

**CLEARWATER COUNTY
COUNCIL AGENDA
October 14, 2014 at 9:00 A.M.
Council Chambers (4340 – 47 Avenue, Rocky Mountain House AB)**

9:30 A.M. Delegation: RCMP Detachment Commanders' Reports

12:00 P.M. Lunch at Rocky Library with Board

A. CALL TO ORDER

B. AGENDA ADOPTION

C. CONFIRMATION OF MINUTES

1. September 22, 2014 Regular Meeting Minutes

D. PUBLIC WORKS

1. Cliffside Trail Stop Sign
2. Stop Sign installation at Railroad Crossing on RR 5-2
3. Bylaw 995/14 – Speed reduction

E. COMMUNITY & PROTECTIVE SERVICES

1. Parkland Regional Library Budget
2. 9:30 A.M. Delegation: RCMP Detachment Commanders' Reports (verbal)
3. Community Peace Officers (CPO) Quarterly Report (verbal)
4. May Long Weekend Task Force Report

F. MUNICIPAL

1. *TABLED ITEM*: Rescheduling of November 11 Regular Council Meeting
2. Request for Reimbursement of Legal Costs
3. AAMDC questions for opposition leaders (item to follow)

IN CAMERA*

1. Land
2. Land – Nordegg
3. Labour

* For discussions relating to and in accordance with: a) the Municipal Government Act, Section 197 (2) and b) the Freedom of Information and Protection of Privacy Act, Sections 21 (1)(ii); 24 (1)(a)(c); 25 (1)(c)iii; and 27 (1)(a)

G. INFORMATION

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

H. ADJOURNMENT

TABLED ITEMS

Date

Item, Reason and Status

04/10/12

Arbutus Hall Funding Request

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

STATUS: Pending Information, Community and Protective Services

Date

Item, Reason and Status

09/08/14

D.1. Development Request

- To obtain legal opinion.

STATUS: Pending Information, Public Works



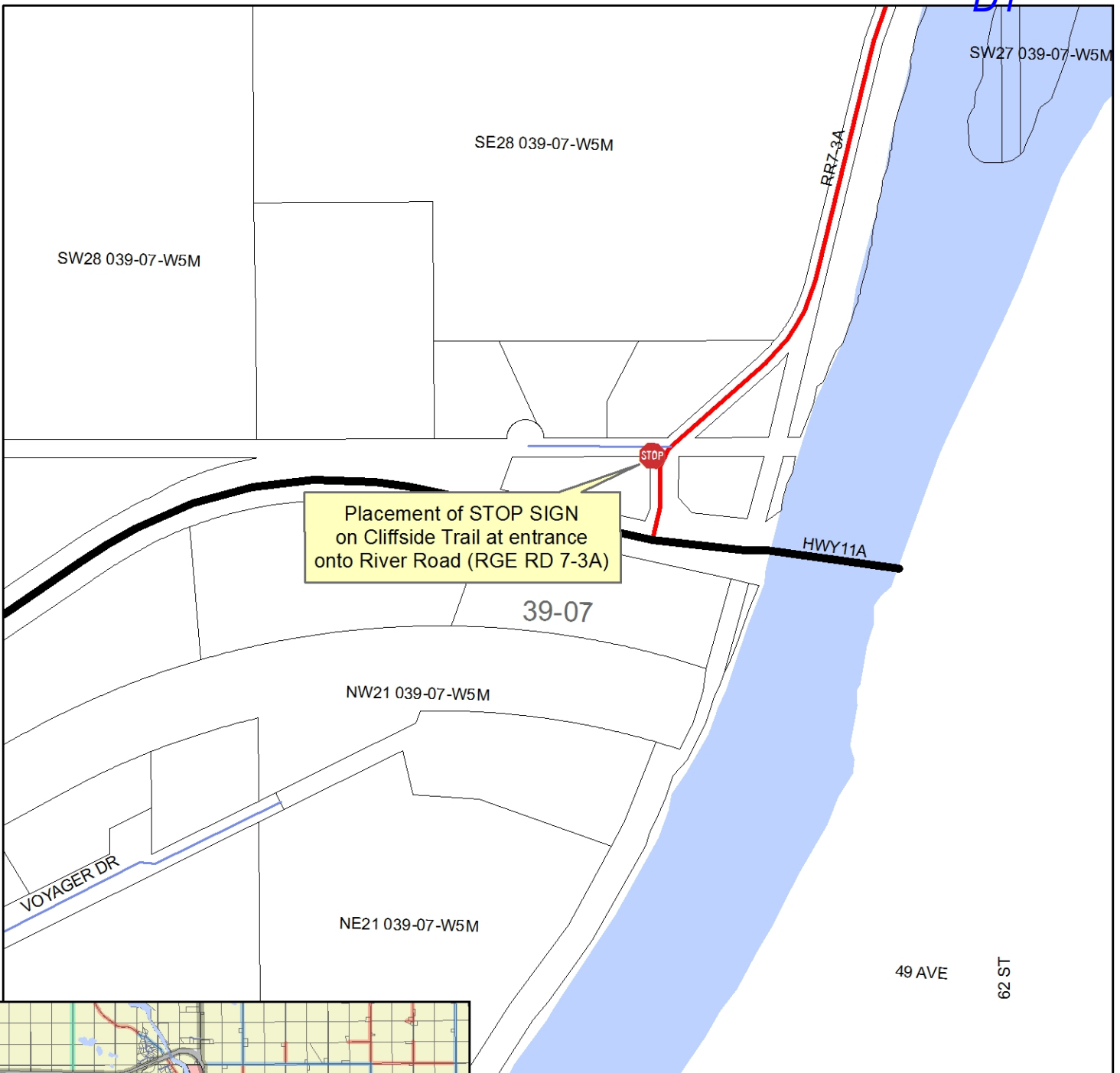
Agenda Item

Project: Cliffsides Trail Stop Sign	
Presentation Date: October 14, 2014	
Department: Public Works	Author: Peter Leek/Marshall Morton
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Infrastructure & Asset Management	Goal: To effectively manage the financial and physical assets of the County in order to support the growth and development of the County while obtaining maximum value from County owned infrastructure and structures.
Legislative Direction: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: That Council reviews and approves, by resolution, the proposed adjustment thereby amending the regulatory sign bylaw to permit the installation of the proposed Stop sign as shown on the attached map.	
Attachments List: Regulatory Sign Map	

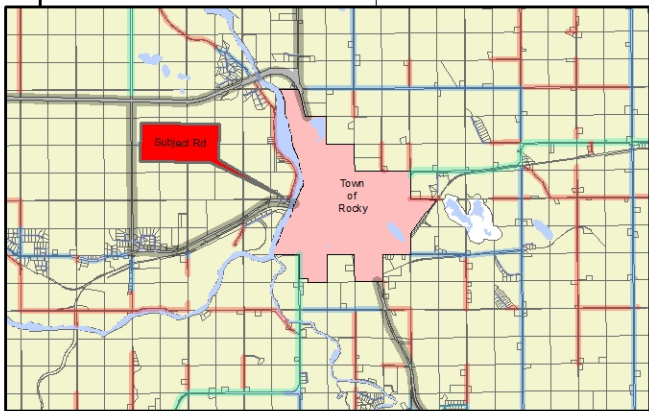
Background:

Cliffsides Trail lies just behind the West End Husky station off of Range Road 7-3A (River Road). Through routine maintenance inspections this intersection was identified as a potential spot to install a Stop sign, as there is no sign currently at this location. It was also brought to the attention of administration that a business was approved down this road thus increasing the traffic flow out of the area and onto an already busy Range Road 7-3A (River Road).

D1



Placement of STOP SIGN
on Cliffside Trail at entrance
onto River Road (RGE RD 7-3A)



**Request for Placement of Stop Sign
on Cliffside Trail (N.E. 21-39-7 W5)
at entrance to River Road (RGE RD 7-3A)**



Sept 2014



Agenda Item

Project: Stop Sign installation at Railroad Crossing on RR 5-2	
Presentation Date: October 14, 2014	
Department: Public Works	Author: Peter Leek/Marshall Morton
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Infrastructure & Asset Management	Goal: To effectively manage the financial and physical assets of the County in order to support the growth and development of the County while obtaining maximum value from County owned infrastructure and structures.
Legislative Direction: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: That Council reviews and approves, by resolution, the proposed adjustment thereby amending the regulatory sign bylaw to permit the installation of the two proposed Stop signs as shown on the attached map.	
Attachments List: Regulatory Sign Map E-mail correspondence	

Background:

Range Road 5-2 crosses the CN railway line at Mile 77.87 Brazeau Subdivision. Through a compliance monitoring of randomly selected crossings done by Shelly Gloeden, a Railway Safety Inspector, it was determined that there was sightline issues at this crossing. Conversations between CN Railway and Clearwater County have determined that installing stop signs at this location would benefit both parties to alleviate the sightlines issues.

From: Gloeden, Shelly [<mailto:Shelly.Gloeden@tc.gc.ca>]
Sent: Friday, September 12, 2014 9:01 AM
To: 'mmorton@clearwatercounty.ca'; Dennis Eady
Subject: Public Crossing of Range Road 52 and Mile 77.87 Brazeau Subdivision

Attention:	Dennis Eady, Manager Public Works, Canadian National Railway
	Marshall Morton, Director, Public Works, Clearwater County

Dear Sirs:

I am a Railway Safety Inspector designated by the Minister of Transport under section 27 of the Railway Safety Act (RSA).

Railways and Road Authorities are jointly responsible for ensuring conditions at crossings are safe for both the railway and roadway users. Consequently, the railway company and road authority must mutually explore any condition that may affect the safety of the crossing users. Transport Canada officers monitor the safety of the railway and ensure compliance with all requirements of the *Railway Safety Act*.

