

**CLEARWATER COUNTY COUNCIL AGENDA**  
**May 22, 2018**  
**9:00 am**  
Council Chambers  
4340 – 47 Avenue, Rocky Mountain House, AB

**9:00 am Public Hearing: Bylaw 1046/18 Land Use Amendment Recreational Facility District "RF" to Agricultural District "A"**

**11:00 am Delegation: Inspector Shane Ramteemal, RCMP Headquarters 'K' Division Alberta, and Sgt. Jason Penner, Operations NCO, Rocky Mountain House RCMP Detachment**

**A. CALL TO ORDER**

**B. AGENDA ADOPTION**

**C. CONFIRMATION OF MINUTES**

1. May 08, 2018 Regular Meeting Minutes

**D. PLANNING**

***9:00 am Public Hearing – Bylaw 1046/18 Land Use Amendment Recreational Facility District "RF" to Agricultural District "A" Pt. SW 15-36-06-W5***

1. Bylaw 1046/18 Consideration of Second and Third Reading
2. Economic Indicators for Clearwater County

**E. AGRICULTURE & COMMUNITY SERVICES**

1. Appointment of Weed and Pest Inspectors

**F. CORPORATE SERVICES**

1. Draft Bylaw 1051/18 – 2018 Borrowing Bylaw
2. Tax Revenue Budget Adjustment

**G. MUNICIPAL**

1. Appointment of Deputy Chief Administrative Officer
2. Draft Accountability and Transparency Policy
3. Draft Public Participation Policy

**H. DELEGATION**

1. 11:00 am RCMP Headquarters 'K' Division Alberta Rocky Mountain House RCMP Detachment

**I. INFORMATION**

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

**J. ADJOURNMENT**

***TABLED ITEMS***

<b><u>Date</u></b>	<b><u>Item, Reason and Status</u></b>
06/13/17	<b>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.</b>
03/13/18	<b>116/18 Crammond Community Hall Grant Request pending receipt of Crammond Community Hall's 2017 Financial Statement</b>



## REQUEST FOR DECISION

<b>SUBJECT: Application No. 03/18 to amend the Land Use Bylaw – Public Hearing 9:00 a.m Delegation</b>		
<b>PRESENTATION DATE:</b> May 22, 2018		
<b>DEPARTMENT:</b> Planning & Development	<b>WRITTEN BY:</b> Kim Gilham, Senior Planner	<b>REVIEWED BY:</b> Keith McCrae, Manager Planning & Development and Rick Emmons, Chief Administrative Officer
<b>BUDGET CONSIDERATIONS:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Clearwater County Bylaw No. 714/01 The Land Use Bylaw Clearwater County Municipal Development Plan (2010)		
<b>STRATEGIC PLAN THEME:</b> Managing our Growth	<b>PRIORITY AREA:</b> Planning	<b>STRATEGIES:</b> Ensure appropriate land use planning for public infrastructure, rural subdivisions, hamlets and commercial and industrial lands.
<b>ATTACHMENT(S):</b> Application to Amend Land Use Bylaw, Letter from Landowner, Bylaw 1046/18 with Schedule "A", Agriculture District "A", Aerial Photos		

### STAFF RECOMMENDATION:

Pending the results of the public hearing, it is recommended Council grant 2<sup>nd</sup> and 3<sup>rd</sup> readings to Bylaw 1046/18

### BACKGROUND:

Brian and Beverley MacCharles currently hold title to the SW 15-36-06-W5M, containing approximately 146.9 acres of land not covered by the waters of the Raven River. The subject land is located approximately 1 ½ miles west of the Village of Caroline along Highway 54 and the Burnstick Lake Road. Clearwater County, with Brian and Beverley's consent, has made application to redesignate +/- 99.0 acres from the Recreation Facility District "RF" back to the Agriculture District "A" within the subject quarter section.

In 2009, Brian and Beverley made application to rezone the +/- 99.0 acres from Agriculture District "A" to Recreation Facility District "RF" with the intent to operate a campground on the property south of the Raven River. The MacCharles went through a fairly lengthy process but received third reading from Council on December 8, 2009. They then applied for and received approval for the operation of a campground within the

rezoned land. The application was appealed to the Subdivision and Development Appeal Board, but the decision was upheld to approve the campground in September of 2011. Unfortunately, Beverley became ill shortly after and the campground never proceeded.

Section 3.7(4) of the Land Use Bylaw states *“If the authorized development is not commenced within 12 months from the date of a development permit being issued, or of a development approval order being granted by the SDAB, and thereafter completed within 24 months, the permit is deemed to be void, unless an extension beyond this period has been granted by the Development Officer.”* As stated above, the campground was never commenced or completed as per this requirement and Development Permit 74/11 would be considered null and void. Therefore, even if the landowners wished to proceed they would be required to re-apply under this section. As stated in their email, Brian and Beverley MacCharles do not intend to develop the campground in the future and would not re-apply.

As per Section 12.2(13) of Clearwater County’s Land Use Bylaw;  
*If the subdivision or development for which land was redesignated does not occur within one year of the date of passage of the bylaw that redesignated the land, Council may initiate a bylaw to redesignate the land back to its former district.*

The subject land has continued to be used as a farm residential site with no campground development. The property contains two residences, a detached garage, and other ancillary buildings. It is the landowner’s intent, should the property be redesignated back, to continue the farm use of the land and replace the second residence on the property. I have attached an email sent to us by the MacCharles confirming that they have no intent to develop the campground now or in the future. Clearwater County believes the proposed change in land use, from Recreation Facility to Agriculture, will prevent unwanted development on the property in the future.

Legal and physical access to the subject land is by way of Burnstick Lake Road, adjacent to the west property boundary of the parcel. Surrounding land uses within the area are residential and agricultural.

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

**PLANNING DIRECTION:**

**Clearwater County’s Land Use Bylaw**

Section 3.7 Development Permits and Their Validity

- (4) If the authorized development is not commenced within 12 months from the date of a development permit being issued, or of a development approval order being granted by the SDAB, and thereafter completed within 24 months, the permit is deemed to be void, unless an extension beyond this period has been granted by the Development Officer.

**Section 12.2 Amending Bylaw Process**

(13) If the subdivision or development for which land was redesignated does not occur within one year of the date of passage of the bylaw that redesignated the land, Council may initiate a bylaw to redesignate the land back to its former district.

**Section 13.4(1) Agriculture District "A"**

The general purpose of this district is to accommodate agricultural land use and to conserve good agricultural land.

**Clearwater County's Municipal Development Plan, 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 any other matters the County considers relevant.

**First Reading:**

At the regular Council meeting held on April 10, 2018, Council reviewed and gave first reading to Bylaw 1046/18. As required by legislation, notice of today's Public Hearing was advertised in the local newspapers and comments were invited from adjacent landowners and referral agencies.

Upon consideration of the representations made at the Public Hearing, Council will consider whether or not to grant second and third readings to Bylaw 1046/18.



# CLEARWATER COUNTY

## Application for Amendment to the Land Use Bylaw

Application No. 03/18

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

APPLICANT: Clearwater County

ADDRESS & PHONE: 4340-47 Ave, Box 550, Rocky Mtn House, AB T4T 1A4

REGISTERED OWNER: Brian & Beverly MacCharles

ADDRESS & PHONE: [REDACTED]

### AMENDMENT REQUESTED:

1. CHANGE OF LAND USE DISTRICT FROM: Recreation Facility <sup>"RF"</sup> TO: Agriculture "A"  
LEGAL DESCRIPTION OF PROPERTY: SW 1/4 Sec. 15 Twp. 36 Rge. 6 W5M  
OR: LOT: — BLOCK — REGISTERED PLAN NO.: —  
OR: CERTIFICATE OF TITLE NO.: 952232550 (Site Plan is attached)  
SIZE OF AREA TO BE REDESIGNATED: +/- 99.0 (Hectares (Acres))

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

The +/- 99.0 acres described as PT SW-15-26-06-W5M, South of the Raven River be redesignated from the Recreation Facility District "RF" to Agriculture District "A"

### 3. REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT:

Parcel was rezoned in 2009 to Recreation Facility. The landowners then applied for and received approval to operate a campground in 2011. No campground was developed, nor do they intend to. Clearwater County LUB Section 12.2(13) allows the County to rezone back when the development does not proceed.

DATE: March 26, 2018 APPLICANT'S SIGNATURE K. Gilham

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 0 DATE PAID: — RECEIPT NO. —

K. Gilham  
SIGNATURE OF DEVELOPMENT OFFICER  
IF APPLICATION COMPLETE

IMPORTANT NOTES ON REVERSE SIDE

**Kim Gilham**

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**From:** [REDACTED]  
**Sent:** Friday, March 23, 2018 12:58 PM  
**To:** Kim Gilham  
**Subject:** Rezoning for MacCharles

Jan 25, 2018

March 26, 2018

Clearwater County

ATTN: Kim Gilham

We Beverley and Brian MacCharles of SW15-36-06-W5 had our property rezoned to RF in 2011 with the intent to put in a campground. We have not proceeded with any construction nor will we be doing anything in the future. At this time we would like to change the zoning back to agriculture District "A" Thank you very much.

Beverley and Brian MacCharles

**BYLAW NO. 1046/18**

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

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

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

WHEREAS, the general purpose of the Agriculture District "A" is to accommodate agricultural land uses and to conserve good agricultural land.

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

***That +/- 99.0 acres of PT SW 15-36-06 W5M as outlined in red on the attached Schedule "A" be redesignated from the Recreation Facility District "RF" to the Agriculture District "A".***

READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_\_ A.D., 2018.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
MUNICIPAL MANAGER

PUBLIC HEARING held this \_\_\_\_ day of \_\_\_\_\_ A.D., 2018.

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_ A.D., 2018.

READ A THIRD AND FINAL TIME this \_\_\_\_ day of \_\_\_\_\_ A.D., 2018.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
MUNICIPAL MANAGER



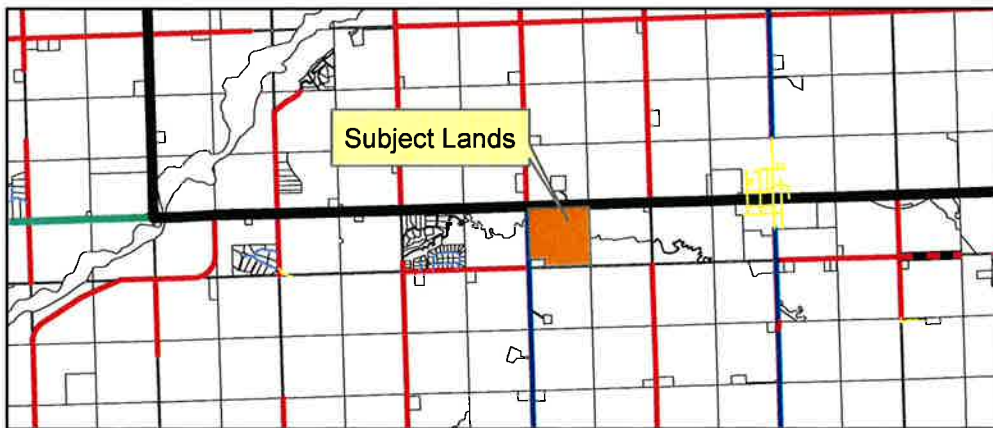
HWY 54

SW 15-36-06-W5M

Raven River

Burnstick Lake Road (Range Road 6-3)

Area Subject to Application  
Redistrict +/- 99.0 acres  
From Recreation Facility District "RF"  
To Agriculture District "A"



**Bylaw No. 1046/18**  
**Schedule "A"**



**Application 03/18 to Amend the Land Use Bylaw**  
**Redistrict +/- 99.0 acres in PT SW 15-36-06 W5M**  
**From Recreation Facility District "RF"**  
**To Agriculture District "A"**  
**Clearwater County / MacCharles**



**13.4 (1) AGRICULTURE DISTRICT "A"**

THE GENERAL PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AGRICULTURAL LAND USES AND TO CONSERVE GOOD AGRICULTURAL LAND.

