

REMINDER:
Chamber of Commerce Breakfast Meeting 7:30 A.M. TAMARACK MOTOR INN

**CLEARWATER COUNTY
COUNCIL AGENDA
March 12, 2013**

10:00 LAND USE AMENDMENT BYLAW 972/13- WILLIAMSON

A. CALL TO ORDER

B. AGENDA ADOPTION

C. CONFIRMATION OF MINUTES

1. February 26, 2013 Regular Meeting Minutes

D. PUBLIC WORKS

1. Access Variance Request – Grandview Stage Resort (Del Ramage)
2. Approach Construction Guidelines Policy Review

E. PLANNING DEVELOPMENT AND WEST COUNTRY

1. 10:00 Land Use Amendment First Reading Bylaw 972/13 - Williamson
2. 2012 Clearwater County Internal Safety Audit and Action Plan

F. COMMUNITY AND PROTECTIVE SERVICES

1. Alberta Report on EMS Services

G. MUNICIPAL

1. Primary Care Network Workshop Invitation
2. 2013 Open House Update
3. Advertising Policy Review
4. Provincial Budget Implications Summary (TO FOLLOW ON MONDAY)

H. IN CAMERA

1. Land Development
2. Kurt Browning Complex Expansion

I. INFORMATION

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

J. COMMITTEE REPORTS

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

Project: Access Variance Request for Grandview Stage Resort	
Presentation Date: March 12, 2013	
Department: Public Works	Author: Erik Hansen
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- Approach Construction Guidelines Policy	
Recommendation: That Council reviews the information provided and provide direction in regards to the access variance request.	
Attachments List: Request Letter, Air Photo, Approach Construction Guidelines Policy	

Background: Clearwater County has received a letter from Mr. Del Ramage requesting a variance from the Approach Construction Guidelines Policy. The request is a product of a subdivision application made by Mr. Ramage for a residential parcel to be created from the Grandview Stage Resort development west on Hwy 752 near Cow Lake. Access to the parcel is being proposed via Range Road 8-2 south of Township Road 38-4.

Public Works has inspected the described location and determined that the distance from the north boundary of Twp. Rd 38-4 to the north boundary of the proposed parcel is approximately 100m. As per the Approach Construction Guidelines policy "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". In addition there is an existing approach directly north of the property line accessing an adjacent property. The relevant policy also requires that "a minimum spacing of 50 meters is required between



individual approaches". The applicant is requesting that Council allows the existing approach to be widened to accommodate access to both properties or that a new approach be allowed to be constructed to access the proposed development.



GRANDVIEW STAGE RESORT
Good Food, Good Folks, Good Fun

Dec. 11, 2012

To: Clearwater County Council
Marilyn Sanders
Keith McCrae

Re: Access Variance Application for Grandview Stage Resort

Referencing Application No. 06/12, the residential portion of the proposed rezoning does not have a legal access to Range Road 8-2. Physical access is currently through the commercial lot at Grandview Stage, and will be supported with joint lease arrangements between the two titles.

Access to the proposed residential property from the adjacent county road may be either through widening of an existing adjacent neighbour's access (grandfathered), or by permitting an access to the proposed property by granting variance to the 50 meter requirement to adjacent access, and variance to the 150 meter requirement to an intersection.

We therefore hereby request either:

1. Confirmation that access may be gained by widening of the existing adjacent access, or
2. Failing the above, granting variance to the above minimum distance requirements to permit physical access to be built.

Such permission/variance will permit us to proceed with our rezoning.

We thank you for your time and consideration. Please note that we will be out of the country from Jan 5 to Feb 8, 2012, so would appreciate being present at any meetings required after that time.

Respectfully yours,

Del Ramage
Pres
Grandview Stage Resort
1061814 Alberta Ltd.

Located 15 min SW of Rocky Mountain House on Highway 752

Box 38, Site 3, RR 2
Rocky Mountain House, AB
T4T-2A2

gvstage@telus.net
phone 403-845-6404

www.grandviewstage.com
fax 403-845-6407



**Application #06/12 to Amend Land Use Bylaw
PT SE 27-38-08-W5, Approximately 1.0 Acre
Del Ramage on behalf of 1061814 Alberta Ltd.**



Clearwater County

APPROACH CONSTRUCTION GUIDELINES

EFFECTIVE DATE: October 15, 2009

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. Unless directed otherwise by this policy, 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).

Procedure Provisions:

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 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 Public Works Manager. 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.
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.

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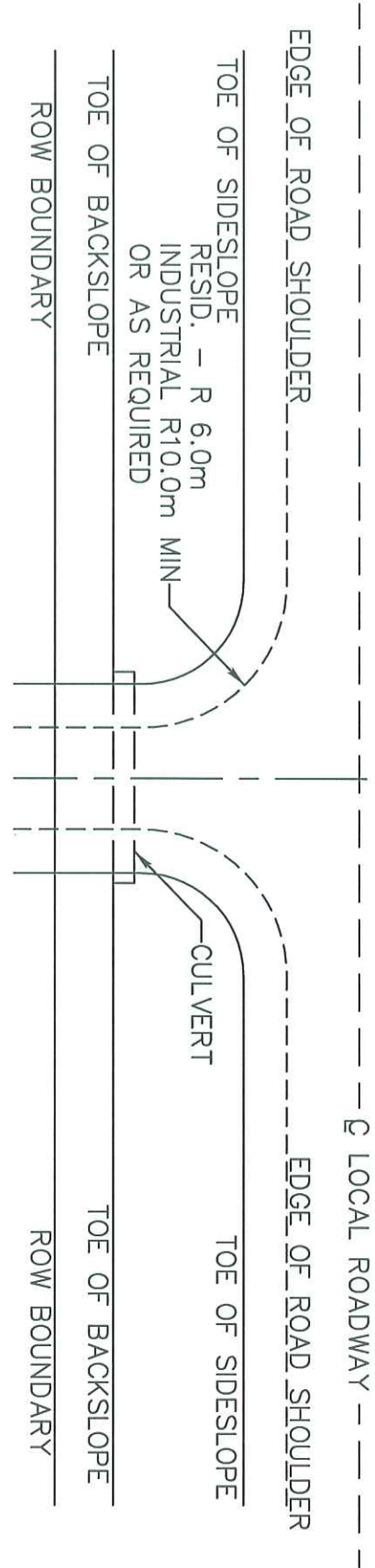
7. Upon receipt of a request to construct an approach, the County reserves the discretion to either approve or not approve the approach and to determine the varying approach specifications based on physical characteristics.
8. Access roads or approaches entering a county road shall be setback from an intersection a minimum of 150m, unless they fall under the grandfather clause.
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) in accordance with this policy. The evaluation shall include all non-grandfathered approaches located within 150m of municipal intersections. Residential approaches shall not be removed or re-located, unless consent is obtained from the landowner.
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 rationale behind the appeal and will be invited to attend a meeting of Council to discuss his/her concerns or needs.

SUBDIVISION**Subdivision Provisions:**

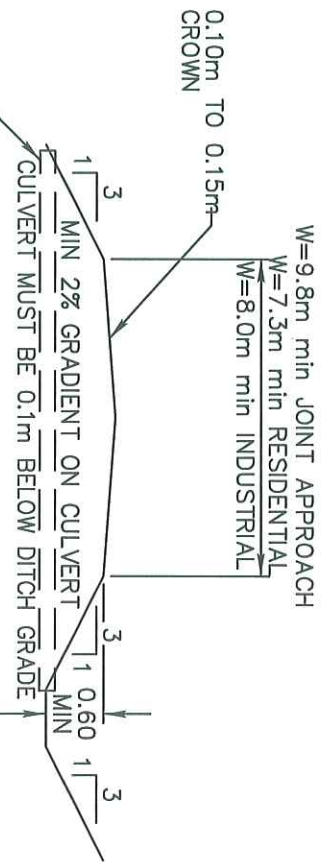
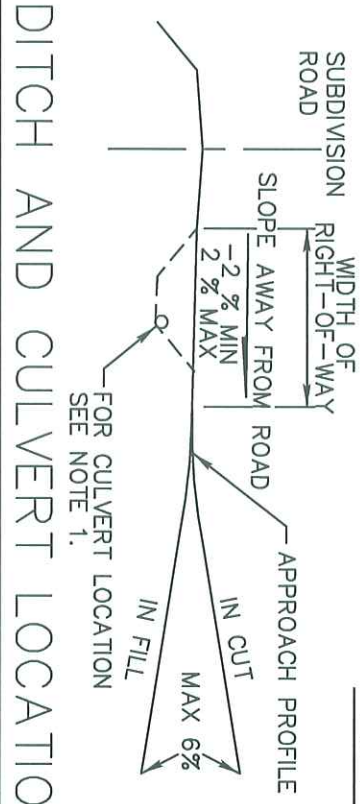
1. The County will not supply approaches to parcels of land to accommodate the subdivision of land.
2. During the subdivision approval process, the subdivision approving authority shall ensure that each new parcel created and each remaining parcel has a developed approach, constructed in accordance with 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.

150m FOR A ROADWAY WITH LESS THAN 1,000 VEHICLES PER DAY
 200m FOR A ROADWAY WITH 1,000 VEHICLES PER DAY OR GREATER



APPROACH PLAN



APPROACH CROSS SECTION

500mm CSP CULVERT

DITCH AND CULVERT LOCATION

NOTES:

- WHEN CULVERTS ARE REQUIRED THEY MUST BE NEW C.S.P. CULVERTS AND THE FOLLOWING MINIMUM DIAMETERS.
 - RESIDENTIAL - 0.500m
 - INDUSTRIAL - 0.500m
- CULVERT LENGTH WILL VARY WITH DEPTH OF FILL.
 - CULVERT TO BE PLACED AT TOE OF BACKSLOPE.
- ALL DIMENSIONS SHOWN ARE IN METERS
- MINIMUM APPROACH LENGTH IS FROM EDGE OF ROAD SHOULDER TO ROW BOUNDARY.
- GRAVEL MUST BE APPLIED AT A RATE OF 300 TONNES PER KILOMETER (12 TONNES PER SINGLE APPROACH)

CLEARWATER COUNTY

TYPICAL RESIDENTIAL & INDUSTRIAL APPROACHES

Date:	00-10-27	Scale:	N.T.S.	Drawn By:	CL	Page	1 OF 1
Checked By:		Approved:		Drawing No.			



Agenda Item

Project: Approach Construction Guidelines Policy Review	
Presentation Date: March 12, 2013	
Department: Public Works	Author: Erik Hansen
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>APPROACH CONSTRUCTION GUIDELINES</u>	
Recommendation: That Council reviews the information provided; amend if required and approves the draft revisions.	
Attachments List: Approach Construction Guidelines Policy	

Background: The Administration has made the requested changes to the Approach Construction Guidelines policy including how existing approaches and development will be managed. As per the request Council made at their February 26, 2013 meeting, Staff is also providing additional information in regards to the setback requirements for an approach from an intersection.

As Council is aware, Clearwater County road designs are primarily based on information comprised from Alberta Transportation's Highway Geometric Design Guide and the Transportation Association of Canada manual. Recognizing the varying topography within Clearwater County, Council may vary these standards to meet site specific requirements while still addressing the safety of the travelling public. This authority is assigned to Council under the Highways Development and Protection Act (Section 1(m)(iii)) and requires Council to establish standards with respect to highways



under Council's direction and control. Council then delegates management of these roadways to the Director of Public Works, or his designate.

In discussions with our engineers the need for a setback for an approach to an intersection (as per Alberta Transportations Design Guide) is derived from two major components. The first component being the stopping sight distance (S.S.D).

