



Clearwater County

Regular Council Meeting - 24 Mar 2020

Agenda

9:00 AM - Tuesday, March 24, 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.

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2. ADOPTION OF AGENDA	
3. ADOPTION OF MINUTES	
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4. PUBLIC HEARING	
4.1. 9:00 am Public Hearing - Bylaw 1076/20 Application No. 08/19 to Amend the Land Use Bylaw	
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MINUTES

Regular Council Meeting

9:00 AM - Tuesday, March 10, 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 PRESENT: Chief Administrative Officer - Rick Emmons
Director, Corporate Services - Murray Hagan
Recording Secretary - Tracy Haight
Director, Public Works Operations - Kurt Magnus
Director, Public Works Infrastructure - Erik Hansen
Communications Coordinator - Djurdjica Tusic
Director, Emergency & Legislative Services - Christine Heggart
Director, Planning & Development - Keith McCrae
Public Works Civil Engineer Intern - Monica Purewal
Highway Patrol Officer - Sgt. Terri Miller
Manger, IT - Cam McDonald

DELEGATE: Banff National Park, Bison Reintroduction Project Manager -
Karsten Heuer

MEDIA: Adam Ophus
Diane Spoor

1 CALL TO ORDER

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

2 ADOPTION OF AGENDA

RES-114-2020 Motion by Councillor Daryl Lougheed that the March 10, 2020
Regular Meeting Agenda be adopted as circulated.
CARRIED

3 ADOPTION OF MINUTES

3.1 Regular Council Meeting Minutes

RES-115-2020 Motion by Councillor Jim Duncan that the February 25, 2020, Regular Meeting Minutes are adopted as circulated.
CARRIED

4 DELEGATION/PRESENTATION

4.1 Karsten Heuer, Project Manager, Banff National Park Bison Reintroduction Project

RES-116-2020 Motion by Councillor Theresa Laing that Council receives the 'Banff National Park Bison Reintroduction Project Update' for information as presented.
CARRIED

Councillor Daryl Lougheed recused himself from the meeting at 9:42 am.

5 PUBLIC WORKS

5.1 Marston Road Construction Request

RES-117-2020 Motion by Councillor Jim Duncan that Council approves the application to upgrade 820 meters on Range Road 5-0, located north of Township Road 39-1 to the south boundary of NW 07 39 04 W5M, at the applicant's sole expense, with Clearwater County to assume maintenance of the described road upon completion and compliance with Clearwater County Road Design Standards policy.
CARRIED

Councillor Daryl Lougheed joined the meeting at 9:46 am.

The meeting recessed at 10:53 am.

The meeting reconvened at 11:04 am.

5.2 Connect To Innovate Grant Update

RES-118-2020 Motion by Councillor Michelle Swanson that Council supports the Request For Proposal to construct and operate a fibre back bone system from a point of presence in the Town of Rocky Mountain House west to the Ferrier Area.
CARRIED

RES-119-2020 Motion by Councillor Michelle Swanson that Council directs Administration to schedule a Strategic Planning Committee meeting with the Broadband Technologist to identify additional project priorities for 2020 to further expand connectivity within Clearwater County and, plan for public engagement.
CARRIED

RES-120-2020 Motion by Councillor John Vandermeer that Council directs Administration to develop a Request For Proposal to enhance broadband connectivity in Nordegg.

CARRIED

The meeting recessed at 12:10 pm.

The meeting reconvened at 12:50 pm.

6 EMERGENCY & LEGISLATIVE SERVICES

6.1 2019 Clearwater County Highway Patrol Annual Report

RES-121-2020 Motion by Councillor John Vandermeer that Council receives the '2019 Clearwater County Highway Patrol Annual Report' for information, as presented.

CARRIED

7 CORPORATE SERVICES

7.1 2019 Assessment Report

RES-122-2020 Motion by Councillor Cammie Laird that Council receives the '2019 Clearwater County Assessment Data Report' for information, as presented.

CARRIED

8 PLANNING & DEVELOPMENT

8.1 Sturgeon County Requests Resources for 2020 Federation of Canadian Municipalities Conference Event

RES-123-2020 Motion by Councillor Cammie Laird that Administration provides more information on Sturgeon County's request for resources for the 2020 Federation of Canadian Municipalities Conference event.

CARRIED

8.2 Renewal of Membership in Parkland Community Planning Services (PCPS) - Bylaw 1086/20 Updated Master Agreement

RES-124-2020 Motion by Councillor Daryl Lougheed that Council grants first reading of Bylaw 1086/20 for the execution of a Master Agreement between Clearwater County and other municipalities for the establishment of an intermunicipal planning agency, known as Parkland Community Planning Services.

CARRIED

RES-125-2020 Motion by Councillor Michelle Swanson that Council grants second reading of Bylaw 1086/20.

CARRIED

RES-126-2020 Motion by Councillor John Vandermeer that Council grants permission for third reading of Bylaw 1086/20.
CARRIED

RES-127-2020 Motion by Councillor Jim Duncan that Council grants third reading of Bylaw 1086/20.
CARRIED

RES-128-2020 Motion by Councillor Michelle Swanson that Council executes the Planning Services Agreement between Clearwater County and Parkland Community Planning Services to provide municipal planning and related services, for a term effective April 1, 2020 to March 31, 2023.
CARRIED

9 CAO OFFICE

9.1 Applicant for Alternate Member-at-Large Subdivision Development Appeal Board (SDAB) Position

RES-129-2020 Motion by Councillor Michelle Swanson that Council appoints Lee Forster, as alternate citizen at large, to the Subdivision Development Appeal Board for a term effective March 10 to October 31, 2020.
CARRIED

9.2 Correspondence From Town of Rocky Mountain - 'Suggestion For A Single Amalgamation Study'

RES-130-2020 Motion by Councillor Cammie Laird that Council does not agree with the Town of Rocky Mountain House's proposal to apply for full regional amalgamation study funding as outlined in their letter of February 18, 2020 and at the time, the County wishes only to proceed with a study for County and Village amalgamation; and, that the Reeve is to provide a letter with further details of this decision to the regional partners.
CARRIED

The meeting recessed at 2:12 pm.
The meeting reconvened at 2:18 pm.

10 REPORTS

10.1 CAO's Report

RES-131-2020 Motion by Councillor Cammie Laird that Council authorizes councillors' attendance at the Rocky Doctors Town Hall meeting on March 15, 2020.
CARRIED

RES-132-2020 Motion by Councillor Cammie Laird that Council authorizes councillors' attendance at the Chamber of Commerce Town of Rocky Mountain House Mayor's Community Update on March 19, 2020.

CARRIED

10.2 Public Works Report

10.3 Councillor Reports

Reeve Hoven, Deputy Reeve Swanson and Councillors Duncan and Lougheed reported on events and meetings attended from February 25 to March 9, 2020.

10.4 Councillor Remuneration

RES-133-2020 Motion by Councillor Jim Duncan That Council receives the March 10, 2020, CAO Report, Public Works Report, Councillor Reports and Councillor Remunerations for information as presented.

CARRIED

The meeting recessed at 2:53 pm.

The meeting reconvened at 2:58 pm.

11 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

11.1 Solicitor General: Enhanced 1 and 2 Digit Highway Pilot Program Proposal; FOIP s.24 Advice From Officials

11.2 2019/2020 Intermunicipal Mediation Verbal Report; FOIP s.21 - Disclosure Harmful to Intergovernmental Relations

RES-134-2020 Motion by Councillor John Vandermeer that Council goes into CLOSED Session to discuss Item 11.1 Solicitor General: Enhanced 1 and 2 Digit Highway Pilot Program Proposal; FOIP s.24 Advice From Officials and Item 11.2 2019/2020 Intermunicipal Mediation Verbal Report; FOIP s.21 - Disclosure Harmful to Intergovernmental Relations at 2:59 pm.

CARRIED

RES-135-2020 Motion by Councillor Michelle Swanson that Council returns to OPEN Session at 5:02 pm.

CARRIED

RES-136-2020 Motion by Councillor Jim Duncan that Council endorses Clearwater County's participation in the Alberta Justice and Solicitor General's Enhanced 1 and 2 Digit Highway Pilot Program.

CARRIED

12 ADJOURNMENT

- 12.1 RES-137-2020 Motion by Councillor Michelle Swanson that the meeting adjourn at 5:03 pm.
CARRIED

Reeve

CAO



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Consideration of Second and Third Readings - Bylaw 1076/20 Application No. 01/20 to Amend the Land Use Bylaw
PRESENTATION DATE:	Tuesday, March 24, 2020
DEPARTMENT:	Planning & Development
WRITTEN BY:	Jose Reyes, Senior Planner
REVIEWED BY:	Keith McCrae, Director Planning, Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input checked="" type="checkbox"/> County Bylaw or Policy (Clearwater County Land Use Bylaw No. 714/01 and Municipal Development Plan (2010))
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input checked="" type="checkbox"/> Fiscal Responsibilities <input checked="" type="checkbox"/> Environmental Stewardship <input checked="" type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
Application to Amend Land Use Bylaw, Bylaw 1076/20 with Schedule "A", Institutional District "P", Aerial Photos and Site Photo.	

STAFF RECOMMENDATION:

Pending the results of the public hearing, it is recommended Council grant 2nd and 3rd readings to Bylaw 1076/20.

BACKGROUND:

Clearwater County holds title to Lot 1, Block 6, Plan 8122203, containing 11.1 ha (27.4 acres) of land. The subject land is located to the east of Highway 761 along Railway Avenue within the hamlet of Leslieville. Erik Hansen, Director Public Works Infrastructure has made application, on behalf of Clearwater County, to redesignate the parcel from the Manufactured Home Park District "MHP"/Hamlet Residential District "HR" to the Institutional District "P".

The County's ultimate intention is to construct a public building to house the "Leslieville Public Services Facility" on the subject lands. If the Land Use Amendment is successful, the County will then submit a development permit application to the Planning Department for review and potential approval.

Legal and physical access to the proposal is by way of Railway Avenue, adjacent to the north property boundary. The land is currently vacant but contains a pipeline held by Prairie Storm Energy Corp. This pipeline does not contain sour gas.

Surrounding land uses within are institutional, hamlet residential and agriculture.

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

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

Section 1.7 Definitions

"PUBLIC OR QUASI-PUBLIC USE " means the use of land or a building or both for purposes of public administration and service and shall also include a building for the purpose of assembly, instruction, culture, recreation or other community activity.

Section 13.4(9) Institutional District "P"

The general purpose of this district is to permit and regulate the development of private or public facilities intended to provide cultural social, religious, educational or rehabilitative services.

Section 13.4(9) B 15

Discretionary Uses

Public or quasi-public building in character with one or more of the approved uses.

Clearwater County's Municipal Development Plan

Section 7.2.2 states:

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

Section 10.2.9 states:

For areas in which it has development control, Clearwater County:

- (a) shall monitor the ability of fire suppression and fire fighting services and facilities; and
- (b) from time to time may replace and add to fire equipment and infrastructure.

Section 12.2.3 states:

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

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

Section 12.2.4 states:

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

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

REFERRALS/CIRCULATION:

Bylaw 1076/20 was referred to the Municipal Planning Commission who recommended that Council favorably consider granting second and third reading.

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

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

RECOMMENDATION:

At the regular Council meeting held on February 11, 2020, Council reviewed and gave first reading to Bylaw 1076/20. As required by legislation, notice of today's Public Hearing was advertised in the local newspapers and comments were invited from adjacent landowners and referral agencies.

Upon consideration of the representations made at the Public Hearing, Council will consider whether or not to grant second and third readings to Bylaw 1076/20.



CLEARWATER COUNTY

Application for Amendment to the Land Use Bylaw

Application No. 01-20

Bylaw # 1076/20

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

APPLICANT: Clearwater County

ADDRESS & PHONE: Po Box 550 4340 47th Ave Rocky Mountain House AB
403-845-4444

AMENDMENT REQUESTED:

- CHANGE OF LAND USE DISTRICT FROM: "MHP" "HR" TO: Institutional District "P"
 LEGAL DESCRIPTION OF PROPERTY: SW 1/4 Sec. 23 Twp. 39 Rge. 5 W5M
 OR: LOT: 1 BLOCK 6 REGISTERED PLAN NO.: 8122203
 OR: CERTIFICATE OF TITLE NO.: _____ (Site Plan is attached)
 SIZE OF AREA TO BE REDESIGNATED: 11.1 (Hectares / Acres) 27.4

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

Change in use from Manufactured Home Park
District MHP & Hamlet Residential District "HR."
to Institutional District "P"

3. REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT:

Lestieville Public Service Building

DATE: January 24, 2020 APPLICANT'S SIGNATURE [Signature]

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

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

SIGNATURE OF DEVELOPMENT OFFICER
IF APPLICATION COMPLETE

IMPORTANT NOTES ON REVERSE SIDE

BYLAW NO. 1076/20

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

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

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

WHEREAS, the general purpose of the Institutional District "P" is to permit and regulate the development of private or public facilities intended to provide cultural social, religious, educational or rehabilitative services.

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

That +/- 27.4 acres of Lot 1, Block 6, Plan 8122203 as outlined in red on the attached Schedule "A" be redesignated from the Manufactured Home Park District "MHP" / Hamlet Residential District "HR" to the Institutional District "P".

READ A FIRST TIME this ____ day of _____ A.D., 2020.

REEVE

MUNICIPAL MANAGER

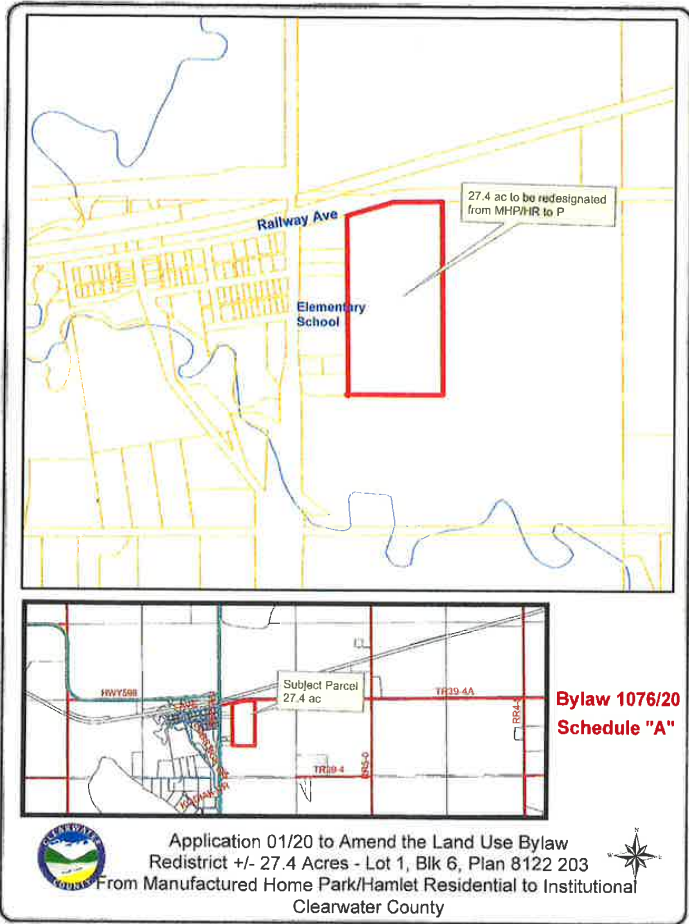
PUBLIC HEARING held this ____ day of _____ A.D., 2020.

READ A SECOND TIME this ____ day of _____ A.D., 2020.

READ A THIRD AND FINAL TIME this ____ day of _____ A.D., 2020.

REEVE

MUNICIPAL MANAGER



Application 01/20 to Amend the Land Use Bylaw
 Redistrict +/- 27.4 Acres - Lot 1, Blk 6, Plan 8122 203
 From Manufactured Home Park/Hamlet Residential to Institutional
 Clearwater County

13.4 (9) INSTITUTIONAL DISTRICT "P"

THE PURPOSE OF THIS DISTRICT IS TO PERMIT AND REGULATE THE DEVELOPMENT OF PRIVATE OR PUBLIC FACILITIES INTENDED TO PROVIDE CULTURAL, SOCIAL, RELIGIOUS, EDUCATIONAL OR REHABILITATIVE SERVICES.

A. PERMITTED USES

1. Farming, except intensive agriculture

B. DISCRETIONARY USES

1. Arts or culture centre
2. Buildings for cooking, dining, assembly, crafts and recreation
3. Church, without manse within hamlets
4. Church, with or without one attached manse outside of hamlets
5. Cemetery
6. Correction, detention or remand facilities
7. Detached manse associated with a church on the same lot
8. Social care facility
9. Guest and patron lodge or cabins associated with a permitted use
10. Institutional, religious or private youth camp, retreat or outdoor education facility
11. Keeping of livestock for use in association with a permitted use including shelters and enclosures for the same
12. Museum
13. Private campground facilities for parking holiday trailers/recreation vehicles occupied by guests or temporary staff involved with a permitted use for periods of 30 days or less
14. Public or private open space
15. Public or quasi-public building in character with one or more of the approved uses
16. School or college whether public or private
17. Single family residence if ancillary to the principal use
18. Other ancillary buildings or uses

C. ALLOWABLE LOT AREA

1 to 4 hectares (2.5 to 10 acres), unless otherwise approved by the Development Officer except in hamlets where lots shall be at least 300 square metres (3,500 sq. ft.) and have a frontage width of at least 10 metres (35 feet).

D. MINIMUM TOTAL FLOOR AREA

As required by the Development Officer.

E. MINIMUM DEPTH OF FRONT YARD

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

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

F. MINIMUM WIDTH OF SIDE YARD

3 metres (10 feet) except in the case of a corner site where the side yard adjacent to a public road may be determined pursuant to Section 6.4.

G. MINIMUM DEPTH OF REAR YARD

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

H. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS

1. All buildings added to a lot shall be new unless otherwise approved by the Development Officer.
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall, where reasonable, complement the natural features of the site to the satisfaction of the Development Officer.
3. Ancillary structures and additions shall be designed to complement the main building.

I. MAXIMUM ALLOWABLE DENSITY

As approved by the Development Officer.

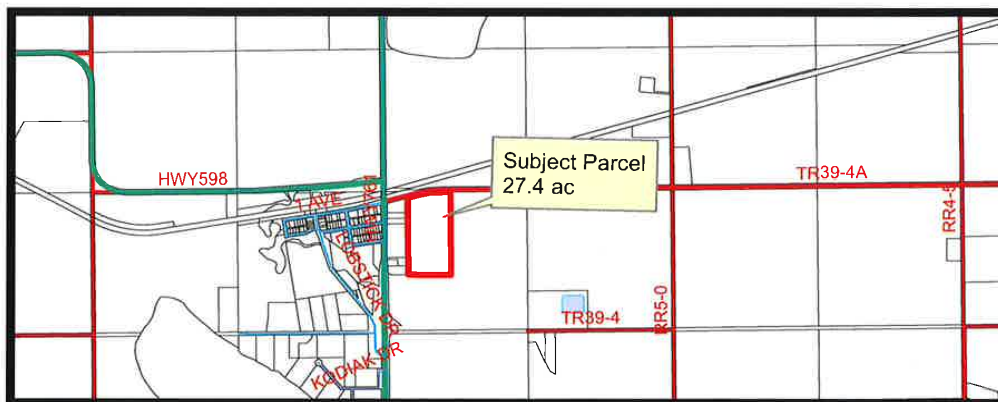
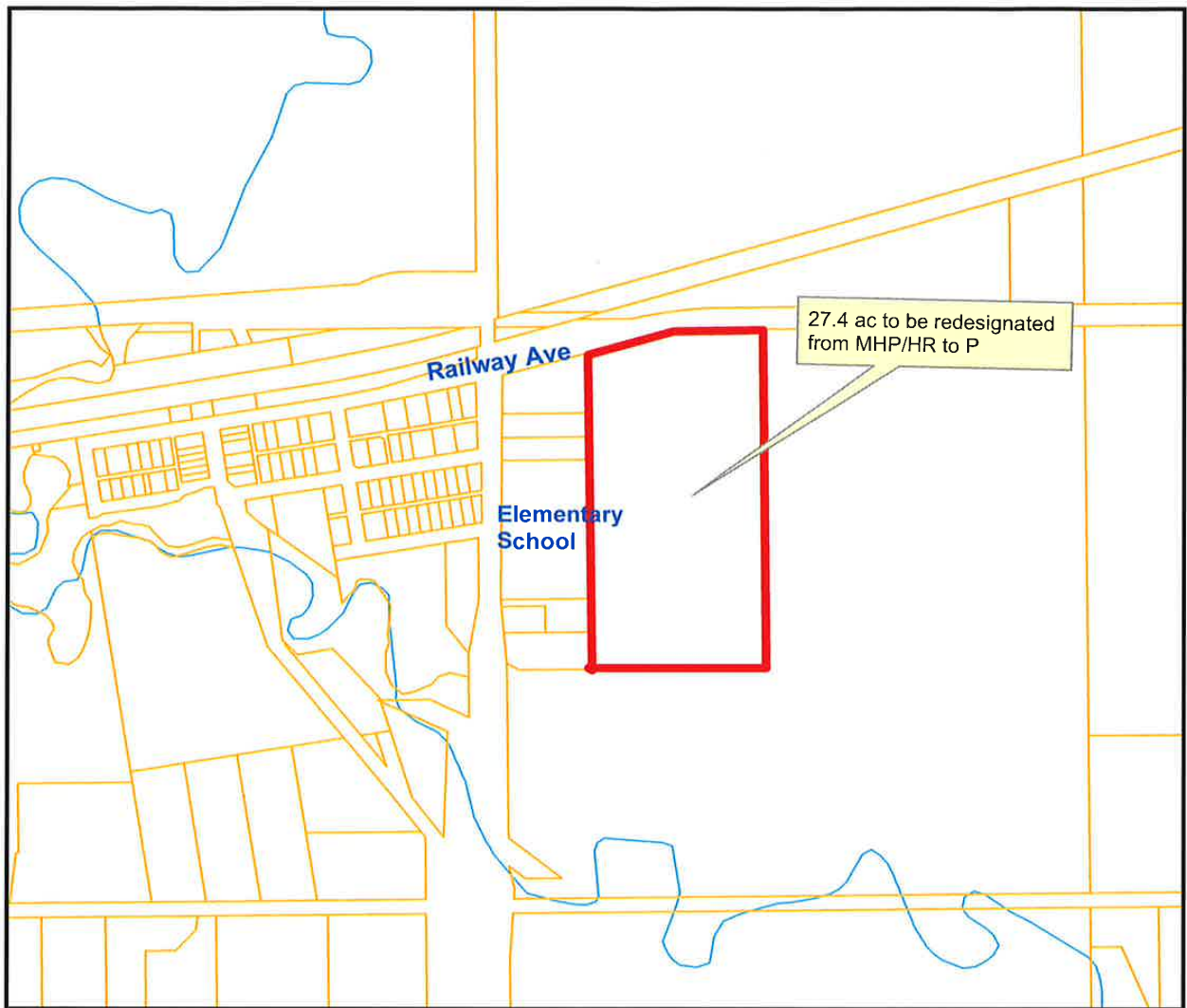
J. OFF-STREET PARKING

As stated in this Bylaw unless otherwise approved by the Development Officer.

