

REMINDER:
Chamber of Commerce Breakfast Meeting 7:00 am Visitor Services Centre

CLEARWATER COUNTY COUNCIL AGENDA

January 10, 2017

9:00 AM

Council Chambers

4340 – 47 Avenue, Rocky Mountain House, AB

9:30 am Clearwater Regional Tourism Working Group

A. CALL TO ORDER

B. AGENDA ADOPTION

C. CONFIRMATION OF MINUTES

1. December 13, 2016 Regular Meeting Minutes
2. December 19, 2016 Special Meeting Minutes

D. PUBLIC WORKS

1. 2017 Winter Gravel Program
2. Bridge File 75501 (SW 33 40 07 W5M Township Road 40-5) Bridge Rehabilitation Tender Award

E. COMMUNITY & PROTECTIVE SERVICES

1. 9:30 am Clearwater Regional Tourism Working Group
2. "Growing Rural Tourism" Conference Attendance
3. Asset E05-1 (Fire Engine Unit #501) Replacement

F. PLANNING

1. 2016 Clearwater County Internal Safety Audit

G. MUNICIPAL

1. CAAMDC FCM Committee Nomination
2. AAMDC Climate Change Advisory Committee Nomination
3. Alberta Community Partnership Grant Applications
4. 2017 Municipal Law Educational Seminars
5. Alberta Electoral Boundaries Review
6. AAMDC Board Governance Review
7. Alberta Municipal Affairs Preliminary Review Findings

H. INFORMATION

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

I. IN CAMERA*

1. Legal – *Verbal Report*

* For discussions relating to and in accordance with: a) the Municipal Government Act, Section 197(2) and b) the Freedom of Information and Protection of Privacy Act, Section 27(1)

J. ADJOURNMENT



AGENDA ITEM

PROJECT: 2017 Winter Gravel Program		
PRESENTATION DATE: January 10 th , 2017		
DEPARTMENT: Public Works	WRITTEN BY: Kate Reglin	REVIEWED BY: Kurt Magnus/Marshall Morton/Ron Leaf
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: Managing Our Growth	PRIORITY AREA: Support a transportation network that connects and moves residents and industry	STRATEGIES: Protection of Infrastructure
RECOMMENDATION: That Council accepts the 2017 Winter Gravel Program as information.		

BACKGROUND:

The budgeted amount for the 2017 Winter Gravel Program is \$1,182,700.00. The proposed 2017 program has been developed in accordance with this budget.

This year's proposed program will re-gravel approximately 343 km (206 miles) of road, and use approximately 62,836 tonnes of ¾" aggregate from inventory.

The intended start date of the 2017 Winter Gravel Program is Monday, January 16th, 2017, pending suitable weather conditions.

On Tuesday, Council will receive a map of the proposed 2017 Winter Gravel Program for information. Please note, the roads may be subject to change due to unforeseen variables.



AGENDA ITEM

PROJECT: BF 75501 Bridge Rehabilitation Tender Award		
PRESENTATION DATE: January 10 th , 2017		
DEPARTMENT: Public Works	WRITTEN BY: Kate Reglin/Kurt Magnus	REVIEWED BY: Marshall Morton/Ron Leaf
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: Managing Our Growth	PRIORITY AREA: Support a transportation network that connects and moves residents and industry	STRATEGIES: Bridge repair or replacement scheduled at an average of 2-3 bridges per year (50-60 year cycle)
RECOMMENDATION: That Council receives the information as presented.		

BACKGROUND:

Bridge File (BF) 75501, located at SW 33-040-07-W5M, on local Township Road 40-5, crossing Chicken Creek, is part of Clearwater County's Bridge Rehabilitation program. The rehabilitation of this bridge structure includes the removal of the existing structure and installation of a bridge concrete box culvert.

Administration tendered the bridge construction rehabilitation to BF 75501 in June, 2016. The tender opening was held on Wednesday, June 13th, 2016 for the work outlined above. Administration received three bids, with Prairie Erectors International Inc. being the low valid bidder. The low bid came in \$104,525.60 over the engineer's estimated amount of \$370,677.50. As a result, Administration decided, at that time, due to budgetary considerations, to not award the work, and, to retender the project in December 2016.

Consequently, a second tender opening was held on Thursday, December 8th, 2016. Administration received 14 bids for the bridge file.

For BF 75501, **THS Septic and Civil Solutions** was the low valid bidder.

Contractor	BF75501
THS Septic and Civil Solutions	\$ 216,452.50
Pidherney's Inc.	\$ 269,509.00
Unsurpassable Construction Inc.	\$ 326,650.00
Pacer Construction Inc.	\$ 369,970.00
Formula Alberta Ltd.	\$ 384,500.00
AB Westrac Inc.	\$ 389,234.76
Prairie Erectors International Inc.	\$ 397,761.00
LBCO Contracting Ltd.	\$ 439,700.00
Kichton Contracting Ltd.	\$ 476,466.47
McKnight Enterprises Ltd.	\$ 489,000.00
TBL Construction Ltd.	\$ 514,302.00
PSA Construction Inc.	\$ 515,873.00
Volker Stevin Highways Ltd.	\$ 547,000.00
Ellis Don	\$ 558,542.14

BF 75501

THS Septic and Civil	<u>Tender Pricing</u>	<u>Estimated Amount</u>
Total Contract Cost	\$ 216,452.50	\$ 308,605.00
Modified Amount (less site occupancy)	\$ 208,952.50	\$ 292,605.00
Potential Site Occupancy	\$ 1,500.00	\$1,500.00
Bonus Days (3)		
Contingency 10%	\$ 20,895.25	\$ 29,260.50
Engineering	<u>\$ 47,312.00</u>	<u>\$ 47,312.00</u>
Total	\$ 278,659.75	\$ 370,677.50

The cost for BF 75501 came in **\$92,017.75** under the engineer's estimated amount of **\$370,677.50**.



AGENDA ITEM

PROJECT: Clearwater Regional Tourism Working Group		
PRESENTATION DATE: January 10, 2017		
DEPARTMENT: Community & Protective Services	WRITTEN BY: Jerry Pratt	REVIEWED BY: Ted Hickey/Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 1. Managing our Growth	PRIORITY AREA: 1.3 Local Economy	STRATEGIES: 1.3.4 & 1.3.6
RECOMMENDATION: That Council receives the information as presented.		

BACKGROUND:

The Regional Tourism Working Group (Administrative representatives from the Town of Rocky Mountain House, Clearwater County, the Village of Caroline, and the Rocky/Clearwater, Caroline and Nordegg Chambers of Commerce) have been working on a name and logo for the region in order to accomplish Objective #1 of the Tourism Strategy that Council approved in August of 2016.

Objective #1- Create a Regional Brand / Logo:

A Regional Brand has been identified as a need to ensure that the image of the Region is concentrated on the targeted Tourist market and limit existing mixed marketing messages.

The Tourism Group hired a professional graphic designer and reviewed the goals of the Tourism Group, the feeling of adventure and exploration that are desired from the logo, along with a historical perspective that makes the area unique.

The Group is very proud to present the new name and logo to use when promoting the region's brand.

The new logo and name will be used to unite a wide variety of activities and events under one known name, making it easier for tourism operators to market themselves and each other, and easier for our visitors to share their experiences.

A website is already in development to promote the region, and a Facebook Page and YouTube Channel have already been created and will start populating this week.

There will be another Tourism Business Forum held in early March to show tourism operators how they can use the logo and the new website to promote themselves.



AGENDA ITEM

PROJECT: “Growing Rural Tourism” Conference Attendance		
PRESENTATION DATE: January 10, 2017		
DEPARTMENT: Community & Protective Services	WRITTEN BY: Jerry Pratt	REVIEWED BY: Ted Hickey/Ron Leaf
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 1. Managing our Growth	PRIORITY AREA: 1.3 Local Economy	STRATEGIES: 1.3.4 & 1.3.6
RECOMMENDATION: That Council approve the attendance of 1 member of Council at the Growing Rural Tourism Conference February 13 – 15, 2017.		

BACKGROUND:

The “Growing Rural Tourism” Conference is an initiative of the Camrose Regional Exhibition, in partnership with Alberta Culture & Tourism, Alberta Association of Agricultural Societies, Tourism Camrose and Travel Alberta. The 17th annual conference will be hosted by the Camrose Regional Exhibition on February 13 – 15, 2017.

Rural communities in Alberta and across Canada have begun looking towards tourism as a viable industry to diversify their local economies. The Growing Rural Tourism Conference brings together groups who have embraced innovative Tourism strategies and partnerships, and those looking at how they might bring new sources of revenue and employment to their own communities.

Rural Tourism experts and participants from a broad cross-section will share successes, challenges, and ideas for future growth.

This conference is attended by business owners, elected officials, and municipal and provincial administration.

At last year’s conference a local tourism operator, Rancho Relaxo, won first place in the Entrepreneurship Challenge at this conference, awarding them \$10,000 for their business.

Options:

1. Approve a Council member to attend the Growing Rural Tourism Conference.
2. Decide that administration attendance will serve the needs of the County.



AGENDA ITEM

PROJECT: Asset E05-1 (Fire Engine Unit #501) Replacement		
PRESENTATION DATE: January 10, 2017		
DEPARTMENT: Community & Protective Services - Clearwater Regional Fire Rescue Services (CRFRS)	WRITTEN BY: Jesse Kurtz/Ivan Dijkstra	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: Community Well-Being	PRIORITY AREA: Create a safer community	STRATEGIES: 3.2.1 3.2.2
RECOMMENDATION: That Council accepts CRFRS' recommendation for Fire Engine Unit #501 replacement		

BACKGROUND:

As Council is aware on October 16, 2016 the Fire Engine (unit #501) that was involved in a single vehicle rollover that has resulted in the unit being written off by the insurance company. Fire Services has investigated several options for the replacement of unit #501, and is recommending that a Rosenbauer Rescue Engine (truck #16909) be purchased from Rocky Mountain Phoenix out of Red Deer for \$588,851. The net cost to the County's Fire Apparatus Fleet Reserve is \$163,851. This amount was accounted for and approved in the 2017 Clearwater County budget, no additional budget implication. It is Fire Services' intent to place the newly purchased unit in its #60 Station located in Rocky Mountain House, and transfer the existing Rosenbauer Rescue Engine (asset E08-1, fire rescue engine #603) to #50 Station located in Nordegg.

Administration's recommendation is based on the following:

- Unit is available today in Red Deer
- Only minor additions, such as decaling and Insta-Chains required before unit is placed in service with CRFRS
- Fire Service Level for Nordegg and Rocky is maintained/improved
 - Unit #501 4*2 4500l tank 5000l/min normal pressure pump
 - Unit #603 4*4 3100l tank 5000l/min high pressure pump

- New Unit 4*2 3785l tank 6000l/min normal pressure pump
 - 4*4 will improve performance in the back-country
 - Tender Unit #502 also has high pressure pump – minimal training
 - High pressure pump ‘stretches’ water further on scene
 - Unit #603 has increased compartment space, compared to #501
 - Unit #603 is a custom cab configuration – improved safety
- Newly purchased unit increase compartment space for Rocky station, which allows for improved accessibility of equipment on scene.
- New unit will increase pump capacity for Rocky station
- Improved life cycle utilization of unit #603 by placing it in #50 station, less call volume, after 8 years in the busiest station (#60 in RMH).