This distance is usually sufficient to allow a reasonably competent and alert driver to come to a hurried stop under ordinary conditions. A road that has a design speed of 90Km/hr. (posted 80Km/hr) should have a minimum stopping distance of 170m. The second component is the intersection sight distance (I.S.D). This distance is more stringent than the stopping site distance. It must be satisfied at intersections to ensure that safe turning and crossing movements are possible. This distance calculation includes the road design speed and the vehicle type that would be using this intersection on a regular basis. For example a road that has a design speed of 90Km/hr. requires a minimum I.S.D. of approximately 170m for a passenger car. The same road design with a school bus has a minimum I.S.D. of approximately 270m.

These sight distances form part of the basis for Alberta Transportations Access Management Practices. For comparison purposes a designated "A.T. Collector Road" requires that the setback requirement for an approach, into a minor development, to a road allowance is 150m.

A vehicle on an approach constructed within these minimum distances from an intersection has the potential to obstruct the sight line of the intersection user creating an unsafe condition.

Paragraph 8 under the construction guideline provisions states "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".

The Administration's recommendation is to maintain the current standard.

See Attached Policy

Clearwater County

APPROACH CONSTRUCTION GUIDELINES

EFFECTIVE DATE: October 15, 2009

Draft Revision: March 12, 2013

SECTION: Public Works

POLICY STATEMENT:

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GENERAL

General Provisions:

1. Unless directed otherwise by this policy, 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.**

Procedure Provisions:

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.

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Agenda Item

Project: 1 st Reading of Bylaw 972/13 for Application #01/13 to Amend the Land Use Bylaw	
Presentation Date: March 12, 2013	
Department: Planning & West Country	Author: Keith McCrae
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area #2: Land and Economic Development	Goal: N / A
Legislative Direction: <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <u> MGA </u> _____ <input checked="" type="checkbox"/> County Bylaw or Policy (cite) <u> MDP & LUB </u> _____	
Recommendation: Grant 1 st reading of Bylaw 972/13 and proceed to a public hearing	
Attachments List: -	

Background:

Gail Williamson holds title to Plan 102-5627, Block 1, Lot 4 (in two parts) containing 42.23 acres. The subject land is in the Agriculture District "A" and located 16 miles west of the Village of Caroline. This application is for the redesignation of approximately 22 acres of the subject property to the Recreation Facility District "RF" for the purpose of developing a Recreational Retreat/Campground. The subject area proposed to be rezoned is not being subdivided from the balance.

The property is bordered to the north by the Tay River, on the west by privately held agricultural land, on the east by the Crown and on the south by SH 591. There is an existing dwelling, barn, vacant original dwelling (cabin) and manufactured home dwelling on the property. The property gains access from Range Road 8-5 which runs thru the centre of the property.

The applicant would like to create a recreational retreat that would include equestrian facilities/amenities and a campground. The proposal is to develop 36 campsites with 19

being fully serviced with power, water, and wastewater. The remaining 17 campsites would initially be unserviced; however, the intention would be to provide full services to them in the future. Access to the proposed development would be via Range Road 8-5.

The attached package provides more detail on the proposed development and the applicant, Gail Williamson, will be present at the meeting to speak to her proposal and to answer any questions Council may have.

Planning Considerations

Municipal Development Plan

There are eight guiding principles stated in the Municipal Development Plan (MDP). One of those is land use compatibility. The location, intensity, scale and design of new development should be compatible with the capacity of the site and adjacent land uses. Another guiding principle is to promote locally appropriate tourism opportunities. Recognize tourism is a vital part of the County's economy, while allowing residents opportunities to enjoy the abundant natural and built recreation resources throughout the County.

Goal 5.1.4 of the MDP is to provide for a variety of recreation facilities throughout the County. Per Policy 5.2.15, *"Clearwater County recognizes river and stream valleys as important open space and conservation corridors. The priority uses within river and stream valleys should be agricultural operations, recreation, forestry and resource extraction, each where appropriate and in manners that seek to retain the character and integrity of the valley, including natural habitat."*

Goal 8.1.4 of the MDP is to promote the County as a tourism destination. Policy 8.2.30 states that *"Clearwater County encourages tourism land uses to locate in the County and may facilitate appropriate tourism land uses in suitable locations. These locations include locations having other amenity values for tourism land uses and appropriate accessibility."*

Land Use Bylaw 714/01

The proposed use would best be described as a holiday trailer/recreation vehicle park or campground as a discretionary use in the Recreation Facility District "RF". The proposal would be well below the maximum density for tents, holiday trailers and recreational vehicles in a RV park of 8 sites per acre as prescribed in Section 13.4(10)(L) of the Land Use Bylaw.



CLEARWATER COUNTY
APPLICATION FOR
AMENDMENT TO THE LAND USE BYLAW

Print, Sign and
Return

E1

Application No. 13/01

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

APPLICANT Gail Williamson PHONE 780-991-9565

ADDRESS #32 Oakville Crescent Red Deer Alberta T4P 1S3

AMENDMENT REQUESTED:

1. CHANGE OF LAND USE DISTRICT FROM Agricultural "A" TO Recreational Facility "RF"

LEGAL DESCRIPTION OF PROPERTY: NW 1/4; SEC 29 ; TWP 35 ; RGE. 8 W5M

OR - LOT 4 BLOCK 1 PLAN 1025627

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

SIZE OF AREA TO BE REDESIGNATED 22 Acres HECTARES / ACRES

REGISTERED OWNER: Gail Williamson

ADDRESS: #32 Oakville Crescent Red Deer Alberta T4P 1S3

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

Application for the purpose of redistricting a portion of approximately 22 acres of an existing 42.23 acre parcel Agricultural District "A" to Recreational Facility District "RF"

3. REASON IN SUPPORT OF APPLICATION FOR AMENDMENT:

See attached application

DATE March 1 2013 SIGNATURE [Signature]

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

APPLICATION FEE OF \$720.00 PAID: March 7, 2013 RECEIPT 88861

[Signature]

SIGNATURE OF DEVELOPMENT OFFICER
IF APPLICATION COMPLETE

IMPORTANT NOTES ON REVERSE SIDE

BYLAW NO. 972/13

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

PURSUANT to the Authority conferred upon it by the Municipal Government Act, Statutes of Alberta, 2000, Chapter M-26.1 and amendments thereto, and;

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

WHEREAS, the general purpose of the Country Residence District "CR" is to accommodate country residences while not permitting any agricultural pursuits;

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

That ±22.0 acres of Plan 102 5627, Block 1, Lot 4 (PT NW 29 and SW 32 38-08-W5M) as outlined in red on the attached Schedule "A" be redesignated from the Agriculture District "A" to the Recreation Facility District "RF".

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

REEVE

MUNICIPAL MANAGER

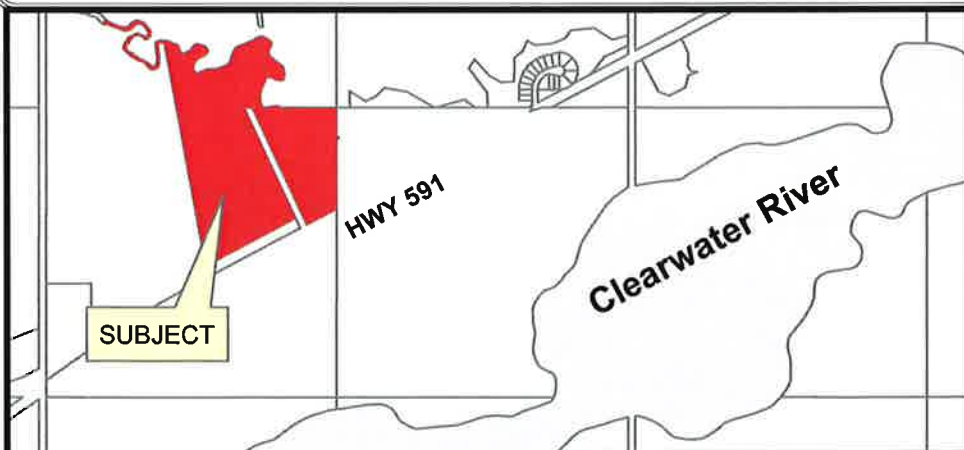
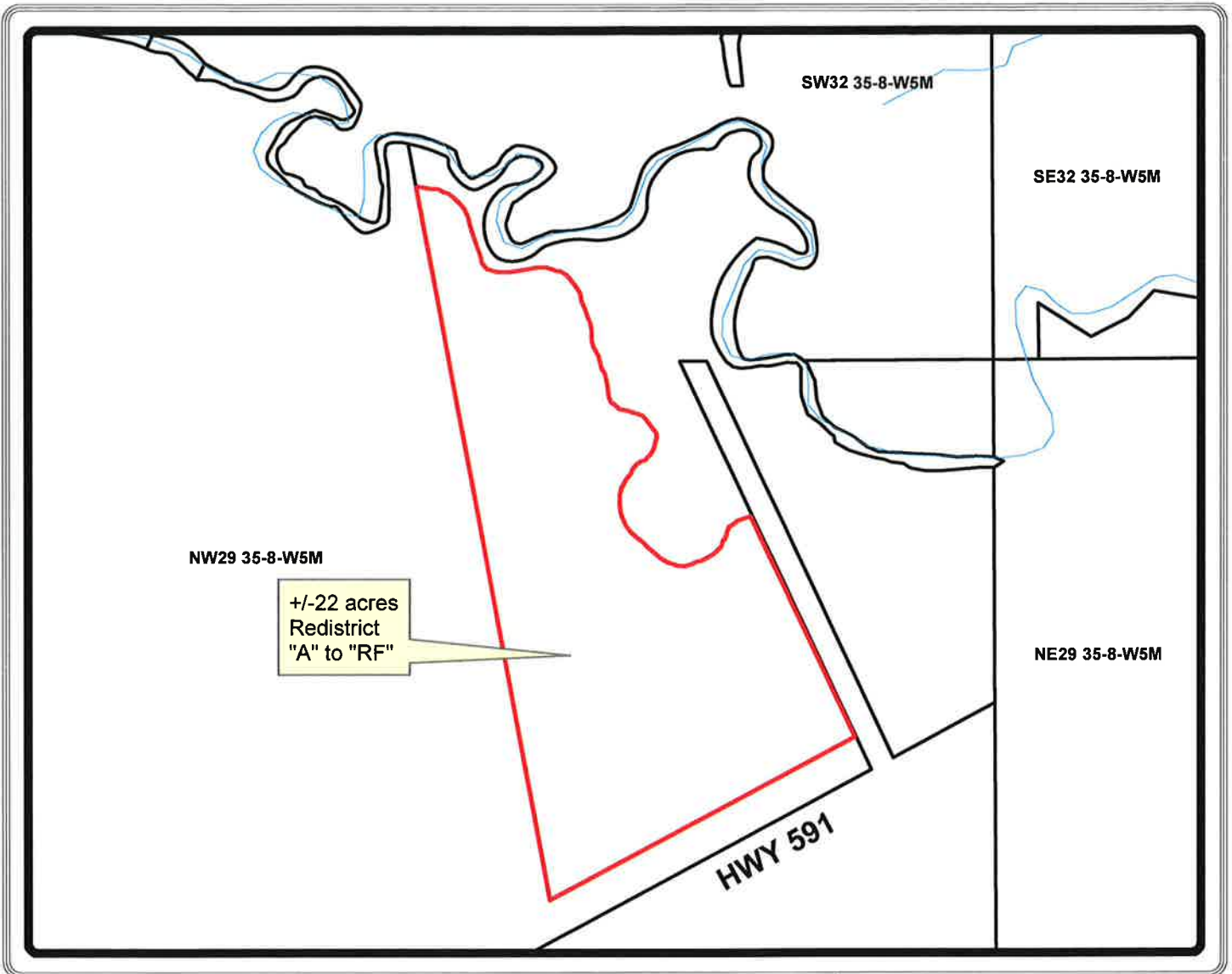
PUBLIC HEARING held this ____ day of _____ A.D., 2013.