K. LANDSCAPING

1. Approval to develop may be made subject to the Development Officer accepting a landscaping plan.
2. The Development Officer may require measures to retain natural vegetation and to protect sensitive soils on the site.
3. Any development may be subject to screening from view by vegetation or other screening of a visually pleasing nature as required by the Development Officer.
4. Where two or more buildings are located on a lot, the separation of distances between them may be at the discretion of the Development Officer.

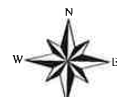
5. For any developed area, the minimum surface area that may be retained free of buildings, roads, parking lots and other fixed roof or hard surface installations shall be 65% of the total lot, unless otherwise approved by the Development Officer.

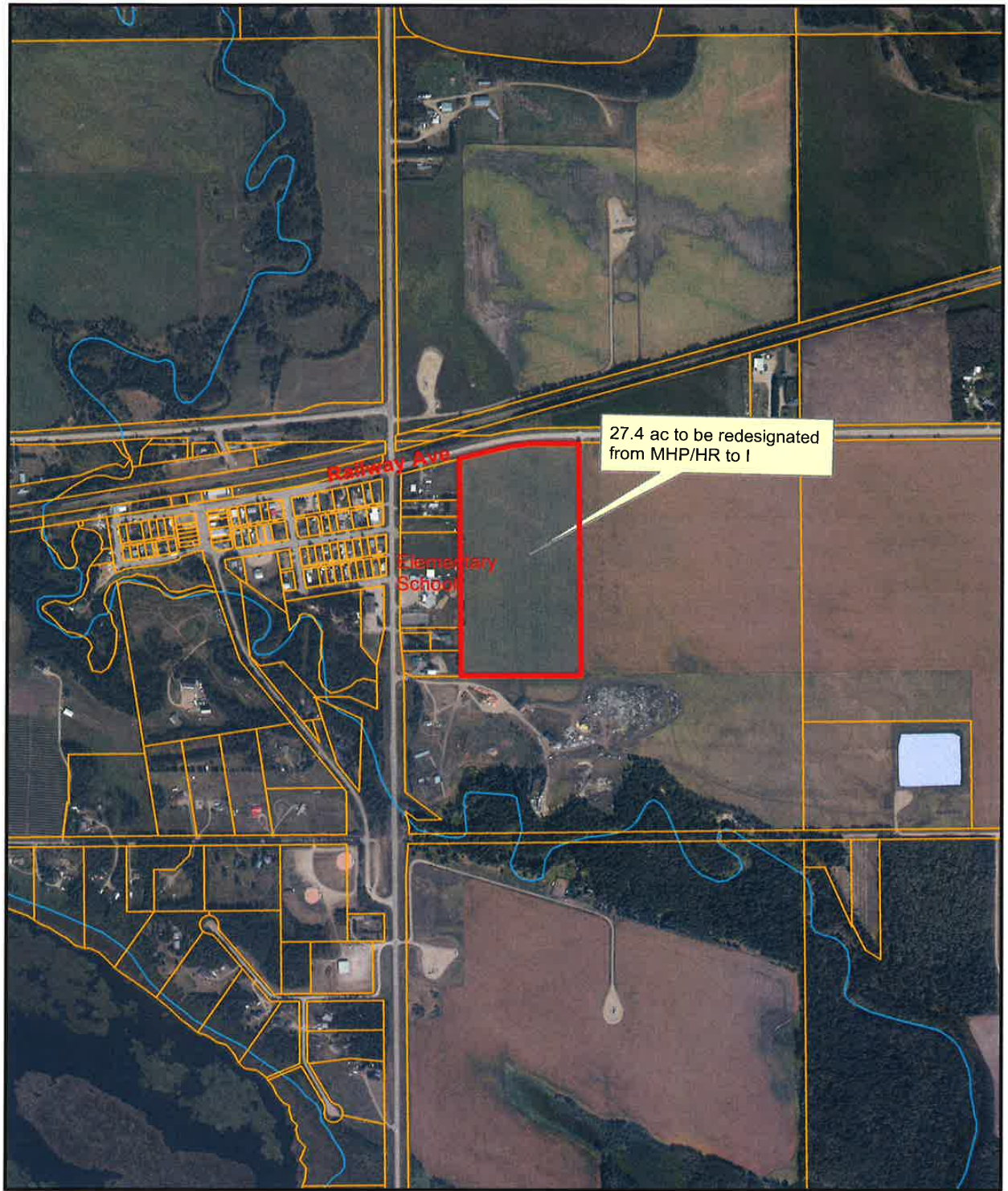


**Bylaw 1076/20
Schedule "A"**

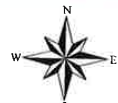


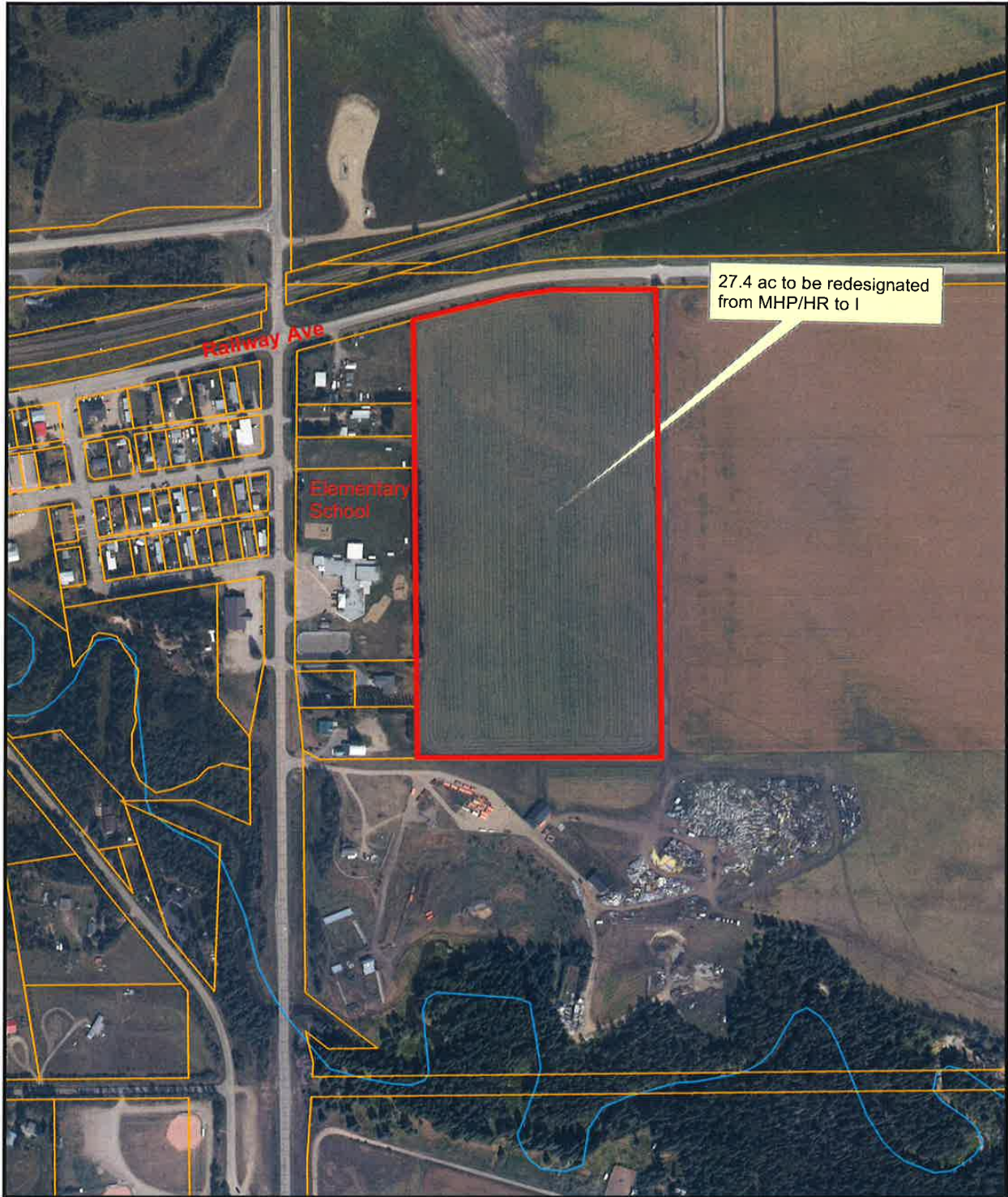
Application 01/20 to Amend the Land Use Bylaw
 Redistrict +/- 27.4 Acres - Lot 1, Blk 6, Plan 8122 203
 From Manufactured Home Park/Hamlet Residential to Institutional
 Clearwater County





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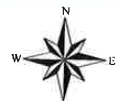




27.4 ac to be redesignated from MHP/HR to I



Application 01/20 to Amend the Land Use Bylaw
Redistrict +/- 27.4 Acres - Lot 1, Blk 6, Plan 8122 203



From Manufactured Home Park/Hamlet Residential to Institutional
Clearwater County

Subject Site





Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Sturgeon County Requests Resources for 2020 Federation of Canadian Municipalities Conference Event
PRESENTATION DATE:	Tuesday, March 24, 2020
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Planning & Development J. Pratt, Economic Development Officer K. McCrae, Director/R. Emmons, CAO
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input checked="" type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input checked="" type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
FCM reception invitation 02 03 2020	

STAFF RECOMMENDATION:

Administration seeks direction regarding Sturgeon County's request.

BACKGROUND:

Sturgeon County is requesting help planning or funding an event at the 2020 Federation of Canadian Municipalities Conference where brief educational presentations and entertainment would be available. The purpose of the reception is to reframe the perspective others throughout Canada may have about Alberta.

The letter was brought to Council at the March 10 meeting where Council asked for more details.

Neal Comeau, Deputy Mayor for Sturgeon County, provided the following information.

The total budget is approximately \$100,000. This includes the Keynote speaker, Rex Murphy, 4 to 6 key message speakers, door prizes, and seating and food for up to 600 guests. The expectation is that this level of a program will be able to attract representatives from other provinces to the event.

The agenda is built around the four keys of agriculture, tourism, innovation & technology, and energy.

As of March 14 the following municipalities are providing financial support for the event:

- Greenview County
- Municipality of Wood Buffalo
- Lac la Biche County
- Lac St. Anne County
- Sturgeon County
- Wetaskiwin County

If a municipality cannot support the event financially, help at the event would be appreciated.

March 2, 2020

Dear Alberta Municipalities:

Alberta is currently in a time of crisis. We are facing ongoing challenges in our Province's energy and agriculture sectors; tensions are rising, and western alienation continues to grow. Alberta is a place of innovation and opportunity—our Province has so much to offer to Canada and the world. Now is the time to make that clear.

Our municipality believes there is an opportunity at the upcoming Federation of Canadian Municipalities (FCM) Convention to promote Alberta to a national audience while contributing to improve inter-provincial relationships and enhanced prosperity.

We want to propose setting the stage to tell a truly Albertan story. Each municipality in our great province is unique and brings strengths to the collective table. This June, at the FCM Convention, let us showcase to the rest of Canada, the high level of competitiveness and diversity that flourishes in Alberta. We know Alberta as a destination for unique tourism, agriculture, and machine learning. Our Alberta is home to world-class post-secondary institutions and advanced manufacturing. We are a place of aviation, renewable energy, a highly skilled workforce, and solutions-based thinking. We are proud to say Alberta is also home to the most ethically-sourced traditional energy extraction projects in the world that help fuel our modern times. Let's tell our story.

We are reaching out to our fellow municipalities to gauge interest in being involved in an Alberta-focused reception at FCM. The purpose of the reception is to reframe the perspective others throughout our Country may have about Alberta.

This event will be held on **June 6, 2020 from 5:00 p.m. to 9:00 p.m.** where brief educational presentations and entertainment would be available. Currently working towards having a keynote speaker who will entertain and potentially moderate a panel. We envision having notable Albertans attend the reception to share, from their perspectives, what makes this Province the most desirable place to be. Each participating municipality may also have the opportunity to showcase their community in a one-two minute video loop.

Sturgeon County, MD of Greenview and the Municipality of Wood Buffalo's Councils recently passed motions to fund portions of this event, up to \$10,000. ***The Imperial Room at the Fairmont, Toronto has been secured.*** We understand that these are tough economic times and that monetary contributions to this initiative will vary from municipality-to-municipality. We are of the firm belief, however, that this opportunity can be a success if we all band together.

With June quickly approaching, we are actively looking for partners. Sturgeon County respectfully requests that your municipality reply to this call-to-action, with details on how you may be able to participate in the planning and/or funding of the event. In addition to support from other municipalities, we are also turning to industry and the Government of Alberta to help progress this important initiative.

When indicating interest please reply to: **Deputy Mayor Neal Comeau**, Sturgeon County:

Email: ncomeau@sturgeoncounty.ca or

Cell: 587 986 5035

A small shift in one person's perspective can lead to significant change. Under one unified action, we can achieve our goal.

Sincerely,



Alanna Hnatiw,
Mayor, Sturgeon County

Cc: Dane Lloyd, MP Sturgeon River-Parkland
Honourable Dale Nally, Associate Minister of Natural Gas
Shane Getson, MLA, Lac Ste. Anne-Parkland
Council, Sturgeon County
Reegan McCullough, CAO Sturgeon County



Agenda Item Report

Regular Council Meeting

AIR Type:	Delegation
SUBJECT:	10:15 am Clearwater County Taxpayers' Association, Marianne Cole, President, and Helge Nome
PRESENTATION DATE:	Tuesday, March 24, 2020
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Tracy Haight, Executive Assistant Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
CCTA Presentation to Council re Leslieville Fire Hall	

STAFF RECOMMENDATION:

That Council receives Clearwater County Taxpayers' Association's presentation regarding the proposed Leslieville Public Services Building project for information.

BACKGROUND:

Delegates from the Clearwater County Taxpayers' Association, Marianne Cole, President, and Helge Nome, will present their views and concerns with the proposed Leslieville Public Services Building project.

CLEARWATER COUNTY TAXPAYERS' ASSOCIATION PRESENTATION
TO
CLEARWATER COUNTY COUNCIL
TUESDAY, MARCH 24, 2020

REVIEW OF PUBLIC INFORMATION/ENGAGEMENT EVENTS

1. April 4/5, 2018 Public forums were held to gather information from the public on their opinions/wishes re one amalgamated fire hall or two separate stations. The general feeling was a desire to maintain two stations.

2. August 28, 2018 Minutes from this Clearwater County Council meeting provide the following information:

“Public Works: 1. Leslieville/Condor Fire Stations(s) Project

The fire station projects in the Hamlets of Condor and Leslieville were reviewed as follows:

Leslieville: Repurpose the existing Public Works and Agriculture Services shop to a three-bay fire station, at an estimated cost of \$2, 157, 938.00. Construction to be scheduled for 2020.

Condor: Construct a new public services facility with a five-bay fire station and Public Works and Agriculture Services shop at an estimated cost of \$4, 000, 000.00. Site selection, land purchase and preliminary planning to be scheduled for 2018, followed by construction in 2019.

Upon approval of both project proposals, Administration intends to identify suitable land sites for the Condor fire station and present findings, along with purchase costs to Council.

Discussion took place and the following points were made:


- Total budget costs for the projects are too high and construction schedules are unrealistic considering there are other projects scheduled at this time.
- Deferring construction of the Leslieville fire station to 2023/2024 may allow opportunity to build on the existing \$3.5million in reserves.
- Total upset limit for the Condor public services building includes land purchase. The project could be deferred if suitable land, at an affordable price, is not available.

- The Request for Proposal (RFP) process will identify cost-efficient construction design and solicit competitive bidding that may result in a lower budget.
- Local contractors will have opportunity to participate in the RFP.
- Fire stations in each of the Hamlets will promote community development.
- Inquiries on Alberta Health Services interest in establishing an ambulance station in the new Condor fire station should be made.
- It is more efficient and economical to contract out site grading rather than allocate staff resources for the work due to staff capacity challenges.

MOTION: COUNCILLOR SWANSON: That Council receives the project overview for Leslieville and Condor fire stations for information as presented; and, approves the project overview for Leslieville and Condor fire stations as presented; and, schedules further discussion on project costs for Leslieville and Condor fire stations during 2019 budget deliberations. CARRIED 6/1”

3. August 30, 2018 Clearwater County News Release “At their August 28 meeting, Clearwater County Council directed administration to proceed with steps to develop a new public services building and fire hall in the Hamlet of Condor (\$4.0M in 2019) and satellite fire station in Leslieville by modernizing the County’s existing Public Works facility (\$2.16M in 2020) for future budget approvals. ... **The new Condor Public Services building and fire hall will have five (5) bays encompassing approx. 16, 160 sq. ft. and the Leslieville Fire Hall will have three (3) bays in approx.. 8, 950 sq. ft..”**

4. January 20, 2020 Strategic Planning Council Committee of the Whole



Agenda Item Report

Strategic Planning Council Committee of the Whole

AIR Type:	Presentation
SUBJECT:	Leslieville Public Services Facility
PRESENTATION DATE:	Monday, January 20, 2020
DEPARTMENT:	Public Works Infrastructure
WRITTEN BY:	Erik Hansen
REVIEWED BY:	Rick Emmons
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input checked="" type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input checked="" type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
Map of Subject property with Photo Exterior Picture for Communications CPSB SE A2.01 Floor Plan - Main Floor Rev.E markup (1) A2.02 Floor Plan - Second Floor Rev.C markup	
STAFF RECOMMENDATION:	
That the committee indicate their support for work plan outlined for Leslieville Public Services Facility.	
BACKGROUND:	
<p>During the January 14, 2020 Council Meeting, Council approved the land purchase of a 27.43 acre parcel contained in the SW 25-39-6 W5M. This parcel is located directly east of the Leslieville School and directly south of the Leslieville East Road. The intent of this property is to facilitate a new Public Services Building, multi-use training facility, fire pond, proposed second access for the the school as well as proposed future development of a park and /or sports field. Clearwater Regional Fire has a separate budget for the development of the multi-use training area and can speak to their development plans.</p> <p>Staff is currently reviewing the draft RFP for the building with the intentions of obtaining pricing for a 3 bay design as well as a 5 bay design for Council's consideration. Staff is also developing a concept</p>	

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site plan with input from various stakeholders. Staff will also be making application to have this property rezoned the facilitate this development..

When??

* Previous discussions with Council included constructing the Leslieville facility similar to to the Condor Public Services Building.

Condor Public Services

Item	2018/ 2019
Land	\$ 162,000
Site Design/ Construction	\$ 571,000
Building	\$ 3,400,000
Equipment	\$ 170,000
Total	\$ 4,303,000

Includes: 8 Acres, 10,000 sqft. 3- apparatus bays, 1- PW and 1- AG Services storage bay, 6,000 sqft. two storey administration space.

Leslieville Public Services

Item	2020/ 2021 Budget
Land	\$ 365,000
Site Design/ Construction	\$ 1,585,000
Building	\$ 3,500,000 (<i>100,000 more than Condor</i>)
Equipment	\$ 170,000
Total	\$ 5,620,000 (<i>2.6x original budget</i>)

Includes: 27.43 Acres, 10,000 sqft 3- apparatus bays and 2 additional storage bays, 6,000 sqft. two storey administration space.

(From August 28, 2018 Agenda Package)

- 1) The current Public Works/ Agricultural and Community Services Building in Leslieville is to be repurposed for a New Fire Hall scheduled for construction in 2020.

Repurpose Leslieville PW/AG Shop with Fire Hall - 3 Bays

Land Purchase (3.2 Acres)	\$0
Design and Engineering	\$44,000
Project Management	\$50,000
Permitting	\$32,050
Construction Costs (Building Only) 8,950sqft	\$1,029,250
Cont. Cost (site work, lift station, equipment, furniture, Etc.)	\$806,462
Subtotal	\$1,961,762
Contingency	\$196,762
Estimated Total	\$2,157,938

- 2) To facilitate the needs of Public Works, Agricultural and Community Services and Regional Fire a New Public Services Building is to be constructed in the Hamlet of Condor. Site selection, land purchase and preliminary planning is scheduled for 2018 with construction to commence in 2019. Council also discussed setting an upset limit of \$4,000,000.00 for the cost of the Public Services Project in Condor.

Condor Public Services Building – 5 Bays

Land Purchase (8+/- Acres)	To Be Determined
Design and Engineering	\$49,000
Project Management	\$50,000
Permitting	\$32,050
Construction Costs (Building Only) 16,160sqft	\$2,714,880
Cont. Cost (site work, lift station, equipment, furniture, Etc.)	\$959,700
Total Upset limit	\$4,000,000

With Council's approval, staff will commence a site suitability investigation in Condor and report back to Council with a recommendation.

Councillor Comments from Strategic Planning Meeting
 (Notes taken from review of live streamed video of that meeting.)

Following information presented by Eric Hanson, Public Works Infrastructure and Steve Debienne, Regional Fire Chief the following questions/comments were made by council:

Councillor Laing: What would be the cost to the taxpayers for the training facility and what would be the revenue?

Mr. Debienne: There would be some cost to get it up and running but there would be opportunity for revenue later.

Councillor Laing: I need to see those numbers.

Councillor Swanson: The building in Condor was well done. Ok with 3 bays in Leslieville. Whole admin. side is a concern. Is it necessary? We could bare bones that and eliminate the kitchen. Can have cost savings on admin. side, not bays.

Councillor Laing: Supports Councillor Swanson's comments. We do not need something like Condor. There is opportunity to save money. Need to be careful moving forward.

Councillor Laird: Appreciates that the original vision is different from now. Thought training would originally be in Condor but that has changed now. Might be opportunity for revenue building. We need numbers. Potential for 4 vehicles in Leslieville. The extra cost for site design and construction facilitates bigger ideas. Staff needs to give us information on how we got to these bigger ideas.

Mr. Hanson: We just got the land so now we are thinking of the site development and training. The committee needs more information from the stakeholders. We can postpone the RFP. Facility doesn't need to be like Condor. Should fit the needs. Need the right building in the right location. We are looking at a 50 year plan. Thinking of hamlet growth.

Councillor Vandermeer: We need a conceptual design first. Deciding on 3 vs. 5 bays is moving ahead of time. Concerned why there is a suggestion of 4 pieces of equipment when we only need 2. We can work with less. Way ahead of the curve. New plans are totally unacceptable. We need to get the site design finalized; people's opinion; information from the school division. We only need housing for 2 units. We bought 8 acres in Condor with the idea of a potential training center there. The concept plan needs to be verified and we're a long ways from that.

Councillor Lougheed: We want to get things right. Want to build on successes. Don't want to duplicate building but make it complimentary.

