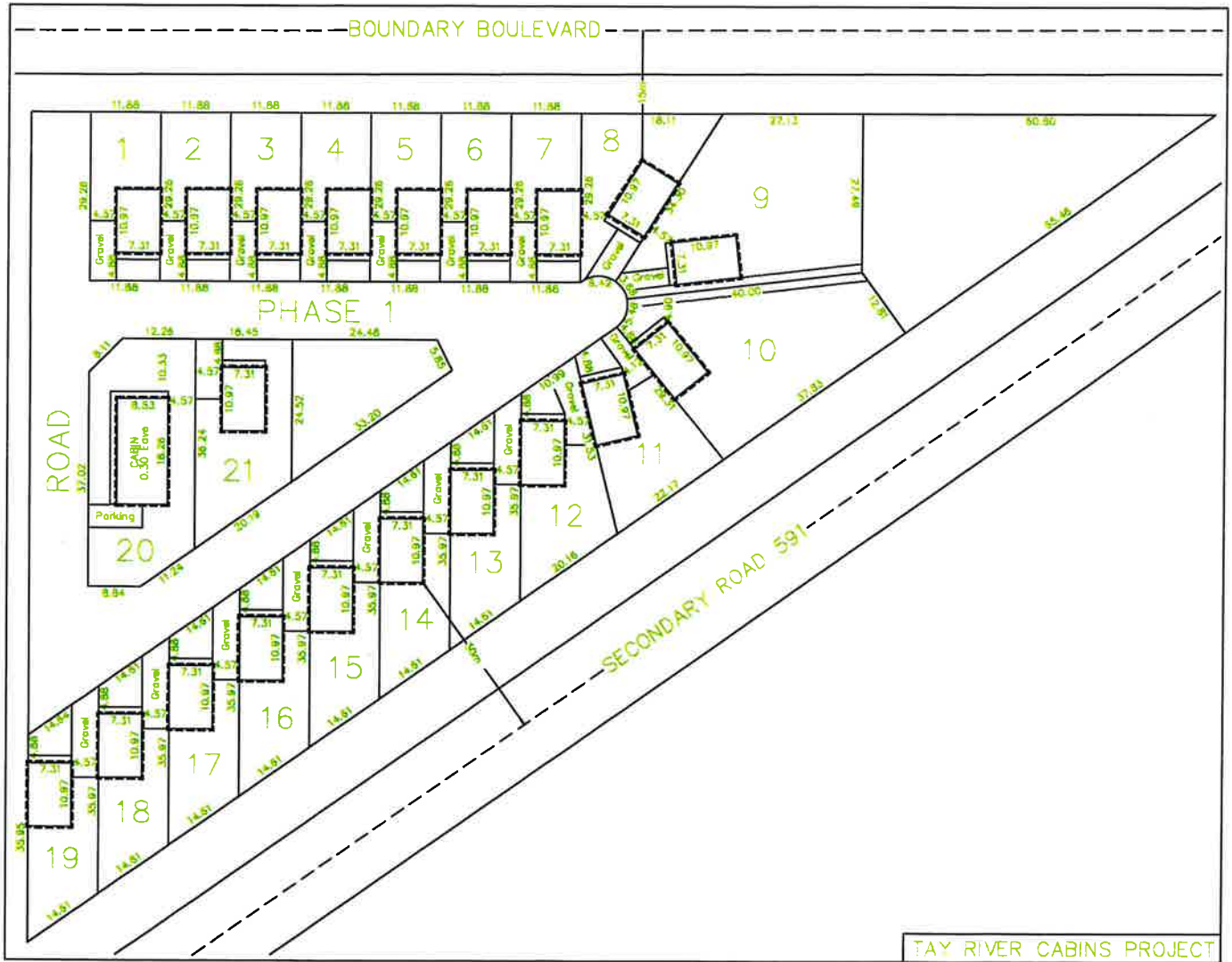
The septic will use multiple 1250-gallon buried tanks to service 3 units each. The septic's will be emptied by a local septic service company.

Shallow service electrical lines will service each cabin and run through a common meter.

Storm water control will be achieved through bio swales on each road side and gravel pads in front of each unit to act as exfiltration ponds to allow surface water to seep deep into the ground to prevent pooling of any surface water.

Parking will be restricted to the sides of each cabin on the gravel pad that will provide ample room for multiple parking per unit, (See Updated Plot Plan) No parking will be permitted on the streets and offenders will be tagged and towed as per the rules posted on the entry way.

The business plan is that the cabins will be available to rent on a short, medium, and long-term rental basis. I am predicting an average occupancy rate of 40% per year at an average price of \$200.00 per night. I am anticipating that summer, long weekends, holiday weekends and hunting season will be popular. I am also looking at offering weekend retreat options for business team building, special interest groups and family reunion/weddings.



BYLAW NO. 1066/19

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 Recreation Facility District "RF" is to accommodate and regulate the development of major or intensive recreational buildings and uses.

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 Lot 6, Block 1, Plan 1022159 consisting of ±3.5 acres as outlined in red on the attached Schedule "A" be redesignated from the Country Residential District "CR" to the Recreation Facility District "RF".

READ A FIRST TIME this ____ day of _____ A.D., 2019.

REEVE

MUNICIPAL MANAGER

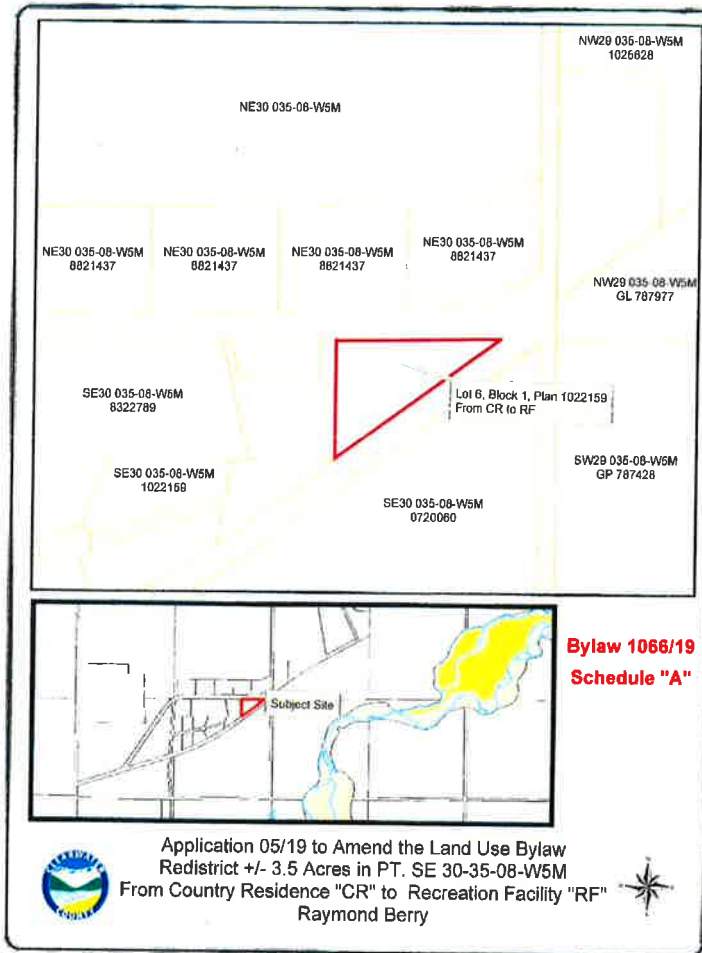
PUBLIC HEARING held this ____ day of _____ A.D., 2019.

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



13.4 (10) RECREATION FACILITY DISTRICT "RF"

THE PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND REGULATE THE DEVELOPMENT OF MAJOR OR INTENSIVE RECREATIONAL BUILDINGS AND USES

A. PERMITTED USES

1. Equestrian and other riding facilities, including trails, stables and enclosures for horses and tack
2. Farming, except intensive agriculture
3. Picnic grounds
4. Playground
5. Natural or landscaped open space
6. Skiing (cross-country) development
7. Sports field

B. DISCRETIONARY USES

1. Amusement park
2. Ancillary buildings and uses
3. Arts and crafts centre
4. Clubhouse
5. Commercial guest cabins either with attached or detached bathroom and kitchen facilities
6. Commercial guest lodge having one or more buildings either with attached or detached bathroom and kitchen facilities
7. Convenience or confection store to serve the principal use
8. Downhill ski facility
9. Dude ranch or vacation farm
10. Exhibition grounds
11. Food concession
12. Game or wild animal park for viewing and tourism purposes only
13. Golf course and/or driving range
14. Holiday trailer/recreation vehicle park or campground approved specifically as being a commercial, condominium, public or time-shared facility
15. Hostel having one or more buildings either with attached or detached bathroom and kitchen facilities
16. Integrated recreation/tourist resort
17. Intensive recreation facility and/or use appropriate in a rural area
18. Marina and associated facilities
19. Miniature golf and/or go-cart track
20. Motor-cross, BMG and stockcar tracks
21. Off-road vehicle area and trails development
22. Open air skating rink
23. Outdoor theatre

24. Pro-shop if ancillary to a principal use of land or buildings
25. Public utility building to serve this district
26. Public washrooms to serve this district
27. Recreation equipment rental and sales associated with principal use
28. Recreation equipment storage facilities
29. Residence for manager or custodian, if ancillary to the principal use or building
30. Residence of a temporary and portable type ancillary to an approved concession and not to exceed 30 square metres (300 sq. ft.)
31. Restaurant and/or beverage lounge ancillary to a principal use
32. Riding and equestrian facility
33. Rifle range
34. Sewage lagoon and treatment to serve this district
35. Shower and laundry facility
36. Skeet and trap facility
37. Swimming pool if ancillary to a principal use
38. Tennis court if ancillary to a principal use
39. Waterslide
40. Zoo
41. Other recreation structures, facilities and uses similar in type or function to a named permitted or discretionary use in this district and appropriate in a rural area

C. MINIMUM LOT AREA

As required by the Development Officer, but not less than 1 hectare (2.5 acres).

D. MINIMUM TOTAL FLOOR AREA

1. 35 square metres (350 sq. ft.) for a detached guest cabin without kitchenette.
2. 40 square metres (430 sq. ft.) for a detached guest cabin with kitchenette and otherwise as required by the Development Officer.

E. MAXIMUM TOTAL FLOOR AREA

For public utility building: as required by the Development Officer, but not in excess of 75 square metres (800 sq. ft.). For a detached guest cabins: as required by the Development Officer, but not in excess of 85 square metres (900 sq. ft.).

F. MINIMUM DEPTH OF FRONT YARD

15 metres (50 feet) on an internal road and otherwise as required pursuant to Section 10.3 and Figures 1 to 7 of the Supplementary Regulations.

G. MINIMUM WIDTH OF SIDE YARD

3 metres (10 feet) except for a corner parcel where the minimum side yard adjacent to a public road shall be determined as though it were a front yard.

H. MINIMUM DEPTH OF REAR YARD

7.5 metres (25 feet) unless otherwise approved by the Development Officer.

NOTE: Existing lots which cannot comply with the foregoing and created prior to this Bylaw coming into effect shall meet setback requirements as determined by the Development Officer.

I. MAXIMUM HEIGHT OF BUILDINGS

Two storeys or 8 metres (26 feet) unless otherwise approved by the Development Officer.

J. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS

1. All permanent buildings and structures added to a lot shall be of new construction unless otherwise approved by the Development Officer.
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 to the satisfaction of the Development Officer.
3. Ancillary structures and additions shall be designed to complement the main building.
4. No basements are permitted for detached guest cabin.
5. Common sewage and water systems may be required for commercial and guest cabins and lodges at the discretion of the Development Officer.

K. LANDSCAPING

1. Approval to develop may be made subject to the Development Officer accepting a landscaping plan.
2. The Development Officer may require measures to retain natural vegetation and to protect sensitive soils on the site.
3. Any development may be subject to screening from view by vegetation or other screening of a visually pleasing nature as required by the Development Officer.
4. Where two or more buildings are located on a lot, the separation distances between them may be at the discretion of the Development Officer.
5. For any developed area, the minimum surface area that may be retained free of buildings, roads, parking lots and other fixed roof or hard surface installations shall be 60% unless otherwise approved by the Development Officer.

L. MAXIMUM ALLOWABLE DENSITY

1. The maximum number of public campsites that may be provided for tents, holiday trailers and recreation vehicles in a holiday trailer/recreation vehicle park shall be 20 sites per hectare (8 sites per acre). If more than 4 hectares (10 acres) are developed as a holiday trailer park, the maximum

density shall be reduced to 17 sites per hectare (7 sites per acre). If a holiday trailer park has communal utility services, the density may be increased at the discretion of the Development Officer except 60% of the immediate site area shall remain in vegetated cover.

2. Each site intended to accommodate a single tent, holiday trailer or recreation vehicle shall be a minimum of 300 square metres (3,200 sq. ft.) and have a minimum width of 10 metres (33 feet). Where 2 or more tents, holiday trailers and/or recreation vehicles are intended to be accommodated together, the size of the site shall be increased by at least 50 square metres (500 sq. ft.) per additional unit.
3. Detached cabins for the accommodation of guests and clients shall not exceed 15 per hectare (6 per acre) unless otherwise approved by the Development Officer, but the site for each cabin shall be at least 300 square metres (3,200 sq. ft.) and a minimum width of 12 metres (40 feet). Where a detached guest cabin development is served by a piped sewer collection and/or water distribution system, the density will be as approved by the Development Officer although subsection K (5) above applies.

M. OFF STREET PARKING

As stated in this Bylaw except:

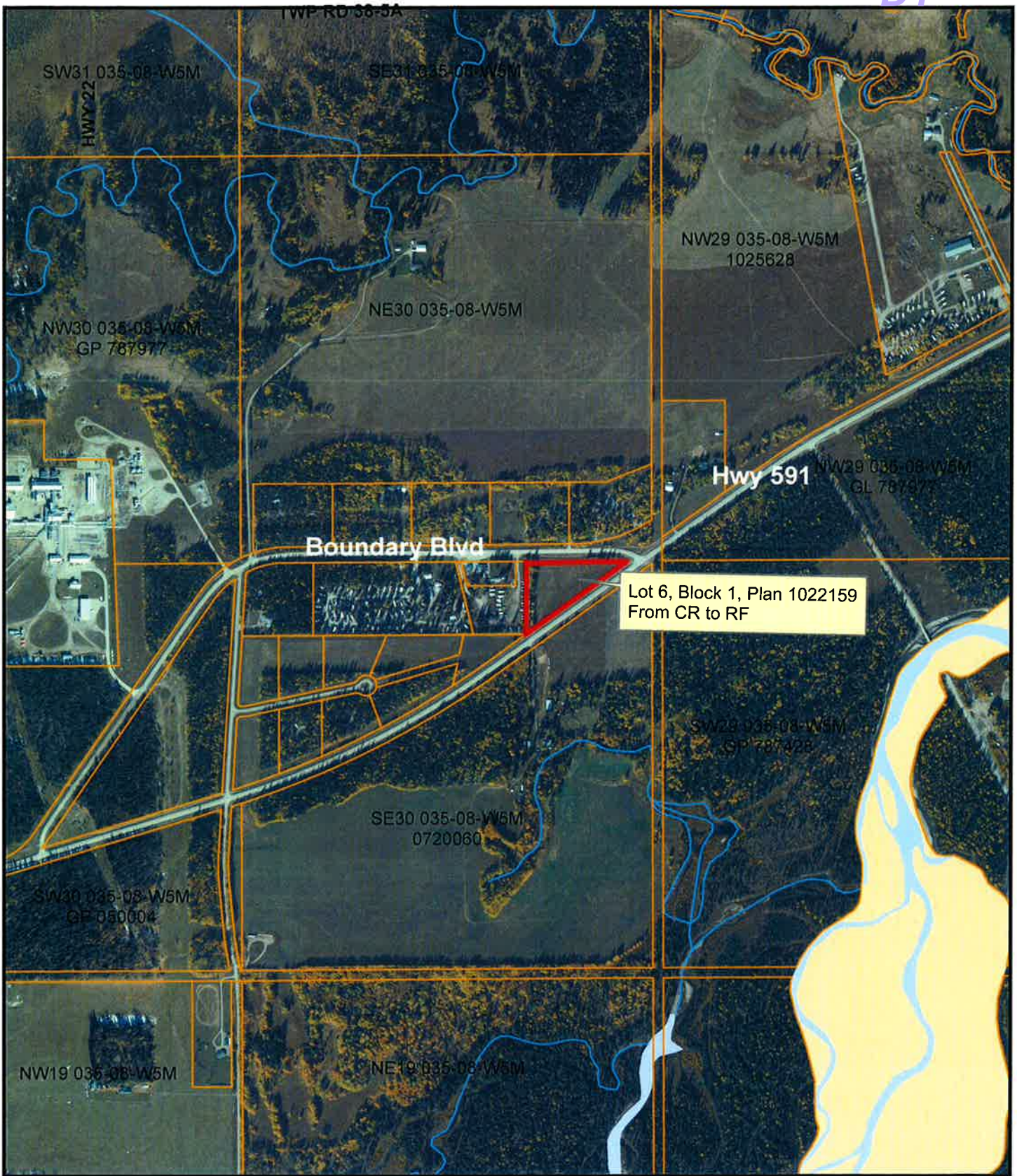
1. for any sports facility, one space for each pair of potential participants and one space for each four spectator seats;
2. for any multi-unit facility used for the overnight accommodation of guests or clients, one space for each bedroom or one space for each two potential overnight guests or clients, whichever is greater.

N. PERIOD OF OCCUPANCY

1. For a hostel, guest lodge, cabin or holiday trailer/recreation vehicle park the maximum period of occupancy shall be 21 consecutive days for vacation/recreation use only.







Lot 6, Block 1, Plan 1022159
From CR to RF



Application 05/19 to Amend the Land Use Bylaw
 Redistrict +/- 3.5 Acres in PT. SE 30-35-08-W5M
 From Country Residence "CR" to Recreation Facility "RF"
 Raymond Berry





Application 05/19 to Amend the Land Use Bylaw
 Redistrict +/- 3.5 Acres in PT. SE 30-35-08-W5M
 From Country Residence "CR" to Recreation Facility "RF"
 Raymond Berry



BYLAW NO. 1066/19

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 Recreation Facility District "RF" is to accommodate and regulate the development of major or intensive recreational buildings and uses.

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 Lot 6, Block 1, Plan 102 2159 consisting of ±3.5 acres as outlined in red on the attached Schedule "A" be redesignated from the Country Residential District "CR" to the Recreation Facility District "RF".

READ A FIRST TIME this _____ day of _____ A.D., 2019.

REEVE

CHIEF ADMINISTRATIVE OFFICER

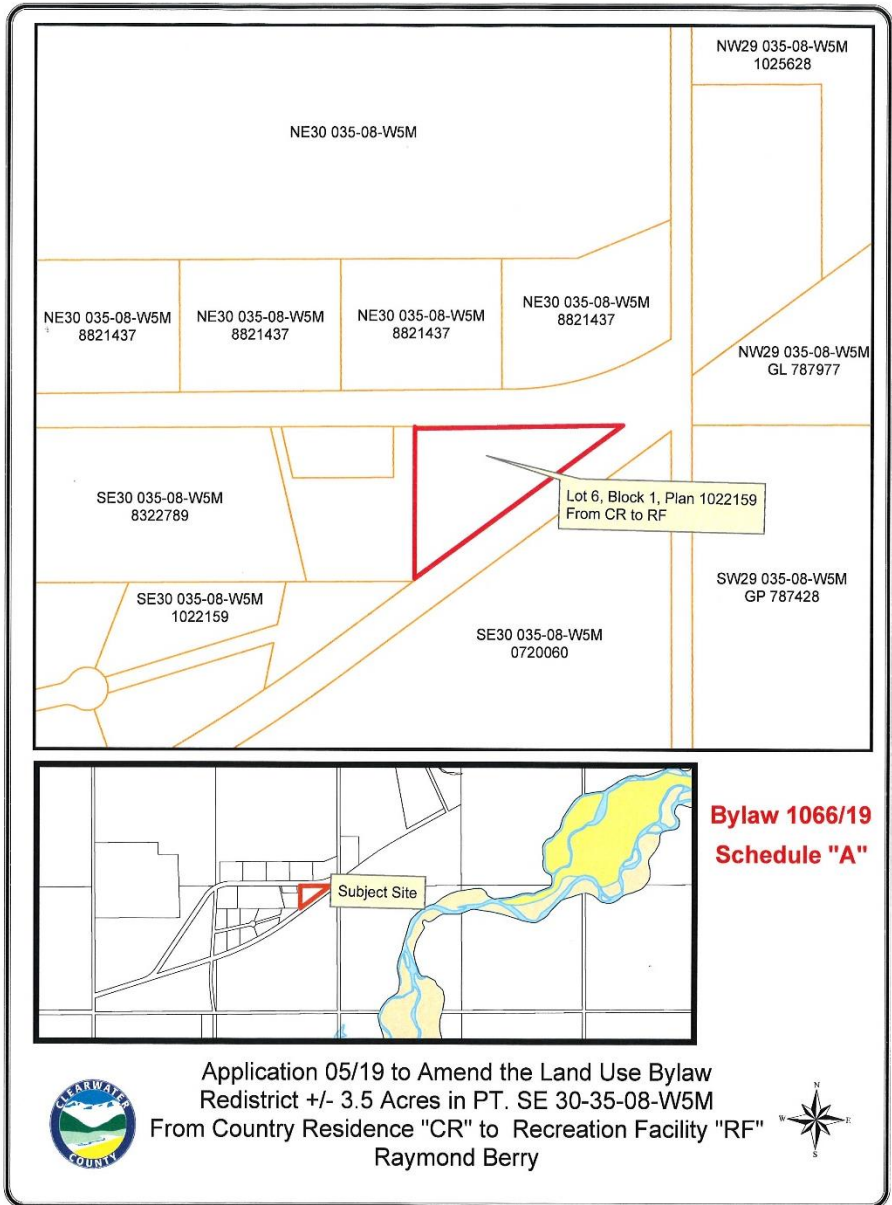
PUBLIC HEARING held this _____ day of _____ A.D., 2019.

