

**CLEARWATER COUNTY  
COUNCIL AGENDA  
August 27, 2013 9:00 A.M.  
Council Chambers  
4340 – 47 Avenue, Rocky Mountain House AB**

**9:30 A.M. A. John T. Fletcher - Blueberry Springs Estates/ Fahim Quamrul - Al-Terra Engineering (Red Deer) Ltd.:**

**A. CALL TO ORDER**

**B. AGENDA ADOPTION**

**C. CONFIRMATION OF MINUTES**

1. August 13, 2013 Regular Meeting Minutes

**D. PUBLIC WORKS**

1. Policy Review: "Snowplowing and Lane Grading of Private Driveways"
2. **9:30 A.M.** A. John T. Fletcher - Blueberry Springs Estates Site Line Variance Request
3. Policy Review: Approach Construction Guidelines

**E. CORPORATE SERVICES**

1. Municipal Auditor Appointment for Fiscal Year 2013
2. County Operating Report to July 31, 2013

**F. PLANNING & DEVELOPMENT**

1. Appointment of an Additional Member-at-Large to Development / Subdivision and Environmental Appeal Board
2. Nordegg Phase 1 Lot Sales

**G. COMMUNITY AND PROTECTIVE SERVICES**

1. Nordegg Public Services Building – Lease
2. Nordegg Public Services Building – Nordegg School
3. Nordegg Public Library

**H. IN CAMERA**

1. 2014 Asphalt Overlay Program
2. DRAFT Wastewater Agreement

**I. COMMITTEE REPORTS**

**J. INFORMATION**

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

**K. ADJOURNMENT**

***TABLED ITEMS***

**Date                      Item, Reason and Status**

- 04/10/12      **Arbutus Hall Funding Request**
- To allow applicant to provide a complete capital projects plan.

**STATUS: Pending Information, Community and Protective Services**



## Agenda Item

<b>Project:</b> Review of the “Snowplowing and Lane Grading of Private Driveways” policy	
<b>Presentation Date:</b> August 27, 2013	
<b>Department:</b> Public Works	<b>Author:</b> Kurt Magnus/Marshall Morton
<b>Budget Implication:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area:</b> Quality of Life	<b>Goal:</b> To maintain and develop sustainable services, facilities and programs that encourages and supports a safe, healthy, active and vibrant community.
<b>Legislative Direction:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input checked="" type="checkbox"/> County Bylaw or Policy (cite) <u>Snowplowing and Lane Grading of Private Driveways.</u>	
<b>Recommendation:</b> That Council review the information provided and confirm their decision to no longer provide Lane Grading of private driveways.	
<b>Attachments List:</b> Schedule “A” Snowplow and Lane Grading Agreement Letters of Complaint Policy – Snowplowing and Lane Grading of Private Driveways Schedule “B” Information Sheet Snowplowing and/or Lane Grading Program	

### Background:

In 1985 Clearwater County began providing summer lane grading and winter snow-plowing services to residence’s private driveways. From the year 1999 to the end of 2012, a total of 323 private driveways, 12 community halls, three churches and one mobile home park, along with Pioneer Ranch Camp and the Rocky Mountain House National Historic Park, had signed the “Schedule “A” Snowplow and Lane Agreement” (see attachment).



On January 10<sup>th</sup>, 2012, Council passed a motion that "... terminates the grading of private driveways as of December 31, 2012, phasing out flag sales May 1, 2012 and honouring flags until the end of 2012."

The reasons for termination of the policy were as follows:

- 1.) Additional time to each grader beat (i.e.: one time event at approximately 30 driveways and one community hall per beat @ 15-30 minutes per driveway/community hall = 8-16 hours additional time per beat)
- 2.) Liability issues should the grader operator inadvertently strike something
- 3.) Having to return to a residence because the driveway was not done to his/her expectations
- 4.) Public expectation that private driveways be completed at the same time as the county roads
- 5.) Trying to provide a service to laneways/driveways with equipment that was designated for open roadways ( equipment is too large)

**Note:** Clearwater County will, upon request only, provide summer and winter grader services to the community halls (excluding the Buster Creek and Crimson Lake Hall, which are privately owned). Dovercourt Hall is done on a more frequent basis due to the hall being used at least twice a week. In addition, Clearwater County now provides a list, given on the county website, of grader contractors that are able to offer snowplow and lane grading services.



As a result, over the last one and a half years, the Clearwater County office has received six phone calls, three letters (see attached), and most recently, a request by the Clearwater County Taxpayers Association, to have Council, once again, review the “Snowplowing and Lane Grading of Private Driveways” policy (see attached). The majority of the phone calls were inquiries asking for referrals as to commercial grader operators who could provide the service.

Administration has amended the policy for snowplowing, however, it has not come back to Council for approval.

**Additional Information:**

- a.) **Red Deer County:** Has no such policy. However, private residences may make their own arrangement(s) with the county contract grader operators, so long as it does not interfere with day to day operations. In addition, the community halls, cemeteries and rural churches are funded by the county and as such are done as needed.
- b.) **Lacombe County:** Had a policy in place, but, was terminated approximately 20 years ago. County residences are now responsible to hire their own contract grader operator. However, the county will, upon request, continue to apply summer and winter grader services to community halls, cemeteries and rural churches.
- c.) **MountainView County:** Has no such policy. The county provides a list of grader contractors that are able to provide snowplow and lane grading services. They publically advertise the list on their website and in the local media. The county will, upon request, apply summer and winter grader services to community halls only.

03/000508  
D13/7846

G2

**COPY**



January 26<sup>th</sup>, 2012

Box 1705

Rocky Mountain House, Ab

T4T 1B3

Clearwater County

Attention: Reeve Pat Alexander

I am a senior writing with regards to the Clearwater County phasing out lane snowplowing and grading services. This is really the first time that I am seriously considering moving out if this MD. This service is not something that is constantly demanded, but may occur once or twice a year. I am sure that most of the customers requiring this service are very patient and understanding and know that the main routes need to be cleared for general public safety reasons. One thing I do not understand is why the secondary and mostly gravel roads need the road shoulders graded as a priority over lanes being plowed. Our highway 598 almost never has the shoulders plowed, and we all survive although there is a very high number of vehicles that are sucked into the ditches due to this practice. Highway 598 is a relatively busy road.

I believe that the difference between the actual and recovered cost for this service is minimal. I also believe that roads are not being neglected because of this service. I know that it will be a real pain to try to get someone to perform this service.

