

**CLEARWATER COUNTY
COUNCIL AGENDA
July 23, 2013 9:00 A.M.
Council Chambers
4340 – 47 Avenue, Rocky Mountain House AB**

- 10:15 A.M. Public Hearing – Land Use Amendment Bylaw 979/13 Rammage**
- 10:30 A.M. Delegation – Clearwater County Taxpayers’ Association**
- 10:45 A.M. Delegation – Caroline HUB Committee for Caroline and District Athletic and Agricultural Society**

A. CALL TO ORDER

B. AGENDA ADOPTION

C. CONFIRMATION OF MINUTES

- 1. July 09, 2013 Regular Meeting Minutes
- 2. July 09, 2013 Public Hearing Minutes

D. PUBLIC WORKS

- 1. Isolated Access Road Use Request - Ahlstrom
- 2. Leslieville Lagoon Access

E. CORPORATE SERVICES

- 1. County Operating Report to June 30, 2013

F. PLANNING & WEST COUNTRY

- 1. Incident Reporting to Council Policy Review – Final Draft
- 2. 10:15 Public Hearing Land Use Amendment Bylaw 979/13 – Rammage (Grandview Stage Resort) 2nd and 3rd Reading

G. MUNICIPAL

- 1. 10:30 A.M. Delegation: Clearwater County Taxpayers’ Association

H. COMMUNITY AND PROTECTIVE SERVICES

- 1. 10:45 A.M. Delegation: Caroline HUB Committee for Caroline and District Athletic and Agricultural Society – Caroline Community Complex Expansion
- 2. Caroline Community Complex Expansion and SE Recreation Grounds – Construction Agreements
- 3. EARN Advertising Funding Request

I. IN CAMERA

- 1. Nordegg Public Services Building

J. COMMITTEE REPORTS

K. INFORMATION

1. CAO'S Report
2. Public Works Director's Report
3. Accounts Payable Listing
4. Councillor Remuneration

L. ADJOURNMENT

TABLED ITEMS

Date

Item, Reason and Status

04/10/12

Arbutus Hall Funding Request

- To allow applicant to provide a complete capital projects plan.

STATUS: Pending Information, Community and Protective Services



Agenda Item

Project: Isolated access road request between NE-7-37-7 W5M & NW-8-37-7 W5M (approximately 800 meters) to access SE-7-37-7 W5M and SW-8-37-7 W5M	
Presentation Date: July 23, 2013	
Department: Public Works	Author: Michelle Marshall/ Marshall Morton
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Infrastructure & Asset Management	Goal: To effectively manage the financial and physical assets of the County in order to support the growth and development of the County while obtaining maximum value from County owned infrastructure and structures.
Legislative Direction: <input checked="" type="checkbox"/> County Bylaw or Policy- <u>Isolated Access Roads on Right of Way Policy</u>	
Recommendation: That Council grants approval to Chris & Wayne Ahlstrom to utilize and maintain the existing abandoned lease road on the County road allowance under the provisions of the Isolated Access Roads Policy.	
Attachments List: Request letter from Chris & Wayne Ahlstrom Map of described road allowance Notice of abandonment from ConocoPhillips Canada Isolated Access Roads on Right of Way Policy	

Background: Chris & Wayne Ahlstrom have requested to utilize the road allowance which lies between the NE-7-37-7 W5M & NW-8-37-7 W5M (approximately 800 meters) to gain access to their grazing lease located in the SE-7-37-7 W5M and the SW-8-37-7 W5M. The road allowance has been developed by ConocoPhillips Canada in order to access a well site within the SE-7-37-7 W5M.

ConocoPhillips has indicated, in the attached Notice of Abandonment, the well is no longer capable of economically viable production therefore have decided to abandon the well and are considering options for the surface location and access road. Chris Ahlstrom has been in contact with ConocoPhillips and has requested the use of the access road and well site area in its developed state.



County staff has also been in contract with the ConocoPhillips Canada's recovery and abandonment department, they have expressed no concerns with Chris and Wayne Ahlstrom's application.

Attached you will find a copy of the letter from Mr. & Mr. Ahlstrom, Air Photo, the Notice of Abandonment and the relevant policy .

Rocky Mtn. Hse. AB.

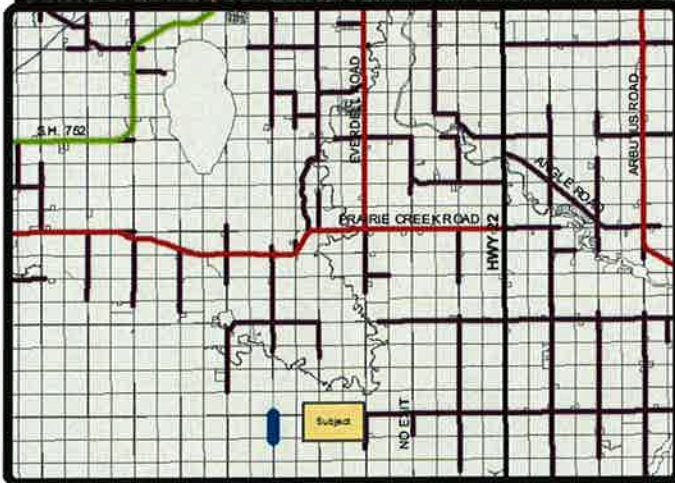
May 23/13

To Clearwater County,

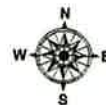
Please be advised that we, Chris Ahlstrom and Wayne Ahlstrom would like to apply to lease approximately one half mile of road allowance from the County on the east side of the N.E. $\frac{1}{4}$ sec. 7 Twp. 37 Rge. 7 W5. This is a former access road built by Conoco-Phillips to an oil well lease which is now up for abandonment by this company. The purpose of our request is to give us access to a private quarter which we use for pasture as well as our lease land. This road is essential to our operation as this gives us access for cattle liners to haul our cattle to and from our pastures during the summer and fall.

Thanking you,
Yours truly,
Chris Ahlstrom
Wayne Ahlstrom





Application to Lease Road Allowance
Chris & Wayne Ahlstrom
All that portion lying between
N.E. 7- and N.W. 8-37-7 W5
800 Meters - 4.00 Acres





ConocoPhillips Canada Operations Corp.
2100, 250 – 6th Avenue SW
Calgary, Alberta
T2P 3H7

April 9, 2013

~~REDACTED~~
C/O WAYNE AHLSTROM & JOYCE AHLSTROM
RR 3
ROCKY MOUNTAIN HOUSE, AB
T4T 2A3

RE: NOTICE OF ABANDONMENT AND RECLAMATION
OF 100/8-7-37-7 W5M- WELLSITE
CROWN: MSL 931576
CPC SURFACE FILE: 11293 & 11299

ConocoPhillips Canada Operations Corp. has determined that the referenced well is no longer capable of economically viable production and will proceed with the abandonment of the well and reclamation of the respective surface lease. Both the downhole abandonment and surface reclamation will be performed in accordance with regulations and guidelines established by the Energy Resources Conservation Board (ERCB) and by Alberta Environment. Further information on the process of abandonment and reclamation follows.

