

CLEARWATER COUNTY COUNCIL AGENDA

July 23, 2019

9:00 am

Council Chambers

4340 – 47 Avenue, Rocky Mountain House, AB

DELEGATIONS

1. 9:00 am Clearwater Regional Family and Community Support Services (FCSS), Andrea Vassallo, Manager
2. 1:00 pm – 2019 National Search and Rescue Conference (SAR C2C), Richard Smith, Operations Section Chief

A. CALL TO ORDER

B. AGENDA ADOPTION

C. CONFIRMATION OF MINUTES

1. July 9 Regular Council Meeting Minutes

D. AG & COMMUNITY SERVICES

1. 9:00 am Delegation - Clearwater Regional Family and Community Support Services (FCSS)

E. PLANNING & DEVELOPMENT

1. Bylaw 1070/19 Land Use Amendment Application No. 06/19 for Consideration of First Reading

F. PUBLIC WORKS

1. Leslieville School Force-main/Gas Line Relocation – Budget Adjustment

G. CORPORATE SERVICES

1. Bylaw 1067/19 Manufactured Home Park/Community Assessment and Tax Rate Consideration of Second and Third Reading

H. MUNICIPAL

1. Bylaw 1071/19 – Municipal District (MD) of Bighorn and Clearwater County Inter-Collaborative Framework (ICF)
2. Employment Related Policies

I. EMERGENCY & LEGISLATIVE SERVICES

1. 1:00 pm Delegation – 2019 National Search and Rescue Conference (SAR C2C)
2. Clearwater Regional Fire Rescue Services (CRFRS) Obsolete Policy & Bylaw Clean-Up and DRAFT Fire Rescue Services and Fire Control Bylaw # 1069/19
3. Mutual Aid Agreement – Wetaskiwin County and Clearwater County
4. 2019 Fire Apparatus Capital Purchases
5. Wildland Urban Interface Program – 2019 Operating Budget Amendments

J. INFORMATION

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

K. CLOSED SESSION*

1. Verbal update provided by Reeve Duncan – *FOIP s.21(1)(a) Disclosure Harmful to Intergovernmental Relations*
2. Verbal update provided by Reeve Duncan – *FOIP s.17(4)(d) Disclosure Harmful to Personal Privacy*
3. Land Acquisition - Third Party Interest; *FOIP s.16 – Disclosure Harmful to Business Interests of a Third Party*

* 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

L. ADJOURNMENT

TABLED ITEMS

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



DELEGATION

SUBJECT: Clearwater Regional Family and Community Support Services (FCSS), Andrea Vassallo, Manager		
PRESENTATION DATE: July 23, 2019		
DEPARTMENT: Delegation	WRITTEN BY: Amber Williams, Admin. Assistant	REVIEWED BY: Murray Hagan, Director Corporate Services & Acting 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 (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
COMMUNITY BUILDING PILLAR (check all that apply):		
<input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input checked="" type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input checked="" type="checkbox"/> Community Social Growth		
ATTACHMENT(S):		
1. Clearwater Regional FCSS Request for Decision 2. Clearwater Regional FCSS Agreement		
STAFF RECOMMENDATION:		
1) That Council accepts the Clearwater Regional Family and Community Support Services (FCSS) Delegation as information.		

BACKGROUND:

Andrea Vassallo, Clearwater Regional Family and Community Support Services (FCSS) Manager, will provide Council an understanding of the history of funding for and on behalf of the Medical Lending Group (MEL) Society.



Request for Decision

Item:
2018 MEL Society Funding & Clearwater Regional FCSS.

CAO Comments:

Target Decision Date:
Submitted By: Andrea Vassallo – FCSS Manager
Reviewed By: Roger Smolnicky – Recreation & Community Services Director,
Town of Rocky Mountain House.

BACKGROUND

Overview:

Seeking County Council's approval for the County's proportionate share to cover the funds awarded to the MEL Society as a community grant in 2018, as outlined in the Regional Agreement.

Legislation and Policy:

Family & Community Support Services (FCSS) Regulation, Alberta Regulation 218/1994

2016 Clearwater Regional FCSS Agreement

FUNDING AND ADMINISTRATION

Section 20. In the event that a program is approved by the Board and after the program has been operated and/or expenses have been incurred and the Provincial Government, the Federal Government, or other public funding agencies do not honour or fully commit to their promised funding, the Town shall pay the costs of such programs on behalf of the Parties to this agreement. However, the Parties to this agreement shall be responsible for the costs incurred as per Schedule A of this agreement.

Schedule A, Clearwater Family and Community Support Services, Cost Share

Principles

2. It is agreed that the cost of any service, operational or capital costs approved by the Board, but which does not qualify for a FCSS grant from the Provincial Government, shall be shared by the Parties based on population, unless otherwise directed by the Board and agreed to by all the Parties. Programs of this nature must receive prior approval by the Parties.

Communication and Citizen Engagement:

N/A – this is strictly a Clearwater Regional FCSS and Town Council, County Council, and Village Council matter.

A delegation occurred at Town Council on July 16, 2019 and their proportionate share of the funds was approved. A delegation has been booked with Village Council on the evening of July 23, 2019. All three CAOs have been contacted and are aware of the situation.

Financial:

Municipality	2018 CRFCSS Municipal Contribution	Percent of Region	Amount of MEL Society Funding
Rocky Mountain House	\$19,2850	35.38%	\$6,368.40
Clearwater County	\$33,6411	61.71%	\$11,107.80
Caroline	\$15,867	2.91%	\$523.80
	<u>\$545,128</u>	<u>100%</u>	<u>\$18,000</u>

Unfortunately, the FCSS budget cannot be used to cover the MEL Society community grant that was awarded in 2018. The Clearwater Regional FCSS Board has requested the proportionate share of the \$18,000 from each of the partner municipalities – as outlined in the table above. The County’s share is \$11,107.80.

The FCSS Manager will request the proportionate share of the funds from the Village of Caroline, as outlined in the Clearwater Regional FCSS Agreement. The Town of Rocky Mountain House already approved their proportionate share of the funds. We felt it important to take this matter to all partner Councils to get their approval as well.

Organizational:

The two options are listed below:

- 1. County Council agrees to provide their proportionate share of the funds.**
This will align with the request of the Clearwater Regional FCSS Board and follow the Province’s direction. This will also be abiding by the FCSS Regional Agreement.
- 2. County Council does not provide their proportionate share of the funds.**
The Province directed that FCSS funds cannot be used to cover the MEL Society’s \$18,000 community grant awarded in 2018. They requested that it not be included in the FCSS Year-End Report. The community grant needs to be covered proportionately from each of the three Councils, as outlined in the Clearwater Regional FCSS Agreement.

The Clearwater Regional FCSS Agreement, Section 20 outlines, *“It is agreed that the cost of any service, operational or capital costs approved by the Board, but which does not qualify for a FCSS grant from the Provincial Government, shall be shared by the Parties based on population, unless otherwise directed by the Board and agreed to by all the Parties”*. This is further explained in Schedule A of the Regional Agreement.

Comments:

Option 1: County Council agrees to provide their proportionate share of the funds.

PRO:

- Funds are shared fairly between the three partner municipalities, subject to all parties approving their proportionate share.
- County Council will be following the Clearwater Regional FCSS Agreement, as outlined in Section 20 and Schedule A.
- County Council will be following the Province's direction.
- County Council will be following the recommendation of the Clearwater Regional FCSS Board.

CON:

- There is no budget for this expense.

Option 2: County Council does not provide their proportionate share of the funds.**PRO:**

- There is no expense.

CON:

- The Clearwater Regional FCSS Agreement will not be followed.
- The Province's direction will not be followed.
- The Clearwater Regional FCSS Board's recommendation will not be followed.
- The expense will not be shared fairly between the partnering municipalities. If one does not provide their share, the other partners will have to cover it, which contravenes the Clearwater Regional FCSS Agreement.
- There is no other option to cover the expense.

Recommended Option: Option 1 – the County will be following their obligation, as outlined in the Clearwater Regional FCSS Agreement.

Alternatives:

Option 1: That County Council provide their proportionate share, as per the Clearwater Regional FCSS Agreement, for the 2018 FCSS funding granted to the MEL Society in the amount of \$11,107.80.

Option 2: That County Council accepts the FCSS report for the 2018 MEL Society funding as information.

Recommended Alternative:

Option 1: That the County provide their proportionate share, as per the Clearwater Regional FCSS Agreement, for the 2018 FCSS funding granted to the MEL Society in the amount of \$11,107.80.

Reports/Documents:

2016 FCSS Regional Agreement

This agreement made in this 21 day of Nov A.D. 2016.

Between

The Village of Caroline

In the Province of Alberta

(Hereinafter referred to as “the Village”)

-and-

The Clearwater County

In the Province of Alberta

(Hereinafter referred to as “the County”)

-and-

The Town of Rocky Mountain House

In the Province of Alberta

(Hereinafter referred to as “the Town”)

(Or collectively referred to as “the Parties”)

Background

- A. Under the provisions of the Family and Community Support Services Act, where a municipality provides for the establishment, administration, and operation of a Family and Community Support Services Program in a manner that is satisfactory to the Minister responsible for Family and Community Support Services (“the Minister”), the Minister may pay grants to the municipality to be used in such programs.
- B. The Family and Community Support Services Act makes provision for a municipality to enter into agreements with other municipalities to provide for the

establishment, administration and operation of joint Family and Community Support Services programs.

NOW THEREFORE, the Parties agree as follows:

BOARD MEMBERSHIP

1. The Parties shall form a board known as “The Clearwater Regional Family and Community Support Services Board” (the Board”).
2. The Board shall be comprised of Seven (7) voting members appointed as follows:
 - a) Two (2) Board Members will be appointed by the Town, one of which will be a Town Councillor;
 - b) Three (3) Board Members will be appointed by the County, two of which may be County Councillors;
 - c) Two (2) Board Members will be appointed by the Village, one of which will be a Village Councillor;
 - d) Non-councillor appointments, will be for terms of three (3) years to expire at the organizational meetings of the Village, Town, and County Councils held in October of each year and appointments will be made on a rotating basis to ensure continuity of the Board:
 - i) the first appointment of the Town’s member at large shall be in effect until the first organizational meeting following the date of the appointment,
 - ii) the first appointment of the County’s members at large shall be in effect until the second organizational meeting following the date of the appointment;
 - iii) the first appointment of the Village’s members at large shall be in effect until the third organizational meeting following the date of the appointment
 - e) Councillor appointments will be for a term of one (1) year to expire at the organizational meetings of the Village, Town, and County. The Village,

Town, and County will be allowed to appoint alternate Council members who will have voting privileges in the absence of their respective Board Members;

- f)** Appointments will be made at the annual organizational meetings of the Village, Town and County;
- g)** All vacancies on the Board shall be filled as soon as reasonably possible by either to the Village, Town or County as the case may be, and each person appointed to fill a vacancy shall hold office for the remainder of the term of the vacated Board Member;
- h)** All appointed and elected representatives shall hold office at the discretion of the Village, Town and County Councils respectively.

BOARD PROCESS

- 3.** The Town CAO shall fix the date following the organizational meetings of the three municipal Councils, on which the first meeting of the Board will be held. The members of the Board will choose a Chairperson and Vice Chairperson at their first meeting.
- 4.** The Chairperson or Vice-Chairperson shall not hold office for more than two (2) consecutive years unless authorized by resolution of the Board.
- 5.** The Chairperson shall vote on all questions and a tie vote is a lost vote.
- 6.** No less than six meetings of the Board shall be held in each year, the time and place of such meetings to be determined by the Board at its first meeting. The Board may change the date of scheduled meetings from time to time, as it may deem advisable. Special meetings may be called by the Chairperson or at the request of any four voting members of the Board, on 24 hours written notice to members.
- 7.** Every voting member of the Board who is absent from three consecutive meetings of the Board shall cease to be a member unless such absence is caused by illness or is authorized by resolution of the Board recorded in its minutes on the first meeting following such absence.

8. No business shall be transacted at any meeting of the Board unless a quorum of members is present. A quorum shall be four members, including at least one member appointed by the Town, the Village, and the County.
9. The Board may appoint committees to deal with any matter coming within the scope of its authority.
10. A Minute Book shall be kept and Minutes shall be recorded therein by the Recording Secretary. All Board members and member municipalities shall receive an agenda package at least four days prior to the next meeting. Draft minutes should be sent to members and member municipalities as soon as possible after a meeting.
11. Neither the Board nor any member thereof shall have the power to pledge the credit of any of the Parties or to enter into contracts hereto in connection with any matters whatsoever, nor shall the Board or any member thereof have any power to authorize any expenditure to be charged against any of the Parties.
12. The Town will be acting on behalf of the other parties to this agreement for the establishment, administration and operation of such a program. The Town shall be the signing authority for purposes of this agreement and will have authority to sign all grant claims and cheques, issue invoices, and provide all necessary accounting subject to budget approval by the parties.

BOARD ROLES AND RESPONSIBILITIES

13. The Board shall advise the Parties to this agreement on the recommended application and administration of the Family and Community Support Services Act within the jurisdiction of the parties hereto and in such advisory capacity shall:
 - a) assist in formulating plans and priorities regarding Family and Community Support Services with a view to the establishment of a comprehensive program which shall include:
 - i) surveying, evaluating and determining the needs of the community,
 - ii) developing and facilitating programs to meet these needs,

- 16.** The Town shall be authorized to both employ and terminate a Regional FCSS Manager.
- 17.** The Regional Manager shall be responsible to:
- a)** assist the Board in formulating plans and priorities regarding Family and Community Support Services with a view to the establishment of a comprehensive program,
 - b)** advise the Board on the establishment of relationships with other Municipal, Provincial, and Federal departments and community agencies,
 - c)** promote the orderly development of Family and Community Support Services,
 - d)** review all applications for cost-sharing under the Family and Community Support Services Act and make recommendations to the Board as to their acceptance, deferment or rejection,
 - e)** hire, supervise, and manage staff and contractors,
 - f)** keep minutes of the proceedings of all meetings, conduct correspondence on behalf of the Clearwater Family and Community Support Services Board and send a copy of the minutes of all meetings of the Board to each member municipality within seven days following the date of the meeting,
 - g)** perform such other duties as the Town may prescribe from time to time,
 - h)** comply with all municipal polices of the Town (i.e. personnel, safety, financial, etc.)

FUNDING AND ADMINISTRATION

- 18.** The cost of the Family and Community Support Services Program shall be shared by the Parties to this Agreement, and shall be determined in accordance with the Cost Share Principles (Schedule A).
- 19.** Any Party may operate a family and community support service independently and shall pay for such independent program as an extra over and above the requisition for general family and community support services.

- 20.** In the event that a program is approved by the Board and after the program has been operated and/or expenses have been incurred and the Provincial Government, the Federal Government, or other public funding agencies do not honour or fully commit to their promised funding, the Town shall pay the costs of such programs on behalf of the Parties to this agreement. However, the Parties to this agreement shall be responsible for the costs incurred as per schedule A of this agreement.
- 21.** The budgeted costs of all projects and services as hereinbefore described, shall be payable by each Party to the Town on or before the 30th day of June of each year, and adjusted using available FCSS designated funds as to actual expenditures as at the 31st of December in each year.
- 22.** Each Party shall approve the annual budget by February 1st of each year, provided by the Board and advise the Board of doing so. In the event a Party does not approve the annual budget, a meeting of the Chief Administrative Officers from all three Parties will be held to formulate recommendations for submission to the three municipal Councils. In the event that the recommendations are not accepted by all three municipal Councils, a joint meeting of the elected Councils of each Party shall be called by the Town to establish a budget that is acceptable to all Parties.
- 23.** The Board shall seek the advice and comment of the Parties on major policy or program changes.
- 24.** Whenever any question arises as to the liability of the Provincial Government to contribute to any expenditure incurred by the Town, pursuant to the terms of this Agreement, the decision of the Minister in respect thereto after consultation with the Town shall be final and conclusive.
- 25.** The Town shall provide such office space, office supplies and office equipment and furniture as may be required by the Regional FCSS Manager and staff for the efficient operation of the program, and costs thereof shall be shared by the Parties to this Agreement.
- 26.** The Town shall supply to the County and the Village an audited financial statement in a manner and form as agreed to by all Parties.



- 27.** The County, the Town and the Village shall be jointly responsible for the defense of any actions, suits, or claims of any kind brought against the Clearwater Regional Family and Community Services Board or against the County, the Town or the Village in respect of or arising out of the operations or undertakings of the Board. In the event of a judgment, order or award of any kind being made against the Board or the Town, the County or the Village, as a result of the operations or undertakings of the Board, the County, the Town and the Village shall be jointly responsible for the payment of all costs associated with such award, order or judgment with each Party's share being apportioned based on the formula identified on Schedule A.
- 28.** Notwithstanding all termination provisions in this Agreement, it is understood and accepted by each Party that it cannot terminate its obligations with the other Parties, costs associated with any judgment, order or award referred to in paragraph 26 if the cause of the judgment, order or award occurred wholly or in part prior to the Party terminating its participation in this Agreement.
- 29.** Any notices to be served upon the Town, Village, or County shall be deemed to be properly served if left at their respective municipal office during normal working hours.

TERMINATION

- 30.** This Agreement may be terminated on the 31st day of December in any year by any party hereto giving notice to the other parties on or before the 1st day of September in the preceding year.
- 31.** This Agreement may be amended by the written mutual consent of all parties hereto.

Agreed to this 24th day of May, 2016.

The Village of Caroline

The Town of Rocky Mountain House




The County of Clearwater




Schedule A






Clearwater Family and Community Support Services

Cost Share Principles

1. The Province of Alberta provides 80% funding for the Clearwater Family and Community Support Services Program. The partner municipalities cooperatively fund the minimum 20% municipal match.
2. It is agreed that the cost of any service, operational or capital costs approved by the Board, but which does not qualify for a FCSS grant from the Provincial Government, shall be shared by the Parties based on population, unless otherwise directed by the Board and agreed to by all the Parties. Programs of this nature must receive prior approval by the Parties.
3. All programs and services funded through the Clearwater Family and Community Services Board will be available to all residents of the Village of Caroline, the Town of Rocky Mountain House, and the County of Clearwater.



REQUEST FOR DECISION

SUBJECT: Bylaw 1070/19 Land Use Amendment Application No. 06/19 for Consideration of First Reading		
PRESENTATION DATE: July 23, 2019		
DEPARTMENT: Planning & Development	WRITTEN BY: Jose Reyes, Senior Planner	REVIEWED BY: Keith McCrae, Director Planning and Development Murray Hagan, Director Corporate Services; Acting 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 type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Municipal Development Plan (2010), Nordegg Development Plan (2000) and Clearwater County Land Use Bylaw No. 714/01		
COMMUNITY BUILDING PILLAR (check all that apply):		
<input checked="" type="checkbox"/>  Economic Prosperity <input type="checkbox"/>  Governance Leadership <input checked="" type="checkbox"/>  Fiscal Responsibilities <input checked="" type="checkbox"/>  Environmental Stewardship <input checked="" type="checkbox"/>  Community Social Growth		
ATTACHMENT(S):		
1) Application to Amend Land Use Bylaw 2) Subdivision Plan, Site Photos and Aerial Photos 3) Bylaw 1070/19 with Schedules "A" and "B"		

STAFF RECOMMENDATION:

That Council consider granting first reading of Bylaw 1070/19 and proceed to a public hearing.

BACKGROUND:

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

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

The bylaw's intention is to allow the creation of 30 fully serviced residential parcels ranging

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

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

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

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

PLANNING DIRECTION:

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

Clearwater County’s Municipal Development Plan (2010)

3.2 Guiding Principles

6. Promote Hamlet Growth

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

Section 7.2.1 states:

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

Section 7.2.2 states:

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

Section 7.2.3 states:

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

Section 7.2.4 states:

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

Section 7.2.7 states:

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

Section 7.2.8 states:

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

Section 7.2.9 states:

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

Section 12 Putting the Plan into Effect

Goals:

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

Section 12.2.4 states:

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

- (a) impact on adjoining and nearby land uses;
- (b) impact on natural capital, including agricultural land;
- (c) impact on the environment;
- (d) scale and density;
- (e) site suitability and capacity;
- (f) road requirements and traffic impacts, including access and egress considerations, including Subdivision and Development Regulations related to land in the vicinity of a highway;
- (g) utility requirements and impacts;
- (h) open space needs;
- (i) availability of protective and emergency services;
- (j) FireSmart provisions;
- (k) impacts on school and health care systems;

- (l) measures to mitigate effects;
- (m) County responsibilities that may result from the development or subdivision; and
- (n) any other matters the County considers relevant.

Nordegg Development Plan (2000)

Sec 3.2 Plan Goals states:
To provide a range of housing choices

Sec 3.5.4 Residential and Mixed Land Use states:
MH – Mobile Home Residence
Intended to accommodate the relocation of existing mobile home units through the development of a new mobile home subdivision at a maximum density of 18 lots per gross hectare.

Section 5.10.2 states:
The existing mobile homes are not in keeping with the vision for the main access to the historic Town Centre. They will be relocated over a period of time as directed by Council. Timely relocation will help promote the area for tourism and attract development.

Section 5.16.17 states:
Trail links will be provided to connect the major nodes. Consideration will be given to linking the nodes via dedicated paths and trails or via roadways.

Land Use Concept Map - South Nordegg
This map identifies the subject lands as future Light Industrial. Due to environmental constraints, this potential land use changed to a manufactured home subdivision. As a result, this change should be taken into account when a comprehensive review is made to the development plan.

Clearwater County's Land Use Bylaw 714/01

Section 1.3(2) states:
No development shall be carried out within the Municipality except in accordance with this Bylaw.

RECOMMENDATION:
That Council consider granting first reading to Bylaw 1070/19 and proceed to a public hearing.



CLEARWATER COUNTY

Application for Amendment to the Land Use Bylaw

Application No. 06/19

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

APPLICANT: CLEARWATER COUNTY
ADDRESS & PHONE: 4340 - 47 Ave, Box 550 RMH AB T4T 1A4 (403) 845-4444
REGISTERED OWNER: Clearwater County
ADDRESS & PHONE: Same as above

AMENDMENT REQUESTED:

1. CHANGE OF LAND USE DISTRICT FROM: A TO: NMH
LEGAL DESCRIPTION OF PROPERTY: NW 1/4 Sec. 27 Twp. 40 Rge. 15 W5M
OR: LOT: _____ BLOCK _____ REGISTERED PLAN NO.: _____
OR: CERTIFICATE OF TITLE NO.: _____ (Site Plan is attached)
SIZE OF AREA TO BE REDESIGNATED: 7.83 ac (Hectares / Acres)

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

N/A

3. REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT:

N/A

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

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

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

SIGNATURE OF DEVELOPMENT OFFICER
IF APPLICATION COMPLETE

IMPORTANT NOTES ON REVERSE SIDE

BYLAW NO. 1070/19

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

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

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

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

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

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

REEVE

MUNICIPAL MANAGER

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

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

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

REEVE

MUNICIPAL MANAGER

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

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

A. PERMITTED USES

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

B. DISCRETIONARY USES

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

C. MAXIMUM ALLOWABLE DENSITY

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

D. MINIMUM PARCEL SIZE

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

E. YARD REQUIREMENTS

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

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

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

F. SITE COVERAGE

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

G. STORAGE

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

H. OFF-STREET PARKING

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

J. UTILITIES

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

K. DESIGN, CHARACTER AND APPEARANCE

1. All permanent buildings placed on the subdivision shall have the exterior completed using acceptable building materials approved by and to the satisfaction of the Development Officer. When evaluating development permit applications, the following must be considered:
 - (a) The exterior of relocated manufactured homes (~~maximum 10 years old~~) shall be upgraded as needed and prior to placement to the satisfaction of the Development Officer.