**A. PERMITTED USES**

1. First residence
2. Farming and non-residential farm buildings
3. Second residence on a lot that is 32 hectares (80 acres) or larger

**NOTE:**

1. In the Agriculture District "A", farming and non-residential farm buildings, are "deemed approved" uses.
2. On a residential parcel in the Agriculture District "A", a minor agricultural pursuit for the exclusive enjoyment of the occupants is "deemed approved".

**B. DISCRETIONARY USES**

1. Ancillary building or use
2. Cemetery
3. Community hall/centre
4. Drive-in theatre
5. Gravel and sand pit
6. Highway maintenance yard
7. Petroleum refining, gas processing or related installations with a total enclosed or developed building or plant space of less than 930 square metres (10,000 sq. ft.)
8. Public utility: landfill, waste transfer and associated facilities, sewage lagoon and other sewage treatment facilities, water treatment plant and associated facilities, public utility building
9. Radio, television and other communications tower and related buildings not exceeding 75 square metres (800 sq. ft.)
10. Recreation facility: publicly owned
11. Recreation facility or use for a local and/or private clientele or club only and not occupying more than 1 hectare (2.5 acres)
12. Sod farm or tree farm
13. Greenhouse with a floor area of less than 100 square metres (1,100 sq. ft.) or such larger area subject to the discretion of the Development Officer.
14. Guest house

C. **DISCRETIONARY USES** allowed in this District ONLY where Incidental or Subordinate to the Principal Use of the lands contained in the current Certificate of Title.

1. Second and additional residences on a lot on which all of the requirements of Section 6.6 are satisfied
2. Abattoir
3. Airport or heliport occupying 2 hectares (5 acres) or less
4. Agricultural equipment service and sales
5. Auto-wreckers providing proper screening is employed
6. Dude ranch or vacation farm
7. Farm subsidiary occupation
8. Game farming or game ranching for viewing, tourism or recreational purposes
9. Home occupation
10. Kennel
11. Market gardening
12. Off-parcel drainage works
13. Riding or roping and livestock showing stable or arena
14. Sawmill or postmill with annual volume of at least 530 cubic metres (1/4 million board feet) of standing timber
15. Sod farm
16. Top soil stripping and sales
17. Tradesperson's business, including contractors for plumbing, heating, electrical carpentry, auto-body, mechanical, masonry, excavation, construction, trucking and the like.
18. Unoccupied and unserviced manufactured home storage (one only)
19. Veterinary clinic
20. Zoo

D. ACCEPTABLE LOT SIZE

1. Except as provided for in subsections 2, the acceptable lot size is all of the land contained in an existing lot unless otherwise approved by the Development Officer subject to:
  - (a) The new lot being used exclusively for the approved development; and
  - (b) The developer entering into an agreement and/or Letter of Undertaking with the Municipality regarding placing the intended use or development on the proposed lot.
2. Regarding a first residential parcel out of an unsubdivided quarter section or out of the largest agricultural parcel within a previously subdivided quarter section that does not already contain a residential subdivision:
  - (a) Where the first residential parcel would include all or part of an existing farmstead, the parcel size shall not be less than 0.91 hectares

(2.25 acres) or exceed a maximum of 2.83 hectares (7 acres) unless a larger parcel is deemed necessary by the Subdivision Authority to encompass existing residential amenities and facilities, such as shelter belts, wastewater and water services and driveways; and

- (b) Where the first residential parcel would not include the removal of an existing farmstead, the parcel size shall not be less than 0.91 hectares (2.25 acres) or exceed a maximum of 2.02 hectares (5.00 acres) and the provisions of Part 8 of this Bylaw.

E. MINIMUM DEPTH OF FRONT YARD

As required and/or approved pursuant to Section 10.3 and Figures 1 to 7 of the Supplementary Regulations.

F. MINIMUM WIDTH OF SIDE YARD

15 metres (50 feet) except for a corner site where the side yard shall be determined as though it were a front yard.

G. MINIMUM DEPTH OF REAR YARD

15 metres (50 feet) unless otherwise approved by the Development Officer.

NOTE: Lots created prior to this Bylaw coming into effect and not able to comply with the foregoing shall meet setback limits as determined by the Development Officer.

H. LANDSCAPING

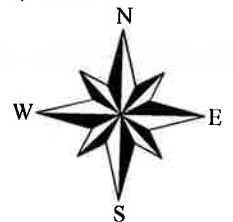
1. In addition to other provisions of this Bylaw, the Development Officer may require landfill sites, gravel and sand pits, sewage facilities and other visually offensive uses to be screened from view with vegetation and/or other screening of a visually pleasing nature.
2. Reclamation to standards acceptable to the Development Officer may be required following abandonment of all or any portion of a gravel or sandpit, sawmill or other land surface disturbing operation.



1:5,000



**Application 03/18 to Amend the Land Use Bylaw  
Redistrict +/- 99.0 acres in PT SW 15-36-06 W5M  
From Recreation Facility District "RF"  
To Agriculture District "A"  
Clearwater County / MacCharles**





## REQUEST FOR DECISION

<b>SUBJECT:</b> Economic Indicators for Clearwater County		
<b>PRESENTATION DATE:</b> May 22, 2018		
<b>DEPARTMENT:</b> Planning & Development	<b>WRITTEN BY:</b> Jerry Pratt, Economic Development Officer	<b>REVIEWED BY:</b> Keith McCrae, Director Planning and Development and Rick Emmons, Chief Administrative Officer
<b>BUDGET CONSIDERATIONS:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
<b>STRATEGIC PLAN THEME:</b> Managing our Growth	<b>PRIORITY AREA:</b> 1.3 Generate an innovative local economy that stimulates opportunities for investment, business and training	<b>STRATEGIES:</b> 1.3.5 Monitor current and projected growth of businesses and population, and, to respond to the various trends, impacts and demands affecting land development or the economy within Clearwater County.
<b>ATTACHMENT(S):</b> Summary of Economic Indicators for Clearwater County		
<b>STAFF RECOMMENDATION:</b> That Council receives the 'Summary of Economic Indicators for Clearwater County' report for information as presented.		

### BACKGROUND:

As a part of creating the Economic Development Strategy Administration will be holding an Open House on May 29 in Leslieville. The following information will be available at the Open House to help start a discussion about the strengths and obstacles to business retention, expansion and attraction in Clearwater County.

The attached report has information compiled from Statistics Canada, the Government of Alberta's Economic Dashboard, and Maclean's magazine.

## Summary of Economic Indicators for Clearwater County

The following is a summary overview of statistical information regarding Clearwater County's current demographic, industries of employment, education, housing costs, municipal taxes and expenditures. This information will assist as background knowledge to analyze the current economic climate of the County and aid in the preparation of what should be considered in the Economic Development Strategy.

## Clearwater County

Clearwater County covers about 18,700 km<sup>2</sup> in west central Alberta. About 85% of the land, or 15,900 km<sup>2</sup>, is crown land and owned by the Province of Alberta.

## Location

The east side of the County is located about 50 minutes from Red deer and within 150 kilometers of Calgary and Edmonton. The hamlet of Nordegg on western side of the County is 170 kilometers from Red Deer, and about 300 kilometers from Edmonton or Calgary.

The following hamlets are within and apart of Clearwater County:

- Alhambra
- Condor
- Leslieville
- Nordegg
- Withrow

The following municipalities are located within the geographic region of Clearwater County

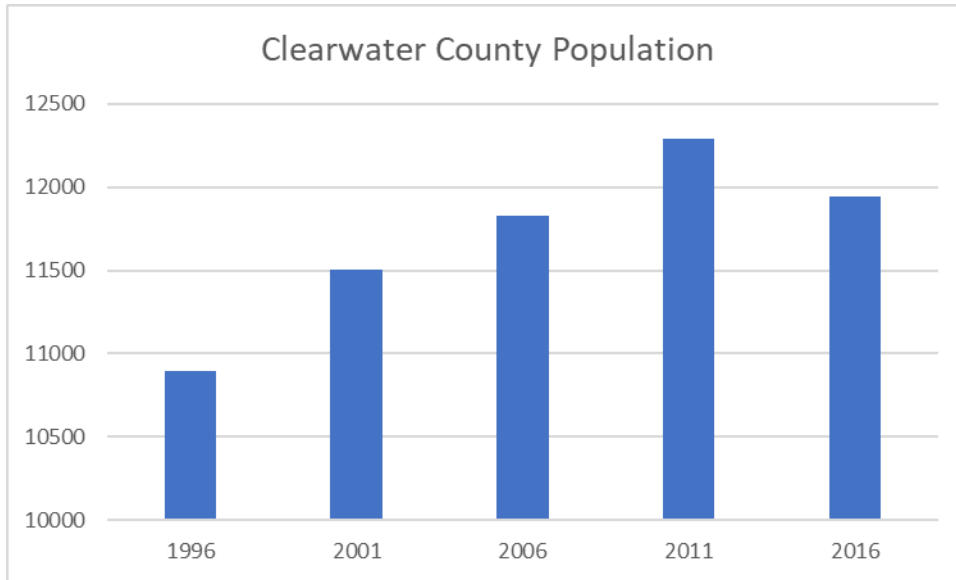
- The Town of Rocky Mountain House
- Village of Caroline
- Summer Village of Burnstick Lake
- Big Horn First Nation Reserve
- O'Chiese First Nation Reserve
- Sunchild Frist Nation Reserve

## Population

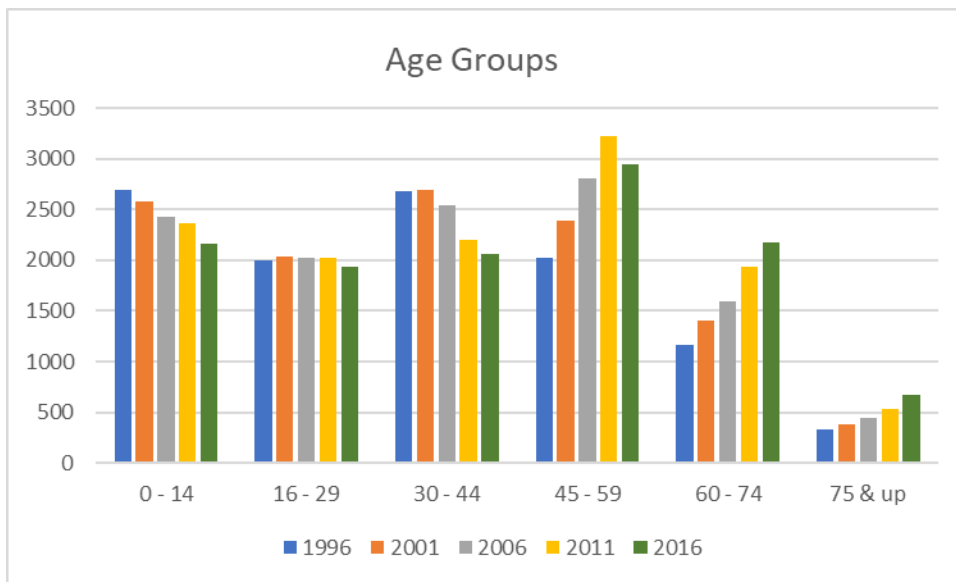
The population of Clearwater County consists of a mix of residents who live on smaller family farms or acreages. While there are a few concentrated acreage subdivisions located around the eastern side of the County, most acreages consist of about 4 acres broken off from agricultural use quarter section.