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

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

REEVE

MUNICIPAL MANAGER

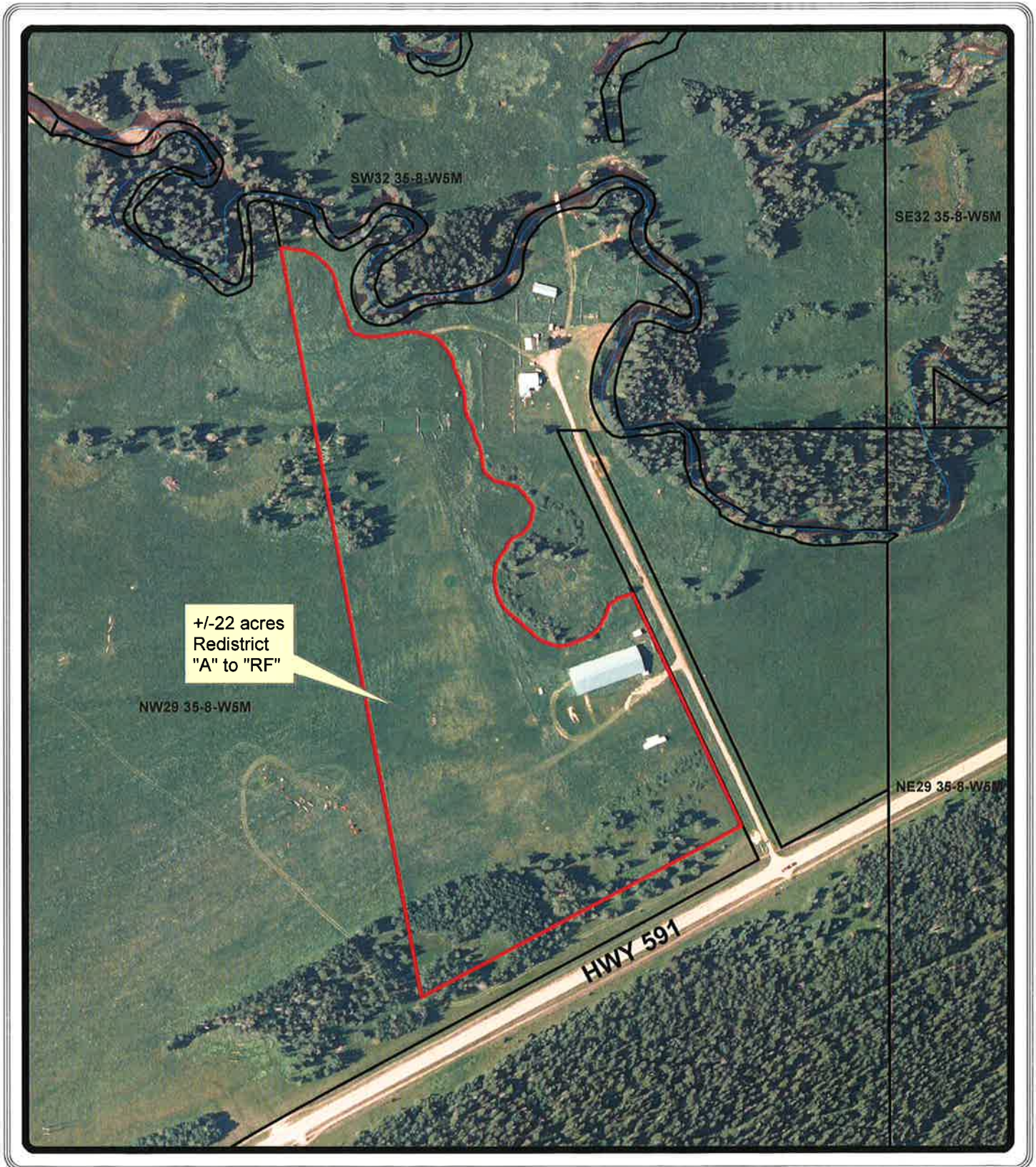


Schedule "A"
Bylaw 972/13



**Application 01/13 to Amend the Land Use Bylaw
To Redistrict +/-22 acres in Lot 4, Block 1, Plan 102 5627
from Agriculture District "A" to Recreation Facility District "RF"
for the purpose of developing a Recreational Retreat/Campground**





**Application 01/13 to Amend the Land Use Bylaw
To Redistrict +/-22 acres in Lot 4, Block 1, Plan 102 5627
from Agriculture District "A" to Recreation Facility District "RF"
for the purpose of developing a Recreational Retreat/Campground**



CLEARWATER COUNTY
SKETCH SHOWING PROPOSED
SITE USE AND FEATURES
**PART OF LOT 4, BLOCK 1,
PLAN 102 5627**

ALL WITHIN THE
**N.W. 1/4 SEC. 29,
TWP. 35, ROE 8, W.5M.**
AND
**S.W. 1/4 SEC. 32,
TWP. 35, ROE 8, W.5M.**

CLIENT:
WILLIAMSON

SCALE = 1:1000

Legend:
Boundaries are shown thus: _____
Property lines are shown thus: _____
Feature points are shown thus: ○
Distances and bearings are in meters.
Distances are marked from local origin points.
Colour identifies in sheet thus: 100m
Direction of drainage is shown thus: _____



LOT 5
(IN 2 PARTS)
BLOCK 1
PLAN 102 5628

LOT 5
(IN 2 PARTS)
BLOCK 1
PLAN 102 5628

LOT 4
(IN 2 PARTS)
BLOCK 1
PLAN 102 5627

LOT 4
(IN 2 PARTS)
BLOCK 1
PLAN 102 5627

N.W. 1/4 SEC. 29, TWP. 30S, ROE 4, W.5M.

N.W. 1/4 SEC. 29, TWP. 30S, ROE 8, W.5M.

Boundary to the Mountains Recreational Retreat

I am proposing to create a diverse recreational retreat to attract tourism activities to the area. I want to offer a variety of experiences for the patrons to enjoy the scenery and tranquility of the area while being environmentally conscious and responsible. The area is bordering the Rocky Mountains 15 minutes west of Caroline and on the banks of the Tay River in an area known as Boundary.

In consideration of the environmental impact a recreational area can have in a rural setting, I will be installing a responsible way to deal with the waste water. I have hired S & D Consulting firm and their certified Geologist has done the investigative work necessary to determine the design requirements in conjunction with their certified Engineer to be approved by Municipal Affairs. It is an environmentally friendly biodegradable efficient waste water collection, treatment and disposal process. I have been told this system has already been approved by the County of Clearwater on a project they are working on within the County. I will be accountable and innovative with my development by offering at my expense environmental initiatives for use by my patrons while at my retreat and education they can take home. For example: composting, recycling and organic gardening. This will create a sustainable recreational resource.

In Phase One of this application I am proposing a total of 36 serviced and non-serviced sites. I will be offering a diverse idea that I believe will attract new tourism to the County of Clearwater, by use of an existing barn and communal pasture for my Horse loving patrons who like to take their horses camping. They can have a real Western experience not readily available in this area thus opening up the option for a more diverse retreat choice. They can camp while their horses are in a secure safe natural environment and enjoy riding and beautiful scenery away from the City. I believe this vision fits into the MDP under Goal 5.1.4, as well as Goal 8.1.4

Further to this I would like to expand on my experience as a Red Seal Chef of over 25 years by exploring the opportunity of producing organic foods, both vegetables and meat products.

I am an experienced, successful business entrepreneur for over 25 years including running a successful Catering business. I have catered to The Edmonton Eskimos Football team for 7 years, and Edmonton Oilers, and other well-known businesses such as City of Edmonton, Schlumberger, Epcor, and Atco Gas. I do business with honesty and integrity. I have for your perusal a disk of what I have been successful doing in the food industry. I have been recognized by the YMCA, Chamber of Commerce and received an award for Economic Development in the City of Edmonton for 10 years of successful operation.

In addition to this, successfully building and designing three commercial kitchens being the general contractor for all aspects from framing, electrical, plumbing, heating and ventilation to finishing start to finish and I can paint, landscape, design, coordinate whatever needs to be done at a professional level. I have a strong background in completing what I start, once approved this project will be done to completion.

I am a single parent I have always been the sole supporter for my children and I wish this to be a business I can continue to support my family with as well as have a business my family can carry on.

As a driven and success full individual I would like your support and guidance for my endeavor as listed in the following application.

Land Use Bylaw Amendment Application

Application for the purpose of redistricting a portion of approximately 22 acres of an existing 42.23 acre parcel AGRICULTURAL DISTRICT "A" to Recreational Facility District "RF"

Proposal- Rezone 22 acres of land on the west portion of the property for Recreation Facility District "RF" and reserving 20 acres on the east side of property Agricultural "A"

Legal Description PLAN 1025627
 BLOCK 1
 LOT 4
 (within Section SW 32-35-8-W5 &NW 29-35-8-5)

Location

The subject land is a 42.23 acre site 18 miles west of the village of Caroline on the north side of Highway 591. It is the first acreage past the Provincial Tay River Campground. The property contains a house, the 1930 original log homestead, a mobile and a riding arena and is bordered by the Tay River. A number of properties consisting of CRA, A, RF, HD, AND LR are located in close proximity and the remaining area is predominantly crown land.

Background

The location is a prime recreational area which is suitable for a controlled, environmentally-friendly Recreational Facility. The area has numerous other recreational facilities, both private and provincially operated; Private Recreational Facilities reporting full capacities for leased spots. The forestry areas that are in the close proximity are being used for recreational use, such as Rig Street, which is located close to the applicants' property.

I believe that this proposal fits within the Clearwater County Municipal Development Plan for land use compatibility and goals and visions of the plan, for example, greatly expanded tourism sector, more rural businesses, and conserved natural areas. This location could provide a privately controlled, environmentally friendly Recreational Facility.

Applicant Land Owner

My name is Gail Williamson. I have a background as a successful operator of a business in the hospitality industry for over 23 years. I am a Red Seal Chef by trade.

I have an interest in learning how to produce organic farming, eggs, milk and produce. I would like to investigate future options to utilize green power resulting in environmentally friendly energy generated for this property. Part of this eco initiative would be by providing composting and recycle systems and limiting the amount of waste to be collected.