READ A SECOND TIME this _____ day of _____ A.D., 2019.

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




REEVE

CHIEF ADMINISTRATIVE OFFICER





INFORMATION ITEM

| | | |
|---|---|--|
| SUBJECT: Economic Development Strategy Survey Results | | |
| PRESENTATION DATE: June 25, 2019 | | |
| DEPARTMENT: Planning & Development | WRITTEN BY: Jerry Pratt, Economic Development Officer | REVIEWED BY: Keith McCrae, Director, Planning and Development Rick Emmons, CAO |
| BUDGET CONSIDERATIONS: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation | | |
| LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) | | |
| COMMUNITY BUILDING PILLAR (check all that apply): | | |
| <input checked="" type="checkbox"/>  Economic Prosperity <input type="checkbox"/>  Governance Leadership <input type="checkbox"/>  Fiscal Responsibilities <input type="checkbox"/>  Environmental Stewardship <input type="checkbox"/>  Community Social Growth | | |
| STAFF RECOMMENDATION: That Council receives the survey results as information. | | |

BACKGROUND:

A survey seeking feedback on the Draft Economic Development Strategy was online from April 17, 2019, to May 17, 2019. The survey was promoted on Facebook, in the 2 local newspapers, and at the Rocky Chamber of Commerce Trade Show. A link to the survey was also shared by the Chamber of Commerce for Nordegg and Rocky Mountain House, and the Ignite Rocky and Clearwater County Group. Paper copies were handed out at the Trade Show and were available at the County reception desk.

There were 11 online submissions and no paper submissions. The survey was anonymous. Even with the limited number of submissions there were themes from the feedback that support the direction of the proposed Economic Development Strategy. These include:



- Diversification of the economy.
- Attracting and developing a workforce with the skills for future jobs.
- The need for affordable housing, making it easier to attract younger families.
- The need for land that is zoned and serviced so businesses or residents can buy and build.
- Having amenities that are attractive to young families, like recreation facilities, retail stores, and nonprofit groups that help create a community's culture.

Much of the feedback received through the survey was not regarding the Economic Development Strategy itself but on perceptions of the County's past actions or inactions. Common comments not directly related to the Economic Development Strategy include:

- Disappointment in Council not supporting the proposed Bighorn Park designation.
- Not having zoned land for the development of the cannabis production facility.
- Questioning why the County has been a land developer.
- Questioning why the County is not developing land.
- Partner with the Town of Rocky Mountain House on projects.



REQUEST FOR DECISION

| | | |
|---|---|--|
| SUBJECT: Economic Development Strategy Approval | | |
| PRESENTATION DATE: June 25, 2019 | | |
| DEPARTMENT: Planning & Development | WRITTEN BY: Jerry Pratt, Economic Development Officer | REVIEWED BY: Keith McCrae, Director, Planning and Development Rick Emmons, CAO |
| BUDGET CONSIDERATIONS: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation | | |
| LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) | | |
| COMMUNITY BUILDING PILLER (check all that apply): | | |
| <input checked="" type="checkbox"/>  Economic Prosperity <input checked="" type="checkbox"/>  Governance Leadership <input type="checkbox"/>  Fiscal Responsibilities <input type="checkbox"/>  Environmental Stewardship <input checked="" type="checkbox"/>  Community Social Growth | | |
| ATTACHMENT(S): Economic Development Strategy 2019 | | |

STAFF RECOMMENDATION:
That Council approves the Economic Development Strategy

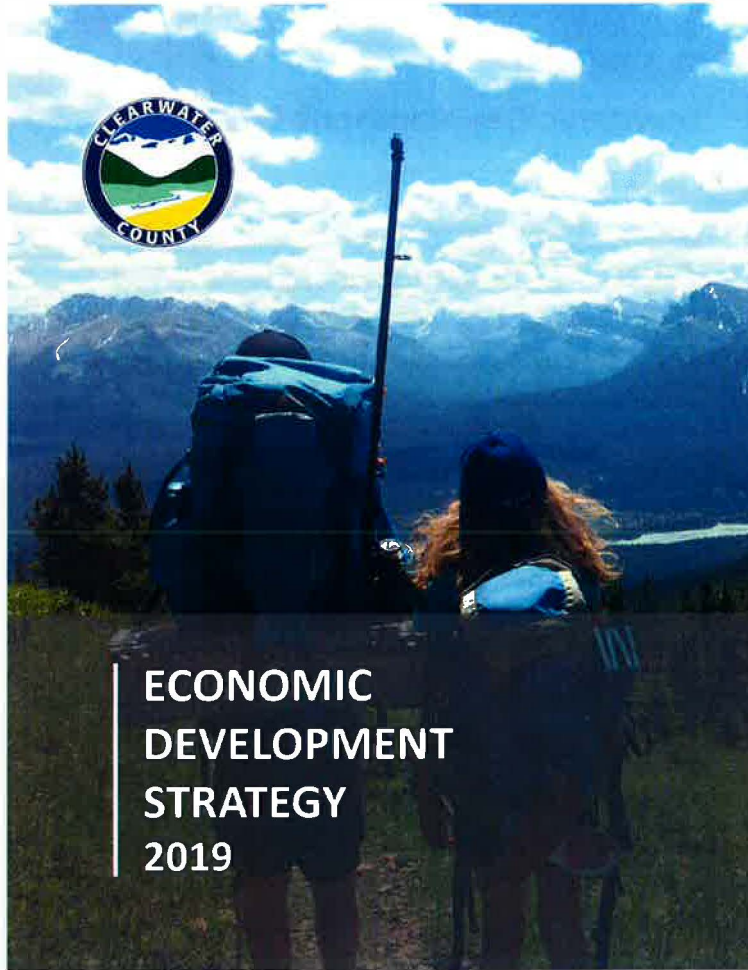
BACKGROUND:

Administration brought the Draft Economic Development Strategy to Council February 2019. Council approved the Draft Strategy with a change in the order of the Areas of Focus and requested that Administration seek public input on the Strategy.

A survey seeking feedback on the Draft Economic Development Strategy had 11 online submissions and no paper submissions.

Administration feels that the survey results support the direction of the Economic Development Strategy and do not require any changes to the Strategy.

The final version of the Economic Development Strategy 2019 is attached for approval.



**ECONOMIC
DEVELOPMENT
STRATEGY
2019**



Content

The Role of the Economic Development Strategy 3

Background. 4

Strategic Areas of Focus. 5

Foster a Culture of Growth 6

Prepare for Business Growth 7

Prepare for People Growth 9

Promote Opportunities 11

Appendix 12

The Role of the Economic Development Strategy

Economic Development is about improving a community's prosperity, sustainability and quality of life. Improvements are achieved through the process of developing, diversifying, and maintaining suitable economic, social, and political environments. These three environments are intertwined, meaning if they are to grow and change, they must do so together.

A common tool utilized by municipal government is an Economic Development Strategy that is adopted by Council to provide a roadmap towards long-term sustainable growth for current and new businesses. This type of strategy provides Clearwater County with guidance regarding the development and regulation of infrastructure, zoning, business regulations and support, community development and social support.

Clearwater County's Vision

Community, Prosperity and Natural Beauty - Connected.

Clearwater County's 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.

Background

In 2018 Clearwater County sought public input on the creation of an economic development strategy. The sources of public input were gathered through:

- An open house for business owners and managers,
- A survey for business owners and managers,
- A survey for County residents,
- And discussions with local real estate agencies and a residential and commercial property appraiser that works in Central Alberta.

Clearwater County also partnered with the Central Alberta Economic Partnership and McSweeney and Associates to perform an Investment Readiness Assessment, reviewing the ease with which a business could establish itself and grow within the County.

Recommendations have been incorporated into the Strategy with Priorities and Actions.

Results of the input sessions and the Investment Readiness Assessment have been included in the Appendix.



Strategic Areas of Focus

Based on business and community input, Council and Administration have identified four Strategic Areas of Focus to enable economic growth:

Foster a Culture of Growth

Position and engage the community regarding the benefits of economic development

Prepare for Business Growth

Grow and attract business investment

Prepare for People Growth

Attract and/or develop a skilled workforce to enable business investment and growth

Promote Opportunities

Identify and promote opportunities for business investment

Each Strategic Area of Focus has its own priorities to be acted upon over the next 5 years. As economic conditions are not static but rather dynamic, changes in priorities may be identified and added. Some Actions will support more than one Strategy and Priority.

Foster a Culture of Growth

The goal is to have a community that supports and invests in itself.

Priority – Position and engage the community regarding the benefits of growth

Actions

- Identify what people are looking for in a sustainable community
 - Identified: Not knowing what people perceive as the advantages and disadvantages of living in Clearwater County is an obstacle to working with local businesses and residents in promoting it as a great place to live and invest.
 - Plan: Engage the community in performing a SWOT analysis, looking at what they think the advantages and disadvantages are for the County's future.
- Provide recommendations on ways a community can grow
 - Identified: A lack of information about the different ways a community can grow its population, its businesses, and its services is an obstacle to making Clearwater County more attractive to businesses and residents.
 - Plan: Research thriving communities, their strategies and actions, and engage the local community to discuss the actions that would benefit and be embraced by residents of Clearwater County.
- Involve the community to promote and grow opportunities
 - Identified: A lack of information and resources that enables residents to promote the businesses and lifestyle in Clearwater County is an obstacle to business and population growth.
 - Plan: Develop material that can be used by the County, businesses and residents to boost the area's reputation as a place to live, invest and do business.



Prepare for Business Growth

The goal is to expand and attract business in the County, meeting the current needs of the community while investing and diversifying for sustainable growth tomorrow.

Priority – Make it easy for businesses to start, expand, or establish operations

Actions

- Zone and Service Land
 - o Identified: A lack of land ready for purchase and construction is an obstacle to investors.
 - o Plan: Prepare zoned and serviced land by working with Clearwater County's Planning & Development Department and business developers to identify the most suitable geographical areas.
- Broadband Development
 - o Identified: A lack of broadband access and capacity is an impediment to growth, and potentially a deterrent to existing businesses and residents staying in the County.
 - o Plan: Work with local and national service providers to invest in more broadband infrastructure to increase access and capacity.
- Tourism Development
 - o Identified: The tourism industry is recognized as adding value with potential to increase investment and jobs.
 - o Plan: Execute the Regional Tourism Strategy action plan to grow the economy.
- Economic Development Website
 - o Identified: A lack of consolidated information with details about the local economy, labour force, land and housing prices that can come from a comprehensive community profile.
 - o Plan: Create an economic development website to assist investors with preparing business plans based on the community's demographic statistics and assets.
- Skilled Labour Force
 - o Identified: Skilled workers contribute to the creation and maintenance of a diverse business industry.
 - o Plan: Survey local businesses and use provincial and federal information sources to look at the skills needed to grow and attract businesses.



Prepare for Business Growth - Continued

Priority – Examine the economic atmosphere

Actions

- Create a comprehensive community profile
 - o Identified: Businesses make decisions on where to invest based on information about opportunity and risk management. A lack of information is an obstacle to attracting business investment.
 - o Plan: Develop and publish a comprehensive community profile that gathers and provides the information investors are looking for.
- Perform a labour force analysis
 - o Identified: Businesses invest in places where there is easy access to resources, with the local workforce being one of the most important resources. A lack of information about the breadth and depth of available skill sets is an obstacle to investors.
 - o Plan: Perform and publish a labour force analysis that will help identify the industries that would benefit by investing in Clearwater County.
- Perform an economic base analysis
 - o Identified: Clearwater County's economy has grown and evolved over the past 30 years, with businesses and industries growing and shrinking. Accurate information about what and how much industries employ and contribute to the economy will assist Council, Administration and investors in making better decisions.
 - o Plan: Perform and publish an economic base analysis to assist organizations with their decision-making processes.
- Collect business information (type and number of businesses operating in Clearwater County)
 - o Identified: A lack of information about the number and type of businesses in Clearwater County is an obstacle to Council's and Administration's ability to work with existing businesses.
 - o Plan: Develop a way to know more about the businesses operating in Clearwater County to assist the County's policy and bylaw development processes and the promotion of those businesses.



Prepare for People Growth

The goal is to make Clearwater County attractive for residents and future employees, with the skills needed to grow business, to live and stay here.

Priority – Make the area easy and desirable for people to move to or build in.

Actions

- Inventory available land for residential construction
 - Identified: A lack of readily identifiable land for residential construction is an obstacle to people moving to and building in Clearwater County.
 - Plan: Perform an inventory of land that is zoned and ready for residential construction.
- Review and compare residential zoning and land use bylaws with surrounding municipalities
 - Identified: A lack of information about zoning and land use bylaws of surrounding municipalities is an obstacle to promoting the advantages of Clearwater County as a good place to build a home.
 - Plan: Review zoning and construction bylaws in surrounding counties, especially those with growing populations.
- Compare cost of living with surrounding municipalities
 - Identified: Cost of housing and food are major influencers when people choose a place to live. A lack of information regarding the cost of living in Clearwater County compared to surrounding municipalities is an obstacle to promoting the County's advantages.
 - Plan: Compare the cost of living in Clearwater County and surrounding municipalities to identify Clearwater County's advantages.
- Perform a SWOT analysis concerning the County's attractiveness as a place to live
 - Identified: Not knowing what people perceive as the advantages and disadvantages of living in Clearwater County is an obstacle to promoting it as a great place to live and invest.
 - Plan: Engage the community in performing a SWOT analysis, looking at how to attract and retain people in Clearwater County.



Clearwater County Economic Development Strategy

9

Prepare for People Growth - Continued

Priority – Develop and attract people with skills that will enable businesses to grow

Actions

- Analyze current skill sets of population
 - Identified: Businesses invest in places where there is easy access to resources, with the local workforce being one of the most important resources. A lack of information about the breadth and depth of skill sets is an obstacle to investors.
 - Plan: Perform and publish a labour force analysis that will help identify the industries that would benefit by investing in Clearwater County
- Educate upcoming generations on opportunities and skills needed by local industries, both short term and long term
 - Identified: Industry regulations and standards have been changing, and the skills industries are looking for in employees are not the same as there were in the past. Upcoming generations need to know the opportunities and skills sets that industries will be looking for in the future so that they can train and are able to choose to live in Clearwater County.
 - Plan: Work with businesses and schools to identify and share skills and experience needed by local business.
- Review available education options for skills development
 - Identified: A lack of information about available education resources is an obstacle to people staying in the community for training and schooling.
 - Plan: Work with local and provincial organizations to identify education resources available to Clearwater County residents.
- Perform a SWOT analysis concerning the County's attractiveness as a place to live
 - Identified: A lack of information about what people perceive as the advantages and disadvantages of living in Clearwater County is an obstacle in promoting it as a great place to live and invest.
 - Plan: Engage the community in performing a SWOT analysis, looking at how to attract and retain people in Clearwater County.



Promote Opportunities

The goal is to work with businesses and residents to showcase why Clearwater County is a great area to live, work, and invest in.

Priority – Demonstrate there is a business case for filling existing and potential business and consumer needs

Actions

- Analyze business and consumer need shortfalls
 - o Identified: A lack of information about the commercial amenities and support that businesses and residents need is an obstacle to attracting or expanding businesses to provide those services.
 - o Plan: Survey businesses and residents on the services they need. Engage business to identify the services that could provide value to investors.
- Promote local business centric solutions to identified needs
 - o Identified: A lack of information about supply chain service providers is an obstacle to promoting the services of current local businesses.
 - o Plan: Develop a way to know more about the businesses operating in Clearwater County to promote the usage of those businesses.



Appendix

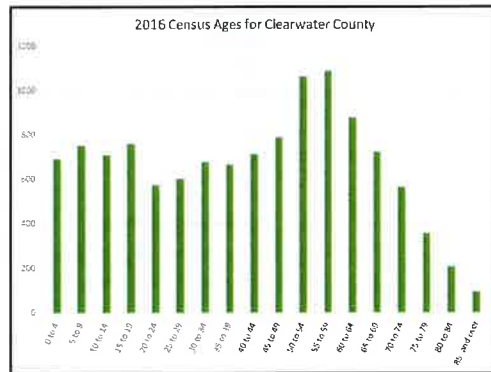
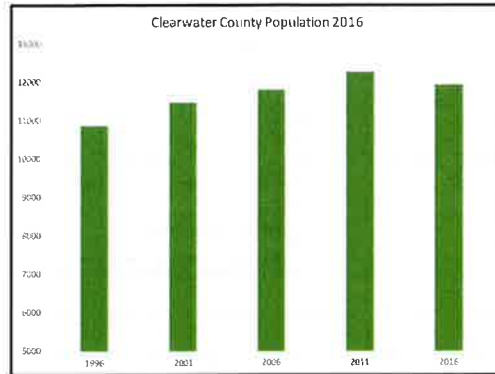
The Appendix contains information and reports referred to in the Economic Development Strategy.

| | |
|---|-----------|
| Demographic Information | 13 |
| Summary of Open House with Business Owners. | 16 |
| Summary of Online Survey for Business Owners / | 18 |
| Managers | |
| Summary of Online Survey for County Residents | 24 |
| Summary of Discussions with Realtors and Land | 26 |
| Appraiser | |
| Summary of the Investment Readiness Assessment. | 27 |



Demographic Information

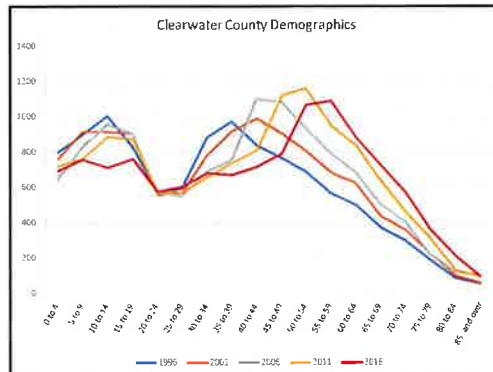
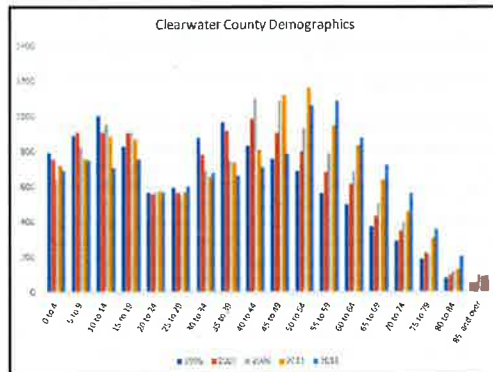
The following information is from Statistics Canada.



