



# Clearwater County

## Regular Council Meeting - 09 Jun 2020

### Agenda

9:00 AM - Tuesday, June 9, 2020

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

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

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

---

	Page
1. CALL TO ORDER	
2. ADOPTION OF AGENDA	
3. ADOPTION OF MINUTES	
3.1. <a href="#">Regular Council Meeting - 26 May 2020 - Minutes</a>	2 - 9
4. DELEGATION/PRESENTATION	
4.1. <a href="#">9:00 am West Central Alberta Justice Committee - Brenda Klosse, Chair - Pdf</a>	10 - 11
4.2. <a href="#">9:15 am Friends of the Corridor Schools - Brenna Knopp, Chair - Pdf</a>	12 - 15
5. PUBLIC WORKS	
5.1. <a href="#">Leslieville Public Services Building - Pdf</a>	16 - 20
5.2. <a href="#">Speed Limit on Range Road 7-3A (River Road) - Pdf</a>	21 - 44
6. CORPORATE SERVICES	
6.1. <a href="#">11:00 am Draft 2019 Financial Statements and Auditors' Report, Metrix Group LLP - Pdf</a>	45 - 78
6.2. <a href="#">Consideration of First, Second, and Third Reading of Bylaw 1096/20 Central Alberta Regional Assessment Review Board - Pdf</a>	79 - 107
6.3. <a href="#">Support for Private Member's Bill C-221, The Environmental Restoration Incentive Act - Pdf</a>	108 - 112
6.4. <a href="#">Property Tax Reduction Request - Pdf</a>	113 - 117
6.5. <a href="#">Broadband Public Engagement Plan - Pdf</a>	118 - 127
7. REPORTS	
7.1. CAO's Report	
7.2. Public Works Report	
7.3. Councillor Reports	
8. ADJOURNMENT	



# MINUTES

## Regular Council Meeting

9:00 AM - Tuesday, May 26, 2020  
Council Chambers, 4340 – 47 Avenue,  
Rocky Mountain House, AB

---

**COUNCIL  
PRESENT:**

Reeve Timothy Hoven  
Councillor Jim Duncan  
Councillor Cammie Laird  
Councillor Daryl Lougheed  
Councillor John Vandermeer  
Councillor Theresa Laing  
Councillor Michelle Swanson

**ADMINISTRATION  
IN ATTENDANCE:**

Chief Administrative Officer - Rick Emmons  
Director, Corporate Services - Murray Hagan  
Finance Manager - Rhonda Serhan  
Recording Secretary - Tracy Haight  
Director, Public Works Operations - Kurt Magnus  
Director, Agriculture & Community Services - Matt Martinson  
Director, Public Works Infrastructure - Erik Hansen  
Director, Emergency & Legislative Services - Christine Heggart  
Manager, Information & Technology - Cam McDonald  
Broadband Technologist - Tim Quinn

**DELEGATES:**

Kirby Bigchild, Executive Director, Âsokêwin Friendship Centre  
Kelly McTaggart, Community Engagement Advisor, Canadian  
Association of Petroleum Producers (via electronic communication)  
Ed Grose, Consultant, hrOutlook

### 1. CALL TO ORDER

Reeve Hoven called the meeting to order at 9:00 am.

### 2. ADOPTION OF AGENDA

- 2.1. RES-226-2020 Motion by Councillor Daryl Lougheed that Council adopts the May 26, 2020 Regular Meeting Agenda as circulated.  
CARRIED

### **3. ADOPTION OF MINUTES**

#### **3.1. Regular Council Meeting Minutes**

RES-227-2020 Motion by Councillor John Vandermeer that Council adopts the May 12, 2020, Regular Meeting Minutes as circulated.  
CARRIED

### **4. DELEGATION/PRESENTATION**

#### **4.1. 9:00 am Âsokêwin Friendship Centre, Kirby Bigchild, Executive Director**

RES-228-2020 Motion by Councillor Jim Duncan that Council receives information from Âsokêwin Friendship Centre's delegate as presented.  
CARRIED

RES-229-2020 Motion by Councillor Michelle Swanson that Council donates conifer tree seedlings, up to a maximum of 1000, to Âsokêwin Friendship Centre, as required in support of the Family Gift Basket program.  
CARRIED

K. Bigchild left the meeting.

#### **4.2. 9:30 am Canadian Association of Petroleum Producers, Kelly McTaggart, Community Engagement Advisor**

RES-230-2020 Motion by Councillor Daryl Lougheed that Council authorizes Kelly McTaggart, Community Engagement Advisor, Canadian Association of Petroleum Producers, participation in Council's May 26, 2020, Regular Meeting via electronic communications.  
CARRIED

RES-231-2020 Motion by Councillor John Vandermeer that Council receives Canadian Association of Petroleum Producers' 'Industry Update' for information as presented.  
CARRIED

M. Martinson joined the meeting.

### **5. AGRICULTURE & COMMUNITY SERVICES**

#### **5.1. Letter of Support - Canadian Heritage River Designation for the North Saskatchewan River**

RES-232-2020 Motion by Councillor John Vandermeer that Council considers providing a letter of support for the nomination of the remainder of the North Saskatchewan River to be designated as a Canadian Heritage River.  
DEFEATED

## **5.2. Weed and Pest Inspector Appointments**

RES-233-2020 Motion by Councillor Theresa Laing that Council appoints the following Clearwater County Agriculture and Community Services staff: Bailey Ecklund; Ryan Jeffery; Brooklyn Smith; Laeken Kinch; and, Edith Van Ginkel, as Weed Inspectors under the Agriculture Weed Control Act for Clearwater County for the duration of their employment with Clearwater County for field and administrative duties.

CARRIED

RES-234-2020 Motion by Councillor Michelle Swanson that Council appoints the following Clearwater County Agriculture and Community Services staff: Bailey Ecklund; Ryan Jeffery; Brooklyn Smith; Laeken Kinch; and, Edith Van Ginkel, as Pest Inspectors under the Agriculture Pest Act for Clearwater County for the duration of their employment with Clearwater County for field and administrative duties.

CARRIED

## **5.3. Clearwater County Post Secondary Scholarship Revised Policy**

Reeve Hoven recused himself from Item 5.3 to avoid a potential conflict of interest or lack of impartiality.

Reeve Hoven left the meeting at 10:14 am and Deputy Reeve Swanson assumed the Chair.

RES-235-2020 Motion by Councillor Jim Duncan that Council approves the revised Clearwater County Post-Secondary Scholarship Policy as presented.

CARRIED

Reeve Hoven rejoined the meeting and resumed the Chair at 10:17 pm.

M. Martinson left the meeting.

C. Heggart joined the meeting.

## **6. EMERGENCY & LEGISLATIVE SERVICES**

### **6.1. Consideration of Second and Third Reading of Bylaw 1094/20 - Municipal Emergency Management and Consideration of First, Second and Third Reading of Bylaw 1095/20 - Regional Emergency Management**

RES-236-2020 Motion by Councillor Theresa Laing that Council grants second reading of Bylaw 1094/20 for the purpose of establishing a Municipal Emergency Advisory Committee and a Municipal Emergency Management Agency.

CARRIED

RES-237-2020 Motion by Councillor Jim Duncan that Council grants third reading of Bylaw 1094/20.

CARRIED

RES-238-2020 Motion by Councillor John Vandermeer that Council grants first reading of Bylaw 1095/20 for the purpose of establishing a Regional Emergency Advisory Committee and a Regional Emergency Management Agency.

CARRIED

RES-239-2020 Motion by Councillor Michelle Swanson that Council grants second reading of Bylaw 1095/20.

CARRIED

RES-240-2020 Motion by Councillor Daryl Lougheed that Council grants permission for third reading of Bylaw 1095/20.

CARRIED

RES-241-2020 Motion by Councillor Cammie Laird that Council grants third reading of Bylaw 1095/20.

CARRIED

C. Heggart left the meeting.

K. Magnus joined the meeting.

## **7. PUBLIC WORKS**

### **7.1. Town of Rocky Mountain House - Clearwater County Airport Agreement**

RES-242-2020 Motion by Councillor Theresa Laing that Council table Item 7.1 pending completion of the May 26, 2020, CLOSED Session agenda.

CARRIED

K. Magnus left the meeting.

M. Hagan and R. Serhan joined the meeting.

## **8. CORPORATE SERVICES**

### **8.1. Surplus Allocation and 2019 Carry Forwards**

RES-243-2020 Motion by Councillor Jim Duncan that Council approves allocation of surplus funds in the amount of \$2,347,256 for year ending December 31, 2019, as listed in Appendix 'A' attached to these minutes.

CARRIED

R. Serhan left the meeting.

C. McDonald and T. Quinn joined the meeting.

**8.2. Award of Design Build/Network Operation Request for Proposal - Broadband Service Delivery Near Ferrier Acres. (Pilot Project )**

RES-244-2020 Motion by Councillor Michelle Swanson that Council tables Item 8.2 pending completion of the May 26, 2020, CLOSED Session agenda.  
CARRIED

**10. CLOSED SESSION\***

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

M. Hagan, C. McDonald, T. Quinn and T. Haight left the meeting.  
E. Grose joined the meeting.

**10.1.** 1:30 pm Ed Grose, hrOutlook: Personnel - CAO Performance Evaluation; FOIP s.17 Disclosure Harmful to Personal Privacy

E. Grose left the meeting.  
T. Haight joined the meeting.

**10.2.** Verbal Report: Town of Rocky Mountain House - Clearwater County Negotiations; FOIP s.23 Local Public Body Confidences

RES-245-2020 Motion by Councillor John Vandermeer that Council goes into CLOSED Session at 1:31 pm.  
CARRIED

RES-246-2020 that Council goes into OPEN Session at 4:44 pm.

RES-247-2020 Motion by Councillor John Vandermeer that Council accepts the 2020 CAO Performance Evaluation as presented and authorizes the Reeve and Deputy Reeve to sign.  
CARRIED

RES-248-2020 Motion by Councillor Michelle Swanson that Council directs County Negotiating Committee Representatives to request a Negotiating Committee meeting by June 15, 2020 to address the Committee's action items from the May 21, 2020 meeting.

**7. PUBLIC WORKS**

**7.1. Town of Rocky Mountain House - Clearwater County Airport Agreement**

RES-249-2020 Motion by Councillor Theresa Laing that Council lifts Item 7.1 from the table.  
CARRIED

RES-250-2020 Motion by Councillor Jim Duncan that Council directs County Negotiating Committee Representatives to negotiate an Airport Agreement, with the Town of Rocky Mountain House Representatives, as per the November 21, 2019, Airport Commission motion whereby Airport Commission member Councillor Laird moved "that the Board recommend to each Council that the Airport Agreement be reviewed."; and, that Council directs the County Representatives to request that airport stakeholders are consulted on the terms of the agreement.  
CARRIED

M. Hagan, C. McDonald and T. Quinn joined the meeting.

## **8. CORPORATE SERVICES**

### **8.2. Award of Design Build/Network Operation Request for Proposal - Broadband Service Delivery Near Ferrier Acres**

RES-251-2020 Motion by Councillor Jim Duncan that Council lifts Item 8.2 from the table.  
CARRIED

RES-252-2020 Motion by Councillor Michelle Swanson that Council approves moving forward on contract negotiations with Lite Access Technologies Inc. and partners (IBI Group and O-Net/Olds Fiber Limited) for the Design Build/Network Operation Request for Proposal - Broadband Service Delivery Near Ferrier Acres.  
CARRIED

M. Hagan, C. McDonald and T. Quinn left the meeting.

## **9. REPORTS**

- 9.1.** CAO's Report
- 9.2.** Public Works Report
- 9.3.** Councillor Reports
- 9.4.** Councillor Remuneration

RES-253-2020 Motion by Councillor John Vandermeer that Council receives the May 26, 2020, CAO Report, Public Works Report, Councillor Reports from Reeve Hoven and Councillors Duncan, Swanson and Vandermeer and Councillor Remuneration for information as presented.  
CARRIED

**11. ADJOURNMENT**

RES-254-2020 Motion by Councillor Jim Duncan that the meeting adjourns at  
5:24 pm.  
CARRIED

---

Reeve

---

CAO





**Restricted surplus (Reserves):**

	<b>Balance Dec 31, 2018</b>	<b>Net Change 2019</b>	<b>Projected Balance Dec 31, 2019</b>
<b>Work in Progress</b>	<b>3,297,005</b>	1,132,650	<b>4,429,655</b>
<b>County Facilities</b>	<b>3,603,975</b>	1,891,291	<b>5,495,266</b>
<b>Tax rate stabilization</b>	<b>12,000,000</b>	898,394	<b>12,898,394</b>
<b>Nordegg Development Recreation Facility</b>	<b>(3,897,259)</b>	849,477	<b>(3,047,782)</b>
<b>NSRP</b>	<b>1,250,845</b>	21,592	<b>1,272,437</b>
<b>Broadband</b>	<b>700,000</b>	200,000	<b>900,000</b>
<b>Airport</b>	<b>8,900,000</b>	1,000,000	<b>9,900,000</b>
<b>Fire - Facilities</b>	<b>300,000</b>	80,000	<b>380,000</b>
<b>Fire - Training</b>	<b>5,934,706</b>	(3,633,550)	<b>2,301,156</b>
<b>Fire - Apparatus</b>	<b>-</b>	484,207	<b>484,207</b>
<b>Disaster</b>	<b>1,123,705</b>	640,949	<b>1,764,654</b>
<b>Fire - HQ</b>	<b>2,000,000</b>	-	<b>2,000,000</b>
<b>Vehicles &amp; Equipment</b>	<b>60,547</b>	45,000	<b>105,547</b>
<b>PW - capital</b>	<b>6,502,995</b>	(150,000)	<b>6,352,995</b>
<b>PW - paving</b>	<b>-</b>	800,000	<b>800,000</b>
<b>PW - gravel</b>	<b>14,295,046</b>	-	<b>14,295,046</b>
<b>PW - gravel reclamation</b>	<b>4,407,553</b>	-	<b>4,407,553</b>
<b>Resource roads</b>	<b>5,446,457</b>	204,036	<b>5,650,493</b>
<b>Sewer</b>	<b>5,000,000</b>	-	<b>5,000,000</b>
<b>Leslieville Sewer</b>	<b>8,821,055</b>	(295,358)	<b>8,525,697</b>
<b>Bridge deficit</b>	<b>64,273</b>	26,646	<b>90,919</b>
<b>GIS</b>	<b>8,413,577</b>	4,817,900	<b>13,231,477</b>
<b>West Country Roads</b>	<b>76,000</b>	76,000	<b>152,000</b>
<b>ASB</b>	<b>-</b>	555,723	<b>555,723</b>
<b>Rental Income Facility Reserve</b>	<b>4,000,000</b>	-	<b>4,000,000</b>
<b>SAR Equipment Reserve</b>	<b>260,000</b>	(260,000)	<b>-</b>
<b>RW - TCA Replacement</b>	<b>100,000</b>	-	<b>100,000</b>
<b>RW - Cell Development</b>	<b>1,636,681</b>	94,877	<b>1,731,558</b>
<b>RW - Leachate</b>	<b>904,501</b>	271,981	<b>1,176,482</b>
	<b>82,621</b>	25,301	<b>107,922</b>
	<b>95,284,282</b>	<b>9,777,116</b>	<b>105,061,399</b>



## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Delegation
<b>SUBJECT:</b>	9:00 am West Central Alberta Justice Committee - Brenda Klose, Chair
<b>PRESENTATION DATE:</b>	Tuesday, June 9, 2020
<b>DEPARTMENT:</b> <b>WRITTEN BY:</b> <b>REVIEWED BY:</b>	Tracy Haight, Executive Assistant Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
<b>LEGISLATIVE DIRECTION:</b>	<input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input checked="" type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
None	

#### STAFF RECOMMENDATION:

That Council receives information from West Central Alberta Justice Committee's Delegate as presented.

#### BACKGROUND:

The West Central Alberta Justice Committee (WCAJC) is a nonprofit volunteer organization, established in 2004 and sanctioned by the Solicitor General in 2006, that works with victims and offenders through restorative justice. This process is described as follows:

"This is an approach focused on repairing harm when a wrongdoing or injustice occurs in a community. Depending on the process or technique used, restorative justice involves the victim, the offender, their social networks, justice agencies, and the community.

Restorative justice views crime as more than breaking the law - it recognizes the harm that these incidents cause to people, relationships, and the community. It seeks to restore relationships and creates an environment where all involved are given the opportunity to be heard." - *Alberta Restorative Justice Association, accessed 03 June 2020, <<http://www.arja.ca>>*

Brenda Klose, WCAJC Chair, will inform Council of the Committee's history, purpose, work to date, event sponsorship, and training and learning opportunities provided for Committee members.





## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Delegation
<b>SUBJECT:</b>	9:15 am Friends of the Corridor Schools - Brenna Knopp, Chair
<b>PRESENTATION DATE:</b>	Tuesday, June 9, 2020
<b>DEPARTMENT:</b> <b>WRITTEN BY:</b> <b>REVIEWED BY:</b>	Tracy Haight, Executive Assistant Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
<b>LEGISLATIVE DIRECTION:</b>	<input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input checked="" type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
<a href="#">Correspondence fr Friends Corridor Schools 06.02.2020</a>	

#### STAFF RECOMMENDATION:

That Council receives information from Friends of the Corridor Schools' Delegate as presented.

#### BACKGROUND:

Brenna Knopp, Friends of the Corridor Schools (FCS) Chair, will attend Council to thank Council for their support and provide an update on community fund raising efforts for Wild Rose School Division's (WRSD) capital projects for new schools in Leslieville and Condor.

FCS would also like to discuss their concerns with the following:

- impact of COVID-19 on future fund raising efforts;
- the proposed allocation of funds raised to project enhancements unsupported by FCS; and,
- continued matched funding from Clearwater County separate from the County's commitment to fund up to a maximum of \$200,000 for project enhancements.

Please refer to the attached letter from FCS for further details.



## **Clearwater County**

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

**June 2, 2020**

Dear Clearwater County Council,

Friends of the Corridor Schools would like to thank Clearwater County for your tremendous support of our fundraising campaign. Through our partnership, to date we have been able to raise a total of \$162,710 that will go towards structural additions to the new builds at Leslieville and Condor. With the current public health status and Covid-19, Friends of the Corridor Schools has had to drastically change our plans for fundraising. Our initial fundraising campaign was set to launch with a community meeting, followed by a large fundraising event and many smaller events taking place. This was modified to word of mouth and a social media campaign. While this was not an ideal method, it was what the situation and timeframe allowed for. Despite this start to our campaign, we were absolutely astounded by the generosity of our community, with donations coming in from community organizations, individuals, local businesses, students and past alumni and teachers.

As a result of our fundraising, the list of structural projects that we presented to Wild Rose School Division (WRSD) that would be funded by Friends of the Corridor Schools and matching Clearwater County donations was as follows:

- 1) Gymnasium at the new high school suitable for facilitating a wide variety of programming (including the ability to host tournaments currently supported at David Thompson High School), spectator seating (at least 150 spectators), gym divider and the ability to support a collapsible stage, estimated to be approximately 650 square meters. We would also like to see an entry and change/washroom access attached to the gymnasium to allow for after hour use without access to the whole school. We are under the impression that the plans for the new school will have a gym size of 645 square meters and will be set up for after hours use in the current floor plan. As such we would support the use of \$17,000 to add an additional 5 square meters of space to the gymnasium to reach this goal (est. of \$3,400/sq.m.).
- 2) AHS permitted kitchen space for lunch programming at the new elementary school and a canteen area at the new high school for use during tournaments. These items would allow schools to continue to fundraise their own money. We estimate the square footage for kitchen space at the elementary school to be 20 sq. meters, at a cost of \$60,000. If additional space is required for this kitchen, we would request that we be allowed to raise funds as we move forward. Our hope would be that the high school could be designed in such a fashion that the CTS foods area would have a window that would allow direct serving from it with little additional construction cost. Worst case scenario we would need 12 sq. meters of space for this at a cost of \$36,000 (est. of \$3,000/sq.m.). If this additional square footage is required for the high school we would request that we be allowed to raise these funds as we move forward as we are confident we could achieve this goal easily, however we would rather these funds be used for furnishings if at all possible.
- 3) CTS Facilities at the new high school with a shop sized appropriately to safely accommodate all



current programming. The shop as it currently sits in David Thompson High School is approximately 382.94 sq. meters, and the foods lab is approximately 106.87 sq. meters. This gives a total CTS space at DTHS of 489.81 sq. meters. The current numbers we were provided by Alberta Education are for two CTS spaces at 142 sq. meters each, for a total of 284 sq. meters. This is significantly less than at the current high school. While we understand that there are efficiencies that can be made in the use of space in these facilities, it seems quite small for a space where there will be welding and woodworking. To gain as much space for the shop area as possible, we would propose having the CTS foods area in a multipurpose setting, sharing space between home economics and general classroom space, allowing more sq. footage to go towards the shop area. We are allotting \$85,710 towards additional space for the shop area (est. of \$3,000/sq.m.). This will account for an additional 28.57 sq. meters of space for the shop. This would hopefully allow us to get closer to our goal of 300 sq. meters for the shop.

When finalizing our list of structural projects to fund for WRSD we focused on known funds and not any estimated funds moving forward. While our initial fundraising plans included a space for a before/after school care program and a regulation sized gymnasium, these were not included in our list of projects submitted to WRSD. David Thompson Playschool has indicated that they are working towards offering before and after school care at their facility, so we felt that our money could be better used in other manners as the playschool is better set up to allow for a childcare program. The goals of the gymnasium size were changed to reflect the funds that we had available to us. While initial plans included a gymnasium at the high school large enough to contain a regulation sized basketball court and space for spectators, our budget did not allow for us to complete all these items. To best meet the wishes, established from the need's assessment survey sent out in conjunction with Clearwater County, we rescaled the gym size so that other requests could still be met. Had we allotted for the regulation court, NO other projects would have received funding and we felt other school programming would suffer. While we do expect to see additional funds donated moving forward, we need to make sure that we are not only able to cover the structural building costs (which we had to commit to in May), but also to furnish these spaces, as that is not covered in the initial square footage pricing from WRSD. Because these spaces are additional items, WRSD does not have a budget to furnish them. We know that we need to provide all appliances for the commercial kitchen at the elementary school, bleachers for spectators and a collapsible stage for the gymnasium. Based off of the results of needs assessment survey, our intent was also to help provide funds for additional shop equipment for the high school, and improved playground/outdoor recreation facilities with green space for activities such as ball diamonds, track and field, soccer fields, and new playgrounds so that current school and extra-curricular programs can continue. We were not confident that we would be able to meet these needs, while also fundraising for the regulation sized gymnasium. We could not make the commitment at this time to move forward with a project of this size and dollar value when there is currently no known timeline as to when fundraising events may be able to continue.

