



Clearwater County

Regular Council Meeting - 14 Apr 2020

Agenda

9:00 AM - Tuesday, April 14, 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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* 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. 2019/2020 Intermunicipal Mediation: FOIP s.21 Disclosure Harmful to Intergovernmental Relations

10. ADJOURNMENT



MINUTES

Special Council Meeting

1:00 PM - Thursday, March 19, 2020

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

PRESENT: Reeve Timothy Hoven
Councillor Jim Duncan
Councillor Cammie Laird
Councillor Daryl Lougheed
Councillor John Vandermeer
Councillor Theresa Laing
Councillor Michelle Swanson

ADMINISTRATION PRESENT: Chief Administrative Officer – Rick Emmons
Recording Secretary – Tracy Haight
Director, Corporate Services – Murray Hagan
Director, Emergency & Legislative Services – Christine Heggart
Director, Public Works Infrastructure – Erik Hansen
Director, Public Works Operations – Kurt Magnus

1 CALL TO ORDER

Reeve Hoven called the meeting to order at 1:00 pm.

2 ADOPTION OF AGENDA

RES-138-2020 Motion by Councillor Daryl Lougheed that the March 19, 2020, Special Council Meeting Agenda be adopted as circulated.
CARRIED

3 COVID 19 - BUSINESS CONTINUITY STATUS AND UPDATE

3.1 COVID-19 - Business Continuity Status and Update

4 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

4.1 2019/2020 Intermunicipal Mediation Verbal Report: FOIP s.21 Disclosure Harmful to Intergovernmental Relations

RES-139-2020 Motion by Councillor Michelle Swanson that Council goes into CLOSED Session to discuss Item 4.1 2019/2020 Intermunicipal Mediation Verbal Report: FOIP s.21 Disclosure Harmful to Intergovernmental Relations at 1:56 pm.

CARRIED

RES-140-2020 Motion by Councillor Jim Duncan that Council returns to OPEN Session at 3:39 pm.

CARRIED

RES-141-2020 Motion by Councillor John Vandermeer that Council extends the deadline for completion of a new Rocky Mountain Regional Solid Waste Authority agreement with the Town of Rocky Mountain House and Village of Caroline to June 30, 2020.

CARRIED

5 ADJOURNMENT

5.1 RES-142-2020 Motion by Councillor Michelle Swanson that the meeting adjourns at 3:39 pm.

CARRIED

Reeve

CAO



MINUTES

Special Council Meeting

2:00 PM - Monday, March 23, 2020
Council Chambers, 4340 – 47 Avenue,
Rocky Mountain House, AB

PRESENT: Reeve Timothy Hoven
Councillor Jim Duncan
Councillor Cammie Laird
Councillor Daryl Lougheed
Councillor John Vandermeer
Councillor Theresa Laing
Councillor Michelle Swanson

ADMINISTRATION: Chief Administrative Officer – Rick Emmons
Recording Secretary – Tracy Haight

1 CALL TO ORDER

Reeve Hoven called the meeting to order at 2:00 pm.

2 ADOPTION OF AGENDA

2.1 RES-143-2020 Motion by Councillor Theresa Laing that the March 23, 2020, Special Council Meeting Agenda be adopted as circulated.
CARRIED

3 DRAFT INTERMUNICIPAL REGIONAL FIRE RESCUE SERVICES AGREEMENT

3.1 DRAFT Intermunicipal Regional Fire Rescue Services Agreement

RES-144-2020 Motion by Councillor Cammie Laird that Council approves Clearwater County entering into the *Town of Rocky Mountain House, Village of Caroline, and Clearwater County Intermunicipal Regional Fire Rescue Services Agreement*, for a five-year term effective April 1, 2020; and, authorizes execution by signature of Reeve and CAO.

CARRIED

3.2 RES-145-2020 Motion by Councillor Jim Duncan that Council rescinds Bylaw 1028 - Regional Fire Rescue Services Advisory Committee.

CARRIED

4 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

- 4.1 2019/2020 Intermunicipal Mediation Verbal Report: FOIP s.21 Disclosure Harmful to Intergovernmental Relations

RES-146-2020 Motion by Councillor Michelle Swanson that Council goes into CLOSED Session to discuss Item 4.1 2019/2020 Intermunicipal Mediation Verbal Report: FOIP s.21 Disclosure Harmful to Intergovernmental Relations at 2:09 pm.
CARRIED

RES-147-2020 Motion by Councillor Cammie Laird that Council returns to OPEN Session at 2:37 pm.
CARRIED

5 ADJOURNMENT

- 5.1 RES-148-2020 Motion by Councillor Michelle Swanson that the meeting adjourn at 2:37 pm.
CARRIED

Reeve

CAO



MINUTES

Regular Council Meeting

9:00 AM - Tuesday, March 24, 2020
Council Chambers, 4340 – 47 Avenue,
Rocky Mountain House, AB

**COUNCIL
PRESENT:**

Reeve Timothy Hoven
Councillor Jim Duncan
Councillor Cammie Laird
Councillor Daryl Lougheed
Councillor John Vandermeer
Councillor Theresa Laing
Councillor Michelle Swanson

**ADMINISTRATION
PRESENT:**

Chief Administrative Officer - Rick Emmons
Director, Corporate Services - Murray Hagan
Recording Secretary - Tracy Haight
Director, Public Works Operations - Kurt Magnus
Director, Agriculture & Community Services - Matt Martinson
Director, Public Works Infrastructure - Erik Hansen
Communications Coordinator - Djurdjica Tutic
Director, Emergency & Legislative Services - Christine Heggart
Economic Development Officer - Jerry Pratt

DELEGATES:

Clearwater County Taxpayers' Association - Marianne Cole, President
Clearwater County Taxpayers' Association - Helge Nome (via speakerphone)

1 CALL TO ORDER

Reeve Hoven called the meeting to order at 9:00 am.

2 ADOPTION OF AGENDA

RES-149-2020 Motion by Councillor John Vandermeer that the following CLOSED Session items are added to the March 24 Regular Council Meeting Agenda: Item 11.1 2019/20 Intermunicipal Mediation Verbal Report: FOIP s.21 Disclosure Harmful to Intergovernmental Relations and Item 11.2 Advice From Officials: FOIP s.24; and, that the Agenda is adopted as amended.
CARRIED

3 ADOPTION OF MINUTES

3.1 Regular Council Meeting Minutes

RES-150-2020 Motion by Councillor Daryl Lougheed that the March 10, 2020, Regular Council Meeting Minutes are adopted as circulated.
CARRIED

4 PUBLIC HEARING

4.1 9:00 am Public Hearing - Bylaw 1076/20 Application No. 08/19 to Amend the Land Use Bylaw

Reeve Hoven called the Public Hearing to order at 9:02 am.

The purpose of the bylaw is to amend the Land Use Bylaw 714/01 to redesignate +/- 27.4 acres of Lot 1, Block 6, Plan 8122203 from Manufactured Home Park District 'MHP'/Hamlet Residential District 'HR' to the Institutional District 'P'.

Council granted first reading of Bylaw 1076/20 on February 11, 2020. As required by legislation, notice of today's Public Hearing was advertised and comments were invited from adjacent landowners and referral agencies.

Reeve Hoven invited questions from Council regarding the proposed amendment and no questions were asked.

J. Reyes responded to question and identified the location of a pipeline running through the property.

J. Reyes reviewed comments received from referral agencies.

Reeve Hoven invited the Applicant to comment. No comments were given.

Reeve Hoven invited comments from the public in favour of the proposed bylaw. No comments were given.

Reeve Hoven requested written submissions in favour. No written submissions were received.

Reeve Hoven invited comments from the public in opposition of the proposed bylaw. No comments were given.

Reeve Hoven requested written submissions in opposition. No written submissions were received.

Reeve Hoven invited the applicant to present final remarks.

Reeve Hoven closed the Public Hearing at 9:12 am.

5 PLANNING & DEVELOPMENT

- 5.1** Consideration of Second and Third Readings - Bylaw 1076/20 Application No. 01/20 to Amend the Land Use Bylaw

RES-151-2020 Motion by Councillor Theresa Laing that Council grants second reading of Bylaw 1076/20 to amend the Land Use Bylaw 714/01 to redesignate +/- 27.4 acres of Lot 1, Block 6, Plan 8122203 from Manufactured Home Park District 'MHP'/Hamlet Residential District 'HR' to the Institutional District 'P'.
CARRIED

RES-152-2020 Motion by Councillor Michelle Swanson that Council grants third reading of Bylaw 1076/20 to amend the Land Use Bylaw 714/01 to redesignate +/- 27.4 acres of Lot 1, Block 6, Plan 8122203 from Manufactured Home Park District 'MHP'/Hamlet Residential District 'HR' to the Institutional District 'P'.
CARRIED

- 5.2** Sturgeon County Requests Resources for 2020 Federation of Canadian Municipalities Conference Event

RES-153-2020 Motion by Councillor Michelle Swanson that Council considers Sturgeon County's request for planning resources and/or funding, to support an Alberta-focused promotional event at the Federation of Canadian Municipalities Conference, during Council's 2021 budget discussions.
CARRIED

6 DELEGATION/PRESENTATION

- 6.1** 10:15 am Clearwater County Taxpayers' Association, Marianne Cole, President, and Helge Nome

RES-154-2020 Motion by Councillor Daryl Lougheed that Council authorizes Clearwater County Taxpayers' Association's Delegate, Helge Nome, participation in Council's March 24, 2020, Regular Meeting via speaker phone.
CARRIED

RES-155-2020 Motion by Councillor Daryl Lougheed that Council receives Clearwater County Taxpayers' Association Delegates' presentation regarding the proposed Leslieville Public Services Building project for information.
CARRIED

7 AGRICULTURE & COMMUNITY SERVICES

- 7.1** Clearwater County Post Secondary Scholarship Policy - Amended

RES-156-2020 Motion by Councillor Theresa Laing that Council approves the *Clearwater County Post-Secondary Scholarship Policy* as further amended.
CARRIED

7.2 Support for David Thompson Playschool's Relocation.

RES-157-2020 Motion by Councillor Cammie Laird that Council considers assisting the David Thompson Playschool Society with relocating the playschool and directs staff to consult with the Society on project scope, plans, and options for relocation and report back to Council.

CARRIED

7.3 Appointment of Agricultural Service Board Chair

RES-158-2020 Motion by Councillor Jim Duncan that Council appoints Aaron Terpsma as Chairperson of the Clearwater County Agricultural Service Board (ASB), effective November 22, 2019, until such time as a new Chairperson is elected by the ASB.

CARRIED

7.4 Changes to the Alberta Parks System

RES-159-2020 Motion by Councillor Michelle Swanson that Council receives the Alberta Parks Restructuring Plan update for information and directs staff to further investigate partnership opportunities and/or alternative management approaches with Alberta Environment and Parks for deregulated parks and recreation areas and report back to Council.

CARRIED

RES-160-2020 Motion by Councillor Theresa Laing that Council sends a letter to Minister Environment and Parks to inquire on the Government of Alberta's scope and plans for public consultation on the proposed deregulation of provincial parks and recreation areas.

CARRIED

8 PUBLIC WORKS

8.1 Grader Beat Contract Tender Award - Beat 507

RES-161-2020 Motion by Councillor John Vandermeer that Council awards the Grader Beat 507 maintenance contract to Jomad Industries Ltd. for a five-year term, effective April 1, 2020.

CARRIED

8.2 Leslieville Lands - Conceptual Site and Building Request For Proposal

RES-162-2020 Motion by Councillor Theresa Laing that Council directs Administration to redesign a fire hall facility for satellite purposes in the Hamlet of Leslieville, which is to be located on the recently purchased 27.43 acres, and that the building costs, along with land purchase and Phase 1 development including access and pavement costs, are not to exceed a total budget of \$2.2 million.

DEFEATED

RES-163-2020 Motion by Councillor Jim Duncan that Council approves proceeding with "Project Plan #2" to tender Phase 1 grading for Leslieville lands and advertise a Request for Proposal for a three or five bay building option, along with developing a plan for paving, grading and completing Phase 2 and Phase 3 as additional information becomes available.

CARRIED

RES-164-2020 Motion by Councillor Cammie Laird that Council amends the "Project Plan #2" to include grading for Phase 2, including access road construction and drainage, excluding internal access road and water main.

CARRIED

9 CORPORATE SERVICES

9.1 Draft Strategic Communications Plan

RES-165-2020 Motion by Councillor Cammie Laird that Council approves the draft Strategic Communications Plan 2020-2022 as amended.

CARRIED

RES-166-2020 Motion by Councillor John Vandermeer that Council directs Administration to provide a Communications Update to Council on an annual basis.

CARRIED

10 REPORTS

10.1 CAO's Report

10.2 Public Works Report

10.3 Councillor Reports

RES-167-2020 Motion by Councillor Daryl Lougheed that Council receives the CAO's Report, Public Works Report and Councillor Reports for information as presented.

CARRIED

11 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.

11.1 2019/20 Intermunicipal Mediation Verbal Report: FOIP s.21 Disclosure Harmful to Intergovernmental Relations

11.2 Advice From Officials: FOIP s.24

RES-168-2020 Motion by Councillor Jim Duncan that Council goes into CLOSED Session for Item 11.1 2019/20 Intermunicipal Mediation Verbal Report: FOIP s.21 Disclosure Harmful to Intergovernmental Relations and Item 11.2 Advice From Officials: FOIP s.24 at 3:04 pm.

CARRIED

RES-169-2020 Motion by Councillor Michelle Swanson that Council goes into OPEN Session at 5:38 pm.

CARRIED

RES-170-2020 Motion by Councillor Daryl Lougheed that Council sends a letter to the Town of Rocky Mountain House requesting the Town to sign a revised Intermunicipal Collaboration Framework agreement by March 27, 2020, to meet the legislated deadline of April 1.

CARRIED

12 ADJOURNMENT

12.1 RES-171-2020 Motion by Councillor John Vandermeer that the Meeting adjourn at 5:38 pm.

CARRIED

Reeve

CAO



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	First Reading of Bylaw 1092/20 for Application No. 09/19 to Amend the Land Use Bylaw
PRESENTATION DATE:	Tuesday, April 14, 2020
DEPARTMENT:	Planning & Development
WRITTEN BY:	Dustin Bisson, Planner
REVIEWED BY:	Keith McCrae, Director & Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input checked="" type="checkbox"/> County Bylaw or Policy (Bylaw 714/01)
COMMUNITY BUILDING PILLAR (check all that apply):	
<input checked="" type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input checked="" type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
Application Package Bylaw 1092-20 Schedule A Aerial Photo Farmland Assessment Rating Adjacent Lands Map Recreational Facility District RF Redacted	

STAFF RECOMMENDATION:

That Council consider granting first reading of Bylaw 1092/20 and proceed to a public hearing.

BACKGROUND:

Barry Williams currently holds title to the NW 03-37-06 W5M containing 80.31 acres of land. The subject lands are located approximately 5 miles northwest of the Village of Caroline. George Canyon & Craig McMoran have made application, to redesignate +/- 40 acres from the Agriculture District "A" to the Recreational Facility District "RF".

Pending the outcome of the Land Use Amendment, the applicants intend to proceed with a development permit application for the construction and operation of a 300-site campground.

The subject property contains a residence with a few ancillary buildings located in the southeast portion of the quarter section. There is an oilfield access running along the south boundary to a lease located in the southwest portion of the property. The subject quarter section is fragmented by way of the Clearwater River running through the west portion of the quarter.

Legal and physical access to the subject property is by way of Township Road 37-0, adjacent to the southeast corner of the quarter section. Township Road 37-0 and Range Road 6-2A intersect at the southeast corner of the subject property. Surrounding land uses within the area are agricultural and country residence agricultural. Clearwater County Operates a gravel pit approximately 0.5 miles east of the subject property.

This application is to rezone 40 acres of the subject lands to Recreational Facility District "RF" as shown on Schedule "A" of the Bylaw for the development of a campground.

PLANNING DIRECTION:

Clearwater County's Land Use Bylaw

Section 13.4(10) Recreational Facility District "RF"

The Purpose of this district is to accommodate and regulate the development of major of intensive recreational buildings and uses.

Section 1.7 Definitions

"Campground" means any parcel of land or part thereof which levies fees for the locating of tents holiday trailers ore recreational vehicles for temporary use by tourists and transients and shall include facilities and amenities subordinate to the operation of the campground.

Clearwater County's Municipal Development Plan

Guiding Principle 3.2(3) Land Use Compatibility

The location, intensity, scale and design of new development should be compatible with the capacity of the site and adjacent lands.

Section 4.2.4 states:

In evaluating subdivision and development proposals that effect agricultural land, the agricultural quality of the land is one of a number of factors that Clearwater County shall consider. These factors are as follows:

- a) The nature and extent of farming activities in the local area, with a focus on the immediate area;
- b) The location, number and type of the existing and planned non-farm land uses located and proposed to be located in the local area;
- c) The predicted impact on sustainable agricultural production in the local area resulting from the proposal;
- d) The Farmland Assessment Rating of the land within the title to be subdivided or developed;
- e) The Farmland Assessment Rating of adjacent lands;
- f) The proposed use of the land; and
- g) The reasonable availability of the optional locations for the proposed subdivision or development.

Section 8.1.2:

Promote locally appropriate economic development activities that enhance and diversify the local economy.

Section 8.1.4:

Promote the County as a tourist destination.

Section 8.2.2:

In making decisions on proposed land redesignations, subdivisions and developments in areas of the County where agriculture is the primary use, Clearwater County should seek to limit infringements on agricultural operations except where otherwise provided for in the Municipal Development Plan (2010).

Section 8.2.9:

Through the Land Use Bylaw Clearwater County shall provide for a variety of commercial and industrial land uses within the County, including a variety of locations for these uses.