Councillor Laird: We can maximize learning from Condor. 2 stations work hard to be complimentary. We don't want to diminish that. Need to consider recruitment/retention on our volunteers. Opportunity for that with accredited training facility.

Councillor Vandermeer: Accredited training is a great idea and could be done at Condor. Going 5-10 minute to that site is not a problem. We have had examples of shared shop, home ec., and music facilities in our schools. Need to hear strong arguments for anything above 2 bays.

Councillor Laird: What are plans for public services part of building? Is it for ag. and public works?

Mr. Hanson: Current plans are for Leslieville to be more of a public building. If committee wants more of a fire hall we can focus on that. Public works and Ag could use the extra bays.

Councillor Laird: Nordegg had a very broad scope with a variety of uses including a school. This could be similar. Need to take a hard look at all options. Need more stakeholder info. Looking beyond public services.

Councillor Lougheed: We have maybe been overlooking the potential. Now things have escalated. The training/multi-use could have added functionality. Could support community and fire service.

Councillor Laing: We now have 2 buildings in Leslieville. Is anything stored in the public works building?

Mr. Hanson: Yes, sprayers and ag. equipment.

Councillor Laing: We already have something that serves that need.

Mr. Hanson: Yes, that is not a need at this time. We are looking down the road. Do 2 more bays work with training? Need to really look at broad approach. Value in looking at that. The longer we debate the process, the longer we delay the project. Need to engage the public and have consultation with stakeholders. We need time with Wild Rose School Division.

Councillor Laird: If we have 3 bays in Leslieville what would the operating costs be? Would one building be cheaper?

Councillor Laird: Importance is in community. They are a fabric of the community/shining beacons. Could include a reception center, operation center. People could go there in an emergency, where they feel safe. What would the likelihood be for the sale of “old” properties in the current depressed economy?

Mr. Hanson: The current public works building will stay with the county forever. The existing fire station could be liquidated.

Councillor Vandermeer: Question for Steve. Currently the pumper parking at Leslieville is tight. Are we going to a tandem?

Mr. Debiene: Yes. There is need for something with bigger water hauling capabilities. The new equipment that we have ordered is a super shuttle service that would provide an adequate supply of water per hour.

Councillor Vandermeer: Wondering if a single axel would be sufficient for immediate response. The super shuttle is Ok and could come from Condor. More practical for a single axel and tender to be in Leslieville. Extra help could come from Condor. We just need quick response in Leslieville. Could deal with that need without new facility. Need to review alternate necessities.

Motion by Councillor Swanson that the RFP be postponed until further information on the conceptual design is received from administration.

Councillor Laird: What would be the timeline for that?

Mr. Hanson: That’s tough to predict. Waiting for outside stakeholders. Will need to work on business plan as well as concept plan. Waiting will slow things down.

Councillor Laird: Wondering if postponing is necessary. We could take the middle ground. Staff could find us the information. Want to see continued progress.

Councillor Vandermeer: Concerned with obscurity. No need to rush this through. There is a lot of work yet to be done. 3 versus 5 bays is way out of bounds. What are the actual needs? There is no urgency to build something out of scale. **Vote carried unanimously.**

(Continuation of Public Engagment Events)

5. February 10, 2020 Clearwater County Taxpayers' Association Monthly Meeting.

There were 6 councillors present (Councillors Laird, Loughheed, Vandermeer, Laing, Swanson, and Reeve Hoven). There was significant discussion on the Leslieville Fire Hall project with concerns expressed over the lack of information being given to the taxpayers. A suggestion was made by one of the CCTA members to host a meeting so area residents could get information on current plans for the facility. Reeve Hoven offered that the County could organize such a meeting. Subsequently a meeting was arranged for the Leslieville Elks' Hall on Thursday, March 5, 2020.

6. March 5, 2020 Clearwater County Open House/Meeting at Leslieville The following is a summary of questions and responses from that meeting.

LESLIEVILLE FIRE HALL COMMUNITY MEETING QUESTION SUMMARY

1. **What does it cost to go to Red Deer for training?** \$1400/day; \$1800 if engine is used
2. **Would the training facility add to the cost of training???** There are several standards for training but Basic 1001 takes about 1 ½ years to complete at a cost of \$15,000/pp. The building would not affect that.
3. **Are we headed toward paid fire fighters?** Unknown. Now all volunteers are Paid On Call.
4. **How much is in the fire hall reserves and when might Caroline need to be rebuilt?** There are @ \$2million in reserves that would go to Leslieville. Unsure about Caroline at the moment.
5. **Who made the decision to purchase the land at about \$13,000/acre?** Council did.
6. **Did the Taxpayers' Association consult with the people?** We haven't hear from them for 24 years. Marianne replied giving the fact that they have been in operation ad hoc since 2010 and officially since 2013. She also explained the various activities they are involved with and that the last monthly meeting had a great discussion on the fire hall with 6 councillors in attendance. Decision to host a meeting on this matter was made at that meeting where Reeve Hoven volunteered that the County could host the meeting.
7. **What about the Caroline fire hall?** Council hasn't talked about it as it is still currently owned by village of Caroline.
8. **Why are we only seeing a draft of the plans now?** It was just finished in the last few weeks.

9. **Why is the county purchasing new land? Are they hoping to sell some of the land?** There is no intent to sell land. There are partnerships being discussed.

10. **The design looks the same as Condor? Why is this?** If we use the same design there is a saving.

11. **Why do we need ag. storage in Condor, Leslieville, and Rocky?** It is not necessary in Leslieville; the extra two bays are optional.

12. **Is there/will there be staff at each hall?** There is no full time staff at either hall.

13. **Comment:** Skip the paving, go with only a 3 bay building, and save \$\$\$.

14. **Concern with the great amount of lights on at Condor? Can dollars be saved there?** The lights are there for security reasons and are all LED.

15. **Is future government MSI (Municipal Sustainability Initiative) funding guaranteed?** It is up until 2021/2022.

16. **Why are these larger facilities so close together required for smaller populations?** The wish for two facilities came from community meetings held in 2018. They are intended for multi-use and building the extra bays now would be cheaper in the long run.

17. **Does the utilization of the Nordegg facility justify its cost?** It is mostly used. The bays are all used with 1 bay used by AHS for the ambulance. There are 2 living quarters upstairs used by AHS and two downstairs for first responders.

Will this be the same in Leslieville? There are 2 extra bays so it could be smaller.

18. **There is talk about a partnership with Wild Rose School Division. What is that?** There is access for the school busses and for parking. Some of that money will come from Alberta Infrastructure. Phase 3 plans call for development of recreation fields.

19. **There is also talk of a second stakeholder for training. Could you give us information on who and what?** There has been no formal meeting to date and we can't meet/reveal further information until after council makes a decision on the current format. Meeting likely in March/April.

20. **What would be the cost of operating a training facility?** Administration is working on that. Potentially the building cost of \$500,000 could come from an outside partner. Some of the operating funds could come from \$\$\$ received from helping out with the Ft. McMurray and BC fires.

21. **Does council consider spending \$10 Million on 2 close fire halls reasonable when others are much farther away?** We are trying to build communities and looking just at the \$\$\$/plans is ridiculous. We need to be looking to the future.

22. **Why was there a change in the meeting format? Was it an attempt to curb information?**
No. We are prepared to be here as long as possible to answer people's questions/concerns.

23. **What would encourage other fire fighter groups to come here for training when there are facilities for that in Red Deer?** We are building for our own purposes first. We are not sure how many others use Red Deer.

24. **Why did the CCTA have to take the initiative for organizing a meeting?** We always wanted to be open and transparent. There is no intent to deceive the public. The CCTA brought forward the idea and we responded favorably.

25. **There is a perception that some members of Council are pushing for something like Condor. Does everyone share that opinion?** Can't really answer for others. We just want to make communities well protected.

26. **How does Council deal with perceived bias?** Each Councillor is passionate about protecting the community. Having fire fighting experience is helpful and Council is blessed to have these people.

27. **What is the current situation with delinquent taxes?** There was an increase since 2018 and administration is working with the delinquent companies to address that. In September there was a deficit of @\$8Million. Now it is about \$6Million.

28. **Is this facility a need or a want?** Fire stations are a need. The scope is there so we can be future ready. We want to learn from our neighbors such as at Bentley.

29. **Could we hear from each Councillor on this matter?**

Tim: The final decision is not yet made, but will be on March 24. Personally in favor of 5 bay facility as we now have the funds and could spend now for the future.

Michelle: Has had discussions with residents outside council and they are in favor. It should be a community decision not a \$\$ decision. Thinks it would be helpful in recruiting young people.

John: Has little different point of view. Has a high regard for the POC fire fighters. Fire Halls across the County needed up-grades and the decision was made to build 2---one large facility in Condor and a satellite in Leslieville. Leslieville does not need anything more than a satellite. Service has nothing to do with the size of the facility. There is lots of room in Condor for training. He has difficulty justifying a big build here. Need to think about Caroline in the

future. We only need to build a satellite facility to house 2 units. Can build all you need for @\$1Million.

Jim: We have been working on this for @10 years. We have now moved from 1 joint facility to 2. He feels we need more information on the business case for training. It will never be cheaper to build than now and we need to build for 50 years. We need a good facility here.

Daryl: Has a strong commitment to safety. It has been a life long pursuit for him. He believes the regional system is great. Facilities go where there is a commitment to service. The county can invest and support that commitment. There is an opportunity to do so within the budget.

Theresa: In 2018 the budget was passed with the intent on two fire halls. Things have changed economically since then with more and more responsibilities being downloaded on the municipalities. There is potentially less dollars coming in from the province and companies are not paying their taxes. We need to place our priorities on needs not wants. Building a larger than necessary facility is not a responsible use of tax dollars.

30. The MSI funding from the province--- If we don't use it for this fire hall would it go back to the province? No, it could go to other projects.

31. What was the tax revenue 6 years ago? What is it now? What will it be 6 years from now? The information on past and current revenue is available on the county website. We don't see a big change in the future.

32. What are the community growth rates for Condor and Leslieville? There are no numbers available here tonight. It will potentially be on the website when a report on tonight is summarized.

33. Comment: There are many areas of the county that are much farther away from a fire hall than those in the Condor/Leslieville area. This needs to be considered.

34. What are the numbers of responses for Condor, Leslieville, and Nordegg? The answers are on the website.

35. Does the size of the fire hall affect the number of calls?? No.

36. Could this just be a fire hall? Yes, but there could also be other uses. We are known for our great service. (Comment: That doesn't come from the size of a building.)

37. Could you give us an update on the amalgamation agreement with Rocky? There is no agreement as it is currently in mediation and there is a non-disclosure agreement. **What about Caroline?** Talks are currently going on with Caroline and Municipal Affairs on this matter.



FACTS TO CONSIDER

1. **Proximity to other fire halls:**
 - a. Distance between Condor and Leslieville = 11km.
 - b. Distance between Condor and Rocky = 30 km
 - c. Distance between Leslieville and Rocky = 24 km.
 - d. Distance between Rocky and Caroline = 42 km.
 - e. Distance between Rocky and Nordegg = 90 km.

2. **Distance between fire halls in other jurisdictions surrounding Clearwater County:**

- a. **Brazeau County** has 3 fire halls: Drayton Valley, Lodgepole and Breton. The distance between them varies from 35km to 78km.
- b. **Wetaskiwin County** has 5 fire protection areas with 6 different fire departments. (There are 2 within the city of Wetaskiwin.) Others include Buck

Lake/Alder Flats, Millet, Mulhurst Bay, South Pigeon Lake, Wetaskiwin Rural, and Winfield. The distance between them varies from 17 km to 29 km.

c. **Ponoka County** has 2 fire stations, one in Ponoka and one in Rimbey. They are 49 km. apart.

d. **Lacombe County** has 6 fire stations: Lacombe, Eckville, Bentley, Clive, Alix, and Blackfalds. The distance between them varies from 11km. (Lacombe to Blackfalds) to 34 km.

d. **Red Deer County** has 7 fire stations: 2 on the outskirts of Red Deer, and one at each of Springbrook, Spruce View, Bowden, Delburne, and Elnora. The distance between them varies from 15km to 34 km.

e. **Mountain View County** has 5 fire stations: Sundre, Olds, Didsbury, Carstairs, Cremona. The distance between them varies from 13km (Didsbury to Carstairs) to 39 km.

3. Additional costs at proposed Leslieville facility vs Condor costs

- a. Building cost: \$100,000 more
- b. Land cost: \$203,000 more
- c. Site design/construction: \$1,014,000 more
- d. **Total extra cost: \$1,317,000 more**

4. Potential saving by reducing size

Current proposed size = 10,000 sq. ft. for \$3,500,000 = @\$350.00/sq. ft.

Original proposed size = 8,950 sq. ft. @ \$350.00/sq. ft. = \$3, 132, 500

Saving of \$367, 500

5. What saving could be generated from site design/construction?

The current budget for that is almost three times that of Condor. (\$571,000 vs. \$1,585,000)

6. How much of that cost could be recovered from other stakeholders? (e.g. Wild Rose School Division and the potential training facility stakeholder??)

7. Training facility costs???

\$500,000 has been set aside in the 2021 budget for Phase 2 which includes the potential training facility. Currently new recruits are trained by certified in house instructors at our current facilities. **No need for new facility for that.**

Extra training is done at a facility in Red Deer at a rental cost of \$1,400/day without engine or \$1,800/day with engine for an average of \$1600/day. Information gathered from a local volunteer suggested our fire fighters might use that facility about 3 times per year for a total cost of \$4800 per year. **At that rate it would take about 100 years to recoup the \$500,000 cost in next year's budget, NOT INCLUDING the extra site design/construction costs from this year.**

LET'S LOOK AT SOME PICTURES...

Station 1 - Lodgepole



[VIEW FIREFIGHTERS](#)

[VIEW APPARATUS](#)

Built in 1973, the Lodgepole Station's purpose was to address the needs of the south west of Brazeau County. A need was identified for quicker response times, hence an early response station was built. This station currently has 2 apparatus and 5 paid on call firefighters available for emergencies.

Station 2 - Breton



[VIEW FIREFIGHTERS](#)

[VIEW APPARATUS](#)

Station 2 in Breton moved into their new building in 2010. This modern facility will allow Breton to better serve the community. Station 2 is currently home to 18 members including the District Fire Chief and houses five fire apparatus.

Station 3 - Drayton Valley



[VIEW FIREFIGHTERS](#)

[VIEW APPARATUS](#)

Drayton Valley/Brazeau County Fire Services currently has 30 volunteer/paid on-call firefighters at Station 3 in Drayton Valley. Station 3 in Drayton Valley also serves as headquarters for the region's fire services. With a total staffing level of 52 men and women, the composite fire service staff in the region includes a full-time Fire Chief, a Deputy Fire Chief in charge of Operations, a Deputy Fire Chief in charge of Inspections and Investigations, a Captain in charge of Training, a Captain in charge of Maintenance Coordination and an Administrative Assistant. Averaging 300 calls per year, Drayton Valley/Brazeau County Fire Services sees a wide variety of calls throughout the region. From structure fires to motor vehicle collisions to wildland and wildland-urban interface, the men and women serving to help protect their community is dedicated to the preservation of life, property and the environment from the dangers that lie within these events alongside Policing and EMS professionals.



BENTLEY FIRE HALL

- ✓ Completed September 2014
- ✓ 7680 sq. ft. (roughly 100 x 76)
- ✓ Cost \$1, 800,000 = approximately \$234.38/sq. ft.
- ✓ "Anticipated to have useful lifespan greater than 50 years."
- ✓ (Info from Lacombe County September 2014 news release.)

Station #2



South Cooking Lake

North of Highway 14 in the Hamlet of South Cooking Lake - *Population: 241*

Directions to Fire Station #2 - [Google maps](#)

Facts about Station #2

- part-time, first response for fire and emergency medical services
- improves response times to rural emergencies; a crew from a full-time Strathcona County station is dispatched to the emergency scene in the rural area at the same time as a part-time crew, ensuring seamless response
- members are trained as first responders for all types of emergencies
- rural contact centre for services in south east Strathcona County
- there are approximately 25 part-time members of Station #2
- Station #2 is also a satellite office for the RCMP, special constables and bylaw officers working in the South Cooking Lake area
- opened in 1980 = *40 yrs. old !!*
- the station is closed to the public

Station #3



Ardrossan

6 Main Street, Ardrossan
South of Highway 16 in the Hamlet of Ardrossan → *Population 514*
[Google map](#) (this link will open in a new window)

Facts about Station #3

- part-time response for fire, rescue and emergency medical services
- improves response times to rural emergencies; a crew from a full-time Strathcona County station is dispatched to the emergency scene in the rural area at the same time as a part-time crew, ensuring seamless response
- members are trained as first responders for all types of emergencies.
- there are approximately 25 part-time members of Station #3
- opened in October 1977 = *43 yrs. old !!*
- the station is closed to the public.

Phone numbers

- Emergency fire, ambulance or police, 9-1-1
- RCMP 24 hour complaint line, 780-467-7741
- Rural Crime Watch, 780-467-7749
- Emergency Services administration, 780-467-5216



REBUTTALS ON “JUSTIFICATIONS” FOR ENLARGED FACILITY...

During discussion at recent meetings, including council, CCTA, and the Leslieville Open House, justification for a larger facility focused on the following rationale:

1. It makes more financial sense to build bigger now than have to add on later.

Rebuttal: a. There has been a steady decline in population in the county since 2014. **With that decrease there is no need to over extend the size of a facility.**

b. Also, the size of the county is not going to change so the number of pieces of equipment for public services and ag. services should not increase. Currently there is adequate storage for this area at Condor and the public services building at Leslieville. With the recent purchase of the building east of the Coop in Rocky additional space has been freed up at the Admin. Building. **There is no need for more storage space.**

2. With a training facility we could generate rental revenue from other jurisdictions.

Rebuttal: There is a centralized facility in Red Deer as well as one at Trochu. It is highly questionable who would drive out here with additional time and mileage cost. Also, there are no amenities such as hotels or restaurants here to service extended training sessions.

3. With a training facility we could encourage potential new recruits and/or offer additional credit opportunities for high school students.

Rebuttal: a. Encouragement for new recruits could be done by hosting a special event during Fire Prevention Week. This could be a part day session at very minimal cost (POC fire fighter to act as a “facilitator” and some potential treats/prizes).

b. As for offering credit opportunities, that is **not a MUNICIPAL RESPONSIBILITY.** Furthermore, how would this be managed? Would there be a paid, qualified, part time/full time instructor? At what cost?

4. We currently have the money from an MSI grant and from monies received from helping fight fires in Ft. McMurray and British Columbia.

Rebuttal: Just because we have the money does not mean that we have to spend it on unnecessary expenditures. The MSI money could be used for other county project expenses. With the possible amalgamation with Caroline the potential for modernizing that facility is very real. It might be wise to save some money for that.

5. **We want to maintain a safe community.**

Rebuttal: The safety of a community is not dependent on the size of a fire hall. It is dependent on the quick response times by ALL first responders-- police, fire, and ambulance.

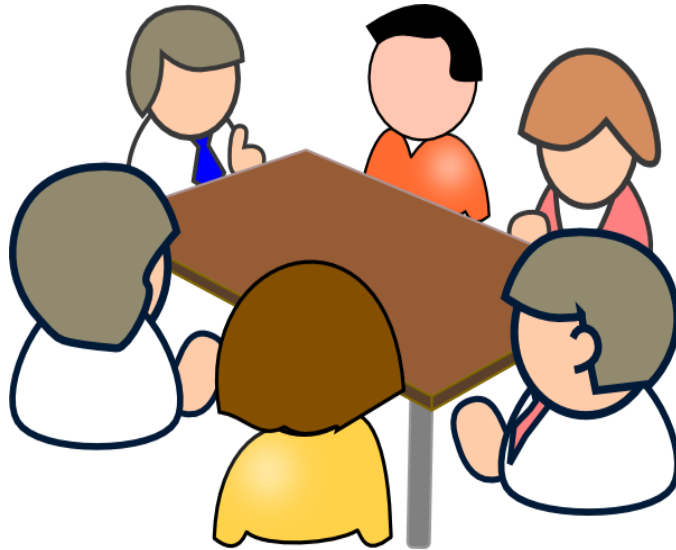
6. **We want to build communities.**

Rebuttal: The size of a fire hall has absolutely **NOTHING** to do with attracting people to an area. According to research, the top five reasons given for how people choose where to live were:

Moneycrashers: 1. Affordability 2. Taxes 3. Employment opportunities 4. Real Estate Values 5. Crime rates

Investopedia: 1. Centrality 2. Pleasing neighborhood with amenities 3. Development potential--- near schools, hospitals, and public transportation 4. Lot location. 5. The house itself.

I would suggest in this current economic atmosphere the most important considerations in our area would be: 1. Price 2. Employment opportunities 3. Proximity to amenities such as stores, schools, and hospitals 4. High speed internet



PUBLIC OPINION

Throughout the various public engagement opportunities--- the meeting at Leslieville and the recent CCTA meetings, concern has been focused on the **NEED vs WANT** as well as the necessity of the additional cost. At the Leslieville meeting there were 37 questions addressed and they related to the following concerns:

- Financial considerations--- 14
- Justification for present plans--- 7
- Lack of information--- 4
- Other--- 12

Letters of Concern: I will now read letters of concern that people have already sent and may continue to send until March 24th.

CONCLUSION

First of all I want to say that generally, from what I have heard, the majority of taxpayers are not opposed to a new facility at Leslieville. They are, however, very concerned about the size coupled with the serious need for fiscal responsibility.

In response to those concerns, there has been a lot of “positive sounding” rhetoric used to justify the larger facility. I counter that this “smoosh talk” lacks definite justification and is not reflective of the wishes of the majority of county taxpayers.

Currently we are in a very unfavorable economic climate provincially. Also, at present our county is owed roughly \$6M in tax arrears. In addition, according to information presented at the March 10, 2020 County Council meeting the 2019 overall year to year assessment base for the county showed a decrease of 0.35%. While this doesn't seem like a big decline it means that there will be less money coming in from taxes in 2020 and who knows if it is the start of a trend???

Furthermore, our provincial government has been down-loading more and more responsibilities and costs onto municipalities. It is questionable if the MSI funding will continue after 2021/2022.

All this presents a very negative financial picture for the county and stresses an even greater need to be fiscally responsible. The Leslieville Fire Hall project **MUST BE EVALUATED ACCORDING TO THE MOST EFFICIENT USE OF TAXPAYER DOLLARS IN ORDER TO ADDRESS NEEDS NOT WANTS.**

As a concluding statement I draw your attention to the Municipal Government Act, Division 3 “Duties, Titles, and Oaths of Councillors”. General Duties of Councillors, #153 states and I quote, “Councillors have the following duties: a. to consider the welfare and interests of the municipality as a whole...” End of quote.

I trust that guideline will be the determining factor in your decision.