In 2016 the Statistics Canada Census recorded the number of residents in Clearwater County as 11,947 a drop of 2.7% from the 2011 Census numbers of 12,278. The Province of Alberta grew from 3,645,000 to 4,067,000 people, or by 11.6%, in this same period. The following graph depicts census numbers and age groups since 1996.





The fastest growing segments of the population are 60 to 74 and 75 & up.

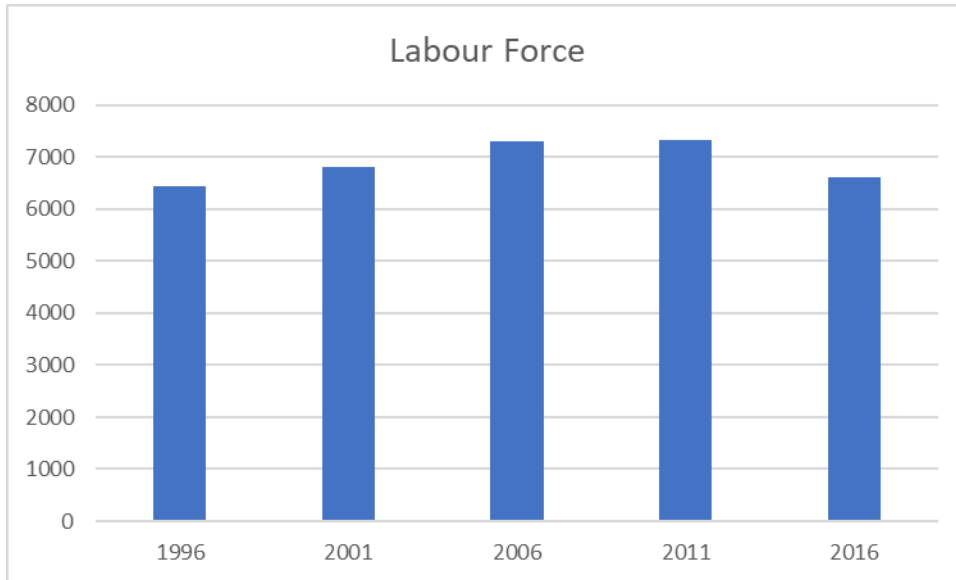


### Labour Force and Industries of Employment

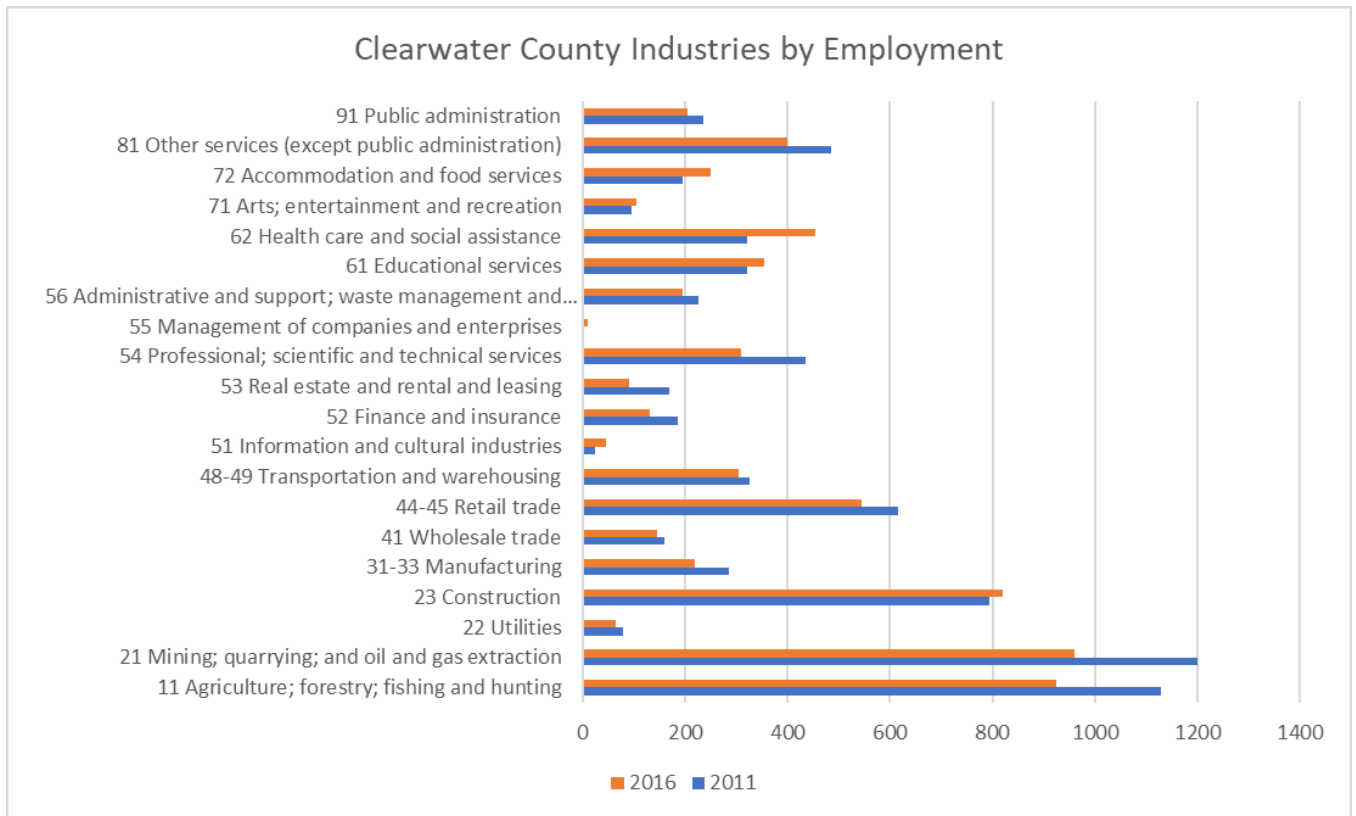
The labour force consists of those working and looking for work who are 15 years old or higher. The 2016 census showed there were 6,600 people in the labour force living in Clearwater County.







### Industries of Employment in the 2016 census



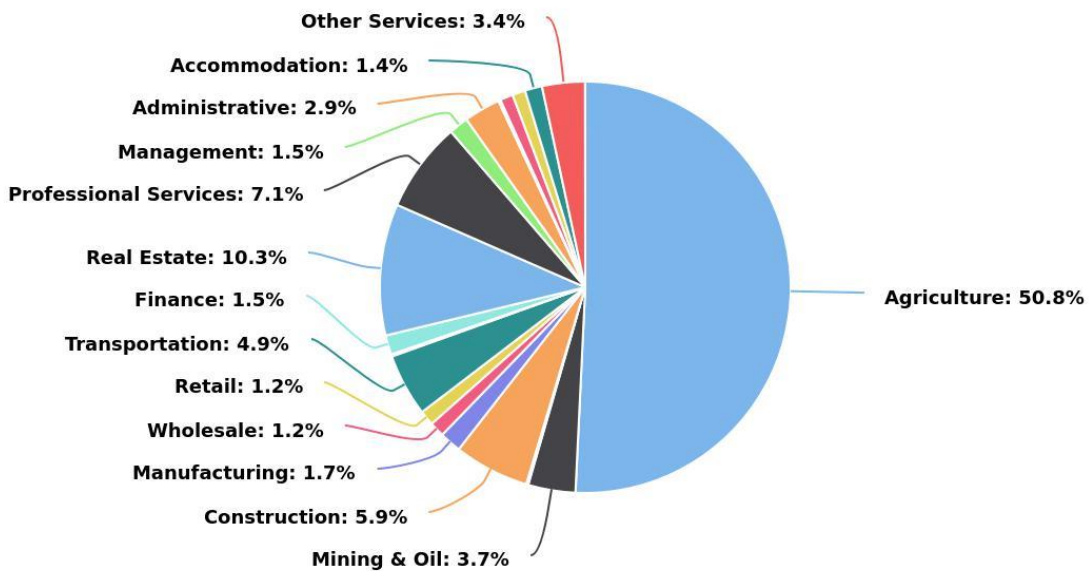
## Business Sizes

In 2016, there were 254 businesses listed according to StatsCan data.

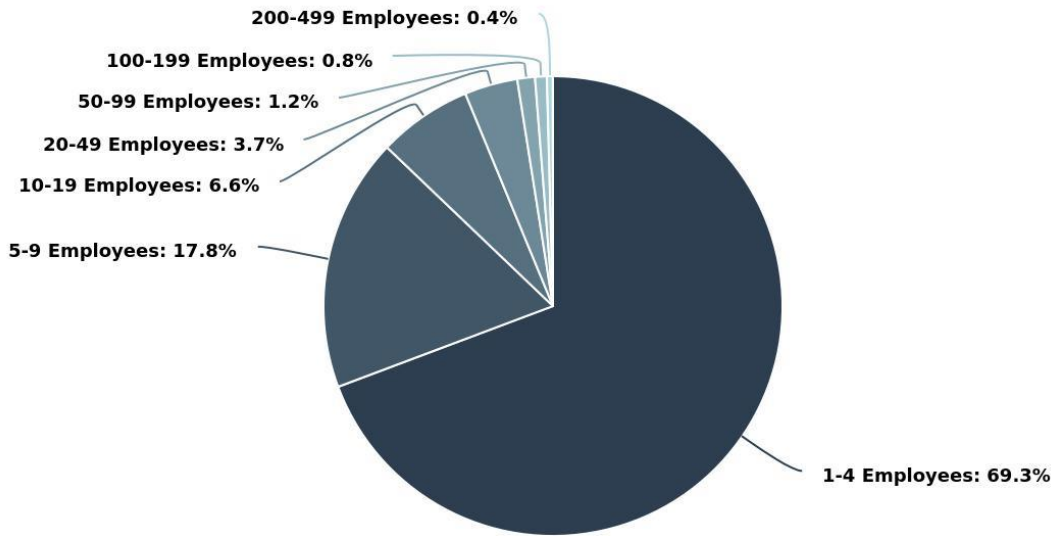
The percentage of businesses with less than 50 employees.