When the bridge was being replaced on Highway 598 with a culvert on Last Hill Creek by the railway trestle, fill was taken from our property. The project foreman (I cannot remember his name) made us a couple promises when I posed concern to him about how the land was left. The hill that was left on the east side of our driveway would be hard to mow. He said there would be no problem to mow it, but as I grow older, I find it now very dangerous to mow. The second concern was the height of the land on the west side of the lane as I thought that we would have a snow drifting problem. He said that the wind does not blow much in this country and the odd time that the road might drift in, he would arrange to have it plowed out. Well surprise, we are now getting wind and the road is getting drifted in this area, and our lane gets plugged. I have been paying to have this area cleaned in the last 4 or 5 years (by the County) but now that I have to look for someone to plow it out, has me concerned about the promises that were given to me. The problem is only in the new part of the lane which is a distance less than 100 meters from the pavement, but it completely blocks our lane.

I would like council to reconsider the phasing out of lane snowplowing. What can be done with the grader in 5 minutes would take an hour or more with a smaller machine. I would like the county to help us with a solution.

Regards,

JOE DREVENAK

A handwritten signature in cursive script, appearing to read "Joe Drevenak".

SITE 540 - 048

SEC 32 TWP 39 R95 W5M



**COPY**

03/000508  
D12/4148



May 10, 2012

TO: Marshall Morton, Public Works Manager

From: Walter and Cecilia Tarnasky  
Box 664 Caroline, Alta. T0M 0M0

Re: Letter regarding Snowplowing and lane Grading of Private Driveways

Dear Sir:

This is just a letter to convey our sincere disappointment in the decision that Clearwater County Council has made. To terminate the snowplowing and lane grading of our private driveway will be a tremendous loss to us, particularly in the winter. This past winter was not too difficult to get out of our driveway and the grader operator that takes care of us was incredibly punctual after the two major storms we had through Caroline.

We would ask that you may consider raising the cost of the flags as one of your factors included the escalating costs of the program. We have always thought \$50.00 was a steal of a deal and in our situation would favor an increase and be willing to pay that new fee. As for the increasing demand for the plowing service, we were more than aware the priority would be maintaining the public roads and we would get plowed ASAP after that. We had no difficulty with that and knew that was the deal when we signed up.

We think it is most unfortunate, that residents who do indeed feel THEY ARE priority, over the public roads have been taken so seriously that now this valuable program can no longer exist. For us, you were a vital service to the Mrs. of the house as Walter is often away and unable to clear the road, and it is a very long road to the main highway. The lack of this service will no doubt affect the speed with which we are able to get to work and children to school.

We would request, if there is any possibility to reverse this decision, we would most certainly appreciate your reconsideration at one of your meetings. We are hoping that there are enough of us (my understanding is over 250 families are affected) that you would look at this again and try to meet the needs of those of us who dwell in the country.

Your support of road maintenance has been appreciated during our past 12 years in rural Caroline. Thank you for presenting this to your county council for consideration.

Sincerely,

A handwritten signature in cursive script that reads "Mrs. Cecilia Tarnasky".

for: Mr. and Mrs. Walter Tarnasky

**COPY**

Nov. 2012.

03/000508  
D12/10889

Dear Mr. Matton,

I feel some of our Taxes should be given to the Town. I have a Record of times the Town Truck/Grader & the M/D Grader have been up this road the past year. Your services had been better years ago. But sure has deteriorated.

Mr. Carson could do my yard in less than 15 mins and there are only two of us on this short road that you had done yards for. It was always done when they came up the Road.

Then- you had to phone and wait 4-5 days. They want us Seniors to stay in our own Homes, so with your capable service - We'll see you in the Spring.

Dallas Fillingier  
Box 1152  
RMA, AB  
845-6150

D. Fillingier





**COPY**

# *Clearwater County*

## **SNOWPLOWING AND LANE GRADING OF PRIVATE DRIVEWAYS**

**EFFECTIVE DATE:** July 2008

**SECTION:** Public Works

### **POLICY STATEMENT:**

In order to provide a reasonable level of snowplowing and lane grading services, Clearwater County will offer to snowplow or grade private driveways as county operations permit and will establish charges for said services.

### **PROCEDURE:**

1. All residents receiving snowplowing or lane grading services are required to sign the agreement as attached to this policy forming Schedule "A". The Agreement has to be signed by the landowner.
2. a) All residents requesting snowplowing or lane grading services are required to purchase a flag. The cost of a snow plowing flag will be \$25.00 for seniors and \$50.00 for all others (plus G.S.T.). The cost for a lane grading flag will be \$50.00 for seniors and \$100.00 for all others (plus G.S.T.). Upon payment, seniors will receive a yellow/blue flag while all others will receive an orange/green flag. Where there are two residences in a yard with a common driveway and notwithstanding that one or two of the residents is occupied by a senior, the \$50.00 for snow plowing and the \$100.00 for lane grading fees shall apply.  
b) An information sheet forming Schedule "B" will be provided at the front counters to ensure that purchasers of the service know what service they may expect.  
c) The Flags and Agreements are available at either the County Office, Rocky Mountain House, or at NAPA Auto Parts, Caroline.  
d) Cemeteries, community halls, and churches will receive the service free upon application. Any other exemptions from payment will require the prior approval of Council.  
e) Some applicants may be required to attend a Council Meeting to explain their reasoning as to why they should receive the service for free; otherwise, at the discretion of the Public Works Manager, written requests will be considered sufficient for Council review.
3. When the resident requires his driveway to be plowed or graded he will be required to place the Flag in a visible location adjacent to the driveway for the Grader Operator while he is grading the roadway past the driveway. Upon completion of the driveway plowing or

grading, the Grader Operator will pick up the flag and turn it into the Grader Foreman at his next opportunity.

4. a) The County will only plow driveways as county operations permit. Only that portion of a driveway from the residence to the road allowance will be plowed by the County. Under no circumstances will additional private snowplowing be considered. If a private driveway takes longer than thirty minutes to grade, it will not be eligible for this service.
  - b) In the event that the grader operator feels that a private driveway is too narrow or otherwise obstructed, he will not enter into the driveway and will immediately call the Grader Foreman who will decide whether the driveway will be plowed. The Grader Foreman will be responsible to advise the landowner that the County will not be plowing the driveway and the reasons for such decision.
  - c) The County reserves the right to determine if the conditions warrant grading, and as a result, may choose not to carry out the action.
5. Grader operators will not plow driveways if flags are not posted, unless other arrangements have been previously made with the grader foreman.
  6. Public Works requires 72 hours after a snow fall to clean-up main roads and school bus routes before any driveways are plowed.

