



# Clearwater County

## Regular Council Meeting - 28 Apr 2020

### Agenda

9:00 AM - Tuesday, April 28, 2020

Council Chambers, 4340 – 47 Avenue, Rocky Mountain House, AB

**Our Vision:** Community, prosperity and natural beauty - connected.

**Our Mission:** Through proactive municipal leadership, we will invest innovatively to generate and support economic and population growth, to position Clearwater County for a sustainable, prosperous future.

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1. CALL TO ORDER	
2. ADOPTION OF AGENDA	
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4. CORPORATE SERVICES	
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9. CLOSED SESSION*	
* For discussions relating to and in accordance with: a) the Municipal Government Act, Section 197 (2) and b) the Freedom of Information and Protection of Privacy Act	
9.1. Delegation: 1:00 pm Gordon McCrindle, President, Rocky Curling Club; FOIP s.16 Disclosure Harmful to Third Party Interest	

9.2. Labour; FOIP s.24 Advice from Officials

10. ADJOURNMENT



## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Request for Decision
<b>SUBJECT:</b>	Tax Rate Bylaw 1093/20
<b>PRESENTATION DATE:</b>	Tuesday, April 28, 2020
<b>DEPARTMENT:</b>	Corporate Services
<b>WRITTEN BY:</b>	Rhonda Serhan, Manager, Financial Services
<b>REVIEWED BY:</b>	Murray Hagan, Director, Corporate Services
<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 Section 326 to 343) <input type="checkbox"/> County Bylaw or Policy
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input checked="" type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
<a href="#">2020 tax rate bylaw First Reading</a> <a href="#">Table for examples of tax rate decrease</a>	

#### STAFF RECOMMENDATION:

**That Council consider providing first reading of Bylaw 1093/20**

#### BACKGROUND:

In accordance with Part 10 Sections 326 to 343 of the Municipal Government Act, administration has prepared the annual Tax Rate Bylaw for the tax year of 2020.

This bylaw encompasses four requisitions.

1. Provincial School tax requisition
2. Municipal tax levy
3. Seniors foundation tax requisition
4. Designated Industrial Property assessment tax requisition

Most of the provincial school tax requisition is forwarded to the province, who then distributes these dollars to the various school boards in the province. The balance of these dollars is passed on to the private school board in our district as directed by the Province of Alberta. The municipal tax levy represents the dollars required above other revenue sources for Clearwater County to meet the obligations of the programs approved by Council during budget. The Seniors Foundation tax

requisition is requisitioned on behalf of our seniors facility and forwarded on to them quarterly. The Designated Industrial Property (DIP) assessment tax requisition is requisitioned only on the DIP assessments to cover the cost of assessing these properties by the province.

As has been said by most people as of late, we are in difficult, unparalleled times. Alberta uniquely has the pressures of the oil and gas industry collapse compounded by the economic hardships encountered by many businesses and individuals as a result of COVID-19. Council has many difficult decisions to make regarding this year's tax rate bylaw as they try to not add significantly to the financial burden of the ratepayers of this municipality while balancing paying for the services provided by this municipality to its ratepayers.

First, let us talk about penalty dates and the due date and how they relate to each other. First in the MGA section 332, taxes are deemed imposed on January 1 of the year they are to be levied. So, 2020 taxes are deemed imposed on January 1 2020. Tax collection begins with Tax Installment Plan Program members on the last business day of January, or at any time that a ratepayer chooses to submit payment for any roll. Taxes are deemed due upon receipt of the tax notice and penalty dates can be different for each municipality.

In section 344 of the MGA it states no penalty can be applied before 30 days after the mail date. Some municipalities mail their notices as soon as they have the information from the province regarding the provincial school requisition, however Clearwater County chooses to wait until later in the spring to send theirs. For 2020, we have determined the mail date to be June 12. Tax notices can be sent out at any time, but to have accurate information regarding the provincial school requisition, municipalities choose to wait until after the provincial school requisition in March.

The province has imposed a 6-month penalty deferral period from April 1 to September 30 for non-residential provincial school taxes, or a deferral of all taxes (provincial school and municipal) that would see the same benefit as a deferral of provincial school tax for 6 months. An example of how this would work is:

Property A has a tax levy of \$100 of provincial school taxes and \$100 of levy for other taxes for a total of \$200. The province is assuming that penalties could apply as early as April 1 for these taxes if notices were mailed in February. That would mean the \$100 of provincial school taxes could not have a penalty applied until September 30. However, instead of having to split the tax notice and having a penalty date for March for half of the taxes owing on the notice and the other half having a penalty date in September, the municipality could defer their penalty date until June 30th for the entire taxes owing and that would be the same benefit as having a penalty free provincial school requisition until September 30th.

Clearwater County already exceeds this penalty deferral requirement, because the first penalty date for any unpaid taxes in a year has historically been set at the first business day after September 15th.

Council gave direction to go even further with the penalty date deferral and have that first penalty date moved to November 6th at 4:30pm. All ratepayers, not just non-residential classed ratepayers, would have until November 6th to pay any outstanding property taxes without penalty.

One thing to note regarding the provincial school requisition is that the province has lowered the rates back down to the 2019 rates and because our equalized assessment from 2018 to 2019 has dropped and our municipal assessment for the 2019 to 2020 period has stayed fairly steady, our non-residential ratepayers will see a decrease in their annual provincial school requisition. The residential ratepayers stay steady, or a slight increase in their requisition.

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The second thing Council needs to consider is the municipal tax rate itself. Administration has presented a tax rate bylaw which has a 0 percent municipal tax rate increase, and with assessment adjustments from the previous year, this would meet the gross budgeted tax revenue requirement of \$47,000,000. This is with consideration of having an allowance for \$3,000,000 in tax revenue as being unable to be collected by the end of 2020.

The provincial school tax rate for Clearwater County's ratepayers is decreasing for non-residential ratepayers from 3.9346 per \$1,000 of assessment to \$3.7218 per \$1,000 of assessment. This is a savings of 0.2128 per \$1,000 of assessment. The residential rate payers will see an increase from 2.6930 to 2.7070 per \$1,000 of assessment, an increase of 0.014 per \$1000 of assessment. On top of that we have seen uncollected school requisition raise from a total of \$105,132 to \$851,011 raising the rate from 0.0199 per \$1,000 to 0.1617 per \$1,000 of assessment.

Because the municipal tax rates only affect a portion of the overall tax bill, I have attached some examples of what the total difference between 2019 property taxes and 2020 property taxes would be that a generalized ratepayer might see. For clarification, the numbers in black would be an overall increase and the numbers in red would be an overall decrease to the property tax bill.

Also for clarification, assessment values could have changed from 2018 assessed value to the 2019 assessed value (which is what is used for the 2020 property tax calculation) and these changes would also affect the balance owing by the ratepayer on each of these requisitions or levy and thereby affect the overall increase or decrease of the property tax bill.

Other information to note is the Designated Industrial Property (DIP) assessment cost rate has been set by ministerial order :011/20 at 0.0760 per \$1,000 of assessment. When the province agreed to take over the assessment of the DI properties for the province, they also negotiated with industry that industry would pay for this service through their own requisition. This requisition only applies to those designated industrial properties as classified by the province. 5,117,772,440 out of the total assessed property in Clearwater County of \$7,185,213,580 is classified as DIP.

The senior's foundation requisition has increased from \$605,919 to \$625,301 for an increase of \$19,382, making that levy 0.0889 per \$1,000 of assessment and the percentage increase 3.2%.

**Clearwater County  
Bylaw No. 1093/20**

BEING A BYLAW OF CLEARWATER COUNTY TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN CLEARWATER COUNTY FOR THE 2019 TAXATION YEAR.

AND BEING A BYLAW OF CLEARWATER COUNTY TO AUTHORIZE THE LEVYING OF PENALTIES ON UNPAID TAXES.

**WHEREAS**, Clearwater County at the December 17, 2019 Council meeting prepared and adopted detailed estimates of the municipal revenues and expenditures as required for 2020 operations and capital project budgets: and,

**WHEREAS**, Clearwater County has made adjustments to the budget adopted December 17, 2019; and,

**WHEREAS**, the estimated municipal expenditures, allowances and transfers set out in Clearwater County's 2020 budget total **\$112,137,486**; and the total of the revenue sharing distributed by Clearwater County is **\$1,615,025** and the total required for repayment on the principal of long term debt is **\$370,286**; and

**WHEREAS**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at **\$65,507,772**, and the balance of **\$47,000,000** is to be raised by general municipal taxation; and revenue is being distributed by Clearwater County of **\$1,615,025**; for a net revenue being raised for Clearwater County expenses is **\$45,384,975**.