As stated in our letter on May 7, 2020 Friends of the Corridor Schools is aware that Wild Rose School Division approached Clearwater County with a request to provide the additional funds needed to include the regulation sized gymnasium into the new high school build. This addition to the build would not only be a benefit to the high school, but to the entire community. It would provide a facility to be utilized for extracurricular activities and a center for large community events and would provide a great opportunity for our students that may wish to continue at university/collegiate level sporting. As mentioned above the gymnasium will be built so that it can be utilized by after-hours non-school users which would be a great benefit to our community. While we fully support the addition of the regulation



sized gymnasium, we would like it to be clear that this request was separate from Friends of the Corridor Schools.

Moving forward Friends of the Corridor Schools would like to ensure that we have confirmation that future funds raised will continue to be matched by Clearwater County and that they are separate from the \$200,000 request from WRSD. In hopes of continuing with honest and transparent communication we will gladly answer any questions or provide further information as required during the council meeting.

Friends of the Corridor Schools genuinely wishes to thank Clearwater County Council for the commitment you have demonstrated towards the Corridor Schools. With your support we have been able to greatly improve the schools in the Corridor Community. We look forward to continuing our partnership on this exciting project and the benefits it will provide for the community. If you have any questions or require any additional information, please feel free to contact us at 403-846-8268 (Brenna) or by email at [friendsofthecorridorschools@gmail.com](mailto:friendsofthecorridorschools@gmail.com).

Sincerely,

Brenna Knopp

Chair  
Friends of the Corridor Schools  
403-846-8268

Penni Lougheed

Vice Chair  
Friends of the Corridor Schools  
403-357-4859



## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Request for Decision
<b>SUBJECT:</b>	Leslieville Public Services Building
<b>PRESENTATION DATE:</b>	Tuesday, June 9, 2020
<b>DEPARTMENT:</b>	Public Works Infrastructure
<b>WRITTEN BY:</b>	Monica Purewal, Engineering Intern
<b>REVIEWED BY:</b>	Erik Hansen, Director, and Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b>	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
<b>LEGISLATIVE DIRECTION:</b>	<input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input 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	
<b>ATTACHMENTS:</b>	
<a href="#">Leslieville Building Scoring Matrix (1)</a> <a href="#">Ledcor Rendering</a>	

#### STAFF RECOMMENDATION:

That Council authorizes Administration to enter into contract negotiations with Ledcor Construction Ltd. for either a three (3) or five (5) bay building and, with or without optional items as follows: 1. four (4) Murphy Beds; 2. millwork and appliances in the Association Room.

#### BACKGROUND:

With the assistance of the County's Project Management firm Altus Group, staff has completed the administrative review of the Request for Proposals (RFP) for the Leslieville Public Services Building. The RFP was posted on April 20, 2020, and closed on May 12, 2020. The scope of the building consists of 3 apparatus bays and 2 optional storage bays (10,000 square feet). The two story administrative area includes meeting rooms, association room, multipurpose room, locker rooms and storage space (6,000 square feet).

Evaluation of the proposals included the following criteria:

a) Understanding of the project based on:

- Design scope



- Interpretation of design standards
- Presentation material demonstrating understanding.

b) Suitability and competence of the firm and the project team based on their qualifications, and experience with projects of similar scope and size.

c) Suitability and credibility of proposed project schedule.

d) The firm's financial capability.

e) Proposed fees, service inclusions and service exclusions Proposed Tender Amount with clearly stated exclusions.

Evaluation Criteria	Weight
Company Experience/ Qualifications	5%
Project Team & Personnel Experience	5%
Proposed Deliverable Scope (Meets Owner Needs)	30%
Health & Safety	5%
Quality Management	5%
Project Schedule (Time)	15%
Fee Schedule (Cost)	35%
Mandatory Site Review	Pass/Fail
<b>Total</b>	<b>100%</b>

The County received and evaluated 11 proposals.

Proposals	Total Score (%)
Ledcor Construction	92.75
Eagle Builders	90.31
Scott Builders	89.20
Chandos Construction	81.96
SBL Contractors	81.50
Elan Construction Ltd.	75.13
Monteith Construction	71.98
Seko Construction	70.55
Lear Construction Ltd.	70.43
Mid-west Design and Construction	70.00
IMC Construction	68.20

Upon review of all proposals, the top three proponents were invited to respond to a post tender addendum document to provide additional clarity to their proposal. As a result, **Ledcor Construction**

**Ltd** scored the highest with a total of 92.75%. Their proposal consists of a 16,000 square foot pre-engineered steel building and adequately met all the scope requirements.

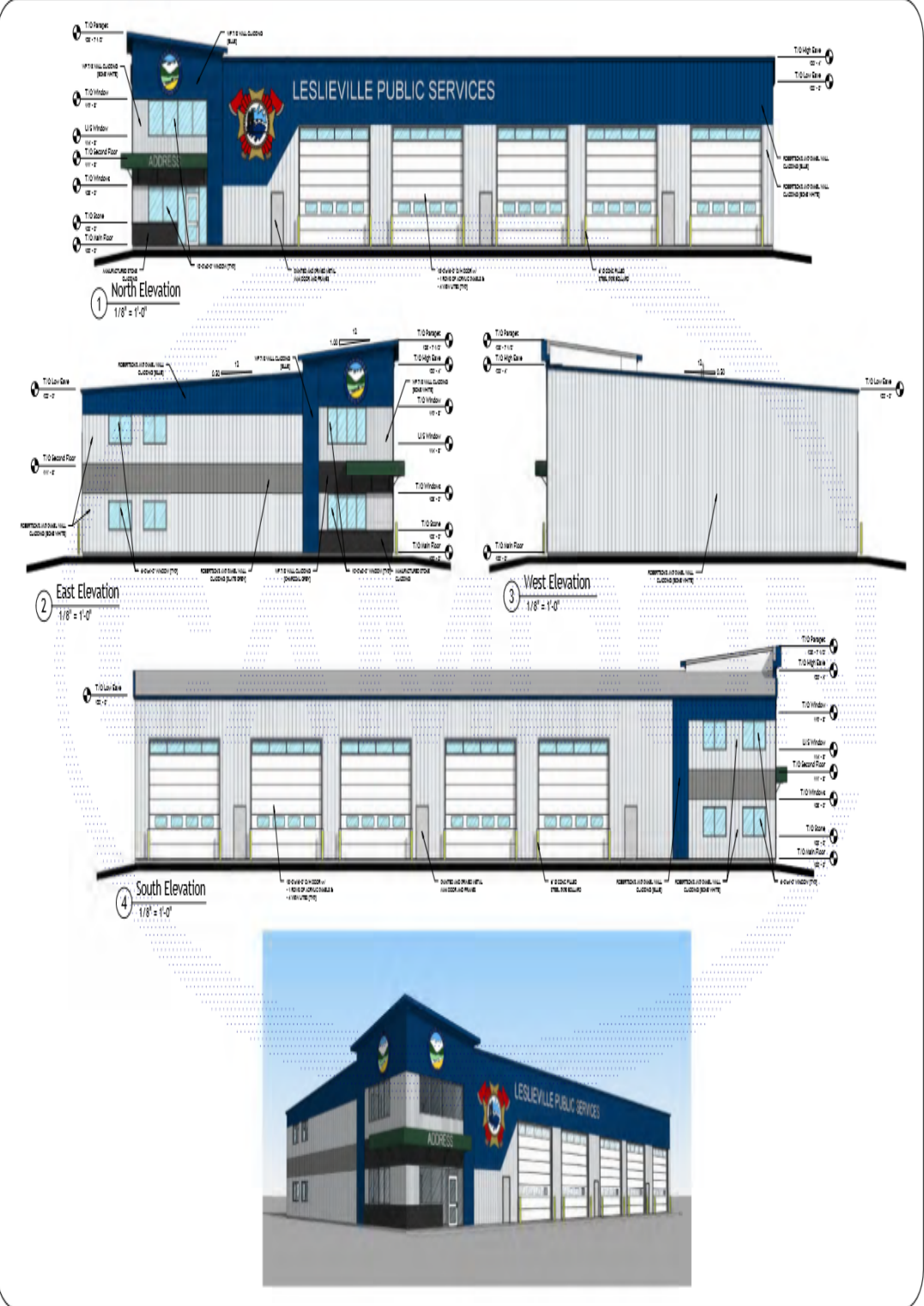
Item	Budget	Revised Estimate
Contingency	\$ 69,200.00 (2%)	\$ 158,250.00 (5%)
Building Cost - Estimate	\$3,218,000.00	\$2,900,000.00
Security system 3rd party	\$ 30,000.00	\$ 30,000.00
Project Management	\$ 65,000.00	\$ 65,000.00
Utilities (Water well / offsite sanitary)	\$ 87,000.00	\$ 105,000.00
Utilities (Natural Gas, TELUS/ Fortis/SuperNet)	\$ 60,000.00	\$ 60,000.00
Bonding (50% Labour and Materials)	\$ Included	\$ 5,000.00
<b>Total (5 Bay)</b>	<b>\$3,529,200.00</b>	<b>\$3,323,250.00</b>
Delete 2 Bays	- \$292,740.00	- \$351,750.00
<b>Total (3 Bay)</b>	<b>\$3,236,460.00</b>	<b>\$2,971,500.00</b>
Delete 4 Murphy Beds		- \$6,000.00
Delete Millwork and Appliances (Association Room)		- \$8,500.00

Leslieville Public Services	Budget	Revised Estimate
Land	\$ 365,000.00	\$ 365,000.00
Site Design/ Construction	\$ 1,056,000.00	\$ 813,000.00
Building	\$ 3,529,000.00 (5 Bay)	\$ 3,323,250.00 (5 Bay)
Equipment	\$ 170,000.00	\$ 170,000.00
<b>Total</b>	<b>\$ 5,120,000.00</b>	<b>\$ 4,671,250.00</b>

Through the RFP process, the option pricing for a 3 bay building and deletable items were provided. Staff is requesting Councils direction in regards to these items. Currently, the estimated project cost with all these items included is projected to be **\$448,750.00** under the estimated amount of \$5,120,000.00.

Design-Build Proposal Summary and Evaluation  
 Project Name: Leslieville Public Services Building  
 Client: Clearwater County  
 Revised Date: June 2, 2020

Weighting / Each Category Scored out of 5	Ledcor	Scott Builders	Eagle Builders	Chandos Construction	SBL Contractors	Elan Construction	Monteith Construction	Seko Construction	Midwest Construction	Lear Construction	IMC Construction
5% Company Experience/Qualifications	3.75	4.25	4.50	4.75	3.50	4.50	4.50	4.25	4.25	4.50	3.00
5% Project Team & Personnel Experience	3.50	5.00	5.00	3.50	3.50	3.00	3.00	3.00	4.50	3.50	3.00
30% Proposed Deliverable Scope (Meets Owner Needs)	4.50	4.50	4.50	4.00	4.50	4.00	4.00	2.50	2.50	3.00	3.50
5% Health & Safety	5.00	5.00	5.00	5.00	3.50	2.50	2.50	3.50	3.50	3.50	3.00
5% Quality Management	5.00	4.00	5.00	4.50	4.00	2.50	2.50	3.00	2.50	4.50	1.50
15% Project Schedule (Time)	4.50	4.50	4.50	4.00	4.00	4.50	4.50	2.50	3.50	4.00	1.50
35% Cost	5.00	4.35	4.33	4.03	4.00	3.59	3.14	4.90	4.25	3.49	4.60
<b>Total Score (Weighted)</b>											
Weighted Score (out of 5)	4.64	4.46	4.52	4.10	4.08	3.76	3.60	3.53	3.50	3.52	3.41
Percentage (%)	92.75	89.20	90.31	81.96	81.50	75.13	71.98	70.55	70.00	70.43	68.20



No.	Description	Date

TRUE NORTH PROJECT NORTH

E 60040 - Leslieville Fire Station (Leslieville - 10/24/2020)  
Phase 0000 - 10 - Option 3.0

PRELIMINARY  
Not For Constr.

The drawing is the sole property of Camdon Construction Ltd. It may not be copied, reproduced, or otherwise used in whole or in part without express written permission from Camdon Construction Ltd.



6766 - 76th Street  
Red Deer, Alberta T4E 4S6  
Ph: (403) 343-1433 Fax: (403) 403-8183  
Toll Free: (800) 415-2661  
Email: info@camdon.ca  
Website: www.camdon.ca

PROJECT TITLE  
Proposed New  
Facility For  
**Leslieville Public  
Services**

Leslieville, AB

Elevations Option 3

DATE: 10/24/20	SCALE: As Shown
DATE: 10/29/2020	DRAWN: T.S.P./L.S.P.
60040 JOB #	<b>A3.2</b>
DATE: 10/29/2020	7:52:10 AM



## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Request for Decision
<b>SUBJECT:</b>	Speed Limit on Range Road 7-3A (River Road)
<b>PRESENTATION DATE:</b>	Tuesday, June 9, 2020
<b>DEPARTMENT:</b>	Public Works Operations
<b>WRITTEN BY:</b>	Kate Reglin, Project Technologist / Kurt Magnus, Director
<b>REVIEWED BY:</b>	Kurt Magnus / Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input checked="" type="checkbox"/> County Bylaw or Policy (Highway Management Bylaw No. 1018/16)
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
<a href="#">2020.06.09 - Speed Limit Reduction on River Road Email from Riverview</a> <a href="#">2020.06.09 - Speed Limit Reduction on River Road Email to Riverview</a> <a href="#">2020.06.09 - Overview of RR 7-3A</a> <a href="#">1018 Highway Management</a>	

#### STAFF RECOMMENDATION:

That Council accepts this agenda item as information.

#### BACKGROUND:

Administration received an email, forwarded by Councilor Laing, from Danielle and Johan Feddema, owners of Riverview Campground, requesting the speed limit, on Range Road 7-3A (River Road), be reduced from 80 km/hr to 50 km/hr.

On April 23, 2020, Administration reached out to Riverview Campground, via email, and outlined the process required to put forward a request to have a speed limit changed. Administration asked that an official request be put forward via letter, or by email, and that it be sent to Mr. Rick Emmons, CAO. To date, Administration has not received an official request.

As per the Clearwater County Highway Management Bylaw No. 1018/16, in particular,

*PART 11 - AUTHORITY OF MUNICIPAL OFFICIALS, Authority of the CAO, Section 40.(g) prescribe a maximum speed in excess of or less than 80 kilometers per hour, and to keep or cause to be kept a record of such speed limits imposed;.*

### **Raising and Lowering Speed Limits**

In regard to the above appeal, the following is being considered:

**A.)** As per the Province of Alberta Traffic Safety Act, Part 5, General Operation of Vehicles, Division 1, Speed Limits and Traffic Control Devices

(b) 80 kilometers per hour is the maximum speed limit for

(i) a highway that is subject to the direction, control and management of

**(A) the council of a municipal district** or Metis settlement, or

**(B) the Minister** responsible for the Special Areas Act, in the case of a special area;

**B.)** Speed limits are set primarily to balance road traffic safety concerns with the effect on travel time and mobility.

**C.)** Typically posted speed limits are changed for the following reasons:

- As a result of a request from the public, political leaders, or enforcement officials.

- To ensure that speed limits were appropriate for roadway and traffic conditions.

- As a result of a high incidence of traffic crashes.

- To comply with local laws or ordinances.

- In response to changing traffic volume and land-use patterns.

**D.)** According to a study done by Washington DC: Federal Highway Commission on *'Effects of Raising and Lowering Speed Limits on Selected Roadway Sections'*

*"There is statistically sufficient evidence to reject the hypothesis that driver speeds do not change when posted speed limits are either raised or lowered.*

*Although the changes in vehicle speeds were small, driver violations of the speed limits increased when posted speed limits were lowered. Conversely, violations decreased when speed limits were raised. This does not reflect a change in driver behavior, but a change in how compliance is measured, i.e., from the posted speed limit.*

*The majority of motorists did not drive 5 to 10 mi/h (8 to 16 km/h) above the posted speed limit when speed limits were raised, nor did they reduce their speed by 5 to 10 mi/h (8 to 16 km/h) when speed limits were lowered.*

*Changing posted speed limits alone, without additional enforcement, educational programs, or other engineering measures, has only a minor effect on driver behavior.*

*There is not sufficient evidence to reject the hypothesis that crash experience changed when posted speed limits were either lowered or raised.”* [Parker, M. R. Jr. \(1997\). Effects of Raising and Lowering Speed Limits on Selected Roadway Sections. FHWA-RD-9 7-084 \(PDF\). Washington DC: Federal Highway Commission. pp 83 - 87.](#)

**E.)** Range Road 7-3A is built to provincial highway standards to specifically accommodate vehicular traffic, both industrial and residential.

**F.)** Currently, we have not heard from any other residents, on Range Road 7-3A, requesting that the speed be reduced to 50 km/hr.

**Additional Information (Traffic Counts)**

<b><u>Road Segment</u></b>	<b><u>Year</u></b>	<b><u>Count</u></b>
North end Rge. Rd. 7-3A	2018	427
	2017	357
	2015	390
	2014	275
	2013	455
Mid-Point Rge. Rd.	2018	339
	2017	207
	2015	127
South end Rge. Rd. 7-3A	2018	415
	2017	286
	2015	362
	2014	311
	2013	334

**From:** Theresa Laing - Division Five <[tlaing@clearwatercounty.ca](mailto:tlaing@clearwatercounty.ca)>  
**Sent:** Tuesday, May 26, 2020 11:46 AM  
**To:** Kurt Magnus <[KMagnus@clearwatercounty.ca](mailto:KMagnus@clearwatercounty.ca)>  
**Subject:** FW: Re: Note from Daniëlle Feddema Henrotte to your Facebook Page Theresa Laing County Councillor Division 5

Hi Kurt

Forwarding to you as promised. Maybe you could give Danielle or Johan. There number is [REDACTED]

Thank you  
Theresa

**From:** tdlaing <[REDACTED]>  
**Sent:** Tuesday, May 26, 2020 9:53 AM  
**To:** Theresa Laing - Division Five <[tlaing@clearwatercounty.ca](mailto:tlaing@clearwatercounty.ca)>  
**Subject:** FW: Re: Note from Daniëlle Feddema Henrotte to your Facebook Page Theresa Laing County Councillor Division 5

Sent from my Bell Samsung device over Canada's largest network.

----- Original message -----

**From:** DANIELLE FEDDEMA <[REDACTED]>  
**Date:** 2020-05-25 7:45 PM (GMT-07:00)  
**To:** tdlaing <[REDACTED]>  
**Subject:** Re: Note from Daniëlle Feddema Henrotte to your Facebook Page Theresa Laing County Councillor Division 5

Hello Theresa,

I just seen your email and I am sorry no reply was received any time sooner.

No we still don't have speed sign.

The risks of accidents due to fast speeding traffic on the road along the campground are getting worse. One of our employees who was cleaning the ditches along the road here a few weeks ago was fearing for his life as there was a vehicle fast travelling towards him and he had to jump aside to avoid a collision. We advised him to report it with the local police.

Now that we are getting busier and people/families walk their puppies and use their bicycles along this road our worries are growing.

I may have not expressed my self properly by asking for a speed limit sign, I should have asked for a reduce your speed sign as the travelling speed is very high and unsafe when vehicles enter our road. No



signage is placed yet and at other similar roads an 80km sign is present however that is not the speed we would like to see approved for this stretch of road.  
We hope that a 50km/h sign would be an option to be place from either side of our property along the road.

We have expressed our concerns to local By-law officers and RMPC and we have also mentioned the ongoing troubles at the Fishpond just up the road from us.

We look forward to your response and thoughts on this matter.

Kind regards, Johan and Danielle Feddema

Riverview Campground  
[REDACTED]

On May 5, 2020, at 7:56 AM, tdlaing <[REDACTED]> wrote:

Hi Danielle  
Just wondering did you ever get the 'speed limit' sign?  
Theresa  
[REDACTED]

Sent from my Bell Samsung device over Canada's largest network.

----- Original message -----

From: tdlaing <[REDACTED]>  
Date: 2020-04-20 12:12 PM (GMT-07:00)  
To: DANIELLE FEDDEMA <[REDACTED]>  
Subject: RE: Note from Daniëlle Feddema Henrotte to your Facebook Page Theresa Laing County Councillor Division 5

Hi Danielle,  
I am in Council today so I will not only forward this concern to Public Works I will also speak with them.  
Thank you for bringing this forward.  
You and your family take care and stay healthy as well!  
Theresa

Sent from my Bell Samsung device over Canada's largest network.

----- Original message -----

From: DANIELLE FEDDEMA <[REDACTED]>

Date: 2020-04-18 10:51 PM (GMT-07:00)

To: [REDACTED]

Subject: Note from Daniëlle Feddema Henrotte to your Facebook Page Theresa Laing County Councillor Division 5

Hi Theresa,

I hope you and your family are doing well during these uncertain Covid-19 times.

I am questioning if you are aware that there is NO speed limit sign on our road when turning of of highway 11, we have had several vehicles speed uncontrollably on our road in the past few weeks.

And we just realized that there is no sign at all! All other roads you enter when turning on to do have a speed sign posted. Do you think this could be realized on Range rd 7-3 to? Much appreciate your help!

Thank you, Danielle and Johan Feddema

(Riverview Campground)

**From:** Kate Reglin  
**Sent:** Thursday, April 23, 2020 1:17 PM  
**To:** [REDACTED]  
**Subject:** Speed Limit Request

Good Afternoon,

I was informed by the Planning Department, that you would like to request a change in the speed limit on Range Road 7-3A, in front of the campground.