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Clearwater County Post Secondary Scholarship Policy - Amended
PRESENTATION DATE:	Tuesday, March 24, 2020
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Agriculture & Community Services Anne-Marie Bertagnolli, Community Services/Agricultural Production Supervisor Matt Martinson, Director and Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input checked="" type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input checked="" type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input checked="" type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
Original Scholarship Policy_001 Clearwater County Post Secondary Scholarship Policy Revised	

STAFF RECOMMENDATION:

That Council approves the new Clearwater County Post-Secondary Scholarship Policy.

BACKGROUND:

At the September 24, 2019 regular Council meeting Ag. and Community staff brought forward a revised Post Secondary High School Scholarship Policy for approval.

Council reviewed the new policy and asked for a further amendment that would allow a home schooled student to be eligible for a post secondary scholarship, as well as authorization of councillor attendance.

In that regard, the Policy has been re-written to reflect these changes.

Clearwater County

CLEARWATER COUNTY POST SECONDARY SCHOLARSHIP PROGRAM

EFFECTIVE DATE: May 2008

SECTION: Administration

POLICY STATEMENT:

To recognize the importance of youth achievement in the area of community service and to encourage academic advancement, the County will offer an annual scholarship to worthy high school graduates.

DURATION: 5 years (may be extended upon evaluation by the Council in 2013)

VALUE: \$4,000 given annually - \$1,000 to one student graduating from each of the 4 High Schools in Clearwater County including West Central High School, St. Dominic High School, David Thompson High School and Caroline High School.

ELIGIBILITY:

- Any graduating student from a County High School registered and attending a post secondary school in a full time capacity;
- Must have been a resident of Clearwater County at the time of graduation from high school (note: this does not include Town or Village residents);
- Citizenship is the primary consideration for eligibility and includes involvement in the community or school in a voluntary and/or leadership capacity while attending high school. The scholarship recipient will be seen and recognized by other students as an individual who continually demonstrated care and respect for fellow students and the community;
- A student, upon receiving this \$1,000 scholarship once, is ineligible to receive another award under this program.

APPLICATION PROCESS:

- All graduating county high school students will be notified of this scholarship;
- Interested applicants may apply in writing identifying:

Page 1 of 2

- Citizenship involvement while attending high school;
- County residence legal location while attending high school;
- Name of post secondary institution and the full time program enrolled in;
- Any reference letters the applicant feels are helpful in confirming citizenship activities.

**Post Secondary
Scholarship**

Page 4 of 7

Page 3 of 7

REVIEW AND SELECTION PURPOSE:

- Applications will be received and reviewed by the respective high school principal (or his/her designate) considering the contents of the written application, the observations of school staff through the time the applicant attended high school, and any other community references the principal deems appropriate to consult.
- The respective high school principal shall select the winning applicant and advise the county administrator for purposes of preparing a check.

AWARD:

- A county councilor is authorized to attend the relevant High School award ceremony and present the award (i.e. the check) on behalf of the County.

PROCEDURE

- The attending councilor will be selected through a joint decision made by Council at the request of administration.



Clearwater County Post-Secondary Scholarship Policy

Category: Agriculture and Community Services

Policy No. ACS -

Corresponding Procedure No. ACS-

Approved:

Resolution No.:

Effective Date: March 24, 2020

Next Review Date:

Supersedes Policy No. 42; Post-Secondary scholarship Policy 2008

POLICY STATEMENT:

In order to recognize the importance of youth achievement in the area of community service and to encourage academic advancement, the County will offer an annual scholarship to eligible high school graduates.

PURPOSE:

To financially assist deserving students in their pursuit of post-secondary education and to show the County's admiration of the contributions they have made to their community while maintaining proficiency in academics.

PRINCIPLES:

1. \$5,000 will be awarded annually which will be distributed equally between the four high schools and a home-schooled recipient.
2. The qualifying high schools will include all high schools located in Clearwater County.
3. The qualifying home-schooled student must be enrolled in an approved home-school program and registered with a home school association or board acting in Clearwater County.
4. Each successful applicant will receive a cheque for \$1,000 to be used towards costs associated with post-secondary education.
5. Student eligibility will be defined as follows:
 - A student from a Clearwater County high school registered and enrolled in a post-secondary institution in a full-time capacity or:
 - A student from Clearwater County graduating through the home-school program and enrolled in a post-secondary institution in a full-time capacity.
 - Must have been a resident of Clearwater County at the time of high school graduation. (Note: students who were residents of the Town or Village do not qualify).
 - Citizenship is the primary consideration for eligibility and includes involvement in the community or school in a voluntary and/or leadership capacity while studying at a high school level.
 - The scholarship recipient will be recognized as an individual who continually demonstrates significant contributions to their community while maintaining proficiency in academics.

	<p>6. High school applications will be received and reviewed, by the respective high school principal (or his/her designate). The successful recipient will be chosen through a process that considers the contents of the written application, the observations of school staff through the time the applicant attended high school, and any community references the principal deems appropriate to consult.</p> <p>7. Home school applications will be received and reviewed by a committee formed of at least three councilors and as many non-voting staff members as deemed necessary for support. Consideration will be given to the contents of the written application, reference letters confirming community involvement and citizenship and to a lesser extent, academic standing.</p> <p>8. Cheques shall be awarded either by mail or by the attending county councilor at a local high school award ceremony if applicable.</p> <p>9. One counsellor per high school is authorized to attend the graduation ceremonies. Councilors will confirm their availability to attend directly to administration through regular correspondence.</p> <p>10. A student, upon receiving this \$1,000 scholarship, is ineligible to receive another award under this program.</p>

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

Version	Date of Change	Description
2	September 23, 2019	



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Support for David Thompson Playschool's Relocation.
PRESENTATION DATE:	Tuesday, March 24, 2020
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Agriculture & Community Services Anne-Marie Bertagnolli, Community Services/Agricultural Production Supervisor Matt Martinson, Director and Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input checked="" type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
Condor aerial David Thompson Playschool - Termination Agreement Letter - Google Docs DTPS County Letter	

STAFF RECOMMENDATION:

That Council considers options to assist in the relocation of the David Thompson Playschool.

BACKGROUND:

Established in 1977, David Thompson Playschool is a play based, licensed, non profit community playschool for children 3-5 years of age. The playschool runs from September to the end of May, Monday through Thursday, and is governed by a volunteer board.

On February 19, 2020, the County was approached by Allison Casey, the president of the David Thompson Playschool, for assistance in re-locating the playschool during the building phase of the Condor school. The playschool is currently located in a portable on the North side of the existing Condor school. The building is owned by the playschool. The County has been informed that the portable must be moved from the Condor school site by June 2020.

The playschool is looking for assistance in:

- a) Finding a piece of land on to which the portable could be moved or

b) Finding a new building that would fit their needs, either temporary or permanent.

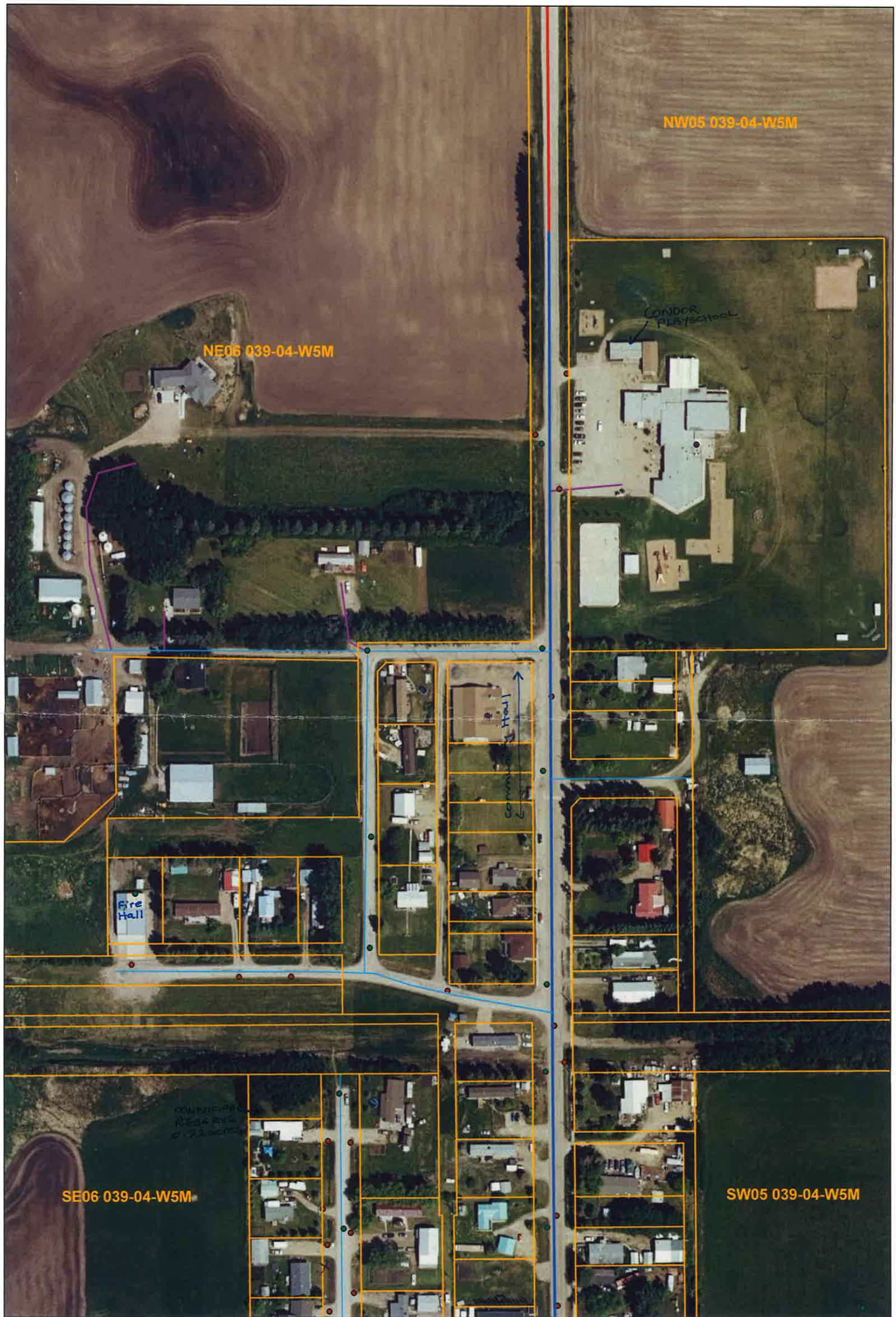
The playschool would like to stay close to the Condor school but it is unclear at this time if the new school plans will include an area for them to use.

It is staff's understanding that the playschool has funds available through fundraising to help with the relocation.

Some options that have been brought up for discussion are:

1. Looking at the feasibility of rezoning existing municipal reserve in Condor, so as to accommodate the playschool.
2. Researching existing vacant buildings in Condor that may be converted.
3. Checking on vacant lots that may be for sale.
4. Looking to see if local amenities such as the Community Hall may have room for a temporary relocation.

Staff are looking for direction from Council as to how the County may offer support.





Wild Rose School Division

4912-43 Street, Rocky Mountain House, AB T4T 1P4
Ph: 1-800-771-0537 | (403) 845-3376 | Fax: (403) 845-4287
www.wrsd.ca | [Facebook.com/WRSD.ca](https://www.facebook.com/WRSD.ca) | [@WildRoseSchools](https://twitter.com/WildRoseSchools)

March 2, 2020

David Thompson Playschool Society
PO Box 652
Condor, Alberta
T0M 0P0
Attention: President - Alison Casey

Dear David Thompson Playschool Society,

The Board of Trustees of Wild Rose School Division requires the (playschool) modular located on a portion of the Lands, comprising NW ¼ of Section 5 Township 39 Range 4 West of the 5th Meridian - Lot 1, Block 8, Plan 8921197 (Condor elementary school) to be removed from site by June 30, 2020. This move must be at no cost, no liability and no risk to the school division.

In addition, effective July 1, 2020, the Board of Trustees of Wild Rose School Division (the Board) terminates the lease agreement dated December 3, 2009, between the Board and the David Thompson Playschool Society.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink that reads "Brad Volkman". The signature is written in a cursive style.

Brad Volkman
Superintendent of Schools, Wild Rose School Division

March 12, 2020

Dear Clearwater County Council,

My name is Allison Casey and I am writing to you on behalf of the David Thompson Playschool Society.

The David Thompson Playschool is a play-based, licensed, non-profit community playschool that welcomes children 3-5 years of age. We have been operating in our community since 1977 and have been located at the Condor school grounds since 2003. Over the past three years our playschool has doubled its enrollment and tripled the number of classes we offer. We currently have 39 children attending our school who fill 74 class spots per week.

Playschool is more than just a chance for a child to have fun. It offers enormous benefits to promote positive development to a child's social, emotional and cognitive well-being. Playschool also allows for early screening opportunities to have children be assessed for any extended resources they might need, ex. Speech and language therapy. We employ one teacher who works closely with the PUF program coordinators at Wild Rose School Division at this time to ensure our students have access to these resources. We currently have 4 Educational Assistance provided by the WRSD who provide extra support to 5 of our students. Due to some changes the government has recently made there may be some changes with how the playschool works with the PUF program in the near future. Our teacher also works closely with the kindergarten teacher at the Condor and Leslieville schools to help create a smooth transition from Playschool to Kindergarten.

The David Thompson Playschool Society recently found out that we are required to move our playschool building off the site where it currently resides on the Condor School grounds by June 30th, 2020 due to the rebuilding of our Corridor schools.

While the Board and families of the David Thompson Playschool are very excited for the upcoming changes of the elementary and high school in our communities, this means we have 4 months to find a suitable location to relocate the Playschool. Our hope is to move our current building to an independent location, located close to the new elementary school in Condor. We are hoping to provide some much-needed services to the corridor community such as, before and after school care, childcare minding services and even a program for kids younger than 3. Being walking distance from the elementary school would be ideal. Although Condor area would be our preference for a new location, we would also consider the Leslieville area if needed. WRSD is unable to inform us at this time if we would have a spot on the new school grounds, so our board has decided a permanent relocation would be best.

With our limited timeline, we are quickly trying to organize a plan to figure out what resources are required for this relocation and how much it will cost. Our basics at this point are covering the cost of the move of the playschool building, potentially purchasing a lot or piece of land to put the playschool on and ensuring we have all services and utilities required to make our playschool functional.

The David Thomson Playschool is typically financially self-sustaining. Our operating costs are currently covered by school tuition, fundraising and working casinos and bingos. We recently found out that our current casino schedule of working a Casino every 3 years has been changed to every 4 years and with the announcement of the relocation of our playschool, we are not confident we will be financially able to accomplish this on our own.

At this time, the Playschool Board is reaching out to the community to see if there is any resources or financial support that can be provided to the playschool to help this relocation happen and ensure the future and continued operation of the David Thompson Playschool. We are hoping that Clearwater County may have some land available for us that would be appropriate for us to move our Playschool portable on that could be donated, rented or eventually purchased by the Playschool.

We really appreciate you taking the time to discuss any options for our playschool and are grateful for any help you are able to provide.

Sincerely,

Allison Casey

President

David Thompson Playschool Society



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Appointment of Agricultural Service Board Chair
PRESENTATION DATE:	Tuesday, March 24, 2020
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Agriculture & Community Services Anne-Marie Bertagnolli, Community Services/Agricultural Production SupervisorSupervisor, Matt Martinson, Director and Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (ASB Act) <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
AGRICULTURAL SERVICE BOA_001 November 22,2019 Page 1_001	

STAFF RECOMMENDATION:

That Council appoints Aaron Terpsma as Chairperson of the Clearwater County Agricultural Service Board (ASB), effective November 22, 2019, until such time as a new Chairperson is elected by the ASB.

BACKGROUND:

At the November 22, 2019, Agricultural Service Board's organizational meeting, Aaron Terpsma was elected as the new chairperson.

In accordance with Section 2, paragraph 3(2) of the Provincial Agricultural Service Board Act, approval is required from Council to "determine the chair".

The past chairperson, Jody Bignell had served in that position for six years from 2013 to 2019.

With the goal of maximizing efficiency at Council meetings, administration will bring any future changes to the current chair position to Council only when such a change occurs.

- (b) "council" means the council of a municipal district or specialized municipality or, with respect to a special area, the Minister responsible for the *Special Areas Act*;
- (c) "Minister" means the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for this Act;
- (d) "Minister's representative" means a person designated as a Minister's representative under section 6;
- (e) "municipality" means a municipal district, specialized municipality or special area;
- (f) "owner" means the registered owner.

RSA 1980 cA-11 s1;1994 cG-8.5 s88;1995 c24 s99(1);
1997 c1 s2

Agricultural service board duties

2 The duties of an agricultural service board are

- (a) to act as an advisory body and to assist the council and the Minister, in matters of mutual concern,
- (b) to advise on and to help organize and direct weed and pest control and soil and water conservation programs,
- (c) to assist in the control of animal disease under the *Animal Health Act*,
- (d) to promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer, and
- (e) to promote and develop agricultural policies to meet the needs of the municipality.

RSA 2000 cA-10 s2;2007 cA-40.2 s74

Boards established

3(1) A council may establish and appoint members to an agricultural service board and provide that the members of the board be paid, out of the funds of the municipality, reasonable allowances for travelling, subsistence and out-of-pocket expenses incurred in attending meetings of the board.

(2) The council is to determine the chair, the number of members, the voting status and the term of office of the members of the board.

(3) The membership of a board must include persons who are familiar with agricultural concerns and issues and who are qualified to develop policies consistent with this Act.

(4) A board has and must exercise on behalf of a council all the powers and perform all the duties that are conferred on it by the council, under this or any other enactment, with respect to agricultural matters.

(5) A person who is a member of a board ceases to be a member of the board if, without being authorized by a resolution of the board, the member is absent from 3 consecutive regular meetings of the board.

(6) A vacancy on the board does not impair the right of the remaining members to act as long as a majority of the members remain.

(7) A board constituted under this section with respect to a special area is a corporation consisting of the persons who are members of the board.

(8) A board that exists immediately before June 18, 1997 continues as a board under this Act.

RSA 1980 cA-11 s3;1981 c41 s2;1995 c24 s99(1);
1997 c1 s4

Summary of activities

4 A board must present a summary of its activities for the preceding year to the council in a form acceptable to the council containing the information required by the council.

RSA 1980 cA-11 s6;1994 cM-26.1 s642(3);1997 c1 s5

Advisory committees

5(1) A council may appoint one or more advisory committees with respect to any matter related to agriculture.

(2) An advisory committee appointed under this section shall act in an advisory capacity to the board and the council.

Minutes of an Organizational Meeting of the Agricultural Service Board of the Clearwater County held November 22, 2019, at Clearwater County A.S.B. Meeting Room in Rocky Mountain House, Alberta.

CALL TO ORDER: The meeting was called to order by Matt Martinson at 9:05 A.M. with the following being present:

- Chairman: Jody Bignell
- Vice Chairman: Aaron Terpsma
- Councilors: Daryl Lougheed
Jim Duncan
- Director of Agriculture
And Community Services: Matt Martinson
- Farmer Members: Rennie Klugkist
Doug Hunter
John Follis
Genny Mehlhaff
- Key Contact Alberta Ag. Barry Yaremicio
- Recording Secretary: Anne-Marie Bertagnolli

CHAIRPERSON ELECTION

Matt explained the election process and that in accordance with the ASB Act the chairperson chosen by the Board will have to be approved by Council before being officially appointed.

Matt called for nominations for Chairman.

JOHN FOLLIS	nominated	JODY BIGNELL	DECLINED
AARON TERPSMA	nominated	JIM DUNCAN	DECLINED
RENNIE KLUGKIST	nominated	AARON TERPSMA	ACCEPTED

Matt called two more times for nominations

DARYL LOUGHEED: That nominations cease

CARRIED

AARON TERPSMA APPOINTED TO CHAIRMAN BY ACCLAMATION

Aaron Terpsma now chairing the meeting



Agenda Item Report

Regular Council Meeting

AIR Type:	Presentation
SUBJECT:	Changes to the Alberta Parks System
PRESENTATION DATE:	Tuesday, March 24, 2020
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Agriculture & Community Services Anne-Marie Bertagnolli, Community Services/Agricultural Production Supervisor Matt Martinson, Director and Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (Environment and Parks) <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input checked="" type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input checked="" type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
Alberta Parks Changes_001 Central Alberta Map_001 Northern Alberta Map_001 Southern Alberta Map_001	

STAFF RECOMMENDATION:

That Council receives the update on Alberta Parks restructuring plans for information.

BACKGROUND:

An announcement was made in early March by the Government of Alberta explaining plans to restructure the existing Parks system. The reasoning behind the changes is to allow government to focus its energy on "renowned signature destinations" and examine opportunities for other groups to operate smaller parks and day-use areas.

Twenty parks have been slated for immediate closure, both full and partial; and another 164 sites have been identified for partnerships. This means that they would have their legal Park designation removed and could be open for "alternate management approaches". This could include transfer of the sites to municipalities, or sites could be managed under a public lands management model or revert back to vacant public land. Current partnership agreements with facility operators or not-for-profit organizations will be maintained.

Twenty six sites have been identified for partnership agreements in Clearwater County. There are no closures proposed for Clearwater County. There has been some concern that the Twin Lakes Provincial Recreation Area (PRA) identified for closure is the campground located on the Crimson Lake Road in Clearwater County. This is not the case. The Twin Lakes PRA slated for closure is in the County of Northern Lights, 65km north of Manning.

Administration will further assess the situation to identify any benefit or value in partnering with Alberta Environment and Parks to operate any of these sites; especially as they relate to the Rocky to Nordegg Trail.

Attached is the list of closures and the list of sites proposed for partnership. Those affecting Clearwater County have been highlighted (pages 8 and 9 specifically).

Optimizing Alberta Parks

Summary Table

	Category	#	Area (ha)	% of Current Park System
Partial/Full Site Closures	2020 Full Park Closure (entire site will be closed to public access)	10	4,432	n/a
	2020 Partial Closure (remaining park areas will be open to public access, but un-serviced)	10	n/a	n/a
	Partial/Full Site Closures Subtotal	20	4,432	n/a
Proposed Sites for Partnership(s)	Remove from Park System – Designated Sites Subtotal	164	11,605	0.3%

Partial/Full Site Closures

Partial/full closures support cost savings of \$5 million identified under Budget 2020.