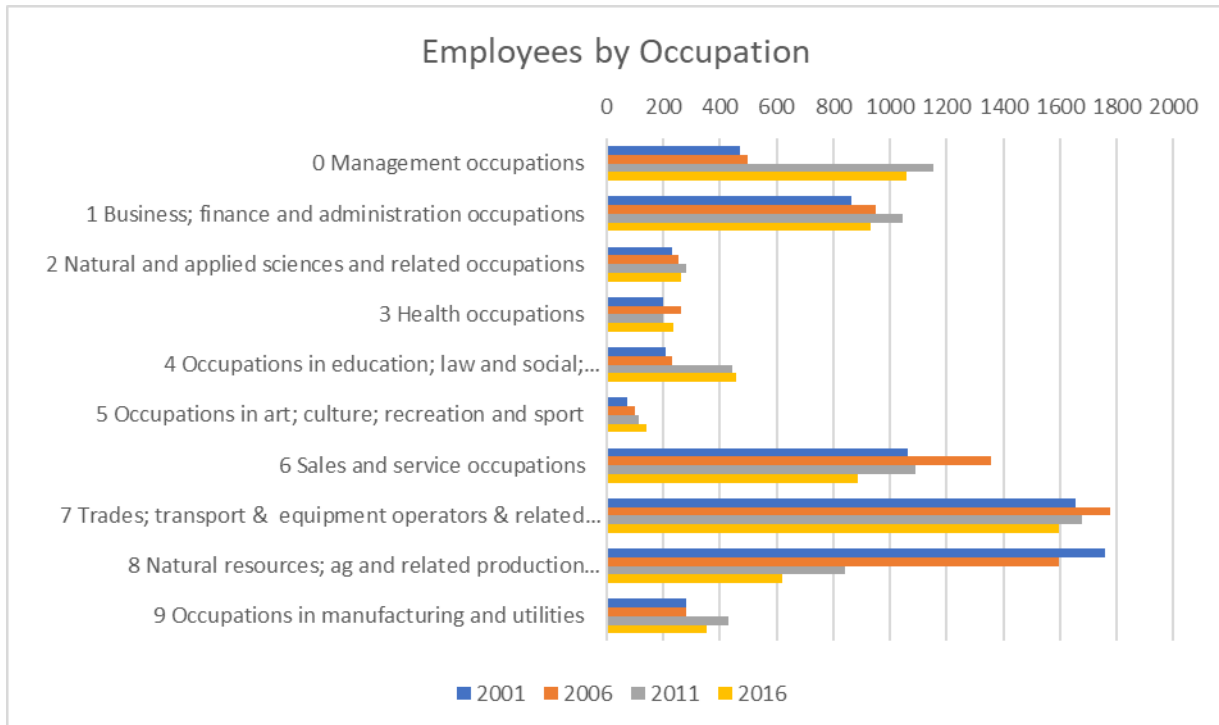
The percentage of the businesses by industry. This is based on number of businesses, not size.



The percentage of businesses with their number of employees, based on number of businesses in Clearwater County.

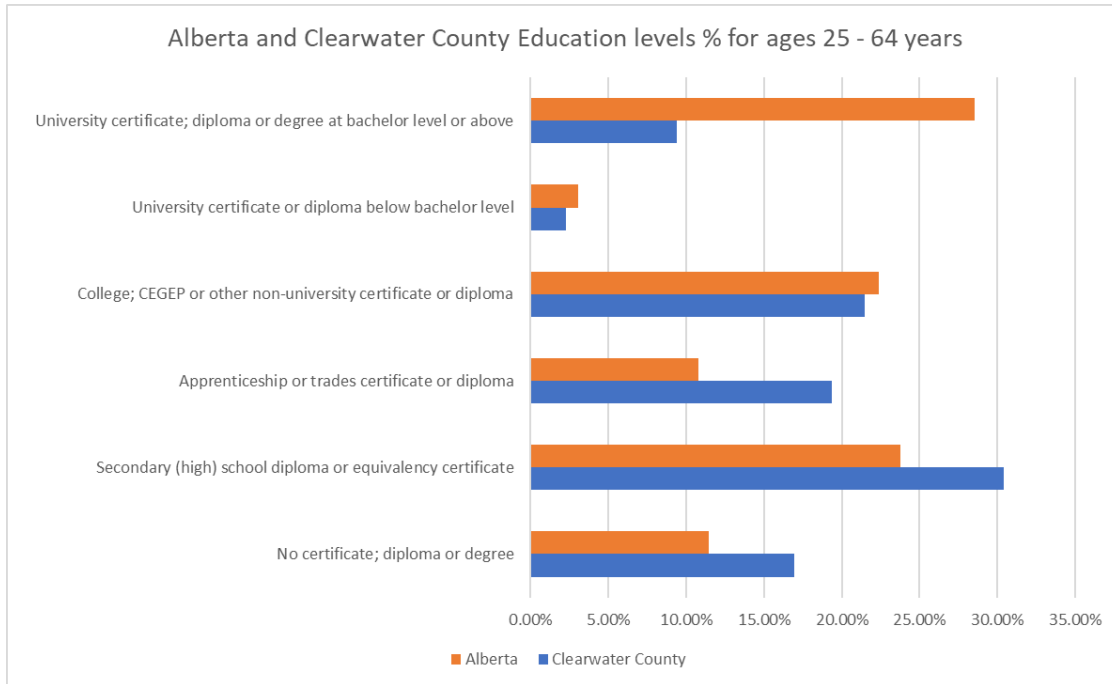


### Labour Force Occupation



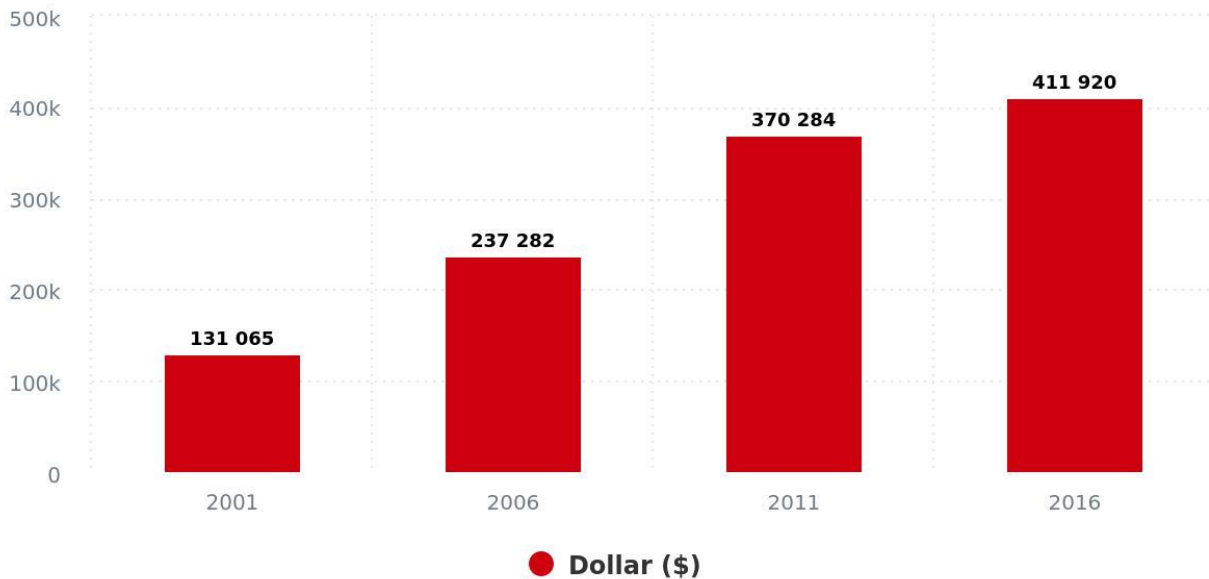
### Labour Force Education

Tracking the skills and education of the workforce helps growing businesses or new investors know what available skills they may be able to draw on for their operations.



### Housing Costs

As of 2017, a newly built 1200 sqft residential home using typical construction standards situated on 3 acres of fully serviced land ranges from \$390,000 to \$450,000 in assessment. There is very little cost differentiation between an acreage with a house or a mobile home on it. Slightly lower cost housing may be found in older and smaller homes in some of the hamlets in the County.



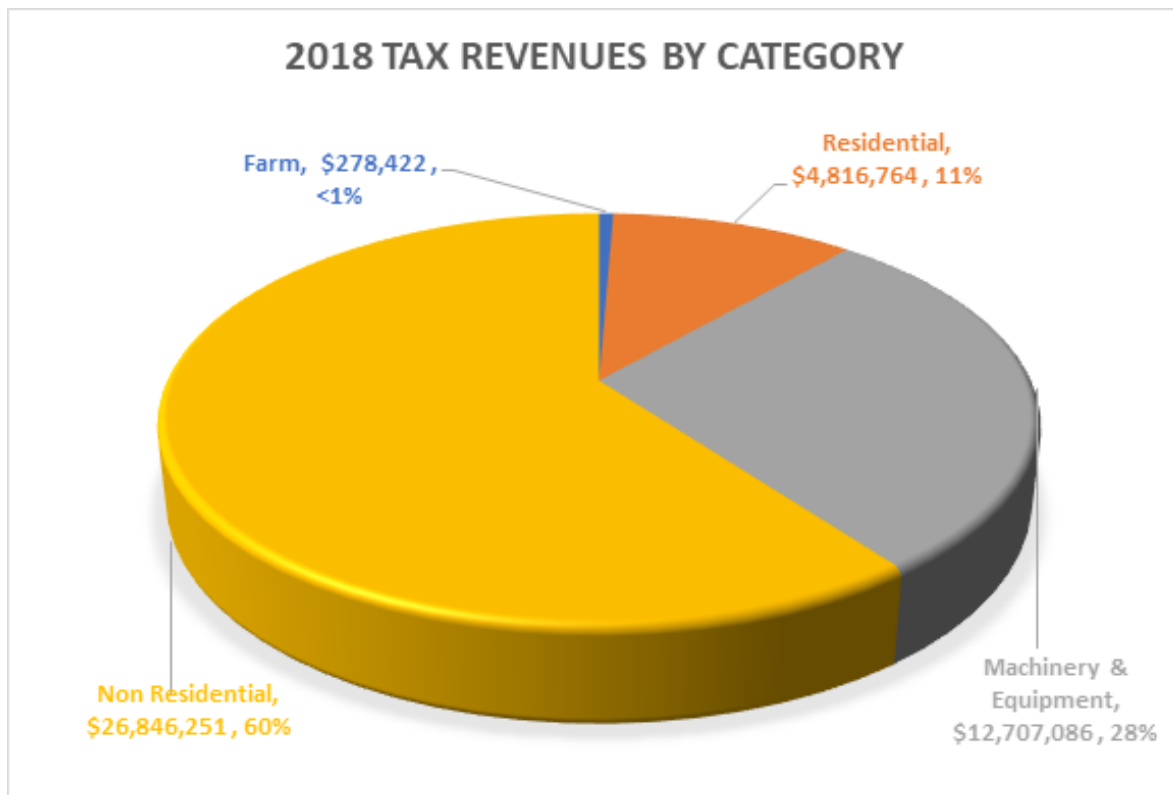
From 201 to 2016 the average home price increased 214% while the median household income increased 58%.