As per our **Highway Maintenance Bylaw**, PART 11 -AUTHORITY OF MUNICIPAL OFFICIALS, Authority of the CAO, Section (g) *prescribe a maximum speed in excess of or less than 80 kilometers per hour, and to keep or cause to be kept a record of such speed limits imposed*;

If you would like to proceed with the request, please put forward an official request via letter, or by email, and send it to Rick Emmons, CAO, at [remmons@clearwatercounty.ca](mailto:remmons@clearwatercounty.ca) and cc Kurt Magnus, Director, Public Works Operations, at [kmagnus@clearwatercounty.ca](mailto:kmagnus@clearwatercounty.ca).

The County mailing address is:  
Clearwater County  
P.O. Box 550  
4340 - 47 Avenue  
Rocky Mountain House, AB | T4T 1A4

If you have further questions, please let myself know,

Thank You,

**Kate Reglin**  
Project Technologist, Public Works  
[kreglin@clearwatercounty.ca](mailto:kreglin@clearwatercounty.ca)



Clearwater County  
P.O. Box 550  
4340 - 47 Avenue  
Rocky Mountain House, AB | T4T 1A4  
Office: 403.845.4444 | Fax: 403.845.7330

Visit our website at [www.clearwatercounty.ca](http://www.clearwatercounty.ca)

Follow us on [Facebook](#) and Twitter [@clearwatercnty](#)

### Signage on Range Road 7-3A (River Road)



### Dust Suppressions on Range Road 7-3A (River Road)



- Existing Dust Suppression —
- New Dust Suppression —

**Traffic Count Locations and Riverview Campground on Range Road 7-3A (River Road)**



CLEARWATER COUNTY

BYLAW No. 1018/16

HIGHWAY MANAGEMENT BYLAW

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

---

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

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

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

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

**PART 1 – SHORT TITLE**

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

**PART 2 – DEFINITIONS**

2. In this Bylaw, words shall have the same meanings as in the *Traffic Safety Act* except as otherwise defined herein.
3. In this Bylaw:
  - (a) "**CAO**" means the Chief Administrative Officer for the County, or his or her delegate;
  - (b) "**Council**" means the municipal council of the County;
  - (c) "**County**" means the municipal corporation of Clearwater County, and includes the geographical area within the boundaries of Clearwater County where the context so requires;
  - (d) "**Court**" means a Court of competent jurisdiction in Alberta;
  - (e) "**Dangerous Goods**" has the same meaning as in the *Dangerous Goods Transportation and Handling Act*.
  - (f) "**Heavy Vehicle**" means a vehicle, or a vehicle with a trailer attached that has a Gross Weight or a Gross Registered vehicle Weight of 11,794 kilograms or more, with or without a load, or exceeds 12.5 metres in overall length, excluding Recreational Vehicles;
  - (g) "**Highway**" means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes
    - (i) a sidewalk, including a boulevard adjacent to the sidewalk,
    - (ii) if a ditch lies adjacent to and parallel with the roadway, the ditch, and
    - (iii) if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be,

but does not include a place declared by regulation not to be a highway;

{B2066672.DOC;5}

Bylaw No. 1018/16  
Highway Management Bylaw

---

- (h) "**Locality**" means an unincorporated community recognized by the County as a locality, including but not limited to a hamlet located within the County;
- (i) "**Municipal Tag**" means a tag or similar document issued by the County pursuant to the *Municipal Government Act* for the purpose of notifying a Person that an offence has been committed for which a prosecution may follow;
- (j) "**Park**", "**Parking**", or "**Parked**" means to allow a vehicle, whether occupied or not, to remain stationary in one place, except;
  - (i) when standing temporarily for the purpose of and while actually engaged in loading or unloading passengers, goods or within a designated loading zone, or
  - (ii) when complying with a direction given by a Peace Officer or Traffic Control Device;
- (k) "**Peace Officer**" means a member of the Royal Canadian Mounted Police, a Community Peace Officer whose appointment includes enforcement of the County's Bylaws, or a Bylaw Enforcement Officer appointed by the County;
- (l) "**Person**" means any individual, firm, partnership, association, corporation, trustee, executor, administrator or other legal representative;
- (m) "**Railway Crossing**" means that portion of a highway under the County's direction, control and management that crosses a railway track;
- (n) "**Recreational Vehicle**" means a vehicle designed to provide temporary living accommodation for travel, vacation, or recreational use, and to be driven, towed or transported, some examples of which include, without restricting the generality of the foregoing, a motor home, holiday trailer, camper, tent trailer and any bus or truck converted to provide temporary living accommodation;
- (o) "**Road Use Permit**" means a written Permit entered into by a Person or Company with the County as per Clearwater County Policy governing Road Use for Industrial/Commercial Truck Hauls.
- (p) "**Traffic Control Device**" means any temporary or permanent sign, signal, marking or device placed, marked or erected under the authority of this Bylaw for the purpose of regulating, warning or guiding traffic or governing parking;
- (q) "**Undeveloped Road Allowance**" means any land dedicated as a road right of way that has not been developed, whether or not the right of way is shown on a road plan registered with the Land Titles Registry;
- (r) "**Violation Ticket**" means a ticket issued pursuant to either Part 2 or Part 3 of the *Provincial Offences Procedure Act*.
- (s) "**Overweight Permit**" is issued to a person or company that will be operating a non-standard configuration commercial vehicle that requires an Alberta Transportation Permit.
- (t) "**Non-Standard Configuration**" any unit that requires an Alberta Transportation Permit (jeeps, wheelers, booster added to a tractor unit)

**RULES OF INTERPRETATION**

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



8. Any reference to the provisions of a statute of Alberta is a reference to that statute and any regulations thereunder, as amended, or appealed and replaced from time to time.

**APPLICATION**

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

**PART 3 – OPERATIONAL RESTRICTIONS**

**WEIGHT LIMITS**

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

**TRAFFIC CONTROL DEVICES**

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

**TRACKING MATERIAL**

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

**LITTERING OR DUMPING**

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

**ROAD ALLOWANCES**

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

**HIGHWAY OBSTRUCTIONS**

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

**ENGINE RETARDER BRAKES**

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

**PART 4 – PARKING RESTRICTIONS**

**PROHIBITED PARKING**

22. Unless permitted or required by a Traffic Control Device, no Person shall stop or Park a vehicle:
- (a) where a Traffic Control Device prohibits stopping or parking, during such times as stopping or parking is so prohibited;
  - (b) on any bridge or on any approach to a bridge; or
  - (c) in such a manner that may obstruct the safe movement of traffic and pedestrians using a highway.

**HEAVY VEHICLE OR COMMERCIAL VEHICLE PARKING**

23. No Person shall Park:
- (a) a heavy vehicle; or
  - (b) a commercial vehicle
- in a location adjacent to residential property in a multi lot subdivision, except:
- (c) a commercial vehicle with the hazard warning lamps alight and in the process of loading or unloading goods; or
  - (d) construction equipment being used during construction or improvement of property, provided that the equipment is parked adjacent to the property where the work is being done.

**HIGHWAY MAINTENANCE**

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

**PART 5 – EXEMPTION PERMITS**

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

**PART 6 – OVERWEIGHT PERMITS**

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

*(Reference; Road Weights Control Policy)*

**PART 7 – ROAD USE PERMIT**

28. The CAO may, require a person or company to apply for a Road Use Permit and pay the required fee set out in Schedule "A" if, in the CAO's opinion, the proposed use may cause damage to the highway beyond normal wear and tear, create a public safety hazard, or constitute a nuisance to area residents due to:
- (a) the weight of the vehicle(s);
  - (b) the dimensions of the vehicle(s);
  - (c) the frequency of use of the highway by the vehicle(s);
  - (d) the size, type or tread pattern of the tires on the vehicle(s);
  - (e) the physical condition of the proposed haul route, including the type of road surface;
  - (f) the location of the proposed haul route and its proximity to residential dwellings; or
  - (g) any combination of the above factors or conditions outlined in County policy;

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

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

**PART 8 – ROAD BANS**

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

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

33. The CAO may, upon receipt of an application in an approved form and payment of the required fee set out in Schedule "A", issue to a Person a licence for the purpose of authorizing the non-exclusive access and use of an Municipal Road Allowance.

34. In issuing a licence under this Part and subject to section 33, the CAO may impose such terms and conditions as are determined to be necessary or beneficial in his or her sole discretion, including but not limited to insurance requirements, signage requirements, whether obstructions such as fences and gates are permissible, and the limitations on the Person's access or use.
35. Notwithstanding section 34, as a condition of every licence issued to a Person under this Part;
- (a) the licence is for non-exclusive access and the licence holder may not prevent the public from accessing or travelling along the Municipal Road Allowance;
  - (b) no work, development, improvement, or change to the condition of the Municipal Road Allowance is permitted without the prior written authorization of the CAO; and
  - (c) the County may terminate the licence with 30 days written notice to the licence holder pursuant to the *Traffic Safety Act*.

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

#### **PART 10 – PERMITS AND LICENCES**

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

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

##### **AUTHORITY OF THE CAO**

40. Without restricting any other power, duty or function granted by this Bylaw, the CAO is authorized to:
- (a) carry out any inspections to determine compliance with this Bylaw;
  - (b) take any steps or carry out any actions required to enforce this Bylaw;
  - (c) take any steps or carry out any actions required to remedy a contravention of this Bylaw;
  - (d) establish forms for the purpose of this Bylaw;
  - (e) establish the criteria to be met for a permit or licence pursuant to this Bylaw;
  - (f) temporarily close any highway for the purpose of repairs, maintenance or other valid reason or in the case of an emergency;
  - (g) prescribe a maximum speed in excess of or less than 80 kilometers per hour, and to keep or cause to be kept a record of such speed limits imposed;
  - (h) prescribe the location and placement of any Traffic Control Device or other sign in the County, including on, over or adjacent to a Railway Crossing, and keep or cause to be kept a record of such locations and placements;
  - (i) delegate any powers, duties or functions under this Bylaw to an employee of the County.

## **AUTHORITY OF PEACE OFFICERS**

### **MUNICIPAL TAGS**

41. A Peace Officer is hereby authorized and empowered to issue a Municipal Tag to any Person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
42. A Municipal Tag may be served:
  - (a) personally to the accused;
  - (b) mailed to the address of the registered owner of the vehicle concerned, or the Person concerned; or
  - (c) attached to or left upon the vehicle with respect of which the offence is alleged to have been committed.
43. The Municipal Tag shall be in a form approved by the CAO and shall state:
  - (a) the name of the Person to whom the Municipal Tag is issued, if known;
  - (b) a description of the offence and the applicable Bylaw section;
  - (c) the specified penalty for the offence set out in Schedule "B";
  - (d) that the penalty shall be paid within thirty (30) days of the issuance of the Municipal Tag in order to avoid prosecution; and
  - (e) any other information as may be required by the CAO.
44. Where a contravention of this Bylaw is of a continuing nature, further Municipal Tags may be issued by a Peace Officer, provided that no more than one Municipal Tag shall be issued for each day that the contravention continues.
45. A Person to whom a Municipal Tag has been issued may pay the penalty specified on the Municipal Tag and if the amount is paid on or before the required date, the Person will not be prosecuted for the offence.

### **VIOLATION TICKETS**

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

51. When a clerk records in the Court records the receipt of a voluntary payment pursuant to this Bylaw and the *Provincial Offences Procedure Act*, the act of recording receipt of that payment constitutes acceptance of the guilty plea and also constitutes a conviction and the imposition of a fine in the amount of the specified penalty.

## **PART 12 – PENALTIES**

### **OFFENCE**

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

### **SPECIFIED PENALTIES**

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

### **OWNER LIABLE**

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

## **VICARIOUS LIABILITY**

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

## **CORPORATIONS AND PARTNERSHIPS**

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

## **PART 13 – GENERAL**

### **REMEDIES NOT RESTRICTED TO BYLAW**

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

### **OBSTRUCTION**

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

**PART 14 – TRANSITIONAL**

**BYLAW SCHEDULES**

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

**REPEAL AND EFFECTIVE DATE**

62. The following Bylaws, as amended, are hereby repealed upon this Bylaw passing and coming into effect:

- (a) Bylaw No. 19/85 – Placement of signs and/or regulation speed in the Hamlet of Withrow;
- (b) Bylaw No. 43/85 – Placement of Traffic Control Devices;
  
- (c) Bylaw 56/86 – Establish a maximum speed limit for S.R. 761 from Highway #11 northerly to Highway #51;
  
- (d) Bylaw 65/86 – Establish a maximum speed limit for S.R. 591 from Forestry Boundary Reserve to the intersection of Highways No. 22 and 54 west of Caroline – 100 km/h;
  
- (e) Bylaw No. 120/88 – Establish maximum speed limits throughout the municipality;
  
- (f) Bylaw No. 122/88 – Regulate and control vehicle traffic in the interest of safety on highways with the M.D. of Clearwater No. 99;
  
- (g) Bylaw No. 124/88 – Maximum speed limit 100 km/h on north/south S.R. #761 from Highway #11 to north of Section 11-37-05-W5M;
  
- (h) Bylaw No. 140/88 – Establish maximum speed limits throughout the municipality;
  
- (i) Bylaw No. 142/88 – Establish Maximum Weight Restrictions for Highways;
  
- (j) Bylaw No. 198/90 – Establish maximum speed limit 100 km/h on the east west SR #587 from Highway #22 to the County of Mountain View boundary;
  
- (k) Bylaw No. 307/92 – Implementation of Road Bans on Highways;
  
- (l) Bylaw No. 309/92 – Maximum speed limit 50 km/h on River Road directly south of the Caroline South Road east of NW-24-34-05-W5M to the junction of S.H. 22 SE-20-34-05-W5M;
  
- (m) Bylaw No. 356/93 – Establish a maximum speed limit 100 km/h on north/south S.R. 761 from NE-11-37-05-W5M to Highway No. 54;
  
- (n) Bylaw No. 361/96 – Establish maximum speed limits – 50 km/h within Subdivisions;
  
- (o) Bylaw No. 371/93 – Establish a maximum speed limit 100 km/h on east/west road NE-20-34-05-W5M to NE-23-34-06-W5M;
  
- (p) Bylaw No. 372/93 – Establish a maximum speed limit 50 km/h on east/west road from SW-18-39-07-W5M to SE-18-39-07-W5M;
  
- (q) Bylaw No. 381/93 – Establish a maximum speed limit 90 km/h on east/west road from west boundary SW-04-38-08-W5M to west boundary of Section 03-37-07-W5M – Prairie Creek Road;
  
- (r) Bylaw No. 382/93 – Establish a maximum speed limit 90 km/h on north/south road from south boundary of the Village of Caroline south boundary of section 25-07-05-W5M – Caroline South Road;
  
- (s) Bylaw No. 386/93 – Establish a maximum speed limit 80 km/h on highways adjacent to Jameson Subdivision – NE-30-38-08-W5M;
  
- (t) Bylaw No. 434/94 – Establish a maximum speed limit 50 km/h n 1460 foot section used as an exit from S.H. 752 NW-07-38-08-W5M – 752/Prairie Creek;

Bylaw No. 1018/16  
Highway Management Bylaw

---

- (u) Bylaw No. 438/94 – Establish a maximum speed limit 50 km/h from S.H. 752 east to the northeast corner of NW-30-38-07-W5M – 900 metres;
- (v) Bylaw No. 456/95 – Establish a maximum speed limit 50 km/h from LSD-02-14-39-07-W5M to the Town of Rocky Mountain House Corporate Limits – road behind Christian Reformed Church;
- (w) Bylaw 464/95 – Establish a maximum speed limit 50 km/h within the proposed town site boundaries – Nordegg;
- (x) Bylaw 467/95 – Establish a maximum speed limit 100 km/h north 5 miles on S.H. 761 from Highway 12 and 90 km/h on Oras Road from S.H. 598 at SW-34-39-09-W5M to Willesden Green Gas Plant SE-17-42-06-W5M;
- (y) Bylaw 497/96 – Establish a maximum speed limit 50 km/h from S.H. 756 to the Crimson Lake Park entrance from May 1 to September 30 – 80 km/h other months;
- (z) Bylaw No. 502/96 – Establish a maximum speed limit 90 km/h on Prairie Creek Road from Highway 22 west to S.H. 752;
- (aa) Bylaw No. 506/96 – Establish a maximum speed limit 60 km/h on S.H. 752 from SW-26-38-08-W5M Cow Lake Transfer Station to NW-23-38-08-W5M Cow Lake Campground Turnoff;
- (bb) Bylaw No. 518/96 – Establish a maximum speed limit 60 km/h on S.H. 752 from SW-26-38-08-W5M Cow Lake Transfer Station to 400 metres south of the Grandview Stage Store entrance at NW-23-38-08-W5M;
- (cc) Bylaw No. 550/97 – Establish maximum speed limits – 30 km/h within Hamlet or Condor;
- (dd) Bylaw No. 605/98 – Establish maximum speed limit 50 km/h on gravel road adjacent to SE-19-40-06-W5M 660 metres west of the Taimi Road;
- (ee) Bylaw No. 606/98 – Establish maximum speed limit 50 km/h on gravel road adjacent to Misty Valley Subdivision SW-21-40-12-W5M;
- (ff) Bylaw No. 670/00 – Establish maximum speed limits – 50 km/h on internal gravel roads Smith Subdivision NE-25-36-07-W5M;
- (gg) Bylaw No. 684/00 – Establish maximum speed limits – Subdivisions;
- (hh) Bylaw No. 745/02 – Speed Zone Bylaw – Oras Road and Arbutus Road;
- (ii) Bylaw No. 756/03 – Speed Zone Bylaw – Oras Road (598 north of Highway 12);
- (jj) Bylaw No. 765/03 – Speed Bylaw – Arbutus Road;
- (kk) Bylaw No. 772/03 – Speed Bylaw – Hummingbird Road;
- (ll) Bylaw No. 773/03 – Speed Bylaw – Biswanger Hill Road;
- (mm) Bylaw No. 806/04 – Speed Zone Bylaw – Nordegg Residential Subdivision and Nordegg Industrial Subdivision;
- (nn) Bylaw No. 810/04 – Speed Zone By-law – Range Road 5-3 and Twp. 41-2;
- (oo) Bylaw No. 825/05 – Speed Zone Bylaw – Numerous Locations;
- (pp) Bylaw No. 846/06 – Speed Signs – two (2) at SW 21-40-12-W5M and one (1) at SE 18-39-9-W5M;
- (qq) Bylaw No. 852/06 – Speed Limit – on Taimi Road from Highway 11 to Secondary 598 be set at 90 km/hr;
- (rr) Bylaw No. 855/06 – Speed limit – Withrow Road;
- (ss) Bylaw No. 856/06 – Speed limit – Burntstick Lake Road

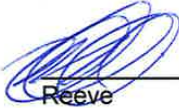


Bylaw No. 1018/16  
Highway Management Bylaw

---

- (tt) Bylaw No. 857/06 – Speed limit – Crammond Road
  - (uu) Bylaw No. 871/07 – SH 761 at Twp. Rd. 394 for ½ mile W be set at 30 km/h. Maximum speed limit on Twp. Rd. 39-3A N for 600 m be set at 30 km/hr (Leslieville);
  - (vv) Bylaw 872/07 – Speed Limit – Rge. Rd. 80 (Buster Creek) N. of SH 756 (Crimson Lake) to Twp. 42-1A (O'Chiese Road);
  - (ww) Bylaw No. 873/07 – Road Use for Industrial/Commercial Truck Hauls and Road Weights;
  - (xx) Bylaw No. 890/08 – Regulatory Speed Limit Twp. 37-4 and Range Road 8-5;
  - (yy) Bylaw No. 900/08 – Speed limit 50 km per hour Twp. 39-0;
  - (zz) Bylaw No. 948/11 – Sunchild Road Speed Limit; and
  - (aaa) Bylaw No. 952/12 – Condor Speed Limit.
63. This Bylaw shall come into force and effect upon receiving third and final reading and is signed by the Reeve/Deputy Reeve and a designated officer, in accordance with Section 189 of the *Municipal Government Act*.

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

  
\_\_\_\_\_  
Reeve


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

September 13, 2016  
Date Bylaw Signed

READ A SECOND TIME IN COUNCIL this 27 day of September, 2016

READ A THIRD TIME IN COUNCIL AND PASSED this 27 day of September, 2016

  
\_\_\_\_\_  
Reeve

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

September 27, 2016  
Date Bylaw Signed

**SCHEDULE "A"**

**FEES**

Application Fee for Heavy Vehicle Route Exemption	N/C
Application Fee for Road Use Permit	N/C
Application Fee for Licence for a Municipal Road Allowance	\$150.00

**SCHEDULE "B"**

**SPECIFIED PENALTIES**

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

Bylaw No. 1018/16  
Highway Management Bylaw

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

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



## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Presentation
<b>SUBJECT:</b>	11:00 am Draft 2019 Financial Statements and Auditors' Report, Metrix Group LLP
<b>PRESENTATION DATE:</b>	Tuesday, June 9, 2020
<b>DEPARTMENT:</b> <b>WRITTEN BY:</b> <b>REVIEWED BY:</b>	Corporate Services Rhonda Serhan, Manager, Financial Services Murray Hagan, Director Corporate Services & Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (Sec 276 thru 283 of the MGA) <input type="checkbox"/> County Bylaw or Policy
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input checked="" type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
<a href="#">Clearwater County 2019 Final Draft (June 3, 2020)</a> <a href="#">Auditors Report Metrix 2019 FS</a>	

#### STAFF RECOMMENDATION:

That Council approves Clearwater County's 2019 audited Financial Statements as presented.

#### BACKGROUND:

Normally Clearwater County Council would have seen the 2019 Financial Statements the second meeting in April, but due to the extension of the provincial deadline and amid Covid-19 circumstances, staff has taken more time to prepare the statements for this fiscal year.

Attached are the draft financial statements for the year ending December 31, 2019. Clearwater County, while combating the decline of the Alberta economy, still finds itself in a healthy financial position at the end of 2019.

The net financial assets for Clearwater County have increased by just over \$9 million and net tangible capital assets (TCA) have decreased by just under \$3 million.

Even though the net TCA have decreased, Clearwater County does have a strong plan for replacement of assets and with financial assets increasing, this helps with the pressures of aging infrastructure that needs to be replaced in the coming years.