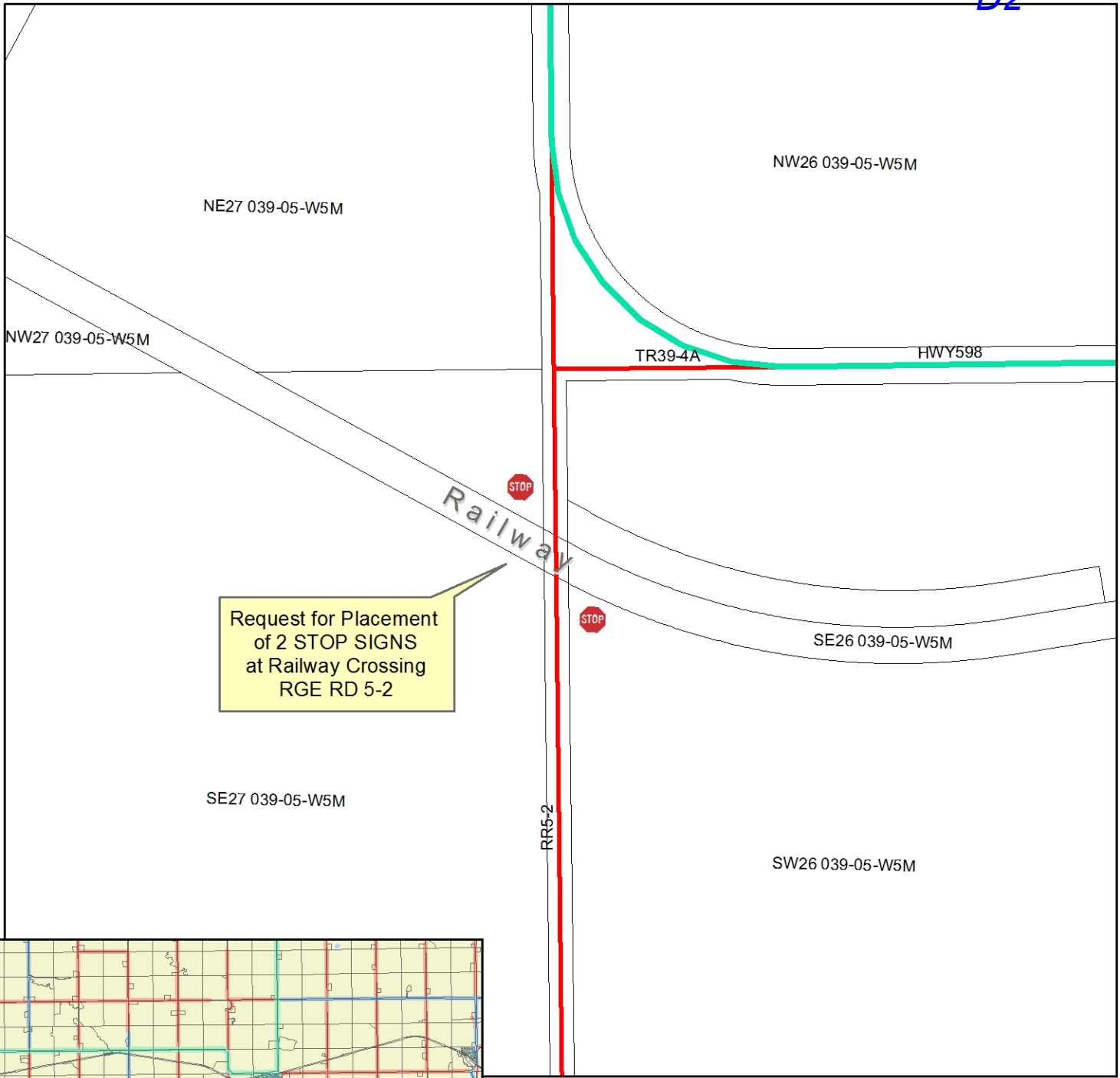
On September 9, 2014, I conducted compliance monitoring of randomly selected crossings on the Brazeau Subdivision. At the crossing of Range Road 52 and Mile 77.87 Brazeau Subdivision, I observed sightlines (NW, SE, and SW quadrants) are restricted as vehicles approach the crossing through the safe stopping distance. Maximum train speed is 40 mph.

I recommend the sight line issues be addressed or alternative traffic control measures be put in place to address this finding. **If stop signs are installed, please ensure sightlines are adequate at the stop position.** Note: long vehicles require more time to clear the crossing than a standard passenger vehicle and sightlines need to be adjusted accordingly.

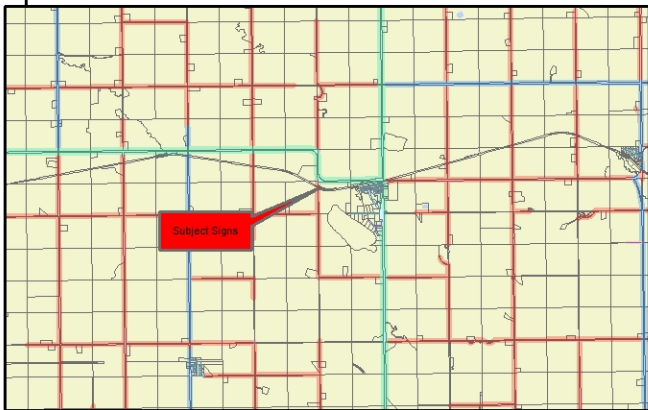
Please inform the office in writing by September 26, 2014, as to how you intend to address these findings. If you have any questions, you may contact me by phone (306-975-6874) or by email (shelly.gloeden@tc.gc.ca). Thank you.

Best regards,

Shelly Gloeden
 Railway Works Engineer/Ingéieure, Installations ferroviaires
 Room 305 Federal Building/Immeuble Fédéral, pièce 305
 101-22nd Street East/101, 22 ième rue est
 Saskatoon, Saskatchewan S7K 0E1
 Telephone: 306.975.6874 Téléphone: 306.975.6874
 Facsimile: 306.975.4555 Télécopieur: 306.975.4555



Request for Placement
of 2 STOP SIGNS
at Railway Crossing
RGE RD 5-2



**Request for Placement of 2 Stop Signs
on RGE RD 5-2
Located on each side of Railway Crossing
(West of Leslieville)**





Agenda Item

Project: Amend By-law 995/14	
Presentation Date: October 14, 2014	
Department: Public Works	Author: Peter Leek/Marshall Morton
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Infrastructure & Asset Management	Goal: To effectively manage the financial and physical assets of the County in order to support the growth and development of the County while obtaining maximum value from County owned infrastructure and structures.
Legislative Direction: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input checked="" type="checkbox"/> County Bylaw or Policy (cite) <u>995/14</u>	
Recommendation: Administration requests that Council reviews the information and approve BY-LAW NO. 995/14 allowing the amending of the 50km/h zone to a 30km/h zone for the 250m portion of the road past the Ferrier Community Hall.	
Attachments List: Regulatory Sign Map By-law	

Background:

The Ferrier Community Association, after talking to the CCPAC, has approached administration about the need to install 30 km/h signs under the playground signs at the Ferrier Community Hall to help enforce the playground signs and slow vehicles down. The community mailboxes are also located at this location which adds to the traffic volume in this area.

To: Clearwater County Council

RE: Addition of 30 km posted speed limit to existing 'playground' signs at Ferrier Hall

The speed of vehicles past the Ferrier Hall has been a growing concern. We started a coffee group at the hall that meets every other week and it was during this time that we noticed that the speed limit was hardly ever observed on the road in front of the hall. The issue was brought to a CCPAC meeting where we were advised that a playground sign is difficult to enforce on its own. The speed limit needs to be posted as well.

There have been incidents where we have had little ones near the road at the mail boxes or walking along the road and trucks were going by them way to fast. It would be nice to be able to walk our residential roads without vehicles speeding by you.

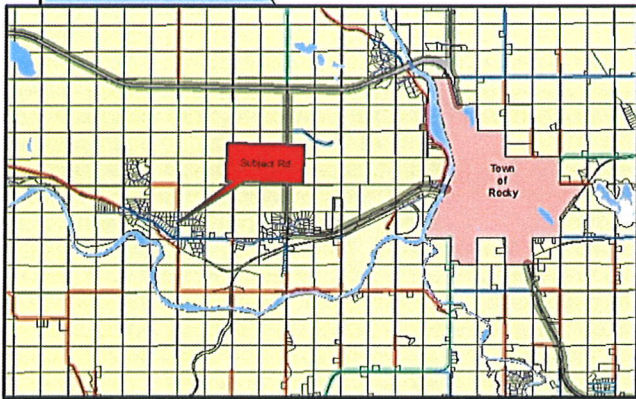
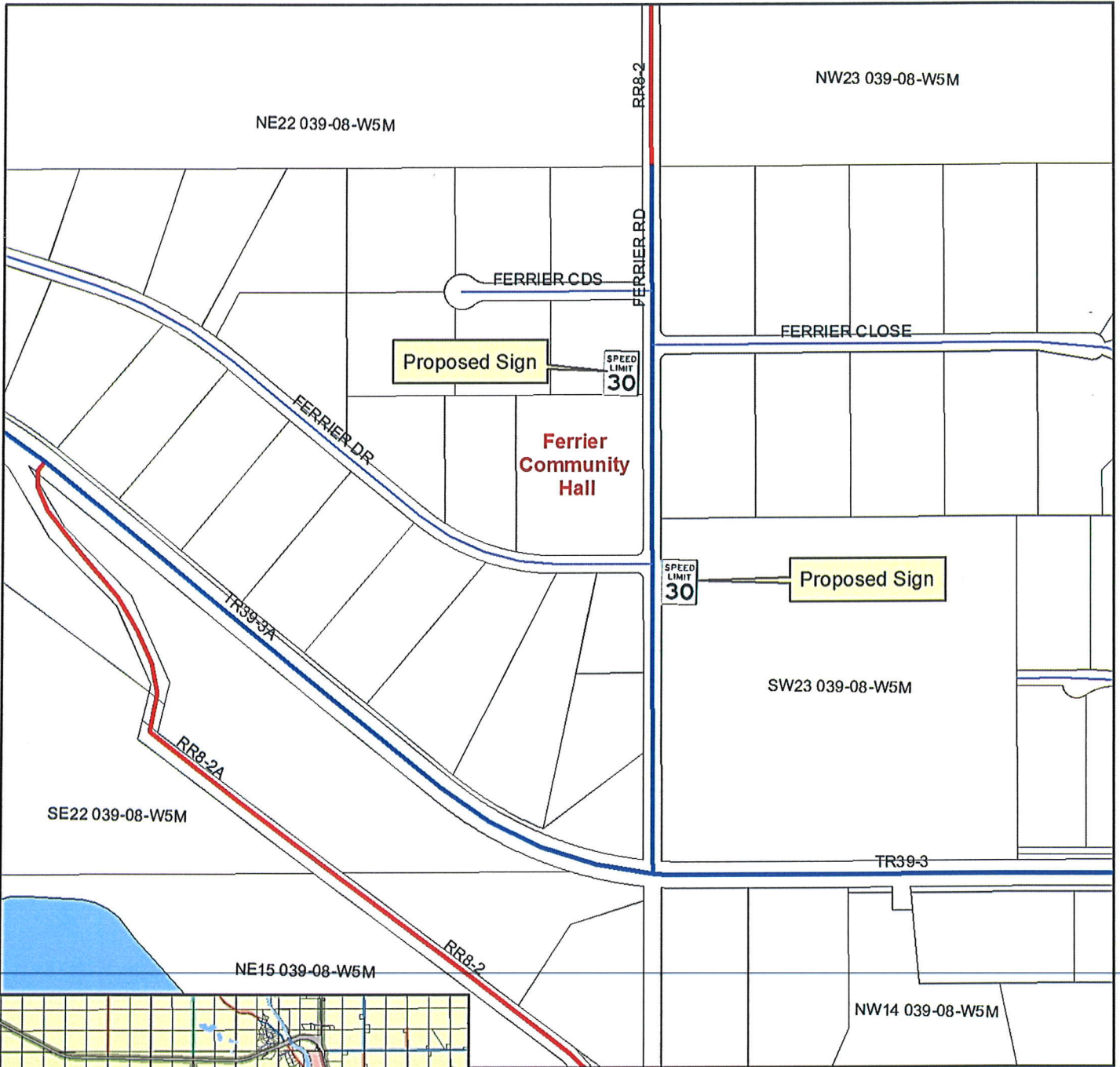
The local mailboxes are located by the hall so there is a moderate amount of traffic entering and exiting that area as well. It will be a matter of time before the vehicles speeds will increase the risk of a collision at this corner. Local law enforcement have monitored the area and issued tickets for speeds beyond the 50 km/hr posted residential speed limit. More needs to be done, particularly as development brings more traffic to this road.