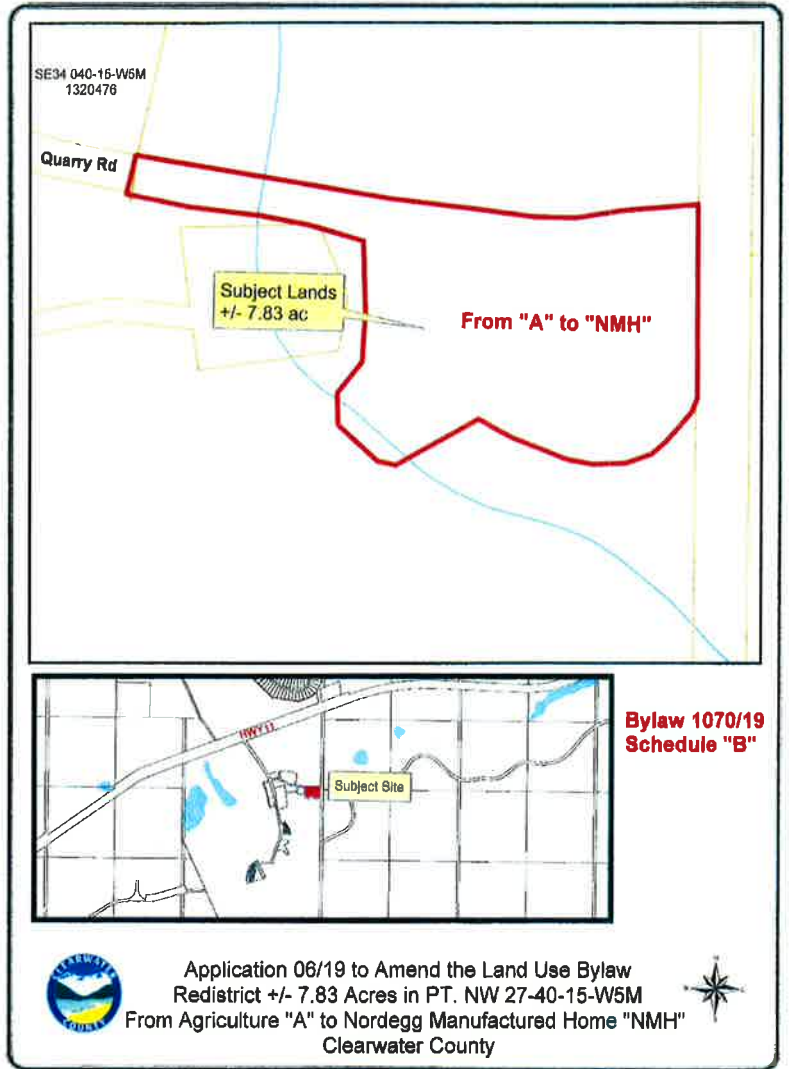
- (c) For the purposes of this district, a park model means a transportable dwelling unit primarily designed for long-term or permanent placement. When set up, park models shall be connected to the utilities necessary to operate home style fixtures and appliances.
2. The architecture, construction materials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

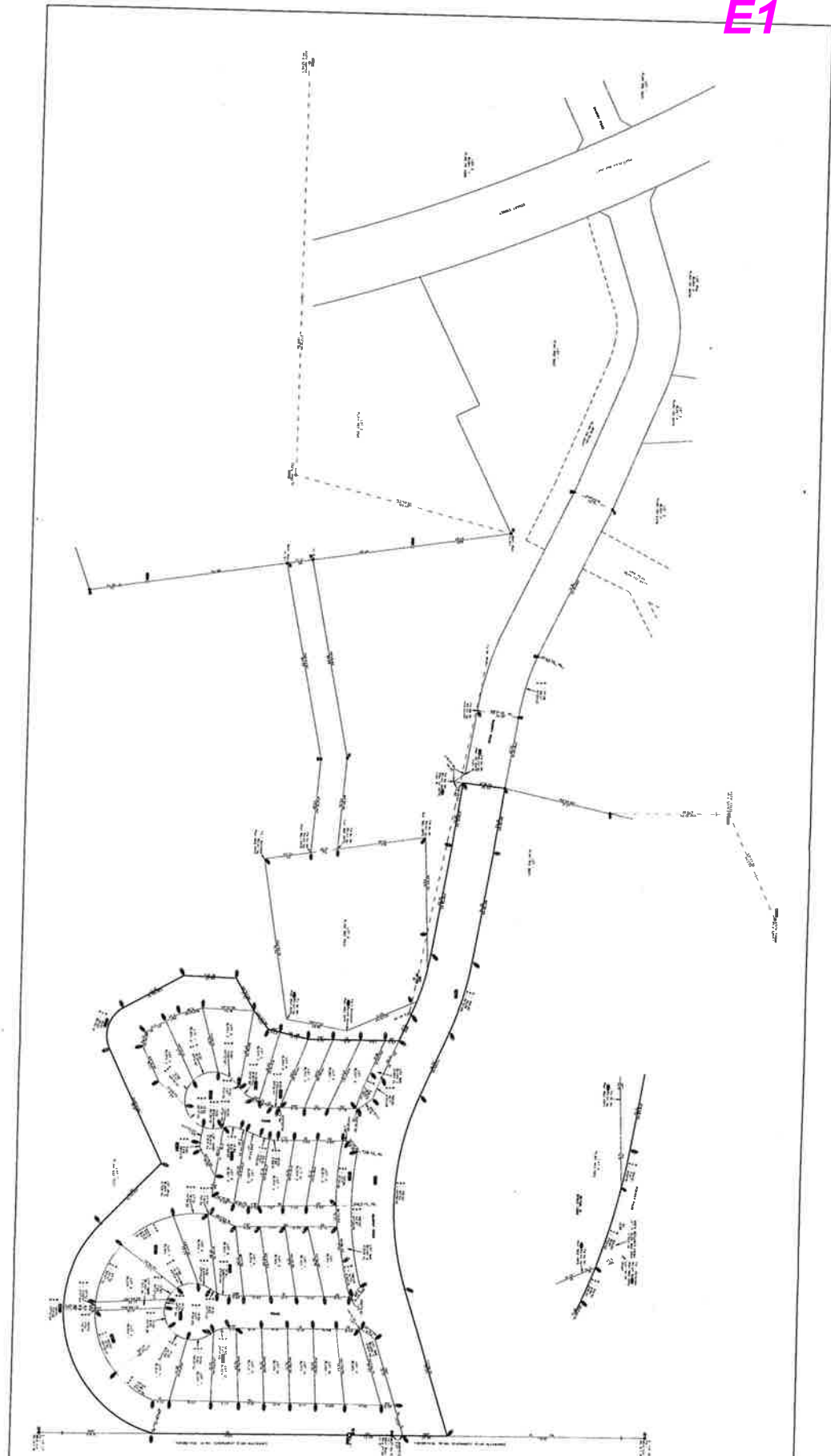
units, with variety in the street design and the placement of individual units to avoid monotony.

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

L. LANDSCAPING

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



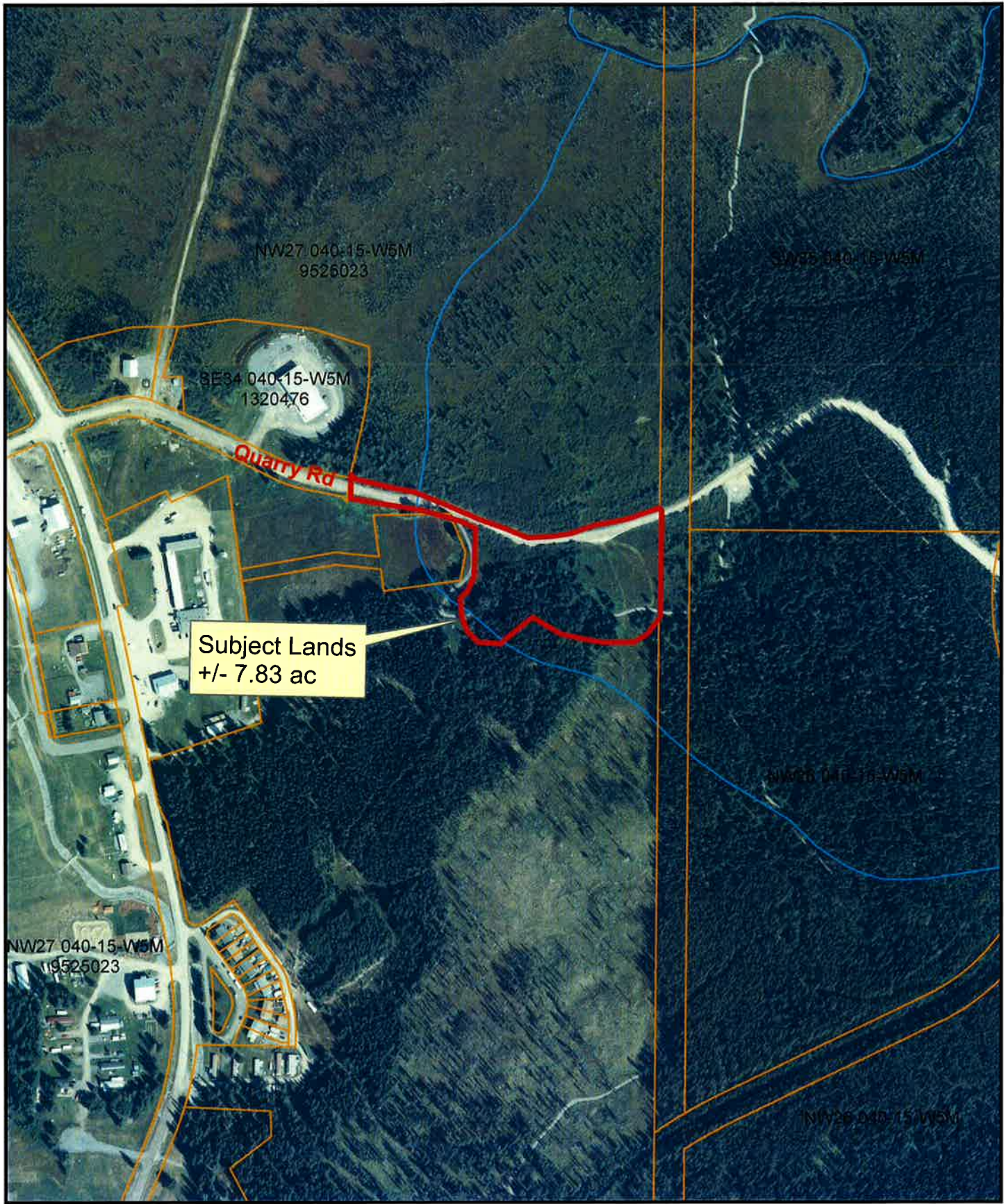


	<p>ALBERTA SURVEYORS ASSOCIATION REGISTRATION NO. 12345 EXPIRES 31/12/2024</p>
<p>PLAN SHOWING SURVEY OF SECTION 16, TOWNSHIP 15N, RANGE 10W, QUADRANT 1, DISTRICT OF SASKATOON, SASKATCHEWAN PROVINCE OF CANADA</p> <p>AS SHOWN ON PLAN 992 095 AND 1/4 SEC 27-10-15-A RE 1/4 SEC 26-10-15-B</p>	
<p>CLERK OF THE DISTRICT CLERK OF THE DISTRICT ALBERTA</p>	

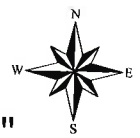
Site inspection photos taken of the subject site.





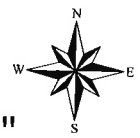


Application 06/19 to Amend the Land Use Bylaw
 Redistrict +/- 7.83 Acres in PT. NW 27-40-15-W5M
 From Agriculture "A" to Nordegg Manufactured Home "NMH"
 Clearwater County





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



**CLEARWATER COUNTY
BYLAW NO. 1070/19**

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

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

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

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

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

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

REEVE

CHIEF ADMINISTRATIVE OFFICER

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

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

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

REEVE

CHIEF ADMINISTRATIVE OFFICER

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

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

A. PERMITTED USES

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

B. DISCRETIONARY USES

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

C. MAXIMUM ALLOWABLE DENSITY

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

D. MINIMUM PARCEL SIZE

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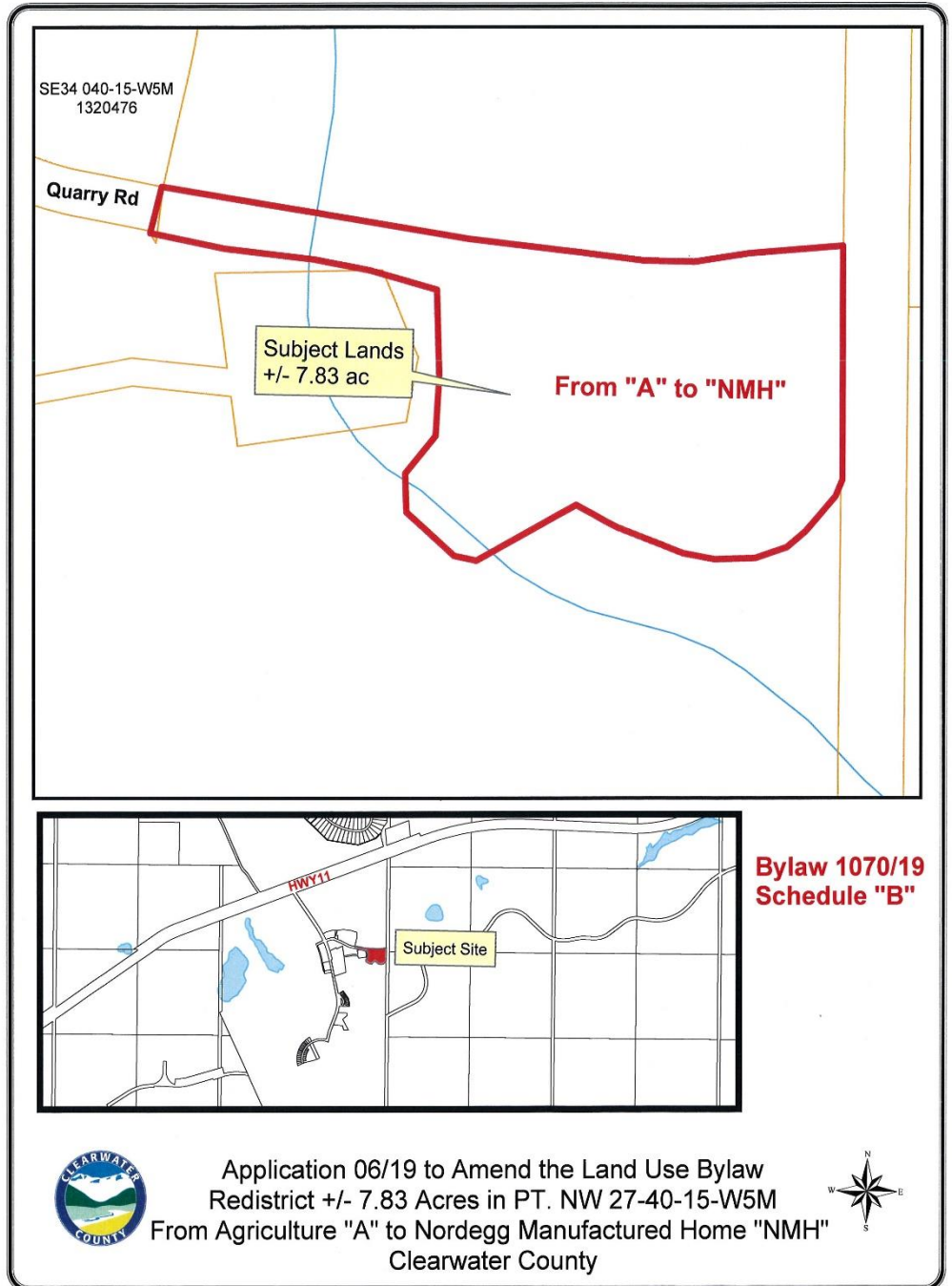
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REQUEST FOR DECISION

SUBJECT: Leslieville School Force-main/Gas Line Relocation – Budget Adjustment		
PRESENTATION DATE: July 23, 2019		
DEPARTMENT: Public Works	WRITTEN BY: Devin Drozdz, Civil Engineering Intern; Kurt Magnus, Director Public Works Operations	REVIEWED BY: Kurt Magnus, Director of Public Works Operations; Murray Hagan, Acting 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 (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
COMMUNITY BUILDING PILLAR (check all that apply):		
<input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input checked="" type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input checked="" type="checkbox"/> Community Social Growth		
ATTACHMENT(S): Leslieville Sanitary Force-main Relocation Civil Site Plan, MPE Engineering		

STAFF RECOMMENDATION:
 That Council approve the adjustment to the 2019 Capital Budget as follows: reallocating \$124,140 from the Sewer Reserve to the Leslieville School Wastewater Force-main/Gas Line Relocation capital project.

BACKGROUND:

To accommodate the construction of a new school in Leslieville, the wastewater force-main and a natural gas line must be relocated. Currently, the lines run south-westerly across the Leslieville School grounds, right under where the new school will sit. The new route of the lines will be around the edges of the school property (see attached Relocation Civil Site Plan).

Initially, \$50,000 was allocated in the 2019 Capital Budget for this project. However, by the time contractor quotes came in and were reviewed, it was seen that the project will cost \$174,140. This is a difference of \$124,140.

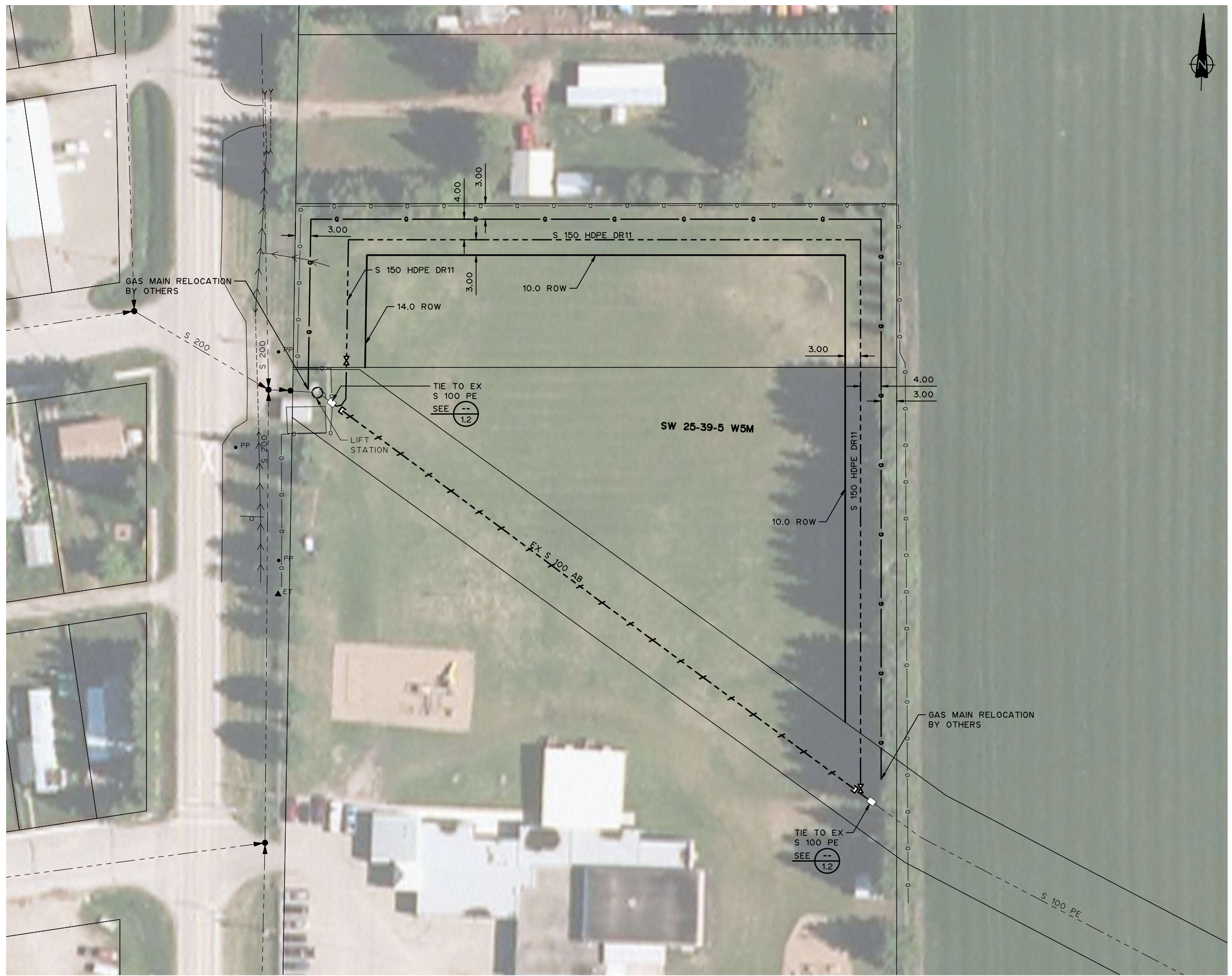
The pricing is higher than expected for the following reasons:

- Tight time frame from start of design to construction completion.
- Tendering later in the year, contractors have projects lined up. The construction industry is more cautious of underbidding projects and is not as aggressive as it was a few years ago.
- Quoting the work to a few contractors. This was sent to a select group of qualified contractors. Administration felt it was important to have the project completed properly and quickly as the Lift Station is located close to HWY 761, and, the work is in a school ground / playground which is used regardless if school is in session or not. As such, the site must be heavily secured.
- Pipe prices and trucking costs have been climbing with the price of diesel/gas.

If there wasn't a time constraint to relocate the force-main/gas line, administration would recommend getting additional pricing and/or re quoting in 2020.

In addition, Wild Rose School Division (WRSD) has communicated, to Administration, that Alberta Education/Grants Department has brought it to the attention of WRSD that they need to see both the Leslieville force-main relocation and Condor lagoon upgrades completed if WRSD is to remain in the que, as a high priority, for grant funding. The completion, of the projects, in a timely manner, heightens the chances of WRSD's grant funding application being approved.

Administration feels that having this project, along with the previously discussed upgrades to the Condor wastewater lagoon, completed, in 2019, is imperative to the approval of WRSD's grant application. Therefore, Administration recommends that Council approve the adjustment to the 2019 Capital Budget by reallocating \$124,140 from the Sewer Reserve to the Leslieville School Wastewater Force-main/Gas Line Relocation capital project.

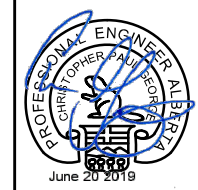


- NOTES:
1. FOR INFORMATION REGARDING GENERAL NOTES, UTILITIES, SYMBOLS AND ABBREVIATIONS REFER TO THE CIVIL LEGEND AND CIVIL ABBREVIATIONS DRAWINGS.
 2. GAS MAIN TO BE RELOCATED BY OTHERS. LOCATION OF TIE-INS TO BE VERIFIED BY GAS CO-OP.