**SCHEDULE "A"  
SNOWPLOW AND LANE GRADING AGREEMENT**

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_\_\_\_

**between:**

**CLEARWATER COUNTY a Municipal Corporation**  
(hereinafter call "the Municipality")

**OF THE FIRST PART**

**SENIOR [ ]**

and

\_\_\_\_\_ of \_\_\_\_\_  
(NAME) (hereinafter call "the Owner") (ADDRESS) (in the Province of Alberta)

**WHEREAS** the Owner desires the Municipality to grade or snowplow his private driveway located at

\_\_\_\_\_ W5M. (TELEPHONE NUMBER) \_\_\_\_\_

**NOW THEREFORE** the Municipality and Owner mutually agree as follows:

1. The Municipality agrees to grade or plow the private driveway of the owner when so requested by the Owner, provided that such grading or snowplowing shall only be undertaken at the discretion of the Municipality and only after the public roads and highways have been graded or cleared of snow to the satisfaction of the Municipality.
2. The Owner shall indicate to the Municipality his request for grading or snowplowing of private lane by the placement of a orange/yellow flag for summer and a green/blue flag for winter complete with the Municipality's logo inscribed thereon, in a suitable place so that the grader operator can easily see the said flag. Flags will be made available at the Municipal Office and will be sold for a preset charge set by Council.
3. The Owner hereby covenants and agrees that he will at all times indemnify and save harmless the Municipality, its servants, agents and employees from and against all loss, damage or injury however caused, which may at anytime during the continuation of this Agreement occur to any person or to the property of any person including the Owner, as a result of any such snowplowing operation. More particularly, and without limiting the generality of the foregoing, the Owner covenants and agrees that any damage to the Owner's property resulting from the snowplowing or grading operations shall be the Owner's sole risk and expense.
4. The Municipality shall have the right to refuse to snowplow any private driveway, when in the opinion of the Municipality's operator it would be hazardous or difficult to do so.

**IN WITNESS THEREOF** this Agreement has been executed on behalf of the Clearwater County under its Corporate Seal, by its proper officers in that behalf, and has been duly executed by the Owner.

**SIGNED SEALED & DELIVERED**  
In the presence of

**CLEARWATER COUNTY**  
Per:

\_\_\_\_\_  
**Public Works Manager**

\_\_\_\_\_  
Witness as to the signature of the Owner

\_\_\_\_\_  
Owner

**SCHEDULE "B"  
INFORMATION SHEET**

**Snowplowing and/or Lane Grading Program**

In order for the County to offer its snowplowing and lane grading services to residents, some restrictions have been imposed. The grader operators will **not** do the following:

1. grade driveways less than 14 feet wide;
2. open gates;
3. maintain Texas Gate or other types of cattle guards;
4. grade areas which are obstructed by overhanging trees or other barriers;
5. grade feedlots, haystacks, silos, or yards.



## Agenda Item

<b>Project:</b> Blueberry Springs Site line Variance Request	
<b>Presentation Date:</b> August 27, 2013	
<b>Department:</b> Public Works	<b>Author:</b> Erik Hansen/Marshall Morton
<b>Budget Implication:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area:</b> Infrastructure & Asset Management	<b>Goal:</b> - 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.
<b>Legislative Direction:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input checked="" type="checkbox"/> County Bylaw or Policy (cite) <u>Residential Subdivision Standards Policy</u>	
<b>Recommendation:</b> That Council reviews the information provided and uphold the 150m minimum site line requirement for the described development as per the Residential Subdivision Standards Policy.	
<b>Attachments List:</b> Request Letter, Subdivision Plan, Air Photo	

**Background:** The Administration has received a letter from Blueberry Springs Estates requesting a site line variance for a proposed intersection combined with a reduced speed limit of 60Km/hr. on Range Road 5-2. The intersection is intended to access a proposed residential multi lot subdivision located in the NE 27-40-5 W5M accessing 9 Lots.

The Residential Subdivision Standards Policy states: **All access roads and approaches must enter the county road at a 90 degree angle and have 150m of site lines in both directions from the point where it enters the county road. Access roads and approaches entering a county road shall be setback from an intersection a minimum of 150m.**





A delegation representing Blueberry Springs Estates has requested an audience with Council to discuss their request.

The request letter, subdivision plan and an air photo has been attached for Council's review.

See Attached

Blueberry Springs Estates  
Pat Howard Fletcher & A. John T. Fletcher  
Box 1521  
Rocky Mountain House, AB T4T 1B2

Clearwater County Council  
P.O. Box 550  
Rocky Mountain House, AB T4T 1A4

**Re: Proposed Subdivision within Clearwater County  
Intersection Sight-line Variance on Range Road 5-2  
File: 21/3240**

With reference to the above and access to RR 5-2 from our proposed subdivision road, we would like to request reduction of the posted speed limit on RR 5-2 to 60 km/h from 80 km/h and therefore reduce the sight line requirement.

Stopping sight distance available north of the proposed road intersection is 121 m and does not meet the 150 m sight line requirement stipulated under Section 200.2 of the Residential Subdivision Standards.

Our engineers have recommended that the current road is unsafe for vehicles operating at current design speed of 90 km/h. Posted speed limit is 80 km/h. We request the posted speed is reduced to 60 km/h for the following reasons,

- At current posted speed, stopping sight distance required for southbound vehicles at the existing Lot 2, Plan 922 1727 access is 179 m. This takes into effect the downgrade slope the vehicle would be on. Our engineers' investigation suggests sight distance available is only 151 m. A posted limit of 60 km/h will provide adequate sight distance by reducing the required sight distance to a safer 109 m.
- RR 5-2 provides access to a total of eleven residences and pedestrians with pets quite often use RR 5-2 in the mornings and evenings. Reduction of speed limit will also make the road safer than it is today. For example, at the proposed intersection location, vehicles will have sight line of 91 m and 119 m respectively from north and south for an object of 0.38 m in height (pet, vehicle tail light). Traffic Association Canada (TAC) guidelines recommend 95 m-110 m stopping distance at design speed of 70 km/h i.e. posted speed limit of 60 km/h.
- Although unlikely, vehicles do not have the sight distance to stop safely after identifying a fallen object on the road such as log, fallen debris, rock, tree or a fallen person which are typically 0.15 m in height.