Downhole Abandonment

In most cases a service rig will be required and in some instances a wireline unit and cement trucks may be necessary to abandon the well as per regulations set out by the ERCB. At the conclusion of the downhole abandonment, the wellhead will be removed and the casing strings will be cut off and capped at least one meter below ground level. Equipment and facilities that are no longer required will be removed from the lease.

The lease will be accessed via the access route illustrated on the attached survey. If you have concerns regarding site access or site entry please contact the company representative listed below.

Pipeline Abandonment

The pipelines associated with this wellsite may be abandoned at a later date. Notification of a pipeline abandonment is done by way of a separate letter and includes a survey plan that shows where the line is located. Abandonment of the pipeline segments consists of the pipeline being cleaned of any residual hydrocarbons utilizing a pigging procedure, removal of the pipeline riser or valve site and cutting and capping the pipeline ends. The line is left filled with air at atmospheric conditions.

In situations where the pipeline will remain in service and will not be abandoned, a riser, header or valve site may remain on the lease. In these cases, a representative of ConocoPhillips' Surface Land Group will contact you to discuss our requirements for leaving these facilities in place.

Site Assessment and Surface Reclamation

Once the equipment and facilities that are no longer required have been removed from the wellsite, site assessment and surface reclamation will begin. Environmental consultants will perform an evaluation of topsoil depth, compaction, soil composition, vegetation and possible presence of residual impacts on the lease associated with our operations. This evaluation will determine the scope of work to be performed.

The work to reclaim the lease will be undertaken using the current guidelines and criteria as detailed in the Reclamation Criteria for Wellsites and Associated Facilities 1995 Update. It is the intent that the lease will be returned to an equivalent land capability similar to that of the surrounding land.

When the reclamation work has been completed, environmental consultants will complete an extensive evaluation of the site to assess vegetation, contour, drainage, soil depths, soil quality and soil compaction. Based on the results of this detailed assessment, ConocoPhillips will determine if the site is satisfactorily reclaimed and an application for a reclamation certificate will be prepared and submitted to Alberta Environment for review and the issuance of a Reclamation Certificate.

If someone other than yourself is farming or occupying the land, please inform them of our proposed activity.

The above information is a summary of the abandonment and reclamation process. If you have any comments, concerns or questions, please contact the following company representatives:

- **Jack Halliday at (403) 260-1690 for well abandonments**
- **Brad Funk at (780) 832-0601 for surface reclamation**

Yours truly,
CONOCOPHILLIPS CANADA OPERATIONS CORP.

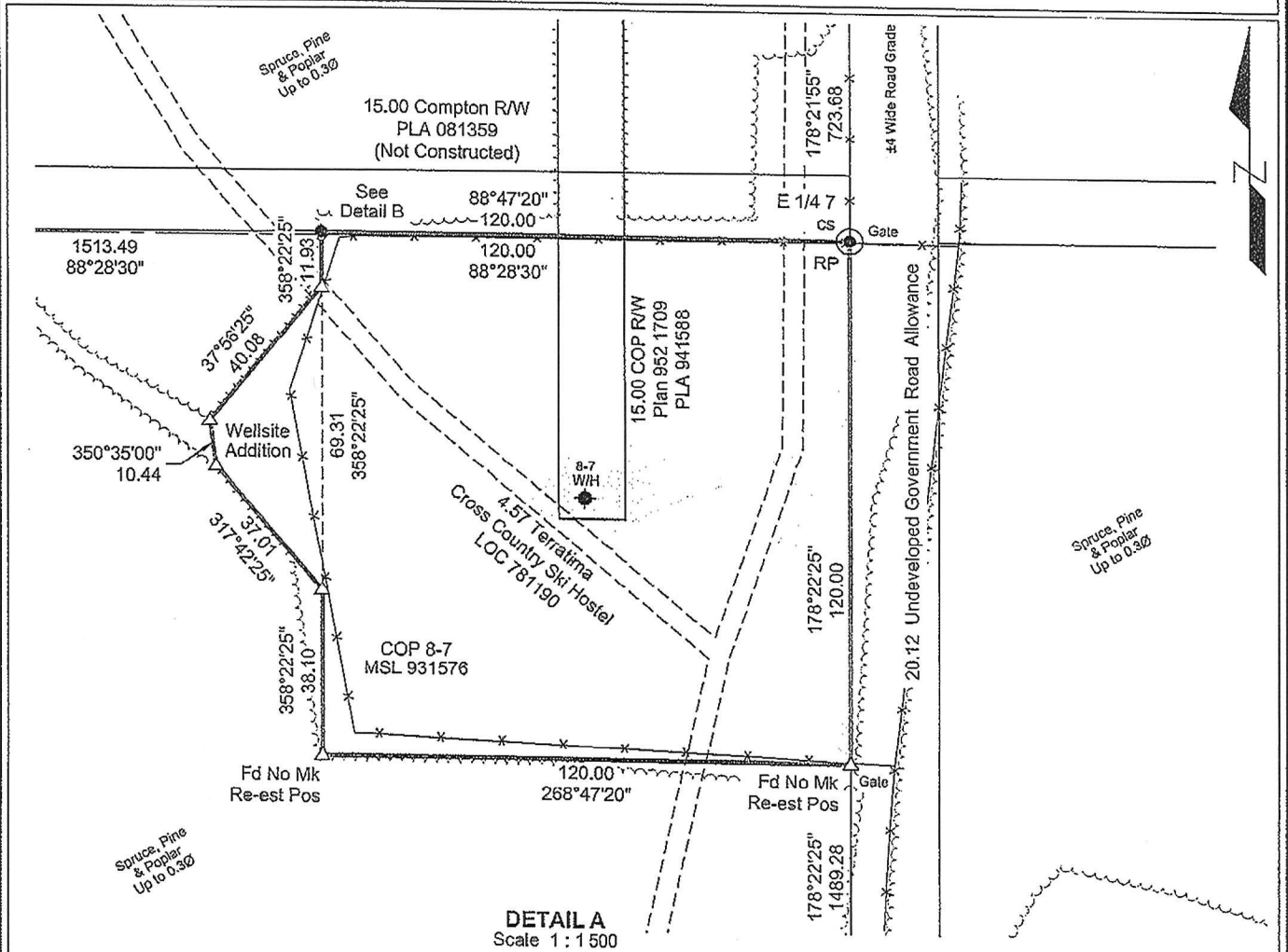
PLAN SHOWING AS-BUILT SURVEY OF WELLSITE (AMENDMENT TO MSL 931576)

