

CLEARWATER COUNTY COUNCIL AGENDA

April 9, 2019

9:00 am

Council Chambers

4340 – 47 Avenue, Rocky Mountain House, AB

PUBLIC HEARING

9:00 am Bylaw 1059/19 – Land Use Amendment NW 09 36 07 W5M

DELEGATIONS

11:00 am Jerry Demchuk, Strategic Regulatory and Government Affairs, Bellatrix Exploration Ltd.

A. CALL TO ORDER

B. AGENDA ADOPTION

C. CONFIRMATION OF MINUTES

1. March 26, 2019 Regular Meeting of Council Minutes
2. March 26, 2019 Public Hearing Minutes – Bylaw 1057/19 Land Use Amendment
3. March 26, 2019 Special Meeting of Council Minutes

D. PLANNING & DEVELOPMENT

9:00 am Public Hearing Bylaw 1059/19 Land Use Amendment NW 09 36 07 W5M

1. Bylaw 1059/19 Land Use Amendment – Consideration of Second and Third Readings
2. Bylaw 1063/19 Land Use Amendment – Consideration of First Reading
3. Bylaw No. 1060/19 Caroline-Clearwater Intermunicipal Collaboration Framework and Bylaw No. 1061/19 Caroline-Clearwater Intermunicipal Development Plan
4. Collection of Business Information

E. DELEGATIONS

1. 11:00 am Bellatrix Exploration Ltd.

F. AGRICULTURE & COMMUNITY SERVICES

1. Partnership Opportunity with Wild Rose School Division (WRSD) Corridor School Project

G. PUBLIC WORKS

1. Town of Rocky Mountain House Lagoon Summary Report March 2019

H. MUNICIPAL

1. Request from Clearwater County Taxpayers' Association for Councillors' Attendance at Meetings
2. Policy Updates - Seminars, Conferences and Training for Councillors Policy and Councillor, Board & Committee Remuneration Policy

I. INFORMATION

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

J. CLOSED SESSION*

1. Condor Public Services Building Project – FOIP s. 16 Disclosure Harmful to Third Party Interest

* For discussions relating to and in accordance with: a) the Municipal Government Act, Section 197 (2) and b) the Freedom of Information and Protection of Privacy Act





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 No. 02/19 to amend the Land Use Bylaw – Public Hearing 9:00 a.m. Delegation – Bylaw 1059/19		
PRESENTATION DATE: April 9, 2019		
DEPARTMENT: Planning & Development	WRITTEN BY: Charmin Pashulka, Development Officer José Reyes, Senior Planner	REVIEWED BY: Keith McCrae, Director, Planning 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): Site Inspection Photo's, Application to Amend Land Use Bylaw, Bylaw 1059/19 with Schedule "A", Highway Development District "HD" and Aerial Photos.		

STAFF RECOMMENDATION:

Pending the results of the public hearing, it is recommended that Council grant 2nd and 3rd reading of Bylaw 1059/19.

BACKGROUND:

Gerald Ernst on behalf of Strategic Evolution Consulting Inc. currently holds title to NW 09-36-07-W5M, encompassing ±145.90 acres of land. The subject land is located to the south of Highway 591, approximately 12 km west of the Village of Caroline. The proposal is to redesignate ±5.0 acres from the Agriculture District "A" to the Highway Development District "HD". The portion of land to be rezoned is located along the north central portion directly adjacent to the Highway. At this time the applicant does not wish to subdivide the rezoned portion of property from the remainder of the quarter section.

On August 15, 2018 Development Permit 97/18 was refused by the Municipal Planning Commission for the Operation of a Recreation Vehicle Storage Business as a Farm Subsidiary Business. The Municipal Planning Commission felt that the proposed business

was too intensive and not incidental or subordinate to the primary agricultural use as a farm subsidiary business in the Agriculture District “A”.

Should this application for a Land Use Amendment be successful the applicant would then progress with a new Development Permit application for the operation of a secure recreational vehicle storage business (150 stalls) also offering sewage and potable water utilities to campers driving by in addition to using the storage facility. There is an existing manufactured home on the property in which the manager for the business would reside in.

The property is accessed direct from provincial Highway 591 via an existing approach along the north property boundary. The Clearwater River flows through the lower portion of the quarter section and Alford Creek goes through the upper northeast corner.

Surrounding land use districts within the area are agricultural, residential, and recreational. Clearsprings Campground is located directly to the northeast and West Country and Hidden acres multi-lot subdivisions are located northwest and west of the subject property.

Therefore, this application is to rezone ±5.0 acres of the subject land to Highway Development District “HD” as shown on Schedule “A” of the Bylaw.

**PLANNING DIRECTION:
Clearwater County’s Land Use Bylaw**

Section 13.4(12) Highway Development District “HD”

The general purpose of this district is to regulate development adjacent to public roads.

Section 13.4(12) Discretionary Uses B

9. Storage, display, and sales lot for pre-fabricated buildings and recreation vehicles
10. Residence for security purposes if ancillary to an approved use

Clearwater County’s Municipal Development Plan

Section 8 states:

Clearwater County is endowed with a wealth of natural resources. Agriculture and the resource-based industries, such as oil, gas and forestry serve as the backbone of the County’s economy. In addition, the County boasts a variety of natural features due to its proximity to the Rocky Mountains, providing numerous opportunities for its growing tourism industry. Despite the variety and abundance of natural resources available in the County, participants in the process to prepare the Municipal Development Plan (2010) indicated the need to diversify the local economic base as a means to reduce the reliance on resource-based industry and sustain the overall economic well-being of the County.

Sections 8.1.2 and 8.1.4 state:

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 8.2.1 states:

Clearwater County encourages the retention and expansion of existing business and industry, and the attraction of new business and industry as a means to diversify the County's economic base.

Section 8.2.9 states:

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.

Section 12.2.4 states:

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

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

First Reading:

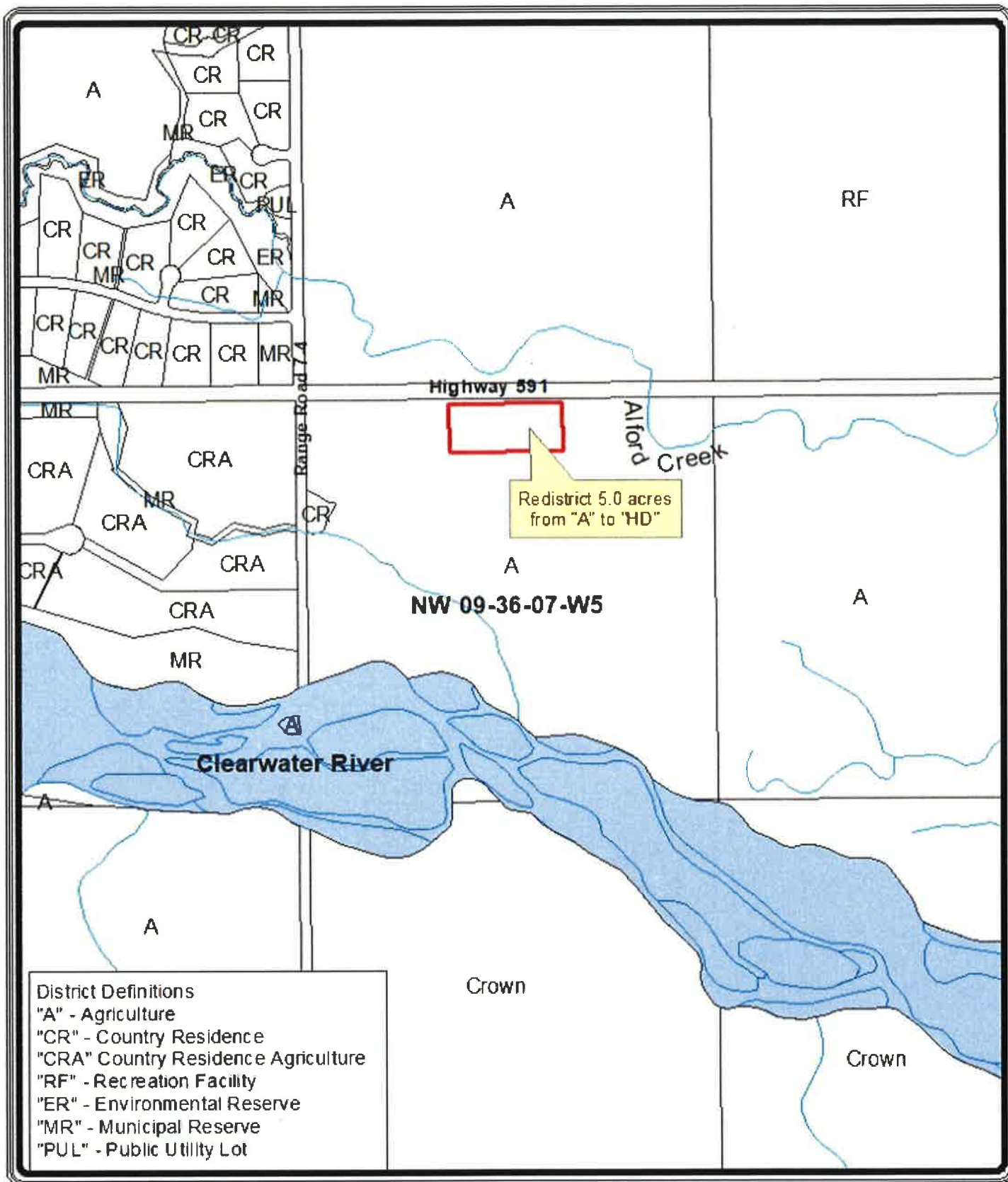
At the regular Council meeting held on February 26, 2019, Council reviewed and gave first reading to Bylaw 1059/19. As required by legislation, notice of today's Public Hearing was advertised in the local newspapers and comments were invited from adjacent landowners and referral agencies.

Upon consideration of the representations made at the Public Hearing, Council will consider whether or not to grant second and third readings to Bylaw 1059/19



Site inspection photos taken of the proposed area to be included in the 5 acres proposed to be redesignated from Agriculture "A" District to the Highway Development "HD" District.

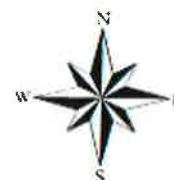
The existing residence would be included in the 5 acres proposed to be redesignated and used as a residence for security purposes.



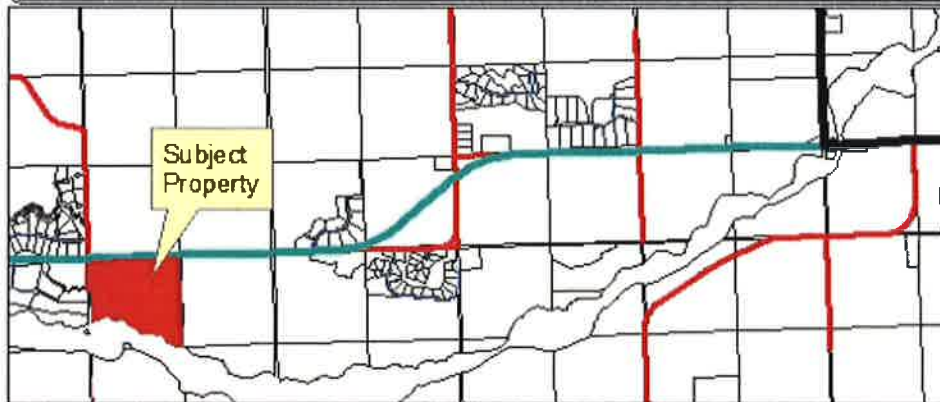
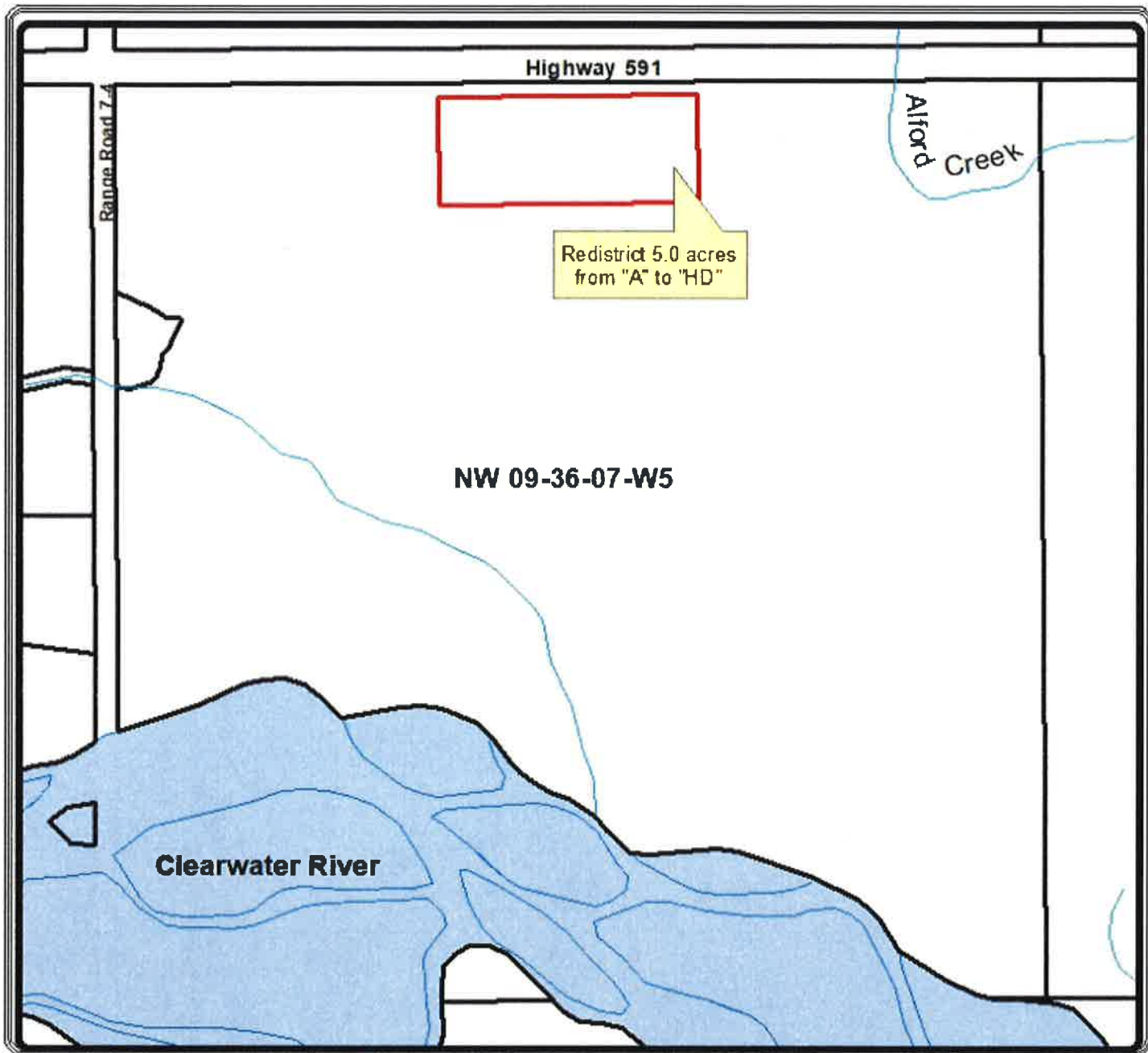
District Definitions
"A" - Agriculture
"CR" - Country Residence
"CRA" Country Residence Agriculture
"RF" - Recreation Facility
"ER" - Environmental Reserve
"MR" - Municipal Reserve
"PUL" - Public Utility Lot



Application No. 02/19 to Amend the Land Use Bylaw
Redistrict 5.0 acres from Agriculture District "A" to
Highway Development District "HD"
NW 09-36-07-W5



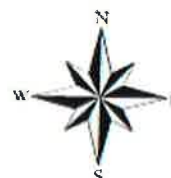
Gerald Ernst on behalf of Strategic Evolution Consulting Inc.



**Bylaw 1059/19
Schedule "A"**



Application No. 02/19 to Amend the Land Use Bylaw
Redistrict 5.0 acres from Agriculture District "A" to
Highway Development District "HD"
NW 09-36-07-W5



Gerald Ernst on behalf of Strategic Evolution Consulting Inc.



CLEARWATER COUNTY

Application for Amendment to the Land Use Bylaw

Application No. 02/19

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

APPLICANT: GERALD ERNST

ADDRESS & PHONE: _____

REGISTERED OWNER: STRATEGIC EVOLUTION CONSULTING INC.

ADDRESS & PHONE: _____

AMENDMENT REQUESTED:

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

LEGAL DESCRIPTION OF PROPERTY: NW 1/4 Sec. 09 Twp. 036 Rge. 07 W5M

OR: LOT: _____ BLOCK _____ REGISTERED PLAN NO.: _____

OR: CERTIFICATE OF TITLE NO.: 172 151 004 (Site Plan is attached)

SIZE OF AREA TO BE REDESIGNATED: 5 ACRES (Hectares / Acres)

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

I AM NOT FAMILIAR WITH WORDING REVISIONS
NECESSARY FOR APPROVAL OF THIS APPLICATION

3. REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT:

PLEASE REFER TO ATTACHED DOCUMENT

DATE: JANUARY 31, 20 19 APPLICANT'S SIGNATURE Gerald Ernst

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

APPLICATION FEE OF 1175.00 DATE PAID: FEB 1/19 RECEIPT NO. 143420

Charrin Pasqua
SIGNATURE OF DEVELOPMENT OFFICER
IF APPLICATION COMPLETE

IMPORTANT NOTES ON REVERSE SIDE

Application for Rezoning for RV Storage Lot on the NW1/4-09-036-07 W5

- Please accept this application for rezoning the above noted property. I am making this application for rezoning a small portion of this property (5 acres), for an RV Storage Lot, as my initial application for a development permit under the existing land use designation was denied.
- As indicated in my original application, it is my belief that this area is in need of an up to date facility such as this, to accommodate the needs of campers and campground owners. There are at least six campgrounds in the immediate area that will benefit from the sewage and potable water utilities planned for this facility. The facility will have a dual, high capacity, 100% contained system for sewage handling. The design will meet and exceed the newly initiated environmental standards and specifications, as published by the Alberta Safety Codes Authority.
- Everyone in the area, including the Town of Caroline will benefit from the services this facility will provide, as it is my understanding that some of the dumping facilities in the area no longer meet Provincial Standards.
- It is also my understanding, that for various reasons, fuel prices being near the top of the list, that RV's are being parked in remote, unsecured locations. This practice promotes theft and vandalism, as well as illegal dumping of sewage. If a secure storage option is provided in the vicinity, complete with sewage dumping infrastructure, I'm confident it will reduce some of the crime, and illegal dumping that is occurring due to remote area parking.
- As opposed to a sketch, I have included the map of the property that was generated by the planning commission for my initial permit application. The north side of the property borders the south side of highway 591, approximately 9kms west of the Clearwater store. The lot will provide approximately 150 parking stalls. The size of the lot will be approximately 300' x 600'. The shape may be modified slightly, to ensure that no trees need to be removed to retain the natural esthetics of the property. The small amount of top soil that exists will be pushed back, exposing the existing base of sand and pit-run gravel. The parking lot will be shaped and prepared to ensure rain water and snow melt is directed toward the SE, middle portion of the property. The removed topsoil will be utilized for various enhancements of the property.
- The existing oversized approach originally provided access to the old Ricinus post office. I would estimate the approach would be approximately 3 to 4 times the width of a standard highway approach. It is well constructed and will allow easy access and egress of RV's using the storage facility. I have been in contact with Alberta Transportation, and have been advised that they don't foresee any need for lane widening on that portion of the highway. Alberta Transportation will issue signage permits as soon as the rezoning process is complete.
- The RV storage lot will adhere to any and all offsets as required by Alberta Transportation for construction beside highway 591. There is a tight, healthy, natural tree row between highway 591 and the proposed RV lot, which is conducive to maintaining the natural beauty of the area. The RV storage lot will be fully enclosed with chain-link security fencing. The lot will have lighting and security cameras. To provide maximum security, the lot will be manned and monitored 24/7.

BYLAW NO. 1059/19

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 Highway Development District "HD" is to regulate development adjacent to public roads.

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 ±5.0 acres of NW 09-36-07 W5M as outlined in red on the attached Schedule "A" be redesignated from the Agriculture District "A" to the Highway Development District "HD".

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

REEVE

MUNICIPAL MANAGER

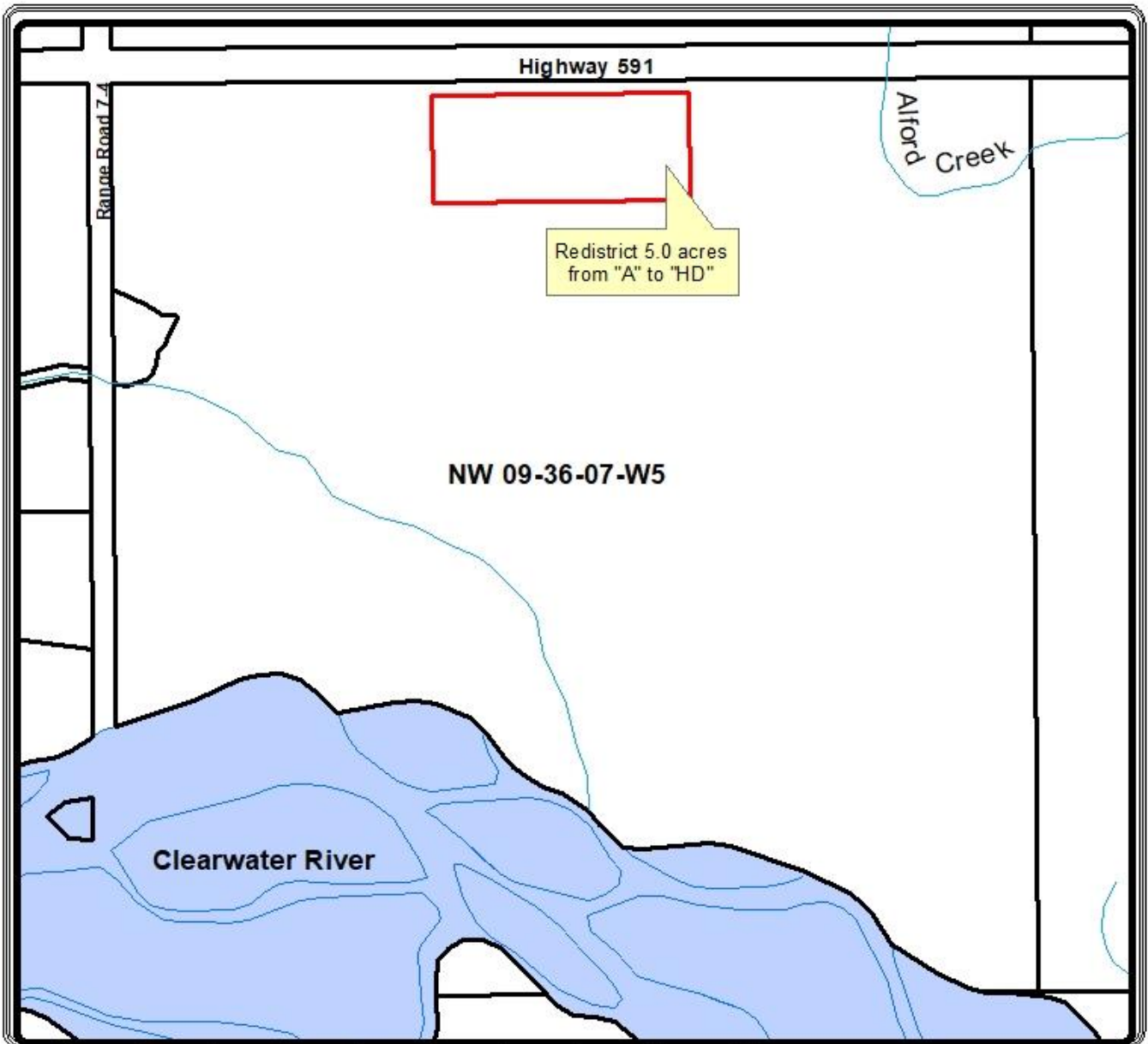
PUBLIC HEARING held this ____ day of _____ A.D., 2019.

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



**Bylaw 1059/19
Schedule "A"**



Application No. 02/19 to Amend the Land Use Bylaw
Redistrict 5.0 acres from Agriculture District "A" to
Highway Development District "HD"
NW 09-36-07-W5
Gerald Ernst on behalf of Strategic Evolution Consulting Inc.



13.4 (12) HIGHWAY DEVELOPMENT DISTRICT "HD"

THE GENERAL PURPOSE OF THIS DISTRICT IS TO REGULATE DEVELOPMENT ADJACENT TO PUBLIC ROADS.

A. PERMITTED USES

1. Farming

B. DISCRETIONARY USES

1. Ancillary buildings and uses
2. Commercial holiday trailer/recreation vehicle park or campground to serve the short stay needs of motorists rather than as destination sites for tourists
3. Government weigh scales
4. Highway maintenance building and equipment storage
5. Recreation facilities which, in the opinion of the Development Officer, provide appropriate services to motorists
6. Roadside rest stops and information kiosk
7. Service station, cafe, drive-in restaurant, motel and other commercial uses which, in the opinion of the Development Officer, provide appropriate services to motorists
8. Signs, where approved by Alberta Transportation or the Manager of Public Works, as the case may be
9. Storage, display and sales lot for pre-fabricated buildings and recreation vehicles
10. Residence for security purposes if ancillary to an approved use
11. Greenhouse with a floor area of less than 100 square metres (1,100 sq. ft.) or such larger area subject to the discretion of the Development Officer
12. Cannabis retail sales

C. MINIMUM LOT AREA

As approved by the Development Officer.

D. MINIMUM DEPTH OF FRONT YARDS

1. As required and/or approved pursuant to Section 10.3 and Figures 1 to 7 of the Supplementary Regulations.
2. As required by the Development Officer or Alberta Transportation, as the case may be, when adjacent to a service road which is adjacent to a public road.

E. 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.

F. MINIMUM DEPTH OF REAR YARD

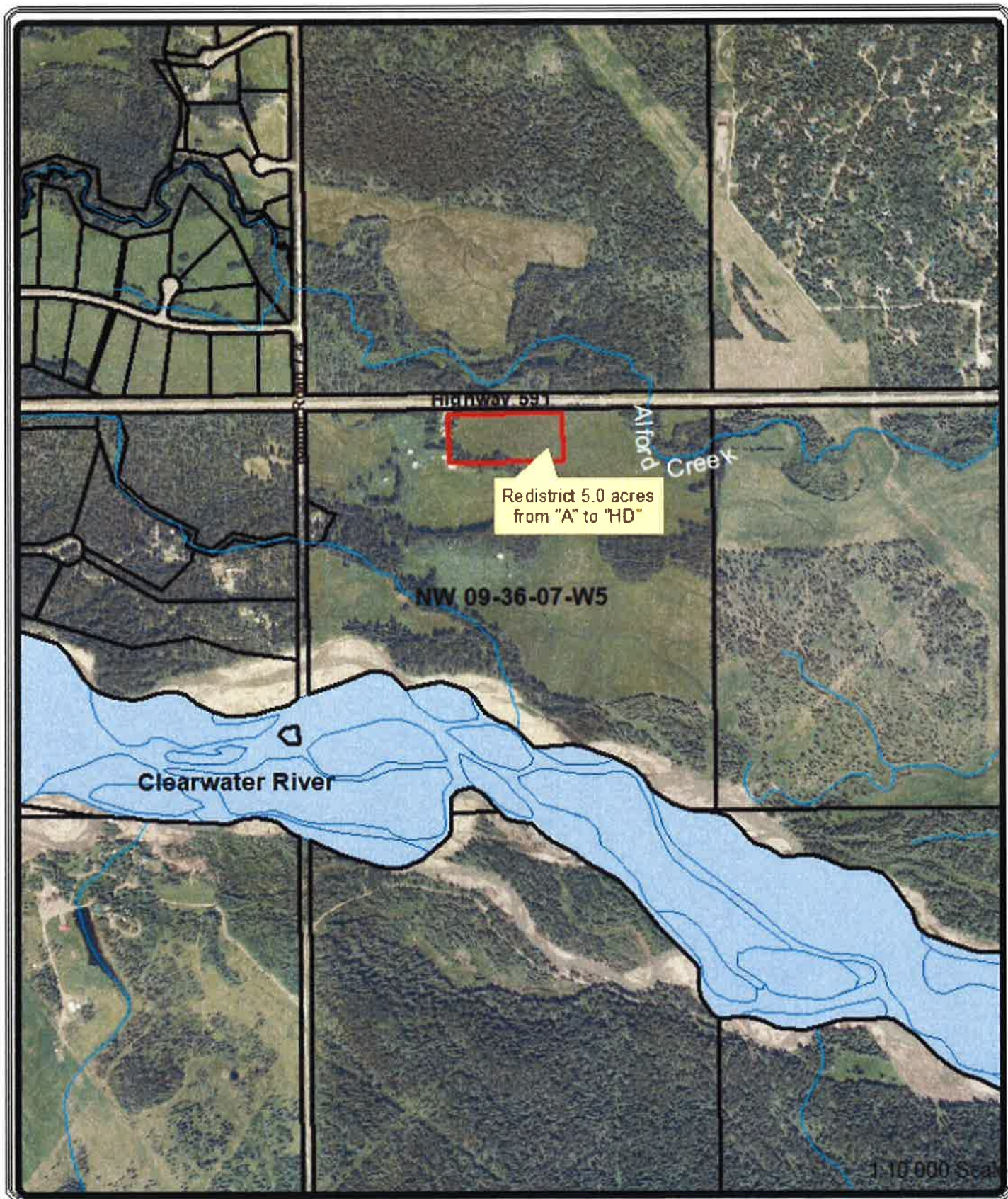
As required by the Development Officer.

G. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS

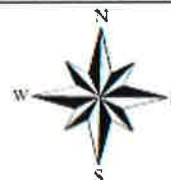
New construction only, with the exterior completed using acceptable finishing materials approved by and to the satisfaction of the Development Officer.

H. LANDSCAPING

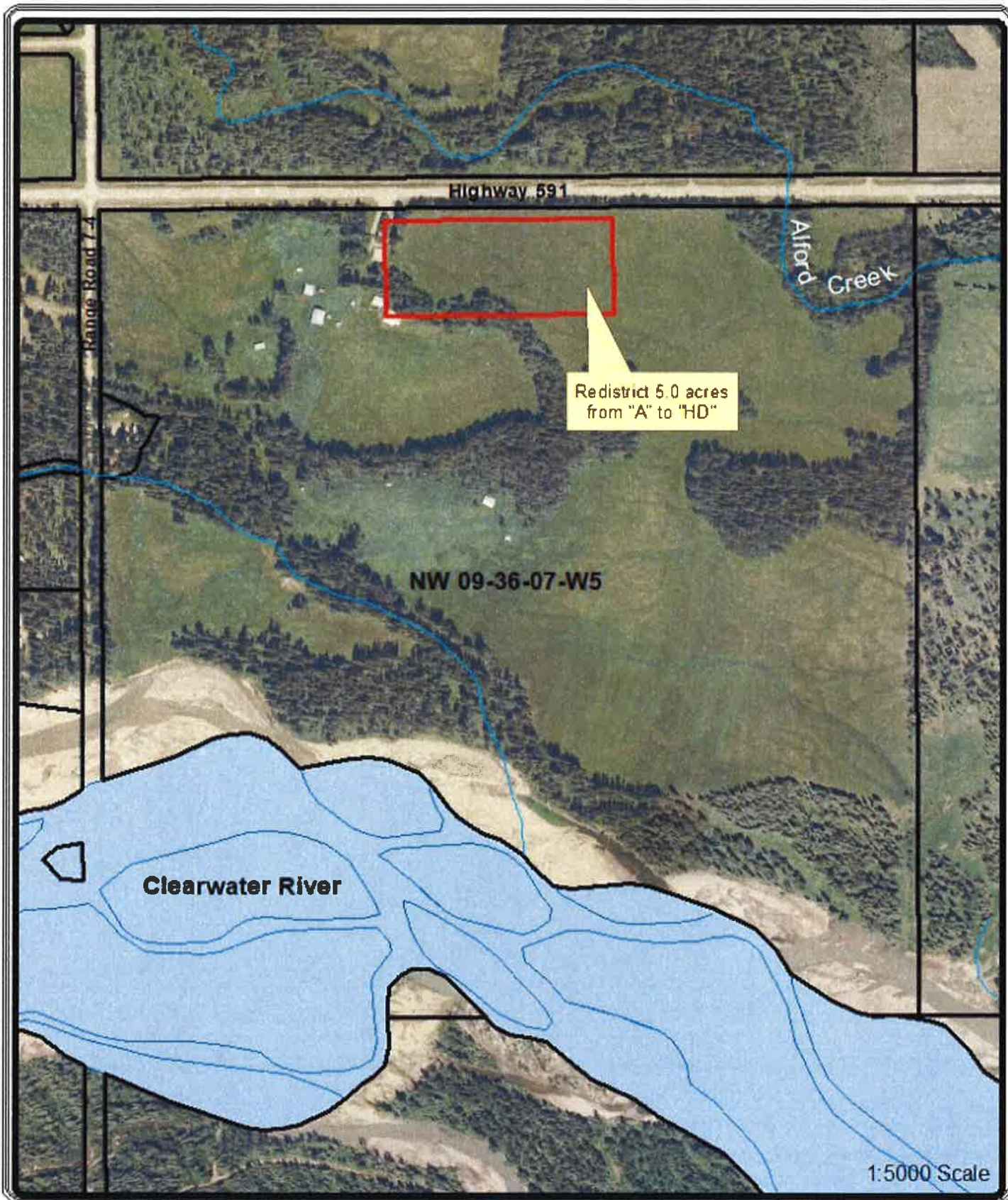
1. Fencing or screening with vegetation, earth berm or some other form of vision and sound barrier may be required.
2. Approval to develop may be made subject to the Development Officer accepting a landscaping plan.



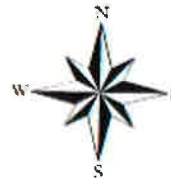
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NW 09-36-07-W5



Gerald Ernst on behalf of Strategic Evolution Consulting Inc.








Application No. 02/19 to Amend the Land Use Bylaw
Redistrict 5.0 acres from Agriculture District "A" to
Highway Development District "HD"
NW 09-36-07-W5



Gerald Ernst on behalf of Strategic Evolution Consulting Inc.