**WHEREAS**, 2020 requisitions are as follows:

Total School Requisitions	\$ 17,768,806
Over/Under School Levy	\$ 851,011
Seniors Foundation	\$ 625,301
DI Property Assessment Levy	\$ 388,951

And,

**WHEREAS**, the Council of Clearwater County is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and,

**WHEREAS**, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act (MGA), Chapter M-26, Revised Statutes of Alberta, 2000; and,

**WHEREAS**, the assessed value of all property in Clearwater County as shown on the assessment roll is:

**Assessment base for Provincial School Requisition purposes:**

	<u><b>Assessment \$</b></u>
Residential	1,715,045,120
Non Residential	3,490,964,420
Farmland	<u>57,723,520</u>
<b>Subtotal</b>	<u><b>5,263,733,060</b></u>
Exempt from School Requisition	<u>1,921,480,520</u>
<b>Total Assessment</b>	<u><b>7,185,213,580</b></u>

And,

**WHEREAS**, the assessed value of all property in Clearwater County available for the **provincial school requisition** as shown on the assessment roll is:

**Assessment base for Municipal levy purposes:**

	<u><b>Assessment \$</b></u>
Residential	1,715,045,120
Non Residential	3,490,964,420
Farmland	57,723,520
Machinery & Equipment (M&E)	<u>1,776,305,830</u>
<b>Subtotal</b>	<u><b>7,040,038,890</b></u>
Exempt	<u>145,174,690</u>
<b>Total Assessment</b>	<u><b>7,185,213,580</b></u>

And,

**WHEREAS**, the Council of Clearwater County deems it prudent and expedient to impose a penalty on unpaid taxes and tax arrears;

**Municipal Tax Levy**

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

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of Clearwater County:

	<b>Tax Levy \$</b>	<b>Assessment \$</b>	<b>Rate</b>
Municipal			
Residential	4,569,566	1,715,045,120	0.0026644
Non-residential	27,907,468	3,490,964,420	0.0079942
Farmland	253,118	57,723,520	0.0043850
M&E	14,200,144	1,776,305,830	0.0079942
Seniors Foundation	625,213	7,032,766,210	0.0000889
DI Property	388,951	5,117,772,440	0.0000760

**Provincial School Requisition Levy**

2. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property eligible for the provincial school requisition levy in Clearwater County:

	<b>School Requisition Levy \$</b>	<b>Assessment \$</b>	<b>Rate</b>
Residential/Farmland	4,798,885	1,772,768,640	0.0027070
Non-residential	<u>12,992,671</u>	<u>3,490,964,420</u>	0.0037218
<b>Subtotal</b>	<u>17,791,556</u>	<u>5,263,733,060</u>	
 School Uncollectable Taxes	 851,146	 5,263,733,060	 0.0001617

3. The minimum amount payable as property tax for general municipal purposes shall be \$25.00.
4. That a penalty of 8% shall be added to all taxes and arrears outstanding at 4:30 pm on November 6, 2020.
5. That a penalty of 4% shall be added to all taxes and arrears outstanding at 4:30 pm on December 16, 2020.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2020.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2020.

READ A THIRD AND FINAL TIME \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2020.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



Type of Property	Total Assessed Value	Percentage Decrease for Municipal Tax			
		0%	1%	2%	4%
Acreage with Residence	375,000	\$ 48.09	\$39.99	\$31.89	15.68
Farm with Residence	450,000	\$ 68.04	\$56.16	\$44.27	20.50
Non Res with Residence	1,300,000	48.65	(\$23.52)	(\$95.68)	(240.01)
Non Res	1,000,000	(67.81)	(\$147.75)	(\$227.70)	(387.58)
Designated M&E Industrial Property	900,000	3.20	(\$76.74)	(\$156.68)	(316.57)
Municipal Revenue decrease overall		(\$69,704)	(\$504,155.11)	(\$938,606)	(1,807,508)



## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Request for Decision
<b>SUBJECT:</b>	Broadband Priority Projects
<b>PRESENTATION DATE:</b>	Tuesday, April 28, 2020
<b>DEPARTMENT:</b>	Corporate Services
<b>WRITTEN BY:</b>	Cam McDonald, Manager Information & Technology
<b>REVIEWED BY:</b>	M. Hagan, Director Corporate Services, R. 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 type="checkbox"/> Provincial Legislation <input checked="" type="checkbox"/> County Bylaw or Policy (Broadband Policy and Public Participation Policy)
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input checked="" type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input checked="" type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
<a href="#">54 Broadband Policy 02.27.2018</a> <a href="#">55 Policy - Public Participation FINAL with Appendices 05.22.2018</a>	

#### STAFF RECOMMENDATION:

1. That Council directs Administration to draft a Request For Proposal for access service from the Condor Public Services Building to enhance internet service in the Condor area.
2. That Council directs Administration to bring additional core internet backbone projects to Council for consideration.
3. That Council directs Administration to develop a Broadband Project Public Engagement Plan for Council's consideration.

#### BACKGROUND:

On April 20, 2020, the Strategic Planning Committee reviewed a list of potential broadband projects, recommended by Councillor Vandermeer at Council's March 10 regular meeting, and discussed project options that best fit Council's economic development strategies.

It was determined that the current COVID-19 situation accentuates the need for enhanced broadband service to enable economic growth and improve quality of life for residents.

After discussion the Committee made the following recommendations for Council's consideration:

1. That Administration draft a Request For Proposal for access service from the Condor Public Services Building to enhance internet service in the Condor area;
2. That Administration identifies additional core internet backbone projects; and,
3. That Administration develops a Broadband Project Public Engagement Plan, as per Clearwater County's *Public Participation Policy*.

Upon Council's approval of the recommendation, Administration will formulate a work plan to address Council's direction.

With resources now in place to manage this project, work can begin immediately on all of these items. The RFP should be ready for issue in May while the identification of core internet backbone projects could be ready for Council review in late May or early June. Development of the public engagement plan will proceed concurrently with the other initiatives.



## CLEARWATER COUNTY BROADBAND POLICY

<b>EFFECTIVE DATE:</b>	February 27, 2018
<b>SECTION:</b>	Administration
<b>POLICY STATEMENT:</b>	<p>Internet is an essential service.</p> <p>A vast majority of Clearwater County residents and businesses are underserved by current Internet services available, with the rural area of Clearwater County not meeting Canadian Radio-Television and Telecommunications' (CRTC) basic standards for broadband connectivity.</p> <p>Economic diversity, sustainability and innovation are essential to the community's success. To ensure residents and businesses have quality broadband access, Clearwater County will invest in and own a high-speed internet broadband network to reduce the digital divide and provide further opportunities for economic prosperity and social well-being, for now and for generations to come.</p>
<b>DEFINITIONS:</b>	<p>"Broadband" means wide bandwidth data transmission which transports multiple signals and traffic types, including internet. The medium can be coaxial cable, optical fiber, radio or twisted pair.</p> <p>"Demand" means requirement for access, capacity (volume of data) and speed of download/upload.</p> <p>"End-User" means a person or business who ultimately uses or is intended to ultimately use a product.</p> <p>"ISP" or "Internet Service Provider" means an organization that provides services accessing and using the Internet.</p> <p>"Qualified ISP" means an ISP that meets Clearwater County's standards set for service quality and security.</p> <p>"Mbps" or "Megabits per Second" means a unit of measurement for bandwidth and throughput on a network. Each megabit is equal to 1 million bits.</p> <p>"NSP" or "Network Service Provider" means a network service provider (NSP) a company that provides backbone services to an Internet Service Provider (ISP).</p>