Should Council agree to purchase the recommended unit Staff anticipates that the unit will be in service during the second half of February, allowing CRFRS to return the temporary rental engine unit and have firefighters familiar with the new equipment before the start of the fire season.

This completed audit was the second internal audit in the cycle. The 2017 audit will be an external audit, with the current audit tool being used. In 2018 at the start of a new audit cycle- a revised audit tool will be used.

Summary Score Sheet

Municipality Evaluated: Clearwater **Date of Audit:** 26-Oct

	Element	Total Points Possible	Points Awarded	Min. Points Required	%
1.	Organizational Commitment	130	120	65	92%
2.	Hazard Identification and Assessment	190	188	95	99%
3.	Hazard Control	150	146	75	97%
4.	Formal Workplace Inspections	130	114	65	88%
5.	Orientation and Training	120	119	60	99%
6.	Emergency Response Planning	85	78	43	92%
7.	Incident Investigation	115	110	58	96%
8.	Program Administration	80	74	40	93%
	TOTAL	1000	949	800	95%

Final Score: TOTAL/1000 x 100% = **95%**

Did the municipality achieve:

At least 80% overall? **Yes**

A minimum score of at least 50% in each element? **Yes**

To pass the audit the municipality must achieve a minimum standard of at least 50% in each element AND at least 80% overall.

Did the municipality pass the audit? **Yes**

Auditor Signature _____

CAO Signature _____



AGENDA ITEM

PROJECT: CAAMDC FCM Committee Nominee		
PRESENTATION DATE: January 10, 2017		
DEPARTMENT: Municipal	WRITTEN BY: Tracy Haight	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: Advocate in the best interests of our community and region	STRATEGIES:
ATTACHMENT(S): FCM Standing Committees and Forums Listing and CAAMDC FCM Committee Nomination Terms of Reference		
RECOMMENDATION: That Council considers the nomination and endorsement of a Councillor as a candidate for the CAAMDC FCM Committee Nomination.		

BACKGROUND:

In order to facilitate rural representation on a federal level, the Central Alberta Association of Municipal Districts and Counties – District 2 (CAAMDC) annually selects a candidate from its membership to apply for membership on the Federation of Canadian Municipalities (FCM) standing committees (list attached).

As per the attached CAAMDC *FCM Committee Nomination Terms of Reference*, a candidate's nomination requires endorsement by a motion of the candidate's Council which is then submitted to the CAAMDC District Secretary-Treasurer prior to the Spring CAAMDC meeting in February. At that time, the CAAMDC members will approve a candidate for application to FCM standing committees.

Staff requests direction from Council on whether a member of Council is interested in the candidacy and if they wish to have staff prepare a nomination for consideration by the CAAMDC membership at the upcoming February 3 meeting.



Standing Committees and Forums

FCM's Board of Directors has established ten standing committees and forums to facilitate more detailed debate and provide the board with recommendations on priority policy and program issues. These committees are comprised of both Board members and other municipal elected officials.

For more information, please contact Ms. Sylvie Delaquis, Corporate Secretary, sdelaquis@fcm.ca or 613-907-6245.

2016-2017 FCM Standing Committee Preference Sheets

For more information, please contact Ms. Sylvie Delaquis, Corporate Secretary, sdelaquis@fcm.ca or 613-907-6245.

2016 - 2017 membership lists:

- [Community Safety and Crime Prevention](#) 

Policing, crime prevention, community corrections, emergency preparedness and management.
- [Conference Planning Committee](#) 

Oversight of the Sustainable Communities Conference and Annual Conference agendas.
- [Environmental Issues and Sustainable Development](#) 

Green economy, climate change adaptation, clean air, water, waste, wastewater, brownfields, toxic substances (including pesticides), energy, invasive species, green infrastructure.
- [Increasing Women's Participation in Municipal Government](#) 


Advocacy supporting greater participation of women in municipal government, including development of strategies to raise the profile of the issue.
- [International Relations](#) 

Global networks and advocacy, decentralization, good governance, local capacity development.
- [Municipal Finance and Intergovernmental Arrangements](#) 

Municipal powers, roles and responsibilities, federal-provincial/ territorial-municipal relations, municipal fiscal tools, international trade rules and disputes, GST and other tax issues.
- [Municipal Infrastructure and Transportation Policy](#) 

Municipal infrastructure and federal funding programs, small and regional airports viability, marine policy, railway and municipal proximity issues, highway and border infrastructure issues, urban transit, telecommunications.



- [Northern and Remote Forum](#) 
Infrastructure investments, economic development in the North, natural resources and northern communities. Membership criteria: Membership is open to municipal representatives from the territorial or provincial North.
- [Rural Forum](#) 
Infrastructure investments, rural economic development, diversification of resource-based communities, interdependencies between rural and urban communities.

Membership criteria: Membership is open to representatives from municipalities that are rural in nature or urban communities that have a significant rural component or interest.
- [Social Economic Development](#) 
Housing and homelessness; cultural and community infrastructure, immigration and municipal-Aboriginal relations, aging.
- [Non-Board Committee Members](#) 
This feature of our governance enables broader membership participation in our committee deliberations and brings expertise that strengthens the debate and helps create the most informed recommendations to the Board of Directors. They do not have voting rights at the Board of Directors meeting.

CENTRAL ASSOCIATION OF MUNICIPAL DISTRICTS & COUNTIES

FCM COMMITTEE NOMINATION TERMS OF REFERENCE

Authority

1. The nomination of a Central District councillor to the Federation of Canadian Municipalities (FCM) Board is supported by a resolution of the general membership of the Central District of the Alberta Association of Municipal Districts and Counties (CAAMDC).

Purpose

1. The purpose of the nomination process is to endeavor to provide a rural Alberta perspective on Federation of Canadian Municipalities (FCM) Committee(s).

Nomination - Qualifications & Process

1. To be eligible for nomination, a candidate must be a "councillor" as defined by the Alberta Local Authorities Election Act (RSA 2000, Chapter L-21) and a member of a Council affiliated with the CAAMDC.
2. A candidate's nomination shall be endorsed by a motion of the candidate's Council.
3. The candidate's nomination shall be submitted to the District Secretary - Treasurer, or their designate, a minimum of two (2) business days prior to the Spring CAAMDC meeting.
4. At the Spring Central District meeting, the District Secretary- Treasurer shall present a list of nominated candidates to the CAAMDC membership, for consideration and endorsement.
5. In the event that more than one candidate is nominated, the CAAMDC members, who are present at the meeting, shall vote by ballot and approve one (1) individual's name for submission to the FCM Board.
6. The successful candidate shall be responsible to prepare, in the form and manner required by the FCM Board, an application that shall be submitted during the annual FCM conference for that Board's consideration.
7. The selection or appointment of the CAAMDC candidate to a FCM Committee shall be at the sole discretion of the FCM Board.
8. Should the CAAMDC's candidate be appointed to a FCM Committee, the "Appointed Member" is responsible to report to the CAAMDC members on the nature of the Committee work the individual is engaged in, including outcomes and/or recommendations, as appropriate.

Term of Appointment and Frequency of Meeting(s)

1. The Term of the Appointment(s) and the frequency of the meetings shall be at the discretion of the FCM Board or FCM Committee Chair.

Per Diem & Expenses

1. Payment of any per diem is the responsibility of the Appointed Member's municipality.
2. Cost incurred by the Appointed Member for travel, meals, and accommodation related to the FCM Committee work shall be shared by the fourteen (14) CAAMDC member municipalities

Administrative Support

1. The Appointed Member's municipality shall be solely responsible for any administrative support required in relation to the FCM appointment, including but not limited to:
 - printing of meeting agendas or preparation material
 - scheduling of flights,
 - booking of hotels,
 - processing or preparation of invoices or receipts
2. The Appointed Member's municipality shall be responsible to prepare and invoice the CAAMDC members once annually for costs related to the Appointed Member's attendance at FCM Committee meetings.



AGENDA ITEM

PROJECT: AAMDC Climate Change Advisory Committee Nomination		
PRESENTATION DATE: January 10, 2017		
DEPARTMENT: Council	WRITTEN BY: Christine Heggart	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw/Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: Advocacy	STRATEGIES: 2.5 Advocate in the best interest of community and region.
ATTACHMENT(S): Climate Change Advisory Committee Terms of Reference; draft letter of support for CCAC nomination		
RECOMMENDATION: That Council reviews, amends and approves the letter of support for nomination of Councillor Maki to AAMDC's Climate Change Advisory Committee and authorizes any per diem expenses associated with the CCAC, should Councillor Maki be selected.		

BACKGROUND:

The Alberta Association of Municipal Districts and Counties (AAMDC) is calling for nominations for a committee to provide a rural municipal perspective on provincial and federal legislation, policies and programming related to climate change (i.e. carbon levy, renewables, transition from coal).

The deadline to submit nominations for the Climate Change Advisory Committee (CCAC) is January 13, 2017 and the CCAC will be comprised of one elected official from each of AAMDC's five districts. Applications must include completed application form, brief resume and letter of support from the respective municipality indicating that the municipality will cover any resulting costs.

Councillor Maki has indicated his interest in applying for the CCAC, and Administration has drafted a letter of support for Council's consideration.



CLIMATE CHANGE ADVISORY COMMITTEE TERMS OF REFERENCE

MANDATE

The purpose of this committee is to provide a rural municipal perspective on the positive and negative impacts of provincial and federal legislation, policies and programming related to climate change.

The committee's role may focus on exploring and identifying opportunities for municipalities by recommending resources, tools, etc. that municipalities can use to mitigate climate change or take advantage of provincial/federal legislative changes.

Committee topics could include, but are not limited to:

- Carbon levy impacts on rural municipalities
- Transition program for closing of coal-fired plants
- Legislative opportunities and challenges related to renewables
- Municipal opportunities for adapting to new legislative requirements
- Other items as identified by the AAMDC Board of Directors

COMMITTEE ROLES

The committee will:

- Serve as an advisory group to provide the rural municipal perspective on climate change issues identified by the AAMDC Board of Directors.
- Maintain confidentiality, as required, of materials provided or discussions within the committee.
- Act as a focus group for any climate change related projects undertaken by the AAMDC.
- Provide recommendations where necessary to the AAMDC Board of Directors to support the development of key positions based on discussions and information obtained through committee work.
- Represent the entirety of the AAMDC membership when making recommendations to the AAMDC Board of Directors.

COMPOSITION

The committee will be comprised of:

- A member of the AAMDC Board of Directors to act as chair
- One (1) elected official from each district, nominated independently with support from their municipality, and selected by the AAMDC Board
- External subject experts will be invited to present to the committee as needed

TERM

This committee will be in place for the period of one calendar year or as directed by the AAMDC Board of Directors, commencing before the spring convention.

REPORTING RELATIONSHIP

- The Committee shall report to the AAMDC Board through its Chair.

- The Chair will bring recommendations forward on behalf of the committee to the AAMDC Board of Directors through regularly scheduled meetings.
- The Committee shall have no resolution making powers.

FREQUENCY OF MEETINGS

Meetings will occur once every two months or as needed. The committee may be assembled at the request of the AAMDC Board of Directors when a specific task or issue arises.