Section 9.2.15

Clearwater County shall require all development to meet provincial standards and regulations respecting the provision of water and wastewater services.

Section 11.2.21

To consider a proposed redesignation, subdivision or development for a large multi-lot subdivision, major development or other form of land use change as determined by the County, Clearwater County may require the applicant to prepare for consideration of approval by the County an area structure plan or outline plan.

Section 11.2.22

Clearwater County may require an area structure plan or outline plan to address any or all of the following:

- a) site suitability;
- b) design and density;
- c) impacts on natural capital and the environment;
- d) effects on land uses in the vicinity;
- e) provision of roads and utilities;
- f) traffic impacts;
- g) provision of open space;
- h) protective and emergency services;
- i) access to and impacts on education and health services;
- j) FireSmart provisions;
- k) measures to mitigate effects; and
- l) any other matters required by the County to be addressed.

Section 12.2.2 Redesignation, subdivision, and development

Clearwater County shall implement the policies of this Plan when making decisions on any proposed redesignation, subdivision, or development application and any proposed statutory plan, outline plan or concept plan.

Section 12.2.3

To provide information relevant to a proposed redesignation, subdivision or development of land, Clearwater County may require the applicant to have prepared and submitted by a qualified professional engineer any or all of the following:

- a) a geotechnical study;
- b) a traffic impact study;
- c) a water supply study;

- d) a utility servicing study;
- e) a stormwater management plan;
- f) an environmental assessment; and any other study or plan required by the County

Section 12.2.4 states:

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

- a) Impact on adjoining and nearby land uses;
- b) Impact on natural capital, including agricultural land;
- c) Impact on the environment;
- d) Scale and density;
- e) Site suitability and capacity;
- f) Road requirements and traffic impacts, including access and egress considerations, including Subdivision and Development Regulations related to land in the vicinity of a highway;
- g) Utility requirements and impacts;
- h) Open space needs;
- i) Availability of protective and emergency services;
- j) FireSmart provisions;
- k) Impacts on school and health care systems;
- l) Measures to mitigate effects;
- m) County responsibilities that may result from the development or subdivision; and any other matters the County considers relevant.

Subdivision and Development Regulations

Section 7 states:

In making a decision as to whether to approve an application for subdivision, the subdivision authority must consider, with respect to the land that is the subject of the application,

- a) Its topography,
- b) Its soil characteristics,
- c) Storm water collection and disposal,
- d) Any potential for the flooding, subsidence or erosion of the land,
- e) Its accessibility to a road,
- f) The availability and adequacy of a water supply, sewage disposal system and solid waste disposal,
- g) In the case of land not serviced by a licensed water distribution and wastewater collection system, whether the proposed subdivision boundaries, lot sizes and building sites comply with the requirements of the Private Sewage Disposal Systems Regulation (AR 229/97) in respect of lot size and distances between property lines, buildings, water sources and private sewage disposal systems as identified in section 4(4)(b) and (c),
- h) The use of the land in the vicinity of the land is the subject of the application, and
- i) Any other matters that it considers necessary to determine whether lands that is the subject of the application is suitable for the purpose for which the subdivision is intended.

RECOMMENDATION:

That Council consider granting first reading to Bylaw 1092/20 and proceed to a public hearing.



CLEARWATER COUNTY

Application for Amendment to the Land Use Bylaw

Application No. 09/19

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

APPLICANT: George Canyon / Craig McMoran



REGISTERED OWNER: Bassy Williams

ADDRESS: _____

PHONE: _____ EMAIL: _____

AMENDMENT REQUESTED:

1. CHANGE OF LAND USE DISTRICT FROM: A TO: RF

LEGAL DESCRIPTION OF PROPERTY: NW 1/4 Sec. 03 Twp. 37 Rge. 6 W5M

OR: LOT: _____ BLOCK _____ REGISTERED PLAN NO.: _____

OR: CERTIFICATE OF TITLE NO.: _____ (Site Plan is attached)

SIZE OF AREA TO BE REDESIGNATED: 40 (Hectares / Acres)

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

Rezoning from Ag to RF

3. REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT: _____

Proposed to develop a campground see attached.

DATE: Dec. 5, 2019 APPLICANT'S SIGNATURE [Signature]

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

APPLICATION FEE OF \$2400 DATE PAID: Dec 16/19 RECEIPT NO. 151962

SIGNATURE OF DEVELOPMENT OFFICER
IF APPLICATION COMPLETE

IMPORTANT NOTES ON REVERSE SIDE

Forest River RV Park

Concept plan

The concept of the new park is to create an affordable long term recreational site where families from the Calgary, Edmonton and Red deer areas can enjoy the great outdoors on a more permanent basis. Clearwater counties biggest asset has to be the beautiful and pristine countryside that offers many great opportunities for families to enjoy year round outdoor enjoyment. Hiking, fishing, quadding, hunting, skiing, equestrian, snowmobiling, ice fishing, bird watching and just sitting around the campfire at night. The proposal is for up to 300 RV sites.

Filling a Need

All reports written about the different ways to create a more prosperous climate in the Clearwater county area hinge on generating a more healthy tourist climate. The biggest challenge has been accommodations suitable to attract these tourists. Crown land camping has been a long tradition in the county and proves the popularity of the area. Thousands of families migrate from the urban centres to enjoy the Clearwater areas free camping, streams, rivers, forests, trail etc and leave little to no return for the county. The vagabond nature of these tourists could be more of a burden to the prosperity of the county and surrounding towns.

The slow down of the oil and gas industry has taken its toll on Clearwater County and is leaving a void that is getting worse as time goes on. I believe that tourism is able to not only fill that void but will be able to insure long term generational prosperity for the county. In Alberta the statistics note about 20% of households own an RV and sales of new Rvs have been steady for the last 10

years. It is estimated that there are over 100 registered RVs in Alberta for every 1 RV lot.

Traffic Calming and carbon reduction

By creating a more permanent RV park, we are removing a major amount of traffic from the county highways and therefore making the highways safer and reducing wear and tear. Families accessing their RV units for the weekend can now use alternate forms of transportation as there is no longer a need to drag the trailer. This reduces congestion on the streets of Rocky Mountain House and Caroline.

Economic prosperity

The newest trends in Recreation Vehicle enjoyment is to provide a more permanent lot where long term leasing allows families to convert their unit into more of a cottage type use. The more permanent situation allows users to build decks, sheds, outdoor kitchens, firepits, gazebos, etc. These types of upgrades are not financially viable on short term lot locations. By turning RVs into more cottage type accommodations we foster year round tourism and generational growth. Generational growth is when children are raised enjoying a particular area, they tend to want to stay in the area and give their children the same great experience.

Layout concept

The land is 80 acres and the current bylaws support a suggested 3 to 4 units per acre. The lots will be 35 to 50 ft wide and 75 to 100 ft long as shown on the attached schedule "A". The lots will be unserviced and Sewage removal and water and propane will be delivered to the site. The plan will include BBQ gazebos, horseshoe pits, playgrounds, washrooms, laundry and shower facilities. Gravel

roads will be constructed to the satisfaction of the county and the county fire dept. Flood zone mapping will be done as soon as first reading is passed. Schedule "B" shows the scope of the flood plane mapping by a geotechnical company well versed in this type of development.

Access to the property

The property is located just west of Caroline and about 6 kms north. There are 3 range road accesses 6-2 and 6-3. There is also access from the east off of range road 6-1. These roads are gravel county roads and have very few residences along the route. The new county gravel pit is being built nearby and will use the same route for there trucks.

Affordable long term camping

Long term leases will be offered at a very low and affordable rate. The one thing that is missing in todays RV lot offering is a long term lease that allows the average family to afford to camp year round. People will be able to sell there trucks to purchase the leases as their trucks will no longer be needed to haul their trailers.

Year round enjoyment

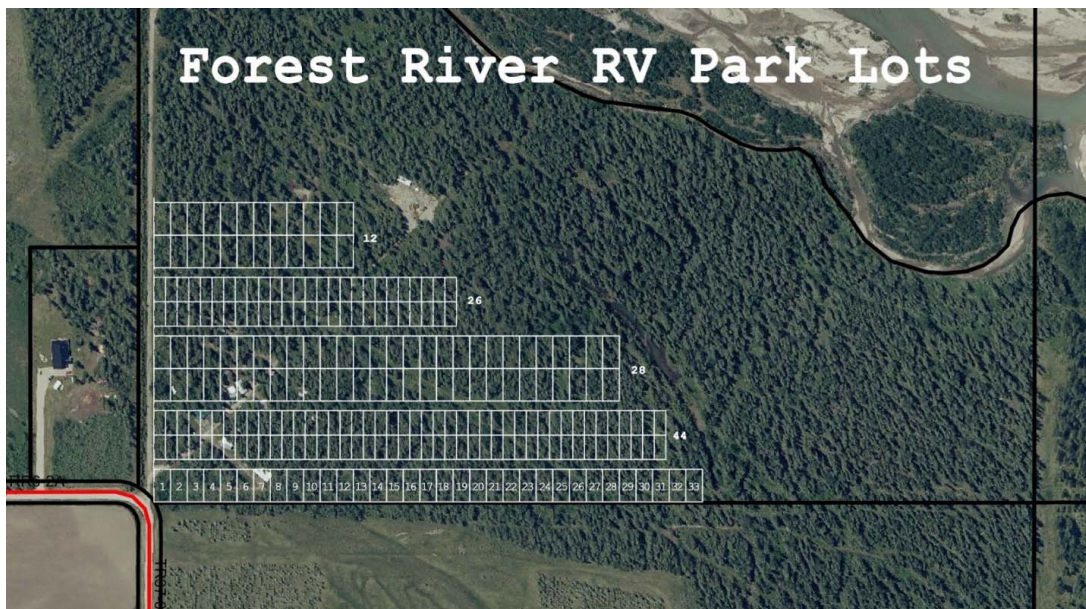
The proposal includes the park being opened year around for people to enjoy all 4 seasons in the area. Clearwater county offers many enjoyable all season activities and families are able to enjoy getting away all year round. Year round camping is important to support the area financially. The campground will not allow residents to live in it according to the county bylaws.

Council support is important

Support by the surrounding communities, county council and county planning is important to the launching of this plan. This proposed development will be a real difference maker for the long term prosperity of the area. The developer has experience in the area and the concept of this plan and is fully capable of making it successful.

Business Plan

The advertising to make sales for this project will consist of newsprint ads, facebook and other social media ads, trade show booths an e mail campaign and some in store RV dealership advertising. The money to start the project is in hand and no financing is anticipated. Money from leasing will provide the financing for the road building and amenities as the project develops. Full sell out is anticipated to take 2 years and will start as soon as the development permit passes the appeal date. The expected cost of the resort should be around \$850,000.00 that will be spent locally on equipment, gravel, tree removal, construction and labour. The yearly spending from the residents of the new park should broach the \$1,000,000.00 mark in year round goods and services.





**ENVIROGEOTECH
CONSULTING INC.**

Geotechnical Investigation • Environmental Site
Assessment • Material Testing • Civil Engineering

Project No. MH19-1080

March 12, 2020

Forest River RV Park Ltd.

Unit 206, 130 Auburn Meadows View SE
Calgary, Alberta, Canada
T3M2P3

Sent Via email: craig@clearwaterrvpark.ca

Attention: Mr. Craig McMorran, Owner
Mr. Dustin Bisson, Planner, Clearwater County

Re: **Flood Plain Assessment Report**
LUA Application - Forest River RV Park Lots Development
Near Carolina, Clearwater County, Alberta

Dear Sir:

Envirogeotech Consulting Inc. (EGC) was retained by Forest River RV to conduct to carry a Flood Plain Assessment at the site based on Clearwater County's conference call dated March 3, 2020 and comment dated February 04, 2020 is bold followed by response below:

One of our main concerns regarding the property is its proximity to the Clearwater River. To this point we have not received any information addressing the flood plain. We are recommending that flood plain information be included as part of the application.

The proposed development being in proximity to the Clearwater River, the flood plain information is required to be addressed. The scope of this exercise was confirmed with the County as included in email below at the end (Appendix B). The scope included flood fringe of 100-year and extent of flood spread shown on an aerial view of the proposed development. The following figures are included below to illustrate the extent of 100-year flood spread over the flood plain along proposed development:

1. **Aerial View:** of site proposed for Rezone 20 Acres from "A" to "RF" (Figure 1, Appendix A).
2. **Forest River RV Park Lots:** proposed park lots (Figure 2, Appendix A).
3. **Contour Map:** 100-year flood extent with labelled contours (Figure 3, Appendix A).
4. **Flood Hazard Map:** source - Alberta Environment and Park (maps.alberta.ca/FloodHazard/).
 - 4a. **Flood Hazard Map** – zoom in view (Figure 4, Appendix A).
5. **Toporama Map:** source - Natural Resources Canada, GeoGratis (atlas.gc.ca/toporama/en/) (Figure 5, Appendix A).
 - 5a. **Toporama Map** – zoom in view1
 - 5b. **Toporama Map** – zoom in view2

Calgary office: Suite#300, 160 Quarry Park Boulevard SE, Calgary, AB T2C 3G3
Corporate office : 110-851 Industrial Avenue SE, Medicine Hat, Alberta T1A 3L7
Tel: (403) 487-4377, 1 (833) 648-3636. Fax: (403) 528-1425, Cell: (403) 458-4422
Email: contact@envirogeotech.com, Web: www.envirogeotech.com

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As shown on **Figure 2, Forest River RV Park Lots**; development is proposed on east side of the parcel which is far from floodway and as such does not obstruct the floodwater. RV lots are proposed on north and south of a small creek / drain offshoot from the site / river that flows to northeast.

In **Figure 3, Contour Map**; 100-year flood spread is shown on the aerial view of site with labelled contours at 1m interval. This illustrates the extent of 100-year flood relative to the existing grades of proposed development. The Clearwater River flows from south to north at approximate elevation of 1035 and exits north at approximate elevation of 1031 along the site with overall elevation drop of 4m. The site fairly follows the same elevation pattern as of parallel river from south to north.

The extent of 100-year flood fringe along the site, direction of flow of Clearwater River and Creeks is shown on **Figure 4, Flood Hazard Map** and **Figure 5, Toporama Map**. The blue line shows a small creek/ drain offshoot running through site draining towards northeast is seen on all figures from various sources.


As such no embankment(s) or other intervention in the floodway is proposed that could potentially change the natural river route / pattern resulting change in extent of flood fringe or 100-year inundation at the site.

The Clearwater County emails including the comment(s) and scope clarification are included below at the end.

Submitted for review and approval. If you have any questions, please do not hesitate to contact our office.

Respectfully submitted,
ENVIROGEOTECH CONSULTING INC.
APEGA Permit # P14515

Zulqurnain Abbas, M.Sc., PMP
Stormwater Consultant

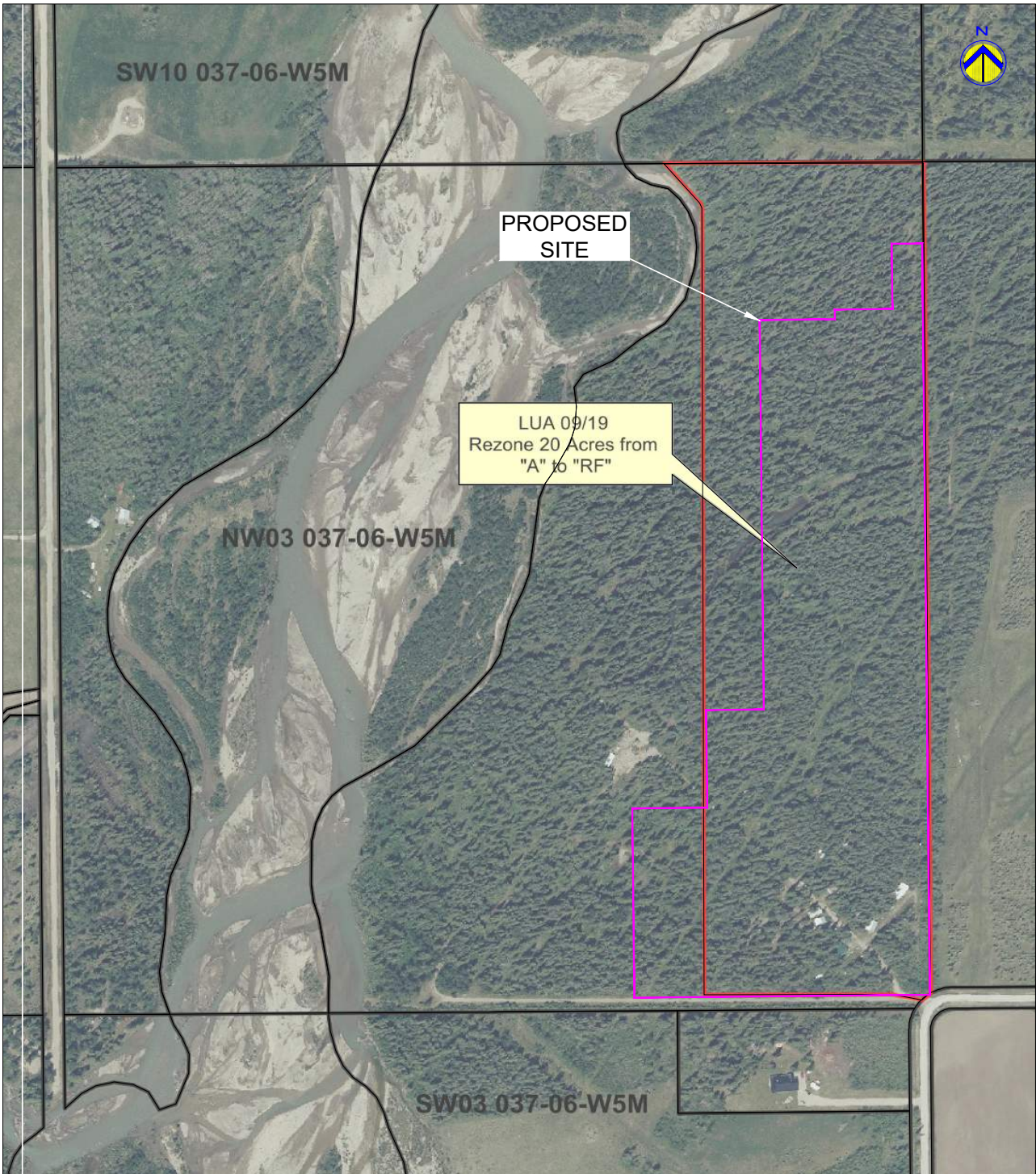
Reviewed By: 