Overall the County's net financial position has increased by \$7,679,922.

Operations for the year have contributed to the net increase in a number of ways.

Nordegg lot sales were strong again in 2019, and although the rural residential lots have now sold out, there are still cottage lots available in north Nordegg and fully serviced residential lots available in south Nordegg. Investment income was better than expected and well drilling taxes also were slightly higher than expected. Penalties are higher than other years, due to the higher than normal outstanding taxes at the end of the year.

That leads to the expenses for the year. Clearwater County has booked a higher than normal allowance for doubtful accounts this year, leading to higher expenses in the administration line. However, overall savings in operations expenses, including amortization, has contributed to the overall increase in the net financial position of \$3,457,154.

Phil Dirks, a partner from Metrix Group LLP, will also be here to speak to the audit and audit findings in completing their work for the 2019 year.

**CLEARWATER COUNTY**  
**Consolidated Financial Statements**  
**For the Year Ended December 31, 2019**

DRAFT

## **INDEPENDENT AUDITORS' REPORT**

To the Reeve and Council of Clearwater County

### *Opinion*

We have audited the accompanying consolidated financial statements of Clearwater County (the County), which comprise the consolidated statement of financial position as at December 31, 2019, and the consolidated statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the County as at December 31, 2019, the consolidated results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the County in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Other Information*

Management is responsible for the other information. The other information comprises the information included in the Annual Report, but does not include the consolidated financial statements and our auditors' report thereon. The Annual Report is expected to be made available to us after the date of this auditors' report. Our opinion on the consolidated financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the consolidated financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### *Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.



Independent Auditors' Report to the Reeve and Council of Clearwater County (*continued*)

In preparing the consolidated financial statements, management is responsible for assessing the County's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the County or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the County's financial reporting process.

*Auditors' Responsibilities for the Audit of the Consolidated Financial Statements*

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the County's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the County to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**METRIX GROUP LLP**

Chartered Professional Accountants

Edmonton, Alberta  
June 9, 2020

**MANAGEMENT'S RESPONSIBILITY  
FOR FINANCIAL REPORTING**

To the Reeve and Members of Council of Clearwater County

The integrity, relevance and comparability of the data in the accompanying consolidated financial statements are the responsibility of management.

The consolidated financial statements are the responsibility of management, prepared in accordance with Canadian public sector accounting standards. They necessarily include some amounts that are based on the best estimates and judgments of management.

To assist in its responsibility, management maintains accounting, budget and other controls to provide reasonable assurance that transactions are appropriately authorized, that assets are properly accounted for and safeguarded, and that financial records are reliable for preparation of consolidated financial statements.

Metrix Group LLP, Chartered Professional Accountants, have been appointed by County Council to express an opinion on the County's consolidated financial statements.

---

Rick Emmons, CLGM  
Chief Administrative Officer

---

Murray Hagan, B.Comm, CPA, CA  
Chief Financial Officer

**CLEARWATER COUNTY**  
**Consolidated Statement of Financial Position**  
**As at December 31, 2019**

	2019	2018
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents (Note 2)	\$ 69,775,141	\$ 62,257,922
Accounts receivable (Note 3)	6,192,080	4,894,768
Land held for resale	4,611,048	4,769,753
Investments (Note 4)	49,233,715	48,347,267
	<u>129,811,984</u>	<u>120,269,710</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities (Note 5)	3,879,932	6,186,325
Deferred revenue (Note 6)	18,803,996	15,974,076
Long-term debt (Note 7)	2,229,147	2,584,745
Landfill closure and post-closure costs (Note 8)	3,516,872	3,379,122
	<u>28,429,947</u>	<u>28,124,268</u>
<b>NET FINANCIAL ASSETS</b>	<u>101,382,037</u>	<u>92,145,442</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 9)	340,651,695	343,415,585
Inventories for consumption (Note 10)	4,749,590	3,615,129
Prepaid expenses	646,772	574,016
	<u>346,048,057</u>	<u>347,604,730</u>
<b>ACCUMULATED SURPLUS (NOTE 11) (Schedule 1)</b>	<u>\$ 447,430,094</u>	<u>\$ 439,750,172</u>

**ON BEHALF OF COUNCIL:**

\_\_\_\_\_

\_\_\_\_\_

**CLEARWATER COUNTY**  
**Consolidated Statement of Operations and Accumulated Surplus**  
**For the Year Ended December 31, 2019**

	2019 (Budget) (Note 21)	2019 (Actual)	2018 (Actual)
<b>REVENUE</b>			
Net municipal taxes (Schedule 2)	\$ 45,399,975	\$ 45,401,740	\$ 46,258,782
User fees and sale of goods	2,904,398	3,433,459	2,654,287
Investment income	1,520,000	2,424,712	1,908,775
Well drilling taxes	2,000,000	2,256,295	3,058,519
Other	329,000	944,475	996,067
Penalties on taxes	225,000	829,955	328,944
Government transfers for operating (Schedule 3)	642,990	803,494	2,111,351
Fines	225,000	317,506	280,590
Rentals	407,400	258,225	247,002
Licenses, permits and fines	52,500	56,742	62,427
Developer levies	5,000	25,192	58,213
	<u>53,711,263</u>	<u>56,751,795</u>	<u>57,964,957</u>
<b>EXPENSES</b>			
Legislative	655,263	552,001	562,426
Administration (Note 3)	4,066,224	4,884,661	4,128,250
Assessment	748,099	612,145	456,451
Fire, ambulance, and protective services	2,985,427	2,951,258	2,896,100
Public works - general	2,481,969	2,253,151	1,712,974
Roads, streets, walks and lighting	11,689,130	10,088,080	9,882,122
Facilities	1,553,688	977,287	811,157
Water supply and distribution	120,730	94,648	87,676
Wastewater treatment and disposal	358,298	301,719	153,568
Waste management	2,673,178	2,279,243	2,498,545
Airport	68,000	38,376	150,602
Family and community support services	895,337	849,193	672,433
Agricultural services	2,520,390	2,214,154	2,203,184
Land use planning, zoning and development	1,885,601	1,720,027	1,417,216
Parks and recreation	2,974,648	1,791,786	2,727,036
Culture	667,081	448,848	577,812
Amortization	19,500,000	20,106,782	20,147,897
	<u>55,843,063</u>	<u>52,163,359</u>	<u>51,085,449</u>
<b>ANNUAL SURPLUS (DEFICIT) BEFORE OTHER REVENUE</b>	<u>(2,131,800)</u>	<u>4,588,436</u>	<u>6,879,508</u>
<b>OTHER REVENUE (EXPENSES)</b>			
Government transfers for capital (Schedule 3)	12,026,333	3,713,349	3,226,956
Contributed tangible capital assets	-	14,833	-
Loss on disposal of tangible capital assets	-	(636,696)	(2,189,134)
	<u>12,026,333</u>	<u>3,091,486</u>	<u>1,037,822</u>
<b>ANNUAL SURPLUS</b>	9,894,533	7,679,922	7,917,330
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<u>439,750,172</u>	<u>439,750,172</u>	<u>431,832,842</u>
<b>ACCUMULATED SURPLUS, END OF YEAR</b>	<u>\$ 449,644,705</u>	<u>\$ 447,430,094</u>	<u>\$ 439,750,172</u>

The accompanying notes are an integral part of the financial statements

Page 8 of 34

**CLEARWATER COUNTY**  
**Consolidated Statement of Changes in Net Financial Assets**  
**For the Year Ended December 31, 2019**

	2019 (Budget) (Note 21)	2019 (Actual)	2018 (Actual)
<b>ANNUAL SURPLUS</b>	\$ 9,894,533	\$ 7,679,922	\$ 7,917,330
Purchase of tangible capital assets	(43,253,161)	(18,719,842)	(20,357,296)
Contributed tangible capital assets	-	(14,833)	-
Increase in land held for resale	-	-	3,146,432
Proceeds on disposal of tangible capital assets	-	755,087	707,762
Amortization of tangible capital assets	19,500,000	20,106,782	20,147,897
Loss on disposal of tangible capital assets	-	636,696	2,189,134
	<u>(23,753,161)</u>	<u>2,763,890</u>	<u>5,833,929</u>
Acquisition of supplies inventory	-	(1,134,461)	(49,902)
Acquisition of prepaid expenses	-	(72,756)	(51,408)
	<u>-</u>	<u>(1,207,217)</u>	<u>(101,310)</u>
<b>INCREASE (DECREASE) IN NET FINANCIAL ASSETS</b>	(13,858,628)	9,236,595	13,649,949
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	<u>92,145,442</u>	<u>92,145,442</u>	<u>78,495,493</u>
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	<u>\$ 78,286,814</u>	<u>\$ 101,382,037</u>	<u>\$ 92,145,442</u>

**CLEARWATER COUNTY**  
**Consolidated Statement of Cash Flows**  
**For the Year Ended December 31, 2019**

	2019	2018
<b>OPERATING ACTIVITIES</b>		
Annual surplus	\$ 7,679,922	\$ 7,917,330
Non-cash items included in annual surplus		
Loss on disposal of tangible capital assets	636,696	2,189,134
Contributed tangible capital assets	(14,833)	-
Amortization of tangible capital assets	<u>20,106,784</u>	<u>20,147,897</u>
	<b>28,408,569</b>	<b>30,254,361</b>
Changes in non-cash working capital balances:		
Accounts receivable	(1,297,313)	(690,126)
Prepaid expenses	(72,756)	(51,408)
Accounts payable and accrued liabilities	(2,306,394)	479,562
Land held for resale	158,705	595,813
Deferred revenue	2,829,920	10,521,053
Inventories for consumption	(1,134,461)	(49,902)
Provision for landfill closure and post-closure costs	137,750	377,327
Deposit liabilities	-	4,750
	<u>26,724,020</u>	<u>41,441,430</u>
<b>CAPITAL ACTIVITIES</b>		
Purchase of tangible capital assets	(18,719,842)	(20,357,296)
Proceeds on disposal of tangible capital assets	<u>755,087</u>	<u>707,762</u>
	<b>(17,964,755)</b>	<b>(19,649,534)</b>
<b>FINANCING ACTIVITIES</b>		
Long-term debt principal repayments	<u>(355,598)</u>	<u>(341,770)</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of investments	<u>(886,448)</u>	<u>(39,990,321)</u>
<b>INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS DURING THE YEAR</b>	<b>7,517,219</b>	<b>(18,540,195)</b>
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<u><b>62,257,922</b></u>	<u><b>80,798,117</b></u>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u><b>\$ 69,775,141</b></u>	<u><b>\$ 62,257,922</b></u>

The accompanying notes are an integral part of the financial statements

Page 10 of 34

**CLEARWATER COUNTY**  
**Consolidated Schedule of Changes in Accumulated Surplus**  
**For the Year Ended December 31, 2019**

*Schedule 1*

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2019	2018
<b>BALANCE, BEGINNING OF YEAR</b>	\$ 1,050,304	\$ 95,284,283	\$343,415,585	<b>\$439,750,172</b>	\$431,832,842
Annual surplus	7,679,922	-	-	<b>7,679,922</b>	7,917,330
Unrestricted funds designated for future use	(16,367,549)	16,367,549	-	-	-
Current year funds used for tangible capital assets	(12,144,244)	-	12,144,244	-	-
Restricted surplus used for tangible capital assets	-	(6,590,431)	6,590,431	-	-
Disposal of tangible capital assets	1,391,783	-	(1,391,783)	-	-
Amortization	20,106,782	-	(20,106,782)	-	-
<b>BALANCE, END OF YEAR</b>	<b>\$ 1,716,998</b>	<b>\$105,061,401</b>	<b>\$340,651,695</b>	<b>\$447,430,094</b>	<b>\$439,750,172</b>

The accompanying notes are an integral part of the financial statements

7.

**CLEARWATER COUNTY**  
**Consolidated Schedule of Property and Other Taxes**  
**For the Year Ended December 31, 2019**

**Schedule 2**

	2019 (Budget) (Note 21)	2019 (Actual)	2018 (Actual)
<b>TAXATION</b>			
Real property taxes	\$ 32,228,295	\$ <b>32,125,440</b>	\$ 33,357,532
Linear property taxes	34,527,672	<b>34,579,744</b>	32,783,405
	<u>66,755,967</u>	<u><b>66,705,184</b></u>	<u>66,140,937</u>
Less revenue sharing:			
County of Wetaskiwin	815,025	<b>765,161</b>	815,025
Town of Rocky Mountain House	750,000	<b>750,000</b>	750,000
Village of Caroline	50,000	<b>50,000</b>	50,000
	<u>1,615,025</u>	<u><b>1,565,161</b></u>	<u>1,615,025</u>
Taxes after revenue sharing	65,140,942	<b>65,140,023</b>	64,525,912
<b>REQUISITIONS</b>			
Alberta School Foundation Fund	18,535,042	<b>18,518,763</b>	17,289,335
Westview Lodge	605,919	<b>608,297</b>	586,481
Designated industrial property	400,634	<b>400,576</b>	191,942
Red Deer Catholic Regional Division No. 39	199,372	<b>210,647</b>	199,372
	<u>19,740,967</u>	<u><b>19,738,283</b></u>	<u>18,267,130</u>
<b>NET MUNICIPAL TAXES</b>	<u>\$ 45,399,975</u>	<u>\$ <b>45,401,740</b></u>	<u>\$ 46,258,782</u>



**CLEARWATER COUNTY**  
**Consolidated Schedule of Government Transfers**  
**For the Year Ended December 31, 2019**

**Schedule 3**

	2019 (Budget) (Note 21)	<b>2019 (Actual)</b>	2018 (Actual)
<b>TRANSFERS FOR OPERATING</b>			
Provincial government	\$ 642,990	\$ <b>803,494</b>	\$ 2,111,351
<b>TRANSFERS FOR CAPITAL</b>			
Provincial government	<u>12,026,333</u>	<u><b>3,713,349</b></u>	<u>3,226,956</u>
<b>TOTAL GOVERNMENT TRANSFERS</b>	<u>\$ 12,669,323</u>	<u><b>\$ 4,516,843</b></u>	<u>\$ 5,338,307</u>

DRAFT

**CLEARWATER COUNTY**  
**Consolidated Schedule of Segmented Information**  
**For the Year Ended December 31, 2019**

**Schedule 4**

	General Government	Community Services	Emergency & Protective Services	Transportation Services	Planning & Development	Recreation & Culture	Environmental Services	Agricultural Services	Total
<b>REVENUE</b>									
Net municipal taxes	\$ 45,401,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,401,740
User fees and sales of goods	568,577	-	3,600	391,048	1,125,613	7,706	978,038	358,512	3,433,094
All other	1,090,417	-	1,035,192	86,886	205,532	-	3,600	10,833	2,432,460
Investment income	2,258,079	-	-	-	-	-	166,633	-	2,424,712
Oil well drilling taxes	2,256,295	-	-	-	-	-	-	-	2,256,295
Government transfers	312,313	-	268,380	-	-	-	-	222,801	803,494
	<u>51,887,421</u>	<u>-</u>	<u>1,307,172</u>	<u>477,934</u>	<u>1,331,145</u>	<u>7,706</u>	<u>1,148,271</u>	<u>592,146</u>	<u>56,751,795</u>
<b>EXPENSES</b>									
Salaries, wages and benefits	3,254,700	122,679	1,953,409	4,168,560	818,262	182,856	1,315,850	1,211,629	13,027,945
Contract and general services	1,541,715	542	305,121	6,529,223	621,099	12,419	828,189	506,881	10,345,189
Materials, goods and supplies	204,709	2,792	692,729	2,620,735	12,708	11,506	285,800	491,513	4,322,492
Transfers to individuals/organizations	34,230	528,575	-	-	-	2,033,852	-	4,130	2,600,787
Bad debts - provision for allowances	1,277,491	-	-	-	-	-	-	-	1,277,491
Transfers to other governments	1,819	38,376	-	-	-	-	106,214	-	146,409
Interest on long-term debt	-	99,394	-	-	-	-	-	-	99,394
Transfers to local boards & agencies	-	95,211	-	-	-	-	-	-	95,211
Other expenses	2,103	-	-	-	-	-	139,556	-	141,659
	<u>6,316,767</u>	<u>887,569</u>	<u>2,951,259</u>	<u>13,318,518</u>	<u>1,452,069</u>	<u>2,240,633</u>	<u>2,675,609</u>	<u>2,214,153</u>	<u>32,056,577</u>
<b>NET REVENUE (DEFICIT) BEFORE AMORTIZATION</b>	45,570,654	(887,569)	(1,644,087)	(12,840,584)	(120,924)	(2,232,927)	(1,527,338)	(1,622,007)	24,695,218
Amortization	393,189	17,509	317,154	18,258,486	126,749	69,454	739,951	184,290	20,106,782
<b>NET REVENUE (DEFICIT)</b>	<u>\$ 45,177,465</u>	<u>\$ (905,078)</u>	<u>\$ (1,961,241)</u>	<u>\$ (31,099,070)</u>	<u>\$ (247,673)</u>	<u>\$ (2,302,381)</u>	<u>\$ (2,267,289)</u>	<u>\$ (1,806,297)</u>	<u>\$ 4,588,436</u>

**CLEARWATER COUNTY**  
**Consolidated Schedule of Segmented Information**  
**For The Year Ended December 31, 2018**

**Schedule 5**

	General Government	Community Services	Emergency & Protective Services	Transportation Services	Planning & Development	Recreation & Culture	Environmental Services	Agricultural Services	Total
<b>REVENUE</b>									
Net municipal taxes	\$ 46,258,782	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,258,782
Well drilling taxes	3,058,519	-	-	-	-	-	-	-	3,058,519
User fees and sales of goods	588,362	-	-	392,636	256,440	10,516	1,082,417	323,916	2,654,287
Government transfers	510,075	-	1,349,966	-	-	16,800	-	234,510	2,111,351
All other	462,915	-	879,984	359,288	253,016	420	5,400	12,220	1,973,243
Investment income	1,908,775	-	-	-	-	-	-	-	1,908,775
	<u>52,787,428</u>	<u>-</u>	<u>2,229,950</u>	<u>751,924</u>	<u>509,456</u>	<u>27,736</u>	<u>1,087,817</u>	<u>570,646</u>	<u>57,964,957</u>
<b>EXPENSES</b>									
Salaries, wages and benefits	3,008,552	94,514	1,769,726	3,720,977	789,207	165,918	1,275,637	1,158,124	11,982,655
Contracted and general services	1,133,928	-	548,004	5,882,822	403,654	7,666	791,500	478,586	9,246,160
Materials, goods and utilities	188,002	2,810	578,369	2,802,454	23,402	12,885	273,992	556,439	4,438,353
Transfers to individuals/organizations	46,450	377,199	-	-	-	3,118,380	-	10,035	3,552,064
Bad debts - provision for allowances	964,464	-	-	-	-	-	-	-	964,464
Other expenses	4,899	-	-	-	-	-	398,660	-	403,559
Transfers to other governments	1,785	150,602	-	-	-	-	-	-	152,387
Interest on long-term debt	-	113,247	-	-	-	-	-	-	113,247
Transfers to local boards & agencies	-	84,663	-	-	-	-	-	-	84,663
	<u>5,348,080</u>	<u>823,035</u>	<u>2,896,099</u>	<u>12,406,253</u>	<u>1,216,263</u>	<u>3,304,849</u>	<u>2,739,789</u>	<u>2,203,184</u>	<u>30,937,552</u>
<b>NET REVENUE (DEFICIT) BEFORE AMORTIZATION</b>	47,439,348	(823,035)	(666,149)	(11,654,329)	(706,807)	(3,277,113)	(1,651,972)	(1,632,538)	27,027,405
Amortization	354,259	23,487	324,771	18,099,696	78,867	61,705	1,031,865	173,247	20,147,897
<b>NET REVENUE (DEFICIT)</b>	<u>\$ 47,085,089</u>	<u>\$ (846,522)</u>	<u>\$ (990,920)</u>	<u>\$ (29,754,025)</u>	<u>\$ (785,674)</u>	<u>\$ (3,338,818)</u>	<u>\$ (2,683,837)</u>	<u>\$ (1,805,785)</u>	<u>\$ 6,879,508</u>

**CLEARWATER COUNTY**  
**Notes to Consolidated Financial Statements**  
**For the Year Ended December 31, 2019**

---

Clearwater County (the "County") is a municipality in the Province of Alberta, Canada and operates under the provisions of the *Municipal Government Act*, R.S.A., 2000, c. M-26, as amended.

**1. SIGNIFICANT ACCOUNTING POLICIES**

These consolidated financial statements are the representations of the County management prepared in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the County are as follows:

*(a) Reporting Entity*

These consolidated financial statements include the assets, liabilities, non-financial assets, revenues, expenses and accumulated surplus of the County which comprises all the organizations that are owned or controlled by the County and are, therefore, accountable to the County for the administration of their financial affairs and resources.

Rocky Mountain House Airport Commission	50.0%
Clearwater Regional Fire Rescue Services	47.5%
Clearwater Regional Emergency Management Agency	67.0%
The Rocky Mountain Regional Solid Waste Authority	63.3%

The County accounts for government partnerships using the proportionate consolidation method. Under this method, the County's proportionate share of assets, liabilities, non-financial assets, revenues, expenses and accumulated surplus are included in the consolidated financial statements. The consolidated financial statements include the County's share of the The Rocky Mountain Regional Solid Waste Authority. Condensed financial information is provided in *Note 20*.

The schedule of taxes levied includes requisitions for education and senior foundations that are not part of the municipal reporting entity.

The financial statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

Effective April 1, 2020, a new Clearwater Regional Fire Rescue Services agreement was signed by Clearwater County, the Town of Rocky Mountain House and the Village of Caroline. Clearwater County's proportionate share of operations under this new agreement is 75.75%.

The agreement between Clearwater County, the Town of Rocky Mountain House and the Village of Caroline governing the Rocky Mountain Regional Solid Waste Authority was terminated March 31, 2020. A new agreement is currently under negotiation between the three parties.

