

CLEARWATER COUNTY COUNCIL AGENDA
December 08, 2015
9:00 A.M.
Council Chambers
4340 – 47 Avenue, Rocky Mountain House AB

10:30 A.M. Hollen Scheldrake, Nordegg Playground Funding Request

10:50 A.M. Ben Worth, Library Manager, Rocky Mountain House Public Library

11:00 A.M. Andrea Vassollo, Manager, Family & Community Support Services, RMH

A. CALL TO ORDER

B. AGENDA ADOPTION

C. CONFIRMATION OF MINUTES

1. November 24, 2015 Regular Meeting Minutes

D. AG SERVICES & LANDCARE

1. Draft Policy: Roadside Cleanup
2. Bill 6: Proposed Farm Safety Legislation
3. *VERBAL REPORT*: AAMDC Member Input Request: Declaring State of Agricultural Disaster

E. CORPORATE SERVICES

1. Revised 2016 Budget Review Schedule and Interim 2016 Operating & Capital Budget
2. Annual Market Adjustment – Clearwater County Staff
3. Request for Waiver of Tax Penalty

F. PLANNING

1. 10:30 A.M. Hollen Scheldrake, Nordegg Playground Funding Request
2. 2015 Clearwater County Internal Safety Audit

G. COMMUNITY & PROTECTIVE SERVICES

1. 10:50 A.M. Introduction of Ben Worth, Library Manager, Rocky Mountain House Public Library
2. 11:00 A.M. Introduction of Andrea Vassollo, Manager, Family & Community Support Services, Rocky Mountain House
3. Central AB Tourism Destination Management Plan Stakeholder Presentation
4. Clearwater Regional Tourism Business Forum

H. INFORMATION

1. CAO's Report
2. Public Works Director's Report
3. Councillors' Verbal Report
4. Accounts Payable Listing
5. Councillors' Remuneration

I. IN CAMERA*

1. Land
2. Administrative Report
3. Labour

* 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, Sections 21 (1)(ii); 24 (1)(a)(c) and (g); 25 (1)(c)iii; and 27 (1)(a)

J. ADJOURNMENT



AGENDA ITEM

PROJECT: Draft Roadside Cleanup Policy		
PRESENTATION DATE: December 8, 2015		
DEPARTMENT: Ag Services & Landcare	WRITTEN BY: Matt Martinson	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <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)		
STRATEGIC PLAN THEME: Community Well-Being	PRIORITY AREA: Sustain recreational, cultural and quality of life needs	STRATEGIES:
ATTACHMENT(S): 1. Draft Roadside Cleanup Policy		
RECOMMENDATION: That Council approves the Roadside Cleanup Policy.		

BACKGROUND:

During Council's last meeting direction was provided to amend the proposed "Roadside Cleanup" policy. I have amended the proposed policy to better reflect Council's direction to include access for a broader spectrum of community groups.



CLEARWATER COUNTY Roadside Cleanup Program

EFFECTIVE DATE: REVISED DATE:	December 08, 2015
SECTION:	AGRICULTURAL SERVICES AND LANDCARE
POLICY STATEMENT:	The purpose of the Roadside Cleanup Program is to support local youth groups and community groups by providing funding to groups who volunteer their time to serve the community by cleaning up trash along Clearwater County Roadways.
DEFINITIONS:	For the purpose of this policy the following words and terms are defined as: Not for profit – a group who uses its surplus revenues to further achieve its purpose or mission. Local Youth Group – a club, association, team or group of organized youth who are active within Clearwater County or include membership who reside within the county and are considered formally or informally as not for profit. Community Group – a club, association, service provider, team or group of organized people who are involved or lead cultural, recreational, or community enhancement activities within Clearwater County and are considered formally or informally as not for profit.
PROCEDURE: Section 1. Process Section 2. Applicant Selection	<ol style="list-style-type: none"> 1. Roadside Cleanup will take place yearly in the spring. 2. The program will be advertised encouraging youth groups to take part. 3. Applicants representing the group must be over 18 and have the ability to enter into an agreement on behalf of the group. <ol style="list-style-type: none"> 1. Successful applicants must be a local youth group or community group. 2. Youth groups will be considered first with remaining road sections awarded to community groups. 3. Administration may deny an applicant that meets the criteria from Section One if past performance related to safety or quality of work is poor or if the applicant has failed to return all personnel protective equipment and or signage during past participation in the program.

POLICY



CLEARWATER COUNTY
Roadside Cleanup Program

<p>Section 3. Funding</p>	<ol style="list-style-type: none">1. The contribution rate will be set similar to the Alberta Highway Cleanup Campaign.2. After confirming the applicant has met all requirements, payment will be made within 30 days.3. Part or all of the funds may be withheld if the quality of service does not meet the program standards.4. Part or all of the funds may be withheld if the applicant fails to return all personnel protective equipment and or signage.
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DRAFT



AGENDA ITEM

PROJECT: Bill 6 – Proposed Farm Safety Legislation		
PRESENTATION DATE: December 8, 2015		
DEPARTMENT: Ag Services & Landcare	WRITTEN BY: Matt Martinson	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <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)		
STRATEGIC PLAN THEME: Well Governed and Leading organization	PRIORITY AREA: 2.5 – Advocate in the best interests of our community.	STRATEGIES:
ATTACHMENT(S): 1) Cypress County Letter 2) Cardston County Letter 3) Bill 6 Frequently Asked Questions (Dec 3) GOA – Jobs, Skills, Training and Labour 4) AAMDC Environmental Scan of Farm Safety Legislation		
RECOMMENDATION: 1) That Council receives the information as presented. 2) That Council discuss and provide direction to Staff on the merits of sending a letter similar to Cypress County and Cardston County.		

BACKGROUND:

The recent introduction of Bill 6 Farm Safety Legislation has created uproar within the agricultural community including within Clearwater County. Fueling this has been limited and inconsistent information/communication around details and impact of the Bill. Also the agricultural community is concerned at how quickly implementation of this legislation is being proposed along with what appears to be at best very little consultation with the industry especially grazing and primary livestock producers.

Because of the limited information available, many producers speculated that Bill 6 would seriously limit or exclude many traditional family farm activities. Recent communications from the Jobs, Skills, Training, and Labor Ministry appear to clarify that that these traditional family farm activities will not be impacted by Bill 6. Here is a summary of this information which is attached.

Children – completing chores on the farm or participating in 4-H will not be affected.

Unpaid Farm Labor – such as relatives, friends and neighbors helping out will not be affected.

Recreational Activities – occurring on farmland including hunting will not be affected.

Most family farm type producers in Clearwater County, especially those in grazing or primary production of livestock, do not utilize paid employees. Though it appears that these types of producers will not be required to maintain WCB coverage for family and volunteer labor OH and S regulations around assessing and mitigating hazards, refusing unsafe work, investigation of accidents etc. will still apply to family farms, their children and unpaid volunteer labor.

Producers utilizing paid labor, seasonally, part time, or on a fulltime basis will have to provide WCB coverage and follow OH and S legislation and regulations.

Attached are two letters sent to the government of Alberta and other stakeholders from two Southern Alberta Counties. Essentially the letters have asked the Provincial Government to delay Bill 6 so that the agriculture industry has an opportunity to review and provide feedback on the Bill. They do directly reference concerns around children and unpaid volunteer labor as mentioned above it appears the Government has communicated these areas of family farming will not be greatly affected by bill 6. I believe there is merit in still communicating some concerns to the government potentially through a letter. Concerns relating to the speed of proposed implementation, the effects of OH and S regulation on family farms, the lack of thorough consultations with all sectors of agriculture, appearance of no plans for educational and extension programs to assist producers in compliance, appearance of no plans to develop and help producers implement a certificate of recognition program for the agricultural industry to assist with managing WCB costs and meeting requirements under OH and S regulations still exist. If Council wishes to send a letter I recommend that these concerns form the basis of the letter and that the letter be sent from Council and the Agricultural Services Board.

Staff and potentially ASB members will be attending Bill 6 farm safety meetings in Leduc December 7th and Olds December 9th.

Re: Bill 6: Enhanced Protection for Farm and Ranch Workers

Dear ,

Cypress County's Agricultural Service Board (ASB) is requesting that the Government of Alberta delay the passage of Bill 6: *Enhanced Protection of Farm and Ranch Workers*. The farming and ranching industry must be given time to review the proposed changes and comment on the proposed legislation. We also request that the Ministry of Agriculture and Forestry and the Ministry of Jobs, Skills, Training and Labour engage a broad range of agricultural producers, workers, contractors, and agriculture and rural community representatives such as the AAMDC and the Provincial ASB Committee in discussions clarifying roles and responsibilities under the proposed legislative changes. Long term financial and social implications to the industry and rural communities must be considered.

Cypress County's ASB wishes to make it clear that we are not against the promotion of farm safety and the protection of farm and ranch workers. It is a great tragedy when a worker, owner, or a family member is injured or killed while working on a farm or ranch. It greatly impacts those directly affected, as well as the entire community. Most farm accidents occur during the performance of a task that is considered a standard operating procedure that is performed by many people many times a day.

Our greatest concern is unintended consequences that may result from the passage of this Bill. As much as farming and ranching is a job, it is also a lifestyle. Most people who grew up on a farm fondly remember days spent helping their family or enjoying the freedom that comes with rural life.