### Industrial Land/Building Costs

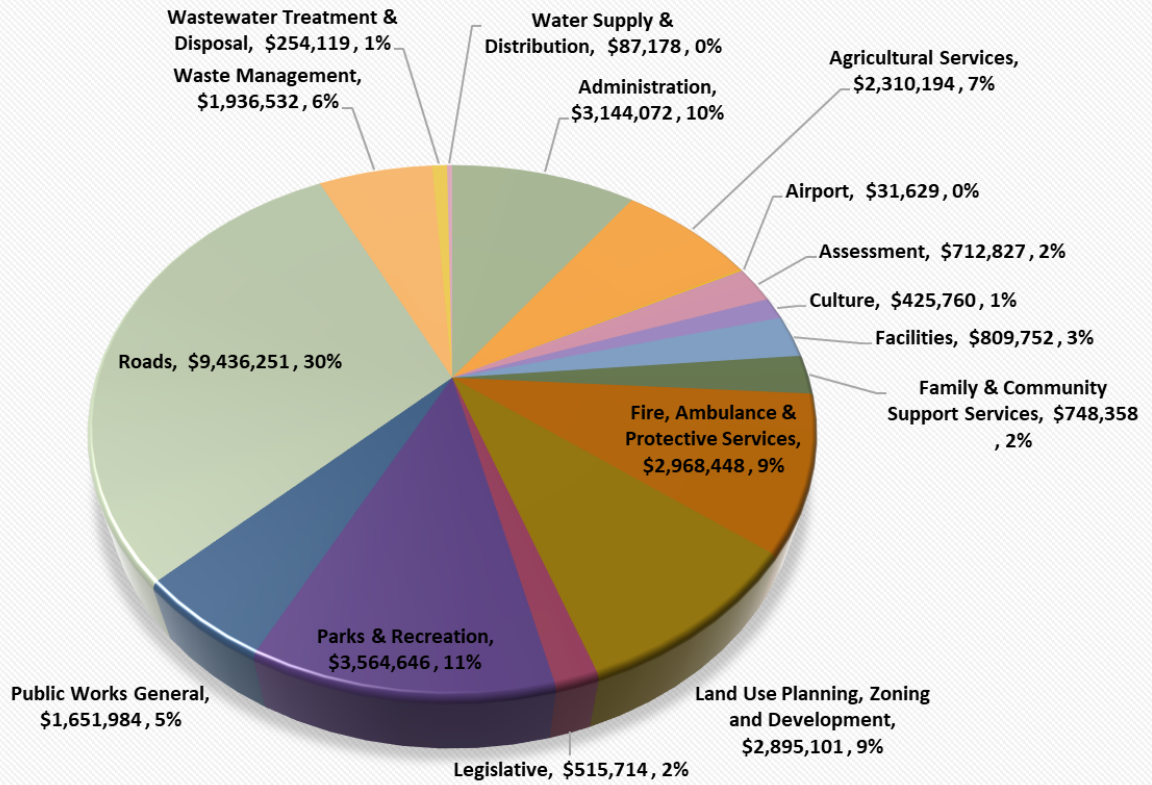
Un-serviced industrial land found within an industrial subdivision ranges between \$85,000 - \$125,000 per acre in assessed value. There was little data available for leasing, but an estimate for in Rocky Mountain House ranges from \$7/sqft shop or warehouse space to \$13/sqft for finished office space.

### Clearwater County Taxes and Expenditures

In 2017, according to Maclean’s Magazine and moneySense.ca, Clearwater County was listed as the 38<sup>th</sup> lowest residential tax level of all Canadian municipalities. This is based on a tax level of 1.44% on residential properties. This also ranks Clearwater County as the 17<sup>th</sup> lowest municipality in Canada based on a percentage of average income, and at 31<sup>st</sup> lowest for actual dollar paid with taxes on residential property. These numbers are based on a comparison of residential rates and dollar amounts of municipalities across Canada. These numbers do not compare services.



### WHAT OPERATING EXPENSES WERE INCURRED (EXCLUDING AMORTIZATION) IN 2016?





## REQUEST FOR DECISION

<b>SUBJECT:</b> Appointment of Weed and Pest Inspectors		
<b>PRESENTATION DATE:</b> May 22 <sup>nd</sup> 2018		
<b>DEPARTMENT:</b> Ag. and Community Services	<b>WRITTEN BY:</b> Matt Martinson, Director Ag. and Community Services	<b>REVIEWED BY:</b> Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) 1. Alberta Weed Control Act and 2. Alberta Pest Act		
<b>STRATEGIC PLAN THEME:</b> 2. Community Well Being	<b>PRIORITY AREA:</b> 3..3. Community Development	<b>STRATEGIES:</b> 2.3.2. Continue to support the work of the A.S.B.
<b>STAFF RECOMMENDATION:</b> 1) That Council appoints the following Agriculture and Community Services Staff as Weed Inspectors under the Alberta Weed Control Act for the duration of their employment: Conner Frizzley, Devlyn Beeman, Ryan Jeffery, Taylor Michalsky, Brittany Willsie  2) The Council appoints the following Agriculture and Community Services Staff as Pest Inspectors under the Agriculture Pest Act for the duration of their employment with Clearwater County: Conner Frizzley, Devlyn Beeman, Ryan Jeffery, Taylor Mickalsky, Brittany Willsie		

### BACKGROUND:

As part of our ongoing operations, Weed and Pest Inspector appointments are required yearly to conduct inspections and administer the acts.

Section 7(1) of the Weed Control Act states “ A local authority shall appoint inspectors to enforce and monitor compliance within this Act within the municipality.”

Section 10 (1) of the Alberta Pest Act states “ A local authority shall appoint a sufficient number of inspectors to carry out this Act within the municipality”

Appointed staff will assist landowners with prohibited noxious / noxious weed issues, clubroot, fusarium and wild boar issues, as well as participation in provincial surveys.



## REQUEST FOR DECISION

<b>SUBJECT:</b> Draft Bylaw 1051/18 – 2018 Borrowing Bylaw		
<b>PRESENTATION DATE:</b> May 22, 2018		
<b>DEPARTMENT:</b> Corporate Services	<b>WRITTEN BY:</b> Murray Hagan, Director, Corporate Services	<b>REVIEWED BY:</b> Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) MGA S251 through S257 Bylaw 1051/18		
<b>STRATEGIC PLAN THEME:</b> Well Governed and Leading Organization	<b>PRIORITY AREA:</b> Compliance	<b>STRATEGIES:</b> 2.6.1 Monitor provincial and federal legislation and initiatives, to ensure Strategic Plan and policies remain current and relevant in relation to changes in Provincial or Federal policy or direction(s).
<b>ATTACHMENT:</b> Bylaw 1051/18		

**STAFF RECOMMENDATION:**

1. That Council provide: first; second; permission for third; and, third readings of 2018 Borrowing Bylaw 1051/18

### BACKGROUND:

In order to enable effective cash management and prudent investment practices, the County has passed a borrowing bylaw annually. This allows County administration to hold corporate credit cards to streamline procurement of low dollar value items and to establish an operating line of credit that can be accessed during the year to accommodate any temporary cash deficiencies.

Such deficiencies could occur due to the timing of significant expenditures preceding the collection of annual taxes. For example, considerable construction or maintenance activity could commence in May while the collection of the majority of tax revenue does



not occur until mid-September. The resulting outflow of cash may exceed what is currently available through bank accounts and investments. Depending on relevant interest rates, it may be advantageous to the County to borrow on a short-term basis rather than redeem investments.

Administration suggests the maximum amount available for borrowing be \$5,000,000 which is consistent with prior years. This amount will be allocated as follows:

Corporate credit cards held through ATB	\$90,000
Line of credit	\$4,910,000.

Based on the 2017 audited financial statements, the County's borrowing limit is \$770,471,486. The outstanding balance of the Westview Lodge loan at December 31, 2017 was \$2,926,515. This is the only debt currently carried by the County.

Corporate credit card balances are paid monthly to avoid interest charges. Interest on the line of credit would be at the ATB prime rate less 0.25% per annum. The ATB prime rate is currently 3.45%.

**BYLAW NO. 1051/18  
CLEARWATER COUNTY**

BEING A BYLAW OF CLEARWATER COUNTY IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ALLOWING THE BORROWING OF SUMS COUNCIL CONSIDERS NECESSARY TO MEET THE CURRENT OPERATING EXPENDITURES AND OBLIGATIONS OF THE MUNICIPALITY IN A FISCALLY PRUDENT MANNER.

**PURSUANT** to the authority conferred upon it by the Municipal Government Act, Chapter M-26.1, R.S.A., 2000 and amendments thereto;

**AND WHEREAS** the Council of Clearwater County (hereinafter called the "Municipality") in the Province of Alberta, deems it necessary to borrow for a term less than three years, an amount not greater than \$5,000,000.00 to meet the current operating expenditures and obligations of the Municipality and to provide for prudent fiscal management of its investments;

NOW THEREFORE THE COUNCIL HEREBY ENACTS AS FOLLOWS;

1. The Municipality may borrow from Alberta Treasury Branches ("ATB") or another authorized financial institution up to the principal sum of \$5,000,000.00 repayable upon demand at a rate of interest per annum not to exceed 6%.
2. The signing officers of the Municipality, as designated through Council resolution, are hereby authorized for and on behalf of the Municipality:
  - a) to apply to ATB Financial or another authorized financial institution for the aforesaid loan to the Municipality and to arrange with the financial institution the amount, terms and conditions of the loan and security or securities to be given to the financial institution;
  - b) as security for any money borrowed from the financial institution
    - (i) to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
    - (ii) to give or furnish to the financial institution all such securities and promises as the financial institution may require to secure repayment of such loans and interest therein; and
    - (iii) to execute all security agreements, debentures, charges, pledges, conveyances, assignments and transfers to and in favor of the financial institution of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Municipality or in which the Municipality may have any interest, and any other documents or contracts necessary to give or furnish to the financial institution the security or securities required by it.
3. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.

5. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Municipality decides to extend the loan and the financial institution is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the renewal or officers designated in paragraph 2 hereof and delivered to the financial institution will be valid and conclusive proof as against the Municipality of the decision of Council to extend the loan in accordance with the terms of such renewal or extension, to enquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. Bylaw No. 1024/17 is hereby repealed.
7. This Bylaw comes into force and effect when it receives third reading and is duly signed.

READ A FIRST TIME this 22nd day of May, 2018.

READ A SECOND TIME this 22nd day of May, 2018.

READ A THIRD AND FINAL TIME this 22nd day of May, 2018.

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**REEVE**

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**CHIEF ADMINISTRATIVE OFFICER**



## REQUEST FOR DECISION

<b>SUBJECT:</b> Tax Revenue Budget Adjustment		
<b>PRESENTATION DATE:</b> May 22, 2018		
<b>DEPARTMENT:</b> Finance	<b>WRITTEN BY:</b> Rhonda Serhan Manager, Financial Services	<b>REVIEWED BY:</b> Murray Hagan Director, Corporate Services and Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Part 8 Section 242 of the Municipal Government Act		
<b>STRATEGIC PLAN THEME:</b> Well Governed and Leading Organization	<b>PRIORITY AREA:</b> Socially Responsible Governance for Long Term Sustainability	<b>STRATEGIES:</b> Fiscal Management

**STAFF RECOMMENDATION:**  
That Council increase the tax revenue budget by \$2.7 million and increase the contribution to specific reserves by specific amounts.

**BACKGROUND:**

In accordance with Part 8 Section 242 of the Municipal Government Act, in consideration with the third reading of the Tax Rate Bylaw 1047/18. An adjustment to tax revenue of \$2.7 million is required.

Council priorities have indicated a number of reserves where this revenue is best served. Possible reserves are; West Country Roads, Paving, Sewer, or Bridge Deficit. Council may choose to contribute the additional tax revenue collected to one specific reserve or can choose a combination of reserves to divide the revenue into.

Administration is requesting Council indicate in a motion the reserves they wish to contribute to, and the amount of each contribution.