REQUEST FOR DECISION

SUBJECT: 1st Reading of Bylaw 1063/19 for Application No. 04/19 to amend the Land Use Bylaw		
PRESENTATION DATE: April 9, 2019		
DEPARTMENT: Planning & Development	WRITTEN BY: Jose Reyes, Senior Planner	REVIEWED BY: Keith McCrae, Director, Planning 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 checked="" type="checkbox"/>  Fiscal Responsibilities <input checked="" type="checkbox"/>  Environmental Stewardship <input type="checkbox"/>  Community Social Growth		
ATTACHMENT(S): Bylaw 1063/19 with Schedule "A", Site Plan, Application to Amend Land Use Bylaw, Site Photos, Aerial Photos, and Industrial District "I".		

STAFF RECOMMENDATION:

That Council consider granting 1st reading of Bylaw 1063/19 and proceed to a public hearing.

BACKGROUND:

Laura Coderre has made application, on behalf of 1320832 Alberta Ltd., to redesignate +/- 13.09 acres from the Agriculture District "A" to the Industrial District "I" within SW 27-40-7-W5. The subject lands contain 59.35 ha (146.6 acres) located approximately 10 km north of the Town of Rocky Mountain House at the north-east corner of the Highway 22 and Highway 12 intersection. No subdivision of the subject lands is anticipated at this time.

The applicant has operated a plumbing company that does residential water and sewer installations since 2011. A surveillance suite is also located on the site. In order to plan for the future, the applicant now wishes to redesignate the land to a more appropriate land use district.

Legal and physical access to the proposal is by way of Highway 12, adjacent to the south property boundary. Surrounding land uses are Country Residence Agriculture (CRA) and

Agriculture (A). There is a small residential acreage located on the southwest corner of the quarter section where a small electrical business operates. The east side of the parcel is well screened with trees but the balance of the land is open to public view. The parcel contains an abandoned well site which is used by the applicant to park tractor/trailer units as well as to store work materials and machinery attachments. A natural gas pipeline also crosses the quarter section from the southwest to the northeast.

Therefore, this application is to rezone the subject land to an Industrial District “I” parcel as shown on Schedule “A” of the Bylaw.

PLANNING DIRECTION:

Clearwater County’s Land Use Bylaw 714/01

Section 13.4(5) Industrial District “I”

The general purpose of this district is to accommodate industrial operations appropriate for rural locations.

Discretionary uses include:

- 13. Heavy industry contractors
- 14. Industrial equipment storage
- 24. Security or gatekeeper’s residence

Clearwater County’s Municipal Development Plan (2010)

Section 8 Economic Development

Goals:

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

Policy Directions:

- 8.2.1 Clearwater County encourages the retention and expansion of existing business and industry, and the attraction of new business and industry, as a means to diversify the County’s economic base.
- 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.
- 8.2.16 While Clearwater County prefers that industrial and commercial uses that are appropriate for business park locations be located in a business park, Clearwater County may approve a proposal for an isolated commercial or industrial use outside a planned business park provided the following criteria are met to the satisfaction of the County:
 - (a) the proposal adequately demonstrates that an isolated location is required;
 - (b) the site characteristics are suitable for the proposed land use;
 - (c) the type, scale, size, and site design of the proposed land use are appropriate for the area and compatible with adjacent land uses;

- (d) the development can be serviced on-site in accordance with Provincial regulations;
- (e) the traffic generated by the proposed land use would not adversely impact the municipal road network; and
- (f) any other safety or environmental issues identified by the County and any other applicable provisions of this Plan.

Section 11 Intermunicipal Planning, Local Planning and Liaison

- 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.

Section 12 Putting the Plan into Effect

Goals:

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

Policy Directions:

- 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.

RECOMMENDATION:

That Council consider granting first reading to Bylaw 1063/19 and proceed to a public hearing.

BYLAW NO. 1063/19

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 Industrial (I) District is to accommodate industrial operations appropriate for rural locations.

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 +/- 13.09 acres of Pt. SW 27-40-07 W5M as outlined in red on the attached Schedule "A" be redesignated from the Agriculture District "A" to the Industrial District "I".

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

REEVE

MUNICIPAL MANAGER

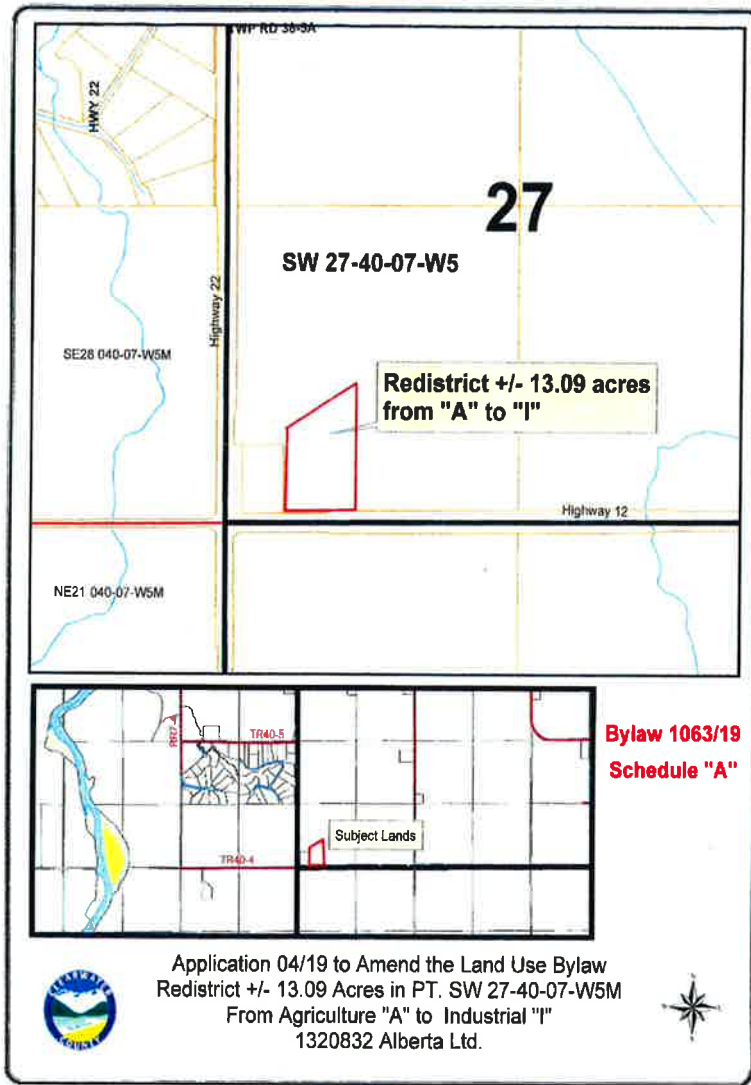
PUBLIC HEARING held this ____ day of _____ A.D., 2019.

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





CLEARWATER COUNTY

Application for Amendment to the Land Use Bylaw

Application No. 04-19

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

APPLICANT: Laura Coderre

ADDRESS & PHONE: [REDACTED]

REGISTERED OWNER: 1320832 Alberta Ltd.

ADDRESS & PHONE: [REDACTED]

AMENDMENT REQUESTED:

- CHANGE OF LAND USE DISTRICT FROM: Agriculture District "A" TO: Industrial District "I"
 LEGAL DESCRIPTION OF PROPERTY: SW 1/4 Sec. 27 Twp. 40 Rge. 7 W5M
 OR: LOT: BLOCK REGISTERED PLAN NO.:
 OR: CERTIFICATE OF TITLE NO.: (Site Plan is attached)
 SIZE OF AREA TO BE REDESIGNATED: 13.09 (Hectares / Acres)

- REVISION TO THE WORDING OF THE LAND USE BYLAW AS FOLLOWS:

- REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT:

Please see attached letter + maps.

DATE: March 6, 2019 APPLICANT'S SIGNATURE [Signature]

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

APPLICATION FEE: DATE PAID: March 12, 2019 RECEIPT NO. 143810

SIGNATURE OF DEVELOPMENT OFFICER
IF APPLICATION COMPLETE

IMPORTANT NOTES ON REVERSE SIDE

Alberta Backhoe Services

RR 1 Site 20 Box 9
Rocky Mountain House, AB T4T 2A1

Phone: (403) 846-5656 Fax: (403) 844-4334



March 6, 2019

Clearwater County
Box 550
Rocky Mtn House, AB T4T 1A4

RE: SW-27-40-7 W5M - Rezoning of 13.09 Acres

1320832 Alberta Ltd. (operating as Alberta Backhoe Services and The Plumbing Shoppe) have been operating on the above mentioned property since 2011. Having ample yard space to park heavy equipment as well as plumbing vans, a parts warehouse and cold storage, this property has proven to be an excellent space for our company's operations.

We do not have any future plans to expand, mostly due to our quiet economy. Therefore, there are no plans for any more buildings or land development on this piece of property.

The current zoning on this entire quarter section (other than the acreage that was pulled out years ago) is "Agriculture District A". We feel that it would be more appropriate to rezone only the working area (as per attached map) of 13.09 acres to "Industrial District I".

Please see attached Real Property Report which was done in 2015 but is completely accurate to this day. Also, we've attached a google maps view with acres specified for this request.

Be sure to contact the undersigned if any further information is required. We look forward to working with you on this matter.

Thank you so much.



Laura Coderre
President





TWP RD 36-5A

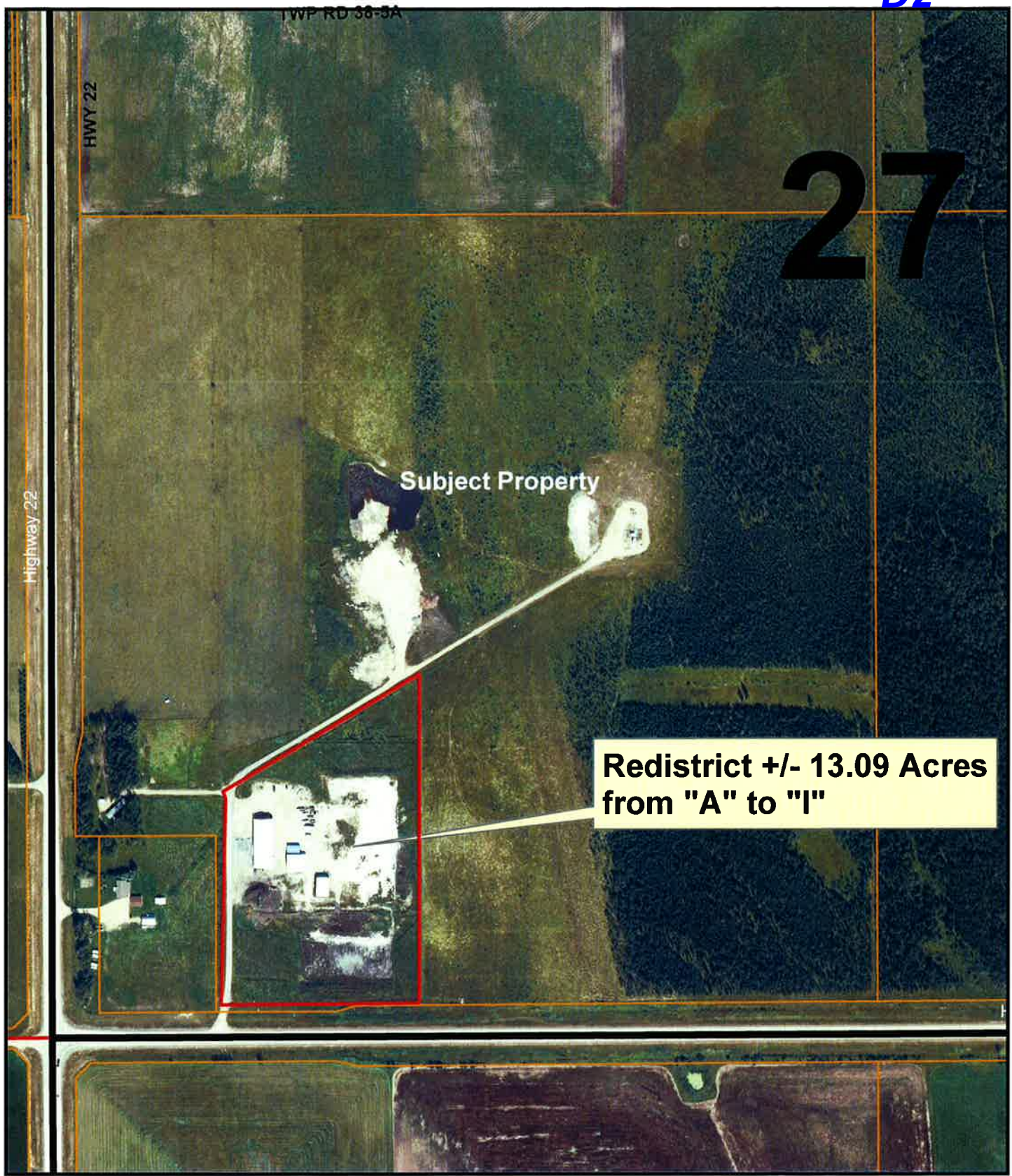
HWY 22

27

Subject Property

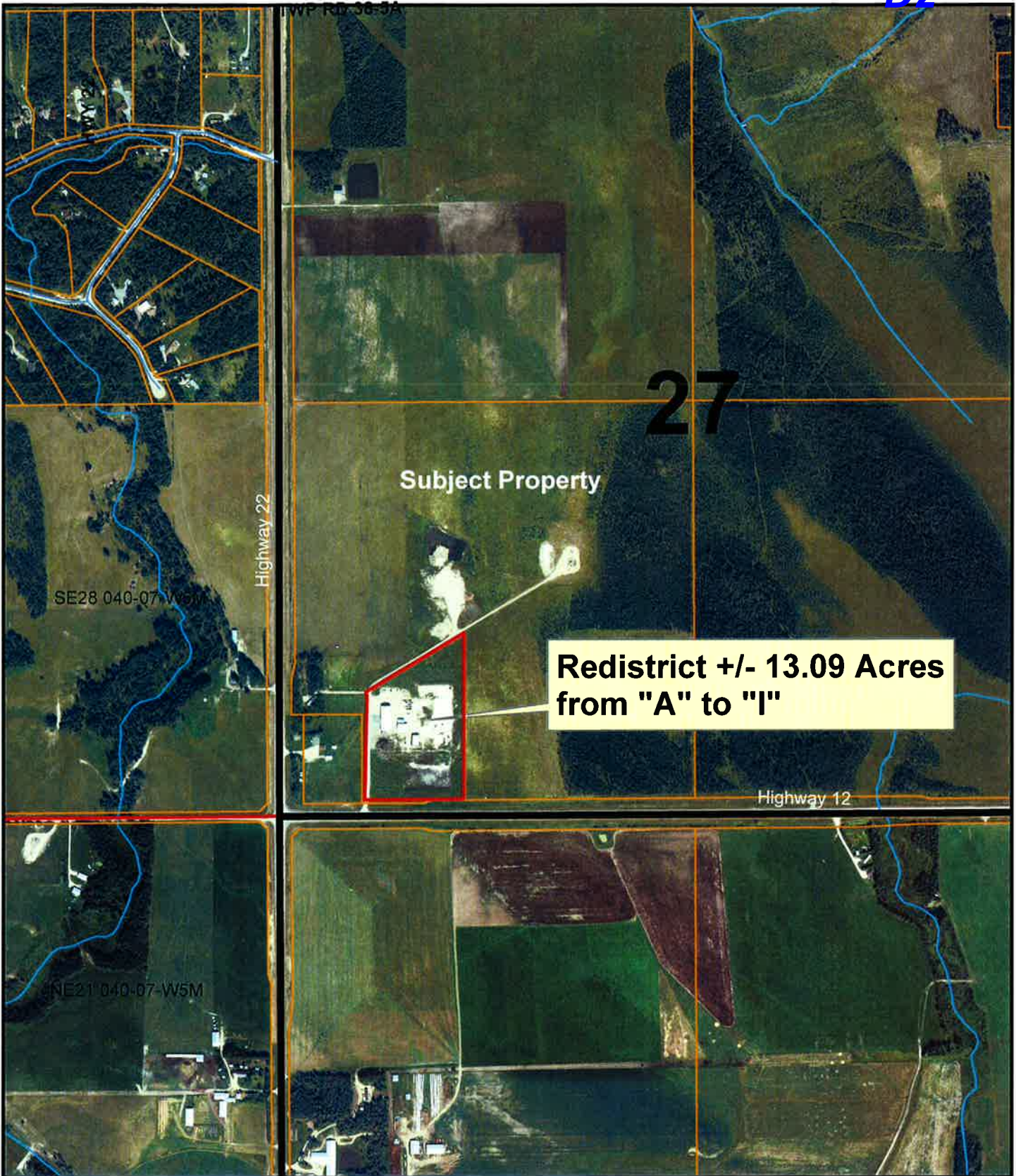
Highway 22

Redistrict +/- 13.09 Acres from "A" to "I"



Application 04/19 to Amend the Land Use Bylaw
Redistrict +/- 13.09 Acres in PT. SW 27-40-07-W5M
From Agricultural "A" to Industrial "I"
1320832 Alberta Ltd.





Application 04/19 to Amend the Land Use Bylaw
 Redistrict +/- 13.09 Acres in PT. SW 27-40-07-W5M
 From Agricultural "A" to Industrial "I"
 1320832 Alberta Ltd.



13.4 (5) INDUSTRIAL DISTRICT "I"

THE GENERAL PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE INDUSTRIAL OPERATIONS APPROPRIATE FOR RURAL LOCATIONS.

A. PERMITTED USES

1. Farming

B. DISCRETIONARY USES

1. Abattoir
2. Agricultural supply depot
3. Airport and related buildings and facilities
4. Ancillary building and uses
5. Asphaltic mix manufacture
6. Auction mart, livestock sales yard and related holding pens
7. Auto-wrecking and salvage
8. Construction camp (temporary)
9. Electricity generating facility
10. Fertilizer manufacture, storage and sales
11. Grain milling, cleaning, drying and elevator
12. Gravel and sand pit, crushing, screening and washing
13. Heavy industry contractors
14. Industrial equipment storage
15. Manufacturing and processing plants occupying at least 500 square metres (5,500 sq. ft.) of enclosed or developed plant space
16. Mining, quarrying and primary processing of mined products
17. Petroleum refining or gas processing and upgrading plants or related installations
18. Public works garage and maintenance facilities
19. Public utility building or facility required to serve this district
20. Railway trackage and related installations
21. Radio, television, and other communications tower and related buildings not exceeding 75 square metres (800 sq. ft.)
22. Redi-mix concrete plant
23. Sales secondary to the principal use on a lot.
24. Security or gatekeepers residence
25. Storage, display and sales lot for pre-fabricated buildings and recreation vehicles
26. Tannery or taxidermy
27. Timber and lumber milling and storage
28. Tradesperson's business, including contractors for plumbing, heating, electrical, carpentry, masonry, mechanical, auto-body, excavation, construction, trucking and the like

- 29. Veterinary clinic and animal shelter
- 30. Warehouse

C. MINIMUM LOT SIZE

1 hectare (2.5 acres) unless otherwise approved by the Development Officer.

D. MINIMUM TOTAL FLOOR AREA

185 square metres (2,000 sq. ft.) or as required by the Development Officer except for manufacturing and processing plants.

NOTE: Adding multiples of industrial uses into one building or onto one site are not an accepted means of achieving the minimum floor area.

E. MINIMUM DEPTH OF FRONT YARD

1. 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.
2. Where there is a service road next to a primary highway, the minimum front yard depth shall be determined by the Development Officer.

F. 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, although Section 20.2 applies.

G. MINIMUM DEPTH OF REAR YARD

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

NOTE:

1. 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.
2. An industrial development having characteristics which are offensive due to noise, dust, odor or appearance may be required to locate at a greater distance from any property line than stated in subsections E, F and G, at the discretion of the Development Officer.

H. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS






New construction only, with the exterior completed using acceptable finishing materials approved by and to the satisfaction of the Development Officer.

I. LANDSCAPING

1. In addition to other provisions of this Bylaw, any approved use may be subject to screening from view by vegetation or other screening of a visually pleasing nature as required by the Development Officer.
2. Reclamation to standards acceptable to the Development Officer may be required following the abandonment of all or any portion of a gravel or sand pit, sawmill or other land surface disturbing operation.



REQUEST FOR DECISION

SUBJECT: Bylaw No. 1060/19 Caroline-Clearwater Intermunicipal Collaboration Framework and Bylaw No. 1061/19 Caroline-Clearwater Intermunicipal Development Plan		
PRESENTATION DATE: April 9, 2019		
DEPARTMENT: Planning and Development	WRITTEN BY: Craig Teal, RPP MCIP, Director of PCPS	REVIEWED BY: Keith McCrae, Director Planning and Development 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 - MGA <input type="checkbox"/> County Bylaw or Policy (cite) Part 17.2 Intermunicipal Collaborative Framework and Division 4 – Statutory Plans Section 631		
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 checked="" type="checkbox"/>  Environmental Stewardship	<input checked="" type="checkbox"/>  Community Social Growth	
ATTACHMENT(S): Bylaw No. 1060/19 Caroline-Clearwater Intermunicipal Collaboration Framework Bylaw No. 1061/19 Caroline-Clearwater Intermunicipal Development Plan		

STAFF RECOMMENDATION:

1. That Council give Bylaw No. 1060/19 to adopt the Caroline-Clearwater Intermunicipal Collaboration Framework first reading;
2. That Council give Bylaw No. 1061/19 to adopt the Caroline-Clearwater Intermunicipal Development Plan first reading; and
3. That Council set Tuesday, May 14, 2019 at 6:00 pm in the Community Hall of the Caroline HUB as the date, time and place for the public hearing for Bylaw No. 1061/19.

BACKGROUND:

The Caroline-Clearwater Intermunicipal Collaboration Framework (ICF) and the Caroline-Clearwater Intermunicipal Development Plan (IDP) are companion documents required by the Municipal Government Act. Between July 2018 and March 2019 the Village and County have been working to prepare the ICF and IDP. The content of the documents being presented are the result of numerous committee meetings between County and Village Council representatives and, for the IDP, input collected through two major public engagement processes.

Intermunicipal Collaboration Framework

The ICF is an overall agreement on how the County and the Village of Caroline will approach the sharing of municipal services that benefit residents in the village and the County area around the village. It provides guidance for the amendment of existing agreements for shared services and for the establishment of new sharing arrangements. The intent is to:

1. Integrate planning, delivery and funding of shared resources;
2. Steward resources in providing services; and
3. Ensure each municipality contributes funding to services benefitting their residents.

Highlights of the ICF contents include:

- No set term with the expectation that formal review occurs every four years and that amendments can be made where agreed upon by the County and the Village;
- Establishes a committee made up of two elected officials from the County and two elected officials from the Village to review issues, advise and make recommendations to both Councils;
- Contains protocols for exploring and discussing issues related to shared services and includes a dispute resolution process;
- Inventories the current services provided by the County and the Village, identifies those currently provided on an intermunicipal or shared basis, and inventories the existing agreements;
- Sets out principles to guide decisions on when a service should be shared and processes to put forward suggestions on new projects and services;
- Identifies a series of services to be explored in the coming 5-6 years for potential sharing between the Village and the County; and
- Provides an implementation schedule for the period between 2020 and 2025.

Intermunicipal Development Plan

The IDP is a statutory/policy plan that is meant to guide planning decisions in and around Caroline. The aim is coordinate land use planning and infrastructure decisions to ensure the interests of the County and Village are taken into account and to encourage further growth in the greater Caroline area.

Topics covered in the IDP include:

- A long term vision for the community based on input from area residents;
- Context and background about major features that shape the available options for future land uses in the area (e.g. limits from pipeline setbacks);

- Long term growth and expansion of the village;
- Joint economic development in the form of future shared commercial/industrial parks;
- Preserving natural spaces and increasing trail and outdoor recreation options;
- Continued agricultural activity and variety of rural uses;
- Opportunity for a node of country residential, multi-lot subdivisions;
- Municipal water and wastewater infrastructure and planning for major roadways; and
- Processes to administer the plan including an Intermunicipal Committee and process for referring planning applications for comments.

Process

A public hearing must be advertised and hosted before Council considers second reading of Bylaw No. 1061/19 to adopt the IDP. Both the Village Council and County Council must adopt the same plan. A joint hearing is proposed to enable both Councils to hear the same presentations on the proposed IDP before making a decision on second reading. The joint hearing is proposed for Tuesday, May 14, 2019 at 6:00 pm in the Community Hall at the Caroline HUB.

A presentation by Administration will be provided at the public hearing. Following the close of the public hearing, each Council may proceed with second and third reading or defer further readings to another meeting date.

The adoption of the ICF does not require a public hearing. It is proposed to consider second and third reading of Bylaw No. 1060/19 at the same meeting that the IDP is considered for second and third reading.

CLEARWATER COUNTY
BYLAW NO. 1060/19

Being a bylaw to adopt the Caroline-Clearwater Intermunicipal Collaboration Framework

WHEREAS, the Council of Clearwater County is authorized under the Municipal Government Act, RSA 2000, Chapter M-26, as amended, to work collaboratively with neighbouring municipalities to ensure the efficient provision of municipal services for all residents; and

WHEREAS, the Village of Caroline and Clearwater County have worked collaboratively on the preparation of an intermunicipal collaboration framework between the two municipalities; and

WHEREAS, the Council of Clearwater County deems it desirable and appropriate to adopt the Caroline-Clearwater Intermunicipal Collaboration Framework;

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

1. That the document titled "Caroline-Clearwater Intermunicipal Collaboration Framework" dated April 2019 as attached and forming part of this Bylaw be adopted;
and
2. That this Bylaw shall take effect upon the final passing thereof.

READ a first time this ____ day of _____, 2019.

READ a second time this ____ day of _____, 2019.

READ a third time and finally passed this ____ day of _____, 2019.

REEVE

CHIEF ADMINISTRATIVE OFFICER

**CAROLINE-CLEARWATER
INTERMUNICIPAL COLLABORATION
FRAMEWORK**

APRIL 2019



Caroline-Clearwater Intermunicipal Collaboration Framework

PREAMBLE

WHEREAS Clearwater County and the Village of Caroline are committed to working cooperatively to meet the challenges and capitalize on the opportunities that the future and their shared circumstances will bring; and

WHEREAS the Village and County subscribe to a belief in a broad sense of community that extends beyond their respective boundaries and recognize that their common interests are greater than their differences; and

WHEREAS the Village and County acknowledge that the advancement of their shared interests is best accomplished through effective and ongoing cooperation, collaboration, coordination and communication; and

WHEREAS the Village and County recognize that they both have a significant role to play in the success of their shared region and will ultimately share both the risks and the rewards of their cooperative efforts; and

WHEREAS the Village and County want to provide a high quality of life to their ratepayers by ensuring that growth management, planning, programs and services are effectively, efficiently and economically delivered and are reasonably available to residents; and

WHEREAS the Municipal Government Act, as amended from time to time, requires municipalities that have common boundaries to create an Intermunicipal Collaboration Framework; and

WHEREAS the Municipal Government Act specifies the content and requirements of an Intermunicipal Collaboration Framework; and

WHEREAS the Village and Clearwater County have negotiated and mutually prepared an Intermunicipal Collaboration Framework in accordance with the Municipal Government Act; and

WHEREAS this Intermunicipal Collaboration Framework is meant to be a master agreement from which a number of subsequent agreements flow;

NOW THEREFORE Council for the Village of Caroline and Council for Clearwater County have adopted this document as the "Caroline-Clearwater Intermunicipal Collaboration Framework."

Caroline-Clearwater Intermunicipal Collaboration Framework

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PART A: ADMINISTRATIVE PROVISIONS

1.0 Purpose of Framework

- 1.1 The purpose of this Intermunicipal Collaboration Framework, or Framework, is to set out the broad parameters of how the Village of Caroline and Clearwater County will:
- (a) Provide for the integrated and strategic planning, delivery and funding of intermunicipal services;
 - (b) Steward scarce resources efficiently in providing local services; and
 - (c) Ensure that the Village and County contribute funding to services that benefit their residents.
- 1.2 This Framework builds on the long standing tradition of the Village and County working together to serve the needs and interests of the broader regional community. This Framework is the foundational agreement from which a number of agreements for specific topics and services flow.
- 1.3 The purpose of this Framework and the agreements that flow from it is to better serve and provide high quality of life to the residents of the Village of Caroline and Clearwater County by ensuring that growth management, land use planning, programs and services are effectively, efficiently and economically delivered and are reasonably available to them.

2.0 Definitions used in Framework

- 2.1 In this Framework, unless the context provides otherwise, the following words or phrases will have the following meanings:

“Act” means the Municipal Government Act, R.S.A. 2000 Chapter M-26, as amended from time to time;

“Calendar day” means any one of the seven days in a week;

"Capital" means those non-financial tangible assets having significant value and physical substance that are used in the supply of goods and services related to that asset; and have a useful economic life greater than one year, are to be used on a continuing basis and are not for sale in the ordinary course of operations;

“Chief Administrative Officer” or “CAO” means the Chief Administrative Officer of either the Village of Caroline or Clearwater County as the case or context may require;

“Chief Elected Official” or “CEO” means the Mayor of the Village of Caroline or the Reeve of Clearwater County as the case or context may require;

"Consensus" means "we can live with it; are comfortable with the result; and will own it when we take it to our Councils;"

"Initiating party" means a party who gives notice of a dispute under this framework;

"Intermunicipal" means a service, agency, decision, plan or action undertaken or created by one or more municipalities on a cooperative basis;

"Intermunicipal Collaboration Committee" or "ICC" means the committee established under this Intermunicipal Collaboration Framework;

"Intermunicipal Collaboration Framework" or "Framework" means a document describing the sharing of services between one or more municipalities and prepared in accordance with the Act and Regulation;

"Mediation" means a process involving a neutral person as a mediator who assists the parties to a matter and any other person brought in with the agreement of the parties to reach their own mutually acceptable settlement of the matter by structuring negotiations, facilitating communication and identifying the issues and interests of the parties;

"Mediator" means the person or persons appointed to facilitate by mediation the resolution of a dispute between the parties;

"Party" means a municipality that creates a framework with one or more other municipalities;

"Regulation" means the Intermunicipal Collaboration Framework Regulation (AR 191/2017) as amended from time to time;

"Representative" means a person selected by a party who holds a senior position with the party, and has authority to negotiate for or settle a dispute on behalf of the party;

"Service" includes any program, facility or infrastructure necessary to provide a service; and

"Third Party" means a service provider who is established or exists independently of any decision by a municipality.

3.0 Term and Review of Framework

- 3.1 This Framework shall have force and effect as of the date of third reading of the bylaws by the Village of Caroline and Clearwater County adopting the Framework document.
- 3.2 This Framework is a permanent agreement in accordance with the Act and has no expiration date.

- 3.3 The Village and County shall review this Framework at least every 4 years from the date that the bylaw adopting this Framework is given third reading. An earlier or more frequent review may be undertaken if agreed upon by the Village and County.
- 3.4 If either the Village or County determine that the adopted Framework does not serve their interests, or if both municipalities determine that the adopted Framework does not serve the interests of both municipalities, a replacement Framework shall be created in accordance with the Act. Until such time as the replacement Framework is ready for adoption and has been formally adopted, the current Framework remains in effect.

4.0 Process to Amend the Framework

- 4.1 If either the Village or the County wishes to amend this Framework, the party seeking the amendment must give written notice to the other party. Upon receiving written notice the other party must, within 30 days, meet to discuss the proposed amendments and a process to consider the amendments.
- 4.2 A proposal to amend this Framework must be provided in written form and must clearly identify:
- (a) The nature of the issue(s) or concern(s) giving rise to the need for an amendment; and
 - (b) The nature and reasoning behind the specific amendment(s) being proposed.

5.0 Relation of Framework to Other Agreements and Bylaws

- 5.1 Where there is a conflict or inconsistency between a bylaw and this Framework or an agreement between the Village of Caroline and Clearwater County and this Framework, this Framework prevails to the extent of the conflict or inconsistency.
- 5.2 If there is a conflict or inconsistency between this Framework and any existing agreement between the Village and the County, the Framework must either address the conflict or inconsistency or the Village and County must alter or rescind the agreement.
- 5.3 Where there is a need to amend an agreement to maintain consistency with this Framework and the agreement contains one or more municipalities that are not signatories of this Framework, the other municipalities shall be consulted and involved in process to amend the agreement.
- 5.4 The Village and County agree to amend their bylaws, where necessary, to ensure consistency between each bylaw and this Framework within two (2) years of the date that the bylaw adopting this Framework receives third reading. The Land Use Bylaw of each municipality is not subject to this requirement.

5.5 The Village and County agree to amend their agreements, where necessary, to ensure consistency between each agreement and this Framework within six (6) years of the date that the bylaw adopting this Framework receives third reading.

6.0 Relation of Framework to Intermunicipal Development Plan

6.1 The Village of Caroline and Clearwater County have adopted an Intermunicipal Development Plan in accordance with the Act through the passing of Bylaw No. 2019-003 and Bylaw No. 1061/19 respectively. The Caroline-Clearwater Intermunicipal Development Plan is a stand-alone document available under separate cover.

7.0 Indemnification

7.1 The Village of Caroline shall indemnify and hold harmless Clearwater County, its employees , and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act of omission of Clearwater County, its employees, or agents in the performance and implementation of this Framework.

7.2 Clearwater County shall indemnify and hold harmless the Village of Caroline, its employees , and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act of omission of the Village of Caroline, its employees, or agents in the performance and implementation of this Framework.

8.0 Written Notices

8.1 All and any required written notices in the performance and implementation of this Framework shall be directed to the CAO of each municipality using the mailing address for the respective municipal office as shown below:

Village of Caroline
Box 148
Caroline, AB
T0M 0M0

Clearwater County
Box 550
Rocky Mountain House, AB
T4T 1A4

PART B: GOVERNANCE AND PROCESS PROVISIONS

9.0 Governance and Roles

- 9.1 Successful collaboration and management of this Framework requires ongoing dialogue, consultation and communication. Efforts at all levels of the Village and County organizations are needed to ensure opportunities are recognized, information is passed through the organizations and decision makers are informed not just about their own municipality but about potential impacts on the other.
- 9.2 *Role of Councils* – Each Council retains the ability and responsibility to make decisions on behalf of their residents and ratepayers. As the public is at the center of any governance or service initiative their interests need to be taken into account to ensure the impacts of services and actions taken in the delivery of shared services have the desired results. Each Council affirms their commitment to increased cooperation in service delivery and will support increased communication at the administrative and staff levels and consideration of impacts on the other municipality. The Mayor and Reeve will be at the forefront of this relationship and they will be responsible for showing leadership for the elected officials to their organizations and in public.
- 9.3 *Role of the Intermunicipal Collaboration Committee (ICC)* - The ICC will become the focus for matters of intermunicipal consideration. Although this committee will be non-decision making they will be responsible for the negotiating and management of intermunicipal opportunities and challenges. Comprised of elected officials and administration representing their Councils, the ICC will strategically identify opportunities and prioritize intermunicipal actions to formulate recommendations for respective Council’s consideration.
- 9.4 *Role of CAOs* – The CAOs of the Village and County are the principal administrative personnel responsible for maintaining this Framework, its delivery and durability. The CAOs bring continuity to the relationship between the municipalities and have the ability to initiate communication on an as needed basis. They are responsible for ensuring Village and County staffs follow the principles, spirit and intent of this Framework and any agreements created under this Framework. The CAOs are seen as “conduits” for the flow of information and ongoing communication.
- 9.5 *Role of Staff* - Staff at all levels in the Village and County organizations will be responsible to ensure the principles, spirit and intent of this Framework and any agreements under this Framework are carried out operationally. This means that staff will work with their municipal counterparts to address issues that arise within the scope of their authority and mandate. Staff will also raise issues, when needed, and be accountable for informing their CAO about matters that require attention, or could be considered, for the mutual benefit of the municipalities.