Will membership in 4-H be impacted? Will children be able to raise chickens and sell eggs at a farmers market? Will common activities such as branding, where the community comes together and donates their time to help a neighbor, be able to continue? How will this impact the Canadian Foodgrains Bank where farmers' time and equipment are donated for a greater cause? Until all questions such as these can be answered we are not comfortable with Bill 6.

In conclusion, we hope that you will delay the passage of this bill until the people that it affects the most are engaged in a consultation process allowing them to work collaboratively with the government to make the best decisions possible.

If you would like to discuss any of this further, please feel free to contact me directly at 403.527.0378 or garry.lentz@cypress.ab.ca

Sincerely,

Garry Lentz
ASB Chairman



Cardston County

RE: Bill 6 enhanced protection for Farm and Ranch Workers

November 30, 2015

Dear,

Cardston County Agricultural Service Board (ASB) is requesting that the Government of Alberta delay the passage of Bill 6: *Enhanced Protection of Farm and Ranch Workers*. The farming and ranching industry must be given time to review the proposed changes and comment on the proposed legislation. We also request that the Ministry of Agriculture and Forestry and the Ministry of Jobs, Skills, Training and Labour engage a broad range of agricultural producers, workers, contractors, and agriculture and rural community representatives such as the AAMDC and the Provincial ASB Committee in discussions clarifying roles and responsibilities under the proposed legislative changes. Long term financial and social implications to the industry and rural communities must be considered.

Cardston County ASB wishes to make it clear that we are not against the promotion of farm safety and the protection of farm and ranch workers. It is a great tragedy when a worker, owner, or a family member is injured or killed while working on a farm or ranch. It greatly impacts those directly affected, as well as the entire community. Most farm accidents occur during the performance of a task that is considered a standard operating procedure that is performed by many people many times a day.

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In conclusion, we hope that you will delay the passage of this bill until the people that it affects the most are engaged in a consultation process allowing them to work collaboratively with the government to make the best decisions possible.

If you would like to discuss any of this further, please feel free to contact me directly at 403.382-8078 or Michael.loose@cardstoncounty.com

Respectfully,

Michael Loose
ASB Chairman

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- [Using this Site](#) |
- [Ministries](#) |
- [Government of Alberta Home](#) |

[Alberta.ca](#) » [Jobs, Skills, Training and Labour](#)

- [Employment Standards](#)
- [Occupational Health & Safety](#)
- [Immigration](#)
- [Labour](#)
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Farm and Ranch Workplace Legislation Changes

The Enhanced Protection for Farm and Ranch Workers Act would ensure the safety of wage-earning farm and ranch employees and preserve the family farm.

What's happening?

Currently, Alberta offers less protection for farm and ranch employees than any other jurisdiction in Canada.

To provide paid farm and ranch employees with similar protection to agriculture employees in other provinces, the Government has introduced [Bill 6 – Enhanced Protection for Farm and Ranch Workers Act](#).

Who's affected?

Alberta farm and ranch producers with one or more paid employee will be affected.

Farm families who do not have any paid workers will not be affected.

Unpaid farm and ranch workers, such as relatives, friends and neighbours helping out on the family farm, will not be affected. Children doing chores or participating in 4-H are also not affected.

Bill 6 does not apply to recreational activities, such as hunting on farmland.

When will these changes happen?

If Bill 6 passes, the following changes will take effect January 1, 2016:

- WCB coverage will be required for farms with paid employees; optional coverage can be extended to unpaid workers like family members, neighbours and friends. Farms and ranches will have until April 30, 2016 to register with WCB.
- OHS basic safety standards will apply on farms that employ one or more worker at any time of year.

Detailed technical standards that recognize the unique work conditions of the agriculture sector will be developed in consultation with the farm and ranch industry over the next 18 months.

The following changes will be made after farm and ranch consultations are complete:

- Spring 2016: Employment Standards Code amendments
- Spring 2016: Labour Relations Code amendments, as required by recent Supreme Court decisions
- 2017: OHS technical requirements introduced

[Find out how to get involved](#)

[Get background info](#)

Created:
Modified: 2015-12-03
PID: 15252

Farm and Ranch

- **Overview**
- [Background info](#)
- [Get involved](#)

Affected Legislation

[*Occupational Health and Safety Act*](#)
[*Workers' Compensation Act*](#)
[*Employment Standards Code*](#)
[*Labour Relations Code*](#)

Contact us

1-866-415-8690

farmandranch@gov.ab.ca



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PID:15252

AAMDC Bill 6

Environmental Scan of

Farm Safety Legislation

December 2015



Partners in Advocacy & Business

Prepared by the Alberta Association of Municipal Districts and Counties
2015

ENVIRONMENTAL SCAN – BILL 6

This document is a jurisdictional scan of the areas within Bill 6: *The Enhanced Protection for Farm and Ranch Workers Act* introduced into the legislature in November 2015. The jurisdictions reviewed are British Columbia, Saskatchewan, and Manitoba. Other provinces are mentioned when something unique was identified.

1. Occupational Health and Safety

British Columbia

The Occupational Health and Safety Regulation (OSHR) under the *Workers Compensation Act* stipulates that every workplace in BC that employs workers must have a health and safety program, including farms.

The BC Occupational Health and Safety Regulation includes a number of workplace safety conditions specific to the agriculture industry including barriers for manure pits, cold storage, animal handling, use of hay balers, among many others. There are no exemptions for family farms or differentiations between large or small farming operations.

A variety of training and information is made available through the [Farm and Ranch Safety Association](#).

Saskatchewan

In Saskatchewan, the *Occupational Health and Safety Act, 1993* (OHS Act) and Regulations (1996) apply to all workplaces, including farms.

The OHS Act places responsibilities for health and safety on everyone who works in or in relation to the workplace. These individuals include employers, workers, self-employed persons, supervisors, contractors, owners and suppliers. The level of responsibility for each of these persons is based on the extent of their authority and control over the workplace. For example, the employer - who has the most control over the business - has the greatest degree of responsibility to ensure health and safety standards are met. This includes duties to ensure equipment and work practices are safe and that workers are given the equipment, information, instruction, supervision and training they need to protect their own health and safety.

On the other hand, workers' responsibilities are limited to what they can control. For the most part this includes a responsibility to cooperate with others in matters of health and safety, to comply with health and safety instructions given to them, and to take reasonable care that they do not endanger themselves or others who could be affected by their actions.

Under Saskatchewan's OHS Act, workers are given three basic health and safety rights:

- Workers have the right to know about the hazards of their jobs. They should know how to recognize and deal with those hazards so they will not cause injury or health problems to themselves or to others in the workplace.

- Workers have the right to participate in health and safety education and training in the workplace. Employers should consult with them about matters that affect their safety.
- Workers have the right to refuse work that they believe to be unusually dangerous to themselves and/or others in the workplace.

A self-employed person, such as a farmer who does not employ others, has the same responsibilities under the OHS Act as both an employer and worker combined. In short, they must give themselves and expect from themselves the same standards of health and safety, as is given to and expected from any other worker or employer.

Manitoba

In Manitoba, the *Workplace Safety and Health Act* governs the relationship between employers and employees with regard to workplace safety and applies generally to all workplaces including farms. Under the Act, every employer must ensure, so far as is reasonably practicable, the safety, health and welfare of all their workers. The specific workplace safety requirements are found in the Workplace Safety and Health Regulation.

The Act and Regulation in Manitoba gives direction on how farmers should protect those who work on a farm as well as how workers are required to protect themselves and others.

2. Workers Compensation

British Columbia

In British Columbia, the *Workers Compensation Act* (1996) applies to all employers and workers in the province that are engaged in paid work, although it does allow for the Workers Compensation Board to exempt certain workers.

Currently, the exemptions in place in British Columbia are not based on industry type (ex. there is no exemption for agriculture or any other specific industry), but rather are based on the duration of employment and if the employment is taking place at a private residence. For example, the following scenarios are exempt:

- You regularly employ a person or firm for an average of less than eight working hours per week.
- You employ a person or firm to do a specific job or jobs for a temporary period of less than 24 working hours.

As such, paid workers and the employers of those workers on all commercial farming operations, regardless of size, are included under WCB legislation in British Columbia. Unpaid workers, such as children or family members performing chores or assisting in seasonal activities, are not included under the legislation.

Saskatchewan

Similar to Alberta, the *Workers' Compensation Act* (2013) establishes the Workers Compensation Board to manage a compensation system for workplace injuries on behalf of workers and employers. In Saskatchewan, there are exemptions for certain industries including many workers in the agriculture sector covered by the following areas:

- Dairy farming
- Demonstrating and exhibiting
- Feedlot or livestock yard operation
- Fur farms
- Grazing co-operatives
- Land clearing, brush cutting, or stumping
- Livestock brokers
- Mobile farm feed service or portable seed-cleaning plants
- Piggery farms
- Poultry farms
- Trapping
- Voluntary workers (except those involved in rescue or emergency work)

Manitoba

In Manitoba, the *Workers Compensation Act* applies to all employers and workers in all industries. However, Regulation 196/2005 (the *Excluded Industries, Employers and Workers Regulation*) does exempt “farmers and family members of farmers” from WCB regulations. This exemption is as follows:

A farmer or family member of a farmer engaged in farming on a farm that is owned or operated

- a) by the farmer, or
- b) by a family farm corporation – being a corporation
 - i. that is primarily engaged in the business of farming,
 - ii. that is under the control in fact of the farmer, a family member of the farmer or any combination of them, and
 - iii. of which a majority of the issued and outstanding shares of each class of shares are legally and beneficially owned by the farmer, a family member of the farmer or any combination of them.