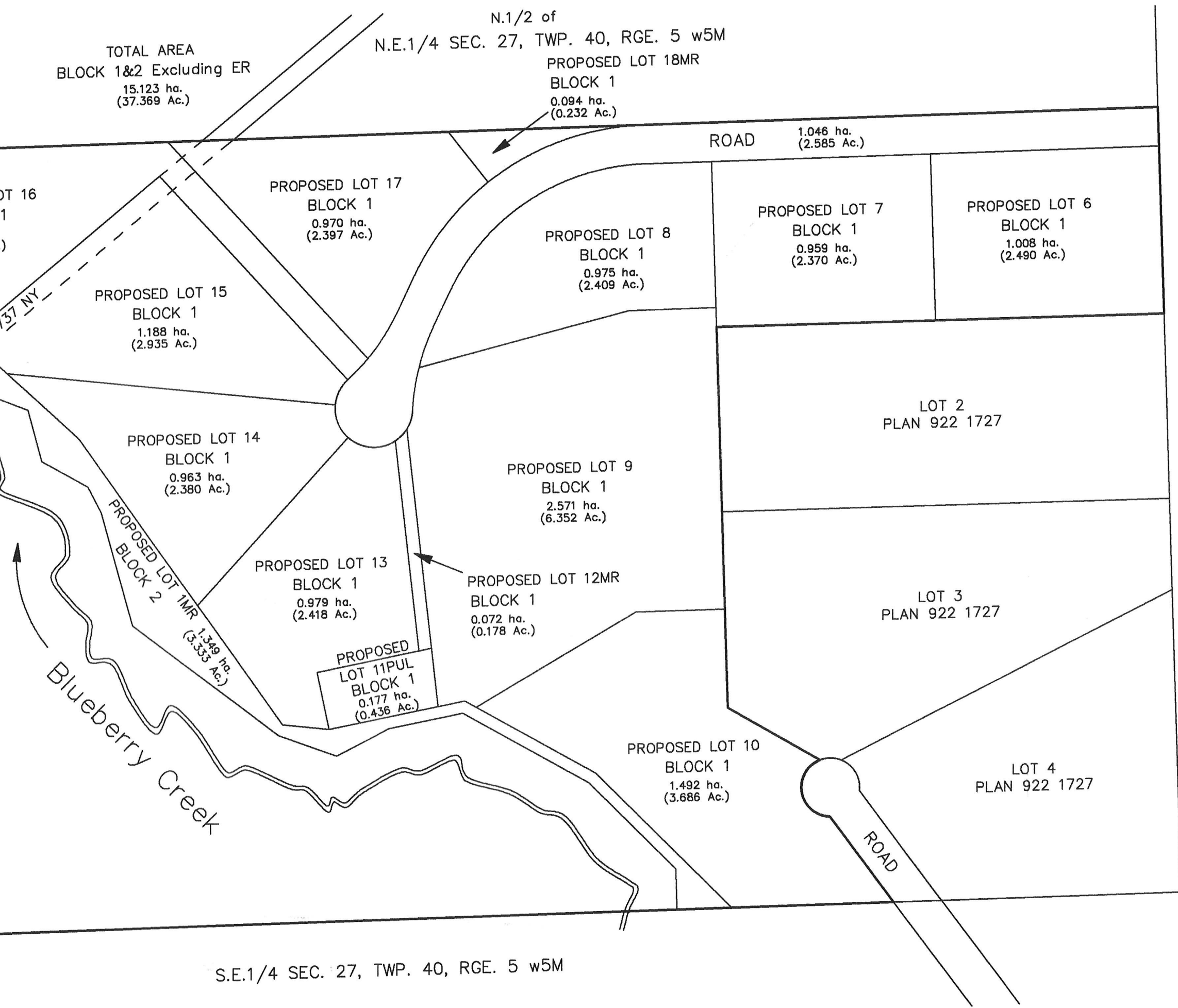
Above are some of the notable aspects of the existing road that our engineers have pointed out to us while investigating our proposed intersection. We believe, as the road stands today, a reduction in posted speed is needed. If the Council feels the same way, we would request that the available stopping sight distance of 121 m north of our proposed intersection is deemed adequate.

TAC guidelines recommend a stopping sight distance of 95 m-110 m for posted limit of 60 km/h i.e. assumed operating speed of 70 km/h. The 150 m sight line requirement mentioned on the Residential Subdivision Standards is warranted for a posted limit of 80 km/h which is the case for most of the range roads. We believe at posted limit 60 km/h available sight distance of 121 m exceeds this requirement.

Would the Clearwater County Council please consider this request? Thank you.

Yours truly,

Blueberry Springs Estates



PROPOSED SUBDIVISION  
OF  
LOT 5, PLAN 962 3000  
WITHIN  
N.E.1/4 SEC. 27, TWP. 40, RGE. 5 w5M  
CLEARWATER COUNTY

JANUARY 2013 R.L. HAAGSMA A.L.S.  
0 20 40 80 120 160 200

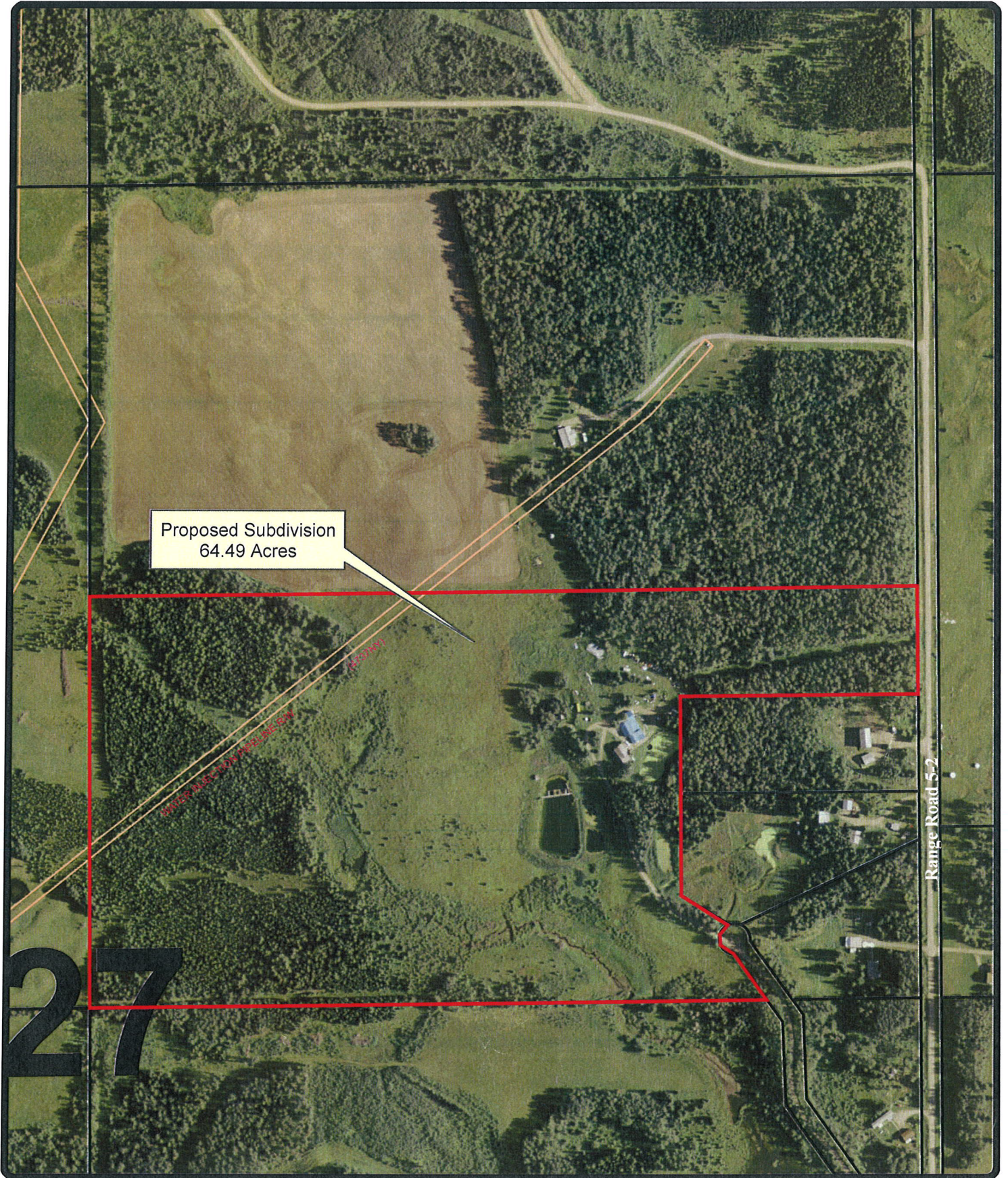
SCALE = 1:2000  
CLIENT : JOHN & PAT FLETCHER