Land Use Bylaw Amendment Application

Proposal

My Proposal is to be able to offer RV camping with fully serviced leased sites with biodegradable engineered sewer system, There will be 19 serviced sites and 17 non serviced sites in Phase One

Proposed Site Plan

PHASE ONE To be completed over a two year time span Fits MDP 12.2.4

- Area1 (19 sites) will have power, water, and sewer supplied to proposed sites
- Area 2 (17 dry sites). RVs to have their own water and sewer (these leisure sites could be available for family and friends)
- Area 1 sites and Area 2 sites will remain under one title
- Setbacks from river shall be no less than 20 metres (66 feet) minimum width of ER complies with **MDP 12.2.15 (d) See 12.2.18**
- Proposed lots to be within the allowable density as under the “RF” zoning bylaw – 8 sites per acre and a minimum lot size of 300 square meter
- Wash house hooked up to existing power and water
- Install sani-dump with holding tank
- Put in walkways, RV pads, and road improvements
- Plant trees and install a fence along walkways and boundary to the west
- Build gate and sign at entrance to property
- Provide a tack room
- Common Area-Amenities

Infrastructure

- Restricted pathways for Quads to access property and designated parking to minimize noise.
- Main access to location – access is off HWY 591 on existing local range road 8-5 and present internal road as indicated by map
- Emergency access available with existing roads as indicated by map
- Closest private use dumping station location is Caroline
- Commercial dumping station is located in Sundre
- I will be adding landscaped areas, including spruce trees to screen the property from the road and also offer vegetation buffers these will enhance noise attenuation along the highway and the adjacent lands to the west. In addition, I would like to include natural limestone retaining walls and decorative gravel walkways and roads. To accent these features, we will be planting native wildflowers and grasses ensuring non-invasive species are being used. Most importantly preserving as much of the existing natural resources as possible.
- Organic community garden plots will be made available for the clientele to participate in.
- Internal walking trails and cycling trails within property lines

Land Use Bylaw Amendment Application

Amenities

- Washhouse
- May install 2 Yurts on selected site in camping area for the patron that wants the experience but doesn't own camping equipment
- Office to be located at existing house, future site to be located by proposed wash house
- The owner to be on-site manager
- Walkways internally for pedestrian and biking
- Garden plots
- Horse tack room
- Barn
- Garbage – providing composting and recycling systems

Common Area – 2 Acres

- Group fire pit
- Horse shoe pit
- Playground
- Gazebo

Water and Sewer

- In order to provide most efficient waste water collection and treatment due to the rural nature, a decentralized waste water system is being considered for this development. I have contracted Shane Sparks who is a geologist and Principal with S&D Consulting Group. He is working in conjunction with a certified engineer. He has done the investigative work to determine what's necessary for the design and engineering of the systems to be approved by Alberta Municipal Affairs
- The County has currently approved and is working on a sewer system that S&D Consulting has designed
- The Geologists results of Investigations and recommendations regarding the water and sewer of said lands will follow this application
- Water will be designed in conjunction with the sewer system as approved by Alberta Municipal Affairs
- Development will meet Provincial Standards and Regulations respecting the provision of water and wastewater services **Fits MDP Goal 9.2.15**

Storm Water Management

- Limited site coverage, proposed interior roads, pathways, and RV pads are gravel. Direction of overland drainage provided in Map 8 in the real property report and topographical report.

Land Use Bylaw Amendment Application

PHASE TWO to be completed within a 4 year time span

- There will be power, water, and sewer supplied to the proposed site Area 2 (17 sites)

Existing Utility Infrastructure

- Electricity-REA is the provider .Two separate services with overhead lines running through property adjacent the range road 8-5
- Natural gas –The Rocky Gas Co-op is the provider. Services running through the property adjacent range road 8-5 ,services provided by Rocky gas(map attached)
- 4 water wells-no information available will Fit **MDP 9.2.17**
- 2 Sewer Systems, One is a mound and one is a Caroline field no information provided upon purchase of the property
-

Fire Protection and Emergency Services

- **The Caroline Fire Department provides emergency services for the area**
- **Access to water is available at numerous locations, there are 4 wells on site**
- **Donkeys and Llamas will keep grass cropped**
- **Keeping dead fall and dry grasses out of area**
- **Contained fire pits for clientele**
- **I have obtained an ERP for the area**
- **Emergency access to roads and transportation are available as indicated on map**

Physical Characteristics

- The Tay River borders the north section of the property.

Vegetation

- A portion of the plan area is covered with a dense mixture of mature deciduous and coniferous trees native to the area. Brush, shrubs and common prairie grass are also abundant.

Topography

- The plan area is generally flat with natural drainage as indicated on Map 8, the map shows the direction of the overland drainage as well as the natural drainage ditch (perhaps the old riverbed)
- The proposed Area 1 is at a high elevation
- The proposed Area 2 is the same elevation as the original 1930 homestead and house

Land Use Bylaw Amendment Application

Existing Buildings and Internal Roads

- Eastside property comes with a 1458 sq ft home 1930 original log homestead is located approximately 200 ft north of the home
- Range road 8-5 through centre of property.
- Existing gravel road
- Westside property "RF" has a 70' x 180' riding arena (with power and gas) and a 800sq ft residence with water, power and gas

Future Plans

Upgrading & Improvements

- Make improvements to existing interior roads, create walkways, parking
- Install main entry gate with key card access
- Paint & upgrade log homestead which is a 1930 original log homestead – find out history from the Trimble family & restore.
- Take measures to preserve and expand natural vegetation with the planting of native flowers and wild grasses and protect sensitive soils on site

Long Term Goals/Ideas

- Upgrade RV sites in Area 2 and have them serviced
- Provide food service or sales of organically grown meat, produce and/or dairy based on my research, market feasibility and budget requirements
- Various pet livestock on the property to attract tourism for families, children love being able to touch animals and learn about them.

Maps

- 1.) Regional location
- 2.) Plan area zoning A & B to support 11.2.21 and 11.2.22
- 3.) Property boundary
- 4.) Clearwater county LAND OWNERSHIP MAP
- 5.) Oil& Gas pipeline maps A & B
- 6.) Rocky Gas Maps A & B
- 7.) Concept plan
- 8.) Real Property Report and Topographical Report
- 9.) Arial Photo
- 10.) Certified Copy of Certificate of Title

Letters of Support to follow this application

Land Use Bylaw Amendment Application

Agency Referrals

Rocky Gas Co-Op- has existing gas line running north and south as indicated on maps included

Rocky R.E.A. – no alterations required at this time

Alberta Transportation – application sent in

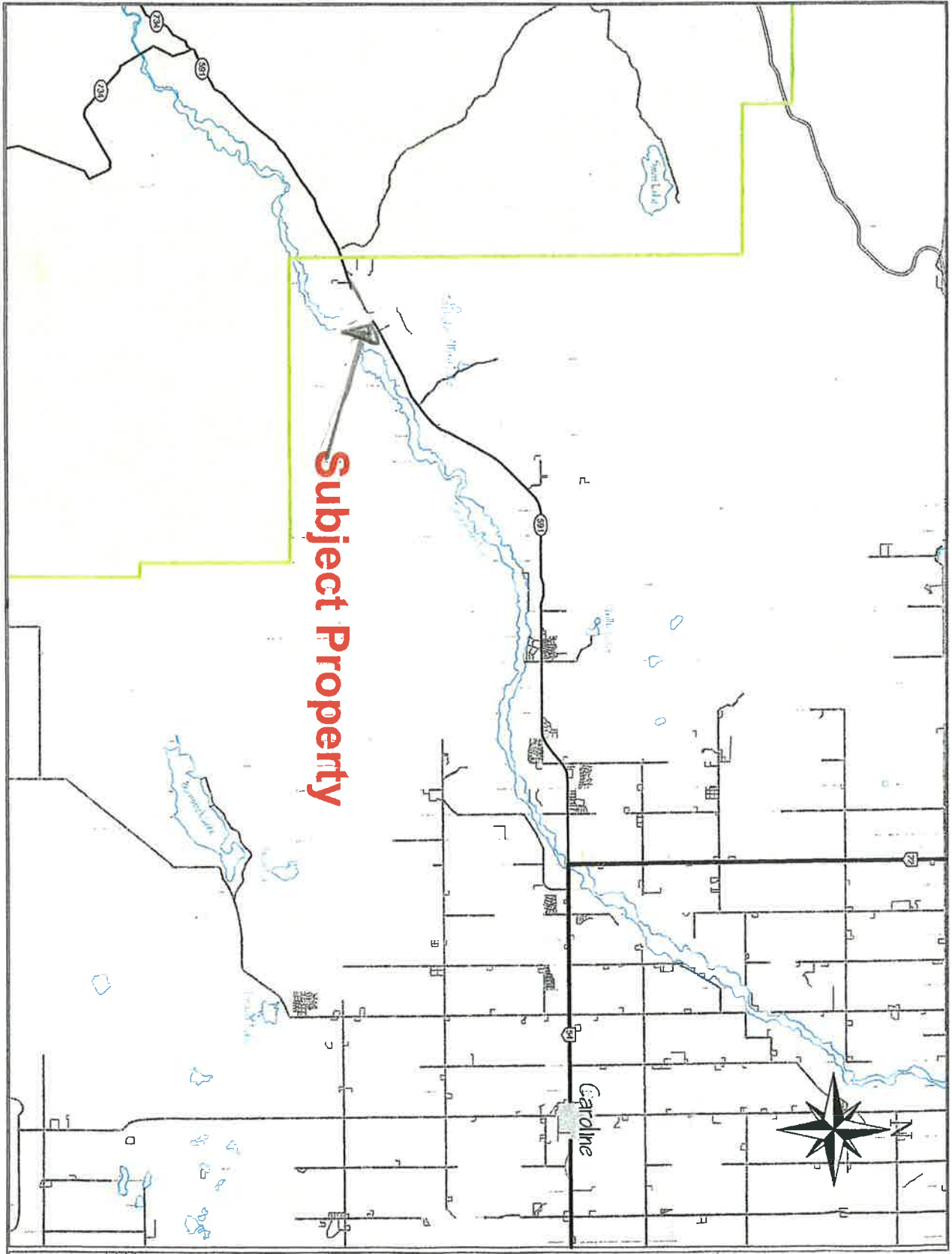
Public Works -Internal private roadways and trails to be maintained by property owner. Emergency access is available as per map. Access and maintenance up to private property is the responsibility of Clearwater County and/or Alberta Transportation There should already be an existing agreement between the County and the original developer I purchased this section from as this was divided from a larger parcel of land and access is already in place to this property when I bought it **MDP 9.2.10**

Alberta Municipal Affairs -1-866-421-6929 Dean Morin or Joe Petra. Applicant has contacted and will be in contact regarding any regulations that deal with jurisdictions over off site sewage treatment if a holding tank is to be installed and all codes to be followed.

Alberta Environment –403-340-7052 Applicant has contacted and will be in contact with regarding any water and or sewage treatment regulations.

Health Board – Applicant contacted Brian Craig 403-845-3030 at Environmental Health and he informed me that they are only involved if there is a public health concern such as contaminated public water and or sewage problems.