The definitions included in the legislation include:

“family member of a farmer”

- a) a spouse or common-law partner of the farmer;
- b) a child of the farmer or a child of the farmer's spouse or common-law partner;
- c) a parent of the farmer or a spouse or common-law partner of the parent;
- d) a brother, sister, step-brother, step-sister, uncle, aunt, nephew, niece, grandchild or grandparent of the farmer or of the farmer's spouse or common-law partner;
- e) a parent of the farmer's spouse or common-law partner;
- f) a current or former foster parent of the farmer or of the farmer's spouse or common-law partner;
- g) a current or former foster child, ward or guardian of the farmer or of the farmer's spouse or common-law partner;
- h) The spouse or common-law partner of a person mention in any of the clauses (d) to (g); and
- i) Any other person whom the farmer considers to be like a close relative, whether or not they are related by blood, adoption, marriage, or a common-law relationship

“farming” - the primary production of livestock, poultry, livestock and poultry products, fruits, vegetables, grains, oilseeds, pulse, forage, market garden or horticultural products or other agricultural products, and includes the cutting of timber or lumber ties, cordwood or pulpwood.

“farmer” - an individual who

- a) Receives a significant portion of his or her income either directly or indirectly from his or her occupation of farming; and
- b) Spends a significant portion of his or her time actively engaged in farming.

This exemption for farmers is written in a very liberal and far-reaching manner, as it exempts nearly any “close friend” as identified by the farmer from WCB coverage. This allows for the continuation of family members and neighbours working together on family farms. At the same time, requiring that the “farmer” be actively engaged in farming in order for the exemption to apply ensures that the exemption is limited to relatively small farms.

Within this exemption, however, farming remains a designated voluntary coverage industry. Those operating ‘family farms’ can still apply for coverage for farmers and their family members. Farmers who get workers’ compensation coverage are entitled to benefits such as:

- Disability insurance for work-related injuries
- Wage loss benefits
- Lump sum payments if permanently impaired

- Freedom from legal action by an injured employee

3. Labour Standards

British Columbia

A farm worker is defined in the *Employment Standards Regulation* as a person employed in a farming, ranching, orchard or agricultural operation and whose principal employment responsibilities consist of any of the following:

- Growing, raising, keeping, cultivating, propagating, harvesting or slaughtering the product of any of the above operations.
- Clearing, draining, irrigating or cultivating land.
- Operating or using farm machinery, equipment or materials for the above purposes.
- Direct selling of a product of any of the above operations if the sales are done at the operation and are only done during the normal harvest cycle for that product.
- The initial washing, cleaning, sorting, grading or packing of an unaltered product produced by the operation, or a similar product purchased from another operation during the normal harvest cycle for that product.

Farm workers are covered by most sections of the *Employment Standards Act* and Regulation with certain important exceptions including application of the minimum wages, pay wages, deductions of wages, and statutory holidays. Farm workers are not entitled to overtime pay. However, a farm worker must not work excessive hours detrimental to the employee's health or safety.

Saskatchewan

The Saskatchewan *Labour Standards Act* (LSA) is the legislation that outlines the relationship between the employer and the employee including the application of minimum wages, holidays, maternity leave, etc.

The LSA does not apply to an employee employed primarily in farming, ranching, or market gardening; however, the Act does apply to those in the operation of egg hatcheries, greenhouses, nurseries, bush clearing, feedlots/confined feeding operations, and commercial hog operations.

Manitoba

In Manitoba, labour standards are regulated by the *Employment Standards Code*. Some sections of the *Code* apply to agricultural workers, while others do not. There are also different exemptions for paid farm workers with no relationship to the family that owns and/or operates the farm, and for family members being paid to work on the farm.

Specifically, paid, non-family member agricultural workers are not regulated by the standard hours of work requirements, overtime requirements, general holiday requirements, and wages for reporting to work requirements. Non-family agricultural workers are still regulated by minimum wage requirements, annual vacation and

vacation allowance requirements, weekly day of rest requirements, work break requirements, unpaid leave requirements (maternity leave, compassionate care leave, etc.), termination of employment requirements, and employment of children requirements.

Paid family member agricultural workers are subject only to Division 13, Part 2 of the *Code*, which requires that employers may not discriminate between male and female employees by paying one gender more than the other for the same work. The requirements that are applicable to paid non-family workers described in the paragraph above are not applicable to family paid workers. For the purposes of the *Employment Standards Code*, a family member is defined as:

- a) A spouse or common-law partner of the employee;
- b) A child of the employee or a child of the employee's spouse or common-law partner;
- c) A parent of the employee or a spouse or common-law partner of the parent;
- d) Any other person who is a member of a class of persons prescribed in the regulations for the purpose of this definition

4. Collective Bargaining

Eight provinces in Canada allow farm workers to unionize and seek collective bargaining including British Columbia, Manitoba, and Quebec. In Ontario, the *Agricultural Employees Protection Act* (AEPA, 2002) grants the freedom for agricultural workers to 'associate', but not collectively bargain.

Alberta's previous exclusion for farm workers from the *Labour Relations Code* is considered by some in the legal community to interfere with the Canadian Charter's right to association. Several Canadian Supreme Court decisions in the last year have favoured expanding collective bargaining rights under the charter including:

- *Mounted Police Association of Ontario v Canada (Attorney General)*, [2015 SCC 1](#)
- *Meredith v Canada (Attorney General)*, [2015 SCC 2](#)
- *Saskatchewan Federation of Labour v Saskatchewan*, [2015 SCC 4](#)

5. Children and Farm Work

Alberta

Prior to Bill 6, restrictions on child employment do not apply to most farm and ranch employees. Children under 16 must attend school during normal school hours, unless they have a special permit.

British Columbia

Workers must be 15 years old or hold a permit from the Employment Standards Branch to work in any sector, including farm work.

Saskatchewan

Youth workers must be 16 years old to operate powered mobile equipment on a worksite or to work in areas where they may be exposed to dangerous chemicals or biological substances. There is an exception for family farms whereby the immediate family of the farm owner are able to work on farms with no restrictions to work hours other than youths under 16 cannot work during school hours without the permission of their school's principal.

Manitoba

Most restrictions on child employment do not apply in the agricultural sector. However, children under 16 cannot work during school hours without a permit. Children under 15 may not get such a permit. However, children who are family members of farmers are exempt from this section of the *Employment Standards Code*.

Ontario

Most restrictions on children's work do not apply in the farm sector. Youth under 16 must go to school and cannot work during school hours without a permit, unless they have completed high school.

New Brunswick

Youths under 18 may not work during school hours unless they have graduated from high school. Youths under 16 cannot work on a farm or in other sectors:

- More than 6 hours/day;
- More than 3 hours/school day;
- On any school day when work and school add up to more than 8 hours;
- Between 10 p.m. and 6 a.m.

Youths under 14 cannot be employed in the forestry industry, including tree planting, brushing and spraying, without a permit from the Director of Employment Standards.



AGENDA ITEM

PROJECT: Revised Council review dates for 2016 proposed Capital and Operating Budgets and Council Approval of 2016 Interim Budget.		
PRESENTATION DATE: December 8, 2015		
DEPARTMENT: Corporate Services	WRITTEN BY: Rhonda Serhan	REVIEWED BY: Rudy Huisman
BUDGET IMPLICATION: <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 242 (1&2) and 248 (1a) _____		
STRATEGIC PLAN THEME: WELL GOVERNED AND LEADING ORGANIZATION	PRIORITY AREA: ENSURE TIMELY COMPLIANCE WITH STATUTORY AND REGULATORY OBLIGATIONS	STRATEGIES:
ATTACHMENT(S): 1) Revised 2016 budget schedule 2) 2016 Interim Budget (i.e. 2015 Approved Operating Budget)		
RECOMMENDATION: 1. That Council receives the revised budget schedule for information; and 2. That Council adopts the 2016 Preliminary Budget approved January 13, 2015 as the Interim 2016 Budget until such time as the 2016 Operating and Capital Budgets are approved; and 3. That Council gives early approval to the following capital items: a. Gravel Road Rehabilitation – Brushing - \$200,000 b. Public Works Capital Equipment - \$931,000 c. Regional Fire – replacement of Fire Engine 601 - \$580,000 d. Community Peace Officers – Replacement vehicles - \$110,000		

BACKGROUND:

The MGA sections 242 and 248 state as follows:

Adoption of operating budget

- 242 (1) Each council must adopt an operating budget for each calendar year.
 (2) A council may adopt an interim operating budget for part of a calendar year.
 (3) An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted.

Expenditure of money

- 248 (1) A municipality may only make an expenditure that is
- (a) included in an operating budget, interim operating budget or capital budget or otherwise authorized by the council,
 - (b) for an emergency, or
 - (c) legally required to be paid.