## REQUEST FOR DECISION

<b>SUBJECT:</b> Appointment of Deputy Chief Administrative Officer		
<b>PRESENTATION DATE:</b> May 22, 2018		
<b>DEPARTMENT:</b> Municipal	<b>WRITTEN BY:</b> Rick Emmons, CAO	<b>REVIEWED BY:</b> Tracy-Lynn Haight, Executive Assistant
<b>BUDGET CONSIDERATIONS:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Bylaw 1049/18		
<b>STRATEGIC PLAN THEME:</b> Well Governed and Leading Organization	<b>PRIORITY AREA:</b> Workforce	<b>STRATEGIES:</b> 2.4.2 Through the leadership of Council and management, drive accountability of strategic and operational commitments.
<b>ATTACHMENT:</b> Bylaw 1049/18		

### STAFF RECOMMENDATION:

1. That Council appoints Murray Hagan, Director, Corporate Services as Deputy CAO for Clearwater County in accordance with Section 3.3 of Bylaw 1049/18.

### BACKGROUND:

Recognizing that there will be times when the Chief Administrative Officer is unavailable, and in the interest of providing timely service to citizens, Council and staff, Administration believes there is benefit in appointing a Deputy CAO for Clearwater County. This bylaw compliments the existing job description of the Director, Corporate Services.

Per the requirements of recently approved Bylaw 1049/18, the appointment of a Deputy CAO is subject to a Council motion.

**BYLAW NO. 1049/18**

BEING A BYLAW OF CLEARWATER COUNTY IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER AND TO DEFINE THE DUTIES, POWERS AND FUNCTIONS OF THAT POSITION.

**WHEREAS** Section 205 of the *Municipal Government Act*, as amended, authorizes Council to pass bylaws for the purpose of establishing the position of Chief Administrative Officer;

**And WHEREAS** Council may in accordance with Section 203 of the *Municipal Government Act*, delegate any of its powers, duties or functions to the Chief Administrative Officer;

**AND WHEREAS** the *Freedom of Information and Protection of Privacy Act*, Chapter 95(a), requires Council to designate a head of the local public body;

**AND WHEREAS**, the *Highway Traffic Act*, Chapter H-7, allows Council to delegate to the Chief Administrative Officer the power to prescribe the location of traffic control devices within the municipality; 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:

**PART I: TITLE**

- 1.1. This bylaw shall be known as the "Chief Administrative Officer Bylaw".

**PART II: DEFINITIONS**

- 2.1. "Act" means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M26 and amendments thereto.
- 2.2. "Chief Administrative Officer" or "CAO" means the person appointed to the position of Chief Administrative Officer by Council.
- 2.3. "Council" means the municipal council of Clearwater County.
- 2.4. "Municipality" means the municipal corporation of Clearwater County.

**PART III: APPOINTMENT, TERMS AND CONDITIONS**

- 3.1. Council hereby establishes the position of Chief Administrative Officer.
- 3.2. Council shall, by resolution, appoint an individual to the position of Chief Administrative Officer.
- 3.3. Council may, by resolution, appoint a Deputy CAO. The Deputy CAO shall act as the CAO if the CAO becomes ill or is otherwise prevented from fulfilling the roll of the CAO. The CAO may appoint an Acting CAO where such absences are for a period of less than one month.
- 3.4. Except for the purpose of an official inquiry, the Council shall deal with the administration and the control thereof solely through the CAO.

**PART IV: RESPONSIBILITIES AND ADMINISTRATIVE DUTIES**

- 4.1 In Accordance with Section 207 of the Act, the CAO is the Administrative Head of the Municipality and is the Head of the Local Public Body for the purposes of the *Freedom of Information and Protection of Privacy Act*.
- 4.2 The CAO must ensure that all powers, duties and functions are performed in accordance with Section 208 of the Act and any other enactment.
- 4.3 In order to carry out the responsibilities of the position, the CAO has the authority to:
  - 4.3.1 hire, dismiss, promote, demote, reward or discipline any municipal employee;
  - 4.3.2 implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the municipality. If a major organizational change is effected, the CAO shall report such a change to Council;
  - 4.3.3 be present at any meeting of Council or committee of Council;
  - 4.3.4 in the case of an emergency, incur any expenditure not previously approved by Council provided a detailed report on such expenditure and its need is presented to the next meeting of Council;

- 4.3.5 negotiate contracts, agreements and transactions required for the effective operation of the municipality and to recommend the approval of such to Council;
- 4.3.6 conclude contracts on behalf of the municipality to a financial limit established by policy or resolution;
- 4.3.7 sign any order, agreement, cheque, negotiate instrument or document made or executed on behalf of the municipality;
- 4.3.8 take such other actions as necessary to carry out the responsibilities and duties assigned by Council; in accordance with any bylaw or approved policy of Council.
- 4.4 In accordance with Section 209 of the Act, delegate any of the CAO's powers, duties or functions under the Act, or any other enactment or bylaw to a Designated Officer or an employee of the municipality.
- 4.5 The power to prescribe where traffic control devices are to be located, including traffic control devices restricting the speed of vehicles, in accordance with municipal bylaws.

**PART V: SEVERABILITY**

- 5.1 If at any time any provision of this bylaw is declared or held to be illegal, invalid or ultra vires, in whole or in part, then that provision shall not apply and the remainder of the bylaw shall continue in full force and effect and shall be constructed as if it had been enacted without the illegal, invalid or ultra vires provision.

**PART VI: REPEAL**

- 6.1 Bylaw No. 636/99 "Municipal Manager Bylaw" is hereby repealed.

**PART VII: ENACTMENT**


- 7.1 This Bylaw shall come into force and effect when it receives third reading and is duly signed.

READ A FIRST TIME this 8 day of May, 2018.

READ A SECOND TIME 8 day of May, 2018.

PERMISSION FOR THIRD READING grant this 8 day of May, 2018

READ A THIRD AND FINAL TIME this 8 day of May, 2018

  
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 REEVE

  
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 CHIEF ADMINISTRATIVE OFFICER



## REQUEST FOR DECISION

<b>SUBJECT: Draft Accountability &amp; Transparency Policy</b>		
<b>PRESENTATION DATE: May 22, 2018</b>		
<b>DEPARTMENT:</b> Municipal	<b>WRITTEN BY:</b> Christine Heggart / Manager, Intergovernmental & Legislative Services	<b>REVIEWED BY:</b> Rick Emmons / CAO
<b>BUDGET CONSIDERATIONS:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
<b>STRATEGIC PLAN THEME #2:</b> Well Governed and Leading Organization	<b>PRIORITY AREA:</b> 2.4 Invest in, and support, a skilled, motivated and performing workforce.	<b>STRATEGIES:</b> 2.4.2 Through the leadership of Council and management, drive accountability of strategic and operational commitments.
<b>ATTACHMENT(S): Draft Accountability and Transparency Policy</b>		

**STAFF RECOMMENDATION:**  
**That Council reviews, amends as appropriate and approves the  
*Accountability & Transparency Policy.***

### BACKGROUND:

At their November 28, 2017 meeting Council provided the following motion:  
*That Council directs Councillor Hoven to gather information on ways Council can improve transparency; and, directs Council members to provide Councillor Hoven with suggestions on ways to make Council more transparent.*

At the April 16, 2018 Agenda & Priorities Committee meeting, the Committee requested Administration complete a new draft policy that includes principles of public trust and transparency - a policy that builds on the efforts of Councillors who reviewed transparency best practices over the past three months. Council indicated the desire to see this policy alongside the draft Public Participation Policy, which is also included later on in this Council agenda package.

Attached for Council's review is a draft *Accountability and Transparency Policy* for review and amendments, as required.





**CLEARWATER COUNTY**  
*Accountability and Transparency Policy*

<b>EFFECTIVE DATE: REVISED DATE:</b>	TBD
<b>SECTION:</b>	Governance/Administration
<b>POLICY STATEMENT:</b>	<p>Clearwater County is committed to the fundamental principles of accountability and transparency that are essential to effective local government and building public trust.</p> <p>Clearwater County Council is committed to conducting business in a transparent and accountable manner and shall provide good governance by ensuring:</p> <ol style="list-style-type: none"> <li>1. Council decision-making is open and transparent.</li> <li>2. The County has a robust set of policies in place that enhance accountability and transparency.</li> <li>3. The County is transparent in its operations, subject to financial, legal, legislative and privacy constraints.</li> </ol>
<b>DEFINITIONS:</b>	<p><b>“Accountability”</b> means Clearwater County ensures access to clear and understandable information and is responsible to the public for decisions made and policies implemented, as well as actions or inactions.</p> <p><b>“Plain language”</b> means using a conversational tone, speaking directly to the intended audience, and providing information that helps meet the audience’s needs.</p> <p><b>“Trust”</b> means community members belief in the reliability and credibility of policy-making and application.</p> <p><b>“Transparency”</b> means Clearwater County ensures the decision-making process is open and clear and actively encourages and fosters public participation in its decision-making processes to enhance public trust.</p>
<b>GUIDELINES:</b>	<p><b>Mechanisms and Practices</b></p> <p>Transparency is the foundation of accountability. Clearwater County abides by policies and practices aimed at ensuring and enhancing accountability, transparency and trust. A number of these policies and practices, are highlighted below:</p> <p><b>1. Councillor Expectations and Responsibilities</b></p> <p>Clearwater County Council believes citizens are entitled to fair, ethical, and accountable local government and expect the highest standards of conduct from locally elected officials.</p>



## CLEARWATER COUNTY *Accountability and Transparency Policy*

- In accordance with the *Councillor Code of Conduct Bylaw* (1034-17), Councillors will exercise their powers, duties and functions in accordance with the values, rules and guidelines provided in the Code of Conduct.
- In accordance with the *Public Engagement Policy*, Council will seek to inform and involve residents and businesses by engaging with the public on matters related to budget and capital or strategic plans.

### **2. Reporting of Councillor Expenses**

Public disclosure of elected officials' expenses enhances accountability and transparency. The *Travel and Subsistence* and *Council, Board and Committee Remuneration* policies provide clarity in determining what elected official expenses will be covered by the municipality.

Providing routine disclosure of information on expenses incurred by County officials enhances public trust and confidence in the oversight of expenses incurred by those in office.

- In accordance with the *Council, Board and Committee Remuneration Policy* and *Travel and Subsistence Policy*, Councillors provide expense reports on a monthly basis which are published in the respective Council agenda packages and are available on the County's public website.

### **3. Council and Committee Meetings**

The County is accountable and transparent to citizens by providing governance in an open manner. The following policies and practices reflect ongoing efforts to improve the ease-of-access and transparency of the legislative process to ensure citizens are aware of how decisions are made and implemented.

- All Council and Council Committee meetings are open to the public to attend as required under the *Municipal Government Act*.
- Council and Council Committees will only close a portion of a meeting to the public when permitted by the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy (FOIP) Act*.
- The conduct of Council and Committee meetings will be governed by the *Meetings Procedures Bylaw* (1033/17).
- Both the agenda packages and minutes of Council and Agenda & Priorities Committee meetings are made available to the public on the County website.



## CLEARWATER COUNTY

### Accountability and Transparency Policy

#### 4. Reporting of Council Activities

Clearwater County's elected officials commit a substantial amount of time and effort in the performance of their duties and responsibilities. Councillor committee reports highlight activities of strategic importance and help citizens understand the range of tasks undertaken by elected officials in engaging citizens and advancing Council priorities and initiatives.

- Councillors provide a verbal summary of key activities at their regular Council meetings, which are recorded in the respective meetings' minutes and available on the County's public website.

#### 5. Access to Council Records and Decisions

The County is committed to making information and access to Council records and decisions easily accessible to citizens.