10.0 Intermunicipal Collaboration Committee (ICC)

- 10.1 The Intermunicipal Collaboration Committee (ICC) is hereby established to give expanded focus to intermunicipal opportunities and considerations. Although individual Councils maintain the authority for decisions in the respective municipalities, the ICC is the main working group for intermunicipal matters.
- 10.2 Without interfering with or replacing the good work being accomplished in existing intermunicipal committees the ICC has the following primary functions:
- (a) Proactively identify new service areas or opportunities;
 - (b) Address intermunicipal opportunities that arise on an as needed basis where no existing structure exists to deal with the matter;
 - (c) Prioritize activity and develop appropriate measures, processes and sub-committees to address areas under consideration;
 - (d) Represent and speak well of regional efforts to cooperate in service delivery;
 - (e) Address areas where intermunicipal differences in need of resolution may arise;
 - (f) Ensure each Council is kept informed about discussions, progress and issues; and
 - (g) Serve as the principal negotiating committee for new or updated agreements under this Framework.

11.0 ICC Decision Making Authority and Process

- 11.1 The ICC is a recommendation making committee that interacts with and advises individual councils on decisions. Recommendations to individual councils will occur when the ICC members have consensus on how they wish to advise individual councils on a given issue. This may include:
- (a) Recommendations on options for proceeding;
 - (b) Advising no agreed upon recommendations have been reached in the allotted timeframe where a timeframe has been specified; or
 - (c) Advising on moving to the Dispute Resolution process or some other process to resolve the issue.
- 11.2 These recommendations or advisements may be delivered to Councils by:
- (a) A joint council meeting;
 - (b) A joint presentation to individual councils;
 - (c) A joint written submission agreed to by the ICC for delivery to individual councils; or
 - (d) A combination of the above.

12.0 Composition of ICC

- 12.1 The ICC will be composed of two (2) elected officials and the CAOs from each municipality or their designate. One elected official from each municipality will be the CEO (Mayor or Reeve) or their designate. The opportunity to rotate elected officials into the committee will be at the discretion of each municipality respecting their policy on attendance while maintaining some consistency.
- 12.2 Quorum of ICC will consist of at least one elected official from each municipality attending each agreed upon meeting.
- 12.3 Other elected officials not assigned to the ICC may attend as observers as determined by the CEOs.
- 12.4 Other administration or staff not assigned to the ICC may attend as observers as determined by the CAOs.

13.0 ICC Meetings

- 13.1 Meetings of the ICC, specific to this Framework, will be held at least once per calendar year with recognition more frequent meetings will need to be added as opportunities arise and issues are developed.
- 13.2 The annual meeting will be scheduled to enable the following core agenda items to be addressed:
 - (a) Summaries and updates on progress on issues to date;
 - (b) Inventorying and priority setting for matters to be addressed; and
 - (c) Discussions of any outstanding matters.
- 13.3 Any additional meetings that may be required to address specific matters will be scheduled at times that are mutually agreed upon.

14.0 Processes for Intermunicipal Cooperation (Setting the Agenda)

- 14.1 A number of means exist by which opportunities or considerations under this Framework may be brought to the ICC's attention. Once the ICC has become aware of the situation they will together choose how they hope to address the matter.
- 14.2 Matters may be developed within the ICC or more frequently will be brought to the ICC. Issues for discussion may come to the ICC from:
 - (a) One or more Council's direction;
 - (b) CAOs or Administrations addressing matters through staff discussions or experiences;
 - (c) Other intermunicipal or regional committees' suggestions and requests; or

- (d) The schedule for new services to be explored that forms part of this Framework.
- 14.3 Once a matter has been identified through the means above it will be brought to the attention of one or more of the CAOs. If required, the CAO will determine if the matter is intermunicipal in nature and if so contact the other CAO. The CAOs may decide to:
- (a) Send the matter to the ICC (the default option is to send the matter to ICC should any indecision or uncertainty exist among the CAOs);
 - (b) Address the matter at an administrative or operational level if appropriate;
 - (c) Gather more information;
 - (d) Purposefully put the matter aside for a defined period of time; or
 - (e) Develop a problem resolution strategy as per the protocol.
- 14.4 Regardless of what action is decided upon to address an emerging issue by the CAOs, if the matter is intermunicipal in nature it will be described along with the resulting action taken and reported on at the next ICC meeting.
- 14.5 If a matter is sent to the ICC, the CAOs are jointly responsible for structuring the information necessary, arranging the agenda and facilitating the proceedings for the ICC to consider the matter.
- 14.6 The ICC has a number of options for addressing the matter(s) including but not limited to:
- (a) Use the ICC as the standing committee;
 - (b) Create a sub-committee or working group to report back to the ICC with options and recommendations;
 - (c) Send the matter(s) to an existing committee; or
 - (d) Monitor the work under an existing committee.

15.0 Dispute Resolution Processes

Introduction

- 15.1 The Village and the County recognize the need for common understanding about how to address conflicts or disputes when either party is of the opinion that an obligation of the other under this Framework may have been breached or matters arise where differences of opinion over actions or services need to be worked out.
- 15.2 If an elected official, administrator or any staff person from the Village or County thinks an obligation under this Framework has been “breached”, the matter should be brought to the attention of their CAO. The CAO will then investigate it and, if it appears that a breach occurred, the matter will be brought to the attention of the other municipality’s CAO. Once that has happened, the matter may be resolved directly between the municipalities through informal problem solving discussions between the CAOs and, if needed, the ICC.

- 15.3 Similarly, differences of opinion may occur outside a “breach” of an agreement. These may include divergent expectations in delivery of a joint service, a variance in how a committee or board wishes to proceed or any circumstance that may adversely affect or disrupt a service or relationship(s) between the municipalities. If the problem identified is not resolved through informal discussions, the municipalities agree to address it using the processes described below.

Notice of Dispute

- 15.4 When either Village Council or County Council believes there is a dispute under this Framework and wishes to engage in dispute resolution, the party alleging the dispute must give written notice of the matter(s) under dispute to the other party’s CAO.
- 15.5 During a dispute in respect of any aspect of this Framework, the parties must continue to perform their obligations under this Framework.

Negotiation

- 15.6 Within 14 calendar days after the notice of dispute is given, each party must appoint representatives to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.
- 15.7 Each party will identify the appropriate representatives who are knowledgeable about the issue(s) under dispute and the representatives will work to find a mutually acceptable solution through negotiation. In preparing for negotiations, the parties will also clarify their expectations related to the process and schedule of meetings, addressing media inquiries, and the need to obtain Council ratification of any resolution that is proposed.
- 15.8 Representatives will negotiate in good faith and will work together, combining their resources, originality and expertise to find solutions. Representatives will attempt to craft a solution to the identified issue(s) by seeking to advance the interests of both parties rather than simply advancing their individual positions. Representatives will fully explore the issue with a view to seeking an outcome that accommodates, rather than compromises, the interests of all concerned.
- 15.9 Representatives will seek to:
- (a) Clearly articulate their interests and the interests of their party;
 - (b) Understand the interests of other negotiators whether or not they are in agreement with them; and,
 - (c) Identify solutions that meet the interests of the other party as well as those of their own

“Cooling Off” Period

- 15.10 In the event that negotiation does not successfully resolve the dispute, there will be a “cooling off” period of 14 days before moving to the Mediation step of the dispute resolution process. This 14 day period will start on the day that the parties determine that the dispute cannot be resolved through negotiations. During this 14 day period the parties shall not discuss the dispute with each other nor schedule any meetings between them to discuss the matters that are the subject of the dispute.

Mediation

- 15.11 If the dispute cannot be resolved through negotiations, the representatives must appoint a mutually acceptable mediator to attempt to resolve the dispute by mediation.
- 15.12 The initiating party must provide the mediator with an outline of the dispute and any agreed statement of facts. The parties must give the mediator access to all records, documents and information that the mediator may reasonably request.
- 15.13 The mediator will be responsible for the governance of the mediation process. The parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute.
- 15.14 All proceedings involving a mediator are without prejudice, and, unless the parties agree otherwise, the cost of the mediator must be shared equally between the parties.
- 15.15 If a resolution is reached through mediation, the mediator will provide a report documenting the nature and terms of the agreement and solutions that have been reached. The mediator report will be provided to each council.

“Cooling Off” Period

- 15.16 In the event that Mediation does not successfully resolve the dispute, there will be a “cooling off” period of 14 days before moving to the Arbitration step of the dispute resolution process. This 14 day period will start on the day that the parties determine that the dispute cannot be resolved through mediation. During this 14 day period the parties will not discuss the dispute with each other nor schedule any meetings between them to discuss the matters that are the subject of the dispute.

Report

- 15.17 If the dispute has not been resolved within 180 calendar days after the notice of dispute is given, the initiating party must, within 21 calendar days of the expiry of the 180 calendar day period, prepare and provide to the other parties a report.
- 15.18 Without limiting its generality, the report must contain a list of the matters agreed on and those on which there is no agreement between the parties.
- 15.19 The initiating party may prepare a report before 180 calendar days after the notice of dispute have elapsed if the parties agree, or the parties are not able to appoint a mediator to assist with mediation.

Appointment of Arbitrator

- 15.20 Within 14 calendar days of a report being provided as described above, the representatives must appoint an arbitrator and the initiating party must provide the arbitrator with a copy of the report. If the representatives can agree upon a mutually acceptable arbitrator, arbitration will proceed using that arbitrator. If the representatives cannot agree on a mutually acceptable arbitrator, each party will produce a list of three candidate arbitrators. In the event there is agreement on an arbitrator evident from the candidate lists, arbitration will proceed using that arbitrator.
- 15.21 If the representatives cannot agree on an arbitrator, the initiating party must forward a copy of the report to the Minister with a request to the Minister to appoint an arbitrator.
- 15.22 In appointing an arbitrator, the Minister may place any conditions on the arbitration process as the Minister deems necessary.

Arbitration Process

- 15.23 Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices and procedures shall be the same as those in Division 3 of Part 17.2 of the Act and Part 1 of the Regulation.
- 15.24 In addition, the arbitrator may do the following:
- (a) Require an amendment to this Framework;
 - (b) Require a party to cease any activity that is inconsistent with this Framework;
 - (c) Provide for how a party's bylaws must be amended to be consistent with this Framework;
 - (d) Award any costs, fees and disbursements incurred in respect of the dispute resolution process and who bears those costs.

Deadline for Resolving Dispute

- 15.25 The arbitrator must resolve the dispute within 365 calendar days from the date the notice of dispute is given.
- 15.26 If an arbitrator does not resolve the dispute within 365 calendar days' time, the Minister may grant an extension of time or appoint a replacement arbitrator on such terms and conditions the Minister considers appropriate.

Arbitrator's Order

- 15.27 Unless the parties resolve the disputed issues during the arbitration, the arbitrator must make an order as soon as possible after the conclusion of the arbitration proceedings.
- 15.28 The arbitrator's order must
- (a) Be in writing;
 - (b) Be signed and dated;
 - (c) State the reasons on which it is based;
 - (d) Include the timelines for the implementation of the order, and
 - (e) Specify all expenditures incurred in the arbitration process for payment under section 708.41 of the Act.
- 15.29 The arbitrator must provide a copy of the order to each party.
- 15.30 If an order of the arbitrator is silent as to costs, a party may apply to the arbitrator within 30 calendar days of receiving the order for a separate order respecting costs.

Costs of Arbitrator

- 15.31 Subject to an order of the arbitrator or an agreement by the parties, the costs of an arbitrator must be paid on a proportional basis by the municipalities that are parties to this Framework.
- 15.32 Each municipality's proportion of the costs must be determined by dividing the amount of that municipality's equalized assessment by the sum of the equalized assessments of all of the municipalities' equalized assessments as set out in the most recent equalized assessment.

PART C: INVENTORY OF CURRENT SERVICES

16.0 Scope of Services Covered in Framework

- 16.1 The services that are included in this Framework are based on the listed requirements for an Intermunicipal Collaboration Framework (transportation, emergency services, water, wastewater, solid waste, recreation, and other services) in the MGA. The tables focus on “direct services” that are provided to a property or ratepayer. An example of this is the ability to make use of a recreation facility. Indirect services, meaning those that have a more “corporate” nature and are needed to support the direct delivery of services, are not included. An example is the finance department’s role in supporting front line departments through the proper collection of municipal taxes.
- 16.2 Nothing in this Framework is meant to limit the ability of the Village and County to investigate and, where deemed beneficial, establish means of sharing services that are of a corporate or organizational support nature.

17.0 Services Provided on a Municipal Basis

The following tables list and describe the services that the Village and County presently deliver on a municipal basis as the best means of delivering these services at this point in time.

Table A: Services Provided by the Village of Caroline on a Municipal Basis

TYPE OF SERVICE	DESCRIPTION
Transportation - Snow and Ice Control	Involves the removal of snow and ice from roads and sidewalks to ensure safe passage. Includes plowing of all roads and clearing of sidewalks across public properties, clearing of public parking lots, steaming frozen culverts and catch basins, haul out of snow, operation of the snow dump, and spreading of de-icing material, sand and gravel.
Transportation - Road Maintenance	Involves the maintenance of all public roadways (except highways) within the village. Includes curb and lane markings, traffic signs and controls, crack sealing, pot hole repair, blading and gravelling of gravel lanes, putting up decorative lights, and management of trip hazards on sidewalks.
Transportation - Street Sweeping	Involves annual sweeping of all hard surface roadways.

TYPE OF SERVICE	DESCRIPTION
Water and Wastewater - Water Supply and Distribution	Delivery of municipal water supply, treatment and distribution services to individual properties through a piped system and operation of a bulk water station. Includes well supply, water treatment, and storage for treatment and fire flow, water main flushing and repair, hydrant maintenance and repair, meter reading, and service calls and repairs for water connections.
Water and Wastewater - Wastewater Collection and Treatment	Collection of wastewater effluent through series of collection mains and lift stations and conveyance to wastewater treatment plant. Includes the operation of the wastewater treatment plant, flushing of collection mains and service calls and repairs for wastewater connections.
Water and Wastewater - RV Sani-Dump Station	Operation of a sani-dump station at the RV Park/Campground for use by campers and tourists. Includes maintenance of immediate grounds and equipment, pumping out of tank and collection of payments.
Solid Waste - Residential Curbside Collection	Includes the collection of solid waste from residential properties and transportation to a disposal facility.
Solid Waste - General Clean Up and Large Item Pick Up	Includes the collection of litter and debris in public areas of the village and the annual curbside large item pick up offered to residential properties.
Recreation - RV Park and Campground	Involves the operation and maintenance of the Caroline Municipal RV park and Campground. Includes general maintenance of site, washroom and shower facilities, bookings and collection of payments.
Recreation - Parks and Boulevard Maintenance	Involves the maintenance and upkeep of all public properties in the village. Includes grass cutting along boulevards and within parks, playground maintenance and inspections, maintenance of benches, waste receptacles and picnic tables, collection of garbage and operation of outdoor skating rink.
Recreation - Library Building	Provision of a building for the local library and includes all building related expenses, lease and utilities.
Recreation - Caroline Youth/Elks Hall	Support for building operations for local youth groups and community groups to meet and provide programs.

TYPE OF SERVICE	DESCRIPTION
Other Services - Drainage and Storm Sewer	Delivery of drainage services through series of open ditches, channels and swales and piped collection system. Includes ditch clearing and shaping, clean out of catchbasins, and steam flushing of culverts and catchbasins
Other Services - Bylaw Enforcement	Delivery of enforcement services to ensure compliance with Village of Caroline bylaws. Includes addressing complaints, investigations and legal assistance.
Other Services - Cemetery	Delivery of services relating to the operation and upkeep of the Caroline Cemetery. Includes plot sales, mowing and general property upkeep, opening and closing graves, maintenance of burial records, and clearing lane access in winter.

Table B: Services Provide by Clearwater County on a Municipal Basis

TYPE OF SERVICE	DESCRIPTION
Transportation - Airport	Operation of the Rocky Mountain House Airport including fueling services, passenger services, hanger rental, runway and taxiway maintenance, annual airshow and support for firefighting base.
Transportation - Roadside Clean Up	Funding of annual clean-up of litter along County roads by community groups
Transportation - Road Maintenance	Delivery and maintenance of gravel and surfaced roads (346 km paved and 1,872 km gravel), roadside ditches and culverts, guardrails and traffic control devices, roadside signage, dust control, street sweeping, asphalt repair and crack sealing, spray patch repair, overlay program and regular blading.
Transportation - Bridge and Large Culvert (>1500mm) Maintenance	Erosion control, maintenance of abutments, surface sealing and deck repair, culvert replacement and guardrails for 175 structures.
Transportation - Snow and Ice Control	Delivery of services related to the removal of snow and ice from roadways to ensure safe passage
Water and Wastewater – Water Supply and Distribution	Delivery of municipal water treatment and distribution services and hydrant maintenance in one hamlet (includes potable water station)

TYPE OF SERVICE	DESCRIPTION
Water and Wastewater – Wastewater Collection and Treatment	Delivery of municipal wastewater treatment and collection services in select hamlets including flushing of collection mains, maintaining 3 sewage lagoons and 3 lift stations
Emergency Services - Emergency Management – County	Delivery of plans and programs to enable community response to wide scale emergency events and disasters affecting County only.
Recreation - Community Halls	Insurance coverage for 21 community halls throughout the County
Recreation - Museums	Provision of funding support for the operation of local museums.
Recreation - Multi-user Trails	Routine maintenance and grooming of gravel trails in Nordegg, Rig Street and staging areas
Other Services - Weed Control Programs	Programs that protect agricultural resources from noxious weeds and invasive plants. Includes weed control applications and education and outreach programs for rural landowners and urban weed control in Caroline and Rocky Mountain House. Includes custom spraying and community weed control programs.
Other Services - Agriculture Support Programs	Programs that promote best practices and provide supports and promotes farm viability and success of agricultural operations and fosters further development of the agriculture industry. Includes Livestock Traceability, On Farm Demonstration and Research, Feed Testing, Equipment Rental, and Ration Balancing programs.
Other Services - Pest Control Program	Programs that help landowners manage a variety of pests that impact agricultural production (rats, wild boar, dutch elm disease, zebra mussels, etc.)
Other Services - Vegetation Management	Management of vegetation in County road rights of way through roadside brushing, spraying, seeding and mowing. Covers approximately 320 km of paved roads and 2,300 km of gravel roads. Also includes reclamation of County gravel pits and management of park spaces and environmental reserve lands.

TYPE OF SERVICE	DESCRIPTION
Other Services - Environmental and Land Stewardship Programs	Education and outreach to landowners on water wells, solar pumps, setbacks from water bodies, testing of water quality, well head protection, tree planting, water conservation, riparian restoration and wildlife and pollinator habitat.
Other Services - Cemeteries	Mowing and grounds maintenance for nine private and municipal cemeteries, inventorying and land survey services, control of layout of plots and record keeping.
Other Services - Heritage Board	Programs for the preservation of heritage sites and features.
Other Services - Doctor Recruitment	Partner in the initiative to recruit doctors to set up practice in the area including governance committee, clinic and subsidized housing.
Other Services - Community Policing and School Resource Officer	Provision of one FTE RCMP officer that is assigned to police schools and liaise with students.
Other Services - Economic Development	Delivery of information and advice relating the establishment of businesses and investment in the area, promotions and marketing in coordination with other groups.
Other Services - Highway Patrol and Community Peace Officer Program	Delivery of enforcement services related to Federal and Provincial legislation and County bylaws using Community Peace Officers
Other Services - Storm Drainage and Storm Water Management Facilities	Maintenance of storm water management ponds, water control features (e.g. check dams in ditches), fences and signage around ponds, erosion of liners, clearing or inlet and outlet, and maintaining dry hydrant

18.0 Services Provided by Third Party by Agreement with the Municipality

The following tables list and describe the services in the Village of Caroline and Clearwater County that are provided by a Third Party through an agreement with the municipality as the best means of delivering these services at this point in time. This includes any service where the majority of the activity is handed off to the Third Party and does not include services where a Third Party may provide support to municipal staff.

Table C: Services Provided by the Village of Caroline through a Third Party

TYPE OF SERVICE	DESCRIPTION
Transportation - Street Lighting	Involves the installation, maintenance and ongoing operation of street lights.
Other Services - Seniors Programs	Support for building operations (water and wastewater services) for local seniors to meet and provide programs.
Other Services - Animal Control	Delivery of services related to the enforcement of the Village's animal control bylaw(s). Includes the collection and housing of animals found running at large.

Table D: Services Provided by Clearwater County through a Third Party

TYPE OF SERVICE	DESCRIPTION
Transportation - Streetlights	Maintenance and operating costs for streetlights located in County hamlets
Recreation - Campgrounds	Operation of four seasonal, tourism oriented campgrounds, off-road vehicle staging areas and day use picnic areas
Other Services - Animal Control	Animal control program for animals running loose and non-compliance with animal control bylaw and kennel service.
Other Services - Seniors	Funding for seniors groups and operation of seniors' drop in centres, transportation service and wellness activities.

19.0 Services Provided on an Intermunicipal Basis

The following tables list and describe the services that the Village and County presently deliver on an intermunicipal basis as the best means of delivering these services at this point in time.

Table E: Services Provided by the Village and County on an Intermunicipal Basis

TYPE OF SERVICE	DESCRIPTION
<p>Solid Waste – Recycling and Waste Collection and Disposal</p>	<p><i>Currently Shared Service</i> - Includes the delivery of recycling services, management of 5 recycling/drop off depots and 10 waste transfer sites, household hazardous waste collection, and operation of a class 2 landfill through a regional solid waste authority.</p> <p>Lead is the Rocky Mountain Regional Solid Waste Authority which includes the Village and County as members.</p> <p>Service is funded through user rates in the form of tipping fees with tax payer support covering the requisition from the RMRSWA for items not recovered through the fee structure. Requisition is based on net operating costs and allocated on a per capita basis.</p>
<p>Recreation - Library Services</p>	<p><i>Currently Shared Service</i> - Delivery of library services such as access to various collections, computer and internet access, cinema program and gallery space and various programs for different age groups through the Village of Caroline Library Board and Parkland Regional Library.</p> <p>Lead for local library is the Village of Caroline Library Board and lead for regional library services is Parkland Regional Library.</p> <p>Funding is a combination of Provincial grant, user rates in the form of library memberships, donations, funding from Parkland Regional Library, and tax payer support to the operations of the local library board and building expenses. Parkland Regional Library is funded through a requisition to each municipality which is funded through tax payer support.</p>

TYPE OF SERVICE	DESCRIPTION
Recreation - Arena/The Hub	<p><i>Currently Shared Service</i> - Delivery of recreation services and programs through community arena, curling rink and community hall. Includes operation of the arena ice surface, curling rink lounge and ice surface, community hall and theatre, daycare space, medical services space, gym and fitness centre, outdoor ball diamonds and playing fields and related programs.</p> <p>Lead is the County with day to day operations provided through the Caroline & District Recreation & Agricultural Society.</p> <p>Service is funded through user fees for programs and activities and County tax payer support for items not covered through the fee structure.</p>
Recreation – Seniors Drop In and Programs	<p><i>Currently Shared Service</i> - Funding for seniors groups and operation of the Caroline & District Seniors Drop In Centre, transportation service and wellness activities.</p> <p>Lead is not defined. Each municipality provides support based on requests from community members and organizations.</p> <p>Service is funded through tax payer support from Village and County.</p>
Emergency Services - Fire Rescue Services	<p><i>Currently Shared Service</i> - Delivery of fire suppression, vehicle extrication, first medical response, water rescue, ice rescue, public education services and operation of five fire stations provided through Clearwater Regional Fire Rescue Services with dispatch services provided by City of Red Deer.</p> <p>Lead is the County as managing partner of the Clearwater Regional Fire Rescue Services.</p> <p>Service is funded through tax payer support with some offset for services relating to incidents on Provincial highways. Cost sharing formula is based on percentage shares of annual operating budget assigned to each municipality.</p>

TYPE OF SERVICE	DESCRIPTION
Emergency Services - Emergency Management	<p><i>Currently Shared Service</i> - Delivery of plans and programs to enable community response to wide scale emergency events and disasters and includes preparing and maintaining plans for responses, training for emergency operations centre functions, incident command system and reception centres and awareness and response if needed.</p> <p>Lead is the Clearwater Regional Emergency Management Agency which includes the Village and County as members.</p> <p>Service is funded through tax payer support with costs allocated on a percentage basis between municipalities.</p>
Other - Family and Community Support Services	<p><i>Currently Shared Service</i> - Provision of services that enhance the social well-being of individuals and families through the promotion of awareness, providing access to counselling and supports and undertaking programs intended to avoid social and physical harm. Partnership program with the Government of Alberta with day-to-day services provided through Clearwater Regional Family and Community Support Services.</p> <p>Lead is the Town of Rocky Mountain House as the managing partner of the Clearwater Regional Family and Community Support Services Board which includes the County and Village as members.</p> <p>Service is funded through tax payer support for the 20% matching contribution required by the Provincial program and allocated between the municipalities on a per capita basis.</p>
Other - Seniors Housing	<p><i>Currently Shared Service</i> - Provision of affordable seniors housing options and supports at Westview Lodge and independent living facilities in Rocky Mountain House, Leslieville, and Caroline and provided through Rocky Seniors Housing Council.</p> <p>Lead is the Rocky Seniors Housing Council which has board members from the Village and County.</p> <p>Service is funded through tax payer support with an annual requisition for operating costs based on each municipality's share of overall assessment value.</p>

TYPE OF SERVICE	DESCRIPTION
Other - Weed Control	<p><i>Currently Shared Service</i> - Programs that protect agricultural resources from noxious weeds and invasive plants. Includes weed inspections and enforcement, weed control applications and urban weed control in Caroline. Includes custom spraying and community weed control programs.</p> <p>Lead is Clearwater County.</p> <p>Service is funded through tax payer support and enforcement revenues.</p>

20.0 Inventory of Existing Agreements

20.1 The following agreements are in place between the Village of Caroline and Clearwater County with respect to services that are currently shared and delivered on an intermunicipal basis:

- The Regional Solid Waste Authority Agreement dated June 20, 2001 regarding the provision of solid waste management services;
- Stronger Together: Building Opportunities for Our Future Agreement dated September 13, 2013 regarding intermunicipal collaboration and cooperation for the benefit of the region;
- The Lease Agreement for the Caroline Community Complex dated December 31, 2013 regarding access to the buildings and lands making up the Caroline Community Complex;
- The Caroline Community Complex Governance Agreement dated December 31, 2013 regarding governance and input on the operations of the complex;
- The Revenue Sharing Agreement dated April 13, 2015 regarding transfer of funds to the Village from the County;
- The Joint Emergency Management Agreement dated February 20, 2016 regarding the establishment and operation of a shared emergency management agency;
- The Family and Community Support Services Agreement dated May 24, 2016 regarding the provision of family and community support services; and
- The Inter-municipal Regional Fire Rescue Services Agreement dated June 28, 2017 regarding the provision of fire and rescue services.

Note: Some of the agreements listed above involve other parties in addition to the Village and County. Many of the agreements are automatically renewing and have no set term.

PART D: FUTURE INTERMUNICIPAL SERVICES

21.0 Principles for Determining when a Service should be Shared

- 21.1 The following set of principles is intended to guide decisions around when a municipal service should be provided on a shared basis between the Village and the County to the benefit of the greater Caroline and area community. They speak to broad and general intent to assist the decision makers in assessing proposals and directing efforts towards areas of likely consensus.
- 21.2 The principles outlined below can also be applied to services proposed by other organizations, such as community groups, service providers, businesses, not-for-profit organizations and other government agencies in providing the broad range of services desired by the greater Caroline and area community.
- 21.3 Each of the following principles is of equal significance and is not intended to be used to rank the merit of service sharing proposals. Proposals that touch on more than one principle should generally be given a higher priority for review and consideration than those that only speak to one of the principles.
- 21.4 The Village and the County agree that a service should be considered for sharing where:
- Principle 1:* The service advances the shared vision and goals of the Village and the County for the long term future of the greater community.
- Principle 2:* There is demonstrated means of, or high potential to, improve the quality of life for residents of the Village and the County.
- Principle 3:* The service addresses a common need or desire of residents and ratepayers of the Village and the County. This may involve, and be evidenced through, actual use of the service or the opportunity for residents and ratepayers to make use of the service.
- Principle 4:* There is mutual benefit in the form of reduced cost of service delivery and/or improved access to the service.
- Principle 5:* Efficiencies in funding requirements, the amount of staff time, and/or the use of public resources are demonstrated or have a high potential to be realized.
- Principle 6:* A higher level of service and/or quality of service can be delivered than would otherwise be the case.
- Principle 7:* The Village and the County have, or are prepared to work under, a common vision and philosophy regarding the nature of the service to be provided and the manner in which the service would operate and be delivered.

Principle 8: Effective service delivery depends on the ability to acquire specialized or hard to obtain skill sets that are more likely to be attracted to the region through a pooling of efforts to attract and retain qualified staff.

22.0 Proposals for New Shared Services

- 22.1 Either party may put forward a proposal for a new shared service at any point in time. The proposal must be in writing and shall be submitted to the other municipality's CAO. The proposal will then be placed on the next available ICC meeting agenda.
- 22.2 A proposal for a new shared service shall address:
- (a) A brief description of the nature of the service and initial concepts for service delivery;
 - (b) A rationale for proposing that the service be shared and/or commenced;
 - (c) The relation of the proposal to the and principles described in Section 21 of this Framework; and
 - (d) The relative timing and priority for reviewing the proposal in light of the implementation schedule outlined in Part E of this Framework.
- 22.3 The proposal for a new shared service should occur prior to detailed work by the party making the proposal on the design and costing of the proposed service to enable input from the outset by both parties.

23.0 Proposals for New Capital Projects

- 23.1 The County and the Village will share their capital plans with one another.
- 23.2 Either party may invite the other to participate in a capital project. Either party may choose to participate or choose not to participate in a proposed capital project.
- 23.3 Either party may put forward a proposal for a new shared capital project or canvas the other party for interest in participating in a shared capital project at any point in time. Any proposal must be in writing and must occur as early as possible in the initial development of the idea for the project.
- 23.4 If the parties agree to participate in a joint capital project, the following items should be addressed in a written memorandum of understanding:
- (a) The mechanisms and processes that will be used to share decision making on the project from the initial concept and design stage through to management of a construction contract;
 - (b) The way decision making will be shared in relation to the contribution being made by each party;
 - (c) The terms for sharing costs for design work, project management, and construction costs.

24.0 Future Services to be Explored for Intermunicipal Delivery

- 24.1 The Village and County have agreed, in principle, to the exploration of further sharing of municipal services. Table F provides a listing, description and rationale for the services the parties have agreed to review and discuss during the first five years of this Framework. The order of appearance in Table F is not in order of priority.
- 24.2 The decision on which services are to be shared shall be made following review and discussion of each by the parties. If the decision is made to proceed, it shall take the form of a new agreement and an update to this Framework to reflect the outcome.
- 24.3 Where a decision has been made to move ahead with a new shared service, the agreement for the new service shall include, but not be limited to, the following items:
- A description of the roles, responsibilities, rights, privileges and obligations of all parties;
 - One or more funding formulae for annual operating and capital expenditures;
 - A dispute resolution process consistent with this Framework; and
 - A process and schedule for the phasing out of current service delivery arrangements and transition to the new shared service arrangement.

Table F: Future Services to be Explored for Intermunicipal Delivery (Not in Order of Priority)

TYPE OF SERVICE	DESCRIPTION
Water and Wastewater - RV Sani-Dump Station and Public Washroom	<i>Future Sharing Opportunity</i> - Operation of a sani-dump station at the RV Park/Campground or another location and a public washroom for use by campers, tourists and area residents. Includes maintenance of immediate grounds and equipment, collection of payments, and processing of wastewater. Rationale for sharing is to broaden access to service and put in place a way for users to fund the service. This may involve a capital project to set up a suitable facility.
Water and Wastewater – Wastewater Treatment Plant Capacity and Septage Receiving Station	<i>Future Sharing Opportunity</i> – Expansion of wastewater treatment plant capacity to serve regional users and the Village and operation of a septage receiving station accessible to rural properties needing a location to empty holding tanks. Effluent could be processed through the Village wastewater treatment plant and lagoons or other feasible options. Rationale for sharing is to provide access to a service for the proper disposal of wastewater. This involves a capital project and creation of a funding mechanism. A study of options, including one or more regional wastewater treatment plant(s), should first be undertaken to determine feasibility and costs.

TYPE OF SERVICE	DESCRIPTION
Water and Wastewater – Operators	<i>Future Sharing Opportunity</i> - Pool of qualified Water and Wastewater Operators (various levels) available to operate Village and County water and wastewater systems. Rationale for sharing is to ensure back-up staff, attract and retain qualified personnel, share training and certification costs and build on staff's familiarity with the region. Note: similar arrangement has occurred in the past on a short term basis.
Transportation – Publicly Accessible Transportation	<i>Future Sharing Opportunity</i> - Involves setting up a system/service to assist all residents who do not have access to a private automobile to travel to and access services (e.g. commercial shopping area) and facilities (e.g. hospital) within the region. Rationale for sharing is to expand opportunities to access services to a broader base of residents and support existing services and facilities within the region. Will involve a capital project and creation of a funding mechanism.
Other – Broadband Services	<i>Future Sharing Opportunity</i> - Creation of a system giving high speed and high band width internet access to residences, businesses and public facilities. Rationale to provide access to a basic necessity for participating in the modern economy and civil society by increasing access to information, data transmission and telecommunications. Intent is to improve services to residents and enhance economic development possibilities. Will involve a capital project and creation of a funding mechanism.
Other - Bylaw Enforcement	<i>Future Sharing Opportunity</i> - Delivery of enforcement services to ensure compliance with municipal bylaws and enforcement of Federal and Provincial legislation. Includes addressing complaints, investigations and legal assistance. Rationale for sharing is to broaden access to qualified enforcement personnel for the Village and enable enforcement by County staff on highway related offences in Village boundaries.