At the regular Council meeting of November 10, 2015 staff reported that because of the potentially significant impact on taxation and other revenue in 2016 precipitated by the continuing downturn in the Alberta economy, that the adoption of the 2016 budget take place in late January or early February.

Accordingly, the 2016 Proposed Capital and Operating Budgets will be distributed in binders to members of Council no later than Monday January 25, 2016 and reviewed by Council on February 2, 3 and 4, 2016. See revised budget schedule attached.

After Council has reviewed the proposed 2016 Capital and Operating Budgets and approved such changes as may be considered appropriate in the circumstances, staff will post a revised budget on the County website, indicating that the budget is pending final adoption.

In order to permit members of the public to provide input to the budget process, staff recommend that an open house be held on Thursday, February 18 between 2:00PM and 7:00PM at the Clearwater County offices. It is recommended that staff and Council be present to answer questions about the 2016 budget and receive input from members of the public in attendance. Input through e-mail or regular mail will also be encouraged.

Final review and approval of the 2016 Capital and Operating Budgets is recommended for the regular Council meeting of February 23, 2016. Council will receive in that meeting agenda a summary of the budget as amended during Council deliberations and a summary of input received from the public at the February 18, 2015 public meeting and in writing by e-mail or regular mail.

In the meantime, as required by the MGA, staff is proposing that Council approve an interim budget. At the Council meeting of January 13, 2015 Council approved a budget for 2015 with preliminary budgets for 2016 and 2017. Staff proposes that the 2016 Preliminary Operating Budget included with the 2015 Budget on January 13, 2015 (Resolution 15/15) be adopted as the interim budget for 2016 allowing for normal operations until the 2016 budget is adopted.

Unless specifically approved by Council, there will be no expenditures on new programs or new capital projects until the 2016 Capital and Operating Budgets are approved. However, to accommodate specific capital projects/programs to proceed staff is requesting approval for the following capital items:

- a) The cost of Brushing (estimated \$200,000) is an important part of the Gravel Road Rehab Capital Program each year and must be completed before the end of March because of Federal migratory Bird Act limitations;

- b) The initiation of and commitment to purchases for capital equipment with long delivery lead times in order to receive delivery for operations in 2016:
 - i. Public Works Capital Equipment - \$931,000
 - ii. Regional Fire – replacement of Fire Engine 601 - \$580,000
 - iii. Community Peace Officers – Replacement vehicles - \$110,000

Staff is confident that normal timing for the adoption of expenditure budgets will resume in future years.

2016 CAPITAL & OPERATING BUDGET TIMETABLE

PROJECT/EVENT	2016 CAPITAL & OPERATING BUDGETS
ORGANIZER	CORPORATE SERVICES DEPT

PROJECT PHASE	STARTING	ENDING	PROJECT PHASE	STARTING	ENDING
CAPITAL BUDGET GUIDELINES	6.26.2015	6.26.2015	PRESENT TO COUNCIL	2.2.2016	2.4.2016
DEPTS PREPARE/SUBMIT	6.29.2015	9.4.2015	OPEN HOUSE	2.18.2016	2.18.2016
CAPITAL BUDGET REVIEW	9.7.2015	9.18.2015	APPROVE BUDGET	2.23.2016	2.23.2016
OPERATING BUDGET GUIDELINES	9.7.2015	9.7.2015		[Select Date]	[Select Date]
DEPTS PREPARE/SUBMIT	9.7.2015	10.30.2015		[Select Date]	[Select Date]
OPERATING BUDGET REVIEW	11.2.2015	11.13.2015		[Select Date]	[Select Date]
COMPILE FOR COUNCIL REVIEW	11.16.2015	1.29.2016		[Select Date]	12.16.2014

APRIL 2015							MAY 2015							JUNE 2015							JULY 2015							AUGUST 2015							SEPTEMBER 2015							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30				
							31																					30	31													
OCTOBER 2015							NOVEMBER 2015							DECEMBER 2015							JANUARY 2016							FEBRUARY 2016							MARCH 2016							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26	
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																					31																					

**Clearwater County
Operating
3 Year Budget Forecasting**

	Budget <u>2014 as amended</u>	Draft Budget 2015	Preliminary Budget 2016	Preliminary Budget 2017
Operating Revenue				
Net municipal taxes	\$39,021,733	\$42,720,547	\$42,970,547	\$43,220,547
User fees and sales of goods	832,000	828,500	714,500	614,500
Government transfers for operating	3,115,398	2,686,525	247,641	245,000
Investment income	455,000	710,000	660,000	510,000
Penalties and costs of taxes	80,000	100,000	100,000	100,000
Development levies	55,000	55,000	55,000	55,000
Permits and licenses	58,600	45,600	45,600	45,600
Oil Well Drilling Taxes	2,000,000	2,000,000	1,500,000	1,500,000
Other	336,000	348,000	360,000	360,000
Total Operating Revenue	<u>45,953,731</u>	<u>49,494,172</u>	<u>46,653,288</u>	<u>46,650,647</u>

**Clearwater County
Operating
3 Year Budget Forecasting**

	Budget <u>2014 as amended</u>	Draft Budget 2015	Preliminary Budget 2016	Preliminary Budget 2017
Operating Expenses by Department				
Agriculture Services				
ASB General	\$388,070	\$425,950	\$439,550	\$451,050
ASB Landcare & Other Environmental	168,148	234,000	241,500	243,000
ASB Vehicle & Equipment Pool	93,500	103,700	104,400	105,100
ASB Vegetation Management	702,415	748,770	771,150	788,600
ASB Weed & Pest Control	215,785	223,900	233,450	241,150
ASB Public Relations	6,450	8,450	8,450	8,450
	<u>1,574,368</u>	<u>1,744,770</u>	<u>1,798,500</u>	<u>1,837,350</u>
Community & Protective Services				
Community Services	1,583,770	2,037,481	2,374,393	2,371,919
Culture	274,036	289,126	293,426	298,126
Emergency Services	2,796,351	2,632,860	277,660	284,700
Economic Development	893,640	1,595,419	1,524,074	1,538,274
Peace Officers	665,245	808,800	834,900	855,500
Recreation	5,189,698	5,792,362	1,091,489	1,105,989
Regional Fire Services	1,018,857	1,279,055	1,318,130	1,297,548
	<u>12,421,597</u>	<u>14,435,103</u>	<u>7,714,072</u>	<u>7,752,056</u>

**Clearwater County
Operating
3 Year Budget Forecasting**

	Budget <u>2014 as amended</u>	Draft Budget 2015	Preliminary Budget 2016	Preliminary Budget 2017
Corporate Services				
Assessment	\$683,360	\$815,497	\$837,620	\$948,820
Finance	440,970	581,000	513,500	509,250
General	1,172,860	1,259,100	1,296,100	1,322,600
Human Resources	256,850	302,500	317,350	325,200
Legislative	445,110	484,750	481,750	541,750
Technology & Information Management Services	708,150	748,683	725,525	739,025
	<u>3,707,300</u>	<u>4,191,530</u>	<u>4,171,845</u>	<u>4,386,645</u>
Planning & Nordegg				
Planning	745,830	1,614,273	1,214,319	1,020,204
Safety	143,550	201,881	250,545	259,560
Nordegg	896,247	1,371,214	591,390	943,990
Nordegg Historic Society.	235,113	177,364	178,714	186,350
	<u>2,020,740</u>	<u>3,364,732</u>	<u>2,234,968</u>	<u>2,410,104</u>
PUBLIC WORKS				
General	902,740	1,052,300	1,076,950	1,097,800
Facilities	526,595	581,133	600,071	618,325
Gravel Activities	2,114,700	2,175,400	2,202,190	2,217,600
GIS Mapping	360,775	178,510	179,862	371,270
Road Maintenance	3,610,834	3,863,453	3,951,933	4,037,529
PW Shop	508,800	525,850	542,800	554,000
Vehicles & Equipment	3,646,500	3,710,850	3,749,700	3,769,350
Water & Sewer	169,820	145,571	290,207	156,522
	<u>11,840,764</u>	<u>12,233,067</u>	<u>12,593,713</u>	<u>12,822,396</u>

**Clearwater County
Operating
3 Year Budget Forecasting**

	Budget <small>2014 as amended</small>	Draft Budget 2015	Preliminary Budget 2016	Preliminary Budget 2017
Contingency	<u>\$1,158,685</u>	<u>\$750,000</u>	<u>\$750,000</u>	<u>\$750,000</u>
Total Operating Expenses	<u>32,723,454</u>	<u>36,719,202</u>	<u>29,263,098</u>	<u>29,958,551</u>
Excess of Revenue over Expenses	<u>13,230,277</u>	<u>12,774,970</u>	<u>17,390,190</u>	<u>16,692,096</u>



AGENDA ITEM

PROJECT: Annual Market Adjustment – Clearwater County Staff		
PRESENTATION DATE: December 8, 2015		
DEPARTMENT: Corporate Services	WRITTEN BY: Rudy Huisman	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <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) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Human Resources	PRIORITY AREA: Attraction and retention	STRATEGIES: To ensure that Council maintains its compensation philosophy of paying its staffing positions within the 65 th percentile among Central AB municipal communities.
ATTACHMENT(S): N/A		
RECOMMENDATION: That Council provide an annual market adjustment to salaries of 1.7% [one point seven percent] commencing in the first pay period of 2016.		