**LEGEND & NOTES**

DISTANCES ARE IN METRES AND DECIMALS THEREOF.  
DISTANCES AND AREAS ARE SUBJECT TO CHANGE.  
PROPOSED SUBDIVISION IS OUTLINED THUS AND CONTAINS 26.06 HA.

FENCES SHOWN THUS: OVERHEAD POWER SHOWN THUS:





Application for Subdivision No. 21/3240  
NE 27-40-05 W5

Fahim Quamrul, P.Eng. on behalf of John and Pat Fletcher  
Approximately 64.49 Acres  
To Subdivide 8 "CR", 1 "CRA" and 1 "ER" Parcels







## Agenda Item

<b>Project:</b> Approach Construction Guidelines Policy Review	
<b>Presentation Date:</b> August 27, 2013	
<b>Department:</b> Public Works	<b>Author:</b> Erik Hansen/Marshall Morton
<b>Budget Implication:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area:</b> Infrastructure & Asset Management	<b>Goal:</b> - 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.
<b>Legislative Direction:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input checked="" type="checkbox"/> County Bylaw or Policy <u>APPROACH CONSTRUCTION GUIDELINES POLICY</u>	
<b>Recommendation:</b> That Council reviews the amended policy, recommend any changes and approve the draft policy changes as presented.	
<b>Attachments List:</b> Approach Construction Guidelines Policy	

**Background:** As per the direction provided during the August 13, 2013 Council meeting, staff have made the recommended changes to the Approach Construction Guidelines Policy. They include changing the term road improvements to road construction / rehabilitation (paragraph 3 under special provisions) to help provide additional clarification.

Additions to the policy have been identified in **Red Bold** whereas items intended to be removed have been ~~struck through~~. Once Council approves the draft revisions the policy will be brought back to the next scheduled meeting for final approval.

See Attached Policy

# Clearwater County

## APPROACH CONSTRUCTION GUIDELINES

**EFFECTIVE DATE:** October 15, 2009

**Revised:** March 26, 2013

**Draft Revision:** August 27, 2013

**SECTION:** Public Works

### **POLICY STATEMENT:**

The County is responsible to provide reasonable approach from any developed County roadway to each existing adjacent property. With the approval from the County, property owners are responsible for the development of additional approaches beyond those provided for by this policy. The purpose of this policy is therefore to provide direction regarding the responsibility for the construction of approaches from adjacent County roadways and specifications for same.

### **DEFINITIONS**

- Approach – Any entrance located within a municipal road allowance or right-of-way that provides ingress and/or egress to a field, resident(s), commercial use, or industrial use.
- Intersection – Any junction where two government road allowances or right-of-ways connect.
- Grandfathered – Any approach constructed prior to July 1, 2007, will be accepted by the County in its present condition and location; with the exception of new bare land subdivisions.

### **GENERAL**

#### **General Provisions:**

1. The Public Works Department has the responsibility to administer this policy.
2. All approaches constructed prior to July 1, 2007 shall be grandfathered; therefore the following policy pertains to only the approaches constructed from July 1, 2007 to the present; unless otherwise specifically stated (i.e. – bare land subdivision).
3. If a development wishes to utilize an existing approach, which would alter or intensify its use, the approach must meet all applicable Municipal Standards.
4. If an industrial lease is proposed in the corner of a property adjacent to an intersection, the approach shall be setback from an intersection a minimum of 100m provided it meets all other Municipal Standards.

#### **Procedure Provisions:**

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1. Where a parcel of land has no approach, the County will supply one approach only, to each existing parcel of land from an adjacent developed roadway. The location of the approach will be determined through consultation with the landowner and all reasonable attempts will be made to place it in a convenient and safe location for the benefit of the landowner and the travelling public. To provide additional clarification, an existing approach will include any approach currently providing access to an existing parcel of land that was constructed by the Road Authority, Industry or landowner.
2. In the event a parcel is severed by a developed County roadway, or a major drainage course, and providing the severed parcel has no approach and is adjacent to a developed County roadway; the County will furnish one additional approach for each severed parcel of land. The landowner shall provide reasonable need or justification for the approach, and it will only be installed if it can be done at a safe location and at reasonable cost.
3. During municipal road improvements **construction/rehabilitation** conducted by the County, a landowner may request an approach to be widened to accommodate large pieces of equipment. The widening of said approach will not be free of charge (if widening extends beyond a total surface width of 7.3m or 24 feet) to the landowner but can be done in exchange for borrow material or a negotiated exchange approved by the Director of Public Works. If the landowner wishes he could also pay the County an approved amount to widen the approach.
4. During the annual construction program all approaches located adjacent to a rehabilitation project will be evaluated as to how the approach meets both municipal construction standards and municipal safety standards. Any field approaches that are deemed to be located in an unsafe location will be removed or re-located by the construction crew after consultation with the effected landowner. Approaches that are not grandfathered and are found to be constructed to a lower standard than the municipal standard or are deemed to be a safety hazard will be upgraded, relocated or removed at the cost of the municipality. All residential approaches are considered to be grandfathered.