COMMITTEE SECRETARIAT, ADMINISTRATIVE AND FINANCIAL SUPPORT

- The AAMDC will provide all necessary administrative resources to the committee.
- The AAMDC office shall provide or arrange meeting space for the committee as required.
- Per diem costs associated with participation in an AAMDC Advisory Committee will be borne by the member municipality. A letter of support from each committee member municipality is requested indicating recognition that per diem costs will not be borne by the AAMDC.
- The AAMDC shall reimburse committee members for travel, accommodation, and meal expenses related to attendance of committee meetings.



January 10, 2017

AAMDC Board of Directors
c/o Tasha Blumenthal
2510 Sparrow Drive
Nisku, Alberta
T9E 8N5
tasha@aamdc.com

Re: Letter of Support for Climate Change Advisory Committee Application

At their January 10, 2017 regular meeting, Council discussed AAMDC's call for nominations to the Climate Change Advisory Committee (CCAC). On behalf of Clearwater County Council, I wish to indicate Council's support for Curt Maki's nomination to the CCAC.

Mr. Maki became a Councillor in 2013, currently serving as Deputy Reeve, and he sits on numerous County and local boards related to agriculture, recreation, culture, economic development and waste management. He has lived and worked in rural Alberta his entire life and has demonstrated his commitment to understanding and advocating for issues that affect rural Albertans. With public sector and private sector experience in agriculture and industry, Councillor Maki would offer a diverse perspective should he be selected to sit on the CCAC.

Again, Council endorses Mr. Maki's application and encourages his selection for the CCAC and supports that any per diem costs associated with participation in this AAMDC Advisory Committee will be borne by the member municipality.

Sincerely,

Pat Alexander, Reeve

cc: Clearwater County Council



AGENDA ITEM

PROJECT: Alberta Community Partnership Grant Applications		
PRESENTATION DATE: January 10, 2017		
DEPARTMENT: Council	WRITTEN BY: Christine Heggart	REVIEWED BY: Ron Leaf/Rick Emmons
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw/Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 1. Managing our Growth 2. Well Governed and Leading Organization	PRIORITY AREA: Local Economy 1.3 Generate an innovative local economy that stimulates opportunities for investment and commercial and industrial expansion. Service Levels 2.2 Provide levels of service that balance community needs with organizational capacity.	STRATEGIES: 1.3.1 Collaborate with the Town of Rocky Mountain House to identify growth areas adjacent to the Town with the intent of addressing the lack of serviced residential, commercial and industrial properties. 2.2.1 Undertake reviews to determine types and levels of service and assets provided by Council, aligned with community need, to evaluate service quality.
RECOMMENDATION: 1. That Council endorses Clearwater County's 2016/2017 Alberta Community Partnership grant application, in partnership with the Town of Rocky Mountain House, for the Intermunicipal Development Plan (IDP) and Joint Development Area (JDA) project. 2. That Council endorses the Town of Rocky Mountain House's 2016/2017 Alberta Community Partnership grant application, in partnership with Clearwater County and the Village of Caroline, for the operational review of the Rocky Mountain Regional Solid Waste Authority project.		

BACKGROUND:

Clearwater County, on behalf of its partner municipalities, completed two grant applications for the 2016/2017 Alberta Community Partnership (ACP) program. The deadline for ACP grant applications was December 16, 2016.

The objective of the ACP is to improve the viability and long-term sustainability of municipalities by providing support for regional collaboration and capacity building initiatives.

For the first ACP application, the County submitted the Intermunicipal Development Plan (IDP) and Joint Development Area (JDA) project with the Town of Rocky Mountain House. The project includes amending the existing IDP and undertaking an area structure plan, a master stormwater management plan, wetland delineation report, transportation assessments, geotechnical assessments, water/wastewater assessments and studies, and water/wastewater design. The project's objective is to foster growth and development within the JDA, benefiting the region as a whole.

For the second ACP application, the Town submitted the regional waste partnership project with the County and the Village of Caroline, to complete an operational review of the Rocky Mountain Regional Solid Waste Authority. This study will be undertaken to improve service efficiencies, ensure regulatory compliance and confirm long term operating and capital priorities.

Both applications fall into the ACP grant category for Intermunicipal Collaboration (IC) which has a project maximum of \$200,000.00. The IC category funds partnerships of two or more municipalities to support intermunicipal land use and service delivery planning.

The Council's associated with the respective grant applications need to endorse the application(s) by resolution by February 3, 2017, in order for the ACP grant application to be considered.

Administration requests Council pass the two motions as noted in the recommendations above.



AGENDA ITEM

PROJECT: 2017 Municipal Law Educational Seminars		
PRESENTATION DATE: January 10, 2017		
DEPARTMENT: Municipal	WRITTEN BY: Tracy Haight	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: 2.4 Invest in, and support, a skilled, motivated and performing workforce	STRATEGIES: 2.4.1 Develop the skills and knowledge of Councillors and Administration to grow capacity and organizational performance
RECOMMENDATION: That Council authorizes councillors' attendance at the Brownlee LLP Emerging Trends session in either Calgary or Edmonton and/or the Reynolds Mirth Richards & Farmer session in either Edmonton or Airdrie.		

BACKGROUND:

Brownlee LLP is again holding their Emerging Trends municipal law seminar on Thursday, February 09 and 16 in Calgary and Edmonton, respectively. This year's topics include: Bill 21 – The Modernized MGA; Planning and Development; Intermunicipal Collaboration; Assessment and Taxation; Councillor Conduct; Case Law Updates; and a Bear Pit session.

Reynolds Mirth Richards & Farmer (RMRF) LLP will also host municipal law seminars on Friday, February 17 in Edmonton and on Friday, February 24 in Airdrie. This year's topics will include: Planning for the Future: Bill 21; Alberta's New Carbon Levy (**Edmonton Location Only**); Modernized Municipal Government Act Brings Big Changes to your Assessment (**Edmonton Location Only**); Employment Issues in the Twitterverse; Navigating your Way Through Tricky Waters: Bankruptcy and Collection of Taxes Owing for Linear Property and Machinery and Equipment.

Staff will complete registrations upon Council's direction.



AGENDA ITEM

PROJECT: Alberta Electoral Boundaries Review		
PRESENTATION DATE: January 10, 2017		
DEPARTMENT: Council	WRITTEN BY: Christine Heggart	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw/Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: Advocacy	STRATEGIES: 2.5 Advocate in the best interest of community and region.
ATTACHMENT(S): Alberta Electoral Boundaries Commission http://abebc.ca/ ; <i>Electoral Boundaries Commission Act</i> http://www.qp.alberta.ca/1266.cfm?page=E03.cfm&leg_type=Acts&isbncln=9780779755110 ; Letter from the Alberta Electoral Boundaries Commission; Alberta Electoral Division Map; Rimbey-Rocky-Sundre Electoral Boundaries Map		
RECOMMENDATION: That Council advises Administration if they'd like to attend electoral boundaries commission public hearing(s) to make a presentation.		

BACKGROUND:

The last review of electoral boundaries for Alberta occurred in 2010, with the addition of four seats, increasing the number of seats to 87. At that time, the old electoral boundary of "Rocky Mountain House" was adjusted to include Rimbey and lands west of Sylvan Lake.

The current "Rimbey-Rocky Mountain House-Sundre" provincial district includes the towns of Bentley, Eckville, Rimbey, Rocky Mountain House and Sundre as well as the Village of Caroline, with a population estimated at 40,205.

In October 2016, members were named to the Alberta Electoral Boundaries Commission and were tasked with reviewing the existing provincial electoral boundaries and proposing to the Legislative Assembly of Alberta as to the area, boundaries and names of the electoral constituencies of the province.

The *Electoral Boundaries Commission Act* sets out that the Commission is to propose 87 electoral divisions with relevant considerations to include: effective representation; population/density; common community interests; existing municipal and natural boundaries; geographical features including road systems; and, clear boundaries. The *Act* also prescribes

that the population within any constituency cannot exceed by or be less than the average population of all the proposed electoral divisions, by 25%.

With a provincial population of 4.269 million and 87 seats (average approximately 49,000), it is anticipated that rural electoral boundaries will be further expanded, and as a result the number of urban electoral divisions will increase. Any redrawing of boundaries to reflect Alberta's shifting population is likely to decrease representation in rural Alberta.

Along with the letter received inviting Clearwater County to participate in the public consultation (attached), the Commission invites Albertans to take part by attending public hearings, providing written submissions and by following the Commission's progress on social media.

A series of public hearings will be held across the province in 2017 (January/February and July/August) to gather public input. An interim report is expected by the end of May, with the Commission's final report expected by October 31, 2017. Hearings that are currently scheduled near Clearwater County:

- Red Deer - January 20 at 3:00 p.m. (Baymont Conference Centre) – register by Jan 13.
- Olds – January 25 at 8:30 a.m. (Ramada) – register by Jan 18.

Administration would like to know if Council wishes to send a member of Council to attend one or more of the upcoming hearings, and whether Council wishes to make a presentation to the Commission.

Should Council choose to present to the Commission, you may wish to identify the following:

- Rural vs. urban split and the resulting marginalization of rural Alberta citizen's perspectives and interests.
 - Population should not be the sole determinant in amending electoral boundaries.
 - The *Rimbey-Rocky Mountain House-Sundre* district is geographically very large and current boundaries include a population that fits within the variance allowed by the *Act*.
- Trade and travel corridors in the region (Highways 53, 12, 11 and 54).
- Common economic or business interests (i.e. industry, commerce).
- Regional affiliations or political commonality.

Administration will monitor and update Council as proposed boundaries and additional information becomes available.



Alberta Electoral Boundaries Commission

December 12, 2016

Mr Ron Leaf
Chief Administrative Officer
Clearwater County
PO Box 550
Rocky Mountain House, AB
T4T 1A4



Dear Mr Leaf,

The Electoral Boundaries Commission was appointed on October 31, 2016, and is beginning its work. The next year will be spent reviewing the boundaries and names of the 87 electoral constituencies in the province, in accordance with legal requirements, including those set out in the *Electoral Boundaries Commission Act*. The results of this review will impact your vote in future provincial elections.

In addition to myself, as Chair, the Commission members are Gwen Day from the County of Mountain View, Laurie Livingstone of Calgary, D. Jean Munn of Calgary, and W. Bruce McLeod of Acme.

One of the most important aspects of this review is hearing from interested Albertans who wish to contribute to the redrawing of Alberta's constituency map. I encourage you to participate in this public consultation. You may participate by preparing a written submission or by making a presentation at one of the public hearings, the dates and locations of which will soon be announced. Please visit our website at abebc.ca for information as to how and when you may take part as we travel throughout the province gathering feedback on how best to update the constituency map of Alberta.


Our interim report will be submitted to the Speaker of the Legislative Assembly before May 31, 2017, and our final report will be submitted by October 31, 2017. There will be an opportunity for public input again after the interim report is submitted to the Speaker.