BACKGROUND:

Sturgeon County queried HR representatives with respect to proposed salary increases for 2016 that will be recommended to the respective municipal Councils. The data summary collected and distributed for Central Alberta as of November 20, 2015, provides the following:

Friday, November 20, 2015 – Information summary from Sturgeon County

Municipality	Recommendation to Council	Comments
City of Lacombe	1.7	
City of Wetaskiwin	2	
Parkland County	1.5	
Leduc County	2	
Town of Rocky Mountain House	1.7	Approved

Mountain View County	2	
Town of Sylvan Lake	2	
Red Deer County	2	
Sturgeon County	1	
Town of Drayton Valley	3	
Lacombe County	1 to 2%	

This recommendation to Council for Clearwater County is to ensure that this County does not fall behind other market adjustments/cost-of-living increases of neighboring municipalities around us for labor recruitment and retention.



AGENDA ITEM

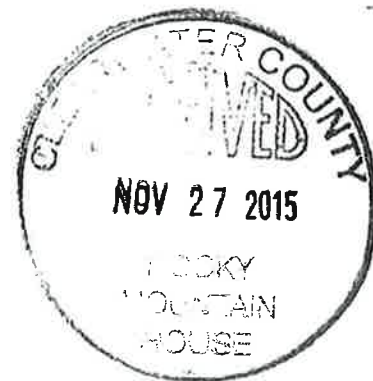
PROJECT: Request for Waiver of Tax Penalty		
PRESENTATION DATE: December 8, 2015		
DEPARTMENT: Corporate Services	WRITTEN BY: Denniece Crout	REVIEWED BY: Rudy Huisman
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME:	PRIORITY AREA:	STRATEGIES:
ATTACHMENT(S): Ratepayer Letter		
RECOMMENDATION: Staff recommends that Council uphold policy and denies the request.		

BACKGROUND:

Please find attached a letter from the owner of two properties. The properties are identified by roll numbers 3708301002 and 3708292002. The ratepayer is requesting the late payment penalty of \$838.85 be waived.

The properties transferred in May and there was a misunderstanding between the seller and purchaser in regards to the payment of 2015 taxes.

The penalty was applied correctly in accordance to bylaw 986/14



25 November 2015

Clearwater County
Box 550
4340 – 47 Avenue
Rocky Mountain House, Alberta T4T 1A4

To: Clearwater County Council

Re: Property Tax Late Penalty

We hereby respectfully request the Clearwater County Council to consider waiving the 8% Late Payment Penalties amounting to \$838.85 for Property Tax Rolls 3708301002 and 3708292002. These tax rolls were originally billed to [REDACTED] the previous owner. We purchased the properties from [REDACTED] in May of this year with the understanding that the property taxes had already been paid. We did not become aware of any property tax due on these properties until we were sent letters to that effect by Clearwater County on October 13, 2015. We were never given the opportunity to pay the tax before September 15, 2015, and as such feel the penalty is inappropriate in this case. Please note that we have other properties in Clearwater County, and we have always paid our property taxes on time.

We appreciate Council's consideration in this matter.

If there are any questions, please contact the undersigned at

Sincerely,





AGENDA ITEM

PROJECT: Nordegg Playground Funding Request		
PRESENTATION DATE: December 8 th , 2015		
DEPARTMENT: Planning & Development	WRITTEN BY: Rick Emmons	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: <u>Nordegg Development Plan (sec. 5)</u>		
STRATEGIC PLAN THEME: 1-Managing our Growth	PRIORITY AREA: 1.2 Build a sense of community through an engaging range of facilities and shared open spaces.	STRATEGIES: 1.2.3 Respond to asset needs through capital works programs, planning, design, marketing, operation and maintenance of activity centres and community hubs aligned to meet Council's strategic goals and objectives.
ATTACHMENT(S): ISO View, Conceptual Drawing, Proposal, Scheduling Chart		
RECOMMENDATION: That Council approves a \$100,000 contribution to the Nordegg Community Association for the purpose of a new playground.		

BACKGROUND:

The Nordegg Community Association (NCA) has requested permission to update the playground equipment beside the museum (old school house). The NCA has raised over \$76,000 and hopes to raise another \$24,000 to bring their total to \$100,000. The NCA is respectfully requesting Clearwater County to contribute matching dollars, which would be added to grant money, collectively funding the \$300,000 project presented to Council today.

The current playground equipment is not to code and sits on Clearwater County property. The Wildrose School Division has identified the existing playground equipment as sub-standard and a liability for Clearwater County; as many tourists, local residents, and the children currently attending the Nordegg School all utilize the facility.

If Council wanted to approve this request, it could be funded out of the 2015 budget or budgeted for in 2016.

PROJECT FUNDING PROPOSAL

SUMMARY

Project title: Nordegg Community Discovery Park

Name of implementing agent: Nordegg Community Association (NCA)

Project location: 4002 Stuart Street, Nordegg (across from historic school building)

Project start date: June 2016

Project end date: September 2017

Resolution:

1. Matching of funds from a minimum of **\$76,907.92** as of October 27, 2015 to a maximum of **\$100,000.00** by the end of April 30, 2016.
2. Commitment to inspect and maintain the infrastructure
3. Annual contributions, adjusted each year for inflation:
 - a. \$3,000.00 towards operating costs
 - b. \$2,000.00 towards park expansion or rehabilitation in 10 years
4. Agreement naming the NCA as the primary stakeholder group to be consulted whenever changes are made or problems arise.

Funding achieved through volunteer efforts to date: \$76,907.92

Project budget: \$451,874.62

Recognition: If funded, the Clearwater County will benefit from visibility and publicity (signage and media) as well as increased engagement with our community.

I. BACKGROUND AND JUSTIFICATION

Issues:

- The playground is currently the only area open to the public and free of charge where Nordegg's residents and visitors are able to congregate.
- The current equipment and surfacing does not meet industry or safety standards.
- It is a highly visible location as people visit the National Historic Site and visitor information centre, yet currently it is worn and out-dated.
- Nordegg is highly reliant on tourism to sustain the hamlet and promote future development. Visitors frequently use the current playground and we expect with redevelopment the use to increase. Consequently the new space will become a draw to the town site and local businesses.
- To ensure the success of the newly opened Nordegg Education Centre, additional unique features must be developed in order to maintain and increase the number of users and services.

Actions:

- NCA community volunteers have successfully designed a new concept that draws on the advantages of Nordegg's incredible location and heritage to create a unique outdoor park.
- Community engagement and fundraising was started in June 2015.
- As of October 20, 2015 **\$76,907.92** has been raised.
- 51 project surveys were completed between June 10th and August 31st 2015
- A marketing strategy has also been developed that will further reach out to local business, non-profits, and services groups in the public and private sectors.

II. OBJECTIVES**A. Nordegg Community Association Objectives**

1. Create an outdoor multi-use space for the community
2. Build on existing tourism in the area
3. Strengthen community relationships through recreation and outdoor activities
4. Promote awareness and engagement with nature
5. Support the Education Centre and its current and future offered services

B. Clearwater County Objectives

The project fits well into the Nordegg Development Plan.

Section 5 – 16. Parks, Trails, and Open Space

Policies:

4. As part of more detailed plans, an integrated hierarchy of active and passive parks and recreational facilities should be developed.
5. Community involvement from individuals and user groups should be promoted in the development of future park and trail plans.

The project will also help to meet the following objectives from the 2015-2018 Strategic Plan:

- ✓ Objective 1.2 – Build a sense of community through an engaging range of facilities and shared open spaces.
- ✓ Objective 2.3 – Facilitate community engagement in planning and decision-making
- ✓ Objective 3.1 – Sustain the recreation, cultural and quality of life needs of the community.