THIS DRAWING MAY HAVE BEEN MODIFIED FROM ITS ORIGINAL SIZE. ALL SCALE NOTATIONS INDICATED ARE BASED ON 11"x17" FORMAT DRAWINGS

2	19-06-20	FOR QUOTATION
1	19-06-10	FOR APPROVAL
ISSUE	YY-MM-DD	REVISION

PERMIT TO PRACTICE
MPE ENGINEERING LTD.
PERMIT NUMBER: P 3680
The Association of Professional
Engineers and Geoscientists of Alberta








CLEARWATER COUNTY

LESLIEVILLE SANITARY FORCEMAIN
RELOCATION
CIVIL
SITE PLAN

DESIGNED	C.P.G., C.L.	JOB	4200-086-00
DRAWN	J.S.	SCALE	1:750
DATE	JUNE 20 2019	DRAWING	1



REQUEST FOR DECISION

SUBJECT: Bylaw 1067/19 Manufactured Home Park/Community Assessment and Tax Rate Consideration of Second and Third Readings		
PRESENTATION DATE: July 23, 2019		
DEPARTMENT: Corporate Services	WRITTEN BY: Rhonda Serhan Manager, Finance	REVIEWED BY: Murray Hagan Director, Corporate Services; Acting CAO
BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) MGA section 436.24(1), MGA section 304(1)(j)(ii) MGA section 304(6) (a-d)		
COMMUNITY BUILDING PILLAR (check all that apply):		
<input type="checkbox"/>  Economic Prosperity <input type="checkbox"/>  Governance Leadership <input checked="" type="checkbox"/>  Fiscal Responsibilities <input type="checkbox"/>  Environmental Stewardship <input type="checkbox"/>  Community Social Growth		
ATTACHMENT(S): Bylaw 1067/19		

STAFF RECOMMENDATION:

That Council consider granting second and third readings of Bylaw 1067/19

BACKGROUND:

Currently each manufactured home owner, in a manufactured home park, receives a combined tax and assessment notice for the manufactured home only. The Manufactured Home Park (Park) owner is sent a combined tax and assessment notice for the land component only. Clearwater County Administration relies on the Park owner/manager to supply us with the required information (serial number, notification of ownership changes, mailing address, notification of change in the manufactured home itself). The MGA section 436.24(1) states:

"... unless a municipality passes a bylaw to the contrary the owner of a manufactured home community must provide monthly reports to the chief administrative officer or a designate of the municipality regarding (a) the ownership of all designated manufactured homes in the manufactured home community, including the serial numbers of the designated manufactured homes, and (b) the movement of all designated manufactured homes in and out of the manufactured home community."

This component of MGA legislation is not being adhered to and, for whatever reason, there is reluctance on the part of the park managers or owners to participate. Without timely, accurate records the County has limited options relating to collection of outstanding property taxes.

**Process for passing the bylaw:**

Pass a bylaw under MGA 304 (1) (j) (ii). This bylaw would make the Park owner responsible for all the land **and** manufactured home property taxes. The Park owner would have to collect the taxes and remit to the County. The process for passing the attached bylaw is outlined in the MGA under section 304 (6) (a-d) and has been listed below.

- a) the bylaw must be advertised,
- b) has no effect until the beginning of the year commencing at least 12 months after the bylaw is passed,
- c) must indicate the criteria used to designate the assessed person, and
- d) may apply to one or more manufactured home communities

After first reading of bylaw 1067/19 in May the bylaw was advertised in the three papers in the County for 2 consecutive weeks and notices were posted on social media and our web page. Also, because there are only 4 manufactured home park owners in Clearwater County, administration sent out letters to each of the owners. These were mailed July 5th, and we have had one owner contact us with questions. We are working with the owner to ensure his concerns are addressed before this bylaw would come into effect for tax collection in 2022.

Recap of previous information:

If second and third readings of bylaw 1067/19 are completed today, assessment of the units would transfer to the Park owners for assessment year 2021, and taxation for these properties would fall on the Park owners in the year 2022. Clearwater County would be responsible for collecting the taxes from the unit owners for taxes levied in 2021 and older. The outstanding arrears balance currently is \$2,700.00 and the new levy for these properties is just over \$7,000. Beginning January 1, 2022 Clearwater County would collect the levy from the Park owners.

There are four Mobile Home parks located in Clearwater County; Raven Mobile Home Park, 17 stalls; Westerner Mobile Home Park, 14 stalls, West Country Community Mobile Home Park, 42 stalls. Pinewoods Mobile Home Park, 51 stalls.

**Clearwater County
Bylaw No. 1067/19**

BEING A BYLAW OF CLEARWATER COUNTY TO PROVIDE FOR THE ASSESSMENT AND TAXATION OF MOBILE UNITS LOCATED IN THE MANUFACTURED HOME PARKS TO THE OWNERS OF THE MANUFACTURED HOME PARKS.

WHEREAS, Clearwater County has decided to issue a bylaw pursuant to the powers of the Municipal Government Act, RSA 2000, c M-26, Section 304 (1) (j) (ii), authorizing assessment of the owner of the manufactured home park for the designated manufactured homes; and

WHEREAS, Clearwater County must prepare annually an assessment roll for assessed property in the County and the name of the assessed person must be recorded on the assessment roll in respect to the assessed property, and the assessed person is the person liable to pay property tax, and

WHEREAS, certain properties designated as manufactured home parks are situated in Clearwater County upon which are more than 3 designated manufactured homes, and which are subject to assessment by Clearwater County for the purposes of property taxation

NOW THEREFORE, under the authority of the Municipal Government Act (MGA), the Council of Clearwater County, in the Province of Alberta, enacts as follows:

1. 'Act' means the Municipal Government Act RSA 2000, c M-26, and all amendments thereto
2. The terms 'manufactured home community', 'manufactured home park', 'designated manufactured home', 'assessed person', 'assessed property', and 'improvement' shall have the meaning as defined in Part 9 of the Act and all other terms shall be interpreted with reference to the Act.
3. When Clearwater County assesses a designated manufactured home and any other improvements on a site in a manufactured home park within Clearwater County, the registered owner of the manufactured home park shall be the assessed person with respect to each designated manufactured home within the particular manufactured home park and that owner shall be responsible for payment of taxes as the assessed person.
4. This bylaw shall come into force effective after the third reading and will affect assessment in the year 2021 and taxation in the year 2022, and every other year going forward.
5. Bylaw No. 199/90 'penalties on mobile home license fees' shall be rescinded upon final reading of this bylaw.

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

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

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

REEVE

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT: Bylaw 1071/19 – Municipal District (MD) of Bighorn and Clearwater County Inter-Collaborative Framework (ICF)		
PRESENTATION DATE: July 23, 2019		
DEPARTMENT: Municipal	WRITTEN BY: Christine Heggart, Director Emergency & Legislative Services	REVIEWED BY: Rick Emmons, CAO
BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Municipal Government Act s. 708.28(4)(b)		
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		
ATTACHMENT(S):		
1) Draft MD of Bighorn and Clearwater County ICF Bylaw 2) Letter, Municipal Affairs Minister Madu (Ministerial Order for IDP Exemption)		
STAFF RECOMMENDATION:		
1. That Council reviews, amends as appropriate and provides three readings of Bylaw 1071/19 to adopt the MD of Bighorn and Clearwater County ICF.		

BACKGROUND:

Following up to Council’s adoption in principle of the draft MD of Bighorn and Clearwater County Intermunicipal Collaboration Framework (ICF) at their June 25, 2019 regular meeting, Administration(s) prepared the following matching bylaw to adopt the ICF.

Council also subsequently received notification from Municipal Affairs Minister Kaycee Madu (attached letter and Ministerial Order No. 047/19), granting exemption from the IDP requirement with MD of Bighorn due to undevelopable Crown lands on either side of boundaries between the two municipalities.

As Council is aware, the draft ICF was accepted as information by MD of Bighorn Council at their June 11 regular meeting. Both Council acceptances came without amendment; however, the revised draft ICF attached includes a new clause C.6, to recognize the exemption from the IDP requirement. MD of Bighorn Council adopted a matching ICF Bylaw 15/19 on July 9, 2019.

The ICF and adopting bylaw attached have been prepared to comply with section 708.28 of the Municipal Government Act. This bylaw may receive all three readings at once, as there are no requirements for a public hearing.

BYLAW NO. 1071/19

BEING A BYLAW TO ADOPT THE INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN THE MUNICIPAL DISTRICT OF BIGHORN AND CLEARWATER COUNTY

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

WHEREAS, the Municipal District of Bighorn and Clearwater County have worked collaboratively on the preparation of an Intermunicipal Collaboration Framework between the two municipalities; and,

WHEREAS, the Council of Clearwater County deems it desirable and appropriate to adopt the Intermunicipal Collaboration Framework between the Municipal District of Bighorn and Clearwater County,

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

1. That the document titled "Intermunicipal Collaboration Framework between the Municipal District of Bighorn and Clearwater County" dated July 2019 as attached and forming part of this Bylaw be adopted;

and

2. That this Bylaw shall take effect upon the final passing thereof.

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

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

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

REEVE

CHIEF ADMINISTRATIVE OFFICER



Intermunicipal Collaboration Framework

Between

The Municipal District of Bighorn

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

and

Clearwater County

(hereinafter referred to as “the County”)

JULY 2019

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

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

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

- provide for the integrated and strategic planning, delivery and funding of intermunicipal services;
- steward scarce resources efficiently in providing local services; and

-ensure municipalities contribute funding to services that benefit their residents;

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

A. DEFINITIONS

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

B. TERM AND REVIEW

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

C. INTERMUNICIPAL COOPERATION

- 1) The M.D. and the County agree to create a recommending body known as the Intermunicipal Collaboration Committee (hereinafter referred to as "the ICC").

- 2) The ICC will meet as required to develop recommendations to the respective Councils on all matters of strategic direction and cooperation affecting both the M.D. and County residents, except matters where other current operating structures and mechanisms are operating successfully. The topics to be discussed may include:
 - a) Long-term strategic growth plans for the M.D. and the County, as may be reflected in the Municipal Development Plans, Area Structure Plans and other strategic studies;
 - b) Intermunicipal and regional transportation issues including the transportation corridors and truck routes;
 - c) Prompt circulation of major land use, subdivision and development proposals in either municipality which may impact the other municipality; and
 - d) The discussion of intermunicipal or multi-jurisdictional issues.
- 3) The ICC shall consist of four members, being two Councillors from the M.D. and two Councillors from the County.
- 4) The Chief Administrative Officers will be advisory staff to the Committee, responsible to develop agendas and recommendations on all matters, and for forwarding all recommendations from the ICC to their respective Councils.
- 5) Meetings of the ICC can be called by either party to this Agreement, by serving written notice on the other party, advising the reason for requesting a meeting and providing options for meeting dates. The parties shall jointly determine a meeting date, which shall be held within thirty (30) days of the written notice being served.
- 6) It is recognized that, pursuant to Schedule “B” attached to this agreement, the two municipalities have been exempted from the provisions of Sections 631(1) and 708.3(1) of the Municipal Government Act, Chapter M-26, RSA 2000 as amended. Section 631(1) requires municipalities that share common boundaries to adopt an intermunicipal development plan (hereinafter referred to as “IDP”) to include those areas of land lying within the boundaries of the municipalities as they consider necessary; Section 708.3(1) stipulates that an intermunicipal collaboration framework is not complete unless the Councils of the municipalities involved have also adopted an IDP. The Minister has recognized the protected status of the lands on either side of the boundary between the M.D. and the County, noting that no municipally-approved development will occur on those lands in the future, and has therefore exempted the M.D. and the County from the requirement to adopt an intermunicipal development plan.

D. MUNICIPAL SERVICES

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

The M.D. of Bighorn

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

Clearwater County

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

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

The M.D. of Bighorn has agreements with its urban partners to provide the following services (including but not limited to):

- o Family and Community Support Services (Towns of Canmore and Cochrane);
- o Fire Suppression (Towns of Canmore and Cochrane; Village of Cremona);
- o Library (through the Marigold Regional Library System);
- o Recreation Services (Towns of Canmore and Cochrane);
- o Water and Wastewater (Town of Canmore);
- o Cemetery (Town of Canmore);
- o Seniors' Housing (through the Bow Valley Regional Housing Commission);
- o Solid Waste and Recycling (through the Bow Valley Waste Management Commission [Class III landfill services]).

Clearwater County has agreements with their urban partners to provide the following services (including but not limited to):

- o Cemetery;
- o Family and Community Support Services;
- o Fire and Emergency Management Services;
- o Library (through the Parkland Regional Library System);
- o Recreation Services (Town of Rocky Mountain House and the Village of Caroline);
- o Wastewater;
- o Enforcement;
- o Seniors' Housing (through the Rocky Seniors' Housing Council);
- o Solid Waste and Recycling (through the Rocky Mountain Regional Solid Waste Authority).

3) Although the M.D. and the County have a history of working together on a number of issues and common interests, it has been determined that the following services are best delivered independently, by each of the two municipalities, to their respective ratepayers:

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

It is noted that the northern region of the M.D. and the adjoining southern region of the County are primarily Crown lands that are both protected from development and sparsely populated, if inhabited permanently at all. Therefore, there are no opportunities for intermunicipal collaboration that can be identified between the M.D. and the County, for the above-noted services.

E. FUTURE PROJECTS & AGREEMENTS

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

F. INDEMNITY

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

G. DISPUTE RESOLUTION

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

H. OTHER PROVISIONS

- 1) **Further Assurances.** The Municipalities covenant and agree to do such things and execute such further documents, agreements and assurances as may be reasonably necessary or advisable from time to time to carry out the terms and conditions of this Framework and/or any of its sub-agreements in accordance with their true intent.
- 2) **Assignment of Framework.** Neither Municipality will assign its interest in this Framework.
- 3) **Notices.** Any notice required to be given hereunder by any Municipality will be deemed to have been well and sufficiently given if it is delivered personally or mailed by pre-paid registered mail to the address of the Municipality for whom it is intended. A notice or other document sent by registered mail will be deemed to be sent at the time when it was deposited in a post office or public letter box and will be deemed to have been received on the fourth business day after it was postmarked.
- 4) **Entire Framework.** This Framework and any attached sub-agreements thereto constitute the entire Framework between the Municipalities relating to the subject matter contained within them and supersedes all prior understandings, negotiations and discussions, whether oral or written, of the Municipalities in relation to that subject matter. There are no warranties, representations or other agreements among the Municipalities in connection with the subject matter of the Framework except as specifically set forth within them.
- 5) **Unenforceable Terms.** If any term, covenant or condition of this Framework and any sub-agreements attached thereto, or the application thereof to any Municipality or circumstance is invalid or unenforceable to any extent, the remainder of this Framework or the application of such term, covenant or condition to a Municipality or circumstance other than those to which it is held invalid or unenforceable, will not be affected thereby and each remaining term, covenant or condition of this Framework will be valid and enforceable to the fullest extent permitted by law.

- 6) **Amendments.** This Framework and any attached sub-agreements thereto may only be altered or amended in any of its provisions when any such changes are put in writing and signed by all of the Municipalities. (See also Section B of this Framework).
- 7) **Remedies Not Exclusive.** No remedy herein conferred upon any Municipality is intended to be exclusive of any other remedy available to that Municipality but each remedy will be cumulative and will be in addition to every other remedy given hereunder or now or hereafter existing by law or in equity or by statute.
- 8) **No Waiver.** No consent or waiver, express or implied, by any Municipality to or of any breach or default by any other Municipality, in the performance by such other Municipality of their obligations hereunder will be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by such Municipality. Failure on the part of any Municipality to complain of any act or failure to act of another Municipality or to declare such Municipality in default, irrespective of how long such failure continues, will not constitute a waiver by such Municipality of its rights hereunder.
- 9) **Counterparts.** This Framework and any attached sub-agreements thereto may be executed in several counterparts each of which when so executed, will be deemed to be an original. Such counterparts will constitute the one and same instrument as of their Effective Date.
- 10) **Governing Law.** This Framework will be exclusively governed by and construed in accordance with the laws of the Province of Alberta.
- 11) **Time.** Time will be of the essence for this Framework.
- 12) **Binding Nature.** This Framework will be binding upon the Municipalities and their respective successors and permitted assigns.

H. CORRESPONDENCE

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

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

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

b. In the case of Clearwater County, to:

Clearwater County

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

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

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

CLEARWATER COUNTY

MUNICIPAL DISTRICT OF BIGHORN

Per:

Per:

Jim Duncan, Reeve

Dene Cooper, Reeve

Rick Emmons, C.A.O.

Robert Ellis, C.A.O.

ATTACHED SCHEDULES:

- SCHEDULE "A": Council resolutions adopting the Framework
- SCHEDULE "B": Ministerial exemption from IDP requirements

Schedule "A"

Schedule "B"



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

AR96354

JUN 18 2019

Reeve James Duncan
Clearwater County
P.O. Box 550
Rocky Mountain House AB T4T 1A4

Reeve Dene Cooper
Municipal District of Bighorn
Box 310
Exshaw AB T0L 2C0

Dear Reeve Duncan and Reeve Cooper,

Thank you for the letter of November 27, 2018 sent by Rick Emmons on behalf of Clearwater County and the Municipal District (MD) of Bighorn, requesting an exemption to the creation of an Intermunicipal Development Plan (IDP) between the county and the MD of Bighorn.

I am pleased to advise that the attached Ministerial Order No. MSL:047/19 grants a specific exemption for Clearwater County and the MD of Bighorn from completing an IDP.

For more information on IDPs, please contact Mike Kahn, Planning Advisor, toll-free at 310-0000, then 780-644-1575, or by email at michael.kahn@gov.ab.ca. Should you have any questions regarding Intermunicipal Collaboration Frameworks, please contact Michael Scheidl, Manager, Intermunicipal Relations, toll-free at 310-0000, then 780-415-1197, or by email at michael.scheidl@gov.ab.ca.

Yours very truly,



Kaycee Madu
Minister

Attachment: Ministerial Order No. MSL:047/19

cc: Robert Ellis, Chief Administrative Officer, Municipal District of Bighorn
Rick Emmons, Chief Administrative Officer, Clearwater County
Michael Scheidl, Manager, Intermunicipal Relations, Municipal Affairs
Mike Kahn, Planning Advisor, Municipal Affairs



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Edmonton - South West*

MINISTERIAL ORDER NO. MSL:047/19

I, Kelechi Madu, Minister of Municipal Affairs, pursuant to Section 631(1.1) of the *Municipal Government Act (MGA)*, make the following order:






1. Municipal District of Bighorn No. 8 and Clearwater County are exempt from completing an Intermunicipal Development Plan, as required under Section 631(1) of the *MGA*, for the lands lying along the common boundaries of the Municipal District of Bighorn No. 8 and Clearwater County.
2. The exemption takes effect when this Order is signed.

Dated at Edmonton, Alberta, this 18th day of June, 2019.


Kelechi Madu
Minister of Municipal Affairs



REQUEST FOR DECISION


SUBJECT: Employment Related Policies		
PRESENTATION DATE: July 23, 2019		
DEPARTMENT: Office of the CAO	WRITTEN BY: Janice Anderson Manager, Human Resources	REVIEWED BY: Murray Hagan, Director, Corporate Services Rick Emmons, CAO
BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite)		
<u>The revised policies meet:</u> Human Rights legislation Employment Standards legislation Local Authorities Pension legislation Freedom of Information & Protection of Privacy legislation Elections related legislation		
Subject to Council's approval on the revisions to policy and procedures, the following existing policies are recommended to be rescinded: Administrative Policy No. 11/Discrimination and Harassment – July 2000 Administrative Policy No. 15/Fire Fighting Fees and Reimbursement – November 2007 Administrative Policy No. 28/On Call Staff – August 2002 Administrative Policy No. 35/Recognition of Employees and Councillors – July 2000		
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	
ATTACHMENT(S): HR Policies: HR 1001; 1002; 1003; 1004; 1006; 1008; 1009		

**STAFF RECOMMENDATION:**

1. That Council approve the following Employment Related Policies: *HR 1001; 1002; 1003; 1004; 1006; 1008; and, 1009.*
2. That Council rescinds the following former Administrative Policies: *No. 11/Discrimination and Harassment; No. 15/Fire Fighting Fees and Reimbursement; No. 28/On Call Staff; and, No. 35/Recognition of Employees and Councillors.*

BACKGROUND:

1. The former employment manual required updating to incorporate new legislative changes to Employment Standards Code and Regulations as well as employment related requirements of Occupational Health and Safety Act, Code and Regulations.
2. Council decided it wished to approve all employment policies.
3. The policies and procedures were revised and reformatted and made available for review by the Leadership Team in April.
4. A series of workshops were held with Council on January 29, June 6 and June 11, 2019 for Council to understand past practices, compliance to revised legislation, and provide direction to Administration on changes to practices and going-forward requirements.

	Operational Hours Policy	
	Category: Administration – Human Resources	
	Policy No. HR-1001	
	Corresponding Procedure No. HR-1001-01P	
	Approved: July 23, 2019	Resolution No.: TBD
	Effective Date: July 23, 2019	Next Review Date: As needed.
	Supersedes Policy No.	

POLICY STATEMENT:	Clearwater County is committed to the delivery of quality municipal services and manages its facilities' operational hours in consideration of public access, financial costs, employee work/life balance, and related employment and health and safety legislation.
PURPOSE:	To provide information to the County staff about its operational hours to meet business goals.
PRINCIPLES:	<ol style="list-style-type: none"> 1. The business hours of County offices at its facilities are generally operational from 8:00am to 4:30pm, Mondays to Fridays. 2. The hours staff work at the County are dependent upon the work, responsibilities, the position, and operational requirements. 3. To ensure the County is able to respond to emergencies at all times, it will be necessary to have qualified and capable individuals available to return to work during non-business hours. This policy authorizes the CAO to determine when and what staff, or staff groups, are on call. 4. The CAO, Directors and Managers are not entitled to overtime except for those situations authorized by Council for disaster/emergency response, or Council approved special events [eg. Parades, trade fairs, etc.]. 5. County offices may be temporarily closed for annual staff meetings and functions, based on discretion of the CAO.

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




Employee Conduct Policy	
Category: Administration – Human Resources	
Policy No. HR-1002	
Corresponding Procedure No. HR-1002-01P to HR-1002-06P	
Approved: July 23, 2019	Resolution No.: TBD
Effective Date: July 23, 2019	Next Review Date: As needed.
Supersedes Policy No.	

POLICY STATEMENT:	Employees represent the professional image of the County and are expected to conduct themselves in a professional manner when interacting with colleagues, Council, management, ratepayers and the general public while fulfilling their duties and responsibilities with mutual respect, courtesy, honesty, integrity and diligence. County employees are expected to conduct themselves at all times in such a way as to protect the interests and safety of all employees, customers, and members of the general public.
PURPOSE:	This policy outlines the County’s expectations and requirements with respect to employee behaviors and actions. Employee Conduct includes the principles of Personal Disclosure, business and personal work ethics, Conflict of Interest, Confidentiality, Anti-Nepotism, Social Media and Use of Technology.
DEFINITIONS:	<p>Anti-Nepotism/Nepotism - Anti-Nepotism may be policies, procedures, or work practices meant to discourage and prohibit or restrict Nepotism. Nepotism is showing favoritism to family or personal relations in economic or employment conditions.</p> <p>Confidentiality - Means the protection and privacy of County information which is related to business purposes.</p> <p>Misconduct - Means behaving in an inappropriate or unprofessional manner. Misconduct also includes mismanaging a task, duties, responsibility or duty. It may include off duty conduct if behaviors or actions are being directed to another employee.</p> <p>Personal and Business Ethics - is based on an employee’s integrity, working with and serving others within the scope and authority of employment duties and responsibilities.</p>
PRINCIPLES:	<ol style="list-style-type: none"> 1. All employees are expected to further the objectives of the County and to abide by the policies, procedures, rules, and regulations established and approved by Council, or the CAO. 2. Individual employees shall disclose to their Director or the CAO, any prescribed or licensed medical use of products if the employee is employed in a safety-sensitive position.

	<ol style="list-style-type: none"> 3. Individual employees shall disclose to Human Resources any situation in which they may influence the selection, hiring, promoting, transferring, or supervision, or any other term of employment of someone with whom they have a personal relationship [family, marriage, intimate, common-law] in order to avoid a potential for conflict of interest, or a perception of favoritism. 4. Employees must refrain from misconduct [on or off duty] or any activities that bring the County into disrepute or compromise the reputation of the County. 5. The responsibility to avoid a conflict of interest or a perceived conflict of interest, lies with the individual Employee. Employees must disclose to their Director or the CAO, any business, commercial or financial interest which could be construed as being an actual or potential conflict with their official duties. 6. The County has a commitment and legal responsibility to protect the security of information and privacy of residents, clients and employees and therefore Employees must refrain from disclosing any confidential information to anyone, including those within the County, who have no need for the information. This may include but is not limited to any customer information, agreements, technical information, property, equipment, and personal information. The obligations of confidentiality and appropriate use of information are binding through the duration of employment and remain in force after termination of employment. 7. Employees who speak, write or communicate using social media on behalf of the County are responsible to ensure their communications are relevant to County business and within their delegated authority to act. If Employees are not authorized to do so, then Employees must not otherwise represent the County on their own personal or other social media sites. 8. It is the expectation of the County, that employees who obtain computing devices, software, hardware, and computing usage and security are using it for primarily purposes of County business. Prohibited use includes but is not limited to engaging in illegal or unethical activities, sending or posting discriminatory, harassing or threatening messages or images, downloading, copying or pirating software and electronic files, destroying, deleting, erasing or concealing County information and files, accessing networks, servers, drivers, files or County information that the employee has not been authorized to do so.
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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: CAO
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Revision History		
Version	Date of Change	Description


	Staffing Policy	
	Category: Administration – Human Resources	
	Policy No. HR-1003	
	Corresponding Procedure No. HR-1003-01P to HR-1003-03P	
	Approved: July 23, 2019	Resolution No.: TBD
	Effective Date: July 23, 2019	Next Review Date: As needed.
	Supersedes Policy No.	