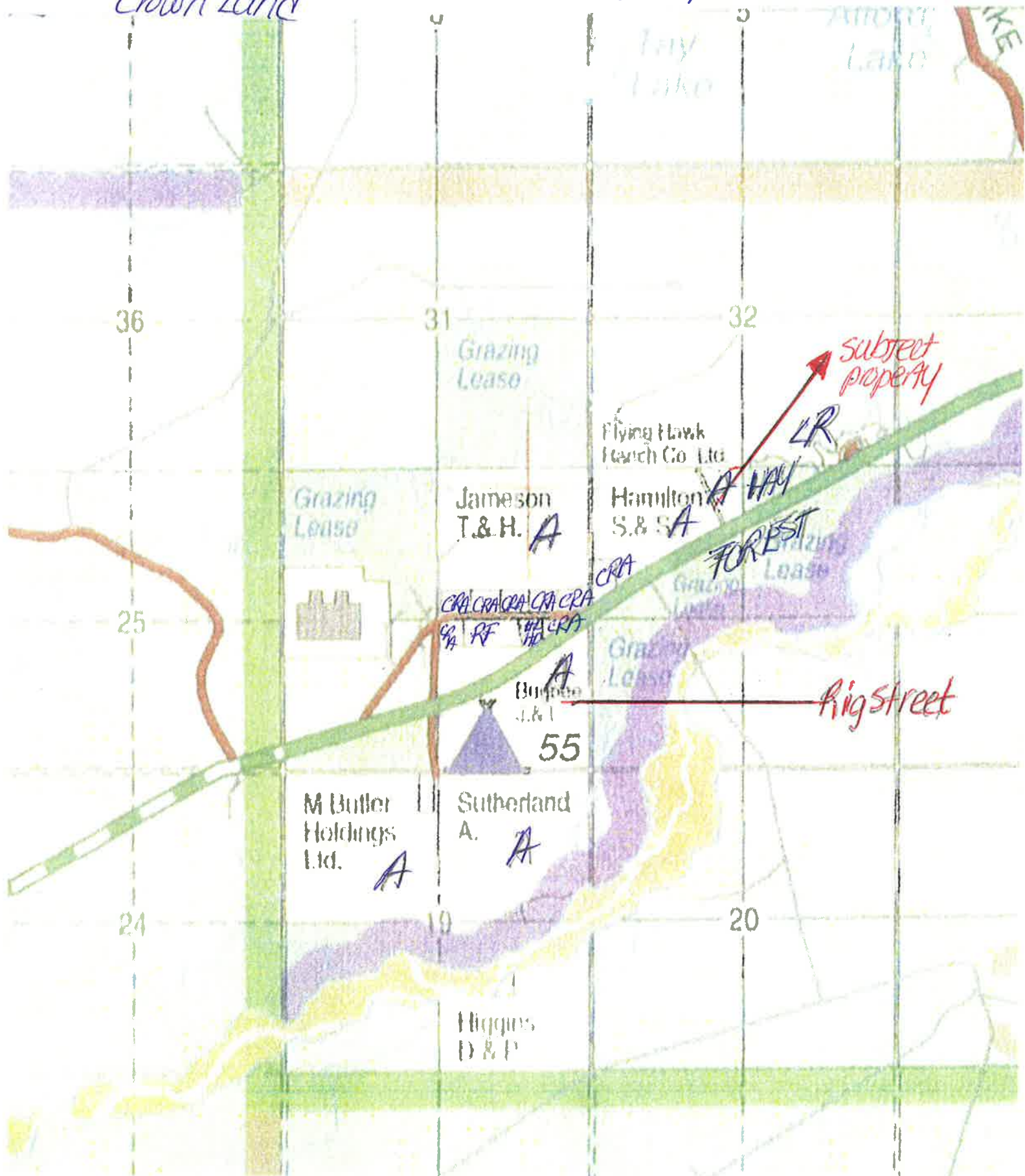
Oil & Gas pipe line- There are no gas pipelines that run through the plan area. There are pipelines in the immediate region and that the H2S content for all adjacent pipelines is 0.00 (Pipelines are shown on survey map attached)



Surrounded Land use zoning

2.) PLAN AREA ZONING "A"

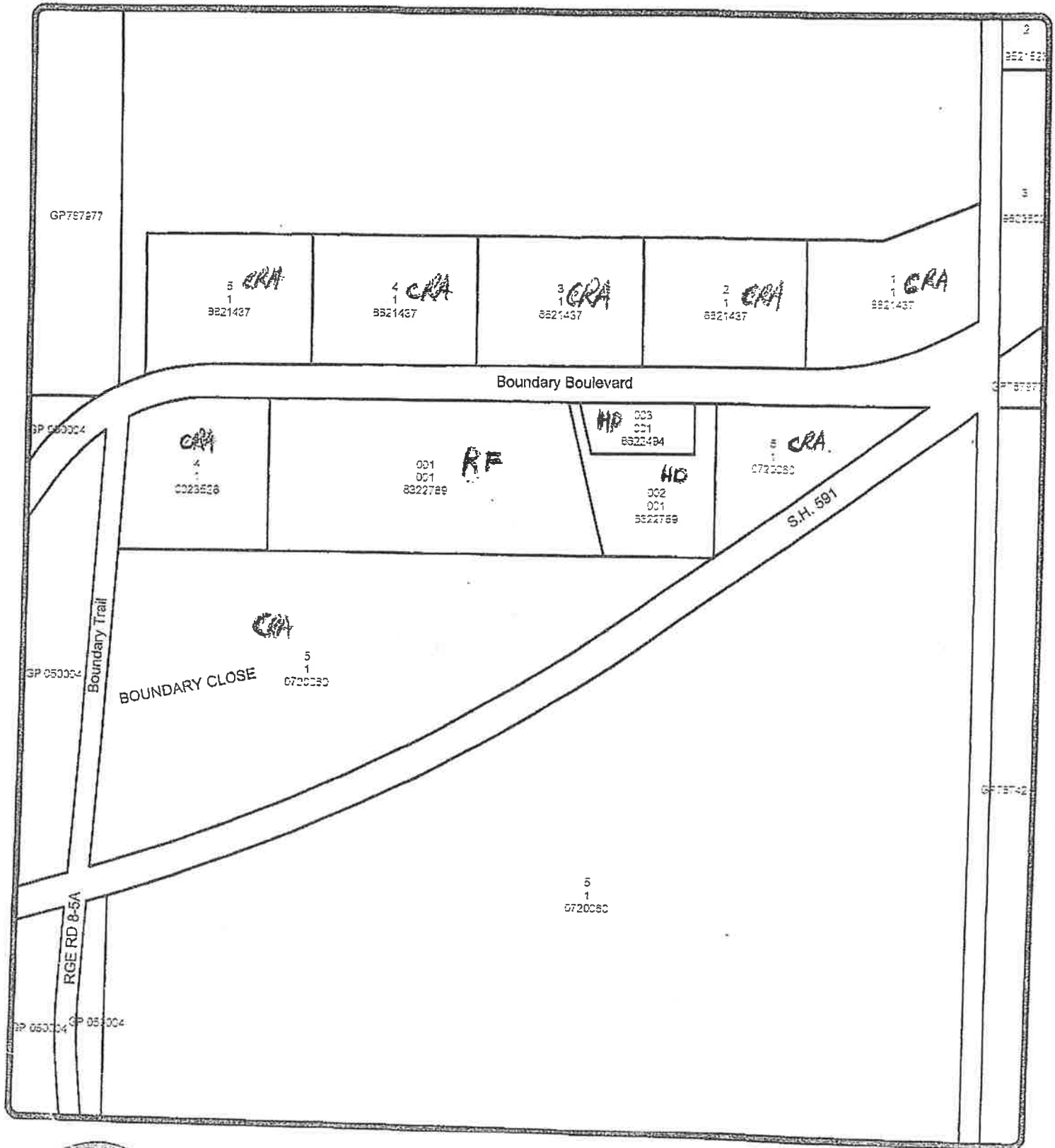
Development in the immediate area consists of CRA, A, RF, HD and LR and vast majority is surrounded by Crown Land



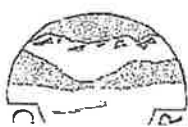
2.) PLAN AREA ZONING "B"