III. ATTACHMENTS

Please refer to the following attachments for additional project details:

1. Project concept drawings
2. Timeline
3. Breakdown of project funding received as of October 20, 2015
4. Budget
5. Other Funding Sources

3. BREAKDOWN OF PROJECT FUNDING RECEIVED AS OF OCTOBER 20, 2015

NAME	CASH	IN-KIND
Donated Services - Project Management, Applicant (500 @ \$30)		\$ 15,000.00
Nordegg Playgroun Fund - Cash on Hand	\$ 4,396.17	
In Other Words Translating Inc.	\$ 1,575.00	
Nordegg Community Association (NCA)	\$ 10,000.00	
NCA (space for fundraising and meeting, advertising in local newsletter)		\$ 1,450.00
Clearwater Regional Fire - Nordegg Station	\$ 10,380.00	
Miner's Café - Cash collection	\$ 179.65	
Bottle Drive (Gibson Family)	\$ 600.75	
Playground Plank Purchases	\$ 4,200.00	
Nordegg Days Fundraiser	\$ 2,105.35	
NashFest Fundraiser	\$ 4,050.00	
BearSmart Bin purchases	\$ 400.00	
Individual donations	\$ 801.00	
Tree and Leaf (plant installation)		\$ 6,400.00
Shunda Creek Contracting Ltd. (machine time, construction project management)		\$ 12,720.00
Wild Rose School Division (Certified Playground Inspector)		\$ 450.00
R.W. Gibson Consulting (marketing and promotion)		\$ 1,100.00
English Ukrainian Directory (advertising)		\$ 500.00
Emmanuel Foundation (transport of old equipment)		\$ 600.00
	\$ 38,687.92	\$ 38,220.00

TOTAL	76,907.92
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4. BUDGET

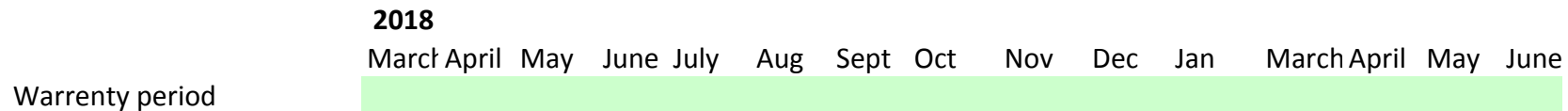
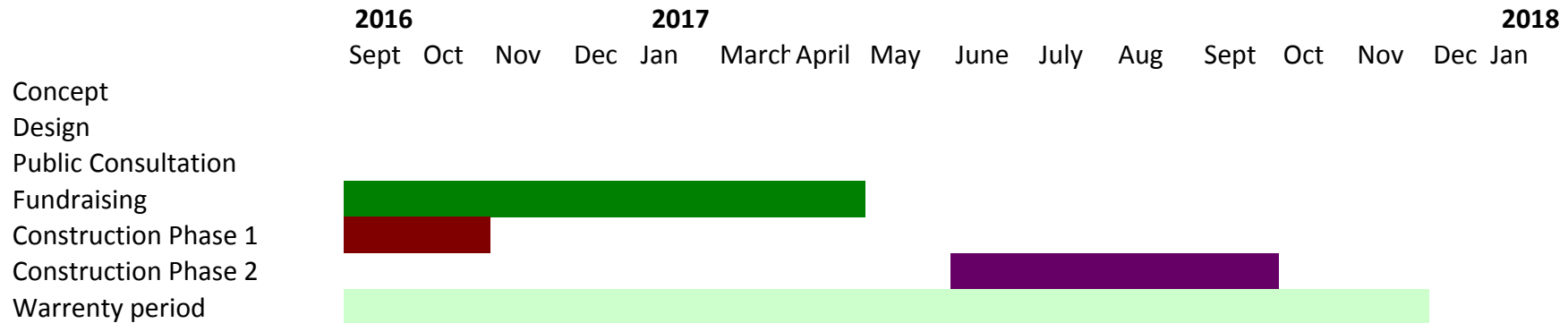
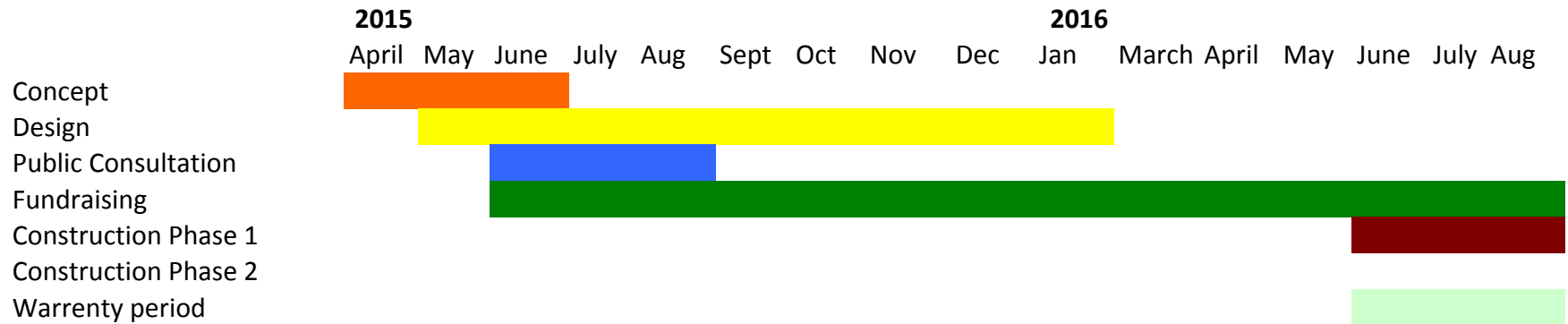
DESCRIPTION	COST (VALUE)	IN-KIND	FUNDED	CASH NEEDED
(GST and contingency included in pricing or not applicable (volunteer))				
Project Management and Design	\$ 24,440.00	\$ 22,640.00	\$ 1,575.00	\$ 225.00
Removal and reuse (where applicable) of old equipment	\$ 3,500.00	\$ 1,400.00	\$ 2,100.00	\$ -
Landscaping and Surfacing	\$ 193,516.31	\$ 10,407.92	\$ 30,456.10	\$ 152,652.29
Bike Pump track	\$ 10,000.00	\$ 3,580.00	\$ 3,888.90	\$ 2,531.10
Structure	\$ 106,850.11	\$ -	\$ 200.00	\$ 106,650.11
Workout Area	\$ 33,075.74	\$ -	\$ -	\$ 33,075.74
Playground Equipment	\$ 51,771.23	\$ 450.00	\$ -	\$ 51,321.23
Misc. park features (benches, bike rack, bear bins)	\$ 17,118.26	\$ -	\$ -	\$ 17,118.26
Signage (Entrance and within park)	\$ 10,200.00	\$ -	\$ -	\$ 10,200.00
Warranty Period (sod, trees and plants, pump track, infrastructure)	\$ 5,450.00	\$ 210.00	\$ -	\$ 5,240.00
Other (Insurance, fees, celebration and recognition activities)	\$ 1,402.97	\$ -	\$ -	\$ 1,402.97
Total	\$ 451,874.62	\$ 38,687.92	\$ 38,220.00	\$ 374,966.70

5. OTHER FUNDING SOURCES

In addition to the **\$76,907.92** raised as of October 20th, 2015 we are approaching the following funders:

Grants	Private Sector
AB Blue Cross Healthy Communities \$50,000 (Submitted August 2015)	Companies with Operational Presence in Nordegg
Government of Alberta Community Facility Enhancement Program grant	Husky Oil, Pidherney’s, Weyerhaeuser, TransAlta, West Fraser, Telus, Fortis, Fish Creek, Coal Mine Association, Encana, Suncor, and Culligan.
Mountain Equipment Co-op Community Contributions Program grant	Local business
TD Friends of the Environment Foundation	Miner’s Cafe, Rocky Mountain House Co-op, Rocky Credit Union, Shunda Creek Contracting Ltd., Bighorn Trucking, Next to New (non-profit), ATB Financial, COE, Goldeye Centre, Langberg Log Homes.
Co-op Community Spaces	
Tree Canada’s Greening Canada’s School Grounds Grant	
Toyota Evergreen Learning Grounds Greening Grants	

Nordegg Community Discovery Park





AGENDA ITEM

PROJECT: 2015 Clearwater County Internal Safety Audit		
PRESENTATION DATE: December 8, 2015		
DEPARTMENT: Health & Safety	WRITTEN BY: Steve Maki	REVIEWED BY: Rick Emmons/Ron Leaf
BUDGET IMPLICATION: <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) Bylaw: _____ O.H. & S _____ Policy: <u>A.M.H.&S.A. , Safety Policy</u> _____		
STRATEGIC PLAN THEME:	PRIORITY AREA 2.4: Invest in, and support, a skilled, motivated and performing workforce.	STRATEGIES 2.4.6
ATTACHMENT(S): N/A		
RECOMMENDATION: That Council reviews the results of the 2015 internal safety audit and receives the information as presented.		

BACKGROUND: In order to renew a Certificate of Recognition (COR), a municipality must pass an external audit of their health and safety management system every three years and two internal audits in between (i.e. - internal audit, internal audit, external audit, and repeat process). To pass the audit requires a minimum mark of 80% overall, while scoring at least 50% in each of the 8 system elements. The audit must be completed using the Alberta Municipal Health & Safety Association (AMHSA) Audit Tool.

The certified auditor submits the completed audit to AMHSA for a quality assurance review. If the audit meets the quality assurance standard, and the municipality has passed its audit. AMHSA will then process the audit by forwarding the information to the Workers Compensation Board (WCB) and Alberta Employment Insurance Agency (AEI). A COR will then be issued by AEI, sent to AMHSA and then sent to the successful municipality.

A copy of the COR and related correspondence will be kept on file for 3 years. The COR must be maintained through the performance of an internal maintenance audit, in each of the following 2 calendar years, and expires 3 years from the date of issue. Clearwater County scored a passing grade of 93% on the 2015 internal audit. An action plan will be developed from this audit with recommended changes and improvements to be implemented during 2016. Items that are to be addressed in the action plan are Emergency Response Planning and Formal Workplace Inspections.