Yours truly,

Hon. Myra Bielby
Chair



NORTHWEST TERRITORIES



PROVINCE OF ALBERTA
PROVINCIAL ELECTORAL DIVISIONS
OF ALBERTA
 AS DEFINED BY
 THE ELECTORAL DIVISIONS ACT, 2010

Scale = 1:2,400,000

Base data provided by:
 Copyright © Her Majesty the Queen in Right of Canada,
 Department of Natural Resources. All rights reserved. 2009
 Spatial Data Warehouse Ltd. 2009
 Elections Alberta 2010
 Tel: 780-427-7181
 Fax: 780-422-2900
 E-mail: info@elections.ab.ca
 Toll free: 310-0000 then
 780-427-7191
 www.elections.ab.ca

- Electoral Division Boundary as defined by Electoral Divisions Act, 2010
- City
- Urban Service Area
- Métis Settlement/Indian Reserve
- National Park

RED DEER
 City of Red Deer Boundary
 75 Red Deer-North
 76 Red Deer-South
 77 Red Deer-South
 78 Red Deer-South
 79 Red Deer-South

FORT MCMURRAY
 City of Fort McMurray Boundary
 58 Fort McMurray-Wood Buffalo
 59 Fort McMurray-Wood Buffalo
 60 Fort McMurray-Conklin

GRANDE PRAIRIE
 City of Grande Prairie Boundary
 61 Grande Prairie-Smoky
 62 Grande Prairie-Wapiti

LETHBRIDGE
 City of Lethbridge Boundary
 68 Lethbridge-West
 69 Lethbridge-East

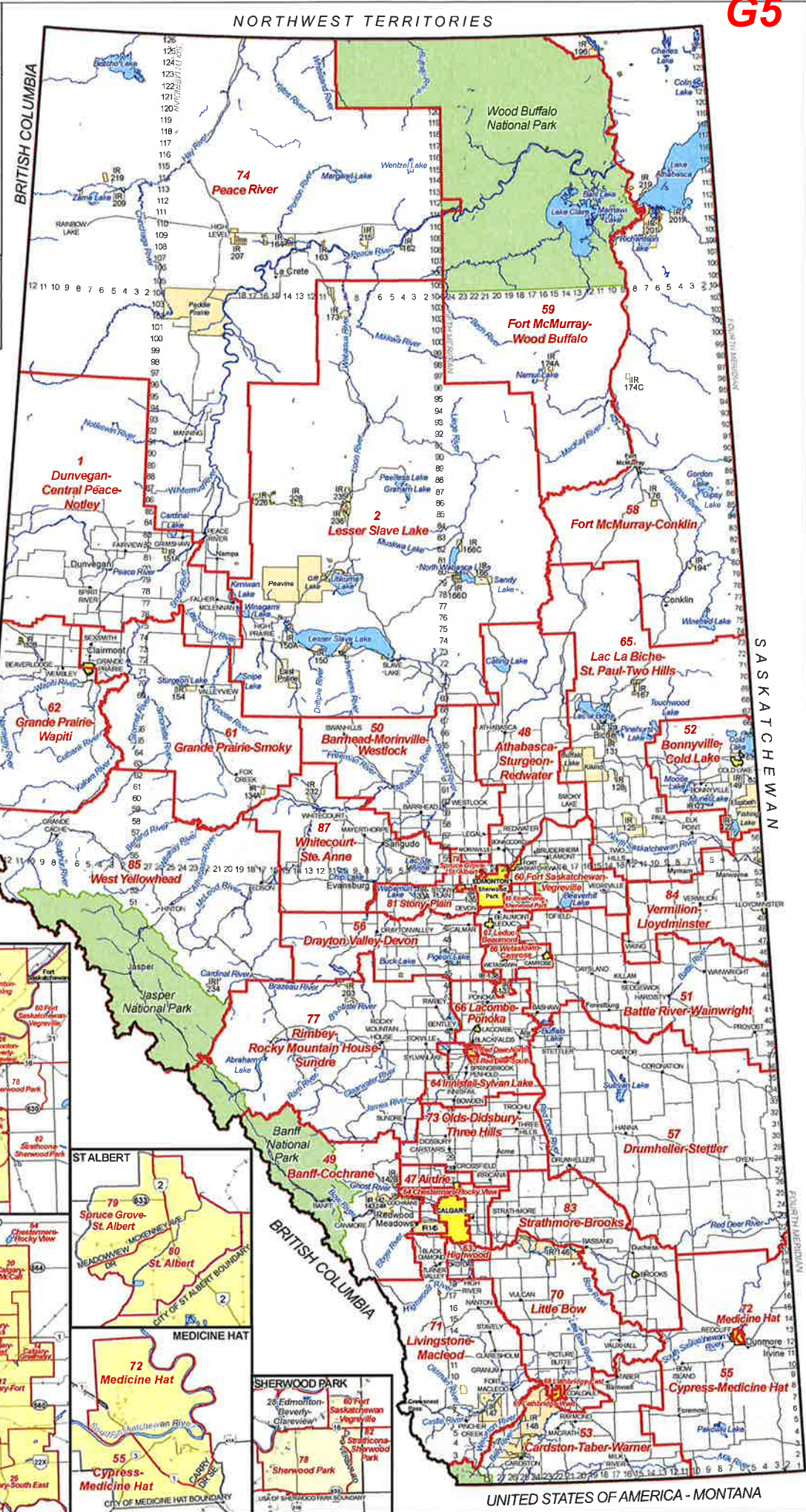
EDMONTON
 City of Edmonton Boundary
 28 Edmonton-Central
 29 Edmonton-Central
 30 Edmonton-Central
 31 Edmonton-Central
 32 Edmonton-Central
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 35 Edmonton-Central
 36 Edmonton-Central
 37 Edmonton-Central
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 93 Edmonton-Central
 94 Edmonton-Central
 95 Edmonton-Central
 96 Edmonton-Central
 97 Edmonton-Central
 98 Edmonton-Central
 99 Edmonton-Central
 100 Edmonton-Central

ST ALBERT
 City of St. Albert Boundary
 79 Spruce Grove-St. Albert
 80 St. Albert

MEDICINE HAT
 City of Medicine Hat Boundary
 72 Medicine Hat
 55 Cypress-Medicine Hat

SHERWOOD PARK
 City of Sherwood Park Boundary
 78 Sherwood Park

TSUU T'INA NATION No. 145
 71 Livingstone-Macleod

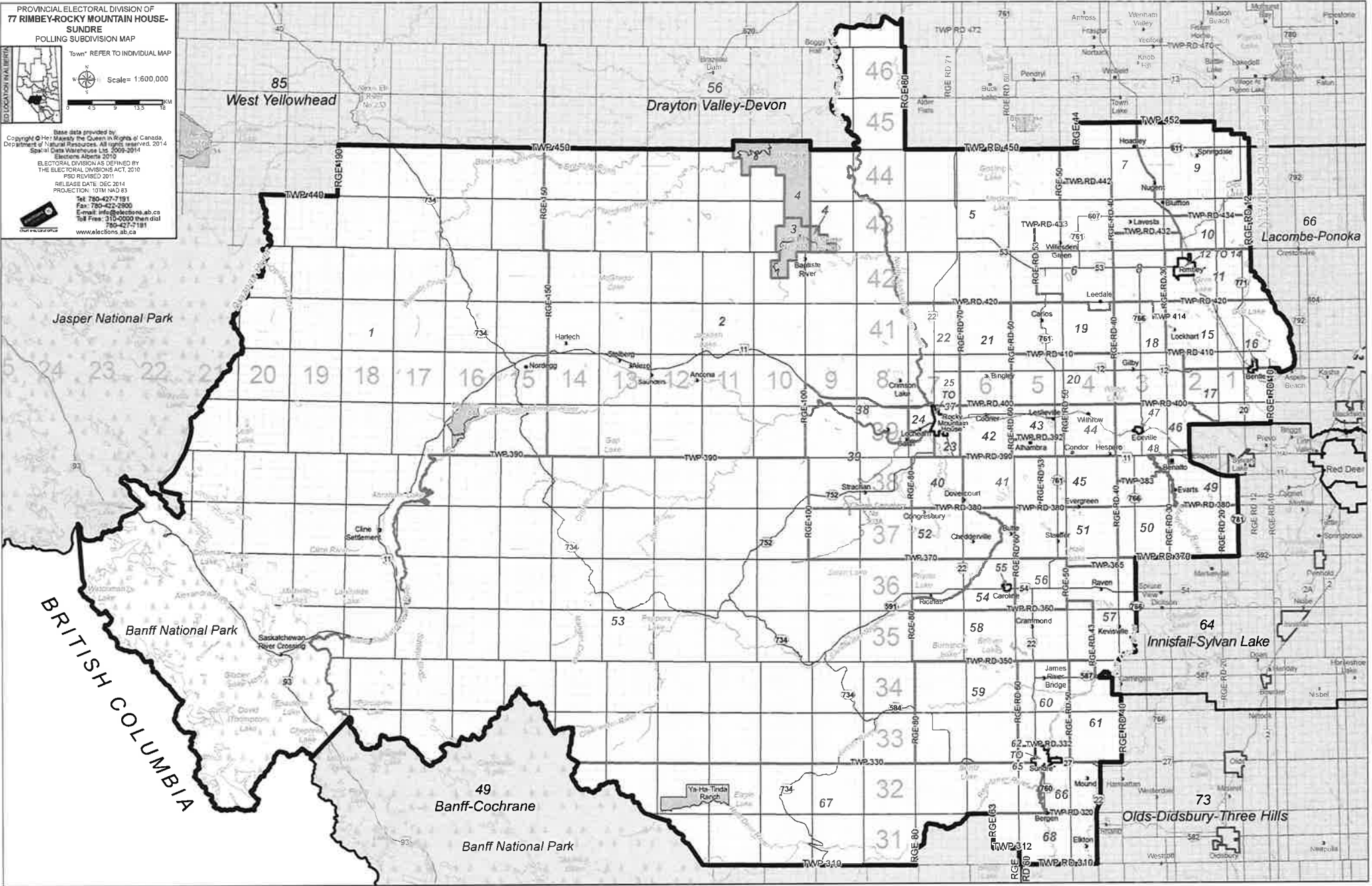


UNITED STATES OF AMERICA - MONTANA

PROVINCIAL ELECTORAL DIVISION OF
**77 RIMBEY-ROCKY MOUNTAIN HOUSE-
 SUNDRE**
 POLLING SUBDIVISION MAP

Scale = 1:600,000

Base data provided by:
 Copyright © Her Majesty the Queen in Right of Canada
 Department of Natural Resources. All rights reserved. 2014
 Spatial Data Warehouse Ltd. 2009-2014
 Elections Alberta 2015
 ELECTORAL DIVISIONS DEFINED BY
 THE ELECTORAL DIVISIONS ACT, 2010
 PSD REVISED 2011
 RELEASE DATE: DEC 2014
 PROJECTION: 10TM NAD 83
 Tel: 780-427-7191
 Fax: 780-427-2900
 E-mail: info@elections.ab.ca
 Toll Free: 315-0500 the.electoral
 780-427-7181
 www.elections.ab.ca





AGENDA ITEM

PROJECT: AAMDC Board Governance Review		
PRESENTATION DATE: January 10, 2017		
DEPARTMENT: Council	WRITTEN BY: Christine Heggart	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw/Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: Advocacy	STRATEGIES: 2.5 Advocate in the best interest of community and region.
ATTACHMENT(S): AAMDC BOARD GOVERNANCE REVIEW QUESTIONS		
RECOMMENDATION: That Council directs Administration as to Council's questionnaire responses for the AAMDC Board Governance Review.		

BACKGROUND:

Every four years, the AAMDC undertakes a board governance review to examine and update the association's governance process to ensure that it aligns with its strategic plan and meets the needs of the AAMDC membership.