Chandra Acharya, P.Eng.
Principal Geotechnical Engineer


Enclosed: Appendix A and B

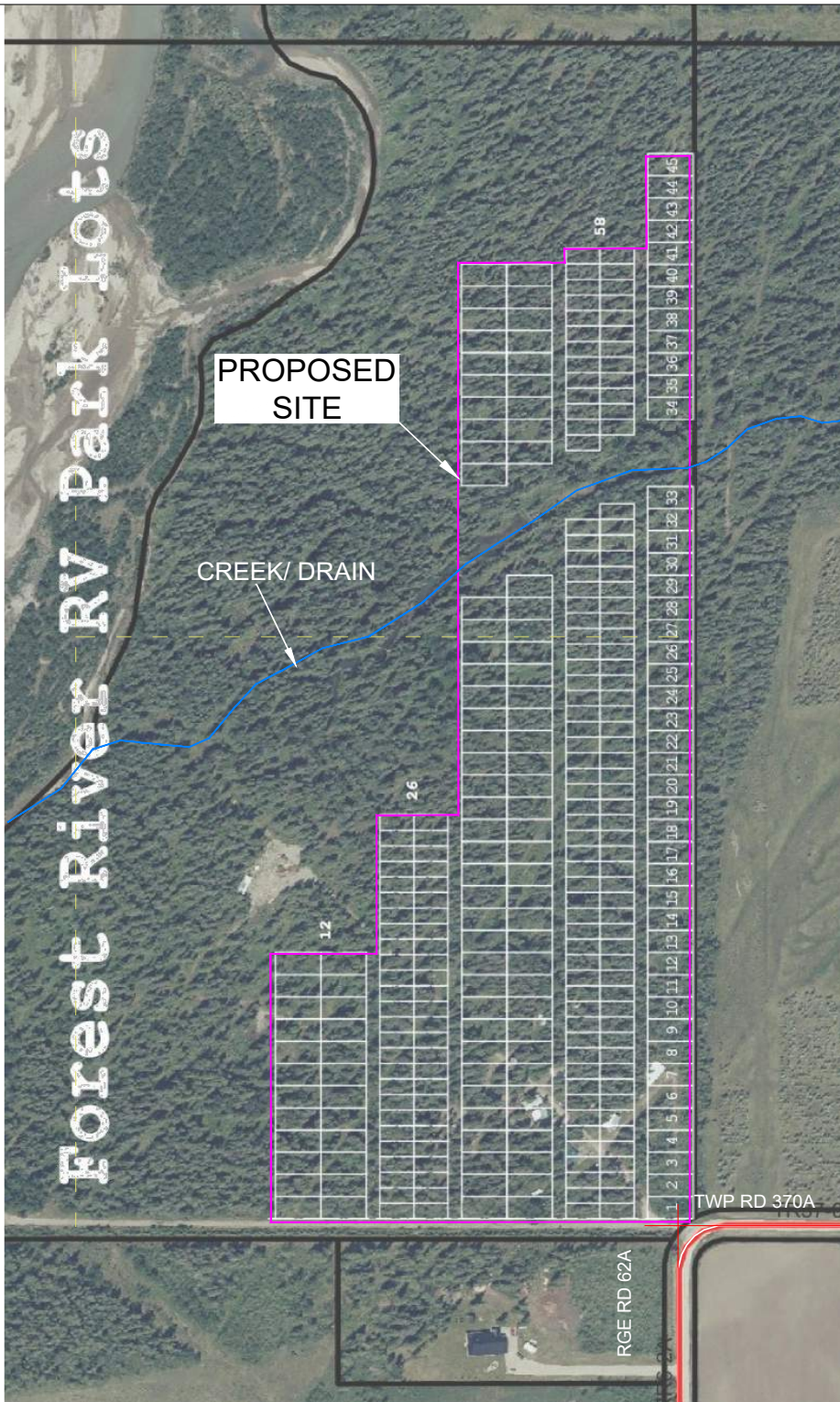
APPENDIX A

FIGURES

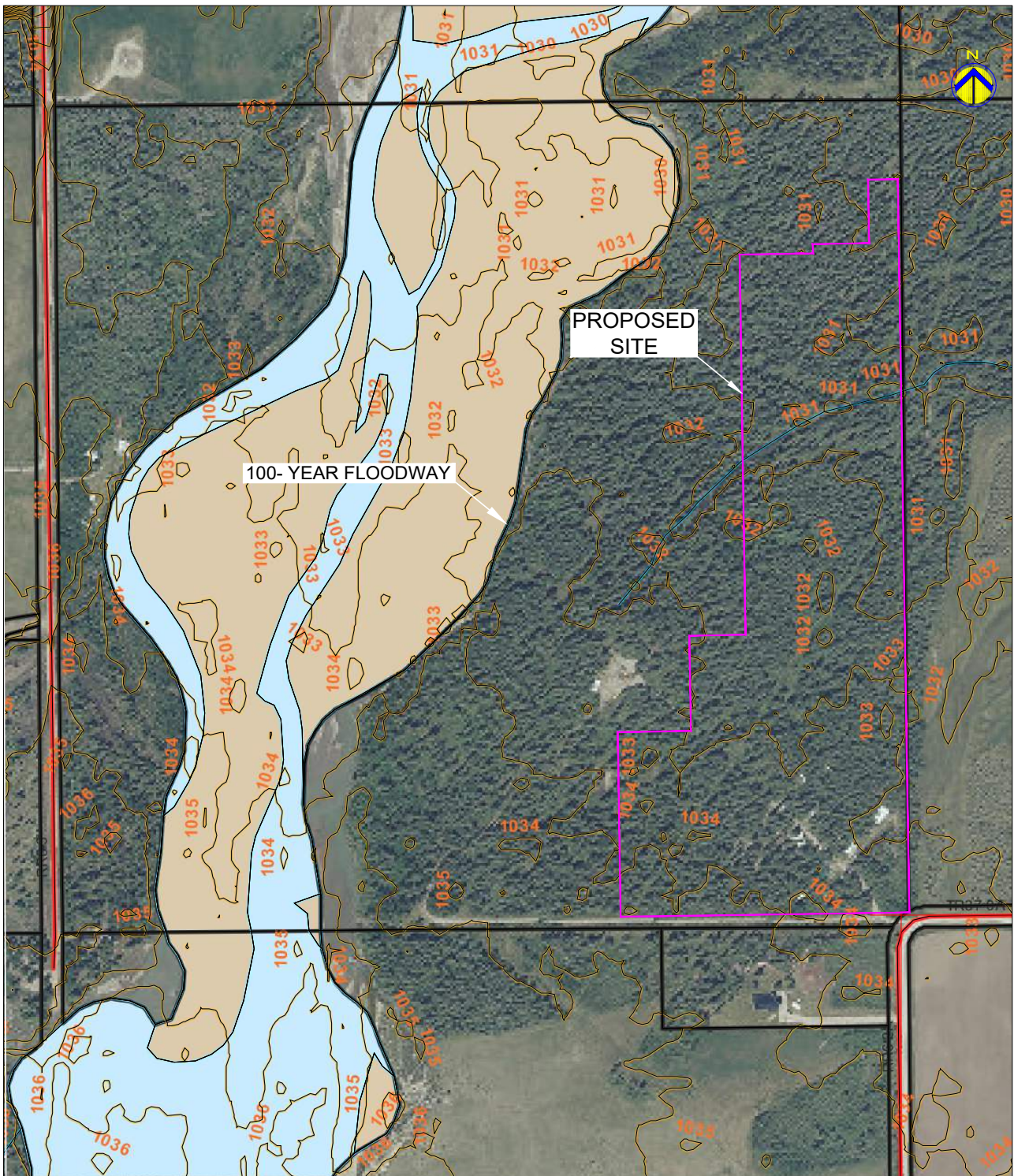


**LUA APPLICATION: FOREST RIVER RV PARK LOTS DEVELOPMENT ,TOTAL APPROXIMATELY 163.38 ACRES;
REZONE 20 ACRES FROM "A" TO "RF"**


 ENVIROGEOTECH CONSULTING INC.	CLIENT: FOREST RIVER RV PARKS LTD.	AERIAL VIEW: PROPOSED REZONE AREA FLOOD PLAIN ASSESSMENT FOREST RIVER RV PARK LOTS DEVELOPMENT NW-03-037-06-W5M, NEAR CAROLINE, ALBERTA			
	<small>REFERENCE DISCLAIMER: Information shown on these drawings/maps is compiled from numerous sources and may not be complete or accurate.</small>	PROJECT #: MH19-1080	FIGURE #:		
SCALE: 1:5000	REV #: 0	DRAWN: SG	CHK'D.: CA	DATE: MARCH 10, 2020	FIGURE #: 1

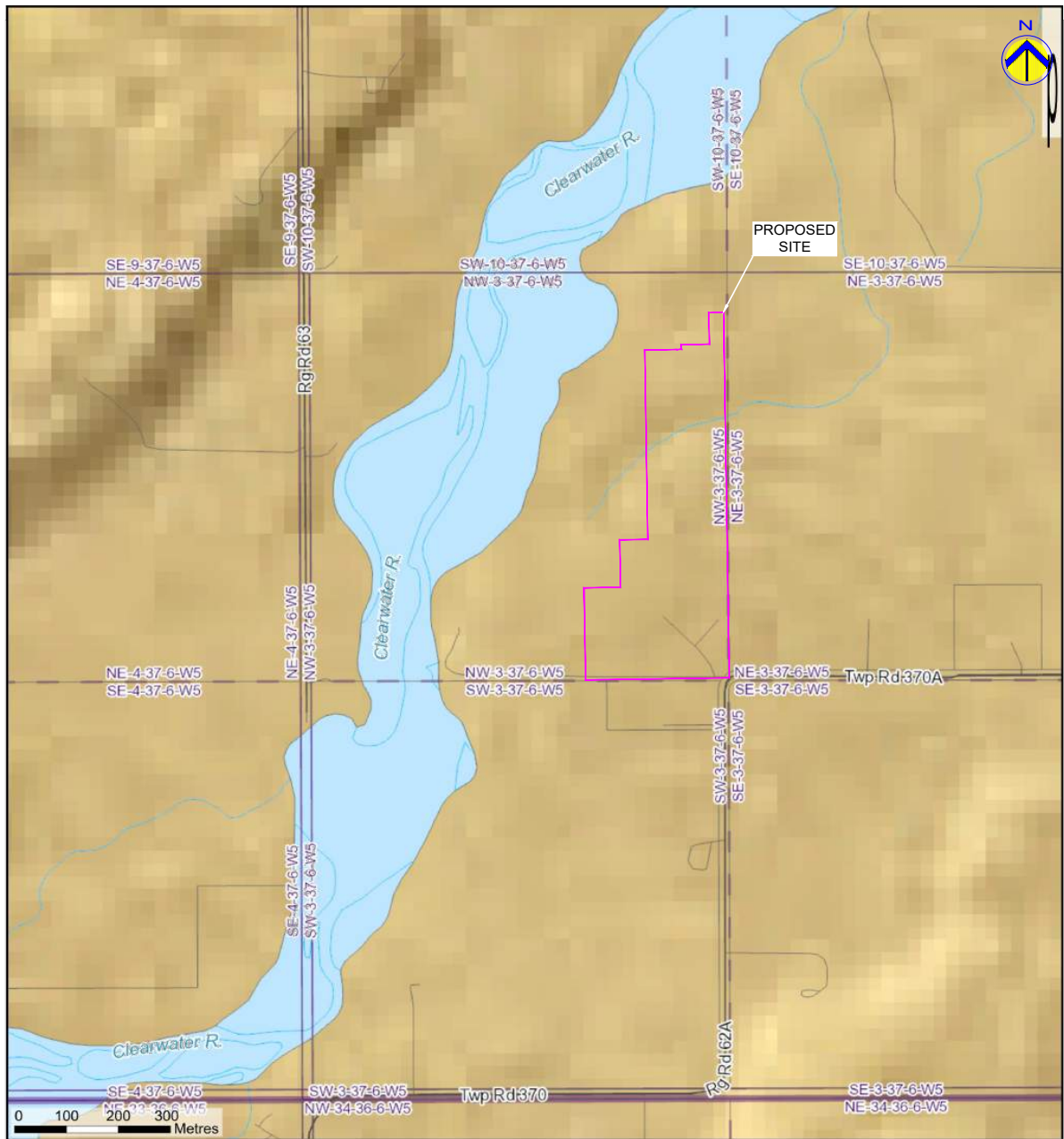


ENVIROGEOTECH CONSULTING INC.	CLIENT: FOREST RIVER RV PARKS LTD.		PROPOSED RV PARK LOTS FLOOD PLAIN ASSESSMENT FOREST RIVER RV PARK LOTS DEVELOPMENT NW-03-037-06-W5M, NEAR CAROLINE, ALBERTA	
	<small>REFERENCE DISCLAIMER: Information shown on these drawings/maps is compiled from numerous sources and may not be complete or accurate.</small>		PROJECT #: MH19-1080	FIGURE #:
SCALE: 1:4000	REV #: 0	DRAWN: SG	CHK'D.: CA	DATE: MARCH 10, 2020
				2



100- YEAR FLOOD EXTENT WITH LABELED CONTOURS

 ENVIROGEO TECH CONSULTING INC.	CLIENT: FOREST RIVER RV PARKS LTD.		CONTOUR MAP		
	REFERENCE DISCLAIMER: <small>Information shown on these drawings/maps is compiled from numerous sources and may not be complete or accurate.</small>		FLOOD PLAIN ASSESSMENT FOREST RIVER RV PARK LOTS DEVELOPMENT NW-03-037-06-W5M, NEAR CAROLINE, ALBERTA		
SCALE: 1:5000	REV #: 0	DRAWN: SG	CHK'D.: CA	PROJECT #: MH19-1080	FIGURE #: 3




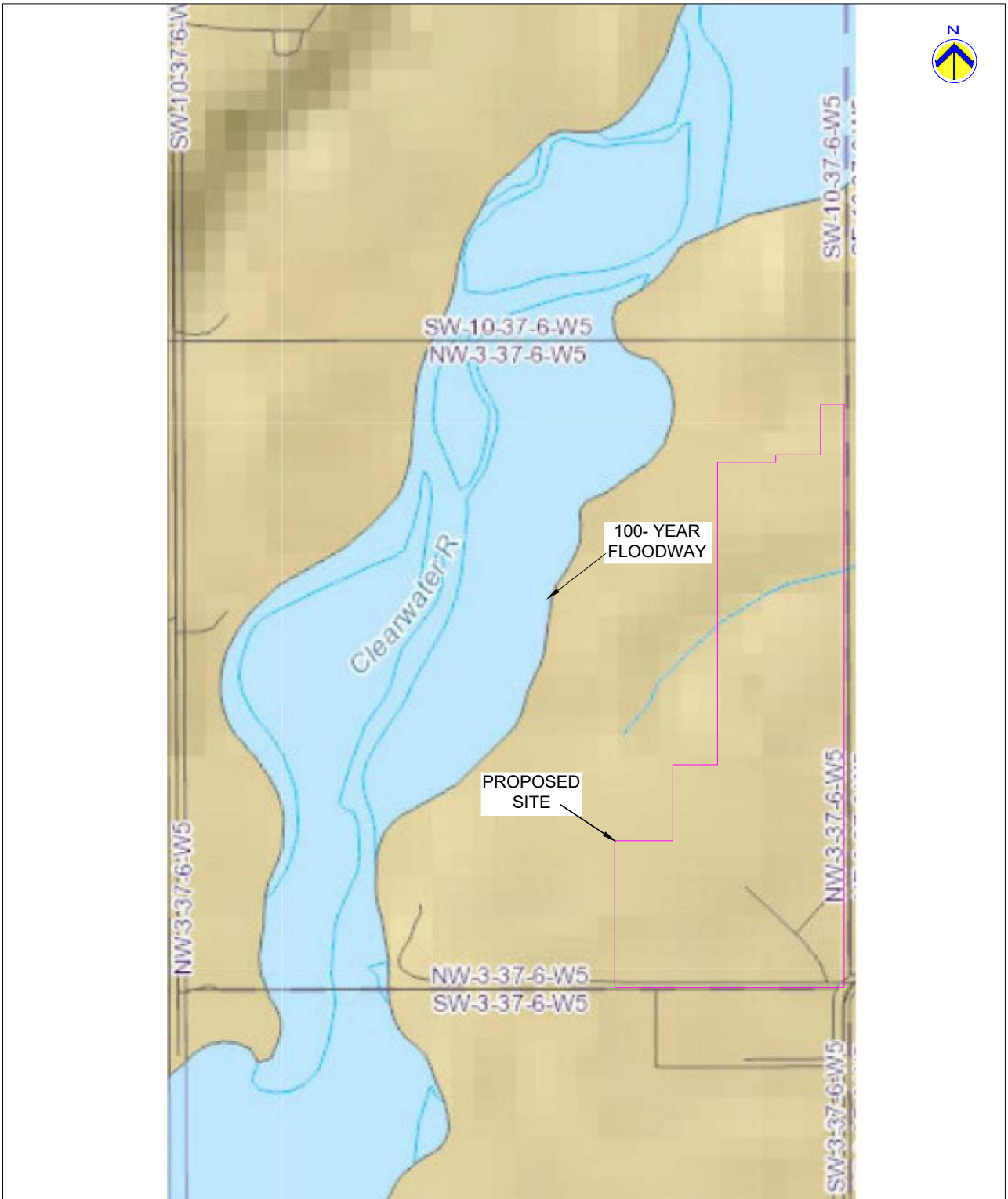
Legend


- Floodway
- Flood Fringe
- Overland Flow (Flood Fringe)
- Under Review
- 855.09 m Cross Section and Design Flood Level
- Water Body
- First Nation Boundary
- Municipal Boundary