Clearwater County Economic Development Strategy

13

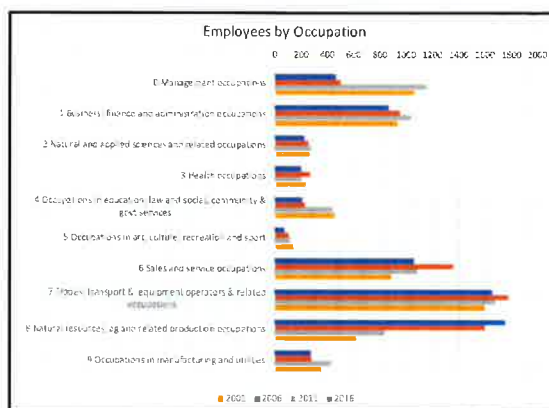
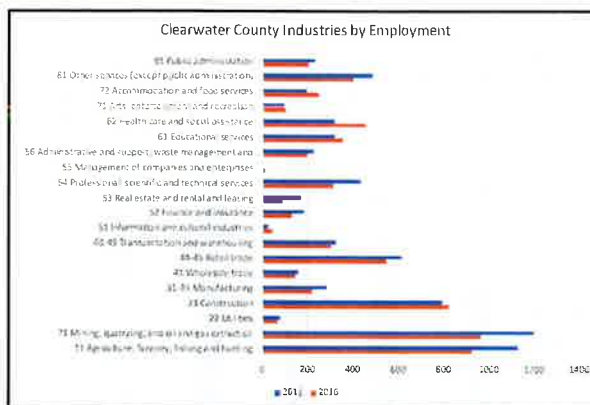
Demographic Information - Continued



14

Clearwater County Economic Development Strategy

Demographic Information - Continued



Clearwater County Economic Development Strategy

Summary of Open House with Business Owners

There were 28 people in attendance, representing a variety of sole proprietorships to large corporations based in Clearwater County. Statistical information about the County's population and demographics was presented to the group, and then the attendees split into 4 groups and were asked to discuss 4 questions about Economic Development in Clearwater County. The following is a summary of the feedback the groups provided:

1. **What do you see as the largest barriers to business growth in Clearwater County?**
 - a. There is a general philosophy amongst residents in Clearwater County to not embrace development, change or innovation. A NIMBY philosophy is very prevalent and vocal, which makes it difficult for current businesses to grow, or even operate, and creates a poor reputation for investors/businesses considering coming here.
 - i. Many residents seem to want to be an agriculture community, even though practically all the job and business growth over the past 4 decades has not been Ag related.
 - ii. There are also people who retire from larger centers to the area who do not want to see anything change. When they decided to come here they liked what was here at that time.
 - iii. Several examples of protests against new developments were given, such as; Shell building their plant near Caroline, the construction of the Strachan Gas Plant, Weyerhaeuser trying to build a plant but ended up going to Drayton Valley, Meadow Ponds Estates residential subdivision, construction of the Dicorp storage facility, and currently the Repsol water diversion.
 - iv. Also mentioned was the lack of retail development in the region over the past 10 years because of an anti-development or anti-change sentiment, especially compared to neighboring municipalities.
 - b. Lack of reliable high-speed internet is a barrier to the growth of existing businesses and to new ones coming to the area.
 - c. Development policies/rules seem to be anti-development, the zoning process takes a long time and feels unclear. Why are so many of these rules in place? Are they current and relevant?
 - d. Lack of commercial/industrial zoned and services land for purchase. If there is no shovel ready land available businesses seek out places that are ready for construction.
 - e. Lack of employees in the area with the needed skills, experience and education. And if they move here, it is often difficult to keep them here because of housing costs and a perceived lack of social and retail amenities.
2. **What are the strengths and opportunities for business growth in Clearwater County?**
 - a. The distance to most of Alberta's population makes Clearwater County a consideration for manufacturing/servicing to Edmonton, Calgary and Red Deer.
 - b. The potential for tourism attraction and growth is just beginning – with both the natural setting and the history of the area.
 - c. The location allows for a generous lifestyle with a short distance to the West Country and quick access to the larger cities.
 - d. There are 4 major industries in Clearwater County that usually help keep the economy going even in down times.

Summary of Open House with Business Owners - Continued

- e. There is a lot of land room to develop if that is the goal. Eastern Clearwater County is not constrained by bordering cities or undevelopable areas.
 - f. The airport has potential for more tourism and shipping traffic.
- 3. What are the top things that Clearwater County could do to help improve the business environment for growth and attraction?**
- a. Encourage/Develop highspeed internet access throughout the County.
 - b. Have zoned and developed land ready for purchase.
 - c. Review the zoning and permitting process. Make it faster and more understandable. A lawyer or engineer should not be needed right from the start of a permitting discussion.
 - d. Work with the Town to have land ready.
 - e. If getting into tourism, then invest in tourism assets – multiuse trails, RV sani-dumps...
 - f. Promote the area with our advantages.
 - g. Council should have goals and plans, communicate them, and get regular community feedback on the goals and plans.
- 4. What can local business owners and residents do to make the area more attractive for business growth and investment?**
- a. Businesses should speak out more about the need for growth and what it takes for them to grow. Talk with employees and the community.
 - b. Business owners should work together more, through the Chambers of Commerce or Ignite Rocky & Clearwater County group.



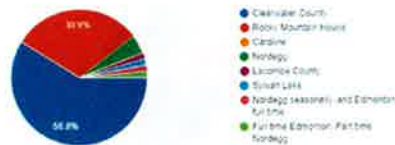
Summary of Online Survey for Business Owners / Managers

An Economic Development Survey for business owners or managers was published online for about 3 weeks at the end of May. It was promoted on the County website and social media pages. There were 68 survey submissions. The following is a summary of the responses.

1. Where do you live?

- 59% listed themselves as from Clearwater County
- 31% from Rocky Mountain House
- 3 from Nordegg,
- 2 seasonally from Nordegg, a
- 1 each from Sylvan Lake and Lacombe County.
- No submissions listed themselves as from Caroline.

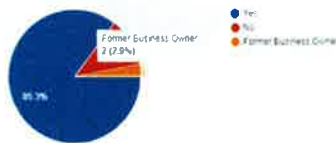
Figure 1: Where do you live?



2. Are you a business owner or manager?

- 85% said yes
- 12% said no
- 3% said they are former business owners

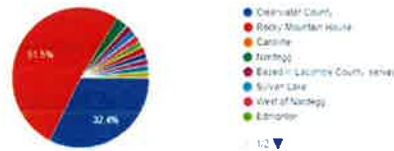
Figure 2: Are you a business owner or manager?



Summary of Online Survey for Business Owners / Managers - Continued

3. Where is your business located?

- 32% said Clearwater County
- 52% said Rocky Mountain House
- 5% said Nordegg
- 2% said both County and Rock Mountain House
- 6% said Not Applicable
- 2% for each of Lacombe County, Sylvan Lake and Edmonton



4. How many years has your business been in operation?

- 1 – 2 year 19%
- 3 – 5 years 12%
- 6 – 10 years 13%
- 11 – 15 years 9%
- 16 – 20 years 13%
- 21 years & up 34%



Clearwater County Economic Development Strategy

Summary of Online Survey for Business Owners / Managers - Continued

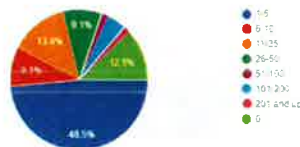
5. What Industry is your business involved in?

The question provided multiple answers for people to answer, with an option for Mainly Involved In and Somewhat Involved In, trying to give businesses a way to show they are often involved in numerous industries. Many respondents filled out most of the categories, making the results not specific enough to be helpful.

The 2 most common Main Industries were Accommodations and food services and Retail Trade. The 2 most common listed as Somewhat Involved In were Agriculture, fishing and hunting and Construction.

6. What is the average number of staff employed by your business?

- a. Year round positions**
- 0 12%
 - 1 – 5 49%
 - 6 – 10 9%
 - 11 – 25 14%
 - 26 – 50 9%
 - 51 – 100 1%
 - 101 – 200 3%
 - 201 & up 1%




- b. Seasonal positions**
- 0 26%
 - 1 – 5 45%
 - 6 – 10 11%
 - 11 – 25 8%
 - 26 – 50 3%
 - 51 – 100 3%
 - 101 – 200 1%
 - 201 & up 1%



Summary of Online Survey for Business Owners / Managers - Continued

- 7. When it comes to business growth and attraction, what do you view as Clearwater County's greatest challenge?**
- Lack of high speed internet
 - Companies are using the internet to communicate, receive and transmit plans, and lack of broadband is making it difficult
 - Tourism companies do almost all promotion, booking and customer communication online. Lack of service, especially in the busy summer, is hard on the business.
 - Reputation of being closed for business
 - Some residents vocally oppose growth or change which gives the appearance of the County not being open for business.
 - Bylaws giving the appearance of not wanting businesses to expand or attract new ones.
 - Difficult to attract or retain employees in the area
 - Lack of affordable housing to purchase or rent for families
 - Lack of land ready to build for residential houses
 - Lack of shopping that is available in surrounding communities
 - Lack of recreational facilities and activities for families
 - Lack of land ready for construction
 - Where would a business go to expand or build
 - Where would residential development happen that is affordable
- 8. When it comes to business growth and attraction, what do you view as Clearwater County's greatest strength?**
- Beautiful West Country
 - Short distance to much of Alberta's population
 - Lots of room if it can be developed inexpensively
- 9. What do you view as your business' greatest challenge?**
- The ups and downs of our natural resource industries (oil & gas, lumber, agriculture)
 - Difficult to attract qualified employees and keep them here
 - The skills needed are not readily available locally
 - Qualified employees often don't stay here long because of high housing costs or lack of housing and a lack of shopping and recreation facilities
 - Lack of reliable high speed internet connections
 - Competition with Red Deer stores and online stores
 - Lack of anchor store to help keep people shopping local
 - Declining population decreases demand for services
 - Cost of land or buildings – lease and rent rates are high

Summary of Online Survey for Business Owners / Managers - Continued

- 10. What do you view as your business' greatest opportunity?**
- Location with access to Edmonton and Calgary only 2 hours away
 - Tourism opportunities are plentiful
 - Broadband will allow more A.I. systems allowing businesses to compete on more bids
 - If business can attract and retain people with technical skills they can become more efficient
- 11. What industry or business do you think would be a good fit for Clearwater County, but is not here yet? Why?**
- Walmart would help keep more dollars here and make the area more attractive for young families
 - There are many tourism opportunities if there is land to operate on
 - Promote and develop more trails for OHV and Equine use
 - Have more seniors retirement living/care homes
 - Tech sector needs to grow if that is the future of jobs
 - Specialty manufacturing should be able to work here with cities 2 hours away and a railway close by
- 
- 12. What can Clearwater County do to make it easier for local businesses to grow and possibly attract new businesses and industries to the area?**
- Lower taxes for everyone, tax incentives for new businesses
 - Streamline the permitting process because it takes a long time
 - Improve internet connectivity
 - Shovel ready land for industrial and residential development at a cost that is an attractive advantage
 - Land with services is more attractive than land without
 - Make the community more attractive to help get employees to move and stay here
 - Lack of places to rent and lack of affordable housing
 - Lack of shopping
 - Lack of recreation facilities, more summer ones and year round
 - Market the area to attract business
 - Talk with residents about why we need business growth and more young employees moving here

Summary of Online Survey for Business Owners / Managers - Continued

- 13. **What action should Clearwater County focus on most to create a more favorable environment for businesses growth and attraction?**
 - a. Lower taxes and have tax incentives for new businesses
 - b. Reduce red tape and time for new developments and buildings
 - c. Have land ready for building, serviced and with broadband
 - i. Build business corridors so business is not spread out everywhere
 - d. Work on getting young families to come and stay, the quality of life side
 - i. Housing
 - ii. Recreation, activities and events for young families
 - iii. Shopping
 - e. Make goals for where the county is trying to be in 20 years
 - i. Ask residents and businesses what they want the County to be like in 20 years
- 14. **Please share any other comments about economic development in Clearwater County?**
 - a. Talk more about why business and population growth are important
 - b. More recreation facilities and events are good for tourists and residents
 - c. Work with the Town more to develop land, invite businesses and host events
 - d. Market the positives to residents and to attract business
 - e. Bring in Walmart
- 15. **What can local business owners/managers do to help create a better pro-business growth atmosphere in Clearwater County?**
 - a. Serve our customers better
 - b. Promote ourselves, each other and the region better
 - c. Work together with our local chambers and positive community groups more
 - d. Don't try to block other businesses



Summary of Online Survey for County Residents

An Economic Development Survey for County Residents was published online for 2 weeks at the end of June. It was promoted on the County website and social media pages. There were 37 survey submissions. The following is a summary of the responses.

- 1. **Where do you live?**
 - 92% listed themselves as from Clearwater County
 - 5% from Rocky Mountain House
 - 3% from Caroline

37 responses



- 2. **When it comes to business growth and attraction, what do you view as Clearwater County's greatest challenge?**
 - a. Not enough choices for clothing and food shopping
 - b. The area has a reputation of not being open for business or accepting change
 - i. Zoning and permitting
 - ii. People are often vocal opponents to companies or development coming in
 - c. Lack of affordable housing
 - d. Lack of recreation facilities
- 3. **When it comes to business growth and attraction, what do you view as Clearwater County's greatest strength?**
 - a. Location
 - i. Close distance to mountains, rivers and lakes
 - ii. Close distance to the big cities
 - b. Tourism opportunities
 - c. The amount of space here, if it can be developed
 - d. Being flexible for zoning (Cannabis facility zoning was mentioned specifically)

Summary of Online Survey for County Residents - Continued

4. **What can Clearwater County do to make it easier for local businesses to grow and possibly attract new businesses and industries to the area?**
 - a. Attract more shopping options (Walmart and Costco were mentioned)
 - b. Lower taxes
 - c. High speed internet
 - d. Affordable land to develop, both residential and industrial
 - e. Promote the area to attract business development
 - f. Streamline development/zoning processes
5. **What action should Clearwater County focus on most to create a more favorable environment for businesses growth and attraction?**
 - a. Attract larger shopping stores (Walmart, Costco, Superstore) to keep money here and be more attractive to young families
 - b. Work on being more attractive to young families (employees) with better shopping, recreation facilities, and affordable housing
 - c. Broadband for business and residents
 - d. Lower taxes
 - e. Promote the area by attending trade shows and contacting businesses to invite them here
6. **Please share any other comments about economic development in Clearwater County?**
 - a. Bring in big box stores
 - b. A large truck stop would work
 - c. Are bylaws too restrictive to allow growth?
7. **What can local residents do to help create a better pro-business growth atmosphere in Clearwater County?**
 - a. Promote successes more
 - b. Bring in big box stores
 - c. Shop local
 - d. Discuss why the community needs growth



Summary of Discussions with Realtors and Land Appraiser

The Economic Development Officer met with four local Real Estate Agencies and a property appraiser to discuss what potential buyers or developers of commercial and industrial land look for when inquiring about property in Clearwater County compared to development in surrounding municipalities. The following is a summary of the Realtors' and the Appraiser's input.

- Sales have been very slow over the past 4 years.
- Businesses can buy and build anywhere, but they want at least one of the following in the nearby area of their development. Businesses tend to develop where:
 - o Their customers are located, and/or
 - o Their employees with the needed skills are located, and/or
 - o They can access needed resources (natural resources, transportation, land...)
- A lack of available land and buildings was an obstacle to growth during the 2002 – 2007 oil boom and prevented development in the 2009 – 2014 boom. This shortage was for residential, commercial and industrial land. This trend is present to this day, where the lack of choice is detrimental to potential developers and local businesses looking to expand.
- Lack of serviced land is unattractive to developers and businesses coming from urban areas.
- While unserviced lots are less expensive, along the Highway 2 corridor there are almost no industrial lots that are unserviced. Demand seems to be for serviced land.
- Lack of low cost housing or rental properties is a deterrent to businesses developers. There are too few places for their employees to live locally. Business likes to be close to where qualified employees live because it reduces costs for attraction and retention.
- Lack of supply drives up prices, making us uncompetitive with surrounding communities.
- There is a lack of housing for aging population (55+ group).
- Lack of high speed internet is an obstacle for both industrial and residential purchasers.
- There is a growing need for small businesses to rent suitable properties as they move off their farm/acreage and try to grow. Highway frontage for access and visibility is important to this group.
- The area has a poor reputation with developers. This reputation has been for over 20 years.
 - o Difficulties with zoning or planning permits in the region
 - o Residents actively campaigning against development and business growth
- Working with County Administration has generally been a good experience.
- If almost no development is happening, does this indicate that a development plan is not doing what it is supposed to do? (discussion raised regarding Nordegg specifically)
- Developed and zoned land is not a guarantee to attract business, but having no developed land is almost a guarantee to not attract business. Surrounding communities have land ready for business to buy and build.
- Solutions will require the cooperation of the Town and the County as one will not grow without the other.

Summary of the Investment Readiness Assessment

In 2018 Clearwater County, with support from a CARES Grant through CAEP and the Ministry of Economic Development and Trade, performed an Investment Readiness Assessment with the assistance of McSweeney & Associates.

The Investment Readiness Assessment involved performing a walk through of the County assets and abilities to attract business to the area. McSweeney & Associates created a mock Request For Proposal (RFP) of a small machine parts manufacturer with about 20 employees looking for a place to establish itself. The RFP provided details about the business requirements regarding land, buildings, utilities, work force skills and experience, transportation access, and community facilities and amenities. The County supplied information about land availability, zoning processes, costs, time frame for approvals, utilities, community resources and amenities, and demographic trends for the region, including skills and education.

McSweeney & Associates staff came out and visited the proposed development site, and interviewed County staff, local utility and service providers, and a local company that employs staff with similar experience as to the simulated business.

A summary of the results of the Investment Readiness Assessment include:

The County needs a comprehensive community profile to better communicate its advantages and assets to potential investors. A community profile can help the County understand what industries to target that will have the greatest opportunity for success. It can also help identify who the County's main competitors are and what advantages or disadvantages other municipalities have. A lack of land that is zoned, serviced and shovel ready is a significant barrier to businesses coming here, or even for local businesses to expand. Business owners typically want to purchase land and start building immediately, not go through a re-zoning process and the installation of utilities and services. There are many communities that are development ready where a business can purchase land and start building in just a few months, and those will be first on the list of choices.

Ideally, there should be a variety of land sizes and building types available to purchase or lease to attract businesses to the area. Having only one type of land available limits the diversity of businesses willing to come to the County. Land with minimal services has limited uses and is attractive to a narrow number of businesses, often more focused on bare industrial land than on creating jobs.

A website specifically for economic development may be required. This site would have and present relevant and up-to-date information to potential investors and developers, including maps for zoning and services, demographic trends, labour force information and current business statistics. It could also be used to target specific industries and businesses that the County is trying to attract. An economic development website would serve a different audience than the traditional municipal website meant for the County's ratepayers.

Clearwater County Economic Development Strategy

27

Summary of Investment Readiness Assessment - Continued

The municipality may want to look beyond just being ready for business development and also review what helps businesses to attract and retain the skilled employees they need to develop and grow. Businesses want to invest and build in communities where their employees want to reside. This includes looking at housing prices and availability, land available for construction, year-round recreation, health and education facilities, as well as general consumer services and retail amenities. Business needs people available with the appropriate skills to make an investment worthwhile.

McSweeney & Associates presented preliminary results to Council at a workshop and worked with Council and Administration to create some next steps that can be incorporated into an Economic Development Strategy.

These steps proposed at the workshop are:

1. Collect current data concerning population, demographics and business.
2. Develop a complete community profile.
3. Find out the number and type of businesses that are in the County. (licensing or registrations)
4. Create a business database for client and emergency management use.
5. Consider one Economic Development website for the region, name it so it supports growth.
6. Reach out to businesses more. Get stakeholders like the Chambers and the Ignite group together for input.
7. Plan for shovel-ready parcels for both industrial and residential use.
8. Develop consistent positive messaging from Council to ratepayers that economic development is good for the community.
9. Perform an economic base analysis.
10. Review the Investment Attraction Matrix and identify key sectors to focus on.
11. Look at ways to do more strategic planning for economic development together with the neighbors, including first Nations.
12. Review processes and assets to remove barriers for existing businesses.
13. Start regular focus groups/forums for businesses.
14. Review local supply chains and how they could be enhanced.
15. When reviewing Municipal Development Plans consider how business friendly they are.