At our Ferrier Community Association meeting on September 17, 2014, the issue was discussed and a motion was passed to request that we contact the ClearWater County and request to have additional 30 km/hr speed limit signs (no time restrictions) posted with the playground sign.

For any additional information please contact me at debbiegastonguay@gmail.com or [403-845-6922](tel:403-845-6922).

Thank You

Debbie Gastonguay



Request for Placement of 2
30 km/hr signs in front of the
Ferrier Community Hall Site



**BYLAW NO. 995/14
CLEARWATER COUNTY**

A By-law of Clearwater County, in the Province of Alberta, to establish maximum speed limits throughout the County.

WHEREAS, provisions of Section 14 of the Highway Traffic Act, being Chapter H-7 of the Revised Statutes of Alberta, 1980, and amendments thereto, authorize the Council to establish maximum speed limits in excess of eighty (80) kilometers per hour for highways under its control; and

WHEREAS, the Council of Clearwater County deems it advisable to establish a maximum speed limit for various roads within its control.

NOW, THEREFORE, the Council of Clearwater County, in the Province of Alberta, duly assembled, enacts as follows:

1. That a maximum speed limit on Ferrier Road beginning at the intersection of Ferrier Drive north of Twp Road 39-3 approximately 350m and continuing north for 250m past the Ferrier Community Hall to the intersection of Ferrier Close, as outlined on the attached Schedule "A", be decreased to Thirty (30) kilometers per hour.
2. That the proper speed limit signs be placed on the above described roads.
3. That this By-law takes effect as at the final reading of the By-law.

READ A FIRST TIME this 11th day of January A.D., 2011.

READ A SECOND TIME this 11th day of January A.D., 2011.

READ A THIRD AND FINAL TIME this 11th day of January A.D., 2011.

REEVE

MUNICIPAL MANAGER



Agenda Item

Project: Parkland Regional Library Proposed Budget 2015 - 2017	
Presentation Date: October 14, 2014	
Department: Community & Protective Services	Author: Katie Lutz
Budget Implication: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Quality of Life	Goal: Council will continue to rely on volunteers, profit and not-for-profit organizations for the provision of recreation, culture or leisure programs not organized or offered by the local Recreation Boards.
Legislative Direction: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: That Council approves Parkland Regional Library's 2015-2017 proposed budget as presented.	
Attachments List: PRL Proposed Budget 2015-2017	

Background:

Parkland Regional Library (PRL) has forwarded their proposed budget for 2015-2017 for Council's review and approval.

The proposed budget outlines an increase in per capita rates from \$7.50 in 2014 to \$7.73 in 2015. Based on the most recent census information, which lists Clearwater County's population at 12,278 residents, the total PRL requisition amount for 2015 would be \$94,908.94. This represents an increase of \$2,823.94 over the 2014 requisition amount. In other words, 2015 is a 3% increase from 2014, and then 2015 and 2016 are projected to have 5% increases.

PRL is also forecasting per capita rates of \$8.08 for 2016 and \$8.46 for 2017. The per capita requisition number being proposed for 2015 is \$0.15 less than projected at this time last year.

PRL has requested that Council provide a written decision regarding the approval of the budget before November 1, 2014 in order that any concerns may be addressed at the PRL Board meeting that is scheduled for November 6, 2014.



Proposed Budget 2015-2017

Proposed 2015-2017 Budget
PARKLAND REGIONAL LIBRARY

E1

Present
Budget

	2014	2015	2016	2017
INCOME				
1 Provincial Grant	916,366	916,888	916,888	916,888
2 Membership Fees	1,525,028	1,584,127	1,655,822	1,733,663
3 School Contracts	115,328	0	0	0
4 Rural Library Services Grant	425,280	425,952	425,952	425,952
5 Interest Income	45,000	45,000	45,000	45,000
TOTAL INCOME	3,027,002	2,971,967	3,043,662	3,121,503
LIBRARY MATERIALS				
1 Book Allotment PRL	295,999	266,416	266,416	266,416
2 Book Allotment SCHOOL	26,183	0	0	0
3 Rural Library Services Grant	425,280	425,952	425,952	425,952
4 Cataloguing Tools	3,550	4,000	4,000	4,000
5 Large Print Books	13,000	13,000	13,000	13,000
6 Online Databases	16,360	24,000	24,000	24,000
7 Periodicals	1,800	2,000	2,000	2,000
8 eContent Materials	28,000	22,500	22,500	22,500
9 Audio Book Materials	0	5,500	5,500	5,500
10 Reference Materials	6,000	6,000	6,000	6,000
11 Programming Boxes	500	500	500	500
12 Library Computers	30,620	61,481	61,481	61,481
TOTAL LIBRARY MATERIALS	847,292	831,349	831,349	831,349
COST OF SERVICES				
1 Audit	17,300	16,500	17,800	18,500
2 Bank expenses	1,000	500	500	500
3 Bank Investment Fees	3,800	4,500	4,500	4,500
4 Building-Repairs/Maintenance	22,000	26,000	26,000	26,000
5 Communications/Marketing/Advocacy	0	5,000	5,000	5,000
6 Computer Maint. Agree. Software licenses	119,600	127,875	135,825	143,750
7 Continuing Education	20,000	20,000	20,000	20,000
8 Dues/Fees/Memberships	10,000	10,500	10,500	10,500
9 Equipment - Lease/Rental/Maint.	6,500	6,100	700	700
10 Freight	8,500	7,500	7,500	7,500
11 Insurance	16,500	15,500	15,500	15,500
12 Internet Connection Fees	13,500	16,800	20,160	25,200
13 Janitorial expense	26,500	27,500	27,500	27,500
14 Legal/Consulting/Advocacy	2,000	2,000	2,000	2,000
15 Outlets - Contribution to Operating	800	800	800	800
16 Photocopy	10,000	6,500	6,500	6,500
17 Postage	5,500	5,000	5,000	5,000
18 Postage Reimbursement	3,500	3,000	3,000	3,000
19 Promotion/Trade Shows/Publicity	5,000	5,500	5,500	5,500
20 Recruitment/Advertising	1,500	1,500	1,500	1,500
21 Salaries	1,402,522	1,372,931	1,426,941	1,480,131
22 Salaries - Employee Benefits	287,517	281,451	292,523	303,427
23 Supplies/Stationery/Processing/Recon	33,171	40,000	40,000	40,000
24 Telephone	14,000	14,000	14,000	14,000
25 Travel	14,000	13,000	13,000	13,000
26 Trustee expense	21,000	21,000	21,000	21,000
27 Utilities	36,000	37,661	37,064	37,146
28 Vehicle expense	37,000	41,000	41,000	41,000
29 Workshop/Training expense	11,000	11,000	11,000	11,000
30 Budgeted for reserves	30,000	0	0	0
TOTAL COST OF SERVICES	2,179,710	2,140,618	2,212,313	2,290,154
	3,027,002	2,971,967	3,043,662	3,121,503
TOTA Surplus/Deficit	0	0	0	0
AMOUNT PER CAPITA REQUIRED	7.50	7.73	8.08	8.46
		3%	4.5%	4.7%

Notes for the Parkland Regional Library Budget 2015-2017

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library Agreement. According to clause eight of the agreement – Library System Budget:

- 8.1 The PRL Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRL Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRL Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRL Board.*
- 8.5 The PRL Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRL budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level.

PRL's budget projections for 2015 – 2017 use the 2014 provincial operating grant amounts supplied by the Public Library Services Branch, Alberta Municipal Affairs. For these years, we project that the provincial operating grant to regional systems will be the same at \$4.60 per capita and \$5.45 per capita for the rural library service grant.

The budget for 2015 – 2017 is a very conservative budget with respect to operations.

Despite the increased software licensing costs, projected savings in other areas of operations mean the budget for 2015 reflects an increase of only 3% (down from last year's projected increase of approximately 5%).

Points within the budget to note include:

Under Income:

- For budgeting purposes, the provincial operating grant rate for regional systems is based on the 2014 rate paid by the government. (line 1).
- School Contracts has been reduced to \$0 due to the termination of the school library service contracts at the end of the 2013 – 2014 school year. (line 3)

Under Library Materials:

- Book Allotment PRL has decreased to \$1.30 per capita to pay for the purchase of computers for member libraries. See lines 1 and 12.
- School Book Allotment (line 2) has been eliminated in 2015 to reflect the termination of the school library service contracts.
- Online Databases (line 6) has increased due to the reduction of subsidies for online resources by the provincial government.
- The eContent and Audio Book material line is now split into two unique lines (lines 8 & 9) to assist with clearer collection development.
- Due to the decline in the use of the reference collection and the end of the School Services, the Reference and Professional Development Collections were combined with no increase in funding over the 2014 amount (line 10).
- Library Computers (line 12) has increased by \$.15 cents per capita over last year to pay for computers for member libraries.

Under Cost of Service

Most lines in this section experienced only modest growth relating to inflationary costs. Some lines experienced significant decreases.

- Line 4, Building-Repairs/Maintenance, has increased slightly to reflect average, actual costs.
- Line 5, Communications/Marketing/Advocacy is new and will be used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards.
- Line 6, Computer Maint. Agree. Software licenses has increases to account for the rising costs associated the Microsoft suite for PRL and member library computers software, PRL's management of wireless networks and computer desktops for member libraries.
- Line 9, Equipment – Lease/Rental/Maint is for our mailing scale and postage meter which is being eliminated after our current contract in late 2015, postage has been declining and staff will use online options for mailing packages and purchasing stamps. The maintenance agreement for our laminator is also paid for using this line.