COPOL 100 CHEDER 8-7-37-7

IN

LS 8 Sec 7 Twp 37 Rge 7 W5M

Clearwater County



DETAIL A
Scale 1 : 1500

TIMBER SALVAGE (APPROXIMATE)

	New Cut in		Existing Cut	
	Hectares	Acres	Hectares	Acres
Well Site	0.00	0.00	1.54	3.80
Total	0.00	0.00	1.54	3.80

AREA REQUIRED

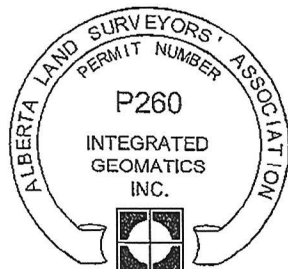
	Hectares	Acres
Well Site (Existing NE 7)	0.004	0.01
Well Site (Existing SE 7)	1.436	3.55
Well Site (Addition)	0.099	0.24
Total	1.539	3.80

DECLARATION

I, Shaun Ewen, Alberta Land Surveyor, solemnly declare that the survey represented by this plan was made under my personal supervision, the survey was made in accordance with good surveying practices and in accordance with the provisions of the Surveys Act, the survey was performed between the dates of November 6, 2011 and December 2, 2011, and that this plan is true and correct, and is prepared in accordance with the provisions of the Public Lands Act, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at the City of Calgary, in the province of Alberta this 16th day of February, 2012.

Shaun Ewen
Alberta Land Surveyor



Neil Roper
Neil Roper a Commissioner for Oaths
in and for the Province of Alberta
Commission expires on August 25th, 2013

LEGEND

Statutory iron post	Found	Placed	Portions referred to
Witness post	●	○	Buried pipe
Iron Bar	⊙	⊙	Above ground pipe
0.30 Iron spike	▲	△	Overhead power line
Calculated position	◇	◇	Buried cable
Proposed Well Centre	⊙	⊙	Fence line

Plan distances are ground, in metres and decimals thereof and have been derived using a combined scale factor of 0.999668
Plan bearings are grid, UTM NAD83, Reference Meridian 117° W, and have been derived using GNSS observations
Geo-referenced point shown thus: ○ RP
Northing = 5 781 453.98 } UTM 11 NAD83 CSRS (Observed)
Easting = 638 314.37 }

OPERATOR



CPC SLF No: 11293 CPC Cost Centre: VCCU001857



REV	DATE	DESCRIPTION
1	16-Feb-12	Original Integrated Geomatics Issue
	15-Sep-93	Original All West Surveys Issue

Clearwater County

ISOLATED ACCESS ROADS ON RIGHT-OF-WAY

EFFECTIVE DATE: June 1999

Revised: May 8, 2012

SECTION: Public Works

POLICY STATEMENT:

The purpose of this policy is to outline the specifications and considerations required by the Municipality on Isolated Access roads that are to be constructed to a reduced Municipal standard and built on public right-of-way. The primary use of this type of road is to achieve economical physical access to a single parcel in isolated locations with the potential of very limited traffic volumes or where the intended use is not necessarily a benefit to the public as a whole.

PROCEDURE:

All reduced standard access roads must comply with the following specifications.

1. The maximum grade that would be allowed on a reduced standard road will be 14%.
2. In fill sections that exceed 2m's the Municipality requires that the applicants ensure that the road has sufficient sideslopes or guardrails as determined by the Director of Public Works or his designate.
3. In areas where Vertical and Horizontal sight lines are less than 200m's the applicants will be expected to increase the width of road to a minimum of 7.3m(24feet) driving surface to accommodate for two way traffic.
4. Right-of-way on most public road allowances is 20.12m's (66feet). All access roads are to be built in the center of the right-of-way unless otherwise approved by the Director of Public Works or his designate.
5. Water drainage shall not be impeded by the road development. Sufficient culverts or crossings shall be installed to maintain natural drainage. If required the applicants will be responsible to obtain all Alberta Environmental Protection permits required.
6. Posted speed for Isolated Access roads will be 50KM's per hour.
7. The applicants will be responsible for supplying "Max50KM/hr" and "Isolated Access Road No Municipal Maintenance" signs at their own cost. The municipality will pass necessary by-laws to implement the 50KM/hr Maximum speed.

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8. All Isolated Access Roads that enter on to an existing developed "Municipal Road" must enter at a 90 degree angle and have a minimum of 150m's of sight lines in both directions from the point where it enters the municipal road.
9. Additional construction, reclamation, erosion mitigation or brushing requirements will be determined on a site specific basis by the Director of Public Works or his designate. All costs associated will be the responsibility of the applicant.
10. The Maintenance of Isolated Access Roads will be the sole responsibility and cost of the applicants.(e.g.: grading, snow removal, graveling etc.)
11. The applicants of Isolated Access Roads cannot restrict access to public traffic in any way.
12. The sole cost of construction of these roads will be the responsibility of the applicants.
13. All applicants that apply for an Isolated Access Road will be required to sign an agreement with the Municipality acknowledging the aforementioned requirements.
14. It is the responsibility of the applicants to notify any prospective buyers of this property that the above-mentioned agreement exists.
15. The Isolated Access Road policy is intended to compliment and work in conjunction with (but is not limited to) the Clearwater County Access Road Policy, Residential Subdivision Standards Policy, Road Standards Policy, Approach Construction Guidelines Policy and the Fencing Policy.



Agenda Item

Project: Leslieville Lagoon Access	
Presentation Date: July 23, 2013	
Department: Public Works	Author: Kurt Magnus/Marshall Morton
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Infrastructure & Asset Management	Goal: To effectively manage the financial and physical assets of the County in order to support the growth and development of the County while obtaining maximum value from County owned infrastructure and structures.
Legislative Direction: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: That Council review the request from Mr. Webster and deny the request to extend the operational hours of the Leslieville Lagoon.	
Attachments List: N/A	

Background:

On July 16th, 2013, Public Works received a request from Mr. Ron Webster, Managing Director of Wilderness Village, on the possibility of their waste water hauling contractor (Redline) having access to the Leslieville Lagoon on Sundays.