POLICY STATEMENT:	The County recognizes the importance of attracting, retaining, and engaging a workforce requires strategic planning. Determining the appropriate number of human resources to deliver County services and programs are to align with the annual budget process. Hiring, Promotion, Professional Development and Succession Planning are key components of human resource planning and business continuity.
PURPOSE:	Council requires the CAO and the management leadership to appropriately and justifiably plan the County’s human resources needs. Council must approve regular positions that are considered to be on-going in nature. All other employment hiring is approved through the Departmental operating budget process.
PRINCIPLES:	<ol style="list-style-type: none"> 1. Hiring and promoting decisions are to be objective and fair with consideration given to a person’s fit for the role, workplace culture and alignment to organizational goals. 2. Opportunities for personal and professional growth, promotion and succession planning are part of an on-going cycle of learning, skills growth and utilization/transfer of knowledge. 3. Council authorizes that the CAO will determine those managerial and supervisory positions who shall have the authority to make decisions with respect to this policy.

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

	Whistleblower Protection/Safe Disclosure Policy	
	Category: Administration – Human Resources	
	Policy No. HR-1004	
	Corresponding Procedure No. HR-1004-01P	
	Approved: July 23, 2019	Resolution No.: TBD
	Effective Date: July 23, 2019	Next Review Date: As needed.
	Supersedes Policy No.	


POLICY STATEMENT:	Clearwater County is committed to upholding a work environment in which employees can confidentially disclose, in good faith, any information or activity which is of an alleged wrongdoing, illegal, dishonest, abuse of position, or misconduct by a County employee.
DEFINITIONS:	<p>Good Faith - Means taking action honestly and with good intention, not to lie, or to try to mislead.</p> <p>Wrongdoing - Can relate to an act or action and/or behavior, which may include, but is not limited to the following examples:</p> <ul style="list-style-type: none"> i) Actual or suspected violation of legislation, County by-law[s], County policies; ii) Dangerous practices likely to cause physical harm or damage to any person or County property; iii) Serious waste of resources; iv) Gross mismanagement of public funds or a public asset; v) Misappropriation/misuse of funds, equipment, or other assets; vi) Questionable accounting, finance, or practices that impact on budget; vii) Misuse of position in order to derive a personal benefit or to influence a decision that could be perceived as a conflict of interest; viii) A pattern of behavior or conduct by an employee who ought to know better by a reasonable standard, that such behavior is of a bullying, harassing, or intimidating consequence; ix) Knowingly directing or counselling an employee to commit a wrongdoing as described above.
PURPOSE:	The County takes its responsibility of public trust seriously. The County encourages employees to take responsibility to report any wrongdoing that they have knowledge of, and will ensure that no employee coming forward with a serious allegation will be disciplined or terminated from employment by reporting the wrongdoing. Allegations will be investigated, and the matter will be treated confidentially as is practicable.

PRINCIPLES:	<p>To support open, ethical, accountable and transparent governance, the County will provide procedures that:</p> <ul style="list-style-type: none"> a) Provide a process to seek advice about an allegation of a wrongdoing; b) Provide a process to launch a concern; c) Ensure that to the extent permitted by law, ensure all reports of wrongdoing are treated in a confidential manner. d) Determine if the investigation will be dealt with internally or not; e) Prohibit any retaliation made against an employee coming forward with an allegation made in good faith. f) To ensure the CAO does not fail to deal with the allegation, Council will direct the CAO appropriately. If the CAO fails to deal with the allegation, then Council will review as part of the CAO performance review.
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LEGISLATION: <input type="checkbox"/> Provincial Act(s) <input type="checkbox"/> Provincial Regulation(s) <input type="checkbox"/> Council Resolution <input type="checkbox"/> Other	Cross Reference: Whistleblower Protection/Safe Disclosure Reporting Procedures	Position Responsible for Policy: Council CAO Leadership management
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Revision History

Version	Date of Change	Description

	No Discrimination Policy	
	Category: Administration – Human Resources	
	Policy No. HR-1006	
	Corresponding Procedure No. HR-1006-01P	
	Approved: July 23, 2019	Resolution No.: TBD
	Effective Date: July 23, 2019	Next Review Date: As needed.
	Supersedes Policy No. Admin. Policies/11 Discrimination/Harassment [Effective January 11, 2000]	

POLICY STATEMENT:	The County is dedicated to promoting a diverse workplace in which all people are respected, respect one another, and work together to achieve common goals.
DEFINITIONS:	<p>Bona Fide Occupational Requirement - A particular and essential job skill or ability that is necessary to do the job.</p> <p>Protected Human Rights - Race, religious beliefs, colour, gender, gender identity, gender expression, sexual orientation, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, or family status of that person.</p>
PURPOSE:	The County will align its employment policies and procedures to meet and/or exceed legislation that impacts on human rights in employment and provide information to employees.
PRINCIPLES:	The County will honour a person’s human rights, and will not discriminate against, refuse to employ, or refuse to continue to employ, anyone as per protected human rights legislation, except where there is a bona fide occupational requirement with respect to employment.

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

Version	Date of Change	Description



Employee Compensation Policy

Category: Administration – Human Resources

Policy No. HR-1007

Corresponding Procedure No. HR-1007-01P

Approved: July 23, 2019

Resolution No.: TBD

Effective Date: July 23, 2019

Next Review Date: As needed.

Supersedes Policy No.

POLICY STATEMENT:

Clearwater County recognizes that employees are key to the successful delivery of customer services and programs to our community and its citizens and will provide an employee compensation program.

DEFINITIONS:

Compensation - includes but is not limited to those items that are or have a monetary value that the employer provides in exchange for the employee's work service. Wages, salary, group benefits, pension, leaves of absence, recognition rewards program, personal protective equipment, required federal and/or provincial entitlements [eg. CPP, EI, WCB], etc.

PURPOSE:

Clearwater County strives to maintain an efficient and effective workforce for the successful delivery of customer services and programs by:

- a) Aligning the County's business strategy to the organization's ability to pay and provide employment in consideration of economic conditions;
- b) Attracting and retaining a qualified and engaged workforce to ensure a positive work culture.
- c) Determining compensation practices in comparison to applicable market competitors and internal equity, and
- d) Meeting applicable federal and provincial employment legislative requirements.

PRINCIPLES:

1. The County will strive to establish pay comparisons at the 65th [sixty-fifth] percentile of other similar sized municipalities and/or comparator organizations.
2. Council will review recommendations for annual market adjustments.
3. All adjustments to salary or wages, including market adjustments will be reflected in the annual budget.
4. The CAO will determine changes to existing grids or grid placements that align with Council's strategic plan and budget.

LEGISLATION:

- Provincial Act(s)
- Provincial Regulation(s)
- Council Resolution
- Other


Cross Reference:

Position Responsible for Policy:

CAO
Leadership management

Revision History

Version	Date of Change	Description

	Employee Recognition Policy	
	Category: Administration – Human Resources	
	Policy No. HR-1009	
	Corresponding Procedure No. HR-1009-01P	
	Approved: July 23, 2019	Resolution No.: TBD
	Effective Date: July 23, 2019	Next Review Date: As needed.
	Supersedes Policy No.	

POLICY STATEMENT:	The County appreciates employees for their performance and contributions of service to the organization, and recognize employee contributions to the community.
PURPOSE:	Employee recognition acknowledges employee actions, efforts, and performance. Employee recognition is an important component to a positive work culture and employee well-being.
PRINCIPLES:	<ol style="list-style-type: none"> 1. Informal and formal employee recognition programs are meant to reinforce positive work conduct and service that contribute to organizational success. 2. A positive work culture aligns with County goals and values. 3. Appreciation and recognition of appreciation contributes to a positive work culture. 4. Formal Program – Long Service Recognition is subject to the annual budget review process.






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: CAO
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Revision History

Version	Date of Change	Description



DELEGATION

SUBJECT: 1:00 pm 2019 National Search and Rescue Conference (SAR C2C), Richard Smith, Operations Section Chief		
PRESENTATION DATE: July 23, 2019		
DEPARTMENT: Delegation	WRITTEN BY: Amber William, Admin. Assistant	REVIEWED BY: Christine Heggart, Director Emergency & Legislative Services Murray Hagan, Director, Corporate Services; Acting CAO
BUDGET CONSIDERATIONS: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input checked="" type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
COMMUNITY BUILDING PILLAR (check all that apply):		
<input checked="" type="checkbox"/>  Economic Prosperity <input type="checkbox"/>  Governance Leadership <input checked="" type="checkbox"/>  Fiscal Responsibilities <input type="checkbox"/>  Environmental Stewardship <input checked="" type="checkbox"/>  Community Social Growth		
ATTACHMENT(S):		
1) Briefing Note 2) Request for Sponsorship for the 2019 National Search and Rescue Conference 3) Memorandum of Understanding Agreement		
STAFF RECOMMENDATION:		
1) That Council receives information from the Search and Rescue Delegation as presented. 2) That Council considers providing funding to the 2019 National Search and Rescue Conference and to approve a budget adjustment to transfer the same amount from contingency to Emergency Services.		

BACKGROUND:

Richard Smith, Search and Rescue (SAR) C2C Operations Section Chief will be presenting an overview of SAR operations and missions and information on the upcoming National Search and Rescue Conference with a request for funding.

The 2019 National Search and Rescue Conference (SAR C2C) will be held in Rocky Mountain House September 13 to 15. The Nova Scotia and Halifax Search and Rescue

had planned on hosting this year's event but had to decline at the last minute. Instead of the usual two - year planning preparation, our local and provincial organizations only have a few months to plan.

The theme is "*Wilderness Search and Rescue and Disaster Response*". The primary objective is to provide quality information and instruction about Search and Rescue from around the country and globe, but also to recognize and celebrate the people and services provided by all the professional volunteer first responders. Guest speakers and presenters from various countries will be in attendance lecturing on numerous search and rescue topics and past missions.

As a non-profit, volunteer-based organization, SAR operations are dependent on self-funding. Clearwater County's 2019 annual contribution of \$30,000.00 is intended for Rocky Search and Rescue operations and covers their insurance and utilities. However, the conference is reliant on municipal and governmental grants, corporate and personal sponsorships. Rocky Mountain House Search and Rescue with Search and Rescue Alberta are fund raising \$19,500.00 for this event to cover costs that are not covered by government sources. Additional funding is required to support guest speakers, presenter travel costs, and to reduce the registration fee for Search and Rescue volunteers to attend.

Opportunities for Council to participate in support of the conference are by allocating funds to the local Search and Rescue Committee to host the National Conference; for the Reeve or a Delegate to participate in the opening ceremonies; and by providing public safety personnel.

The Committee respectfully requests funding in the amount of \$5,000.00 to \$8,000.00 to cover the extra costs of travel for presenters as these costs are not covered by Public Safety Canada or the Alberta government.

Other fund raising will cover costs for logos, banners and the conference brochure, transportation costs for local venues, setting up the Webpage, Event Bright, artist to develop logos and the conference poster.

The local planning committee is made up of 13 volunteers who to date have contributed over 124 person hours each and have covered their own costs of travel around the province promoting the conference and meeting and organizing speakers. At the conclusion of the conference our local planning committee members will have donated over 250 person hours each to promote public safety and Clearwater County.

July 23rd. 2019

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ADVICE TO Clearwater County Council

Canada's National Search and Rescue Conference

PURPOSE

This briefing note is to inform Clearwater County Council of the National Search and Rescue Conference (SAR C2C) being held in Rocky Mountain House on September 13th through 15th 2019.

BACKGROUND

Every year across Canada, Public Safety Canada requests and assists Provincial Volunteer Search and Rescue organizations host a national conference for local and provincial search and rescue members from across Canada. Local search and rescue groups (Rocky Mountain House SAR) and search and rescue Alberta will be hosting this year's conference on short notice. Nova Scotia and Halifax search and rescue had planned on hosting this year's event but had to decline at the last minute. Instead of the usual two - year planning preparation our local and provincial organizations only have a few months to make this an outstanding success for volunteer's. Speakers and presenters from across Canada, United States, England, Iceland will be instructing at this year's conference. The theme for the conference will be "Wilderness Search and Rescue and Disaster Response"

KEY CONSIDERATIONS

Funding from Public Safety Canada only covers a limited amount to host a conference and its main consideration is a bilingual format to assist with Federal government guidelines. Webpage, banners and conference brochures.

Additional funding required to support guest speakers, presenters travel costs.

Additional funding to cover costs to reduce the registration fee for Search and Rescue volunteer to attend.

Many volunteer hours are being expended by local and provincial search and rescue personal to host this conference.



July 23rd. 2019

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ANALYSIS

Options for the Council to participate in the support of the conference.

The council can participate in the supporting the conference in three ways:

Allocation of funds to support local search and rescue committee to host a national conference.

Reeve or delegate to participate in the opening ceremonies.

Participation by Clearwater County Public Safety personnel in the conference.

ATTACHMENT(S): Invitation to sponsor SAR C2C letter.

CONTACT: Richard Smith SAR C2C Operations Section Chief, Ph: 403-999-2109,
richard@saricanada.ca

APPROVED: _____

Search and Rescue SAR C2C 2019

Canada's National Conference

September 13, 14 and 15, 2019



To Our Valued Supporter

Alberta Search and Rescue in conjunction with Search and Rescue Volunteer Association of Canada (SARVAC) is hosting an International Conference in Rocky Mountain House, September 13-15, 2019. Search and Rescue professionals will be traveling to this event from all over the world. Keynote speakers from the Thailand Cave Rescue, USA Disaster Response, Iceland SAR and SAR Canada will share their knowledge and experience. Canadian Teams from British Columbia, Alberta, Saskatchewan, Ontario, Newfoundland, Nova Scotia to name a few will be in attendance. There will also be SAR professionals attending from different areas around the world.

The primary objective is to provide quality information and instruction about Search and Rescue from around the country and globe, but also to recognize and celebrate the people and services provided by all the professional volunteer first responders.

It is very expensive to host conventions like this. There will be travel costs, hotel accommodations, catering, facility/infrastructure and IT services funding needed. In order to make this event successful, fund raising through municipal and governmental grants, corporate and personal sponsorship are essential.

Search and Rescue operations provincially and nationally are dependent on self-funding. Predictable and sustainable funding models have always been a challenge for volunteer organizations like this. These events are essential in the development and consistent delivery in SAR mission tactics and training standards. People's lives depend on SAR response when natural and personal disasters occur. Flood, fire, earthquakes, remote personal tragedies are the types of emergencies these volunteer professionals train for in an effort to mitigate losses for life, property and environment.

SAR groups are volunteers who are professionally trained as first responders, critical to emergency services operations. These volunteers dedicate countless hours serving the communities where they live to enhance the safety, security, and wellbeing of others.

Some Guest Speakers and Lectures already confirmed will include but are not limited to:

- ✦ Disaster Assistance Response Team Training (DART)
- ✦ Leadership, Risk Management, and Resilience during disaster response
- ✦ Iceland SAR and response to disasters
- ✦ UAV (Unmanned Aerial Vehicle) use in Search and Rescue
- ✦ Lockerbie Pan Am Flight 103 and SAR Response
- ✦ SAR Whitewater Aquatic Rescue and disaster response
- ✦ Disaster First Aid for SAR Responders
- ✦ Urban Search and Rescue Management
- ✦ Operational Risk Management in SAR Missions
- ✦ Forensic Bone Identification
- ✦ Search and Rescue Helicopter Response (Class D Fixed Line)
- ✦ Mountain Rescue Response to Disaster Missions
- ✦ Planning "P" Transition from Initial Response to Extended Operations
- ✦ Cold Water and Hypothermia
- ✦ Wilderness SAR and Disaster Response
- ✦ CSA Standards, Accreditation and Credentialing for Search and Rescue
- ✦ Thailand Cave Rescue Mission 2018
- ✦ Law Enforcement Investigations and Case Studies (Restricted to Law Enforcement Officers Only)
- ✦ First Nations and Indigenous People Disaster Response
- ✦

Thank you for your consideration. We deeply appreciate any financial contribution that you can provide. We cannot stress enough how critically important it is to receive sponsorship from sponsors and individuals such as yourself. Your support is key to the success of this event and to the strengthening of the Search and Rescue organizations and SAR workers.

Thank you for your consideration,

SAR C2C Planning Committee



Memorandum of Understanding

15/688/1
D15/7823

BETWEEN:

Clearwater County

Box 550
4340-47 Avenue
Rocky Mountain House, Alberta
T4T 1A4
(Hereinafter referred to as 'County')

-and-

Rocky Mountain House Volunteer Search and Rescue Society

Box 1888
Rocky Mountain House, Alberta
T4T 1B4
(Hereinafter referred to as 'SAR')

WHEREAS SAR is one of the search and rescue teams in Alberta providing aid to tasking agencies in locating and rescuing lost, missing or injured persons, assisting in policing resource requirements such as evidence searches and assisting in resource requirements in areas of municipal emergency management and mitigation efforts;

AND WHEREAS the County recognizes the valuable contribution made to the health and community well-being to all Albertans by search and rescue teams operating in Alberta and the County is in agreement that the SAR is a valued response organization within the County;

AND WHEREAS the Parties have a mutual goal of a sustained approach in meeting community and various agency needs through the access of search and rescue capabilities in Alberta;

AND WHEREAS the County recognizes the desire of SAR to maintain its independent status as a non-profit society and as such donations and other funding acquired by SAR will be utilized towards SAR's operations, which may include both operating and capital funding;

AND WHEREAS the County recognizes the economic challenges faced by SAR in providing continued services to the community.

Memorandum of Understanding

In respecting the above statements:

1. SAR will maintain an independent Non Profit Society status within the Province of Alberta and as per applicable legislation, regulation and conditions unless mutually agreed upon by both Parties. SAR will provide an annual statement from Services Alberta indicating SAR's "good standing" status.
2. Both Parties will agree to SAR being considered "a department like entity" for budgetary and business related activities within the County's Division of Community and Protective Services. SAR will submit to the County for annual consideration, a business plan associated to an Operating and Capital budget for consideration.
3. SAR will report quarterly or as requested to the Director of Community and Protective Services regarding areas or activities of service provision, annual budgetary or other supporting resources financial status, or general business related activities to meet SAR related business needs and meet County requirements.
4. The County will annually review to confirm its ability to provide an annual contribution of funds and/or resources to assist SAR's operations in the same business/budgetary process as other departments within the County, which may include both operating and capital funding as approved annually by The Clearwater County Council.
5. SAR is in agreement that SAR and its members shall follow any and all applicable Clearwater County policies and procedures as so long as these policies and procedures are not in direct conflict with SAR maintaining an independent Non Profit Society status within the Province of Alberta or conflict with maintaining its active support of policing operations or meeting policing requested resource commitment.
6. Both Parties shall work towards: a review of, confirmation of the mutual benefits of, ensure legal compliance of, and obtain each party's agreement to the transfers of capital assets from one party to the other party. This shall be completed within a two year period of the signing of this agreement.
7. The County shall continue to provide insurance coverage to SAR during the term of the agreement.

Memorandum of Understanding

- 8. This MOU may be terminated by either participant upon ninety (90) days written notice. Termination does not release a participant from any present or pending financial, legal, or contractual obligations which accrued while the MOU was in force. Any and all assets held by each party at the time of termination shall remain those of the party having ownership of such assets at the time of termination.

IN WITNESS WHEREOF the Parties have executed this Memorandum of Understanding, this 14 day of December, 2015.

CLEARWATER COUNTY




 Ron Leaf, CAO




 Patrick Alexander, Reeve

ROCKY SEARCH AND RESCUE



 Edward Van Heeres
 (Print Name)



 DOUGLAS RITCHIE
 (Print Name)

President for and on behalf of Rocky Search and Rescue

Vice President for and on behalf of Rocky Search and Rescue



REQUEST FOR DECISION

SUBJECT: Clearwater Regional Fire Rescue Services (CRFRS) Obsolete Policy & Bylaw Clean-Up and DRAFT Fire Rescue Services and Fire Control Bylaw # 1069/19		
PRESENTATION DATE: July 23, 2019		
DEPARTMENT: Emergency & Legislative Services	WRITTEN BY: Steve Debienne, CRFRS Fire Chief	REVIEWED BY: Murray Hagan, Director of Corporate Services and Acting CAO Christine Heggart, Director Emergency & Legislative Services
BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Municipal Government Act, Safety Codes Act, Forest and Prairie Protection Act, Environmental Protection and Enhancement Act, Dangerous Goods Transportation and Handling Act		
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		
ATTACHMENT(S): Standard Operating Guidelines (SOG) tracking spreadsheet DRAFT Fire Rescue Services and Fire Control Bylaw # 1069/19 Bylaw 674/00 – Establish and Operate Municipal Fire Department Bylaw 754/02 – Control of Open Fires		

STAFF RECOMMENDATION:

1. That Council reviews the list of [obsolete CRFRS policies](#) and considers bulk rescinding of 22 policies, as per the listing within this Request For Decision item.
2. That Council reviews, amends as appropriate and considers granting three readings for Fire Rescue Services and Fire Control Bylaw # 1069/19.

BACKGROUND:

At their May 15, 2019 meeting, Clearwater Regional Fire Rescue Services (CRFRS) Advisory Committee received an update on a few administrative Standard Operating Guidelines (SOG) to be amended. Over the past year, discussions at the Committee level have also taken place on several SOGs that were historically adopted as policies by the three respective Councils, that are actually administrative in nature and should be a “procedure” or SOG.

With some SOGs adopted previously as policies, and other SOGs that overlapped with policies, and others in various iterations, Administration wanted to do a thorough review to eliminate confusion amongst members as to which is effective.

Attached for Councils' information is the administrative review completed on all SOGs – this list indicates which SOGs are current, and which are considered to be obsolete.

Administration requests Council review the [SOGs complete listing](#), and rescind the following 22 policies:

- 11/27/2007 Fire Fighting Fees and Reimbursements
- 01-01-1-01-08 Mission Statement
- 01-02-1-01-08 Vision
- 01-03-1-01-08 Code of Ethics
- 01-04-1-01-08 Operational Guidelines
- 01-05-1-01-08 SOG Annual Statement of Commitment
- 02-15-1-01-08 District Fire Chief / Battalion Chief
- 02-16-1-01-08 Regional Administrative Assistant
- 02-17-1-01-08 Regional Prevention / Training Officer (TBA)
- 02-18-1-01-08 Regional Deputy Fire Chief
- 02-19-1-01-08 Regional Fire Chief
- 02-20-1-01-08 Regional Fire Services Standing Committee
- 03-01-1-01-08 Rules & Regulations
- 03-02-1-01-08 Fire Rescue Services Discipline
- 03-03-1-01-08 Grievance Management & Issues Resolution
- 03-04-1-01-08 Purchasing Policy
- 03-05-1-01-08 Municipal Employees Serving as members of the Fire Rescue Service
- 04-05-1-01-08 Fire Fighter Recognition & Awards
- 04-06-1-01-08 Fire Fighter Remuneration
- 04-07-1-01-08 Fire Rescue Services Request for Automatic & Mutual Aid
- 04-08-1-03-15 Fire Rescue Services Fees for Service Schedule
- 04-09-1-01-08 Regional Fire Chief Performance Evaluation Process

Alongside the SOG review, staff also prepared a draft bylaw for fire rescue services and fire control (included fee for service schedule) – which are required to be adopted by bylaw in order to be effective. Bylaw 674/00 and Bylaw 754/02 (attached) are also considered to be obsolete and would become rescinded with the new bylaw 1069/19.