TYPE OF SERVICE	DESCRIPTION
Other - Cemetery	<p><i>Future Sharing Opportunity</i> - Delivery of services relating to the operation and upkeep of the Caroline Cemetery. Includes plot sales, mowing and general property upkeep, opening and closing graves, maintenance of burial records, and clearing lane access in winter. Rationale for sharing is based on availability to County residents and sharing of costs. A funding mechanism would be needed and may include adjustment of the prices charged for burials and plots.</p>
Other- Economic Development	<p><i>Future Sharing Opportunity</i> - Delivery of information and advice relating the establishment of businesses and investment in the area, promotions and marketing in coordination with other groups through a shared Economic Development Office(r). Rationale for sharing is to strengthen the economic prospects of the region as a combined community. Some sharing occurs now through participation in the Central Alberta Economic Partnership.</p>

PART E: IMPLEMENTATION SCHEDULE

Table G describes the follow up work that is required to implement this Framework within the first six years of it being adopted. It includes the review and update of agreements for currently shared services, the priority for the review and possible creation of new agreements for new shared services identified in Table F, and the mandatory review and update of bylaws and agreements for consistency with this Framework.

The target dates provided in Table G are meant as a guide for the general order of working through the shared priorities of the Village and the County. Some items may take less than a year to discuss and determine a course of action and others may take more than a year. The target dates may have to be adjusted as discussions progress.

Table G focuses on the order of priority identified by the Village and the County as of the date this Framework was created. The order in which items are discussed may have to be adjusted where other municipalities that are not party to this Framework are parties or potential parties to a new or updated agreement. The Village and County may also mutually agree to adjust the order of priority laid out in Table G without a requirement for formal amendment of this Framework.

The CAOs shall be responsible for coordinating the process for each of the activities/items listed in Table G. This may entail:

- (a) Setting out an annual work plan with the ICC and Councils;
- (b) Undertaking preliminary work or research needed to assist the discussion of the scheduled activities/items;
- (c) Obtaining resources, if needed, to undertake the discussion of each activity/item;
- (d) Suggesting adjustments to the order and priorities of the activities/items listed in Table G; or
- (e) A combination of the above.

Table G: Framework Follow Up 2020 to 2025

Target Year for Discussions to Occur	Activity/Item
2019	Existing Revenue Sharing Agreement up for review
2019	Exploration of Water and Wastewater - Wastewater Treatment Plant Capacity and Septage Receiving Station
2020	Exploration of Economic Development Services
2020	Exploration of Water and Wastewater - RV Sani-Dump Station and Public Washroom
2021	Existing Joint Emergency Management Agreement up for review
2021	Exploration of Water and Wastewater - Operators for Water and Wastewater Systems
2021	Exploration of Broadband Services involving the Village of Caroline
2021	Review and update of all bylaws for consistency with Framework
2022	Review and update of other existing agreements for consistency with Framework
2022	Exploration of Bylaw Enforcement Services
2022	Exploration of Cemetery Services
2023	Review of Intermunicipal Collaboration Framework
2023	Existing Caroline Community Complex Governance Agreement up for review
2023	Exploration of Publicly Accessible Transportation Services
2024	Review and update of all remaining existing agreements for consistency with Framework
2025	Review and update of all remaining existing agreements for consistency with Framework

CLEARWATER COUNTY
BYLAW NO. 1061/19

Being a bylaw to adopt the Caroline-Clearwater Intermunicipal Development Plan

WHEREAS, Section 631(1) of the Municipal Government Act, RSA 2000, Chapter M-26, as amended, provides that two or more councils may, by each passing a bylaw, adopt an intermunicipal development plan; and

WHEREAS, the Village of Caroline and Clearwater County have worked collaboratively to prepare an intermunicipal development plan; and

WHEREAS, the Council of Clearwater County deems it desirable and appropriate to adopt the Caroline-Clearwater Intermunicipal Development Plan;

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

1. That the document titled "Caroline-Clearwater Intermunicipal Development Plan" dated April 2019 as attached and forming part of this Bylaw be adopted;
and
2. That this Bylaw shall take effect upon the final passing thereof.

READ a first time this ____ day of _____, 2019.

READ a second time this ____ day of _____, 2019.

READ a third time and finally passed this ____ day of _____, 2019.

REEVE

CHIEF ADMINISTRATIVE OFFICER



CAROLINE-CLEARWATER INTERMUNICIPAL DEVELOPMENT PLAN



April 2019



**Bylaw No. 2019-003 &
Bylaw No. 1061/19**



CAROLINE-CLEARWATER INTERMUNICIPAL DEVELOPMENT PLAN

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1.0 INTRODUCTION

1.1 Plan Background

Clearwater County and the Village of Caroline cooperate extensively on economic development, tourism, recreation and the delivery of municipal services. The Village and County have adopted Municipal Development Plans to guide future land use decisions and development within each of their municipalities. There is a natural and logical extension of the cooperation between the two municipalities into the area of land use planning pertaining to the undeveloped portions of the Village and areas beyond the Village boundaries considered to be of mutual interest. These lands form part of the Greater Caroline Area.

Intermunicipal planning is an ongoing effort between two or more municipalities to make land use planning decisions in a manner that reflects the mutual and individual interests of the affected municipalities. An Intermunicipal Development Plan (IDP) is one of the main tools used in this effort.

An IDP is a broad-based policy document that is designed to ensure that development takes place in an environmentally responsible and sustainable manner without significant unnecessary costs and negative impacts on either municipality. It recognizes the difficult challenges facing both municipalities as they try to deal with the expectant growth pressures in a way that is mutually beneficial. An IDP is expected to provide both municipalities with a comprehensive long range plan that reduces potential development conflicts, addresses community concerns and provides a framework for ongoing consultation and cooperation in areas of mutual concern. The Plan is intended to help create the type of community that is desired in the future.

Land use planning decisions made by the Village and County affect and influence one another. Some of the prominent planning issues include potential conflicts between urban and rural land uses in proximity to one another and coordinating infrastructure and provision of municipal services. Positive relations, achieved through communication, consultation and cooperation, can provide many opportunities to share resources, achieve economic development goals and reduce the costs of providing municipal and community services.

This plan is an Intermunicipal Development Plan between Clearwater County and the Village of Caroline as described under the Municipal Government Act, RSA, 2000 (as amended).

1.2 Plan Area and Plan Goals

The Caroline - Clearwater Intermunicipal Development Plan applies to all lands within the Village Boundary and the areas of the County shown on *Map A: Plan Area*. The Plan is intended to guide development and provide a basis for inter-municipal discussion and collaboration where developments in one municipality have the potential to impact the environment or the economic opportunity of the other municipality. For further clarification the Plan will:

- Identify and develop policies regarding key environmental features;
- Coordinate the development of roads and other municipal infrastructure; and

- Plan for future expansion and land use change in the urban and rural portions of the identified Plan Area.

Specific goals of the intermunicipal development plan are as follows:

1. To reinforce and enhance the positive and mutually beneficial relationships between the Village and County;
2. To recognize the Village and surrounding rural areas as one diverse, mutually supporting community;
3. To encourage dialogue to reduce the potential for land use conflicts and foster a better understanding of each other's interests and views;
4. To achieve a common purpose for growth and development in the Greater Caroline Area which is supportive of intermunicipal agreements and other cooperative initiatives in the provision of municipal services;
5. To promote certainty for rural land use and development activities by designating and safeguarding areas for continued rural development;
6. To confirm future urban growth directions and land requirements and allowing for the efficient and economical expansion of the Village;
7. To enable both parties to jointly consider the effects that a specific development in one municipality might have on the other; and
8. To promote effectiveness and efficiency in the delivery of services including such things as coordinating transportation planning.

1.3 Role of the Plan and Relationship to Other Plans

The Intermunicipal Development Plan (IDP) is one part of the overall system of plans that guide and direct future growth and development within the Village of Caroline and the portion of Clearwater County within the Plan Area. As a policy document the IDP is general in nature and long range in its outlook. The Plan is based on growth and development over the next 50 plus years. It is capable of addressing significant increases in population and changes in development in response to economic forces and societal trends. It provides the means whereby County Council and Village Council, other decision makers, and the community can evaluate immediate situations or proposals in the context of a long range plan. Periodic amendments and revisions to the Plan will occur over this 50 year plus timeframe envisioned in the Plan.

Both the Village and County rely on their respective Municipal Development Plans and area structure plans to provide further and more detailed guidance on land use planning decisions.

These plans and the IDP must be consistent with one another. In several areas, the IDP provides the very broad direction in expectation of more detailed planning at a later date. In other cases the IDP specifically defers to these more detailed plans. Where there is a discrepancy or conflict between this IDP and any other plan adopted by the Village or the County, the policies of this IDP prevail to the extent of any discrepancy or conflict.

In addition to its direction on future land uses, the IDP includes policies related to and mechanisms for coordinating developments adjacent the boundaries between the two municipalities. The IDP contains policies acknowledging the Village of Caroline's plans for long term expansion into parts of the County. It also acknowledges the interest in developing lands in the County in proximity to Caroline. Communication and referral protocols to coordinate these two aspirations are fundamental elements of the IDP.

While the IDP focuses on the Village and County as the primary decision makers for land use planning approvals and the legislative obligations of the two municipalities, the Vision and ideas discussed throughout the Plan can be used by other parties. This may include community groups, individual property owners, or businesses that seek to make the Vision for the Greater Caroline Area become reality through their own choices, investments and actions.

1.4 Structure and Interpretation of the Plan

The IDP is divided into a series of sections and topics for ease of reference and use. In interpreting and implementing the IDP it is important to recognize that the Plan is a long-term document and that it will take many years to reach the full extent of the Vision that it sets out. Interpretation and implementation of some of the IDP policies will require the exercise of judgment, discretion and ongoing and open communication between the Village and County.

It is also important to bear in mind that the IDP works best as a comprehensive whole and should be interpreted in a holistic manner. While the Plan is structured by topic area it is important to view all of the policy directions in context with one another rather than as individual parts. In this way, the several policy statements are intended to contribute towards achieving the full essence of the Vision and land use policy framework that has been agreed upon by the two municipalities.

The IDP contains "shall", "should" and "may" policy statements. "Shall" policies are those which must be followed. "Should" policies mean compliance to the principle is required but the applicable authority has some discretion based on the circumstances of the specific case that is under consideration. "May" policies indicate that the applicable authority determines the level of compliance that is required.

Finally, all of the text in this Plan that is not expressly identified as a policy statement is provided for information, context and clarification only. Maps contained in the Plan must be interpreted with the policies in the text of the Plan and are not considered policy on their own.

2.0 Community Vision and Context

Our Vision: A prosperous community at the West Country's doorstep

“The Greater Caroline Area is a prosperous, inviting and welcoming community to all residents and visitors. Residents enjoy a high quality of life in a safe and affordable close knit community. A wide range of housing opportunities for families of all sizes in a culturally diverse community is available. Caroline’s urban area is the dynamic and multi-faceted service centre to the Greater Caroline Area. Recreational business and employment opportunities are bountiful, with a variety of facilities and programming for all ages and abilities. The inspiring natural scenery invigorates the community and attracts new residents and tourists. Employment opportunities are plentiful, adding to the magnetic attraction to the community. Unparalleled access through and around the Greater Caroline Area is provided by a network of vibrant open spaces and trail systems.”

Key Attributes

- *Natural Setting* – As the Gateway to the West Country, we value the mountainous backdrop, forested areas, agricultural landscape and starry skies that contribute to the community’s setting and appeal.
- *Preservation of Agricultural Land* – Agricultural lands and activities are an important part of the community’s identity, economy and our heritage.
- *Natural Features* – We value and preserve the abundant natural features in the area, including wetlands, tree stands, urban trees and the Raven River corridor as vital components of our community.
- *Open Space* – A variety of multi-use trails, hiking trails, sidewalks, paths and riding trails can be found throughout our community, connecting the parks and natural open spaces with the urban and rural setting.
- *Employment and Economic Development*– Businesses of all sizes are economically important, providing employment opportunities and services to our community.
- *Community Identity* – The architecturally attractive, clean and well-kept businesses and properties in Caroline are in keeping with our community’s theme, which creates a sense of pride and identity.
- *Tourist Hub* – The urban setting provides a range of convenient amenities, services and attractions for travelers passing through and those visiting our community.
- *Service Centre* – Our urban setting serves as a regional service centre to the greater Caroline area, offering a range of medical, professional and social services to area residents, visitors and tourists.

- *Housing Mix and Range* – We offer a wide range of residential choices from country residential acreages to single detached dwellings and a host of multi-family high density housing forms.
- *Seniors Living* – We host a variety of seniors living options, including independent living options, assisted living and long term care facilities.
- *Recreational Opportunities* – We offer a variety of recreational facilities for rodeo, agricultural, sporting, arts and culture and community related events, with a wide variety of programming available to the community in these spaces.
- *Community Events and Programming* – A wide variety of community events and activities are offered year round for our residents and visitors alike.
- *Efficient and Sustainable Infrastructure* – Infrastructure is provided in a coordinated manner with land use development that makes efficient use of existing infrastructure connections and public funds.
- *Infrastructure Availability* – Affordable and effective water, wastewater, transportation, and telecommunication infrastructure is available to all of our existing and new developments.

Our Context: Key Influences of the Plan

Our community is located along Highway 54 and the Highway 22 corridor near the eastern slopes of the Rocky Mountains. We are a gateway into the West Country where many Albertans visit and recreate in the nearby natural areas. As residents, we enjoy beautiful, majestic scenery and natural spaces containing many lakes, rivers and streams, woodlands and forests. Agriculture, oil and gas, forestry and recreation related tourism activity contribute to our local economy.

The Village of Caroline is the main commercial and service centre within the southeastern part of Clearwater County. There were approximately 512 residents of the village in 2016 at the time of the latest census. Estimates of the population within a 20 kilometer distance of the village range from 3,500 to 3,800.

There is a high degree of daily interaction among County and Village residents as they share employment opportunities, school facilities and educational programs, and recreation facilities. Village and County residents participate on the same teams and in the same clubs, shop at the same stores, frequent the same restaurants and volunteer with the same community organizations.

There are several physical features in the area around Caroline that have an influence on how we have planned for our future growth and land uses. Many of these are shown on *Map B: Significant Features*. A summary discussion is provided below. More detail about the Greater

Caroline Area and the information that helped shape this Plan is available in the *Caroline – Clearwater Intermunicipal Development Plan Background Report* under separate cover.

Key Influences

- *Raven River* - the Raven River parallels Highway 54 to the south and runs south of the village. It is part of a World Class fishery, a key drainage course through the community, and a valuable wild life habitat and corridor. The lands along the river consist of a shallow valley within which the river meanders. Most of the immediately abutting land contains tree cover.
- *Crown quarters* – the NE 13-36-6-5, the SE 24-36-6-5, the North Half of 11-36-6-5 are Crown owned lands. The NE 13, on the east side of the village, contains the Caroline Museum and Campground. The NE 13 and SE 24 are largely characterized by low lying, wet lands. The North Half of 11 lies south of the village along the Raven River and consists of treed and meadow areas.
- *Road network* - Highway 54 (part of the Highway 22 corridor) is the primary east-west travel route through the Greater Caroline Area. There is one paralleling gravel County road 1.5 miles to the north and a partially paralleling gravel County road 2.5 miles to the south. The Caroline North Road and the Caroline South Road are paved municipal roads which provide access through the area for north-south travel.
- *Oil and gas wells and pipelines* - there are several active oil and gas wells in the area surrounding the village. Most are sweet wells with a required setback of 100m. One, located to the southeast of the village is a sour well requiring a 1.5 kilometer setback distance. The setbacks restrict the future development of residential, urban expansion and public assembly types of land use.
- *Major sour oil/gas pipelines* - located less than a mile north of the village is a significant corridor of sour oil/gas pipelines that require a 1.5 kilometer setback distance. These pipelines run east-west. A similar set of pipelines runs in a north-south direction approximately 1.75 miles to the east of the village.
- *Village waste water treatment plant and sewage lagoon* - this facility is located half a mile south of Highway 54 outside the Village boundaries. It requires a 300m setback for any residential, food related or public assembly uses.
- *Agricultural lands* - much of the land that has been cleared for agricultural use in the Greater Caroline Area is relatively high quality with farmland assessment rates ranging between 34 percent and 60 percent.

3.0 GROWTH MANAGEMENT

Goal:

To direct future growth in a manner that is compatible with the heritage, character and physical setting of the Greater Caroline Area and minimizes potentially negative social, fiscal and environmental impacts

Objectives:

1. To promote compact, contiguous and accessible development provided with efficient public services while preserving open space, agricultural land and environmentally sensitive areas that are not suitable for development
2. To manage future growth and development in a responsible, orderly and cost-efficient manner through the necessary degree of land use control
3. To identify, recognize and manage potential implications of growth and development on the Plan Area

Policy Statements:

- 3.1 Major future development areas shall be planned prior to any Land Use Bylaw amendments allowing development to occur in the Village Growth Area, Joint Growth Area or County Growth / Rural Acreage Area shown on *Map C: Land Use Policy Areas*. Amendments to Municipal Development Plans, area structure plans, outline plans and/or concept plans shall be the primary tools in this regard and shall be supported by technical studies and servicing information where necessary.
- 3.2 Such studies as may be needed to understand the implications a proposed use or development may have on the Plan Area may be required by the municipality having jurisdiction. These may include social impact assessments, environmental impact assessments, traffic studies or economic impact studies, or similar studies and assessments. Either municipality may request any of the background studies that have been completed from the other municipality or request that a particular study be undertaken.
- 3.3 The Village and County shall explore and, where practical and desirable, implement cost-sharing or service enhancing arrangements for the provision of municipal services to the residents and properties in the Plan Area in accordance with the Caroline-Clearwater Intermunicipal Collaboration Framework.

- 3.4 Both municipalities shall seek to make the most efficient use of land within their jurisdiction in keeping with the character of their respective communities and the life style opportunities and needs that they seek to accommodate as described in their respective Municipal Development Plans.
- 3.5 Both municipalities shall recognize the value of the natural environment in contributing to the area's high quality of life and shall, within the scope of their jurisdiction and working with other municipalities and levels of government where applicable, seek to maintain and enhance a healthy natural environment to the benefit of area residents.
- 3.6 Recognizing that Province controls the development of confined feeding/intensive livestock operations, the Village and County shall not support new confined feeding/intensive livestock operations or the expansion of existing operations within 3.2 kilometers (2 miles) of the Future Village Boundary or the County Growth / Rural Acreage Area shown on *Map C: Land Use Policy Areas*.
- 3.7 When an area structure plan, an outline plan, a concept plan, a subdivision application or a development permit application is proposed that involves land on either side of and within 200m of the TransCanada Pipeline rights of way, as shown on *Map E: Plan Area and Referral Areas*, the municipality that has jurisdiction over approval of the plan or application shall refer the matter to TransCanada for review and input.
- 3.8 When either municipality receives a referral from the Alberta Energy Regulator or from a proponent for a license for any oil or gas related infrastructure, they shall share the referral and related information with the other municipality. The Village and the County shall coordinate their responses on these referrals in an effort to avoid the creation of additional constraints to development that may result from mandatory setbacks and the presence of oil and gas wells, facilities and pipelines.
- 3.9 Where residential and non-residential uses are close to one another, each municipality shall ensure an acceptable transition and/or buffer is provided in accordance with their respective Municipal Development Plan, any applicable area structure plan and their Land Use Bylaw.
- 3.10 Commercial and industrial development shall provide a high standard of building and overall site appearance on all parcels adjacent the Highway 54 right-of-way running through the Plan Area. This shall include orienting buildings to face the highway, creating attractive architectural appearances on building elevations visible from the highway and planting landscaping materials to break up and soften views of commercial and industrial properties.

4.0 ECONOMIC DEVELOPMENT AND FISCAL HEALTH

Goal:

To enhance wealth generation and employment opportunities within the Greater Caroline Area

Objectives:

1. To foster economic development for the plan area by recognizing the needs of the area community, both municipalities and the local economy
2. To work together in providing a land base and land use pattern capable of supporting a range of appropriate economic activities
3. To promote the establishment of sustainable assessment bases capable of supporting desired levels of municipal service provision for the area community

Policy Statements:

- 4.1 The Village and County shall work together to ensure a strong and stable local economy within the broader regional economy. This may include cooperating in an ongoing economic development program and/or targeted initiatives.
- 4.2 Both municipalities shall work towards diversification of local economic sectors to increase employment opportunities and increase the size of the non-agricultural and non-residential assessment base. Activities that are not related to the oil and gas sector, such as value added agriculture, value added manufacturing or processing of resources, and tourism, shall be strongly encouraged in addition to accommodating ongoing investment in the oil and gas sector.
- 4.3 The Village and County shall actively encourage and attract agriculture and value-added agricultural activity to the Greater Caroline Area.
- 4.4 The Village and County shall actively encourage and promote increased tourism related economic activity in the Greater Caroline Area and the development of Caroline as a tourist hub and tourism service centre.
- 4.5 The Village and County shall ensure that their combined land use patterns within the Plan Area provide a suitable inventory of lands for commercial and industrial development. This includes a range of choice for potential commercial and industrial activities in terms of parcel sizes, access and visibility along major travel corridors, available municipal services, and levels of servicing.

- 4.6 While a broad range of commercial and industrial (which includes value-added agriculture) uses and development is desirable, those uses and developments which may detract from the community's character, quality of life for area residents, unduly impact on the environment, or cause negative social implications may not be permitted.
- 4.7 The Village and County shall explore, and if deemed feasible, establish a large vehicle and recreational vehicle parking and support area on the east side of the village along Highway 54. This may include a large parking area, public washrooms, business directory and visitor information kiosks, picnic tables and benches, and connections to the trail and sidewalk system, and a recreational vehicle sani-dump. The intent is to attract more passing traffic and tourists to stop and take advantage of the commercial services in Caroline.

5.0 LAND USE POLICY AREAS

Map C: Land Use Policy Areas divides the Plan Area into five (5) land use policy areas that are subject to specific policies (see Sections 5.1 through to 5.5). Other broad policies, such as those contained in 3.0 Growth Management and 4.0 Economic Development, apply across all five of these policy areas in addition to the specific policies.

Each policy area serves a different long term purpose and function. The land use patterns, traditionally residential, commercial, industrial, etc., in each area are intended to be governed by either the Village or the County Municipal Development Plan and any applicable adopted area structure plan. This approach has been selected to provide the required broad policy direction required at the level of the Intermunicipal Development Plan (IDP) while maintaining consistency with the land use patterns and policies of the two Municipal Development Plans.

The five (5) land use policy areas and their primary roles and functions are as follows:

Village Growth Area – this area shows the existing lands within the Village of Caroline and lands that will eventually be needed to expand and grow the village. The Current Village Boundary is shown along with a Future Village Boundary. Land uses in this area are expected to include residential, commercial, industrial, institutional and open space uses based on the Village of Caroline Municipal Development Plan. Planning decisions in this area are expected to be made by the Village where the subject land is within the Village boundary. Planning decisions for the lands beyond the Current Village Boundary are expected to be made in a manner that does not hinder the ability to develop the subject land as part of the future urban area.

Joint Growth Area – this area shows locations where the Village and County will work together to create opportunities for commercial and/or industrial uses to locate close to the village and increase employment in the Greater Caroline Area. Development of each site is expected to be a cooperative venture with each municipality making a contribution. The resulting benefits are expected to be shared between the Village and County. The specific land uses are expected to be consistent with the County's Municipal Development Plan and any adopted applicable area structure plan.

County Growth / Rural Acreage Area – this area shows the opportunity to establish a concentrated future neighbourhood of rural acreages in an area close to the village and the available amenities and services. It is in an area that does not pose conflict with the long term expansion of the village and is accessible to paved roadways and electricity infrastructure. Land uses in this area are expected to include residential, agriculture and open space based on the policies of the County's Municipal Development Plan and any adopted applicable area structure plan. A primary purpose for this area is to create opportunity to increase the County population and Greater Caroline Area population by creating rural living opportunities that are difficult to economically achieve in the village.

Natural / Open Space Area – this area includes the four quarter sections that are owned by the Crown and lands that should remain in their natural state. Lands along the Raven River, where conversion of part of the parcel to a non-agricultural use is possible, are intended to be dedicated as environmental reserve to preserve the natural features and allow public access to the river. Future trail and recreation opportunities are also possible in these areas. Part of these areas straddles the boundary between the County and the long term expansion area of the Village. It is expected that the Natural / Open Space Area will form a buffer between urban commercial and residential uses and rural acreage uses. Further, it is expected that the creation of recreation amenities, such as trails, will be a collaborative effort between the Village, County, community members and the Province.

Agricultural / Rural Development Area – this area shows the lands that are intended to remain predominantly agricultural use and not to be converted to residential, commercial or industrial use. It is recognized that a typical rural landscape may contain a variety of agricultural uses, resource extraction uses, first parcel out and farmstead removal residential uses, open spaces and small scale commercial/industrial uses. The intent is to allow these to continue and for any future changes to be governed by the County's Municipal Development Plan policies.

The Major Transportation Routes for motorized vehicle traffic in and close to the Plan Area are shown on *Map C: Land Use Policy Areas* to understand the relation between concentrations of land use and the need to accommodate the movement of people and goods. These consist mainly of Highway 54 running east-west and managed by Alberta Transportation and the Caroline North and Caroline South roads running north-south and managed by the County and Village. These roads and the portion Burnstick Lake Road south of Highway 54 are paved. The remaining roads shown are gravel County roads.

The land use policy areas that are intended to accommodate concentrations of residential use, specifically the Village Growth Area and the County Growth / Rural Acreage Area, have considerable capacity for future population growth. In the case of the Village Growth Area there is potential to accommodate a future population of approximately 2,370. The County Growth / Rural Acreage Area and its 14-15 quarter sections have potential to accommodate between 700 and 1,200. Reaching this combined potential population of 3,000 to 3,500 will take many years and may extend beyond the 50 plus year horizon of this Plan.

5.1 VILLAGE GROWTH AREA

Goal:

To identify sufficient space and suitable locations for the long term planned growth and expansion of the Village of Caroline

Objectives:

1. To identify the lands that currently are part of the village and lands for future expansion in consideration of present constraints and future opportunities
2. To ensure that future growth of the Village is not compromised and can contribute to the creation of a financially viable community that serves as a commercial and public service centre for the Greater Caroline Area

Policy Statements:

- 5.1.1 The area identified in *Map C: Land Use Policy Areas* as Village Growth Area shall contain the existing developed areas of the village and lands intended for future urban development as part of the Village.
- 5.1.2 Land uses within the Village Growth Area lying within the Current Village Boundary shown on *Map C: Land Use Policy Areas* shall be in accordance with the future land use concept in the approved Village of Caroline Municipal Development Plan and any applicable area structure plan. This may include residential, commercial, industrial, open space, and institutional land uses.
- 5.1.3 The density of uses and development and forms of development within the Village Growth Area lying within the Current Village Boundary shall be in accordance with the Village of Caroline Municipal Development Plan and any applicable area structure plan.
- 5.1.4 Approved and allowable uses under the present designations under the County Land Use Bylaw that apply to lands shown as Village Growth Area and outside the Current Village Boundary on *Map C: Land Use Policy Areas* may continue and/or may be approved until such time as these lands are annexed to the Village.
- 5.1.5 Conversion and/or development of the lands shown as Village Growth Area and outside the Current Village Boundary on *Map C: Land Use Policy Areas* to any use or development that is different from what is allowed under the present designations under the County Land Use Bylaw shall not occur until after these lands have been annexed to the Village.

- 5.1.6 Subdivision of lands shown as Village Growth Area and outside the Current Village Boundary as shown on *Map C: Land Use Policy Areas* for more than a single lot out of a previously unsubdivided quarter section shall not be allowed until the lands have been annexed to the Village.
- 5.1.7 Policy 5.1.6 does not apply to a subdivision that separates a portion of a quarter section or parcel of land for the sole purpose of creating a clear boundary for a portion of a quarter section or parcel of land intended to be annexed to the Village from the portion that is intended to remain in the County.
- 5.1.8 If subdivision of lands shown as Village Growth Area and outside the Current Village Boundary as shown on *Map C: Land Use Policy Areas* is approved, and municipal reserve dedication and/or school reserve dedication is allowed in accordance with the Municipal Government Act, the reserve dedication should be deferred through use of a deferred reserve caveat registered against the balance of the lands being subdivided and/or the parcel that is created.

5.2 JOINT GROWTH AREA

Goal:

To identify opportunities for joint growth managed by the Village and County to their mutual benefit and provide the basis for future discussions and management of joint growth and development by the Village and County relating to select areas and/or projects that are of mutual benefit and interest

Objectives:

1. To identify locations, scenarios, and situations where joint growth and development may be appropriate
2. To establish the broad parameters for agreements relating to implementing joint growth and development initiatives

Policy Statements:

- 5.2.1 The areas identified in *Map C: Land Use Policy Areas* as Joint Growth Area are intended for joint growth and development managed by the County and the Village. These areas may contain commercial uses, industrial uses, or a combination of commercial and industrial uses. Prior to development of either Joint Growth Area, an agreement on how to manage the joint growth location and its development will be established between the Village and the County.
- 5.2.2 Considerations and issues that shall be addressed in an agreement relating to a joint growth location or joint growth and development initiative shall include:
- a) Equitable distribution of the municipal tax proceeds resulting from the development between the Village and County in relation to the cost of maintaining and providing infrastructure and providing services;
 - b) Contribution towards the capital costs of infrastructure through the collection of offsite levies, over size improvement charges, or capital contributions built into the utility rate base, or a combination of these or similar financing tools;
 - c) If serviced with municipal water and/or wastewater, the ability to guarantee available capacity in municipal utility systems to the project/area subject to the agreement;
 - d) Standards that will apply for the design and construction of infrastructure;

- e) Establishing a suitable term of the agreement in recognition of the long term nature of land use and development decisions; and
 - f) Setting out a dispute resolution mechanism to be used solely in the context of the joint development agreement (which may be based on the process described in the Caroline-Clearwater Intermunicipal Collaboration Framework).
- 5.2.3 Prior to a change in Land Use Bylaw designation under the County Land Use Bylaw to allow commercial and/or industrial uses to develop within either Joint Growth Area shown on *Map C: Land Use Policy Areas*, an area structure plan shall be prepared in accordance with the requirements of the County's Municipal Development Plan.
- 5.2.4 Approved and allowable uses under the present designations under the County Land Use Bylaw that apply to each Joint Growth Area shown on *Map C: Land Use Policy Areas* may continue and/or may be approved until such time as the Joint Growth Area is developed and/or redeveloped for the uses approved through the area structure plan described in Policy 5.2.3.
- 5.2.5 A Joint Growth Area that is the subject of an agreement described in Policy 5.2.2 and, where the agreement is in good standing and effect, shall not form part of any proposal for annexation to the Village.
- 5.2.6 In addition to the areas shown on *Map C: Land Use Policy Areas*, either municipality may put forward suggestions for a joint growth and development initiative for discussion with the other municipality for other lands within the Plan Area. Each municipality may decline to participate in a proposed joint growth and development initiative.
- 5.2.7 Joint development initiatives should focus on major developments which hold potential to have a significant positive impact on the overall attractiveness and economic well-being of the Plan Area.

5.3 COUNTY GROWTH / RURAL ACREAGE AREA

Goal:

To provide an area for a well planned residential neighbourhood made up of country residential acreages of varying sizes to accommodate interest in rural residential opportunities in proximity to commercial and public services

Objectives:

1. To identify an area where a concentration of country residential parcels could be developed
2. To ensure compatibility of planned country residential areas with other planned uses and activities
3. To provide diversity in the housing options available in the Greater Caroline Area

Policy Statements:

- 5.3.1 The area identified in *Map C: Land Use Policy Areas* as County Growth / Rural Acreage Area is intended for residential use in the form of acreages and may also include agricultural use. The design and standards used for multi-lot residential subdivision shall be based on the applicable policies of the County's Municipal Development Plan.
- 5.3.2 With the exception of first parcel out and fragmented parcel subdivision, subdivision and development for residential purposes in the County Growth / Rural Acreage Area shown in *Map C: Land Use Policy Areas* shall be preceded by the preparation and adoption of an area structure plan, or outline plan, or concept plan as required under the County's Municipal Development Plan.
- 5.3.3 Municipal reserve, school reserve and environmental reserve dedications and open space design shall be based on the policies of the County Municipal Development Plan and any applicable, approved area structure plan, outline plan or concept plan.

5.4 NATURAL / OPEN SPACE AREA

Goal:

To create an integrated system of green space that preserves natural features for their intrinsic and functional value and provide open space, trail and recreation opportunities for the Greater Caroline Area

Objectives:

1. To preserve the natural beauty and character of the Raven River to facilitate enjoyment by residents and visitors
2. To provide opportunity to develop and maintain an open space system extending by continuous or semi-continuous links from existing open space areas in the Village to appropriate locations throughout and beyond the Plan Area
3. To protect environmentally significant areas from adverse negative impacts
4. To protect natural drainage courses and waterways critical to the Plan Area

Policy Statements:

- 5.4.1 The valley and lands along the Raven River shall be retained in their natural state except for those measures needed for utility crossings, public access and trails, or safety.
- 5.4.2 Lands along the Raven River that may be subject to flooding during a 1 in 100 year rainfall event shall be safeguarded from land uses that are not tolerant to flooding. Factors to be considered in determining the appropriateness of a land use proposed within the 1 in 100 year floodplain shall include the degree of risk to individuals and private investment and the ability to evacuate the development.
- 5.4.3 When lands near water courses and bodies of water are subdivided, environmental reserve shall be dedicated in accordance with the policies of the applicable Municipal Development Plan.
- 5.4.4 The Village and County shall work together and with other parties, such as community groups, private landowners and the Province, to preserve natural areas and create open space areas for use by area residents and the general public.
- 5.4.5 The Village and County should work with the Province to establish a trail network and enhance public access and use of the Crown owned NE 13-36-6-5 and North Half of 11-36-6-5 as shown in *Map D: Open Space and Trails*.

- 5.4.6 A regional trail network connecting points of interest within the village and points of interest in the county should be created along the Highway 54 alignment as shown in *Map D: Open Space and Trails*.
- 5.4.7 If an area structure plan is created to provide more direction for the County Growth / Rural Acreage Area, this same area structure plan should be used to refine and provide more detail for the design for the open space along the Raven River and within the Crown owned quarters that is shown in *Map D: Open Space and Trails*.