Site Name – Facility	Type of Closure	Size (ha)	Type of Use (overnight, day use, group use)
Bow Valley Provincial Park - Barrier Lake Visitor Information Centre	Partial Closure - Facility	n/a	n/a
Gooseberry Provincial Recreation Area - Elbow Valley Visitor Centre	Partial Closure - Facility	n/a	n/a
Kehiwin Provincial Recreation Area	Full Closure	4.41	overnight
Dinosaur Provincial Park – Comfort Camping	Partial Closure - Facility	n/a	overnight
Running Lake Provincial Recreation Area	Full Closure	106.70	overnight
Stoney Lake Provincial Recreation Area	Full Closure	173.98	overnight

Site Name – Facility	Type of Closure	Size (ha)	Type of Use (overnight, day use, group use)
Sulphur Lake Provincial Recreation Area	Full Closure	151.12	overnight
Gooseberry Provincial Park Lake	Partial Closure - Campground	n/a	overnight + group use
Little Fish Lake Provincial Park	Full Closure	61.19	overnight
Crow Lake Provincial Park	Full Closure	786.27	day use
Engstrom Lake Provincial Recreation Area	Partial Closure - Campground	n/a	overnight
Chain Lakes Provincial Recreation Area	Partial Closure - Campground	n/a	overnight
Lawrence Lake Provincial Recreation Area	Partial Closure - Campground	n/a	overnight
Bleriot Ferry Provincial Recreation Area	Full Closure	1.89	overnight
Dry Island Buffalo Jump Provincial Park - Tolman Bridge Campgrounds (East and West)	Partial Closure - Campground	n/a	overnight + group use
Greene Valley Provincial Park	Full Closure	3,131.31	day use
Notikewin Provincial Park	Partial Closure - Campground	n/a	overnight
Twin Lakes Provincial Recreation Area	Full Closure	4.97	day use
Sheep Creek Provincial Recreation Area	Full Closure	10.48	overnight
Smoky River South Provincial Recreation Area	Partial Closure - Campground	n/a	overnight
Total Sites: 20	4,432 ha		

Sites Proposed for Partnership(s)

Sites proposed to be removed from the parks system are very small and under-utilized Provincial Recreation Areas and would be available for partnership opportunities or alternative management approaches.

Site Name (Remove from the System)	Size (ha)	Type of Use (overnight, day use, group use)
Chisholm Provincial Recreation Area	1.64	previously closed
Chrystina Lake Provincial Recreation Area	26.85	overnight
Edith Lake Provincial Recreation Area	4.93	day use
Freeman River Provincial Recreation Area	9.84	overnight
Mallaig Provincial Recreation Area	2.26	overnight
Newbrook Provincial Recreation Area	1.98	previously closed
Trapper Lea's Cabin Provincial Recreation Area	7.43	overnight
Big Elbow Provincial Recreation Area ¹	6.38	overnight
Burnt Timber Provincial Recreation Area	32.94	overnight
Cat Creek Provincial Recreation Area	10.28	day use
Cataract Creek Provincial Recreation Area	53.21	overnight
Crane Meadow Provincial Recreation Area	3.98	previously closed
Dawson Provincial Recreation Area	2.36	overnight
Etherington Creek Provincial Recreation Area	45.99	overnight + group use
Eyrie Gap Provincial Recreation Area	3.94	previously closed
Fallen Timber South Provincial Recreation Area	50.02	overnight
Fir Creek Provincial Recreation Area	6.64	previously closed
Fisher Creek Provincial Recreation Area	10.65	overnight

¹ The deregulation of Big Elbow PRA is administrative only with no public impact, as the site designation overlaps with Don Getty Wildland Provincial Park. If deregulated, Big Elbow PRA's backcountry campground would remain open, and be integrated and managed as part of Don Getty Wildland Provincial Park.

Site Name (Remove from the System)	Size (ha)	Type of Use (overnight, day use, group use)
Fitzsimmons Creek Provincial Recreation Area	1.94	day use
Ghost Airstrip Provincial Recreation Area	162.32	overnight + group use
Ghost Reservoir Provincial Recreation Area	23.97	overnight
Highwood Compound Provincial Recreation Area	10.85	previously closed
Highwood Junction Provincial Recreation Area	5.81	day use
Highwood Provincial Recreation Area	30.50	day use
Indian Graves Provincial Recreation Area	14.62	overnight
Jumpingpound Creek Provincial Recreation Area	12.59	previously closed
Lantern Creek Provincial Recreation Area	11.39	day use
Lineham Provincial Recreation Area	7.16	day use
Lusk Creek Provincial Recreation Area	13.74	day use
Mesa Butte Provincial Recreation Area	9.64	overnight + group use
Mist Creek Provincial Recreation Area	15.70	day use
Moose Mountain Trailhead Provincial Recreation Area	15.34	day use
North Fork Provincial Recreation Area	16.55	overnight
Old Baldy Pass Trail Provincial Recreation Area	28.35	day use
Picklejar Provincial Recreation Area	8.21	previously closed
Pine Grove Provincial Recreation Area	27.32	group use
Pinetop Provincial Recreation Area	4.92	day use
Sentinel Provincial Recreation Area	14.72	day use
Sibbald Lake Provincial Recreation Area	72.51	overnight

Site Name (Remove from the System)	Size (ha)	Type of Use (overnight, day use, group use)
Sibbald Meadows Pond Provincial Recreation Area	9.95	day use
Sibbald Viewpoint Provincial Recreation Area	7.68	day use
South Ghost Provincial Recreation Area	6.62	day use
Stoney Creek Provincial Recreation Area	12.96	group use
Strawberry Provincial Recreation Area	46.47	overnight
Trout Pond Provincial Recreation Area	3.22	day use
Waiparous Creek Group Camp Provincial Recreation Area	17.43	group use
Waiparous Creek Provincial Recreation Area	102.26	overnight
Waiparous Valley Viewpoint Provincial Recreation Area	2.90	day use
Ware Creek Provincial Recreation Area	3.67	day use
Wildcat Island Natural Area	7.89	day use
Wildhorse Provincial Recreation Area	15.97	previously closed
Wolf Creek Provincial Recreation Area	3.42	previously closed
Kehiwin Provincial Recreation Area	4.41	overnight
Muriel Lake Provincial Recreation Area	8.39	previously closed
Wolf Lake Provincial Recreation Area	43.52	overnight
Kinbrook Island Provincial Park	539.90	overnight + group use
Tillebrook Provincial Park	139.16	overnight
Jensen Reservoir Provincial Recreation Area	9.19	day use
Little Bow Reservoir Provincial Recreation Area	70.38	overnight
Park Lake Provincial Park	223.93	overnight

Site Name (Remove from the System)	Size (ha)	Type of Use (overnight, day use, group use)
Travers Reservoir Provincial Recreation Area	1.28	overnight
Iosegun Lake Provincial Recreation Area	115.87	overnight + group use
Little Smoky River Provincial Recreation Area	2.11	previously closed
Pines Provincial Recreation Area	18.80	previously closed
Simonette River Provincial Recreation Area	54.31	overnight
Smoke Lake Provincial Recreation Area	102.65	overnight
Williamson Provincial Park	17.35	overnight
Bullshead Reservoir Provincial Recreation Area	4.40	day use
Michelle Reservoir Provincial Recreation Area	9.06	day use
Brazeau Reservoir Provincial Recreation Area	144.77	overnight + group use
Clifford E. Lee Natural Area	11.33	day use
Buffalo Lake Provincial Recreation Area	2.38	overnight
Gooseberry Lake Provincial Park	51.79	overnight + group use
Little Fish Lake Provincial Park	61.19	overnight
Rochon Sands Provincial Park	119.49	overnight + group use
Engstrom Lake Provincial Recreation Area	58.34	day use
North Bruderheim Provincial Recreation Area	442.71	day use
Northwest of Bruderheim Natural Area	259.41	day use
Big Mountain Creek Provincial Recreation Area	12.54	group use
Demmitt Provincial Recreation Area	1.98	overnight
Kakwa River Provincial Recreation Area	7.23	overnight

Site Name (Remove from the System)	Size (ha)	Type of Use (overnight, day use, group use)
O'Brien Provincial Park	65.22	day use
Shuttler Flats Provincial Recreation Area	13.17	group use
Southview Provincial Recreation Area	2.60	day use
Sheep Creek Natural Area	4.78	day use
Highwood River Natural Area	9.79	day use
Red Lodge Provincial Park	129.08	overnight + group use
Gunn Provincial Recreation Area	1.41	previously closed
Paddle River Dam Provincial Recreation Area	69.88	day use
J.J. Collett Natural Area	257.00	day use
The Narrows Provincial Recreation Area	24.04	overnight
Chain Lakes Provincial Recreation Area	23.68	overnight
Fawcett Lake Provincial Recreation Area	47.83	overnight + group use
Heart River Dam Provincial Recreation Area	17.61	overnight
Dutch Creek Provincial Recreation Area	15.99	overnight
Greenford Provincial Recreation Area	1.59	overnight
Honeymoon Creek Provincial Recreation Area	7.44	group use
Island Lake Provincial Recreation Area	2.57	overnight
Livingstone Falls Provincial Recreation Area	23.74	overnight
Lundbreck Falls Provincial Recreation Area	9.25	overnight
Maycroft Provincial Recreation Area	5.99	overnight
Oldman Dam Provincial Recreation Area	4,845.63	overnight + group use









Site Name (Remove from the System)	Size (ha)	Type of Use (overnight, day use, group use)
Oldman River North Provincial Recreation Area	39.49	overnight + group use
Oldman River Provincial Recreation Area	2.42	overnight
Racehorse Provincial Recreation Area	14.23	overnight
Waterton Reservoir Provincial Recreation Area	22.36	overnight
Coal Lake North Provincial Recreation Area	5.88	day use
Riverlot 56 Natural Area	108.65	day use
Bigelow Reservoir Provincial Recreation Area	12.17	day use
Bleriot Ferry Provincial Recreation Area	1.89	overnight
Buffalo Tower Provincial Recreation Area	19.76	day use
Fort Vermilion Provincial Recreation Area	5.03	overnight
Peace River Provincial Recreation Area	5.28	Previously closed
Rainbow Lake Provincial Recreation Area	25.40	overnight
Twin Lakes Provincial Recreation Area	4.97	overnight
Aylmer Provincial Recreation Area	7.35	overnight
Beaverdam Provincial Recreation Area	110.36	overnight
Brown Creek Provincial Recreation Area	3.42	overnight
Cartier Creek Provincial Recreation Area	44.45	overnight + group use
Chambers Creek Group Camp Provincial Recreation Area	74.00	group use
Chambers Creek Provincial Recreation Area	38.54	overnight
Cow Lake Natural Area	391.66	day use
Deer Creek Provincial Recreation Area	4.50	group use

Site Name (Remove from the System)	Size (ha)	Type of Use (overnight, day use, group use)
Dry Haven Provincial Recreation Area	2.26	overnight
Elk Creek Fish Pond Provincial Recreation Area	8.44	overnight
Elk Creek Provincial Recreation Area	16.35	day use
Fallen Timber Provincial Recreation Area	2.64	overnight
Harlech Provincial Recreation Area	13.81	overnight
Horburg Provincial Recreation Area	12.67	overnight
Jackfish Lake Provincial Recreation Area	202.93	overnight + group use
James-Wilson Provincial Recreation Area	15.81	overnight + group use
Mitchell Lake Provincial Recreation Area	21.54	overnight
North Ram River Provincial Recreation Area	14.31	previously closed
Peaceful Valley Provincial Recreation Area	5.07	day use
Prairie Creek Group Camp Provincial Recreation Area	13.38	overnight
Prairie Creek Provincial Recreation Area	38.00	group use
Raven Provincial Recreation Area	1.11	closed
Red Deer River Provincial Recreation Area	116.73	overnight + group use
Saunders Provincial Recreation Area	9.48	overnight
Seven Mile Provincial Recreation Area	37.00	overnight
Shunda Viewpoint Provincial Recreation Area	16.18	group use
Strachan Provincial Recreation Area	32.38	overnight
Tay River Provincial Recreation Area	1.56	overnight
Wild Horse Provincial Recreation Area	4.83	group use

Site Name (Remove from the System)	Size (ha)	Type of Use (overnight, day use, group use)
Strathcona Science Provincial Park	109.16	day use
Sherwood Park Natural Area	68.35	day use
Chin Coulee Provincial Recreation Area	1.24	group use
Big Berland Provincial Recreation Area	172.74	overnight
Brazeau River Provincial Recreation Area	10.56	overnight
Elk River Provincial Recreation Area	33.27	overnight
Fairfax Lake Provincial Recreation Area	130.16	overnight
Hornbeck Creek Provincial Recreation Area	5.32	overnight
Little Sundance Creek Provincial Recreation Area	24.06	group use
Lovett River Provincial Recreation Area	38.39	overnight
McLeod River Provincial Recreation Area	32.20	overnight + group use
Nojack Provincial Recreation Area	3.16	overnight
Pembina Forks Provincial Recreation Area	10.88	overnight
Sheep Creek Provincial Recreation Area	10.48	overnight
Smoky River South Provincial Recreation Area	90.57	overnight
Watson Creek Provincial Recreation Area	33.84	overnight
Weald Provincial Recreation Area	30.70	overnight
Wildhay Provincial Recreation Area	3.65	group use
Wildhorse Lake Provincial Recreation Area	84.78	overnight
Wolf Lake West Provincial Recreation Area	36.76	overnight
Total Sites: 164 sites	11,605 ha	

Optimizing Alberta Parks Southern Alberta

Legend

-  2020 Partial Closure (campground or facility closure - remaining park areas will be open to public access, but non-serviced)
-  2020 Full Closure (entire site will be closed to public access)
-  Proposed site partnership
-  Provincial Electoral Division *
-  National Park
-  Population Centre
-  First Nation
-  Military Base / Air Weapons Range

* Due to space constraints, Provincial Electoral Divisions within cities are not labelled.

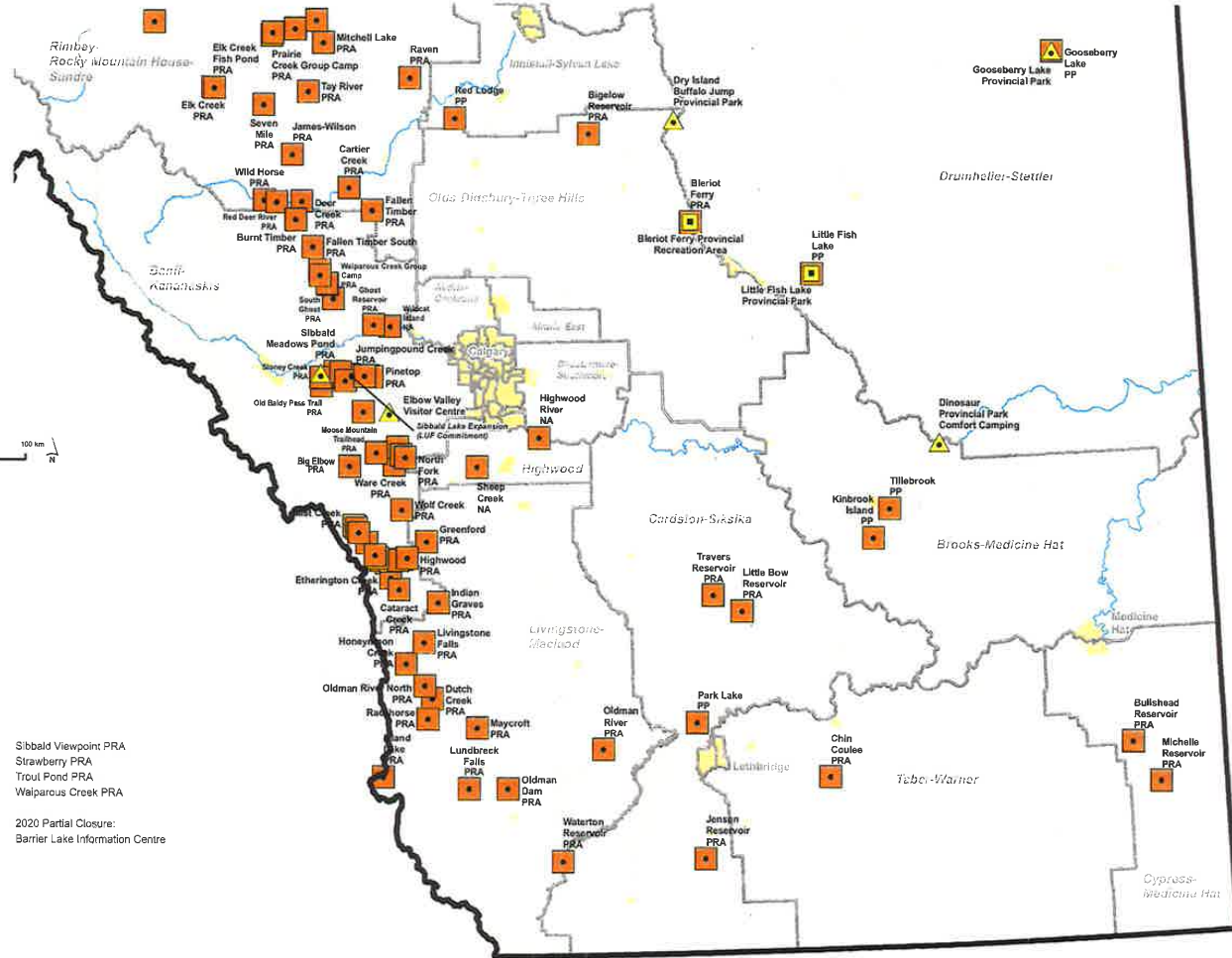


Produced by Parks Division, Alberta Environment and Parks, February 26, 2020.
 Base data provided by the Government of Alberta under the Alberta Open Data License of (2018).
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Shown but not labelled:
 Proposed removal from parks system:

- | | | |
|-----------------------|------------------------|---------------------------------|
| Cat Creek PRA | Highwood Junction PRA | Sibbald Viewpoint PRA |
| Crane Meadow PRA | Lantern Creek PRA | Strawberry PRA |
| Dawson PRA | Lineham PRA | Trout Pond PRA |
| Etherington Creek PRA | Lusk Creek PRA | Walparous Creek PRA |
| Eyrie Gap PRA | Mesa Butte PRA | |
| Fir Creek PRA | Oldman River North PRA | 2020 Partial Closure: |
| Fisher Creek PRA | Picklejar PRA | Barrier Lake Information Centre |
| Fitzsimmons Creek PRA | Pine Grove PRA | |
| Ghost Airstrip PRA | Sentinel PRA | |
| Highwood Compound PRA | Sibbald Lake PRA | |





Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Grader Beat Contract Tender Award - Beat 507
PRESENTATION DATE:	Tuesday, March 24, 2020
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Public Works Operations Danny Setterlund, Gravel Roads Supervisor Kurt Magnus, Director, Public Works Operations; Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input checked="" type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
None	

STAFF RECOMMENDATION:

That Council reviews the information and Approves awarding Grader Beat 507 contract to Jomad Industries Ltd.

BACKGROUND:

Clearwater County awards eleven of its thirteen grader beats to independent contractors. The contract is for a five-year term with the option to extend the contract for one year, not exceeding a three-year extension.

Beat 507, a 163 km beat serving the Aurora area north-east of Highway 12, is currently maintained by Jomad Industries Ltd. at a bid rate of \$88.00, until March 31st, 2020.

On March 16th, the following tenders were received:

Contractor	Hourly Bid Rate
Daniel Kaiser	\$96.50
Jomad Industries Ltd.	\$91.00
RCO Energy Services	\$140.00

It is Administration's recommendation to have Jomad Industries Ltd. accepted as the successful bidder, at a bid rate of \$91.00/hour.

This will remain as Jomad's second beat, with their other being Beat 510 in the Leslieville area.



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Leslieville Lands - Conceptual Site and Building Request For Proposal
PRESENTATION DATE:	Tuesday, March 24, 2020
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Public Works Infrastructure Christine Heggart, Director/Erik Hansen, Director Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input checked="" type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
SITE PLAN - DRAFT-C101 SITE CONTOUR PLAN LPSB Presentation March5 03.03.2020 CH Leslieville Public Services - Cost	

STAFF RECOMMENDATION:

That Council accepts the draft Leslieville Lands Conceptual Site & Contour Plan, as presented (or further amended).

That Council directs Administration regarding any amendments required to the scope of the Leslieville Public Services Building, as previously approved in the 2020 capital budget (RES - 497/19).

That Council directs Administration to proceed with the Leslieville Public Services Building project and grading plan as outlined in Project Plan #1, for a building similar/complimentary to the Condor Building, with the Request For Proposal (RFP) to include the options for three or five bays for Council's cost comparison purposes.

BACKGROUND:

At Council's February 11 meeting, Council reviewed in closed session a Site Concept Plan and directed further information sharing and gathering take place at a public open house. At that time Council in open session directed Administration to amend the Leslieville Lands Conceptual Site &

Contour Plan to include a phased grading plan and to proceed with a Tender for Leslieville Lands site grading for Phase one (Leslieville Public Services Building) and Phase two (Fire Training).

Administration worked with consultants to update the Site Conceptual Plan (which was amended to include 3 potential phases) and this version of the Leslieville Lands concept plan was presented to the public at the March 5 meeting and is attached to this agenda item.

Council hosted an open house related to the Leslieville Public Services Building and Leslieville Lands Site Conceptual Plan on March 5, 2020. The meeting started at 6pm at the Leslieville Elks Hall and included a formal presentation on Council's decision-making history and project planning followed by a question and answer session and subsequent tour of the current Leslieville Fire Station #10.

Approximately 80 people attended the open house.

The Leslieville Public Services Building PowerPoint is attached to this agenda item and previous public consultation information is available in one place on the Clearwater County website at this [link](#).

It is Administration's perspective that the public who attended the March 5 open house were very receptive to the idea of a new fire hall construction in Leslieville and the meeting helped foster understanding of the intention of the usage of the County's 27.43 acre parcel (Leslieville Public Services Building, fire training area and future community uses in partnership with Wild Rose School Division) as well as proposed building scope. There were varying opinions on whether the building should be a three bay or five bay build, with the majority seeming to agree with Council's vision of being future ready and planning to meet future community needs by constructing a 50 -80 year building.

Public Services Building

The Design Build RFP for the Leslieville Public Services Building is complete in draft form awaiting Council's further direction as to the scope of the project. The RFP in its current state is for a building similar/complimentary to the Condor Building, and includes the options for three or five bays for Council's cost comparison purposes.

Once the building RFP is released, a 3 weeks advertising period followed by 1-2 weeks for review, interviews and compilation of results. This time frame would see the RFP Update (similar to Condor building process) come to Council during the last Council meeting in April or the first meeting in May.

Site Design and Grading Plan

Based on the Conceptual Site Plan, three phases are included.

Phase one consists of the building site, parking area and fire pond, being a total of 7.25 acres. This is inclusive of all work required for this area less the future paving of the front parking lot. **Estimated cost- \$614,642**

Phase two consists of the site grading, internal road construction and watermains, being a total of 12 acres. Future concrete surfacing of the fire training area, the fire training tower and paving of the access road are not included. **Estimated cost- \$493,062**

Phase three consists of future parks and sports fields, a total of 8.18 acres. Pricing for phase three has not been projected as the scope of this work has not been determined.

If both phases are constructed together (total of 19.25 acres), the total cost will be **\$1,056,222**. The difference being approximately \$50,000 in savings. The cost savings can be attributed to the mobilization costs and potential common excavation costs with larger volumes.