A Board Governance Review Committee (BGRC) was formed comprised of one representative from each AAMDC district and a non-voting chairperson. The BGRC is seeking member input from municipal Councils and asks that the questions be completed by municipal councils as a whole, if possible. Survey responses are confidential and the BGRC will provide a report to AAMDC membership at the upcoming spring convention.

The deadline to complete questionnaire is January 30, 2017.

AAMDC BOARD GOVERNANCE REVIEW QUESTIONS

Please include answers to the two introductory questions below.

1. This input is from what municipality?

Clearwater County

2. Is this response a council position or an individual position?

Council position

Please provide input to any of the remaining questions as you see fit. These are the issues that the BGRC will be examining, and member input is appreciated. Feel free to skip questions in which your council has no input or opinion.

1. Membership

- 1.1 Is there a need to consider changes to AAMDC membership eligibility to accommodate for changes to types of municipalities/local government structures, past and upcoming, that should be addressed in the AAMDC's definition of full members (see membership definitions in [AAMDC bylaws](#))?
- 1.2 If there is a need to consider changes to the AAMDC's membership base, what changes should be considered?
- 1.3 Do the AAMDC's current district structure and boundaries properly represent members? If not, how could they be changed?

2. Board Structure

- 2.1 Does the current board composition (one president, one vice president, five district directors) adequately represent the membership?
- 2.2 Are the number of members and geographic area represented by board directors appropriate?
- 2.3 Is geographically-based board representation the ideal structure? If not, what alternate structures should be considered?
- 2.4 Is there a role on the board for non-voting representation from outside experts?

3. Board Roles and Responsibilities

- 3.1 In your view, what is the role of the AAMDC board?
- 3.2 Is there any need to consider changes to the board role to accommodate for the new MGA's revisions to councillor and municipality responsibilities?
- 3.3 Are board members currently accountable to:
 - The membership overall?
 - Their districts?
- 3.4 If not, how could accountability be improved?
- 3.5 Does your municipality conduct any council performance evaluation and/or improvement planning strategies that could be considered for adoption by the AAMDC board?

4. Governance Processes

Elections

- 4.1 Are the current two-year staggered terms of office for board directors appropriate?
- 4.2 Are current election processes appropriate?
- 4.3 Please suggest any improvement to the AAMDC's board election process.

Member input

- 4.4 Provide any input on the effectiveness of the resolution process and other processes used (surveys, etc.) to seek "overall" membership direction.
- 4.5 Please share your views on the potential role of advisory committees comprised of AAMDC members. Consider aspects such as composition, scope, time commitments, purpose, and cost.
- 4.6 What role do you believe municipal staff should play in providing the AAMDC with specialized advice?
- 4.7 Do you believe that district meetings could be more focused on providing the AAMDC with member input on issues?

5. Board Compensation

- 5.1 Please provide any comments or suggestions related to board expenses, per diems, and benefits.

6. Other

- 6.1 Please provide any other input or comments you believe will be helpful to the AAMDC Board Governance Review Committee



AGENDA ITEM

PROJECT: AB Municipal Affairs – Preliminary Review Findings		
PRESENTATION DATE: January 10, 2017		
DEPARTMENT: CAO	WRITTEN BY: Ron Leaf	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input checked="" type="checkbox"/> Reallocation (from Contingency)		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
Ministerial recommendation		
STRATEGIC PLAN THEME: Well Governed & Leading Organization	PRIORITY AREA: 2.1; 2.2; 2.3; 2.4; 2.6	STRATEGIES:
ATTACHMENT(S):		
<ul style="list-style-type: none"> • December 7, 2016 Letter - Hon. Danielle Larivee – Minister of AB Municipal Affairs • Appendix B – Services – AB Municipal Affairs Request for Proposal for Municipal Inspection 		
RECOMENDATION:		
<ol style="list-style-type: none"> 1) That Council confirms whether it wishes to undertake a review(s) and, if so, confirms the scope of the study for the review(s); 2) That Council establishes a budget for the review(s). 		

BACKGROUND:

Attached is a letter from AB Municipal Affairs Minister, Hon. Danielle Larivee, outlining the findings of Ministry's preliminary review of Clearwater County, as requested by Council in June, 2016.

As Council is aware, during the course of the preliminary review Ministry staff interviewed all members of County Council and the County CAO. A representative from the Clearwater Taxpayers Association was also interviewed. As the Minister identifies in her letter:

“Although there were some concerns identified during the preliminary review, such as the need for an increased focus on communication with the public, these matters were not of sufficient concern to warrant a municipal inspection.”

The Minister does note that the preliminary review identified that some members of Council and some electorate have concerns regarding recent decisions and practices of Council. The

Minister has therefore encouraged Council to consider undertaking a legal review of the recent land purchase as well as a governance or organizational review.

In relation to the scope of study associated with governance and operations reviews, I have attached "Appendix B" from the AB Municipal Affairs Request for Proposal (RFP) for Municipal Inspection. Given that the Minister has identified that a municipal inspection is not required I do not recommend that all topics listed in the Provincial RFP be studied. Rather, should Council choose to undertake the identified review(s), I recommend that a Request For Proposal (RFP) be developed requesting services evaluating the following:

- Legal Review of Land Purchase
 - An assessment of whether the land purchases in Caroline and north of Rocky Mountain House in 2015 were conducted in accordance with requirements of the Municipal Government Act.

- Governance
 - A review of:
 - The functioning of Council as a leadership body providing strategic direction;
 - Council's decision making processes, including evaluation of bylaws and key policies;
 - Councilors' understanding of roles and responsibilities;
 - The current working relationships amongst Councilors and between Council and Administration; and,
 - Council meetings for efficiency and effectiveness.

- Operations:
 - An assessment of:
 - Council and administration communication with focus on communication of Council's strategic priorities and plans, and Council decisions;
 - Council public engagement practices, current and proposed;
 - Administrative organizational structure, including evaluation of administrative staffing levels, relative to regulatory requirements and Council established service levels; and,
 - Staff reporting relationships, responsibilities and workload capacity.

I recommend that a maximum budget of \$75,000 be approved with funds allocated from Contingency.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Lesser Slave Lake*

AR87796

DEC 07 2016

Reeve Pat Alexander
Clearwater County
PO Box 550
Rocky Mountain House AB T4T 1A4



Dear Reeve Alexander,

Thank you for your participation and co-operation in the preliminary review conducted by my ministry in response to council's request for an inspection.

The purpose of the preliminary review was to identify the concerns and issues that led to the request for an inspection. The conduct of an inspection is an extraordinary measure and is not undertaken lightly. Although there were some concerns identified during the preliminary review, such as the need for an increased focus on communication with the public, these matters were not of sufficient concern to warrant a municipal inspection.

From the preliminary review it is apparent that some members of council and some electors have concerns regarding recent decisions and practices of council. I encourage you to consider initiating a legal review of recent land purchase decisions as well as a governance or organizational review. I also encourage you to make the results of each review available to the public. This may support increased public confidence in the governance and operation of the municipality.

If you would like to follow up on the preliminary review process, please contact Faye Sheridan, Municipal Advisor toll-free at 310-0000, then 780-422-8426.

Sincerely,

Hon. Danielle Larivee
Minister of Municipal Affairs

APPENDIX B– Services

In accordance with any service requirements specified below, the Province requires the Contractor to perform the following:

1. Services

a) The Contractor shall provide an inspection of the (“Municipality”) in accordance with Section 571 of the *Municipal Government Act (MGA)*, including but not limited to:

- a review and evaluation of bylaws and key policies for adequacy, relevancy, consistency, and conformity with legislation;
- a review and evaluation of the structure of council committees;
- a review and evaluation of the organizational structure of the municipal administration;
- a review and evaluation of the process and procedures used to prepare for council meetings;
- a review and evaluation of councils’ understanding of their role and responsibilities;
- a review and evaluation of the CAO’s understanding of his role and responsibilities;
- attendance at, and evaluation of, the conduct of a council meeting;
- a review and evaluation of the process for preparing and approving council meeting minutes, and a review of recent minutes;
- a review of key planning documents, bylaws and planning and development processes;
- a review and evaluation of the financial status of the municipality;
- a review and evaluation of the financial reporting to council;
- a review and evaluation of the budget process;
- a review of major proposed or active capital projects;
- a comparative analysis of the property assessment and tax rates with similar municipalities;
- a review and evaluation of public engagement and communication policies and procedures;
- interviews with all members of council and the CAO;
- interviews with staff; and
- Interviews with the petition representative and a sample of residents.

b) After the completion of the inspection, the inspector must submit a written draft report to the Minister, for review and consideration. The draft report should include, but is not limited to:

- Description of the legislative basis for inspections and the specific authorization for the inspection;
 - Description of the municipality, including the types and means of services delivered;
 - Description and analysis of the council and committee structure;
 - Description and analysis of the administrative organization structure;
 - Results of the inspection process;
 - Identification of any instances of inappropriate actions, processes, or procedures;
 - Identification of circumstances that indicate any non-compliance with legislation, bylaws, or policies;
 - Identification of any instances of misconduct of councilors or administration;
 - Identification of any improvident, improper, or irregular matters; and
- Municipal Affairs Request for Proposals CB2016-01-RMH Appendix B- Services
January 22, 2016 33
- Any recommendations to the Minister to address results of the inspection process.

c) After the Contract Manager provides the inspector with comments on the draft report, the inspector must submit a written final report to the Minister, for the Minister's review and consideration.

d) Once the report is approved by the Minister, the inspector will present the report to the council and public at a public meeting.

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2016..

Name of Councilor / Board Member**Pat Alexander**.....

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
Nov 3	Tourism Form	X	X				74
Nov 4	Meet with CAO+RMH Legion	X	X				74
Nov 8	Council				X		74
Nov 9	St. Dom's+W.C. Rememb.	X					74
Nov 9	Reg. Fire		X				
Nov 11	Remembrance Day Cerem.	X					74
Nov 14	AAMDC	X	X		hotel	X	198
Nov 15	AAMDC	X	X	X	hotel		
Nov 6	AAMDC	X	X	X	hotel		
Nov 17	AAMDC	X	X	X			272
Nov 19	Caroline Xmas Party	X					132
Nov 22	NSWA Conf. Call	X					
Nov 22	IDP+ Phycisian Recrut.		X	X		X	74
Nov 25	FOIP Training	X	X				74
Nov 26	Rocky Parade	X					74

{more Space on Back of Page}

Remuneration Calculation

14	Meetings @ \$159.00=	2226.00	1476.00	Kms @ \$0.54=	797.04
13	Meetings @ \$126.00=	1638.00	2	Lunch @ \$16.00=	32.00
1	Meetings @ \$288.00=	288.00	Hotel	\$770.76	
	Supervision=	\$850.00			
				Total =	\$ 1599.80

TOTAL=

TOTAL=

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

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54/km
Nov 29	North Devel. Landowner	X					74
Nov 30	Mayors+Reeves RD	X					208

UNION BANK INN

H5 GUEST ACCOUNT

ACE

RE STYLE

UNION BANK INN
10053 JASPER AVENUE
EDMONTON, AB T5J1S5
7804233600

ALEXANDER PAT
PO BOX 550
4340-47 AVENUE
ROCKY MOUNTAIN HOUSE, AB
T4T 1A4
CLEARWATER COUNTY
Room # 513 Invoice # 131281

Merchant ID: 6764208 Ref #: 015
Term ID: 002
Clerk ID: 2

Arr Pre-Auth Compl /17/16

DATE	DESCRIPTION	AMOUNT
11/17/16	XXXXXXXXXXXX3314	
11/17/16	VISA Entry Method: Chip	199.00
11/17/16	On Room Charge	7.96
11/17/16	08:16:57	5.97
11/17/16	On DMF	0.24
11/17/16	Inv #: 000015 Appr Code: 007334	30.00
11/17/16	Ubi - 24h -09-M003	2.00
11/17/16	Batch#: 322001	105/2012
11/17/16	On Room Charge	199.00
11/17/16	Original Pre-Auth Amount: \$ 830.00	7.96
11/17/16	On Room Charge	5.97
11/17/16	Total: \$ 770.76	0.24
11/17/16	On DMF	30.00
11/17/16	Ubi 24h 09-M003	2.00
11/17/16	105/2004	199.00
11/17/16	On Room Charge	7.96
11/17/16	Application Label: MasterCard	5.97
11/17/16	AID: A0000000031010	0.24
11/17/16	TVR: 00 00 00 00 00	30.00
11/17/16	ISI: F8 00	2.00
11/17/16	Customer Copy	105/2003
11/17/16		-770.76
11/17/16	GST On DMF	0.90
11/17/16	GST On Parking Pass	4.50
11/17/16	GST On Room Charge	29.85
11/17/16	Tax Reg. # R897343794	

I agree to pay above total amount according to card issuer agreement (Merchant agreement if credit voucher). Retain this copy for statement verification.