The reasons as to why Mr. Webster would like the additional Sunday morning access are as follows:

- 1.) Hauling waste water to Nordegg, on Sunday, takes too much time
- 2.) It would decrease several additional loads having to go to Nordegg
- 3.) It would eliminate having to transfer waste water back and forth between on-site holding tanks in order to make it through Sunday
- 4.) An extremely busy year which has resulted in an increase of waste water.



On July 12th, 2011, Clearwater County Council amended the operational hours of the Leslieville Lagoon, in order to accommodate Wilderness Village, to include Saturday mornings (8:00 a.m. to 12:00 noon).

As such, to be open on Sunday mornings (8:00 a.m. to 12:00 noon) will require additional staff. Currently Clearwater County hires a seasonal staff member, specifically for monitoring of this receiving station. Asking that individual to work seven days a week is not an option, and with the demand on our other staff, who are working overtime in an attempt to catch up after the Nordegg fire and most recent flood, asking them to cover off this would also create some challenges. It is our position that an additional staff member would need to be hired to accommodate this request. Wilderness Village would be prepared to contribute towards the cost associated with having a Clearwater County employee working an extra half day on Sunday, however, hiring an individual for a half day a week might be challenging.

It is the administrations opinion that there are other options available that would mitigate the issues that Wilderness Village is faced with that would not include having to extend our hours of operation. Example: Hiring of additional trucks, etc...



Agenda Item

Project: County operating report to June 30th, 2013	
Presentation Date: July 23rd, 2013	
Department: Corporate Services	Author: Rhonda Serhan
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area:	Goal:
Legislative Direction: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: Council receives the attached reports for information.	
Attachments List: Operating Report, Capital Report	
Background: The following reports are a snapshot of our financial performance against budget up to June 30 th , 2013	
Operating Highlights:	
Operating Revenue:	
1- Nordegg lots have been slated to go up for a lot draw on August 16 th , so we won't have much change in the sale of goods line until then.	
2- Oil well drilling taxes continue to be strong as you can see and reflect most of the spring revenue.	
Operating Expenses:	
1- Operating expenses seem to be on target, we are seeing some of the Nordegg Fire expenses come in, and now there will be flooding invoices in the emergency services line, so we can expect that number to increase substantially. Mike's department is working on the Disaster Recovery Program applications, which will hopefully offset most of the costs in this line item.	
2- ASB Weed and Pest Control line is low for June, however, most of the costs incurred in June, were not posted until July, you will see this line item up where we expect it on July's report.	



Capital Highlights:

Capital Revenue:

- Most of our capital grants have been issued and deposited. We are still waiting on some funding for bridges, which aren't paid out until we have incurred the expenditures, and one other grant from Alberta Transportation.

Capital Expenditures

- The majority of our capital equipment purchases have been made. The capital programs we plan to undergo in 2013 have been postponed due to flooding repair projects on the go, as you can see by the small amount of invoices being paid under the Public Works Capital umbrella.

Clearwater County
Operating
For the Six Months Ending June 30, 2013

	<u>Year to date 2013</u>	<u>Budget 2013</u>	<u>Variance 2013</u>	<u>% 2013</u>
Operating Revenue				
Net municipal taxes	\$36,281,436	\$36,288,270	(\$6,834)	100%
User fees and sales of goods	213,299	1,658,500	(1,445,201)	13%
Government transfers for operating	224,304	1,188,930	(964,626)	19%
Investment income	252,015	413,000	(160,985)	61%
Penalties and costs of taxes	(4,895)	75,000	(79,895)	-7%
Development levies	14,015	55,000	(40,985)	25%
Permits and licenses	14,320	58,600	(44,280)	24%
Oil Well Drilling Taxes	1,371,163	1,200,000	171,163	114%
Other	118,554	323,500	(204,946)	37%
Total Operating Revenue	<u>38,484,211</u>	<u>41,260,800</u>	<u>(2,776,589)</u>	<u>93%</u>

Clearwater County
Operating
For the Six Months Ending June 30, 2013

	Year to date 2013	Budget 2013	Variance 2013	% 2013
Operating Expenses by Department				
Agriculture Services				
ASB General	\$170,237	\$361,902	\$191,665	47%
ASB AESA	74,567	138,712	64,145	54%
ASB Vehicle & Equipment Pool	22,992	91,018	68,026	25%
ASB Vegetation Management	194,126	678,399	484,273	29%
ASB Weed & Pest Control	30,876	192,955	162,079	16%
ASB Public Relations	865	2,350	1,485	37%
	493,663	1,465,336	971,673	34%
Community & Protective Services				
Community Services	175,718	1,335,475	1,159,757	13%
Culture	124,238	248,360	124,122	50%
Emergency Services	201,512	190,910	(10,602)	106%
Economic Development	124,879	851,152	726,273	15%
Peace Officers	214,189	596,947	382,758	36%
Recreation	9,411	3,908,908	3,899,497	0%
Regional Fire Services	622,695	1,324,445	701,750	47%
	1,472,642	8,456,197	6,983,555	17%

**Clearwater County
Operating
For the Six Months Ending June 30, 2013**

	Year to date 2013	Budget 2013	Variance 2013	% 2013
Corporate Services				
Assessment	\$203,978	\$641,537	\$437,559	32%
Finance	174,901	406,359	231,458	43%
General	393,239	1,089,927	696,688	36%
Human Resources	84,243	141,621	57,378	59%
Legislative	155,865	475,317	319,452	33%
Technology & Information Management Services	293,323	754,510	461,187	39%
	1,305,549	3,509,271	2,203,722	37%
Planning & Nordegg				
Planning	254,908	773,043	518,135	33%
Nordegg	39,665	172,297	132,632	23%
Nordegg Historic Society.	79,936	179,198	99,262	45%
	374,509	1,124,538	750,029	33%
PUBLIC WORKS				
General	380,345	766,350	386,005	50%
Facilities	208,132	665,878	457,746	31%
Gravel Activities	1,292,546	2,132,450	839,904	61%
GIS Mapping	65,040	198,900	133,860	33%
Road Maintenance	1,011,347	3,222,649	2,211,302	31%
Safety	59,672	126,891	67,219	47%
PW Shop	144,621	384,330	239,709	38%
Vehicles & Equipment	1,338,425	3,222,235	1,883,810	42%
Water & Sewer	132,283	297,999	165,716	44%
	4,632,411	11,017,682	6,385,271	42%