*(b) Basis of Accounting*

The consolidated financial statements are prepared using the accrual basis of accounting. Revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues. Expenses are recognized in the period the goods and services are acquired and a liability is incurred or transfers are due.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers are recognized in the consolidated financial statements as revenue in the period in which the events giving rise to the transfer occurred, providing the transfers are authorized, any eligibility criteria have been met by the municipality, and reasonable estimates of the amounts can be made.

**CLEARWATER COUNTY**  
**Notes to Consolidated Financial Statements**  
**For the Year Ended December 31, 2019**

---

**1. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

*(c) Cash and Cash Equivalents*

Cash and temporary investments include items that are readily convertible to known amounts of cash, are subject to an insignificant risk of change in value, and have a maturity of 90 days or less at acquisition.

*(d) Investments*

Investments are recorded at amortized cost. Where there has been a loss in value that is other than a temporary decline, the investment is written down to recognize the loss.

Investment income is reported as revenue in the period earned. When required by the funding government or related act, investment income earned on deferred revenue is added to the investment, and forms part of the deferred revenue balance.

*(e) Land Held for Resale*

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping, and levelling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks, and street lighting are recorded as tangible capital assets under their respective function.

*(f) Inventories for Consumption*

Inventories held for consumption are valued at the lower of cost and net realizable value with cost determined by the average cost method for gravel and sign inventory and the first-in first-out method for shop inventory.

*(g) Tangible Capital Assets*

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Buildings	10 - 50 years
Engineered structures	
Roadway systems	3- 80 years
Water systems	45 - 75 years
Wastewater systems	34 - 75 years
Cell development	10 - 15 years
Machinery and equipment	5 - 40 years
Vehicles	10 - 25 years

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

Works of art for display are not recorded as tangible capital assets but are disclosed.

Leases are classified as capital or operating leases. Leases which transfer substantially all the benefits and risks incidental to ownership are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses.

**CLEARWATER COUNTY**  
**Notes to Consolidated Financial Statements**  
**For the Year Ended December 31, 2019**

---

**1. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

*(h) Tax Revenue*

Property tax revenue is based on assessed value determined in accordance with the *Municipal Government Act*. Tax rates are established annually. Taxation revenues are recorded at the time tax notices are issued. Assessments are subject to appeal.

Construction and borrowing costs associated with local improvement projects are recovered through annual special property tax assessments during the period of the related borrowings. These levies are collectible from property owners for work performed by the County and are recognized as revenue in the year they are levied.

*(i) Requisition Over-levy and Under-levy*

Over-levies and under-levies arise from the difference between the actual school tax originally levied on behalf of the province and the levy after all adjustments have been processed throughout the year. If the difference is an over-levy or over-collection, the overage is accrued as a liability and property tax revenue is reduced in the following year. If the difference is an under-levy or under-collection, the underage is accrued as a receivable and reflected as property tax revenue in the following year.

*(j) Pensions*

The County participates in two multi-employer defined benefit pension plans. Contributions for current and past service pension benefits are recorded as expenses in the year in which they become due. See *Note 15* for details of these pension plans.

*(k) Contaminated Sites*

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.

*(l) Use of Estimates*

The preparation of the consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenue and expenses during the period. Where measurement uncertainty exists, the consolidated financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

The County has used estimates to determine an allowance for doubtful accounts, accrued liabilities, and the useful lives of tangible capital assets.

*(m) New Accounting Standards not yet Adopted*

Effective for fiscal years beginning on or after April 1, 2021, *PS 3280 Asset Retirement Obligations* provides guidance on how to account for and report liabilities for retirement of tangible capital assets.

Effective for fiscal years beginning on or after April 1, 2022, *PS 3400 Revenue* provides guidance on how to account for and report revenue, and specifically, it addresses revenue arising from exchange transactions and unilateral transactions.

**CLEARWATER COUNTY**  
**Notes to Consolidated Financial Statements**  
**For the Year Ended December 31, 2019**

**2. CASH AND CASH EQUIVALENTS**

	<u>2019</u>	<u>2018</u>
Notice on demand accounts	\$ 54,935,569	\$ 48,900,960
Operating bank accounts	9,528,181	13,131,237
High interest savings account	5,310,891	225,225
Cash on hand	500	500
	<u>\$ 69,775,141</u>	<u>\$ 62,257,922</u>

The above amounts include grant funding of \$18,803,996 (2018 - \$15,974,076) which is externally restricted per *Note 6*.

**3. ACCOUNTS RECEIVABLE**

	<u>2019</u>	<u>2018</u>
Taxes and grants in place of taxes	\$ 3,622,017	\$ 1,292,376
Trade and other	1,943,799	3,086,782
Goods and Services Tax	626,264	515,610
	<u>\$ 6,192,080</u>	<u>\$ 4,894,768</u>

Taxes and grants in place of taxes consist of the following:

Current taxes	\$ 4,766,066	\$ 1,952,675
Tax arrears	1,688,712	895,275
	<u>6,454,778</u>	<u>2,847,950</u>
Less: Allowance for doubtful accounts	<u>(2,832,761)</u>	<u>(1,555,574)</u>
	<u>\$ 3,622,017</u>	<u>\$ 1,292,376</u>

Administration expenses reported on the Consolidated Statement of Operations include a provision for bad debts in the amount of \$1,277,491 (2018 - \$964,464).

**4. INVESTMENTS**

	<u>2019</u>	<u>2018</u>
Government and corporate bonds	\$ 24,037,736	\$ 23,968,095
Guaranteed Investment Certificates	25,188,409	24,226,836
Rocky Mountain House Co-op Association Limited	7,500	7,500
Alberta Capital Finance Authority shares	70	70
Muniserp Pension Assets	-	144,766
	<u>\$ 49,233,715</u>	<u>\$ 48,347,267</u>

Guaranteed Investment Certificates bear interest at 2.22% - 3.10% per annum, maturing between June and September 2020. The stated coupon interest rates on government and corporate bonds are between 2.10% - 3.40% per annum, maturing between April 2021 - June 2027. The market value of the government and corporate bonds at December 31, 2019 was \$24,873,563 (2018 - \$24,168,523).

**CLEARWATER COUNTY**  
**Notes to Consolidated Financial Statements**  
**For the Year Ended December 31, 2019**

**5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

	<u>2019</u>	<u>2018</u>
Trade payables and accrued liabilities	<b>\$ 2,645,003</b>	\$ 4,953,654
Accrued wages and benefits	<b>1,225,679</b>	1,218,721
Deposit	<b>9,250</b>	13,950
	<b><u>\$ 3,879,932</u></b>	<b><u>\$ 6,186,325</u></b>

**6. DEFERRED REVENUE**

Deferred revenue is comprised of the following amounts which have been received from third parties for a specified purpose. Additions are comprised of both contributions and interest earned during the year. These amounts are recognized as revenue in the period in which the related costs are incurred.

	<u>2018</u>	<u>Additions</u>	<u>Revenue Recognized</u>	<u>2019</u>
Municipal Sustainability Initiative	\$ 15,796,004	\$ 3,251,614	\$ (1,130,285)	<b>\$ 17,917,333</b>
Alberta Community Partnership Program	-	1,350,000	(796,523)	<b>553,477</b>
Other	146,638	433,900	(274,563)	<b>305,975</b>
Strategic Transportation Infrastructure Program	31,434	1,100,000	(1,104,223)	<b>27,211</b>
	<b><u>\$ 15,974,076</u></b>	<b><u>\$ 6,135,514</u></b>	<b><u>\$ (3,305,594)</u></b>	<b><u>\$ 18,803,996</u></b>

**7. LONG-TERM DEBT**

	<u>2019</u>	<u>2018</u>
Alberta Capital Finance Authority debenture repayable in semi-annual installments of \$227,808 including interest at 4.006% maturing in 2025.	<b><u>\$ 2,229,147</u></b>	<b><u>\$ 2,584,745</u></b>

Principal and interest payments are due as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2020	\$ 369,986	\$ 85,631	\$ 455,617
2021	384,956	70,661	455,617
2022	400,532	55,085	455,617
2023	416,738	38,879	455,617
2024	433,600	22,017	455,617
Thereafter	223,335	4,473	227,808
	<b><u>\$ 2,229,147</u></b>	<b><u>\$ 276,746</u></b>	<b><u>\$ 2,505,893</u></b>

Interest on long-term debt amounted to \$99,394 (2018 - \$113,247).

The County's total cash payments for interest in 2019 were \$100,019 (2018 - \$113,847).



**CLEARWATER COUNTY**  
**Notes to Consolidated Financial Statements**  
**For the Year Ended December 31, 2019**

---

**8. LANDFILL CLOSURE AND POST CLOSURE COSTS**

Alberta environmental law requires closure and post-closure care of landfill sites, which includes final covering and landscaping, pumping of ground water and leachates from the site, and ongoing environmental monitoring, site inspections and maintenance.

The estimated total liability is based on the sum of discounted future cash flows for closure and post-closure activities for 25 years after closure using a discount rate of 3.16% (2018 - 3.26%) and assuming annual inflation of 2.00% (2018 - 2.00%).

The accrued liability portion is based on the cumulative capacity used at year end compared to the estimated total landfill capacity. The total capacity of the site is estimated at 3.333 million cubic metres. The estimated used capacity of the landfill site is 2.162 (2018 - 2.136) million cubic metres. The existing landfill is expected to reach capacity in approximately the year 2042.

	<u>2019</u>	<u>2018</u>
County's share of estimated closure costs	<b>\$ 2,331,901</b>	\$ 2,283,228
County's share of estimated post-closure costs	<b>3,088,919</b>	2,988,224
Estimated total County's share of liability	<b>\$ 5,420,820</b>	\$ 5,271,452
Percentage of liability accrued	<b>64.88%</b>	64.10%
Amount accrued	<b>\$ 3,516,872</b>	\$ 3,379,122
Estimated liability still to be accrued	<b>\$ 1,903,948</b>	\$ 1,892,330

---

**CLEARWATER COUNTY**  
**Notes to Consolidated Financial Statements**  
**For the Year Ended December 31, 2019**

**9. TANGIBLE CAPITAL ASSETS**

	<b>2019 Net Book Value</b>	<b>2018 Net Book Value</b>
Engineered structures		
Roadways and bridges	\$ 240,027,364	\$ 249,584,466
Wastewater systems	10,211,594	10,426,564
All other	11,817,264	9,428,979
Water systems	5,042,482	5,137,163
	<b>267,098,704</b>	274,577,172
Land and land improvements	43,573,623	42,891,326
Buildings	16,241,185	12,781,444
Machinery and equipment	12,665,338	12,136,925
Vehicles	1,072,845	1,028,718
	<b>\$ 340,651,695</b>	<b>\$ 343,415,585</b>

	Cost Beginning of Year	Additions	Disposals	Transfers	Cost End of Year
Engineered structures					
Roadways and bridges	\$ 626,943,313	\$ 8,156,475	\$ (2,881,423)	-	\$ 632,218,365
Wastewater systems	12,591,757	22,367	-	-	12,614,124
All other	16,176,462	2,861,586	(173,400)	-	18,864,648
Water systems	5,910,254	-	-	-	5,910,254
	661,621,786	11,040,428	(3,054,823)	-	669,607,391
Machinery and equipment	22,104,887	2,857,716	(1,402,071)	-	23,560,532
Vehicles	2,473,165	313,650	(131,883)	-	2,654,932
Buildings	15,581,857	3,840,584	(77,121)	-	19,345,320
Land	42,891,326	682,297	-	-	43,573,623
	<b>\$ 744,673,021</b>	<b>\$ 18,734,675</b>	<b>\$ (4,665,898)</b>	<b>\$ -</b>	<b>\$ 758,741,798</b>

	Accumulated Amortization Beginning of Year	Current Amortization	Disposals	Transfers	Accumulated Amortization End of Year
Engineered structures					
Roadways and bridges	\$ 377,358,847	\$ 17,317,875	\$ (2,485,721)	-	\$ 392,191,001
Wastewater systems	2,165,193	237,337	-	-	2,402,530
All other	6,747,483	299,901	-	-	7,047,384
Water systems	773,091	94,681	-	-	867,772
	387,044,614	17,949,794	(2,485,721)	-	402,508,687
Machinery, equipment, and furnishings	9,967,962	1,574,564	(647,332)	-	10,895,194
Vehicles	1,444,447	233,739	(96,099)	-	1,582,087
Buildings	2,800,413	348,687	(44,965)	-	3,104,135
	<b>\$ 401,257,436</b>	<b>\$ 20,106,784</b>	<b>\$ (3,274,117)</b>	<b>\$ -</b>	<b>\$ 418,090,103</b>

Construction of tangible capital assets in progress for 2019 totals \$14,383,817 (2018 - \$11,288,074). These amounts are not being amortized.

**CLEARWATER COUNTY**  
**Notes to Consolidated Financial Statements**  
**For the Year Ended December 31, 2019**

**10. INVENTORIES FOR CONSUMPTION**

	<b>2019</b>	<b>2018</b>
Gravel	<b>\$ 4,020,179</b>	\$ 3,086,019
Parts, chemicals, and other	<b>729,411</b>	529,110
	<b>\$ 4,749,590</b>	\$ 3,615,129

**11. ACCUMULATED SURPLUS**

	<b>2019</b>	<b>2018</b>
Unrestricted surplus	<b>\$ 1,716,998</b>	\$ 1,050,304
Restricted surplus ( <i>Note 12</i> )	<b>105,061,401</b>	95,284,283
Equity in tangible capital assets ( <i>Schedule 1</i> )	<b>340,651,695</b>	343,415,585
	<b>\$447,430,094</b>	\$439,750,172

**12. RESTRICTED SURPLUS**

	<b>2019</b>	<b>2018</b>
Public works - Paving	<b>\$ 14,295,046</b>	\$ 14,295,046
Bridge deficit	<b>13,231,477</b>	8,413,577
Tax rate stabilization	<b>12,898,394</b>	12,000,000
High speed internet	<b>9,900,000</b>	8,900,000
Sewer	<b>8,525,697</b>	8,821,055
Vehicles and equipment	<b>6,352,995</b>	6,502,995
Public works- Gravel reclamation	<b>5,650,493</b>	5,446,457
County facilities - capital	<b>5,495,266</b>	3,603,975
Resource roads	<b>5,000,000</b>	5,000,000
Fire - capital	<b>4,550,017</b>	7,058,411
Work in progress	<b>4,429,655</b>	3,297,005
Public works - Gravel	<b>4,407,553</b>	4,407,553
Agricultural services	<b>4,000,000</b>	4,000,000
Rocky Mountain Regional Solid Waste Authority	<b>3,015,964</b>	2,623,803
Disaster	<b>2,000,000</b>	2,000,000
Municipal, recreation, and school	<b>1,272,437</b>	1,250,845
North Saskatchewan River park	<b>900,000</b>	700,000
Public works - capital	<b>800,000</b>	-
West country roads	<b>555,723</b>	-
Airport	<b>380,000</b>	300,000
Geographic information system air photos	<b>152,000</b>	76,000
Regional fire	<b>105,547</b>	60,547
Search and rescue equipment	<b>100,000</b>	100,000
Leslieville Sewer	<b>90,919</b>	64,273
Facility - Operating Rental Income	<b>-</b>	260,000
Nordegg	<b>(3,047,782)</b>	(3,897,259)
	<b>\$105,061,401</b>	\$ 95,284,283

**CLEARWATER COUNTY**  
**Notes to Consolidated Financial Statements**  
**For the Year Ended December 31, 2019**

---

**13. CREDIT FACILITY**

The County has a demand revolving operating credit facility to a maximum of \$4,920,000 bearing interest at prime less 0.25% per annum. The credit facility was not drawn upon as of December 31, 2019 or 2018.

---

**14. CONTINGENCIES**

(a) Friends of the Corridor Schools

Wild Rose School Division is planning to replace existing schools in Leslieville and Condor. To augment the essential infrastructure, the Friends of the Corridor Schools, a committee of people working to upgrade schools and educational facilities in the community, was formed (the "Group") and has embarked on a fundraising campaign. In 2019, Clearwater County Council committed to match total funds raised by the Group. As of reporting date of the 2019 financial statements, the Group has raised \$81,355.

(b) Lawsuits

The County is a defendant in various lawsuits. Where the outcome of a claim against the County is considered likely to result in a loss and the amount of the loss can be reasonably estimated, accrued liabilities have been recorded. Where the resulting potential losses, if any, cannot be determined or the occurrence of future events is unknown, accrued liabilities have not been established.

---

**15. PENSION PLANS**

(a) Local Authorities Pension Plan

Employees of the County participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the *Public Sector Pension Plans Act*. The LAPP is financed by employer and employee contributions and investment earnings of the LAPP Fund.

The County is required to make current service contributions to the LAPP of 9.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 13.84% on pensionable earnings above this amount. Employees of the County are required to make current service contributions of 8.39% of pensionable earnings up to the year's maximum pensionable earnings and 12.84% on pensionable earnings above this amount.

Total current service contributions by the County to the LAPP in 2019 were \$889,233 (2018 - \$892,783). Total current service contributions by the employees of the County to the LAPP in 2019 were \$807,514 (2018 - \$817,301).

At December 31, 2018 the Plan disclosed an actuarial surplus of \$3.469 billion (2017 - \$4.835 billion).

(b) Alberta Urban Municipalities Association Apex Supplementary Pension Plan

Certain employees of the County are eligible to participate in the Alberta Urban Municipalities Association Apex Supplementary Pension Plan (APEX), a multi-employer pension plan. This plan provides defined pension benefits to employees based on their length of service and rate of pay.

Contributions by the County to APEX in 2019 were \$11,437 (2018 - \$6,421). Contributions by the employees of the County to the APEX in 2019 were \$8,592 (2018 - \$4,824).

**CLEARWATER COUNTY**  
**Notes to Consolidated Financial Statements**  
**For the Year Ended December 31, 2019**

**15. PENSION PLANS (CONT'D)**

- (c) Alberta Urban Municipalities Association Municipal Supplementary Executive Retirement Plan  
 Certain employees of the County were previously eligible to participate in the Alberta Urban Municipalities Association MuniSERP pension plan, a multi-employer pension plan. This plan provides defined pension benefits to employees based on their length of service and rate of pay. The County ceased participation in this plan during 2018.

Contributions by the County to MuniSERP in 2019 were \$NIL (2018 - \$3,864).

**16. REMUNERATION AND BENEFITS DISCLOSURE**

Disclosure of remuneration and benefits for elected municipal officials, the County Manager and designated officers as required by Alberta Regulation 313/2000 is as follows:

	2019		2018	
	Salary	Benefits and Allowances	Total	Total
<b>Reeve and Councillors</b>				
Duncan (Division 1)	\$ 56,365	\$ 7,275	\$ 63,640	\$ 54,795
Laird (Division 2)	49,420	6,921	56,341	49,874
Lougheed (Division 3)	39,128	6,396	45,524	43,218
Vandermeer (Division 4)	40,652	4,522	45,174	60,061
Laing (Division 5)	43,392	6,614	50,006	47,976
Hoven (Division 6)	49,135	6,906	56,041	51,155
Swanson (Division 7)	52,908	7,098	60,006	53,998
	<u>\$ 331,000</u>	<u>\$ 45,732</u>	<u>\$ 376,732</u>	<u>\$ 361,077</u>
<b>County Manager</b>	<u>\$ 209,223</u>	<u>\$ 35,221</u>	<u>\$ 244,444</u>	<u>\$ 252,880</u>

- 1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration including per diem amounts.
- 2) Employer's share of all employee benefits and contributions or payments made on behalf of employees, including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans, professional memberships and tuition.
- 3) Benefits and allowances include the employer's share of all employee benefits and contributions or payments made on behalf of employees, and the employer's share of the costs of any additional taxable benefits.

**17. SEGMENTED INFORMATION**

The County provides a wide range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

*(a) General Government*

General Government is comprised of Council, the office of the CAO and Corporate Services. Corporate Services includes Financial Services, Communications, Assessment, Geographic Information System, and Information Technology Services. Council makes governance decisions regarding service delivery and service levels on behalf of the County in order to balance the needs and wants of the County residents in a financially responsible manner.

*(b) Community Services*

Community Services consists of seniors' funding, economic development and tourism activities, animal control, shared costs for the airport and special request funding. The Community Services area also provides services mandated by Family and Community Support Services throughout Alberta through a shared funding model between the Province of Alberta, the County, the Town of Rocky Mountain House, and the Village of Caroline.

*(c) Emergency and Legislative Services*

Emergency and Protective Services is comprised of Fire, Emergency Management, and Municipal Enforcement Services. The regional fire service provides fire suppression along with fire prevention training and education programs. The regional emergency management agency prepares for emergency situations in order to maintain safe communities. The Municipal Enforcement Services provides infrastructure protection, bylaw enforcement and education programs as well as provincial statute enforcement with the authorities granted by the Solicitor General of Alberta.

*(d) Transportation Services*

Transportation is comprised of services in the Public Works areas. This includes the County's infrastructure (roads and bridges), facilities and maintenance programs, including paving and gravel.

*(e) Planning and Development*

This area conducts the County's planning and development functions, working with developers to foster sustainable growth within the County. Planning and Development also oversees the ongoing Nordegg development program, as well as the heritage activities, including the Nordegg Museum and Brazeau Collieries Mine Site.

*(f) Recreation and Culture*

The County contributes to the local recreation programs, libraries and museums in partnership with the Town of Rocky Mountain House, and the Village of Caroline. Through cost-sharing partnerships, the Rocky Mountain House Parks, Recreation and Culture provide recreational and cultural services and activities which promote the well-being of its citizens.

*(g) Environmental Services*

Environmental Services are comprised of water, wastewater and regional solid waste management collection and recycling.

*(h) Agricultural Services and Landcare*

Agricultural Services and Landcare administers programs that strengthen relationships in the rural areas as well as relationships with urban communities. This includes vegetation and pest management, environmental stewardship programs, educational workshops, specialized equipment rental, cattle data management and awards such as Century Farms, Farm Family, and Rural Beautification.