5.5 AGRICULTURAL / RURAL DEVELOPMENT AREA

Goal:

To ensure lands not needed to accommodate urban growth or non-agricultural uses remain in agricultural production

Objectives:

1. To encourage and allow lands intended for long term agricultural use to be used for a variety of agricultural and agricultural related activities as the priority land use
2. To avoid the premature subdivision and conversion of agricultural land to non-agricultural use

Policy Statements:

- 5.5.1 Agricultural use of land shall continue to be the predominant use within the Agricultural / Rural Development Area on *Map C: Land Use Policy Areas* over the long term and subdivision of agricultural lands for non-agricultural purposes should be discouraged.
- 5.5.2 Conversion of predominantly agricultural lands within the Agricultural / Rural Development Area to non-agricultural use shall not occur until an area structure plan and/or outline plan has been approved. This requirement does not apply to first parcel out subdivisions fragmented parcel subdivisions or re-designation under the Land Use Bylaw of all or a portion of a parcel to a non-agricultural designation where no subdivision is proposed.
- 5.5.3 Non-agricultural uses that may be considered as discretionary uses in the Agriculture District designation of the County's Land Use Bylaw are allowed within the Agricultural / Rural Development Area on *Map C: Land Use Policy Areas*.
- 5.5.4 Parcels created as a first parcel out or a fragmented parcel in accordance with the County's Municipal Development Plan may be used for residential purposes and any discretionary use allowed under the Agriculture District, Country Residential District and Country Residential Agricultural District designations of the County's Land Use Bylaw.

6.0 MULTI-MODAL TRANSPORTATION

Goal:

To provide a coordinated transportation system that supports the safe and efficient movement of persons and goods within the Greater Caroline Area using a variety of modes of travel

Objectives:

1. To integrate transportation and land use considerations in all transportation decision making
2. To use a system of transportation planning and management that establishes a safe and efficient transportation system
3. To coordinate transportation planning among Alberta Transportation, the County and the Village

Policy Statements:

- 6.1 The Village and County shall work with Alberta Transportation to establish a Highway Vicinity Management Agreement that facilitates intersections along Highway 54 to give access to existing and future commercial and industrial areas.
- 6.2 Both municipalities shall coordinate the planning and construction of major transportation links within the Plan Area. Where these links involve Provincial highways the two municipalities shall work in concert with Alberta Transportation to provide a satisfactory level of service and safety.
- 6.3 Both municipalities shall share their respective capital plans for transportation improvements with each other and other interested parties to ensure coordination respecting road upgrades.
- 6.4 As subdivision occurs, lands required for future transportation corridors as identified in this Plan, or in a transportation plan or a highway vicinity management agreement accepted by both municipalities, shall be protected. This may take the form of dedication of road right-of-way, registration of land acquisition agreements on title, additional building setback requirements, or a combination of these measures.
- 6.5 The right-of-way requirements for roads shall be as set out in the applicable Village or County design standards.

- 6.6 The Village and County shall consider the needs of non-motorized means of travel when designing new or upgraded major transportation routes and shall encourage Alberta Transportation to do the same. This may entail multi-use pathways and/or sidewalk connections paralleling or forming part of the major transportation routes.

7.0 UTILITY SERVICES

Goal:

To establish the broad parameters and expectations leading to the effective and cost-efficient provision of municipal utility services capable of supporting future growth and development

Objectives:

1. To determine appropriate servicing standards and expectations within the Plan Area
2. To provide for the coordination and integration of utility systems within the Plan Area
3. To provide for the orderly and cost-effective extension of servicing systems
4. To identify strategies for storm water management reflecting best management practices

Policy Statements:

- 7.1 All development shall be supplied with an appropriate level of utility services based on the location and characteristics of the development and the policies of each municipality's Municipal Development Plan.
- 7.2 Each municipality shall determine the nature of the utilities to be provided by the municipality or the developer.
- 7.3 Village water and waste water services shall not be extended beyond the Village boundaries unless these extensions form part of a joint development initiative based on the joint development policies section of this Plan or the creation of the Rural Acreage Area described in this Plan.
- 7.4 As subdivision and development occurs, lands required for future utility and servicing rights-of-way and major utility facilities such as water treatment plants and waste water treatment facilities, as identified through the mutual agreement of the Village and County, or subsequent studies, shall be protected. This may take the form of easements/utility right-of-way agreements, dedication as road right-of-way, dedication as public utility lot or a combination of these measures.
- 7.5 Provision shall be made for storm water management for all development throughout the Plan Area. Best management practices, including the integration of existing water bodies and natural areas into storm water management ponds, shall be pursued. The release of storm water run-off from any development area to downstream areas shall be designed and managed in accordance with Alberta Environment and Parks requirements.

- 7.6 Natural and man-made drainage courses that are critical to the overall management of storm water and surface drainage within the Plan Area shall be protected by the municipality having jurisdiction. The Village and County shall work cooperatively to address drainage issues and may use tools such as public utility lots and/or drainage easements where needed to ensure proper drainage within the Plan Area.
- 7.7 The Village shall periodically update its master plans and utility plans in advance of anticipated Village growth to ensure that adequate water treatment and waste water treatment capacity is available to accommodate future growth.
- 7.8 Land shown on Map C: Land Use Policy Areas as “Lands that may be impacted by new waste water treatment plant options” shall not be considered for any other use until a final determination has been made on the options available to the Village for increasing the treatment capability and storage capacity of the waste water treatment plant. Existing uses and development may continue. No new dwelling units or uses that are not permitted within the setback distance from a waste water treatment plant under the Subdivision and Development Regulation shall be permitted.
- 7.9 The Village and County shall continue to cooperate in the provision of solid waste disposal and recycling services to the plan area.

8.0 PLAN IMPLEMENTATION AND ADMINISTRATION

The successful implementation of this Plan will depend heavily on an ongoing commitment by the Village and the County to communicate and share information and views on land use planning matters with one another. Mutual trust and respect of one another as equals is essential. A clearly established system outlining the expectations and protocols for ongoing referrals, dialogue on planning issues, plan amendments and means of resolving any issues that arise helps to implement the goals, objectives and policies of this Plan.

8.1 Intermunicipal Committee

Goal:

To facilitate the ongoing sharing of information between the two municipalities' elected officials and provide a forum to review and comment on topics relating to land use planning and development that are of mutual interest

Objectives:

1. To establish broad processes and procedures for ongoing intermunicipal discussions and communication on land use planning and development related matters
2. To define the role of the Intermunicipal Committee

Policy Statements:

- 8.1.1 An Intermunicipal Committee shall be established between the Village and the County. It shall comprise two elected officials from each Council. Administrative support to the committee will be provided by the County and Village staff attending the committee meetings.
- 8.1.2 The mandate of the Intermunicipal Committee may include discussion and consideration of the following:
 - a) Making recommendations to both Councils on intermunicipal matters related to land use planning and development that are referred by either municipality;
 - b) Monitoring the progress of the Plan including overseeing implementation actions;
 - c) Reviewing any proposed annexations;
 - d) Reviewing any proposed amendments to this Plan;
 - e) Serving as an informal review body for any amendment, proposed area structure plan, proposed outline plan or application that may have a significant impact on the Plan Area that is referred to the Committee; and
 - f) Assisting with the resolution of disputes in accordance with this Plan.

- 8.1.3 The Intermunicipal Committee shall make decisions and recommendations on a consensus basis. For this purpose, consensus shall be defined as the unanimous consent among the elected officials forming the Committee.
- 8.1.4 The Intermunicipal Committee shall meet annually to discuss planning issues of mutual interest and on an as-needed basis to resolve or further discuss any issues.
- 8.1.5 The responsibility for providing administrative support to the Intermunicipal Committee shall alternate between the two municipalities on an annual basis; Administrative support to be provided and procedures to be followed shall include:
 - a) The establishment of dates and locations for all meetings, production of agendas, distribution of pre-meeting information packages, and other matters as deemed necessary;
 - b) Keeping a record of the Committee meetings;
 - c) Chairing the meetings on an alternating basis; and
 - d) Convening meetings as required by the Plan.

8.2 Communication and Referral Processes

Goal:

To provide opportunities for each municipality to become informed about and have input on planning and development matters

Objectives:

1. To maintain open and ongoing dialogue through direct and timely communication and sharing of information
2. To establish processes for the referral of plans, amendments and applications affecting lands of mutual interest

Policy Statements:

- 8.2.1 Each municipality shall share with the other information, data or studies, road plans and utility plans that may have implications for all or parts of the Plan Area.
- 8.2.2 For lands in the Village, the referral area shall be any parcel of land or part of a parcel of land located within the Village and adjacent to the Village boundary.

- 8.2.3 For lands in the County, the referral area shall be any parcel of land or part of a parcel of land located within the County and in between the Village boundary and the Referral Area Boundary shown on *Map E: Plan Area and Referral Areas*.
- 8.2.4 Each municipality shall refer to the other proposed statutory plans, outline plans, concept plans, land use bylaws and amendments to any of these where such proposals may affect or involve lands falling within their respective referral areas.
- 8.2.5 Each municipality shall refer to the other proposed subdivision applications falling within their respective referral areas.
- 8.2.6 Development permit applications shall not be referred.
- 8.2.7 Notwithstanding the above policies, where in the judgment of the municipality having jurisdiction, any proposed plan or application is thought to have potential implications for or be of interest to the other municipality the matter may be referred to the other municipality.
- 8.2.8 When an item is referred, each municipality shall have at least thirty (30) days to review and comment. A municipality may request an extension of the initial review period. The CAO of the municipality sending the referral may agree to an extension of the review period and where an extension is provided it shall be communicated in writing.
- 8.2.9 Subject to a written and signed intermunicipal memorandum of understanding, items subject to referral and their respective timelines for submitting comments may be added or deleted without the need for a formal amendment to this Plan. If a written memorandum of understanding is created, it shall be attached and considered an appendix to this Plan.
- 8.2.10 When forwarding comments on a referral, each municipality shall indicate whether the comments offered come from review of the referred matter by Administration or from review of the referred matter with Council.
- 8.2.11 Each municipality shall offer comments from the perspective of specific implications that have a high likelihood of affecting their own planning efforts around land uses, development, and infrastructure. General observations on issues that have no bearing on the planning efforts of the commenting municipality shall be avoided.
- 8.2.12 When issues are raised through the communication and referral process, they shall be addressed using the process steps described below. While these steps are underway, the municipality having jurisdiction over the matter should not proceed with making a decision.

a) Stage 1: Administrative Review

Once an issue is identified, the municipality having jurisdiction shall provide the other municipality with all available information concerning the matter. The

commenting municipality shall evaluate the matter and provide written comments to the other municipality. Every attempt shall be made to discuss the issue with the intent of arriving at a mutually acceptable resolution. If an agreement or understanding on how to approach the issue is reached, the commenting municipality shall indicate same to the other municipality in writing. If no agreement can be reached, the matter shall be referred to the Intermunicipal Committee.

b) Stage 2: Intermunicipal Committee Review

If an issue is referred following Administrative Review, a meeting shall be scheduled to allow both Administrations to present their perspectives and views on the issue. The Intermunicipal Committee may:

- Provide suggestions back to both Administrations on how to address the issue and refer the matter back to the Administrative Review stage;
- Seek additional information and alternatives for consideration at a future meeting of the Intermunicipal Committee;
- If possible, agree on a consensus position that resolves the issue; or
- Conclude that no initial agreement can be reached and refer the matter to the two Councils.

In the event that the Intermunicipal Committee reaches consensus and resolves the issue, the details of the consensus shall be provided to each municipality in writing.

8.3 Dispute Resolution

Goal:

To create a process that allows for timely resolution of differences of opinion in a manner respectful of each municipality's interests and concerns

Objectives:

1. To establish a procedure for resolving disputes if and when required
2. To clarify items that may constitute a dispute and be subject to the dispute resolution process

Policy Statements:

8.3.1 The following shall form the basis for initiating the dispute resolution process:

- a) Lack of agreement between the two municipalities on any proposed amendment to this Plan;

- b) Lack of agreement between the two municipalities on any proposed statutory plan, outline plan, concept plan, land use bylaw or amendment to any of these located within or affecting the Plan Area; or
 - c) Lack of agreement between the two municipalities on an interpretation of this Plan.
- 8.3.2 A dispute is defined as: (1) any statutory plan, land use bylaw or amendment to either which is given first reading by a Council which the other Council deems to be inconsistent with the policies of this Plan or detrimental to their planning interests as a municipality; or (2) any non-statutory plan within the Plan Area adopted by a Council which the other Council deems to be inconsistent with this Plan or there is an issue of interpretation of the policies of this Plan.
- 8.3.3 A dispute shall be limited to the decisions on those matters listed under item 8.3.1 and 8.3.2 above. Any other appeal by other parties shall be made to and addressed by the respective approving authorities within each municipality.
- 8.3.4 The dispute resolution process of this Plan may only be initiated by Village Council or County Council and shall only be used for resolving intermunicipal planning disputes. Identification of a dispute and desire to go through the dispute resolution process shall occur within 15 calendar days of a decision made pursuant to items 8.3.1 and 8.3.2 above. Once either municipality has received written notice of a dispute from the other, the dispute resolution process shall be started within 15 calendar days of the date the written notice was received unless otherwise agreed to by both CAOs.
- 8.3.5 In the event that the dispute resolution process is initiated, the municipality having authority over the matter shall not give any further approval in any way until the dispute has been resolved or the mediation process has concluded.
- 8.3.6 A dispute shall be addressed and may be resolved at any stage using the following process:
- a) Stage 1: Council to Council Meeting
- If the Intermunicipal Committee is not able to resolve the dispute, the matter shall be referred to a joint meeting of the two Councils. Each municipality shall be given the opportunity to present their perspectives and views on the issue. The two Councils may:
- Provide suggestions back to the Intermunicipal Committee on how to resolve the disputed matter and refer the matter back to the Intermunicipal Committee;
 - Seek additional information and alternatives for consideration at a future meeting of the two Councils;
 - If possible, agree on a consensus position that resolves the issue; or
 - Conclude that no initial agreement can be reached and refer the matter to mediation.

b) Stage 2: Mediation Process

If a dispute is referred for mediation, a mediated process shall be used to reach agreement subject to agreement by both Councils that mediation is necessary. Prior to the start of the mediation process the municipalities shall:

- Appoint an equal number of representatives to participate in the mediation process;
- Engage a mediator agreed to by the municipalities at equal cost to each municipality; and
- Approve a mediation process and schedule.

If agreed to by both Councils, municipal Administration may be used as a resource during the mediation process. All discussions and information related to the mediation process shall be held in confidence until the conclusion of the mediation process. The process shall be deemed to conclude once the mediator submits a report to both Councils.

The mediator's report and recommendations shall not be binding on the municipalities and shall be subject to acceptance by both Councils. If both Councils accept the mediator's report, this shall be communicated to each municipality in writing and the matter shall be considered resolved. The report shall be introduced through the public hearing process along with any necessary amendments to the proposed bylaw or plan.

If mediation is not undertaken or the mediator's report is not accepted by both Councils, then the disputing municipality may begin the appeal process.

c) Stage 3: Appeal Process

In the event that mediation proves unsuccessful, was not undertaken or the municipality having jurisdiction proceeds with an approval that does not reflect the accepted mediation recommendations, the disputing municipality may appeal the matter to the Municipal Government Board in accordance with the Municipal Government Act.

8.3.7 The municipality initiating a dispute may withdraw their objections at any time throughout the process. The municipality initiating the dispute shall provide written confirmation that the dispute is withdrawn to the other municipality.

8.3.8 Both municipalities agree that time shall be of the essence when working through the dispute resolution process.

8.4 Urban Expansion and Annexation

Goal:

To recognize and consider the growth aspirations of the Village in an orderly, economical and logical manner which discourages loss and premature fragmentation of agricultural land area

Objectives:

1. To establish a process for managing and assessing annexation proposals
2. To set out the criteria for timely, cooperative and strategic annexations
3. To identify and protect areas to accommodate future expansion of the Village
4. To anticipate growth requirements and priorities for the Village and take steps to minimize or remove obstacles to accommodate future Village growth

Policy Statements:

- 8.4.1 Both municipalities shall protect those lands identified between the Current Village Boundary and the Future Village Boundary shown on *Map C: Land Use Policy Areas* from land uses and developments that might interfere or conflict with future urbanization. This shall include limiting the amount of subdivision and development that may occur prior to annexation.
- 8.4.2 The Village shall not pursue annexation of any land it cannot economically and reasonably service.
- 8.4.3 Either municipality or a landowner may put forward an annexation proposal or request. In the case of an annexation proposal by a landowner, the landowner shall attempt to notify both municipalities in writing at the same time or as close to the same time as possible.
- 8.4.4 Where annexation is proposed by either municipality, affected landowners shall be notified prior to the general public.
- 8.4.5 Annexation proposals shall be reviewed by the Intermunicipal Committee prior to submission of a Notice of Intent to the respective Councils and the Municipal Government Board.
- 8.4.6 If deemed necessary by the Intermunicipal Committee, at least one joint meeting of the two Councils to discuss the rationale for the annexation shall be held prior to submission of the annexation application to the Municipal Government Board.

- 8.4.7 In determining the appropriateness of an annexation proposal, the following criteria, among others, shall be taken into account and documented in a supporting report:
- a) Justifiable based on projected growth rates reflecting historic trends or anticipated economic stimulus;
 - b) Availability and cost of providing municipal services including consideration of economies of scale related to the financing of municipal service extensions;
 - c) Adequacy of transportation systems and ability to expand to accommodate demands resulting from annexation including consideration of economies of scale related to the financing of transportation infrastructure;
 - d) Landowner interest in pursuing development and as high a degree of concurrence among affected landowners as possible;
 - e) Measures to mitigate the impacts of annexation relating to such aspects as change in taxation levels, service provisions and treatment of and continuation of existing, approved uses and development;
 - f) Consistency with adopted statutory plans;
 - g) Logical extension of jurisdictional boundaries including consideration of long term responsibilities for maintenance and service delivery and the establishment of rational planning units or boundaries; and
 - h) The financial impact on both municipalities and any means of mitigating impacts.

8.5 Implementation

Goal:

To promote the use of the Plan and implementation of its policies

Objectives:

1. To implement the Plan through other statutory and non-statutory plans
2. To implement the Plan through decisions of council, subdivision authorities and development authorities
3. To provide for periodic reviews and plan amendments when deemed desirable and necessary

Policy Statements:

Interpreting Policies

- 8.5.1 This Plan contains “shall”, “should” and “may” policies which are interpreted as follows:
- “Shall” policies must be complied with,

- “Should” policies mean compliance in principle is required but subject to the discretion of the applicable authority on a case by case basis, and
- “May” policies indicate support in principle subject to the applicable authority determining the level of compliance that is required.

Approving Authorities

- 8.5.2 In the hierarchy of statutory plans, the Intermunicipal Development Plan shall take precedence over other municipal statutory plans and documents except where the Intermunicipal Development Plan defers to a more detailed, adopted plan.
- 8.5.3 The Village shall be responsible for the administration and decisions on all statutory plans, non-statutory plans, land use bylaws, amendments thereto, subdivision applications and development applications falling within the boundaries of the Village.
- 8.5.4 The County shall be responsible for the administration and decisions on all statutory plans, non-statutory plans, land use bylaws, amendments thereto, subdivision applications and development applications falling within the boundaries of the County.

Future Plans and Studies

- 8.5.5 Area structure plans, concept plans or outline plans should be prepared and adopted by the municipality having jurisdiction prior to changes in land use designation for large blocks of agricultural land or otherwise undeveloped lands where subdivision is proposed or likely to occur.
- 8.5.6 Each municipality may establish their own processes for the preparation of new or amendments to area structure plans, concept plans and outline plans. At the start of these processes where lands within their respective referrals areas are involved, each municipality should consult the other on issues that concern the neighbouring municipality and should be considered and reviewed as part of preparing the plan. This may involve obtaining comments on the proposed terms of reference for the plan process.
- 8.5.7 The Village and the County shall coordinate future planning efforts including but not limited to potential collaboration on area structure plans, transportation plans, drainage basin studies, and water and waste water system studies, feasibility studies relating to provision of municipal utilities and power generation, and open space plans.

Public Participation

- 8.5.8 The municipalities shall provide opportunities for public participation in the creation of statutory plans, non-statutory plans, land use bylaws and amendments thereto, in accordance with the requirements of the Municipal Government Act, their respective public participation policies and good planning practice.

Plan Amendments

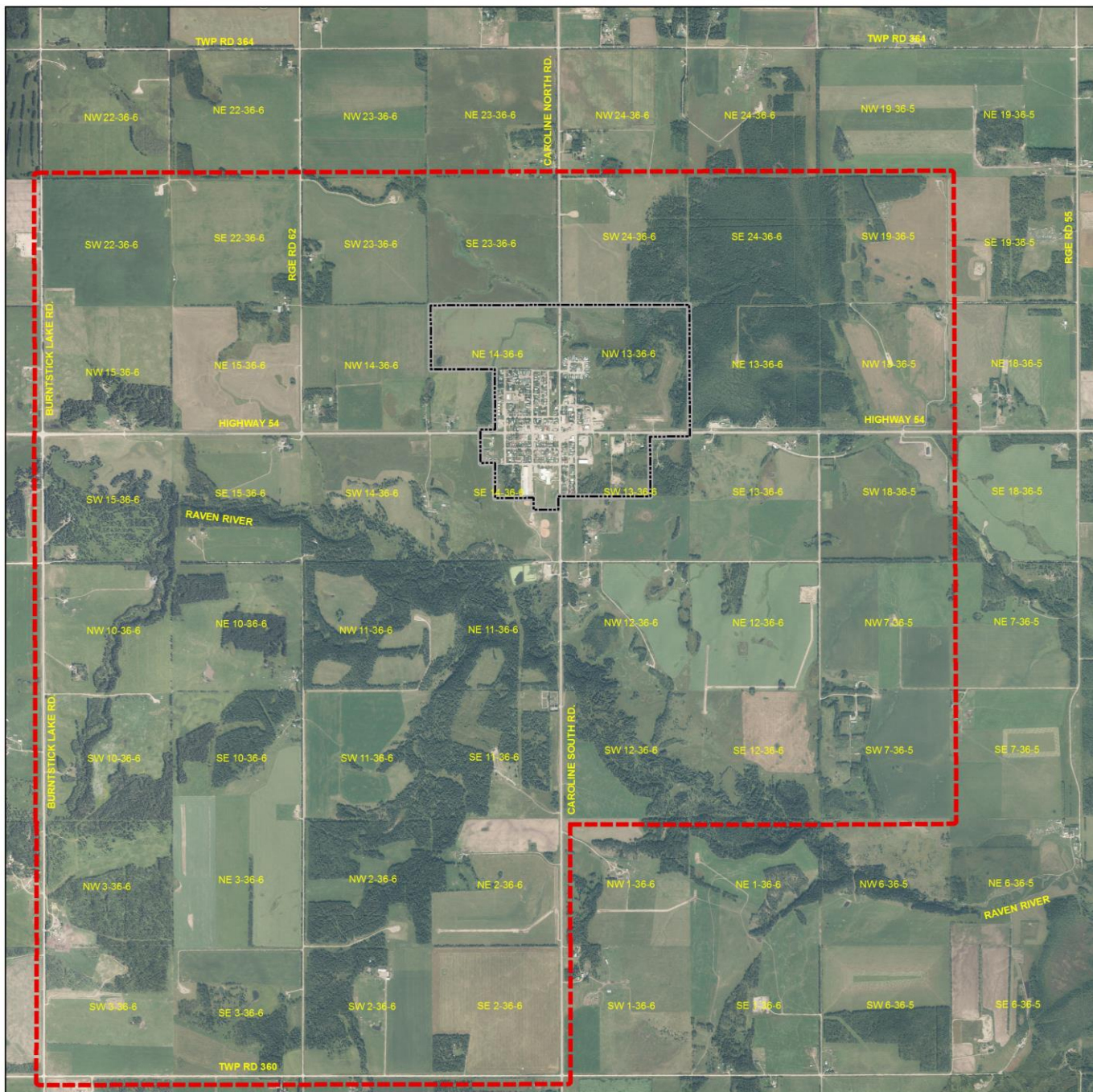
- 8.5.9 An amendment to this Plan may be proposed by either municipality.
- 8.5.10 An amendment to this Plan proposed by a landowner shall be made to the municipality in which the subject land is located.
- 8.5.11 An amendment to this Plan has no effect if not adopted by both municipalities by bylaw pursuant to the Municipal Government Act.

Plan Review

- 8.5.12 At the end of five years from the date that this Plan is adopted by both Councils, the two municipalities shall consider the need for a review of the Plan. If necessary, the Plan shall be updated and revised. Thereafter the Plan shall be considered for review every five years unless some alternative time is agreed to by both Councils.

Procedure to Repeal Plan

- 8.5.13 If one municipality deems this Plan no longer workable, the municipality may initiate the process to repeal this Plan.
- 8.5.14 The following procedure to repeal this Plan shall be applied:
- a) One municipality shall give the other municipality written notice of its intention to repeal its bylaw adopting this Plan;
 - b) Within 30 days of the date of written notice being forwarded to the other municipality, a Council-to-Council meeting shall be convened at which meeting the municipality initiating the repeal process shall provide its reasons for doing so;
 - c) Following the meeting, the municipality initiating the repeal process may either withdraw its intention to repeal this Plan by giving written notice to the other municipality or proceed to consider a bylaw to repeal this Plan;
 - d) Once one municipality has given first reading to a bylaw repealing this Plan, the two municipalities shall start the process to create a replacement Intermunicipal Development Plan and the bylaw to repeal this Plan shall not advance to consideration of second reading;
 - e) Until such time as the replacement Intermunicipal Development Plan has been adopted by both municipalities, this Plan remains in effect;
 - f) In the event that a replacement Intermunicipal Development Plan is not adopted, the municipalities shall notify the Minister of Municipal Affairs and seek the assistance of an arbitrator in the creation of a replacement Intermunicipal Development Plan pursuant to Part 17.2, Division 3 of the Municipal Government Act.



CAROLINE - CLEARWATER
INTERMUNICIPAL DEVELOPMENT PLAN

MAP A: PLAN AREA

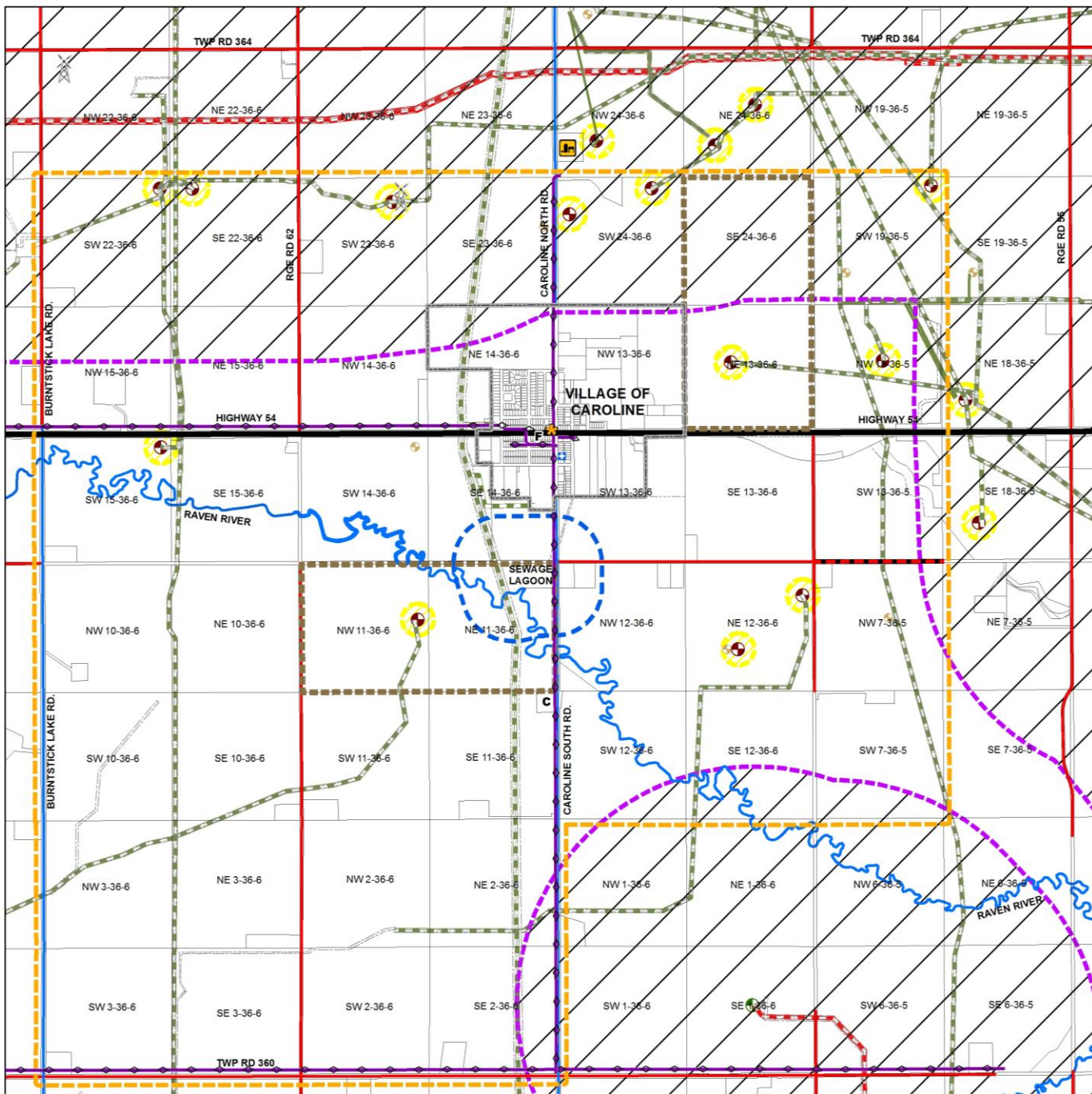
- Plan Area Boundary
- Village of Caroline Boundary

Orthophoto Date: June 7, 2017



April 2019





CAROLINE - CLEARWATER
INTERMUNICIPAL DEVELOPMENT PLAN

**MAP B: SIGNIFICANT
FEATURES**

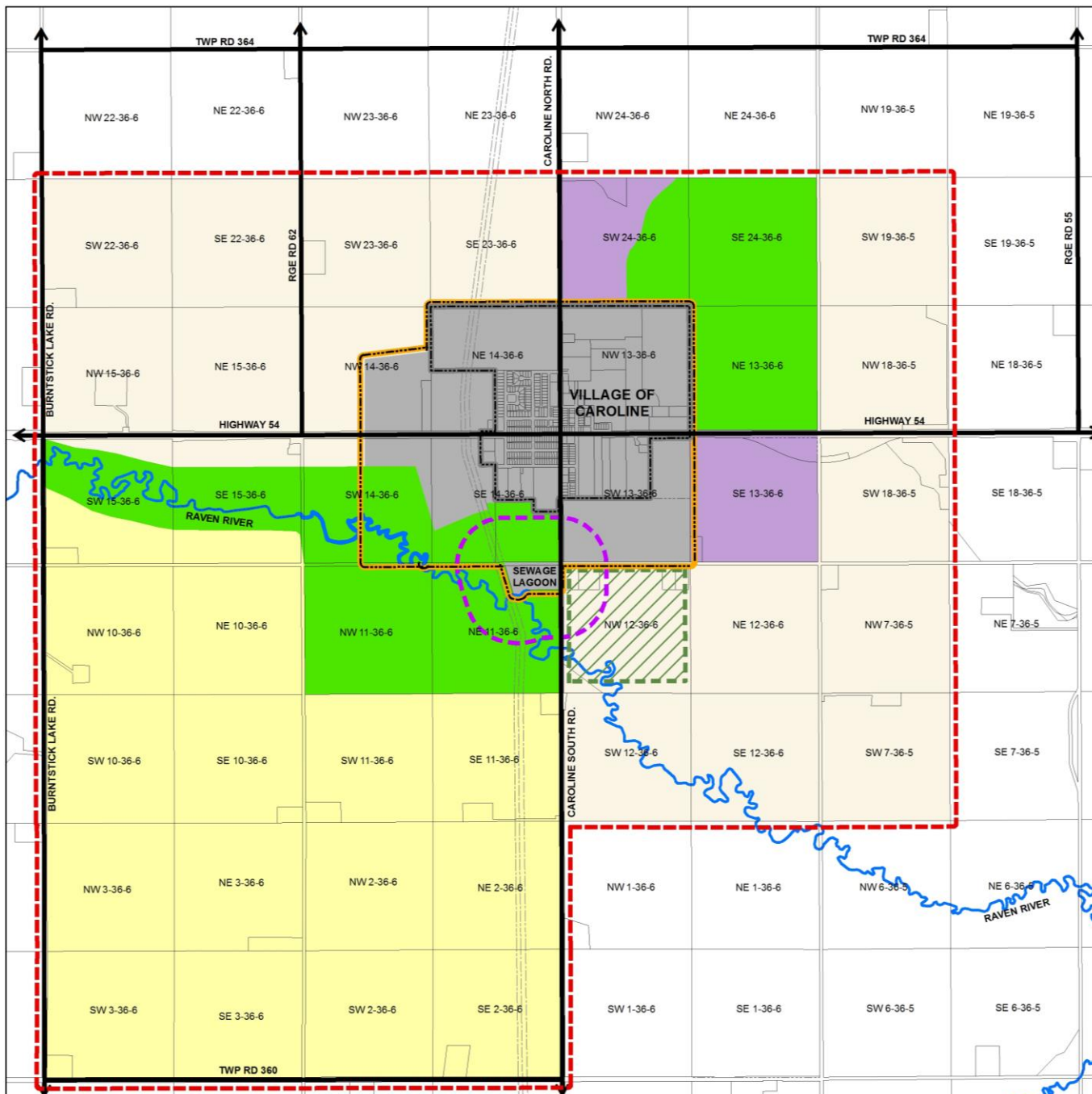
- Sour Oil/Gas Pipeline Level 4 - 1.5km Setback
- Active Sweet Oil/Gas Pipeline
- Active Sour Oil/Gas Pipeline
- Abandoned Sweet Oil/Gas Pipeline
- Active Sour Oil/Gas Well
- Active Sweet Oil/Gas Well
- Abandoned Oil/Gas Well
- Wells 100m Buffer
- Plan Area Boundary
- Village Boundary
- Paved Provincial Highway
- Paved County Road
- Gravel County Road
- Unmaintained County Road
- Crown Land
- Sewage Lagoon Setback (300 m)
- Major Overhead Powerlines
- Caroline Feed Store
- Fire Hall
- Cemetery
- Ambulance
- Village Office
- Telecommunications Tower

1. This map shows generalized locations of significant features.
2. This map is not intended for scaling or detailed design.