Prepare for Business Growth
Grow and attract business investment

Prepare for People Growth
Attract and/or develop a skilled workforce to enable business investment and growth

Promote Opportunities
Identify and promote opportunities for business investment






Foster a Culture of Growth
Position and engage the community regarding the benefits of economic development



If you have any comments about this document or would like to learn more about the Economic Development Strategy please contact Clearwater County at 403-845-4444 or e-mail the Economic Development Officer at ecdev@clearwatercounty.ca



DELEGATION

| | | |
|---|---|---|
| SUBJECT: Community Futures Central Alberta – Kelly Kierluk, General Manager | | |
| PRESENTATION DATE: June 25, 2019 | | |
| DEPARTMENT: Delegation | WRITTEN BY: Amber Williams, Admin. Assistant | REVIEWED BY: Rick Emmons, CAO |
| BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation | | |
| LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) | | |
| COMMUNITY BUILDING PILLAR (check all that apply): | | |
| <input type="checkbox"/>  Economic Prosperity <input type="checkbox"/>  Governance Leadership <input type="checkbox"/>  Fiscal Responsibilities <input type="checkbox"/>  Environmental Stewardship <input checked="" type="checkbox"/>  Community Social Growth | | |
| ATTACHMENT(S): <i>PowerPoint Presentation</i> | | |
| STAFF RECOMMENDATION: That Council receives the Community Futures Central Alberta Delegation's information as presented. | | |

BACKGROUND:

Kelly Kierluk, General Manager from Community Futures Central Alberta (CFCA) will provide an overview of the company's operations in Clearwater County.

The CFCA office is a community driven, non-profit organization staffed by business professionals and guided by a volunteer Board of Directors. They provide a wide range of business management tools for people wanting to start, expand, franchise or sell a business. CFCA staff provide small business services including business loans and business grant advice, business and financial planning, skills development and training, and strategic marketing and networking – and are available to work one-on-one to connect people with the right programs and services.

They are aware of the unique characteristics of our local and regional economies, and actively work to develop rural diversification strategies in partnership with business and community leaders, local government, educational institutions, other business lenders and not-for-profits.

Community Futures Central Alberta

Building Communities one idea at a time



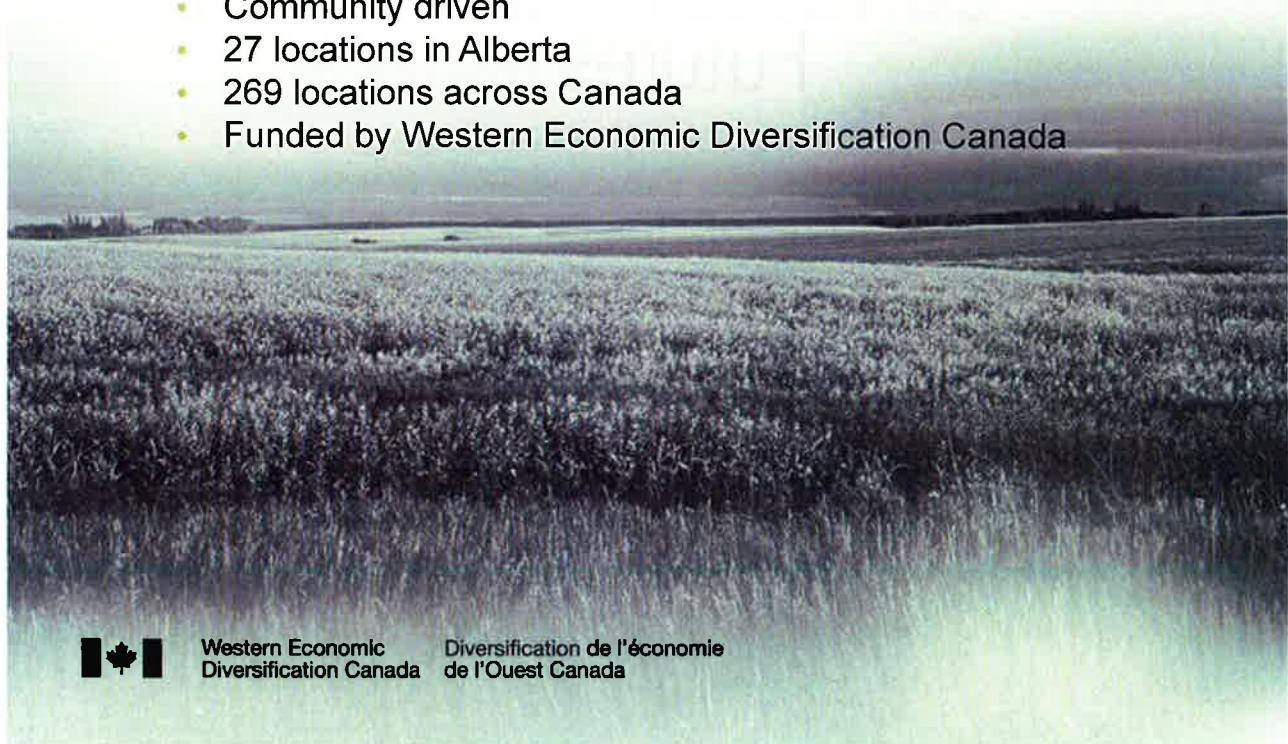
WHO WE ARE:

- Non-profit organization actively engaged in helping rural entrepreneurship and rural diversification
- Guided by a volunteer Board of Directors
- Staffed with business professionals
- Funded by Western Economic Diversification Canada



OUR HISTORY:

- Established in 1985
- Community driven
- 27 locations in Alberta
- 269 locations across Canada
- Funded by Western Economic Diversification Canada

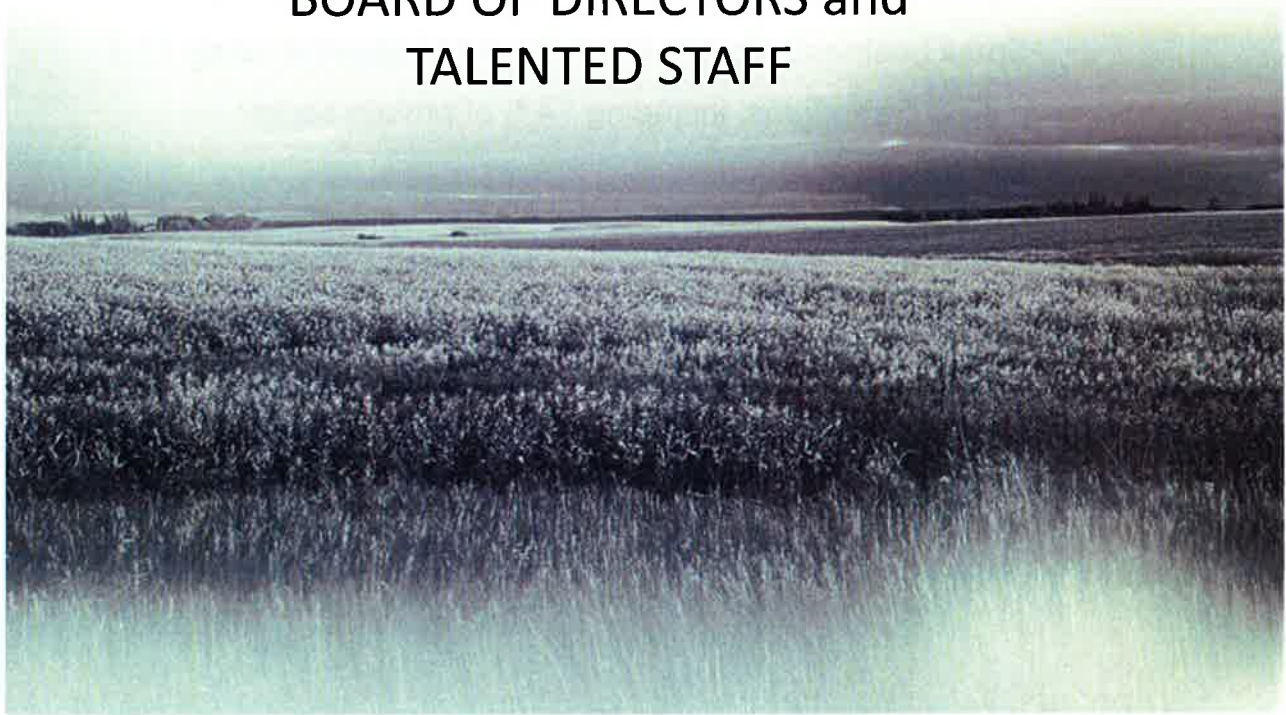


Western Economic
Diversification Canada

Diversification de l'économie
de l'Ouest Canada



OUR DEDICATED
BOARD OF DIRECTORS and
TALENTED STAFF



OUR PURPOSE
“TO EMPOWER ENTREPRENEURS IN EVERY WAY”



FACTS:

- 53.8% of employer businesses in Canada are small businesses with 1-4 employees
- 89.8% of businesses have 1-4 employees at creation
- Small business provide employment to approximately 11.9 million Canadians, including 74% of private sector employees in Alberta

(source: www.ic.gc.ca/sbststatistics)



How we help

- Assistance with Business Planning
- Loans to start, expand or buy a small business
- Advise and assistance to sell or franchise a business
- On-on-one business coaching
- Business & Entrepreneur training courses
- Financial management and marketing workshops
- Networking and Learning events





Community Futures Small Business Loans

We say “yes”, and “how can we help you” when others say “no”.



Business Workshops, Coaching and Advice

We help rural entrepreneurs get started and expand to their full potential

Our focus is on small businesses – key sources of economic growth:

- They can be more flexible and responsive than big business
- They can often create employment amidst layoffs
- If they are well managed, they can seize opportunities

Entrepreneurs with Disabilities Program

Assisting clients to focus on what they can do,
rather than what they can't.



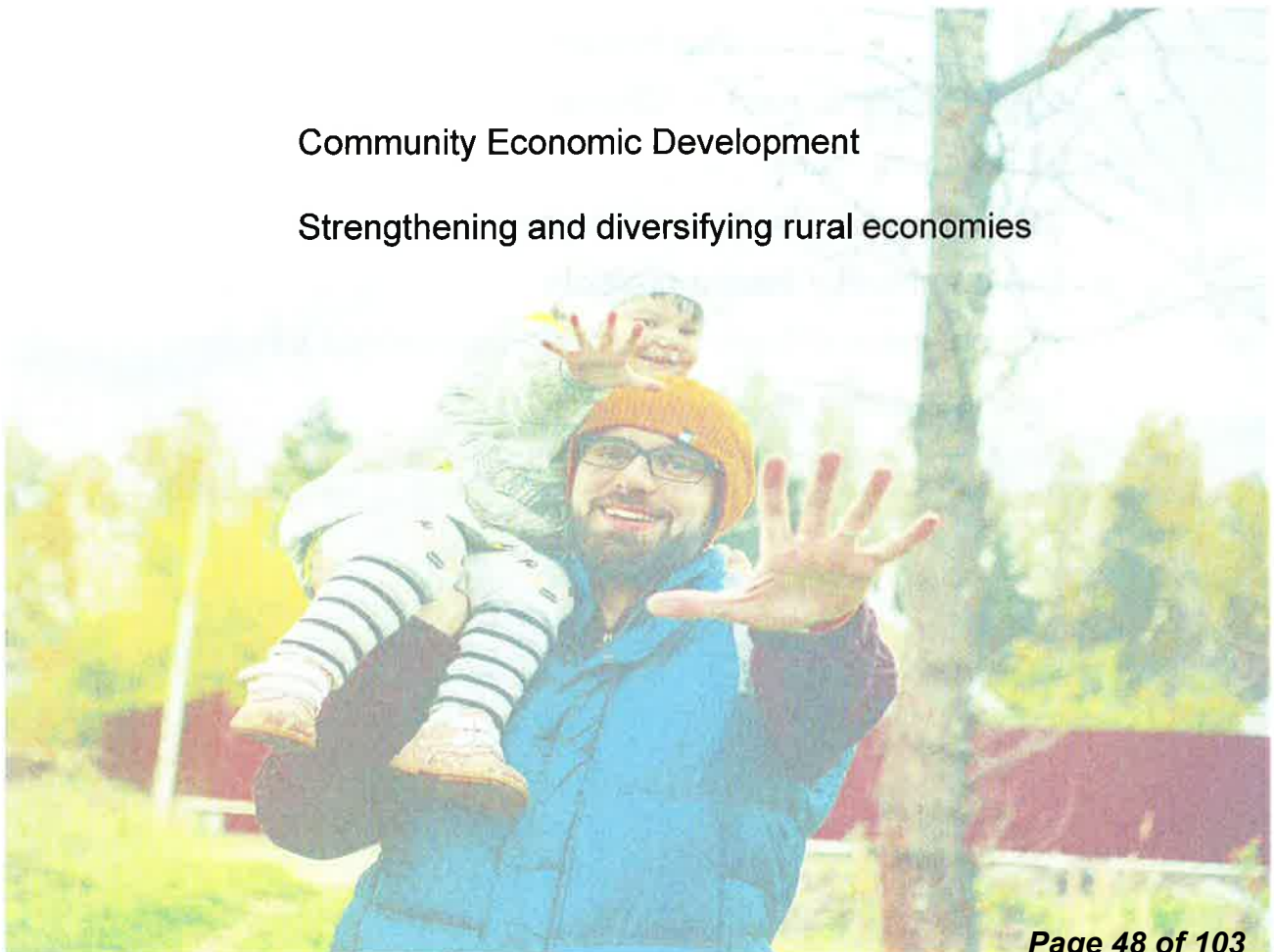



Youth Entrepreneur Program

Turning ideas, energy and drive into reality

Community Economic Development

Strengthening and diversifying rural economies






We help build strong, vibrant, sustainable rural communities through our 'three pillars' approach to community economic development:

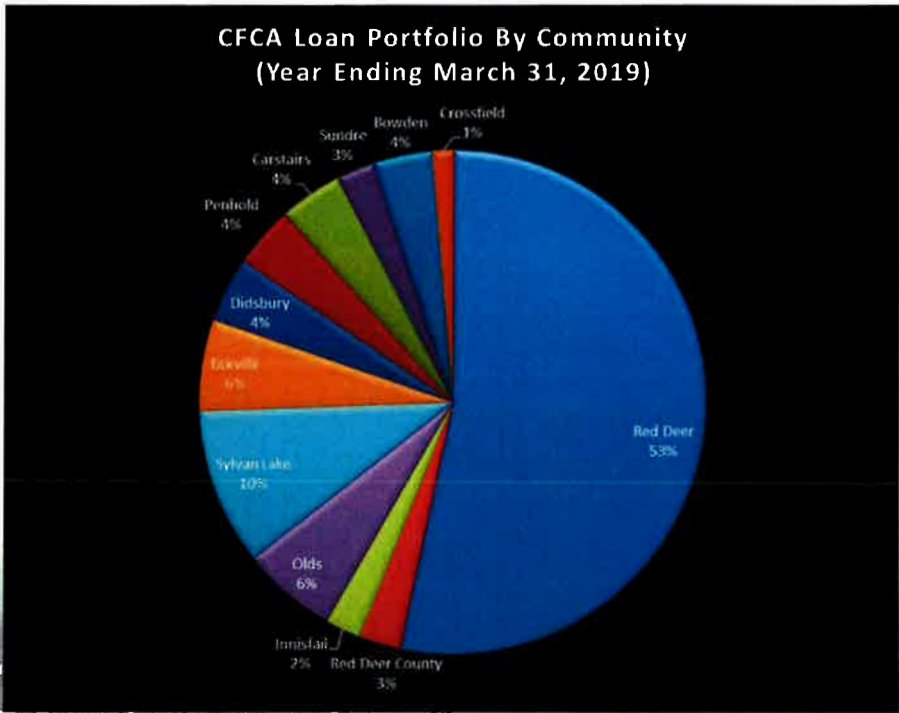
Grow - We connect and build networks of small business leaders and champions who are invested in the local well-being of their community.

Diversify - We support emerging industries and encourage innovative thinking and planning in rural economies.

Lead - We have over 30 years of local experience and partner with respected rural businesses, non-profits and governments to develop a vibrant and sustainable business environment for Alberta entrepreneurs.

Our Impact:

- 5994 Clients served in Alberta
 - \$21M client loans
 - 211 persons with disabilities served
 - 518 community based projects
 - 777 business created/expanded/maintained through business services
 - 9114 hours committed by volunteer board members
- 



Western Economic
Diversification Canada






Diversification de l'économie
de l'Ouest Canada

Contact Us:
Community Futures Central Alberta
5013 49 Avenue
Red Deer, AB T4N 3X1

www.central.albertacf.com



DELEGATION

| | | |
|---|---|---|
| SUBJECT: Waste to Energy Facility Letter of Interest – John Rimmer, Mayor of the Village of Caroline | | |
| PRESENTATION DATE: June 25, 2019 | | |
| DEPARTMENT: Delegation | WRITTEN BY: Amber Williams, Admin. Assistant | REVIEWED BY: Rick Emmons, CAO |
| BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation | | |
| LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) | | |
| COMMUNITY BUILDING PILLAR (check all that apply): | | |
| <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 | | |
| ATTACHMENT(S): <i>PowerPoint Presentation</i> | | |
| STAFF RECOMMENDATION: That Council receives the Waste to Energy Facility Letter of Interest Delegation's information as presented. | | |

BACKGROUND:

John Rimmer, Mayor of the Village of Caroline will present Council with information regarding interest of a Waste to Energy Facility.

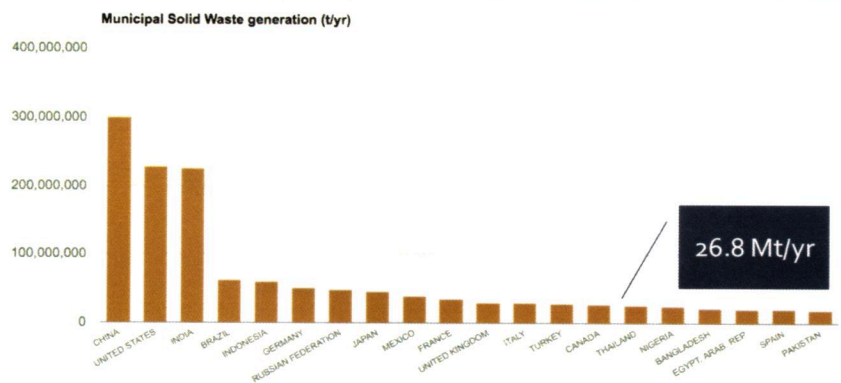


Caroline Waste to Energy (W2E) Project

Clearwater County
June 25th, 2019 Presentation
Mayor John Rimmer, Village of Caroline

Our Waste Problem

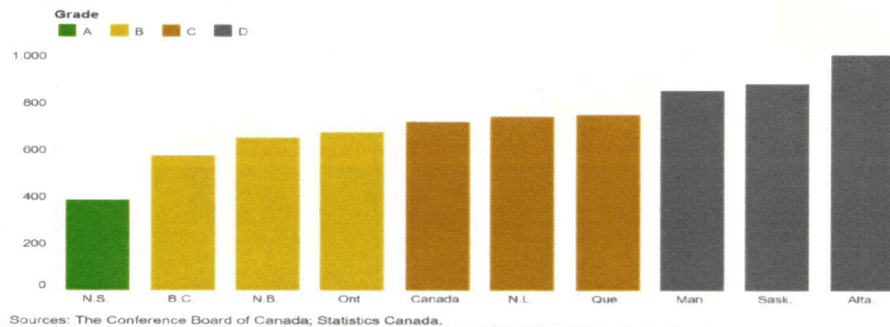
- 35.0M people in Canada, generating 0.85 tons of waste per year each means over 26.8M tons of municipal waste annually, the bulk of which ends up in landfills
- Canadian recycling rates are about 27% so that leaves almost 20M tons of waste going to landfills annually
- 25% of Canada's GHG is emitted by landfills mostly in the form of methane, which is over 20 times more harmful than CO₂ to the atmosphere