**CLEARWATER COUNTY**  
**Notes to Consolidated Financial Statements**  
**For the Year Ended December 31, 2019**

---

**18. DEBT LIMITS**

Section 276(2) of the *Municipal Government Act* requires that debt and debt limits, as defined by Alberta Regulation 255/00, for the County be disclosed as follows:

	<u>2019</u>	<u>2018</u>
Total debt limit	<b>\$ 85,127,693</b>	\$ 86,947,436
Total debt	<b>(2,229,147)</b>	(2,584,745)
Amount of debt limit unused	<b>\$ 82,898,546</b>	\$ 84,362,691
Debt servicing limit	<b>\$ 14,187,949</b>	\$ 14,491,239
Service on debt	<b>(455,617)</b>	(455,617)
Amount of debt servicing limit unused	<b>\$ 13,732,332</b>	\$ 14,035,622

The debt limit is calculated at 1.5 times revenue of the County (as defined in Alberta Regulation 255/00) and the debt servicing limit is calculated at 0.25 times such revenue. Incurring debt beyond these limits requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities, which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the County. Rather, the financial statements must be interpreted as a whole.

---

**19. FINANCIAL INSTRUMENTS**

The County's financial instruments consist of cash and cash equivalents, investments, accounts receivable, accounts payable and accrued liabilities, and long-term debt. It is management's opinion that the County is not exposed to significant market or currency risk arising from these financial instruments. The following analysis provides information about the County's risk exposure and concentration as of December 31, 2019.

*(a) Credit risk*

Credit risk arises from the possibility that customers may experience financial difficulty and be unable to fulfill their obligations. The County is exposed to the credit risk associated with fluctuations in the oil and gas industry as a significant portion of the property taxes outstanding relate to linear property and are receivable from companies in the oil and gas industry. The large number and diversity of customers minimizes the County's credit risk.

*(b) Interest rate risk*

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Interest rate risk arises when the County invests in interest-bearing financial instruments. The County is directly exposed to interest risk on its fixed income securities and long-term debt.

*(c) Other price risk*

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The County is exposed to price risk on its investments in fixed income securities.

Unless otherwise noted, the carrying value of the financial instruments approximates their fair value.

---

**CLEARWATER COUNTY**  
**Notes to Consolidated Financial Statements**  
**For the Year Ended December 31, 2019**

**20. GOVERNMENT PARTNERSHIP**

The County's financial statements include its share of operations 2019 - 63.3% (2018 - 63.3%) of The Rocky Mountain Regional Solid Waste Authority. Condensed financial information of the Authority is as follows:

	<u>2019</u>	<u>2018</u>
<b>FINANCIAL ASSETS</b>		
Cash and temporary investments	\$ 12,339,454	\$ 10,738,336
Receivables	239,539	625,044
Goods and Services Tax recoverable	9,812	-
	<u>12,588,805</u>	<u>11,363,380</u>
<b>FINANCIAL LIABILITIES</b>		
Accounts payable and accrued liabilities	450,007	381,331
Deferred revenue	-	5,053
Landfill closure and post-closure costs	5,560,115	5,342,334
	<u>6,010,122</u>	<u>5,728,718</u>
<b>NET FINANCIAL ASSETS</b>	<u>6,578,683</u>	<u>5,634,662</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets	3,189,964	3,714,862
Prepaid expenses and deposits	23,757	21,987
	<u>3,213,721</u>	<u>3,736,849</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 9,792,404</u>	<u>\$ 9,371,511</u>
<b>REVENUE</b>		
Municipal requisition	\$ 2,982,172	\$ 3,217,262
Sales and user charges	1,178,098	1,293,615
Investment income	263,444	199,078
Other	129,853	133,712
Government transfers	-	58,796
Gain on disposal of tangible capital assets	4,826	-
	<u>4,558,393</u>	<u>4,902,463</u>
<b>EXPENSES</b>		
Salaries and benefits	1,960,292	1,866,922
Amortization of tangible capital assets	612,229	1,077,532
Landfill closure and post-closure provision	217,781	596,548
All other	1,347,198	1,165,430
	<u>4,137,500</u>	<u>4,706,432</u>
<b>ANNUAL SURPLUS</b>	<u>\$ 420,893</u>	<u>\$ 196,031</u>



**CLEARWATER COUNTY**  
**Notes to Consolidated Financial Statements**  
**For the Year Ended December 31, 2019**

---

**21. BUDGET FIGURES**

The budget figures are presented for information purposes only. The 2019 budget, prepared by the County, reflects all municipal activities including capital projects, debt repayments, and reserve transfers. The reconciliation below is provided to encompass these items.

	2019 Original (Budget)	2019 Final (Budget)	2019 (Actual)
Annual surplus	\$ 12,218,724	\$ 9,894,533	\$ 7,679,922
Add back (deduct):			
Amortization expense	19,500,000	19,500,000	20,106,782
Purchase of tangible capital assets	(42,411,427)	(43,253,161)	(18,719,842)
Net transfers from reserves to fund capital projects	14,613,701	16,407,779	(6,590,431)
Net transfers from reserves to fund operations	1,000,000	2,310,000	13,180,862
Net transfers to reserve for future purchases	(4,565,400)	(4,503,553)	(16,367,549)
Principal debt repayments	(355,598)	(355,598)	(355,598)
Results of Operations	\$ -	\$ -	\$ (1,065,854)

---

**22. APPROVAL OF FINANCIAL STATEMENTS**

These financial statements were approved by Council.

---

**23. COMPARATIVE FIGURES**

Certain comparative figures have been reclassified to conform with the current year's financial statement presentation.

---

**24. SUBSEQUENT EVENT**

On March 11, 2020, the COVID-19 outbreak was declared a global pandemic by the World Health Organization and on March 17, 2020 the Province of Alberta declared a public health emergency. Many businesses and individuals in a vast array of sectors may experience an economic loss due to COVID-19 which may have a financial effect on the County. An estimate of the potential financial impact cannot be made at this time.

---

---

# AUDITORS' PRESENTATION



**PHIL DIRKS, CPA, CA**  
PARTNER

---

## **SUMMARY**

- ❑ **AUDIT WENT VERY WELL (DESPITE COVID-19)**
- ❑ **RECORDS WELL LOOKED AFTER**
- ❑ **COUNTY REMAINS IN GOOD FINANCIAL POSITION**
- ❑ **COUNTY STAFF VERY HELPFUL**

---

# AUDITORS' REPORT

- **OUR OPINION**
  - PRESENT FAIRLY IN ALL MATERIAL RESPECTS
  
- **MANAGEMENT'S RESPONSIBILITIES**
  - PREPARATION, FAIR PRESENTATION, & INTERNAL CONTROL
  - GOING CONCERN
  
- **AUDITORS' RESPONSIBILITIES**
  - **REASONABLE** ASSURANCE FS NOT **MATERIALLY** MISSTATED
  - REASONABLE ASSURANCE = HIGH ASSURANCE NOT GUARANTEE
  - SOME EVIDENCE PERSUASIVE NOT CONCLUSIVE
  - PROFESSIONAL JUDGMENT & PROFESSIONAL SKEPTICISM

---

## **KEY AREAS**

- **RECEIVABLES**
- **INVENTORY (LAND & GRAVEL)**
- **PAYABLES / PURCHASES**
- **CONSOLIDATION OF RMRSWA (Notes 8 & 20)**
- **DEFERRED REVENUE / GOVERNMENT TRANSFERS**
- **TANGIBLE CAPITAL ASSETS**
- **TAXES**

---

# SUMMARY

- **COUNTY REMAINS IN GOOD FINANCIAL CONDITION**
  - LOW DEBT
  - HEALTHY / COMPARABLE RESERVES
  - MODERATE / COMPARABLE SPENDING
  
- **AUDIT FINDINGS LETTER TO COUNCIL (see letter)**
  - NO SIGNIFICANT CONTROL DEFICIENCIES
  - NO UNUSUAL ACCOUNTING POLICIES / ESTIMATES
  - NO MATERIAL UNCORRECTED MISSTATEMENTS
  - NO DIFFICULTIES DURING THE AUDIT
  
- **THANK YOU TO MANAGEMENT AND STAFF**
  
- **QUESTIONS?**



## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Request for Decision
<b>SUBJECT:</b>	Consideration of First, Second, and Third Reading of Bylaw 1096/20 Central Alberta Regional Assessment Review Board
<b>PRESENTATION DATE:</b>	Tuesday, June 9, 2020
<b>DEPARTMENT:</b>	Corporate Services
<b>WRITTEN BY:</b>	Rob Kotchon, Assessment Manager
<b>REVIEWED BY:</b>	Murray Hagan, Director and Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (Municipal Government Act s.455) <input type="checkbox"/> County Bylaw or Policy
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
<a href="#">RARB Slide Deck Explanatory Notes</a> <a href="#">1043 Regional Assessment Review Board</a> <a href="#">2020 RARB Bylaw for Clearwater 1096 20</a>	

#### STAFF RECOMMENDATION:

That Council considers granting first and second reading, permission for third reading, and third reading of Bylaw 1096/20 for the purpose of establishing the 'Central Alberta Regional Assessment Review Board (RARB) to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the Municipal Government Act in respect of assessment complaints made by their respective taxpayers of a Partner Municipality.

#### BACKGROUND:

In order to be a member of the Central Alberta Regional Assessment Review Board (RARB), a municipality must pass a bylaw in substantially the same form as the City of Red Deer's bylaw. As the City is responsible to perform all Coordinator functions, the RARB Bylaw is regularly reviewed to ensure that it is compliant with legislation and legal decisions.

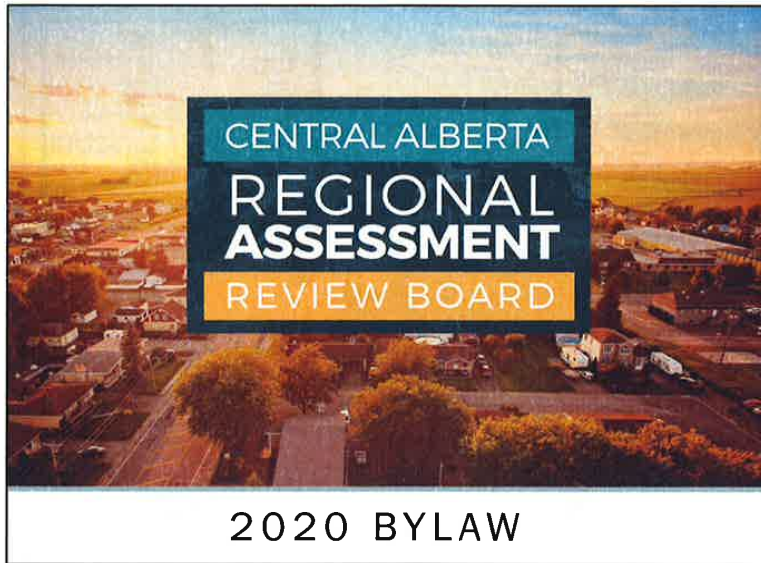
At this time, a new bylaw is required to be in compliance with Bill 25, passed on December 5, 2019, to enact recommendations from Municipal Affairs' Municipal Accountability Program and for general

housekeeping. There are no direct operational impacts and no financial impacts related to this new bylaw. The major changes that you will see between the current bylaw and the proposed bylaw include improved language for:

- housekeeping and consistency;
- establishing compliance with legislation;
- clarifying the board member appointment process;
- clarifying the establishment and responsibilities of the Regional Board Review Committee; and,
- clarifying the role of the Regional Advisory Group.

The new bylaw will repeal the County's previous Bylaw 1043/18.

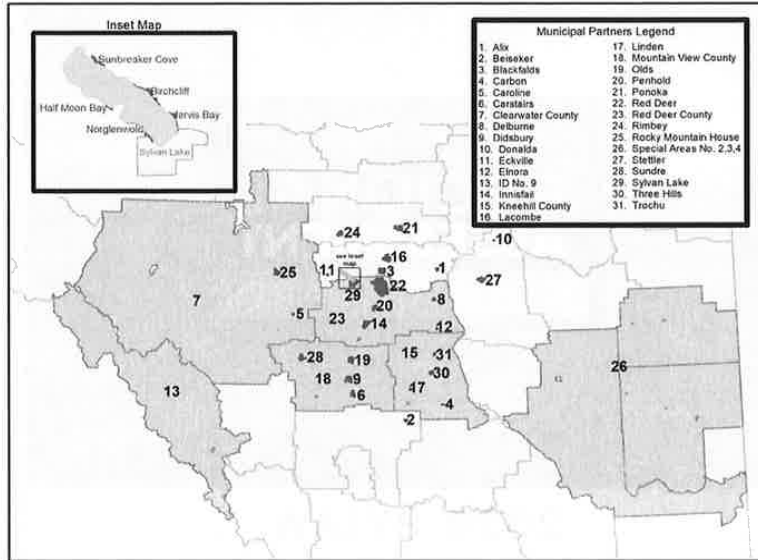




The Municipal Government Act requires each Municipality in Alberta to establish an Assessment Review Board.

Municipalities may join with other municipalities to establish a joint assessment review board. Your municipality has elected to join the Central Alberta Regional Assessment Review Board, also known as RARB which is a joint assessment review board.

At this time the RARB Bylaw requires amendments to be in compliance with Bill 25 passed on December 5, 2019, to enact recommendations from Municipal Affairs' Municipal Accountability Program (MAP) and for general housekeeping.




The City of Red Deer is a Partner Municipality who manages the RARB.

The RARB was initially established in 2010 with 21 Partner Municipalities. Through the years, several new Partner Municipalities have joined the RARB. Currently, the RARB serves 32 Partner Municipalities including The City of Red Deer.

As part of the service provided to the Partner Municipalities, the City is responsible to perform all coordinator functions which includes regularly reviewing the RARB Bylaw to ensure that it is compliant with legislation and legal decisions.

**Municipal Accountability Program Recommendations**

- Clarify language related to the establishment of the RARB;
- Clarify the Board Member appointment process;
- Clarify the role of the Regional Advisory Group
- Make a bigger distinction between the Chair of the Regional Advisory Group and the Chair as appointed in s. 455 of the MGA



The MGA allows municipalities to establish joint assessment review boards. However, the language in the MGA describes an assessment review board that is established and operated by a single municipality. The MGA does not take into consideration how complicated, time consuming, and inefficient it would be for all 32 Partner Municipalities to complete the same tasks (e.g. appoint the Board Members). It would likely take months to complete these kinds of actions.

Because you are a Partner Municipality you are required to pass a RARB Bylaw that is substantially similar to other Partner Municipality’s Bylaw. Therefore, any changes to the Bylaw require all Partner Municipalities to pass a new bylaw.

The Bylaw before you incorporates recommendations from the MAP review that occurred in three of the Partner Municipalities. While the MAP recommendations appear to be fairly straight forward, they are actually quite complex. Municipal Affairs has provided great support and consultation throughout the Bylaw drafting process.


There are many subtle wording changes to the Bylaw. These have been carefully chosen by Administration and the RARB’s legal counsel to be in alignment with the MGA while also ensuring that the Board can continue to operate efficiently and

effectively.



**Summary of Changes**

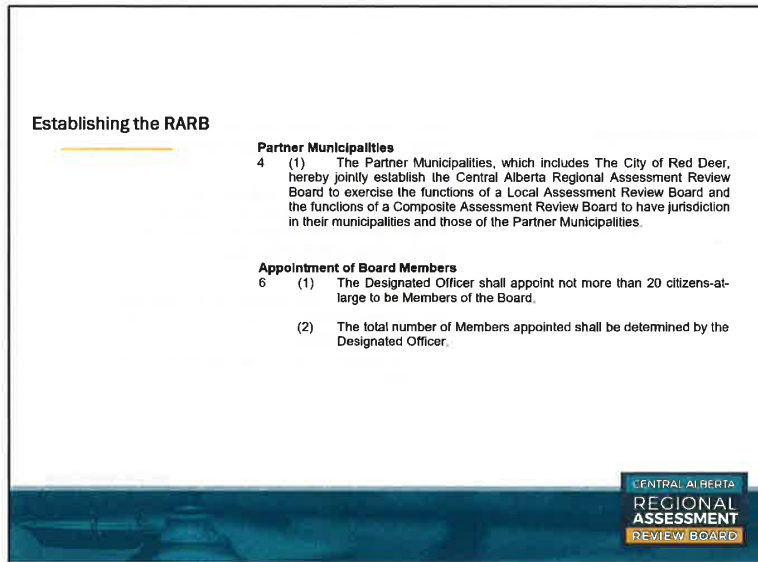
- There are no direct operational impacts and no financial impacts related to this bylaw.
- Improves the language relating to the establishment of the RARB; the Regional Advisory Group; the Designated Officer of the Board; and the Clerk of the Board
- Moves the authority to appoint Board Members from the Regional Board Review Committee to the Designated Officer
  - This minimizes any potential legal challenge to the Board appointments



The major changes that you will see between the current Bylaw and the proposed Bylaw include:

- Improved language to ensure the Board is established in compliance with legislation
- Clarified language related to the establishment and responsibilities of the Regional Board Review Committee
- Improved language related to the Regional Advisory Group and the Board Member's terms of appointment
- Improved language to establish the Designated Officer of the RARB and designate the Legislative Services Manager as the Clerk of the RARB
- Removal of redundant information; and
- General housekeeping for consistency

There are no direct operational impacts and no financial impacts related to this bylaw.



The following slides review pre-existing sections of the bylaw that explain basic operating information of the RARB.


The primary purpose of the RARB Bylaw is to establish a joint assessment review board for your municipality, ensuring your compliance with s. 454 of the MGA. This is accomplished in s. 4 of the Bylaw.

Further, the Bylaw allows for the appointment of up to 20 Board Members. Currently the RARB has 9 trained Board Members from various Partner Municipalities that are trained to sit on Assessment Review Board Hearing panels.

By enabling the appointment of up to 20 members in section 6(1), the RARB is in a position to respond to fluctuations in volume. RARB Administration undertakes an extensive Board Member recruitment campaign each year which involves social media platforms and some paid advertising in publications across the region.

**Key Elements**

- Establishes **Regional Board Review Committee** (s.5)
- Establishes the **Regional Advisory Group** (s. 10)
- Establishes a **Designated Officer** for the RARB and appoints a Board Clerk (s.11)
- **Grants the Designated Officer authority to:** delegate Clerk functions, appoint Board Members, prescribe remuneration, appoint the 'Chair' (s.16)



There are 3 more key elements of the bylaw:

1. First, the bylaw establishes Regional Board Review Committee – this is a committee of the Partner Municipalities. It consists of 5 volunteer Administrators from any of the Partner Municipalities. The Committee’s purpose is to review Board Member applications and make recommendations regarding the appointments of Board Members.

2. The bylaw also establishes the Regional Advisory Group – this is a sub-committee of the RARB Board. It is established for the purpose of working with RARB Administration on matters affecting the Board. This includes establishing policies and procedures for the RARB Board where the legislation is silent.

3. The Bylaw delegates to the Designated Officer the authority to: appoint Board Members, prescribe remuneration and expenses payable to each member of the Board, appoint the Chair of the Board as required by the MGA, and set fees for an intervener who wishes to be involved in the hearing.

**Municipal Autonomy**

Partner Municipalities:

- Are encouraged to use the Board Member recruitment materials we provide to you in your municipality
- Are encouraged to volunteer for the Regional Board Review Committee
- Establish their own filing fees
- Refund filing fees when required by the legislation
- Receive complaints and process filing fees
- Host hearings (provide a location)

CENTRAL ALBERTA  
REGIONAL  
ASSESSMENT  
REVIEW BOARD

As previously mentioned, RARB Administration undertakes an extensive Board Member recruitment campaign each year which involves social media platforms and some paid advertising in publications across the region. Partner Municipalities are provided with recruitment materials which may be used to create additional awareness in your municipality.

Further, as a Partner Municipality, you are able to establish filing fees for persons wanting to file an assessment complaint. The fees must not exceed the maximums set out in the regulations which are \$50 for a residential property and \$650 for a non-residential property.

The legislation requires filing fees to be refunded to the Complainant if there is a change made to the assessment. However, Partner Municipalities can establish their own refund policy if a complaint is withdrawn with no change to the assessment, or if the RARB Board confirms the assessment.

Complaints are filed at the municipal office and the Partner Municipality's keep the filing fees. Hearings are generally held at the Partner Municipality's office where the complaint was filed.



**BENEFITS OF MEMBERSHIP**

<p><b>BOARD MEMBERS</b> DIVERSE, EXPERIENCED, TRAINED</p> <ul style="list-style-type: none"> <li>• RARB Board Members sit on hearings regularly and are exposed to a wide variety of issues – e.g. local improvements, supplementary assessments, preliminary matters</li> <li>• Diverse backgrounds lends itself to better deliberations and decisions</li> <li>• Work cooperatively on panels to ensure fair hearings and fair decisions</li> </ul>	<p><b>CLERKS</b> EXPERIENCED, TRAINED</p> <ul style="list-style-type: none"> <li>• Subject matter experts, work extensively with and apply legislation</li> <li>• Keep informed of changing legislation and trends (case law)</li> <li>• Provide support to the Board</li> <li>• Use a full suite of policies to ensure consistency among complaints</li> </ul>
---	---

RARB operations are based on the priorities identified by its Partner Municipalities.

Municipalities want qualified, experienced, professional Board Members and Clerks. The volume of complaints in its jurisdiction ensures that RARB Board Members gain valuable experience. They are also exposed to diverse subject matter – from farmland and well sites to supplementary assessments and local improvement levies.

The RARB is well known for being a full service provider – not only do we provide a Board to the Municipalities, but a Clerk as well. This role is essential to the assessment complaint process as approximately 65% of the action taken on a file is administrative.

BENEFITS OF MEMBERSHIP	
<p><b>PEACE OF MIND</b></p> <ul style="list-style-type: none"> <li>• Compliance with complex legislation</li> <li>• No need to recruit, appoint and train Board Members or Clerks</li> <li>• Maintain employee capacity – no need to manage a complaint off the side of a desk, keep your priorities</li> <li>• Fair and independent review of assessment notices</li> </ul>	<p><b>VALUE FOR MONEY</b> FULL SERVICE PROVIDER</p> <ul style="list-style-type: none"> <li>• RARB provides Municipalities with a Board for hearings and decisions as well as complete Clerk service – full administration of complaints</li> <li>• The annual membership fee covers the cost of training, supplies, attendance at MGB workshops and legal fees related to policy and process</li> <li>• Hearings are cost recovery – no markup!</li> <li>• Reduced rate for expert Board Counsel</li> </ul>

Many of the benefits that Partner Municipalities receive are difficult to quantify. However, membership allows you to safeguard the capacity of your employees, so that their time can be spent on your municipal priorities rather than recruiting, appointing and training Board Members and Clerks which can be challenging for any municipality.