- Line 10, Freight, has been reduced again this year slightly to reflect actual costs we are experiencing due to the end of the Alberta Multilingual Book Consortium.
- Line 11, Insurance, has been reduced to reflect the reduced insurance costs associated with the elimination of the media collection.
- Line 12, Internet Connection Fees, is being increased with planned internet bandwidth increases which are estimated for each year in support of the Public Library Services Branch initiative to increase our member libraries SuperNet bandwidth.
- Line 16, Photocopy, has been reduced due to using online posting of board and executive packages and because we are not using our color photocopier as much as we had estimated.
- Due to staff reductions, the lines for staff salaries and benefits have been reduced in 2015. This line also supports a revised wage and salary grid. See lines 21 and 22.
- Line 28, Vehicle expense, has been increased due to estimated costs mostly associated with the increase in fuel prices.
- Note that in line 30 we have ceased to budget money for reserves. Previously, Parkland budgeted \$30,000 for reserves. \$15,000 went to the Vehicle Reserve and \$15,000 to the Technology Reserve. Two years ago, staff were instructed to spend-down PRL's reserves. This has not happened due to an excess in revenue over expenditures that resulted from operational changes and staffing changes in 2013, and an unexpected government grant. At December 31, 2013, the Technology Reserve was over \$60,000 above its recommended limit. Due to the 2013 year-end additions to the Unrestricted Operating Fund (currently worth over \$370,000), staff will be recommending the transfer of \$75,000 from the fund to the Vehicle Reserve. Based on the vehicle replacement schedule included in this package, the Vehicle Reserve should be funded through 2020 by this transfer of these funds.

In section 1 of the Budget Supplement document, you will see a transfer of up to \$30,000 from the Vehicle Reserve to pay for a new cargo van in 2015. In the same section, there are also transfers from the Technology reserve of \$55,125 to pay for routine, planned PRL computer hardware purchases, of \$88,700 to pay for computers for member libraries, and \$55,000 to replace member libraries SuperNet CED units which also includes a three years maintenance agreement plan.

In section 3 of the Budget Supplement, the estimated proceeds from the sale of vehicles will be transferred into the Vehicle reserve. Also reflected in section 3, is the amount that will be transferred into the Technology reserve that was allocated from book allotment to help cover most of the costs for computers for member libraries.

Section 5 of the Budget Supplement corresponds to line 30, Budgeted for Reserves, under the Cost of Services Section of the budget. Given our current reserve levels, section 5 has been temporarily eliminated as we do not need to budget for reserves at this time.

Brief Notes – September 2014

INCOME

1. Estimate, based on the current 2014 provincial grant
2. Estimated requisition to municipalities to balance budget
3. Based on school library service contracts ending in August 2014, line reduced to zero
4. Estimate that reflects the current 2014 provincial grant
5. Held at 2014 level to reflect the anticipated returns on investments

LIBRARY MATERIALS

1. Reflects new allotment rate of \$1.30 per capita for 2015 – 2017 which has been reduced from the 2014 level of \$1.45 - this additional \$.15 cents is being allocated to line 13
2. School contracts completed, line to zero
3. Based on the current 2014 provincial grant rate
4. Based on actual with a slight increase in 2015
5. Held at the 2014 amount
6. Line increased to reflect the anticipated end of government funded subsidy programs and modest, ongoing increases
7. Increased slightly in 2015 -2017
8. The 2014 line 8 was split into two lines (line 8 and line 9) for 2015 but with no budget increases
9. New line created with a portion of the 2014 Line 8 budgeted amount
10. New line – a combination of Professional Development collection and Reference Collection budget lines, held at \$6,000
11. Held at \$500
12. Line increased by \$.15 per capita based on current population – increase offset by a reduction in book allotment

COST OF SERVICES

1. The fee for 2015 is actual and 2016 and 2017 are estimated
2. Reduced to \$500 to cover the cost of checks – the direct deposit payroll services are now paid due to our tendering process
3. Based on actual charges with a slight increase to cover anticipated rise in costs
4. Increased in 2015 - based on four-year averages then held
- 5 This line is new and will be used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards
- 6 For software maintenance agreements and subscriptions - line increases to account for the rising costs associated the Microsoft suite for PRL and member library computer software, PRL's management of wireless networks and computer desktops for member libraries
- 7 Held at \$20,000
- 8 Based on actual, with a modest increase in 2015 to cover higher costs then held.
- 9 Reflects cost of postage machine and maintenance agreement for our laminator – reduced in 2015 to complete contract with Pitney Bowes – postage has been declining and staff will use online options for mailing packages and purchasing stamps
- 10 Reduced slightly then held to reflect the decrease in freight costs as a result of the termination of the Alberta Multilingual Book Consortium
- 11 Reduced slightly using an average of actual costs and with the elimination of the school media collection costs
- 12 Based on a contract with Platinum – increased yearly with planned internet bandwidth increases which are estimated for each year due to the provincially funded initiative to increase our member libraries' SuperNet bandwidth
- 13 Increased slightly then held – also includes snow removal and yard maintenance
- 14 Line used to pay for external consultants and cover legal fees - held at 2014 level
- 15 Held at \$800
- 16 Reduced due to using online posting of board and executive meeting packages and as we are not using our color photocopier as much as we had estimated
- 17 Based on actual – reduced slightly from 2014 then held
- 18 Reduced by \$500 then held at \$3,000
- 19 Increased by \$500 then held at \$5,500
- 20 Held at \$1,500
- 21 Decreased in 2015 to reflect predicted staffing costs based on reduced staff levels due to the termination of PRL's contractual services
- 22 Decreased in 2015 to reflect predicted staffing costs based on reduced staff levels due to the termination of PRL's contractual services
- 23 Based on a six year review and using an average with an increase for non- asset Technology purchases required, then held
- 24 Held at \$14,000
- 25 Based on estimates – reduced and held at \$13,000
- 26 Held at \$21,000
- 27 Based on five-year averages
- 28 Based on anticipated maintenance costs for three vehicles and fuel with a cushion to account for fluctuations in fuel prices - increased in 2015 based on a three-year average then held
- 29 Held at \$11,000

30 This line in 2014 funded the Vehicle and Technology Reserves for covering current and ongoing purchase, as of 2015 it has been temporarily discontinued due to higher than anticipated reserve levels (see notes 5-D of the Budget Supplement)

Complete Notes to the 2015 – 2017 Budgets

Proposed 2015-2017 Budget PARKLAND REGIONAL LIBRARY

	Present Budget			
	2014	2015	2016	2017
INCOME				
1 Provincial Grant	916,366	916,888	916,888	916,888
2 Membership Fees	1,525,028	1,584,127	1,655,822	1,733,663
3 School Contracts	115,328	0	0	0
4 Rural Library Services Grant	425,280	425,952	425,952	425,952
5 Interest Income	45,000	45,000	45,000	45,000
TOTAL INCOME	3,027,002	2,971,967	3,043,662	3,121,503

Income – line details

1. *Provincial Grant:* for budgeting purposes, the provincial operating grant rate for regional systems is based on the 2014 rate paid by the government - this rate is subject to change annually.

2. *Membership Fees:* \$7.73 per capita - requisition to municipalities to balance budget.

3. *School Contracts:* school library service contracts will end August 2014.

4. *Rural Library Services Grant:* grant received from Alberta Municipal Affairs for service to rural residents, based on the membership in PRL of municipalities and municipal districts which do not appoint a library board –grant passed directly to libraries, as directed by these municipalities; government calculates grant using 2010 population figures at the rate of \$5.45 per capita – see line 3 under Library Materials.

5. *Interest Income:* estimate based on the returns from the RBC Dominion Parameters program, the Servus Credit Union short-term investments, and current bank account – held at 2014 level to reflect the anticipated returns on investments.

LIBRARY MATERIALS					
1	Book Allotment PRL	295,999	266,416	266,416	266,416
2	Book Allotment SCHOOL	26,183	0	0	0
3	Rural Library Services Grant	425,280	425,952	425,952	425,952
4	Cataloguing Tools	3,550	4,000	4,000	4,000
5	Large Print Books	13,000	13,000	13,000	13,000
6	Online Databases	16,360	24,000	24,000	24,000
7	Periodicals	1,800	2,000	2,000	2,000
8	eContent Materials	28,000	22,500	22,500	22,500
9	Audio book Materials	0	5,500	5,500	5,500
10	Reference Materials	6,000	6,000	6,000	6,000
11	Programming Boxes	500	500	500	500
12	Library Computers	30,620	61,481	61,481	61,481
TOTAL LIBRARY MATERIALS		847,292	831,349	831,349	831,349

Library Materials Expenditures - line details

1. *Book Allotment PRL:* reflects new allotment rate of \$1.30 per capita for 2015 – 2017 which has been reduced from the 2014 level of \$1.45 - this additional \$.15 cents is being allocated to line 13 to assist with the ongoing purchase of computers for member libraries.
2. *Book Allotment Schools:* school contracts completed, line reduced to zero.
3. *Rural Library Services Grant:* provincial grant received by PRL for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as determined by the municipalities (calculated by the government at \$5.45 per capita using 2010 population figures – see line 4 under income).
4. *Cataloguing tools:* based on actual with slight increases - includes a number of electronic resources such as Library of Congress classification web, Web Dewey, and BookWhere; in addition to print materials such as LCSH/DDC, all of which are used to prepare books for libraries.
5. *Large Print Books:* held steady at 2014 level.

6. *Online Databases:* subscription fees for increased variety of databases and online-resources - line increased to reflect the anticipated end of provincial government funded subsidy programs and modest, ongoing increases.
7. *Periodicals:* with a modest increase in 2015 then held; includes public performance rights licensing fee.
8. *eContent Materials* the 2014 Line 8 was split into two lines (line 8 and Line 9) this year - to support the downloadable e-book and e-audio purchases.
9. *Audiobook Materials* new line created with a portion of the 2014 Line 8 budget amount - to support the physical audio collection.
10. *Reference Materials:* to purchase material for the PRL Reference and Professional Development collections which in 2015 are now combined – this was due to a decline in reference use and the termination of the school contracts – held at 2014 levels – to purchase limited amounts of reference material such as, but not limited to, local histories and genealogies plus subjects such as computers/automation, governance, library design, policy and program development, and library operations; for use by PRL staff and member libraries. eResources for reference and professional development purposes can also be purchased using this line.
11. *Programming Boxes:* minimal funds allocated to refresh and build new boxes - held at 2014 level.
12. *Member Library Computers (New):* income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected – funds in 2015 for this line obtained by reducing the Book Allotment for public libraries by \$0.15 per capita from the 2014 level (see line 1 under Library Materials).