AMHSA Audit Tool

Summary Score Sheet

Municipality Evaluated: Clearwater Date of Audit: Oct-15

Element	Total Points Possible	Points Awarded	Min. Points Required	%	Comments
1. Organizational Commitment	130	119	65	92%	
2. Hazard Identification and Assessment	190	187	95	98%	
3. Hazard Control	150	139	75	93%	
4. Formal Workplace Inspections	130	107	65	82%	
5. Orientation and Training	120	116	60	97%	
6. Emergency Response Planning	85	78	43	92%	
7. Incident Investigation	115	109	58	95%	
8. Program Administration	80	74	40	93%	
TOTAL	1000	929	800	93%	

Final Score: TOTAL ÷ 1000 x 100% = **93%**

Did the municipality achieve:

At least 80% overall? **Yes**

A minimum score of at least 50% in each element? **Yes**

To pass the audit the municipality must achieve a minimum standard of at least 50% in each element AND at least 80% overall.

Did the municipality pass the audit? **Yes**

Auditor Signature STP

CAO Signature [Signature]



AGENDA ITEM

PROJECT: Introduction of Ben Worth, Library Manager, Rocky Mountain House Public Library		
PRESENTATION DATE: December 8, 2015		
DEPARTMENT: CCPS	WRITTEN BY: Jerry Pratt	REVIEWED BY: Ted Hickey/Ron Leaf
BUDGET IMPLICATION: <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) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 3. Community Well Being	PRIORITY AREA: 3.1 Sustain the recreation, cultural and quality of life needs of the community.	STRATEGIES: 3.1.5
ATTACHMENT(S): N/A		
RECOMMENDATION: That Council receives the information as presented.		

BACKGROUND:

Ben Worth is the new Library Manager of the Rocky Mountain House Public Library.

In accordance with the Rocky Mountain House Public Library Agreement, Clearwater County and the Town of Rocky Mountain House share the costs, at 50% each, to operate and maintain the library building and to offer library services to Town and County residents.



AGENDA ITEM

PROJECT: Introduction of Andrea Vassollo, Manager, Family and Community Support Services Rocky Mountain House		
PRESENTATION DATE: December 8, 2015		
DEPARTMENT: CCPS	WRITTEN BY: Jerry Pratt	REVIEWED BY: Ted Hickey/Ron Leaf
BUDGET IMPLICATION: <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) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 3. Community Well Being	PRIORITY AREA: 3.1 Sustain the recreation, cultural and quality of life needs of the community.	STRATEGIES: 3.1.5
ATTACHMENT(S): N/A		
RECOMMENDATION: That Council receives the information as presented.		

BACKGROUND:

Ms. Andrea Vassollo is the newly employed Manager of Family and Community Support Services (FCSS) Rocky Mountain House.

FCSS is a unique 80/20 funding partnership between the Government of Alberta and participating municipalities or Métis Settlements. Provincially, the FCSS Program receives its mandate from the Family and Community Support Services Act and Regulation.

The Regulation sets out the service requirements that a municipality or Métis Settlement must meet to be eligible for funding. Section 2.1(1)(a) of the FCSS Regulation states: "Services under a program must be of a preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity."

Section 2.1(2)(b) states: "Services under a program must do one or more of the following:

1. help people to develop independence, strengthen coping skills and become more resistant to crisis;
2. help people to develop an awareness of social needs;
3. help people to develop interpersonal and group skills which enhance constructive relationships among people;
4. help people and communities to assume responsibility for decisions and actions which affect them;
5. provide supports that help sustain people as active participants in the community."



AGENDA ITEM

PROJECT: Central Alberta Tourism Destination Management Plan Stakeholder Presentation		
PRESENTATION DATE: December 8, 2015		
DEPARTMENT: CCPS	WRITTEN BY: Jerry Pratt	REVIEWED BY: Ted Hickey/Ron Leaf
BUDGET IMPLICATION: <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) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 1. Managing our Growth	PRIORITY AREA: 1.3 Local Economy	STRATEGIES: 1.3.4 & 1.3.6
ATTACHMENTS Central Alberta Tourism Destination Management Plan Presentation		
RECOMMENDATION: That Council receives the information as presented.		

BACKGROUND:

The Central Alberta Tourism Destination Management Group is a group of 11 Central Alberta communities (Lacombe, Olds, Ponoka, Sylvan Lake, Rocky Mountain House, Innisfail, Blackfalds, Red Deer and the Counties of Red Deer, Clearwater and Lacombe) that have come together to examine the tourism industry focusing on coordination, planning, development, marketing and investment at the regional level.

Clearwater County contributed \$5,000 towards this group's activities. Staff have participated in the development of the Destination Management Plan for the past year and anticipate participating over the upcoming years as well.

The Destination Management Plan is a framework in which tourism industry partners can work collaboratively towards achieving a shared vision. The plan was facilitated by an inter-municipal and stakeholder committee of dedicated partners who support increased tourism in our region. Over 100 tourism stakeholders were involved in the preparation of this plan either through online public engagement, stakeholder interviews, or workshop participation.

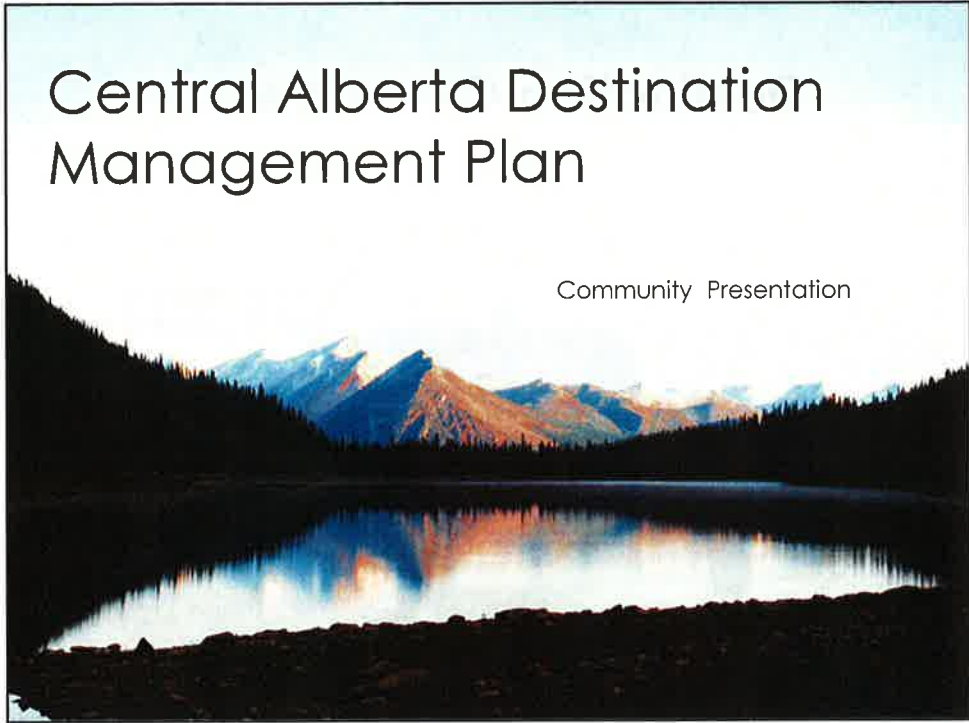
The research identifies many of the tourism opportunities, and challenges, that exist in each part of the West Central Alberta, and tries to present a broad plan that can help

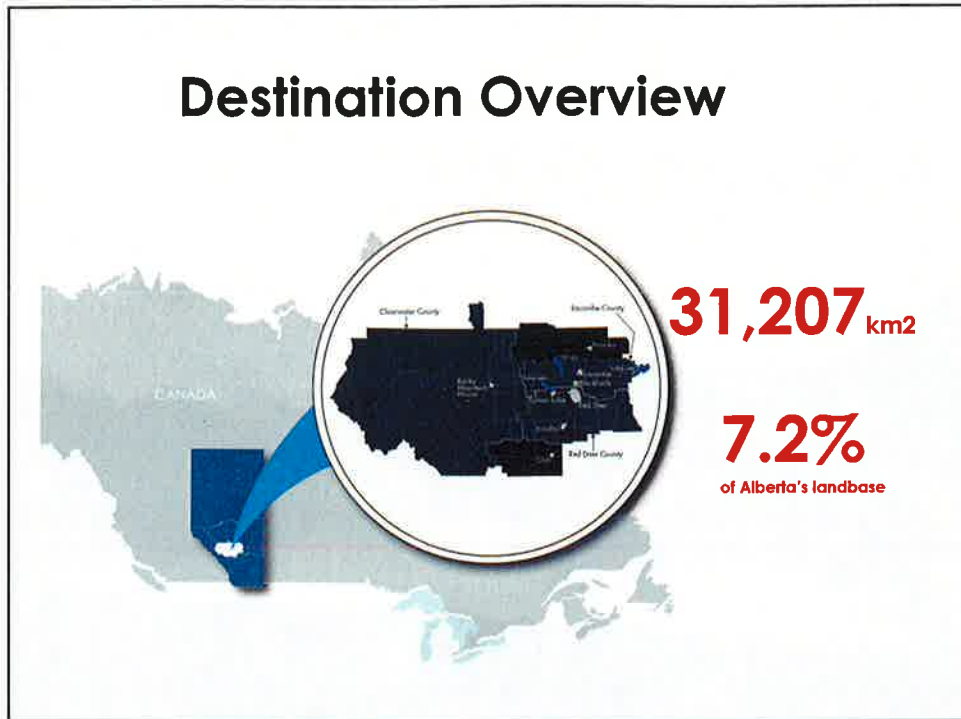
create a Red Deer to Nordegg tourism corridor similar to the Edmonton to Jasper or the Calgary to Banff corridors.