The annual membership fee covers the cost of training and legal fees that pertain to policies and processes for the Board and as a result of this Partner Municipalities can be confident that they are in compliance with the legislation.

In addition to the membership fee, assessment complaints take a lot of time and can be complex which is why Partner Municipalities are invoiced for the costs associated with the hearings because they are a cost recovery.



Due to the number of changes to the Bylaw, it is best for all Partner Municipalities to pass a new Bylaw, rather than amend the old one. The new Bylaw would repeal your previous Central Alberta Regional Assessment Review Board Bylaw.

If you have any questions or concerns regarding this Bylaw or the operation of the RARB, please email: [regionalarb@reddeer.ca](mailto:regionalarb@reddeer.ca) or telephone the Coordinator at 403 342 8233.



Faint, illegible text located in the middle section of the page, possibly representing a title or a short paragraph.

## BYLAW NO. 1043/18

Being a bylaw of Clearwater County, Alberta to establish a Regional Assessment Review Board.

### Purpose

The purpose of this bylaw is to enable municipalities to provide a mechanism for citizens to appeal their property assessment and tax notices.

### Background

Section 455 of the *Municipal Government Act*, permits two or more Councils to jointly establish assessment review boards to have jurisdiction in their respective municipalities;

The City of Red Deer and the Partner Municipalities jointly wish to establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by their respective taxpayers of a Partner Municipality;

THE COUNCIL OF CLEARWATER COUNTY ENACTS AS FOLLOWS:

### Short Title

- 1 The short title of this Bylaw shall be the "Regional Assessment Review Board Bylaw".

### Definitions

- 2 (1) Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the *Municipal Government Act*.
- (2) In this bylaw the following terms shall have the meanings shown:
  - (a) "Board" means the Regional Assessment Review Board;
  - (b) "CARB" means the Composite Assessment Review Board established in accordance with the *Municipal Government Act* that hears complaints on assessment notices for property other than the property described in section 2(2)(d) of this bylaw and section 460.1(1) of the *Municipal Government Act*;
  - (c) "Designated Officer" means the person appointed to carry out the duties and functions of the clerk of the assessment review boards in accordance with section 456 of the *Municipal Government Act*;
  - (d) "LARB" means the Local Assessment Review Board established in accordance with the *Municipal Government Act* who hears complaints about assessment notices for:
    - i. residential property with 3 or fewer dwelling units, or
    - ii. farm land, orabout a tax notice other than a property tax notice, business tax notice or improvement tax notice;
  - (e) "Member" means a member of the Regional Assessment Review Board;

- (f) "Minister" means the Minister determined by the Province to be responsible for the *Municipal Government Act*;
- (g) "Partner Municipality" means all those municipalities who enter into an agreement with the City to jointly establish a Regional Assessment Review Board and who enact a bylaw substantially in the form of this bylaw, as well as the City of Red Deer;
- (h) "Provincial Member" means a person appointed as a provincial member to a CARB by the Minister.

#### **Partner Municipalities**

- 3 CLEARWATER COUNTY and The City of Red Deer hereby jointly establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board and the functions of a Composite Assessment Review Board to have jurisdiction in their municipalities and those of the Partner Municipalities.

#### **Regional Board Review Committee**

- 4 (1) The Regional Board Review Committee will consist of 5 Administrators who volunteer from the Partner Municipalities.
- (2) The term for volunteer Regional Board Review Committee Members is one year.
- (3) The Regional Board Review Committee may establish their own procedures to carry out their function, but in doing so, they shall have due regard for procedural fairness.

#### **Appointment of Board Members**

- 5 (1) The Regional Board Review Committee shall appoint not more than 20 citizens-at-large to be Members of the Regional Assessment Review Board.
- (2) The total number of Members shall be determined by the Designated Officer.

#### **Establishment of Boards**

- 6 The following Central Alberta Regional Assessment Review Boards are established:
- (a) one or more LARB's that consist of one (1) Member;
  - (b) one or more LARB's that consist of three (3) Members;
  - (c) one or more CARB's that consist of one (1) Provincial Member
  - (d) one or more CARB's that consist of one (1) Provincial Member and two (2) Members.

#### **Terms of Appointment**

- 7 (1) Unless otherwise stated, all Members are appointed for three year terms except in the initial year where one-third is appointed for three

year term; one-third is appointed for a two year term and the remaining one-third are appointed for a one year term.

- (2) If a vacancy on the Board occurs at any time the Regional Board Review Committee may appoint a new person to fill the vacancy for the remainder of that term.
- (3) A Member may be re-appointed to the Board at the expiration of his/her term.
- (4) A Member may resign from the Board at any time on written notice to the Designated Officer to that effect.
- (5) The Regional Board Review Committee may remove a Member for cause or misconduct on the recommendation of the Designated Officer.
- (6) Upon being appointed, the Member must successfully complete the training as prescribed by the Minister prior to participating in a hearing.

#### **Presiding Officer**

8 The Members of every Board established under section 6(b) of this bylaw will select a Presiding Officer from among themselves who will:

- (a) preside over and be responsible for the conduct of hearings;
- (b) vote on matters submitted to the Board unless otherwise disqualified;
- (c) sign orders, decisions and documents issued by the Board.

#### **Jurisdiction of the Board**

9 The Board shall have jurisdiction to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Partner Municipality.

#### **Regional Advisory Group**

- 10 (1) Board Members will elect from among themselves a Regional Advisory Group consisting of up to 4 members, and comprised of one Chair and up to 3 Vice Chairs.
- (2) The Regional Advisory Group will report to the Designated Officer on all matters affecting the Board and will:
  - (a) assist the Designated Officer in developing policies governing hearings, conduct of Members, and other Board matters;
  - (b) evaluate Member performance to identify areas where additional training may be required and prepare reports regarding performance and re-appointment of Members;
  - (c) ensure other Members are provided mentoring;
  - (d) act as a liaison between the Members, board administration and the Designated Officer;

- (3) The duties of the Chair of the Regional Advisory Group include:
  - (a) chairing meetings of the Regional Assessment Review Board and the Regional Advisory Group;
  - (b) establishing agendas for the Regional Advisory Group and the Regional Assessment Review Board meetings in consultation with the Designated Officer;
  - (c) liaising with the Designated Officer, Councils, and Partner Municipalities on behalf of the Regional Assessment Review Board;
  - (d) appointing an Acting Chair from the Regional Advisory Group;
  - (e) signing correspondence on behalf of the Regional Advisory Group.
- (4) If the Chair ceases to be a Member or is unable or unwilling to fulfil the Chair's duties, the Clerk may appoint one of the Vice Chairs to serve as Acting Chair until the Chair resumes the Chair's duties or the Members elect a new Chair.

**Designated Officer of the Board**

- 11 (1) CLEARWATER COUNTY appoints the City of Red Deer Legislative Services Manager as the Designated Officer of the Board. The remuneration and duties of the Designated Officer are as set out in section 11(1) of the of the City of Red Deer's Regional Assessment Review Board Bylaw.
- (2) The Designated Officer is authorized to enter into agreements on behalf of the Board with other non-partner municipalities to provide Assessment Review Board Services.
- (3) The Designated Officer shall assist the Board in fulfilling its mandate.
- (4) The Designated Officer may appoint Acting Clerks to perform the Designated Officer duties and functions provided they have successfully completed the training as prescribed by the Minister.
- (5) The Designated Officer shall consult with the Regional Advisory Group to set policies, procedures and directives governing hearing processes, Member conduct and other Board matters.
- (6) The Designated Officer will consult with the Regional Advisory Group and Members on matters affecting the Boards.
- (7) The Designated Officer will make arrangements for issuing refunds of filing fees in accordance with the MGA and related regulations.
- (8) The Designated Officer will issue instructions to independent legal counsel for the Boards when required.
- (9) The Designated Officer may, at the request of a Presiding Officer of a Board sign orders, decisions and documents issued by the Board.
- (10) The Designated Officer may, at the request of the Chair of the Regional Advisory Group, sign documents issued by the Regional Advisory Group.



- (11) The Designated Officer may set fees payable for persons to obtain copies of the Board's decisions and documents.

**Hearings**

- 12 (1) Hearings will be held at such time and place as determined by the Designated Officer.
- (2) The proceedings of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act* and section 464.1 of the MGA.

**Quorum and Voting at Hearings**

- 13 (1) In accordance with section 458 of the MGA, quorum for the Boards shall be as follows:
- (a) two Members, for LARB's established under section 6(1)(b) of this bylaw; and
  - (b) one Provincial Member and one other Member, for CARB's established under section 6(1)(d) of this bylaw.
- (2) All Members must vote on all matters before the Board unless a pecuniary interest or a conflict of interest is declared.
- (3) The majority vote of those Members present and voting constitutes the decision of the Board.

**Conflict of Interest**

- 14 (1) Where a Member is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the Member may absent himself or herself from the hearing, provided that prior to leaving the hearing, the Member:
- (a) declares that he or she has a conflict of interest; and
  - (b) describes in general terms the nature of the conflict of interest.
- (2) The Designated Officer shall cause a record to be made in the Record of Hearing of the Members' absence and the reasons for it.
- (3) For the purposes of this provision, a Member has a conflict of interest in a respect of a matter before the Board when he or she is of the opinion that:
- (a) he or she has a personal interest in the matter which would conflict with his or her obligation as a Member to fairly consider the issue; or
  - (b) substantial doubt as to the ethical integrity of the Member would be raised in the minds of a reasonable observer, if that Member were to participate in the consideration of that matter.

**Pecuniary Interest**

- 15 (1) The pecuniary interest provisions of the MGA apply to hearings and meetings of the Board, as though Members were councillors attending meetings of council.

- (2) A Member who fails to declare a pecuniary interest in a matter before the Board, or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a Member of the Board.

**Commencement of Complaints**

16 In accordance with section 460 of the MGA, a taxpayer may commence an assessment complaint by:

- (a) mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the '*Matters Relating to Assessment Complaints Regulation*', Alberta Regulation 201/2017 and within the time limits specified in the MGA; and
- (b) paying the applicable fee.

**Rules of Order**

17 The Board will conduct hearings in accordance with:

- (1) the express provisions of the MGA and related regulations;
- (2) principles of natural justice and procedural fairness; and
- (3) policies and procedures approved by the Board.

**Notice of Decisions & Record of Hearing**

18 (1) After the hearing of a complaint, the Designated Officer shall:

- (a) under direction of the Presiding Officer, assist with the preparation of the decision or order of the Board and the reasons for the decision in compliance with the MGA; and
  - (b) arrange for the order or decision of the Board to be signed; and distributed in accordance with the requirements under the MGA and the '*Matters Relating to Assessment Complaints Regulation*' Alberta Regulation 201/2017.
- (2) The Designated Officer will maintain a Record of Hearing in accordance with the MGA and the '*Matters Relating to Assessment Complaints Regulation*' Alberta Regulation 201/2017 .

**Delegation of Authority**

19 In accordance with its authority under MGA section 203(1) to delegate power, Council hereby delegates:

- (a) to the Regional Board Review Committee, its authority under MGA s. 454.1(1)(a) & s. 454.2(1)(a) to appoint members of the Assessment Review Boards;

- (b) to the Designated Officer, its authority under MGA s.454.1(1)(c) & 454.2(1)(c) to prescribe the remuneration and expenses payable to each Member of the assessment review board; and
- (c) to the Designated Officer, its authority under MGA s. 454.1(2), s. 454.2(2) and s. 455(2) to appoint a Member as the Chair of the LARB and the CARB and prescribe the term of office and the remuneration and expenses, if any, payable to the Chair.

**Reimbursement of Costs**

20 CLEARWATER COUNTY shall pay for the administrative costs associated with the operation of the Regional Assessment Review Board as set out in the agreement with the City of Red Deer.

**Effective Date**

- 21 (1) This Bylaw will come into force and effect on the final day of passing and signature thereof.
- (2) Bylaw 919/10 is hereby repealed.

READ A FIRST TIME this 27<sup>th</sup> day of March 2018.

READ A SECOND TIME this 27<sup>th</sup> day of March 2018.

PERMISSION FOR A THIRD READING GRANTED this 27<sup>th</sup> day of March 2018.

READ A THIRD AND FINAL TIME this 27<sup>th</sup> day of March 2018.

  
 \_\_\_\_\_  
 REEVE

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

## BYLAW NO. 1096/20

Being a bylaw of Clearwater County Alberta to establish a Joint Assessment Review Board.

WHEREAS Section 455 of the *Municipal Government Act*, permits two or more Councils to jointly establish assessment review boards to have jurisdiction in their respective municipalities;

The City of Red Deer and the Partner Municipalities jointly wish to establish the Central Alberta Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by their respective taxpayers of a Partner Municipality;

COUNCIL OF CLEARWATER COUNTY ENACTS AS FOLLOWS:

### Short Title

- 1 The short title of this Bylaw shall be the "Central Alberta Regional Assessment Review Board Bylaw".

### Purpose

- 2 The purpose of this bylaw is to establish a joint assessment review board that will enable municipalities to provide a mechanism for citizens to appeal their property assessment and tax notices.

### Definitions

- 3 (1) Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the *Municipal Government Act (MGA)*.
- (2) In this bylaw the following terms shall have the meanings shown:
  - (a) "Board" means the Central Alberta Regional Assessment Review Board;
  - (b) "Composite Assessment Review Board" or "CARB" means the Composite Assessment Review Board established in accordance with the *MGA* hears complaints on assessment notices for property other than the property described in section 3(2)(d) of this bylaw and section 460.1 of the *MGA*;
  - (c) "Designated Officer of the Central Alberta Regional Assessment Review Board (Designated Officer)" means the person appointed to carry out the duties and functions of the clerk of the assessment review boards in accordance with section 456 of the *MGA*;

- (d) “Local Assessment Review Board” or “LARB” means the Local Assessment Review Board established in accordance with the *MGA* who hears complaints about assessment notices for:
- i. residential property with 3 or fewer dwelling units, or
  - ii. farm land, or
- a tax notice other than a property tax notice, business tax notice or improvement tax notice;
- (e) “Member” means a member of the Central Alberta Regional Assessment Review Board;
- (f) “Minister” means the Minister determined by the Province to be responsible for the *MGA*;
- (g) “Partner Municipality” means a municipality who enters into an agreement with The City of Red Deer to jointly establish the Central Alberta Regional Assessment Review Board and who enacts a bylaw substantially in the form of this bylaw, as well as The City of Red Deer;
- (h) “Provincial Member” means a person appointed as a provincial member to a CARB by the Minister.

#### **Partner Municipalities**

4 (1) The Partner Municipalities, which includes CLEARWATER COUNTY and The City of Red Deer, hereby jointly establish the Central Alberta Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board and the functions of a Composite Assessment Review Board to have jurisdiction in their municipalities and those of the Partner Municipalities.

(2) Each Partner Municipality is responsible for establishing filing fees and administering policies in respect of refunding filing fees in accordance with the *Municipal Government Act* and the *Matters Relating to Assessment Complaints Regulation*.

#### **Regional Board Review Committee**

5 (1) The Regional Board Review Committee is established and will consist of 5 Administrators who volunteer from the Partner Municipalities.

(2) The term for Regional Board Review Committee volunteers is one year.

(3) The Regional Board Review Committee may establish their own procedures to carry out their function, but in doing so, they shall have due regard for procedural fairness.

(4) The Regional Board Review Committee:

- (a) reviews applications from persons applying to be Members and makes recommendations to the Designated Officer concerning the appointment of Members from the applicants; and
- (b) may make recommendations to the Designated Officer concerning the revocation of appointment of a Member.

#### **Appointment of Board Members**

- 6 (1) The Designated Officer shall appoint not more than 20 citizens-at-large to be Members of the Board.
- (2) The total number of Members appointed shall be determined by the Designated Officer.

#### **Establishment of Boards**

- 7 (1) The following joint Central Alberta Regional Assessment Review Boards are established:
- (a) a LARB that hears complaints referred to in section 460.1(1) of the *MGA*; and
  - (b) a CARB that hears complaints referred to in section 460.1(2) of the *MGA*.

#### **Jurisdiction of the Board**

- 8 (1) The Boards shall have jurisdiction to exercise the functions of a Local Assessment Review Board and the functions of a Composite Assessment Review Board under the provisions of the *MBA* in respect of assessment complaints made by taxpayers of a Partner Municipality.

#### **Terms of Appointment**

- 9 (1) Unless otherwise stated in their appointment letters, all Members are appointed for three-year terms.
- (2) If a vacancy on the Board occurs at any time the Regional Board Review Committee may recommend the appointment of a new person to fill the vacancy for the remainder of that term.

- (3) A Member may be re-appointed to the Board at the expiration of his/her term.
- (4) A Member may resign from the Board at any time on written notice to the Designated Officer to that effect.
- (5) The Designated Officer may remove a Member for cause or misconduct, or on the recommendation of the Regional Board Review Committee.
- (6) Upon being appointed, the Member must successfully complete the training as prescribed by the Minister prior to participating in a hearing.

#### **Regional Advisory Group**

- 10 (1) Members will elect from among themselves a Regional Advisory Group consisting of up to 4 members and comprised of one Advisory Group Chair and up to 3 Vice Chairs.
- (2) The Regional Advisory Group will report to the Designated Officer on all matters affecting the Board and will:
  - (a) assist the Designated Officer in developing policies governing hearings, conduct of Members, and other Board matters;
  - (b) evaluate Member performance to identify areas where additional training may be required and prepare reports regarding performance and re-appointment of Members;
  - (c) ensure other Members are provided mentoring; and
  - (d) act as a liaison between the Members and the Designated Officer.
- (3) The duties of the Regional Advisory Group Chair include:
  - (a) chairing meetings of the Regional Advisory Group;
  - (b) establishing agendas for the Regional Advisory Group meetings in consultation with the Designated Officer;
  - (c) liaising with the Designated Officer, Councils, and Partner Municipalities on behalf of the Board;

- (d) appointing a Regional Advisory Group member as Acting Chair of the Regional Advisory Group;
  - (e) signing correspondence on behalf of the Regional Advisory Group.
- (4) If the Regional Advisory Group Chair ceases to be a Member or is unable or unwilling to fulfil the Chair's duties, the Designated Officer may appoint one of the Vice Chairs to serve as Acting Chair until the Chair resumes the Chair's duties or the Members elect a new Chair.

**Designated Officer of the Central Alberta Regional Assessment Review Board**

- 11 (1) The position of Designated Officer of the Central Alberta Regional Assessment Review Board to carry out the duties and functions of the Assessment Review Board Clerk is established.
- (2) The Clearwater County jointly appoints The City of Red Deer Legislative Services Manager as the Assessment Review Board Clerk of the Central Alberta Regional Assessment Review Board.
- (3) The salary of the Designated Officer will be made routinely available in the City of Red Deer annual Financial Statements.
- (4) The Designated Officer is authorized to enter into agreements on behalf of the Board with other non-partner municipalities to provide Assessment Review Board Services.
- (5) The Designated Officer:
- (a) shall assist the Board in fulfilling its mandate;
  - (b) may delegate to an employee, the duties and functions of the Assessment Review Board Clerk provided they have successfully completed the training as prescribed by the Minister;
  - (c) shall consult with the Regional Advisory Group to set policies, procedures and directives governing hearing processes, Member conduct and other Board matters;
  - (d) shall consult with the Regional Advisory Group and Members on matters affecting the Boards;



- (e) shall issue instructions to independent legal counsel for the Boards when required
- (f) may, at the request of a Presiding Officer of a panel of the Board sign orders, decisions and documents issued by the Board;
- (g) may, at the request of the Chair of the Regional Advisory Group, sign documents issued by the Regional Advisory Group;
- (h) may set fees payable for persons to obtain copies of the Board's decisions and documents.

### Hearings

- 12 (1) Hearings will be held at such time and place as determined by the Designated Officer.
- (2) The proceedings of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act and section 464.1 of the MGA*.

### Commencement of Complaints

- 13 (1) In accordance with the *MGA*, a taxpayer may commence an assessment complaint by:
- (a) mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the '*Matters Relating to Assessment Complaints Regulation*', Alberta Regulation 201/2017 (Regulations) and within the time limits specified in the *MGA*; and
  - (b) paying the applicable fee.

### Rules of Order

- 14 (1) The Board will conduct hearings in accordance with:
- (a) the provisions of the *MGA* and related regulations;
  - (b) principles of natural justice and procedural fairness; and
  - (c) its policies and procedures.

### Notice of Decisions & Record of Hearing

- 15 (1) After the hearing of a complaint, the Designated Officer shall:

- (a) under direction of the Presiding Officer, assist with the preparation of the decision or order of the Board and the reasons for the decision in compliance with the *MGA*; and
  - (b) arrange for the order or decision of the Board to be signed; and distributed in accordance with the requirements under the *MGA* and Regulations.
- (2) The Designated Officer will maintain a Record of Hearing in accordance with the *MGA* and the Regulations.

#### **Delegation of Authority**

- 16 (1) In accordance with its authority under *MGA*, Council hereby delegates to the Designated Officer the authority to:
- (a) appoint members to the Central Alberta Regional Assessment Review Board;
  - (b) jointly prescribe the remuneration and expenses payable to each Member of the Board;
  - (c) jointly appoint a Member as the Chair of the LARB and the CARB and prescribe the term of office and the remuneration and expenses, if any, payable to the Chair; and
  - (d) set fees payable by persons wishing to be involved as a party or intervenor in a hearing before an assessment review board and for obtaining copies of an assessment review board's decisions and other documents.

#### **Reimbursement of Costs**

- 17 (1) The City of Red Deer shall pay for the administrative costs associated with the operation of the Board as set out in the agreement with the City of Red Deer.

#### **Transitional**

- 18 (1) Bylaw 1043/18 is repealed and this Bylaw comes into effect at time of passage.

READ A FIRST TIME IN OPEN COUNCIL this                    day of            2020.

READ A SECOND TIME IN OPEN COUNCIL this                    day of            2020.