The County's engineers are finalizing the detailed design and tender documents for Phase 1 and 2. There following are optional project plans.

Project Plan #1- Tender the grading plan for Phase 1 and 2 and advertise a RFP for the Leslieville Public Services Building, as described, including a 3 or 5 bay option. Develop a plan for paving, completing Phase 2 and Phase 3 as additional information becomes available. **Estimated Cost- \$5,120,000**

Project Plan #2- Tender grading plan Phase 1 and advertise a RFP for the Leslieville Public Services Building as described including a 3 or 5 bay option. Develop a plan for paving, grading and completing Phase 2 and Phase 3 as additional information becomes available. **Estimated Cost- \$4,678,842**

Project Plan #3- Tender grading plan Phase 1, redesign the building to a configuration agreed to by Council and advertise the RFP. Develop a plan for paving, grading and completing Phase 2 and Phase 3 as additional information becomes available. **Estimated Cost- To Be Determined**

Leslieville Public Services (Project Plan #1)

Item	2020 Budget
Land	\$ 365,000
Site Design/ Construction	\$ 1,056,000
Building	\$ 3,529,000 (5Bay) - \$ 3,160,000 (3 Bay)
Equipment	\$ 170,000
Total	\$ 5,120,000 *

*Includes:10,000 sqft 3- apparatus bays and 2 additional storage bays, 6,000 sqft. two story administration space.



OPEN HOUSE

LESLIEVILLE PUBLIC SERVICES BUILDING

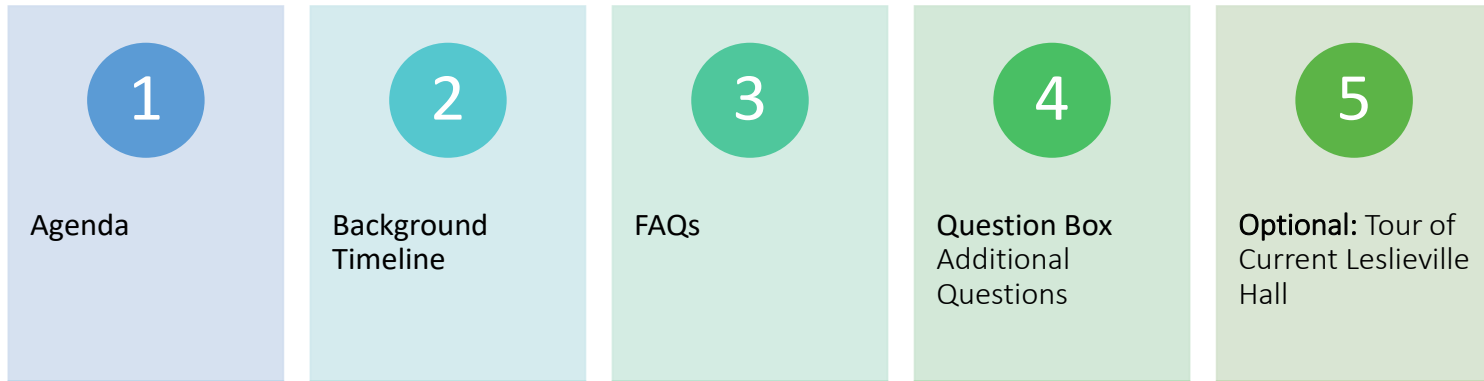
March 5, 2020

6:00 PM – Presentation at Leslieville Elks Hall

Followed by a Tour of Leslieville Fire Station (*optional*)



Meeting Outline



Objective: **Information Sharing and Gathering**



Open House Agenda



- Welcome from Reeve
- Introduction from CAO
- Leslieville Public Services Building Presentation

- 10-minute break (coffee/doughnuts)

- Question and comment box activity
- Time to address any unanswered questions
- Tour of Leslieville Fire Station (optional)





County Fire Hall History Leslieville, Condor and Nordegg

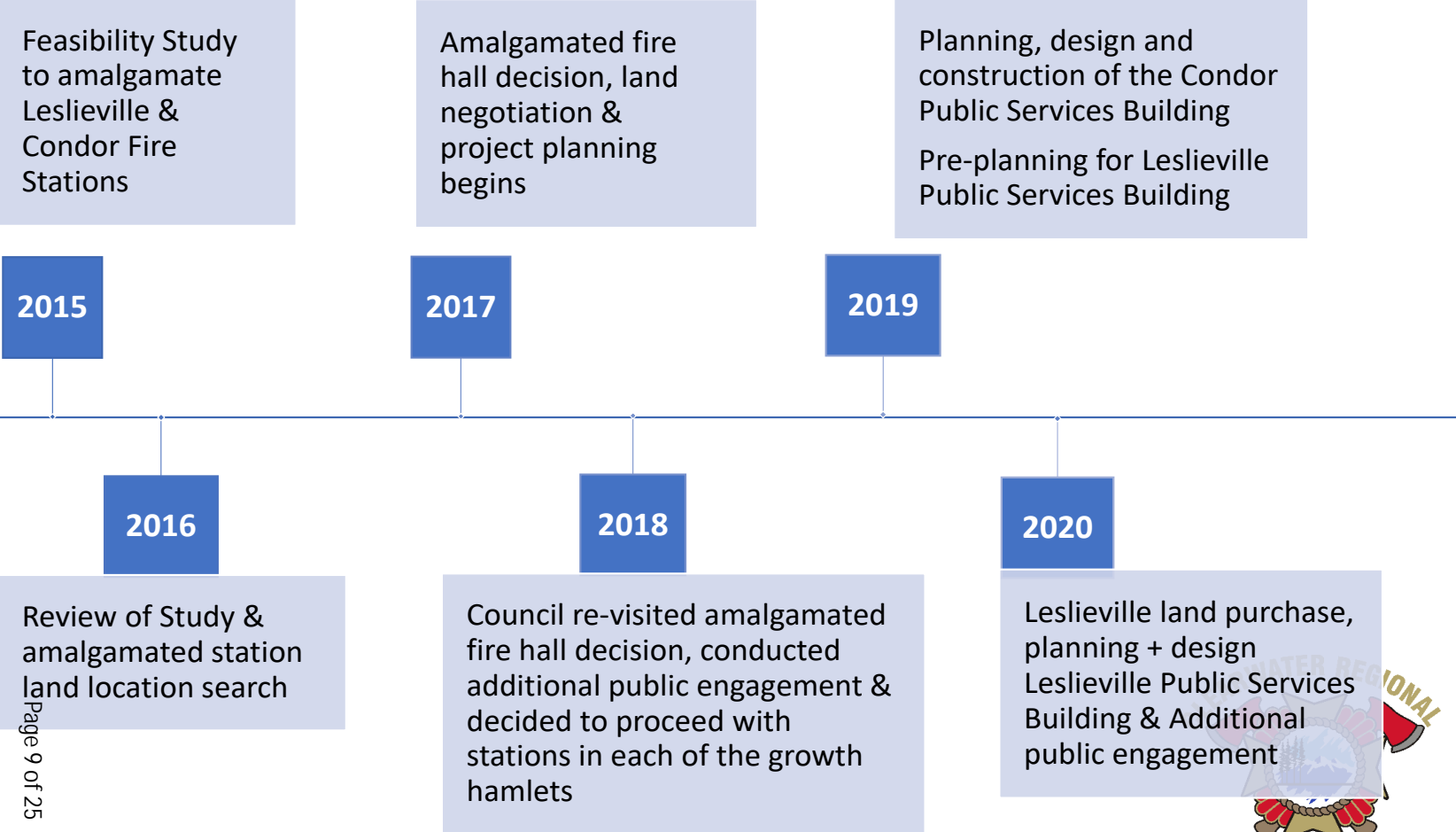


Leslieville Station #10 and Condor Station #20 both required major upgrades to meet:

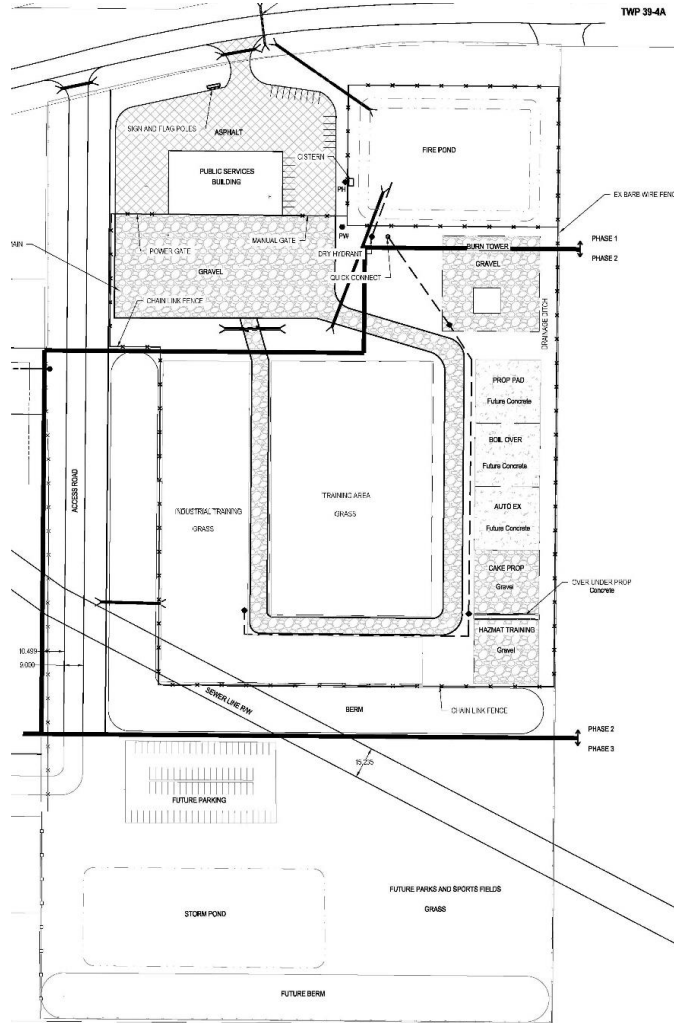
- National Fire Protection Association Standard
- Occupational Health and Safety
- Alberta Firefighter Code of Practice



Leslieville & Condor Firehall Timeline Summary



DRAFT Leslieville Lands Site Plan



Proposed Leslieville Public Services Building



Page 11 of 25



Condor Public Services Building

ITEM	2018/2019
Land	\$162,000
Site Design/ Construction	\$571,000 (paving not Included)
Building	\$3,400,000
Equipment	\$170,000
Total	\$4,303,000

Includes: 8 Acres, 10,000 sqft. 3- apparatus bays, 1- PW and 1- AG Services storage bay, 6,000 sqft. two story administration space.



Leslieville Public Services Building Preliminary ESTIMATES

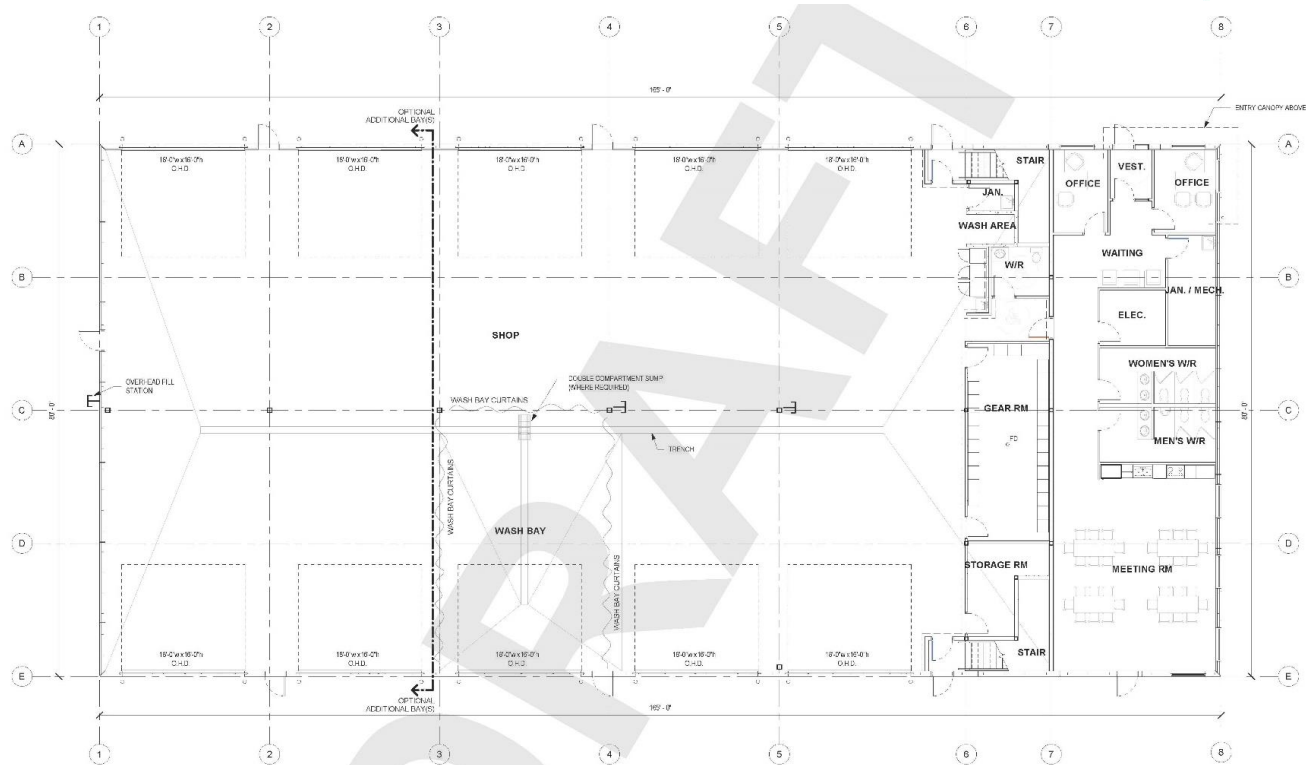


ITEM	2020/2021 BUDGET
Land	\$365,000
Site Design/ Construction	\$1,585,000 (paving included)
Building	\$3,500,000 (5 Bay) or \$3,200,000 (3 Bay)
Equipment	\$170,000
Total	\$5,620,000*

- Includes:** 27.43 Acres, 10,000 sqft 3- apparatus bays and 2 additional storage bays, 6,000 sqft. two story administration space. Paving north/ south access road as well as front parking area of LPSB.



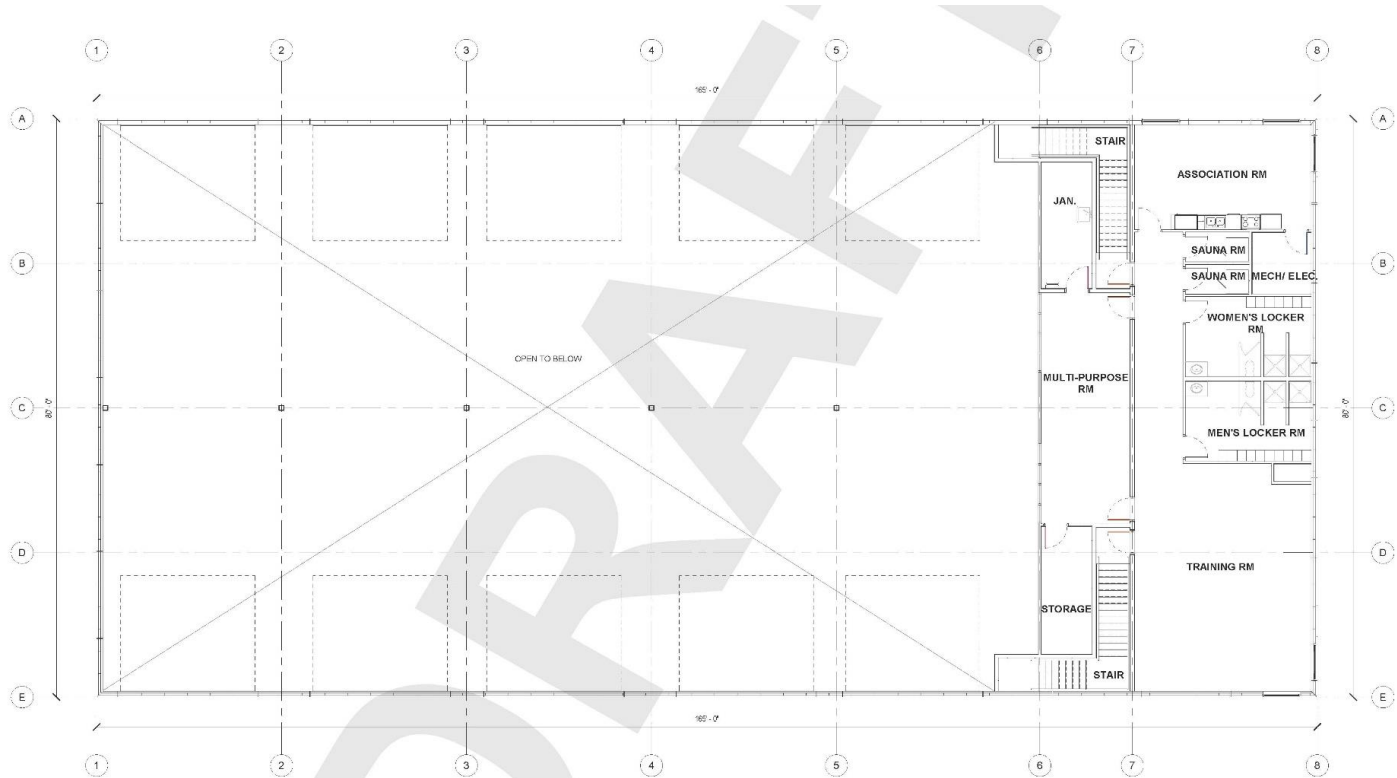
Proposed Leslieville Public Services Building Main Floor



MAIN FLOOR PLAN

LESLIEVILLE PUBLIC SERVICE BUILDING - DRAFT

Proposed Leslieville Public Services Building Second Floor



SECOND FLOOR PLAN

LESLIEVILLE PUBLIC SERVICE BUILDING - DRAFT

Frequently Asked Questions



Does the Leslieville Public Services Building need to be built ASAP or could it wait for some energy industry stability?

- There is a benefit of building a facility when the economy is slower, as prices may be more competitive than in peak economic times. The decision on timing of the build will rest with Council, but \$5.6 million was included in the 2020 budget.
- As discussed in the timeline portion, there are also various operational deficiencies in the existing building that Council hopes to address with this new build.

Could the Condor facility be rented out for training to generate revenue?

- Yes, there is a potential to rent out a facility of this nature, along with the fire training grounds for industrial training (i.e. rail, oil & gas etc.)
- As Council is still determining the scope of facility, an operational business plan for training facility has not yet been created.





FAQs (cont'd)

- **What would be the return on investment of the building?**
 - As with most public services buildings, the return on investment for a facility of this nature rests in the community services provided through or by utilizing the facility.
 - In this case, community health and safety through fire services provision and the additional growth potential available within the building.
 - The office and additional bays would mean that as the hamlet of Leslieville grows, the building can be further utilized by various County departments, as needs arise, during the expected 50-80 year building lifespan.



FAQs (cont'd)



- Why was the plan changed from a satellite station to a larger public services building?
 - As mentioned in the timeline, investigation of the existing Public Works/Ag building south of Leslieville concluded:
 - \$1.25-1.5 million in sanitary and lift station to cross Lobstick Creek.
 - Engineering assessments deemed the existing building to be not conducive for retrofitting to a fire hall building use/and to meet building and safety codes.
 - Servicing and demolition costs, along with the announcement of approval for the Corridor Schools plan, which occurred concurrently, shifted the focus of the project.
 - To facilitate future hamlet growth, Council's vision for the project changed to include a larger fire training facility along with potential for future recreation development in partnership with school.





FAQs (cont'd)

- **Will the Leslieville Public Services Building result in a tax increase?**
 - The total approved budget for this project is \$5,620,000 including potential paving of \$500,000 in 2021.
 - Only the \$500,000 in paving is identified to come from tax levy. The balance to be funded as follows: \$3,120,000 Municipal Sustainability Initiative grant funding and \$2,000,000 from the Fire Facilities Reserve.
 - Responsible municipal financial planning starts with Council planning in advance for capital projects through putting monies away in various reserves. When the time arrives to construct the capital project the municipality has some or all of the money readily available to pay for the project without increasing tax levy.



Break



- Please take a moment to refill your coffee cups.
- If you have any unanswered questions, please write them down on the pieces of paper at the table in the back and place them in the QUESTION BOX.
- We will begin pulling questions in 10 minutes.





Questions

- Staff will draw questions/comments from the QUESTION BOX and appropriate subject matter expert will be asked to answer question.
- After the meeting, please speak to a member of Council or administration if you have any remaining concerns or questions.
- Email website@clearwatercounty.ca to send any questions to Clearwater County staff as they arise after the meeting.





THANK YOU

DESCRIPTION	Leslieville Public Services					
	Quantity	Unit	Notes	5 Bay Estimate Ph1- 7.25 Acres	5 Bay Estimate Ph2- 12 Acres	5 Bay Estimate Ph 1/2- 19.25 Acres
Land Purchase (Land)				\$ 365,000.00	NA	\$ 365,000.00
Land Purchase Estimate	27.4	Acres		\$ 365,000.00	NA	\$ 365,000.00
Site Design/ Constructon (Eng Structures)				\$ 614,642.63	\$ 493,062.87	\$ 1,056,222.40
Pelim Eng	1	lsum	WSP	\$ 65,333.33	\$ 32,666.67	\$ 98,000.00
Contingency	1	lsum		\$ 46,000.00	\$ 33,000.00	\$ 70,000.00
Mobilization	1	lsum		\$ 47,133.00	\$ 35,322.00	\$ 78,944.00
Construction Engineering	1	lsum		\$ 51,846.30	\$ 38,854.20	\$ 86,838.40
Fire Equipment (Water mains)		lsum		NA	\$ 89,500.00	Incl
Common Excavation	1	lsum		\$ 84,150.00	\$ 112,400.00	\$ 175,125.00
Access Road and Parking Area	1	lsum		\$ 98,500.00	\$ 63,200.00	\$ 162,000.00
Fire Pond c/w hydrant and Liner/ Water well	1	lsum		\$ 131,500.00	NA	\$ 221,000.00
Landscaping (Includes Fencing)	1	lsum		\$ 70,180.00	\$ 88,120.00	\$ 144,315.00
Natural Gas (Relocation)	1	lsum	Diamond Valley	\$ 20,000.00	NA	\$ 20,000.00
(Building) Total				\$ 3,529,200.00	\$ -	\$ 3,529,200.00
Building Contingency	1	lsum		\$ 69,200.00	\$ -	\$ 69,200.00
Building Subtotal				\$ 3,460,000.00	\$ -	\$ 3,460,000.00
Building Cost - Estimate	1	lsum		\$ 3,218,000.00		\$ 3,218,000.00
Security system 3rd party	1	lsum	County Supplied	\$ 30,000.00		\$ 30,000.00
Project Management	1	lsum	Altus	\$ 65,000.00		\$ 65,000.00
Utilities (Water well / offsite sanitary)	1	lsum		\$ 87,000.00	NA	\$ 87,000.00
Utilities (Natural Gas,Telus/ Fortis/SperNet,)	1	lsum		\$ 60,000.00	NA	\$ 60,000.00
(Equipment) Total				\$ 170,000.00	\$ -	\$ 170,000.00
Equipment and Furniture	1.0	lsum		\$ 170,000.00		\$ 170,000.00
Total				\$ 4,678,842.63	\$ 493,062.87	\$ 5,120,422.40
Approved Budget Amount						\$ 5,120,000.00
2021 Estimate (Paving To Be determined)						\$ 500,000.00



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Draft Strategic Communications Plan
PRESENTATION DATE:	Tuesday, March 24, 2020
DEPARTMENT:	Corporate Services
WRITTEN BY:	D. Tutic, Communications Coordinator
REVIEWED BY:	M. Hagan, Director Corporate Services
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
Draft Strategic Communications Plan	

STAFF RECOMMENDATION:

1. That Council approves the draft Strategic Communications Plan 2020-2022.
2. That Council directs Administration to provide a Communications Update to Council on an annual basis.