The attached draft bylaw was previously reviewed by the CRFRS Advisory Committee on March 21, 2019, who at the time recommended Clearwater County draft a bylaw, have Council's review and approval, for which the partner municipalities could use as a template at their municipal Council's discretion. Since that time, legislative changes related to fireworks have occurred and the draft bylaw required additional updates to reflect current legislation as well as administrative reorganizing and formatting. As this is Council's first review of the fire bylaw, questions and changes to the draft are anticipated.

	CRFRS POLICY - To be rescinded (by 3 respective municipalities)	COUNTY POLICY - To be rescinded	OLD SOG - Procedure	
	CURRENT SOG - Procedure 2017		CURRENT SOG - 2019	
POLICY #	CURRENT POLICY	COMMENT	REPLACED WITH	NEW POLICY #
POLICY 11/27/2007	Fire Fighting Fees and Reimbursements	Obsolete Policy - Admin	County Remuneration Procedure	HR - 1007 - 02P
SOG Nov 29 2017	Remuneration	Obsolete - Administrative	County Remuneration Procedure	HR - 1007 - 02P
SOG Nov 29 2017	Service Level			
SOG Nov 29 2017	Definitions			
SOG Nov 29 2017	Expense Reimbursement for POC FF's			
SOG Nov 29 2017	Leave Requests			
SOG Nov 29 2017	Personal Emergency Notification			
SOG June 7, 2019	Fitness Requirements			
SOG June 10, 2019	Life Safety Committee			
SOG June 10, 2019	Apparel Committee			
SOG Nov 29 2017	Exposure Reporting			
SOG Nov 29 2017	Criminal Record/Vulnerable Sector			
SOG Nov 29 2017	Dress and Deportment			
SOG Nov 29 2017	Post Response Safety and Washing			
SOG Nov 29 2017	New Equipment Procurement/In-servicing			
SOG Nov 29 2017	In-House Training			
SOG Nov 29 2017	Acquired Structures			
SOG Nov 29 2017	Safety Code Inspections			
SOG Nov 29 2017	Public Events			
SOG Nov 29 2017	Public Education and Life Safety Events			
SOG Nov 29 2017	Public Apparatus Rides			
SOG Nov 29 2017	Safety and Risk Management Profiles			
SOG Nov 29 2017	Emergency Incident Staffing			
SOG Nov 29 2017	CRFRS Emergency Vehicle Operations			
SOG Nov 29 2017	Personnel Accountability			
SOG Nov 29 2017	Personal Protective Equipment (PPE)			
SOG Nov 29 2017	Rapid Intervention Team			
SOG Nov 29 2017	Motor Vehicle Collisions			
SOG Nov 29 2017	Working Structure Fire			
SOG Nov 29 2017	Response to High Rise Incidents (4 Stories or more)			
SOG Nov 29 2017	Emergency Medical Response			
SOG Nov 29 2017	Carbon Monoxide Incidents			
SOG Nov 29 2017	High Voltage Utility Response			
SOG Nov 29 2017	Aircraft Rescue Fire Fighting			
SOG Nov 29 2017	Wildland Fire Suppression			
SOG Nov 29 2017	Ice/Water Rescue			
SOG Nov 29 2017	Rope Rescue			
SOG Nov 29 2017	Confined Space Entry and Rescue			
SOG Nov 29 2017	Structural Collapse Operations			
SOG Nov 29 2017	Hazardous Materials Incidents			
SOG Nov 29 2017	Incident Rehabilitation			
SOG Nov 29 2017	Monitored Alarms/Alarm Bells Ringing			
SOG Nov 29 2017	Elevator Rescue			

	CRFRS POLICY - To be rescinded (by 3 respective municipalities)	COUNTY POLICY - To be rescinded	OLD SOG - Procedure	
	CURRENT SOG - Procedure 2017		CURRENT SOG - 2019	
POLICY #	CURRENT POLICY	COMMENT	REPLACED WITH	NEW POLICY #
SOG Nov 29 2017	Scenes of Violence and/or Civil Unrest			
SOG Nov 29 2017	Personal Air Management			
SOG Nov 29 2017	Anhydrous Ammonia Release			
SOG Nov 29 2017	Agriculture Chemical Fires			
SOG Nov 29 2017	Agricultural Land			
SOG Nov 29 2017	Grain Dryer Fires			
SOG Nov 29 2017	Major Public Event Patrols			
SOG Nov 29 2017	Apparatus Checks and General Maintenance			
SOG Nov 29 2017	Apparatus and Equipment Committee			
SOG Mar 7 2019	Detoxification Saunas			
SOG April 5 2019	Training			
01-01-1-01-08	Mission Statement	Obsolete - Administrative	Mission/Vision/Values statement	SOG Nov 29 2017
01-02-1-01-08	Vision	Obsolete - Administrative	Mission/Vision/Values statement	SOG Nov 29 2017
01-03-1-01-08	Code of Ethics	Obsolete - Administrative	n/a	
01-04-1-01-08	Operational Guidelines	Obsolete - Administrative	n/a	
01-05-1-01-08	SOG Annual Statement of Commitment	Obsolete - Administrative	n/a	
02-01-2-03-16	Auxiliary Personnel	SOG under development	Non-Operational	
02-02-2-03-16	Junior Fire Cadet	Obsolete	n/a	
02-03-2-01-08	Fire Fighter		Firefighter	SOG April 26 2019
02-04-2-02-15	Lieutenant		Lieutenant	SOG April 26 2019
02-05-2-01-08	Chaplin	Obsolete	n/a	
02-06-2-01-08	Volunteer Safety Codes Officer	Obsolete	n/a	
02-07-2-01-08	Equipment - Inventory & Supplies Officer	Obsolete	n/a	
02-08-2-01-08	Safety Officer	Obsolete	Incident Safety Officer	SOG Nov 29 2017
02-09-2-01-08	Station Administration Officer	Obsolete	n/a	
02-0A-2-01-08	Rank Structure and Levels of Training - Quick Reference Guide	Obsolete	n/a	
02-10-2-01-08	Recruitment / Orientation Officer	Obsolete	n/a	
02-11-2-01-08	Training Officer		Battalion Training Officer	SOG Nov 29 2017
02-12-2-01-08	EMS Officer	Obsolete	n/a	
02-13-2-02-15	Captain		Captain	SOG April 26 2019
02-14-2-01-08	District Deputy Fire Chief / Senior Captain		Senior Captain	SOG April 26 2019
02-15-1-01-08	District Fire Chief / Battalion Chief		Battalion Chief	SOG April 26 2019
02-16-1-01-08	Regional Administrative Assistant	Obsolete - Administrative	n/a	
02-17-1-01-08	Regional Prevention / Training Officer (TBA)	Obsolete - Administrative	n/a	
02-18-1-01-08	Regional Deputy Fire Chief	Obsolete - Administrative	n/a	
02-19-1-01-08	Regional Fire Chief	Obsolete - Administrative	n/a	
02-20-1-01-08	Regional Fire Services Standing Committee	Replaced by County Bylaw	n/a	
02-21-2-01-15	Alumnus	SOG under development	Alumni and Friends of Fire	
02-22-2-01-16	Apparatus & Equipment Committee		Apparatus and Equipment Committee	SOG April 5 2019
02-23-2-01-16	Life Safety Coordinator	Obsolete	n/a	
02-24-2-01-16	Acting Lieutenant	Obsolete	n/a	
03-01-1-01-08	Rules & Regulations	Obsolete - Administrative		
03-02-1-01-08	Fire Rescue Services Discipline	Obsolete - Administrative		

	CRFRS POLICY - To be rescinded (by 3 respective municipalities)	COUNTY POLICY - To be rescinded	OLD SOG - Procedure	
	CURRENT SOG - Procedure 2017		CURRENT SOG - 2019	
POLICY #	CURRENT POLICY	COMMENT	REPLACED WITH	NEW POLICY #
03-03-1-01-08	Grievance Management & Issues Resolution		County Whistle Blower Protection/Safe Disclosure	HR-1004-01P
03-04-1-01-08	Purchasing Policy		County Purchasing Policy	
03-05-1-01-08	Municipal Employees Serving as members of the Fire Rescue Service			
03-06-2-01-15	Social Media & Cell Phone		County Use of Social Media & Technology	HR-1002-05P
SOG Nov 29 2017	Social Media, Cell Phones, and Recording Devices		County Use of Social Media & Technology	HR-1002-05P
03-07-2-02-15	Promotion Process	Obsolete - Administrative		
04-01-2-01-05	Station Structure		Service Org Chart	SOG Nov 29 2017
04-02-2-01-05	Attendance		Call Attendance	SOG Nov 29 2017
04-03-2-01-05	Personnel Selection & Acceptance		Personnel Selection / Acceptance	SOG April 4 2019
SOG Nov 29 2017	Personnel Selection / Acceptance		Personnel Selection / Acceptance	SOG April 4 2019
04-04-2-01-05	Uniform	Obsolete		
04-05-1-01-08	Fire Fighter Recognition & Awards	Obsolete - Administrative		
04-06-1-01-08	Fire Fighter Remuneration	Obsolete - Administrative		
04-07-1-01-08	Fire Rescue Services Request for Automatic & Mutual Aid	Obsolete - Administrative		
04-08-1-03-15	Fire Rescue Services Fees For Service Schedule	Obsolete	NEW Bylaw # 1069/19	
04-09-1-01-08	Regional Fire Chief Performance Evaluation Process	Obsolete - Administrative	n/a	
04-10-2-01-15	Emergency Response Attendance	Obsolete		
SOG Nov 29 2017	Training Attendance			
05-01-2-01-05	Responsibility of Training Officer	Obsolete		
05-02-2-01-05	Annual Station Training Programs	Obsolete		
05-03-2-01-05	Extra Curricular Training Activities	Obsolete		
SOG Nov 29 2017	Live Fire Training			
05-05-2-01-05	Initial Fire Rescue Attack Training	Obsolete		
05-06-2-01-05	Occupational Health & Safety	Obsolete		
SOG Nov 29 2017	Critical Incident Stress			
06-01-2-01-05	Emergency Response Area	Obsolete		
06-02-2-01-05	Radio Operational Procedures		Incident Radio Communications	SOG Nov 29 2017
SOG Nov 29 2017	Emergency Radio Communications			
06-03-2-01-05	Radio Service & Maintenance	Obsolete		
06-04-2-01-05	Regional Fire Chief Incident Notification	Obsolete		
07-01-2-01-05	Fire Life Safety Inspections	Obsolete		
SOG Nov 29 2017	Fire Investigation			
08-01-2-01-05	Emergency Incident Response	Obsolete		
08-01A-2-01-05	Responding in personal vehicles	Obsolete		
08-02-2-01-05	Incident Management		Incident Emergency Evacuation	SOG Nov 29 2017
SOG Nov 29 2017	Incident Staging			
SOG Nov 29 2017	SCBA Control			
08-03-2-01-05	SCBA – Emergency Scene Control / Accountability		Respiratory Protection (SCBA)	SOG Nov 29 2017
08-04-2-01-05	Automatic Aid & Mutual Aid Responses	Obsolete		
08-05-2-01-05	Fire Rescue Apparatus Driver / Operator		Driver Abstract	SOG Nov 29 2017
08-06-2-01-05	Fire Rescue Services Rescue Operations	Obsolete		
08-07-2-01-05	Pumper with Water Tanker / Tender Operations		Water Supply	SOG Nov 29 2017
08-08-2-01-05	Rural / Urban / Wildland Operations	Obsolete		

	CRFRS POLICY - To be rescinded (by 3 respective municipalities)	COUNTY POLICY - To be rescinded	OLD SOG - Procedure	
	CURRENT SOG - Procedure 2017		CURRENT SOG - 2019	
POLICY #	CURRENT POLICY	COMMENT	REPLACED WITH	NEW POLICY #
08-09-2-01-05	Automobile Fires (No Exposure or Entrapment)	Obsolete		
08-10-2-01-05	First Responder E.M.S. Assist	Obsolete		
08-11-2-01-05	Hazardous Materials Incident Mitigation Operations	Obsolete		
08-12-2-01-05	Non-Life Threatening Life / Property Incident	Obsolete		
08-13-2-01-05	Flood Incidents	Obsolete		
08-14-2-01-05	Underground Leakage of Flammable & Combustible Liquids		Flammable Liquid/Gas Incidents	SOG Nov 29 2017
08-15-2-01-05	Bomb Threat / Incident	Obsolete		
08-16-2-01-05	Use of Fire Rescue Services Apparatus / Equipment / Tools	Obsolete		
08-17-2-01-05	Fire Suppressant Foam (FSF) Operations & Safe Handling	Obsolete		
08-18-2-01-15	Accountability	Obsolete		
08-19-2-01-15	Incident Communications	Obsolete		
08-20-2-01-15	Offensive Operations	Obsolete		
08-21-2-01-17	Command SOG 1 – Command Scope and Rules		Fire Command Responsibilities	SOG Nov 29 2017
08-22-2-01-17	Command SOG 2 – Application of Command within ICS		Fire Command Responsibilities	SOG Nov 29 2017
08-23-2-01-17	Command SOG 3 – Establishing Command Procedures		Fire Command Responsibilities	SOG Nov 29 2017
08-24-2-01-17	Command SOG 4 – Transfer of Command Procedures		Fire Command Responsibilities	SOG Nov 29 2017
08-25-2-01-17	Vehicle Operation	Obsolete		
09-01-2-01-05	Fire Fighting Protective Equipment	Obsolete		
09-02-2-01-05	Self Contained Breathing Apparatus	Obsolete		
09-03-2-01-05	Fire Apparatus	Obsolete		
09-04-2-01-05	Fire Hoses / Couplings / Nozzles	Obsolete		
09-05-2-01-05	Ground Ladders	Obsolete		
09-06-1-01-09	Lock Box Program Policy	Obsolete		
09-07-2-02-09	Lock Boxes Usage and Maintenance	Obsolete		

BYLAW NO. 1069/19

BEING A BYLAW OF CLEARWATER COUNTY, IN THE PROVINCE OF ALBERTA, ENACTED FOR THE PURPOSE OF ESTABLISHING AND OPERATING FIRE RESCUE SERVICES AND FIRE CONTROL FOR CLEARWATER COUNTY

WHEREAS the *Municipal Government Act*, R.S.A. 2000 Chapter M-26, as amended, provides that a Council may pass a Bylaw for the safety, health and welfare of people and the protection of people and property;

WHEREAS The *Municipal Government Act* provides for a municipality to take whatever actions or measures necessary to eliminate an emergency, with provisions for the recovery of costs or expenses of the actions and measures amount owing to the municipality by the person who caused the emergency;

WHEREAS The Clearwater County desires to establish and operate a fire service within the County to provide for efficient operation of emergency and non-emergency services;

WHEREAS Clearwater County is an accredited municipality under the *Safety Codes Act* in the Fire discipline, and as such is empowered for requisite inspections, investigations and enforcement of the *Act*;

WHEREAS Clearwater County desires to offset the cost of providing emergency and non-emergency services;

WHEREAS Clearwater County deems it necessary to be notified of and regulate open air burning within the County;

WHEREAS The *Environmental Protection and Enhancement Act* provides for the regulation of substance release;

WHEREAS The *Forest and Prairie Protection Act* provides for the control of fire hazards, and recovery of firefighting expenditures on all lands being within municipalities, rural properties, Provincial or Federal lands; and,

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

1. This Bylaw may be cited as "**Clearwater County Fire Rescue Services and Fire Control Bylaw**".

2. In this Bylaw:

2.1 "Apparatus" means any vehicle with machinery and equipment for incident response, and vehicles used to transport members and supplies;

2.2 "Burn Barrel" means a non-combustible structure or container located on public or private property, used for recreational open burning and constructed pursuant to this Bylaw;

2.3 "Burnable Debris" has the same meaning pursuant to the Substance Release Regulation 124/93, *Environmental Protection and Enhancement Act*;

- a) straw and stubble;
- b) grass and weeds;
- c) leaves and tree pruning's;
- d) brush and fallen trees on newly cleared land or associated with logging operations;
- e) used power, telegraph and telephone poles that do not contain wood preservatives;
- f) wooden materials, which do not contain wood preservatives, from the construction or demolition of buildings;
- g) solid waste from post and pole operations that does not contain wood preservatives;

- h) solid waste from tree harvesting operations;
- 2.4 “CAO” means the person appointed as Chief Administration Officer or designate;
- 2.5 “County” means the municipal corporation of Clearwater County;
- 2.6 “Council” means Clearwater County Council;
- 2.7 “Dangerous Goods” means any product, substance or organism specified in the *Dangerous Goods Transportation and Handling Act*, and regulations;
- 2.8 “Equipment” means any tools, devices or materials used by the Fire Department to combat an incident;
- 2.9 “False Alarm” means:
- a) any malfunction in a fire safety installation or other safety monitoring device whereby the alarm activation was not caused by heat, smoke or fire; or
 - b) a response initiated by equipment or human negligence in circumstances where the caller is aware that no actual danger or possible danger to safety, health and welfare of people, property or the environment existed at the time the call was placed;
- 2.10 “Fire” means any combustible material in a state of combustion;
- 2.11 “Fire Ban” means a Provincial Ministerial Order or an order by a member of Clearwater Regional Fire Rescue Services. The Fire Chief may, at his/her discretion, cancel any or all fire permits, prohibit the lighting or requiring the extinguishing of a fire;
- 2.12 “Fire Chief” means the Member as Head of the Fire Department, or designate, and includes the Incident Commander;
- 2.13 “Fire Department” means Clearwater Regional Fire Rescue Services as established by the County pursuant to the provisions of this Bylaw consisting of, but not limited to, all Members, equipment, and apparatus, necessary for the operation, maintenance and administration of the fire services, including fire stations;
- 2.14 “Fire Hazard” means any condition, circumstance or event wherein the possibility of fire is increased;
- 2.15 “Fire Investigation” means the process of determining the cause, origin and circumstances of a fire pursuant to *the Safety Codes Act*;
- 2.16 “Fire Notification” means a document issued by the Fire Chief pursuant to this Bylaw;
- 2.17 “Fire Rescue Services” means fire suppression (structure, brush/grass, wildland/urban interface, motor vehicle), rescue (motor vehicle collision, water/ice rescue, confined space rescue, back country/mountain/technical rescue low angle) and medical co-response.
- 2.18 “Fire Season” means from March 1 to October 31, annually, unless otherwise directed by the Province of Alberta;
- 2.19 “Highway” has the same meaning as defined in the *Traffic Safety Act*;

- 2.20 “Incident” means any situation to which the County has responded due to the danger or a possible danger to safety, health and welfare of people, property or the environment;
- 2.21 “Member” shall mean:
- a) The Fire Chief and any member of the department in good standing operating within the County;
 - b) Any person who provides Fire Services pursuant to this Bylaw;
 - c) Any person who provides Support Services to the Fire Service at incidents;
- 2.22 “Non-profit Organization” has the same meaning pursuant to the *Municipal Government Act*;
- 2.23 “Nuisance” means any condition on or around a property that is dangerous to the safety or health of individuals, or which interferes with the use or enjoyment of other property;
- 2.24 “Occupier” means a person using a property and includes an owner, tenant, agent and any other person who has the right of access to the property;
- 2.25 “Open Air Burning” means any fire which is not: an outdoor incinerator fire, fire pit, public park site fire or a smudge fire, and which, without limiting the generality of the foregoing shall include grass fires, forest and brush fires, running fires, structure fires, building fires, wood scrap fires and ground thawing fires;
- 2.26 “Operator” means a person providing private alarm monitoring services;
- 2.27 “Outdoor Fireplace” means a fireplace installed to the standards of the Alberta Building Code, as amended, and that is located on the exterior of a building;
- 2.28 “Outdoor Incinerator” means equipment designed predominately for burning solid waste, which must meet the requirements of the Alberta Fire Code;
- 2.29 “Owner” means:
- a) in the case of land, any person who is registered pursuant to the *Land Titles Act*, as the owner of the land; and
 - b) in respect of any property other than land, the person in lawful possession of it;
- 2.30 “Peace Officer” means a Member of the Royal Canadian Mounted Police, a Bylaw Enforcement Officer appointed by the County, or a Community Peace Officer;
- 2.31 “Permit” means a permit issued pursuant to this Bylaw;
- 2.32 “Person” without limiting the generality of the term, includes a corporation and other legal entities;
- 2.33 “Portable Cooking Appliance” means any appliance sold or constructed for the purpose of cooking food in the outdoors;
- 2.34 “Premises” means a store, office, warehouse, factory, building, enclosure, yard or any space occupied or used by a person for the purposes of a business and/or residence;
- 2.35 “Prohibited Debris” has the same meaning pursuant to the Substance Release Regulation 124/93, *Environmental Protection and Enhancement Act*,
- a) animal manure;
 - b) pathological waste;
 - c) non-wooden material;

- d) waste material from building or construction sites, excluding wooden materials that do not contain wood preservatives;
- e) combustible material in automobile bodies;
- f) tires;
- g) rubber or plastic, or anything containing or coated with rubber or plastic or similar substances, except rubber or plastic attached to shredded scrap steel;
- h) used oil;
- (i) wood or wood products containing substances for the purpose of preserving wood;

2.36 “Property” means a lot or combination of contiguous lots upon which is constructed a single development;

2.37 “Quality Management Plan (QMP)” means the accredited system approved by Council pursuant to the authority of the *Safety Codes Act*;

2.38 “Running Fire” means a fire not under the proper control of any person;

2.39 “Safety Codes Officer” means a Member who is designated as a Safety Codes Officer for the Fire Discipline pursuant to the *Safety Codes Act*;

2.40 “Security Alarm” means an alarm system intended to detect an unauthorized entry to a premise or to alert people to the commission of an unlawful act, or both;

2.41 “Smudge Fire” means a fire confined within a non-combustible structure or container that is set on land of one (1) hectare / (2.5) acres or greater in area, for the purpose of protecting livestock from insects or for preventing frost in an orchard or garden.

3. Purpose

3.1 Council does hereby establish the Fire Department and outlines the duties as follows:

- a) prevent control, and extinguishing fire incidents;
- b) provide a 911 public service answering point and dispatch service;
- c) investigating the cause and origin of fires pursuant to the QMP and the *Safety Codes Act*;
- d) pre-fire planning and fire inspections pursuant to the QMP;
- e) preserving life and property and protecting persons and property from injury or destruction by fire;
- f) preventing prairie or running fires and enforcing the provisions of the *Forest and Prairie Protection Act*;
- g) responding to Hazardous Material incidents to mitigate the threat;
- h) carrying out agreements with other municipalities or persons for the joint use, control and management of firefighters, fire extinguishing apparatus, general equipment, and rescue equipment;
- i) maintaining and operating apparatus and equipment for extinguishing fires or preserving life and property;
- j) initiate temporary traffic control on a highway;
- k) rescue;
- l) medical first response services;
- m) fire and disaster planning;
- n) preventative controls;
- o) public education and information;
- p) training or other staff development and advising;
- q) to enforce County fire bylaws, fire policies, and where applicable Alberta fire legislation;
- r) other incidents.