READ A THIRD TIME IN OPEN COUNCIL this                    day of            2020.

AND SIGNED BY THE REEVE AND CAO this                    day of            2020.

\_\_\_\_\_  
REEVE

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



## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Request for Decision
<b>SUBJECT:</b>	Support for Private Member's Bill C-221, The Environmental Restoration Incentive Act
<b>PRESENTATION DATE:</b>	Tuesday, June 9, 2020
<b>DEPARTMENT:</b>	Corporate Services
<b>WRITTEN BY:</b>	Murray Hagan, Director, Corporate Services
<b>REVIEWED BY:</b>	Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
<b>LEGISLATIVE DIRECTION:</b>	<input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input checked="" 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	
<b>ATTACHMENTS:</b>	
<a href="#">04 15 20- RMA Letter to MP Stubbs re. Bill C-221</a> <a href="#">CAPP Email</a>	

#### STAFF RECOMMENDATION:

That Council considers the additional information provided and advises Administration if it wishes to participate in the joint letter of support for Private Member's Bill C-221.

#### BACKGROUND:

Shannon Stubbs, Member of Parliament for Lakeland, Alberta and Shadow Minister for Natural Resources, emailed the Town of Rocky Mountain House on March 6, 2020, requesting support for her Private Member's Bill C-221. Clearwater County did not receive such a request.

Town Council reviewed the email at its regular meeting held March 17, 2020 and instructed its Administration to request further information from MP Stubbs. The original letter and additional information are attached.

Private Member's Bill C-221 proposes a model for federal government consideration to address the need for "struggling small and medium oil and gas producers, specifically, to decommission old and inactive wells". The model suggests the federal government provide incentives for private investors to purchase special corporate shares that allow tax credits to flow through to the shareholders based

on well decommissioning costs incurred by the related companies. This approach raises funding for the companies to carry out decommissioning activities while providing additional investment return for shareholders. It is anticipated that the cost of these credits will be significantly less than the potential cost to taxpayers of paying the entire decommissioning costs should the companies involved not fulfill their responsibilities.

At its regular meeting held May 12, 2020, Council considered the request from the Town of Rocky Mountain House to participate in a joint letter of support for Private Member's Bill C-221. Following discussion, Council directed Administration to request further information from the Rural Municipalities of Alberta (RMA) and the Canadian Association of Petroleum Producers (CAPP).

The RMA shared some concerns with the Bill, including the issue of unpaid taxes owed to rural municipalities by some oil & gas companies. A copy of a letter sent by RMA to MP Stubbs is attached for Council's information.

Following a presentation at Council's most recent regular meeting held May 26, 2020, CAPP also expressed concerns with the Bill. An email from Kelly McTaggart, Advisor Community Engagement for CAPP is attached.



April 15, 2020

Shannon Stubbs, MP  
House of Commons  
Ottawa, ON  
K1A 0A6

Sent via email to: [Shannon.Stubbs@parl.gc.ca](mailto:Shannon.Stubbs@parl.gc.ca)

**Re: RMA Response to Municipality Stakeholder Letter-Bill C-221**

Dear Ms. Stubbs;

The RMA represents Alberta's sixty-four municipal districts and counties, as well as four specialized municipalities and the Special Areas Board through the provision of advocacy and business services. Rural municipalities are often directly impacted by energy projects because rural Alberta is the home to most of Alberta's energy resources. RMA has reviewed your letter and appreciates the opportunity to provide feedback.

Rural municipalities continue to struggle with collecting unpaid property taxes from solvent and non-solvent oil and gas companies. In early 2020, RMA released the results of a member survey that identified that rural municipalities are facing approximately \$173 million in unpaid oil and gas property taxes, accounting for 87.3% of the taxes outstanding.

RMA is pleased that federal politicians are bringing the issues of: (i) unpaid property taxes from the oil and gas industry, and, (ii) the importance of producers reclaiming wells that are no longer in use, which will reduce future environmental liabilities in communities, into the debate at Parliament. Bill C-211 is one approach that may assist small and medium-sized oil and gas producers to remain operational, however it is questionable whether a tax credit will incentivize producers to reclaim their wells as there appears to be limited or no regulation stating that the tax credit must be used towards reclaiming wells. The RMA is concerned that Bill C-221 will give producers the opportunity to raise more capital that will not be used for tax payments, resulting in municipalities continuing to experience shortfalls in budgets needed to provide essential services and core infrastructure to support economic development. In addition, Bill C-221 does not address the larger issue of a lack of federal or provincial legislative tools to ensure that municipalities can recover unpaid taxes from solvent and non-solvent oil and gas companies.

**RESOURCEFUL. RESPONSIVE. RESILIENT.**

2510 Sparrow Drive  
Nisku, Alberta T9E 8N5

OFFICE: 780.955.3639  
FAX: 780.955.3615  
[RMAAlberta.com](http://RMAAlberta.com)



While rural municipalities are sympathetic to these companies and the employees and families that have been affected, unpaid taxes have left a significant hole in the balance sheets of rural municipalities throughout Alberta. Rural municipalities rely, to a greater degree, on the taxes from industrial activities such as oil and gas in comparison to urban communities. RMA supports and will gladly cooperate with provincial and federal representatives to provide the rural context on orphan wells and unpaid property taxes to help create a long-term solution. The RMA understands that this request has been sent to individual municipalities and supports local autonomy in council decisions to provide letters of support.

Sincerely,

A handwritten signature in black ink, appearing to read "Al Kemmere", is written over a light blue horizontal line.

Al Kemmere, President

**RESOURCEFUL. RESPONSIVE. RESILIENT.**

A decorative graphic in the bottom right corner of the page shows a mountain landscape with a lake and trees, overlaid with a dark blue triangular shape that points towards the top right.

2510 Sparrow Drive  
Nisku, Alberta T9E 8N5

OFFICE: 780.955.3639  
FAX: 780.955.3615  
RMAAlberta.com

## Murray Hagan

---

**From:** Tracy Haight  
**Sent:** Wednesday, May 27, 2020 2:58 PM  
**To:** Murray Hagan  
**Subject:** FW: CAPP Delegation - Clearwater County, Bill C-221  
**Signed By:** THaight@clearwatercounty.ca

FYI

---

**From:** McTaggart, Kelly <Kelly.Mctaggart@capp.ca>  
**Sent:** Wednesday, May 27, 2020 8:58 AM  
**To:** Tracy Haight <THaight@clearwatercounty.ca>  
**Subject:** RE: CAPP Delegation - Clearwater County, Bill C-221

Hi Tracy,

In follow up to questions regarding Bill C-221, our relationship with this Bill has been complicated. Originally when the Bill was introduced, we were asked by Shannon Stubbs office to provide a positive comment. We cannot do this as the bill includes an explicit reference to a production limit of 100,000 bbl/d eligibility threshold that would exclude our largest members.

It was determined that it would be too sensitive to outwardly support an opposition PMB, and even more so now that the Federal government has supported 1.7B into closure of upstream sites.

CAPP's general position is that we will remain very cautious of the Bill and continue to be.

Hopefully this helps.

Thanks,

**Kelly McTaggart** | Advisor, Community Engagement  
D. 403-267-1116 M. 403-831-7788 E . [Kelly.Mctaggart@capp.ca](mailto:Kelly.Mctaggart@capp.ca) W. [www.capp.ca](http://www.capp.ca)







## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Request for Decision
<b>SUBJECT:</b>	Property Tax Reduction Request
<b>PRESENTATION DATE:</b>	Tuesday, June 9, 2020
<b>DEPARTMENT:</b>	Corporate Services
<b>WRITTEN BY:</b>	Murray Hagan, Director, Corporate Services
<b>REVIEWED BY:</b>	Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b>	<input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input checked="" type="checkbox"/> Reallocation
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA 347(1)(b)) <input checked="" type="checkbox"/> County Bylaw or Policy (2020 Tax Rate Bylaw)
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input checked="" type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input checked="" type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
<a href="#">Insignia - Clearwater County</a> <a href="#">Baytex Request</a>	

#### STAFF RECOMMENDATION:

That Council considers a reduction of property taxes for non-residential properties owned or operated by oil and gas companies.

#### BACKGROUND:

Administration has recently received two additional requests from oil and gas companies for tax relief. Insignia Energy Ltd. has requested a 25% reduction in their 2020 property tax levy per the attached letter. Baytex Energy Ltd. has requested consideration by Council to reduce, waive or defer property taxes per the attached email message. The reasons stated in each of these documents could be considered to be applicable to many companies within the oil and gas sector.

Subsection 347(1)(b) of the Municipal Government Act provides Council the ability to cancel or refund all or part of a tax.

Other requests for reduction or deferral of property taxes have been received in recent months and were provided to Council for consideration when determining municipal tax rates for 2020. While these specific requests have come from individual companies, Administration suggests that Council consider the requests in context of the entire sector and the current economic challenges it faces.

**Insignia Energy Ltd.**  
800, 520 3 Ave SW, Calgary, AB T2P 0R3



**Clearwater County**  
4340 – 47 Avenue, Box 550,  
Rocky Mountain House, AB, T4T 1A4  
Phone: (403) 845-4444

Attention: Angie Mellett  
[amellett@clearwatercounty.ca](mailto:amellett@clearwatercounty.ca)  
[Admin@clearwatercounty.ca](mailto:Admin@clearwatercounty.ca)

May 11, 2020

**Re: Insignia Energy Ltd Property Taxes**

In light of the current economic situation based on the price of oil and the COVID19 pandemic we are seeking relief for the 2020 property taxes. In this very challenging economic time, many companies are experiencing challenges relating to maintaining profitability. In the absence of some relief, Insignia may have significant challenges continuing as a business.

The following page of this document provides information on the legislation that is currently in place that allows Insignia Energy Ltd and **Clearwater County** to enter into a property tax adjustment.

We respectfully ask this be taken under consideration as part of an effort to partner with our organization and lower our taxes by **25%**.

We would be pleased to discuss this issue with you further or provide any additional information you may require as part of your consideration. Thank you.

Sincerely,

*Russ Thomas*

*Russ Thomas, CPA, CGA*  
*Contract Tax Manager – Insignia Energy*  
[russ.thomas2013@gmail.com](mailto:russ.thomas2013@gmail.com)  
403 988-2517

### **Relevant Legislation from the Municipal Government Act**

#### **Municipal purposes**

- 3 The purposes of a municipality are
- (a) to provide good government,
  - (a.1) to foster the well-being of the environment,
  - (b) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality,
  - (c) to develop and maintain safe and viable communities, and
  - (d) to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.

#### **General jurisdiction to pass bylaws**

- 7 A council may pass bylaws for municipal purposes respecting the following matters:
- (e) businesses, business activities and persons engaged in business;

#### **Powers under bylaws**

- 8 Without restricting section 7, a council may in a bylaw passed under this Division
- (b) deal with any development, activity, industry, business or thing in different ways, divide each of them into classes and deal with each class in different ways;

#### **Cancellation, reduction, refund or deferral of taxes**

347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax.

(2) A council may phase in a tax increase or decrease resulting from the preparation of any new assessment.

## Murray Hagan

---

**From:** Rick Emmons  
**Sent:** Tuesday, April 14, 2020 8:07 AM  
**To:** Council Distribution Groups  
**Cc:** Murray Hagan; Tracy Haight  
**Subject:** FW: Tax Relief

fyi

---

**From:** Shane Koss <Shane.Koss@baytexenergy.com>  
**Sent:** Monday, April 13, 2020 3:32 PM  
**To:** Shane Koss <Shane.Koss@baytexenergy.com>  
**Subject:** Tax Relief

Good afternoon,

I trust that this email finds you, your staff, and your families safe.

We have entered into unprecedented times in our provinces, Canada, and globally. The twin shocks of the global Covid-19 pandemic and the oil price war initiated by Saudi Arabia and Russia are having devastating effects on oil prices. These combined headwinds are threatening the current and long-term health of western Canada's vital energy sector and our own organization.

Baytex recognizes the importance of working with our partners to find and implement suitable solutions that will bring some semblance of stability to our company and protect our employees from unnecessary job losses. Due to these unmatched events, we have actively been seeking support, creative ideas, and collaboration from the Government of Canada, the Provincial Governments, our service providers, our employees, and all other partners.

One of our greatest operational expenses is Municipal property tax. County's could make a significant impact on our organization's ability to navigate these uncharted waters by reducing, waiving, or/and deferring municipal property taxes.

As you consider a response, which will play an impactful roll in our ability to withstand this incredibly challenging environment, understand that Baytex fully appreciates the challenges that you are also facing.

Please feel free to reach out to discuss our request further; if not, I will follow up with a phone call later this week.

Stay safe,

**Shane Koss**  
**Manager, Surface Land, Stakeholder, and Indigenous Relations**  
**Baytex Energy Ltd.**  
**Direct 587-952-3194**  
**Cell 403-850-4739**  
[www.baytexenergy.com](http://www.baytexenergy.com)



\*\*\*\*\*

BTE Disclaimer  
This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the Baytex Energy Helpdesk ([helpdesk@baytexenergy.com](mailto:helpdesk@baytexenergy.com))  
\*\*\*\*\*



## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Request for Decision
<b>SUBJECT:</b>	Broadband Public Engagement Plan
<b>PRESENTATION DATE:</b>	Tuesday, June 9, 2020
<b>DEPARTMENT:</b>	Corporate Services
<b>WRITTEN BY:</b>	D. Tutic & M. McLean, Communications Coordinators
<b>REVIEWED BY:</b>	M. Hagan, Director and R. Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b>	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input checked="" type="checkbox"/> County Bylaw or Policy (Public Participation Policy)
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
<a href="#">DRAFT Broadband Public Engagement Plan</a>	

#### STAFF RECOMMENDATION:

That Council reviews, amends as appropriate and approves the draft broadband project public engagement plan.

#### BACKGROUND:

At the March 27, 2018 meeting, Council outlined the parameters for their broadband engagement plan, including municipal stakeholder groups and required levels of engagement. [Phase 2 public engagement plan](#) for the broadband project was approved at the April 24, 2018 meeting.

Since then, Council hosted three public open house meetings in May of 2018, as well as meetings with local internet service providers (ISPs).

In 2019, Council reviewed a draft broadband infrastructure masterplan and directed Administration to conduct further research on options related to the broadband project implementation, as more time and additional details were required to assist Council in their decision-making around how to best proceed with enhancing broadband in the County.

Clearwater County's broadband business plan is still in the development stage and is expected to be before Council in the near future. In order to be prepared for federal and provincial grant applications,

Council also recently directed Administration to proceed with preliminary engineering for a pilot project in 2020.

During the April 28, 2020, meeting, Council directed Administration to develop a Broadband Project Public Engagement Plan for Council's consideration.

At this time, Council has directed Administration to move forward on contract negotiations with the successful proponent for Design Build/Network Operation Request for Proposal (RFP) - *Broadband Service Delivery Near Ferrier Acres*.

The County's website has a page dedicated to the [broadband project](#), updated as information is made available to the public.

Attached for Council's review is a draft (phase 3) public engagement plan for the broadband project, in accordance with [Clearwater County's Public Participation Policy](#).



# PUBLIC PARTICIPATION PLAN BROADBAND



# TOMORROW'S BROADBAND: TODAY

## PROJECT BACKGROUND

---

Clearwater County's Strategic Plan 2019-2020 aims to get rural residents better connected to the internet by investing in a high-speed open access internet broadband backbone "network" to reduce the digital divide and provide further opportunities for economic prosperity and social well-being, for now and for generations to come.

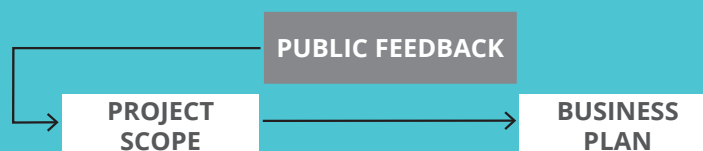
Clearwater County's broadband business plan is still in the development stage and is expected to be before Council in the near future. In order to be prepared for federal and provincial grant applications, Council recently directed Administration to proceed with preliminary engineering and contract negotiations related to the backbone pilot project near Ferrier Acres.

In 2019, Council reviewed a draft broadband infrastructure masterplan and directed Administration to conduct further research on options related to the broadband project implementation, as more time and additional details were required to assist Council in their decision-making around how to best proceed with enhancing broadband in the County.

Council hosted three public open house meetings in May of 2018, as well as meetings with local internet service providers (ISPs). In 2018, Clearwater County received a \$200,000 matching grant under the Community and Regional Economic Support (CARES) program of the Economic Development and Trade Department. A Broadband Strategic Action Plan, which will help connect more businesses to the internet, create jobs and benefit the broader rural community development.

## ENGAGEMENT PURPOSES & OBJECTIVES

- How has public feedback influenced the business plan and conceptual project summary decisions?
  - Develop a draft broadband business plan, acting as a feedback mechanism to the community on how their input has contributed to the current state of the project.
- Identify objectives of engagement for the pilot program
  - Present introductory information (business plan, next steps)
  - Develop a FAQ (ongoing as the project evolves). More detailed information will be released in Phase engagement.
- How does the message resonate with the community?
  - Present introductory information (business plan, next steps)
- Inform the stakeholders of project status



## RELATED ISSUES/DECISIONS

### and we can do more

- Brief description of previous/related issues or decision that may have bearing on the project:
  - Clearwater Broadband Foundation/Local ISPs with current projects underway
  - A well-planned design to include existing broadband infrastructure
  - Long-term financial strategy
  - Individual connections to the home (contracted vs. in-house)
  - Securing a network operator, 24/7 service and operations, take up rates
  - Ensuring CRTC standards are met

## MUNICIPAL STAKEHOLDERS AND IMPACT

Identify demographics of municipal stakeholders who are involved in or impacted by a decision or action and are invited to participate.

- **Industry & Businesses** – high-impact – inform, consult and involve
- **Residents** – high-impact – inform, consult and involve
- **Local Internet Service Providers (ISP)** – high-impact – inform, consult and involve
- **Town of Rocky Mountain House, Village of Caroline and Summer Village of Burnstick** – high-impact – inform, consult and involve
- **Municipalities bordering Clearwater County** – low impact – inform
- **First Nations communities** – low impact – inform; potential for high impact if tied into County's OAN or future road infrastructure projects (i.e. O'Chiese Road paving)
- **Provincial and federal government** – low impact – inform; potential for medium to high impact if broadband funding becomes available

## SCOPE OF PUBLIC PARTICIPATION

Clarify the scale and level of engagement anticipated (i.e. inform, consult, collaborate or empower) at the various stages of the consultation process.



### PHASE 1

#### COMPLETE

- Broadband Policy development – Inform
- Broadband demand phone survey of both residents and businesses completed by Banister Research, to determine satisfaction with existing broadband access and service providers (2017) – Consult
- Meetings with local ISPs and Telecom companies to discuss future broadband plans and potential partnerships (2015-2016) – Consult



### PHASE 2

#### COMPLETE

- Provided fact sheets and introductory information (i.e. policy, conceptual plan and next steps) via County's traditional communications mediums: website, social media, newsletter.
- Invited residents' stakeholder group to participate in three facilitated public consultations at the Nordegg Public Services Building, Leslieville Community Centres and Caroline Hub Facility (2018) – Inform, consult and involve
- Invited industry and business stakeholder groups to participate in meeting with Council (2018) – Inform, Consult and Involve
  - Advertised in local newspapers, website, social media and newsletter
- Invited Local ISP and Telecom companies to meet with Council (2018)
  - Letter to each stakeholder company
- Invited Local ISP and Telecom companies to meet with Council (2018)
- Online feedback forms
- Website information on progress of project (2018/19)
- As part of Intermunicipal Collaboration Framework (ICF) development, invited the Town of Rocky Mountain House, Village of Caroline and Summer of Burnstick Lake to meet with Clearwater County Council in 2018/19.
- By way of letter, keep stakeholders informed on progress of project, as well as potential in future of invite to support broadband funding requests. Meeting May 11 with O'Chiese to discuss infrastructure capital plans – Inform

## SCOPE OF PUBLIC PARTICIPATION

Clarify the scale and level of engagement anticipated (i.e. inform, consult, collaborate or empower) at the various stages of the consultation process.



### PHASE 3

- Demonstration/Pilot Project
  - Issue news release at project milestones and provide FAQ document on pilot project (using County's traditional communications mediums: website, social media, newsletter) – Inform and Consult
  - Website information on progress of project – Inform and Consult
  - Involve successful proponent in engagement process to ensure feedback is provided to the community – Involve
- Next Steps
  - Provide comment/feedback form on County website for ongoing input opportunity – Inform and Consult
  - As part of Intermunicipal Collaboration Framework (ICF) development, keep municipalities bordering Clearwater County informed on progress of project – Involve
  - Develop and communicate the Broadband Strategic Action Plan



### PHASE 4

- TBD

## RISK MITIGATION

Due to the COVID-19 pandemic, mass gathering restrictions are in place and alternative communication will be emphasized to meet the goals of this Public Participation Plan. All communication will be conducted in compliance with Alberta Health recommendations and public health orders.

## TIMEFRAME/BUDGET

---

- Describe the overall timeframe and milestones:
  - Phase Three Engagement: 6 to 9 months.
    - Online Comment/Feedback Forms – June to September 2020
    - Letter to municipal stakeholders groups – upon pilot completion
  - Cost estimate for implementing the plan and process for receiving budget approval
    - The total estimated cost of this project, based on their proposal, is \$998,000/ The Connect To Innovate (CTI) federal grant portion is \$371,288 with the remainder of \$626,712 to be funded from the approved 2020 broadband capital budget

## EVALUATION

---

Measurements of success:

- Compliance with policy principles
- Completed within approved budget and timeframe
- Results used by decision-makers and stakeholders understand how input used
- Level of stakeholder satisfaction with process and outcomes
  - Overall acceptance of the project (my voice was heard)
  - Awareness of the Plan objectives (I understand the information and how it affects me)
  - Inclusive and barrier-free engagement process
  - Participations agree they understand how the input from the engagement activity will be used.
  - Participants agree they had enough information to contribute to the topic
  - Relationship building between municipal staff, individuals and groups (engagement displayed mutual respect and benefit)



DRAFT