Our Waste Problem

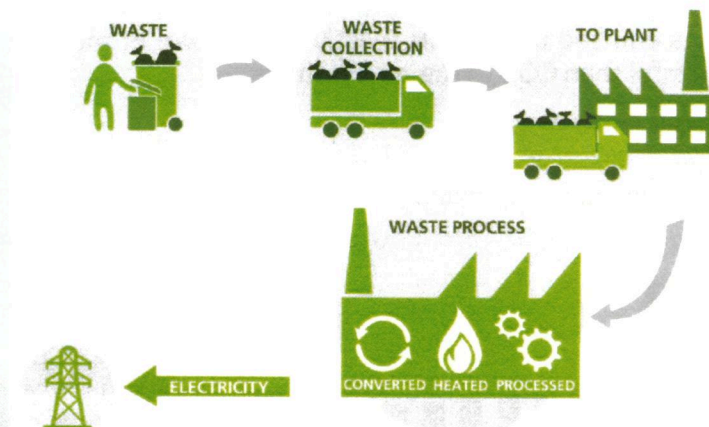
- In Alberta alone, 4.0M people, generating 3.4M tons of waste, at a 27% recycling rate that leaves 2.5M tons of waste going to one of 162 landfills annually
- Although higher environmental standards have been implemented to responsible operations of our landfills, the risk to ground water and fresh water aquifers from contamination increases with time

Waste Generation, Canada and Provinces, 2012
(kilograms un-diverted waste per capita)



GOAL

To demonstrate regionally and provincially the elimination of remote or isolated community municipal solid waste with an appropriate Caroline-based W2E facility in a fiscally viable and environmentally responsible manner



Project Scope

Caroline will deploy a Waste to Energy (W2E) technology to eliminate unrecyclable harmful regional waste

There is an opportunity to include surrounding communities in the creation of an appropriate regional solution

Communities identified as potential beneficiaries/supporters of a Caroline W2E Project:

- **Clearwater County**
- Sundre
- Rocky Mountain House
- Mountain View County
- Red Deer County



Key Objectives

- Demonstrating the benefits regionally of eliminating harmful waste with current proven W2E technology
 - Can a Caroline-led W2E Project resolve current waste management partners / public concerns?
 - What is the composition of waste that could be redirected to a Caroline W2E Facility?
 - What direct and indirect benefits can be realized for our region?
- Determine favourable terms for Collaboration
 - What type of contractual agreement(s) would be most appropriate?
 - Can a Letter of Support for Caroline W2E Project be obtained prior to August 1, 2019?
- Further assess feasibility of preferred technology* and conduct preliminary engineering activities

Project Design



Unsorted MSW



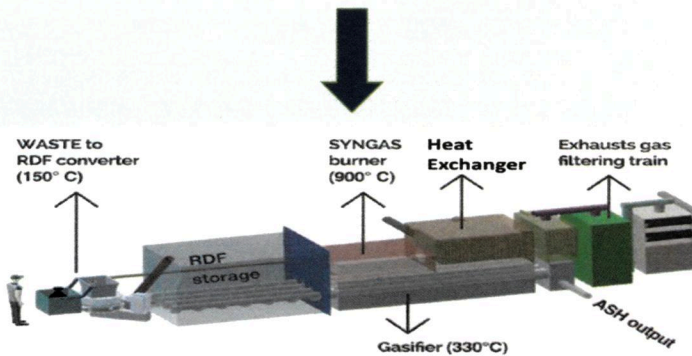
Plastics



Medical Waste



Agriculture Waste



No preparing,
No sorting,
100% enclosed






Project Design

- Preferred technology is from European manufacturer with patented technology for the processing and preparation of Municipal Solid Waste (MSW) as feed stock for the generation of electrical power
- Manufacturer will fabricate and install the system
- The system has no odors, does NOT use incineration, and has almost zero emissions





DELEGATION

| | | |
|--|---|---|
| SUBJECT: STARS – Glenda Farnden, Senior Municipal Relations Liaison | | |
| PRESENTATION DATE: June 25, 2019 | | |
| DEPARTMENT: Delegation | WRITTEN BY: Amber Williams, Admin. Assistant | REVIEWED BY: Rick Emmons, CAO |
| BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation | | |
| LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) | | |
| COMMUNITY BUILDING PILLAR (check all that apply): | | |
| <input checked="" type="checkbox"/>  Economic Prosperity <input checked="" type="checkbox"/>  Governance Leadership <input checked="" type="checkbox"/>  Fiscal Responsibilities <input type="checkbox"/>  Environmental Stewardship <input checked="" type="checkbox"/>  Community Social Growth | | |
| ATTACHMENT(S): | | |
| <ol style="list-style-type: none"> 1. PowerPoint Presentation 2. Letter to Council | | |
| STAFF RECOMMENDATION: | | |
| That Council receives the STARS Delegation's information as presented. | | |

BACKGROUND:

Glenda Farnden, Senior Municipal Relations Liaison from STARS foundation will present an annual update on how funding from Clearwater County Council has supported STARS, as well as some current statistics on STARS activity throughout Clearwater County.

Plaque presentation to Clearwater County Council for their steadfast commitment to STARS for the 2019 contribution of \$2.00 per capita in the amount of \$23,894.00.



WE ARE ALL STARS

BORN OUT OF NECESSITY



Dr. Greg Powell

STARS Founder

- * Alberta – 50% higher trauma-related deaths
- * Lions of Alberta Foundation provided funding
- * Originally named Lions Air Ambulance Service

ONE FATEFUL DAY December 1, 1985 STARS 1st Mission

- * Critically ill newborn in rural Alberta
- * Radically changed the delivery of critical care in Alberta
- * 50+ missions in the 1st year of service
- * 2,999 missions flown (FY 2017/2018)



Kelly Waldron, STARS 1st Patient

TODAY TOMORROW THE FUTURE

- * 6 STARS Bases (AB / SK / MB)
- * Serving 4 Provinces across Western Canada
 - * (includes eastern BC)
- * 3 Provincial Government Affiliation Agreements
- * 8 missions per day (average)
 - * 5 missions per day in Alberta
- * 11 Helicopters in the fleet
- * Surpasses 40,000 missions flown since 1985



Andrea Robertson
STARS President & CEO

2018 AMTC SIM CUP WORLD CLASS CHAMPIONS!

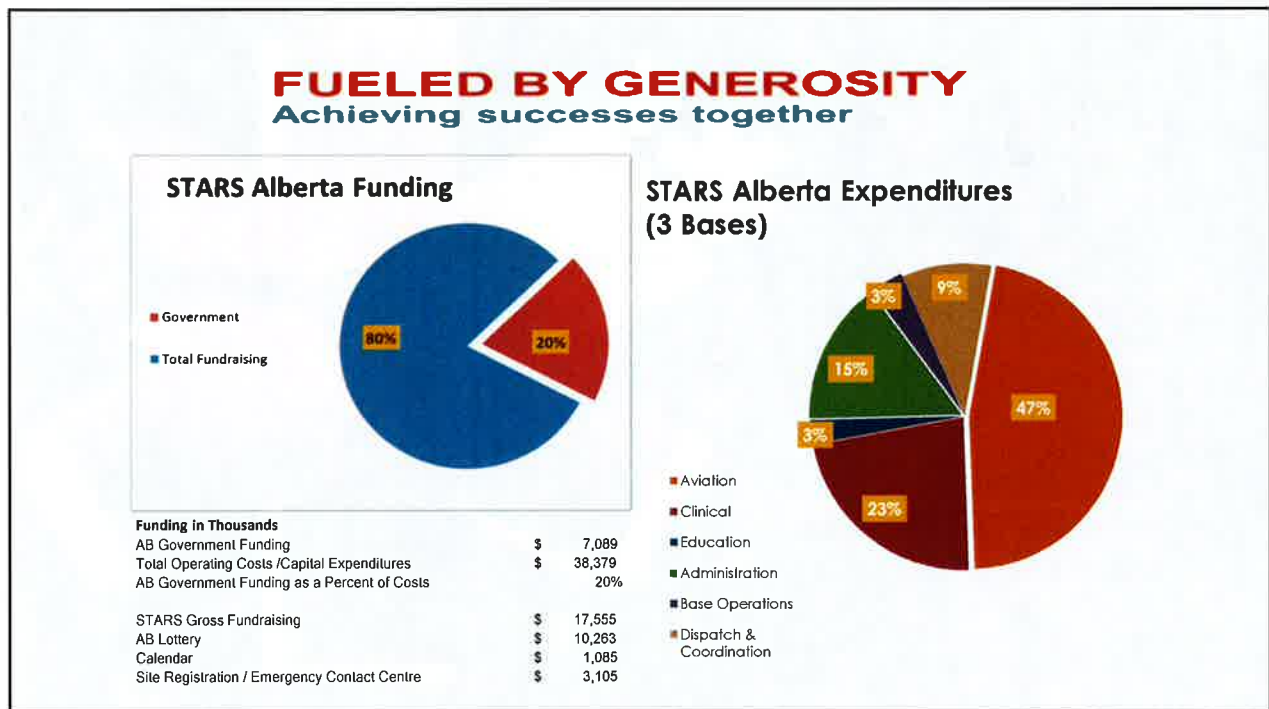


2018 Mobile Education
RMH Hospital

- Medical - Feb.
- RHPAP - Oct.

2018 Landing Zone/Safety Training
 Caroline Fire Dept.
 Condor Fire Dept.
 Nordegg Fire Dept.
 O'Chiese Fire Dept.

STARS CREW
JENNY THORPE, FLIGHT NURSE & MATT HOGAN, FLIGHT PARAMEDIC



| CLEARWATER COUNTY @ June 15, 2019 * served by 2 bases – Edmonton and Calgary | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | TOTAL |
|--|-----------|-----------|-----------|-----------|-----------|----------|------------|
| Near Caroline | 6 | 5 | 4 | 5 | 4 | | 24 |
| Near Cline River | | | | | 1 | 1 | 2 |
| Near Condor | 1 | | | | 2 | | 3 |
| Near Nordegg | 4 | 8 | 6 | 2 | 3 | | 23 |
| O'Chiese F.N. | | | | | 1 | | 1 |
| Rocky Mountain House Inter-facility | 31 | 26 | 18 | 26 | 19 | 4 | 124 |
| Near Rocky Mountain House scene | 12 | 9 | 13 | 4 | 8 | 1 | 47 |
| Near Strachan search & rescue | | | | 1 | | | 1 |
| Sunchild F.N. | 1 | 1 | | 1 | 1 | 2 | 6 |
| Ya-Ha-Tinda Ranch | | | | | 3 | 1 | 4 |
| TOTAL Annual avg. approx. 45 missions per year | 55 | 49 | 41 | 39 | 42 | 9 | 235 |

* Based on avg. missions represents over \$300K in services per year (mission-related costs only)

Airbus H145 THE FUTURE

- * **BK117's**
 - * End of life / costly to maintain
- * **Unified Fleet / Best Practice**
 - * Sustainability, operational safety, cost control
- * **Purchase (3) Airbus H145**
 - * Cash reserves + financing
- * **Build new fleet – one helicopter at a time**
- * **Cost approx. \$13M per helicopter**
- * **Goal of 9 total**
 - * (5)AB (3)SK (1)MB



Clearwater County WE THANK YOU!

- * Commitment to safety & excellence
- * 2019 – Joined Municipal Leaders
- * Positive results! Lives saved!
- * Protect and preserve STARS for the future

OUR REQUEST

- * \$2 per capita annually
- * Standing Motion (emergency protective services)

WE
ARE
ALL
STARS

June 7, 2019

Clearwater County Reeve and Council
Attn: Rick Emmons, CAO
PO Box 550
Rocky Mountain House, AB T4T 1A4

Dear Reeve Duncan and Council Members;

Thank you to the Clearwater County Council and its residents for your steadfast commitment to STARS with your 2019 contribution of \$2 per capita in the amount of \$23,894.00. We are truly grateful to Clearwater County for your leadership and dedication that ensures the safety and a quality of life for your residents.

Clearwater County is a life-saving partner along with rural and urban municipalities across Alberta (including inter-provincial municipalities) that recognizes STARS as a valuable emergency protective services asset for their residents. We thank you for your partnership to safeguard that the highest level of critical care services will continue to be available to Albertans.

I look forward to meeting with your council in the near future to present an annual update and keep your council well informed. In the meantime, please watch for an invitation coming your way, for you and council members to join us for an exciting STARS announcement!

Together we will protect and preserve STARS, today, tomorrow and for the future.






Sincerely,



Glenda Farnden
Senior Municipal Relations Liaison
STARS Foundation



REQUEST FOR DECISION

| | | |
|---|---|--|
| SUBJECT: Clearwater Regional Fire Rescue Services (CRFRS) Deployment Support | | |
| PRESENTATION DATE: June 25, 2019 | | |
| DEPARTMENT: Municipal | WRITTEN BY: Steve Debiegne, CRFRS Fire Chief | REVIEWED BY: Rick Emmons, CAO Christine Heggart, Director Emergency & Legislative Services |
| BUDGET CONSIDERATIONS: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation | | |
| LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) | | |
| COMMUNITY BUILDING PILLAR (check all that apply): | | |
| <input type="checkbox"/>  Economic Prosperity <input type="checkbox"/>  Governance Leadership <input checked="" type="checkbox"/>  Fiscal Responsibilities <input type="checkbox"/>  Environmental Stewardship <input type="checkbox"/>  Community Social Growth | | |
| ATTACHMENT(S): | | |

STAFF RECOMMENDATION:
That Council indicates its continued support for CRFRS deployment program, should requests come through the proper channels in the future, based on full cost recovery model.

BACKGROUND:

At their May 15, 2019 meeting, Clearwater Regional Fire Rescue Services (CRFRS) Advisory Committee members reviewed the background information below and motioned to “recommend to the respective Councils to continue support for CRFRS deployment program if the request is received through the proper channels in the future, based on full cost recovery.”

During the last two wildfire season CRFRS has been requested by the Alberta Office of the Fire Commissioner to deploy a Structure Protection crew and Structural Protection Specialist’s into British Columbia. Along with helping our neighbours in a time of need, these deployments have given our fire crews great experience and utilization of a specialized skill set.

CRFRS Headquarters staff ensured that only one or two people from any one station were deployed at any given time, highlighting the strength of our regional service. During the British Columbia (BC) deployments in 2017 and 2018, we also utilized Mutual Aid partners’ manpower to help argument our crews and assist in building regional depth.

These deployments brought crews closer as gave them an opportunity to spend 7-9 days together. While on deployments all of our crews have been praised by not only the Office of the Fire Commissioner, but locals from the communities in which we have worked within. Below is a breakdown of the previous two years of deployment costs and associated revenues. (Note - updated to include 2017 & 2018 salaries as well as capital expenditures for training props).

| BC Wildfire Deployment Funds | | |
|-------------------------------------|---------------|----------------------|
| 2017 | | |
| Revenue: | | \$ 303,285.38 |
| Monies Spent: | | |
| Salaries | \$ 28,343.00 | |
| Employer benefits | \$ 5,668.60 | |
| Mileage & Meals | \$ 17,175.41 | |
| Contracted Services | \$ 8,655.57 | |
| Materials & Supplies | \$ 6,435.80 | |
| Subtotal Monies Spent | | \$ 66,278.38 |
| Balance remaining 2017 | | \$ 237,007.00 |
| 2018 | | |
| Revenue: | | \$ 278,958.01 |
| Monies Spent: | | |
| Salaries | \$ 61,187.35 | |
| Employer benefits | \$ 12,237.47 | |
| Mileage & Meals | \$ 17,227.83 | |
| Contracted Services | \$ 25,314.51 | |
| Materials & Supplies | \$ 20,731.89 | |
| Subtotal Monies Spent | | \$ 136,699.05 |
| Balance remaining 2018 | | \$ 142,258.96 |
| Burn props purchased | \$ 130,394.50 | |
| Total Funds remaining | | \$ 248,871.46 |

At their June meeting, the CRFRS Advisory Committee is scheduled to review the revised surplus funds summary, in order to provide Councils a recommendation on allocation of funds for a 'legacy' project.

These deployments have been beneficial to our overall effectiveness and have represented our fire service along with our municipal partners very well. Many CRFRS members are holding on to some extra holiday time from their employment, just in case they get an opportunity to deploy in 2019. Clearwater County's Safety Coordinator has confirmed that existing Workers' Compensation Board (WCB) covers members from our Department and any other Fire Department that deploys with us are covered by their Municipality's WCB.

During any deployment, CRFRS Headquarters staff closely monitors local conditions utilizing Alberta Agriculture & Forestry's weather service and are in constant contact with the Rocky Fire Center. This type of deployment brings minimal risk to our region as we only deploy resources if sufficient resources are still available at home, along with a command unit, a trailer, and a portion of our structural protection equipment.

As Council is aware, over the May long weekend CRFRS crews and equipment were requested by the Alberta Office of the Fire Commissioner and deployed to assist the Town of High Level, Alberta. Crews and select equipment were in northern Alberta for approximately three weeks assisting with provincial efforts, with 8-9 CRFRS members and 4-5 mutual aid partners making up three crew shifts.



INFORMATION ITEM

| | | |
|---|---|---|
| SUBJECT: Clearwater Regional Fire Rescue Services (CRFRS) 2019 High Level Deployment | | |
| PRESENTATION DATE: June 25, 2019 | | |
| DEPARTMENT: Municipal | WRITTEN BY: Steve Debienne, CRFRS Fire Chief | REVIEWED BY: Rick Emmons, CAO Christine Heggart, Director Emergency & Legislative Services |
| BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation | | |
| LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) | | |
| COMMUNITY BUILDING PILLAR (check all that apply): | | |
| <input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth | | |
| ATTACHMENT(S): Power Point to accompany this presentation on June 25. | | |

STAFF RECOMMENDATION:
That Council accepts the 2019 High Level Deployment Update for information

BACKGROUND:

On the evening of May 18 Clearwater Regional Fire Rescue Services received a deployment request from the Provincial Operations Center in Edmonton. The request was for a 4- person structure protection crew, structure protection equipment, a 4-person engine crew, and our mechanical spare engine. Within 13 hours of the request our first crew was on the ground in High Level. Two days later we received another request for an additional 4-person structural protection crew and this request was also filled and a third crew was deployed into the area. On May 22 the request came for a single resource, Chief Debienne himself to respond into High Level as a Division Group Supervisor to oversee and triage properties.

This situation stayed very fluid as a few days later one of our crews and the Chief were requested to redeploy into Trout Lake where a wildfire was now afflicting that community. Over the next 2.5 weeks we rotated crews who were made up of Clearwater Regional Fire Rescue Services members, Sylvan Lake Fire Department, Lacombe

County Fire Department, and the City of Lacombe Fire Department. This allowed for us to maintain effective resourcing in High Level with keeping capacity here at home.

Crews were involved in and over seen the protection of many Communities during this deployment this include:

High Level, Dene Tha' First Nation's Bushe River, Tompkins Landing, La Crete Rural, Paddle Prairie and Keg River.

Our crews all worked extremely hard and received many compliments from residents, other fire fighters, Chief Officers, and elected officials on both municipal and provincial levels. As Chief, I am extremely proud of our firefighters, both in deployment as well as those that stayed back keeping our community safe.

As of June 17, we were once again requested by the Provincial Operations Center to deploy a Specialist, 4-person structure protection crew, and structure protection equipment back into the High Level area.



REQUEST FOR DECISION

| | | |
|--|--|---|
| SUBJECT: Subdivision and Development Appeal Board (SDAB) Clerk Appointment | | |
| PRESENTATION DATE: June 25, 2019 | | |
| DEPARTMENT: Municipal | WRITTEN BY: Christine Heggart, Director Emergency & Legislative Services | REVIEWED BY: Rick Emmons, CAO |
| BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation | | |
| LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Municipal Government Act Section 627 .1(1) | | |
| COMMUNITY BUILDING PILLER (check all that apply): | | |
| <input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth | | |
| ATTACHMENT(S): Designated Officer – SDAB Clerk Bylaw 1039/18 | | |

STAFF RECOMMENDATION:

1. That Council appoints Allannah McLean as Alternate Clerk to the Subdivision Development Appeal Board for term effective June 25, 2019 until October 21, 2019.

BACKGROUND:

Council typically appoints SDAB Clerks at their Organizational Meeting in October, but due to a staff transition and a leave of absence, Administration felt it prudent to train and appoint an additional Subdivision and Development Appeal Board Clerk for this year.

Section 627 .1(1) of the Municipal Government Act requires Council authorize the appointment of, one or more clerks of the subdivision and development appeal board as Designated Officer.

BY-LAW NO. 1039/18

A BYLAW OF CLEARWATER COUNTY TO APPOINT A SUBDIVISION AND DEVELOPMENT APPEAL BOARD CLERK AS A DESIGNATED OFFICER AND ASSIGNING THE DUTIES OF THE POSITION.