Tourism Statistics

In 2012 8 million people visited Central Alberta, contributing \$1.2 billion to the economy, and helping maintain over 16,000 jobs. Almost 2/3 of visitors stayed with family when here.

Visitors' Voice Social Media Analytics - Nordegg & Sylvan Lake get 80% of social media posts that were tourism related in the winter months & Nordegg get 99% of social media posts that were tourism related in the summer months.





Destination Analysis - SWOT




Strength → Our Location!

Weakness → Fragmented brand

Opportunity → Packaging experiences

Threat → Lack of awareness about what we have

Strategies + Priority Initiatives

<p>VISION A unique, must-experience, destination offering visitors authentic, affordable and sustainable experiences—year round.</p>	<p>STRATEGIES</p> <p>Destination Development</p> <ul style="list-style-type: none"> • Define Municipal Roles in Tourism System • Grow and Diversify Authentic, Memorable Experiences • Provide Right Mix of Places to Stay in Right Locations <p>Destination Management</p> <ul style="list-style-type: none"> • Promote Destination Leadership • Ensure Easy Travel to and Within the Region • Strengthen Capacity of Industry • Improve Access to Capital and Investment • Enhance Sustainability and Maintain Competitiveness of Tourism Industry <p>Destination Marketing</p> <ul style="list-style-type: none"> • Internal Marketing: Build Community and Stakeholder Support and Awareness of the Central Alberta DMP and Brand • Build Market Awareness of Central Alberta Brand and Inspire Growth in Visitation
<p>UNIQUE SELLING PROPOSITION Experience Central Alberta—unspoiled, uncrowded, uncomplicated, welcoming and ready to be explored.</p>	
<p>OUTCOMES</p> <ul style="list-style-type: none">  Experiences  Growth & Diversification  Environment & Host Communities 	

REALIZING OUR POTENTIAL—CENTRAL ALBERTA'S TOURISM DESTINATION MANAGEMENT PLAN

Destination Development

1. Define the Municipal Roles

- Designate Gateways, Hubs, & Tourism Service Centres

Gateways

- Red Deer
- Rocky Mountain House
- Olds

Hubs

- Sylvan Lake
- Lacombe
- Sundre
- Nordegg
- Innisfail

Tourism Service Centre

- Blackfalds
- Ponoka

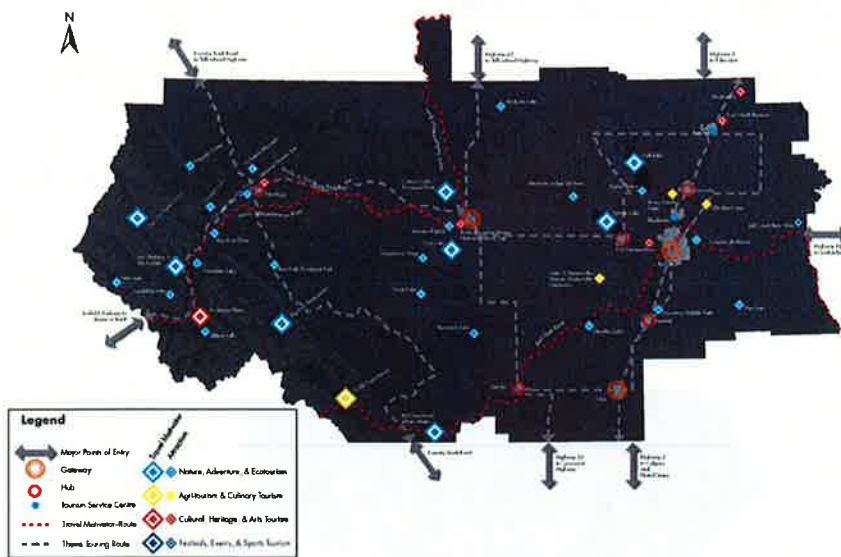


Destination Development

2. Grow and Diversify Authentic Memorable Experiences that Leverage our Competitive Advantages

- Activate the West Country
- North Saskatchewan & Red Deer Rivers
- Themed Touring Routes
- Create an Agri-Culinary tourism farm market attraction
- Special Mobile Events Using Performance Artists from Central Alberta cultural groups
- Grow and strengthen our market readiness as a festivals, events and sports tourism destination.
- Strengthen profile as a business events destination.

Tourism Development Concept



Destination Development

3. Right Mix of Places to Stay in the Right Locations

Priority Initiatives:

- Diversify the supply of accommodations, modernized campgrounds, comfort camping, eco-lodges & farm-stays

281 accommodations

- 60 hotels / motels
- 124 campgrounds
- 30 cabins / lodges
- 27 B & B's



Tourism Accommodations

Destination Management

4. Formalize Approach to Destination Leadership

Priority Initiatives:

- Develop a collaborative destination leadership model
- Leverage Regional & Inter-regional Partnerships – Complimentary Packaging

Destination Management

5. Ensure Easy Travel to and within the Region

- Enhance access to the region and the ability for visitors to travel independently within it.



Destination Management

6. Strengthen the Capacity of our Industry.

Priority Initiatives:

- Position our workforce and businesses to provide exemplary visitor experiences.
- Enable timely and informed decision-making based on sound destination intelligence.

Destination Management

7. Improve Access to Capital and Investment.

Priority Initiatives:

- Undertake a regional approach to attract private sector and influence public sector investment.

Destination Management

8. Enhance the Sustainability and Competitiveness of our Tourism Industry.

Priority Initiatives:

- Plan for and Consider the Needs of Tourism in Provincial, Regional and Local Land Use Planning and Decision Making.
- Proactively Encourage Usage of Visitor Codes of Conduct and Education Programs.
- Encourage sustainability practices into the planning, design, construction and operations of tourism businesses.

Destination Marketing**9. Build Community and Strategic Alliance Support and Awareness of the DMP and Brand****Priority Initiatives:**

- Strengthen buy in and sustain endorsement and commitment to implementing the DMP.
- Continue to build a collaborative relationship with Travel Alberta to showcase commitment to best practices.

Destination Marketing**10. Build Market Awareness of the Central AB Brand & Inspire Growth in Visitation****Priority Initiatives:**

- Develop a brand and story-telling framework.
- Provide a framework for marketing and communications which encourages all stakeholders to engage.

Outcomes: By 2025, we will have...

EXPERIENCES

- Transformed to must-experience destination

GROWTH + DIVERSIFICATION

- Year-round visitation
- Direct + indirect economic contributions
- Public and private sector investment
- Local + provincial investment
- Awareness + understanding

ENVIROMENT + HOST COMMUNITIES

- Positive & inclusive relationships
- Quality of tourism resources
- Enhanced positive benefits of tourism to the environment

Nature-based, Adventure & Ecotourism

- **2,980 km** of trail
- **459 km** of water route
- **32** mountains
- **9** beaches
- **2** caves
- **8** water falls
- **7** white water rapids
- **26** boat launches
- **36** river put in / take outs
- **27** stocked water bodies
- **15** staging areas
- **40** day use areas
- **25** ice climbing areas



Destination Development

2. Grow and Diversify Authentic Memorable Experiences that Leverage our Competitive Advantages

Nature Based, Adventure & Ecotourism

Priority Initiatives:

- Activate the West Country
- North Saskatchewan & Red Deer Rivers
- Themed Touring Routes



AGENDA ITEM

PROJECT: Clearwater Regional Tourism Business Forum		
PRESENTATION DATE: December 8, 2015		
DEPARTMENT: CCPS	WRITTEN BY: Jerry Pratt	REVIEWED BY: Ted Hickey/Ron Leaf
BUDGET IMPLICATION: <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) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 1. Managing our Growth	PRIORITY AREA: 1.3 Local Economy	STRATEGIES: 1.3.4 & 1.3.6
ATTACHMENT(S): Invitation to attend Clearwater Tourism Business Forum		
RECOMMENDATION: That Council receives the information as presented.		

BACKGROUND:

County staff is planning a Tourism Business Forum on January 28, 2016. The purpose of the forum is threefold:

- Create a network of tourism operators - Assist tourism operators from across the County in getting to know the tourism services provided in the whole region, along with developing referral networks to help keep tourists in the area.
- Education – Provide information about current visitors to the area and trends in tourism in the Province.
- Engagement – Inform the tourism operators of County and West Central Alberta tourism strategies and activities, and look for input as to how tourism operators can be involved in these activities.

There will be speakers from Travel Alberta and Alberta Culture and Tourism, along with information gathered from the Central Alberta Destination Management Group about tourism statistics and opportunities in the region.

TOURISM BUSINESS FORUM

In The
Clearwater County

For all businesses associated with local tourism.

Time: 9:00 AM - 3:00 PM

Date: Thursday, January 28, 2016

Place: Pine Hills Golf Course

RSVP: E-mail admin@rockychamber.org or call
403-845-5450 to register by January 22, 2016.

Hosted by Clearwater County with the Chambers of
Commerce & Visitor Information Centres for Caroline,
Nordegg & Rocky Mountain House.