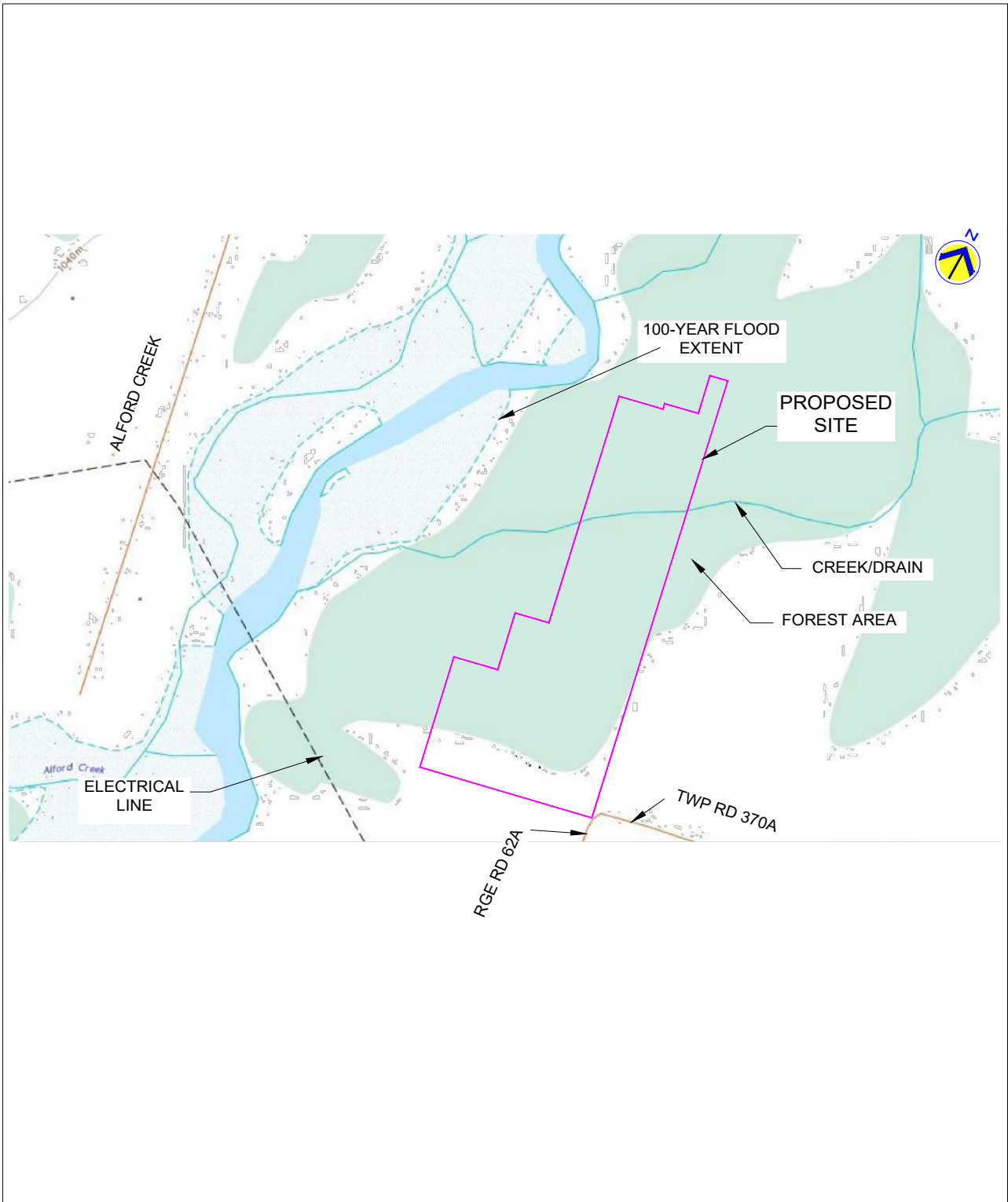
Information as depicted is subject to change, therefore the Government of Alberta assumes no responsibility for discrepancies at time of use.
 Cadastral data provided by Alberta Data Partnerships Ltd. (ADP)
 Base Map Data provided by the Government of Alberta under the Alberta Open Government License. November, 2014
 National Framework Data © Department of Natural Resources Canada. All rights reserved.
 Alberta Road Network data provided by GeoBase ©
 Alberta Environment and Parks
 © 2015 Government of Alberta


Flood Hazard Map		
Projection:	Datum:	Date:
ALBERTA 10TM	NAD 83	2020-Feb-10
maps.alberta.ca/FloodHazard/		

 ENVIROGEO TECH CONSULTING INC.	CLIENT:	FOREST RIVER RV PARKS LTD.		FLOOD HAZARD MAP	
	REFERENCE DISCLAIMER: Information shown on these drawings/maps is compiled from numerous sources and may not be complete or accurate.			FLOOD PLAIN ASSESSMENT FOREST RIVER RV PARK LOTS DEVELOPMENT NW-03-037-06-W5M, NEAR CAROLINE, ALBERTA	
SCALE: 1:11300	REV #: 0	DRAWN: SG	CHK'D.: CA	PROJECT #: MH19-1080	FIGURE #: 4
				DATE: MARCH 10, 2020	



 ENVIROGEOTECH CONSULTING INC.	CLIENT: FOREST RIVER RV PARKS LTD.		FLOOD HAZARD MAP- ZOOM-IN VIEW		
	<small>REFERENCE DISCLAIMER: Information shown on these drawings/maps is compiled from numerous sources and may not be complete or accurate.</small>		FLOOD PLAIN ASSESSMENT FOREST RIVER RV PARK LOTS DEVELOPMENT NW-03-037-06-W5M, NEAR CAROLINE, ALBERTA		
SCALE: 1:6250	REV #: 0	DRAWN: SG	CHK'D.: CA	PROJECT #: MH19-1080	FIGURE #:
				DATE: MARCH 10, 2020	4a



 ENVIROGEOTECH CONSULTING INC.	CLIENT: FOREST RIVER RV PARKS LTD.		TOPORAMA MAP - ZOOM IN VIEW1 FLOOD PLAIN ASSESSMENT FOREST RIVER RV PARK LOTS DEVELOPMENT NW-03-037-06-W5M, NEAR CAROLINE, ALBERTA	
	<small>REFERENCE DISCLAIMER: Information shown on these drawings/maps is compiled from numerous sources and may not be complete or accurate.</small>		PROJECT #: MH19-1080	FIGURE #:
SCALE: 1:8000	REV #: 0	DRAWN: SG	CHK'D.: CA	DATE: MARCH 10, 2020
				5a

BYLAW NO. 1092/20

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

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

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

WHEREAS, the general purpose of the Recreational Facility District "RF" is to accommodate and regulate the development of major of intensive recreational buildings and uses.

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

That +/- 40 acres of PT. NW 03-37-06 W5M as outlined in red on the attached Schedule "A" be redesignated from the Agriculture District "A" to the Recreational Facility District "RF".

READ A FIRST TIME this ____ day of _____ A.D., 2020.

REEVE

MUNICIPAL MANAGER

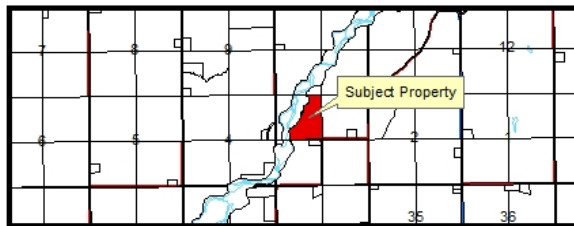
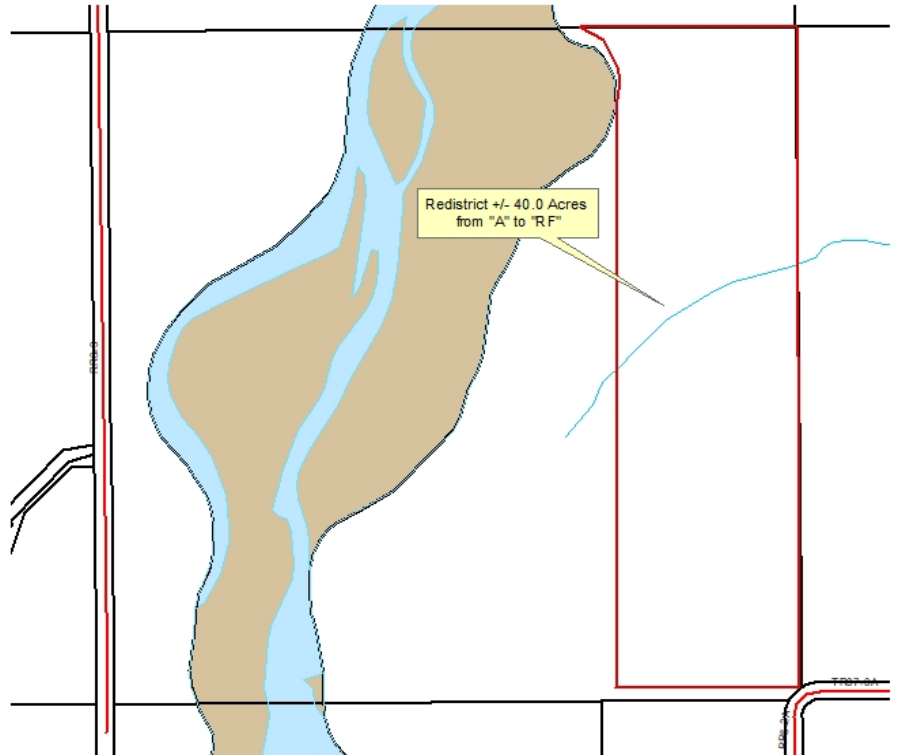
PUBLIC HEARING held this ____ day of _____ A.D., 2020.

READ A SECOND TIME this ____ day of _____ A.D., 2020.

READ A THIRD AND FINAL TIME this ____ day of _____ A.D., 2020.

REEVE

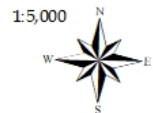
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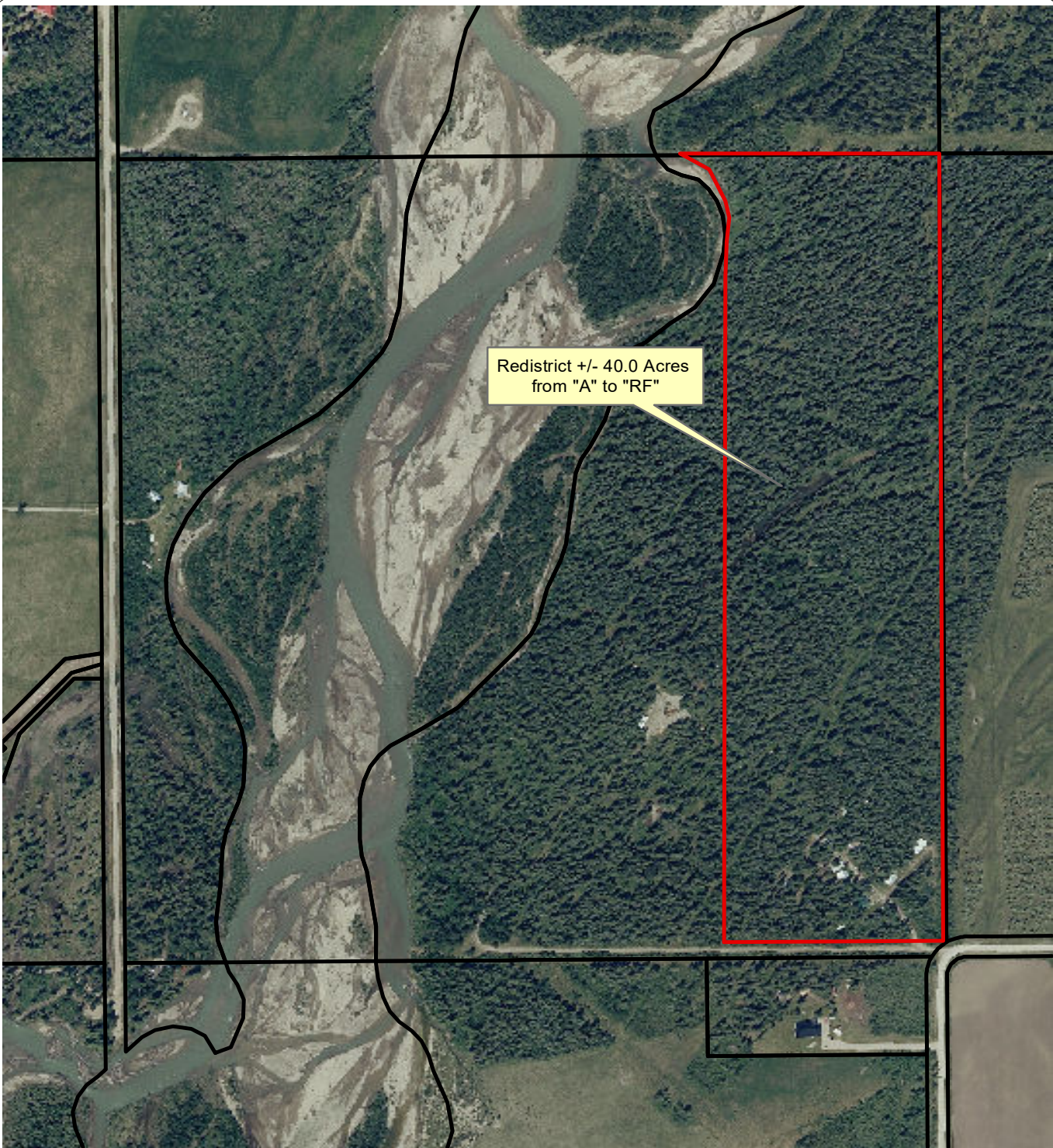


**Bylaw No. 1092/20
Schedule "A"**



Application #09/19 to Amend the Land Use Bylaw
 Redistrict +/- 40 Acres From Agriculture District "A"
 to Recreational Facility District "RF"
 PT. NW 03-37-06 W5M
 George Canyon & Craig McMoran





Redistrict +/- 40.0 Acres
from "A" to "RF"

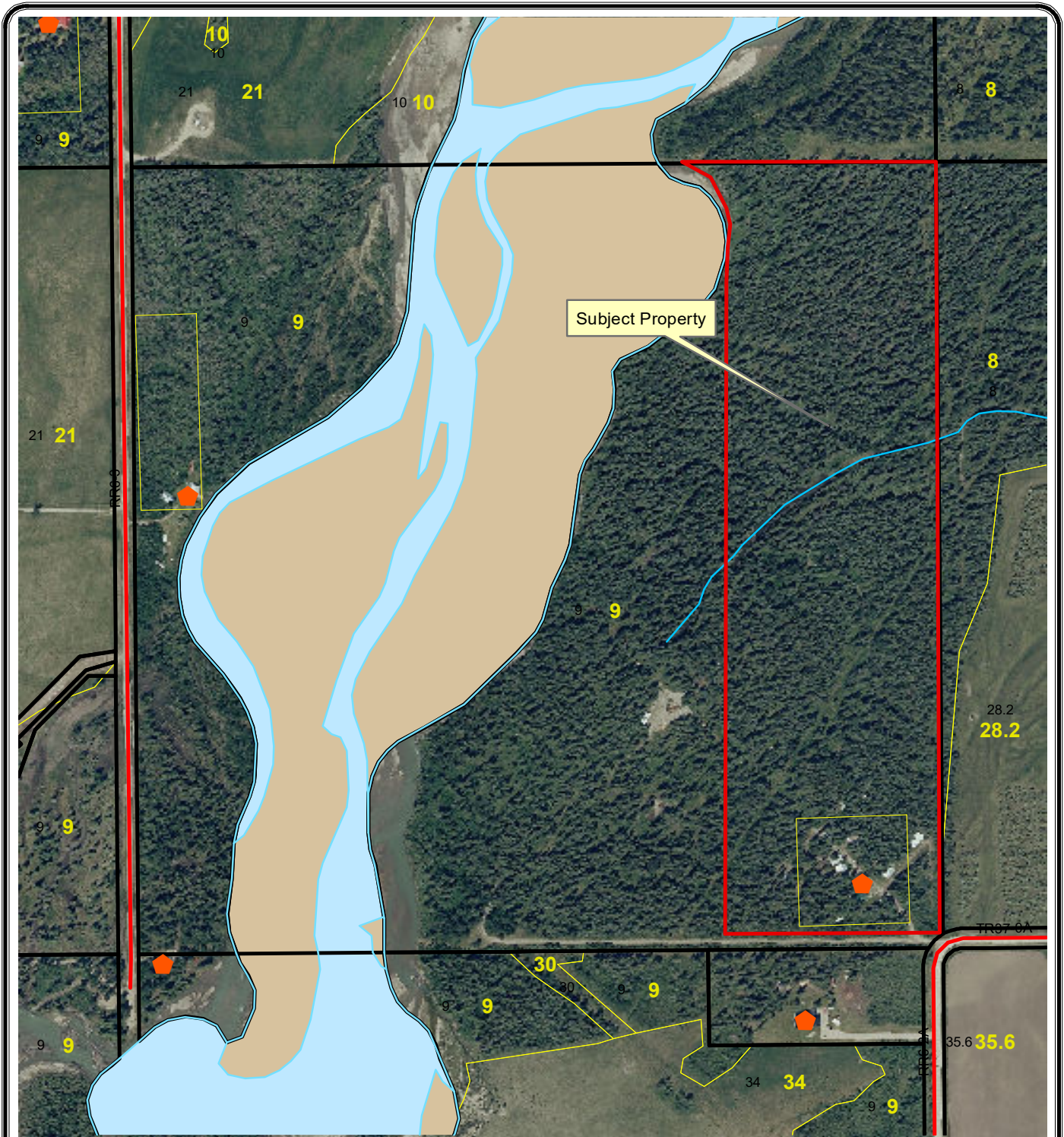
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Aerial Photo
PT. NW 03-37-06 W5M
Application 09/19 to Amend the Land Use Bylaw
George Canyon & Craig McMoran