WHEREAS, Section 210 of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26, as amended, describes the appointment of Designated Officers;

AND WHEREAS, Section 627.1(1) of the *Municipal Government Act* requires Council authorize the appointment of, one or more clerks of the subdivision and development appeal board as Designated Officer.

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

Definitions

1. In this Bylaw:

1.1 "SDAB Clerk" shall mean a person appointed by the municipality by resolution of Council to the position of Designated Officer to carry out the duties and responsibilities of SDAB Clerk under the *Municipal Government Act*.

1.2 "Council" shall mean the Council of Clearwater County.

1.3 "Designated Officer" shall mean the person designated pursuant to section 1.1 herein.

Appointment of Position

2. That the position of SDAB Clerk for Clearwater County is hereby established.

Duties of SDAB Clerk

3. That the SDAB Clerk for Clearwater County is a Designated Officer and shall carry out the duties of SDAB Clerk as described in the *Municipal Government Act*.

Appointment of SDAB Clerk

4. Council will appoint a person(s) by resolution to the position of SDAB Clerk.

Severance

5. If any provision herein is adjudged by a Court of competent jurisdiction to be invalid for any reason, then that provision shall be severed from the remainder of the Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.

Effective Date

7. This Bylaw shall come into force upon third and final reading.

READ A FIRST TIME 23rd day of January, 2018.

READ A SECOND TIME this 23rd day of January, 2018.

PERMISSION FOR THIRD READING this 23rd day of January, 2018.

READ A THIRD time and finally passed this 23rd day of January, 2018.








REEVE



CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

| | | |
|---|--|---|
| SUBJECT: DRAFT Municipal District (MD) of Bighorn and Clearwater County Intermunicipal Collaboration Framework (ICF) | | |
| PRESENTATION DATE: June 25, 2019 | | |
| DEPARTMENT: Municipal | WRITTEN BY: Christine Heggart, Director Emergency & Legislative Services | REVIEWED BY: Rick Emmons, CAO |
| BUDGET CONSIDERATIONS: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation | | |
| LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Municipal Government Act s. 708.28(4)(b) | | |
| COMMUNITY BUILDING PILLAR (check all that apply): | | |
| <input type="checkbox"/>  Economic Prosperity <input type="checkbox"/>  Governance Leadership <input checked="" type="checkbox"/>  Fiscal Responsibilities <input type="checkbox"/>  Environmental Stewardship <input type="checkbox"/>  Community Social Growth | | |
| ATTACHMENT(S): Draft MD of Bighorn and Clearwater County ICF | | |

STAFF RECOMMENDATION:

1. That Council reviews, amends as appropriate and accepts in principle the Draft MD of Bighorn and Clearwater County ICF.

BACKGROUND:

As Council is aware, the modernized Municipal Government Act (MGA) requires the creation and adoption of Intermunicipal Collaboration Framework (ICF) agreements and associated Intermunicipal Development Plans (IDP), required to be completed by April 1, 2020.

Subsequent *Ministerial Order MSL:047/18* allows for IDP exemptions for rural to rural municipalities if the borders are in whole provincial or federal crown lands. To date, Clearwater County has received notification of exemption from IDPs with Improvement District (ID) 9 (Banff), ID 12 (Jasper), Summer Village of Burnstick Lake, Yellowhead County and Brazeau County.

We are still awaiting response from Municipal Affairs as to whether the IDP exemption request with MD of Bighorn will be accepted. Due to the nature of the borders between the two municipalities and limited deeded lands, there is a probability that the Province would consider additional Ministerial Order to allow for this type of exemption.

Council concluded its IDP/ICF with Village of Caroline in May 2019 and is currently working with the Town of Rocky Mountain House on ICF creation, with anticipated adoption in early 2020.

Members of Administration have met over the last few months with Wetaskiwin County, Mountain View County, Red Deer County, Brazeau County and MD of Bighorn to discuss process and begin drafting IDPs/ICFs for Council(s) consideration – which are in various stages of development currently.

It is Administration's intention to meet with Yellowhead, Lacombe and Ponoka Counties in the coming months to begin the ICF/IDP development process as well. ICFs with the IDs will likely come as a draft template from Municipal Affairs staff, for Council's consideration.

Due to the vast number of IDP/ICFs required for many rural to rural municipalities, an option of one-year extension to April 2021 was also included in the Ministerial Order. This extension application requires consent of both Council(s) by resolution to apply. By the end of 2019, Administration will evaluate if any extensions are required and, if so, request Council's consideration for resolution(s) at that time.

Attached to this RFD is a draft of the MD of Bighorn and Clearwater County ICF for Council's consideration. At their June 11, 2019 meeting the MD of Bighorn Council received the draft ICF as information with no changes proposed to the document. Once both Councils are comfortable with the draft ICF, Administration will proceed with development of ICF Bylaw.



Intermunicipal Collaboration Framework

Between

The Municipal District of Bighorn

(hereinafter referred to as “the M.D.”)

and

Clearwater County

(hereinafter referred to as “the County”)

WHEREAS the M.D. and the County share a common border in Township 31 in Ranges 7 – 11, west of the Fifth Meridian;

AND WHEREAS the M.D. and the County share common interests and are desirous of working together to provide services to their ratepayers, if there are reasonable and logical opportunities to do so;

AND WHEREAS, the Municipal Government Act stipulates that municipalities that have a common boundary must create a framework with each other to:

- provide for the integrated and strategic planning, delivery and funding of intermunicipal services;
- steward scarce resources efficiently in providing local services; and
- ensure municipalities contribute funding to services that benefit their residents;

NOW THEREFORE, by mutual covenant of the Municipal District of Bighorn and Clearwater County, it is agreed as follows:

A. DEFINITIONS

- 1) In this Agreement
 - a. "Framework" means the Intermunicipal Collaboration Framework between the M.D. and the County, as required under Part 17.2 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta.
 - b. "Services" means those services that both parties must address within the Framework, which are:
 - i. -transportation
 - ii. -water and wastewater
 - iii. -solid waste
 - iv. -emergency services
 - v. -recreation
 - vi. -any other services that might benefit residents in both municipalities.
 - c. "Year" means the calendar year beginning on January 1st and ending on December 31st.

B. TERM AND REVIEW

- 1) In accordance with the Municipal Government Act, this is a permanent Agreement and shall come into force on final passing of the bylaws by both the M.D. and the County.
- 2) This Agreement may be amended by mutual consent of both parties unless specified otherwise in this Agreement.
- 3) It is agreed by the M.D. and the County that the Intermunicipal Collaboration Committee shall meet at least once every four years to review the terms and conditions of the agreement; the four years intended to coincide with the elected term of office.

C. INTERMUNICIPAL COOPERATION

- 1) The M.D. and the County agree to create a recommending body known as the Intermunicipal Collaboration Committee (hereinafter referred to as "the ICC").
- 2) The ICC will meet as required to develop recommendations to the respective Councils on all matters of strategic direction and cooperation affecting both the M.D. and County residents, except matters where other current operating structures and mechanisms are operating successfully. The topics to be discussed may include:

- a) Long-term strategic growth plans for the M.D. and the County, as may be reflected in the Municipal Development Plans, Area Structure Plans and other strategic studies;
 - b) Intermunicipal and regional transportation issues including the transportation corridors and truck routes;
 - c) Prompt circulation of major land use, subdivision and development proposals in either municipality which may impact the other municipality; and
 - d) The discussion of intermunicipal or multi-jurisdictional issues.
- 3) The ICC shall consist of four members, being two Councillors from the M.D. and two Councillors from the County.
 - 4) The Chief Administrative Officers will be advisory staff to the Committee, responsible to develop agendas and recommendations on all matters, and for forwarding all recommendations from the ICC to their respective Councils.
 - 5) Meetings of the ICC can be called by either party to this Agreement, by serving written notice on the other party, advising the reason for requesting a meeting and providing options for meeting dates. The parties shall jointly determine a meeting date, which shall be held within thirty (30) days of the written notice being served.

D. MUNICIPAL SERVICES

- 1) The M.D. and the County have agreed that each municipality will provide the following services for their residents:

The M.D. of Bighorn

- o Transportation
- o Water and Wastewater
- o Solid Waste
- o Emergency Services
- o Recreation

Clearwater County

- o Transportation
- o Water and Wastewater
- o Solid Waste
- o Emergency Services
- o Recreation

- 2) The M.D. and the County have a history of working together with urban municipalities either within or adjacent to their respective municipal boundaries to provide municipal services to the residents, with the following services being provided directly or indirectly, in whole or in part, to their ratepayers:

- The M.D. of Bighorn has agreements with its urban partners to provide the following services (including but not limited to):
 - o Family and Community Support Services (Towns of Canmore and Cochrane);
 - o Fire Suppression (Towns of Canmore and Cochrane; Village of Cremona);
 - o Library (through the Marigold Regional Library System);

- Recreation Services (Towns of Canmore and Cochrane);
 - Water and Wastewater (Town of Canmore);
 - Cemetery (Town of Canmore);
 - Seniors' Housing (through the Bow Valley Regional Housing Commission);
 - and
 - Solid Waste and Recycling: (through the Bow Valley Waste Management Commission [Class III landfill services])
- Clearwater County has agreements with their urban partners to provide the following services (including but not limited to):
 - Airport (through Rocky Mountain House Airport Commission);
 - Emergency Management Services (through Clearwater Regional Emergency Management Agency);
 - Family and Community Support Services (through Clearwater Regional FCSS);
 - Fire (through Clearwater Regional Fire Rescue Service);
 - Library (through the Parkland Regional Library System);
 - Recreation Services (agreement with Town of Rocky Mountain House and the Village of Caroline);
 - Wastewater (through agreement with Town of Rocky Mountain House);
 - Enforcement (through funding agreement for 3.5 RCMP administration positions in Rocky Mountain House detachment);
 - Seniors' Housing (through the Rocky Seniors' Housing Council); and
 - Solid Waste and Recycling (through the Rocky Mountain Regional Solid Waste Authority)
- 3) Although the M.D. and the County have a history of working together on a number of issues and common interests, it has been determined that the following services are best delivered independently, by each of the two municipalities, to their respective ratepayers:
- Transportation services
 - Water and Wastewater
 - Solid Waste
 - Emergency Services
 - Recreation

It is noted that the northern region of the M.D. and the adjoining southern region of the County are primarily Crown lands that are both protected from development and sparsely populated, if inhabited permanently at all. Therefore, there are no

opportunities for intermunicipal collaboration that can be identified between the M.D. and the County, for the above-noted services.

E. FUTURE PROJECTS & AGREEMENTS

- 1) In the event either municipality initiates the development of a new project and/or service that would benefit from a cost-sharing agreement, the initiating municipality's Chief Administrative Officer will notify the other municipality's Chief Administrative Officer, providing the rationale as to why that project/ service has a benefit to both municipalities.
- 2) Once either municipality has received written notice of new project/service, an ICC meeting must be held within Thirty (30) calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.
- 3) The ICC will be the forum used to address and develop future mutual aid agreements and/or cost sharing agreements. In the event the ICC is unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Section G of this document.

F. INDEMNITY

- 1) The M.D. shall indemnify and hold harmless the County, its employees and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of Clearwater County, its employees or agents in the performance of this Agreement.
- 2) The County shall indemnify and hold harmless the M.D., its employees and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the Municipal District of Bighorn, its employees or agents in the performance of this Agreement.

G. DISPUTE RESOLUTION

- 1) The ICC will meet and attempt to resolve any disputes that may arise under this Framework.
- 2) In the event the ICC is unable to resolve a dispute, the parties will follow the process outlined in the Model Default Dispute Resolution Provisions in the Intermunicipal Collaboration Framework Regulation, being Alberta Regulation AR 191/2017, as amended or replaced from time to time.

H. OTHER PROVISIONS

- 1) **Further Assurances.** The Municipalities covenant and agree to do such things and execute such further documents, agreements and assurances as may be reasonably necessary or advisable from time to time to carry out the terms and conditions of this Framework and/or any of its sub-agreements in accordance with their true intent.

- 2) **Assignment of Framework.** Neither Municipality will assign its interest in this Framework.
- 3) **Notices.** Any notice required to be given hereunder by any Municipality will be deemed to have been well and sufficiently given if it is delivered personally or mailed by pre-paid registered mail to the address of the Municipality for whom it is intended. A notice or other document sent by registered mail will be deemed to be sent at the time when it was deposited in a post office or public letter box and will be deemed to have been received on the fourth business day after it was postmarked.
- 4) **Entire Framework.** This Framework and any attached sub-agreements thereto constitute the entire Framework between the Municipalities relating to the subject matter contained within them and supersedes all prior understandings, negotiations and discussions, whether oral or written, of the Municipalities in relation to that subject matter. There are no warranties, representations or other agreements among the Municipalities in connection with the subject matter of the Framework except as specifically set forth within them.
- 5) **Unenforceable Terms.** If any term, covenant or condition of this Framework and any sub-agreements attached thereto, or the application thereof to any Municipality or circumstance is invalid or unenforceable to any extent, the remainder of this Framework or the application of such term, covenant or condition to a Municipality or circumstance other than those to which it is held invalid or unenforceable, will not be affected thereby and each remaining term, covenant or condition of this Framework will be valid and enforceable to the fullest extent permitted by law.
- 6) **Amendments.** This Framework and any attached sub-agreements thereto may only be altered or amended in any of its provisions when any such changes are put in writing and signed by all of the Municipalities. (See also Section B of this Framework).
- 7) **Remedies Not Exclusive.** No remedy herein conferred upon any Municipality is intended to be exclusive of any other remedy available to that Municipality but each remedy will be cumulative and will be in addition to every other remedy given hereunder or now or hereafter existing by law or in equity or by statute.
- 8) **No Waiver.** No consent or waiver, express or implied, by any Municipality to or of any breach or default by any other Municipality, in the performance by such other Municipality of their obligations hereunder will be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by such Municipality. Failure on the part of any Municipality to complain of any act or failure to act of another Municipality or to declare such Municipality in default, irrespective of how long such failure continues, will not constitute a waiver by such Municipality of its rights hereunder.
- 9) **Counterparts.** This Framework and any attached sub-agreements thereto may be executed in several counterparts each of which when so executed, will be deemed to be an original. Such counterparts will constitute the one and same instrument as of their Effective Date.

10) **Governing Law.** This Framework will be exclusively governed by and construed in accordance with the laws of the Province of Alberta.

11) **Time.** Time will be of the essence for this Framework.

12) **Binding Nature.** This Framework will be binding upon the Municipalities and their respective successors and permitted assigns.

H. CORRESPONDENCE

1) Written notice under this Framework shall be addressed as follows:

a. In the case of the Municipal District of Bighorn, to:

The Municipal District of Bighorn No. 8
c/o Chief Administrative Officer
Box 310, Exshaw, Alberta, T0L 2C0

b. In the case of Clearwater County, to:

Clearwater County
c/o Chief Administrative Officer
Box 550
Rocky Mountain House, Alberta, T4T 1A4

IN WITNESS WHEREOF the Municipalities have hereunto executed this Framework under their respective corporate seals and by the hands of their proper officers duly authorized in that regard.

Signed this ___ day of _____, 2019 in _____, Alberta.

CLEARWATER COUNTY

MUNICIPAL DISTRICT OF BIGHORN

Per:

Per:

Jim Duncan, Reeve

Dene Cooper, Reeve

Rick Emmons, C.A.O.

Robert Ellis, C.A.O.

ATTACHED SCHEDULES:

SCHEDULE "A": Council bylaws adopting the Framework **Schedule "A" to come**



REQUEST FOR DECISION

| | | |
|---|--|---|
| SUBJECT: Bylaw 1068/19 to Rescind Bylaw 1017/16 | | |
| PRESENTATION DATE: June 25, 2019 | | |
| DEPARTMENT: Corporate Services | WRITTEN BY: Murray Hagan, Director | REVIEWED BY: Rick Emmons, CAO |
| BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation | | |
| LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) MGA S191 | | |
| COMMUNITY BUILDING PILLAR (check all that apply): | | |
| <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 | | |
| ATTACHMENT(S): Bylaws 1068/19 & 1017/16 | | |

STAFF RECOMMENDATION:

That Council considers giving first reading to Bylaw 1068/19.

BACKGROUND:

Bylaw 1017/16 was given third reading by Clearwater County Council July 26, 2016. The purpose of the bylaw was to facilitate a loan of \$1 Million to the Village of Caroline to provide interim financing for a paving upgrade project on the Village’s main street in the event there was a delay in receiving funding from the province.

In fact, provincial funding was received on a timely basis, and there was no need to extend this loan to the Village of Caroline. As a result, this bylaw serves no further purpose to Clearwater County.

Section 191 of the MGA states that the amendment or repeal must be made in the same way as the original bylaw and is subject to the same consents, conditions, or advertising requirements as the passing of the original bylaw. Should Council grant first reading at this meeting, Administration will advertise the new bylaw for two weeks and bring it back to the July 9 Council meeting for consideration of second and third readings.

**CLEARWATER COUNTY
BYLAW 1017/16**

BEING A BYLAW OF CLEARWATER COUNTY IN THE PROVINCE OF ALBERTA TO AUTHORIZE AN INTEREST FREE INTERIM FINANCING LOAN TO THE VILLAGE OF CAROLINE FOR THE PURPOSE OF PROVIDING FUNDS FOR THE VILLAGE OF CAROLINE'S MAIN STREET PAVING PROJECT.

WHEREAS pursuant to Section 264(1)(a)(2) of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, a municipality may lend money to a non-profit organization if the municipality's council considers that the money loaned will be used for a purpose that will benefit the municipality;

AND WHEREAS this Bylaw was advertised in accordance with Section 265(3) of the *Municipal Government Act*, R.S.A. 2000 Chapter M-26;

AND WHEREAS Clearwater County Council is satisfied that the Loan will not impact the Clearwater County debt limit in accordance with Section 268 of the *Municipal Government Act*, R.S.A. 2000 Chapter M-26;

AND WHEREAS the Village of Caroline has reached an Agreement with Alberta Transportation (the "**Province**") to share the cost of completing the paving upgrade of the Village of Caroline's Main Street (Provincial Highway 54) (the "**Project**") whereby the Province has agreed to contribute one third of the total Project costs (the "**Province Contribution Amount**");

AND WHEREAS the Province Contribution Amount is approximately One Million Dollars (\$1,000,000.00);

AND WHEREAS the Village of Caroline has requested that Clearwater County provide One Million Dollars (\$1,000,000.00) in interim financing to be used by the Village of Caroline to fund the Project costs in the event that the Province Contribution Amount has not been received by the Village of Caroline within the time frame that the Village of Caroline is contractually obligated to pay contractors working on the Project and the Village of Caroline has no other available funds for the Project (the "**Loan Amount**");

AND WHEREAS the Village of Caroline is a "non-profit organization" within the meaning of Section 241(f)(iii) of the *Municipal Government Act*, R.S.A. 2000 Chapter M-26, as amended;

AND WHEREAS Clearwater County Council considers that the Loan Amount will be used for a purpose that will benefit Clearwater County on the basis that the Village of Caroline's Main Street (Provincial Highway 54) handles regional traffic including traffic from and to Clearwater County;

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

1. Name of the Bylaw

- a. This bylaw may be cited as the "Village of Caroline Interest Free Interim Financing Loan Bylaw".

2. Definitions

- a. **Costs** means costs incurred by the Village of Caroline in the Project;
- b. **Council** means the Clearwater County Council;
- c. **Loan** means the loan from Clearwater County to the Village of Caroline in the maximum amount of One Million Dollars (\$1,000,000.00) to be used by the Village of Caroline to fund the Project costs;
- d. **Loan Agreement** means that agreement attached to this Bylaw as Schedule "A";
- e. **Loan Amount** means One Million Dollars (\$1,000,000.00); and
- f. **Project** means the Village of Caroline Main Street (Provincial Highway 54) paving project.

3. Terms of Loan

- a. Clearwater County will lend to the Village of Caroline the Loan Amount for the purpose of funding the Costs.
- b. The applicable interest rate is 0.0%.
- c. The Loan Amount will be repaid by the Village of Caroline in full upon the earlier of:
 - i. Receipt by the Village of Caroline of the Province Contribution Amount; or
 - ii. December 31, 2016.

(the "Due Date")

in accordance with the terms of the Loan Agreement.

- d. Clearwater County and the Village of Caroline shall enter into the Loan Agreement.
- e. Any portion of the Loan Amount which is not used by the Village of Caroline for the purposes set out in this Bylaw or the Loan Agreement shall be immediately returned to Clearwater County.