4. The Fire Chief:

- 4.1 ensures the development of rules and regulations for the ongoing organization and administration of the Fire Department;
- 4.2 is responsible for Fire Protection as required pursuant to the *Safety Codes Act and Regulations* and *Alberta Fire Code*;
- 4.3 is empowered to delegate to any Member the duties of Fire Chief.
- 4.4 is empowered to enter any Property or Premises, including adjacent Property or Premises, to combat or control any incident in whatever manner deemed necessary to limit injury or damage to people, property or the environment;
- 4.5 may establish boundaries or limits to keep persons from entering an area where the Fire Department is responding to an incident, unless authorized;
- 4.6 may call upon Peace Officers to enforce restrictions on persons entering within the boundaries or limits outlined in this Section;
- 4.7 may obtain assistance from other officials of the County as deemed necessary, in order to discharge duties and responsibilities at an incident;
- 4.8 may require persons who are not Members to assist at an incident;
- 4.9 is empowered to commandeer privately owned equipment that may be necessary to respond to an incident;
- 4.10 is empowered to activate and utilize any aid agreements the County may have with other municipalities, industry, or agencies; and,
- 4.11 is empowered to issue a Fire Ban or restrict the usage of fire when the risk has been deemed contraindicative to public safety.

5. Fire Guardians:

- 5.1 Each year before the fire season, March 1, Council shall appoint a sufficient number of Fire Guardians to enforce the provisions of the *Forest and Prairie Protection Act* and this Bylaw within the deeded portion of the County;
- 5.2 Fire Guardians shall have the Authority and power to:
 - a) Issue Fire Permits in respect of any property within the County;
 - b) Issue a Fire Permit unconditionally or to impose any conditions on the Fire Permit that the Fire Guardian considers appropriate, in his or her sole discretion, given the nature of fire and the prevailing circumstances, location and environmental conditions;
 - c) Inspect, approve or limit public park site fire locations and containers;
 - d) Inspect, approve or limit locations for recreational open burning;
 - e) Suspend or cancel a Fire Permit at any time; and
 - f) Refuse to issue a Fire Permit where, in the opinion of the Fire Guardian, there is a risk to the public in relation to the proposed fire.

6. A Person Shall Not:

- 6.1 impede any Member or any person engaged in an incident or related duty;
- 6.2 obstruct or otherwise interfere with access to an incident, or to a fire hydrant, cistern or body of water designated for firefighting purposes or any connections thereto;
- 6.3 falsely represent himself as a Member, wear or display any Fire Department badge, cap, button, insignia or other paraphernalia for the purpose of false representation;
- 6.4 contravene any provision of this Bylaw;
- 6.5 burn any Prohibited Debris;
- 6.6 ignite a Fire without the written consent of the Owner of the Property;
- 6.7 deposit, discard or abandon any burning material where it might ignite other material and cause a Fire;

- 6.8 provide false, incomplete or misleading information to the Fire Department on, or with respect to, a Fire Notification application;
- 6.9 light a Fire or permit a Fire to be lit when the weather conditions are conducive to create a Fire burning out of control, or without first taking sufficient precautions to ensure that the Fire can be kept under control at all times by:
 - i. ensuring windspeed shall not exceed more than 20KM/HR for the duration of the burn;
 - ii. That humidity levels are above 30%;
 - iii. Maintaining a water supply on site for fire suppression;
 - iv. Having a competent person of at least 18 years of age on site the burn through the duration.
- 6.10 create smoke obscuration in inhabited areas, otherwise create a nuisance to occupied properties, or impede traffic visibility; or,
- 6.11 light a Fire or permit a Fire to be lit on lands owned or controlled by the County, without having first obtained the County's express written consent.

7. An Owner shall report to the Fire Department:

- 7.1 damage to property caused by fire;
- 7.2 any accidental or unplanned release of Dangerous Goods; or,

8. Fire Hazards

- 8.1 When certain conditions exist that constitutes a Fire Hazard, the Fire Department may, pursuant to the *Safety Codes Act*, order the Owner to reduce or remove the Fire Hazard within a specified time frame.
- 8.2 When an order is issued under Section 8.1 and the Owner fails to carry out the order within the time specified, the Fire Department may take whatever action is necessary pursuant to the *Safety Codes Act* to ensure compliance with the order.

9. Fire Pits & Burn Barrels

- 9.1 Fire Pit construction standards shall conform with requirements developed by Clearwater Regional Fire: Schedule "D"
- 9.2 Burn Barrels will not be permitted for use in a Multi-Parcel Residential subdivision.

10. Burn Notifications

- 10.1 The Fire Chief may:
 - a) approve a burn notification, with or without conditions as required; or,
 - b) refuse a burn notification; or,
 - c) suspend or cancel a burn approved by a burn notification and,
 - d) may require an inspection of the parcel for which the application for a burn notification.
- 10.2 No Notifications is required for:
 - a) cooking food using a portable cooking appliance;
 - b) burning in municipal or private campgrounds and parks where outdoor fireplaces, fire pits and stoves have been approved by the Fire Department;
 - c) burning a smudge fire;
 - d) burning by the Fire Department for the purpose of training or hazard abatement;
 - e) the installation and operation of an outdoor incinerator;
 - f) the installation and operation of an outdoor fireplace; and,
 - g) any process, industry or facility that is governed or regulated, pursuant to the *Environmental Protection and Enhancement Act*.

- 10.3 Notification of suspension or cancellation of an Open-Air Burning may be made by telephone to the Permit holder and shall be confirmed by providing written notice of the suspension or cancellation to the person who made the notification.

11. Dangerous Goods Response Fees

- 11.1 The County may charge fees for Dangerous Goods Response to an Owner, a Person who caused the incident, or a Person who is responsible at law for the clean-up, pursuant to Schedule "B".

12. False Alarms Response Fees

- 12.1 The County may charge fees for False Alarm Response to an Owner, an Operator, or a Person who is responsible at law in respect of the False Alarm Response, pursuant to Schedule "B".
- 12.2 The County may charge fees for Security Alarm Response to an Owner or Operator, pursuant to Schedule "B".

13. Fire Inspection Fees

- 13.1 The County may charge fees for a Fire Inspection to a Person who made the request, pursuant to Schedule "A".

14. Fire Rescue Services Fees

- 14.1 The County may charge fees for Administration, to a Person who requests the service, pursuant to Schedule "C".
- 14.2 In addition to any fees charged under Sections 11 to 14, inclusive, the County may:
- a) charge a fee for any service provided by a Member or for Apparatus, pursuant to Schedule "B";
 - b) recover from any Person convicted of arson pursuant to the Criminal Code of Canada, all fees, costs and charges of the response, pursuant to Schedule "B";
 - c) recover any amounts owing to a third party who has provided labour, services, equipment or materials from the Person who has caused an incident; and,
 - d) recover any amounts owing to a third party who has provided labour, services, equipment or materials from an Owner of the Property or Premises where an incident has occurred.
- 14.3 An Owner, Occupant, or other Person causing or contributing to a Fire in contravention of the provisions of this Bylaw may be charged fees, pursuant to Schedule "B" at the discretion of the County, in the event the County provides Fire Rescue.

15. Fire Rescue Standby Services Fees

- 15.1 The County may charge fees for Fire Rescue Standby Service required as a condition of a Permit or where the Member has determined that there is sufficient risk to the safety, health and welfare of people, property, or the environment to merit on scene Fire Rescue Services, pursuant to Schedule "B".

16.0 Schedules and Fees

- 16.1 All schedules attached hereto and incorporated by reference form part of this Bylaw.
- 16.2 All fees in attached schedules are non-refundable.
- 16.3 The County may add fees charged under Sections 11 - 15 to the tax roll of the Property should those fees remain unpaid, pursuant to the *Municipal Government Act*.

- 17. All references in this Bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.
- 18. Should any provision of this Bylaw be illegal or unenforceable for any reason whatsoever, it shall be considered separate and severable from the remaining provisions of this Bylaw, which shall remain in force as though that provision had not been included.
- 19. Bylaw 674/00 and Bylaw 754/02 are hereby rescinded.
- 20. This Bylaw comes into force and effect upon third and final reading.

READ a first time this day of , 2019.

READ a second time this day of , 2019.

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

REEVE

CHIEF ADMINISTRATIVE OFFICER

DRAFT

SCHEDULE "A" FIRE INSPECTION SERVICES

Services	Fees
<p><u>Inspection</u></p> <p>1st inspection</p> <p>2nd inspection – no deficiencies</p> <p>3rd inspection</p> <p>3rd inspection (and subsequent) with deficiencies</p>	<p>No Charge</p> <p>No Charge</p> <p>No Charge</p> <p>\$ 100.00 for every inspection there after (per calendar year)</p>
<p><u>Fire Code Consultation</u></p> <p>1st Hour</p> <p>2nd Hour (and subsequent)</p>	<p>No Charge</p> <p>\$ 60.00 / hour or part of thereof</p>
<p><u>Fire investigation Reports</u></p>	<p>\$ 75.00 per report</p>
<p><u>Special Request Inspections</u> (anything outside the normal requirements of the Quality Management Plan)</p>	<p>\$ 60.00 / hour or part thereof</p>

** Non-Profit organizations may apply for exemptions from these Inspection fees.*

SCHEDULE "B" FIRE RESCUE RESPONSE

Service	Fees
<p><u>Fire Rescue Response to False Alarms:</u></p> <p>1st response related to malfunctioning Fire Safety Installations or other safety monitoring devices</p> <p>2nd response to a False Alarm during a twelve (12) month period</p> <p>3rd response to a False Alarm during a twelve (12) month period</p> <p>4th and each subsequent response to a False Alarm during a twelve (12) month period</p>	<p>No Charge</p> <p>\$ 100.00</p> <p>\$ 350.00</p> <p>\$ 500.00</p>
<p><u>Fire Response</u></p> <p>Structure Fire Total response time:</p> <p>Vehicle Fire</p> <p>Wildland Fire in the FPA</p>	<p>No Charge except, (cost of materials used and third-party costs)</p> <p><i>As Per Alberta Transportation Rates</i></p> <p>As per Ag & Forestry Mutual Aid Agreement</p>
<p><u>Motor vehicle collision response</u></p> <p>Total response time:</p>	<p>As Per Alberta Transportation Rates (plus, cost of materials used and third-party costs)</p>
<p><u>Hazardous material incident response</u></p> <p>Total response time less than 1 hour:</p> <p>Total response time greater than 1 hour:</p>	<p>No Charge (plus, cost of materials used and third-party costs)</p> <p>First hour - \$615 Additional hours - \$307.50 / unit / half hour or part thereof</p> <p>(plus, cost of materials used and third-party costs)</p>
<p><u>Rescue Response</u></p> <p>Total response time</p>	<p>No Charge</p>
<p><u>Mutual Aid Fire Rescue Response</u></p> <p>Total response time:</p>	<p>As Per Alberta Transportation Rates (plus, cost of materials used and third-party costs)</p>
<p>Misc. other response required of the Fire Service</p>	<p>Cost of materials used and third-party costs RPAS / Drone service \$ 250.00 / unit / hour or part thereof</p>

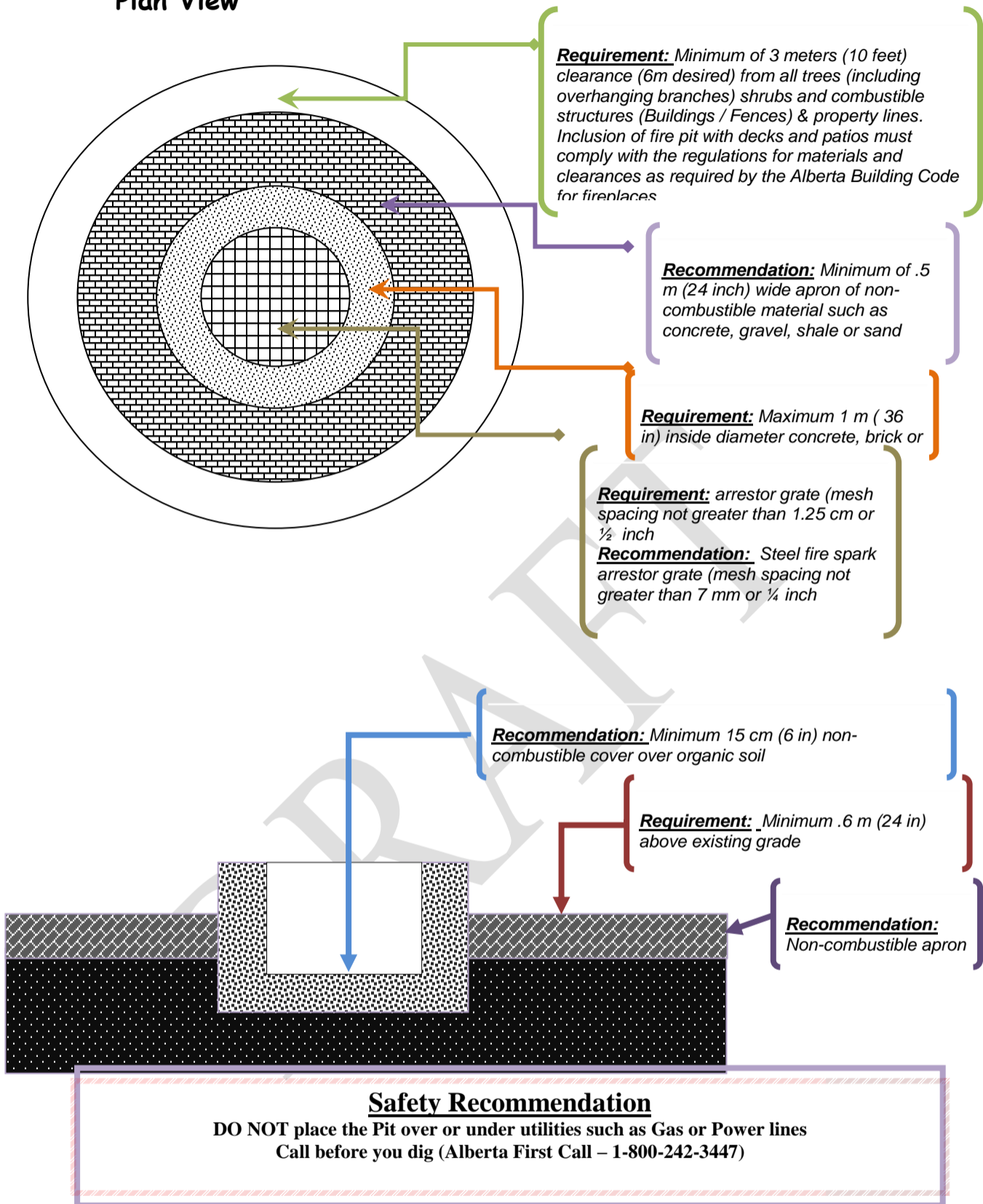
SCHEDULE "C" ADMINISTRATION

Service	Fees
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Request for the Administrative Service of a Member (including Witness Interviews) per Member, per hour or portion thereof plus expenses (two (2) hour minimum charge) b) Plus: thereafter, per Member, per hour or portion thereof c) Plus: actual expenses incurred	\$180.00 \$90.00
Requested copies of Clearwater Regional Fire Rescue Services: Run Reports, Dangerous Goods Reports, Patient Care Reports, related to a specific incident, including letters of summary, audio recordings, transcripts, and all services associated with providing the requested information: per report, up to two (2) hours research and preparation Plus: thereafter, per hour or portion thereof Fire Investigation Reports	\$180.00 \$90.00 \$500.00
RPAS / Drone flight instruction to outside agencies	\$200.00
RPAS / Drone flight review for outside agencies	\$300.00

SCHEDULE "D" Residential / Recreational Fire Pit Requirements

Plan View



BY-LAW NO. 674/00

Being a By-law of Clearwater County, in the Province of Alberta, hereinafter referred to as the "Clearwater County Fire By-law", to provide for the establishment and operation of municipal fire department(s).

WHEREAS Section 7(a) of the Municipal Government Act, Statutes of Alberta, 1994, Chapter M-26.1 and amendments thereto provides that the council of a municipality may pass a by-law for municipal purposes respecting the following matter: the safety, health and welfare of people and the protection of people and property.

NOW, THEREFORE, the Council of Clearwater County, in the Province of Alberta, duly assembled, does hereby authorize the establishment of municipal fire department(s) and carrying out of its operations in the following manner:

1. In this by-law words and phrases shall be construed as specified hereunder:

"Apparatus" - means any vehicle provided with machinery, devises, equipment or materials for fire fighting as well as vehicles used to transport fire-fighters or supplies.

"Council" - means the Council of Clearwater County.

"Equipment" - means any tools, contrivances, devices or materials used by the fire department to combat an incident or other emergency.

"Regional Fire Chief" - means the person appointed by Council to co-ordinate and administer fire protection activities within the corporate boundaries of Clearwater County.

"Fire Chief"- means the members appointed as head of the Fire Department(s), and, for the purposes of fire suppression and other related incident duties within this by-law, includes the Regional Fire Chief.

"Fire Department" - means a department of Clearwater County established by Council, and under the direction of a Fire Chief, for the purpose of carrying out fire protection duties within the Municipality, and shall mean the departments of Caroline, Condor, Leslieville, Nordegg, and Rocky Mountain House.

"Fire Protection" - means all aspects of fire safety including but not limited to fire prevention, fire fighting or suppression, rescue service, pre-fire planning, fire investigation, fire inspection, public education and information, training or other staff development and advising.

"Incident" - means a fire, a situation where a fire or explosion is imminent or any other situation presenting a danger or possible danger to life or property and to which the Fire Department has responded.

"Member" - means any person that is duly appointed by the Fire Chief as a member of the Fire Department.

2. The Regional Fire Chief, Fire Chiefs, and Deputy Fire Chiefs shall be appointed by Council.

By-law No. 674/00 – Fire By-law – Page Two

3. Other officers and positions as the Fire Chief deems necessary may be appointed to the Fire Department with the approval of Council.
4. The Fire Chief may delegate to other officers of the Fire Department the duties of Fire Chief.
5. In the event that a Mutual Aid Agreement is not in effect, the limits of the jurisdiction of the Fire Chief, and the officers and members of the Fire Department will extend to the area and boundaries of Clearwater County, and no part of the fire apparatus shall be used beyond the limits of the municipality without the express authorization of Council through the Municipal Manager, the Assistant Municipal Manager or the Regional Fire Chief.
6. The Fire Chief has complete responsibility and authority over the Fire Department, subject to the direction and control of the Council to which he shall be responsible, and in particular shall be required to organize and manage all fire protection activities and such other activities such as Council directs including, but not limited to:
 - (a) Fire Suppression
 - (b) Rescue
 - (c) Pre-Fire Planning
 - (d) Other Related Incidents
7. The Regional Fire Chief may, at his discretion or at the request of the local Fire Chief assume scene command relating to fire suppression, rescue, or other related incidents.
8. The Fire Chief, subject to review by the Regional Fire Chief, and to ratification by Council shall establish rules, regulations, standard operating guidelines and committees necessary to ensure the organization, administration and delivery of fire protective services within the Municipality including:
 - (a) Protection of Fire Department members.
 - (b) Use, care and protection of Fire Department equipment and apparatus.
 - (c) The conduct and discipline of officers and members of the Fire Department.
 - (d) Efficient operation of the Fire Department.
9. The Fire Chief, or in his absence the senior member present, shall have control, direction and management of any Fire Department apparatus, equipment or manpower assigned to an incident and, where a member is in charge, he shall continue to act until relieved by an officer authorized to do so.
10. The Regional Fire Chief, as directed by Council, shall be responsible for fire protection matters including the enforcement of the Safety Codes Act and Regulations, the Alberta Fire Code, this by-law and other assigned duties within the boundaries of the Municipality.
11. Officers and members of the Fire Department shall carry out duties and responsibilities assigned to the Fire Department by Council, and the Fire Chief shall report to the Regional Fire Chief on the operations of the Fire Department or any other related matter in the manner designated by Council.

By-law No. 674/00 – Fire By-law – Page Three

12. The Regional Fire Chief shall report to Council on the operations of the Fire Department(s) annually, or in the manner designated by Council.
13. The Fire Chief, or any other member in charge, at a fire is empowered to cause a building, structure or thing to be pulled down, demolished or otherwise removed if he deems it necessary to prevent the spread of fire to other buildings, structures or things.
14. The Fire Chief, or any other member in charge, at an incident is empowered to enter premises or property where the incident occurred and to cause any member, apparatus or equipment of the Fire Department to enter, as he deems necessary, in order to combat, control or deal with the incident.
15. The Fire Chief or any member in charge, at an incident may at his discretion establish boundaries or limits and keep persons from entering within the prescribed boundaries or limits unless authorized to enter by him.
16. No person shall enter the boundaries or limits of an area prescribed in accordance with section 15 unless he has been authorized to do so by the Fire Chief or the member in charge.
17. The Fire Chief or the member in charge, at an incident may request peace officers to enforce restrictions on persons entering within the boundaries or limits outlined in section 15.
18. The Fire Chief or the member in charge, at an incident is empowered to enter, pass through or over buildings or property adjacent to an incident and to cause members of the Fire Department and the apparatus and equipment of the Fire Department to enter, pass through or over the building or property, where he deems it necessary to gain access to the incident or to protect any persons or property.
19. The Fire Chief or the member in charge may obtain assistance from any other officials of the Municipality as he deems necessary in order to discharge his duties and responsibilities under this by-law.
20. No person at an incident shall impede, obstruct or hinder a member of the Fire Department or other person assisting or acting under the direction of the Fire Chief or the member in charge.
21. No person shall damage or destroy Fire Department apparatus or equipment.
22. No person at an incident shall drive a vehicle over any equipment without permission of the Fire Chief or the member in charge.
23. No person shall obstruct a member from carrying out duties imposed by this by-law.
24. No person shall falsely represent themselves as a Fire Department member or wear or display any badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.

By-law No. 674/00 – Fire By-law – Page Four

25. No person shall obstruct or otherwise interfere with access roads or streets or other approaches to any fire alarm, fire hydrant, cistern or body of water designated for fire fighting purposes or any connections provided to a fire main, pipe, stand pipe, sprinkler system, cistern or other body of water designated for fire fighting purposes.
26. The Fire Chief or the member in charge of an incident may request persons who are not members to assist in extinguishing a fire, removing furniture, goods and merchandise from any building on fire or in danger thereof, and in guarding and securing same and in demolishing a building or structure at or near the fire or other incident. These persons will then be considered temporary members for the duration of the incident or until released by the Fire Chief or the member in charge.
27. The Fire Chief or the member in charge of an incident is empowered to commandeer privately owned equipment which he considers necessary to deal with an incident.
28. Every person who violates any of the provisions of this by-law, or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this by-law, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this by-law, or who does any act or thing or omits any act or thing thus violating any of the provisions of this by-law, shall be deemed to be guilty of an infraction of this by-law, and upon a summary conviction is liable to imprisonment for a term of not more than 6 months or to a fine of not more than \$10,000.00, or to both fine and imprisonment.
29. The Regional Fire Chief, the Fire Chief or a member of the Fire Department charged with enforcement of this by-law, acting in good faith and without malice for the Municipality in the discharge of his duties, shall not hereby render himself liable personally and he is relieved hereby from all personal liability for any damage that may accrue to persons or property as a result of any act required or by reason of any act or omission in the discharge of his duties.
30. Any suit brought against the Regional Fire Chief, the Fire Chief or a member of the Fire Department, because of an act or omission performed by him in the enforcement of any provision of this by-law, shall be defended by Clearwater County until final determination of the proceedings.

By-law No. 674/00 – Fire By-law – Page Five

READ A FIRST TIME this 11th day of July A.D., 2000.


REEVE


MUNICIPAL MANAGER

READ A SECOND TIME this 11th day of July A.D., 2000.

READ A THIRD AND FINAL TIME this 11th day of July A.D., 2000.


REEVE


MUNICIPAL MANAGER

BY-LAW NO. 754/02

A BY-LAW OF CLEARWATER COUNTY, IN THE PROVINCE OF ALBERTA, TO PROVIDE CONTROL OF OPEN FIRES WITHIN CLEARWATER COUNTY, HEREAFTER REFERRED TO AS THE FIRE CONTROL BY-LAW.