E1/2 30-35-08-W5

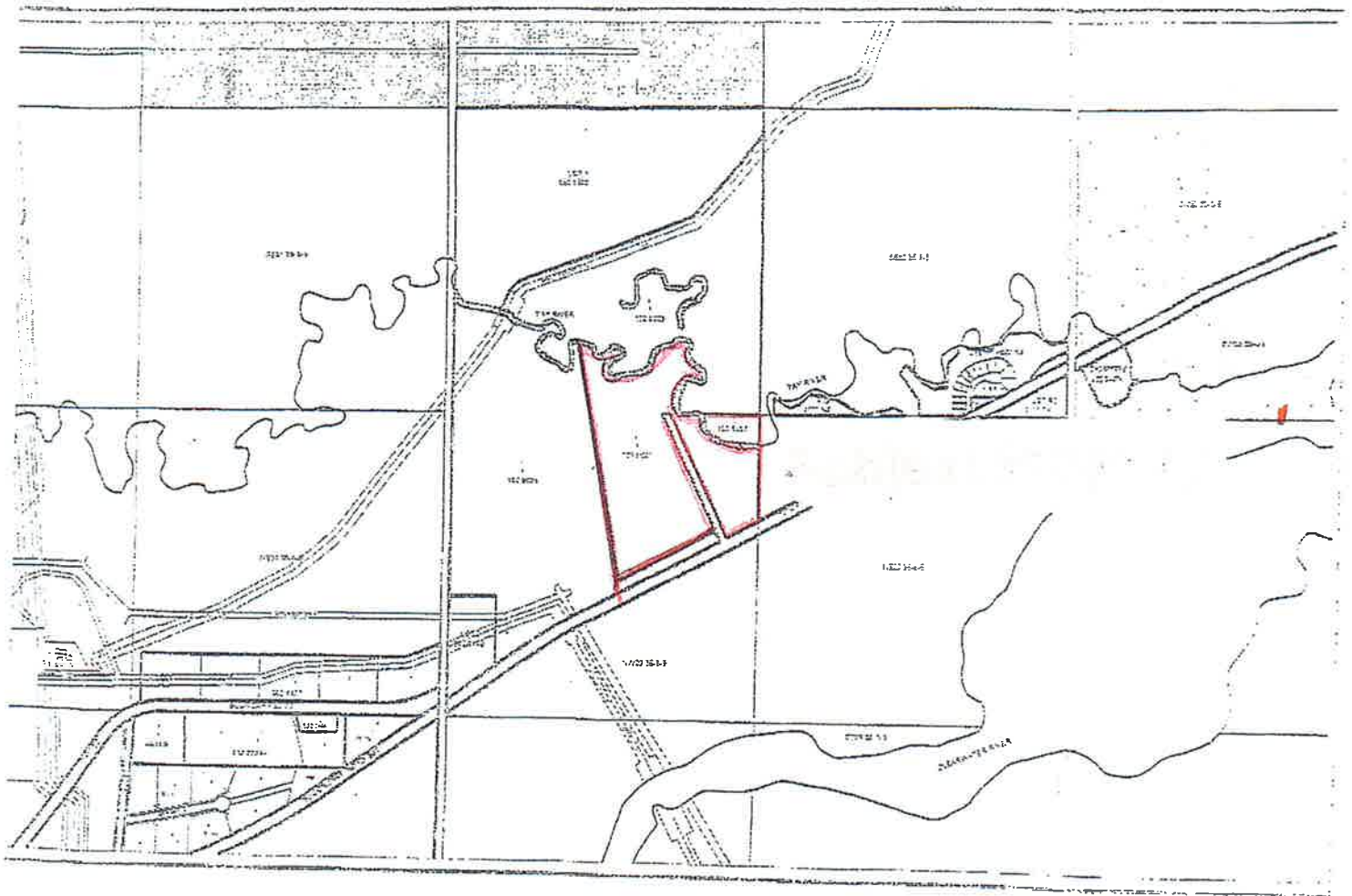
Boundary



1:5000

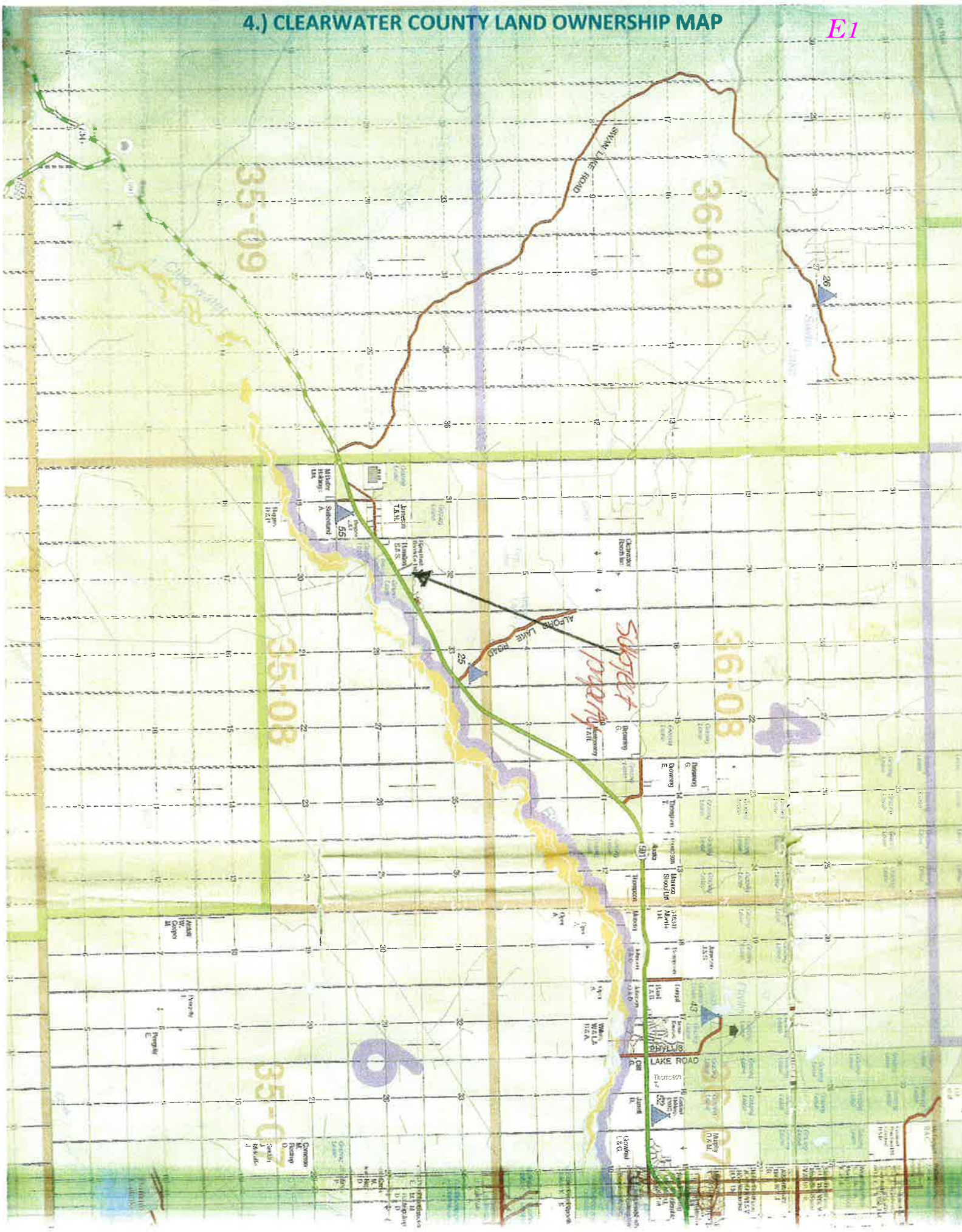


3.) PROPERTY BOUNDARY
Spatial Information System

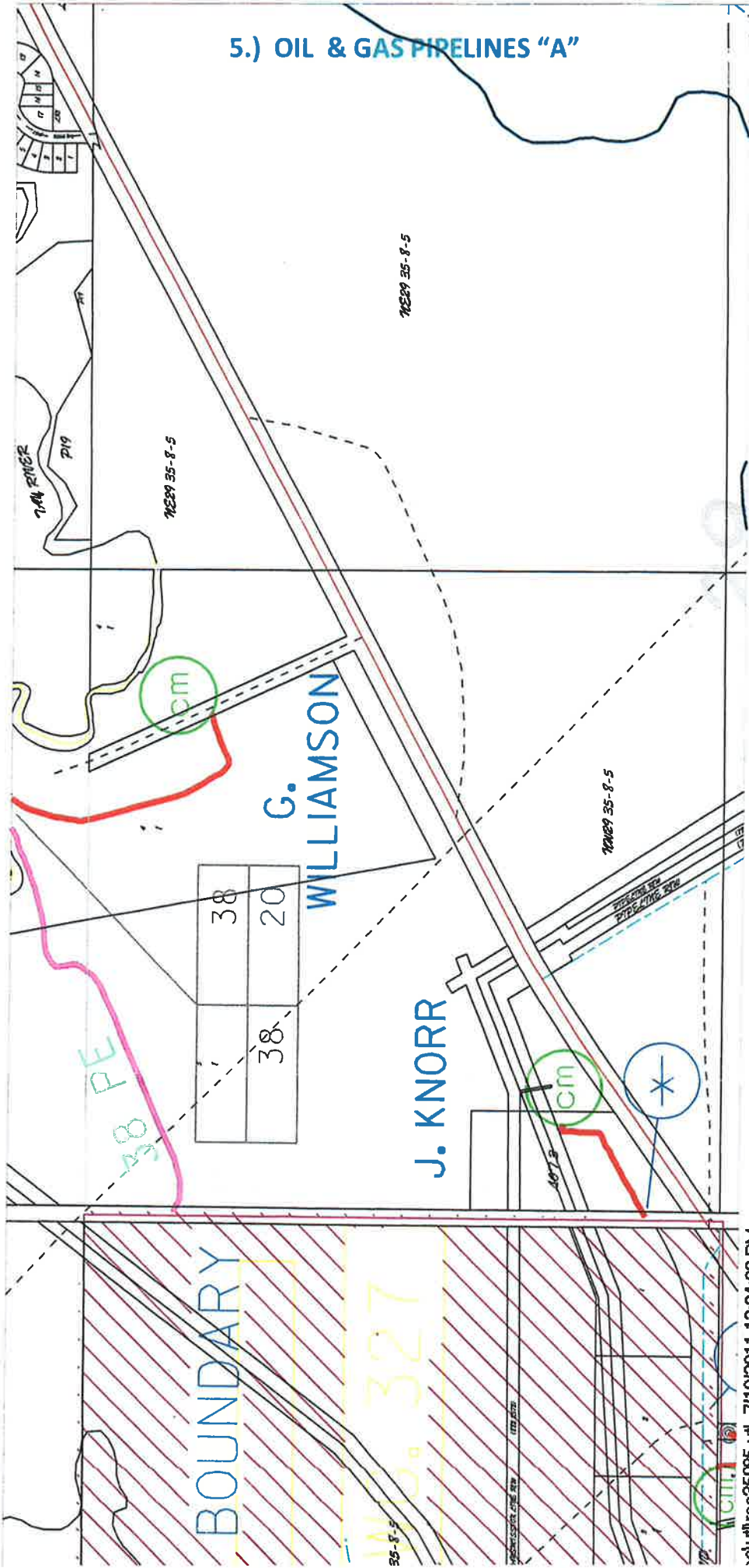


4.) CLEARWATER COUNTY LAND OWNERSHIP MAP

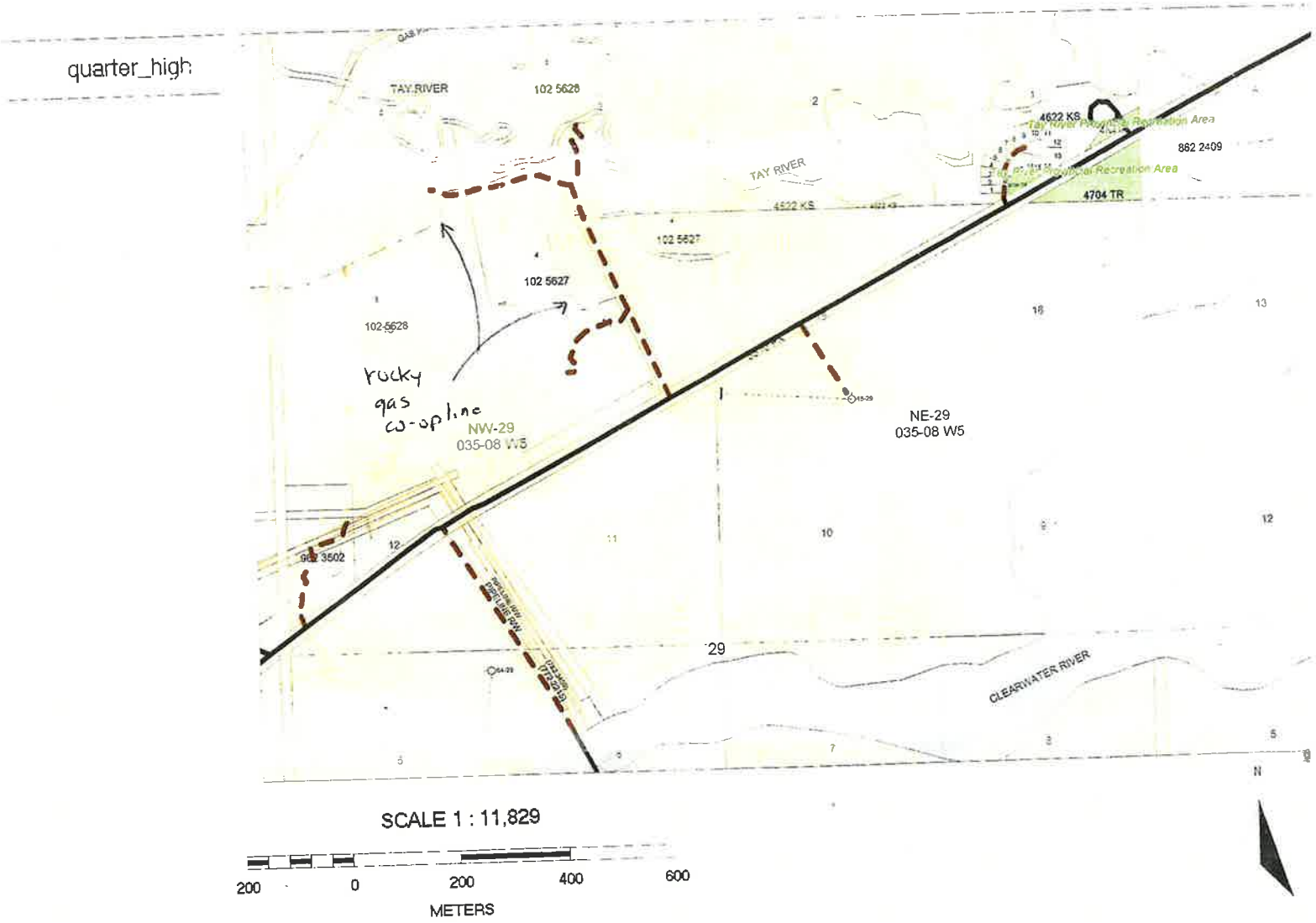
E1



5.) OIL & GAS PIPELINES "A"



Map1

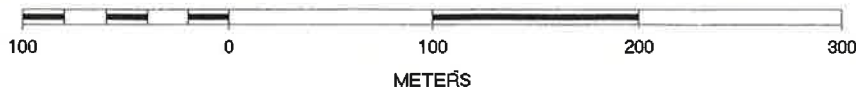


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Tuesday, July 19, 2011 12:28

quarter_high



SCALE 1 : 3,707



13.4 (10) RECREATION FACILITY DISTRICT "RF"

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

A. PERMITTED USES

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

B. DISCRETIONARY USES

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

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

C. MINIMUM LOT AREA

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

D. MINIMUM TOTAL FLOOR AREA

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

E. MAXIMUM TOTAL FLOOR AREA

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

F. MINIMUM DEPTH OF FRONT YARD

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

G. MINIMUM WIDTH OF SIDE YARD

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

H. MINIMUM DEPTH OF REAR YARD

7.5 metres (25 feet) unless otherwise approved by the Development Officer.