## CLEARWATER COUNTY BROADBAND POLICY

# POLICY

	<p>“OAN” or “Open-Access Network” means a telecommunications network architecture and business model that separates physical access to the network from delivery of services. In an OAN, the owner of the network does not supply services; these services are supplied by separate retail service providers or ISPs.</p>
<p><b>PROCEDURE:</b></p>	<ol style="list-style-type: none"> <li>1. Clearwater County will develop an Open-Access Network of broadband infrastructure, to provide Internet accessibility to the majority of County residents and businesses, meeting at minimum the CRTC’s standards of 50 Mbps down, 10 Mbps up (with targets of 1 gigabit speeds where achievable).             <ol style="list-style-type: none"> <li>a. The expected service lifetime of the fibre infrastructure will be at minimum 50 years.</li> <li>b. A fiscally responsible approach will be taken to provide the best possible infrastructure at the efficient and effective capital and ongoing operating costs.</li> <li>c. Clearwater County will pursue grants to complete the OAN and leverage partnership opportunities.</li> <li>d. Clearwater County will endeavour to employ local service providers in the OAN development.</li> </ol> </li> <li>2. Clearwater County will develop a phased project plan, to construct and implement the OAN and broadband infrastructure.             <ol style="list-style-type: none"> <li>a. The OAN will be built with capacity to accommodate growth in demand for its expected lifetime.</li> <li>b. Initial investment in excess capability and design that facilitates cost-effective future expansion.</li> </ol> </li> <li>3. Clearwater County will endeavour to contract a Network Service Provider to operate the OAN, and will define operational standards.</li> <li>4. Clearwater County will not provide end-user internet services, rather invest in the OAN in an effort to encourage competition from ISPs.             <ol style="list-style-type: none"> <li>a. The OAN will create a competitive environment in which all qualified ISPs have equal access to all end-users, or customers, over the same connection at the same time.</li> </ol> </li> </ol>



## CLEARWATER COUNTY Public Participation Policy

<b>EFFECTIVE DATE:</b>	May 22, 2018
<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

<b>DEFINITIONS:</b>	<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>
<b>PRINCIPLES:</b>	<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>

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## CLEARWATER COUNTY Public Participation Policy

<b>RESPONSIBILITIES:</b>	<p><b>(1) Council Responsibilities</b></p> <p>(a) Council shall:</p> <ol 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> </ol> <p><b>(2) Administration Responsibilities</b></p> <p>(a) CAO shall:</p> <ol 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> </ol>
<b>PUBLIC PARTICIPATION OPPORTUNITIES:</b>	<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> <ol 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> </ol>

\*\*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>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>

\*\*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>PUBLIC PARTICIPATION PLANS:</b></p>	<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> <p>a. Information obtained in Public Participation will be reviewed by CAO and a report shall be provided to Council.</p> <ul style="list-style-type: none"> <li>i. Digital copies of original submitted feedback forms will be provided to Council as a whole, in confidence, as requested.</li> </ul> <p>b. The report shall include, at minimum, the following:</p> <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>
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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:

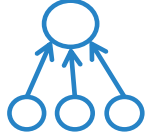
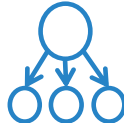
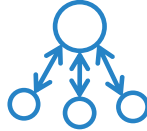
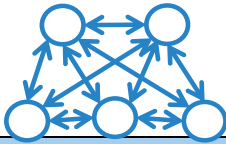
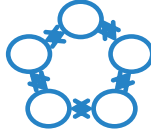
### TIMEFRAME/BUDGET:

### 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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## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Request for Decision
<b>SUBJECT:</b>	TABLED ITEM: Clearwater Regional Fire Rescue Services (CRFRS) Obsolete Policy Clean-Up
<b>PRESENTATION DATE:</b>	Tuesday, April 28, 2020
<b>DEPARTMENT:</b> <b>WRITTEN BY:</b> <b>REVIEWED BY:</b>	Emergency & Legislative Services Christine Heggart, Director 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 type="checkbox"/> Provincial Legislation <input checked="" type="checkbox"/> County Bylaw or Policy
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
None	

#### STAFF RECOMMENDATION:

That Council lifts from the table the *Clearwater Regional Fire Rescue Services (CRFRS) Obsolete Policy Clean-Up*. (Tabled September 24, 2019)

That Council reviews the list of obsolete CRFRS policies and considers bulk rescinding of 18 CRFRS Clearwater County Council approved policies, as per the listing within this Request For Decision item.

#### BACKGROUND:

Council previously conducted a thorough Clearwater Regional Fire Rescue Services (CRFRS) policy review in an effort to clean-up obsolete policies and remove policies that are administrative in nature and are otherwise captured in a standard operating procedures/guidelines (SOPs/SOGs), as follows:

At their July 23, 2019 meeting, Council requested additional time to review the current/existing CRFRS SOPs/SOGs and obsolete policies, which were placed in an internal folder and emailed to Council on July 31, 2019.

Following that Administration brought back the agenda item to Council on September 24, 2019 and Council tabled the agenda item pending completion of Council workshop and results of mediation related to regional fire agreement.

The Council workshop took place on January 21, 2020 and four existing policies were identified as being still required, as follows:

- 01-01-1-01-08 Mission Statement
- 01-02-1-01-08 Vision
- 01-03-1-01-08 Code of Ethics
- 03-05-1-01-08 Municipal Employees Serving as members of Fire Rescue Service

At the workshop it was indicated these policies may require further review/future update.

The remainder of the 22 policies originally presented were deemed to be administrative in nature.

At the workshop, Council also identified amendments to Human Resource (HR) policy required related to firefighters and subsequently HR reviewed those with Council at their February 25, 2020 regular meeting and an amended HR-1009 'Employee Recognition' policy was adopted at that time.

To close the loop on the remaining obsolete CRFRS-related policies and in light of both of the requirements of the tabled item from Sept 24 now having been met, Administration requests Council review the [CRFRS Policy Review Folder](#), and rescind the following 18 policies:

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

Internal [Folder Link to Obsolete Policies](#)

Internal [Folder Link to Current Standard Operating Guidelines](#) (as of March 2020)



## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Request for Decision
<b>SUBJECT:</b>	DRAFT Fire Rescue Services and Fire Control Bylaw # 1069/19
<b>PRESENTATION DATE:</b>	Tuesday, April 28, 2020
<b>DEPARTMENT:</b>	Emergency & Legislative Services
<b>WRITTEN BY:</b>	Christine Heggart, Director
<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 (Municipal Government Act, Forest and Prairie Protection Act and Environmental Protection and Enhancement Act) <input type="checkbox"/> County Bylaw or Policy
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
<a href="#">1069_19 DRAFT 3 Fire Services &amp; Fire Control Bylaw</a> <a href="#">674 CC Fire Bylaw</a> <a href="#">754 Fire Control Bylaw</a>	

#### STAFF RECOMMENDATION:

That Council considers granting three readings for Clearwater County's municipal Fire Rescue Services and Fire Control Bylaw # 1069/19.

#### BACKGROUND:

Council previously reviewed the attached Clearwater County Fire Rescue Services (CRFRS) and Fire Control Bylaw # 1069/19 at their July 23 and September 24, 2019 meetings, and asked administration to bring back revised bylaw for Council's consideration.

As Council will recall from previous discussion, a version of the original draft bylaw was reviewed by the CRFRS Advisory Committee on March 21, 2019, who at the time recommended Clearwater County draft a bylaw, have Council's review and approval, and following that partner municipalities could use the bylaw as a template at their municipal Council's discretion.



As Council will also likely recall, Bylaw 674/00 and Bylaw 754/02 (attached), with the adoption of the new CRFRS and Fire Control bylaw 1069/19 are considered to be obsolete and would be rescinded with the new bylaw.

It is Administration's intent to bring the separate fireworks bylaw Council requested to a future Council Strategic Planning meeting for further discussion and direction prior to bylaw development.

**BYLAW NO. 1069/19**

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

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

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

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

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

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

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

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

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

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

1. This Bylaw may be cited as "**Clearwater County Fire Rescue Services and Fire Control Bylaw**".
2. In this Bylaw:
  - 2.1 "Apparatus" means any vehicle with machinery and equipment for incident response, and vehicles used to transport members and supplies;
  - 2.2 "Burn Barrel" means a non-combustible structure or container located on public or private property, used for solid waste or recreational open burning and constructed pursuant to this Bylaw;
  - 2.3 "Burnable Debris" has the same meaning pursuant to the Substance Release Regulation 124/93, *Environmental Protection and Enhancement Act*,
    - a) straw and stubble;
    - b) grass and weeds;
    - c) leaves and tree pruning's;
    - d) brush and fallen trees on newly cleared land or associated with logging operations;
    - e) used power, telegraph and telephone poles that do not contain wood preservatives;
    - f) wooden materials, which do not contain wood preservatives, from the construction or demolition of buildings;
    - g) solid waste from post and pole operations that does not contain wood preservatives;
    - h) solid waste from tree harvesting operations;

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

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

- g) rubber or plastic, or anything containing or coated with rubber or plastic or similar substances, except rubber or plastic attached to shredded scrap steel;
  - h) used oil;
  - (i) wood or wood products containing substances for the purpose of preserving wood;
- 2.35 “Property” means a lot or combination of contiguous lots upon which is constructed a single development;
- 2.36 “Quality Management Plan (QMP)” means the accredited system approved by Council pursuant to the authority of the *Safety Codes Act*;
- 2.37 “Running Fire” means a fire not under the proper control of any person;
- 2.38 “Safety Codes Officer” means a Member who is designated as a Safety Codes Officer for the Fire Discipline pursuant to the *Safety Codes Act*;
- 2.39 “Security Alarm” means an alarm system intended to detect an unauthorized entry to a premise or to alert people to the commission of an unlawful act, or both;
- 2.40 “Smudge Fire” means a fire confined within a non-combustible structure or container that is set on land of one (1) hectare / (2.5) acres or greater in area, for the purpose of protecting livestock from insects or for preventing frost in an orchard or garden.