WHEREAS Section 7(a) of the Municipal Government Act Chapter M-26.1 with amendments in force as of July 15, 1996, provides that the Council of a Municipality may pass a by-law for purposes respecting the health and welfare of people and the protection of people and property;

NOW THEREFORE, the Council of Clearwater County, in the Province of Alberta, duly assembled does hereby authorize:

SECTION 1: DEFINITIONS:

1. "Forest Protection Area" means a forest protection area designated under the Forest and Prairie Protection Act;
2. "Open Fire" means any fire which is not enclosed in a noncombustible container with a grill covering the opening and which cover has holes no larger than six (6) millimeters by six (6) millimeters (¼ inch by ¼ inch). This definition does not apply to:
 - a. fires located within a first or second residential structure but shall apply to fires located within accessory residential buildings and any associated residential ancillary use(s).
 - b. fires associated with commercial or industrial tools or equipment such as acetylene torches, butane soldering guns, etc.
 - c. fires which are contained in cooking and heating appliances which are fuelled by fluids or gases
 - d. subject to the conditions outlined under Section 2, Point 8, fires that are regulated by the AB Energy Utility Board
3. "Wildfire" means any open fire that is not under the control of the person, or his designate, who ignited the fire

SECTION 2: FIRE CONTROL

1. No person shall light an open fire without taking sufficient precautions to ensure that the fire can be kept under control at all times.
2. For the purpose of control of open fires, the Municipal Manager may issue a ban on open fires throughout the municipality, or a portion of the municipality, other than within a Forest Protection area, when any of the following conditions occur:
 - a. The Province of Alberta issues a fire ban within the Forest Protection area within Clearwater County;
 - b. The Municipal Manager becomes aware of any situation or circumstance which in his opinion warrants the issuance of a fire ban.
3. The Municipal Manager shall insure that following the issuance of a fire ban that the fire ban is advertised through:
 - a. The erection of fire ban signs along major municipal roads within the area covered by a fire ban;
 - b. Announcement of the ban and describing the area of the fire ban on a local radio station for not less than twice a day for two consecutive days;
 - c. The County's website;
 - d. Any other media source deemed appropriate by the Municipal Manager.

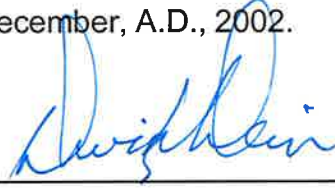
FIRE CONTROL BY-LAW NO. 754/02 – PAGE TWO

4. The Municipal Manager shall insure that once the fire ban is cancelled that an announcement of the cancellation of the ban is announced on a local radio station for not less than twice a day for two consecutive days and on the County's website and that the fire ban signs are removed in a timely manner.
5. All open fires within a ban area shall be extinguished once a fire ban has been issued..
6. No person within a ban area shall light an open fire during a fire ban.
7. A person who has ignited an open fire, or shown carelessness in handling an open fire, which ignition or carelessness creates a threat to public safety - as determined by the Clearwater County Regional Fire Chief or his designate – that person may be charged for the cost of extinguishing the open fire or fighting the wild fire and any other costs associated with any action or any measure necessary to remedy a contravention of this by-law.
8. Unless prior written agreement has been developed between the Clearwater County Regional Fire Chief, the individual or company wishing to ignite an open fire essential to a industrial operations (e.g. emergency flaring) may ignite an open fire during a fire ban subject to the following conditions:
 - a. One loaded water truck (minimum 1300 gallons) equipped with a portable pump, 500 feet of fire hose and fire fighting hand tools (e.g. fire brooms) must be on-site when an open fire exists or is ignited.
 - b. Two (2) men must be on site, trained and dedicated to the operations of the water tank during the duration that the open fire exists or is ignited.
 - c. The ground around the area where an open fire shall located shall be wet down prior to the ignition of an open fire to a sufficient degree to prevent the ignition of another open fire
 - d. Fires lit pursuant to the above conditions can only be lit early in the morning or late at night and when wind conditions are calm, and the operator shall insure that the fire can be readily extinguished if the need arises.
 - e. The person intending to ignite the fire shall contact the County office at least 24 hours prior to igniting the fire and advise of his intention to light a fire and the duration that the fire will be lit for.
 - f. In the event an open fire becomes a wild fire, the Regional Fire Chief shall be advised of this situation.
9. Any person who:
 - a. violates any of the provisions of Sections 1 to 8 of this by-law or,
 - b. suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this by-law or,
 - c. neglects to do or refrains from doing anything required to be done by any of the provisions of this by-law or,
 - d. does any act or thing or omits any act or thing thus violating any of the provisions of this by-law,
 shall be deemed to be guilty of an infraction of this by-law, and upon summary conviction, is liable to imprisonment for a term of not more than six (6) months or to a fine of not more than Ten Thousand dollars (\$10,000) or both fine and imprisonment.

FIRE CONTROL BY-LAW NO. 754/02 – PAGE THREE

THIS BY-LAW SHALL COME INTO FORCE AND EFFECT ON THE FINAL DATE OF PASSING THEREOF.

READ a first time this 10th day of December, A.D., 2002.



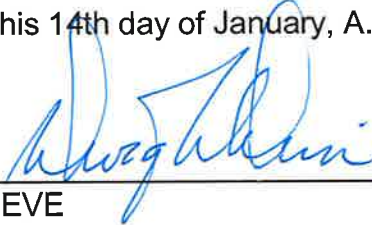
REEVE



MUNICIPAL MANAGER

READ A SECOND TIME this 14th day of January, A.D., 2003.

READ A THIRD AND FINAL TIME this 14th day of January, A.D., 2003.



REEVE



MUNICIPAL MANAGER



REQUEST FOR DECISION

SUBJECT: Mutual Aid Agreement – Wetaskiwin County and Clearwater County		
PRESENTATION DATE: July 23, 2019		
DEPARTMENT: Emergency & Legislative Services	WRITTEN BY: Christine Heggart, Director	REVIEWED BY: Rick Emmons, CAO
BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
COMMUNITY BUILDING PILLAR (check all that apply):		
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth		
ATTACHMENT(S): Draft Mutual Aid Agreement – Wetaskiwin County and Clearwater County		
STAFF RECOMMENDATION: 1. That Council endorses the draft Mutual Aid Agreement – Wetaskiwin County and Clearwater County.		

BACKGROUND:

As Administration conducts discussions with adjacent municipalities related to Intermunicipal Collaboration Framework development, they are also taking the opportunity at the same time to review and update, as appropriate, Mutual Aid agreements.

Clearwater County and Wetaskiwin County do not currently have a standing Mutual Aid agreement. Attached for Council’s review, amendments and endorsement is a draft Mutual Aid Agreement between the two municipalities.

County of Wetaskiwin No. 10 & Clearwater County
Mutual Aid Agreement

MEMORANDUM OF AGREEMENT BETWEEN:

County of Wetaskiwin No. 10
A Municipal Corporation of the Province of Alberta

-and-

Clearwater County
A Municipal Corporation of the Province of Alberta;

INTRODUCTION

1. The Municipal Corporations (referred to hereinafter as “the Parties”) of Wetaskiwin County No. 10 and Clearwater County are neighbouring authorities. Each of the Municipal Corporations has appointed a Director of Emergency Management pursuant to the provisions set out in the Emergency Management Act. However, a disaster or emergency could affect the Parties to such a degree that local resources could be inadequate to cope with the disaster or emergency.

PURPOSE

2. To enter into an agreement between the Parties for the purpose of identifying:
 - a. The nature of resources which may be provided within the terms of this agreement;
 - b. The manner by which a mutual aid request shall be made, and;
 - c. The conditions under which mutual aid may be provided.

DEFINITIONS

3. For the purpose of this agreement:
 - a. “Authorized Official” shall mean those individuals who are authorized to request or authorize mutual aid;
 - b. “Disaster” means an event that results in serious harm to the safety, health or welfare of people, or in widespread damage to property or the environment;
 - c. “Emergency” means a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.

- d. "Mutual Aid" means the provision of assistance by way of personnel or equipment, which may include, but not necessarily be limited to:
 - i. Firefighting equipment and personnel
 - ii. Special Constables
 - iii. Municipal emergency agency staff
 - iv. Municipal staff (eg. administrative, public works, bylaw)
 - v. Municipal equipment (eg. graders, trucks, loaders, etc.)
- e. "Requesting Party" means the Municipality requesting mutual aid;
- f. "Responding Party" means the Municipality supplying the mutual aid.

PROCEDURE FOR INVOKING MUTUAL AID

- 4. The declaration of a State of Local Emergency need not be in place for mutual aid to be requested or provided.
- 5. With the exception of requests for firefighting equipment or firefighting personnel, requests for mutual aid should be initiated by the:
 - a. Chief Administrative Officer;
 - b. Director of Emergency Management or designate
- 6. In the event that the Responding Party receives a request for mutual aid from someone other than an official listed in Section 5 above, the Responding Party shall confirm, by reasonable means, its response. In the event that the request cannot be verified, the Responding Party shall decline to provide mutual aid assistance.
- 7. Requests for firefighting equipment or firefighting personnel may be made by a Fire Chief, or their designate of the Requesting Party;
- 8. Requests for firefighting equipment or firefighting personnel may be received and responded to by a Fire Chief, or their designate of the Responding Party.

COMMAND AND CONTROL OVER EMERGENCY RESPONSE PERSONNEL AND EQUIPMENT

- 9. Upon entering the municipal boundaries of the Requesting Party, Emergency response personnel and equipment of the Responding Party are at all times under the command and control of the Requesting Party's department official(s).

County of Wetaskiwin No. 10 & Clearwater County
Mutual Aid Agreement

COST RECOVERY PROCEDURE

10. With the exception of firefighting equipment and firefighting personnel, the Requesting Party shall be liable for the payment of all out of pocket costs incurred by the Responding Party in coming to its aid. For firefighting equipment and firefighting personnel, the Requesting Party shall pay the charges as described in Schedule "A" of this agreement.

LIMITATIONS ON ASSISTANCE PROVIDED

11. Mutual aid for disaster or emergency assistance contemplated herein shall be provided solely and absolutely at the discretion of the authorized official or designate of the Responding Party. In general, the Responding Party may provide one of the following responses:
 - a. No response; or
 - b. A full response; or
 - c. A limited response.
12. The Responding Party shall not be required to respond immediately to mutual aid requests. In the sole and unfettered discretion of the authorized official (or designate) of the Responding Party, only personnel and equipment which can reasonably be spared without impairing the Responding Party's capacity to protect life, health, property, government infrastructure or environment within its own boundaries shall be provided. Furthermore, the Responding Party shall not be liable to the Requesting Party for any damage or injury for failing to respond to any call, or for a delay in responding to any call or as a result of failure of the equipment or personnel in going to the scene of the disaster or emergency.
13. The Responding Party shall advise as soon as practically possible the level of response being provided.
14. The Responding Party's equipment and/or personnel shall be entitled to leave a disaster or emergency scene should a disaster or emergency arise within their own jurisdiction, provided they advise an official of Requesting Party of the need to leave the scene.

INDEMNITY

15. The Requesting Party shall indemnify and save harmless the Responding Party, its councillors, officers, employees, firefighters, successors and permitted assigns and each of them from and against all damage, losses, costs, damages, injury or expense of every nature or kind whatsoever resulting from or in any way attributable to the provision of Mutual Aid under this Agreement, including but not limited to claims for:
 - injury or death to persons, including persons employed by or volunteers for the Assisting Municipality in the provision of Mutual Aid under this Agreement; and

County of Wetaskiwin No. 10 & Clearwater County
Mutual Aid Agreement

- damage to or loss of property of any person, including any apparatus or equipment used by the Assisting Municipality in the provision of Mutual Aid under this Agreement, except where caused by the negligence of the Assisting Municipality.
16. Despite section 15, the Requesting Party indemnifies and saves harmless the Responding Party, its councillors, officers, employees, firefighters, successors and permitted assigns from all actions, causes of action, claims, costs, demands or liabilities of any kind or nature whatsoever arising directly or indirectly from:
- the performance or provision of Mutual Aid;
 - a delay in providing Mutual Aid;
 - the removal of Mutual Aid;
 - a failure to provide Mutual Aid;
 - the failure to control or extinguish any fire of any kind or nature;
 - the lack of fire hydrants or of water;
 - the inability to locate a fire hydrant or other water source;
 - the operation of any equipment; or
 - any other action or thing done in the performance of the obligations of the Assisting Municipality under the Agreement whether such obligations arise specifically or incidentally.
17. During the term of this Agreement, the Parties shall each at its respective cost and expense maintain in full force and effect comprehensive General Liability insurance in an amount not less than Five Million Dollars (\$5,000,000.00) per occurrence for personal injury and property damage and any other insurance that is mutually agreed to by the Parties hereto and reasonably obtainable by both. It is agreed that the policy limits contained in this article do not define or limit a Party's liability to indemnify the other Party under sections 19 and 20 of this Agreement.
18. Each Party is responsible for determining the level of insurance it carries on its own fire equipment, including its vehicles, equipment and fire halls.
19. Sections 15 and 16 survive the termination or expiry of this Agreement
20. Each Party shall obtain and maintain in full force its own workers' compensation and insurance coverage while their employees are providing Mutual Aid.

BINDING AGREEMENT

21. This agreement shall supersede any and all previous disaster and emergency mutual aid agreements whether oral or written, among the Parties.

County of Wetaskiwin No. 10 & Clearwater County
Mutual Aid Agreement

INCEPTION AND TERMINATION

22. This agreement shall come into force when all Parties have signed it and shall continue in force until such time as Parties give proper notice and withdraw. Any Party may withdraw from this Agreement by giving not less than sixty (60) day notice to all other Parties of the agreement.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals, or set their hands and affixed their corporate seals by their office in that behalf, as the case may be this _____ day of _____, 2019.

CLEARWATER COUNTY

Witness

Chief Administrative Officer

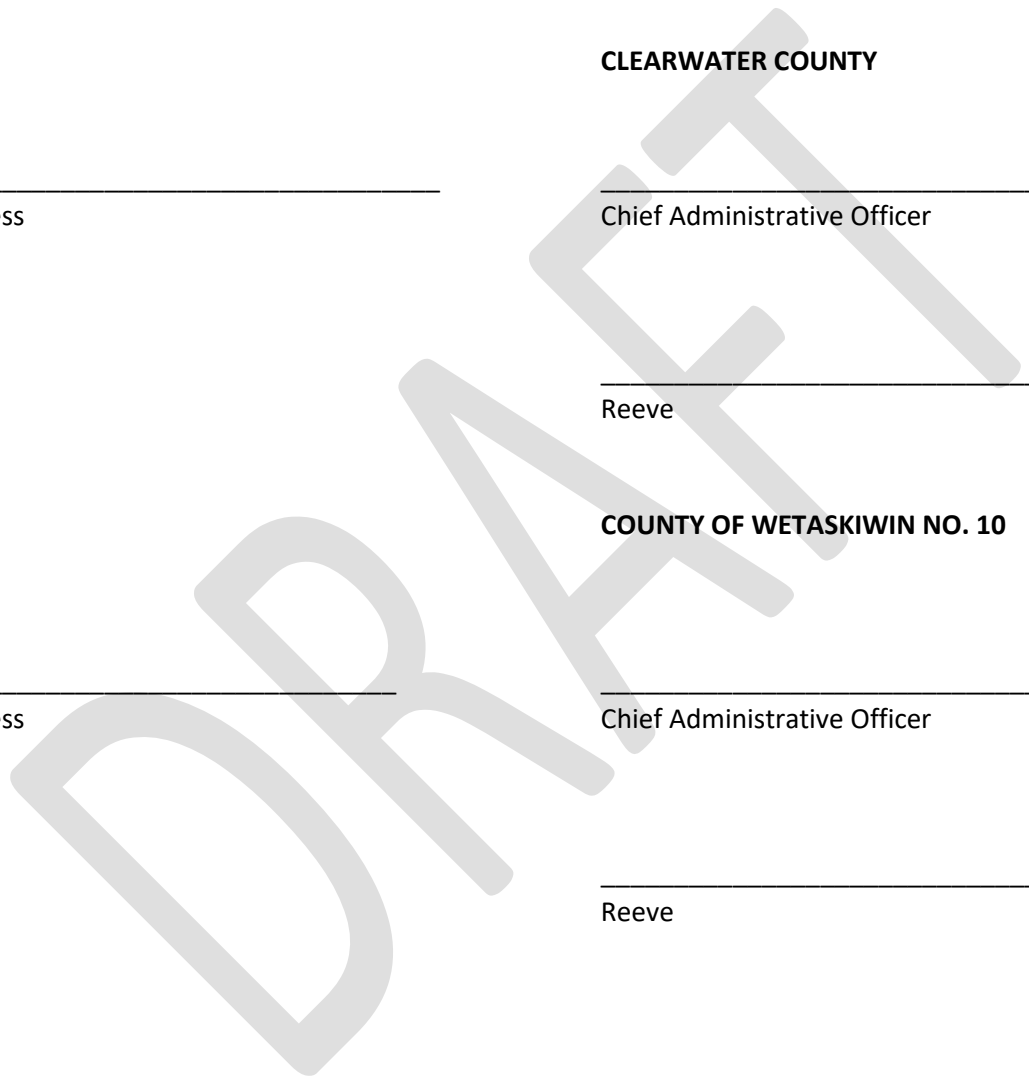
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COUNTY OF WETASKIWIN NO. 10

Witness

Chief Administrative Officer

Reeve



SCHEDULE "A"

Emergency Management Mutual Aid Agreement

In general, the Requesting Party shall be liable for the payment of all costs incurred by the Responding Party in coming to its aid. The apparatus costs shall be as per the Alberta Transportation – Table 1 Rate of Reimbursement for Fire Department Units, as updated annually.

Rates of reimbursement for Fire Department units

Type of Unit	Comment	Hourly Rate (2017/18)
Ladder and pumper trucks	<ul style="list-style-type: none"> Includes equipment costs, labour, and all materials. These are specialized pieces of equipment specifically designed and built to fight fires. 	\$615
Light & Medium rescue vehicles	<ul style="list-style-type: none"> Used to transport manpower & equipment not covered under the rate for ladder and pumper trucks. Rescue vehicles must meet the equipment requirements listed in Section 4, particularly Table 4.2.2, of NFPA 1901. Light rescue vehicles are permanently rigged and equipped to do basic rescue tasks using hand & basic extrication tools (i.e. pry bars, air chisels, bolt cutters, stabilization equipment & cribbing, hand and power saws, lighting and portable hydraulic rescue tools) and medical aid equipment. Medium rescue vehicles carry more equipment to handle regularly occurring rescue tasks plus specialized rescue equipment for at least one rescue specialty. 	\$615
Command vehicles		\$185



REQUEST FOR DECISION

SUBJECT: 2019 Fire Apparatus Capital Purchases		
PRESENTATION DATE: July 23, 2019		
DEPARTMENT: Emergency & Legislative Services	WRITTEN BY: Steve Debiegne, CRFRS Fire Chief	REVIEWED BY: Murray Hagan, Director Corporate Services; Acting CAO Christine Heggart, Director Emergency & Legislative Services
BUDGET CONSIDERATIONS: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
COMMUNITY BUILDING PILLAR (check all that apply):		
<input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input checked="" type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth		
ATTACHMENT(S): Preliminary Drawings of the 3 New Apparatus		
STAFF RECOMMENDATION:		
1. That Council approve the purchase of the three apparatus (Tender/Pumper, Rescue/Pumper and Engine) as presented, with approval for additional capital purchase of AFFRACS radios within the existing CRFRS capital budget.		

BACKGROUND:

During the 2019 budget deliberations these three units were approved for purchase. Since this time our internal Apparatus and Equipment Meeting, along with HQ Staff, and our Fleet Manager have been meeting to discuss and flush the Specs on these units. At the recommendation of the Fleet Manger we opted to go with the RMA process and picked Commercial Truck out of Calgary as they have a repair center in Alberta and our mechanics currently utilize them for there customer service on parts. We have worked to standardize these units while establishing a long-term operational plan. We have completed the Spec sheets and are ready to move forward, all 3 units have fallen below budget.

Tender/Pumper – (02 unit)

- M2-112 Freightliner Chassis
- Cummins L9-450Hp Engine
- Side Mount (PIC - Pump In Compartment)
- Hale NFPA Rated 1250 GPM Pump
- 3600 US Gallon Tank

Budget Amount \$480,000.00

Quoted Amount \$478,728.57

Rescue/ Pumper – (13 unit)

- M2-112 Freightliner Chassis
- Cummins L9-450HP Engine
- Top Mount Enclosed Pump Panel
- Hale NFPA Rated 1250 GPM Pump
- 900 US Gallon Tank

Budgeted Amount \$725,000.00

Quoted Amount \$595,505.71

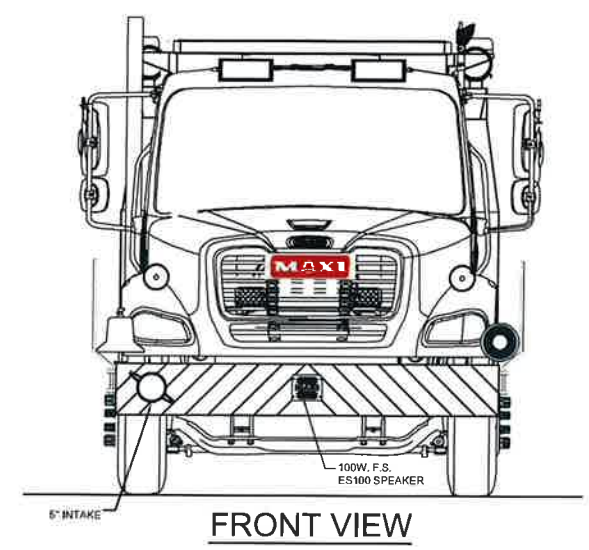
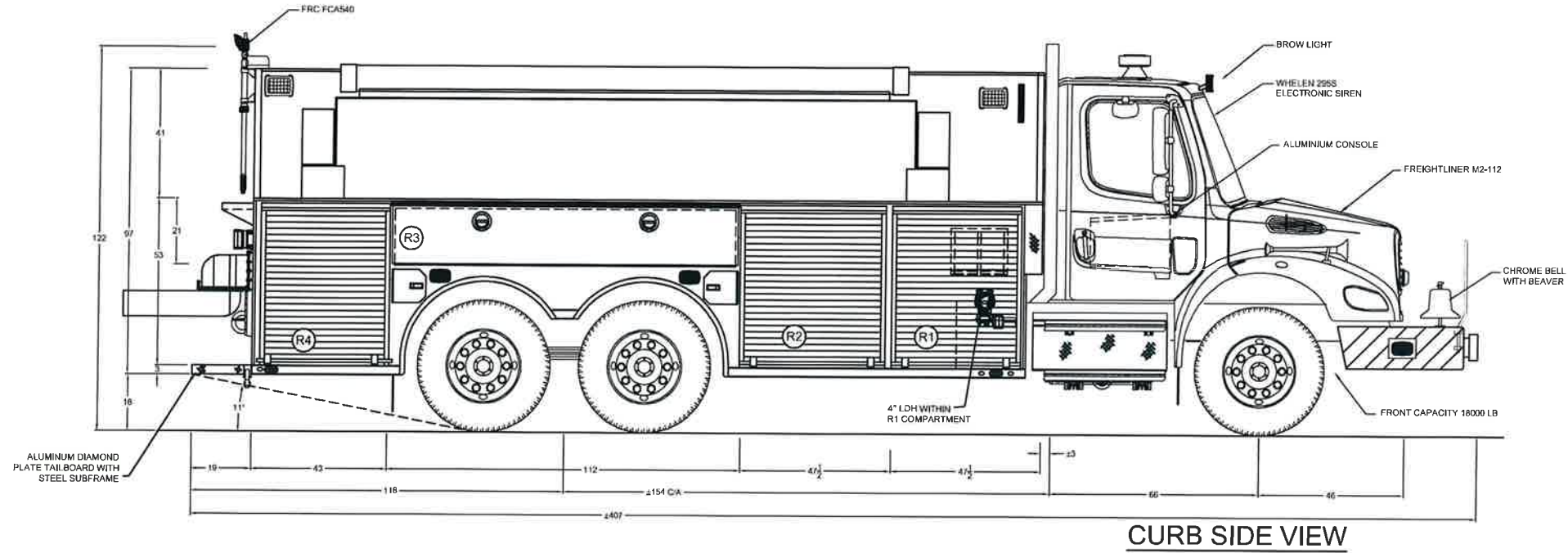
Engine – (01 unit)