**STANDARDS****Construction Guideline Provisions**

1. Standard approaches will be constructed with a minimum 7.3m (24 feet) finished driving surface. Further approach specifications are outlined on Schedule "A" attached to this policy. Approach specifications may be varied, at the discretion of the County, based on local circumstances and limitations.
2. The following unobstructed sight distance requirements must be obtained for any approach approved under this policy and to be constructed on municipal road allowance:
  - a) 150 m for a roadway with less than 1,000 vehicles per day.
  - b) 200 m for a roadway with a 1,000 vehicles per day or greater
3. The County will determine if a culvert is required and the appropriate size. The size of the culvert must accommodate normal drainage requirements.
4. Approaches will be constructed in a manner that will not restrict or alter drainage patterns, unless specifically approved by the County. Prior to restricting or altering drainage patterns, the County will consult with Alberta Environmental Protection.

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5. The County will, at the request of the landowner, upgrade substandard approaches, when an existing parcel, or severed parcel, is not currently serviced by one standard approach. This will only be done where costs are reasonable, and as budget limitations permit.
6. Should the landowner require an approach with the finished driving surface exceeding 7.3m (24 feet), the additional cost shall be borne by the landowner.
7. Upon receipt of a request to construct an approach, the County reserves the discretion to either approve or not approve the approach and to determine the varying approach specifications based on physical characteristics.
8. Access roads or approaches entering a county road shall be setback from an intersection a minimum of 150m, unless they fall under the grandfather clause or are specifically identifies elsewhere in this policy.
9. During the municipality's annual rehabilitation program all approaches adjacent to the roadway under construction will be evaluated, upgraded, re-located, or removed (unless it is grandfathered or specifically identified exempted) in accordance with this policy.
10. A minimum spacing of 50 meters is required between individual approaches.
11. A railway crossing does not constitute as an intersection, therefore the required setback for rail crossings will be a minimum of 35 meters or as determined by the rail authority.
12. No more than four (4) approaches per half (1/2) mile or eight (8) per quarter section are permitted, unless more existed prior to July 1, 2007.
13. In the event a landowner wishes to appeal a decision of the Public Works Department regarding the construction beyond that permitted in this policy, that landowner will have to submit in writing an outline for his/her rational behind the appeal and will be invited to attend a meeting of Council to discuss his/her concerns or needs.

**SUBDIVISION****Subdivision Provisions:**

1. The County will not supply approaches to parcels of land to accommodate the subdivision of land.
2. During the subdivision approval process, the subdivision approving authority shall ensure that each new parcel created and each remaining parcel has a developed approach, constructed in accordance with this policy.
3. The Public Works Department will inspect existing approaches to any proposed bare land subdivision (i.e. new parcel) and the remaining parcel(s) to ensure one approach to municipal standard exists on each parcel(s).
4. The developer is required to supply; at their cost, one approach to the subdivision and one approach to the remaining parcel that meet municipal standards. If by the creation of the

subdivision the number of approaches exceed the permitted amount, the developer will be required to remove the number of approaches on a one to one basis; for example: if the landowner has 6 approaches within the half mile and requires an additional approach to facilitate a new subdivision, one other approach of the landowner's choice must be removed.

5. The subdivision approving authority will identify all approaches that are deemed unsafe and to be removed as a condition of subdivision. Any existing approach accessing an established residence shall not be required to be removed or re-located, unless consent from the landowner is obtained. The cost of removal will generally be the developers.
6. Generally, more than one approach to a subdivided residential parcel will not be considered unless a significant need can be demonstrated by the developer. If two existing approaches are accessing a proposed residential parcel and do not present a safety concern, consideration will be given to allow both approaches to remain. If both approaches are to remain the developer will be required to upgrade both approaches to municipal standard.
7. During the development approval process, the Development Officer, shall ensure, as a condition of development, that the developer provides (at his cost), an approach to suit the approach needs of the development. The Development Officer shall consult with the Public Works Department regarding appropriate standards.





## Agenda Item

<b>Project: Municipal auditor appointment for fiscal year 2013</b>	
<b>Presentation Date: August 27, 2013</b>	
<b>Department: Corporate Services</b>	<b>Author: Rhonda Serhan</b>
<b>Budget Implication:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area:</b>	<b>Goal:</b>
<b>Legislative Direction:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <u>    MGA Section 280    </u> <input type="checkbox"/> County Bylaw or Policy (cite) <u>    </u>	
<b>Recommendation: That Council appoint Hawkings Epp Dumont to an additional one year term as municipal auditor</b>	
<b>Attachments List:</b>	

### Background:

In the fall of 2010 Clearwater County staff issued a request for proposal for municipal audit services for a three year term. This resulted in the appointment of Hawkings Epp Dumont as municipal auditor for the fiscal years 2010 thru 2012. In the Request For Proposal (RFP), there is a clause for two possible one year extensions to the original contract, with a mutually agreed on price.

Clearwater County staff has enjoyed an excellent working relationship with Hawkings Epp Dumont over the past three years. Hawkings Epp Dumont submitted a quote for \$1,000 above 2012 fees. We recommend offering the first one year extension to Hawkings Epp Dumont as stated in the RFP.



## Agenda Item

<b>Project: County Operating Report to July 31, 2013</b>	
<b>Presentation Date: August 27, 2013</b>	
<b>Department: Finance</b>	<b>Author: Rhonda Serhan</b>
<b>Budget Implication:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area:</b>	<b>Goal:</b>
<b>Legislative Direction:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
<b>Recommendation: That Council accept the information as presented.</b>	
<b>Attachments List: Clearwater County Operating Report ending July 31, 2013</b>	

### Background:

The following report is a snapshot of our financial performance against budget up to July 31<sup>st</sup> 2013.

### Operating Highlights:

#### Operating Revenue:

- Operating revenue has had nominal changes in July.

#### Operating Expenses:

- Weed and Pest control now up from last month. Still has some costs going there with staff still actively working in that area.
- You will notice a big jump in the emergency services line as invoices for the flood and fire are now coming in steadily. This number will continue to climb as work is being done to repair these damages.
- Everything else seems to be on target as well.