	2014	2015	2016	2017
COST OF SERVICES				
1 Audit	17,300	16,500	17,800	18,500
2 Bank expenses	1,000	500	500	500
3 Bank Investment Fees	3,800	4,500	4,500	4,500
4 Building-Repairs/Maintenance	22,000	26,000	26,000	26,000
5 Communications/Marketing/Advocacy	0	5,000	5,000	5,000
6 Computer Maint.Agree. Software licenses	119,600	127,875	135,825	143,750
7 Continuing Education	20,000	20,000	20,000	20,000
8 Dues/Fees/Memberships	10,000	10,500	10,500	10,500
9 Equipment - Lease/Rental/Maint.	6,500	6,100	700	700
10 Freight	8,500	7,500	7,500	7,500
11 Insurance	16,500	15,500	15,500	15,500
12 Internet Connection Fees	13,500	16,800	20,160	25,200
13 Janitorial expense	26,500	27,500	27,500	27,500
14 Legal/Consulting/Advocacy	2,000	2,000	2,000	2,000
15 Outlets - Contribution to Operating	800	800	800	800
16 Photocopy	10,000	6,500	6,500	6,500
17 Postage	5,500	5,000	5,000	5,000
18 Postage Reimbursement	3,500	3,000	3,000	3,000
19 Promotion/Trade Shows/Publicity	5,000	5,500	5,500	5,500
20 Recruitment/Advertising	1,500	1,500	1,500	1,500
21 Salaries	1,402,522	1,372,931	1,426,941	1,480,131
22 Salaries - Employee Benefits	287,517	281,451	292,523	303,427
23 Supplies/Stationery/Processing/Recon	33,171	40,000	40,000	40,000
24 Telephone	14,000	14,000	14,000	14,000
25 Travel	14,000	13,000	13,000	13,000
26 Trustee expense	21,000	21,000	21,000	21,000
27 Utilities	36,000	37,661	37,064	37,146
28 Vehicle expense	37,000	41,000	41,000	41,000
29 Workshop/Training expense	11,000	11,000	11,000	11,000
30 Budgeted for reserves	30,000	0	0	0
TOTAL COST OF SERVICES	2,179,710	2,140,618	2,212,313	2,290,154

Cost of Services – line details

1. *Audit:* 2015 based on actual then estimated with a slight increase in 2016 and 2017.
2. *Bank Expenses:* reduced to \$500 to cover the cost of cheques then held – decreased from 2014 as direct deposit fees for payroll services was included in new bank proposal.
3. *Bank Investment Fees:* fee for management of the Parameters Investment Program – based on actual charges with slight increases in 2016 and then held to cover anticipated rise in costs.
4. *Building-Repair/Maintenance:* based on repairs expected in aging building with known ongoing problems – increased in 2015 then held; based on four-year averages.
5. *Communications/Marketing/Advocacy:* this line is new and will be used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards.
6. *Computer Maint. Agree. Software Licenses:* for software maintenance agreements and subscriptions - line increases to account for the rising costs associated the Microsoft suite for PRL and member library computer software, PRL's management of wireless networks and desktop computers for member libraries, and new licensed services for the Horizon integrated library system.
7. *Continuing Education:* funds to attend the Alberta Library Conference, workshops and seminars, technology courses, NetSpeed, COSUGI conference for Horizon users – held at \$20,000.
8. *Dues/Fees/Memberships:* memberships may include, but are not necessarily limited to: LAA, ALTA, AALT, PLA, AAMDC, ALA, APLAC, and TAL - based on actual, with a modest increase in 2015 to cover higher costs then held.
9. *Equipment –Lease/Rental/Maint.:* reflects cost of postage machine and maintenance agreement for our laminator – reduced in 2015 to complete contract with Pitney Bowes – postage has been declining and staff will use online options for mailing packages and purchasing stamps.
10. *Freight:* vendor freight costs for allotment, in-house collections and shipment of computers for repairs and/or replacement parts

– reduced slightly then held to reflect the decrease in freight costs as a result of the termination of the Alberta Multilingual Book Consortium.

- 11. Insurance:* includes the building, contents, outlet contents, general liability, bond and crime – reduced slightly then held using an average of actual costs and with the elimination of the school media collection costs.
- 12. Internet Connection Fees:* for internet service provision to Parkland HQ and member libraries - based on a contract with Platinum – increased yearly with planned internet bandwidth increases which are estimated for each year to complement the provincially funded initiative to increase our member libraries’ SuperNet bandwidth.
- 13. Janitorial Expense:* slight increase with a small cushion – also includes snow removal and yard maintenance.
- 14. Legal/Consulting/Advocacy:* line used to pay for external consultants and cover legal fees - held at 2014 level.
- 15. Outlet - Contribution to Operating:* amounts set by board policy, up to \$200 annually, if local library outlet sponsor provides matching funds – held at \$800.
- 16. Photocopy:* reduced then held due to using online posting of board and executive meeting packages and as we are not using our color photocopier as much as we had estimated.
- 17. Postage:* based on actual - reduced from 2014 then held.
- 18. Postage Reimbursement:* reduced slightly, based on actual then held at \$3,000.
- 19. Promotion/Trade Shows/Publicity:* includes, but not limited to, printing systems’ brochures and hospitality expense at ALC, AUMA, AAMD&C, LGAA conventions, gifts/donations, flowers for libraries’ anniversaries, promotional items – slight increase then held at \$5,500.
- 20. Recruitment/Advertising:* line used for advertising job vacancies, assisting prospective candidates with travel costs for interviews, and new employees with moving expenses where needed - line held at \$1,500.

21. *Salaries:* on the basis of expense estimation at maximum level, the budget reflects the possibility of all eligible staff members moving up on the grid after receiving a satisfactory performance appraisal – decreased in 2015 to reflect predicted staffing costs based on reduced staff levels due to the termination of PRL’s contractual services.
22. *Salaries-Employee Benefits:* all eligible staff members at full benefits including LAPP and Blue Cross - decreased in 2015 to reflect predicted staffing costs based on reduced staff levels due to the termination of PRL’s contractual services.
23. *Supplies/Stationery Processing/Recon:* includes book-related supplies as well as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, building supplies, and stationery supplies, small non-capital IT items as needed such as monitors and bar code scanners - based on a six year review and using an average increased then held.
24. *Telephone:* includes line charges, toll free numbers, outgoing fax, mobile telephones, and long distance costs – held at \$14,000.
25. *Travel:* includes consulting travel to public libraries administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement to staff when not using the PRL passenger staff vehicle) – based on estimates, reduced slightly, then held at \$13,000.
26. *Trustee Expense:* includes costs for a 10 member executive committee meeting approximately 8 or 9 times a year, and 4 trustees attending the ALC; additional expenses include \$100 half day/\$200 full day honorarium and mileage reimbursement is paid for committee meetings (includes meetings the board chair attends such as the Systems Directors and Chairs meetings) – held at \$21,000.
27. *Utilities:* based on five - year averages – slight increase then held at \$37,000 plus small dollar portions used to balance the overall budget.
28. *Vehicle Expense:* includes fuel with a cushion to account for fluctuation in fuel prices, insurance, and repairs for two cargo vans and a Ford Flex for staff use – increased in 2014 based on actual and estimates due to higher current fuel prices - then held at \$41,000.

29. *Workshop/Training:* includes costs for all workshops or training activities, or program initiatives held at PRL or other locations – held at \$11,000.
30. *Budgeted for Reserves:* line eliminated - this line in 2014 funded the Vehicle and Technology Reserves for covering current and ongoing purchase, as of 2015 it has been temporarily discontinued due to higher than anticipated reserve levels (see notes 5-D of the Budget Supplement).

PARKLAND REGIONAL LIBRARY

Proposed 2015-2017 Budget Present Budget

	2014	2015	2016	2017
TOTAL INCOME	3,027,002	2,971,967	3,043,662	3,121,503
TOTAL LIBRARY MATERIALS	847,292	831,349	831,349	831,349
TOTAL COST OF SERVICES	2,179,710	2,140,618	2,212,313	2,290,154
TOTAL EXPENSES	3,027,002	2,971,967	3,043,662	3,121,503
Surplus/Deficit	0	0	0	0
AMOUNT PER CAPITA REQUIRED	7.50	7.73 3%	8.08 4.5%	8.46 4.7%

Budget Supplement

Explanation points to the 2015-2017 Budget dealing with Capital Assets, Amortization and Reserves.

Staffs make all applicable computer and vehicle purchases directly from reserves.

Historically when PRL prepared its budget, the monies collected to pay for computer related purchases and vehicle purchases are moved directly into the Technology and Vehicle Reserves (see budget line 30 under Cost of Services). This practice has been suspended (eliminated) to better use reserves.

The Vehicle replacement schedule has helped to determine and set the Vehicle Reserve level to a dollar amount that will allow PRL staff to purchase vehicles through 2020.

Staff has a good idea of the yearly IT purchases needed because PRL has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRL's Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The expense for amortization will be allocated and the residual value set aside in the Amortization Reserve.

Vehicle purchases will be managed in the same way as computer purchases.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy. Capital assets are now purchased from reserves.

MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2015	2016	2017	
Amortization Reserve				
Anticipated funds required to cover current portion of amortization expense from prior years (Jan 1, 2009 forward) <i>(actual amount will be affected by asset disposals during the year)</i>	51,625.00	49,375.00	49,845.00	A
Vehicle Reserve				
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	30,000.00	30,500.00	35,000.00	B
Technology Reserve				
Anticipated funds required to purchase PRL computer hardware	55,125.00	45,550.00	48,650.00	B
Anticipated funds required to purchase member library computers	88,700.00	86,000.00	76,300.00	E
Anticipated funds required to purchase member libraries Wireless equipment	55,000.00	0.00	0.00	E
Anticipated funds required to purchase member libraries SuperNet CED units <i>(actual amount will be based on exact purchase price in the year)</i>	0.00	0.00	87,500.00	E
	280,450.00	211,425.00	297,295.00	

2 INCOME FROM THE SALE OF CAPITAL ASSETS

Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	8,000.00	7,900.00	9,000.00	C
	8,000.00	7,900.00	9,000.00	

3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES

Amortization Reserve				
Residual Amortization anticipated - Vehicle purchases	21,000.00	21,350.00	24,500.00	E
Residual Amortization anticipated - Technology purchases <i>(actual amounts will be based on exact purchase amounts in the year)</i>	38,587.50	31,885.00	34,055.00	E
Vehicle Reserve				
Proceeds from the sale of vehicles <i>(actual amounts will be based on exact selling price in the year)</i>	8,000.00	7,900.00	9,000.00	C
Technology Reserve				
Budgeted from reduction of allotment for member library computers	61,347.00	61,347.00	61,347.00	E
	128,934.50	122,482.00	128,902.00	