April 2019





CAROLINE - CLEARWATER
INTERMUNICIPAL DEVELOPMENT PLAN

**MAP C: MAJOR POLICY
AREAS**

- Plan Area Boundary
- Current Village Boundary
- Future Village Boundary
- Main Transportation Routes
- Lagoon Setback (300m)
- Lands Impacted By Waste Water Treatment Plant Options

Policy Areas

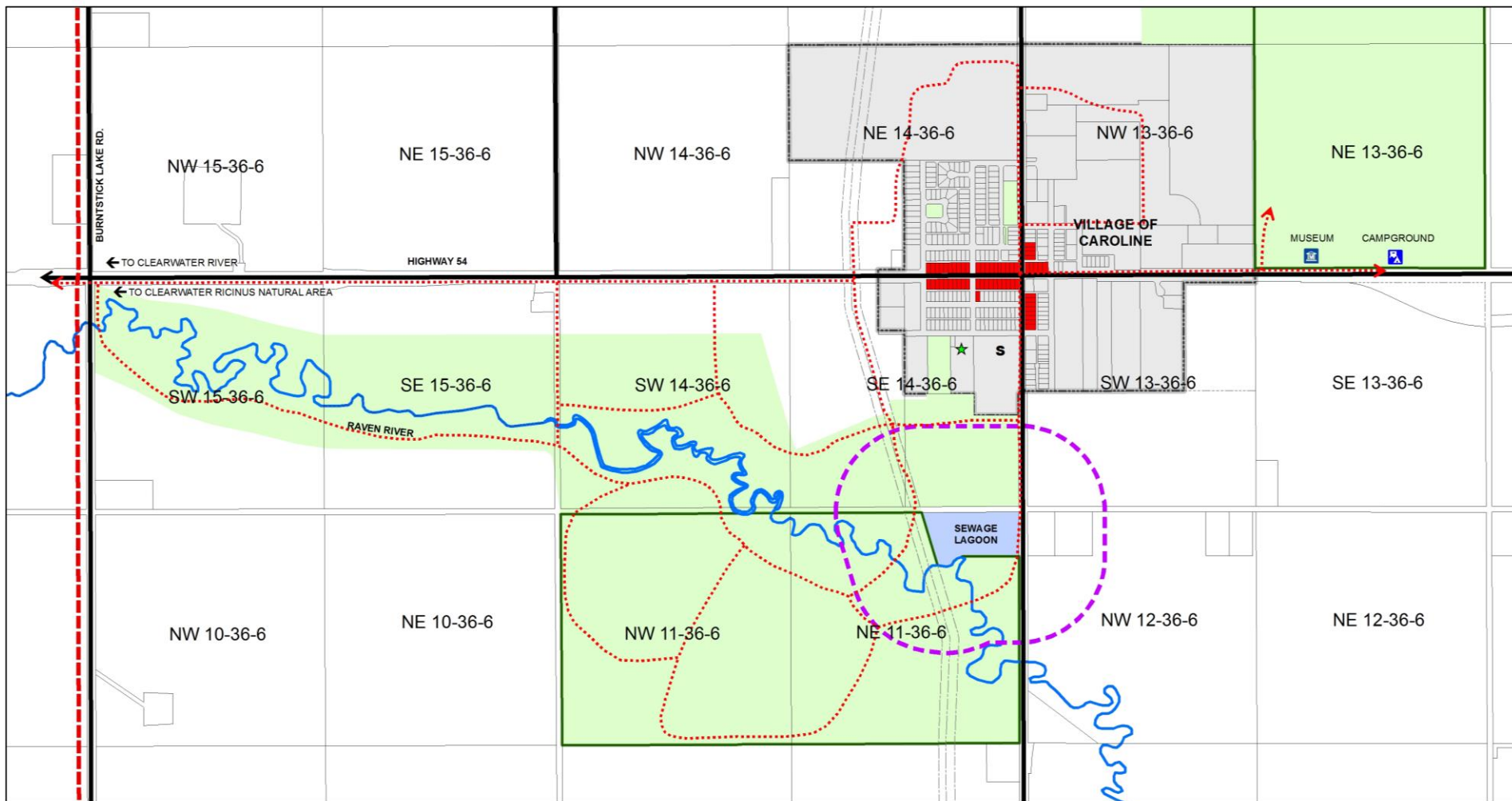
- Village Growth Area
- Joint Growth Area
- County Growth Area/Rural Acreage
- Natural/Open Space Area
- Agricultural/Rural Development Area

1. This map shows generalized indications of land use policy and is not intended for scaling or detailed design.
2. The land use policy patterns must be interpreted with the text of this plan.



April 2019





CAROLINE - CLEARWATER
INTERMUNICIPAL DEVELOPMENT PLAN

MAP D: OPEN SPACE
AND TRAILS

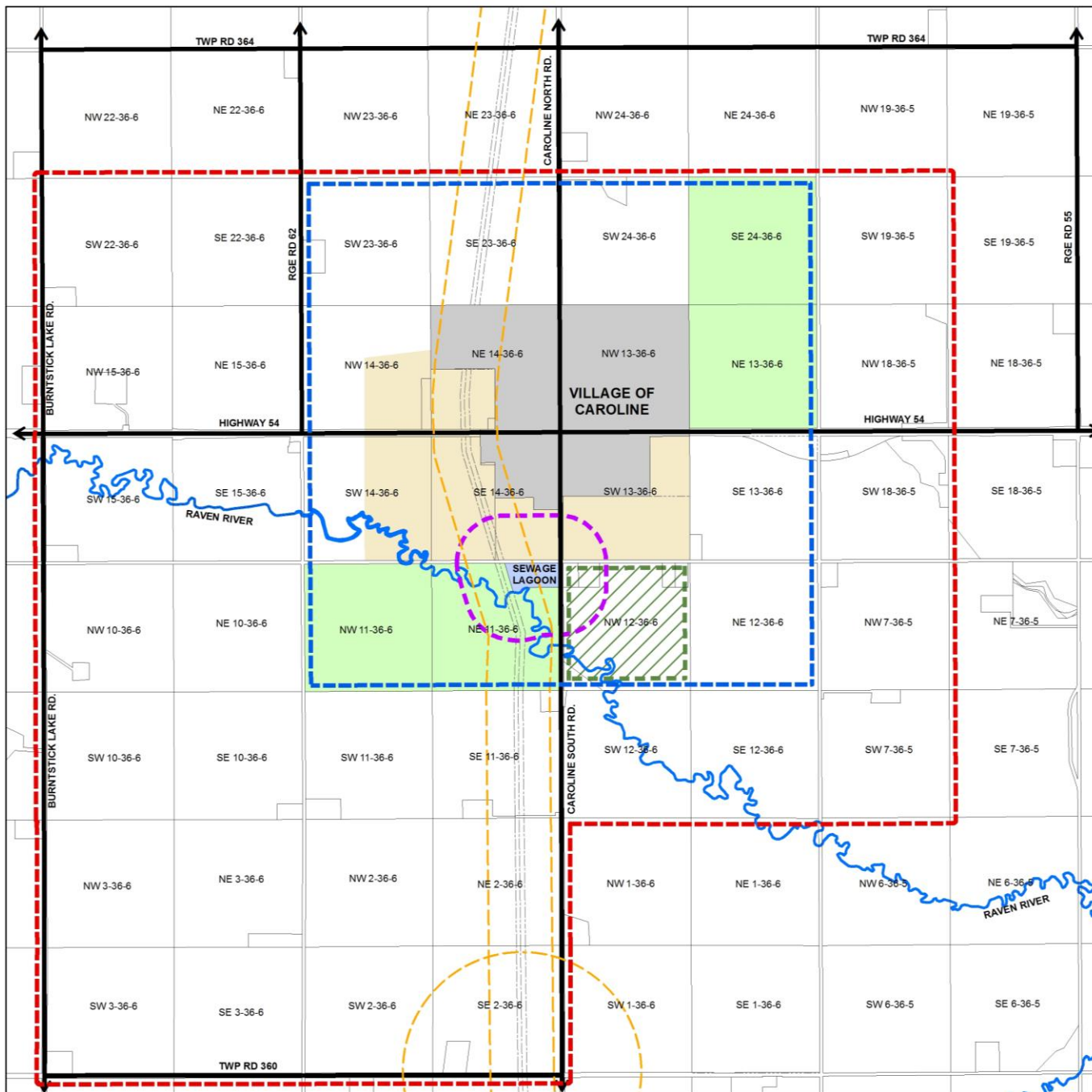
- | | |
|----------------------------|---|
| Plan Area Boundary | Village Of Caroline |
| Main Transportation Routes | Crown Land Area |
| Future Trail Desire Lines | Caroline School |
| Lagoon Setback (300m) | HUB (Arena, Curling Rink, Hall, Services) |
| Sewage Lagoon | Campground |
| Parks | Museum |
| Services | |

1. This map is not intended for scaling or detailed design.
2. The features shown on this map must be interpreted with the text of this plan.



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CAROLINE - CLEARWATER
INTERMUNICIPAL DEVELOPMENT PLAN

**MAP E: PLAN AREA AND
REFERRAL AREAS**

- Plan Area
- Village Of Caroline
- Village Expansion
- Crown Land
- Main Transportation Routes
- Sewage Lagoon
- Lagoon Setback (300m)
- Lands Impacted By Waste Water Treatment Plant Options
- Referral
- TransCanada Referral Zone

1. This map is not intended for scaling or detailed design.
2. Items shown on map must be interpreted with the text of this plan.








April 2019





REQUEST FOR DECISION

SUBJECT: Collection of Business Information		
PRESENTATION DATE: April 9, 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 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 type="checkbox"/>  Fiscal Responsibilities <input type="checkbox"/>  Environmental Stewardship <input checked="" type="checkbox"/>  Community Social Growth		
ATTACHMENT(S): Business License Application Forms for: Red Deer County Lac Ste Anne County M.D. of Foothills		

STAFF RECOMMENDATION:

That Council receives the 'Collection of Business Information' report for information as presented.

BACKGROUND:

Business Licenses are used by municipal governments to collect information from businesses to help understand the makeup and needs of their economic environment. Licenses help the municipal government know more about businesses in the following ways:

- what types of businesses exist or operate in the municipality;
- what industries they are in;
- the number of employees they have;
- and where they are located.

This information can help municipalities know:

- if the number of businesses are growing or shrinking,
- if development or attraction efforts are working,
- what level of economic diversification exists,
- and identify what businesses may be needed in the area.
- It can assist in the decision-making process regarding infrastructure investment and bylaw development.
- It can also help emergency services and GIS staff know the type of business, contact information, and approximate number of employees that may be at a site.

For the businesses, a business license program provides them with a legitimacy that helps when doing commerce with national partners or customers, including tradeshow venues and supplier purchases.

Each municipality creates a business license bylaw and process to meet their own needs. Almost all Alberta urban municipalities with populations over 2,000 have business licenses. Only 6 rural municipalities have business licenses (Greenview County, Lac Ste. Anne County, Red Deer County, M.D. of Foothills, M.D. of Opportunity, R.M. of Wood Buffalo), and one has a voluntary registration program (Strathcona County).

Here is a comparison of some of the basic aspects of business licensing in rural Alberta.

Regulatory Point of View

- Business location regulation - Some municipalities use business licenses to regulate types of businesses above and beyond a development permit. Once land is zoned and a development permit issued for the building, it may change hands and be used for a different purpose. Traditionally development permits only apply to a change in the building. A business license can be used to regulate business use of a building even after the development permit has been issued. (M.D. of Greenview)
- Land use regulation - Some municipalities implement a business license program to help regulate proper land use zoning. They make business licenses mandatory so they can track if businesses have applied for the proper land use zoning. These municipalities tend to encourage commercial development in large subdivisions rather than being based on farms and acreages. (Foothills County, Lac Ste. Anne County)
- Data collection focus with a license - Some municipalities have a license program that is separate from bylaw enforcement. The municipality concentrates on the data collected and does not pursue enforcement based on business license information. Compliance and cooperation with land use zoning is achieved through public education, not based on business license information.

Enforcement is initiated by third party filings, not through proactive municipal enforcement. (Red Deer County)

- Data collection focus without a license - Some municipalities have a voluntary registration process with no fee. This provides a license and the municipality offers a directory to provide value to the businesses who register. (Strathcona County)
- Taxation rates – Some municipalities may use the business license program to identify small business to apply a small business tax rate separate from a large business tax rate.

Providing value to business

All the rural municipalities list the licensed business in a directory to provide some level of value to the companies that register.

Levels of value provided by a directory include:

- Some directories are simple PDF files or a static online listing.
- Others have an online list with descriptions and contacts that are searchable by name or category.
- Others provide further value by also providing map links for each business.

Cost for businesses

Cost for rural Alberta licenses are lower than those in urban areas. Most rural municipalities charge between \$20 to \$100 annual fee. Red Deer County charges a onetime only license fee. Some charge slightly lower for the renewal fee. Fees may vary depending on if it is a home-based business located in the house, in a shop, or in a subdivision.

There is no cost for the voluntary registration in Strathcona County.

Most of these counties have a mandatory license for vendors or service companies that are non-residents. The fee ranges from \$100 to \$200, with some providing daily, weekly or annual licenses.

License requirements and exemptions

Exemptions vary across municipalities, but common ones include:

- Non-profit organizations and clubs
- Agriculture producers
- Suppliers of bulk goods transporting to a licensed business for resale

- One off garage sales or auctions
- Home-based child-care services (some limit to less than 5 kids)

Some businesses require licenses in a few municipalities but not in others

- Agriculture product processors or sellers
- Home based businesses general

If a business would like to be listed on the municipal directory, it can be added at no cost if it is on the exempted list.

Issues rural municipalities faced with business license implementation

There are a variety of issues that municipalities faced as they looked at ways to bring in business license programs.

- Can be viewed as additional tax revenue. All rural municipalities countered this by keeping the fees relatively low compared to neighboring urban municipalities where fees range from \$200 to \$2,000 depending on the size of the business and the land used.
- Can be viewed as an additional regulation of private land. Counties that used a business license to help regulate land use created the rules through their planning land use bylaw. There were press releases and an open house for education purposes.
- Can be viewed as seeking out personal information that the municipality doesn't need. FOIP allows for both the collection and publication of business contact information. Any information beyond business contact information would be protected (i.e. number of employees)
- Bylaws made need to be updated to reflect new definitions of various industries.
- How does a municipality collect information for one program and not use the knowledge gained in other departments? Enforcement should be equitable. Taxation should be equitable.
- There is a possibility that most businesses in a County are not in compliance with land use zoning or the development permit process. How would this be enforced or corrected consistently?
- Can be viewed as a duplication of information collection. Local Chambers of Commerce collect some of this information with their membership. Most Chambers, however, have a membership that is only a fraction of the total number of businesses in the area, and they collect data beyond business contact information for their own purposes, not for municipal uses. There are municipalities that contract services out to local Chambers, but not for collecting business licenses.
- Collecting, tabulating, and publication of business listings take county resources.
- Providing value to businesses that provide the information takes resources.

- Should information be updated once, annually, or periodically?

Best Practices

After reviewing what each municipality does with their license/registration program, these practices stand out as best:

- Cost of licenses should be kept low to encourage participation and to demonstrate the business license program is not being used as a revenue generator.
- A business directory can be published cheaply, but it would likely provide little value to business. A directory with more resources can be used to promote business while serving municipal needs like emergency services, identifying business clusters, and identifying investment opportunities for the public.
- Public education as to the importance of this information should be communicated regularly, especially in preparing the bylaw and during data collection periods.
- How business license information is being used should be communicated regularly.
- If the information being collected is going to be used for more than one purpose, the business license bylaw should readily identify those purposes.
- If the data collected is what is important, then that should be the focus. Bylaws would need to have the role of permits and enforcement clearly laid out versus the business license.

Example of a PDF Directory from the M.D. of Greenview

SHERK'S RV PARK LTD.

Contact: Skye Dietzen
Box 1504 Valleyview, AB T0H 3N0
Phone: (780) 524-4949
Fax: (780) 524-4346
skye.dietzen@gmail.com

Rental of Camping Sites on Daily, Weekly, and Monthly Basis.

ADVERTISEMENT AGENCIES**THE BACK PAGE**

Contact: Nadine Boulet
Box 1595 Valleyview, AB T0H 3N0
Phone: (780) 837-8023
Fax: (780) 837-8343
thebackpage@sarbernet.com

Coffee Shop Flyers.

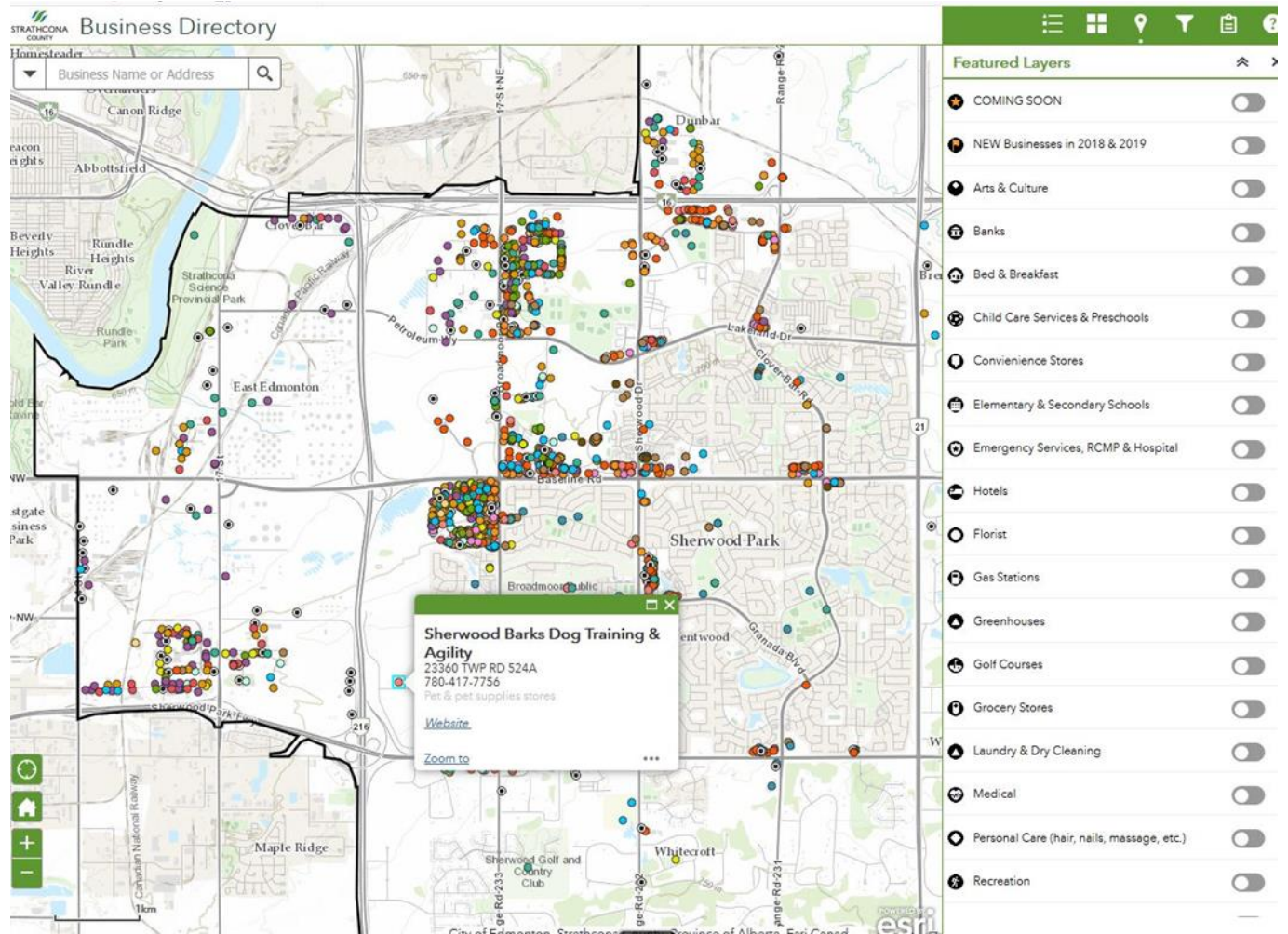
AERIAL SERVICES**FREE WING INDUSTRIES**

Contact: Harry & Lynn Wilt
Box 1665 Valleyview, AB T0H 3N0
Phone 1: (780) 524-4417
Phone 2: (780) 524-8733
Aerial Applications.

AGRICULTURE, GREENHOUSES AND U-PICKS**MOOSE MEDICINE**

Contact: Etandah Dixon
Box 1447, Valleyview AB, T0H 3N0
Phone: (780) 552-3413
moosecreekbubba@yahoo.com
Greenhouse.

Example of an updated dynamic directory from Strathcona County





BUSINESS LICENSE APPLICATION

File No. _____ (office use only)

New Business or Existing Business Home-based Business? Yes No

Is the Business temporary? _____ (Start and End Date)

SECTION A – BUSINESS CONTACT INFORMATION

Name of Business: _____

Legal Business Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Legal: (check one) NE NW SE SW ¼ Section _____ Township _____ Range _____ W _____ M

Lot _____ Block _____ Registered Plan _____

Business Location (Civic Address): _____

Business Phone #: _____ Website: _____

Business Email: _____ Contact Name(s): _____

Phone #: _____ Alternate #: _____ Email: _____

SECTION B – BUSINESS OPERATION DETAILS

Describe the business operation / what services and/or products do you offer the customer?:

Number of Employees (approximate)? _____

Will the business be advertised / marketed / have a sign? Advertising / Marketing / Signage Details:

Check off the category or categories that best describes your business (maximum of 2).

- | | |
|---|--|
| <input type="checkbox"/> Accounting/Office Business | <input type="checkbox"/> Landscaping / Yard Maintenance / Snow Removal |
| <input type="checkbox"/> Agriculture/Ag Services | <input type="checkbox"/> Manufacturers / Distributors |
| <input type="checkbox"/> Animal Services / Supplies | <input type="checkbox"/> Medical/Health Services |
| <input type="checkbox"/> Artisan / Giftware | <input type="checkbox"/> Oilfield Services / Supplies |

(Category List continued)

- Automotive
- Beauty Salons / Spas
- Builders – Home/Commercial/Industrial
- Building Contracting / Services
- Building Materials / Supplies
- Cleaning Services
- Clothing Sales / Alterations
- Computer/Communications
- Educational Services
- Emergency/Security Services
- Entertainment
- Equipment Construction
- Financial / Insurance Services
- Gas Bar/Convenience Store/Fuel
- Groceries / Catering /Liquor
- Hotels / Motels / Bed & Breakfast
- Other Services
- Personal Services
- Plumbing / Heating / Electrical
- Professional Services
- Real Estate
- Recycling/Waste Management
- Restaurants / Coffee Shops
- Retail Sales
- Safety Training / Supplies
- Storage/Rental Services
- Training / Employment Services
- Travel Services
- Transportation
- Utility Providers
- Welding Supplies / Services

SECTION C – OPPORTUNITY INCLUSION

- Would you like to be listed on the Red Deer County website business directory? Yes No
- Would you like to be notified of networking opportunities within the County? Yes No
- Would you like to subscribe to the Red Deer County News? Yes No

SECTION D – FINAL AUTHORIZATION

I hereby make application and acknowledge that the above information is, to the best of my knowledge, true and accurate.

Applicant Signature: _____ Title (Owner, Operator etc.): _____ Date: _____

The personal information requested in these forms is protected under the Freedom of Information and Protection of Privacy Act (FOIP). Collection of the personal information on this form is authorized under the Municipal Government Act and is required for the purpose of the County's Planning & Development processes. The information will be used by the County staff and representative contact information. If you have questions regarding FOIP, please phone 403.350.2150 and ask for the FOIP Coordinator.

OFFICE USE ONLY

APPLICATION FEE: \$ _____

BUSINESS LICENSE: _____

ROLL NUMBER: _____

LEGAL FILE: _____

DIAMOND NUMBER: _____

NAICS CODE: _____

DEVELOPMENT PERMIT: _____

DATE RECEIVED

BUILDING PERMIT: _____



Business License Application Form

I hereby make application for a Business License in accordance with the plans and supporting information submitted herewith.

Incomplete Applications will not be accepted. If an incomplete application is submitted by mail the application will be sent back for further information.

*Please note that by providing your email address as part of this application you are hereby consenting to receiving correspondence electronically in relation to this application.

Planning & Development

<i>Office Use Only</i>
License# _____
Customer ID# _____
Invoice# _____
Receipt# _____
Roll# _____
DevPermit# _____

APPLICATION TYPE

HOME OCCUPATION: _____ or _____ NON-RESIDENTIAL: _____ or _____ NON-COUNTY: _____

If NON-COUNTY please complete Sections A, B, C and E (Section D is not required)

County Businesses please complete Sections A through E

SECTION A:

PRINCIPAL OWNER/LICENSEE INFORMATION

Last Name: _____ First Name: _____ Middle Initial: _____

Business Address (cannot be a P.O. Box #): _____

Lot: _____ Block: _____ Plan# _____ Subdivision/Hamlet: _____

Rural Address: _____ Division: 1 2 3 4 5 6 7

Quarter: _____ Section: _____ Township: _____ Range: _____ West of 5th Meridian

Business Mailing Address _____ City: _____

Province: _____ Postal Code: _____ Home Phone #: _____

Business Phone #: _____ Cell #: _____ Fax #: _____

Business Email: _____ Business Website: _____

AFTER HOURS EMERGENCY CONTACT: Same as Business Info Above

The personal information on this form is collected under the authority of Section 33(c) of the **Freedom of Information and Protection of Privacy Act (FOIP)** to assess all matters relevant to your application for this licence. The County may request input from employees of other County departments, Alberta Health Services, RCMP, and/or Alberta Gaming and Liquor Commission in order to properly assess your application for this licence or to determine appropriate conditions, if any, for this licence. Therefore, the County requests your written consent to disclose the personal or other information provided in your application to other County employees or to the other named entities as may be required for these purposes, pursuant to section 40(1)(d) of FOIP. If you have any questions regarding the collection, use, or disclosure of your personal information please contact please contact the FOIP Coordinator at Lac Ste. Anne County 1-866-880-5722.

BUSINESS REGISTRATION TYPE

Business Type: Sole Proprietor Partnership Incorporated/Limited Company Not for Profit

Business Operating/Trade Name: _____

SECTION B:

Describe the nature of the business and the business activities performed on the site: _____



Business License Application Form

Planning & Development

SECTION C:

DOES YOUR BUSINESS DO ANY OF THE FOLLOWING ACTIVITIES (Check at least one option):

AGRICULTURE	COMMERCIAL	CONTRACTOR	INDUSTRIAL	ACCOMODATIONS/TOURISM
Grain Elevator	Auction House	LOCAL	Chemical	Arts & Crafts
Greenhouse/ Nursery/Apiaries	Automotive Service (E.g.: consignment sales, leasing, repair, sales, etc.)	Building	Manufacturing/ Processing Plant	B & B
Intensive Livestock Operation	Cleaning service	Carpentry	Distillery	Campground
	Dog grooming/ kennel/breeder	Electrical	Feed or Flour Mill	Hotel
	Family care service (E.g.: adult care home, before/after school care, daycare, family day home, etc.)	Gas	Grain Mill	Recreation: _____
	Food establishment (E.g.: serving, preparing or selling food)	Home	Manufacturing	Museums/Historical Site
	Health & Personal Care Services (E.g.: body piercing, esthetics, fitness, hair styling, massage therapy, tanning, tattoo, etc.)	Plumbing	Natural Resource Extraction	
	Landscaping	OUT of COUNTY	Oil and Gas Extraction	
	Laboratories	Building	Recycling Facility	
	Professional Services: _____	Carpentry	Salvage Operation	
	Restaurant	Electrical	Storage Facility	
	Retail	Gas		
	Service Station	Home		
	Trucking	Plumbing		



Business License Application Form

Planning & Development

SECTION D:

Please complete the following questions related to the business:

1. Do you live at this property? Yes No
2. Do you have your office located in Lac Ste. Anne County? Yes No
3. Total Business Floor Area _____ sq. m. or sq. ft. _____ % Office Space _____ % Warehouse/work area
4. How much area _____ sq. m. or sq. ft. _____ % of the parcel is exclusively used for the business
5. Do you use a garage for storage (other than strictly for vehicle storage) or other purposes related to the business? Yes No
6. How much space (sq. feet) is required to store the equipment, materials, and goods? Indoors: _____ sq. ft.
Outdoors: _____ sq. ft.
7. What type of garage is on the property? Attached Detached None
8. Hours and days of operation: _____
9. How many visits per day by:
Clients: _____ Couriers: _____ Employees: _____
10. How many people live at the site and participate in the business (include homeowner)? _____
11. How many vehicles associated with this business are kept at this property? _____
12. Do you have any vehicles over 4500 kg associated with this business? Yes No
If Yes, how many vehicles and where are they stored? _____
13. How many personnel do you employ? 0-5 6-11 12-20 21-49 50+
14. Additional information/comments _____

SECTION E:

NOTE: THIS APPLICATION MAY BE SUBJECT TO A SITE INSPECTION PRIOR TO A DECISION.

I hereby make application for a Business License in accordance with the plans and supporting information submitted herewith.

I authorize the Staff of Lac Ste. Anne County and other agencies as designated in Section 653(2) of the Municipal Government Act, R.S.A. 2000, to enter my land for the purpose of conducting a site inspection to confirm existing site conditions in relation to compliance with existing bylaws and in connection with my business license application. The personal information provided will be used to process the business license application and is collected under the authority of Section 642 of the Municipal Government Act. Personal information you provide may be recorded in the minutes of the Municipal Planning Commission, or otherwise made public pursuant to the provisions of the Freedom of Information and Protection of Privacy (FOIP) Act, including Section 39 through 42 therein. If you have any questions about the collection and use of this information, please contact the Lac Ste. Anne County FOIP Coordinator at 1-866-880-5722 56521 RGE RD 65, Lac Ste. Anne County Box 219, Sangudo, AB T0E 2A0.

Any documentation/information (including personal information) required for processing an application may become public once submitted to Municipal Planning Commission (MPC) or the Development Authority for review and processing.

Applicant(s) Signature

Landowner(s) Signature

Date of Application



Business License Application Form

Planning & Development

Do you want your business listed in the online business directory? Yes No

If your business is located within Lac Ste. Anne County, do you want your business shown on the map? Yes No

Application Process for Two (2) Approvals

There are two (2) types of applications which require approval before operating a business:

1. The first step is you may need to apply for and obtain a development permit. The development permit is the approval which permits the business activities that will be conducted from a residential property or building or a commercial property or building.
2. The second step is to apply for a business license. The business license is the approval which legally allows you to operate your business.

FEES

Business License – Annual \$50.00

Penalties

1. A penalty of Two Hundred Dollars (\$200.00) shall be levied against and paid by any person who commits a breach of any of the provisions of this Bylaw
2. A penalty of Three Hundred Fifty Dollars (\$350) shall be levied against and paid by any person who commits for a second time a breach of the provisions of this Bylaw provided the offence is committed within twelve (12) months of the commission of the first offence.
3. A penalty of Six Hundred Fifty Dollars (\$650) shall be levied against and paid by any person who commits for a third time a breach of the provisions of this Bylaw provided the offence is committed within twelve (12) months of the commission of the second offence.



Business Licence Application

Municipal District of Foothills No. 31

309 Macleod Trail, Box 5605, High River, AB T1V 1M7. Tel: 403-652-2341 Fax: 403-652-6900

This is an application for a Business License for operation within the Municipal District of Foothills No. 31. Licenses are issued on a yearly basis, renewable each January.

Municipal permits and/or Provincial and Federal Licensing may or may not be required for the proposed business. It is the responsibility of the applicant to determine additional requirements by contacting the MD of Foothills Development Office for local provisions, and by accessing Provincial and Federal requirements at : www.servicealberta.gov.ab.ca and/or www.ic.gc.ca.

NOTE: All fields on this application form **MUST** be completed before the application can be processed. If any fields are irrelevant to your business, please indicate this by entering "N/A".

New Application Renewal - Current Business License #: _____

Please Select One:

- Business **IS NOT** based in the MD of Foothills No. 31 (i.e. businesses based in Calgary, Okotoks, High River, Out-of-Province)
- Business **IS** based in the MD of Foothills No. 31

If your business is located in the MD of Foothills No. 31, please complete the following section
(See Section 2.5, page 20 and Section 10.12, pages 116-118 of the Land Use Bylaw for definitions, www.mdfoothills.com)

- Home Office (Development Permit not Required)
- Minor Home Occupation (Development Permit Required) Development Permit # _____
- Major Home Occupation/Site Specific Amendment (Development Permit Required)
Development Permit # _____
- Commercial/Industrial Business (Development Permit Required) Development Permit # _____

Legal Land Description (required only for businesses based in the MD of Foothills No. 31)

Plan _____, Block _____, Lot _____, LSD _____,
 Quarter _____, Section _____, Township _____, Range _____, West of the _____ Meridian.

Please complete the following in full:

Name of Business: _____

Description of Business Activities: _____

NAICS Code: (North American Industry Classification System): _____
<http://www.statcan.gc.ca/eng/subjects/standard/naics/2012/concordances-2012-4-3>

NAICS Description: _____

Hours of Operation: _____

No. of Full Time Employees: _____ No. of Part Time Employees: _____

Business Mailing Address: _____ Postal Code: _____

Business Tel: _____ Cell: _____

Business Fax: _____

Email: _____ Website: _____

Contact Name: _____

Contact Position with Business: _____

Contact Tel: _____

Business Owner(s) Name(s): _____

Declaration

I hereby apply for a Business License under the provisions of the MD of Foothills No. 31 Bylaw No. 1018 which provides for the regulating and licensing of all businesses carried on within the Municipality. I confirm the information provided is true and accurate to the best of my knowledge.

Signature of Business Owner(s) _____

This information is being collected under the Freedom of Information and Protection of Privacy Act (FOIP) for the purpose of processing your Business License. Your business information is considered public information and will be used for the MD of Foothills Business Directory as well as other economic development activities unless requested otherwise.

DO NOT DISCLOSE BUSINESS INFORMATION

For Office Use Only

Fee Submitted: _____ Tax Roll No: _____

Receipt No: _____ Date Received: _____






Licensing Officer: _____

PRINT NAME

SIGNATURE



DELEGATION

SUBJECT: Jerry Demchuk, Strategic Regulatory and Government Affairs, Bellatrix Exploration Ltd.		
PRESENTATION DATE: April 9, 2019		
DEPARTMENT: Delegation	WRITTEN BY: Tracy Haight, Executive 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 type="checkbox"/>  Community Social Growth		
ATTACHMENT(S):		
1. Bellatrix Exploration Ltd. Presentation Summary 1. Slide Deck 'Enabling Alberta's Natural Gas Producers'		

STAFF RECOMMENDATION:

That Council receives the Bellatrix Exploration Ltd. Delegation's information as presented.