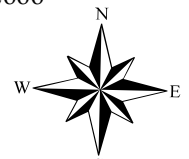


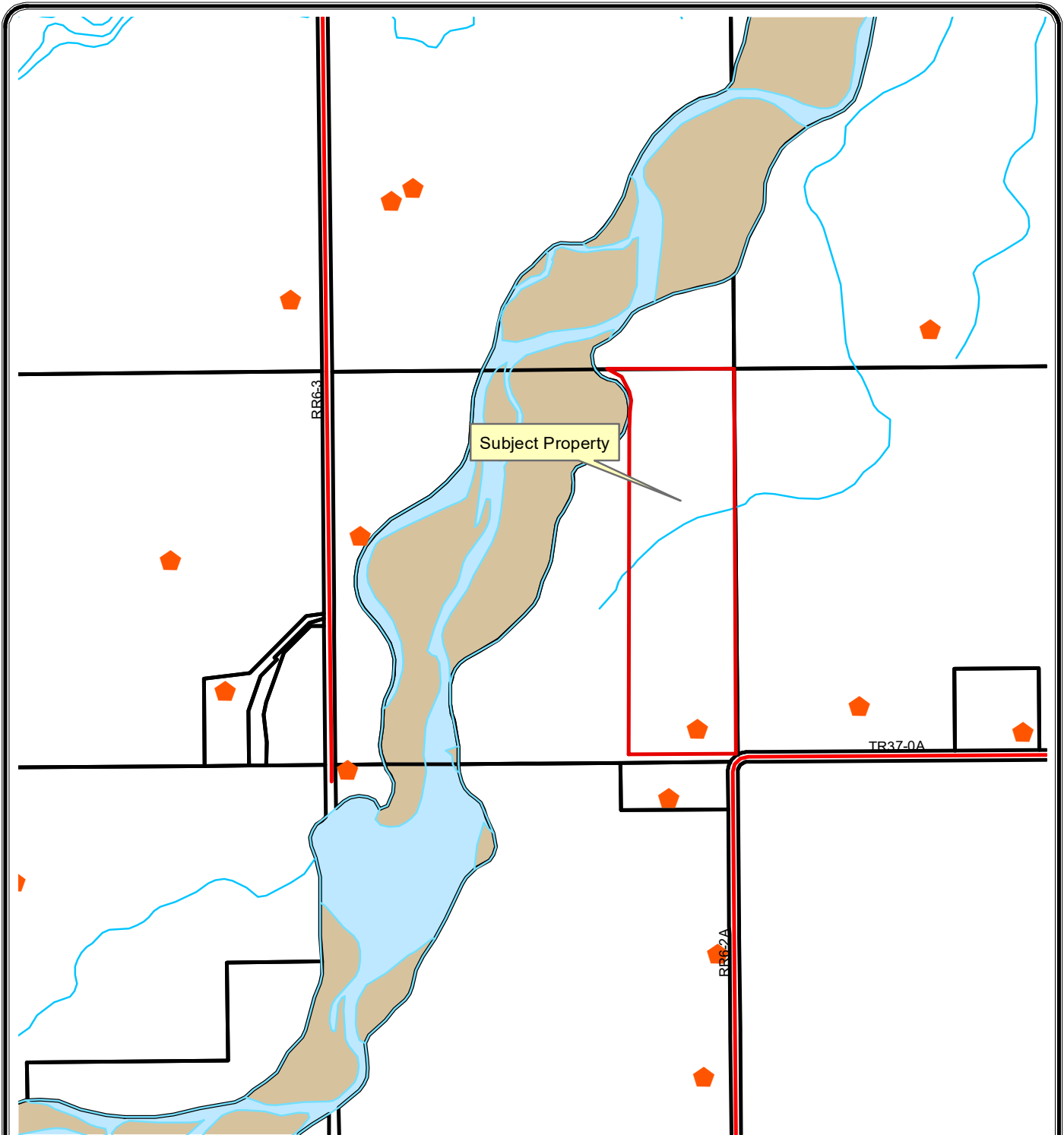
Page 21 of 27



Application #09/19 to Amend the Land Use Bylaw
 Redistrict +/- 40 Acres of PT. NW 03-37-06 W5M
 From "A" to "RF"
 Farmland Assessment Rating Map
 George Canyon & Craig McMoran

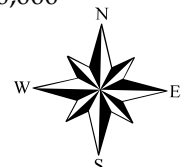
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Application #09/19 to Amend the Land Use Bylaw
 Redistrict +/- 40 Acres PT. NW 03-37-08 W5M
 From "A" to "RF"
 Adjacent Lands Map
 George Canyon & Craig McMoran

1:10,000



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13.4 (10) RECREATION FACILITY DISTRICT "RF"

THE PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND REGULATE THE DEVELOPMENT OF MAJOR OR INTENSIVE RECREATIONAL BUILDINGS AND USES

A. PERMITTED USES

1. Equestrian and other riding facilities, including trails, stables and enclosures for horses and tack
2. Farming, except intensive agriculture
3. Picnic grounds
4. Playground
5. Natural or landscaped open space
6. Skiing (cross-country) development
7. Sports field

B. DISCRETIONARY USES

1. Amusement park
2. Ancillary buildings and uses
3. Arts and crafts centre
4. Clubhouse
5. Commercial guest cabins either with attached or detached bathroom and kitchen facilities
6. Commercial guest lodge having one or more buildings either with attached or detached bathroom and kitchen facilities
7. Convenience or confection store to serve the principal use
8. Downhill ski facility
9. Dude ranch or vacation farm
10. Exhibition grounds
11. Food concession
12. Game or wild animal park for viewing and tourism purposes only
13. Golf course and/or driving range
14. Holiday trailer/recreation vehicle park or campground approved specifically as being a commercial, condominium, public or time-shared facility
15. Hostel having one or more buildings either with attached or detached bathroom and kitchen facilities
16. Integrated recreation/tourist resort
17. Intensive recreation facility and/or use appropriate in a rural area
18. Marina and associated facilities
19. Miniature golf and/or go-cart track
20. Motor-cross, BMG and stockcar tracks
21. Off-road vehicle area and trails development

22. Open air skating rink
23. Outdoor theatre
24. Pro-shop if ancillary to a principal use of land or buildings
25. Public utility building to serve this district
26. Public washrooms to serve this district
27. Recreation equipment rental and sales associated with principal use
28. Recreation equipment storage facilities
29. Residence for manager or custodian, if ancillary to the principal use or building
30. Residence of a temporary and portable type ancillary to an approved concession and not to exceed 30 square metres (300 sq. ft.)
31. Restaurant and/or beverage lounge ancillary to a principal use
32. Riding and equestrian facility
33. Rifle range
34. Sewage lagoon and treatment to serve this district
35. Shower and laundry facility
36. Skeet and trap facility
37. Swimming pool if ancillary to a principal use
38. Tennis court if ancillary to a principal use
39. Waterslide
40. Zoo
41. Other recreation structures, facilities and uses similar in type or function to a named permitted or discretionary use in this district and appropriate in a rural area

C. MINIMUM LOT AREA

As required by the Development Officer, but not less than 1 hectare (2.5 acres).

D. MINIMUM TOTAL FLOOR AREA

1. 35 square metres (350 sq. ft.) for a detached guest cabin without kitchenette.
2. 40 square metres (430 sq. ft.) for a detached guest cabin with kitchenette and otherwise as required by the Development Officer.

E. MAXIMUM TOTAL FLOOR AREA

For public utility building: as required by the Development Officer, but not in excess of 75 square metres (800 sq. ft.). For a detached guest cabins: as required by the Development Officer, but not in excess of 85 square metres (900 sq. ft.).

F. MINIMUM DEPTH OF FRONT YARD

15 metres (50 feet) on an internal road and otherwise as required pursuant to Section 10.3 and Figures 1 to 7 of the Supplementary Regulations.

G. MINIMUM WIDTH OF SIDE YARD
3 metres (10 feet) except for a corner parcel where the minimum side yard adjacent to a public road shall be determined as though it were a front yard.

H. MINIMUM DEPTH OF REAR YARD
7.5 metres (25 feet) unless otherwise approved by the Development Officer.

NOTE: Existing lots which cannot comply with the foregoing and created prior to this Bylaw coming into effect shall meet setback requirements as determined by the Development Officer.

I. MAXIMUM HEIGHT OF BUILDINGS
Two storeys or 8 metres (26 feet) unless otherwise approved by the Development Officer.

J. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS

1. All permanent buildings and structures added to a lot shall be of new construction unless otherwise approved by the Development Officer.
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site to the satisfaction of the Development Officer.
3. Ancillary structures and additions shall be designed to complement the main building.
4. No basements are permitted for detached guest cabin.
5. Common sewage and water systems may be required for commercial and guest cabins and lodges at the discretion of the Development Officer.

K. LANDSCAPING

1. Approval to develop may be made subject to the Development Officer accepting a landscaping plan.
2. The Development Officer may require measures to retain natural vegetation and to protect sensitive soils on the site.
3. Any development may be subject to screening from view by vegetation or other screening of a visually pleasing nature as required by the Development Officer.
4. Where two or more buildings are located on a lot, the separation distances between them may be at the discretion of the Development Officer.
5. For any developed area, the minimum surface area that may be retained free of buildings, roads, parking lots and other fixed roof or hard surface installations shall be 60% unless otherwise approved by the Development Officer.

L. MAXIMUM ALLOWABLE DENSITY

1. The maximum number of public campsites that may be provided for tents, holiday trailers and recreation vehicles in a holiday trailer/recreation vehicle park shall be 20 sites per hectare (8 sites per acre). If more than 4 hectares (10 acres) are developed as a holiday trailer park, the maximum density shall be reduced to 17 sites per hectare (7 sites per acre). If a holiday trailer park has communal utility services, the density may be increased at the discretion of the Development Officer except 60% of the immediate site area shall remain in vegetated cover.
2. Each site intended to accommodate a single tent, holiday trailer or recreation vehicle shall be a minimum of 300 square metres (3,200 sq. ft.) and have a minimum width of 10 metres (33 feet). Where 2 or more tents, holiday trailers and/or recreation vehicles are intended to be accommodated together, the size of the site shall be increased by at least 50 square metres (500 sq. ft.) per additional unit.
3. Detached cabins for the accommodation of guests and clients shall not exceed 15 per hectare (6 per acre) unless otherwise approved by the Development Officer, but the site for each cabin shall be at least 300 square metres (3,200 sq. ft.) and a minimum width of 12 metres (40 feet). Where a detached guest cabin development is served by a piped sewer collection and/or water distribution system, the density will be as approved by the Development Officer although subsection K (5) above applies.

M. OFF STREET PARKING

As stated in this Bylaw except:

1. for any sports facility, one space for each pair of potential participants and one space for each four spectator seats;
2. for any multi-unit facility used for the overnight accommodation of guests or clients, one space for each bedroom or one space for each two potential overnight guests or clients, whichever is greater.

N. PERIOD OF OCCUPANCY

1. For a hostel, guest lodge, cabin or holiday trailer/recreation vehicle park the maximum period of occupancy shall be 21 consecutive days for vacation/recreation use only.



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Town of Rocky Mountain House Lagoon Summary Report, March 2020
PRESENTATION DATE:	Tuesday, April 14, 2020
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Public Works Operations Kate Reglin, Project Technologist, Public Works Kurt Magnus, Director Public Works Operations, Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input checked="" type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
Town of Rocky Mountain House Quarterly Lagoon Report - March 2020	

STAFF RECOMMENDATION:

That Council receives the *Town of Rocky Mountain House Lagoon Summary Report, March 2020*, for information as presented.

BACKGROUND:

As part of the Wastewater Lagoon Agreement between the Town of Rocky Mountain House and Clearwater County, both parties agreed, as per Section 11 of the agreement, specifically 11.1, that;

"The Town will provide to the County a summary report of the Lagoon operations, compliance, usage, and capacity on a quarter basis in the months of March, June, September, and December."

As such, please find attached, for Council's review, the Town of Rocky Mountain House Lagoon Summary Report for March 2020.



TOWN OF ROCKY MOUNTAIN HOUSE

Lagoon Summary Report

March 2020 Report

The Town respectfully submits this lagoon summary report in accordance to the agreement dated October 15th, 2013.

Section 11 – Reporting

Article 11.1 *The Town will provide to the County a summary report of the Lagoon operations, compliance, usage and capacity on a quarterly basis in the months of March, June, September, and December.*

Operations.

Lagoon operations are normal and the Town continues to introduce air via submersed diffusers throughout the cells from large volume low pressure aeration blowers. Annual inspection and cleaning of diffusers was completed in the end of July 2019.

Compliance

The lagoon is operating in compliance with the Alberta Environment Approval. The Town is working with Environment Canada to meet the higher effluent expectations under the Federal Wastewater Systems Effluent Regulation to ensure the Town meets or exceeds the highest environmental practices.

Usage

The volumes in the reporting period are:

<u>Influent flows</u>	<u>Septage Receiving Station</u>
Dec. 80689 m/3	Dec. 728.69 m/3
Jan. 81452 m/3	Jan. 832.12 m/3
Feb. 69662 m/3	Feb. 791.65 m/3

Capacity

The lagoon is a continuous discharge system with aerators and diffusers currently providing sufficient oxygen and mixing power to treat the influents from the Town Clearwater County now and the foreseeable future. The Town has submitted the Wastewater Upgrade Options report dated April 23, 2018 to the County.

Desludging in cell #1 has been 80% completed and completion of the remainder of cell #1 and cell #2 will continue spring 2020. The Aeration Project has been completed with the addition of 8 laterals and 106 diffusers in the fall of 2019

Article 11.2 *“The Town, on an annual basis, will report to the County on the status of the Lagoon Reserve Fund.”*

The balance in the combined water & sewer restricted surplus account is \$2,293,343. Council has not yet designated a specific amount for the lagoon.

Article 11.3 *“The Town will provide to the County any notice of non-compliance issued by Alberta Environment or any other regulatory body, as applicable, with 48 hours of receipt of the notice.”*

The Town has not received any notices of non-compliance.



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Draft Clearwater County - Village of Caroline CRFRS Quality Management Plan
PRESENTATION DATE:	Tuesday, April 14, 2020
DEPARTMENT:	Emergency & Legislative Services
WRITTEN BY:	Christine Heggart, Director
REVIEWED BY:	Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
Draft VoC + CWC QMP April 2020 Correspondence fr Town RMH re: QMP	

STAFF RECOMMENDATION:

That Council endorses the April 2020 Clearwater County & Village of Caroline CRFRS Quality Management Plan as presented, or as amended, and authorizes the CAO to sign and submit to Safety Codes Council.

BACKGROUND:

A Quality Management Plan (QMP) is a document in which an organization (e.g. municipality, regional services commission, corporation, agency) describes the disciplines (or parts of disciplines) and extent of safety services it intends to provide when it becomes accredited.

Clearwater Regional Fire Rescue Services (CRFRS), and the municipalities CRFRS serves are already all accredited under the Safety Codes Council under the fire discipline.

In summary the QMP is the terms and conditions of accreditation. It describes the scope, operational requirements, and service delivery standards that will be met in the administration of an organization's accreditation within their jurisdiction. In addition to the Act, and its regulations, the QMP is used to monitor and assess the performance of an accredited organization.

There was a previous version of the harmonized QMP adopted by the Town of Rocky Mountain House, Village of Caroline and Clearwater County.

Since that time the Safety Codes Council released an updated Municipal QMP template in February 2020, along with the signing of the new regional agreement in March 2020. The Town of Rocky Mountain House has indicated their intent to create their own QMP, as per the attached letter dated March 24, 2020.

As such, Administration presents the attached *April 2020 Clearwater County & Village of Caroline CRFRS Quality Management Plan* for Council's consideration - a document that details the components of the Safety Codes Act under the fire discipline that the municipalities seek to administer.

To highlight the two main areas of change from the current QMP, one is the switch to the new Municipal QMP template and two is the amendment to *Schedule C - Technical Discipline Service Delivery Standards* to move all inspection frequencies to "on written request, written complaint, or concern." The latter amendment aligns with the current service level and safety codes officer staffing compliment.

As Clearwater County already has a QMP in place, this new template and modified QMP requires approval from the Safety Codes Council Administrator. Administration sent the attached QMP draft to the Safety Codes Council for review and comment, and made final amendments based on Safety Codes Council recommendations and they indicated they would approve the QMP as attached.

Clearwater Regional Fire Rescue Services

Quality Management Plan

April 2020

(for the Village of Caroline and Clearwater County)



DRAFT

Clearwater Regional Fire Rescue Services (Village of Caroline & Clearwater County)

Quality Management Plan

This Quality Management Plan has been accepted
by the Administrator of Accreditation.