### **3. Purpose**

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

### **4. The Fire Chief:**

- 4.1 ensures the development of rules and regulations for the ongoing organization and administration of the Fire Department;

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

**5. Fire Guardians:**

- 5.1 Each year before the fire season, March 1, Council shall appoint a sufficient number of Fire Guardians to enforce the provisions of the *Forest and Prairie Protection Act* and this Bylaw within the deeded portion of the County;
- 5.2 Fire Guardians shall have the Authority and power to:
  - a) Inspect, approve or limit public park site fire locations and containers;
  - b) Inspect, approve or limit locations for recreational open burning;

**6. A Person Shall Not:**

- 6.1 impede any Member or any person engaged in an incident or related duty;
- 6.2 obstruct or otherwise interfere with access to an incident, or to a fire hydrant, cistern or body of water designated for firefighting purposes or any connections thereto;
- 6.3 falsely represent himself as a Member, wear or display any Fire Department badge, cap, button, insignia or other paraphernalia for the purpose of false representation;
- 6.4 contravene any provision of this Bylaw;
- 6.5 burn any Prohibited Debris;
- 6.6 ignite a Fire without the written consent of the Owner of the Property;
- 6.7 deposit, discard or abandon any burning material where it might ignite other material and cause a Fire;
- 6.8 provide false, incomplete or misleading information to the Fire Department on, or with respect to, a ~~Fire-Burn~~ Notification under section 10;
- 6.9 light a Fire or ~~permit~~ allow a Fire to be lit when the weather conditions are conducive to create a Fire burning out of control, or without first taking sufficient precautions to ensure that the Fire can be kept under control at all times by:
  - i. ensuring windspeed shall not exceed more than 20KM/HR for the duration of the burn;
  - ii. That humidity levels are above 30%;
  - iii. Maintaining a water supply on site for fire suppression;
  - iv. Having a competent person of at least 18 years of age on site the burn through the duration.

- 6.10 create smoke obscuration in inhabited areas, otherwise create a nuisance to occupied properties, or impede traffic visibility; or,
- 6.11 light a Fire or ~~permit-allow~~ a Fire to be lit on lands owned or controlled by the County, without having first obtained the County's express written consent.

**7. An Owner shall report to the Fire Department:**

- 7.1 damage to property caused by fire; or,
- 7.2 any accidental or unplanned release of Hazardous Materials.

**8. Fire Hazards**

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

**9. Fire Pits & Burn Barrels**

- 9.1 Fire Pit construction standards shall conform with requirements in Schedule "D"
- 9.2 Burn Barrels will not be permitted for use in a "Country Residential" zoned multi-parcel residential subdivisions or hamlets.

9.3 Burn Barrels shall be no larger than 48 inches in diameter or width. Appropriate screening and FireSmart distances of at minimum 3 metres are encouraged.

**10. Burn Notification**

- 10.1 For burning in Clearwater County, notification to the municipality must be completed in one of the following manners:
  - a) by phone to the Burn Notification Line at 403-845-7711; or,
  - b) by email form via the Clearwater County website.

10.2 No Burn Notification is required for:

- a) cooking food using a portable cooking appliance;
- b) burning in municipal or private campgrounds and parks where outdoor fireplaces, fire pits and stoves have been approved by the Fire Department;
- c) burning a smudge fire;
- d) burning by the Fire Department for the purpose of training or hazard abatement;
- e) the installation and operation of an outdoor incinerator;
- f) the installation and operation of an outdoor fire pit; and,
- g) any process, industry or facility that is governed or regulated, pursuant to the *Environmental Protection and Enhancement Act*.

g)h) Burn Barrels, in accordance with Section 9.

**11. Hazardous Materials Response Fees**

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

**12. False Alarms Response Fees**

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

**13. Fire Inspection Fees**

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

**14. Fire Rescue Services Fees**

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

14.4 An Owner, Occupant or other Person causing or contributing to a Fire as a result of a fire pit or burn barrel in contravention of Section 9, may be charged fees, pursuant to Schedule "B" at the discretion of the County, in the event the County provides Fire Rescue Services.

**15. Fire Rescue Standby Services Fees**

- 15.1 The County may charge fees for requested Fire Rescue Standby Service, pursuant to Schedule "B".

**16.0 Schedules and Fees**

- 16.1 All schedules attached hereto and incorporated by reference form part of this Bylaw.
- 16.2 All fees in attached schedules are non-refundable.
- 16.3 The County may add fees charged under Sections 11 - 15 to the tax roll of the Property should those fees remain unpaid, pursuant to the *Municipal Government Act*.
- 17. All references in this Bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.



18. Should any provision of this Bylaw be illegal or unenforceable for any reason whatsoever, it shall be considered separate and severable from the remaining provisions of this Bylaw, which shall remain in force as though that provision had not been included.
19. Bylaw 674/00 and Bylaw 754/02 are hereby rescinded.
20. This Bylaw comes into force and effect upon third and final reading.

READ a first time this       day of       , 2020.

READ a second time this       day of       , 2020.

READ a third time and finally passed this       day of       , 2020.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

DRAFT

**SCHEDULE "A" FIRE INSPECTION SERVICES**

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

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

DRAFT

**SCHEDULE "B" FIRE RESCUE RESPONSE**

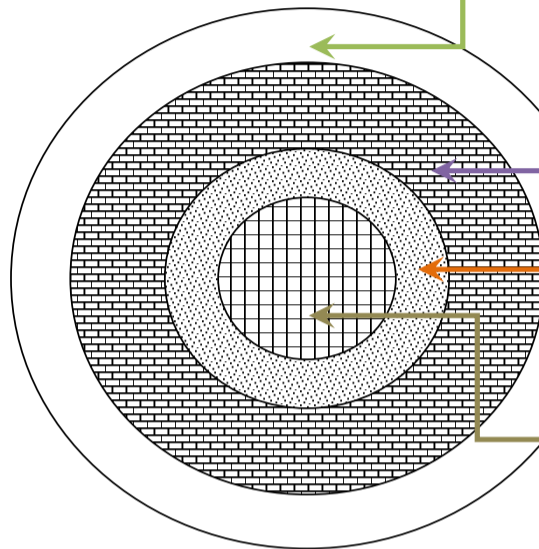
<b>Service</b>	<b>Fees</b>
<b><u>Fire Rescue Response to False Alarms:</u></b>	
1 <sup>st</sup> response related to malfunctioning Fire Safety Installations or other safety monitoring devices	No Charge
2 <sup>nd</sup> response to a False Alarm during a twelve (12) month period	\$ 100.00
3 <sup>rd</sup>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

**SCHEDULE "C" ADMINISTRATION**

<b>Service</b>	<b>Fees</b>
Request for the Administrative Service of a Member (including Witness Interviews) <ul style="list-style-type: none"> <li>a) per Member, per hour or portion thereof</li> <li>b) Plus: thereafter, per Member, per hour or portion thereof</li> <li>c) Plus: actual expenses incurred</li> </ul>	\$180.00  \$90.00
Requested copies of Clearwater Regional Fire Rescue Services: <ul style="list-style-type: none"> <li>• Run Reports</li> <li>• Hazardous Materials Report</li> <li>• Patient Care Reports</li> </ul> related to a specific incident, including letters of summary, audio recordings, transcripts, and all services associated with providing the requested information: per report, up to two (2) hours research and preparation  Plus: thereafter, per hour or portion thereof  Fire Investigation Reports	\$180.00   \$90.00  \$500.00
RPAS / Drone flight instruction to outside agencies (per hour)	\$200.00
RPAS / Drone flight review for outside agencies (per hour)	\$300.00