BACKGROUND:

Jerry Demchuk from Bellatrix Exploration Ltd. (BXE) will provide an overview of the company's operations in Clearwater County.



Bellatrix Exploration Ltd. – Clearwater County Council

Bellatrix Exploration Ltd. (BXE) is a mid-sized gas producer that operates in Clearwater County. As you can no doubt appreciate the current energy downturn and Alberta's/Canada's lack of takeaway capacity and competitiveness has significantly impacted smaller to mid-sized natural gas producers.

Canadian natural gas exports are 100% dependent on the Canadian natural gas pipeline transportation system which currently operates under a privileged monopoly-based model. Corporations that control the system, like TransCanada (which is both Federally and Provincially regulated), have the ability to change operating methodologies without taking into consideration the impacts they cause such as market imbalances which negatively affect price and the ability of smaller producers to access both natural gas storage and markets.

For natural gas producers in Alberta, like BXE, the larger issues such as Bill C-69, pipeline egress and access to additional export markets exist, but specific issues are having even more significant impacts on market price volatility, the ability for smaller and mid-sized companies to access existing transportation infrastructure and Provincial royalties (these losses are estimated at \$3-4 billion annually).

Although Alberta Energy Companies have become more active and vocal of late, which is critical, the one portion of the sector that continues to be often overlooked and underrepresented are the small to mid-sized natural gas producers. We think it is critical to increase our exposure and begin to build stronger relationships in the communities and counties we operate in.

We will provide an overview of BXE's plans within Clearwater County as well as more discussion around the issues facing gas producers in Alberta.



Bellatrix

EXPLORATION LTD

BXE | TSX | NYSE



Enabling Alberta's Natural Gas Producers

Clearwater County

April 9, 2019

- Introduction
- Bellatrix Exploration Ltd.
- Alberta Natural Gas
- Impacts to Albertans
- Solutions
 - What are we doing?
 - The New Narrative
 - What can you do?

Introduction

- Natural gas production has been a cornerstone of Alberta energy development for decades.
- Sustainable natural gas development has been a significant contributor to the areas we operate in.
- Small to mid sized producers are being significantly affected by the current lack of competitiveness.
- Natural gas has always been the “poor relative” and is consistently overshadowed by Oil/bitumen.



The purpose is to raise awareness on the issues facing natural gas producers and to start to change the narrative on natural gas.

Bellatrix Exploration Ltd. (BXE)

Bellatrix - mid sized producer based in Alberta focused on developing its sweet liquids rich natural gas core assets in the Spirit River(gas) and Cardium(liquids) areas of West Central Alberta

- Annual Production – approx. 35,000 boe/day (75% gas, 25% liquids)
- 104 Calgary Staff, 86 Field Staff
- BXE controls its own strategic infrastructure which includes pipelines, compression, and processing facilities.
- As a company, BXE’s core values are focused on sustainable development.
- **Typical of small to mid sized natural gas producers, they are dependent on capital markets and foreign investment to fund expansion and growth.**



Going Forward

- Continue to optimize resources in our existing Spirit River Resource Area.
- Limited capital program due to current market conditions.
- Innovation, both fiscally and operationally through to the drill bit in order to survive the current market.
 - Minimize costs
 - Maximize capital efficiency



Alberta's Natural Gas

- Alberta's natural gas reserves are ranked among the largest in the world and can be a major contributor in meeting Global energy demand.
- Alberta is Canada's largest natural gas producer (approx. 72%) with reserves that have economic potential similar to the oilsands.
- Natural gas is an abundant, clean burning and cost effective energy source.
- **Natural gas should be the obvious fuel choice to bridge the gap to renewables.**
- Alberta and Canada must work to recreate the competitive business environment that existed previously and is what Canada was known for.



Impacts to Albertans

Canada's natural gas sector is not Competitive

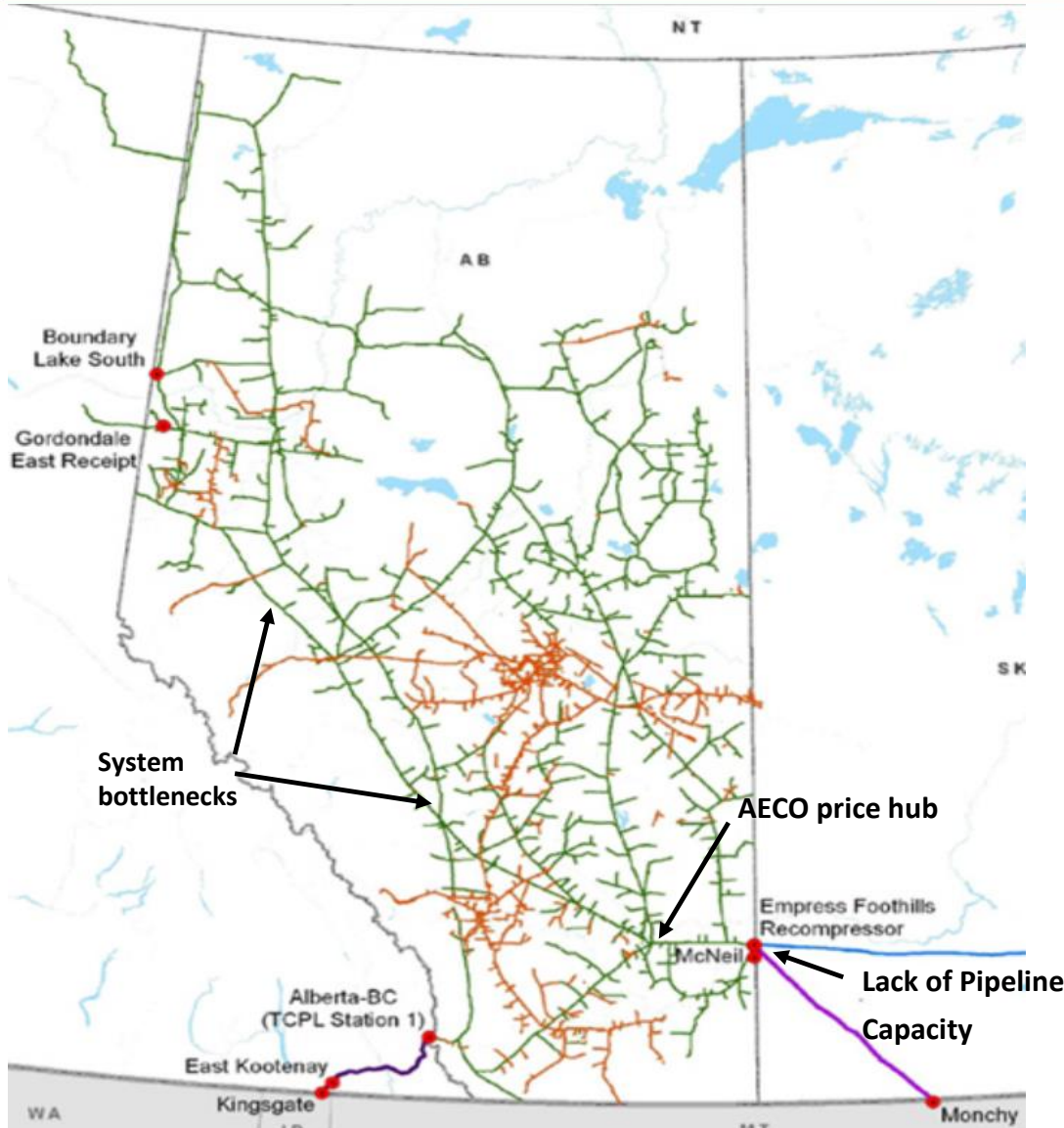
This lack of competitiveness is driven by:

- Depressed global commodity prices (out of our control).
- Extreme volatility in AECO pricing due to an imbalance of supply and demand within the NGTL system.
- Existing infrastructure bottlenecks within the NGTL system
- Lack of pipeline takeaway capacity (Access to larger eastern Canadian and North American markets)



Price volatility at AECO, along with Canada's failure to build new infrastructure to support access to North America and global markets has stranded natural gas production which results in potential loss of jobs and significant decline (4–5 \$Billion annually) in royalties.

Current Situation



Current Situation:

- Transportation bottlenecks within Alberta’s NGTL system.
- 2017 change in operating protocols – no restrictions to firm service.
- Lack of pipeline capacity out of Alberta (limited by mainline capacity, 2-3 BGF/D).

Impact:

- Additional negative impact to already depressed AECO pricing.

Additional Issues

Additional issues include:

- Provincial regulatory inefficiency
 - Regulatory timelines
 - Regulatory Costs
 - Consultation requirements
- Taxation
 - Municipal tax
 - Climate tax
- Lack of provincial and federal government support for national energy infrastructure (TMX is a good example)
- Federal Bills C-69, C-48 – potential impacts to Energy Projects





Short term

- Support NGTL system expansion through the regulatory system to eliminate bottlenecks.
- Push NEB to review operating protocols and tolls to ensure Canadian natural gas from smaller producers is not disadvantaged.
- Establish more competitive regulatory timelines

Longer term

- Support LNG development.
- Support development of additional national pipeline infrastructure to facilitate access to new markets.

What are we doing?

Natural gas producers like Bellatrix have recognized the need to be more active.

- Continuing to work with Industry partners to advocate for fairness in tolling and operating protocols.
- Continuing to work with both provincial and federal regulators to ensure efficient regulatory processes.
- Continue to support LNG projects and growth.
- Working with Industry associations like EPAC to educate and build relationships with regulators and governments.
- Supporting groups like CANADA Action in their advocacy efforts of behalf of the Energy Industry



What are we doing?

Developing the “New Narrative” :

- Canada has up to 300 years of accessible natural gas.
- The economic value of Canadian natural gas rivals that of the oilsands.
- Canadian natural gas is the cleanest , ethically produced fossil fuel option to bridge the gap to renewables.
- Our provincial and federal government’s need to prioritize and support the development and cost effective distribution of Canadian Natural gas to North American and Global Markets.
- We need Government’s in Alberta and Canada that support Natural Resources Development.



What you can do to help

The Time for Action is now to change the narrative on Natural Gas

- Support sustainable natural gas development within Clearwater County.
- Advocate for Government's both provincially and federally to support sustainable natural gas development.
- Continue to work collaboratively to help educate the public and change the narrative around natural gas.
- Provide avenues to facilitate the discussion around issues facing natural gas development.





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REQUEST FOR DECISION

SUBJECT: Partnership Opportunity with Wild Rose School Division (WRSD) Corridor School Project		
PRESENTATION DATE: April 9th 2019		
DEPARTMENT: Ag and Community Services	WRITTEN BY: Matt Martinson, Director Ag and Community 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 checked="" 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 type="checkbox"/>  Governance Leadership <input type="checkbox"/>  Fiscal Responsibilities <input type="checkbox"/>  Environmental Stewardship <input checked="" type="checkbox"/>  Community Social Growth		
ATTACHMENT(S): None		

STAFF RECOMMENDATION:
 1) That Council matches community funds raised to enhance Wild Rose School Division's proposed Condor School Capital Project.

BACKGROUND:

At its January 8 meeting Council received a presentation from the WRSD regarding their Corridor Schools Proposal.

At its February 25th 2019, Strategic Planning Committee meeting Council discussed the opportunity to partner with WRSD to add additional functionality to the proposed new high school facility in Leslieville to benefit the students and the greater community.

At its February 26th meeting Council carried the following motion regarding the Corridor School proposal.

“That Council matches community funds raised to enhance Wild Rose School Division's proposed Leslieville School Capital Project.”

Recently administration received the following correspondence from the Friends of the Corridor schools committee.

Dear Clearwater County Council,






Thank you for committing to support Leslieville School by matching community donations. We are requesting that the Clearwater County extend their decision to match donations to Condor School as well. This will greatly improve the life chances of our students, families and community. We are grateful that you have agreed to do this for Leslieville School and are even more grateful if you would consider extending this agreement to both Schools. We appreciate that so many people from the Clearwater County could attend our last meeting. Thank you for all the information, time, and funds you have put into the schools already. Thank you for your consideration and clarification.

Best Regards,

*Penni Lougheed
Vice Chair
Friends of the Corridor*



REQUEST FOR DECISION

SUBJECT: Town of Rocky Mountain House Lagoon Summary Report March 2019		
PRESENTATION DATE: April 9 th , 2019		
DEPARTMENT: Public Works	WRITTEN BY: Devin Drozd, Civil Engineering Intern	REVIEWED BY: Operations; 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 checked="" type="checkbox"/>  Governance Leadership	<input type="checkbox"/>  Fiscal Responsibilities
<input checked="" type="checkbox"/>  Environmental Stewardship	<input type="checkbox"/>  Community Social Growth	
ATTACHMENT(S): Town of Rocky Mountain House Lagoon Summary Report Mar. 2019		

STAFF RECOMMENDATION: That Council receives the Town of Rocky Mountain House Lagoon Summary Report March 2019 for information as presented.

BACKGROUND:

Council may recall, in order to accommodate the additional volume of waste from Clearwater County, the County, in the year 2013, approved funding the required upgrades to the Rocky Mountain House Wastewater Treatment Facility. The two main components of the required upgrades included additional aeration and the construction of an automated receiving station.

As part of the Wastewater Lagoon Agreement between the town of Rocky Mountain House and Clearwater County, both parties agreed, as per Section 11 of the agreement, specifically 11.1 that;

The Town will provide to the County a summary report of the Lagoon operations, compliance, usage, and capacity on a quarterly basis in the months of March, June, September, and December.

And, as per 11.3;

The Town will provide to the County any notice of non-compliance issued by Alberta Environment or any other regulatory body, as applicable, within 48 hours of receipt of the notice.

In the March 2019 report, it is stated that the town has not received any notices of non-compliance.

TOWN OF ROCKY MOUNTAIN HOUSE



Lagoon Summary Report

March 2019 Report

The Town respectfully submits this lagoon summary report in accordance to the agreement dated October 15th, 2013.

Section 11 – Reporting

Article 11.1 *The Town will provide to the County a summary report of the Lagoon operations, compliance, usage and capacity on a quarterly basis in the months of March, June, September, and December.*

Operations.

Lagoon operations are normal and the Town continues to introduce air via submersed diffusers throughout the cells from large volume low pressure aeration blowers.

Compliance

The lagoon is operating in compliance with the Alberta Environment Approval. The Town is working with Environment Canada to meet the higher effluent expectations under the Federal Wastewater Systems Effluent Regulation to ensure the Town meets or exceeds the highest environmental practices.

Usage

The volumes in the reporting period are:

Influent flows

December – 70 044 m³
January – 68 701 m³
February – 61 254 m³

Septage Receiving Station

December – 929.85 m³
January – 1246.52 m³
February – 1363.40 m³

Capacity

The lagoon is a continuous discharge system with aerators and diffusers currently providing sufficient oxygen and mixing power to treat the influents from the Town Clearwater County now and the foreseeable future. The Town has submitted the Wastewater Upgrade Options report dated April 23, 2018 to the County.

Article 11.2 *“The Town, on an annual basis, will report to the County on the status of the Lagoon Reserve Fund.”*

The reserve fund for Water & Sewer Infrastructure Reserve is approximately \$905,000 at the end of 2016. 2017 is currently being completed with the auditor and corporate services as a result when the 2017 numbers are closed they will be provided on the next quarterly report.

Article 11.3 *“The Town will provide to the County any notice of non-compliance issued by Alberta Environment or any other regulatory body, as applicable, with 48 hours of receipt of the notice.”*

The Town has not received any notices of non-compliance.



REQUEST FOR DECISION

SUBJECT: Request from CCTA for Councillors' Attendance at Meetings		
PRESENTATION DATE: April 9, 2019		
DEPARTMENT: Municipal	WRITTEN BY: Christine Heggart, Manager Intergovernmental & Legislative Services	REVIEWED BY: Rick Emmons, CAO
BUDGET CONSIDERATIONS: <input 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 type="checkbox"/> County Bylaw or Policy (cite)		
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): N/A		

STAFF RECOMMENDATION:

1. That Council reviews, discusses and responds to CCTA request for authorizing two County Councillors' attendance at CCTA's monthly meetings.

BACKGROUND:

Members of Council received an email request from Clearwater County Taxpayers' Association (CCTA) on March 14, 2019 asking for consideration of Council to compensate Councillors for their attendance at CCTA meetings.

The CCTA expressed their sincere appreciation for Councillors' individual attendance at their meetings and noted the value of information and the feedback loop to Council this meeting attendance offers.

CCTA's email formally requested, in recognition of the mutual benefit, that two representatives from Council to be authorized to attend the monthly meetings of the CCTA. The CCTA encouraged compensation for two official representatives but welcomed attendance by any Council members who wishes to attend CCTA meetings.

Council is currently in the process of reviewing the *Council, Board and Committee Remuneration Policy*, and there are currently no County policies with references reflective of Councillor attendance at community group meetings such as this respective request.



REQUEST FOR DECISION

SUBJECT: Policy Updates - <i>Conferences and Training for Councillors Policy</i> <i>Councillor, Board & Committee Remuneration Policy</i> <i>Travel & Subsistence Policy</i>		
PRESENTATION DATE: April 9, 2019		
DEPARTMENT: Municipal	WRITTEN BY: Murray Hagan, Director Corporate Services/ Christine Heggart, Manager Intergovernmental & 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 type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) as attached below		
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): NEW FORMAT – Draft Councillor, Board & Committee Remuneration Policy NEW FORMAT – Draft Conferences and Training for Councillors Policy NEW FORMAT – Draft Travel & Subsistence Policy CURRENT – Councillor, Board & Committee Remuneration Policy CURRENT – Seminars, Conferences and Training for Councillors Policy CURRENT – Travel and Subsistence for Staff and Council Policy		

STAFF RECOMMENDATION:

1. That Council reviews, amends and approves the *Councillor, Board & Committee Remuneration Policy*, Policy No. Council-001.
2. That Council reviews, amends and approves the *Conferences and Training for Councillors Policy*, Policy No. Council-002.
3. That Council reviews, amends and approves the *Travel and Subsistence for Policy*, Policy No. Council-003.

BACKGROUND:


Attached for Council's consideration are three draft revised policies:

- *Conferences and Training for Councillors Policy*
- *Councillor, Board & Committee Remuneration Policy*
- *Travel & Subsistence Policy*

Council previously discussed the *Seminars, Conferences and Training for Councillors Policy* and the *Councillor, Board & Committee Remuneration Policy* at their February 26 and March 12 regular meetings and directed Administration to bring back policy amendments to a future meeting.

Administration also identified that Council's amendments to spousal travel expenses noted in the remuneration policy also impacts the existing *Travel and Subsistence for Staff and Council Policy*.

For better clarity, the revised *Travel and Subsistence Policy* shows tracked changes with Administrative recommendations to bring the policy up-to-date. The changes also reflect removal of the spousal travel compensation and that clause has been included in the draft *Conferences and Training for Councillors Policy*, to better reflect the application of the expense approval.

	Council, Board & Committee Remuneration Policy	
	Category: Council	
	Policy No. COUNCIL-001	
	Approved: April 9, 2019	Resolution No.: INSERT
	Effective Date: INSERT	Next Review Date: January 2022
	Supersedes: All previous Council, Board & Committee Remuneration Policies	

POLICY STATEMENT: To provide a fair and equitable means of reimbursing Council and Citizens-at-Large for their time while attending meetings, conferences, training seminars and other municipal business and community events.

DEFINITIONS: 'Meeting' shall include: Council meetings, Special Council meetings, Committee meetings as well as when requested by the CAO or a Department Head, meetings between Councillors and County staff.

PURPOSE: In determining remuneration amounts, Council may consider any of the following:

- a. Discussion and decisions made by Council;
- b. Informal survey data;
- c. Formal survey data provided by an independent consultant;
- d. Council Compensation Committee Recommendations, as per Appendix 'A'.

**POLICY:
COUNCIL RATES**

1. Council remuneration for time spent while traveling to or from meetings, and while in attendance at a meeting, will be based on the following rates and time sections:
 - a. \$172.00 – First four hours
 - b. \$136.00 – Second four hours c. \$136.00 – Third four hours
 - d. \$308.00 – Maximum payable for any regular meeting [Two (2) time sections].
 - e. \$444.00 – Maximum payable for any single day [Three (3) time sections].

For clarity, any meeting or number of meetings that include more than one portion of the above time sections [i.e. meetings in excess of four hours] a Councillor is entitled to a combined remuneration for each time section involved. Councillors are expected to exercise discretion when applying for remuneration for meetings that include one-time section and extend into another time section in a minor fashion.

2. In addition to meeting and travel fees, each Councillor, other than the Reeve, will be paid \$1,105.00 per month to compensate for time spent on such matters as meeting preparation, telephone calls and individual meetings with electors.
3. Council remuneration associated with convention attendance will be for time spent while traveling to or from a convention location and while in attendance during the formal convention sessions based on the following rates and time sections:

- a. \$172.00 – First four hours
- b. \$136.00 – Second four hours
- c. \$136.00 – Third four hours
- d. \$444.00 – Maximum payable for any single day [Three (3) time sections].

For clarity, time incurred for travel to or from the convention location and attendance at the formal convention sessions that include more than one portion of the above time sections in excess of four hours, a Councillor is entitled to combine remuneration for each time section involved.

For example, a Councillors drives to a seminar in Edmonton from Rocky Mountain House, leaving the night before the seminar begins as the seminar starts at 8:00am the next morning. The seminar ends at 4:00pm the following day. At conclusion of the seminar the Councillor would be entitled to \$172.00 associated with the night before the seminar. The Councillor would also be entitled to another \$172.00 relating to the first four hours of attendance at the seminar; another \$136.00 associated with the second four hours of the seminar; and \$136.00 for the third four hours associated with return travel time to Rocky Mountain House.

COMMUNITY EVENT ATTENDANCE

1. All Councillors are authorized to participate in the Rocky Rodeo Parade, Caroline Rodeo Parade and Rocky Parade of Lights. In addition to this, the Reeve or designate is authorized to participate in the Ponoka Stampede Parade and Westerner Days Parade.
2. With the exception of the aforementioned parades, attendance at any other community event will be considered by Council on a case-by-case basis and approved by resolution.
3. Council remuneration associated with approved community event attendance will be for time spent while traveling to or from a community event location and while in attendance during the event based on the following rates and time sections:
 - a. \$172.00 – First four hours
 - b. \$136.00 – Second four hours
 To a maximum of eight hours [or \$308.00] per day.

REEVE RATE

1. It is recognized that in addition to the above procedures, that the Reeve and/or Deputy Reeve will receive additional requests with respect to meetings with federal, provincial, municipal and/or community organizations, representatives or officials. The Reeve or Deputy Reeve are authorized to attend such meetings at their discretion without Council approval and receive remuneration in accordance to this policy. To the greatest extent possible, the Reeve or Deputy Reeve should endeavor to inform Council of these meetings prior to attendance.
2. The Reeve will be paid \$2,054.00 per month to allow for extra administrative duties such as cheque signing, bylaw signing, contract signing, etc.

COUNCIL BENEFITS PROGRAM

1. A Councillor may enroll in the County’s Group Benefits program designed for Council which includes:
 - a. Life Insurance
 - b. Accidental Death & Dismemberment Insurance
 - c. Critical Illness Insurance
 - d. Extended Health & Medical Insurance
 - e. Dental Plan Insurance
 - f. Access to Employee Assistance Program (E.A.P.)

Eligibility for participation in plans is determined by the benefit carrier.

2. The cost-sharing of premiums for participation in the Group Benefits program for Councillors:
 - a. Life Insurance: 50% + 50% cost-shared
 - b. AD & D: 100% paid by Councillor
 - c. Critical Illness: 100% paid by Councillor
 - d. Extended Health: 100% paid by County
 - e. Dental Plan: 100% paid by County
 - f. E.A.P.: 100% paid by County

CITIZENS-AT-LARGE

1. Citizens-at-Large appointed to the Municipal Library Board[s], the Clearwater Regional Family and Community Support Services Board, and the Recreation Boards will be paid \$600.00 per annum.
2. Citizens-at-Large appointed to other boards or committees will be paid at the Councillor remuneration rates established by this policy.

GENERAL

1. A completed ‘Councillor and Board Remuneration Statement’ form is to be submitted to the Payroll and Benefits Administrator after the end of each month.
 - a. Copies of Councillors’ completed forms will be included in Council’s Agenda package.
2. Councillors and Citizens-at-Large will be reimbursed for expenses in accordance with the Travel and Subsistence Policy.
3. Rates identified within this policy shall be updated annually to reflect any market adjustment percentage approved by Council for staff.

<p>LEGISLATION:</p> <input type="checkbox"/> Provincial Act(s) <input type="checkbox"/> Provincial Regulation(s) <input checked="" type="checkbox"/> Council Resolution <input type="checkbox"/> Other	<p>Cross Reference:</p> <ul style="list-style-type: none"> • Clearwater County Bylaws: <ul style="list-style-type: none"> ○ Code of Conduct Bylaw (#1034/17). ○ Council Committees Bylaw (#1042/18). • Clearwater County Policies: <ul style="list-style-type: none"> ○ Conferences and Training for Councillors Policy ○ Travel and Subsistence Policy 	<p>Position Responsible for Policy: CAO</p>
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Revision History

Version	Date of Change	Description

Appendix A**Council Compensation Committee
Terms of Reference****Purpose:**

The Council Compensation Committee is a temporary committee with a mandate to review the remuneration paid to Council and board/committee Citizens-at-Large; and, to make recommendations to Council on remuneration.

Term of Council Compensation Committee:

1. The Committee will be established on or before March 1 of the year following a general election.
2. The Committee may make regular reports to Council in closed sessions during the course of their review, however, the Committee shall present their final report and recommendations to Council, in public sessions, on or before June 30 of that same year.
3. The Committee will be dissolved when Council receives the report and recommendations of the Committee; and, when Council determines remuneration rates effective January 1 of the next year.

Council Compensation Committee Composition and Requirements:


4. No more than 5 [five] public members in total which will include any, or both, of the following:
 - a. A minimum of three (3) individuals with experience in governance, finance and/or business.
 - b. A maximum of two (2) past Councillors, as determined by Council and invited by the Reeve.
5. Members must be residents of Clearwater County for a minimum of six (6) months.
6. Members shall be appointed by Council resolution.
7. If a member resigns or is unable to serve, a replacement member will be appointed by Council.
8. Members will nominate and endorse a chairperson at first meeting. Meetings will be called by the Chair.
9. Members shall observe and keep confidential matters relating to the business of Clearwater County which may either directly or indirectly come to their knowledge. Each member shall not discuss or disclose information to any person who is not entitled to such knowledge or information.
10. Quorum shall consist of a minimum of 3 [three] members. Quorum is required to present a report and recommendations to Council.

Council Compensation Committee Responsibilities:

11. The Committee is deemed to be an advisory group, making recommendations to Council only.
12. To permit free and open discussion Committee meetings are closed sessions not open to the public.
13. Discussion is to be based on the consensus-based approach. Consensus does not mean a decision that is perfect for all participants, but it does mean a decision that all participants will agree to support. Where consensus cannot be achieved the majority vote will determine the outcome of the item.
14. The Committee will review relevant survey data and practices of other rural municipal Councils that are comparable to Clearwater County. Information and/or data may include, but is not limited to:

- Information posted on other municipal websites;
 - Information derived from individual interviews with, and/or survey results from past and/or current Clearwater County Council members;
 - Information attained through Alberta Urban Municipalities Association (AUMA), Rural Municipalities of Alberta (RMA) resources;
 - Formal data conducted by an independent survey consultant.
15. Members who serve on the Committee will be compensated for their time as identified within this policy.
16. Members are expected to attend meetings and recognize that they may be asked to leave by Council for lack of attendance. If a member is unable to attend a meeting, they are expected to inform the Chair.

DRAFT

	Conferences and Training for Councillors Policy	
	Category: Council	
	Policy No. COUNCIL-002	
	Approved: April 9, 2019	Resolution No.: INSERT
	Effective Date: INSERT	Next Review Date: January 2022
	Supersedes: All previous Seminars, Conferences and Training for Councillors Policy	

POLICY STATEMENT: To keep abreast of current developments and practices as they relate to the governance of this municipality, Councillors may attend approved conferences and training opportunities (hereinafter referred to as “approved functions”) in accordance with this Policy.

PURPOSE: In determining which functions will be approved and who will attend, Council will take into consideration the following:

- The overall benefit of the function to the municipality;
- All costs related to each Councillor’s attendance;
- The role that a Councillor is filling on Council or on committees and the relevant need for that Councillor to attend a particular function;
- The need to distribute opportunities to attend functions reasonably to each Councillor;

The number of Councillors attending approved functions should be kept to a minimum and it will be expected that attending Councillors will report to Council on significant aspects of the function.

PRINCIPLES: The following will be considered approved functions and Councillors may attend as below:

1. **Rural Municipalities of Alberta (RMA) Conventions** – All Councillors;
2. **Central RMA zone meetings** – All Councillors;
3. **Federation of Canadian Municipalities (FCM)** – All Councillors may attend when FCM is held outside of the province of Alberta, up to two times in the Councillor’s four year-term. When FCM is held in Alberta, all Councillors may attend;
4. **Alberta Urban Municipalities Association (AUMA)** – One Councillor may attend AUMA Conference and the Municipal Leaders’ Caucus;
5. Any conference related to the Councillor’s **appointed Board or Committee duties** (i.e. recreation, library, ag services board) – All Councillors;
6. **Training courses** for Councillors offered by Municipal Affairs that have a direct need for the training (i.e. Subdivision Development Appeal

Board) or courses offered by the **Elected Officials Education Program (EOEP)**;

7. All other functions will be approved by Council resolution on an individual basis, considering the Policy Purpose above;
8. Council is not obligated, by virtue of adopting this policy, to send Councillors to any function (including an approved function), if in the opinion of Council the function offers no benefit to the municipality or if costs are excessive;
9. When less than the complete Council attends an approved function, those that did attend shall at the next regular Council meeting, provide a report to Council;
10. Council will encourage municipal Associations to provide relevant learning opportunities at conventions regularly attended by Councillors (e.g. RMA conventions).
11. If a spouse accompanies a Councillor to a conference, the Municipality will cover 50% of the spousal registration fee, banquet tickets and travel expenses.

<p>LEGISLATION:</p> <p><input type="checkbox"/> Provincial Act(s)</p> <p><input type="checkbox"/> Provincial Regulation(s)</p> <p><input checked="" type="checkbox"/> Council Resolution</p> <p><input type="checkbox"/> Other</p>	<p>Cross Reference:</p> <ul style="list-style-type: none"> • Clearwater County Bylaws: <ul style="list-style-type: none"> ◦ <i>Code of Conduct Bylaw (#1034/17).</i> ◦ <i>Council Committees Bylaw (#1042/18).</i> • Clearwater County Policies: <ul style="list-style-type: none"> ◦ <i>Council, Board and Committee Remuneration Policy</i> ◦ <i>Travel and Subsistence Policy</i> 	<p>Position Responsible for Policy:</p> <p>CAO</p>
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Revision History

Version	Date of Change	Description



Travel and Subsistence Policy

Category: Council & Administration

Policy No. COUNCIL-003

Approved: April 9, 2019

Resolution No.: INSERT

Effective Date: INSERT

Next Review Date: INSERT

Supersedes: All previous Travel and Subsistence Policies for Council and Staff

POLICY STATEMENT: To provide a fair and equitable means of reimbursing Council ~~ors, and~~ Staff ~~and~~ Committee-at-Large members for their travel and subsistence while attending meetings, conferences, training seminars and other out of area business activities.

MILEAGE:

- ~~The Mileage rates will vary based on the reasonable per-kilometer automobile allowance suggested by the Canada Revenue Agency (CRA) and. The per kilometer rate shall be adjusted annually to reflect CRA rates. the suggested mileage allowance provided by Canada Revenue Agency.~~

APPROVED EXPENDITURES:

- Conferences, Training and Workshops expenses will be paid ~~by one of the~~ as following methods:

METHOD A:

- ~~• Mileage paid at the same rate as proscribed by CRA~~
- ~~• Commercial travel will be paid at economy rates~~
- ~~• \$175.00 for every overnight stay with no receipt required~~
- ~~• Spousal registration fees, banquet tickets, and approved travel expenses to be paid upon receipt.~~

METHOD B:

- Mileage paid at the same rate as proscribed by CRA
- Commercial travel will be paid at economy rates
- Meal allowance (no receipt required)
 - Breakfast \$11.00
 - Lunch \$16.00
 - Supper \$21.50
 - Daily Total \$48.50
- Accommodation will be paid at cost including tax (receipt required)
 - Councillors, Staff and Committee-at-Large members are encouraged to request 'government' rates for all accommodations.
 - ~~or~~ Alternately, Councillors, Staff and Committee-at-Large members may receive \$25.00 for accommodation, un-receipted.
- ~~• Spousal registration fees, banquet tickets, and approved travel expenses to be paid upon receipt.~~
- Miscellaneous items, such as parking (receipt required)
~~–gas purchased for a County vehicle;~~

- ~~–parking;~~
- ~~–un-receipted \$5.00/night allowance for long distance telephone calls.~~

- ~~2. Training and Out of Area Business Travel

 - ~~Expenses will be paid as outlined in Method B.~~~~

PROCEDURE:

~~3. Director of Work-Related Associations
When the County pays for travel related to municipal associations business, eligible funding from these associations received by an employee is to be turned over to Clearwater County.~~

- ~~1. Staff expenses associated with conferences, training programs and out of area business travel will be approved by the respective Department Head or Chief Administrative Officer (CAO).~~
- ~~2. The CAO may have entertainment or promotional expenses. All other staff must first have authorization from the CAO.~~

To be eligible for the meal allowance Councillors, Staff and Committee-at-Large members ~~the staff member~~ must be away from their residence at the following times:

Time	Eligible For:
• 7:30 A.M.	Breakfast
• 12:00 Noon	Lunch
• 5:30 P.M.	Supper

~~3. Department Heads may request an advance for themselves or their staff, of up to 100 percent of any unreceipted expenses (including mileage) and up to 80 percent of any other anticipated expenses.~~

~~4. Within one week of returning to the Office, the employee will complete a summary of expenditures for the purpose of reconciling payment. All staff will provide a report of the conferences and training seminars to the applicable Department Head or CAO.~~

LEGISLATION: <input type="checkbox"/> Provincial Act(s) <input type="checkbox"/> Provincial Regulation(s) <input checked="" type="checkbox"/> Council Resolution <input type="checkbox"/> Other	Cross Reference: <ul style="list-style-type: none"> • Clearwater County Bylaws: <ul style="list-style-type: none"> ○ Code of Conduct Bylaw (#1034/17). ○ Council Committees Bylaw (#1042/18). • Clearwater County Policies: <ul style="list-style-type: none"> ○ Conferences and Training for Councillors Policy ○ Council Board & Committee Remuneration Policy 	Position Responsible for Policy: CAO
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Revision History

Version	Date of Change	Description



**CLEARWATER COUNTY
COUNCIL, BOARD & COMMITTEE REMUNERATION**

EFFECTIVE DATE:	January 1, 2019
SECTION:	Administration
POLICY STATEMENT:	<p>To provide a fair and equitable means of reimbursing Council and Citizens-at-Large for their time while attending meetings, conferences, training seminars and other municipal business and community events.</p> <p>In determining remuneration amounts, Council may consider any of the following:</p> <ul style="list-style-type: none"> a. Discussion and decisions made by Council; b. Informal survey data; c. Formal survey data provided by an independent consultant; d. Recommendations of a Council Compensation Committee as per Appendix 'A'.
DEFINITIONS:	<p>'Meeting'</p> <p>Within the context of this policy, the term meeting shall include: Council meetings, Special Council meetings, Committee meetings as well as when requested by the C.A.O. or a Department Head, meetings between Councillors and County staff.</p>

COUNCIL RATES	<ol style="list-style-type: none">1. Council remuneration for time spent while traveling to or from meetings, and while in attendance at a meeting, will be based on the following rates and time sections:<ol style="list-style-type: none">a. \$172.00 – First four hoursb. \$136.00 – Second four hoursc. \$136.00 – Third four hoursd. \$308.00 – Maximum payable for any regular Council meeting [Two (2) time sections].e. \$444.00 – Maximum payable for any single day [Three (3) time sections]. <p>For clarity, any meeting or number of meetings that include more than one portion of the above time sections [i.e. meetings in excess of four hours] a Councillor is entitled to a combined remuneration for each time section involved. Councillors are expected to exercise discretion when applying for remuneration for meetings that include</p>
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CLEARWATER COUNTY COUNCIL, BOARD & COMMITTEE REMUNERATION

one-time section and extend into another time section in a minor fashion.