Peter Thomas
Administrator of Accreditation

Date



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Schedule A - Scope and Administration

1.0 Scope of Accreditation

The **Clearwater Regional Fire Rescue Services (Village of Caroline, and Clearwater County)**, herein referred to as “The Municipalities” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction:

1.1 Fire

- All parts of the:
 - National Fire Code – 2019 Alberta Edition **except** the requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids, and
 - Fire Investigations (cause and circumstance).Fire Prevention Programs (optional).
- Public education.

2.0 Quality Management Plan Administration

(Clearwater Regional Fire Rescue Services)

2.1 Overall Administration

The Municipalities are responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this Quality Management Plan (QMP).

The Municipalities will ensure that its employees, contractors, and contracted accredited agencies follow this QMP.

The Municipalities recognize that failure to follow this QMP could result in the Administrator of Accreditation taking action to bring the Municipalities back into compliance. This could include suspension of the Municipalities' accreditation. In the event that any actions taken do not achieve the intended outcome of compliance with this QMP, the Administrator of Accreditation may consider the cancellation the Municipalities' accreditation.

2.1.1 Delivery of Safety Codes Services

The Municipalities will provide the safety code services prescribed in this QMP through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMP in order to effectively and administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMP, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipalities to ensure compliance with the Act.

The Municipalities will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipalities will have the ability and opportunity to make independent decisions relative to compliance monitoring, without undue influence of management, elected officials, or any other party.

2.1.2 Contracted Accredited Agency

The Municipalities acknowledge that, should the required safety codes services be provided by an accredited agency, the Municipalities will ensure that a formal contract for services is in place. The Municipalities understand that it is responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of this approved QMP. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence, and hold the discretionary authority to perform their duties as outlined in the Act.

2.1.3 Monitoring and Oversight

The Safety Codes Council (Council) has the responsibility for monitoring and oversight of an accredited Municipalities' compliance with the terms and conditions of its accreditation as outlined in its QMP, the Act, and the Act's regulations. In becoming accredited, the Municipalities recognize that the Council, or its representative, will complete a review and audit of the Municipalities' performance as an accredited organization according to Council policy and procedures. The Municipalities will fully cooperate with the

Council on matters that relate to the administration of the QMP and the monitoring and oversight of its accreditation. The Municipalities accept that the Council has full and unfettered access to all records of the Municipalities relating to the provision of services under this QMP, which includes the right to enter the Municipalities premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipalities will implement the recommendations made from the audit process, and the Administrator of Accreditation.

2.2 Personnel

The Municipalities will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMP; and
- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

2.2.1 Appointment of a QMP Manager

The Municipalities will identify a QMP Manager who is responsible for the administration of the QMP. The QMP Manager will be an employee of the Municipalities. If the individual fulfilling the role of QMP Manager changes, the Municipalities is responsible for informing the Council of this change and providing the name of the person who will assume the role of QMP Manager.

2.2.2 SCO Authority

The Municipalities acknowledge the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

- provide safety codes consultation;
- review plans issue permits;
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act;
- issue reports and correspondence:
- accept a Verification of Compliance;
- review alternative solution proposals;
- issue variances;
- issue orders;
- engage in enforcement action;
- conduct investigations;
- require professional engagement; and
- re-inspect.

2.2.3 Declaration of Status

The Municipalities will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation, or investigation activities for projects where they also provide compliance monitoring.

2.2.4 Registry of SCO and Permit Issuers

The Municipalities are responsible for maintaining in Council Connect the list of the SCOs and permit issuers designated under its accreditation to provide safety codes services pursuant to this QMP. This list will be

reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Municipalities will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Municipalities will submit a request to the Council that they be designated.

2.2.5 Training and Professional Development

a. SCOs

The Municipalities acknowledge the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act;
- regulations under the Act;
- codes and standards mandated by the Act;
- procedures under the Act;
- Council policies and directives;
- directives from an Administrator;
- assigned duties; and
- professional development.

b. Permit Issuers

The Municipalities acknowledge the responsibilities of permit issuers to remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities as a permit issuer; and
- the contents of this QMP.

As required and deemed necessary by the Municipalities, the Municipalities will support permit issuers in obtaining training related to their responsibilities.

c. Other Personnel

The Municipalities acknowledge their responsibility to ensure that their employees involved in the administration of its accreditation remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities in administering the Municipalities' accreditation; and
- the contents of this QMP.

As required and deemed necessary by the Municipalities, the Municipalities will support those employees involved in the administration of its accreditation in obtaining training related to their responsibilities.

2.3 QMP Access

The Municipalities will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. It will also provide access to a copy of this QMP, the Act, its regulations, and Council policies.

The Municipalities will:

- maintain a list of the individuals that have been provided with a copy of its QMP;
- annually review and update this list to ensure it remains current; and
- distribute copies of any approved amendments to this QMP to all individuals on this list in a timely manner.

2.4 Training on the Contents of this QMP

The Municipalities will train personnel involved in the delivery of safety codes services, and the administration of its accreditation, on the contents and requirements of this QMP. A record of the personnel who have received this training will be reviewed and updated annually.

2.5 Freedom of Information and Confidentiality

The Municipalities will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMP.

2.6 Records

The Municipalities will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including:

- permit applications and permits;
- plans, specifications, and other related documents;
- new home warranty verification as applicable;
- licensed residential builder verification as applicable;
- plans review reports;
- requests for inspections and services;
- inspection reports;
- investigation reports including supporting documentation;
- Verifications of Compliance (VOC);
- variances including application and supporting documentation;
- orders;
- Permit Services Reports (PSRs);
- related correspondence;
- a list of contracts that relate to the administration of the QMP including any contracts with accredited agencies; and
- any other information that may be related to the administration of the Act, or identified and requested by the Administrator of Accreditation, and the Council.

The Municipalities will retain the files and records:

- for a period no less than three (3) years;
- for a period prescribed by Council policy; or
- in accordance with Municipalities' records retention policy, whatever period is greater.

All such files and records, electronic or hardcopy, will be available at the Council's request.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipalities. Any records where accredited agency(s) were involved will be returned to the Municipalities within a reasonable time of completion of the service, or upon request of the Municipalities.

2.7 Council Levy

The Municipalities will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality's behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency's remittance.

2.8 Permit Information and Permissions

The Municipalities will collect all information required by the *Permit Regulation (AR 204/2007)*, and as outlined in this QMP.

For administering the Act, permission is deemed the same as a permit.

2.9 QMP Amendments and Revisions

All revisions or changes to this QMP require the approval of the Administrator of Accreditation, and must be submitted to the Administrator of Accreditation before they can be implemented.

Revisions and changes to this QMP must be submitted with the acceptance of the Municipalities's QMP Manager, or a "duly authorized" employee of the Municipalities. A duly authorized municipal employee is an individual who has been given, or delegated, the authority by the Municipalities to sign the QMP on its behalf.

2.10 Annual Internal Review

An Annual Internal Review (AIR) to evaluate the effectiveness of the administration of Municipalities' accreditation and its compliance to its QMP will be completed. The AIR reports on the Municipalities' activities from the previous calendar year.

This AIR will be submitted in accordance with the format and requirements established by the Council and the Administrator of Accreditation. Specifically, it will include a summary of all the findings of the review, identified successes, and areas for improvement.

The deadline for the Municipalities to provide the AIR to the Council is March 31st.

2.11 Cancellation of Accreditation

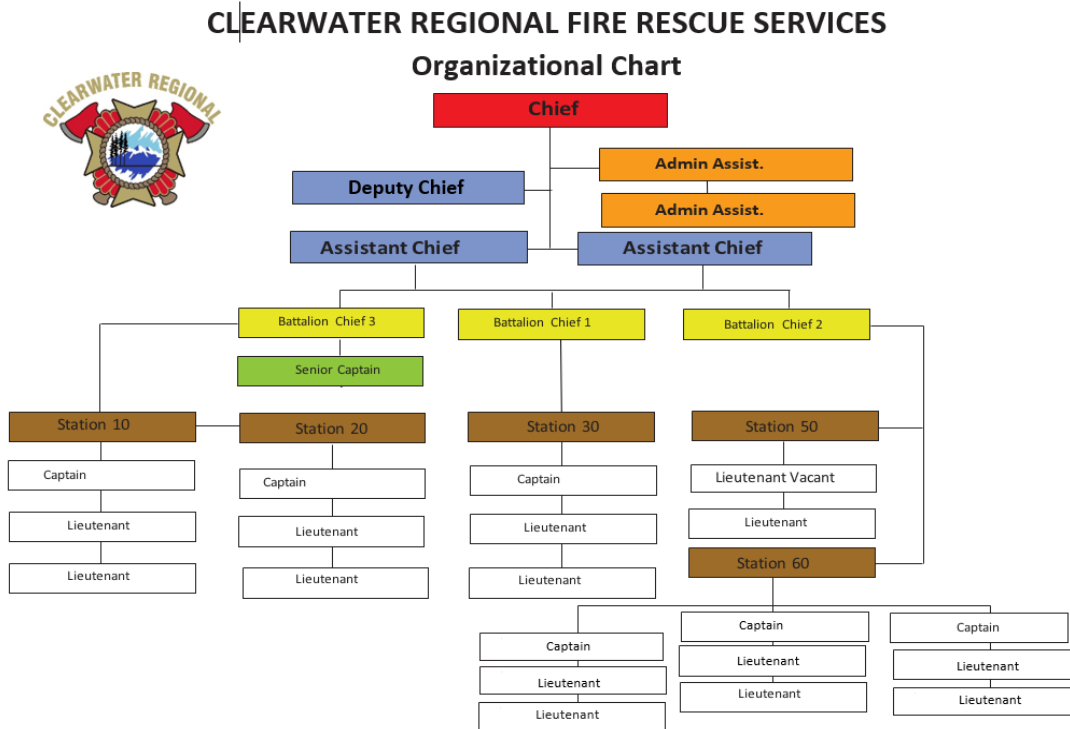
The Municipalities, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipalities agree and acknowledge that it is accountable to manage the cancellation of its accreditation in a responsible, orderly, transparent, and co-operative manner.

The Municipalities accept that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional authority. The cancellation of the Municipalities's accreditation will not become effective until a transition plan approved by the Administrator of Accreditation is in place.

The Municipalities will ensure the Council and the Administrator of Accreditation is provided with written notice of its intent to cancel.

The Municipalities will resolve and manage the closure any outstanding orders or permits issued under the Municipalities's accreditation prior to the effective date of the cancellation. In the event that there are any orders or permits that remain unresolved, the effective date of the cancellation may be delayed by the Administrator of Accreditation. The Administrator of Accreditation may also direct the Municipalities to work with the Authority Assuming Jurisdiction to determine the appropriate management of the open orders and permits after the effective date.

2.12 Organizational Chart



The above organizational structure, including the use and reporting relationship of accredited agencies, only applies with respect to the administration of this QMP

2.13a Municipal Agreement – Update or Scope Change

The Municipalities hereby acknowledge agreement, commitment, and adherence to this QMP.

_____ Signature of Municipal Employee Duly Authorized to Enter Into this Agreement	_____ Date
Rick Emmons	Chief Administrative Officer, Clearwater County
_____ Name	_____ Job Title
403-845-4444	Remmons@clearwatercounty.ca
_____ Phone Number	_____ Email Address

2.14a QMP Manager Information

_____ QMP Manager Name	_____ Job Title
_____ Mailing Address	_____ Phone Number
_____ Email Address	

2.13b Municipal Agreement – Update or Scope Change

The Municipalities hereby acknowledges agreement, commitment, and adherence to this QMP.

_____ Signature of Municipal Employee Duly Authorized to Enter Into this Agreement	_____ Date
 Melissa Beebe _____ Name	 Chief Administrative Officer _____ Job Title
 403-722-3781 _____ Phone Number	 cao@villageofcaroline.com _____ Email Address

2.14b QMP Manager Information

_____ QMP Manager Name	_____ Job Title
_____ Mailing Address	_____ Phone Number
_____ Email Address	

2.15 Notices

Correspondence regarding this QMP will be sent to the QMP Manager of the Municipalities. It may also be forwarded to the Senior Administrative Officer, or other secondary QMP contacts as required.

Schedule B - Operational Requirements

3.0 Operational Requirements

3.1 Definitions

The following definitions apply.

3.1.1 Deficiency

A deficiency means any condition where the work is incomplete, or does not comply with the Act, regulation, or an associated code or standard. A deficiency can include an unsafe condition.

3.1.2 Unsafe Condition

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

3.1.3 Final Inspection

A final inspection means an inspection conducted when the project or designated portion of the project is, in the opinion of the SCO, sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use.

3.1.4 Imminent Serious Danger

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

3.2 Scope of Services

The operational requirements establishes responsibilities and processes in order to provide safety codes services under the Act, applicable regulations, and Council policy including, as applicable but not limited to:

- code advice:
 - construction;
 - building upgrade programs;
 - development and implementation of fire safety plans; and
 - storage of dangerous goods.
- plans examinations:
 - new construction;
 - building upgrade programs;
 - residential secondary suites; and
 - fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures.
- permit/permission issuance:
 - construction;
 - renovations, alterations, reconstruction, demolition, additions, or other changes;
 - occupancy permit;
 - occupancy load certificates;
 - storage tank systems for flammable liquids and combustible liquids installation, alteration, or removal; and

Clearwater Regional Fire Rescue Services

- storage, purchase, or discharge of fireworks.
- compliance inspections of work and occupancy:
 - construction;
 - renovations, alterations, reconstruction, additions;
 - occupancy loads and changes in occupancy;
 - fire safety plan practices with emphasis on addressing the risk to occupied residential buildings;
 - follow-up inspections of deficiencies and unsafe conditions;
 - post-occupancy of facilities identified; and
 - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solution proposals, and variances;
- Verification of Compliance;
- collection and remittance of Council levies;
- issuance of Permit Services Reports;
- investigations; and
- maintenance of files and records.

3.3 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss and interact in relation to:

- inspections;
- subdivision applications;
- development permits;
- plans reviews;
- occupancy permits;
- occupancy load certificates;
- investigations;
- enforcement;
- closure of files; and
- areas of mutual interest.

3.4 Orders

An SCO will issue in a format and serve an order in accordance with the Act, the *Administrative Items Regulation (A.R.16/2004)*, Council policy, and this QMP.

Upon compliance with an Order, a notice will be provided to the person(s) to whom the Order was served as well as to the Council.

An SCO will:

- Prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act.
- Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with

have failed.

- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.
- On issuance of an Order, provide a copy to the Municipal QMP Manager, or designate.
- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 30 days after issuance.
- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Part 5 of the Act and Council bylaw, policy, and procedure.

The enforcement of an Order is the responsibility of the SCO and the Municipalities. It is the purview of the Municipalities to escalate enforcement measures as it deems necessary.

3.5 Emergency Situations

An SCO, on reasonable and probable grounds, may take any immediate action they consider necessary if they are of the opinion that a situation of **imminent serious danger** to persons or property exists due to:

- any thing, process or activity to which the Act applies; or
- a fire hazard, or
- risk of explosion.

3.6 Alternative Solution Proposals and Variances

An SCO may review an alternative solution proposal and issue a variance for any thing, process, or activity to which the Act applies if they are of the opinion that it provides approximately equivalent or greater safety performance in regards to persons and property as provided for by the Act.

A variance can be site-specific or for multiple locations within a Municipalities for a thing, process, or activity with the same conditions. However, and SCO **cannot** issue a variance that:

- removes or relaxes an existing code, standard, or rule; and
- is outside the scope of their designation of powers.

A variance will be issued in writing and in a format consistent with the template published by the Council.

A request for a variance made by an owner, or an owner's representative, must:

- be made in writing;
- be signed by the owner or the owner's representative; and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard, or regulation.

In making a decision on an alternative solution proposal or variance request, an SCO will ensure that they thoroughly research the subject matter to which it relates.

A copy of an approved variance will be provided, within ten (10) days of issuance, to the:

- owner;
- contractor, if applicable;
- the Council; and

- the Municipalities, if issued by their contracted accredited agency.

Registration of the variance with the Council requires only a copy of the approved variance. Submission of background and support documentation is not required.

A copy of the variance will be placed on the permit file.

3.7 Permit Administration

3.7.1 Permit Applications

An application for a permit and any information required to be included with the application must be submitted in a form and manner satisfactory to the SCO or permit issuer. The application must include the following information:

- State the use or proposed use of the premises.
- Clearly set forth the address or location at or in which the undertaking will take place.
- The owner's name and contact information.
- Any further information as required to enable the permit issuer to determine the permit fee.
- Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
- The name, complete address, telephone number, and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant.
- For a permit for the building discipline:
 - state the type of occupancy;
 - set out the prevailing market value of the undertaking; and
 - if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed.
- Include a method of payment of fees acceptable to the permit issuer.
- Include any further information that the permit issuer considers necessary, including the provision of:
 - a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land;
 - copies of plans and specifications for the proposed undertaking; and
 - documentation required to verify information provided by the applicant.
- A collection, use, and disclosure of information statement (FOIPP) that meets the requirements of the Freedom of Information and Protection of Privacy, which are:
 - the purpose for which the information is collected;
 - the specific legal authority for the collection; and
 - the title, business address, and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

3.7.2 Permit Information

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the

- undertaking;
- the date on which the permit is issued;
- the name of the owner, and/or the person to whom the permit has been issued;
- where the undertaking is to take place;
- a description of the undertaking or portion of the undertaking governed by the permit; and
- any other information that the SCO and/or permit issuer considers necessary.