- In accordance with the *Meetings Procedures Bylaw*, all regularly scheduled Council agenda packages are posted on the County website for the public to access at least 5 days prior to the meeting date.
- Council meeting decision highlights are posted to the County's website newsfeed, as well as published bi-monthly in the County Highlights newsletter.
- All Council and Agenda & Priorities Committee minutes are made available to the public once confirmed by Council.
- At least two years of previous Council and Agenda & Priorities Committee agenda packages and meeting minutes can be accessed by the public on the County's website. Historical minutes and agenda packages can also be accessed by contacting County administration.
- All bylaws and policies adopted by Council are posted on the County website.
- In accordance with the *Council Committees Bylaw*, minutes of Committee meetings shall be forwarded to Council as information and are included with Council's agenda packages available on the County website.
- In accordance with the *Public Notification Methods Policy*, the County provides public notice in instances where regular Council or Committee meeting dates are changed or Special Council meetings are arranged, taking into account the time available to give notice, and the statutory requirements and significance of the meeting.



## CLEARWATER COUNTY

### Accountability and Transparency Policy

#### 6. Plain Language

The County has an obligation to communicate effectively and in a way that is easily understood by the intended audience. To achieve this end, the County is committed to using plain language in its communications.

- The County uses its best efforts to ensure information shared with citizens and stakeholders is clear, concise, and logically organized.

#### 7. Public Engagement

The County recognizes the value of public engagement to create opportunities for people affected by a decision to be involved, in an effort to help inform the overall decision-making process. Public engagement will be open, visible and transparent, while balancing the need for the decision-making process to be efficient and effective.

- In accordance with the *Public Engagement Policy*, Council will seek to inform and involve its residents and businesses by engaging with the public on matters related to budget and capital or strategic plans.

#### 8. Financial Accountability, Oversight and Reporting

The County is committed to accountability and transparency in financial management. The County provides citizens with comprehensive financial information through the budget and financial reporting processes. The County maintains various financial policies and practices that ensure sound financial governance and accountability.

- Quarterly financial reports are provided to Council, in order to support the stewardship of County resources, effective decision-making, and transparent communication to the public.
- A summary of the approved 3-year operating and capital budget summaries are available on the County website and included annually in the County Highlights newsletter.
- In accordance with the *Significant Accounting Policy*, the County's audited financial statements are reviewed and approved by Council and made available on the County website.
- In accordance with the *Investments Policy*, the County invests public funds in a prudent manner that will provide optimum investment returns with the maximum security while meeting the County's cash flow requirements and conforming to legal requirements which govern the investment of municipal funds.



## CLEARWATER COUNTY *Accountability and Transparency Policy*

	<ul style="list-style-type: none"><li>○ In accordance with the <i>Purchasing and Account Processing</i> and <i>Surplus and Reserves</i> policies, the County follows prudent business practices that enhance financial strength, flexibility, cash flow management, and the ability to achieve Council's vision and Strategic Plan priorities.</li></ul>
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**References:**

- *Municipal Government Act* – sections 170-175; 180-181; 192-198; 217; 227; 230.
- *Freedom of Information and Protection of Privacy Act*
- Clearwater County Bylaws:
  - *Meeting Procedures Bylaw* (#1033/17).
  - *Code of Conduct Bylaw* (#1034/17).
  - *Council Committees Bylaw* (#1042/18).
- Clearwater County Policies:
  - *Council, Board and Committee Remuneration Policy*
  - *Investments Policy*
  - *Public Engagement Policy*
  - *Public Notification Methods Policy*
  - *Purchasing and Account Processing*
  - *Significant Accounting Policy*
  - *Surplus and Reserves Policy*
  - *Travel and Subsistence for Staff and Council*

DRAFT



## REQUEST FOR DECISION

<b>SUBJECT:</b> Draft Public Participation Policy		
<b>PRESENTATION DATE:</b> May 22, 2018		
<b>DEPARTMENT:</b> Council	<b>WRITTEN BY:</b> Christine Heggart, Manager Intergovernmental & Legislative Services / DJ Tutic, Communications Coordinator	<b>REVIEWED BY:</b> Rick Emmons / CAO
<b>BUDGET CONSIDERATIONS:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA 216.1)		
<b>STRATEGIC PLAN THEME #2:</b> Well Governed and Leading Organization	<b>PRIORITY AREA:</b> 2.3 Facilitate community engagement in planning and decision making.	<b>STRATEGIES:</b> 2.3.1 Inform and educate the community regarding Council's key priorities, projects and programs.
<b>ATTACHMENT(S):</b> MGA and Public Participation Policy Regulation Excerpts; and, DRAFT Public Participation Policy		

**STAFF RECOMMENDATION:**  
**That Council reviews, amends as appropriate and approves the  
*Public Participation Policy.***

### BACKGROUND:

Council has previously expressed their wish to enhance public understanding and involvement in municipal issues, as public participation is a key component to informing Council's decision-making process.

At their April 16, 2018 Agenda & Priorities Committee meeting, the Committee reviewed and amended the draft of Public Participation Policy to meet Council's objectives for engagement and their requirement for input, taking into consideration resource requirements and organizational capacity, along with new legislative requirements.

As Council is aware *Municipal Government Act* (MGA) amendments included a requirement for municipalities to establish a public participation policy by July 23, 2018.

Attached for Council's consideration is a revised draft *Public Participation Policy* for further review and amendments, as required.

MGA Excerpt**Public participation policy**

**216.1(1)** Every council of a municipality must establish a public participation policy for the municipality.

(2) A council may amend its public participation policy from time to time.

(3) The Minister may make regulations

(a) respecting the contents of public participation policies;

(b) respecting the considerations to be taken into account by a council in establishing its public participation policy;

(c) setting a date by which every municipality must have its first public participation policy in place;

(d) respecting requirements for a council to review its public participation policy periodically and consider whether any amendments should be made;

(e) respecting requirements to make publicly available a public participation policy and any amendments made to it.

(4) Nothing in a public participation policy established under this section affects any right or obligation that a municipal authority or any person has under any other provision of this Act.

(5) No resolution or bylaw of a council may be challenged on the ground that it was made without complying with a public participation policy established by a resolution of the council.

Public Participation Policy Regulation Excerpt**Public participation policy requirements**

**2** A municipality's public participation policy must identify

(a) the types or categories of approaches the municipality will use to engage municipal stakeholders, and

(b) the types or categories of circumstances in which the municipality will engage municipal stakeholders.

**Participation policy must be made public**

**3** A municipality must make its public participation policy available for public inspection, and may post it on the municipality's website.

**Review of public participation policy**

**4** A municipality must review its public participation policy at least once every 4 years.

**Transitional**

**5** A municipality must establish its public participation policy within 270 days after section 216.1 of the Act comes into force.



## CLEARWATER COUNTY Public Participation Policy

<b>EFFECTIVE DATE:</b>	TBD
<b>SECTION:</b>	Governance/Administration
<b>PURPOSE:</b>	In accordance with section 216.1 of the <i>Municipal Government Act</i> , this Public Participation Policy has been developed to recognize the value of public engagement and to create opportunities for people affected by a decision to be involved, in an effort to help inform the overall decision-making process, while also considering the need to govern in an efficient manner.
<b>POLICY STATEMENT:</b>	<p>Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:</p> <ol style="list-style-type: none"><li>1) Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;</li><li>2) Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;</li><li>3) Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and,</li><li>4) Recognizing that although Councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision-making process.</li></ol>
<b>DEFINITIONS:</b>	<p>“<b>CAO</b>” means the Chief Administrative Officer of the Municipality or their delegate.</p> <p>“<b>Municipal Stakeholders</b>” means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.</p> <p>“<b>Municipality</b>” means Clearwater County.</p> <p>“<b>Public Participation</b>” or public engagement includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.</p>

\*\*This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act* and is subject to any specific provision of the *MGA* or other relevant legislation.





## CLEARWATER COUNTY Public Participation Policy

<p><b>DEFINITIONS:</b></p>	<p><b>“Public Participation Plan”</b> means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.</p> <p><b>“Public Participation Tools”</b> means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:</p> <ul style="list-style-type: none"><li>i. in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;</li><li>ii. digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;</li><li>iii. written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and,</li><li>iv. representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.</li></ul>
<p><b>PRINCIPLES:</b></p>	<p><b>(1) Authentic Intent:</b> A primary purpose of public engagement is to generate perspectives to help shape municipal action or policy.</p> <p><b>(2) Shared Responsibility:</b> Public participation allows for informed decision-making and is a shared responsibility of Council/Administration (to provide opportunities) and Municipal Stakeholders (to educate themselves and contribute).</p> <p><b>(3) Transparent and Accountable:</b> The County communicates how Municipal Stakeholder input affects the decision-making process and provides updates as to outcomes/decisions.</p> <p><b>(4) Inclusive and Accessible:</b> Provides Municipal Stakeholders with the information they need to participate in safe and deliberate exchanges, demonstrating respect for and encouraging discussion about others’ opinions and beliefs.</p> <p><b>(5) Continual Improvement:</b> Public participation is dynamic and requires ongoing evaluation and adjustment to continuously improve and address the changing needs of the Municipal Stakeholders.</p>

\*\*This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act* and is subject to any specific provision of the *MGA* or other relevant legislation.



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<p><b>RESPONSIBILITIES:</b></p>	<p><b>(1) Council Responsibilities</b></p> <p>(a) Council shall:</p> <ul style="list-style-type: none"> <li>i. Review this Policy at least once every four years to ensure compliance with all relevant legislation, municipal policies and the spirit and intent of Public Participation;</li> <li>ii. Promote and support Public Participation and consider input obtained through Public Participation; and,</li> <li>iii. Ensure appropriate resources are available to solicit Public Participation in accordance with this Policy.</li> </ul> <p><b>(2) Administration Responsibilities</b></p> <p>(a) CAO shall:</p> <ul style="list-style-type: none"> <li>i. In accordance with this Policy or as directed by Council, develop Public Participation Plans;</li> <li>ii. Assess this Policy and make recommendations to Council about Public Participation Plans and resourcing;</li> <li>iii. Communicate to Council and the public, when appropriate, the effectiveness of a Public Participation Plan and the Public Participation Tools used;</li> <li>iv. Report the findings of the Public Participation to Council; and,</li> <li>v. Evaluate effectiveness of the Public Participation Plan and the Public Participation Tools used in a particular circumstance.</li> </ul>
<p><b>PUBLIC PARTICIPATION OPPORTUNITIES:</b></p>	<p><b>(1) When to Implement</b></p> <p>a) The CAO shall develop and implement a Public Participation Plan (see Appendix A plan template) under the following circumstances:</p> <ul style="list-style-type: none"> <li>i. When gathering input or formulating recommendations with respect to the Municipality’s budget and/or capital plans;</li> <li>ii. When gathering input or formulating recommendations with respect to the Municipality’s strategic plans or business plans;</li> <li>iii. As otherwise directed by Council.</li> </ul>

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## CLEARWATER COUNTY Public Participation Policy