**Clearwater County  
Operating  
For the Seven Months Ending July 31, 2013**

	<u>Year to date 2013</u>	<u>Budget 2013</u>	<u>Variance 2013</u>	<u>% 2013</u>
<b>Operating Revenue</b>				
Net municipal taxes	\$36,315,461	\$36,288,270	\$27,191	100%
User fees and sales of goods	309,112	1,658,500	(1,349,388)	19%
Government transfers for operating	224,304	1,188,930	(964,626)	19%
Investment income	252,009	413,000	(160,991)	61%
Penalties and costs of taxes	(4,895)	75,000	(79,895)	-7%
Development levies	14,615	55,000	(40,385)	27%
Permits and licenses	21,895	58,600	(36,705)	37%
Oil Well Drilling Taxes	1,371,163	1,200,000	171,163	114%
Other	145,992	323,500	(177,508)	45%
<b>Total Operating Revenue</b>	<b><u>38,649,656</u></b>	<b><u>41,260,800</u></b>	<b><u>(2,611,144)</u></b>	<b><u>94%</u></b>

**Clearwater County  
Operating  
For the Seven Months Ending July 31, 2013**

	<u>Year to date 2013</u>	<u>Budget 2013</u>	<u>Variance 2013</u>	<u>% 2013</u>
<b>Operating Expenses by Department</b>				
<b>Agriculture Services</b>				
ASB General	\$201,002	\$361,902	\$160,900	56%
ASB AESA	96,429	138,712	42,283	70%
ASB Vehicle & Equipment Pool	32,174	91,018	58,844	35%
ASB Vegetation Management	261,191	678,399	417,208	39%
ASB Weed & Pest Control	124,255	192,955	68,700	64%
ASB Public Relations	765	2,350	1,585	33%
	<b><u>715,816</u></b>	<b><u>1,465,336</u></b>	<b><u>749,520</u></b>	<b><u>49%</u></b>
<b>Community &amp; Protective Services</b>				
Community Services	183,805	1,335,475	1,151,670	14%
Culture	124,238	248,360	124,122	50%
Emergency Services	1,186,306	190,910	(995,396)	621%
Economic Development	147,351	851,152	703,801	17%
Peace Officers	258,206	596,947	338,741	43%
Recreation	616,535	4,288,167	3,565,754	15%
Regional Fire Services	703,048	1,324,445	621,397	53%
	<b><u>3,219,489</u></b>	<b><u>8,835,456</u></b>	<b><u>5,510,089</u></b>	<b><u>37%</u></b>

**Clearwater County  
Operating  
For the Seven Months Ending July 31, 2013**

	<b>Year to date 2013</b>	<b>Budget 2013</b>	<b>Variance 2013</b>	<b>% 2013</b>
<b>Corporate Services</b>				
Assessment	\$232,607	\$641,537	\$408,930	36%
Finance	200,701	406,359	205,658	49%
General	444,877	1,089,927	645,050	41%
Human Resources	94,955	141,621	46,666	67%
Legislative	184,488	475,317	290,829	39%
Technology & Information Management Services	339,911	754,510	414,599	45%
	<b>1,497,539</b>	<b>3,509,271</b>	<b>2,011,732</b>	<b>43%</b>
<b>Planning &amp; Nordegg</b>				
Planning	297,247	773,043	475,796	38%
Nordegg	62,555	172,297	109,742	36%
Nordegg Historic Society.	100,176	179,198	79,022	56%
	<b>459,978</b>	<b>1,124,538</b>	<b>664,560</b>	<b>41%</b>
<b>PUBLIC WORKS</b>				
General	450,797	766,350	315,553	59%
Facilities	241,085	665,878	424,793	36%
Gravel Activities	1,479,204	2,132,450	653,246	69%
GIS Mapping	77,826	198,900	121,074	39%
Road Maintenance	1,425,997	3,222,649	1,796,652	44%
Safety	71,216	126,891	55,675	56%
PW Shop	167,253	384,330	217,077	44%
Vehicles & Equipment	1,675,805	3,222,235	1,546,430	52%
Water & Sewer	165,363	297,999	132,636	55%
	<b>5,754,546</b>	<b>11,017,682</b>	<b>5,263,136</b>	<b>52%</b>

**Clearwater County  
Operating  
For the Seven Months Ending July 31, 2013**

	<u>Year to date 2013</u>	<u>Budget 2013</u>	<u>Variance 2013</u>	<u>% 2013</u>
<b>Contingency</b>		\$1,020,876	\$1,126,954	0%
<b>Total Operating Expenses</b>	<u>11,647,368</u>	<u>26,973,159</u>	<u>15,325,991</u>	<u>43%</u>
<b>Excess of Revenue over Expenses</b>	<u><u>27,002,288</u></u>	<u><u>14,287,641</u></u>	<u><u>12,714,847</u></u>	<u><u>189%</u></u>





## Agenda Item

<b>Project: Appointment of an Additional Member-at-Large to the Development / Subdivision and Environmental Appeal Board</b>	
<b>Presentation Date:</b> August 27, 2013	
<b>Department:</b> Planning	<b>Author:</b> Marilyn Sanders
<b>Budget Implication:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area:</b> N/A	<b>Goal:</b> N/A
<b>Legislative Direction:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input checked="" type="checkbox"/> County Bylaw or Policy (cite) <u>Municipal Development Plan</u> (2010) & Land Use Bylaw	
<b>Recommendation: That Council appoints Stan Johnson as an additional member-at-large to the Development / Subdivision and Environmental Appeal Board until October 2013.</b>	
<b>Attachments List:</b> N/A	

### Background:

The Development / Subdivision and Environmental Appeal Board members are appointed for one-year terms at the annual organizational meetings of Council. The Board consists of 2 councillors, 1 council alternate, 2 members-at-large and 1 alternate member-at-large. Appeal Board hearings must be held with an equal or majority member-at-large component. Administration has been unable to obtain a quorum of the Board for the latest hearing due to unavailability of Board members-at-large therefore we are suggesting an additional member-at-large be appointed.

Stan Johnson, a former member of the Board has been contacted to see if he is interested in fulfilling the remainder of the term on the Board for 2013. He has agreed to let his name stand as an additional member until the October organizational meeting and would accept a Council appointment as such.



## Agenda Item

<b>Project:</b> Nordegg Phase I Lot Sales	
<b>Presentation Date:</b> August 27, 2013	
<b>Department:</b> Planning	<b>Author:</b> Rick Emmons
<b>Budget Implication:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area:</b>	<b>Goal:</b>
<b>Legislative Direction:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) <u>Nordegg Res. Phase I, Stage I, Lot Purchasing Policy</u>	
<b>Recommendation:</b> That Council reviews the information provided by administration and accepts it as presented.	
<b>Attachments List:</b> N/A	

### Background:

In accordance with Council's "Nordegg Residential Phase I Stage I Lot Purchasing" policy, administration held the lot draw for the sale of the Nordegg residential lots on August 16<sup>th</sup>, 2013. Although some individuals attended the forum to inquire about the lots, including select members from the Clearwater Ratepayer Association; no lots were sold on the day of the lot draw.

As section 6 of the policy states, "Should lots remain available after all interested purchasers have had opportunity to purchase, families or individuals would be permitted to purchase additional lots. No additional lots may be purchased until two months have passed from the first date of sale". Therefore, administration will wait the required two months before placing the lots on open market.



Clearwater County has experienced similar low market interest in the past with market conditions improving in subsequent years.

As per Council's plan for the development of Nordegg, the development of Phase II is delayed. As Council has specified that "the development of Nordegg needs to pay for itself." This plan has been put in place by Council specifically to mitigate financial risk.