Clearwater County
Operating
For the Six Months Ending June 30, 2013

	<u>Year to date 2013</u>	<u>Budget 2013</u>	<u>Variance 2013</u>	<u>% 2013</u>
Contingency		\$1,400,335	\$1,400,335	0%
Total Operating Expenses	<u>8,278,774</u>	<u>26,973,359</u>	<u>18,694,585</u>	<u>31%</u>
Excess of Revenue over Expenses	<u><u>30,205,437</u></u>	<u><u>14,287,441</u></u>	<u><u>15,917,996</u></u>	<u><u>211%</u></u>

Clearwater County Capital

For the Six Months Ending June 30, 2013

	Year to date 2013	Budget 2013	Variance 2013	% 2013
Capital Revenue				
Grants	\$4,952,103	\$6,146,000	(\$1,193,897)	81%
Total Capital Revenue	4,952,103	6,146,000	(1,193,897)	81%

Clearwater County Capital

For the Six Months Ending June 30, 2013

	Year to date 2013	Budget 2013	Variance 2013	% 2013
Capital Expenditures by Department				
Agriculture Services				
ASB - Equipment	\$65,289	\$87,000	\$21,711	75%
ASB - Vehicles	27,285	28,000	715	97%
	92,574	115,000	22,426	80%
Community & Protective Services				
Community Peace Officers	96,411	92,000	(4,411)	105%
Regional Fire Services	107,954	118,925	10,971	91%
Parks & Recreation	927	548,000	547,073	0%
	205,292	758,925	553,633	27%
Corporate Services				
TIMS Capital	66,299	450,000	383,701	15%
	66,299	450,000	383,701	15%

Clearwater County Capital

For the Six Months Ending June 30, 2013

	Year to date 2013	Budget 2013	Variance 2013	% 2013
Planning & Nordegg				
Nordegg General Development	\$1,030		(\$1,030)	0%
Nordegg Project Development	177,641	617,000	439,359	29%
	178,671	617,000	438,329	29%
PUBLIC WORKS				
Heavy Equipment	512,130	945,000	432,870	54%
Land	820	625,000	624,180	0%
Local Road Construction	456,921	5,304,703	4,847,782	9%
Asphalt Overlay	(23,783)	12,368,600	12,392,383	0%
Chip Seal Program	10,323	127,729	117,406	8%
Bridge Rehab	98,571	1,217,960	1,119,389	8%
Base Pave	265,228	8,412,000	8,146,772	3%
Facilities	8,144	2,367,500	2,359,356	0%
Sewer	21,143	65,000	43,857	33%
	1,349,497	31,433,492	30,083,995	4%
Total Capital Expenditures	1,892,333	33,374,417	31,482,084	6%
Excess of Expenditures over Revenues	3,059,770	(27,228,417)	30,288,187	-11%



Agenda Item

Project: Incident Reporting to Council Policy	
Presentation Date: July 23,2013	
Department: Health and Safety	Author: Steve Maki
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: #5 – Human Resource Development	Goal: #1 To maintain a high quality health and safety program that complies with AB Health & Safety legislation through the continued development or improvement of the County's Health & Safety program and development or implementation of recognized best practices.
Legislative Direction: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input checked="" type="checkbox"/> County Bylaw or Policy (cite) <u>Incident Reporting to Council Policy</u>	
Recommendation: That Council approves the draft policy as presented.	
Attachments List: Incident Reporting to Council Policy	

Background: The Administration is bringing forward the “Incident Reporting to Council Policy” with the amendment recommended by council during their July 9th meeting for final approval.

Clearwater County

INCIDENT REPORTING TO COUNCIL POLICY

EFFECTIVE DATE: July 9, 2013
REVISED: July 23, 2013

This policy shall clarify when the Safety Coordinator, CAO, and/or Director(s) informs council of incidents.

DEFINITIONS

For the purpose of this Personnel Policy, the following definitions shall apply:

- a) Incident: An unplanned event that results in personal injury, resulting in lost time, as defined by the Workers Compensation Board; or damage to equipment, machinery or property exceeding \$2,000.00.

PURPOSE

To provide guidance to the Safety Coordinator, Directors, and CAO as to the type of incidents requiring council notification.

DIRECTIVE

1. In Clearwater County, all incidents shall be fully investigated (unless prime contractor status has been designated); but only those that result in lost time or result in property damage exceeding \$2,000.00 shall be reported to council.

RESPONSIBILITIES

1. All employees/contractors shall report all incidents to their immediate supervisor and/or the Health & Safety Coordinator.
2. The Health & Safety Coordinator shall conduct initial investigations and shall inform council of incidences as per the directive.

First Reading:

At the regular Council meeting held on June 25, 2013, Council reviewed and gave first reading to Bylaw 979/13. As required by legislation, comments were invited from the adjacent landowners. Upon consideration of the representations made at the Public Hearing, Council may consider whether or not to grant second and third readings to the bylaw.



CLEARWATER COUNTY

Application for Amendment to the Land Use Bylaw

Application No. 02/13
Bylaw 979/13

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

APPLICANT: CLEARWATER COUNTY

ADDRESS & PHONE: Box 550 Rocky Mountain House AB T4T 1A4

REGISTERED OWNER: 1061814 Alberta Ltd. DEL RAMAGE, PRES

ADDRESS & PHONE: Box 38, SITE 3, RR #2 Rocky Mountain House AB T4T 2A2

AMENDMENT REQUESTED:

1. CHANGE OF LAND USE DISTRICT FROM: "CR" COUNTRY RESIDENCE ^{BACK} TO: "AD" HIGHWAY DEVELOPMENT
 LEGAL DESCRIPTION OF PROPERTY: SE 1/4 Sec. 27 Twp. 38 Rge. 08 W5M
 OR: LOT: _____ BLOCK _____ REGISTERED PLAN NO.: _____
 OR: CERTIFICATE OF TITLE NO.: 982000862 & 982000861 (Site Plan is attached)
 SIZE OF AREA TO BE REDESIGNATED: 1.0 (Hectares / Acres)

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

AMEND PORTION OF COFT'S CONTAINING 2.0ac & 3.0ac
FROM THE COUNTRY RESIDENCE DISTRICT "CR"
BACK TO THE HIGHWAY DEVELOPMENT DISTRICT "HD"

3. REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT:

LANDOWNER WILL NOT BE PROCEEDING WITH BOUNDARY
ADJUSTMENT SUBDIVISION AND HAS WITHDRAWN HIS APPLICATION.
PER SECTION 12.2(13) COUNCIL MAY INITIATE REDESIGNATING
THE LAND BACK TO ITS FORMER DESIGNATION.