4. Source of Loan Amount

- a. The source of the Loan Amount is the "Tax Rate Stabilization Reserve Account" held by Clearwater County. All repayments received from the Village of Caroline shall be returned to this reserve account.

5. Effective Date

- a. This Bylaw comes into full force and effect upon it receiving third reading.

Councillor Earl Graham MOVED first reading of Bylaw 1017/16 on the 14th day of June, 2016 in a duly assembled Council meeting and this motion was

CARRIED



Reeve



Chief Administrative Officer

Councillor John Vandermeer MOVED second reading of Bylaw 1017/16 on the 26th day of July, 2016 in a duly assembled Council meeting and this motion was

CARRIED

Councillor Earl Graham MOVED third and final reading of Bylaw 1017/16 on the 26th day of July, 2016 in a duly assembled Council meeting and this motion was

CARRIED



Reeve



Chief Administrative Officer

Schedule "A"

Loan Agreement

THIS LOAN AGREEMENT entered into as of the 26 day of July, 2016

BETWEEN:

CLEARWATER COUNTY

a municipal corporation pursuant to the *Municipal Government Act*, R.S.A. 2000 Chapter M-26

(hereinafter referred to as the "**Lender**")

- and -

VILLAGE OF CAROLINE

a municipal corporation pursuant to the *Municipal Government Act*, R.S.A. 2000 Chapter M-26

(hereinafter referred to as the "**Borrower**")

WHEREAS the Borrower has requested that the Lender lend to the Borrower amounts up to the aggregate amount of ONE MILLION (\$1,000,000.00) DOLLARS;

AND WHEREAS the Lender agrees to make the aforementioned loan on the terms and subject to the conditions hereinafter set forth;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto covenant and agree with each other, except as otherwise stated, as follows:

1.0 Loan

- 1.1** The Borrower acknowledges the Lender shall advance to the Borrower, from time to time in one or more advances, funds to a maximum sum of ONE MILLION (\$1,000,000.00) DOLLARS (Cdn.) (the "**Loan**"). The Borrower shall provide the Lender with the amount of each advance required from time to time.
- 1.2** The Borrower acknowledges and agrees that it shall use all other funds available to the Borrower for the purpose of funding the Village of Caroline Main Street (Provincial Highway 54) paving project (the "**Project**") before making a request to the Lender for an advance in accordance with Paragraph 1.1 including but not limited to funds available for the Project held by the Borrower and funds received from the Province of Alberta by the Borrower (the "**Province Contribution Amount**").
- 1.3** The Borrower promises to pay to the Lender the aggregate amount of the Loan, together with interest on the Loan calculated from the date of each advance on the advance, at a rate equal to zero percent (0%) per annum both before and after maturity, default and judgment, calculated daily and compounded and payable annually, on the earlier of:
- 1.3.1** within 30 days of receipt of the Province Contribution Amount by the Borrower; or
- 1.3.2** December 31, 2016.
- 1.4** Notwithstanding the foregoing, the Borrower may prepay any portion of the Loan at any time without penalty or bonus.

2.0 Security

- 2.1** There will be no security granted by the Borrower for the repayment of the Loan and the performance of all of the Borrower's obligations under this Agreement.

3.0 Use

3.1 The Loan is to be used exclusively for the costs incurred by the Borrower in relation to the Village of Caroline Main Street (Provincial Highway 54) paving project (the "**Project**").

3.2 Any portion of the Loan which is not used by the Borrower for the Project shall be immediately repayable to Clearwater County.

4.0 General

4.1 The Borrower agrees to pay to the Lender all expenses, including legal expenses, on a solicitor-client full indemnity basis, incurred by the Lender in enforcing payment of the Loan, as set out in Section 1.3 hereof.

4.2 Each of the parties shall, upon the reasonable request of the other party, make, do, execute or cause to be made, done, or executed all such further and other lawful acts, deeds, things, documents and assurances of whatsoever nature and kind for the better or more perfect or absolute performance of the terms and conditions of this Agreement.

4.3 This Agreement shall enure to the benefit of and shall be binding upon the parties hereto and their respective successors and assigns. The Borrower shall not assign this Agreement without the prior written consent of the Lender. The Lender may assign this Agreement without the consent of the Borrower.

4.4 Time shall be of the essence of this Agreement.

4.5 This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta and the federal laws of Canada applicable therein.

4.6 This Agreement may be executed in one or more counterparts by facsimile or by PDF electronic transmission, each of which shall be deemed to be original and which counterparts together shall constitute one and the same agreement of the parties hereto.

4.7 Each of the provisions contained in this Agreement is distinct and severable and a declaration of invalidity or unenforceability of any such provision or part by a court of competent jurisdiction shall not affect the validity or enforceability of any other provision of this Agreement.

4.8 The division of this Agreement into articles, sections and subsections and the insertion of headings is for convenience of reference only and shall not affect the interpretation of this Agreement.

4.9 The Borrower acknowledges that it has had the opportunity to receive independent legal advice with regard to this Agreement, and confirms that it has received such advice or voluntarily waived such right.

4.10 All notices sent pursuant to the terms of this Agreement shall be served by one of the following means:

- a) Personally, by delivering it to the party on whom it is to be served at the address set out herein, provided that such delivery shall be made during normal business hours (8:30 a.m. - 4:30 p.m. on a normal business day excluding weekends and statutory holidays). Personally delivered notice shall be deemed received when actually delivered as aforesaid;
- b) By facsimile or email or by any other like method by which a written or recorded message may be sent, directed to the party upon whom it is to be served at that address set out herein. Notice so served shall be deemed received on the earlier of:
 - i) Upon transmission with answer back confirmation if received within the normal hours of the business day; or
 - ii) At the commencement of the next ensuing business day following transmission with answer back confirmation thereof if not received within the normal hours of the business day;
- c) By single registered mail in a prepaid envelope. Notice shall be deemed received five (5) days after mailing. In the event of postal interruption, no notice sent by means of the postal

system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of the postal interruption shall be deemed to have been received unless actually received.

4.11 Notices shall be sent to the following addresses:

(a) To the Lender:

Clearwater County
Box 550
4340-47 Avenue
Rocky Mountain House, AB T4T 1A4

Via Fax: 403-845-7330
Via E-Mail: rleaf@clearwatercounty.ca

Attention: Chief Administrative Officer

(b) To the Borrower:

Village of Caroline
Box 148
5004-50 Avenue
Caroline, AB T0M 0M0

Via Fax: 403-722-4050
Via E-Mail: cao@caroline.ca

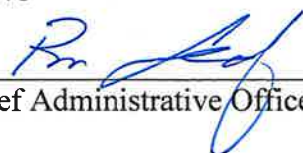
Attention: Chief Administrative Officer

IN WITNESS WHEREOF the parties have executed this Agreement under seal as evidenced by the signatures of their properly authorized officers and representatives in that behalf, as of the day and year first above written.

CLEARWATER COUNTY



Reeve



Chief Administrative Officer

VILLAGE OF CAROLINE



Mayor



Chief Administrative Officer

BYLAW NO. 1068/19

BEING A BYLAW OF CLEARWATER COUNTY, IN THE PROVINCE OF ALBERTA, ENACTED FOR THE PURPOSE OF REPEALING AUTHORIZATION FOR AN INTEREST FREE INTERIM FINANCING LOAN TO THE VILLAGE OF CAROLINE, AS THE BYLAW IS NOW OBSOLETE.

WHEREAS Section 63 of the *Municipal Government Act*, R.S.A. 2000 Chapter M-26, as amended, provides that a Council may by bylaw authorize the revision of all or any of the bylaws of the municipality and that a Council may by bylaw omit and provide for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective;

WHEREAS Section 191 of the *Municipal Government Act*, R.S.A. 2000 Chapter M-26, as amended, provides that if a Council has the power to pass a bylaw under this or any other enactment, it includes a power to amend or repeal the bylaw and the amendment or repeal must be made in the same way as the original bylaw and is subject to the same consents or conditions or advertising requirements that apply to the passing of the original bylaw;

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:

1. Bylaw 1017/16 is hereby repealed.
2. This Bylaw comes into force and effect upon third and final reading.

READ A FIRST TIME this 25 day of June A.D., 2019.

REEVE

CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME this 9 day of July A.D., 2019.

READ A THIRD AND FINAL TIME this 9 day of July A.D., 2019.

REEVE

CHIEF ADMINISTRATIVE OFFICER



Councillor and Board Member 2019 Remuneration Statement

| | |
|---|--------------|
| Name of Councillor / Board Member: | Jim Duncan |
| Date: | June 6, 2019 |
| Signature (Councillor / Board Member): | |

PAYMENT PERIOD

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

| | |
|-------------------------------|----------------------|
| Council Supervision Rate | \$1,105.00 / Monthly |
| Reeve Supervision Rate | \$2,054.00 / Monthly |
| Deputy Reeve Supervision Rate | \$1,105.00 / Monthly |

| Date | Type of Meeting Attended | First 4 Hours \$172.00 | Next 4 Hours \$136.00 | Next 4 Hours \$136.00 | Regular Council Meeting \$308.00 | Breakfast \$11/ Lunch \$16/ Supper \$21.50 | Mileage (km) |
|--------|-------------------------------------|---------------------------|--------------------------|--------------------------|-------------------------------------|--|--------------|
| May 6 | Meet with Developers | | | | | | 40 |
| May 8 | NSWA Board Meeting | X | X | | | | 445 |
| May 9 | Headwaters Alliance | X | X | | | | 247 |
| May 9 | Waste Authority | | | - | | | - |
| May 10 | CFRS Advancement Ceremony | X | | | | | 40 |
| May 14 | Regular Council | | | | X | | 40 |
| May 14 | IDP Public Hearing Caroline | | | X | | | 0 |
| May 15 | Clearwater Trails | X | | | | | 0 |
| May 16 | Checkstop BBQ | | | | | | 80 |
| May 18 | Caroline Parade | X | | | | | 95 |
| May 22 | Mayors and Reeves | X | | | | | 190 |
| May 23 | Rocky-Clearwater ICF | X | | | | | 40 |
| May 24 | CREMA Advisory Committee | X | | | | | 40 |
| May 24 | Headwaters Alliance Conference Call | - | | | | | 0 |
| May 28 | Regular Council | | | | X | | 40 |

(more space on back of page)

Remuneration Calculation (for office use only)

| | | | | | |
|---------------------|--|--|--|---------------------------|--|
| Meetings @ 92.00 = | | | | First 5000 Kms @ \$0.58 = | |
| Meetings @ 172.00 = | | | | Over 5000 Kms @ \$0.52 = | |



May Duncan pg. 3 of 6 15

Councillor and Board Member 2019 Remuneration Statement

| | |
|---|-------------|
| Name of Councillor / Board Member: | Duncan, Jim |
| Date: | |
| Signature (Councillor / Board Member): | |

PAYMENT PERIOD

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

| | |
|--------------------------|----------------------|
| Council Supervision Rate | \$1,105.00 / Monthly |
| Reeve Supervision Rate | \$2,054.00 / Monthly |

| Date | Type of Meeting Attended | First 4 Hours \$172.00 | Next 4 Hours \$136.00 | Next 4 Hours \$136.00 | Regular Council Meeting \$308.00 | Breakfast \$11/ Lunch \$16/ Supper \$21.50 | Mileage (km) |
|------|--------------------------|---------------------------|--------------------------|--------------------------|-------------------------------------|--|--------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

(more space on back of page)

Remuneration Calculation (for office use only)

| | | | | | |
|----|---------------------|----------------|------|---------------------------|----------------|
| 0 | Meetings @ 92.00 = | 0 | 1515 | First 5000 Kms @ \$0.58 = | 878.70 |
| 11 | Meetings @ 172.00 = | 1892.00 | 0 | Over 5000 Kms @ \$0.52 = | 0 |
| 7 | Meetings @ 136.00 = | 952.00 | 0 | Lunch @ 16.00 = | 0 |
| 2 | Meetings @ 308.00 = | 616.00 | | Receipts total = | 145.56 |
| | Supervision = | 2054.00 | | | |
| | TOTAL = | 5514.00 | | TOTAL = | 1024.26 |

Jim Duncan
 May 2019 - Receipts

| Date | Item | Jim's amount | Spouse amount | Receipt total |
|--------|-----------|--------------|---------------|---------------|
| 29-May | Breakfast | 18.90 | | 18.90 |
| 29-May | Supper | 24.12 | 26.93 | 51.05 |
| 30-May | Breakfast | 19.55 | | 19.55 |
| 30-May | Supper | 11.39 | 11.64 | 23.03 |
| 31-May | Supper | 34.49 | 35.64 | 70.13 |
| Total | | 108.45 | 74.21 | 182.66 |

Jim' total to pay: 108.45

Spouse's total to pay (50%): 37.11

Receipt total to pay: 145.56

May 15
Duncan
pg. 5 of 6

CHILI'S TEXAS GRILL
EDMONTON AIRPORT
(780) 890-7705



BAR 120
TORONTO PEARSON INT'L AIRPORT

Server: Cori 2132
Table 19/2
Guests: 1

05/29/2019
8:44 AM
30065

309235 Ronniea

113/2 GST 1
1725
MAY29'19 3:33PM

JUICE 4.00
CLASSIC BREAKFAST 14.00

Complete Subtotal 18.00

Subtotal 18.00
Tax 0.90

Total 18.90

Balance Due \$18.90

Thank You!

We Appreciate Your Business
Enjoy Your Flight!
GST.# 821972338RT0001

DINE IN

**** SEAT 1 ****

1 SAND TURK CLUB 17.00 Spouse
1 CHICKEN WINGS 15.00
1 LG COFFEE LATTE 3.89 Spouse
1 SODA BAR M 3.40

FIRST RND SFTBEV
COKE

39.29 HST 5% 217101 1.96
39.29 HST 8% 217101 3.14

AMOUNT DUE \$44.39

AMOUNT DUE \$0.00

TIP- 6.86

SUBTOTAL 39.29
39.29 HST 5% 217101 1.96
39.29 HST 8% 217101 3.14
AMOUNT DUE \$44.39

51.05

WE WANT TO HEAR YOUR FEEDBACK!

**HOTEL PALACE ROYAL
RESTAURANT LE BEFFROI**
775 H.MERCIER G1R 6A5 QUEBEC

JEU 30 MAI 2019
ADDITION #833704-1
TABLE #63
CLIENT # 2

1 BUFFET ADULTE \$17.00
TAXE FEDERALE \$0.85
TAXE PROVINCIALE \$1.70
TOTAL \$19.55

Exemple de Pourboire: 15.00% \$2.55
Exemple de Pourboire: 20.00% \$3.40

POURBOIRE/TIPS: _____

TOTAL: \$ _____

CHAMBRE/ ROOM NUMBER: _____

NOM VISIBLE/ VISIBLE NAME

SIGNATURE

Heure: 10:07 1 CLIENT
2 ADDITIONS

TPS:142859289 RT0001
TVQ:1022174301TQ0001

VOUS AVEZ ETE SERVI
PAR : MATHIEU BOUCHER

TPS: 0.85 \$ TVQ: 1.70 \$
Total : 19.55 \$
FACTURE ORIGINALE



2019-05-30 10:06:43 MEV:12323901-10272E
RESTAURANT LE BEFFROI
775, AV. HONORE-MERCIER QUEBEC
G1R 6A5

N F Q + X Y - M * U F X

LES FRERES DE LA CÔTE

RESTAURANT FRERES DE LA COTE
1129, RUE ST-JEAN
QUEBEC, TEL. (418) 692-5445

19:03:49 Ven., 31 Mai 2019

#761629

TBL#98-1,2

1 DUMPLING \$12.00
1 PATES FARCIES \$25.00
1 FISH N CHIPS \$24.00

SOUS-TOTAL \$61.00
TPS \$3.05
TVQ \$6.08

TOTAL \$70.13

TPS #138485057RT0001
TVQ #1016866438TQ0001
2 Client

VOUS AVEZ ETE SERVI
PAR: BADOU

TPS: 3,05 \$ TVQ: 6,08 \$
Total : 70,13 \$
FACTURE ORIGINALE



2019-05-31 20:01:47 MEV:11157802-101
RESTAURANT LES FRERES DE LA COTE
9005-4230 QUEBEC INC.
1129, RUE SAINT-JEAN QUEBEC
J L * R X X T L U =

Subway No 13526-0 Tél. 418-694-2149
800 Place Youville
Quebec, Quebec, G1R 3P4
Servi par : 47 30/05/2019 18:44:26
ID term - No de trans 1/A-192440

TPS# 135557106
TVQ# 1015326138

Qté Grnd Art.

1 Végé-délice Salade **6.29**
1 -CAN - Repas frais+écono **3.85**
- -Bouteille de Jus
- -Croustilles
1 12" Côtes BBQ 12po 9.89

Sous-total 20.03
TPS (5%) 1.00
TVQ (9.975%) 2.00
Arrondissement 0.02
Total (ICI) 23.05
Comptant 100.00
Monnaie 76.95

Nous recherchons personnel temps plein/ptiel.
Envoyer CV a subwayyouville2017@hotmail.com

ID de traitement: SPM20190530064426

Avez-vous aimé votre visite?
Dites-nous si tout était à votre goût en répondant à notre sondage éclair au www.subwayvousécoute.ca et recevez une Subprise à utiliser lors de votre prochaine visite.

TPS: 1.00 \$ TVQ: 2.00 \$
Total : 23.03 \$
PAIEMENT REÇU



2019-05-30 18:44:27 MEV:12325801-108995
SUBWAY D'YOUVILLE
800, PLACE D'YOUVILLE QUEBEC
F R O * + U * e S D * =



Councillor and Board Member 2019 Remuneration Statement

| | |
|---|-----------|
| Name of Councillor / Board Member: | Tim Hoven |
| Date: | 5/31/19 |
| Signature (Councillor / Board Member): | |

PAYMENT PERIOD

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

| | |
|-------------------------------|----------------------|
| Council Supervision Rate | \$1,105.00 / Monthly |
| Reeve Supervision Rate | \$2,054.00 / Monthly |
| Deputy Reeve Supervision Rate | \$1,105.00 / Monthly |

| Date | Type of Meeting Attended | First 4 Hours \$172.00 | Next 4 Hours \$136.00 | Next 4 Hours \$136.00 | Regular Council Meeting \$308.00 | Breakfast \$11/ Lunch \$16/ Supper \$21.50 | Mileage (km) |
|------|--------------------------|---------------------------|--------------------------|--------------------------|-------------------------------------|--|--------------|
| 5/2 | WCS | 1 | | | | | 55 |
| 5/3 | ASB | 1 | | | | | 91 |
| 5/5 | Drive to ACCPA - Canmore | 1 | | | | \$21.50 | 201 |
| 5/6 | ACCPA - Drive home | 1 | 1 | 1 | | | 201 |
| 5/7 | Crimewatch | | | | | | 91 |
| 5/14 | Council | | | | 1 | | 121 |
| | Caroline IDP | | | 1 | | | |
| 5/15 | MPC | 1 | 1 | | | | 91 |
| 5/16 | CCPAC | 1 | | | | | 91 |
| 5/23 | Rocky ICF | 1 | | | | | 91 |
| 5/28 | Council | | | | 1 | | 91 |
| 5/29 | FCM | 1 | 1 | 1 | | | |
| 5/30 | FCM | 1 | 1 | 1 | | | |
| 5/31 | FCM | 1 | 1 | | | | |

(more space on back of page)

1124.00

Remuneration Calculation (for office use only)

| | | | | | |
|----|---------------------|----------------|--------|---------------------------|---------------|
| 8 | Meetings @ 92.00 = | 0 | 177.20 | First 5000 Kms @ \$0.58 = | 102.78 |
| 10 | Meetings @ 172.00 = | 1720.00 | 946.80 | Over 5000 Kms @ \$0.52 = | 492.34 |
| 9 | Meetings @ 136.00 = | 1224.00 | 0 | Lunch @ 16.00 = | 0 |
| 2 | Meetings @ 308.00 = | 616.00 | 1 | Supper @ 21.50 = | 21.50 |
| | Supervision = | 1105.00 | | | |
| | TOTAL = | 4665.00 | | TOTAL = | 616.62 |



Councillor and Board Member 2019 Remuneration Statement

| | |
|---|-----------------------|
| Name of Councillor / Board Member: | Theresa Loring |
| Date: | June 5, 2016 |
| Signature (Councillor / Board Member): | <i>Theresa Loring</i> |