Application Label: MasterCard
AID: A0000000031010
TVR: 00 00 00 00 00
ISI: F8 00

BILLING INSTRUCTIONS BALANCE DUE 0.00

COMPANY I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

TENTION SIGNATURE

X _____

UNION BANK INN

A CENTURY OF HISTORY · MODERN RENAISSANCE STYLE

10053 Jasper Avenue, Edmonton, AB, Canada T5J 1S5

Phone: 780.423.3600 • Fax: 780.423.4623

E-mail: info@unionbankinn.com • Web: unionbankinn.com

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2016..

Name of Councilor / Board Member**Pat Alexander**.....

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
Dec 1	CAPC	X					74
Dec 2	Caroline Light up	X				X	134
Dec 7	NSWA Sruce Grove	X	X	X		X	396
Dec 8	Luncheon	X					74
Dec 9	CAAMDC Directors	X	X				408
Dec 13	Council				X		74
Dec 14	Budget	X	X				74
Dec 14	Mayors + Revees			X			215
Dec 16	Budget				X		74
Dec 19	Budget				X		74
Dec 21	Hospital	X					74

Remuneration Calculation

<u>7</u>	Meetings @ \$159.00=	<u>1113.00</u>	<u>1671</u>	Kms @ \$0.54=	<u>902.34</u>
<u>5</u>	Meetings @ \$126.00=	<u>630.00</u>	<u>2</u>	Lunch @ \$16.00=	<u>32.00</u>
<u>3</u>	Meetings @ \$288.00=	<u>864.00</u>			
	Supervision=	<u>850.00</u>			
	TOTAL=	\$ <u>3457.00</u>		TOTAL=	\$ <u>934.34</u>

Signature {Councilor / Board Member}

Clearwater County Councilor and Board Member Remuneration Statement For the Year of ...2016...

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

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
Nov 3	Tourism Conference	X					40
Nov 8	Regular Council				X		40
Nov 9	FCSS	X					40
Nov 10	MPC	X					40
Nov 14	ASB Provincial Committee	X	X				245
Nov 15	AAMDC	X	X				0
Nov 16	AAMDC	X	X				0
Nov 17	AAMDC	X	X				245
	Hotel and meal receipts attached						
Nov 18	Canada 150	X					50
Nov 21	Canada 150	X					50
Nov 22	Regular Council				X		40
Nov 23	IDP Committee	X					40
Nov 24	Landcare Board	X					40
Nov 25	Headwaters Committee	X	X				266

{more Space on Back of Page}

Remuneration Calculation

<u>12</u>	Meetings @ \$159.00=	<u>1908.00</u>	<u>1136</u>	Kms @ \$0.54=	<u>613.44</u>
<u>5</u>	Meetings @ \$126.00=	<u>630.00</u>	<u>0</u>	Lunch @ \$16.00=	<u>0</u>
<u>2</u>	Meetings @ \$288.00=	<u>576.00</u>			
	Supervision=	<u>550.00</u>			
	TOTAL=	<u>3664.00</u>	Receipts = \$26.80	TOTAL=	<u>613.44</u>
			Hotel = \$791.76		

Signature {Councilor / Board Member} Jim Duncan

UNION BANK INN

A CENTURY STORY · MODERN RENAISSANCE STYLE

H5 GUEST ACCOUNT

DUNCAN JIM
 PO BOX 550
 4340-47 AVENUE
 ROCKY MOUNTAIN HOUSE, AB
 T4T 1A4
 CLEARWATER COUNTY

Arrive 11/14/16 Depart 11/17/16

Room # 411 Invoice # 131285

DATE	CLERK	DEPARTMENT	DESCRIPTION	AMOUNT
11/14/16	PM	2-Room Charg		199.00
11/14/16	PM	41-Tourism Le	On Room Charge	7.96
11/14/16	PM	42-DMF		5.97
11/14/16	PM	41-Tourism Le	On DMF	0.24
11/14/16	PM	9-Parking Pa	EARLY PASS	20.00
11/14/16	PM	9-Parking Pa	SURF-24H-76L406	30.00
11/15/16	XXX	7-Madisons	105/2011	3.00
11/15/16	MN	2-Room Charg		199.00
11/15/16	MN	41-Tourism Le	On Room Charge	7.96
11/15/16	MN	42-DMF		5.97
11/15/16	MN	41-Tourism Le	On DMF	0.24
11/15/16	MN	9-Parking Pa	SURF-24H-76L406	30.00
11/16/16	XXX	7-Madisons	105/2005	1.00
11/16/16	MN	2-Room Charg		199.00
11/16/16	MN	41-Tourism Le	On Room Charge	7.96
11/16/16	MN	42-DMF		5.97
11/16/16	MN	41-Tourism Le	On DMF	0.24
11/16/16	MN	9-Parking Pa	SURF-24H-76L406	30.00
11/17/16	XXX	7-Madisons	105/2007	2.00
11/17/16	NB	91-Visa		-791.76
			GST On DMF	0.90
			GST On Parking Pass	5.50
			GST On Room Charge	29.85
			Tax Reg. # R897343794	

BILLING INSTRUCTIONS

BALANCE DUE

0.00

MPANY

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

SIGNATURE

MENTION

X

UNION BANK INN

A CENTURY OF HISTORY · MODERN RENAISSANCE STYLE

10053 Jasper Avenue, Edmonton, AB, Canada T5J 1S5

Phone: 780.423.3600 • Fax: 780.423.4623

E-mail: info@unionbankinn.com • Web: unionbankinn.com

YELLOW CAB 780.462.3456
 edmtaxi.com

GST# _____

Date: 15-11-16 Amount: 10.00

Driver: [Signature] Car#: _____

From: _____

To: _____

10135-31 Avenue, Edmonton, AB T6N 1C2

♿

State and Main - Jasper Ave
 10065 Jasper Ave NW



State and Main Jasper Ave
 10065 Jasper Avenue NW
 Edmonton, Alberta

PH#: _____
 GST#: 789991890 RT0001
Table #45-4
 T: ns #: 81206 Serv: Linneah2697
 11/14/2016 7:44 PM # Cust:1

Quant	Descript	Cost
1	Teriyaki Rice Bowl	\$16.00
Net Total:		\$16.00
GST		\$0.80

TOTAL: \$16.80
Amount Due: \$16.80
 Watch for New
 Daily Specials ..

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2016...

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

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
Dec 7	Clearwater Trails	X					20
Dec 7	Rec Board	X					20
Dec 8	Provincial ASB Committee Conference call	X					0
Dec 12	Canada 150 Committee	X					40
Dec 13	Regular Council				X		40
Dec 14	Budget Deliberations	X	X				40
Dec 15	FCSS	X					40
Dec 16	Budget Deliberations	X	X				40
Dec 19	Budget Deliberations	X	X				40
Dec 21	MPC	X					40
Dec 22	Clearwater Trails	X					40

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Remuneration Calculation

<u>10</u>	Meetings @ \$159.00=	<u>1590.00</u>	<u>360</u>	Kms @ \$0.54=	<u>194.40</u>
<u>3</u>	Meetings @ \$126.00=	<u>378.00</u>	<u>0</u>	Lunch @ \$16.00=	<u>0</u>
<u>1</u>	Meetings @ \$288.00=	<u>288.00</u>			
	Supervision=	<u>550.00</u>			
	TOTAL=	<u>2806.00</u>		TOTAL=	<u> </u>

Signature {Councilor / Board Member} Jim Duncan

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2016.....

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

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
Oct. 3	Hospital Mtg.	X					30
Oct. 5	Celebrating Our Success	X					30
Oct. 11	CWC- Council				X		30
Oct. 12	CCPAC	X					30
Oct. 13	CAAMDC- Acadia Valley	X					15
Oct. 14	CAAMDC- Acadia Valley	X	X	X			15
Oct. 17	Tri-Council	X					30
Oct. 18	Mun. Aff- Councillor Interview	X					30
Oct. 20	Regional ASB- Canmore	X	X	X			30
Oct. 21*	Rocky Senior Housing*						*
Oct.25	CWC- Council				X		30
Oct. 27	CWC- Leslieville Rink Opening	X					14
Oct. 26	Rocky Library	X					30
Oct. 28	CWC-ASB	X					30

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Remuneration Calculation

1	westview @	79.00			
11	Meetings @ \$159.00=	1749.00	344	Kms @ \$0.54=	185.76
4	Meetings @ \$126.00=	504.00	0	Lunch @ \$16.00=	0
2	Meetings @ \$288.00=	576.00			
	Supervision=	550.00			
	TOTAL=	3458.00		TOTAL=	185.76

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

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2016.....