3.7.3 Terms and Conditions of Permit

A permit may contain terms and conditions that include, but are not limited to:

- Requiring:
 - permission be obtained from the SCO before occupancy or use of the construction, process, or activity under the permit;
 - an identification number or label to be affixed to the undertaking; and
 - SCO approval be obtained before any part of the work or system is occupied, covered, or concealed;
- Setting:
 - the date on which the permit expires;
 - a condition that causes the permit to expire;
 - the period of time that the undertaking may be occupied, used or operated;
 - the scope of the undertaking being permitted;
 - the location or locations of the undertaking being permitted;
 - the qualifications of the person responsible for the undertaking and/or doing the work;

3.7.4 Annual Permits

An annual permit may be issued in the electrical, gas, or plumbing discipline allowing the owner, or operator, of the premise to effect minor repairs, alterations. or additions on the premises under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking;
- the owner or operator does not effect major alternations or additions to the premise; and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous two (2) years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

3.7.5 Permit Expiry

A permit will expire according to the expiry date, and terms and conditions set in the permit. In the absence of an expiry date, a permit will expire in conformance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipalities will upon permit expiry:

- notify the owner, and the permit applicant, as indicated on the permit application by issuing a Permit Services Report; and
- close the permit by recording the reason and date for the expiration within the permit file; and

- maintain the permit file according to its records management system.

3.7.6 Permit Extension

On the written request of a permit holder, a permit issuer may extend a permit for a fixed period of time that they consider appropriate. An application for a permit extension must be received prior to the permit expiring.

3.7.7 Permit Services Report

A Permit Services Report (PSR) will be:

- Used to complete and close a permit file.
- Issued within 30 days of completing the compliance monitoring services required in this QMP.
 - Completion of compliance monitoring services means:
 - after completion of the final required inspection;
 - acceptance of a Verification of Compliance in lieu of an inspection where allowed; or
 - compliance with the no-entry policy regarding the final required inspection.
- Issued to the owner.
 - Owner, in order of preference, means the owner of the project at the time the:
 - permit was purchased,
 - compliance monitoring services were provided, or
 - PSR was issued.

The Municipalities or an SCO may:

- reactivate a permit file at any time, and
- inspect the undertaking authorized by the permit after closure and attach report to the permit.

Where an identified unsafe condition remains uncorrected, the Municipalities will **not issue a PSR or close a permit file**.

3.7.8 Permit Refusal, Suspension, or Cancellation

An SCO may refuse, suspend, or cancel a permit in accordance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipalities will upon refusal, suspension or cancellation of a permit:

- serve written notice to the owner and the permit applicant of the reason for the refusal, suspension or cancellation;
- advise the owner of their right to appeal to the Council within 30 days from the date they are served the written notice; and
- place the written notice on the permit file.

A PSR will be issued when a permit is refused, suspended, or cancelled.

3.8 Site Inspections

Inspections, conducted in accordance with the technical service delivery standards detailed in Schedule C of this QMP, will determine and advise the owner of compliance to applicable codes and standards.

An SCO can conduct as many inspections as required, over and above the mandatory minimum inspections stipulated in Schedule C—Technical Service Delivery Standards (Schedule C) to ensure compliance with the Act.

All safety codes inspections covered under the Municipalities' accreditation will:

- be conducted:
 - by a certified and designated SCO;
 - at the stages, and within the time frames, noted in in Schedule C of this QMP; and
 - within 5 working days of the requested inspection date;
- determine if the thing, process, or activity authorized by a permit complies with the Act, regulations, and codes and standards;
- address the status of the work at the stage of inspection, any previously identified deficiencies, and any related work or condition observed.

3.9 Site Inspection Reports

An inspection report will be completed following an inspection. The inspection report will include:

- name, signature, and designation number of the SCO conducting the inspection;
- permit number, and the Municipalities file number if applicable;
- construction discipline associated with the work being inspected;
- name of the Municipalities;
- owner name, address, phone number, and email if applicable;
- contractor name, address, phone number and email if applicable;
- address of the site inspected;
- date of the inspection;
- the stage(s) of work being inspected;
- a description of the applicable work in place at the time of inspection;
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code;
- all outstanding deficiencies from all previous inspection reports, and plan reviews;
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is **not** a situation of imminent serious danger;
- documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC; and
- all observed situations of imminent serious danger, and the action taken by the SCO to address, mitigate and remove the danger.

Completed inspection reports will be provided either electronically, or by hard copy, to the permit applicant and the contractor. If requested, the inspection report can be provided to the owner, project consultant, architect, or consulting engineer.

A copy of a completed inspection report will be placed on the permit file.

3.10 No-Entry Policy

If an SCO is unable to gain entry to a site for a required inspection, a notification will be left on-site. Alternatively, this notification can be provided as appropriate to the owner, or permit applicant, by documented phone call, electronically or by mail. The notification will advise of the inspection attempt, and request that the Municipalities be contacted to arrange for a date and time for the site inspection to be completed.

If the Municipalities does not receive a response within 30 days of the notification, the Municipalities will send the owner, or permit applicant, a second notification requesting that the Municipalities be contacted within 30 days to arrange for a date and time for the site inspection to be completed.

If no response is received to the second notification, the inspection stage may be considered a “no-entry,” and counted as the required inspection.

In the case of a final inspection, a “no-entry” will be noted on the PSR to identify that the final inspection was not conducted, and the file will be closed.

3.11 Verification of Compliance (VOC)

An SCO, at their discretion, can accept a Verification of Compliance in place of an inspection for an identified deficiency or non-compliance. An SCO is **not required** to accept a VOC.

A VOC may be used:

- as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or
- in lieu of a site inspection when permitted in this QMP.

A valid VOC must include:

- identification of the document as a VOC;
- address of the location where the VOC is being applied;
- permit number and discipline;
- name and title of the person who provided the VOC;
- detail on how the VOC was provided;
 - i.e. written assurance, verbal assurance with written documentation, site visit by designate, photographs, and etc.
- date the VOC was accepted by the SCO; and
- signature and designation number of the SCO.

3.12 Investigation and Reporting of an Unsafe Condition, Accident, or Fire

As required by the Act, and the *Administrative Items Regulation (A.R.16/2004)*, an SCO may investigate an unsafe condition, accident, or fire to determine its cause, circumstance, and make recommendations related to safety.

Specific to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies, or suffers injury that requires professional medical attention, or where property is damaged or destroyed.

Clearwater Regional Fire Rescue Services

When investigating an unsafe condition, accident, or fire, an SCO will exercise their authority and power as prescribed under the Act. While conducting an investigation to prevent injury, or death, or to preserve property or evidence, an SCO can close all or part of the affected premise for a period of 48 hours, or any extended period of time as authorized by a justice.

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO, unless it is necessary in order to:

- prevent death or injury;
- protect property or evidence;
- restore service.

An SCO who conducts an investigation will submit a copy of the report to the appropriate technical Administrator and provide a summary of the investigation to the Council.

Schedule C - Technical Discipline Service Delivery Standards

4.0 Technical Discipline Service Delivery Standards

4.1 Fire

4.1.1 Fire Permits and Permissions

The Municipalities will issue permits/permissions and occupant load certificates.

4.1.2 Fire Inspections

Method 2

A fire SCO will conduct on-site inspections in accordance with the following inspection frequency.

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction demolition, or removal	<ul style="list-style-type: none"> ○ one (1) site inspection where a risk to occupied residential building(s) has been identified within 90 days of permit issuance. ○ one (1) post demolition inspection to be conducted
Compliance Inspections	Special Events or Sites	<ul style="list-style-type: none"> ○ Once per event
	Group A, Division 1 Assembly	<ul style="list-style-type: none"> ○ On written request, written complaint, or concern
	Group A, Division 2 Assembly	<ul style="list-style-type: none"> ○ On written request, written complaint, or concern
	Group A, Division 3 Assembly	<ul style="list-style-type: none"> ○ On written request, written complaint, or concern
	Group A, Division 4 Assembly	<ul style="list-style-type: none"> ○ On written request, written complaint, or concern
	Group B, Division 1 Care or Detention	<ul style="list-style-type: none"> ○ On written request, written complaint, or concern

Clearwater Regional Fire Rescue Services

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
	Group B, Division 2 Care or Detention	○ On written request, written complaint, or concern
	Group C Residential – 1 to 5 family	○ On written request, written complaint, or concern
	Group C Residential – 5 to 12 family	○ On written request, written complaint, or concern
	Group C Residential – 12 to 25 family	○ On written request, written complaint, or concern
	Group C Residential – 25 and more family	○ On written request, written complaint, or concern
	Group D	○ On written request, written complaint, or concern
	Group E	○ On written request, written complaint, or concern
	Group F, Division 1	○ On written request, written complaint, or concern
	Group F, Division 2	○ On written request, written complaint, or concern
	Group F, Division 3	○ On written request, written complaint, or concern

***Note:** May be by occupancy or individual unit. Where indicated one (1) inspection frequency must be chosen.

4.1.3 Inspection Frequency Definitions:

1. On request, complaint, or concern - the process as defined by municipal operational policy.

4.1.4 Fireworks

The Municipalities will issue permits for:

- vendor,
- purchase,
- possession,
- handling, and
- discharge.

The Fire SCO will, prior to issuing a permit:

- respecting the purchase, possession, handling, discharge, fire or set-off: obtain from the applicant written confirmation that the person;
- conduct activities in accordance with safe practices outlined in the *National Fire Code – 2019 Alberta Edition*; and
- be of at least 18 years of age.

Respecting sales, the Fire SCO will obtain from the owner of the retail business written confirmation that:

- the business holds a valid municipal business license or confirmation of ownership of the business when the Municipalities does not require the business to hold such license;
- the employees of the business handling fireworks for sale are of at least 18 years of age;
- the manufacturer's instructions are posted at the sales location and provided with each sale; a record of each sale is retained for examination by the Fire SCO; and
- the business stores fireworks in conformance with Part 3 of the *National Fire Code – 2019 Alberta Edition*.

On issuance of the permit, the SCO will sign the permit with their certification or DOP number on the permit.

4.1.5 Hot Works

Hot works will be addressed through the issuance of a hot works permit by the Municipalities, or in the Construction Fire Safety Plan. Hot works information will include the location, type of work to be undertaken, mitigation to risk that will be undertaken, and any other information the SCO may require.

4.1.6 Construction Fire Safety Plans (including demolition)

An accepted Fire Safety Plan will be in place for each permitted construction or demolition undertaking.

The Municipalities will review:

- construction and demolition plans for fire safety; and
- risk to occupied residential buildings.

A Fire Safety Plan will include:

Clearwater Regional Fire Rescue Services

- the responsibility of workers;
- emergency procedures;
- control of hazards;
- maintenance of firefighting measures; and
- the acceptance of the Fire SCO having jurisdiction.

The accepted Fire Safety Plan will be posted in a visible location on the work site.

4.1.7 Fire Investigations

Investigations will be conducted by a Fire SCO to determine the cause, circumstance, and origin of every fire in which:

- a person dies or suffers injury that requires professional medical attention; or
- property is damaged or destroyed.

The results of each investigation will be reported to the Fire Commissioner in accordance with the *Administrative Items Regulation (A.R.16/2004)*. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Fire Commissioner's Office.

A fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation, including representatives from the Fire Commissioner's Office.

Fire Investigation report files require completeness and may be retained indefinitely.

A records management system will be maintained containing the following information:

- dispatch or run sheets;
- fire incident field notes;
- casualty field notes (if applicable);
- wildfire notes (if applicable);
- evidence form;
- vehicle fire field notes (if applicable);
- photographs and a photograph log;
- structure fire notes;
- firefighter statements;
- witness statements; and
- consent to search (if applicable)

Fire Investigations will include the following information:

- file number;
- location of fire;
- date of fire;
- date of investigation;
- building/property use;
- cause of fire;
- origin of fire;
- value of loss;
- name and designation number of SCO conducting the investigation;

Clearwater Regional Fire Rescue Services

- comments; and
- date of completion/sign off.

4.1.8 Fire Prevention Programs

Fire Prevention Programs will include, but are not limited to. public awareness and consultative services orientated to assisting one or more of individuals, business, and industry in understanding and providing effective Fire Safety Plans.

The Municipalities will support and provide one or more of the following educational programs annually:

- school curriculum;
- minority-focused programs;
- seniors programs;
- community education; and
- other programs such as, but not limited to:
 - Risk Watch (an injury prevention program);
 - Getting to Know Fire (fire educator lesson plans);
 - Seniors Fire Safety Programs;
 - Juvenile Firesetter Intervention Program;
 - Fire Smart; and
 - Shelter-in-Place.



TOWN OF ROCKY MOUNTAIN HOUSE

P O BOX 1509 5116 50 AVENUE ROCKY MOUNTAIN HOUSE AB T4T 1B2

March 24, 2020

Reeve Tim Hoven
Clearwater County
P.O. Box 550
Rocky Mountain House AB T4T 1A4

Mayor John Rimmer
Village of Caroline
P.O. Box 148
Caroline, AB T0M 0M0

Re: JOINT FIRE QUALITY MANAGEMENT PLAN

Dear Reeve Hoven, Mayor Rimmer and County and Village Councillors:

Further to a Special Council meeting held on March 23, 2020, Town Council passed a resolution to draft a Town Fire Quality Management Plan. So you are aware, upon acceptance of this Plan, the Town will be cancelling their participation in the Joint Quality Management Plan, allowing each municipality the option to increase service levels, as per Section 6.2 of the Fire Agreement.

If you have any questions, please do not hesitate to contact me directly, or feel free to contact our Chief Administrative Officer, Dean Krause at 403-845-2866 or by email at dkrause@rockymtnhouse.com.

Sincerely,

Mayor Tammy Burke

cc: The Honourable Kaycee Madu, Minister of Municipal Affairs
Town of Rocky Mountain House Council
Village of Caroline Council
Melissa Beebe, CAO Village of Caroline
Rick Emmons, CAO Clearwater County
Dean Krause, CAO Town of Rocky Mountain House

Telephone 403-845-2866 Fax 403-845-3230
Webpage: www.rockymtnhouse.com E-mail: town@rockymtnhouse.com



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Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Remote Council Meetings
PRESENTATION DATE:	Tuesday, April 14, 2020
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Corporate Services Cam McDonald, Manager Information & Technology and Tracy Haight, Executive Assistant Murray Hagan, Director and Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (Order In Council 099/2020) <input checked="" type="checkbox"/> County Bylaw or Policy (Meeting Procedure Bylaw 1080)
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input checked="" type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
Order In Council 099 2020 Meeting Procedures COVID19 Suppression Regulation	

STAFF RECOMMENDATION:

That Council directs that submissions are to be received from any members of the public who are entitled to make submissions at a public meeting, if the meeting were being held in person, as described by the Municipal Government Act, before and during the meeting, by email, phone-in or both.

BACKGROUND:

Recent changes to the *Municipal Government Act (MGA) - Meeting Procedures (COVID-19 Suppression) Regulation* now allow municipalities flexibility on how council/board meetings and public hearings take place and how they are conducted during the current health emergency. The new regulation also allows meetings to be held entirely by electronic means as long as the following requirements are met:

- notice of the electronic meeting is provided and states the electronic means being used and gives the information necessary for the public to access the meeting;
- the public is able to hear the meeting as it is occurring;
- anybody entitled to make submissions, before and during the meeting, can make submissions by email or any other method that Council considers appropriate; and

- CAO or designated officer may attend by electronic means that permits the meeting to be heard as it occurs.

To facilitate meetings by electronic means that are accessible to the public, County's Information and Technology (IT) Department sourced a video/audio conferencing software program that is ready for implementation, effective April 28, 2020. Strategies to mitigate potential technical video difficulties and security issues are in place and, training sessions for Council and staff are planned.

In the event that any public members and/or applicant is entitled to comment before and during a meeting (i.e. public hearing, land use bylaw amendment, subdivision and development appeal board hearing), Administration asks that Council identify the method to be used to make submissions, whether by email, phone-in, or both.

Currently, meetings may continue to take place in a physical location providing physical distancing (two metres apart) and mass gatherings (restricted to 15 people) requirements are maintained (subject to change). Upon review of meeting room capacity, under Clearwater County's 'Safe Work and Job Procedures' protocols that are based on Government of Alberta's directives, maximum seating for Council Chambers is at 12 and the adjoining meeting room is at 11.



Province of Alberta
Order in Council

O.C. 099 /2020

MAR 26 2020

ORDER IN COUNCIL

Approved and ordered:

Lieutenant Governor
or
Administrator

The Lieutenant Governor in Council makes the Meeting Procedures (COVID-19 Suppression) Regulation set out in the attached Appendix.

FILED UNDER
THE REGULATIONS ACT
as ALBERTA REGULATION 50/2020
ON MARCH 27 2020

REGISTRAR OF REGULATIONS

For Information only

Recommended by: Minister of Municipal Affairs

Authority: Municipal Government Act
(section 603)

APPENDIX
Municipal Government Act
MEETING PROCEDURES
(COVID-19 SUPPRESSION) REGULATION

Table of Contents

- 1 Definitions
- 2 Purpose
- 3 Public meetings may be held electronically
- 4 Information to be made public
- 5 Arbitration hearing
- 6 Reduced quorum

Definitions

- 1 In this Regulation,
- (a) “arbitrator” means a person who is chosen as an arbitrator under section 708.35 of the Act;
 - (b) “board” means an assessment review board, the Municipal Government Board, a subdivision and development appeal board or a growth management board and includes any panel of the board;
 - (c) “Chief Medical Officer” means the Chief Medical Officer of Health as may be appointed under the *Public Health Act*;
 - (d) “commission” means a regional services commission or a municipal planning commission;
 - (e) “council” means a council of a municipal authority or a committee of the council;
 - (f) “COVID-19” means COVID-19 as described or determined by the World Health Organization;
 - (g) “information” includes a report, financial statement, bylaw, order, decision, record or other document;
 - (h) “meeting” includes a hearing;
 - (i) “quarantine” includes any self isolation and self quarantine as a result of COVID-19 or recommendations of the Chief Medical Officer or the World Health Organization relating to COVID-19.