PAYMENT PERIOD

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

| | |
|-------------------------------|----------------------|
| Council Supervision Rate | \$1,105.00 / Monthly |
| Reeve Supervision Rate | \$2,054.00 / Monthly |
| Deputy Reeve Supervision Rate | \$1,105.00 / Monthly |

| Date | Type of Meeting Attended | First 4 Hours \$172.00 | Next 4 Hours \$136.00 | Next 4 Hours \$136.00 | Regular Council Meeting \$308.00 | Breakfast \$11/ Lunch \$16/ Supper \$21.50 | Mileage (km) |
|------------|---------------------------|---------------------------|--------------------------|--------------------------|-------------------------------------|--|--------------|
| April 2 | CPO performance appraisal | ✓ | | | | | 14 |
| April 9 | Council | | | | ✓ | | 14 |
| April 8 | Caroline Volunteer Rate | ✓ | | | | | 80 |
| April 10 | FCSS | ✓ | | | | | 14 |
| April 11 | Performance | ✓ | | | | | 14 |
| April 11 | RELC | | ✓ | | | | — |
| April 11 | Regional Waste | | ✓ | | | | — |
| April 11 | Rocky Volunteer Rate | | | ✓ | | | — |
| April 17 | Strategic Planning | ✓ | ✓ | | | | 14 |
| April 18 | Strategic Planning | ✓ | ✓ | | | | 14 |
| April 23 | Council | | | | ✓ | | 14 |
| * April 23 | Senior Housing | ✓ | | | | | 14 |
| April 24 | NCA | ✓ | | | | | 200 |
| April 26 | Emergency ICS Training | ✓ | | | | | 14 |

(more space on back of page)

Remuneration Calculation (for office use only)

| | | | | | |
|----------------|---------------------|----------------|-----|---------------------------|---------------|
| 1 | Meetings @ 92.00 = | 92.00 | 406 | First 5000 Kms @ \$0.58 = | 235.48 |
| 8 | Meetings @ 172.00 = | 1376.00 | 0 | Over 5000 Kms @ \$0.52 = | 0 |
| 4 | Meetings @ 136.00 = | 544.00 | 0 | Lunch @ 16.00 = | 0 |
| 2 | Meetings @ 308.00 = | 616.00 | | Receipts = | 25.00 |
| | Supervision = | 1105.00 | | | |
| TOTAL = | | 3733.00 | | TOTAL = | 260.48 |

PAID

April 2019
page 2 of 2

**ROCKY MOUNTAIN HOUSE AND DISTRICT
CHAMBER OF COMMERCE**

No 2217

Box 1374, Rocky Mountain House, Alberta T4T 1B1
G.S.T. # R107907669

Date April 11 2019

Received from Theresa Lang

The Sum of _____ \$ 25.00

Trade Fair Community Directory Members Mtg Membership

Other Ch # 110

G.S.T. Amount \$ _____

G.S.T. Included \$ _____

Joulynn Baker
Authorized Signature



Councillor and Board Member 2019 Remuneration Statement

| | |
|---|--------------|
| Name of Councillor / Board Member: | Cammie Laird |
| Date: | April, 2019 |
| Signature (Councillor / Board Member): | |

PAYMENT PERIOD

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

| | |
|-------------------------------|----------------------|
| Council Supervision Rate | \$1,105.00 / Monthly |
| Reeve Supervision Rate | \$2,054.00 / Monthly |
| Deputy Reeve Supervision Rate | \$1,105.00 / Monthly |

| Date | Type of Meeting Attended | First 4 Hours \$172.00 | Next 4 Hours \$136.00 | Next 4 Hours \$136.00 | Regular Council Meeting \$308.00 | Breakfast \$11/ Lunch \$16/ Supper \$21.50 | Mileage (km) |
|--------|---|---------------------------|--------------------------|--------------------------|-------------------------------------|--|--------------|
| Apr 2 | Wrkshp: CAO Evaluation (12:30-16:30 Hrs.) | 1 | | | | | 26 |
| Apr 8 | Mtg. RMH Library: (13:30-16:00 Hrs.) | 1 | | | | | 28 |
| Apr 8 | Attd: FCSS Gala @ Caroline | | 1 | | | | |
| Apr 9 | Mtg: Reg. CC Council (08:30-16:30 Hr.) | | | | 1 | | 26 |
| Apr 15 | Mtg: Strat. Plan. CC Council (08:30-16:30 Hr.) | 1 | 1 | | | | 26 |
| Apr 16 | Attd: CCTA Mtg. @ Arbutus Hall (19:00-22:00 Hrs.) | | | | | | 30 |
| Apr 17 | Wrkshp.: Tri Council – Strat. Plan. (Unstop) @ Christ. Cnet. (08:30-17:00 Hrs.) | 1 | 1 | | | | 28 |
| Apr 18 | Wrkshp.: Tri Council – Strat. Plan. (Unstop) @ Christ. Cnet. (08:30-17:00 Hrs.) | 1 | 1 | | | | 28 |
| Apr 23 | Mtg: Reg. CC Council (08:30-16:30 Hr.) | | | | 1 | | 26 |
| Apr 23 | Mtg. Gimlet Community RE: Road (17:30-21:30 Hrs.) | | | 1 | | | |

(more space on back of page)

Remuneration Calculation (for office use only)

| | | | | | |
|----------------|---------------------|------------------|-----|---------------------------|-----------------|
| 0 | Meetings @ 92.00 = | 0 | 218 | First 5000 Kms @ \$0.58 = | 126.44 |
| 5 | Meetings @ 172.00 = | 860.00 | 0 | Over 5000 Kms @ \$0.52 = | 0 |
| 5 | Meetings @ 136.00 = | 680.00 | 0 | Lunch @ 16.00 = | 0 |
| 2 | Meetings @ 308.00 = | 616.00 | | | |
| | Supervision = | 1105.00 | | | |
| TOTAL = | | \$3261.00 | | TOTAL = | \$126.44 |

PAID



Councillor and Board Member 2019 Remuneration Statement

| | |
|---|-----------------|
| Name of Councillor / Board Member: | Cammie Laird |
| Date: | May, 2019 |
| Signature (Councillor / Board Member): | <i>C. Laird</i> |

PAYMENT PERIOD

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

| | |
|-------------------------------|----------------------|
| Council Supervision Rate | \$1,105.00 / Monthly |
| Reeve Supervision Rate | \$2,054.00 / Monthly |
| Deputy Reeve Supervision Rate | \$1,105.00 / Monthly |

| Date | Type of Meeting Attended | First 4 Hours \$172.00 | Next 4 Hours \$136.00 | Next 4 Hours \$136.00 | Regular Council Meeting \$308.00 | Breakfast \$11/ Lunch \$16/ Supper \$21.50 | Mileage (km) |
|--------|--|---------------------------|--------------------------|--------------------------|-------------------------------------|--|--------------|
| May 10 | Attd: CRFRS Commencement Ceremony @ HQ (10:00-22:00 Hrs.) | 1 | | | | | 26 |
| May 13 | Attd: DT High – Grade 9 Career Planning Presentations (08:30-13:00 Hrs.) | 1 | | | | | 36 |
| May 14 | Mtg: Reg. CC Council (08:30-16:30 Hr.) | | | | 1 | | 26 |
| May 14 | Mtg: CC & VC Councils Re: ICF & IDP (17:30-19:30 Hrs.) | | | 1 | | | |
| May 15 | Mtg: CRFRS Committee (08:30-13:00 Hrs.) | 1 | | | | | 26 |
| May 15 | Mtg: RMH Hosp. Committee & DR. Committee (13:30-16:00 Hrs.) | | 1 | | | | 4 |
| May 16 | Mtg: SDAB (09:30-17:00 Hrs.) | 1 | 1 | | | | 26 |
| May 16 | Attd: ATB Dinner Presentation @ Pine Hills (17:30-22:00 Hrs) | | | | | | 49 |
| May 17 | Attd; May Long Wkend Check Stop / BarBQue (17:00-22:00 Hrs.) | 1 | | | | | 77 |
| May 22 | Mtg: RMH Library (18:30-20:30 | 1 | | | | | 28 |
| May 24 | Mtg: CREMA Committee @ CC Office (12:30-14:30 Hrs.) | 1 | | | | | 26 |
| May 26 | Attd: AFCA Con. & Medal Ceremony @ Red Deer (10:00-22:30 Hrs.) | 1 | 1 | | | | 156 |
| May 27 | Attd: AFCA Con. & Receive RMA Present. @ Red Deer (07:30-19:00 Hrs.) | 1 | 1 | | | | 156 |
| May 28 | Mtg: Reg. CC Council (08:30-18:00 Hr.) | | | | 1 | | 26 |



Councillor and Board Member 2019 Remuneration Statement

| | | | | | | | |
|--------|--|---|---|---|--|--------------------------------------|-----|
| May 28 | Travel to Banff for SC Conf. (18:00-22:00 Hrs.) | | | 1 | | \$21.50 + Park Pass \$68.80 | 334 |
| May 29 | Attd: SC Conf. @ Banff (07:30-16:30 Hrs.) | 1 | 1 | | | | |
| May 30 | Attd: SC Conf. @ Banff (07:30-17:00 Hrs.) | 1 | 1 | | | | |
| May 31 | Attd: S& Return HomeC Conf. @ Banff (08:00-13:00 Hrs.) | 1 | 1 | | | | 334 |

(more space on back of page)

| Remuneration Calculation (for office use only) | | | | | | |
|--|---------------------|---------|--|------|---------------------------|---------------|
| 0 | Meetings @ 92.00 = | 0 | | 1330 | First 5000 Kms @ \$0.58 = | 771.40 |
| 12 | Meetings @ 172.00 = | 2064.00 | | 0 | Over 5000 Kms @ \$0.52 = | 0 |
| 9 | Meetings @ 136.00 = | 1224.00 | | 0 | Lunch @ 16.00 = | 0 |
| 2 | Meetings @ 308.00 = | 616.00 | | 1 | Supper @ 21.50 | 21.50 |
| | Supervision = | 1105.00 | | 1 | Park pass | 68.80 |
| TOTAL = \$5009.00 | | | | | TOTAL = | 861.70 |



15

Councillor and Board Member 2019 Remuneration Statement



| | |
|---|-----------------------|
| Name of Councillor / Board Member: | Daryl Lougheed |
| Date: | June 10, 2019 |
| Signature (Councillor / Board Member): | <i>Daryl Lougheed</i> |

PAYMENT PERIOD

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

| | |
|-------------------------------|----------------------|
| Council Supervision Rate | \$1,105.00 / Monthly |
| Reeve Supervision Rate | \$2,054.00 / Monthly |
| Deputy Reeve Supervision Rate | \$1,105.00 / Monthly |

| Date | Type of Meeting Attended | First 4 Hours \$172.00 | Next 4 Hours \$136.00 | Next 4 Hours \$136.00 | Regular Council Meeting \$308.00 | Breakfast \$11/ Lunch \$16/ Supper \$21.50 | Mileage (km) |
|------|--------------------------|---------------------------|--------------------------|--------------------------|-------------------------------------|--|--------------|
| 2 | CAO Eval. Workshop | X | | | | | 60 |
| 3 | MPC Special | X | | | | | 60 |
| 9 | Reg. Council | | | | X | | 60 |
| 11 | Vol. Gala | X | | | | | 60 |
| 15 | Strategic Planning | X | X | | | | 60 |
| 17 | Regional Strategic | X | X | | | | 68 |
| 18 | Regional Strategic | X | X | | | | 68 |
| 23 | Reg. Council | | | | X | | 60 |
| 24 | MPC | X | X | | | | 60 |
| 26 | ICS Introduction | X | | | | | 68 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

(more space on back of page)

Remuneration Calculation (for office use only)

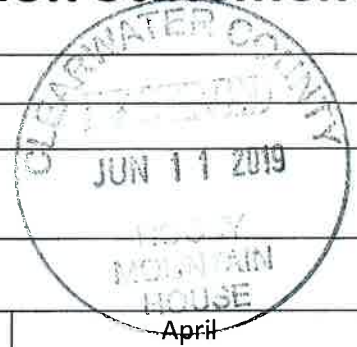
| | | | | | |
|---|---------------------|----------------|-----|---------------------------|---------------|
| 0 | Meetings @ 92.00 = | 0 | 624 | First 5000 Kms @ \$0.58 = | 361.92 |
| 8 | Meetings @ 172.00 = | 1376.00 | 0 | Over 5000 Kms @ \$0.52 = | 0 |
| 4 | Meetings @ 136.00 = | 544.00 | 0 | Lunch @ 16.00 = | 0 |
| 2 | Meetings @ 308.00 = | 616.00 | | | |
| | Supervision = | 1105.00 | | | |
| | TOTAL = | 3641.00 | | TOTAL = | 361.92 |

PAID



Councillor and Board Member 2019 Remuneration Statement

| | |
|---|-----------------------|
| Name of Councillor / Board Member: | Daryl Lougheed |
| Date: | June 10, 2019 |
| Signature (Councillor / Board Member): | <i>Daryl Lougheed</i> |



PAYMENT PERIOD

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

| | |
|-------------------------------|----------------------|
| Council Supervision Rate | \$1,105.00 / Monthly |
| Reeve Supervision Rate | \$2,054.00 / Monthly |
| Deputy Reeve Supervision Rate | \$1,105.00 / Monthly |

| Date | Type of Meeting Attended | First 4 Hours \$172.00 | Next 4 Hours \$136.00 | Next 4 Hours \$136.00 | Regular Council Meeting \$308.00 | Breakfast \$11/ Lunch \$16/ Supper \$21.50 | Mileage (km) |
|------|--------------------------|---------------------------|--------------------------|--------------------------|-------------------------------------|--|--------------|
| 6 | Friends of Corridor | X | | | | | 2 |
| 7 | DT Rec. Board | X | | | | | 8 |
| 11 | Physician Recruitment | X | | | | | 60 |
| 12 | Reg. Council | | | | X | | 60 |
| 12 | CCTA | | | | | | 50 |
| 18 | RMA | X | | | | | 200 |
| 19 | RMA | X | X | | | | |
| 20 | RMA | X | X | | | | 200 |
| 26 | Reg. Council | | | | X | | 60 |
| 26 | WRSD | | | X | | | 60 |
| 27 | MPC | X | X | | | | 60 |
| 8 | Colors Workshop | X | X | | | | 60 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

(more space on back of page)

| Remuneration Calculation (for office use only) | | | | | |
|--|---------------------|----------------|-----|---------------------------|---------------|
| 0 | Meetings @ 92.00 = | 0 | 880 | First 5000 Kms @ \$0.58 = | 475.60 |
| 8 | Meetings @ 172.00 = | 1376.00 | 0 | Over 5000 Kms @ \$0.52 = | 0 |
| 5 | Meetings @ 136.00 = | 680.00 | 0 | Lunch @ 16.00 = | 0 |
| 2 | Meetings @ 308.00 = | 616.00 | | | |
| | Supervision = | 1105.00 | | | |
| TOTAL = | | 3777.00 | | TOTAL = | 475.60 |

PAID *[Signature]*



Councillor and Board Member 2019 Remuneration Statement

| | |
|---|-------------------------|
| Name of Councillor / Board Member: | Michelle Swanson |
| Date: | June 11, 2019 |
| Signature (Councillor / Board Member): | <i>Michelle Swanson</i> |

PAYMENT PERIOD

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

| | |
|-------------------------------|----------------------|
| Council Supervision Rate | \$1,105.00 / Monthly |
| Reeve Supervision Rate | \$2,054.00 / Monthly |
| Deputy Reeve Supervision Rate | \$1,105.00 / Monthly |

| Date | Type of Meeting Attended | First 4 Hours \$172.00 | Next 4 Hours \$136.00 | Next 4 Hours \$136.00 | Regular Council Meeting \$308.00 | Breakfast \$11/ Lunch \$16/ Supper \$21.50 | Mileage (km) |
|--------|---|---------------------------|--------------------------|--------------------------|-------------------------------------|--|--------------|
| May 1 | Safety Day | | | | | | - |
| May 2 | West Central Stakeholders | | | | | | - |
| May 8 | FCSS | ✓ | | | | | 26 |
| May 8 | Rec Board Mtg | | ✓ | | | | - |
| May 10 | CRFRS Advancement Ceremony | ✓ | | | | | 26 |
| May 14 | Council Meeting | | | | ✓ | | 26 |
| May 14 | Special Mtg w Village of Caroline | | ✓ | | | | 113 |
| May 15 | MPC | ✓ | ✓ | | | | 26 |
| May 18 | Caroline Rodeo Parade | ✓ | | | | | 113 |
| May 22 | AB Masters Games Volunteer OH | | | | | | - |
| May 22 | Compassionate Society Speaker Dr Jody Carrington | | | | | | - |
| May 23 | ICF with TRMH | ✓ | | | | | 26 |
| May 26 | AB Masters Games Chair Walk Through | | | | | | - |
| May 28 | Council Meeting | | | | ✓ | | 26 |
| May 29 | Travel to airport for FCM | ✓ | ✓ | ✓ | | L/S | 188 |

(more space on back of page)

570

Remuneration Calculation (for office use only)

| | | | | | |
|----------------|---------------------|----------------|-----|---------------------------|---------------|
| 0 | Meetings @ 92.00 = | 0 | 77 | First 5000 Kms @ \$0.58 = | 44.66 |
| 8 | Meetings @ 172.00 = | 1376.00 | 493 | Over 5000 Kms @ \$0.52 = | 256.36 |
| 9 | Meetings @ 136.00 = | 1224.00 | 0 | Lunch @ 16.00 = | 0 |
| 2 | Meetings @ 308.00 = | 616.00 | | Receipt = | 42.12 |
| | Supervision = | 1105.00 | | | |
| TOTAL = | | 4321.00 | | TOTAL = | 343.14 |

TAXIS COOP QUEBEC
/ FLORENCE BAR
496 2E AVE
QUEBEC, QC G1L 3B1
TEL (418) 525-4953

TERM ID: A7761481
EMPLOYEE ID: 1

BATCH#: 026
SHIFT#: 000

Sale

INV#: 000000017

VISA

Chip

SEQ#: 026001001017

Application Label: VISA CREDIT

AID: A0000000031010

TVR: 80 80 00 80 00

TSI: 78 00

*****1501

Amount: \$

35.10

Tip: \$

7.02

=====

Total: CAD\$

42.12

APPROVED 07148F

001/00

30-May -19

04:19:05

CUSTOMER COPY

MERCI!



Councillor and Board Member 2019 Remuneration Statement

| | |
|---|------------------------|
| Name of Councillor / Board Member: | John Vandermeer |
| Date: | June 13 |
| Signature (Councillor / Board Member): | <i>John Vandermeer</i> |

PAYMENT PERIOD

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

| | |
|-------------------------------|----------------------|
| Council Supervision Rate | \$1,105.00 / Monthly |
| Reeve Supervision Rate | \$2,054.00 / Monthly |
| Deputy Reeve Supervision Rate | \$1,105.00 / Monthly |

| Date | Type of Meeting Attended | First 4 Hours \$172.00 | Next 4 Hours \$136.00 | Next 4 Hours \$136.00 | Regular Council Meeting \$308.00 | Breakfast \$11/ Lunch \$16/ Supper \$21.50 | Mileage (km) |
|------|---------------------------|---------------------------|--------------------------|--------------------------|-------------------------------------|--|--------------|
| 10 | CRFRS Advancement | X | | | | | 80 |
| 14 | Council | | | | X | | 80 |
| 17 | Checkstop | X | | | | | 110 |
| 18 | Caroline parade | X | | | | | 16 |
| 22 | CAEP Board mtng Delbourne | X | X | | | | 240 |
| 24 | CREMA | X | | | | | 80 |
| 28 | Council | | | | X | | 80 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

(more space on back of page)

Remuneration Calculation (for office use only)

| | | | | | |
|---|---------------------|----------------|-----|---------------------------|---------------|
| 0 | Meetings @ 92.00 = | 0 | 686 | First 5000 Kms @ \$0.58 = | 397.88 |
| 5 | Meetings @ 172.00 = | 860.00 | 0 | Over 5000 Kms @ \$0.52 = | 0 |
| 1 | Meetings @ 136.00 = | 136.00 | 0 | Lunch @ 16.00 = | 0 |
| 2 | Meetings @ 308.00 = | 616.00 | | | |
| | Supervision = | 1105.00 | | | |
| | TOTAL = | 2717.00 | | TOTAL = | 397.88 |

PAID