Name of Councilor / Board Member Kyle Greenwood

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
Nov. 8	CWC- Council				X		30
Nov.9	Regional Fire	X					15
Nov. 9	CCPAC		X				15
Nov. 10	Parkland Regional Library	X					160
Nov. 14	AAMDC	X					200
Nov. 15	AAMDC	X	X	X			
Nov.16	AAMDC	X	X				
Nov. 17	AAMDC	X					200
Nov. 22	CWC- Council				X		30
Nov. 23*	Rocky Senior Housing Council*	*					*
Nov. 24	ASB- Cattleman's Day						
Nov. 24	Bill Symko- Friendship Bench Dedication						
Nov. 25	CWC- ASB	X	X				30
Nov. 25	Rocky Library- Personnel Committee			X			50
Nov. 26	Rocky- Parade of Lights	X					30

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Remuneration Calculation

1	Westview @79.00	79.00			
8	Meetings @ \$159.00=	1272.00	760	Kms @ \$0.54=	410.40
6	Meetings @ \$126.00=	756.00	0	Lunch @ \$16.00=	0
2	Meetings @ \$288.00=	576.00			
	Supervision=	550.00	Hotel = 764.76		
	TOTAL=	<u>3233.00</u>	Receipt = 23.00	TOTAL=	<u>410.40</u>

Signature {Councilor / Board Member} Kyle Greenwood

UNION BANK INN
10053 JASPER AVENUE
EDMONTON, AB T5J1S5
7804233600

K INN

RENAISSANCE STYLE

H5 GUEST
ACCOUNT

Merchant ID: 5764208 Ref #: 012
Term ID: 002
Clerk ID: 5

GREENWOOD KYLE
PO BOX 550
4340-47 AVENUE
ROCKY MOUNTAIN HOUSE, AB
T4T 1A4
CLEARWATER COUNTY
Room # 201 Invoice # 131284

Pre-Auth Compl

XXXXXXXXXXXX6563
MASTERCARD
Entry Method: Chip
11/17/16 08:09:05
Inv #: 000012 Appr Code: 976431
Approved Batch#: 322001
Original Pre-Auth Amount: \$ 800.00
Total: \$ 764.76

at 11/17/16

DEPARTMENT	DESCRIPTION	AMOUNT
2-Room Charge		199.00
1-Tourism Le	On Room Charge	7.96
2-DMF		5.97
1-Tourism Le	On DMF	0.24
9-Parking Pa	UBI - 24H- ZYX412	30.00
2-Room Charge		199.00
1-Tourism Le	On Room Charge	7.96
2-DMF		5.97
1-Tourism Le	On DMF	0.24
9-Parking Pa	UBI 24HR ZYX412	30.00
2-Room Charge		199.00
1-Tourism Le	On Room Charge	7.96
2-DMF		5.97
1-Tourism Le	On DMF	0.24
9-Parking Pa	UBI 24HR ZYX412	30.00
2-Mastercard		-764.76
	GST On DMF	0.90
	GST On Parking Pass	4.50
	GST On Room Charge	29.85
	Tax Reg. # R897343794	

I agree to pay above total amount according to card issuer agreement (Merchant agreement if credit voucher). Retain this copy for statement verification.

Application Label: VISA
AID: A0000000041010
TVR: 00 00 00 00 00
ISI: E8 00

Customer Copy

BILLING INSTRUCTIONS

BALANCE DUE

0.00

COMPANY

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

SIGNATURE

ATTENTION

X _____

UNION BANK INN

A CENTURY OF HISTORY · MODERN RENAISSANCE STYLE

10053 Jasper Avenue, Edmonton, AB, Canada T5J 1S5
Phone: 780.423.3600 • Fax: 780.423.4623
E-mail: info@unionbankinn.com • Web: unionbankinn.com

STATE & MAIN KITCHEN &
BAR
10065 JASPER AVE NW UNIT
EDMONTON AB

State and Main - Jasper Ave
10065 Jasper Ave NW



CARD *****6563
CARD TYPE MASTERCARD
DATE 2016/11/14
TIME 5774 19:50:17
CLERK ID 2697
RECEIPT NUMBER
C82017605-001-207-017-0

State and Main Jasper Ave
10065 Jasper Avenue NW
Edmonton, Alberta

PURCHASE
AMOUNT \$21.00
TIP \$2.00
TOTAL

\$23.00

MasterCard
A0000000041010
E31C977019C6FC71
0000008000-E800
F93E96D86E780E37

PH#:
GST#:789991890 RT0001
Table #45-3
Trans #: 81205 Serv: Linneah2697
11/14/2016 7:44 PM # Cust:1

Quan	Descript	Cost
1	Ice Tea	\$3.50
1	Butter Chicken	\$16.50

Net Total: \$20.00
GST \$1.00

TOTAL: \$21.00
Amount Due: \$21.00
Watch for New
Daily Specials ..

APPROVED

AUTH# 977452 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2016.....

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

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
Dec. 1	CAPCC- Dessert Night						
Dec. 2	Light-up Caroline	X					80
Dec. 7	Rocky Library	X					30
Dec. 8	CWC- Staff Lunch						
Dec. 13	CWC- Council				X		30
Dec. 14	CWC- Budget	X	X				30
Dec. 16	CWC- Budget	X	X				30
Dec. 19	CWC- Budget	X	X				30
Dec. 21*	Rocky Senior Housing Council*	*	*	*	*	*	*
Dec 21	Hospital Committee Meeting		X				30
Dec 5	Rocky Library - Personnel	X					30

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Remuneration Calculation

<u>6</u>	Westview @ 79.00	<u>79.00</u>		
	Meetings @ \$159.00=	<u>954.00</u>	<u>390</u>	Kms @ \$0.54= <u>156.60</u>
<u>4</u>	Meetings @ \$126.00=	<u>504.00</u>	<u>0</u>	Lunch @ \$16.00= <u>0</u>
<u>1</u>	Meetings @ \$288.00=	<u>288.00</u>		
	Supervision=	<u>550.00</u>		
	TOTAL=	<u>2375.00</u>		TOTAL= <u>156.60</u>

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

Clearwater County Councilor and Board Member Remuneration Statement For the Year of2016.....

Name of Councilor / Board Member Theresa Loring

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
Nov 8/16	Council				✓		14
Nov 9/16	FCSS	✓					14
Nov 14	AAMDC - EOPC	✓	✓	✓			270
Nov 15	AAMOC-	✓	✓				-
Nov 16	AAMDC	✓	✓				-
Nov 17	AAMDC	✓	✓				270
Nov 22	Council				✓		14
Nov 23	PAMZ	✓					160 172
Nov 25	FOIP Training	✓	✓				14
Nov 30	MAL/SDAB Training	✓	✓				14
Nov 23	MUSEUM	✓					14

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Remuneration Calculation

9	Meetings @ \$159.00=	1431.00	796	Kms @ \$0.54=	429.84
7	Meetings @ \$126.00=	882.00	0	Lunch @ \$16.00=	0
2	Meetings @ \$288.00=	576.00			
	Supervision=	550.00			
	TOTAL=	3439.00	Course receipt = \$262.50		
			hotel = \$1023.68	TOTAL=	429.84
			Receipts = \$77.45		

Signature {Councilor / Board Member} Theresa Loring

Alberta Elected Officials Education Program

Alberta Municipal Place
300-8616 51 Ave
EDMONTON AB T6E 6E6

Purchase Receipt

GST # 82290 5212 RT0001

Your purchase has been approved.

This is the official receipt for your purchases. Please print this email for your records.

If you have any questions or require additional information about this purchase, please contact our office using the contact information above.

Order #:	1929
Invoice #:	0000001847
Name:	Theresa Laing
Reg. No.	201403210018
Company:	Clearwater County
Purchase Date:	Monday, November 07, 2016 7:44 PM
Payment Method:	Credit Card
Mailing Address:	RR3, Site7, Box 12 Rocky Mtn. House, Alberta, Canada T4T 2A3 (403) 844-4498
Order Status:	Approved

Item	Quantity	Total
Theresa Laing Online Program Team Building - Online	1	\$250.00
Price: \$250.00		
	SubTotal:	\$250.00
	Gst:	\$12.50
	Total:	\$262.50

* Your online course is now available from the courses page.

H5

STATE & MAIN KITCHEN & BAR
10065 JASPER AVE NW UNIT
EDMONTON AB

THE BELGRAVIA HUB
7609 115 ST W T6G1N4
EDMONTON ON
22494260
GW2249426001

CARD *****4609
CARD TYPE VISA
DATE 2016/11/14
TIME 4563 19:51:51
CLERK ID 2697
RECEIPT NUMBER
C82017605-001-207-019-0

**** PURCHASE ****
11-15-2016 19:56:25
Acct # *****4609 C
Exp Date **/** Card Type VI
Name: THERESA LAING
A0000000031010 VISA CREDIT

PURCHASE AMOUNT \$14.70
TIP \$2.00
TOTAL \$16.70

Trace # 394
Inv. # 421
Auth # 087281 RRRN 001041011

Purchase \$21.00
Tip \$3.00
Total \$24.00

(001) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

VISA CREDIT
A0000000031010
6C6FF52ADCF002D7
8080008000-6800
207BE1187A1306E3
8080008000-7800

APPROVED

AUTH# 045491 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

State and Main - Jasper Ave
10065 Jasper Ave NW



State and Main Jasper Ave
10065 Jasper Avenue NW
Edmonton, Alberta

PH#: GST#:789991890 RT0001
Table #76-2

Trans #: 81516 Serv: Shae9955
11/16/2016 5:48 PM # Cust:1

Quan	Descript	Cost
1	Teriyaki Rice Bowl	\$16.00

Net Total: \$16.00
GST \$0.80

TOTAL: \$16.80
Amount Due: \$16.80
Watch for New Daily Specials ..

0.*
16.7+
24.+
16.8+
19.95+
77.45*+

Fam Aumr

The Almanac
10351-82ave NW
Edmonton, Alberta
Canada, T6E 1Z9
Tel: 780-760-4567

Printed October 5, 2016 at 7:10 PM

October 5, 2016 at 7:10 PM Order #: 10497
Table: 6, 3 guests
Party Name: 7 Waiter: Robyn
Seat(s): 1

Mushroom Ragu	\$19.00
Split Items (1/2)	
Food Total	\$19.00
Sub Total	\$19.00
Tax 1	\$0.95
Total	\$19.95

Thank You
Please Come Again!

Printed from iPad using TouchBistro

UNION BANK INN
 10053 JASPER AVENUE
 EDMONTON, AB T5J 1S5
 7804233600

INN
 RENAISSANCE STYLE

H5 GUEST
 ACCOUNT

Merchant ID: 5764208
 Term ID: 002
 Clerk ID: 5
 Ref #: 018

Pre-Auth Compl

XXXXXXXXXXXX4609

VISA

Entry Method: Chip

11/17/16

08:30:55

Inv #: 000018

Appr Code: 004456

Apprvd

Batch#: 322001

Original Pre-Auth Amount: \$ 1,000.00

Total: \$ 1,023.68

I agree to pay above total amount
 according to card issuer agreement
 (Merchant agreement if credit voucher).
 Retain this copy for statement
 verification.