4 CAPITAL ASSET EXPENSE ALLOCATION

Current Amortization estimated - Vehicle purchases	9,000.00	9,150.00	10,500.00	B
Current Amortization estimated - Technology purchases	16,537.50	13,665.00	14,595.00	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>				
Amortization - Capital asset expense				
Amortization expense anticipated from prior years (Jan 2009 forward)	51,625.00	49,375.00	49,845.00	A
<i>(actual amount will be affected by asset disposals during the year)</i>				
	77,162.50	72,190.00	74,940.00	

5 Budgeted expense to build reserves and use for current and ongoing capital purchases (see line 30 of the budget)

Vehicle Reserve

Policy budget item- movement of \$5,000 per vehicle to the Vehicle Reserve

0.00 0.00 0.00

Technology Reserve

Policy budget item-to fund Technology purchases

0.00 0.00 0.00

0.00 0.00 0.00

6 Unrestricted Operating Fund - as needed to balance at year end

Current Amortization expense anticipated - purchases from years previous to Dec 31, 2008	21,375.00	20,380.00	19,475.00
<i>(actual amounts will be based on exact disposals amounts in the year)</i>			

Summary of 2014 May Long Weekend Joint Operation

Clearwater County Highway Patrol

Prepared By: Sgt. Terri Miller Clearwater County Highway Patrol

Information compiled by Don Livingston– Sustainable Resources

Task Force Participants

- * Clearwater County Highway Patrol
- * ESRD (Lands Div. and Forestry)
- * (RMH, Sundre, Drayton Valley, Rimbey and Red Deer Traffic Serv)
- * Fish & Wildlife Enforcement Branch
- * Clearwater Fire Services
- * Brazeau County Enforcement
- * Parks Enforcement Branch
- * Commercial Vehicle Enforcement
- * Rocky Mountain House Enforcement



Objectives

- * **Consistent public safety messaging and enforcement by all agencies.**
- * **Increase contact with youth groups (Grads parties) and campers early on set the tone for weekend. (ie Check stops, major and roving)**
- * **To educate users regarding traffic safety, the safe use of OHV's, respect for the land, responsible camping, liquor violations, fire safety and garbage disposal.**
- * **Provide greater enforcement coverage within Clearwater County and adjust resources to account for unforeseen activity such as searches or fire bans**
- * **Vary patrol types to engage different users (jet boats, OHV, helicopter, road patrols and roving checks)**

Education

Key messages were delivered by Clearwater County Highway Patrol at

- Red Deer Outdoorsman Show
- Rocky Trade Show
- Newspapers and radio

- Introduction of the Sasquatch Program
- Safe Camping and use of Off Highway Vehicles
- Proper disposal of garbage
- Respecting the land
- Environmental protection – not riding in wetlands and waterways
- Continued positive media messages and education programs will help reduce serious injury and deaths.



Sasquatch Initiative

Clearwater County



- * Working with industry and user groups to ensure everyone safely enjoys the landscapes, forests, foothill and mountains connected by the rivers, streams and lakes within our area.
- * Educating users of the west country on use of the land and waterways to ensure safe water supplies for Alberta's population
- * Identifying most desirable locations to randomly camp through signage
- * Positive messaging around use of off highway vehicles, trails and camping in the country.



Support from Local Gov't and Community Groups



Clearwater County
Town of Rocky Mountain House
Village of Caroline
Rural Crime Watch



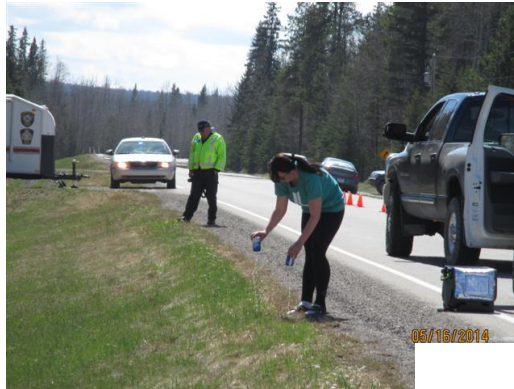
Check Stop

- * Major check stop was conducted on Hwy 591 west of Caroline on Friday.
- * Roving patrols throughout weekend
- * Vehicles were checked for liquor, documents, equipment and warrants.
- * A number of public officials from Clearwater County, Rocky Mountain House, and Caroline were present at check handing out information regarding about the new Sasquatch program, environmental issues and safety in the west country.
- * Positive response from people that were checked.
- * Decrease in the number of vehicles through the check possibly due to Friday off from schools.

CHECKSTOP HWY 591



Liquor in Vehicles



Statistics

- * **Fewer visitors - Downward trend in last 3 years**
- * **Increase in Environmental damage. – Public Lands riding in waterways and shorelines.**
- * **Emergency Services reported a quiet May long weekend**
- * **AHS not able to collect stats for the task force due to policy**
- * **Task force officer participants down**
- * **Impaired drivers up from 2013**
- * **People arrested - increased this year**

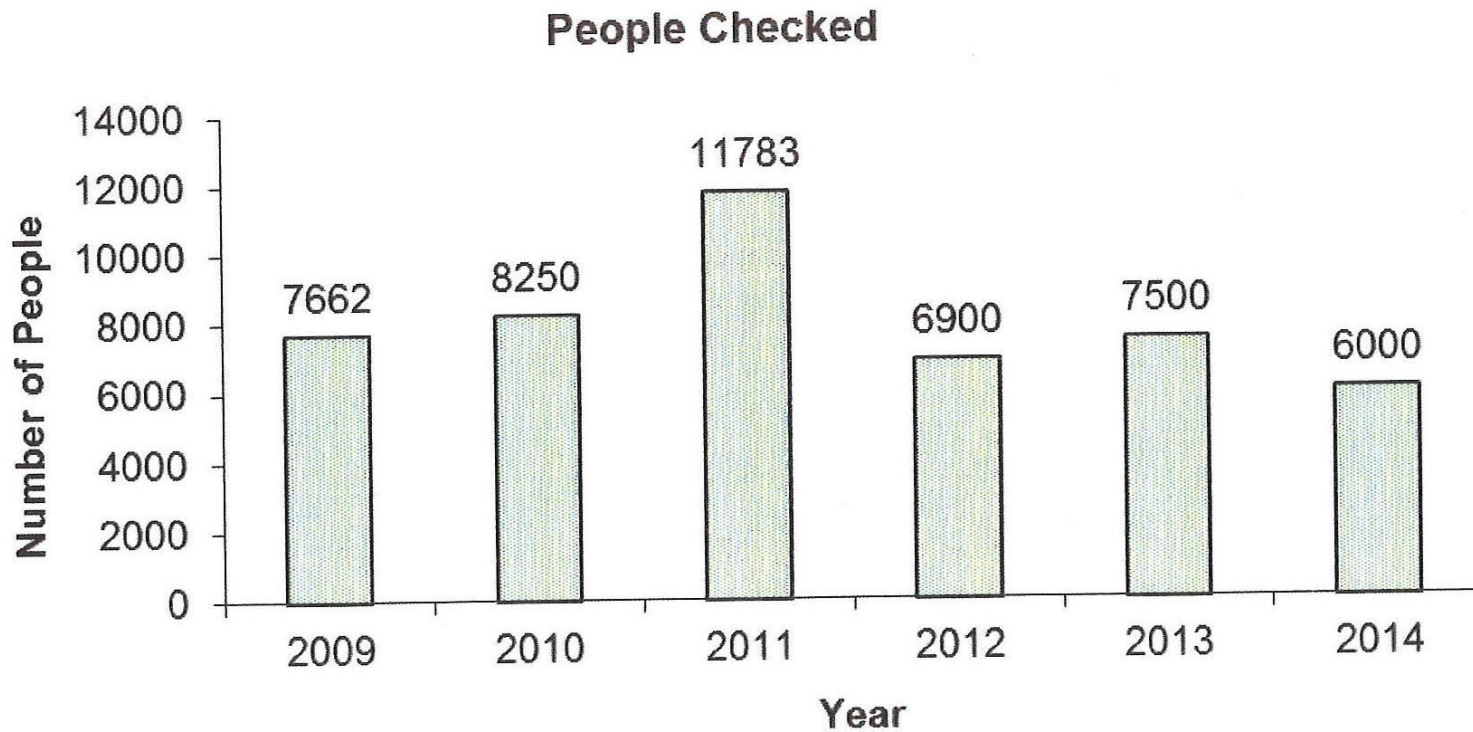
SUMMARY OF ACTIVITIES

ITEM	YEAR						
	2009	2010	2011	2012	2013	2014	
TASK FORCE OFFICERS	108	112	127	128	100+	80+	
PEOPLE CHECKED	7662+	8250+	11783+	6900+	7500+	6000+	
OHV'S CHECKED	1635	3300+	3000+	2200+	1500+	1100+	
MONSTER TRUCKS	20+	30+	12+	10+	10+	NM	
HORSES	100+	50+	10+	15+	10+	10+	
JET BOATS	7	0	2	4	4	0	
CANOES	15+	0	0	12+	NM	0	
VEHICLES THROUGH CHECK STOPS	NM	NM	NM	NM	2000	2315	
WRITTEN TICKETS	1028	1071	846	694	1099	815	
WRITTEN WARNINGS	NM	151	26	20	20	149	
VERBAL WARNINGS	346+	NM	477	250+	200+	200+	
IMPAIRED DRIVERS	24	5	4	9	7	9	
24 HR SUSPENSIONS	NM	16	4	12	NM	5	
ARRESTS	48	36	41	34	7+	23	
ABANDONED/DAMAGED VEHICLES	2	4	2	4	3	5	
ABANDONED FIRES	25	25	4	6	12	3	
STARS MISSIONS FLOWN	NM	NM	NM	NM	5	1	