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

I. MAXIMUM HEIGHT OF BUILDINGS

Two storeys or 8 metres (26 feet) unless otherwise approved by the Development Officer.

J. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS

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

K. LANDSCAPING

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

L. MAXIMUM ALLOWABLE DENSITY

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

M. OFF STREET PARKING

As stated in this Bylaw except:

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

N. PERIOD OF OCCUPANCY

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



Agenda Item

Project: 2012 Clearwater County Internal Safety Audit	
Presentation Date: March 12, 2013	
Department: Health and Safety	Author: Steve Maki
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: #5 – HR Development	Goal: #1 To maintain a high quality health and safety program that complies with AB Health & Safety legislation through the continued development or improvement of the County's Health & Safety program and development or implementation of recognized best practices.
Legislative Direction: <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <u>OH&SA</u> <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: That Council accepts the results of the 2012 internal safety audit as presented.	
Background: <p>In order to renew a Certificate of Recognition (COR), a municipality must pass an external audit of their health and safety management system every three years. The pass mark is 80% overall, with a score of at least 50% in each of the 8 system elements. The audit must be completed using the Alberta Municipal Health & Safety Association (AMHSA) Audit Tool.</p> <p>The certified auditor submits the completed audit to AMHSA for a Quality Assurance review. If the audit meets the Quality Assurance standard, and the municipality has passed its audit. AMHSA will process the audit (forward information to Workers Compensation Board (WCB) and Alberta Employment Insurance Agency (AEI)). A COR will then be issued by AEI, sent to AMHSA and then sent to the successful municipality.</p> <p>A copy of the COR and related correspondence will be kept on file for 3 years. The COR must be maintained through the performance of an internal maintenance audit, in each of the following 2 calendar years, and expires 3 years from the date of issue. Clearwater County scored 86% on the 2012 internal audit. An action plan has been developed from this audit with recommended changes and improvements to be completed in 2013.</p>	

AMHSA Action Plan Template

YEAR: _____

DATE ACTION PLAN SUBMITTED: _____

AUDITOR _____

Audit Element	Audit Recommendations	Activity Assigned To	Target Date	Completion Date
1.5/1.6 Can workers/supervisors describe some of the health and safety policy contents?	Health and Safety Coordinator will review Safety Policy and Statement of Commitment for Management and Council at Departmental Staff Meetings	Steve Maki	March 29/2013	
1.12 Can Workers describe how managers and supervisors demonstrate their commitment to health and safety?	CAO to give a review at annual supervisors meeting to all directors and supervisors regarding Assignment of Responsibility and Accountability for Safety. This review will come from the Safety Directive Manual	Ron Leaf	April 30/2013	
1.13 Do supervisors and managers follow health and safety practices, procedures and rules?	CAO to give a review at annual supervisors meeting to all directors and supervisors regarding Assignment of Responsibility and Accountability for Safety. This review will come from the Safety Directive Manual	Ron Leaf	April 30/2013	

Audit Element	Audit Recommendations	Activity Assigned To	Target Date	Completion Date
1.17 Have managers attended meetings where safety was a significant topic?	This topic will be added to an agenda of the JHSC. Discussion to take place on how to close a gap between directors and staff at the field level. Some departments are not regularly having departmental meetings with a safety component	Steve Maki and JHSC	April 30/2013	
1.21/1.22 Do workers/supervisors understand how the OH&S Act, Regulation and Code applies to their work?	Health and Safety Coordinator will discuss the topic at departmental staff meetings. An OH&S component will be added to PW toolbox forms	Steve Maki	May 31/2013	
2.6 Are hazards being reviewed as required under the directive?	This topic will be added to an agenda of the JHSC. Department reps to bring back to their departments. Some hazard assessments will be created for office staff	Steve Maki and JHSC	March 29/2013	

Audit Element	Audit Recommendations	Activity Assigned To	Target Date	Completion Date
2.8 Are workers involved in the formal hazard id and ranking process?	This topic will be added to an agenda of the JHSC. Department reps to bring back to their departments. Some workers have been involved, but it is good for supervisors to involve other workers as well	Steve Maki and JHSC	April 30/2013	
2.9 Are workers informed of significant hazards in a timely fashion?	If a significant hazard is identified, Health and Safety Coordinator will contact affected departments	Steve Maki	August 30/13	
3.6-How do the appropriate supervisors or managers ensure that recommended controls are implemented?	CAO to give a review at annual supervisors meeting to all directors and supervisors regarding Assignment of Responsibility and Accountability for Safety. This review will come from the Safety Directive Manual	Ron Leaf	April 30/2013	
3.9- Do the workers follow safe work practices and procedures?	Health and Safety Coordinator will discuss at departmental staff meetings. Remind supervisors to insure staff are reading and signing SWP,s	Steve Maki	April 30/2013	

Audit Element	Audit Recommendations	Activity Assigned To	Target Date	Completion Date
3.12- Have workers been trained in the use, maintenance and limitations of PPE?	Health and Safety Coordinator will discuss at departmental staff meetings. Remind supervisors to insure staff are trained in the use, maintenance and limitations of ppe	Steve Maki	April 30/2013	
3.13-How well is the PPE maintained?	Health and Safety Coordinator will participate in formal inspections. Overall PPE is well maintained. Some minor issues will be dealt with	Steve Maki	March 29/2013	
3.15- Can workers describe the disciplinary policy?	Health and Safety Coordinator will discuss at departmental staff meetings. Over view of disciplinary policy will be discussed	Steve Maki	May 31/2013	
3.18- Can workers describe the preventative maintenance program and their roles?	Health and Safety Coordinator will discuss at departmental staff meetings. Over view of preventative maintenance will be presented.	Steve Maki	May 31/2013	

Audit Element	Audit Recommendations	Activity Assigned To	Target Date	Completion Date
4.1-Is there a written directive about the formal workplace inspection process?	This topic will be added to an agenda of the JHSC. Reporting of results and follow up process require clarification in safety directive	Steve Maki and JHSC	June 28/2013	
4.4- Are formal inspections occurring with the frequency outlined in the directive?	This topic will be added to an agenda of the JHSC. A schedule has been created. Health and Safety coordinator will track inspection frequency	Steve Maki and JHSC	May 31/13	
4.10- How are those responsible for the worksite ensuring that formal inspections are completed and that corrective actions are carried out?	This topic will be added to an agenda of the JHSC. A schedule has been created. Health and Safety coordinator will track corrective actions	Steve Maki and JHSC	May 31/2013	
4.12- Are the results of formal inspections shared with the workers?	This topic will be added to an agenda of the JHSC. How results are to be shared will be discussed	Steve Maki and JHSC	May 31/2013	
4.13- Do workers participate in formal inspections?	This topic will be added to an agenda of the JHSC. Members will be encouraged to get other staff to assist in inspections	Steve Maki and JHSC	May 31/2013	

Audit Element	Audit Recommendations	Activity Assigned To	Target Date	Completion Date
5.4- Can workers describe what training they have received on how to do their jobs safely?	Health and Safety Coordinator will discuss at departmental staff meetings. Insure supervisors are using SWP's and providing needed training	Steve Maki	April 30/2013	
5.8- Can new employees describe what was covered during the orientation?	The County's orientation program is going to be reviewed by the Health and Safety coordinator and Human resources manager. Possibly look at refining orientation's to make them more job specific.	Steve Maki Janice Anderson	March 29/2013	
6.2- Have certain employees been given lead roles in a health and safety emergency?	Health and Safety Coordinator will discuss at departmental staff meetings. Insure supervisors are using SWP's and providing needed training	Steve Maki	May 31/2013	
6.3- What training have employees received in the ERP for emergencies?	Health and Safety Coordinator will discuss at departmental staff meetings. ERP's will be reviewed	Steve Maki	June 28/13	
6.5- Is there documentation that the ERP procedure for employees has been tested in the last 12 months?	All permanent sites will have an ERP test	Steve Maki Cammie Laird	Sept.27/2013	

Audit Element	Audit Recommendations	Activity Assigned To	Target Date	Completion Date
6.7- Have enough employees been trained in first aid?	O H and S code is being exceeded. County recommends fulltime staff to be trained. Will be providing in house recerts. Current documentation shows 60% full time employees have first aid	Steve Maki	Sept 27/2013	
6.11- Do all employees know how to use the communication system, in case of an emergency?	Health and Safety Coordinator will discuss at departmental staff meetings. Insure supervisors are showing summer staff how to use phones	Steve Maki	May 31/2013	
7.6 Are all incidents being reported?	Health and Safety Coordinator will discuss at departmental staff meetings. All staff will be shown how to complete a form	Steve Maki	May 31/2013	
7.12 Are the results of investigations shared with the workers?	Health and Safety Coordinator will work with communications and work on a communication strategy	Steve Maki Christine Heggart	May 31/2013	
8.2- Is data of lost time, medical aid and first aid data analyzed to determine trends?	Health and Safety Coordinator will analyze 2012 data and look for trends	Steve Maki	March 29/2013	

Audit Element	Audit Recommendations	Activity Assigned To	Target Date	Completion Date
8.5- Was an action plan developed and implemented as a result of the last audit?	Action plan was not completed in 2012. Action plan from audit has been developed with target dates set	Steve Maki and JHSC	Sept 30/2013	
8.7- Can workers describe some meeting topics?	Health and Safety Coordinator will attend departmental meetings and add a safety component	Steve Maki	May 31/2103	
8.9 -Do workers know where to access the health and safety manual?	Health and Safety Coordinator will reinforce in orientations. All new staff are given a copy and the manual is available online	Steve Maki	May 31/2013	





Agenda Item

Project: Alberta Report on EMS Services	
Presentation Date: March 12, 2013	
Department: Community and Protective Services	Author: Mike Haugen
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Quality of Life	Goal: 4. Ensure future healthcare needs of community and aging population (hospital, physician recruitment, emergency medical services).
Legislative Direction: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: That Council accept this report as information as presented.	
Attachments List: None	

Background:

For more information regarding the Health Quality Council of Alberta report “Review of the Operations of Ground Emergency Medical Services In Alberta”, including the full report, please see the following website: www.health.alberta.ca/services/hqca.html.

The report looks at the following areas of Emergency Medical Services provision:

1. Transition issues related to the transfer of governance and funding of ground EMS from municipalities to Alberta Health Services (AHS).
2. The consolidation of ground EMS dispatch services under AHS.
3. Challenges specific to integrated fire/EMS service providers.
4. Challenges specific to urban, rural, and remote areas of the province.
5. Availability and adequacy of EMS data.

The report makes a number of recommendations regarding EMS service in Alberta. At this point in time the Province has committed to Recommendation #1 regarding Public Safety Answering Points (PSAPs). PSAPs are the 911 call answering centres.



Specifically, Recommendation #1 reads as follows:

The Government of Alberta develop and implement legislation, operational standards and an accountability framework for the Public Safety Answering Point system in the province.

Required Actions:

- The Government of Alberta conduct a review of the PSAP system and PSAP centres operations to inform the development and implementation of legislation, regulations, operational standards and an accountability framework.
- The Government of Alberta conduct an analysis to determine the appropriate number of PSAP centres to maximize the efficiency and reliability of this system.