**SCHEDULE "D" Residential / Recreational Fire Pit Requirements**

**Plan View**



**Requirement:** Minimum of 3 meters (10 feet) clearance (6m desired) from all trees (including overhanging branches) shrubs and combustible structures (Buildings / Fences) & property lines. Inclusion of fire pit with decks and patios must comply with the regulations for materials and clearances as required by the Alberta Building Code for fireplaces

**Recommendation:** Minimum of .5 m (24 inch) wide apron of non-combustible material such as concrete, gravel, shale or sand

**Requirement:** Maximum 1 m (36 in) inside diameter concrete, brick or

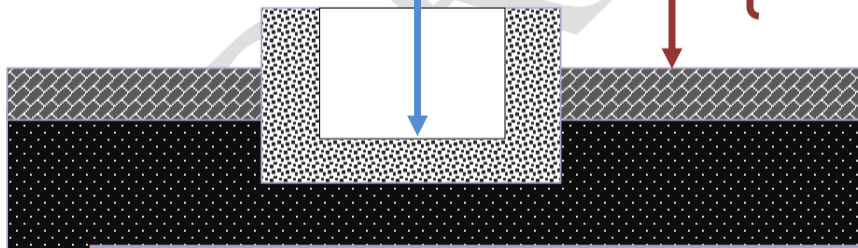
**Requirement:** arrestor grate (mesh spacing not greater than 1.25 cm or ½ inch

**Recommendation:** Steel fire spark arrestor grate (mesh spacing not greater than 7 mm or ¼ inch

**Recommendation:** Minimum 15 cm (6 in) non-combustible cover over organic soil

**Requirement:** Minimum .6 m (24 in) above existing grade

**Recommendation:** Non-combustible apron



**Safety Recommendation**

**DO NOT** place the Pit over or under utilities such as Gas or Power lines  
Call before you dig (Alberta First Call – 1-800-242-3447)

**BY-LAW NO. 674/00**

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

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

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

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

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

"Council" - means the Council of Clearwater County.

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

  
**REEVE**

  
**MUNICIPAL MANAGER**

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

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

  
**REEVE**

  
**MUNICIPAL MANAGER**

## BY-LAW NO. 754/02

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

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

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

### SECTION 1: DEFINITIONS:

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

### SECTION 2: FIRE CONTROL

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

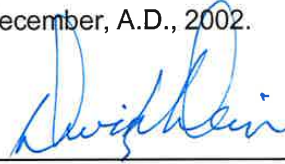
**FIRE CONTROL BY-LAW NO. 754/02 – PAGE TWO**

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

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

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

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



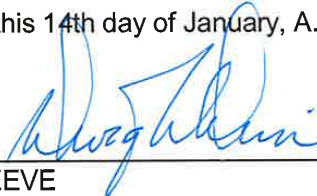
REEVE



MUNICIPAL MANAGER

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

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



REEVE



MUNICIPAL MANAGER



## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Request for Decision
<b>SUBJECT:</b>	Clearwater County Post Secondary Scholarship for Home school Students - Committee Terms of Reference.
<b>PRESENTATION DATE:</b>	Tuesday, April 28, 2020
<b>DEPARTMENT:</b> <b>WRITTEN BY:</b> <b>REVIEWED BY:</b>	Agriculture & Community Services Anne-Marie Bertagnolli, Community Services/Agricultural Production Supervisor Matt Martinson, Director and Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b>	<input 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 <input checked="" type="checkbox"/> County Bylaw or Policy (Scholarship Policy)
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input checked="" type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input checked="" type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
<a href="#">Draft - Homeschool Terms of Reference F</a> <a href="#">FINAL DRAFT FILLABLE FORM - Homeschool Scholarship Application 2020</a> <a href="#">CS-1002 Post Secondary Scholarship Policy</a>	

#### STAFF RECOMMENDATION:

That Council reviews the Terms of Reference for the Home-school Scholarship Committee and approves or amends it accordingly.

#### BACKGROUND:

At the March 24, 2020 regular meeting, Council approved the amended Post Secondary Scholarship Policy to include a home-schooled student and committee of at least three councillors to select the recipient.

Administration is now bringing the Terms of Reference for this committee to Council for review.

Points of specific consideration are:

Should children of Clearwater County councillors or staff be eligible for the scholarship?

If so, should the structure of the committee be re-visited?.

Of Note:

Children of Clearwater County Councillors and staff are eligible for the regular high school scholarship because it is the school principal or alternate who makes the decision and therefore there is no conflict of interest with the County.

Although the TOR references that the committee will be selected each year at the Fall Organizational Meeting, initially a committee will have to be struck in order to process the 2020 scholarship. In that regard, Council will need to select members twice this year and then annually for 2021 going forward..

## Clearwater County Post-Secondary Scholarship for Home Schooled Students Committee (CCSC)

### Terms of Reference

#### Mandate

The Clearwater County Post-Secondary Scholarship for Home Schooled Students Committee (CCSC) shall review applications received through the Clearwater County Post-Secondary Scholarship for Home Schooled Students Application Form and approve one (1) eligible student as the recipient of the Home Schooled Student Scholarship in the amount of one thousand (\$1,000.00) dollars.

#### Authority

Outside of the annual grant allocation for post-secondary scholarships as set in Clearwater County Council's annual budget, CCSC does not have the power to pledge or commit anything on behalf of Clearwater County (MGA s.249(1)), unless approved by resolution of Council.

#### CCSC Membership

Members of the CCSC will be appointed by Clearwater County Council at their annual Organizational Meeting in October.

#### Voting CCSC Members

- Three (3) Clearwater County Councillors
- One (1) Clearwater County Councilor Alternate

Quorum for the CCSC shall be three (3) voting members. Any children under the guardianship of a Clearwater County Councillor or Clearwater County staff will be unable to qualify for the Scholarship.

#### Advisory/Non-voting CCSC members

The CCSC shall procure as many Clearwater County staff members as deemed necessary to assist in the process. Administration may assess the applications for eligibility before forwarding to the committee.

#### CCSC Meetings

CCSC meetings shall take place once/year and as needed thereafter, to review applications and select a scholarship recipient. The annual meeting must take place between September 1 and September 15 of the given year.

CCSC meetings are to be held at the Clearwater County offices, during regular business hours.



### **CCSC Responsibilities**

- The Committee's role and responsibilities are established in accordance with the Clearwater County Council Committees Bylaw and the Clearwater County Code of Conduct Bylaw shall govern and be binding upon all Committee members.
- Support open discussion/debate and encourage fellow CCSC members to voice their insights when deliberating scholarship applications;
- Advise a member of the Committee if unable to attend meeting, at least twenty-four (24) hours in advance to ensure meeting quorum;
- Disclose any conflict of interest, if conflict is identified the Member shall abstain from decision-making in relation to the identified subject matter.



## Application Form Post-Secondary Scholarship for Homeschooled Students

Value: \$1,000.00 to one student graduating from a homeschool in Clearwater County.

Eligibility: In order to be eligible for considerations, applicants must be graduating from a County homeschool, are registered for full time study at an accredited post-secondary institution and are a resident of Clearwater County at the time of graduation.

Applications must be submitted by **4.30pm, August 31** of the given year to be considered.

**To be completed by the applicant (please print or type):**

<b>Contact Information</b>	
Date:	
Full Name:	
Mailing Address:	
County Residence: <small>(legal location while attending high school)</small>	
Phone Number:	
<b>Education Information</b>	
Home School Association or Board:	
Post-Secondary Institution Applicant Will be Attending:	
Intended Program of Study:	
<b>Clearwater County Citizen Involvement</b> <b>If there is insufficient space, please attach a separate page.</b>	
Grade 10:	

**Collection and use of personal information**

*Personal information is being collected under the authority of the Municipal Government Act (MGA) and the Freedom of Information and Protection of Privacy Act (FOIP) and is managed in accordance with the provisions of FOIP. This information will be used to process your request. If you have any questions about the collection of your personal information, contact the FOIP Coordinator.*

Grade 11:	
Grade 12:	
<b>Attachments</b>	
<input type="checkbox"/> Academic transcript or equivalent <input type="checkbox"/> Two reference letters that confirm citizenship activities <input type="checkbox"/> 500-word essay describing your community involvement in Clearwater County <input type="checkbox"/> Proof of acceptance into a Post-Secondary Institution <input type="checkbox"/> Any other documentation that you feel is relevant to the application	

**Collection and use of personal information**

Personal information is being collected under the authority of the Municipal Government Act (MGA) and the Freedom of Information and Protection of Privacy Act (FOIP) and is managed in accordance with the provisions of FOIP. This information will be used to process your request. If you have any questions about the collection of your personal information, contact the FOIP Coordinator.