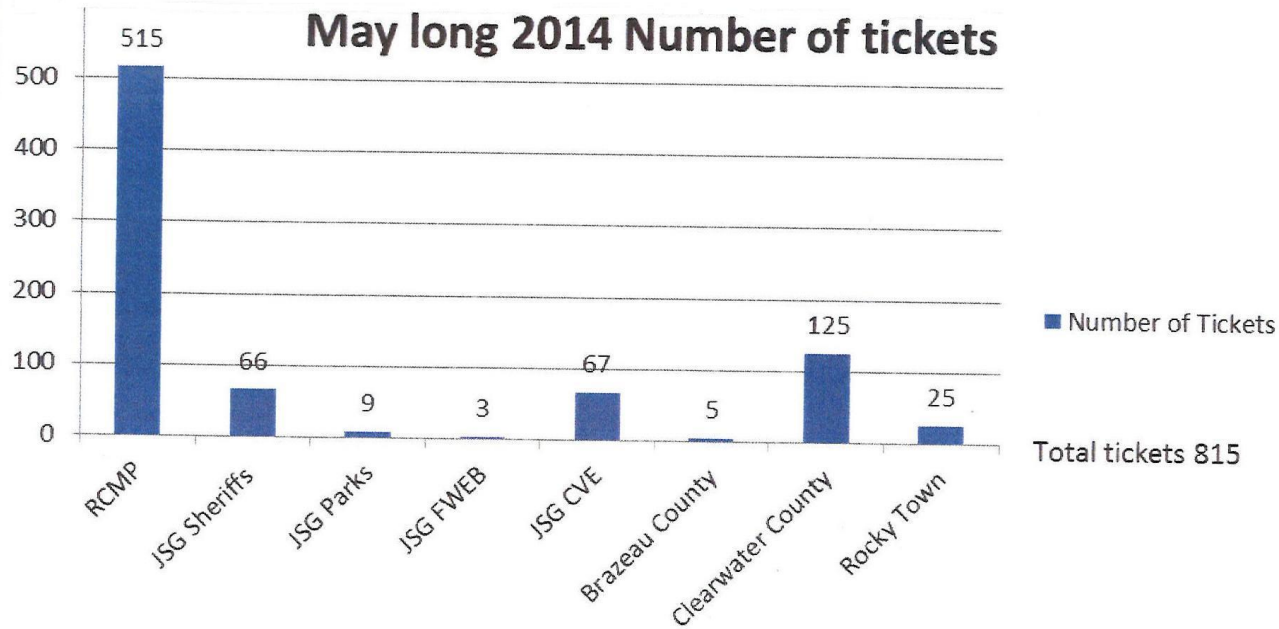
10/10/2014

NM * - No measure, data was not collected during this time

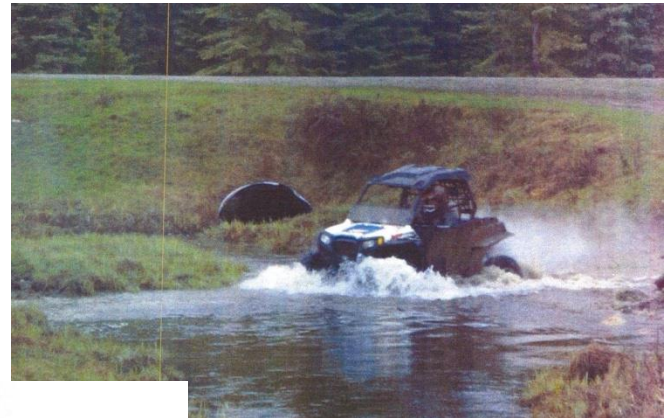
People Checked



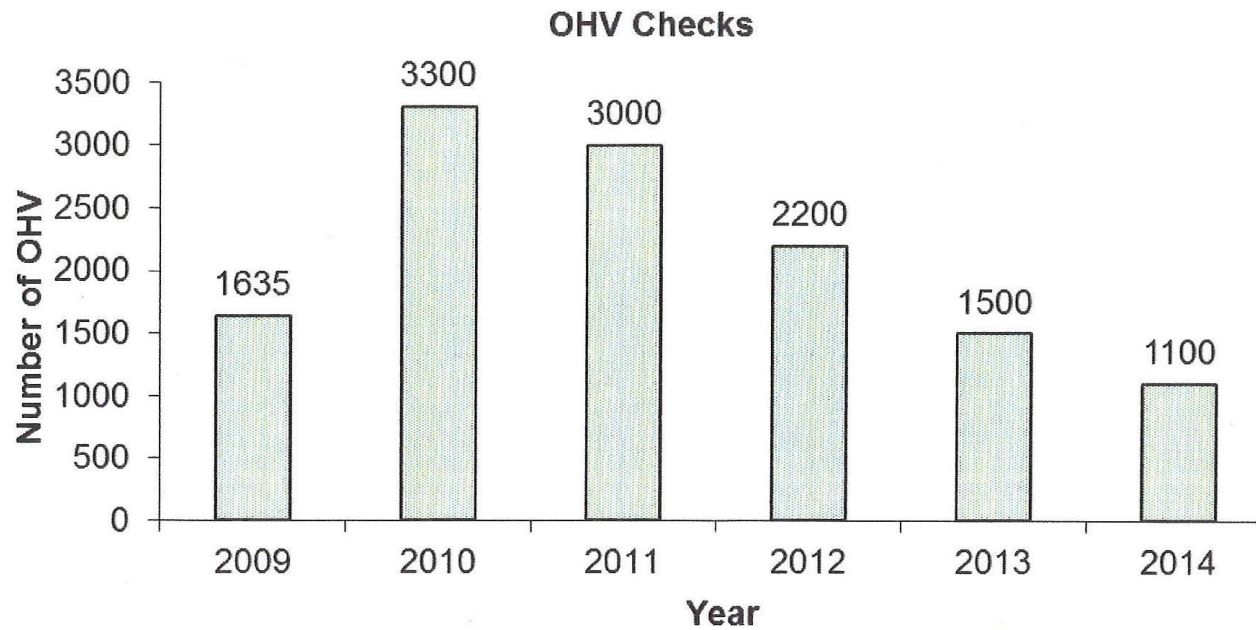
Tickets Issued by Agency



OHV's



OHV'S Checked



Industrial Dumpster Costs

Each year a number of companies sponsor the placing of Industrial Dumpster. These companies included

Husky
Suncor Energy
Rocky Fish & Game
Lightstream Energy
Sundre Trappers Assoc
Sundre Forest Products
Daylight Energy
Clearwater Mutual Aid Co-Op
Drayton Trappers Assoc.
TAQA North

Encana
Keyera
Penn West
Rockywood Preservers
Capital Pressure
Conoco Philips
Baytex
Weyerhaeuser
Apache
Devon Canada

TOTAL COST \$10,600.00

Site Inspections & Public Consultation



OTHER INCIDENTS

- * 2 Rock slides on Red Deer Access
- * 1 vehicle damaged – no injuries



Grizzly sighting near
campsite – RD Access

Conclusion

- * Task force continues to be very successful on May Long Weekend
- * Helicopter recon and patrols of the west country assisted in locating hot spots.
- * As a Task force we see the May long weekends as a “social” issue, not a single “agency” issue
- * The value of the contacts, working relationships, and partnerships that were created through this project are immeasurable.
- * Agencies will continue to lobby for additional manpower on ALL long weekends
- * Through the public eye we are seen as a one force working towards a common goal,
- * This relationship also helps to eliminate the “not my area” and “not my mandate” mentality that we often see within our organizations which is readily picked up by the general public.

Questions





Agenda Item

TABLED Item: Rescheduling November 11 Regular Council Meeting	
Presentation Date: October 9, 2014	
Department: Municipal	Author: Ron Leaf
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Governance	Goal:
Legislative Direction: <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <u>MGA Sec 192(1); Sec 193(3)</u> <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Bylaw #954/12_____	
Recommendation: That Council reschedules the November 11, 2014 regular Council meeting to November 12.	

Background:

At their regular meeting on September 22, 2014, Council tabled the item recommending rescheduling of the regularly scheduled November 11, 2014 Council meeting to Wednesday November 12, 2014 – in order for Councillor Duncan to review a potential scheduling conflict.

Councillor Duncan has indicated he does not have any conflict in scheduling on November 12.

Should Council support the recommendation to reschedule the meeting, the date change will be advertised in accordance with the Procedural Bylaw and Municipal Government Act (MGA)



Agenda Item

Item: Request for Reimbursement of Legal Costs	
Presentation Date: October 14, 2014	
Department: CAO	Author: Ron Leaf
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area:	Goal:
Legislative Direction: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: That Council discusses the requests from Chuck Shipley and John Vandermeer regarding reimbursement of legal costs related to the 2013 municipal election.	
Attachments List: Chuck Shipley Sept 24, 2014 letter John Vandermeer October 6, 2014 letter	

Background:

I have received letters from Chuck Shipley and John Vandermeer requesting reimbursement for the legal costs they incurred relating to the judicial review that followed the 2013 municipal election. Copies of the letters are attached.

As Council is aware, the Judge who considered the application did award costs to Mr. Shipley and Mr. Vandermeer and ordered the County to pay for a portion of the legal costs incurred by both gentlemen. I believe the costs the County paid accounted for approximately 1/3 of the costs Messers Shipley and Vandermeer incurred.

Council has no policy to provide guidance on how Council might respond nor is there any historical precedent on which to draw. I asked Joanne Klauer of MacPherson, Leslie and Tyerman LLP for advice however she was not aware of any applications similar to this one which Council might use for guidance.

I recommend that Council reviews these requests and provides direction on how it wishes to respond.

I also recommend that Council directs me to develop a policy for Council's consideration regarding costs municipal candidates or incumbents may incur related to recounts by the Returning Officer, judicial recounts or judicial reviews.

F2



Sept 24 2014

To Ron Leaf
Chief Administrative Officer
Clearwater County

From Chuck Shipley
R.R. 3
Rocky Mtn. House A.B.

Thanks to the county for the opportunity to address this issue

Thank you councilor Vandemeer for bringing this forward for councils deliberation

The election was held . I was notified I had won by one vote

Later advised I had lost because of spoiled ballots

Ballots spoiled because returning office had not put required mark on ballot

This was an administrative error caused by a person employed by Clearwater County

I launched an appeal of the election results because I believe neither the voter nor the election candidates should be held accountable for administrative errors made by county staff

The issue is a clerical error was made by a County employee

The candidates should not be responsible for incurring court action at their expense to bring to the public's attention a matter that should and could be resolved administratively as it may be in other jurisdictions

Therefore I believe Clearwater County should be responsible for expenses incurred by the candidates

I concur with Councilor Vandermeers assessment that potential candidates when discovering to acquire or maintain a council seat if there are legal expense implications candidates may be deterred from running because of the expense

Total payment of the legal fees would be appreciated or any part there of

Thank you

A handwritten signature in blue ink that reads 'C. Shipley'.

Chuck Shipley

October 9, 2014

To: Clearwater County Council

From: John Vandermeer
Division 4 Councillor

Subject: Request for reimbursement of Legal Costs



I hereby formally request that Clearwater County Council approve reimbursement of all legal costs I incurred as a respondent to the challenge of the October 21, 2013 municipal election results.

Background:

Mr. C. Shipley challenged the results of the October 2013 election based on three rejected ballots. A provincial judge was unable to decide the allocation of these three ballots that were critical to the outcome of the election. In a ruling on February 6, 2014 the judge ordered a by-election between Mr. Shipley and myself. The by-election was held March 5, 2014 and resulted in my re-election.

My claim for reimbursement is based primarily on the fact that I had no involvement in or responsibility for the challenged election process which is a County responsibility. Candidates should not be exposed to costs related to challenges to the electoral process.

The judge awarded the reimbursement of partial legal costs. This request is for the remaining costs of \$8989.62 which I paid personally. This claim does not include my time and travel costs related to this legal exercise.