- M2-112 Freightliner Chassis
- Cummins L9-450HP Engine
- Side Mount Pump Panel
- Hale NFPA Rated 1500 GPM Pump
- 2000 US Gallon Tank

Budgeted Amount \$615,000.00

Quoted Amount \$585,751.38

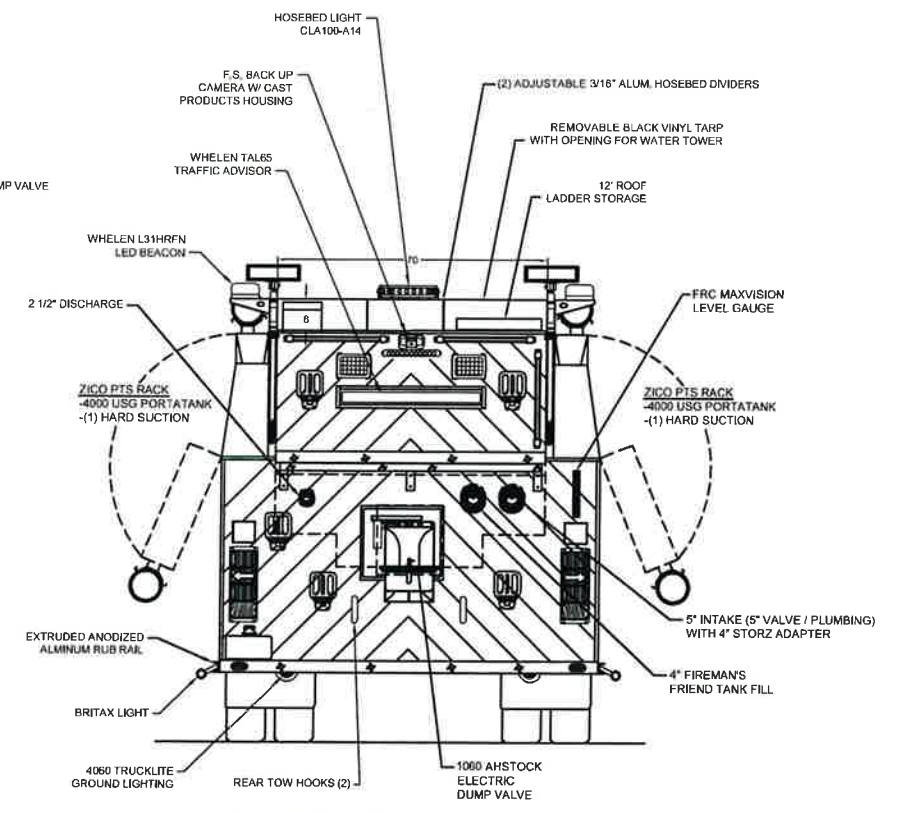
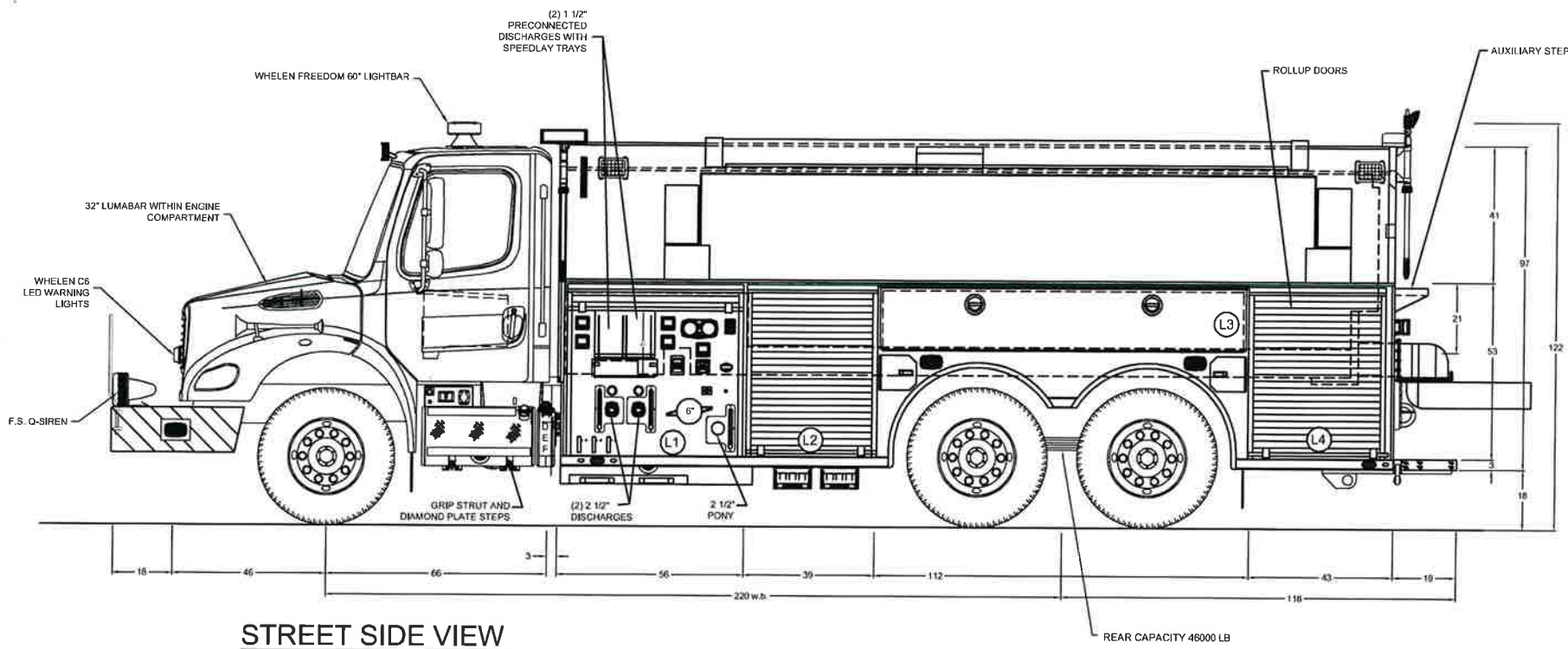
Collectively, the quotes for these three units came in under budget by \$160,014.34. As the trucks quoted do not come equipped with radio, I would like to also ask Council for the approval to spend an additional \$30,000 and install three AFFRACS radios on delivery.



COPOLYMER WATER TANK
-WATER 3600 USG (3000 imp)

- NOTES:**
- ** LUMABAR LIGHTING**
IN EACH COMPARTMENT
(MAGNETIC SWITCH)
 - ** COMPARTMENTS INTERIOR : ZOLATONE PAINTED
 - ** PIKE POLES TO BE LOCATED

1250 GPM HALE RSD PTO PUMP

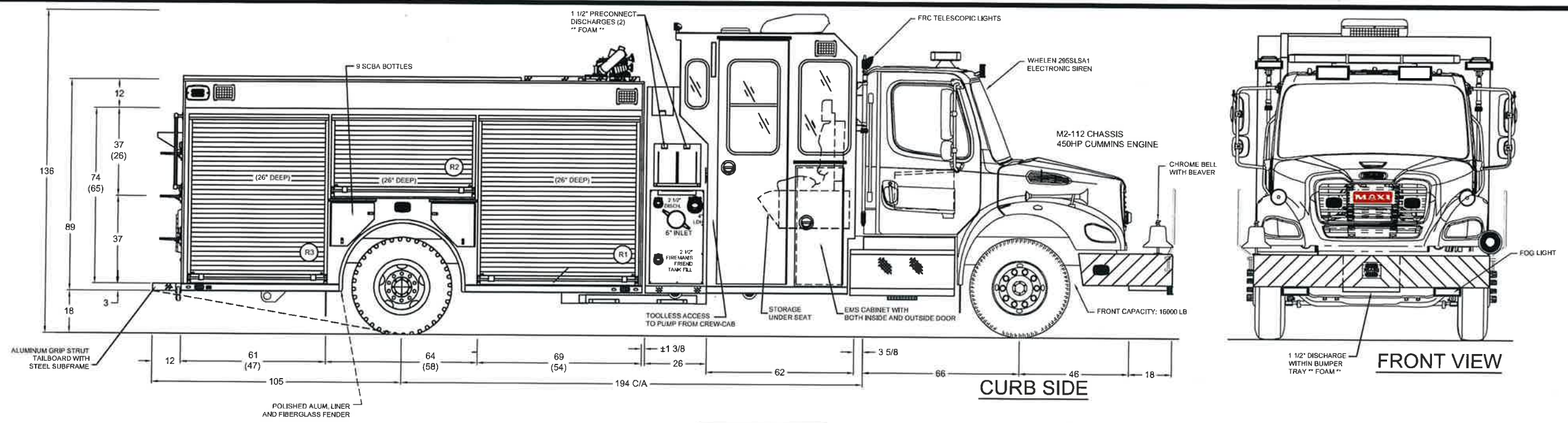


REAR VIEW

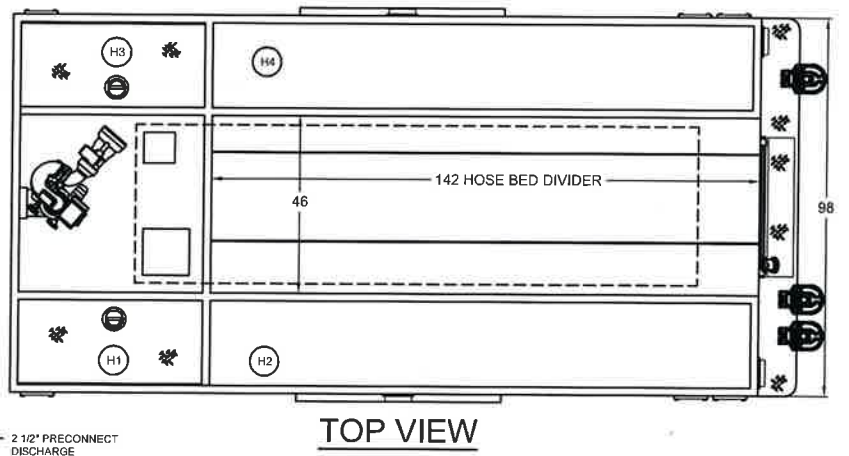
NAME	DATE		MAXI-METAL INC. 9345, 25e AVENUE SAINT-GEORGES (QUÉBEC) G6A 1L1 PHONE NO.: 418 228-6637 418 228-MAXI 1 800 510-6637 FAX NO.: 418 228-0493
DRAWN BY	2019-05-09		
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X: ±1/16	X: ±.100	PROJECT: CLEARWATER 3600USG PIC	
X/X: ±1/32	XX: ±.010	MAT.:	
X/XX: ±1/64	XXX: ±.001	WEIGHT:	
ANGLE: ±0.5°		SCALE:	
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 IN CASE OF DISCREPANCY BETWEEN THIS DRAWING AND THE TECHNICAL SPECIFICATIONS, THE TECHNICAL SPECIFICATIONS SHALL PREVAIL.

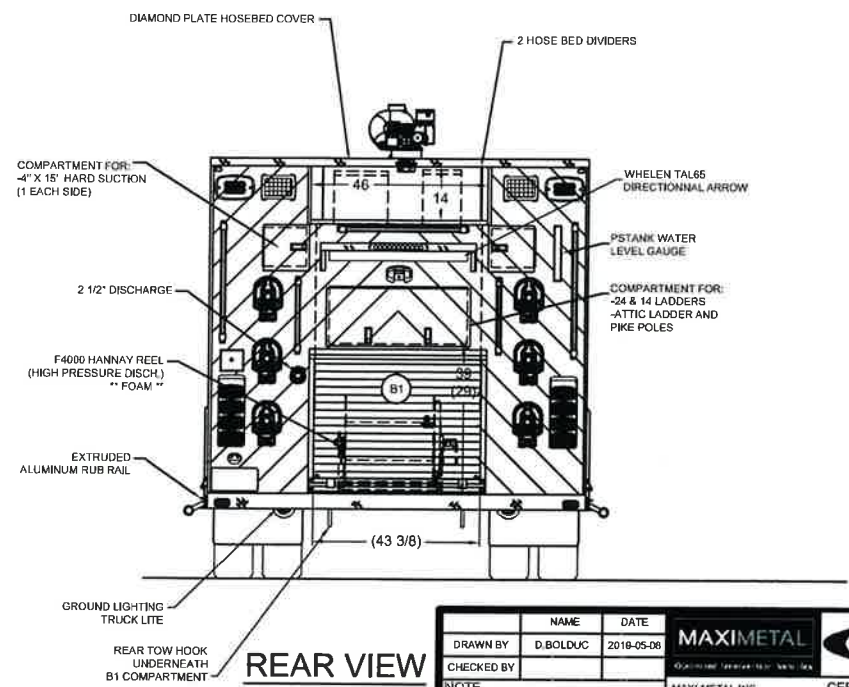
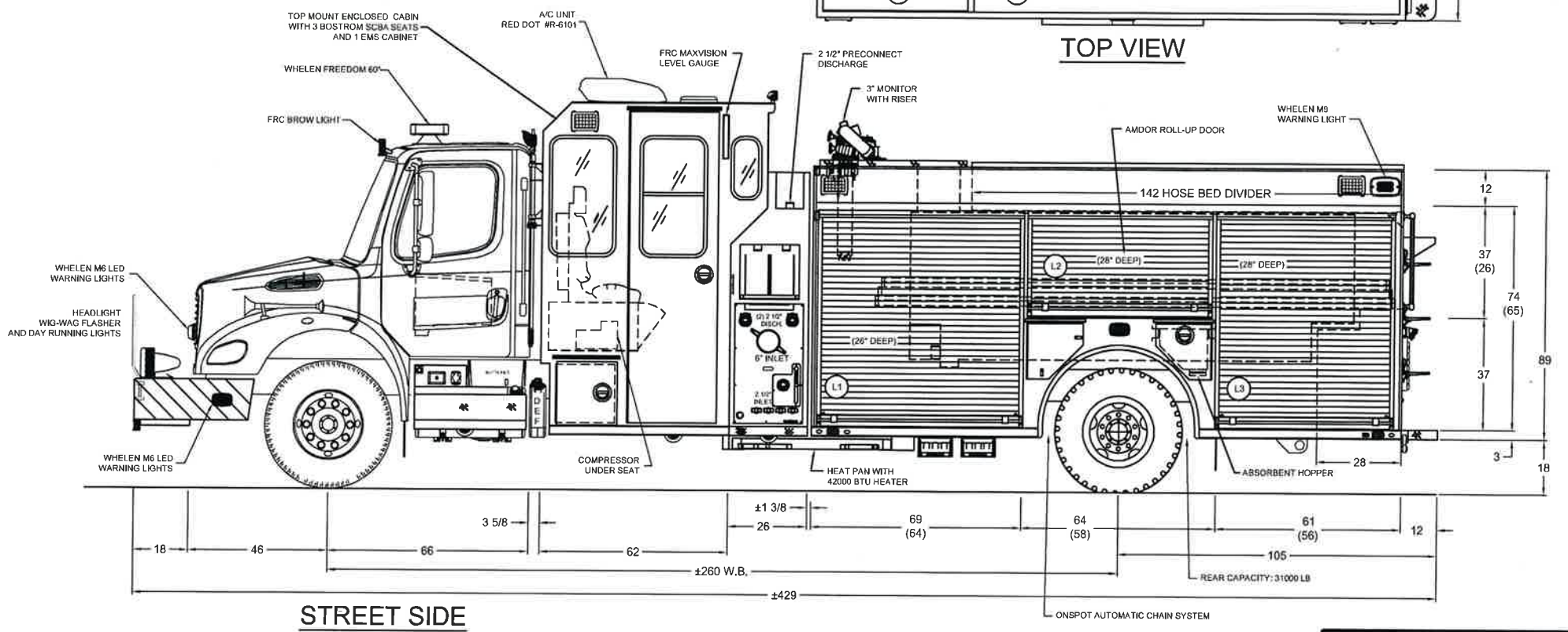
ZONE	REV.	DESCRIPTION	DATE	APPROVED



NOTES: ** (2) LUMABAR LIGHTING ** IN EACH COMPARTMENT
 ** LUMABAR AY-9220-32-C-0 (1) ** WITHIN PUMP HOUSE (PLUMBING AREA)
ALL COMPARTMENTS, SLIDEOUTS AND SHELVES: GRAY ZOLATONE FINISH
NUMBERS BETWEEN PARENTHESIS: ESTIMATE OPENING



900 USG. (750 IMP.GAL.) WATER
 30 USG. (25 IMP.GAL.) FOAM
 1250 GPM HALE RSD PTO PUMP + DARLEY H100 (HIGH PRESSURE BOOSTER PUMP) AND FOAMPRO 2002 HP SYSTEM








NAME	DATE	MAXIMETAL
DRAWN BY: D.BOLDUC	2019-05-08	
CHECKED BY:		MAXIMETAL INC. 9345, 25th AVENUE SAINT-GEORGES (QUEBEC) G5A 1L1 PHONE NO.: 418 228-6637 1 800 510-6637 FAX NO.: 418 228-0493
NOTE DIMENSIONS SHOWN ARE APPROXIMATE AND ARE SUBJECT TO MINOR DEVIATIONS AS MAY OCCUR OR BE NECESSARY IN CONSTRUCTION. MINOR DETAILS NOT SHOWN.		TITLE: CLEARWATER DRAWING NO.: PRELIMINARY VIEW PROJECT: COMMERCIAL TME
PROPERTY AND CONFIDENTIALITY: THE INFORMATION IN THIS DRAWING IS CONFIDENTIAL AND PROPERTY OF MAXIMETAL INC. ANY COPY IS FORBIDDEN WITHOUT OUR WRITTEN PERMISSION.		SCALE:

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 IN CASE OF DISCREPANCY BETWEEN THIS DRAWING AND THE TECHNICAL SPECIFICATIONS, THE TECHNICAL SPECIFICATIONS SHALL PREVAIL.

ZONE	REV.	DESCRIPTION	DATE	APPROVED



REQUEST FOR DECISION

SUBJECT: Wildland Urban Interface Program – 2019 Operating Budget Amendments		
PRESENTATION DATE: July 23, 2019		
DEPARTMENT: Municipal	WRITTEN BY: Steve Debienne, CRFRS Fire Chief	REVIEWED BY: Murray Hagan, Acting CAO Christine Heggart, Director Emergency & Legislative Services
BUDGET CONSIDERATIONS: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
COMMUNITY BUILDING PILLAR (check all that apply):		
<input type="checkbox"/>  Economic Prosperity <input type="checkbox"/>  Governance Leadership <input checked="" type="checkbox"/>  Fiscal Responsibilities <input type="checkbox"/>  Environmental Stewardship <input type="checkbox"/>  Community Social Growth		
ATTACHMENT(S): July 10, 2019 email from Alberta Fire Chief's Association		

STAFF RECOMMENDATION:

1. That Council approves the Wildland Urban Interface program operating budget summary as presented.
2. That Council approves amending Clearwater County's 2019 operating budget, to increase revenues for Regional Fire (WUI) by \$222,550.00 and Regional Fire (WUI) expenses by \$222,550.00 for proceeding with the Wildland Urban Interface Program.

BACKGROUND:

At their June 16, 2019 special meeting, Council reviewed the Wildland Urban Interface (WUI) program criteria and provided a letter of support for Clearwater Regional Fire Rescue Services (CRFRS) grant application to host the WUI team.

On July 10, CRFRS received email notification of being one of two municipal fire departments selected to build a WUI structural protection team, funded from the Province through the Alberta Fire Chiefs Association (AFCA). The WUI Program is intended to expand the current wildland urban interface training and capacity by building teams of specialists to respond to structure protection needs within a wildfire. WUI firefighters will trained and available to respond to events in the Province, as directed by the Alberta Office of the Fire Commissioner.

As this is a new program, there is not currently any approved operating and capital budget line items within the 2019 budget. Due to the very short timelines to meet ACFA grant requirements, after hearing of the successful grant application Administration posted job advertisements for the four WUI positions and at the time of writing this agenda item is in the process of screening applications prior to candidate interviews.

Before Administration can proceed with hiring the four WUI firefighters and purchasing appropriate gear and equipment, Clearwater County's 2019 operating budget amendment would require amendment. The AFCA grant of \$580,000.00 covers only the operational component of the WUI Team.

Below is a summary operating budget for Council's consideration.

18 Month Operating Budget - Clearwater Regional Fire (WUI) Team	2019	2020	2021	TOTAL
REVENUES				
AFCA Grant	\$207,550.00	\$348,200.00	\$24,250.00	\$580,000.00
Additional grant to offset training (mileage & memberships)	\$15,000.00	\$20,000.00	\$1,000.00	\$36,000.00
TOTAL REVENUE	\$222,550.00	\$368,200.00	\$25,250.00	\$616,000.00
EXPENSES				
Wages & Benefits	\$174,550.00	\$322,200.00	\$44,750.00	\$541,500.00
Mileage & Subsistence	\$5,000.00	\$10,000.00	\$1,000.00	\$16,000.00
Memberships & Registrations	\$10,000.00	\$10,000.00	\$0.00	\$20,000.00
Materials & Supplies (Gear/Equipment)	\$25,000.00	\$1,000.00	\$1,000.00	\$27,000.00
Fuel & Oil	\$4,000.00	\$15,000.00	\$1,000.00	\$20,000.00
Equipment Repairs & Maintenance	\$4,000.00	\$10,000.00	\$1,000.00	\$15,000.00
TOTAL EXPENSES	\$222,550.00	\$368,200.00	\$48,750.00	\$639,500.00
Surplus/Deficit			(\$23,500.00)	

For the proposed operating budget above, the AFCA grant offsets the cost of four-person team and as well accounts for WUI training-related costs, which are also fully recoverable. ("Mileage & Subsistence" and "Memberships & Registrations" line items would be offset). Equipment and vehicle maintenance costs make up the balance of the operating costs noted above and beyond the grant allotments and if there is a deficit amount expected by the end of the 18 months, that would be accounted for in the 2021 budget year approvals (as noted above in red).

In terms of capital requirements for the WUI program, Administration intends to bring another Request for Decision agenda item to Council at their August 27 meeting with additional detail for proposed capital budget amendments.

Subject: WUI SP Community Selection and Next Steps

I am pleased to announce on behalf of the AFCA that the Town of High Level Fire Department/municipality and Clearwater Regional Fire Rescue Services representing their municipalities are the successful departments chosen to participate in the AFCA WUI SP project. We would like to thank all who submitted proposals for this project.

The next step will be for me to convene a meeting of the two Fire Chiefs, the Fire Chief from Slave Lake and myself with Steve Otway, Kevan Jess and Morgan Kehr being invited to participate as Advisors to this new Project Management Team. By virtue of his position, the President of the AFCA may also chose to participate. Prior to that meeting, all participants are asked to submit all questions and suggestions relating to how this project will be managed to me. I will then convene a meeting at which time the Conditional Grant Agreement and other existing legal documents will be reviewed and procedures will be identified with consensus being the desired decision-making process. Following that, I will complete the drafting of a legal agreement between each of these two departments and their municipalities, and the AFCA.

We will also discuss the role that I hope Slave Lake will take on, and the roles that those asked to be Advisors might fulfill. I will discuss my thoughts with Jamie, Steve, Morgan, and the Acting Fire Commissioner this week; Kevan is on holidays until August.

Given the nature of training that is called for by the two teams, we may also invite a representative from Public Safety Division to attend this initial meeting, to lay out their plans so that we can ensure all staff hired are capable of meeting any Instructor qualifications that they may have. I will discuss this with Sonya Irvine this week. I also will retain the right to call upon the AFCA WUI SP Advisory Group to assist me.

Again, our thanks to all those who applied and our congratulations to the two selected departments.

Fred Tyrrell

Executive Director

Alberta Fire Chiefs Association

Website: www.afca.ca