DATE: JUNE 19, 2013 APPLICANT'S SIGNATURE [Signature] ^{BYLAW INITIATED}
_{DUE TO WITHDRAWAL OF RECORDING APPLICATION BY LANDOWNER}

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, R.S.A, 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: N/A RECEIPT NO. N/A

Bylaw Initiated by Council per LUB 12.2(13)

[Signature]
SIGNATURE OF DEVELOPMENT OFFICER
IF APPLICATION COMPLETE

IMPORTANT NOTES ON REVERSE SIDE

BYLAW NO. 979/13

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, 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 Highway Development District "HD" is to regulate development adjacent to public roads;

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 a portion of lands described as PT SE 27-38-08-W5M as outlined in red and identified as "CR" on the attached Schedule "A" to be redesignated from the Country Residence District "CR" to the Highway Development District "HD".

READ A FIRST TIME this ____ day of _____ A.D., 2013.

REEVE

MUNICIPAL MANAGER

PUBLIC HEARING held this ____ day of _____ A.D., 2013.

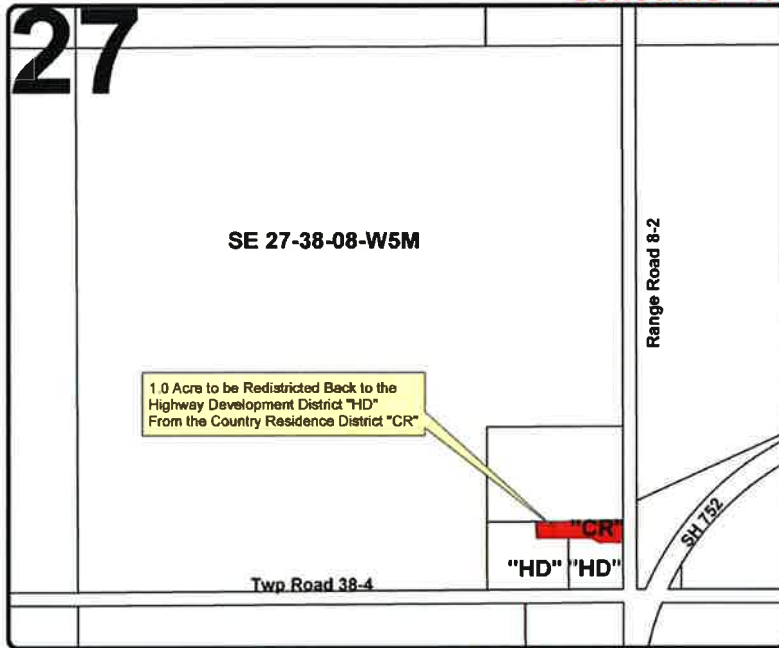
READ A SECOND TIME this ____ day of _____ A.D., 2013.

READ A THIRD AND FINAL TIME this ____ day of _____ A.D., 2013.

REEVE

MUNICIPAL MANAGER

Schedule "A"



Bylaw No. 979/13
Schedule "A"



Application #02/13 to Amend Land Use Bylaw
PT SE 27-38-08-W5, Approximately 1.0 Acre





Agenda Item

Project: Delegation – Clearwater County Taxpayers' Association (CCTA)	
Presentation Date: July 23, 2013	
Department: Municipal	Author: Tracy Haight
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Governance and Intergovernmental Relations	Goal: Clearwater County will develop a communication and community engagement plan to inform and educate the community regarding Council's key priorities, projects and programs.
Legislative Direction: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: That Council accepts the information as presented.	
Attachments List: Email request and written presentation from CCTA	

Background:

Clearwater County Taxpayers' Association (CCTA) requested the opportunity to present environmental concerns relating to Clearwater County's West Country and the protection of lifestyle for its residents, along with suggestions for courses of action and ways of involvement by the CCTA.

From: marianne cole [mailto:mcmajic@telus.net]

Sent: July-17-13 12:14 PM

To: Ron Leaf

Subject: Request for Delegation to be put on agenda for July 23 Council Meeting

Good morning, Ron

Thanks again for your phone call this morning. I am now writing on behalf of the Clearwater County Taxpayers' Association to request the opportunity for a delegation of our members to attend the council meeting on Tuesday, July 23.

We recognize and appreciate the fact that Clearwater County is concerned about issues surrounding the use of the west country and has put in significant effort on this front. In that regard, we would like to show our support for not only protecting the area, but also the lifestyles of the people living there.

During discussion at our monthly meeting on Thursday, July 11, various ideas were suggested as to how this serious problem could be addressed and we would like to share these ideas with council.

We trust that you might find this a valuable topic for discussion by Council and grant us time at the meeting on Tuesday. We anticipate a 15 minute time limit as this is a verbal presentation only with no power point.

Thank you for your attention to our request and we look forward to hearing from you.

Yours truly,
Marianne Cole,
Clearwater County Taxpayers' Association

CCTA PRESENTATION
Re PROTECTION OF THE WEST COUNTRY
CLEARWATER COUNTY COUNCIL MEETING
Tuesday, July 23, 2013

We would like to thank Council for the opportunity to address this meeting with our concerns and desire to help protect the west country as well as the lifestyle of the people living in that area. We commend the efforts of both Council and county staff in this regard to date and want to lend our support as well.

Focus of Action

We feel the main focus of action must be three fold:

1. Protect the beauty of the area by working to control the activities taking place.
2. Protect the lifestyle of the people living in the area.
3. Work to ensure that the above protection can be achieved through increased funding, staff, and consequences for indiscretions.

Courses of Action

1. Lobby the provincial government for increased funding to cover increased staff costs for patrolling the area as well as clean-up costs.
2. Curtail future development of recreation areas in close proximity to privately owned and occupied land.
3. Work with government agencies to establish stricter enforcement of laws on the operation of OHV's and recreational use of the west country.

CCTA Involvement

1. We would willingly lend our support and provide members to work on a committee established to address these concerns
2. We would assist in lobbying the government for funding and staff to ensure greater protection of the west country
3. We would assist in publicizing the urgency of these issues through our monthly meetings and the local media.

We believe that a large, unified approach may bring positive results to an issue that continues to plague the residents of Clearwater County and we are willing to work cooperatively on any efforts to address these concerns.



Agenda Item

Project: Caroline Community Complex Expansion Delegation	
Presentation Date: July 23rd, 2013	
Department: Community and Protective Services	Author: Mike Haugen
Budget Implication: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Quality of Life	Goal:
Legislative Direction: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: That Council endorse the Caroline Community Complex expansion project as presented and approve of the use of MCFP matching funds for the project.	
Attachments List: Project Budget Proposal	

Background:

Council previously committed to provide matching funding for an expansion to the Kurt Browning Arena. This expansion was to include new change rooms and potential lobby renovations, among other things. Engineering work was conducted and the project was put out to tender. All returned bids were well over budget and a suitably reduced price could not be reached. As such, the original project was cancelled.