## Clearwater County Post-Secondary Scholarship Policy

**Category: Community Services**

**Policy No. CS-1002**

**Corresponding Procedure No. CS-1002-01P and CS-1002-02P**

**Approved: March 24, 2020**

**Resolution No.: 156-2020**

**Effective Date: March 24, 2020**

**Next Review Date: As Required**

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

**POLICY STATEMENT:**

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

**PURPOSE:**

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

**PRINCIPLES:**

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

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

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

Version	Date of Change	Description



## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Request for Decision
<b>SUBJECT:</b>	David Thompson Play School Relocation request for Support.
<b>PRESENTATION DATE:</b>	Tuesday, April 28, 2020
<b>DEPARTMENT:</b> <b>WRITTEN BY:</b> <b>REVIEWED BY:</b>	Agriculture & Community Services Anne-Marie Bertagnolli, Community Services/Agricultural Production Supervisor Matt Martinson, Director and 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 checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input checked="" type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input checked="" type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
<a href="#">Funding Request Letter April</a> <a href="#">Combined Letters of Support - DT Playschool 2020</a>	

#### STAFF RECOMMENDATION:

That Council reviews the David Thompson Playschool's request for relocation funding and decides on a level of support. Options which Council may wish to consider are:

- 1) To cover the deficit for the relocation costs after the playschool has exhausted its own available funds.
- 2) To grant funding up to a maximum amount to help cover the deficit.
- 3) To offer a loan to the Playschool to cover the deficit.
- 4) To offer a portion of total support as a grant and the remainder as a loan.
- 5) To offer one of the options above including in kind services such as gravel and clay.
- 6) To offer in-kind support only.

7) To deny request for support.

#### **BACKGROUND:**

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

On February 19, 2020, the County was approached by Allison Casey, the president of the David Thompson Playschool, for assistance in re-locating the playschool during the building phase of the Condor school. The playschool is currently located in a portable on the North side of the existing Condor school. The building is owned by the playschool. The County has been informed that the portable must be moved from the Condor school site by June 30, 2020. The playschool are looking for a permanent relocation.

David Thompson Playschool originally sent a letter of request for support to Council at the March 24, 2020 meeting. At that time the playschool had begun investigating different options for their building relocation. These options included availability of vacant lots in Condor, finding a suitable piece of land on which to move their trailer, and looking at existing buildings in Condor that could be converted to a playschool. There was not a definite plan at this time.

Council was in favour of supporting the David Thompson Playschool Society but felt more detail was needed to move forward with a decision. Council directed staff to consult with the Society on project scope, plans, and to narrow down options for relocation and report back to Council.

In the past weeks the Playschool has explored in depth a variety of options for the relocation. It has been decided that the best solution is to move to the Condor Community Centre grounds and the hall board has kindly offered one of their lots in a lease agreement. The site was chosen because it is close to the school, has a fenced yard, is zoned appropriately for the use and would be the fastest and most cost effective process to navigate on such a tight timeline.

Estimated costs for the move (attached in the request letter) are higher than anticipated. Additionally a new well specifically for use by the playschool must be drilled in accordance with Alberta Environment and Parks directives.

Total estimated cost for the move is about **\$42,000** (\$39,250 to \$43,750). Although the playschool does have about \$50,000 in their bank account they do not feel it would be prudent to deplete these funds entirely. They would be comfortable in allocating \$25,000 to the move. This leaves a **\$17,000** deficit before site preparation costs.

Many of the Playschool's scheduled fundraising activities had to be cancelled due to the Covid 19 crisis and their casino has been postponed for at least a year. However, they are applying for a grant through TC Energy Build Strong and are approaching local businesses and community members for contributions in helping with the move, such as site preparation and equipment donations. They will not know if their TC Energy grant application has been successful for at least 6-10 weeks.

The David Thompson Playschool Society is seeking immediate assistance to help cover outstanding costs that cannot be covered entirely by Playschool funds, as well as clay and gravel for the site preparation.

Attached is the letter of request from David Thompson Playschool as well as letters of support from parents.





April 20, 2020

Clearwater County Council  
4340-47 Avenue  
Box 550  
Rocky Mountain House, AB  
T4T 1A4

Dear Clearwater County Council,

We want to thank you for taking the time to discuss the relocation of the David Thompson Playschool in your last meeting. Since then, we have been working hard to consolidate an action plan to move forward with the relocation in a timely and orderly fashion.

We had spoken to WRSD about the possibility of us relocating back to the Condor school grounds once construction was done. They were unable to give us an answer at this time as there is just too many unknown variables regarding the future build of the Condor School. The David Thompson Playschool Board feels that returning to the school grounds is not in our best interest financially and may not be practical as our building may not handle being moved twice. Taking that into account, we feel that this relocation should be considered long term.

We also spoke with the Condor Community Hall about the possibility of us relocating our building to the land adjacent to the Hall. I am happy to announce that we were able to come to an agreement and they are going to allow us to relocate to their hall yard. This is on the conditions that the relocation is at no cost to the Condor Hall and that the playschool gets all their own utilities. We are excited and feel this is a perfect place to relocate to as it is kitty corner to the Condor School and there is enormous potential for the hall and the playschool to work together to be able to provide more services to the corridor communities if both parties were interested.

We are currently working on getting a legal lease agreement drawn up and getting our development permit application into the county. We are preparing for a five-year lease agreement at this point in time.

With having an idea on where we are going to relocate, I have been able to get quotes on what it is going to cost for the playschool to move and set up new utilities. I have included the quotes we have received so far with this letter. The key elements of our move and set up will be as follows. We will need a new licensed water well drilled, new natural gas hook ups, new sewer hook ups, power hook ups and the playschool portable to be physically moved to its new location.

Licensed Water well - \$20,000.00  
Natural gas installation (Diamond Valley) – \$7350.00  
Power installation (Fortis) - \$0.00  
Electrical Hookups - \$2900.00  
Sewer installation - \$2500.00 - \$4500.00  
Trench Work - Has been donated  
Moving of the portable - \$6500.00 - \$9000.00

In regard to the new water well, this was our most surprising quote as it is double what we thought it would cost. In speaking with a few different drilling companies and with Alberta Environment and Parks, they confirmed that we would require a licensed well as we are not residential. We explored the option of hooking into the Condor Hall's well but were told it would have to be updated to meet our requirements and it was recommended we have our own well drilled.

Triple H Building Movers Ltd has graciously offered to do the move for us as cost and they quoted us \$6500.00 + gst. We have discovered that our building has to be moved like a modular home as it is not on a skid and because of that none of the local oilfield companies are able to help with the move.

Diamond Valley gas has informed us that we will need a new service line installed as we are on a separate lot. That cost will be \$7350.00

Some family members of the David Thompson Playschool have generously donated to do the pad prep in the hall yard for our relocation as they have the equipment to do so. We are wondering if the county would be able to donate the clay and gravel we would need for the new pad? We are thinking we would need approx. 40 yards of clay and 60 yards of gravel.

What we have. Currently our main account has \$53330.95. It has taken our playschool about 7 years to build up this account. We gain income through monthly tuition fees, 3 fundraisers and 4 bingos each school year and a Casino every 3 years which has recently been changed to every 4 years. Unfortunately, due to the COVID-19 Pandemic, we have lost the last 2 months tuition as we returned it to our families, we lost our April Bingo and we have had to cancel our last two fundraisers of the year. We have worked hard to get the playschool into a healthy financial position to ensure we can continue to offer affordable rates to our families and to be able to help out our families when times get tough.

We are hoping to only spend \$25000.00 from our accounts at this time and find other funding to assist with the rest. We hope to maintain some funds in our accounts to make sure we can cover our running costs and be prepared for any unexpected costs that comes with having the playschool.

Our approximate running costs of the playschool will be as follows:

Teacher - \$2000/month  
Utilities - \$500/month  
Insurance - \$1665/year  
Lot rent to the hall - \$1500/year

What we are asking for:

- Gravel and clay
- Any financial assistance (approx. \$20,000.00 more will be needed to complete the project)

Other sources of anticipated assistance:

- We will apply to TC Energy Build Strong for funding (They need 6-10 weeks to review application)
- Private contributions from community members in helping with the move such as site prep and equipment donations.