BACKGROUND:

Following the direction of Council in late 2019, Administration drafted a Strategic Communications Plan for review at the January 20, 2020 Strategic Planning Council Committee meeting.

The Committee reviewed and requested amendments/suggestions for clarifications to the document which serves as an overarching strategy to help guide Administration in ensuring Council's communications priorities are known and used to drive activities.

In summary, Administration will use this document as a manual to carry out the communications goals and objectives in alignment with the approved 2019-2021 Clearwater County Strategic Plan. Going forward, the methods of communication will be limited to this document until further review to ensure that adequate resource capacity is available prior to integrating new communication tools.



DRAFT
Strategic Communications Plan
2020-2022



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Clearwater County Overview

Clearwater County is a large rural municipality located in central Alberta in the south eastern slopes of the Rocky Mountains. Endowed with unparalleled natural beauty, Clearwater County is home to agriculture, industry and opportunity. Farming, oil and gas, forestry, sand and gravel and tourism are all economic generators. The largest concentration of agricultural land is located in the eastern sectors of the municipality, while the much larger western portions are mostly forested and mountainous.

The Town of Rocky Mountain House and the Village of Caroline are the major service centers for County residents providing access to health, school, cultural and recreation facilities. The Hamlets of Leslieville, Withrow, Condor, Alhambra and Nordegg augment the Town and Village by providing other opportunities for a variety of lifestyles and host a range of cultural, commercial and municipal emergency services.

Municipal Characteristics (Source: Economic Development 2019 Community Profile):

Total Area of Municipality (km ²)	18,691.65
Population	12,225
Number of Hamlets	5
Number of Dwelling Units	4,698
Length of all Open Roads Maintained (kilometers)	2365
Water Mains Length (kilometers)	1.1
Storm Drainage Mains Length (kilometers)	0
Wastewater Mains Length (kilometers)	6

Vision (Council's Strategic Plan 2019-2022)

Community, prosperity and natural beauty – connected.

Mission (Council's Strategic Plan 2019-2022)

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.

Core Values

1. The affairs of the County will be conducted in an open, honest and respectful manner. A high degree of openness and integrity is expected of all County officials and staff.
2. All County officials and staff are accountable for their actions and decisions. Councillors are accountable to the electors, and staff is accountable through management to Council. All decisions are expected to be made in the best long-term interests of the whole municipality.
3. The County recognizes that our staff is a valuable resource.
4. The continued financial well-being of the County is of primary importance and will be monitored and protected.
5. The County recognizes that it is not an island and will work aggressively, with local and regional municipalities, and provincial and national associations, to protect and improve local economic opportunity and the living environment for all its residents.

6. The County recognizes and supports the Town of Rocky Mountain House and the Village of Caroline as independent local governments and will maximize opportunities to share and enhance service responsibilities wherever practicable for the benefit of all residents of each municipality.

Council's Strategic Planning Role

Clearwater County Council makes important decisions regarding service delivery and service levels on behalf of the municipality in order to balance the needs and wants of County residents in a financially responsible manner. Council's Strategic Plan details their role, which includes creating short- and long-term vision for the County, being responsive to current affairs, ensuring strategies are realized, setting priority needs and best practices by maximizing citizen engagement and streamlining information channels from Administration.

As with any public entity and democratic institution, the first line of communications is through elected officials who live, work and interact within the community they serve. In Clearwater County, elected officials are considered primary communicators who help increase awareness and understanding of Council decisions and priorities to the constituents while providing feedback and direction to administration on behalf of constituents on how to strengthen service delivery and service levels where fiscally and practically responsible.

It is Administration's role to implement service levels and standards set out by Council and develop processes and practices in line with Council's municipal budget.

Council's Strategic Plan key areas of focus include: Economic Prosperity, Governance Leadership, Fiscal Responsibility, Environmental Stewardship, and Community Social Growth.

Communications Philosophy

Council identified their overarching philosophy includes the importance of communications, transparency and keeping the public informed and educated about emerging issues, programs, projects and Council's future directions. Supplementary to Council's 2019-2022 Strategic Plan, Council identified the need to develop a Strategic Communications Plan to outline its communications priorities and strategies, in an effort to better communicate with and engage stakeholders.

This Strategic Communications Plan will identify Council and Administrations goals and objectives to inform the public of Council decisions, community events, emergencies and programs, as well as engage the public for input and feedback by using the appropriate channels and tools to encourage two-way communication.

Background

The role of Communications was formalized within the Office of the CAO in 2009. Prior to that time, Communications was handled off the corner of the desk of other County employees. Prior to the centralization and coordination, County communications materials lacked consistency across all County departments. As part of the development of the Communications position, a single FTE position was developed and has continued to remain in place as the primary conduit for County communication functions across all departments and Council. Over the years, various seasonal and Communications Assistants positions have aided with communications functions and projects.

Currently, the Communications department falls under Corporate Services and is responsible for:

- Consultation or leadership on citizen engagements using the County's Public Participation Policy and accepted International Association for Public Participation (IAP2) standards
- Provides corporate communications advice and support to Council, and County departments include regional services to which the County is the managing partner
- Plans, develops and implements the communication plans and strategies supporting Council's strategic plan and County programs and services
- Preparation of press / news releases for public consumption
- Preparation of speaking notes, key messages for Council members and administration upon request
- Liaise with local and further media outlets, arrange for background information access
- Assisting departments with developing a wide variety of communications material
- Development, maintenance and administration of external website content and front-end functionality
- Assist with website and social media sites for regional service areas to which the County is the managing partner, with an eye to communication consistency
- Support and development of internal website (employee intranet)
- Development and/or oversight on any video production
- Development of content for social media pages including:
 - Facebook
 - Twitter
 - Instagram
 - LinkedIn
 - YouTube
- Monitoring of social media, including hashtags, direct messages, mentions, etc.
- Internal and external surveying and reporting
- Monitoring of media, specific to mentions of Clearwater County or trends of interest to municipal government
- Assistance (where required) of materials development for open houses, trade shows, workshops, etc.
- Direct support to the Information Technology Steering Committee
- Monitoring and assistance for identity standards usage and adherence
- Monitoring and administration of County brands and guidelines
- Overseeing of County's image and video library
- Acts as Municipal Public Information Officer during Emergency/Disaster incidents(s) and Crisis Communications Protocols

Communications Coordinator

The primary conduit for delivery of the practical communications functions undertaken by the municipality. While under the direction of the Director, Corporate Services Department, the Communications Coordinator works across all departments and with the CAO's office to ensure effective and timely delivery of statutory, regulatory and organizational communication priorities. The Communications Coordinator also works directly with Council, and specifically with the Reeve or designate to provide executive voice to decision making.

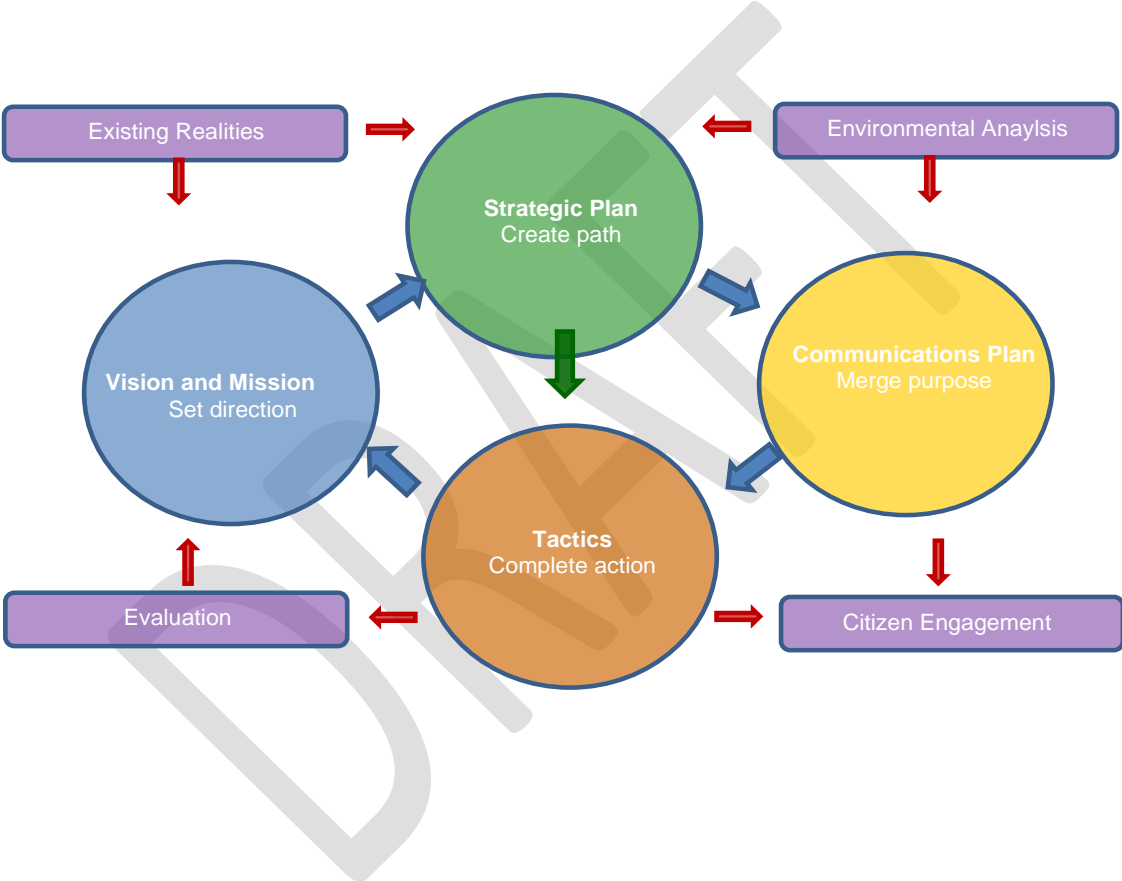
Approval by Council and Review on Annual Basis

The Strategic Communications Plan is approved by Council. To ensure that it remains relevant it must be reviewed on an annual basis. An annual report on the progress made toward achieving results will be presented to Council at the beginning of each year.

Strategic Communications Process

Council’s Strategic Plan and Communications Plan must be closely knit in order to produce consistent key messages, communicate outcomes and evaluate messaging. The diagram below demonstrates how establishing a Vision, determining a Strategic Plan, developing Communications Plan and implementing the associated deliverables are all interconnected.

The Strategic Plan references existing realities, and the Communications Plan acts as an influencer to affect change in perceptions of existing realities.



Situational Analysis

Communications SWOT Analysis

INTERNAL

Strengths

- Audience awareness
- Multiple communications channels (i.e newsletter, website, social media)
- Well established relationships with local media, neighboring municipalities, associations
- Council and Administration's desire for improved communications

Weaknesses

- Supporting external audiences understanding and interests
- No quantitative data to verify effectiveness of County communications program
- Effectively-resourced and positioned Communications department
- Lack of understanding communication goals/messaging/brand

EXTERNAL

Opportunities

- Increase Council and staff's communications capacity through media training and professional development opportunities
- Enhance citizen engagement opportunities such as community surveys, focus groups
- eCommunications (website, e-newsletter, video and digital animation)
- Clear, concise and strategically-layered communication

Threats

- Public relations issues (known and unknown)
- Some distrust of government in general
- Limited internet access in certain areas in County or technology accessibility
- Lack of absorption
- Communication costs (staffing, printed materials, advertising, etc.)

Audiences (Stakeholders)

- Clearwater County Residents
- Clearwater County Staff
- Clearwater County Council
- Local Media
- Provincial and Federal Leaders, Agencies and Departments
- Various Municipal Leaders, Elected Officials & Municipalities
- Community Businesses and business leaders
- Natural Resources Sector/Organizations
- Economic Development and Diversification Organizations
- Educational Institutions and School Boards
- Health Care Providers and Institutions
- Real Estate Agents and Developers
- Builders, Contractors, Architects, Planners
- Public Sector Institutions
- Visitors/Tourism Stakeholders and Organizations
- Professional Associations and Services
- Potential Business Investors (outside of the region)

Communications Planning

The Communications Goals outlined below are broad, overarching statements to clarify what the communications plan seeks to achieve. These goals seek to strength current communications practices and improve service levels for the County's key stakeholders in terms of messaging from the municipality and opportunities to engage with both Council and Administration.

Goals

1. Cultivate understanding of Council plans decisions, policies, programs and services
 - Clearwater County Council expects to present residents, ratepayers and other stakeholders timely, effective communication utilizing traditional and modern methods of distribution and broadcast, that facilitate feedback and conversation from the intended audiences. The County will provide constant, applicable and timely information through a variety of methods with clear and plain language messaging.
2. Establish positive relations for positioning with government partners
 - Clearwater County Council and Administration look to continue building positive and productive relationships with partner rural municipal, urban municipal, Provincial and Federal counterparts through consistent, proactive communications on matters of mutual interest or advocacy of local issues
3. Communications preparedness in event of major event
 - Clearwater County Council and Administration will be proactive in terms of educating the public on emergency preparedness in accordance with the County's Emergency Response Plan.

Objectives

TIMEFRAME	OBJECTIVES
6-12 Months	1. Improve Public Awareness of County policies, programs, and Council decisions
	1.1. Review of current media buys effectiveness in terms of reach
	1.1. Investigation of further social media opportunities that prioritize two-way communication
	1.2. Continued varying of messaging onto social media platforms to include “hard news”
	1.3. Improved usage of website capacity. More available to be utilized in terms of space and capability
12-36 months	2. Demographic Outreach
	2.1 Explore other social media opportunities (photographic & video capable)
	2.1 Use of social media analytics to cater to specific audiences (demographic groups)
	2.2 Direct contact with youth organizations and schools in community
12-36 months	3. Enhance Communications Channels
	3.1. Analyze metrics to measure audience engagement and success of messaging
	3.2. Review of current media buys effectiveness in terms of reach
	2.3 Build relationships with adjacent municipalities and explore successful tactics
6-12 months	4. Consistent County Branding
	4.1. Review and update Corporate Branding Manual and Guidelines
	4.2. Review Clearwater County Social Media Usage Policy
6 months	5. State of the County Address
	5.1. Consistent messaging and timely sharing of success and state of the county
	5.2. Working within departments to share their successes for public broadcast
6 months	6. Council's 180 Days Priorities Tracker
	6.1. Summary of Council's priorities published semi-annually in the County Highlights Newsletter and website
	6.2. Explore other communication mediums to share Council priorities (ie. podcast)
12-24 months	7. Citizen Engagement – Public Participation Policy
	7.1. Utilizing the Policy on a more consistent basis and generating reports based on campaigns (ongoing)
	7.2. Investigating successes and/or failures of other municipalities to garner learning opportunities
	7.3. Re-evaluation of Public Participation Policy on an on-going basis to ensure effectiveness and representation of Council direction
	7.4. Ensure two-way communication and feedback is emphasized and facilitated as necessary
12-24 months	8. Strengthening Intergovernmental Communications
	8.1. Developing a consistency in timing of communication
12-24 months	9. Internal Communications
	9.1. Working with Leadership Team to ensure that messages from Council are effectively communicated internally to Staff
	9.2. Development of an internal process to enhance messaging to Staff on decisions, current events or issues that affect the operations of the municipality

Communications Strategies (HOW)

Understanding

In order to identify information, communications and consultation needs and priorities of the County and its residents, the Communications Coordinator may be involved in Council's strategic planning sessions, Leadership planning sessions and Council meetings, to gain a better understanding of programs, services and rationale for decisions. Council and management and key staff interviews may also be required.

A second component of the analysis phase would be developing and implementing a broader Citizen Engagement program or strategy, to allow citizens additional input into policy decisions, services and issues' priorities. Engagement provides for additional governance and accountability, through use of surveys, focus groups, public hearing, and town hall meetings etc. providing for resident's input on current issues, programs and services. This should act as a benchmark for an annual evaluation program and on-going citizen engagement process.

The below table illustrates current tools utilized by Clearwater County followed by strategies that could be expanded to enhance communication delivery to residents.

Primary Tools	Website
	County Highlights Newsletter (6 issues/annum)
	Facebook
	Local Newspaper
	Printed Copies (events, surveys, etc.)
Secondary Tools	Social Media Channels
	Radio
	Posters/Banners
	Lobby Entrance TV
	Direct Mail
	Regional Media
Internal Tools	Key Messages
	Intranet
	Staff News Email

Branding

The fundamental base of any communications plan is the organizational brand. A brand is more than just a logo. Rather a brand is a visual representation and literal perception of an entire organization, its values and its personnel.

Continue promoting brand standards manual or guideline to ensure Clearwater County's logo and messaging appear consistent externally on website, letterhead, business cards, e-mail signatures, advertisements, etc.

Key Messaging

Key messages play a pivotal role in the communications planning process. In order for Staff and Council to be prepared to answer questions from both the media and the public, clear and concise key message statements need to be developed, based on the County's mission, vision, value statements and Council's strategic planning direction. These statements should encompass an overall Clearwater County message using plain language and would be aligned with existing strategies and priorities.

As Clearwater County has several key spokespeople, it is imperative the messages are delivered consistently. Messages from all departments and Council must reflect the Vision, philosophies and values of Clearwater County. Every printed, electronic or personal communication between Clearwater County and the public can and should be viewed as an opportunity to reinforce the County's key communications messages, as expressed in the Strategic Plan.

Citizen Engagement

The benefits of broadening Clearwater County's citizen engagement program/strategy would see an increase in residents' knowledge of issues and ideally result in application of knowledge.

Surveys

First, benchmark research needs to be established, to determine residents' level of understanding and satisfaction of County functions. Formal surveys (in various formats) may be undertaken to develop benchmarks, and again on an annual interval to complete the evaluation of the on-going communications objectives.

Public Open Houses

Continuing with the established practice of engaging citizens with the traditional broad open house is a strategy that should be maintained and built upon to draw in more people. Simple improvements (like more dynamic presentation, videos, and activities for kids, etc.) may provide the additional draw to meetings.

Online

Website

The website acts as an information portal for Staff, Council, media and the public and needs to be in line with visual identity standards.

Social Media

Clearwater County has established various social media accounts to promote living in the area and to funnel any County news to various online audiences. Social media is changing the landscape of how organizations are communicating, and should be an important consideration for County communications' planning. Adaptation to trends on social media platforms is recommended to enhance effectiveness of reaching Council's communication goals and objectives.

Media

Media Relations

It is important to build and maintain relationships with our local media, and to look outside the typical media area and encourage outside media outlets to cover Clearwater County (as appropriate) and provide more feature articles/stories as appropriate.

The Communications Coordinator will cultivate media relationships by acting as a resource for information, access to subject matter experts (i.e. Councillors and Directors/Managers) and maximizing advertising opportunities.

Media Training

Council and management are all called on to speak to the media at some point, as they act as subject matter experts for their areas. It is therefore important that they all participate in a Spokesperson Training and Media Skill building session. This training should become part of the annual strategic planning session/cycle and will act as a refresher for those with formal training.

The Communications Coordinator shall also develop a "What to do when media calls" tool to aid all levels of staff in being responsive to media inquiries. A lunch and learn session could be presented to staff, detailing basic information for what to do and not to do, on an as needed basis.

For all media interviews, as possible, key messages should be reviewed or developed prior to interviews; possible question and answers created.

Media Monitoring

Media monitoring is important to keep a bead on the local media – with immediate review of County news mentions, as they become available. Afterwards, timely analysis of coverage (positive, negative, neutral) becomes essential to ensure key messages are being conveyed and understanding issues that media are picking up on. Negative articles act as a learning tool for future key message development.

New Communications Tools

Newsletter (Six Issues Annually)

Clearwater County Highlights Newsletter keeps residents informed of news, events, projects and services. The addition of making the newsletter accessible online enables greater transparency and accessibility of information.

Potential items to be included regularly:

- Council Highlights (Dynamic)
- Events (Dynamic)
- Informative Pieces "Did you know" (Alternating)
- Election/Voting information (Dynamic)
- Councillor information and contact (Static)
- Ag Articles (Dynamic)
- Budget Updates (Dynamic)
- Public Works Updates (Dynamic)
- Planning & Development Updates (Dynamic)

- Employment Opportunities (Dynamic)
- Intermunicipal Services, Programs and News
- Bylaw amendments/ notices (Dynamic)
- Emergency Preparedness Tips (Alternating)
- Fire Tips (Alternating)
- FAQs (Dynamic)
- County Directory (Static)

E-News

The public can register through the County's website to get up-to-date information of the latest happening in the community. Approximately, every one-two months a condensed email will be sent to registrants on the latest notices and key highlights from Council meetings to drive traffic to the website, the central location of reliable information, and reinforce Council's key messages.

Podcasting

Podcasting is a free service that allows Internet users to pull audio files (typically MP3 files) from a podcasting website to listen to on their mobile devices or computers.

Podcasting may become a future consideration for use by Clearwater County Council, due to its relevant ease of use. It could promote important special events, Council meeting highlights, the State of the County Address and updates on major Public Works projects. To implement podcasting, more information is required about the risks, potential uses, legal and technical concerns and staff resources.

Tax Notice Inserts

Providing an information piece to include along with tax notice is a great opportunity to promote the County brand and issues and projects that are underway – displaying “taxpayers’ dollars at work”.

Communications Materials

Lobby Display

The Clearwater County lobby display materials contain a variety of relevant and current information.

Trade Show Display Board

The Communications Coordinator will be available to departments to develop new materials and review existing displays as required.

Brochures

Supplementing the Economic Development Strategy, the Communications Coordinator may develop or support development of brochure concepts in order to capitalize on communications and economic development opportunities. Clearwater County boasts many lifestyle and recreation opportunities, information and packages developed may be added to the website, distributed through targeted marketing, tourism centres, other municipalities etc.