As the expansion project was being largely funded through the Major Community Facilities Program (MCFP) grant which has deadline for use, another project was sought. A group from the community is proposing a multi-use building which will house various users such as a playschool, fitness facility, medical clinic and dance studio be constructed and have done a large amount of background work to put a proposal together. Leo Fagnan, Reg Dean and Debbie Northcott are here on behalf of the Caroline HUB Committee to present that proposal.

The delegation will be presenting a project budget which includes the use of volunteers and donations to make up the funding shortfall. As Council will recall, the MCFP for the Arena expansion provided \$500,000.00 which the County opted to fully match (1 to 1



dollar matching was a grant requirement), creating a budget of \$1 Million. Approximately \$944,000.00 is currently remaining and could be used for the proposed HUB should enough donations and community support be received so as to make up the shortfall.

Related to this project is the South East Recreation Grounds which is also being constructed through a second MCFP grant. This project also had a starting budget of \$1 Million, of which approximately \$330,000.00 remains. Initial tenders for the remaining work to be completed were well over the remaining budget. Working with the low bidder, the budget amount was reduced to approximately \$465,000.00 (with other engineering and servicing costs to be added).

The HUB group believes that this project may be able to capitalize on efficiencies and donations created as part of the Complex Expansion taking place. The current estimate for the work is just under \$500,000.00 of which \$330,000.00 is funded. This means a shortfall of \$170,000.00 would need to be covered through work and price efficiencies.

Staff is recommending that Council endorse the Caroline Community Complex expansion and authorize the use of current matching dollars for the project. Staff further recommends that construction on the South East Recreation Grounds also moves forward at the same time in order to realize funding and work efficiencies.

Kurt Browning Arena & Complex

Caroline & District Athletic & Agricultural Society

Box 267 Caroline, AB T0M 0M0

Phone: (403) 722-3022 Fax: (403) 722-2883 Email: carolineaq@platinum.ca

Clearwater County Council

We are here to present information on the Expansion to the existing Caroline Community Complex. This expansion will house Caroline Playschool, Dance West Studio, Fitness Center, Medical Clinic, Multipurpose room (ei Yoga), Caroline Chamber of Commerce Office, and additional storage for existing complex.

Our Projected Costs:

Building quote from Premier	\$1,209,366.00
Power to Building	\$ 7,400.00
Extend Gas to building	\$ 1,000.00
Water & Sewer to building	\$ 82,000.00
New Parking Lot to paving standards	\$ 90,000.00
Fob Doors	\$ 6,000.00
Security & Surveillance	\$ 25,000.00
Fire Suppression (if required)	<u>\$ 25,000.00</u>
Total cost	\$1,459,022.00

Our Projected Fund Raising Summary:

Specified Trades	4	\$ 12,200.00
Equipment & Materials	12	\$ 60,835.00
Cash pledged / collected	60 people	\$ 31,375.00
Unspecified volunteers	93 people	
Total Forms Returned	129	\$ 104,410.00 Sub Total
Sponsorship & Fund Raising		<u>\$ 125,000.00</u>
Total Estimate to Date		\$ 229,410.00 Total

Summary

Projected Costs	\$1,459,022.00
Village Grant/County Funds remaining	(\$ 944,000.00)
Total Fund Raising Completed & Projected	<u>(\$ 229,410.00)</u>
Additional Funding (Future Fund Raising)	\$ 285,612.00

The cost estimate is based on Premier Project Management proposal and also addresses all items not included in the quote. The new parking lot is built to paving standards however for an additional cost of \$210,000 it would have to be paved when more funds are available.

There has been discussion on raising the wall height from 10 feet to 12 feet. In our discussions with fitness studio experts and the dance studio operators, it has been clarified that 10 feet is more than adequate. The estimated additional cost of raising the wall height is between \$75,000 to \$100,000. There are also implications of increase in heating and lighting costs due to this increased height.

Sincerely

Caroline HUB Committee

for Caroline & District

Athletic and Agricultural Society



Agenda Item

Project: Caroline Community Complex Expansion and SE Recreation Grounds	
Presentation Date: July 23rd, 2013	
Department: Community and Protective Services	Author: Mike Haugen
Budget Implication: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Quality of Life	Goal:
Legislative Direction: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: That Council authorize the Director, Community and Protective Services to enter into construction agreements with Premier Building Solutions for work to be done at the Caroline Community Complex and at the South East Recreation Grounds once appropriate clarifications and details have been worked out to staff's satisfaction.	
Attachments List: None	

Background:

The County is currently acting as the project manager for an expansion taking place at the Caroline Community Complex. Additionally, work is being proposed for the nearby South East Recreation Grounds, specifically a concession/washroom facility.

Council will recall that both of these projects are primarily being funded through the Major Community Facility Program grant received from the Province. In order to move forward with these projects, the County must enter into agreements with a contractor for the work.

Premier Building Solutions has been selected as the service provider and has forwarded two contracts – one for each project – for construction management services Premier has proposed a budget of \$74,000.00 for the Caroline Community Complex expansion and \$71,000.00 for the South East Recreation Grounds project.



In review of the documents staff has noted some small details that may need to be altered prior to execution as well as some clarifications that may be needed. As no large issues have been identified at this time and given the time-sensitive nature of this project staff is recommending that Council authorize the Director Community and Protective Services to enter into both agreements when the small outstanding issues have been resolved to staff's satisfaction.



Agenda Item

Project: EARN Advertising Funding Request	
Presentation Date: July 23, 2013	
Department: Community & Protective Services	Author: Trevor Duley
Budget Implication: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Land and Economic Development	Goal: The County will develop an economic development plan which supports and promotes industry, business and agri-business and tourism opportunities in the County.
Legislative Direction: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: That Council approves the funding request for \$500.	
Attachments List: N/A	

Background:

The Employee Attraction Retention Network (EARN) is a new initiative operating within the Rocky Mountain House/Caroline/Clearwater County region which aims to provide local businesses with new ideas and information on employee attraction and retention within the local community. EARN seeks to provide a forum for networking and economic development by bringing in professional speakers on issues pertaining to employee attraction and retention. The EARN Committee is led by AlbertaWorks, a division of the Alberta Ministry of Human Services and by the Rural Alberta Business Centre. The Committee also has representation from the Town, County, Career Assistance Network, Rocky Community Learning Centre and the Rocky Chamber of Commerce.