Application Label: MasterCard
 AID: A0000000031010
 TVR: 00 00 00 00 00
 TSI: 78 00

Customer Copy

11/16/16	MN
11/16/16	MN
11/16/16	MN
11/16/16	MN
11/16/16	MN
11/17/16	NB

rt 11/17/16

LAING THERESA

PO BOX 550
 4340-47 AVENUE
 ROCKY MOUNTAIN HOUSE, AB
 T4T 1A4
 CLEARWATER COUNTY

Room # 311 Invoice # 131279

DEPARTMENT	DESCRIPTION	AMOUNT
2-Room Charg		199.00
41-Tourism Le	On Room Charge	7.96
42-DMF		5.97
41-Tourism Le	On DMF	0.24
9-Parking Pa	UBI 24HR-BMJ 6804	30.00
7-Madisons	888/2004	2.00
2-Room Charg		199.00
41-Tourism Le	On Room Charge	7.96
42-DMF		5.97
41-Tourism Le	On DMF	0.24
9-Parking Pa	UBI 24HR-BMJ 6804	30.00
2-Room Charg		199.00
41-Tourism Le	On Room Charge	7.96
42-DMF		5.97
41-Tourism Le	On DMF	0.24
9-Parking Pa	UBI 24HR-BMJ 6804	30.00
7-Madisons	105/2015	2.00
2-Room Charg		199.00
41-Tourism Le	On Room Charge	7.96
42-DMF		5.97
41-Tourism Le	On DMF	0.24
9-Parking Pa	UBI 24HR-BMJ 6804	30.00
91-Visa		-1023.68
	GST On DMF	1.20

BILLING INSTRUCTIONS

BALANCE DUE

Continued

COMPANY

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

SIGNATURE

X _____

ATTENTION

UNION BANK INN

A CENTURY OF HISTORY · MODERN RENAISSANCE STYLE

10053 Jasper Avenue, Edmonton, AB, Canada T5J 1S5

Phone: 780.423.3600 • Fax: 780.423.4623

E-mail: info@unionbankinn.com • Web: unionbankinn.com

LAING THERESA
PO BOX 550
4340-47 AVENUE
ROCKY MOUNTAIN HOUSE, AB
T4T 1A4
CLEARWATER COUNTY
Room # 311 Invoice # 131279

Arrive 11/13/16 Depart 11/17/16

DATE	CLERK	DEPARTMENT	DESCRIPTION	AMOUNT
			GST On Parking Pass	6.00
			GST On Room Charge	39.80
			Tax Reg. # R897343794	
BILLING INSTRUCTIONS			BALANCE DUE →	0.00

COMPANY

ATTENTION

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

SIGNATURE _____

X _____

UNION BANK INN

A CENTURY OF HISTORY · MODERN RENAISSANCE STYLE

10053 Jasper Avenue, Edmonton, AB, Canada T5J 1S5
Phone: 780.423.3600 • Fax: 780.423.4623
E-mail: info@unionbankinn.com • Web: unionbankinn.com

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2016.....

Name of Councilor / Board Member Curt Maki

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
4	Ag 100	✓					70
8	Council				✓		70
10	MPC	✓					70
14	AAmDC	✓					396
15	AAmDC	✓	✓				-
16	AAmDC	✓	✓				-
17	AAmDC	✓	✓				-
22	Council				✓		70
23	IDP	✓					70
29	ASP	✓					70
30	Mayors/Reeves	✓					110
26	Parade of Lights	✓					70

{more Space on Back of Page}

Remuneration Calculation

<u>10</u>	Meetings @ \$159.00=	<u>1590.00</u>	<u>996.00</u>	Kms @ \$0.54= <u>537.84</u>
<u>3</u>	Meetings @ \$126.00=	<u>378.00</u>	<u>0</u>	Lunch @ \$16.00= <u>0</u>
<u>2</u>	Meetings @ \$288.00=	<u>576.00</u>	Hotel : ^R 770.76	
	Supervision=	<u>550.00</u>	Dinner : \$ 23.55	
	TOTAL=	<u>3094.00</u>		TOTAL= <u>1332.15</u>

Signature {Councilor / Board Member} Curt Maki

UNION BANK IN

A CENTURY OF HISTORY · MODERN RENAISSANCE

UNION BANK INN
10053 JASPER AVENUE
EDMONTON, AB T5J1S5
7804233600

Merchant ID: 5764208
Term ID: 002
Clerk ID: 2
Ref #: 020

Pre-Auth Compl

XXXXXXXXXXXX1007

AMEX

Entry Method: Chip

11/17/16

08:34:32

Inv #: 000019

Appr Code: 849645

Apprvd

Batch#: 322001

Original Pre-Auth Amount: \$ 840.00

Total: \$ 770.76

I agree to pay above total amount
according to card issuer agreement
(Merchant agreement if credit voucher).
Retain this copy for statement
verification.

Application Label: MasterCard
AID: A000000025010001
TVR: 00 00 00 00 00
TSI: F8 00

Customer Copy

STATE & MAIN KITCHEN &
BAR
10065 JASPER AVE NW UNIT
EDMONTON AB

CARD *****1007
CARD TYPE AMEX
DATE 2016/11/14
TIME 7511 19:50:57
CLERK ID 2697
RECEIPT NUMBER
C82017605-001-207-018-0

PURCHASE
AMOUNT \$20.48
TIP \$3.07
TOTAL

\$23.55

AMERICAN EXPRESS
A000000025010801
EBFA1D6A331CD9B8
0000008000-E800
9937AE068516A92C
0000008000-F800

2697
t:1
st
=====
\$15.50
\$2.00
\$2.00
=====
\$19.50
\$0.98
=====
.48
.48

APPROVED

AUTH# 867325 00-025
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS


H5 GUEST
ACCOUNT

MAKI CURT
 PO BOX 550
 4340-47 AVENUE
 ROCKY MOUNTAIN HOUSE, AB
 T4T 1A4
 CLEARWATER COUNTY
Room # 511 Invoice # 131283

Arrive 11/14/16 Depart 11/17/16

DATE	CLERK	DEPARTMENT	DESCRIPTION	AMOUNT
11/14/16	PM	2-Room Charge		199.00
11/14/16	PM	41-Tourism Le	On Room Charge	7.96
11/14/16	PM	42-DMF		5.97
11/14/16	PM	41-Tourism Le	On DMF	0.24
11/14/16	PM	9-Parking Pa	SURF-24H-05-M139	30.00
11/15/16	XXX	7-Madisons	105/2010	2.00
11/15/16	MN	2-Room Charge		199.00
11/15/16	MN	41-Tourism Le	On Room Charge	7.96
11/15/16	MN	42-DMF		5.97
11/15/16	MN	41-Tourism Le	On DMF	0.24
11/15/16	MN	9-Parking Pa	SURF 24HR 05-M139	30.00
11/16/16	XXX	7-Madisons	105/2009	2.00
11/16/16	MN	2-Room Charge		199.00
11/16/16	MN	41-Tourism Le	On Room Charge	7.96
11/16/16	MN	42-DMF		5.97
11/16/16	MN	41-Tourism Le	On DMF	0.24
11/16/16	MN	9-Parking Pa	SURF 24HR 05-M139	30.00
11/17/16	XXX	7-Madisons	105/2003	2.00
11/17/16	XXX	7-Madisons	105/2008	2.00
11/17/16	XXX	7-Madisons	105/2003	-2.00
11/17/16	AE	93-Amex. Expr		-770.76
			GST On DMF	0.90
			GST On Parking Pass	4.50
			GST On Room Charge	29.85

BILLING INSTRUCTIONS

BALANCE DUE 

Continued

COMPANY

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

SIGNATURE

X _____

ATTENTION

UNION BANK INN

A CENTURY OF HISTORY · MODERN RENAISSANCE STYLE

10053 Jasper Avenue, Edmonton, AB, Canada T5J 1S5

Phone: 780.423.3600 • Fax: 780.423.4623

E-mail: info@unionbankinn.com • Web: unionbankinn.com

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2016.....

Name of Councilor / Board Member

Curt Maki

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
Dec 9	CAAMOC Directors Meeting	✓					300
13	Council				✓		70
14	Budget	✓	✓				70
14	Mayors / Reeves			✓			
16	Budget	✓	✓				70
19	Budget	✓	✓				70
21	MPL	✓					70

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Remuneration Calculation

<u>5</u>	Meetings @ \$159.00=	<u>795.00</u>	<u>650</u>	Kms @ \$0.54=	<u>351.00</u>
<u>4</u>	Meetings @ \$126.00=	<u>504.00</u>	<u>0</u>	Lunch @ \$16.00=	<u>0</u>
<u>1</u>	Meetings @ \$288.00=	<u>288.00</u>			
	Supervision=	<u>550.00</u>			
	TOTAL=	<u>2137.00</u>		TOTAL=	<u>351.00</u>

Signature {Councilor / Board Member}

Curt Maki

Clearwater County Councilor and Board Member Remuneration Statement

For the Year of ...2016.....

Name of Councilor / Board Member JOHN VANDERMEER

Payment Periods

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

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

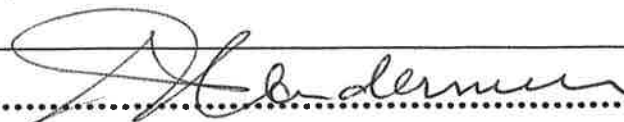
Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
6	WEST CENTRAL S.	✓					66
11	COUNCIL				✓		80
15	ROCKY CURLING - OPENING	✓					80
17	TRI - COUNCIL	✓					80
18	INTERVIEW - MUD. APT	✓					80
19	DIGITAL FUTURES	✓	✓				900
20	—	✓	✓				
25	COUNCIL				✓		80
25	AIRPORT AUTHOR.		✓				
27	CLEARWATER TRAILS	✓					80
28	SDAB	✓					80
28	SCHOOL AWARDS		✓				16

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Remuneration Calculation

<u>8</u>	Meetings @ \$159.00=	<u>1272</u>	<u>1542</u>	Kms @ \$0.54=	<u>832.68</u>
<u>4</u>	Meetings @ \$126.00=	<u>504</u>	<u>8</u>	Lunch @ \$16.00=	<u>8</u>
<u>2</u>	Meetings @ \$288.00=	<u>576</u>			
	Supervision=	<u>550</u>			
	TOTAL=	<u>2902</u>		TOTAL=	<u>832.68</u>

Signature {Councilor / Board Member}



Clearwater County Councilor and Board Member Remuneration Statement

For the Year of ...2016.....

Name of Councilor / Board Member JOHN VANDERMEER

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
2	CBF	✓					100
3	WEST CENTRAL S.	✓					66
4	SPOG	✓					80
7	BROADBAND WORKSHOP	✓	✓				220
8	COUNCIL				✓		80
9	REGIONAL FIRE	✓					80
11	LEGION						16
17	REGIONAL FIRE	✓					80
22	COUNCIL				✓		80
23	WEYERHAEUSER	✓					80
24	CATTLEMEN'S DAY	✓					50
24	CAEP		✓				200
25	FOIP TRAINING	✓	✓				80

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Remuneration Calculation

<u>9</u>	Meetings @ \$159.00=	<u>1431</u>	<u>1212</u>	Kms @ \$0.54=	<u>654.48</u>
<u>3</u>	Meetings @ \$126.00=	<u>378</u>	<u>0</u>	Lunch @ \$16.00=	<u>0</u>
<u>2</u>	Meetings @ \$288.00=	<u>576</u>			
	Supervision=	<u>550</u>			
	TOTAL=	<u>2935</u>		TOTAL=	<u>654.48</u>

Signature {Councilor / Board Member}

Clearwater County Councilor and Board Member Remuneration Statement

For the Year of ...2016.....

Name of Councilor / Board Member JOHN VANDERMEER

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
2	CAROLINE LIGHT UP	✓					16
7	CAEP - BOARD	✓	✓				200
8	STAFF LUNCH .MTG.						
8	CBF	✓					100
13	COUNCIL				✓		80
14	BUDGET	✓	✓				80
16	BUDGET	✓	✓				80
19	Budget.	✓	✓				80

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Remuneration Calculation

<u>6</u>	Meetings @ \$159.00=	<u>954.00</u>	<u>636</u>	Kms @ \$0.54=	<u>343.44</u>
<u>4</u>	Meetings @ \$126.00=	<u>504.00</u>	<u>0</u>	Lunch @ \$16.00=	<u>0</u>
<u>1</u>	Meetings @ \$288.00=	<u>288</u>			
	Supervision=	<u>550</u>			
	TOTAL=	<u>2011</u>		TOTAL=	<u> </u>

Signature {Councilor / Board Member} *John Vandermeer*