Unfortunately, time is not on our side. We did not expect to have to move the school We were involved as much as we could be with the public meetings regarding the corridor school projects so we could be prepared as possible. We were told by the WRSD that they did not forget about us when they were planning the corridor projects. Due to last minute changes of the new school build this ultimately left them with no choice but to ask us to leave as they need to move the portables that are behind us and we would be in the way of the new construction. It is an unfortunate circumstance that we do not have more time to prepare and complete this move and the WRSD cannot help us in any way. Although it is not ideal timing, we are confident we can make this relocation happen with a little bit of help. The playschool must be moved from the Condor School grounds by June 30<sup>th</sup>, 2020.

We are hoping that county will be able to help us to some degree when it comes to the extra funds needed so we are able to continue to offer our services to the corridor communities.

Deepest gratitude for your attention and consideration,

Allison Casey, President



On behalf of the board of directors,

David Thompson Playschool Society



To whom it may concern,

I am writing you today to express my support and also my experiences with the David Thompson Playschool in hopes of helping explain just how important this little school is to our community.

My husband and I have lived in Clearwater County for over 10 years and have a 5 year old daughter and 3 year old son. Both my children have gone to the David Thompson Playschool and my son is currently enrolled for next year as well.

I can't even begin to tell you how important this Playschool is, not only to my family but many families in our community.

My daughter is going into grade one next year. Her teacher Melissa from the Playschool helped shape her and prepare her for the big shift into kindergarten. Ella really excelled in kindergarten and I have to give a lot of credit to Melissa for the special care and attention she gives to each child.

This past year was my sons first year the Playschool. My son has a severe speech delay and was accepted into the puff program through the Playschool. This year was so important to the development of my son and I was honestly shocked at how quickly his speech was advancing due to the programs, teachers and aids within the Playschool.

The teachers, aids and parents within the Playschool are so invaluable to our community. This year was a tough year for my son. He has difficult transitioning and the care he got from his Aid and teacher were the best care I could have possibly imagined. Not only did they support my son every step of the way through growing with in the Playschool and his speech, they also supported me during the tough times as well. I cannot even imagine not having this Playschool. I was worried when I learned the Playschool had to be moved due to the changes to the corridor schools in our area. I was worried that they would not have a place to move the Playschool or not have the funds to make the move and would have to shut it down. I am not the only parent who looks at the Playschool as a lifeline in their world. My sons speech delay has gotten much better with the care and teachings from within the playschool. But in this time where the schools are shut down due to COVID 19 I am even more concerned. My child needs this help. He will not be ready for Kindergarten without this Playschool. I am aware I could send him to a different preschool program but I honestly believe that this Playschool is his best option. They have the most incredible staff and aids. These women have shaped my son in only six months to be more confident and stronger in so many ways. His best option for success to get over his speech delay and thrive in school is these teachers and aids and this preschool.

The David Thompson Playschool offers programs that I see as a necessity for the development of our communities children and offer such special attention to all the children and still go above and beyond for the parents with children with special needs. This school is irreplaceable and I hope it will be around not only for my children but for many children in the years to come.

Thank you for your time and consideration,

Erin Imeson

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**Shannon Valentine**

Box 737  
Condor, AB T0M 0P0  
403-391-6638  
shannon.valentine@wrsd.ca

April 17, 2020

**Clearwater County Council**

**Re: David Thompson Playschool Relocation**

Dear Members of Council,

A strong and healthy community begins with a great foundation. The David Thompson Playschool has been providing a great foundation for the children in the corridor communities for over 30 years. The value of having the playschool in the hamlet of Condor is immeasurable.

As a former parent and teacher at the David Thompson Playschool, and current community member and teacher at Condor School, I have witnessed the many benefits of this program in our community. The playschool program is an important aspect of early learning. It provides our children a local place to learn, socialize and interact. In addition, it provides families in our community a place to connect. A healthy community requires opportunities for supportive connections. Without the David Thompson Playschool, families would be forced to take their children out of the community for preschool, losing those local community connections. Having this resource in our own community benefits all the corridor families.

There is great excitement over the new elementary school that will be built in Condor. The increased enrollment for Condor School is a significant factor for David Thompson Playschool. The playschool has already increased it's programming over the last few years, has a competent board of directors and an excellent preschool teacher. In addition to the need for preschool in Condor, Friends of the Corridor has noted the need for before and after school care in the community. Supporting the relocation of the playschool within Condor will provide many exciting possibilities for the future of the program.

Council has shown significant support for growth in the hamlet of Condor; building the new public services building, supporting the WRSD application to Alberta Education for the new schools, and matching funds raised by Friends of the Corridor Schools. I encourage council to continue to show community support by assisting the David Thompson Playschool in relocating within the hamlet of Condor.

Sincerely,

Shannon Valentine

April 20, 2020

To whom it may concern,

My name is Charlene Scott and I had the pleasure of having our 3 boys attend this great lil' Playschool. For 6 years, I was a proud member of the board with DT Playschool and a very happy parent with the activities, learning and friendships made by our boys and myself with other parents.

DT Playschool grew from a 2 day/week attendance to the 4 day/week full attendance schedule. Our small community is so blessed to have this Playschool. Our area has alot of young families that will benefit from having it stay in our community. Not having to drive a great distance to have our children attend such a top notch playschool was, and is, a true blessing. They run their schedule around the big school, which is benefical when you have school age kids.

I could go on about DT Playschool and all that it offers to our local communities of Condor, Leslieville, Withrow and surrounding areas. This Playschool holds many memories for our 3 boys, who are currently in Gr.2, 4 and 6 in Condor Elementary, as they do for myself as a parent. I will always recommend and support DT Playschool. I hope that they are able to provide its great services for years to come. Thank you for your time.

Sincerely,

Charlene Scott  
RR1 Condor  
403 391-2720

Attn: Clearwater County Council

RE: David Thompson Playschool

April 17, 2020

To Whom It May Concern;

I am writing in regards to the changes in educational facilities in the Leslieville/Condor Corridor and in particularly the vital importance of the David Thompson Playschool.

As a life-long resident of the Leslieville/Condor area I recognize and truly value the country lifestyle and the significance of a "sense of community".

The David Thompson Playschool has been providing excellent programming and a "sense of community" for children in our local area for over 30 years.

My daughter Lily attended DTPS and absolutely loved the atmosphere that offers a fantastic early-learning environment. Easily overwhelmed, Lily enjoyed the small class sizes and the ability to establish a great trusting and fun relationship with her teacher Ms. Melissa.

The DTPS absolutely prepared Lily for Kindergarten and the location in our rural community as well as the programming and scheduling options worked perfect for our family.

This great little playschool has not only benefited my own family, it has and continues to benefit local families each and every year (for the last 30 years) - providing a one-of-a-kind place for children to learn and grow and prepare for their next step in education.

Thank-you for your consideration,

Amber Casey  
1-403-506-4440



April 17, 2020

Clearwater County Council  
4340 47 Ave,  
Rocky Mountain House, AB T4T 1A4

Dear Clearwater Council Members,

I am writing this letter to show my support for the David Thompson Play School. This Play School is an integral part of our community. I realize we need your help to move the play school to a new location. I hope the county will fully support this endeavor. I have lived in Clearwater County most of my life. I have children who have graduated through the play school and other children who are enrolled for next year.

I have seen first hand the benefits of this play school. I was on the board in 2018 and I have witnessed how this school has help built the community. This school relies on volunteers and has been a great way to get to know our neighbours. The quality of the school's early child development is exceptional. Ms. Melissa has a genuine love for teaching our young children and this program is a great stepping stone to the public school system. The location of this school in the corridors makes it easily accessible to us locals. Since the attendance of this school has been growing over the last couple of years I would say a lot of families also agree.

I hope the Clearwater County recognizes the importance of this school to our community. The school offers great education, has an unique location and fosters community development. I look forward to hearing how the county can help us in our relocation.

Sincerely,

Marisa Prins

To whom it may concern

I am writing today to ask you to support the move of David Thompson Playschool during the construction of the new school in Condor, as well as providing a permanent site for it afterward. We need this playschool to remain in the corridor school community. My two children attended in the early 2000's, in fact I was a parent board member who worked to get the current construction to Condor School. Parents did a ton of fundraising and successful grant applications. We also worked tirelessly to restore the building so it was suitable for a playschool. Many children have benefited over the years and I feel that it is vital for our community families to continue to have this amazing playschool. I know that I would never had driven my kids into Sylvan Lake or Rocky to attend playschool. My kids are still friends with the people that they went to playschool with. When they started kindergarten it was not nearly as scary for them as they got to see familiar faces and friends. Another reason that our community families should have access to a local playschool is that many families do not want to be out driving the winter roads with young children in the vehicle and they should not be forced to. Playschool has proven to be extremely beneficial for children both on their academic and social journey's and I have only ever heard fantastic comments about the David Thompson Playschool and for our community to lose it would be terrible

Please support their move in any way they need.