EARN plans to bring in several speakers throughout the year, and has their first event tentatively scheduled for October 29, 2013 with a presentation from Kristen Cumming on the intergenerational workplace. In the *Reeve's Economic Summit: Oil and Gas Working Group Report* provided to Council on June 25, 2013, one recommendation highlighted the importance of engaging with industry and economic specialists and



stakeholders, with the goal of enhancing the community's awareness and knowledge of trends, issues and solutions facing businesses. EARN's mandate aligns with a number of economic development items presented in the report, primarily being the attraction and retention of employees.

Participating partners on the EARN Committee share various in-kind and funding contributions to allow these events to take place. EARN is asking that County Council provide \$500 to go towards advertising the events that are planned for October, February and April.

The Town of Rocky Mountain House has agreed to advertise for EARN through different mediums the Town currently provides, including the Town electronic billboard, monthly newsletter and through social media. Currently, County Administration is working with EARN to utilize similar County initiatives, including the County Newsletter, website and social media platforms.

The funds EARN is requesting from the County would be used to buy advertising space locally and regionally in different newspaper publications, including The Mountaineer, The Western Star, and Central Alberta Life. Radio ads are also a possibility. If approved, the County's contribution would be recognized in the ads through logo placement, and partnership would be highlighted in all communications.

Funds are available within the Economic Development budget for miscellaneous advertising, should Council approve this request.

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2013.....

Name of Councilor / Board Member Bob Bryant

Payment Periods

January February May **June**
 March April July August
 September October November December

Supervision Rate – \$550.00 Monthly
Reeve Supervision Rate - \$850.00 Monthly

Date	Type of Meeting Attended	First 4 Hours \$149.00	Next 4 Hours \$119.00	Next 4 Hours \$119.00	Regular Council Meeting \$271.00	Lunch \$16.00	Mileage @ \$0.53 / km
June 11/13	Reg. Council				✓		4km
June 12/13	Nordegg Comm. Assn.	✓					170km
June 13/13	MPC	✓	✓				4km
June 17/13	A+P Meeting	✓	✓				4km
June 17/13	Rocky Lib Advocacy	✓					4km
June 18/13	RPAP meeting	✓					4km
* June 19/13	Rocky Senior Housing						
June 19/13	PAMZ Board + AGM	✓					4km
June 20/13	County Open House Rocky	✓					4km
June 20/13	RDRWA AGM	✓	✓				172km
June 24/13	Joint Council / Rocky Town	✓					4km
June 25/13	Regular Council				✓		4km
June 26/13	Rocky Lib Board	✓					4km
June 27/13	DTHS Grad	✓					40km

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Remuneration Calculation

2 Westview (May/June) @ 69	138.00 ✓				
11 Meetings @ \$149.00=	1639.00 ✓	422		Kms @ \$0.53 ^{.54} =	227.88 ✓
3 Meetings @ \$119.00=	357.00 ✓			Lunch @ \$16.00=	
2 Meetings @ \$271.00=	542.00 ✓				
Supervision=	550.00 ✓				
TOTAL=	3226.00			TOTAL=	227.88

Signature {Councilor / Board Member} R. J. Bryant

Clearwater County Councilor and Board Member Remuneration Statement For the Year of ...2013.....

Name of Councilor / Board Member ..**Jim Duncan**.....

Payment Periods

January	February	May	<u>June</u>
March	April	July	August
September	October	November	December

Supervision Rate – \$550.00 Monthly
Reeve Supervision Rate - \$850.00 Monthly

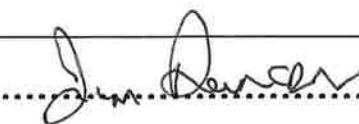
Date	Type of Meeting Attended	First 4 Hours \$145.00	Next 4 Hours \$116.00	Next 4 Hours \$116.00	Regular Council Meeting \$263.00	Lunch \$16.00	Mileage @ \$0.53 / km
June 1	FCM Conference	X	X			X	
June 2	FCM Conference	X					
June 3	FCM Conference	X	X			X	220
June 11	Regular Council				X		40
June 13	Joint Caroline/County	X					110
June 13	Prov. ASB Conference call	X					
June 15	Innisfail Parade	X				X	230
June 17	FCSS Annual Retreat	X	X				100
June 18	Pow Wow Committee	X					40
June 19	Open House- Caroline	X					110
June 20	Open House- Rocky	X					40
June 24	Joint Town/County	X					40
June 25	Regular Council				X		40
June 26	NSWA AGM St. Albert	X	X	X			540
June 27	A.C.E. Committee	X					40

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Remuneration Calculation

<u>13</u>	Meetings @ \$149 =	<u>1937.00</u>	<u>1550</u>	Kms @ \$0.53 =	<u>837.00</u>
<u>5</u>	Meetings @ \$119 =	<u>595.00</u>	<u>3</u>	Lunch @ \$16.00 =	<u>48.00</u>
<u>2</u>	Meetings @ \$271 =	<u>542.00</u>			
	Supervision =	<u>550.00</u>			
	Sub Total =			Sub Total =	
	TOTAL =	<u>3624.00</u>		TOTAL =	<u>885.00</u>

Signature {Councilor / Board Member}



Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2013.....

Name of Councilor / Board Member

Cliff Wymenga
Payment Periods

January February May June
 March April July August
 September October November December

Supervision Rate – \$550.00 Monthly
Reeve Supervision Rate - \$850.00 Monthly

Date	Type of Meeting Attended	First 4 Hours \$149.00	Next 4 Hours \$119.00	Next 4 Hours \$119.00	Regular Council Meeting \$271.00	Lunch \$16.00	Mileage @ \$0.53 / km
1	Echoville Parade	✓					56
4	Sdab	✓					53
6	RDC Awards Night	✓					160
8	Rocky Parade	✓					54
6	Bighorn Backcountry		✓				54
15	Chamrosfail Parade	✓	✓				220
11	Council				✓		53
13	Meet with Village of Quilts	✓					105
17	A + P	✓					53
19	Caroline Open House	✓					105
20	Community Festivals	✓					110
20	Rocky Open House		✓				53
27	Wetakevin Golf HAMOC	✓	✓				280
28	Konoka Parade	✓	✓				182

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Remuneration Calculation

11	Meetings @ \$149.00=	1639.00 ✓	1538	Kms @ \$0.53	830.52 ✓
5	Meetings @ \$119.00=	595.00 ✓		Lunch @ \$16.00=	
1	Meetings @ \$271.00=	271.00 ✓			
	Supervision=	550.00 ✓			
	TOTAL=	3055.00		TOTAL=	830.52

Signature {Councilor / Board Member}

Cliff Wymenga