## Agenda Item

<b>Project: Nordegg Public Services Building Lease</b>	
<b>Presentation Date: August 27<sup>th</sup>, 2013</b>	
<b>Department: Community and Protective Services</b>	<b>Author: Mike Haugen</b>
<b>Budget Implication:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area: Quality of Life</b>	<b>Goal:</b>
<b>Legislative Direction:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
<b>Recommendation: That Council accept this report as information</b>	
<b>Attachments List: NA</b>	

### Background:

I wish to advise Council that the lease agreement with Alberta Health Services for the EMS bay and accommodation in the Nordegg Public Services Building has been renewed.

As Council is aware, , the Nordegg Public Services Building was designed and constructed to facilitate a variety of uses for the population and visitors of the Nordegg area. One use was the housing of Alberta Health Services who operate EMS in Nordegg. The Nordegg EMS “area” encompasses, roughly, the Hummingbird area north to the County boundary and west of Jackfish Lake. Nordegg EMS’ response “area” also includes the Bighorn Reserve and parts of the Banff and Jasper National Parks. Given the permanent and transient population of the area, an ambulance unit based in Nordegg has great value.

A lease providing for the accommodation of EMS was in place for the old fire hall building and was carried over to the Public Services Building upon its completion. Given the additional space allocated to EMS as well as additional services such as access to dorm rooms, this agreement has been renegotiated and the rental fee increased. The new lease agreement and the increased rental rate will see the County receive almost \$30,000.00 in revenue each year. The current lease agreement is in effect until the end of 2016.



## Agenda Item

<b>Project: Nordegg Public Services Building – Nordegg School</b>	
<b>Presentation Date: August 27<sup>th</sup>, 2013</b>	
<b>Department: Community and Protective Services</b>	<b>Author: Mike Haugen</b>
<b>Budget Implication:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area: Quality of Life</b>	<b>Goal:</b>
<b>Legislative Direction:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
<b>Recommendation: That Council accept this as information as presented.</b>	
<b>Attachments List: NA</b>	

### Background:

The Nordegg Public Services Building was designed and constructed to facilitate a variety of uses, including uses such as a medical clinic and potentially a satellite classroom. As Council is aware, the County is currently in discussions with Red Deer Catholic Regional Schools (RDCRS) who is proposing to provide schooling to students in Nordegg. This initiative was started by a member of the Nordegg community and the purpose of this item is to provide Council with an update on this project.

A draft lease has been prepared and forwarded to RDCRS for their review and comment. County staff has had several discussions with representatives of RDCRS and the project is proceeding for “school” to start the beginning of September. Staff anticipates that there will be some “bugs” to be worked out as things ramp up; however, at the current time it does not appear that there are any large barriers to classes starting this upcoming school year.

RDCRS has indicated that their plan is to provide two teachers and one educational assistant and that classes will run during regular school times and days. At the moment it is believed that as many as 30 students could be attending the Nordegg classroom this fall.





The current agreement is for one year and the County will be receiving a small rental fee to be used to cover County expenses arising as a result of the school's operation.

Staff note that facilitating this service may create some added work for staff for things like clearing sidewalks in winter.



## Agenda Item

<b>Project: Nordegg Public Library</b>	
<b>Presentation Date: August 27<sup>th</sup>, 2013</b>	
<b>Department: Community and Protective Services</b>	<b>Author: Mike Haugen</b>
<b>Budget Implication:</b> <input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input checked="" type="checkbox"/> Reallocation	
<b>Strategic Area: Quality of Life</b>	<b>Goal:</b>
<b>Legislative Direction:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
<b>Recommendation: That Council allocate \$17,000.00 from Contingency to Culture for repairs and upgrades to the Nordegg Public Library.</b>	
<b>Attachments List:</b>	

### Background:

The current building housing the Nordegg Public Library requires significant repairs to the roof and other items to remain viable. Major items needing to be addressed include the repair of the roof as well as mould remediation caused by moisture penetration. The estimated cost of repairing the facility is almost \$17,000.00.

Prior to recommending that Council reallocate funding to repair the current building, staff investigated other possible options which involve relocating the library to another site. This would involve either constructing a new building or finding a suitable existing building.

Constructing a new building would be far more expensive than repairing the current building and no existing buildings were found to be suitable without additional cost.

Of primary interest to staff during this process was the possibility of using the old fire hall. The old fire hall, while too small to house fire and EMS operations, would be large enough to facilitate the Nordegg Library if some upgrades were made. The building is currently being used for cold storage.



For use other than cold storage the old fire hall will require a furnace and heating system upgrade that is estimated to cost between \$16,000.00 and \$20,000.00. As this estimate is a couple of years old, staff is still working to develop an updated estimate for Council's information. In addition to the heating system the building would require several other upgrades including Supernet/internet access, which is one of the Nordegg Library's prime uses. As the cost of bringing the heating system up to a suitable standard alone is equal to or exceeds the cost of making repairs to the current building, staff did not continue to determine other costs and upgrades required.

The Nordegg Public Library is currently closed and staff is recommending that Council reallocate \$17,000.00 from contingency to Culture. Staff will then begin the necessary repairs with the intent of allowing the library to re-open as soon as possible.

# Clearwater County

## Councilor and Board Member Remuneration Statement

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

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

### Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$145.00	Next 4 Hours \$116.00	Next 4 Hours \$116.00	Regular Council Meeting \$263.00	Lunch \$16.00	Mileage @ \$0.53 / km
July 2	Pow Wow	X					40
July 5	ASB Regular meeting	X					40
July 6	Pow Wow	X					46
July 9	Council				X		40
July 9	Everdell Community Weed	X					40
July 16	Everdell Community weed	X					40
July 17	Red Deer Parade	X					212
July 17	Pow Wow	X					40
July 18	Public works road tour	X	X				40
July 23	Council				X		40
July 30	ASB Field visit from ARD	X	X				40

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### Remuneration Calculation

<u>9</u>	Meetings @ \$149.00=	<u>1341.00</u>	<u>618.00</u>	Kms @ \$0.54=	<u>333.72</u>
<u>2</u>	Meetings @ \$119.00=	<u>238.00</u>	<u>-</u>	Lunch @ \$16.00=	<u>-</u>
<u>2</u>	Meetings @ \$271.00=	<u>542.00</u>			
	Supervision=	<u>550.00</u>			
	<b>Sub Total=</b>	<u>2671.00</u>		<b>Sub Total=</b>	<u>333.72</u>
	<b>TOTAL=</b>	<u>2671.00</u>		<b>TOTAL=</b>	<u>333.72</u>

Signature {Councilor / Board Member}

*Jim Duncan*