Purpose

2 The purpose of this Regulation is to provide for meetings under the Act to be held in a manner that avoids exposing persons to COVID-19.

Public meetings may be held electronically

3(1) Where the Act requires a council, board or commission to hold a meeting in public, that requirement is deemed to have been complied with by holding the meeting by electronic means, including, without limitation, a teleconference or a live, publicly streamed broadcast, if

- (a) members of the public are able to hear the meeting as it occurs,
- (b) any members of the public who would be entitled to make submissions at the meeting if the meeting were being held in person are able, before and during the meeting, to make submissions by email or any other method that the council, board or commission considers appropriate, and
- (c) the following persons attend the meeting by electronic means:
 - (i) in the case of a meeting of a council, the chief administrative officer or a designated officer;
 - (ii) in the case of a meeting of a commission, growth management board or subdivision and development appeal board, the chair or vice-chair;
 - (iii) in the case of a meeting of an assessment review board or the Municipal Government Board, the presiding officer.

(2) Where a meeting is intended to be held by electronic means under this section and the Act requires that notice of the meeting be given to the public, the notice must state the electronic means by which the meeting is to be held and give the information necessary for the public to access the meeting.

(3) Where a meeting of a council is held by electronic means in compliance with subsections (1) and (2),

- (a) electronic access to the meeting may be restricted or suspended in order to close all or part of the meeting to the public under section 197 of the Act, and, for the purposes of section 197(5) of the Act, any members of the public whose access to the meeting is restricted or suspended are considered to be present outside the meeting room during the restriction or suspension,
 - (b) the meeting is deemed to be conducted in public for the purposes of section 198 of the Act,
 - (c) section 199(1)(b) and (c) of the Act do not apply in respect of the meeting,
 - (d) the council is deemed to have met its obligations under section 230(4) of the Act,
 - (e) the reference in section 230(5) of the Act to representations made at the public hearing is to be interpreted as a reference to the submissions received by the council in accordance with subsection (1)(b), and
 - (f) the term "address" in section 606(6)(b) of the Act and the expression "place where it will be held" in section 606(6)(d) of the Act are to be interpreted as meaning a website address, telephone number or other information identifying where the meeting can be accessed electronically.
- (4)** Where a meeting of a regional services commission or a growth management board is held by electronic means in compliance with subsections (1) and (2), electronic access to the meeting may be restricted or suspended in order to close all or part of the meeting to the public
- (a) under section 602.08 of the Act, in the case of a meeting of a regional services commission, or
 - (b) under section 708.041 of the Act, in the case of a meeting of a growth management board.
- (5)** For the purposes of
- (a) section 602.08(5) of the Act, in the case of a meeting of a regional services commission, or

- (b) section 708.041(6) of the Act, in the case of a meeting of a growth management board,

any members of the public whose access to the meeting is restricted or suspended as described in subsection (4)(a) or (b), whichever is applicable, are considered to be present outside the meeting room during the restriction or suspension.

Information to be made public

4 Where a provision of the Act requires a council, board or commission to make information available to the public or for public inspection, the provision is deemed to have been complied with

- (a) by making the information available electronically on the website of the council, board or commission or on any other website where the council, board or commission considers the information is likely to be easily found by the public, or
- (b) if requested to do so by a person, by sending the information to the person by email, mail or facsimile.

Arbitration hearing

5(1) An arbitration hearing under Division 2 of Part 17.2 of the Act may be held by electronic means, including, without limitation, a live, publicly streamed broadcast, if members of the public are able to hear the meeting as it occurs.

(2) An arbitration hearing held in compliance with subsection (1) is deemed to be open to the public for the purposes of section 708.36(5) of the Act.

Reduced quorum

6 Where under the Act a certain number of members of a council, board or commission is required to constitute quorum and the council, board or commission is unable to achieve quorum because one or more of its members are in quarantine, quorum is constituted by the number of members not in quarantine, if that number is 2 or more.

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Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Strategic Broadband Project Planning
PRESENTATION DATE:	Tuesday, April 14, 2020
DEPARTMENT:	Corporate Services
WRITTEN BY:	Cam McDonald, Manager
REVIEWED BY:	Murray Hagan, Director and Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input checked="" type="checkbox"/> County Bylaw or Policy (Clearwater County Broadband Policy - February 2018)
COMMUNITY BUILDING PILLAR (check all that apply):	
<input checked="" type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input checked="" type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input checked="" type="checkbox"/> Community Social Growth	
ATTACHMENTS:	None

STAFF RECOMMENDATION:

That Council considers discussion of potential broadband projects at the Strategic Planning Committee meeting on April 20, 2020.

BACKGROUND:

At the March 10, 2020, Regular Council meeting, Council directed Administration to develop a Request For Proposal (RFP) to enhance broadband connectivity in Nordegg. This project is classified as Project Priority #2 following the Ferrier Fibre Backbone System RFP project.

At the same meeting, Councillor Vandermeer shared a list of potential broadband projects including the following:

- Install Fibre-To-The-Premise (FTTP) throughout the Ferrier area to 10-Mile Road, plus an extension to connect Wilderness Village.
- Establish a wireless distribution of service from the Condor Public Services Building to enhance service to residents of the Hamlet.

No discussion took place regarding these potential projects.

Councillor Swanson moved that Council directs Administration to schedule a Strategic Planning Committee meeting with the Broadband Technologist to identify additional project priorities for 2020 to further expand connectivity within Clearwater County and, plan for public engagement. This

motion was carried, and the meeting is scheduled for April 20, 2020. The position of Broadband Technologist has been filled and the new staff member will be in attendance for this meeting.



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Direction for Tax Rate Bylaw 1093/20
PRESENTATION DATE:	Tuesday, April 14, 2020
DEPARTMENT:	Corporate Services
WRITTEN BY:	Murray Hagan, Director and Rhonda Serhan, Manager Finance
REVIEWED BY:	Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input checked="" type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (Municipal Government Act Part 10 Section 326 to 343) <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input checked="" type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
Correspondence fr Chamber Commerce Request for Municipal Assistance in Response to COVID19 Email fr Wade Noble Partners LLP	

STAFF RECOMMENDATION:

That Council provides direction for staff to draft the 2020 Tax Rate Bylaw

BACKGROUND:

In accordance with Part 10 Section 326 to 343 of the Municipal Government Act, Administration will prepare the annual Tax Rate Bylaw for the tax year of 2020. This bylaw is prepared using assessment figures from the 2019 year.

Administration will be present at the meeting to present various tax rate options and examples of the anticipated impact to ratepayers as well as to the County's 2020 financial plan.

Clearwater County has received items of correspondence (attached) recently requesting consideration of some sort of tax relief in response to the current economic crisis which has been compounded by the COVID-19 public health emergency. In addition to providing direction for tax rates to be included in the draft bylaw, Council may want to consider opportunities to lessen the financial burden to ratepayers.

Administration suggests Council consider deferring the penalty date for 2020 tax payments from the usual September date until mid-December. This would require additional cash management strategies that may include liquidation of investments resulting in lower than budgeted interest earnings.

Council may also want to consider adjusting percentages for penalties for late payments. Administration would advise that lowering these amounts too significantly may defeat their motivational intent and result in increased instance of non-payment.

Other things to consider are the provincial school requisition. There are some things that are known and some that are unknown in regards to this. The total requisition for 2020 currently is \$17,768,806 which is approximately \$620,000 less than the initial indication from the province and \$710,000 less than 2019. What is unknown is the possible deferral of a portion of the non residential provincial school levies, possibly into subsequent years. Clearwater County administration will advise as more information on this becomes available.

Another impact our ratepayers will see on their tax notices in the noncollectable school requisition from previous years. This has been added to tax notices in the past, but the impact was minimal because Clearwater County has had such a high collection rate. This year however with \$5,215,736.64 not collected from 2019 and 28% of that being school requisition on average, the total for the under collected for the school levy is around \$417,000. That is about 4 times higher than last year. We over levied the school requisition in 2019 by \$57,286 because it was an estimate, so that would come off the total. Still that will be a large increase over previous years for this requisition.

We will have some different scenarios for revenue generation for the municipal portion of the 2020 tax rate bylaw for you to discuss at the Council meeting on Tuesday.



March 26, 2020

Dear Reeve and Council,

These are unprecedented times, and during such times we encourage and support Clearwater County taking immediate, significant and decisive action to support business and community members facing hardship due to the COVID-19 outbreak.

In talking with members during the past week we learned that their immediate concern is the health and wellbeing of their family, staff and the community; followed very closely by whether or not they have the capacity to survive the next few months with drastic reductions in revenue and cash flow as they shut their doors, limit their hours, and practice social distancing.

The Chamber applauds the steps government has taken to reduce expenses for residents and businesses in the coming months, and the provision of cash through various means. Of particular note, the deferral of personal, business and corporate income taxes until August 31, 2020, and the opportunity to reduce fixed costs such as utility payments through deferrals negotiated by the Alberta government.

As the voice of business, we urge Clearwater County to follow the example set by the other orders of government. We have heard from our business community that a postponement of property tax, waiver of any associated fees or penalties, and the deferral of utility bills of a municipal nature, will help them significantly during these difficult times.

Lastly, we would encourage Clearwater County to consider operational grants to provide additional liquidity to local businesses to help them keep their doors open and retain employees – many of whom are residents of our community.

Thank you for the work you do for the entire Clearwater County, residents and businesses alike. We appreciate that these are challenging times. With foresight and collaboration, we will help our community weather the current circumstances we find ourselves in.

Sincerely,
Colleen Dwyer

President
Rocky Mountain House & District Chamber of Commerce

Box 1374, 5406 – 48th St. Rocky Mountain House, AB T4T 1B1
Telephone: 403-845-5450 Fax: 403-845-7764
Email admin@rockychamber.org Website www.rockychamber.org

From: Rob Noble <RNoble@wadenoble.ca>
Sent: Tuesday, March 24, 2020 9:42 AM
To: Jim Duncan - Division One <jduncan@clearwatercounty.ca>; Theresa Laing - Division Five <tlaing@clearwatercounty.ca>; Michelle Swanson - Division Seven <mswanson@clearwatercounty.ca>
Subject: Clearwater County property taxes

Dear Council,

In light of the severe economic crisis in the country, province and specifically our county we are asking for action from our council.

We ask that you consider a mill rate reduction for the assessment year 2020. For 2020 there should be no surplus created in the budget as the county has vast wealth and has the ability to support its rate payers during this crisis. We believe that an operating deficit should be created this year which will be supported by transfers from reserves. The county has many years of surplus that has been transferred to reserves and now is the time to pass those surpluses back to the rate payers.

We understand that the province is freezing the education portion of property taxes to last years rates and deferring the business portion, however this is far from a stimulus package and does not seriously impact the county's financial position.

We would also like to point out that the council should look at cost cutting methods. Some examples would be to cease personal vehicle use by employees, implement the 60 day rolling lay off measures, look at positions in the county to determine their necessities, benefit reduction or rollbacks.

As rate payers we are looking to our elected municipal government for assistance during this crisis.

Rob Noble, C.P.A., CA.



WADE NOBLE & PARTNERS LLP

Box 100
Rocky Mountain House, AB T4T 1A1
Office (403)-845-3226 Fax (403)-845-5666
email:Rob.Noble@wadenoble.ca



Councillor and Board Member 2020 Remuneration Statement

Name of Councillor / Board Member:	Michelle Swanson
Date:	March 10th
Signature (Councillor / Board Member):	<i>Michelle Swanson</i>



PAYMENT PERIOD

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

Council Supervision Rate	\$1,116.00 / Monthly
Reeve Supervision Rate	\$2,075.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$174.00	Next 4 Hours \$137.00	Next 4 Hours \$137.00	Regular Council Meeting \$311.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
Feb 5	Conf call with Mediators						13
Feb 6	Dist 2 RMA Tour @ Condor Public Services Building	✓					100
Feb 7	Dist 2 RMA Spring Mtg, @ Pine Hills Golf Club	✓	✓				38
Feb 10	Rec Board Meeting	✓					26
Feb 10	CCTA Meeting						48
Feb 11	Council Meeting				✓		26
Feb 12	Travel to Edm for Brownlee	✓				\$21.50	205
Feb 13	Brownlee Emerging Trends	✓	✓	✓			217
Feb 19	Municipal Planning Commission	✓					26
Feb 20	Travel to Calgary ACAMP: Future of Mobility	✓				\$21.50	
Feb 21	RMRF	✓	✓	✓			
Feb 25	Council Meeting				✓		26
Feb 25	Far Away Hall Meeting						-
Feb 26	Museum Potluck Supper						26
Feb 27	Medicine River & CCCW, Eckville	✓					114

(more space on back of page)

Remuneration Calculation (for office use only)							
	Meetings @ 94.00 =		891	First 5000 Kms @ \$0.59 =	525.69		
9	Meetings @ 174.00 =	1566.00	✓	Over 5000 Kms @ \$0.53 =	✓		
5	Meetings @ 137.00 =	685.00	2	Supper @ 21.50 =	43.00		
2	Meetings @ 311.00 =	622.00		Hotel =	189.34		
	Supervision =	1116.00		Hotel =	113.36		
	TOTAL =	3989.00		TOTAL =	871.39		



Ms Michelle Swanson
Canada



Room Number : 2411
 Arrival Date : 02-12-20
 Departure Date : 02-13-20
 Page : 1 of 1
 Folio Number : 550746
 Confirmation : 19841545
 Cashier : 390

INVOICE

Company Name : Brownlee LLP*

GST No: 121767065 RT 0001 02-13-20

Date	Description	Charges	Credits
02-12-20	Room Charge	139.00	
02-12-20	Room D.M.F.	3.75	
02-12-20	Room Alberta Tourism Levy	5.15	
02-12-20	Room GST	6.44	
02-12-20	Daily Parking Self	35.00	
02-13-20	Visa XXXXXXXXXXXX1501 XXXX		189.34
Total		189.34	189.34

Balance 0.00 CAD

Room GST 0.00
 F&B GST 6.44
 Misc GST 1.67
Total 17.01

I agree that I am personally liable for the final disposition and payment of any services rendered or goods supplied by The Sutton Place Hotel and further authorize the use of my credit card to facilitate full payment. I accept responsibility in the event the indicated third-party, company or association fails to render full payment of this account, and also for any loss or damage to the premises or its contents.

Guest Signature: _____

A MEMBER OF THE SUTTON PLACE HOTELS GROUP - CHICAGO, EDMONTON, TORONTO, VANCOUVER

10235-101 Street, Edmonton, AB Canada T5J 3E9 Tel 780.428.7111 * Fax 780.441.3098 * 1.866.3.SUTTON (1.866.378.8866)
 email: info_edmonton@suttonplace.com website: www.edmonton.suttonplace.com



Hampton Inn & Suites Airdrie
 52 East Lake Avenue NE • Airdrie, AB T4A 2G8
 Phone (403) 980-4477 • Fax (403) 980-0535

name address SWANSON, MICHELLE PO BOX 2364 ROCKY MOUNTAIN HOUSE AB T4T 1B7 CANADA	room number: 405/NKR arrival date: 2/20/2020 7:27:00 PM departure date: 2/21/2020 8:33:00 AM adult/child: 1/0 room rate: 104.00	If the debit/credit card you are using for check-in is attached to a bank or checking account, a hold will be placed on the account for the full anticipated dollar amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution.
Confirmation Number: 93652962 2/21/2020	Rate Plan: LVS HH # AL: Car:	Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in the lobby. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. A fee of up to 250 CAD will be assessed for smoking in a non-smoking room. Please ask the Front Desk for locations of designated outdoor smoking areas.

date	reference	description	amount
2/20/2020	242571	GUEST ROOM	\$104.00
2/20/2020	242571	GST- ROOMS	\$5.20
2/20/2020	242571	OCCUPANCY TAX- ROOMS	\$4.16
2/21/2020	242603	VS *1501	(\$113.36)
		BALANCE	\$0.00
EXPENSE REPORT SUMMARY			
	2/20/2020	STAY TOTAL	
ROOM AND TAX	\$113.36	\$113.36	
DAILY TOTAL	\$113.36	\$113.36	
Total Invoice Amount	\$104.00	\$9.36	



for reservations call 1.800.hampton or visit us online at hampton.com

thanks.

account no. VS *1501	date of charge 2/21/2020	folio/check no. 91628 A
card member name SWANSON, MICHELLE	authorization 01415F	initial
establishment no. and location GST # - 850899287	purchases & services taxes tips & misc.	
signature of card member X	total amount	-113.36



Councillor and Board Member 2020 Remuneration Statement

Name of Councillor / Board Member:	John Vandermeer
Date:	March 13/20
Signature (Councillor / Board Member):	

PAYMENT PERIOD

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

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$174.00	Next 4 Hours \$137.00	Next 4 Hours \$137.00	Regular Council Meeting \$311.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
3	CAEP(meet Min. Mclvor)	X					160
4	Blanket exercise	X	X				80
5	Blanket exercise	X	X				80
6	Condor PSB opening	X					70
7	CRMA mtng	X	X				102
10	CCTA						
11	Council				X		80
12	CAEP -Policy Committee	X					160
13	Rocky Chamber - WCS	X					80
14	Mediation	X	X				80
18	Council workshop	X					80
19	MPC	X					80
25	Council				X		80
28	RMA conference call						80

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Remuneration Calculation (for office use only)							
0	Meetings @ 94.00 =	0		1212	First 5000 Kms @ \$0.58 =	715.08	
10	Meetings @ 174.00 =	1740.00			Over 5000 Kms @ \$0.52 =		
4	Meetings @ 137.00 =	548.00			Lunch @ 16.00 =		
2	Meetings @ 311.00 =	622.00					
	Supervision =	1116.00					
	TOTAL =	4026.00			TOTAL =	715.08	