The Province will be working with key stakeholders (PSAPs, fire departments, municipalities, etc.) to put a plan and proposal together.

As Council is aware the County has expressed concern regarding EMS to Alberta Health Services and did provide input for this study when the opportunity was given (Council will recall this was done through the AAMD&C). Several discussions with Alberta Health Services have taken place and staff continue to raise concerns about the current provincial EMS framework and its impact on local EMS providers and the community.

In continuing this approach and as part of the new plan development outlined by the Province, staff will coordinate with local stakeholders including Fire Rescue Services, CREMA and partner municipalities to convey a consistent message to the Province.

As this process unfolds, staff will also make Council aware of opportunities for elected official input into the process.

Staff is asking that Council accept this report as information at this time.



Agenda Item

Project: Primary Care Network Discussion Workshop Invitation	
Presentation Date: March 12, 2013	
Department: Municipal	Author: Tracy Lynn Haight
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Quality of Life – To maintain and develop sustainable services, facilities and programs that encourage and support a safe, healthy, active and vibrant community.	Goal: Ensure future healthcare needs of community and aging population (hospital, physician recruitment, emergency medical services).
Legislative Direction: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: Staff is requesting direction on acceptance of invitation from Primary Care Network.	
Attachments List: Invitation from Primary Care Network	

Background:

The Rocky Primary Care Network is hosting a facilitated discussion to identify ways in which a collaborative partnership with communities and stakeholders in health could address current needs for health and wellness within the community and/or initiate sustainable initiatives that support citizen health.

The meeting will be held Wednesday, March 20 at the Lou Soppit Community Centre from 9:00 - 3:00 and The Rocky Primary Care Network is requesting an RSVP from County Council and/or its Staff.

Staff wish to note, March 20th is the last day of the AAMDC Spring Convention. Are any members of Council able to attend?



January 31, 2013

Dear Community Partner

The Rocky Primary Care Network (A Rocky Medical Clinic Initiative) has been a part of the health care community within the Town of Rocky Mountain House and Clearwater County for 7 years. Over that time, we have been developing programs and offering services based on a gap analysis that was initiated during the formation of the PCN and ongoing consultation with many of our health care partners. We have been using a model of care based on the Wagner Chronic Disease Management Model. Within this model of care, the inner circle focuses on the patient and the direct care providers by ensuring that they have the knowledge, tools and individual support to help the patient begin to manage their own health care challenges. The second circle around the first level ensures that the healthcare organization is organized and developed to ensure that the patient and provider are supported in their roles on an ongoing basis. The final circle in the process looks at how the community provides support to its citizens so that they can achieve optimal health. Having an integrated community vision of health and access to healthy choices ensures that all people have the opportunity to be productive, engaged citizens.

The Rocky Primary Care Network (and Rocky Medical Clinic) has developed the first two circles of care as outlined above within its current resources. We will continue to make ongoing improvements to our program. It is our vision to now engage the community and stakeholders in health in discussions to identify not just gaps and barriers but also successes and initiatives. The goal of this collaborative interaction is to initiate a platform for all sectors of the community to partner in developing sustainable initiatives that support the ongoing health journey of our citizens.

With the above vision and goal in mind, we invite a member(s) or representative(s) of your organization to join us in a facilitated discussion to start this journey on March 20th at the Lou Soppit Community Centre. We will encourage all attendees to identify the potential(s) that we know exists within our catchment area and to enter into conversation to see how we can leverage the current resources of the Rocky Primary Care Network, Rocky Medical Clinic, communities and stakeholders through partnership and collaboration for the benefit of all citizens.

The objective of the day is to:

- 1. Have a brief introduction by each group or organization as to their organization's role within the community*
- 2. Give a brief overview of the current programming and service areas that the PCN currently offers*
- 3. Engage in facilitated conversations to identify our strengths and the current needs in regard to health that still exist within the communities and what solutions could be implemented in a sustainable way through collaborative partnerships.*

Please RSVP to k.tetley@rockymedical.com by March 6th, 2013 with your intention to attend. If your organization is attending please send along a short (maximum 75 words) overview of the role and services you provide with your RSVP. We will be collating this information into a handout for each attendee prior to our first town hall to give all an overview of what we currently offer within our borders.

Thank you for your attention and consideration of this invitation.

Sincerely



Jeannette Sandstra, Executive Director

Rocky Mountain House Primary Care Network (PCN)



Agenda Item

Project: 2013 Open House Update	
Presentation Date: March 12, 2013	
Department: Council	Author: Christine Heggart
Budget Implication: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Governance and Intergovernmental Relations	Goal: Communicate and educate the community regarding Council's key priorities, projects and programs
Legislative Direction: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: That Council confirms the format and timeframe for the two 2013 Open Houses.	
Attachments List: N/A	

Background:

The venues have been booked for Council's upcoming 2013 Open Houses.

DATE

June 19

June 20

LOCATION

Caroline (Kurt Browning Complex)

Rocky Mountain House (Lou Soppit Community Centre)

Staff would like to discuss with Council the format for the open house and whether Council would like to include a meal incentive or just coffee and snacks.

Staff recommends a one and a half hour open house (coffee/snacks) or if there is to be a meal included - two and a half hours – with a late afternoon and early evening start time.

As the open house venues are larger this year and being held in the urban centres, Staff would like to determine if Council wishes to invite Town/Village Councillors to participate as well.



Agenda Item

Project: Advertising Policy Review	
Presentation Date: March 12, 2013	
Department: Council	Author: Christine Heggart
Budget Implication: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Governance and Intergovernmental Relations	Goal:
Legislative Direction: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input checked="" type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: That Council review, amend as required and adopt the revised Advertising Policy.	
Attachments List: Advertising Policy 2000, DRAFT Advertising Policy 2013	

Background:

As part of their ongoing policy review, Staff identified that Council's Advertising Policy was last updated in 2000. The original Advertising Policy is attached to this agenda item, with red tracked changes for the recommended amendments. The DRAFT advertising policy has also been migrated over to a new County Policy template and is included as a secondary attachment.

The recommended amendments to the Advertising Policy include minor administrative changes, as well as the inclusion of updates to the Public Notices item #3 to include the County logo, website, and Facebook and Twitter links. This amendment will support Council's communications strategy to foster public education regarding decisions of Council and Clearwater County's programs, services and upcoming projects. (This Public Notice template is already being used in the Mountaineer – County Highlights section)

Clearwater County

ADVERTISING POLICY

EFFECTIVE DATE: August 2000

REVISION DATE: March 12, 2013

SECTION: Administration

POLICY STATEMENT: To implement an effective advertising procedure that satisfies the advertising requirements of the Municipal Government Act (MGA) or informs the ratepayers and electors of Clearwater County's activities.

Deleted: the

PROCEDURE:

1. All advertisements will be placed in the local papers, the Rocky Mountain House Mountaineer and the Leslieville Western Star.

Deleted: regional

2. Statutory advertisements required by the MGA, which may affect residents in the area south of Township 36, should also be placed in the Sundre Roundup.

Deleted: Municipal Government Act

3. Public Notices should be placed under a single heading (i.e. County Highlights) identifying the information as pertaining to Clearwater County. The notices should also include the County's logo, civic address, mailing address, website and e-mail address, along with the County's social media links.

4. Placement of advertisements is the responsibility of the Communications Coordinator, based on the direction of, the department Director to which the advertisement applies.

Deleted: ¶
<#>To the extent possible, advertisements should be placed in a standard location of the newspaper, (e.g. page 5) ¶

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Deleted: applicable

Deleted: D



CLEARWATER COUNTY Advertising Policy

POLICY

EFFECTIVE DATE:	August 2000
REVISION DATE:	March 12, 2013
SECTION:	Administration
POLICY STATEMENT:	To implement an effective advertising procedure that satisfies the advertising requirements of the Municipal Government Act (MGA) or informs the ratepayers and electors of Clearwater County's activities.
PROCEDURE:	<ol style="list-style-type: none">1. All advertisements will be placed in the local papers, the Rocky Mountain House Mountaineer and the Leslieville Western Star.2. Statutory advertisements required by the MGA, which may affect residents in the area south of Township 36, should also be placed in the Sundre Roundup.3. Public Notices should be placed under a single heading (i.e. County Highlights) identifying the information as pertaining to Clearwater County. The notices should also include the County's logo, civic address, mailing address, website and e-mail address, along with the County's social media links.4. Placement of advertisements is the responsibility of the Communications Coordinator, based on the direction of the department Director to which the advertisement applies.



Agenda Item

Project: Provincial Budget 2013	
Presentation Date: March 12, 2013	
Department: CAO	Author: Ron Leaf
Budget Implication: <input 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 accepts this report for information.	
Attachments List:	

Background:

Last Thursday the Government of Alberta released their budget for the 2013-14 fiscal year. Given recent comments by the Provincial Treasurer, Doug Horner, and the Premier regarding the projected deficit for the 2012-13 fiscal year it was no surprise that the coming years budget would include cuts in program funding across a number of departments. The following report outlines some of the significant changes in provincial funding or changes in provincial programs that affect the County.

1. One of the most significant changes for Clearwater County is the removal of funding for the Strategic Transportation Infrastructure Program which was the collection of four previous grant programs:
 - Local Road Bridge Program
 - Resource Road Program
 - Community Airport Program
 - Local Municipal Initiative

Changes to this program funding are significant, particularly in terms of funding provided for the upgrade of local bridges or bridge structures. As Council will recall, the County's bridge deficit is estimated at approximately \$85 million. Council's current policy is to upgrade bridges as provincial funding allows. Given the reduction in funding over the past number of years and the removal of funding from the program in this budget, I believe Council will need to review this policy in terms of Council's capital bridge plans for 2013, 2014 and 2015. Removal of funding affects the potential for inter-municipal projects, for example, the paving of the Red Deer River Access road.



2. The Basic Municipal Transportation Grant had a 3.9 per cent reduction in funding. Staff will investigate the specific impacts of this reduction and report back to Council.
3. Funding for the Water for Life Program decreased from \$145 million in the previous fiscal year to just under \$75 million this year (numbers include both operational and capital budgets). This may affect the provincial funding that was to assist in the upgrade of the Nordegg water system.
4. The Alberta Municipal Water/Wastewater Partnership decreased to \$25 million from the \$50 million funding level provided in the 2012-13 budget. This reduction may impact on planned wastewater upgrades with the Town or with respect to system upgrades for Leslieville or Condor and/or potentially new systems in Withrow and Alhambra.
5. The MSI funding did not increase, as was hoped, however is being maintained at a funding level of \$896 million. Funding for Regional Cooperation Grants was increased significantly from \$9 million to \$29 million.
6. While this program change does not impact the County, the AAMDC identified in their budget commentary that the Alberta Farm Fuel Benefit will be reduced. Previously, this program consisted of two parts – exemption from the 9 cents per litre provincial fuel tax on marked fuel and a further 6 cents per litre distribution allowance on marked diesel. While the 9 cents per litre exemption remains, the extra 6 cents reduction will no longer be in place.

New programs that were confirmed as part of the budget are:

- The establishment of a Premier's Council on a New Provincial-Municipal Partnership in 2013-14. This initiative was announced prior to the last election with the purpose of clarifying and strengthening the provincial-municipal partnership.
- In relation to concerns regarding provincial 911 dispatch, a new program will be implemented this year to provide stable funding to 911 call centres. This program will be funded through the new 911 provincial levy on cell phone users.

Conclusion:

Directors will be assessing the specific impacts of the budget in the coming weeks and, I anticipate, will be presenting more detailed impacts of the budget at future Council meetings.