Sincerely

Clare Cole

April 20, 2020

Clearwater County  
4340 – 47 Ave, Box 550  
Rocky Mountain House, AB  
T4T 1A4

Dear Sir or Madam,

We are writing this letter in support of the Condor Playschool. My daughter, Saydee Jackson, attended from Sept 2019 until it was closed in March 2020 due to the Covid 19 pandemic. It is our plan to have Saydee attend the Condor Playschool again in the fall of 2020. The playschool environment provides a place for children to explore, gain a sense of self, play with peers and build their confidence. The experience has enabled Saydee to realize that she can accomplish tasks and make decisions without our help.

As a family we have found the program to be invaluable to our daughter. Playschool gives children the opportunity to strengthen their social and emotional development. Children learn patience, how to take turns and to raise their hands to ask or answer questions. Children learn to wait for their turn and to share the attention of the teacher. Saydee's vocabulary has expanded as she participated in learning opportunities and conversations with peers and the teacher. She learned language through the singing, story books and creative play. Listening to stories expands the imagination, strengthens listening skills and enhances comprehension.

In the playschool environment Saydee is learning that she can actually do many things on her own – she is becoming more independent. She actively enjoyed being the classroom helper for the day; she enjoyed having jobs helping her teacher. She has learned new skills and that seem to enhance confidence. She is quite social so she truly enjoys her time and opportunity to play with her friends. She is missing school, the teacher and her friends.

We urge you to support the Condor Playschool program as it is very valuable to the children and families in the Condor corridor. Please support them in being able to open their door again this fall. We appreciate and value any support that you are able to provide to ensure that the program is viable again in the fall of 2020. The children have a lot to learn.

Thank you



Aimey and Cody Jackson

April 20, 2020

To Whom It May Concern,

I'd like to take a moment to discuss how important David Thompson Playschool was to me and to both of my children. As a Mom I always had hoped to homeschool my children, keep them young for as long as possible and let them enjoy all that being little had to offer. It was clear from a very young age that my daughter craved more stimulation than what I could give her. She adored other people, play, and most of all learning. At three years old I began looking at opportunities for her to participate in dynamic play outside of our home. My greatest concern was that I wanted her "learning" to be play based, no worksheets and no formal education. I wanted her to be able to learn to express herself around others and grow. I wanted her to be able to experience other children and adults and learn from them. David Thompson Playschool was luckily in the same town that I went to school as a child. My daughter walked into that little playschool so confident and so ready to meet new people. The best part of it though was the friendships and bonds that she formed. She is now nine years old and most of the friends she met in playschool are in her class. She was also lucky to attend for two years and gain friendships that are in the grade above her as well. The field trips the class took were so wonderful that my daughter still talks about them to this day. My son is just a year younger than my daughter so they were able to attend the playschool together for a year as well. He always loved playing alone and the wonderful part about this playschool is that there are plenty of opportunities for that as well. Growing, laughing, being creative and just playing are the best qualities in this school. Both of my children also regularly asks how Miss Amy (her teacher) is doing. Even though there has been a teacher change I know that Miss Melissa is just as wonderful with her students. I was lucky enough to be on the board with Melissa Pittendreigh and work alongside her as vice president while she was president. Miss Melissa is so dedicated to this little playschool that she became the teacher. I also was able to serve as president of the playschool for a time as well.

The bonds that both myself as well as my kids have formed because of the roots of this playschool are difficult to fathom. I've met some of my closest friends and strongest community members because of this small school. My children have also met most of their closest friends because of this playschool. It allowed me the opportunity to volunteer and be a part of their first steps into the "education" system. It also allowed family members like my husband, Mom, and mother in law to volunteer and spend time in the playschool as well. All of these memories are so valued and so treasured by everyone in our family. I'm incredibly grateful for the opportunities that this small community minded playschool allowed my children and I.

Thank you for your time.

Leah Casey

To whom it may concern,

Both my daughters attended DT Playschool for 2 and a half years each. It was a wonderful way to socialize them as we don't live in town and they are not easily able to have friends to play with.

My oldest daughter would not speak to other children for years. I truly believe that because of her wonderful teachers and the socializing at this school, that she finally found confidence to start talking and making friends.

It gave my girls a wonderful start to school. They both did so well transitioning to kindergarten.

If this playschool didn't exist I wouldn't have been able to take them to others as it either conflicted with my work schedule or was too far from home.

Our community needs this playschool. It has grown so much over the years and has so many more students. The parents always step up to do whatever they can to help but funding to keep it going would be wonderful to see.

Sincerely,

Trisha Rolfsen

To Whom this may concern,

I am writing this letter in support of keeping the David Thompson playschool in our community. Our son attended the playschool for 2 years. We needed a playschool that supported the PUF program. If we did not have the David Thompson playschool, we would have had to drive to Rocky Mountain House to receive those supportive services. The David Thompson playschool gave our son the support, teaching and structure he needed in order to get a good foundation to start school. They also helped our son transition from playschool to Kindergarten which made the transition to Kindergarten go smoothly.

The playschool also supported us in having our son tested and through that process discovered that he was on the autism spectrum. With that diagnosis, we now have supports for him in school that we may not have had otherwise.

Please help to keep this playschool in our community.

Sincerely,  
Brenda and Paul Crisp



## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Request for Decision
<b>SUBJECT:</b>	West Country Random Camping Access Management
<b>PRESENTATION DATE:</b>	Tuesday, April 28, 2020
<b>DEPARTMENT:</b>	CAO Office
<b>WRITTEN BY:</b>	Rick Emmons, CAO
<b>REVIEWED BY:</b>	Matt Martinson, Director & Christine Heggart, Director
<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 <input type="checkbox"/> County Bylaw or Policy
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input checked="" type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
<a href="#">01. Briefing Template for Municipalities AEP</a>	

#### STAFF RECOMMENDATION:

That Council considers sending a briefing note and meeting invitation to the Minister of Alberta Environment and Parks to discuss residents' concerns with West Country access during the COVID-19 situation and, local campground operators' concerns with the impact of the fire ban on campground operations.

#### BACKGROUND:

Alberta's Provincial Parks and recreation areas were previously closed to vehicle access on March 27 and on April 17 Alberta Parks announced that camping in provincial (public) campgrounds has been suspended until the province's chief medical officer of health is confident the health and public safety risk from COVID-19 is reduced.

Along with that a provincial fire ban is in place as of April 15 in the province's Forest Protection Area (FPA) to address the firefighter capacity risks associated with COVID-19.

A summary of these individual provincial announcements can be found at this [link](#).

In an [April 17 news release](#), the province said dispersed random camping on public land is currently permitted, but further restrictions may be necessary in the future as the COVID-19 situation continues

to unfold. All random campers must follow the directions of the Chief Medical Officer of Health, including physical distancing and no mass gatherings.

As May Long Weekend approaches, some Councillors have indicated they have heard from residents who expressed concerns with the potential impacts of permitted camping in private and random camp spots, along with the return of seasonal residents. Concerns have been expressed related to the potential impacts on local resources during the COVID-19 situation. At the same time, there have been concerns heard from local private campground operators on the impacts of the provincial fire ban on their operations.

The purpose of today's discussion is to:

- identify the municipal roles and responsibilities regarding the above noted resident concerns;
- identify Council's sentiments related to camping (private and random) in Clearwater County and the West Country and returning seasonal residents;
- discuss provincial fire ban and the ministerial orders available exemptions;

Christine Heggart, Director of Emergency and Legislative Services, and Matt Martinson, Director of Agriculture and Community Services, will be on hand to answer questions related to emergency management, fire services and campground operations within the County.

Pending discussion results, Council may wish to consider sending a briefing note to Minister Nixon, Alberta Environment and Parks, along with an invitation to a conference call meeting, to discuss concerns.



**Request to meet with Minister – Briefing Template**

Items	Details
1) Name of the Municipality	Clearwater County
2) Contact name	
3) Name and title of municipality attendee(s) <i>(up to 10)</i>	
4) Issues to Discuss	
5) Issues background (a brief on the context and background of issues)	
6) Perspectives of municipality on issues	