<p><b>POLICY EXPECTATIONS:</b></p>	<p><b>1) Legislative and Policy Implications</b></p> <p>(a) All Public Participation will be undertaken in accordance with the <i>Municipal Government Act</i>, the <i>Freedom of Information and Protection of Privacy Act</i> and any other applicable legislation.</p> <p>(b) All Public Participation will be undertaken in accordance with all existing municipal policies.</p> <p>(c) This Policy shall be available for public inspection and may be posted to the Municipality’s website.</p> <p>(d) This Policy will be reviewed by Council at least once every four years.</p> <p><b>2) Public Participation Standards</b></p> <p>(a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.</p> <p>(b) Public Participation activities will be conducted in a professional and respectful manner.</p> <p>(c) Public Participation plans will consider early, ongoing and diverse opportunities to provide input.</p> <p>(d) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.</p> <p>(e) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.</p>
<p><b>PUBLIC PARTICIPATION PLANS:</b></p>	<p><b>1) Plan Development</b></p> <p>(a) When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan (see Appendix A plan template) which shall consider the following:</p> <ul style="list-style-type: none"> <li>i. The nature of the matter for which Public Participation is being sought;</li> <li>ii. The impact of the matter on Municipal Stakeholders;</li> <li>iii. The demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;</li> </ul>

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## CLEARWATER COUNTY Public Participation Policy

	<ul style="list-style-type: none"><li>iv. The timing of the decision and time required to gather input;</li><li>v. What information is required, if any, to participate; and</li><li>vi. Available resources and reasonable costs.</li></ul> <p>(b) Public Participation Plans will, at minimum, include the following:</p> <ul style="list-style-type: none"><li>i. A communication plan to inform the public about the Public Participation plan and opportunities to provide input;</li><li>ii. Identification of which Public Participation Tools will be utilized;</li><li>iii. Timelines for participation;</li><li>iv. Information about how input will be used;</li><li>v. The location of information required, if any, to inform the specific Public Participation.</li></ul> <p><b>2) Reporting and Evaluation</b></p> <ul style="list-style-type: none"><li>a. Information obtained in Public Participation will be reviewed by CAO and a report shall be provided to Council.</li><li>b. The report shall include, at minimum, the following:<ul style="list-style-type: none"><li>i. An overview of the Public Participation Plan and how it was developed;</li><li>ii. An assessment of the effectiveness of the plan based on the level of engagement and the quality of input;</li><li>iii. A summary of the input obtained; and,</li><li>iv. May include recommendations for future Public Participation Plans.</li></ul></li></ul>
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**APPENDIX A  
Public Participation Plan TEMPLATE**

**PROJECT NAME:**

**PROJECT DESCRIPTION:**

**ENGAGEMENT PURPOSE/OBJECTIVES:**

**PROJECT BACKGROUND:**



**APPENDIX A  
Public Participation Plan TEMPLATE**

**RELATED ISSUES/DECISIONS:**

**MUNICIPAL STAKEHOLDERS AND IMPACT:**

**SCOPE OF PUBLIC PARTICIPATION:**

**TIMEFRAME/BUDGET:**

**EVALUATION:**



# CLEARWATER COUNTY Public Participation Policy

## APPENDIX B IAP2 Spectrum of Participation

Type of Engagement				
<b>INFORM</b> 	<b>CONSULT</b> 	<b>INVOLVE</b> 	<b>COLLABORATE</b> 	<b>EMPOWER</b> 
Engagement Goal				
To provide stakeholders and the public with balanced and objective information to assist them in understanding the problems, alternatives and/ solutions.	To obtain stakeholder and public feedback on analysis, alternatives and or/ decisions	To obtain stakeholder and public feedback on analysis, alternatives and or/ decisions	To obtain stakeholder and public feedback on analysis, alternatives and or/ decisions	To obtain stakeholder and public feedback on analysis, alternatives and or/ decisions
Promise to Stakeholders				
We will keep you informed.	We will keep you informed, listen and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how your input influenced the decision.	We will work together, seek your advice and innovation in formulating solutions and we will incorporate your advice and recommendations into the decision to the maximum extent possible.	We will implement what you decide.
Engagement Tools				
<ul style="list-style-type: none"> <li>• Fact sheets</li> <li>• Web sites</li> <li>• Open Houses</li> <li>• Media</li> <li>• Face-to-face meetings</li> <li>• Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Focus groups</li> <li>• Surveys</li> <li>• Feedback forms</li> <li>• Online and personal comments</li> <li>• Public meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Workshops</li> <li>• Deliberate polling</li> </ul>	<ul style="list-style-type: none"> <li>• Citizen advisory committees</li> <li>• Consensus-building</li> <li>• Participatory decision-making</li> <li>• Workshops (World Café, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Citizen juries</li> <li>• Ballots</li> <li>• Plebiscites</li> <li>• Delegated decisions</li> </ul>

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## DELEGATION

<b>SUBJECT:</b> Inspector Shane Ramteemal, RCMP Headquarters 'K' Division Alberta and Sgt. Jason Penner, Rocky Mountain House RCMP Detachment Operations, NCO		
<b>PRESENTATION DATE:</b> May 22, 2018		
<b>DEPARTMENT:</b> Public Works	<b>WRITTEN BY:</b> Sgt. T. Miller, Community Peace Officer	<b>REVIEWED BY:</b> Erik Hansen, Director Public Works Infrastructure, and Rick Emmons, Chief Administrative Officer
<b>BUDGET CONSIDERATIONS:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
<b>STRATEGIC PLAN THEME:</b> Community Well Being	<b>PRIORITY AREA:</b> 3.2	<b>STRATEGIES:</b> 3.2.1

### STAFF RECOMMENDATION:

That Council receives the RCMP Headquarters 'K' Division Alberta Delegate's information as presented.

### BACKGROUND:

Inspector Shane Ramteemal will be presenting the RCMP options for enhanced levels of policing services within the Rocky Mountain House Detachment area.

Administration will be reviewing this information in greater detail and will bring back more information for councils' consideration at a future meeting.





# Councillor and Board Member Remuneration Statement

Name of Councillor / Board Member:	Jim Duncan
Date:	April 1, 2018
Signature (Councillor / Board Member):	<i>Jim Duncan</i>

**PAYMENT PERIOD**

<input type="checkbox"/> January	<input type="checkbox"/> February	<input checked="" type="checkbox"/> March	<input type="checkbox"/> April
<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> August
<input type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December

Council Supervision Rate	\$1,003.00 / Monthly
Reeve Supervision Rate	\$2,014.00 / Monthly
Deputy Reeve Supervision Rate	\$1,250.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$161.00	Next 4 Hours \$127.00	Next 4 Hours \$127.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.55/km
March 8	Headwaters Alliance	X					
March 13	Regular Council				X		40
March 14	Canada 150	X					40
March 15	Clearwater Trails Initiative	X					40
March 16	Council Broadband workshop	X	X				40
March 27	Regular Council				X		40
March 28	MPC	X					40
March 29	Council CAO Interviews	X	X				40

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<b>Remuneration Calculation (for office use only)</b>							
6	Meetings @ 161.00 =	966.00			288	Kms @ \$0.55 =	154.00
2	Meetings @ 127.00 =	254.00			0	Lunch @ 16.00 =	0
2	Meetings @ 288.00 =	576.00					
	Supervision =	1250.00					
	<b>TOTAL =</b>	<b>3046.00</b>				<b>TOTAL =</b>	<b>154.00</b>



## Councillor and Board Member Remuneration Statement

Name of Councillor / Board Member:	Timothy Hoven
Date:	4/30/18
Signature (Councillor / Board Member):	

**PAYMENT PERIOD**

<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input checked="" type="checkbox"/> April
<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> August
<input type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December

Council Supervision Rate	\$1,003.00 / Monthly
Reeve Supervision Rate	\$2,014.00 / Monthly
Deputy Reeve Supervision Rate	\$1,250.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$161.00	Next 4 Hours \$127.00	Next 4 Hours \$127.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.55/km
4/2	Caroline Library	1					68.4
4/3	Council Workshop - Firefighters	1					91
4/4	Fire Hall Open House	1					54.2
4/5	WCS	1					57.1
4/5	Fire Hall Open House		1				
4/10	Council				1		91
4/11	GCPAC	1					91
4/18	A&P	1	1				91
4/16	Caroline Volunteer Appreciation			1			68.4
4/17	Workshop	1					91
4/17	Ec Development Meeting		1				
4/18	MPC	1					91
4/18	Wildrose School Board		1				68.4
4/18	Volunteer Gala in Rocky	1					91
4/20	ASB	1					91
4/24	Council				1		91

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<b>Remuneration Calculation (for office use only)</b>			
10	Meetings @ 161.00 =	1610.00	
5	Meetings @ 127.00 =	635.00	1135.5 Kms @ \$0.55 = 624.53
2	Meetings @ 288.00 =	288.00	⊖ Lunch @ 16.00 = ⊖
	Supervision =	1003.00	Mtn. view Hospitality < 71.72 >
<b>TOTAL =</b>		<b>3536.00</b>	<b>TOTAL = 552.81</b>



# Councillor and Board Member Remuneration Statement

Name of Councillor / Board Member:	MICHELLE SWANSON
Date:	APRIL 30, 2018
Signature (Councillor / Board Member):	<i>[Handwritten Signature]</i>

**PAYMENT PERIOD**

<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input checked="" type="checkbox"/> April
<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> August
<input type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December

Council Supervision Rate	\$1,003.00 / Monthly
Reeve Supervision Rate	\$2,014.00 / Monthly
Deputy Reeve Supervision Rate	\$1,250.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$161.00	Next 4 Hours \$127.00	Next 4 Hours \$127.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.55/km
APR 3	COUNCIL WORKSHOP	✓					26
APR 4	REC BO MTG.	✓					26
APR 5	NSRP Ad HOC COM. MTG	✓					26
APR 5	CONDOR FIRESTATION O.H.		✓				94
* APR 6	SPECIAL MTG. SENIORS Housing	✓					-
APR 6	C.A.E.P.	✓					-
APR 10	COUNCIL MTG				✓		26
APR 11	FCSS	✓					26
APR 12	REG. WASTE PRESENTATION	✓					26
APR 16	A+P MTG.	✓					26
APR 16	CAROLINE VOL. APPRECIATION		✓				113
APR 17	COUNCIL WORKSHOP	✓					26
APR 18	REA AGM	✓					78
APR 19	FCSS Vol. App. BALA	✓					26
APR 24	COUNCIL MTG				✓		26
* APR 25	SENIORS HOUSING	✓					-

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2 Westview @ 81 = 162.00						<b>Remuneration Calculation (for office use only)</b>		
13	Meetings @ 161.00 =	2093.00		1313	Kms @ \$0.55 =	755.15		
4	Meetings @ 127.00 =	508.00		0	Lunch @ 16.00 =	0		
2	Meetings @ 288.00 =	576.00		Receipts = 206.58				
	Supervision =	1003.00		mth. View Hospitality < 71.72 >				
<b>TOTAL = 4342.00</b>			<b>TOTAL = 890.01</b>					



## Councillor and Board Member Remuneration Statement

Date	Type of Meeting Attended	First 4 Hours \$161.00	Next 4 Hours \$127.00	Next 4 Hours \$127.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.55/km
APR. 25	TRAVEL to DIGITAL FUTURES	✓					414
APR. 26	DIGITAL FUTURES	✓	✓				
APR 27	DIGITAL FUTURES+TRAVEL	✓	✓				414

HERITAGE INN PINCHER C  
919 WATERTON AVE  
PINCHER CREEK, AB T0K 1

Heritage Inn Hotel & Convention Centre  
Box 399, 919 Waterton Ave.  
Pincher Creek, Alberta T0K 1W0  
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Promo Code  
Room 0107

Reference	Charges	Credits
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	3.79	
		206.58
0.00	206.58	206.58

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