A basic economic development package needs to outline demographics, business & industry, tourism and recreation opportunities, lifestyle along with County services and taxes.

Advertising

Clearwater County partakes in numerous forms of advertising and a specific guideline for advertising should be developed to ensure consistency in protocol (i.e. employment postings) and the most efficient budget usage.

Using unaddressed ad mailing to residents to highlight any important issues, or specifically advertise to certain areas which a project is to be completed or may have an impact on the community (i.e. Nordegg Subdivision Development).

A combination of print/radio/online advertising has proven to be the most effective form of messaging sharing in the diverse geography of the County.

Emergency Management Communications Planning

The Emergency Management Plan plays a key role in the overall Emergency Response Program and determines how County Council and staff effectively communicate should an incident occur.

An Emergency Management Communications plan includes policy information, scenarios, levels, responses, key roles and contacts. Additional materials include: draft holding statements, media templates, checklists, interview tips etc.

Identified in the *Clearwater County Public Safety Standard Operating Field Guide*, response priorities are as follows:

1. Providing for the safety and health of all responders
2. Save lives
3. Reduce suffering
4. Protect public health
5. Protect government infrastructure
6. Protect property
7. Protect the environment
8. Reduce economic and social losses

The Plan should address the expectation from impacted/non-impacted residents, along with media, to receive prompt and regular updates as incident unfolds. The development of an Emergency Management Communications Plan would set guidelines for response and intervals.

The Communications Coordinator shall also be trained in Basic Emergency Management (BEM), Emergency Public Information Officer (PIO), and Alberta Emergency Alert (AEA) and participate in the Emergency Coordination Centre (ECC) in any capacity deemed appropriate by the Incident Commander (IC).

Evaluation

In order to track progress on objectives and ensure that resources are being used effectively, a variety of evaluation tools are necessary. These evaluation tools serve to track communications progress, but they are by no means exclusive to the communications function.

1. Surveys
 - a. Citizens Satisfaction Survey
 - b. Survey of Developers/Builders (*coordination with Economic Development Officer*)
 - c. Survey of Businesses/Tourism (*coordination with Economic Development Officer*)
2. Social Media Content Analysis
3. Event Registration & Feedback Forms
4. Website Statistics
5. Social Media Tracking

Resources

This Strategic Communications Plan reflects Council's vision and mission and will be a living document, updated to reflect evolving strategic priorities and ongoing needs of the community.

To further support Communications' position as a strategic lead for Council and County departments, additional resources may be required as needed to support evolving staff needs: developing dynamic engaging social media content, video/podcast production, etc.

CAO's REPORT

March 24, 2020

1. Due to the COVID-19 Pandemic, all upcoming events for March and April are cancelled.
2. The attached Government of Alberta publication, *Municipal Governance During the COVID-19 Outbreak*, answers frequently asked questions about maintaining municipal governance in accordance with legislation during the pandemic. Municipal Affairs intends to explore options for necessary flexibilities, modifications and extensions while ensuring ongoing operations are complying with the Chief Medical Officer of Health's recommendations.
3. Clearwater County COVID-19 Update:
 - Clearwater County activated its Emergency Coordination Centre (ECC) as of March 17 at 1300 hours.
 - All non-essential meetings, gatherings and travel are restricted as per the Chief Medical Officer of Health's recommendations.
 - Clearwater County buildings are closed to public access until further notice. County Services may continue by appointment only.
 - As a precaution to COVID-19, a sanitization schedule has been created and includes cleaning in all buildings on a two-hour rotational basis (during business hours).
 - The ECC has developed a centralized employee resource list to track availability daily (i.e. working from home, isolating, available, planned working from home rotations) and will assess daily or as needed in order to continue to provide critical municipal services, in a prioritized manner.

Upcoming Events

- No events scheduled

Municipal Governance

During the COVID-19 Outbreak

Frequently asked Questions – March 20, 2020

Municipal Government Act

The *Municipal Government Act (MGA)* governs how municipalities operate and is one of the most significant and far-reaching statutes in Alberta. While the *MGA* provides the framework for municipalities to work within, the COVID-19 outbreak presents unique operational challenges for local government operations.

In response, Alberta Municipal Affairs is currently exploring a wide range of options to support municipalities. **The topics in this document will be updated as additional flexibilities are considered or enacted to facilitate local governance requirements and procedures provided for in the *MGA*.**

Business Continuity

Under the *Emergency Management Act*, local authorities - municipalities, Metis Settlements and First Nations - are required to have an emergency management plan, which should include a business continuity plan to ensure that they are able to provide critical services in the event of a disruption.

Each local authority is best positioned to understand the unique risks and requirements for their community and they are also responsible for ensuring that each of their workplaces **follow the best practices suggested by the Chief Medical Officer of Health** to reduce or limit staff and public exposure to COVID-19. If there is a concern about exposure to COVID-19, staff should be encouraged and supported in remote work arrangements where feasible.

COVID-19 information for Albertans

Learn about the coronavirus (COVID-19) and actions being taken to protect the health of Albertans at alberta.ca

Can municipalities be ordered to close their facilities during the COVID-19 outbreak?

YES. Where an investigation confirms the presence of a communicable disease, the *Public Health Act* provides that the Chief Medical Officer of Health may take several actions, including prohibiting a person from having contact with other persons for any period. Under a stated declaration of health emergency, section 52.1 of the *Public Health Act* gives authority to suspend provisions of any enactment, including the *MGA*.



If, upon recommendations from the Minister of Health, the Lieutenant Governor in Council is satisfied that a communicable disease has become or may become epidemic or that a public health emergency exists, several actions can be taken which include, but are not limited to:

- ordering the closure of any public place; and/or
- authorizing a Minister to suspend or modify the application or operation of all or part of an enactment if the enactment may directly or indirectly hinder an action required in order to protect public health.

What obligations do municipalities have to protect employees during this crisis?

Under the *Occupational Health and Safety Act*, employers have the legislated obligation to ensure, as far as it is reasonably practicable for the employer to do so, the health and safety and welfare of their workers. Municipalities should ensure they are following their internal policies and practices in place that align with this legislative requirement.

Should municipalities be encouraging employees to work from home?

YES. If there is a concern about exposure to COVID-19, staff should be encouraged and supported in remote work arrangements where possible and feasible.

Can municipalities choose to close their offices?

YES. Until an order is issued by the province stating otherwise, councils have the authority to determine what municipal programs and services will be available to the public and how they will be delivered. Currently, a public health emergency has been declared. Of interest for municipalities is that the Chief Medical Officer has recommended that all events over 50 people be cancelled and there be no attendance at recreation centres.



Although municipalities may choose to close offices and facilities, they should have contingency plans in place to address the requirements of section 3 (c) of the *MGA* to maintain safe communities. These plans should provide for continued essential services to residents (e.g., municipal utilities, water/wastewater management and emergency response).

Chief Medical Health Officer Recommendations

Recommendations to protect the health of Albertans can be found at alberta.ca

Council Meetings

Is council permitted to close meetings to the public to practice social distancing?

NO. Section 197 of the *MGA* requires councils and council committees to conduct their meetings in public unless there is an exception to disclosure authorized through the *Freedom of Information and Protection of Privacy Act (FOIPP)*.

Section 198 of the *MGA* states that everyone has a right to be present at meetings conducted in public unless the chair expels for improper conduct.

Councils do have the option to change the date, time or place of their regularly scheduled meetings at a meeting held in public with quorum present. This change would be made at a council meeting and giving at least 24 hours' notice of the change to any councillor not present and to the public.

Given the current *MGA* requirements for meetings are restrictive, Municipal Affairs is exploring options to enable council to fulfil their duties in a manner that is consistent with recommendations of the Chief Medical Officer of Health.

Our meetings are live-streamed and available to the public through our website and/or YouTube. Does this constitute being a public meeting?

NO. Even in these extenuating circumstances and where council and council committee meetings are live-streamed and available for public viewing through the internet, the *MGA* does not permit excluding the public for reasons other than authorized through *FOIPP*.

Council does have the option to cancel meetings, or alternatively, meet through electronic means, following the provisions of section 199 of the *MGA* (see electronic meetings).

Section 196 states that notice to the public is in a manner specified by council.

We have a councillor who refuses to self-quarantine. Is council permitted to exclude this member?

NO. Section 153(c) of the *MGA* requires councillors to participate in council meetings, council committee meetings, and other bodies to which they are appointed. When a councillor is required to isolate, they may choose to participate by electronic means (e.g., telephone call broadcast on a speaker phone) in accordance with section 199 of the *MGA* (see electronic meetings).

We have no quorum due to self-quarantine. How do we proceed with cancelling/rescheduling a meeting?

Section 180 of the *MGA* states that council can only act by resolution or bylaw. Meeting schedules are established by resolution or a council procedural bylaw, dates of meetings can only be changed or cancelled if there is a resolution of council authorizing the action; therefore, council could call a special meeting, conducted by electronic means in accordance with section 199 of the *MGA* (see electronic meetings).

What are our other options for cancelling or rescheduling a meeting given the current legislation?

Options for council include:

- Using the provisions of section 199 to meet through electronic communications to enable quarantined individuals to participate.
- Calling a special council meeting pursuant to section 194 for the purposes of cancelling meetings. This meeting could be conducted electronically, following the requirements of section 199.
- Meet as scheduled, and in the absence of a quorum, the meeting would be adjourned in accordance with provisions of the procedural bylaw, but this requires the attendance of staff.

Can we cancel a meeting on the basis that council approved cancelation by an email?

NO. Even in these extenuating situations, the *MGA* does not currently permit a meeting to be changed or cancelled without a council resolution.

What happens in the absence of a procedural bylaw or if the council's procedural bylaw does not address meetings and failure to achieve quorum?

Section 145 enables council to adopt a bylaw governing the procedures for meetings. Council could outline modified meeting procedures within this bylaw to address extenuating circumstances providing the provisions are consistent with meeting requirements outlined in the *MGA*. However, adopting or amending a bylaw requires a public meeting of council with a quorum present.

The *MGA* includes provisions which address quorum requirements, voting and other meeting minimum requirements. The provisions of the *MGA* apply whether or not a procedural bylaw is in place. In the absence of a procedural bylaw, general parliamentary procedures also apply.

Electronic Meetings

What are the requirements to hold electronic meetings?

Section 199 of the *MGA* allows for council meetings or council committee meetings to be conducted through electronic or other communication facility. This includes the ability to enable the public to watch or listen to the meeting at a place specified in the notice with a designated officer in attendance at that public place.

A public place is a physical location such as an office, as opposed to a communication facility enabling skype, facebook live, live streaming, etc.



Can Council hold electronic meetings without allowing the public in to watch/hear the meeting?

NO. Even if a council wishes to hold their meetings through a communication facility (e.g., conference call, Skype, Facebook live, Go To Meeting or live streaming), the municipality is required to comply with section 199 (b) of the *MGA* and the facilities must enable the public to watch or listen to the meeting.

Public Hearings

We have some public hearings scheduled within the next few weeks. Can we hold the hearing without public being in attendance?

NO. Section 230 of the *MGA* requires public hearings to be conducted during a regular or special council meeting and council must hear persons claiming to be affected by the proposed bylaw or resolution.

Municipalities should encourage the public to submit comments on the bylaws in writing as opposed to personally attending a public hearing.

Alternatively, council could postpone the hearing to a future meeting, which would require notice to be provided again per section 606 of the *MGA*.

As public hearings must be conducted in public, what options are there for hearings scheduled within the next few weeks to comply with recommendations for social distancing?

Section 230 (4)(b) of the *MGA* requires that in the public hearing, council may hear any other person who wishes to make representations and who the council agrees to hear. If council is unable to postpone a hearing, council's procedures must be clearly communicated to all members of the public.

Chief Medical Health Officer Recommendations

Recommendations to protect the health of Albertans can be found at alberta.ca

Tax Recovery

What options do we have to address scheduled public auctions for tax recovery?

For parcels of land and Designated Manufactured Homes (DMHs) that are about to enter the stage of the tax recovery process that requires they be offered for public auction, municipalities have an entire year to conduct the auction (from April 1, 2020 until March 31, 2021). If a municipality cannot conduct the auction within this time period, they must request a Ministerial Order providing an extension of time to complete the tax recovery process.

Provisions within the Municipal Government Act (*MGA*) allow a municipality to adjourn (i.e. postpone) the holding of a public auction that has already been advertised to any date within 2 months after the advertised date. If a public auction is adjourned, the municipality must post a notice in a place that is accessible to the public during regular business hours, showing the new date on which the public auction is to be held.

Municipalities may adjourn a public auction under Part 10 Division 9 – Recovery of Taxes Not Related to Land by posting new auction notices in at least three public places in the municipality near the goods showing the new date when the auction will occur.

Municipal Affairs is reviewing legislated deadline dates and exploring options to assist with flexibility in order to help manage operational challenges municipalities are facing.

Municipal Advisory Services

Ministry staff remain available to support municipalities through this difficult and challenging time.

If you have further questions, contact us at:

780-427-2225 or toll-free by first dialing

310-0000

Or email ma.lgsmail@gov.ab.ca



Municipal Affairs Support

Will the Minister be considering any modifications to MGA requirements? Some requirements include having a CAO attend at a place for the public to observe an electronic meeting, timelines for appeals or hearings or deadlines for assessment and taxation, or setting property tax rates.

YES. Alberta Municipal Affairs recognizes the unique operational challenges local governments are facing and is currently exploring a wide range of options for supporting municipalities to navigate through the current situation. The existing legislative requirements remain in effect and municipalities are expected to abide by them until such time as provisions are modified. Any changes will be communicated to municipalities.

Is the ministry reviewing other deadlines or obligations in the MGA that cannot be met due to the COVID-19 outbreak?

YES. Alberta Municipal Affairs is reviewing legislated deadline dates that apply to all municipalities and exploring options to assist with ensuring legislative compliance with these deadlines.

If a municipality is faced with other legislated timelines initiated as a result of another action (e.g., a by-election due to a council vacancy, tax recovery public auction, response to a petition, etc.), municipalities contact the ministry to review the

options available, which could include a Ministerial Order for a time limit extension, if required.

Where would we be able to find more information regarding the financial stimulus that the Alberta government is initiating and the impact on municipalities deferral or forgiveness of water and other utilities, deferral or forgiveness of property taxes and school tax requisition?

The Province is looking at a number of mechanisms/options to assist municipalities. Further information and details will be coming out soon. At this time no decision has been made about property tax deferrals.



Further Updates

Municipal Affairs is aware of the unique operational challenges municipalities are facing at this unprecedented time. Steps are being taken to address these challenges to ensure councils can continue governing in a safe manner, which still ensuring legislative compliance.

Further information and details will be released as tools become available to municipalities.

Municipal Affairs is aware of the unique operational challenges municipalities are facing at this unprecedented time. Steps are being taken to address these challenges to ensure councils can continue governing in a safe manner, which still ensuring legislative compliance.

March 24th, 2020

Public Works Report

1. Gravel Roads

On any significant snowfall event, graders strive to have all gravel roads, as per County policy, opened in 96 hours.

The Invitation to Tender, for Grader Beat 507, has closed. The current Grader Beat 507 contract ends on March 31st, 2020.

2. Surfaced Roads

Maintenance on plow trucks will continue on an as-needed basis.

Plowing and/or sanding operations continue, as needed, in order to mitigate any snowfall and/or freezing rain event(s).

Patching on Surfaced Roads will be done as weather permits on an as-needed basis.

Small repairs, on the Sunchild Road, have been on-going, over the past few weeks, to mitigate potholes appearing on the road and bridge surfaces, to keep the road hazard free until it receives the planned 2020 overlay.

3. Maintenance

Pidherney's has completed hauling aggregate from the Burnstick Aggregate Pit to the Larsgard Aggregate Pit. They started on February 11th, 2020 and completed hauling on March 6th, 2020. The ¾" aggregate still is required to be stockpiled. The project completion deadline, to have the aggregate stockpiled, is June 30th, 2020.

The Invitation to Tender, for the replacement of approximately 380 metres of Priority 1 Sanitary Collection Mains, within the Hamlet of Condor, closed on March 19th. Administration received a total of 7 bids. The tender packages are currently being reviewed. The work is anticipated to be completed within 2020.

Administration scheduled a public open house, to be held in Caroline, for the South Cooper Aggregate Pit, located within NW-02-037-06 W5M (approximately one kilometer southeast of the North Cooper Aggregate Pit). **The Public Open House is currently postponed till a later date.** A public open house is a requirement for the development permit application process. A development permit is required before operations can commence at the South Cooper Aggregate Pit.

Water Well #8, within the Hamlet of Nordegg, had the casing drilled during the week of March 16th, 2020. During the week of March 23rd, flow testing will take place. The testing takes approximately 3 days to complete.

Request for quotes, for the engineering of bridge structure BF07787 (SW 28-39-05-W5M, Alhambra Road)), have been received and reviewed. MPA Engineering was awarded the contract. Bridge structure BF07787, along with BF78229 (SW 13-42-17-W5M, Chungo Road) and BF08142 (SE 26-39-05-W5M, Leslieville) to be, potentially, replaced in 2021.

Engineering is being completed, for the replacement of bridge structures, in 2020, for BF78254 (NE 15-38-14W5M, North Fork Road), BF79167 (NE 34-44-11-W5M, Sunchild Road), BF08195 (SE 02-41-06-W5M, TWP. Rd. 41-0) and BF09155 (NW 21-38-05-W5M, Rge. Rd. 5-4). Anticipate all bridge structure(s) replacements to be completed by November 15th, 2020.

Culverts are being steamed, on an as needed basis, to mitigate any ice build-up.

4. Rocky Mountain Regional Solid Waste Authority

Request for Quotations, for the Timber Salvage of the Rocky Mountain Regional Solid Waste Authority Cell 2 Development, have been received and reviewed. Roper Ventures was awarded the contract.

The Invitation to tender, for the engineering of the Landfill Cell 2 Development, has been, as of March 2nd, publicly posted. The tender closing date has been set for Wednesday, March 25th.

5. Gravel Road Rehabilitation

Construction Foremen and 2 seasonal staff have been reassigned to assist in facility maintenance and ongoing increased sanitization procedures.

6. Base Pave

Planning, tender development and landowner agreements are underway for the Speight Road grading project. Subject to successful land negotiations, tender advertisement dates are being reviewed.

7. Asphalt Overlay

Border Paving is scheduled to begin crushing operations end of March at the Brewster Pit adjacent to the Sunchild Road.

8. Nordegg Historic Commercial Core

AIC Construction Ltd. has completed brushing operations in Nordegg and have shut down operations. Operations are currently on hold.

9. Nordegg Heritage Centre

Renovations to the main floor have ceased. This project is currently on hold.

10. Nordegg Bighorn Store

The hazardous materials identified in the building have been remediated. Quotes have been received for the demolition and removal of the building. M. Umscheid Construction Ltd. was the successful proponent. Commencement of this work has been postponed.

11. Old Staff Houses (Nordegg)

Work for the demolition is on hold. Additional hazardous material testing has been completed but remediation measures have been postponed.

Power has been disconnected. The removal of the three houses is currently on hold.

12. Administration Building Renovations

Staff and contractors have commenced the basement renovations to facilitate additional file storage, meeting room, office space and a breakout room. Contractors have ceased operations. This project is on hold.

13. Land Acquisition

During the February 25th Council meeting, Council authorized the conditional purchase of a 4-acre lot located in Caroline. The offer to purchase has been signed and staff are working on the due diligence items outlined in the agreement. Conditions are to be completed by April 27, 2020. Staff received a letter from the Village of Caroline endorsing the sale, which was a condition. Possession is scheduled for May 15, 2020. An extension of the condition date may be required.

14. Leslieville Public Services

Staff are to present the draft estimates and proposed project plans to Council during the March 24, 2020 Council meeting. Council is to consider the scope of this project based on budget, estimates, design and community needs.

15. Broadband

The RFP for the Fibre Backbone build form Rocky Mountain House is currently being advertised. Staff has extended the submission date by two weeks due to requests by proponents to May 7, 2020.

16. Road Bans

Staff are continuing to monitor road conditions and frost probes in our surfaced roads. Road bans will be put in place as the weather consistently warms up to protect our infrastructure. Anticipated Friday March 27, 2020.

Road Bans:

Order by the Vehicle Weights Committee of
Clearwater County
Highway Order No. 03/19
Defining Maximum Allowable Weights Permitted
On Certain Municipal Roads

Pursuant to the Authority granted by the Minister of Transportation and Utilities under the Traffic Safety Act, the Vehicles Weights Committee orders that effective **8:00 a.m., Wednesday, June 5, 2019.**

Percentage Axle Weights for Highways are:

<u>HIGHWAY NO.</u>	<u>LOCATION</u>	<u>% AXLE WEIGHTS</u>
Arbutus Rd RR 6-3 & 6-1	From Hwy #11 to Butte Hall Rd	100%
Airport Road Access	From One Mile north of TWP Rd 40-0 to Airport	100%
Alhambra Rd RR 5-4	From Hwy #11 to SH598	100%
Beaver Flats Rd RR 6-0	From Hwy #598 to Hwy #12	100%
Bunch Road Rge Rd 5-4	From Hwy #598 North to Twp Rd 40-0	100%
Burnstick Lake Rd RR 6-3	From Hwy #54 to 9 km South	100%
Caroline North RR 6-1	From Hwy #54 North 10.5 kms to Butte Hall Rd Twp Rd 37-3	100%
Caroline South Rd RR 6-1	From the Village of Caroline South to extension of #587	100%
Cougar Ridge Twp Rd 38-5	From Hwy752 East ¼ mile Cougar Ridge Access Rd & Subdivision	100%
Crammond Rd TWP RD 35-4	From Hwy #22 East for 8 km	100%
Everdell Rd RR 7-3	From Prairie Creek (Hobbs) Road North to Hwy #752	100%
Golf Course Rd TWP RD 39-5	From Hwy #11A East to the golf course	100%
Greenwood Way, Cul-de-sac	Gravel-Greenwood Way entrance off RR 6-4 – Entire Cul-de-sac	50%
James River Rd RR 5-3	From James River Store on Hwy #587 South to Bridge	100%
Old Dovercourt Rd	From Hwy #11 for 1 km South RR 7-1 & East TWP RD 39-0	100%
Oras Rd RR 6-3	From Junction Hwy #11 North to Hwy #12	100%
Rainbow Ford Rd TWP RD 39-3	From Town/County Boundary East to the Taimi Road	50%
Red Deer River Access Rd	From County Boundary West for 10 km	100%
Wall Street Rd RR 4-3	From Hwy #11 South to County Boundary	100%
Withrow Rd RR 4-3	From Hwy #11 to Rainy Creek Road	100%
Dead End Gravel Road TWP RD 40-4	Gravel - From NE Corner of 20-40-8-W5 West to end of road	50%

This order remains in effect until further notice.

Erik Hansen, Kurt Magnus, Directors, Public Works