A handwritten signature in blue ink, appearing to be "J. Vandermeer".



Reynolds Mirth Richards & Farmer LLP

BARRISTERS | SOLICITORS

WRITER'S E-MAIL kbeckerbrookes@rmrf.com

WRITER'S DIRECT PHONE (780) 497-3304

YOUR FILE

OUR FILE

112443-001

March 21, 2014

PERSONAL & CONFIDENTIAL

Mr. John Vandermeer
Box 550
4340 - 47 Avenue
Rocky Mountain House, AB T4T 1A4

Dear Sir:

Re: Election

We advise we have received payment of our Bill of Costs in the amount of \$3,568.65 from counsel for Clearwater County. We therefore enclose our final statement of account for services rendered which we trust that you will find to be in order. You will note that \$3,568.65 has been applied towards the enclosed account leaving a balance owing in the amount of \$74.47. In addition, you had provided us with a retainer in the amount \$1,000.00. We have applied that to our previous statement of account dated January 30, 2014 in the amount of \$8,915.15. The total amount which remains outstanding is therefore \$7,989.62.

Thank you for allowing us to be of assistance. Should you have any questions or concerns, please do not hesitate to contact the writer.

Yours truly,

REYNOLDS, MIRTH, RICHARDS & FARMER LLPPER: 

KELSEY L. BECKER BROOKES

KLBB/kam

Encl.

MANAGER'S REPORT

October 14, 2014

1. West Frasier (WF) Tour

The Tour of West Frasier facilities is confirmed for October 29. I understand that Council members from the Town and Village will also be attending. The details regarding the day are as follows:

7:50 a.m.	Depart RMH (Earl & John to drive to Sundre individually)
9:00 a.m.	Arrive Sundre
9:00 - 10:00	Presentation by WF
10:00 - 12:00	Tour mill facilities
12:00 - 1:00	Lunch (dine and dash)
2:00ish	Arrive LVL
3:00/3:30	Tour LVL
4:30	Arrive back in Rocky or Caroline

We are asked to meet at what WF calls the "Sawmill House". The house is located right beside Hwy 584. The driveway to the house is located about 100 meters east of the main entrance to the mill. If you miss the entrance Tom Daniels cautions against trying a U-turn at the mill entrance as the mill can be a very busy at that time in the morning. WF will provide safety gear during the tours.

2. Upcoming Meetings – Adjacent Rural Municipalities

I have contacted Tony Martens (CAO) with Mountain View County and scheduled for the Councils to meet during the AAMD&C convention on either November 18th or 19th. Tracy is checking on the availability of the meeting room at the Union Bank Inn and she will advise of specific date and time once confirmed. The future of the James River Bridge is one topic that has been identified to be discussed as well as discussion around developing a central Alberta bridge standard. Are there other issues Council wishes to discuss?

I also contacted Red Deer County and have proposed a meeting in late January/early February. Are there any dates/events that councillors are able to advise of so I can avoid a conflict?

The development of a central Alberta Bridge standard as well as expanding our existing a mutual aid agreement to include Red Deer County's Search and Rescue team response for human or livestock extraction in the event of a barn collapse are two items proposed. Are there other topics that Council wishes to discuss with Red Deer County?

3. Town/County Christmas Party

The Town/County Christmas party will be held this year on December 5th. Invitations will be sent out in November but wished to provide notice to avoid potential conflicts.

4. Tourism, Parks & Recreation "Thank You"

Clearwater County recently received a letter of appreciation from Tom Sutherland, Chief of Parks Enforcement with AB Justice and Solicitor General recognizing the assistance Clearwater County's Community Peace Officers provided during the Spreading Creek Fire and the contribution they made to public safety and traffic control.

Upcoming Events

- Tri-Council meeting October 16 – County office (9:30 a.m.)
- CAAMDC Zone meeting October 17 (depart RMH @ 6:00 a.m. pickup Earl and John in Caroline)
- AAMDC Fall convention November 17-20
- Town/County Christmas Party – December 5

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2014.....

Name of Councilor / Board Member

EARL GRAHAM

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$152.00	Next 4 Hours \$121.00	Next 4 Hours \$121.00	Regular Council Meeting \$276.00	Lunch \$16.00	Mileage @ \$0.54 / km
Sept 2/14	AG SOCIETY	✓					22
Sept 5/14	Council				✓		92
Sept 11/14	MPC	✓					92
Sept 12/14	SPOG (N-DAY)	✓	✓				90
Sept 13/14	LEGION	✓					22
Sept 15/14	A+P	✓	✓				92
* Sept 17/14	Westview						
Sept 18/14	RPRMNG.	✓	✓	✓			160
Sept 19/14	SPOG	✓	✓				90
Sept 22/14	COUNCIL				✓		92
Sept 26/14	AG SOCIETY	✓					22
Sept 30/14	A+P	✓	✓				92
Sept 30/14	CLINIC MEETING				✓		22

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Remuneration Calculation

1 Westview @ \$72.00					Kms @ \$0.54= 479.52
<u>9</u> Meetings @ \$152.00=	<u>1368.00</u>	<u>888.00</u>		Lunch @ \$16.00=	<u>0</u>
<u>7</u> Meetings @ \$121.00=	<u>847.00</u>	<u>0</u>			
<u>2</u> Meetings @ \$276.00=	<u>552.00</u>				
Supervision=	<u>550.00</u>				
TOTAL=	<u>3389.00</u>			TOTAL=	<u>479.52</u>

Signature {Councilor / Board Member}

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2014.....

Name of Councilor / Board MemberPat Alexander.....

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$152.00	Next 4 Hours \$121.00	Next 4 Hours \$121.00	Regular Council Meeting \$276.00	Lunch \$16.00	Mileage @ \$0.54 / km
Aug 15	CAAMDC Zone	X	X				395
Aug 21	Reg Fire	X	X				74
Aug 25	Council				X		74
Aug 29	CCI	X	X				74
Aug 31	Meet Gov Officials	X					74

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Remuneration Calculation

<u>4</u>	Meetings @ \$152.00=	<u>608.00</u>	<u>691.00</u>	Kms @ \$0.54=	<u>373.14</u>
<u>3</u>	Meetings @ \$121.00=	<u>363.00</u>	<u>8</u>	Lunch @ \$16.00=	<u>0</u>
<u>1</u>	Meetings @ \$276.00=	<u>276.00</u>			
	Supervision=	<u>850.00</u>			
	TOTAL=	<u>2097.00</u>		TOTAL=	<u>373.14</u>

Signature {Councilor / Board Member}

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...**2014**.....

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

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$152.00	Next 4 Hours \$121.00	Next 4 Hours \$121.00	Regular Council Meeting \$276.00	Lunch \$16.00	Mileage @ \$0.54 / km
Sept 3	Rec Board	X					40
Sept 4	Clearwater Trails Initiative	X					40
Sept 8	Regular Council				X		40
Sept 10	FCSS Board	X					40
Sept 12	North Sask. Headwaters	X	X				40
Sept 15	A+P	X	X				40
Sept 19	ASB Board	X					40
Sept 22	Regular Council				X		40
Sept 23	Clearwater Trails Initiative	X					190
Sept 24	FCSS Interagency	X					40
Sept 25	Bighorn Backcountry	X					40
Sept 26	ASB Provincial Committee	X					0
Sept 30	A+P	X	X				40

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Remuneration Calculation

<u>11</u>	Meetings @ \$152.00=	<u>1672.00</u> ✓	<u>630</u>	Kms @ \$0.54=	<u>340.20</u> ✓
<u>3</u>	Meetings @ \$121.00=	<u>363.00</u> ✓	<u>—</u>	Lunch @ \$16.00=	<u>—</u>
<u>2</u>	Meetings @ \$276.00=	<u>552.00</u> ✓			
	Supervision=	<u>\$550.00</u> ✓			
	Sub Total=	<u> </u>		Sub Total=	<u> </u>
	TOTAL=	<u>3137.00</u>		TOTAL=	<u>340.20</u>

Signature {Councilor / Board Member}

Jim Duncan

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2014.....

Name of Councilor / Board Member ..Kyle Greenwood.....

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$152.00	Next 4 Hours \$121.00	Next 4 Hours \$121.00	Regular Council Meeting \$276.00	Lunch \$16.00	Mileage @ \$0.54 / km
Feb. 20	AB Transportation- Red Deer	X					154 ✓
Mar. 6	David Thompson Rec. Board	X					44 ✓
Mar. 11	Regular Council				X		31
Mar. 12	CCPAC	X					31
Mar. 13	Stronger Together- Rocky	X	X				31
Mar. 14	RMRP Municipal Law Seminar- Airdrie	X	X	X			113 ✓
Mar. 17	AAMDC- Spring Convention	X					209
Mar. 18	AAMDC- Spring Convention	X	X				
Mar. 19	AAMDC- Spring Convention	X	X				209
Mar. 25	Regular Council				X		31

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Remuneration Calculation

<u>8</u>	Meetings @ \$152.00=	<u>1216.00</u> ✓	<u>853</u>	Kms @ \$0.54=	<u>460.62</u> ✓
<u>5</u>	Meetings @ \$121.00=	<u>605.00</u> ✓		Lunch @ \$16.00=	<u> </u>
<u>2</u>	Meetings @ \$276.00=	<u>552.00</u> ✓		SPRING CONV. ACCOM. (Receipt on File)	<u>420.02</u> ✓
	Supervision=	<u>550.00</u> ✓			
	TOTAL=	<u>2923.00</u>		TOTAL=	<u>880.64</u>

Signature {Councilor / Board Member} ...Kyle Greenwood.....

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2014.....

Name of Councilor / Board Member Kyle Greenwood.....

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$152.00	Next 4 Hours \$121.00	Next 4 Hours \$121.00	Regular Council Meeting \$276.00	Lunch \$16.00	Mileage @ \$0.54 / km
April 1	Special Council Mtg- Tax Rate	X	X				31
April 8	Reg. CWC Council Mtg.				X		31
April 9	CREMA Orientation	X					31
April 14	CWC A&P Mtg.	X	X				31
April 17	CWC ASB Mtg	X					31
April 22	Reg. CWC Council Mtg.				X		31

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Remuneration Calculation

<u>4</u>	Meetings @ \$152.00=	<u>608.00</u> ✓	<u>186</u>	Kms @ \$0.54=	<u>100.44</u> ✓
<u>2</u>	Meetings @ \$121.00=	<u>242.00</u> ✓	<u> </u>	Lunch @ \$16.00=	<u> </u>
<u>2</u>	Meetings @ \$276.00=	<u>552.00</u> ✓			
	Supervision=	<u>550.00</u> ✓			
	TOTAL=	<u>1952.00</u>		TOTAL=	<u>100.44</u>

Signature {Councilor / Board Member} Kyle Greenwood.....