2. In addition to meeting and travel fees, each Councillor, other than the Reeve, will be paid \$1,105.00 per month to compensate for time spent on such matters as meeting preparation, telephone calls and individual meetings with electors.
3. Council remuneration associated with convention attendance will be for time spent while traveling to or from a convention location and while in attendance during the formal convention sessions based on the following rates and time sections:
 - a. \$172.00 – First four hours
 - b. \$136.00 – Second four hours
 - c. \$136.00 – Third four hours
 - d. \$444.00 – Maximum payable for any single day [Three (3) time sections].

For clarity, time incurred for travel to or from the convention location and attendance at the formal convention sessions that include more than one portion of the above time sections in excess of four hours, a Councillor is entitled to combine remuneration for each time section involved.

For example, a Councillors drives to a seminar in Edmonton from Rocky Mountain House, leaving the night before the seminar begins as the seminar starts at 8:00am the next morning. The seminar ends at 4:00pm the following day. At conclusion of the seminar the Councillor would be entitled to \$172.00 associated with the night before the seminar. The Councillor would also be entitled to another \$172.00 relating to the first four hours of attendance at the seminar; another \$136.00 associated with the second four hours of the seminar; and \$136.00 for the third four hours associated with return travel time to Rocky Mountain House.

4. Councillors are authorized to attend special meetings associated with a Council appointed committee without Council approval. However, to the greatest extent possible, Councillors should receive prior approval of Council for attendance at any other special meeting a Councillor may wish to attend [eg. A community group meeting]. However,



CLEARWATER COUNTY COUNCIL, BOARD & COMMITTEE REMUNERATION

COMMUNITY EVENT ATTENDANCE

Council recognizes that situations may preclude a Councillor from Advising Council of a meeting prior to attendance. In such cases the Councillor is to seek Council's approval for attendance prior to the Councillor submitting a remuneration sheet.

5. The Reeve and two Councillors are approved to attend the annual conference of the Federation of Canadian Municipalities (FCM). The intention is to provide all Councillors with the opportunity to attend one conference during their term of office. All Councillors will be permitted to attend when the conference is held in Alberta.
6. If a spouse accompanies a Councillor to a convention, the Municipality will cover the spousal registration fee, banquet tickets, and approved travel expenses.

1. All Councillors are authorized to participate in the Rocky Rodeo Parade, Caroline Rodeo Parade and Rocky Parade of Lights. In addition to this, the Reeve or designate is authorized to participate in the Ponoka Stampede Parade and Westerner Days Parade.

2. With the exception of the aforementioned parades, attendance at any other community event will be considered by Council on a case-by-case basis.

3. Council remuneration associated with approved community event attendance will be for time spent while traveling to or from a community event location and while in attendance during the event based on the following rates and time sections:
 - a. \$172.00 – First four hours
 - b. \$136.00 – Second four hours

To a maximum of eight hours [or \$308.00] per day.

REEVE RATE

1. It is recognized that in addition to the above procedures, that the Reeve and/or Deputy Reeve will receive additional requests with respect to meetings with federal, provincial, municipal and/or community organizations, representatives or



CLEARWATER COUNTY COUNCIL, BOARD & COMMITTEE REMUNERATION

COUNCIL BENEFITS PROGRAM

officials. The Reeve or Deputy Reeve are authorized to attend such meetings at their discretion without Council approval and receive remuneration in accordance to this policy. To the greatest extent possible, the Reeve or Deputy Reeve should endeavor to inform Council of these meetings prior to attendance.

2. The Reeve will be paid \$2,054.00 per month to allow for extra administrative duties such as cheque signing, bylaw signing, contract signing, etc.

1. A Councillor may enroll in the County's Group Benefits program designed for Council which includes:
 - a. Life Insurance
 - b. Accidental Death & Dismemberment Insurance
 - c. Critical Illness Insurance
 - d. Extended Health & Medical Insurance
 - e. Dental Plan Insurance
 - f. Access to Employee Assistance Program (E.A.P.)

Eligibility for participation in plans is determined by the benefit carrier.

2. The cost-sharing of premiums for participation in the Group Benefits program for Councillors:
Life Insurance: 50% + 50% cost-shared
AD & D: 100% paid by Councillor
Critical Illness: 100% paid by Councillor
Extended Health: 100% paid by County
Dental Plan: 100% paid by County
E.A.P.: 100% paid by County

CITIZENS-AT-LARGE

1. Citizens-at-Large appointed to the Municipal Library Board[s], the Clearwater Regional Family and Community Support Services Board, and the Recreation Boards will be paid \$600.00 per annum.



CLEARWATER COUNTY COUNCIL, BOARD & COMMITTEE REMUNERATION

GENERAL

2. Citizens-at-Large appointed to other boards or committees will be paid at the Councillor remuneration rates established by this policy.

1. A completed 'Councillor and Board Remuneration Statement' form is to be submitted to the Payroll and Benefits Administrator after the end of each month. Copies of Councillors' completed forms will be included in Council's Agenda package.

2. Councillors and Citizens-at-Large will be reimbursed for expenses in accordance with the Travel and Subsistence for Staff and Council Policy.

3. Rates identified within this policy shall be updated annually to reflect any market adjustment percentage approved by Council for staff.



CLEARWATER COUNTY COUNCIL, BOARD & COMMITTEE REMUNERATION

Appendix A

Council Compensation Committee Terms of Reference

Purpose:

The Council Compensation Committee is a temporary committee with a mandate to review the remuneration paid to Council and board/committee Citizens-at-Large; and, to make recommendations to Council on remuneration.

Term of Council Compensation Committee:

1. The Committee will be established on or before March 1 of the year following a general election.
2. The Committee may make regular reports to Council in closed sessions during the course of their review, however, the Committee shall present their final report and recommendations to Council, in public sessions, on or before June 30 of that same year.
3. The Committee will be dissolved when Council receives the report and recommendations of the Committee; and, when Council determines remuneration rates effective January 1 of the next year.

Council Compensation Committee Composition and Requirements:

4. No more than 5 [five] public members in total which will include any, or both, of the following:
 - a. A minimum of three (3) individuals with experience in governance, finance and/or business.
 - b. A maximum of two (2) past Councillors, as determined by Council and invited by the Reeve.
5. Members must be residents of Clearwater County for a minimum of six (6) months.
6. Members shall be appointed by Council resolution.
7. If a member resigns or is unable to serve, a replacement member will be appointed by Council.
8. Members will nominate and endorse a chairperson at first meeting. Meetings will be called by the Chair.
9. Members shall observe and keep confidential matters relating to the business of Clearwater County which may either directly or indirectly come to their knowledge. Each member shall not discuss or disclose information to any person who is not entitled to such knowledge or information.
10. Quorum shall consist of a minimum of 3 [three] members. Quorum is required to present a report and recommendations to Council.



CLEARWATER COUNTY COUNCIL, BOARD & COMMITTEE REMUNERATION

Council Compensation Committee Responsibilities:

11. The Committee is deemed to be an advisory group, making recommendations to Council only.
12. To permit free and open discussion Committee meetings are closed sessions not open to the public.
13. Discussion is to be based on the consensus-based approach. Consensus does not mean a decision that is perfect for all participants, but it does mean a decision that all participants will agree to support. Where consensus cannot be achieved the majority vote will determine the outcome of the item.
14. The Committee will review relevant survey data and practices of other rural municipal Councils that are comparable to Clearwater County. Information and/or data may include, but is not limited to:
 - Information posted on other municipal websites;
 - Information derived from individual interviews with, and/or survey results from past and/or current Clearwater County Council members;
 - Information attained through Alberta Urban Municipalities Association (AUMA), Rural Municipalities of Alberta (RMA) resources;
 - Formal data conducted by an independent survey consultant.
15. Members who serve on the Committee will be compensated for their time as identified within this policy.
16. Members are expected to attend meetings and recognize that they may be asked to leave by Council for lack of attendance. If a member is unable to attend a meeting they are expected to inform the Chair.

Clearwater County

Seminars, Conferences and Training for Councilors

EFFECTIVE DATE: January 2002

SECTION: Administration

POLICY STATEMENT:

To keep abreast of current developments and practices as they relate to the governance of this municipality, Councilors may attend approved seminars, conferences and training opportunities (hereinafter referred to as “approved functions”) in accordance with this Policy. In determining which functions will be approved and who will attend, Council will take into consideration the following:

- The overall benefit of the function to the municipality;
- All costs related to each councilor’s attendance;
- The role that a councilor is filling on council or on committees and the relevant need for that councilor to attend a particular function;
- The need to distribute opportunities to attend functions reasonably to each councilor;
- The number of councilors attending approved functions should be kept to a minimum and it will be expected that attending councilors will report to council on significant aspects of the function.

Councilors that are approved to attend an approved function will be eligible to claim expenses and honorariums in accordance with County policy.

PROCEDURE:

1. For guidance purposes only, the following will be considered approved functions by Council and councilors may attend as indicated:
 - Alberta Association of Municipal Districts and Counties Spring and Fall Conventions – All councilors;
 - Central Alberta Association of Municipal Districts and Counties Spring and Fall Zone meetings – All councilors;
 - Federation of Canadian Municipalities – one councilor when the conference is in eastern Canada or in a Territory, and two when it is in western Canada (i.e. any location west of the Manitoba/Ontario border);
 - Alberta Planning Conference – two councilors that must be either on the Municipal Planning Commission or on the Subdivision/Development Appeal Board;
 - Alberta Library Conference – one councilor that must be a member or alternate member on a library board;
 - Provincial Recreation Conference – one councilor that must be a member or alternate member on a recreation board;

- Agricultural Service Board Regional and Provincial conferences – board members and councilors on the Agricultural Service Board;
 - Elected Officials Symposium – two councilors each year with preference given to new councilors;
 - Training courses offered by Municipal Affairs or other Provincial Departments for councilors and board members – councilors and board members that have a direct need for the training program (e.g. Assessment Review Board Training provided by Municipal Affairs).
2. All other functions will be approved by Council on an individual basis considering those factors mentioned above in the Policy Statement.
 3. Where it is not obvious in this policy which councilors may attend an approved function, Council will determine who will attend.
 4. Council is not obligated, by virtue of adopting this policy, to send a Council to any function (including an approved function), if in the opinion of Council the function offers no benefit to the municipality or if costs are excessive.
 5. When less than the complete council attends an approved function, those that did attend shall at the next regular council meeting, provide a report to council.
 6. Council will encourage municipal Associations to provide relevant learning opportunities at conventions regularly attended by councilors (e.g. Fall and Spring Alberta Association of Municipal Districts and Counties Conventions).

Clearwater County

TRAVEL AND SUBSISTENCE FOR STAFF AND COUNCIL

EFFECTIVE DATE: January 1, 2009

SECTION: Administration

POLICY STATEMENT:

To provide a fair and equitable means of reimbursing council and staff for their travel and subsistence while attending meetings, conferences, training seminars and other out of area business activities.

The mileage rate will vary based on the reasonable per-kilometer automobile allowance suggested by the Canada Revenue Agency. The per kilometer rate shall be adjusted annually to reflect the suggested mileage allowance provided by Canada Revenue Agency.

APPROVED EXPENDITURES:

1. Conferences

Expenses will be paid by one of the following methods, at the discretion of the applicable Department Head or Director.

METHOD A:

- i. Mileage paid at the same rate as proscribed by CRA, or a municipal vehicle will be supplied;
- ii. Commercial travel will be paid at economy rates;
- iii. \$175.00 for every overnight stay with no receipt required.
- iv. Spousal registration fees, banquet tickets, and approved travel expenses to be paid upon receipt.

METHOD B:

- i. Mileage paid at the same rate as proscribed by CRA, or a municipal vehicle will be supplied;
- ii. Commercial travel will be paid at economy rates;
- iii. Meal allowance (no receipt required)

Breakfast	\$11.00
Lunch	\$16.00
Supper	<u>\$21.50</u>
Daily Total	\$48.50
- v. Accommodation will be paid at cost including tax (receipt required) or \$25.00 un-receipted;
- vi. Spousal registration fees, banquet tickets, and approved travel expenses to be paid upon receipt.

- vii. Miscellaneous Items (receipt required)
 - gas purchased for a County vehicle;
 - parking;
 - un-receipted \$5.00/night allowance for long distance telephone calls.

2. Training and Out of Area Business Travel

Expenses will be paid as outlined in Method B.

3. Director of Work-Related Associations

When the County pays for travel related to municipal associations business, eligible funding from these associations received by an employee is to be turned over to Clearwater County.

PROCEDURE:

1. Staff expenses associated with conferences, training programs and out of area business travel will be approved by the respective Department Head or Chief Administrative Officer (CAO).
2. The CAO may have entertainment or promotional expenses. All other staff must first have authorization from the CAO.
3. To be eligible for the meal allowance the staff member must be away from his residence or usual work place at the following times:

<i>Time</i>	<i>Eligible For</i>
7:30 A.M.	Breakfast
12:00 Noon	Lunch
5:30 P.M.	Supper
4. Department Heads may request an advance for themselves or their staff, of up to 100 percent of any unreceipted expenses (including mileage) and up to 80 percent of any other anticipated expenses.
5. Within one week of returning to the Office, the employee will complete a summary of expenditures for the purpose of reconciling payment. All staff will provide a report of the conferences and training seminars to the applicable Department Head or CAO.



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Jim Duncan
Date:	March 1, 2019
Signature (Councillor / Board Member):	

PAYMENT PERIOD

January	<u>February</u>	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)
Feb 1	CRMA in Stettler	X	X				40
Feb 4	Mayors, Reeve and CAOs	X					40
Feb 9	Greetings Prayer Breakfast/Ag Society	X					130
Feb 11	Rocky ICF	X					40
Feb 11	Credit Union AGM		X				40
Feb 12	Regular Council				X		40
Feb 13	NSWA Board	X	X	X			446
Feb 14	Headwaters Alliance	X					0
Feb 15	Mayors, Reeve and CAOs	X					40
Feb 20	Presentation to Chamber	X					40
Feb 21	Clearwater Trails	X					40
Feb 22	Master's Games open house (just mileage)						40
Feb 25	Strategic Planning	X	X				40
Feb 26	Regular Council				X		40
Feb 27	Rocky Clearwater ICF	X					40

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Remuneration Calculation (for office use only)			
Meetings @ 92.00 =		First 5000 Kms @ \$0.58 =	
Meetings @ 172.00 =		Over 5000 Kms @ \$0.52 =	
Meetings @ 136.00 =		Lunch @ 16.00 =	
Meetings @ 308.00 =			



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Councillor and Board Member 2019 Remuneration Statement

Supervision =	TOTAL =
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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)
Feb 27	Landcare		X				40
Feb 28	ICC	X					



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Jim Duncan
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)

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Remuneration Calculation (for office use only)						
0	Meetings @ 92.00 =	0	1096	First 5000 Kms @ \$0.58 =	635.68	
12	Meetings @ 172.00 =	2064.00	0	Over 5000 Kms @ \$0.52 =	0	
6	Meetings @ 136.00 =	816.00	0	Lunch @ 16.00 =	0	
2	Meetings @ 308.00 =	616.00				
	Supervision =	2054.00				
	TOTAL =	5550.00				TOTAL = 635.68



Councillor Remuneration Statement

Name of Councillor:	Timothy Hoven
Date:	Mar-19
Signature:	

Payment Period: Match
Supervision Rate: Councillor \$1105.00

Date	Description of Meeting	Payment for Meeting	Per Diem Rates	Mileage (km)
1	ASB	First 4 Hours \$172	-	91
1	ASB	Next 4 Hours \$136	-	0
6	Rimbey RCMP	First 4 Hours \$172	-	181
	Rockly ICF	Next 4 Hours \$136	-	
7	WCS	First 4 Hours \$172	-	69
8	Workshop	First 4 Hours \$172	-	91
		Next 4 Hours \$136	-	
18	Travel to RMA	First 4 Hours \$172	-	194
19	RMA	First 4 Hours \$172	-	
		Next 4 Hours \$136	-	
20	RMA	First 4 Hours \$172	-	194
		Next 4 Hours \$136	-	
21	Rimbey RCMP	First 4 Hours \$172	-	119.8
	CCPAC and Crimewatch	Next 4 Hours \$136	-	96.6
25	Rocky ICF	First 4 Hours \$172	-	91
26	Council	Reg. Council Meeting \$308	-	91
	WRSD	Next 4 Hours \$136	-	
27	MPC	First 4 Hours \$172	-	91
		Next 4 Hours \$136	-	
	Crammond Hall Meeting	-	-	73.4
28	Small Business Forum	First 4 Hours \$172	-	54.8
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Cammie Laird
Date:	April, 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)
Mar 3	Travel to Edmonton RE: Rural Ed. Symp. @ WEM & Conf. Start (12:00-22:00 Hr.)	1	1				225
Mar 4	Attd: Rural Ed. Symp. @ WEM (08:30-16:30 Hr.)	1	1				
Mar 5	Attd: Rural Ed. Symp. @ WEM (08:30-13:00 Hr.) Return Home (2.5 hr)	1	1				225
Mar 8	WrkShp: @ CC Off. RE: Person. CC-C Team build. (08:30-16:45 Hr.)	1	1				26
Mar 11	Mtg: Dr. Recruitment @ CC Off. (18:00-21:00 Hr.)	1					26
Mar 12	Mtg: Reg. CC Council (08:30-14:30 Hr.) & PW Tour				1		26
* Mar 15	Mtg: RMH Sen. Housing @ WVL (08:00-10:00 Hr.)	1					28
Mar 17	Travel to Edmonton RE: RMA Conf. (13:00-16:30 Hr.)	1				\$21.50	218
Mar 18	Attd: RMA Conf. Reg (08:00-18:00 Hr.)	1	1				
Mar 19	Attd: RMA Conf. Reg (08:00-18:00 Hr.)	1	1				
Mar 20	Attd: RMA Conf. Reg (08:00-13:00 Hr.) / Attd: Spr. Synergy / Return Home	1	1	1		\$21.50	218
Mar 21	Mtg: CRFRS Com. @ HQ (09:30-15:00 Hr.)	1					28
Mar 22	Hear: SDAB @ CC Off. (08:30-16:00 Hr.)	1	1				26
Mar 26	Mtg: Reg. CC Council (08:30-14:00 Hr.)				1		26
Mar 26	Joint Mtg: Reg. CC-C & VC Council RE: ICF & IDP Review (14:00-16:40 Hr.)						

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Remuneration Calculation (for office use only)

Meetings @ 92.00 =		First 5000 Kms @ \$0.58 =	
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Councillor and Board Member 2019 Remuneration Statement

Meetings @ 172.00 =			Over 5000 Kms @ \$0.52 =	
Meetings @ 136.00 =			Lunch @ 16.00 =	
Meetings @ 308.00 =				
Supervision =				
TOTAL =			TOTAL =	

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)
Mar 26	Mtg: CC-C & WRSD @ WRSD Office (17:00-21:00 Hr.)			1			
Mar 27	Travel to Edmonton for Safety Coeds mtg. Mar. 28 (14:00-17:30)	1				21.50	218
Mar 28	Mtg. Safety Codes – Fire (08:30- 12:30 Hr.) Travel Home (13:00- 16:30 Hr.)	1	1				218
Mar 28	Attd: Small Bus. Ec. Dev. @ Les. Com. Cent. (18:30-22:00 Hr.)			1			12



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Cammie Laird
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)

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Remuneration Calculation (for office use only)							
1	Meetings @ 92.00 =	92.00	1520	First 5000 Kms @ \$0.58 =	881.60		
13	Meetings @ 172.00 =	2236.00	0	Over 5000 Kms @ \$0.52 =	0		
12	Meetings @ 136.00 =	1632.00	0	Lunch @ 16.00 =	0		
2	Meetings @ 308.00 =	616.00	3	Supper @ 21.50 =	64.50		
	Supervision =	1105.00		Receipt total =	532.86		
TOTAL =		5681.00		TOTAL =	1478.96		

FANTASYLAND HOTEL

17700 87 AVE
EDMONTON AB T5T 4V4

Laird , Cammie
Box 550
Rocky Mountain House, AB

Confirmation Number: 21948288-1
Room Number: 1020
Room Type: MPOLT
No. of Guests: 1

ARRIVAL DEPARTURE RATE PLAN
03/03/2019 03/05/2019 ONLINE

DATE	CODE	DESCRIPTION	AMOUNT (CAD)
03/03/2019	RM	Room Charge	178.00
03/03/2019	RT	Alberta Tourism Levy	7.12
03/03/2019	GST	GST 845861368 RT	8.90
03/04/2019	RM	Room Charge	178.00
03/04/2019	RT	Alberta Tourism Levy	7.12
03/04/2019	GST	GST 845861368 RT	8.90
TOTAL DUE:			388.04

.....

 388.04
 144.82
 T 532.86



10155 105th Street,
Edmonton, AB T5J 1E2
Tel: (780) 423 4811 Fax: (780) 423 3204

Ms Cammie sue LAIRD
0 Rr1 stn main
0
ROCKY MOUNTAIN HOUSE AB T4T 2A1
CANADA

Preview

2110

Invoice date 3/28/2019
Our reference CEP-FC716229 /
GST Number 10103 5467 RT0020

Guest	Ms Cammie sue LAIRD	Arrival	3/27/2019	Departure	3/28/2019	Room	2110
Date	Description	Quantity	Unit Price			Total ()	
3/27/2019	Room Charge	1	129.00			129.00	
3/27/2019	GST Taxes	1	6.64			6.64	
3/27/2019	Tourism Levy	1	5.31			5.31	
3/27/2019	Destination Market Fee	1	3.87			3.87	
						Total invoice	144.82
						Total Paid	0.00
						Total Due	144.82

Total GST 6.64

**For Corporate Accounts please forward cheque payments to our Head Office address:
535 Thurlow Street, Suite 700, Vancouver, BC, V6V 3L2**

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

Signature X _____

Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Theresa Laing
Date:	March 25, 2019
Signature (Councillor / Board Member):	<i>Theresa Laing</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)
Feb 12	Council				X		14
Feb 13	FCSS	X					14
Feb 14	Drive to Edmonton – Reynolds Mirth	X					14
Feb 15	Reynolds Mirth Legal Education	X	X	X			440
Feb 20	** Senior Housing	X					14
Feb 21	Community Futures	X					190
Feb 26	Council				X		14
Feb 27	School meeting Condor	X					50
Feb 28	** Senior Housing – additional meeting	X					14
Jan 8	Caroline Fog dog	X					84
Feb 25 th	Workshop	X	X				14

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Remuneration Calculation (for office use only)

Meetings @ 92.00 =		First 5000 Kms @ \$0.58 =	
Meetings @ 172.00 =		Over 5000 Kms @ \$0.52 =	
Meetings @ 136.00 =		Lunch @ 16.00 =	



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Theresa Laing
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)

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Remuneration Calculation (for office use only)							
2	Meetings @ 92.00 =	184.00		862	First 5000 Kms @ \$0.58 =	499.98	
7	Meetings @ 172.00 =	1204.00		0	Over 5000 Kms @ \$0.52 =	0	
3	Meetings @ 136.00 =	408.00		0	Lunch @ 16.00 =	0	
2	Meetings @ 308.00 =	616.00			Receipts =	167.28	
	Supervision =	1105.00					
TOTAL =		3517.00				TOTAL =	667.26



Theresa Laing
Box 550
4340 - 47 Avenue
Rocky Mountain House

Room No. : 120
Arrival : 02-14-19
Departure : 02-15-19
Page No. : 1 of 1
Folio No. :
Conf. No. : 46718691
Cashier No. : 7702

INFORMATION INVOICE

Membership No. :
A/R Number :
Group Code :
Company Name :

02-15-19 01:44:43 AM EST

Date	Text	Charges	Credits
02-14-19	Room Charge	149.00	
02-14-19	DMF	4.47	
02-14-19	Alberta Tourism Levy	6.14	
02-14-19	Rooms GST	7.67	
Total		167.28	0.00
Balance			167.28

Radisson Rewards: Members enjoy Member Only Rates, have access to exclusive benefits, and earn towards free nights across Radisson Hotel Group™ portfolio of hotels. Enroll and learn more at the front desk or at radissonhotels.com/rewards.

Thank You For Staying With Us

I agree that my liability for this bill is not waived and agree to be held personally responsible in the event that the indicated person, company or association fails to pay for any portion or the full amount of these charges.

Guest Signature _____

Radisson Hotel Edmonton South
4440 Gateway Boulevard
Edmonton, Alberta T6H 5C2
Telephone: (780) 437-6010 Fax: (782) 431-5804



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Daryl Loughheed
Date:	April 2, 2019
Signature (Councillor / Board Member):	<i>Daryl Loughheed</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)
Jan 8	Regular council				X		60
8	Fog Dog presentation			X			80
9	Tri-council	X	X				64
10	Tri-council	X	X				64
10	DT Rec. Board			X			6
15	RMRSWA	X					60
16	MPC	X					60
21	Broadband Wrkshp	X	X				60
21	Alberta Enviro						
21	Phys. Recruit			X			
22	Regular Council				X		60
22	Travel to ASB @Calgary			X			195
23	ASB conference	X	X				
24	ASB conference/travel	X	X			Lunch	195
29	Workshop	X					60

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Remuneration Calculation (for office use only)

0	Meetings @ 92.00 =	-	964	First 5000 Kms @ \$0.58 =	559.12
8	Meetings @ 172.00 =	1376.00	0	Over 5000 Kms @ \$0.52 =	0
9	Meetings @ 136.00 =	1224.00	1	Lunch @ 16.00 =	16.00
2	Meetings @ 308.00 =	616.00		Christmas Ad =	<122.45>
	Supervision =	1105.00		Total	452.67

Total = 4321.00

Clearwater County



COUNCILLOR CONSENT TO DEDUCT

January 10, 2019

The purpose of this consent is to permit Clearwater County to deduct monies that Daryl Lougheed owes to the County as follows:

Background Summary – Amounts Owing

- Christmas Ad from Council (Mountaineer- \$354.12, Western Star - \$300.00 & Mountain View Publishing - \$203.00). The outstanding amount Daryl owes the County is: **\$122.45 (\$857.12/7)**

COUNCILLOR AUTHORIZATION:

I, Daryl Lougheed, agree to have Clearwater County deduct the following from the next Councilor and Board Member Remuneration Statement as follows:

- A one-time deduction of \$122.45 to the County.

Daryl Lougheed
Daryl Lougheed
Signature

Jan 15, 2019
Date

Copies: Payroll/Personnel File



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Daryl Loughheed
Date:	April 2, 2019
Signature (Councillor / Board Member):	<i>Daryl Loughheed</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)
1	CRMA at Stettler	X	X				6
5	Corridor School @Condor	X					
9	Prayer Breakfast	X					64
11	MLA Nixon	X					60
11	Hospital Committee		X				6
12	Reg. Council				X		60
19	Phys. Recruit	X					60
20	MPC	X					60
21	Regional Waste	X					60
22	Caroline ICF	X					80
25	Strategic Planning	X	X				60
26	Regular Council				X		60
27	Friendsof Corridor Schools						1

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Remuneration Calculation (for office use only)

0	Meetings @ 92.00 =	0	577	First 5000 Kms @ \$0.58 =	334.66
9	Meetings @ 172.00 =	1548.00	0	Over 5000 Kms @ \$0.52 =	0
3	Meetings @ 136.00 =	408.00	0	Lunch @ 16.00 =	0
2	Meetings @ 308.00 =	616.00			
	Supervision =	1105.00			
	TOTAL =	3677.00		TOTAL =	334.66



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Michelle Swanson
Date:	March 21, 2019
Signature (Councillor / Board Member):	<i>Michelle Swanson</i>

PAYMENT PERIOD

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

<input checked="" type="checkbox"/> 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)
1	RMA District 2 Gen Mtg	X	X				26
2	Bighorn Open House, Edm	X	X				450
4	Bighorn Open House, Sundre	X					196
6	Rec Board Mtg	X					26
9	Prayer Breakfast	X					26
11	Council discussion with Jason Nixon						26
11	ICF/IDP with TRMH	X					
12	Council Meeting				X		26
13	FCSS	X					26
13	Travel to Edm		X			\$21.50	205
13	Communication Ethics in an Information Age						
14	Brownlee Municipal Law	X	X				19
15	RMFM Municipal Law & travel	X	X	X			199
20	MPC	X					26
21	TransCanada Open House						26

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Remuneration Calculation (for office use only)						
0	Meetings @ 92.00 =	0	1452	First 5000 Kms @ \$0.58 =	842.16	
12	Meetings @ 172.00 =	2064.00	0	Over 5000 Kms @ \$0.52 =	0	
8	Meetings @ 136.00 =	1088.00	0	Lunch @ 16.00 =	0	
2	Meetings @ 308.00 =	616.00		Total Receipts =		384.05
	Supervision =	1105.00				
TOTAL =		4873.00				TOTAL = 1226.21



Councillor and Board Member 2019 Remuneration Statement

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)
25	Strategic Workshop	X	X				26
26	Council Meeting				X		26
27	ICF/IDP TRMH	X					26
27	Friends of the Corridor Schools		X				97

Thankyou!
chop
STEAKHOUSE BAR

EDMONTON DOWNTOWN
0220 TABLE # 132
KAITLIN P SvrCk: 10 8:33p 02/13/19

CHOP SALAD W/ SIRLOIN 22.95

Sub Total: 22.95
GST: 1.15

02/13 9:08p TOTAL: 24.10

GST# 802860874 RT0001
PLEASE PAY SERVER
THANK YOU!

TODAY'S STEAKHOUSE

Thank you for joining us at Chop!
Make your reservations for
your next experience with us.
Walk ins always welcome.

GIVE + SHARE
STEAK MOMENTS
with a Chop
GIFT CARD
Get yours today!

Join us between 3pm-6pm and 9pm-Close
for \$5 drinks and \$7 small plates.

24.10
192.670
167.280
T. 384.050

**Ms Michelle Swanson
Canada**
**Room Number : 2311
Arrival Date : 02-13-19
Departure Date : 02-14-19
Page : 1 of 1
Folio Number :
Confirmation : 19602769
Cashier : 4**
INFORMATION INVOICE
**Group Code : BROWNLEE2019
Company Name : Brownlee LLP**
GST No: 121767065 RT 0001 02-14-19

Date	Description	Charges	Credits
02-13-19	Room Charge	144.00	
02-13-19	Room D.M.F.	4.32	
02-13-19	Room Alberta Tourism Levy	5.93	
02-13-19	Room GST	7.42	
02-13-19	Daily Parking Self	31.00	
02-14-19	Visa XXXXXXXXXXXX1501		192.67
Total		192.67	192.67
Balance		0.00	CAD

**Room GST 7.42
F&B GST 0.00
Misc GST 1.48
Total 8.90**

I agree that I am personally liable for the final disposition and payment of any services rendered or goods supplied by The Sutton Place Hotel and further authorize the use of my credit card to facilitate full payment. I accept responsibility in the event the indicated third-party, company or association fails to render full payment of this account, and also for any loss or damage to the premises or its contents.

Guest Signature: _____
A MEMBER OF THE SUTTON PLACE HOTELS GROUP - CHICAGO, EDMONTON, TORONTO, VANCOUVER
**10235-101 Street, Edmonton, AB Canada T5J 3E9 Tel 780.428.7111 * Fax 780.441.3098 * 1.866.3.SUTTON (1.866.378.8866)
email: info_edmonton@suttonplace.com website: www.edmonton.suttonplace.com**



Michelle Swanson
Box 550
4340 - 47 Avenue
Rocky Mountain House

Room No. : 289
Arrival : 02-14-19
Departure : 02-15-19
Page No. : 1 of 1
Folio No. : 27355
Conf. No. : 46718551
Cashier No. : 7696

INVOICE

Membership No. :
A/R Number :
Group Code :
Company Name :

02-15-19 07:40:45 AM EST

Date	Text	Charges	Credits
02-14-19	Room Charge	149.00	
02-14-19	DMF	4.47	
02-14-19	Alberta Tourism Levy	6.14	
02-14-19	Rooms GST	7.67	
02-15-19	Visa XXXXXXXXXXXX1501 XX/XX		167.28
Total		167.28	167.28
Balance			0.00

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Thank You For Staying With Us

I agree that my liability for this bill is not waived and agree to be held personally responsible in the event that the indicated person, company or association fails to pay for any portion or the full amount of these charges.

Guest Signature _____

Radisson Hotel Edmonton South
4440 Gateway Boulevard
Edmonton, Alberta T6H 5C2
Telephone: (780) 437-6010 Fax: (782) 431-5804
Email: RHI_ESAL@radisson.com